

NOVATO SANITARY DISTRICT

Meeting Date: June 23, 2014

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, June 23, 2014, 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 June 9, 2014 meeting.

5. CONSENT CALENDAR:

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

- a. Approve regular, payroll, and payroll related disbursements.

6. COMMITTEE REPORTS:

- a. Strategic Planning and New Facilities.
- b. Wastewater Operations.

7. CAPITAL PROJECTS:

- a. Make CEQA findings, approve plans and specifications, and authorize Manager-Engineer to advertise for bids - Olive Parallel Force Main Project; Account No. 72706: Collection System Improvements.

- b. Make CEQA findings, approve plans and specifications, and authorize Manager-Engineer to advertise for bids – Account no. 72110: Drainage Pump Station 3 & 7 Improvements.

8. ADMINISTRATION

- a. Review cost-of-living increase, represented employee group, effective July 1, 2014 – informational item.
- b. Approve cost-of-living increase, management and confidential employee group, effective July 1, 2014.
- c. Approve cost-of-living increase, Manager-Engineer, effective July 1, 2014.
- d. Adopt Resolution No. 3075 authorizing execution of the Application-Agreement for Medicare Coverage for Eligible Employees.
- e. Adopt Resolution No. 3076 to CalPERS for paying and reporting the value of Employer Paid Member Contributions and for Normal Member Contributions.

9. FINANCIAL

- a. Approve and adopt the Preliminary Budget for FY14-15 and FY15-16.

10. BOARD OF DIRECTORS: 2013-14 GRAND JURY REPORT

- a. Receive and review the 2013-14 Marin County Civil Grand Jury Report titled “The Scoop on Marin County Sewer Systems: Part I”, and “The Scoop on Marin County Sewer Systems: Part II”.

11. STAFF REPORTS:

- a. CSDA 2014 Board elections.

12. BOARD MEMBER REPORTS:

- a. North Bay Watershed Association (NBWA) June meeting.

13. MANAGER’S ANNOUNCEMENTS:

14. ADJOURN:

Next resolution no. 3077

Next regular meeting date: Monday, July 14, 2014, 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.

June 9, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, June 9, 2014 at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Gary Butler, William C. Long, and Jerry Peters. Director Brant Miller was absent.

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

ALSO PRESENT: Brian Exberger, Veolia Water, Assistant Plant Manager
John Bailey, Veolia Water, Plant Manager

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager-Engineer noted that Director Miller was to report on his attendance at the North Bay Watershed Association meeting. In his absence, the Manager-Engineer requested that agenda item 11: *North Bay Watershed Association (NBWA) June meeting* be deleted from the agenda. President Mariani declared that the item would be deleted and the agenda was approved as modified.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the May 27, 2014 Board meeting.

On motion of Director Peters, seconded by Director Long and carried unanimously, the May 27, 2014 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Rejection of claim from Mr. Kurt Zemsch for vehicle damage.
- b. Approval of regular disbursements in the amount of \$368,374.59, project account disbursements in the amount of \$299,514.16, and Board member related disbursements in the amount of \$3,702.83.
- c. Approval of meeting schedule as follows: July 14th, August 11th and August 25th. Cancel meeting on July 28th.

SOLID WASTE:

- Solid Waste Committee Report. The Solid Waste Committee met on Thursday, May 29th at 3:00 p.m. at the District office. The Manager-Engineer gave an overview and

stated Members Mariani and Miller attended the meeting. He also noted that Novato City Councilwoman Pat Eklund, Dee Johnson Household Hazardous Waste Facility Manager and Steve McCaffrey from Novato Disposal were also present. The Manager-Engineer noted that the full packet from the Committee meeting was included in the Board materials.

President Mariani gave an overview of her participation at the meeting.

- Approve contract with DLJ Associates to provide AB939, household hazardous waste (HHW), and related services for FY 2014/15 in the amount of \$120,161 and authorize the Manager-Engineer to execute it. The Manager-Engineer discussed the contract and the Board unanimously voiced their approval for the services DLJ Associates has provided.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board approved a contract with DLJ Associates to provide AB939, Household Hazardous Waste (HHW), and related services for FY 2014/15 in the amount of \$120,161 and authorized the Manager-Engineer to execute it.

BOARD OF DIRECTORS:

- Appoint Secretary/Treasurer and Secretary Pro-Tem for FY 2014/15, and designate and authorize check signers for FY 2014/15. The Manager-Engineer requested that the appointments for Secretary/Treasurer and Secretary Pro-Tem for fiscal year 2014/15 remain the same. He also requested that the current check signers be retained for FY 2014/15.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board appointed Manager-Engineer Sandeep Karkal as Board Secretary/Treasurer and Administrative Secretary Julie Swoboda as Board Secretary Pro-Tem for FY 2014/15. In addition, the Board approved the following individuals as authorized check signers for FY 2014/15: Jean Mariani, Jerry Peters, Brant Miller, and Sandeep Karkal.

BUDGET:

- Presentation of the Preliminary Budget for fiscal years 2014/15 and 2015/16.

The Manager-Engineer presented highlights of the Preliminary Budget for Fiscal Years 2014-16 as a PowerPoint presentation. He outlined the overall preliminary FY14-16 budget, discussed the FY14-15 Operating and Capital budgets, compared the FY14-15 budget over the previous year (PY) budget, and highlighted significant items of the FY14-15 budget.

He also discussed how the FY2-14-16 Preliminary Budget met the requirements of District Policies #3500 – Reserves, and #3510 – Operating and Capital Funds Minimum Beginning Balance for each Fiscal Year. At the conclusion of the PowerPoint presentation, the Manager-Engineer asked for questions and comments from the Board. Discussion of presented material followed between Board members and the Manager-

Engineer. At the end of the discussion, the Manager-Engineer concluded his presentation by observing that procedurally, the previously approved budget approval/adoption schedule calls for the Board to consider approval of the FY14-16 Preliminary Budget at the June 23rd Board meeting.

- Set the date of July 14, 2014 for the public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges. President Mariani read the motion and asked for comments. Hearing none, she called for the question.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board set the date of July 14, 2014 for the public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges.

ADMINISTRATION:

- Approve a new staff position of Field Services Manager, and direct the Manager-Engineer to appropriately eliminate the existing staff position of Field Services Superintendent. President Mariani read the motion and asked for comments. The Board agreed with the proposed staffing changes.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved a new staff position of Field Services Manager, and directed the Manager-Engineer to appropriately eliminate the existing staff position of Field Services Superintendent.

STAFF REPORTS:

- Comprehensive Annual Financial Report (CAFR) Award. The Manager-Engineer stated that the District submitted the Comprehensive Annual Financial Report to the Government Finance Officers Association (GFOA) and was awarded the Certificate of Achievement for Excellence in Financial Reporting. He noted that this is the second year the District has achieved this honor. In addition, the GFOA recognized Laura Creamer as the individual primarily responsible for preparing the award-winning report and an award of Financial Reporting Achievement was presented to her.

BOARD MEMBER REPORTS:

Director Long noted that the Marin Conservation League will hold a Business-Environment Breakfast at the McInnis Park Restaurant on June 19th. He invited all the Directors to attend.

MANAGER'S ANNOUNCEMENTS:

- The next regular Board meeting will be held on Monday, June 23rd at 6:00 p.m.
- The Strategic Planning and New Facilities Committee meeting will be held on Wednesday, June 11th at 10:00 a.m. at the District office.

- The Wastewater Operations Committee meeting will be held on Monday, June 16th at 2:00 p.m. at the District office
- A meeting of the AdHoc Labor Committee is anticipated to be scheduled in the next two weeks.
- The District will be participating in a Compliance Evaluation Inspection (CEI) which will be held the week of June 16th. The Regional and State Water Resources Quality Control Boards will be conducting the inspection.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the Board meeting at 7:17 p.m.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording

Novato Sanitary District Operating Check Register

June 23, 2014

Date	Num	Name	Credit
Jun 23, 14			
06/23/2014	57099	Pacific, Gas & Electric	66,160.96
06/23/2014	57101	RMC Water & Environment, I...	12,064.48
06/23/2014	57102	Shape Incorporated	5,890.66
06/23/2014	57076	Aqua Science	5,650.00
06/23/2014	57091	Linscott Engineering Contrac...	3,684.71
06/23/2014	57095	North Marin Water District	3,018.79
06/23/2014	57100	Regional Government Services	2,875.00
06/23/2014	57075	American Express-21007	2,348.16
06/23/2014	57073	Able Tire & Brake Inc.	2,342.55
06/23/2014	57097	North Marin Water District Pa...	2,231.25
06/23/2014	57086	Eaton Corporation	2,213.80
06/23/2014	57096	North Marin Water District - L...	1,980.00
06/23/2014	57083	Cintas Corporation	1,337.84
06/23/2014	57082	CED Santa Rosa, Inc	1,129.07
06/23/2014	57093	MME	1,020.85
06/23/2014	57084	Control Systems West, Inc.	700.00
06/23/2014	57104	Verizon EQ	587.66
06/23/2014	57079	BoundTree Medical, LLC	567.01
06/23/2014	57092	Marin/Sonoma Mosquito Dist	545.09
06/23/2014	57080	Cagwin & Dorward Inc.	435.00
06/23/2014	57089	Incrementum	375.00
06/23/2014	57085	Core Utilities, Inc.	360.00
06/23/2014	57077	Bay Area Barricade Service, I...	346.78
06/23/2014	57103	Staples Business Adv Inc.	330.29
06/23/2014	57081	Cantarutti Electric, Inc	226.00
06/23/2014	57105	Verizon Wireless-	160.30
06/23/2014	57098	Novato Chevrolet	150.00
06/23/2014	57074	Allen Heating & Sheet Metal	130.00
06/23/2014	57106	Zenith Instant Printing, Inc.	128.62
06/23/2014	57088	Grainger	119.70
06/23/2014	57090	Leonardi Automotive & Electr...	45.66
06/23/2014	57078	Ben Franklin Plumbing-	40.00
06/23/2014	57094	North Marin Auto Parts	29.17
06/23/2014	57087	FasTrak	5.00
Jun 23, 14			119,229.40

**Novato Sanitary District
Capital Projects Check Register**

June 23, 2014

Date	Num	Name	Credit
Jun 23, 14			
06/23/2014	2714	McInnis Park Apartments, LLP	2,259.00
06/23/2014	2713	Brown & Caldwell, Inc.	1,336.66
Jun 23, 14			<u>3,595.66</u>

**Novato Sanitary District
Payroll and Payroll Related Check Register
June - 2014**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
06/30/2014	June - Payroll	103,374.87
06/20/2014	June - Retirees Health Benefits	16,440.02
05/23/2014	CalPers Health	29,754.05
05/23/2014	CALPERS Retirement	5,135.69
05/30/2014	United States Treasury	17,886.60
05/23/2014	CalPers Supplemental Income Plan	2,500.00
05/30/2014	EDD	4,962.42
05/23/2014	Lincoln Financial Group	8,343.21
05/23/2014	Lincoln Financial Group-401a Plan	2,297.70
05/23/2014	Lincoln Financial Group-401a Plan	2,596.96
05/23/2014	CALPERS Retirement	18,266.00
05/23/2014	Local Union 315	540.00
05/23/2014	Delta Dental	2,629.87
05/23/2014	Operating Engineers Trust	272.69
		<u>215,000.08</u>

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NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Strategic Planning and New Facilities Committee – Meeting Report, June 2014

MEETING DATE: June 23, 2014

AGENDA ITEM NO.: 6.a.

RECOMMENDED ACTION: Receive report and accept recommendation to adopt preliminary Operating Budget for FY14-16.

SUMMARY AND DISCUSSION:

The Strategic Planning and New Facilities Committee packet for the meeting of June 11, 2014 is attached. A brief summary is provided below.

Strategic Issues, FY14-16

The Committee discussed a number of separate and inter-related issues relating to the District's upcoming renewal of its National Pollutant Discharge Elimination System (NPDES) permit, and how they would factor into the District's capital spending strategy for FY14-16. Issues discussed included the Hamilton Wetlands/Outfall reconfiguration study, potential District related North Bay Water Reuse Authority (NBWRA) projects and related funding opportunities, and the Novato Creek Watershed study and its funding possibilities.

Separately, staff reviewed two options for construction of the new Maintenance Building, i.e. demolition of old plant elements and construction of the new building as one construction project, or as two separate projects. The consensus was to have the demolition as a separate project in 2014, followed by construction of the new building starting in 2015.

There was also a brief discussion of potential options for a future cogeneration project. Items discussed included the intent of the FY14-15 budgeted amount for this project account, and potential implementation strategies such as power purchase agreement(s), and collaborations with other public and/or private entities.

Capital Improvements Program (CIP) Budget

Staff reviewed the preliminary FY14-15 Capital Budget with the Committee. The Committee unanimously agreed to recommend the preliminary FY14-16 Capital Budget for adoption by the full Board of Directors at the Board's June 23, 2014 meeting.

DEPT.MGR.: ssk

MANAGER-ENGINEER:

NOVATO SANITARY DISTRICT

June 11, 2014

The Strategic Planning and New Facilities Committee of Novato Sanitary District will hold a meeting at 10:00 AM, Wednesday, June 11, 2014, at the District offices, 500 Davidson Street, Novato.

AGENDA

1. AGENDA APPROVAL:

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

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

3. MINUTES:

- a. Review minutes from the December 16, 2013 committee meeting.

4. STRATEGIC ISSUES, FY14-16

- a. Hamilton Wetlands/Outfall study.
- b. North Bay Recycled Water Authority (NBWRA).
- c. Novato Creek Watershed study.
- d. Old plant demolition and new Maintenance Building construction.

5. CAPITAL IMPROVEMENTS PROGRAM (CIP) BUDGET:

- a. Preliminary CIP expenditure projection 2011-16.
- b. FY14-15 and FY15-16 proposed preliminary CIP budget.

6. ADJOURNMENT:

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

Materials that are public records and that relate to an open session agenda item will be made available for public inspection at the District office, 500 Davidson Street, Novato, during normal business hours.

December 16, 2013

The Strategic Planning and New Facilities Committee of the Novato Sanitary District held a meeting at 4:00 p.m., Monday, December 16, 2013, at the District offices, 500 Davidson Street, Novato.

COMMITTEE MEMBERS PRESENT: Members Michael Di Giorgio and Jean Mariani.

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

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

MINUTES: The minutes of the July 30, 2013 Committee meeting were approved as presented.

STRATEGIC PLAN 2013 UPDATE:

- Review the 2013 Strategic Plan Work Plan. The Manager stated that the 2013 Strategic Plan was adopted by the Board in August, along with the Strategic Work Plan. She discussed in detail the District's five goals as well as the implementation progress of these goals. The District's five main goals are as follows:

- ❖ Operational excellence.
- ❖ Build and maintain facilities that are reliable, environmental and efficient.
- ❖ Board, District and Community, alignment and communications.
- ❖ Well-planned finances with a long-range outlook.
- ❖ Effective Governance and Administration.

The Committee members expressed their appreciation for the clarity and detail provided in the Strategic Plan. The Manager requested that any comments be provided to her in early January so that they can be incorporated into the final draft which will be reviewed at the January 13th Board meeting .

CAPITAL PROJECTS:

- Staff report on capital projects. The Deputy Manager-Engineer discussed details of the District's major maintenance projects and provided time-frames for completion. He discussed outstanding issues and change orders for the following projects:

- Center Road Project, #72706
- Wastewater Treatment Facility Upgrade, Contract C, #73001

- Annual Collection Systems Projects
- Pump Station Rehabilitation, #72403
- Olive Street Force Main Project (redesign)
- Wastewater Treatment Facility Upgrade, Contract E, #73003

ADJOURNMENT: The meeting was adjourned at 5:47 p.m.

Respectfully submitted,



Beverly B. James
Secretary

Julie Swoboda, Recording

MEMORANDUM

TO: District Board of Directors

FROM: Sandeep Karkal, Manager-Engineer
Steve Krautheim, Field Services Superintendent

DATE: May 22, 2014

SUBJECT: FY14-16 Preliminary Capital Improvement Program (CIP) Budget –
Summary of Anticipated Project Work

This memo presents a summary of the potential or anticipated scope of work for projects and project work included within the various Accounts of the Capital Improvements Program (CIP) budget for FY14-16. A copy of the table which provides the FY14-15 Preliminary CIP Expenditure Projection for the 5-year period encompassing FY2011-16 is attached. This table also provides preliminary budget information for proposed CIP expenditures for FY14-15 and FY15-16.

Account No. 72110: Drainage Pump Station No. 3 & 7 Outfall Rehabilitation

FY14-15 project work in this Account includes rehabilitation of the outfall pipelines support structures; replacing failing wood girders with galvanized steel girders, replacing the corroded flap gates and piping outboard of the levee on Novato Creek at both pump stations, and replacing the debris barriers around the pump station piling.

Account No. 72403: Pump Station Rehabilitation

This ongoing, long term account provides for replacing the District's underground type pump stations with submersible pump type pump stations. FY14-15 project work includes: completing the ongoing rehabilitation/replacement of the Digital Drive & Los Robles Pump Stations, and provisions for further design work on the remaining pump stations.

Account No. 72508: North Bay Water Recycling Authority

The District is a member agency of the North Bay Water Reuse Authority (NBWRA), which is a consortium of North Bay water and wastewater agencies in Marin, Napa and Sonoma counties formed to explore and develop recycled water opportunities throughout the service areas of its member agencies.

The District has participated in NBWRA since its inception, including the successful Phase 1 project which saw the District receive grants of approximately \$1.36 million through the US Bureau of Reclamation (USBR) Title XVI program, as well as \$325,000 through the State's Proposition 84 Integrated Regional Water Management (IRWM) grant program.

NBWRA and its member agencies are now moving into a Phase 2 project which will further expand the recycling opportunities for its member agencies. FY14-15 will be the first year of a 3-year Phase 2 Feasibility Study for over \$136 million in recycled water projects across all NBWRA agencies.

The District has identified three projects for itself with a total estimated cost of about \$36 million. The scoping study is estimated to cost all of the NBWRA agencies a total of about \$5 million over a three year period. The District's corresponding share is estimated at about \$1.14 million over these three years under a pre-determined formula, to be paid in approximately equal annual installments at the beginning of each fiscal year. NBWRA is pursuing funding various funding options to fund these projects, the most likely of which is the USBR Title XVI program. If the USBR funding effort is successful, it is anticipated that up to \$430,000 of the District's Phase 2 feasibility study costs would be recovered under a grant from the USBR Title XVI program.

If the projects move out into the design and construction phases, it is anticipated that further grant funding from USBR could pay for up to 50% of design and construction costs for recycled water storage projects, and up to 25% of other recycled water projects (tertiary treatment, pipelines, pumping, etc.).

Note that the District would be required to come up with its share (local share) of the project costs, i.e. 50% of design and construction costs for storage projects, and 75% of the design and construction costs for additional tertiary treatment facilities, etc.

Project 72609: Waste Water Treatment Plant Upgrade – Contract B

The budget in this account includes provisions for minor improvements, including further odor control testing and validation, and landscape improvements at the Novato plant site.

Account No. 72706: Collection System Improvements

This account includes costs for rehabilitating the District's collection system. This fiscal year's project work includes a parallel force main in Railroad Avenue for the Olive Street Pump Station.

It also includes the following: (a) An allowance for opportunistic improvements to the Scown Lane sewer between Machin Ave and Redwood Blvd., in the neighborhood of the Downtown Novato Theater restoration project, if the restoration project and its attendant utilities improvement component were to proceed to construction in FY14-15, and (b) An allowance for a scoping study to update or revise the District's Collection System Master Plan which was originally prepared in 2008.

Account No. 72706-1: Lateral Replacement Program

This account was established as a grant program to incentivize homeowners, and assist them financially to replace the entire sewer lateral between their residence and the District's sewer main in the right-of-way, up to and including the point of connection to the District's sewer main. This program is part of the District's long term approach to reducing infiltration and inflow from laterals into the District's collection system.

Account No. 72707: Hamilton Wetlands/Outfall

The project work for FY14-15 in this account includes a joint study funded 50-50 by the District and the California State Coastal Conservancy (SCC) to examine alternatives for long term integration of the District's outfall into the SCC's Hamilton Wetlands project.

The study will also examine the potential for utilizing the District's effluent as a reliable, long term fresh water source to supply and maintain a brackish marsh habitat within the Wetlands project, including identifying and resolving water quality related regulatory issues identified during the process.

Account No. 72708: Cogeneration

This account and its FY14-16 budget is established for preliminary work to explore strategies and scope out potential alternatives to utilize the digester gas produced in the anaerobic digestion process to produce power and reduce or offset the District's utility power purchases.

Account No. 72802: Annual Sewer Adjustment for City Projects

The budget in this account is established annually to compensate the City of Novato or County of Marin for work performed on District facilities on City or County Capital Improvement Projects such as raising manholes to grade on street paving projects.

Account No. 72803: Annual Collection System Repairs

This account is established annually to fund small projects to repair District collection system facilities, primarily point and spot repairs, or short reaches of sewer main.

The repair list is generated by collection system staff during routine maintenance activities.

Account 72804: Annual Reclamation Facilities Improvements

The budget in this account is established annually to fund small projects to repair District facilities at the Reclamation Area. The work typically includes irrigation system repairs for lines larger than 4" in diameter, parcel rehabilitation work and other miscellaneous repairs.

Account No. 72805: Annual Treatment Plant & Pump Station Repairs

This budget is established annually to fund small projects to repair District facilities at the various pump stations throughout the District and at the Novato Treatment Plant. This work includes minor mechanical & electrical work, water line repairs, pavement repairs, painting, and any other small repairs or improvements.

Account No. 72809: Novato Creek Watershed

This budget was established as a result of an agreement with the Marin County Flood Control District whereby the District participates in a program with the County of Marin, the City of Novato, and the North Marin Water District to explore alternatives to reduce flooding potential in the lower Novato Creek portion where all of these agencies have facilities that are prone to damage from flooding.

Account No. 73001: Waste Water Treatment Plant Facility Upgrade – Contract C

This project includes completing of the project work on improvements to Digester No. 1 (Solids Handling), and initiating and completing corrosion control improvements to the flow channels in the headworks and primary clarifiers. The work was initiated in the FY13-14 budget year and is expected to reach completion in FY14-15.

There is also an allowance to complete the corrosion protection work that was deleted from the current project construction contractor's scope. This work will be re-packaged, bid separately, and completed in FY14-15.

Account No. 73002: Waste Water Treatment Plant Facility Upgrade – Contract D

This budget provides for unanticipated miscellaneous improvements to the Recycled Water Facility. No specific items are anticipated at this time, however, an allowance has been provided to address minor issues if they were to occur.

Account No. 73090: Administration Building Upgrades/Maintenance Building

This project includes minor improvements to the Administration Building, demolition of the abandoned Aeration Basins and ancillary equipment from the "old" Novato treatment plant, and construction of a new maintenance building. The work is expected to proceed in two phases, and over the FY14-15, FY15-16, and potentially FY16-17 budget periods.

Account No. 73090: Vehicle Replacement

This account includes budget amounts to pay for purchase of the mechanical rodding unit that the Board authorized in FY2013-14, and replacement of two light trucks in the FY14-16 timeframe.

Table 1: PRELIMINARY CAPITAL IMPROVEMENTS PROGRAM EXPENDITURE PROJECTION 2011-2016

vers. 5/22/2014

Project No.	Project Name	Final FY13-14 Budget	Projected Expenditures FY13-14	Estimated Carryover to FY14-15	Proposed FY2014-15	Proposed FY2015-16	5-Year Total 2011-16*
72110	Drainage PS #3 & #7 Outfall Rehab.	150,000	26,324	123,676	275,000	-	302,163
72111	SCADA Phase II & IIA	-	-	-	-	-	17,179
72403	Pump Station Rehab.	1,440,000	757,815	682,185	1,082,185	100,000	4,968,706
72508	N. Bay Water Reuse Authority	150,000	122,595	27,405	370,000	403,000	1,341,367
72509	NTP Soil & Groundwater Invest.	-	-	-	-	-	-
72604	Laboratory Improvements	-	-	-	-	-	2,033
72607	WWTP Upgrade - Contract A1	-	-	-	-	-	13,138
72608	WWTP Upgrade - Contract A2	-	-	-	-	-	-
72609	WWTP Upgrade - Contract B	100,000	35,000	65,000	45,000	-	691,206
72611	Bayside Sewer	3,000	2,000	1,000	-	-	2,305
72612	Southgate Sewer	1,000	-	1,000	-	-	458
72706	Collection System Improvements	1,730,000	904,679	825,321	1,435,321	900,000	4,522,175
72706-1	Lateral Replacement Program	30,000	-	30,000	30,000	30,000	82,500
72707	Hamilton Wetlands/Outfall monitoring	90,000	54,458	35,542	36,542	2,500	93,848
72708	Cogeneration	50,000	-	50,000	40,000	10,000	50,534
72801	Annual Minor Projects	-	-	-	-	-	1,040
72802	Annual Sewer Adj. for City Projects	10,000	10,000	-	10,000	10,000	39,358
72803	Annual Coll. Sys. Repairs (Spot Repairs)	275,000	210,089	64,911	200,000	200,000	1,051,930
72804	Annual Recl. Facilities Improvements	250,000	238,668	11,332	150,000	150,000	1,169,459
72805	Annual TP & PS Improvements	275,000	186,836	88,164	200,000	150,000	1,226,637
72808	Strategic Plan Update	-	-	-	-	-	21,849
72809	Novato Creek Watershed	50,000	50,000	-	50,000	-	100,000
73001	WWTP Fac. Upgr. - Contract C (Solids)	2,858,377	2,858,377	-	461,396	10,000	4,128,079
73002	WWTP Fac. Upgrade - Contract D - RWF	150,000	84,899	65,101	10,000	5,000	6,994,665
73003	Admin Bldg. Upgrades/Maintenance Bldg.	400,000	19,099	380,901	1,000,000	1,730,901	2,771,620
73090	Vehicle Replacement	64,000	-	64,000	180,000	20,000	200,000
	Sub-total (w/o P&I for Capital Projects)	8,076,377	5,560,839	2,515,538	5,575,444	3,721,401	29,792,249
78500	P&I - Capital Projects	7,070,654	7,070,654	(Carryover)	7,070,754	7,075,104	33,787,665
	TOTALS (incl. P&I on Capital Projects)	15,147,031	12,631,493		12,646,198	10,796,505	63,579,914

*Includes expenditures beginning FY11-12.

P&I = Principal and Interest

**Novato Sanitary District
2014-2016 Preliminary Budget
Capital Improvement Budget - CIP Expenditures**

				Preliminary	Preliminary
		Expenditures	Est Exp	Budget	Budget
	Budget 13/14	thru April 2014	2013-14	2014-15	2015-16
72110 · Drainage PS 3&7 Outfall Rehab	150,000	26,324	26,324	275,000	0
72111 · SCADA Phase II	0	0	0	0	0
72403 · Pump Station Rehabilitation	1,440,000	174,277	757,815	1,082,185	100,000
72508 · N. Bay Water Recycling Auth	150,000	97,595	122,595	370,000	403,000
72509 · NTP Soil & Groundwater Inv	0	0	0	0	0
72604 · Laboratory Improvements	0	0	0	0	0
72609 · WWTP Upgrade - Contract B	100,000	26,714	35,000	45,000	0
72611 · Bayside Sewer	3,000	0	2,000	0	0
72612 · Southgate Sewer-	1,000	0	0	0	0
72706 · Collection System Improv	1,730,000	799,220	904,679	1,435,321	900,000
72706-1 · Lateral Replacemnt Program	30,000	13,500	0	30,000	30,000
72707 · Hamilton Wetlands/Outfall Monit	90,000	38,759	54,458	36,542	2,500
72708 · Cogeneration	50,000	0		40,000	10,000
72801 · Annual Minor Projects	0	0	0	0	0
72802 · Annual Sewer Adj. for City Proj	10,000	10,000	10,000	10,000	10,000
72803 · Annual Collection Sys Repairs	275,000	149,008	210,089	200,000	200,000
72804 · Annual Reclamation Fac Imp	250,000	208,668	238,668	150,000	150,000
72805 · Annual Trtmt Plnt/Pump St Impr	275,000	203,010	203,010	200,000	150,000
72808 · Strategic Plan Update	0	0	0	0	0
72809 · Novato Creek Watershed	50,000	50,000	50,000	50,000	0
73001 · WWTP Upgrade - Contract C (Solids handling)	2,858,377	2,586,475	2,858,377	461,396	10,000
73002 · WWTP Up-Contract D-Recycled Water	150,000	80,956	84,899	10,000	5,000
73003 · Admin Building Upgrade/Maint. Building	400,000	9,100	19,099	1,000,000	1,730,901
73090 · Vehicle Replacement	64,000	0	0	180,000	20,000
78500 · Interest - SRF/COP Bond	2,730,721	2,730,721	2,730,721	2,621,583	2,509,673
78500 · Principal	4,339,933	4,339,933	4,339,933	4,449,171	4,565,431
Totals	15,147,031	11,544,260	12,647,667	12,646,198	10,796,505

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Committee – Meeting Report, May 2014	MEETING DATE: June 23, 2014 AGENDA ITEM NO.: 6.b.
RECOMMENDED ACTION: Receive report and accept recommendation to adopt preliminary Operating Budget for FY14-16.	
SUMMARY AND DISCUSSION: <p>The May 2014 operations reports for the wastewater treatment, collections, and reclamation facilities are attached.</p> <p>Wastewater Treatment Facility</p> <p>The Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. There were no NPDES violations. The Recycled Water Facility produced 16.25 MG of recycled water in May. Safety performance was excellent with another accident-free month for a total of 1,458 accident-free days at the end of May. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). The April 2014 Electronic Self-Monitoring Report (e-SMR) was submitted on May 21, 2014.</p> <p>Collection System and Pump Stations</p> <p>Staff cleaned a total of 62,826 feet of sewer pipelines, and televised 28,895 feet of sewer line. No outside cleaning services were used. Staff conducted 254 lift station inspections, with 130 inspection visits generated through the JobsCal Plus program.</p> <p><u>Safety:</u> There were no lost time accidents in May 2014 for a total of 1,173 accident-free days.</p> <p><u>Standard and Emergency Operating Procedures (SOPs & EOPs):</u> No new SOPs were issued. All EOPs have been received; however six are still in draft mode.</p> <p><u>SSOs:</u> There were two (2) sanitary sewer overflows (SSOs), both Category 3, with volumes of 20 gals. and 30 gals., respectively, both completely contained at the discharge site, with full (100%) recovery, and no discharge to water bodies.</p> <p>Reclamation Facility</p> <p>The Irrigation pump station was activated and 15.57MG of recycled water was applied over Sites 3 & 7. The drainage pumps were turned off and the Wildlife Pond recirculation pump was turned on.</p> <p>Odor Control and Landscaping</p> <p>Staff continues to monitor performance of the process change of converting anoxic zones B and C at the aeration basins to aerobic zones; performance continues to be good. Staff continues to work with Cagwin & Dorward (C&D) to monitor landscaping in the northeast corner of the plant property, and will bring further landscaping improvements to this area for the Board's consideration at a future meeting.</p> <p>Operating Budget</p> <p>Staff reviewed the preliminary FY14-15 Operating Budget with the Committee. The Committee unanimously agreed to recommend the preliminary FY14-16 Operating Budget for adoption by the full Board of Directors at the Board's June 23, 2014 meeting.</p>	
DEPT.MGR.: JB (Veolia), SRK, TMO	MANAGER-ENGINEER:

NOVATO SANITARY DISTRICT

Meeting Date: June 16, 2014

The Wastewater Operations Committee of the Novato Sanitary District will hold a meeting at 2:00 PM, Monday, June 16, 2014 at the District offices, 500 Davidson Street, Novato.

AGENDA

1. AGENDA APPROVAL:

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

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

3. CONSIDER APPROVAL OF MINUTES OF THE MAY 19, 2014 MEETING

4. WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR MAY 2014:

- a. Treatment Plant Performance Report
- b. Maintenance Report
- c. Safety and training
- d. Odor control, noise, and landscaping report

5. COLLECTION SYSTEM OPERATIONS AND MAINTENANCE REPORT FOR MAY 2014:

- a. Collection System Maintenance
- b. Pump Station Maintenance
- c. Collection System Performance
- d. Safety and Training

6. RECLAMATION FACILITY REPORT FOR MAY 2014

- a. Ranch Operations
- b. Irrigation Parcels
- c. Irrigation Pump Station

7. OPERATING BUDGET, FY 14-15

- a. FY14-15 and FY15-16 proposed Preliminary Operating budget.

8. ADJOURNMENT:

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

Materials that are public records and that relate to an open session agenda item will be made available for public inspection at the District office, 500 Davidson Street, Novato, during normal business hours.

May 19, 2014

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:05 p.m., Monday, May 19, 2014, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: Sandeep Karkal, Manager-Engineer
Steve Krauthem, Field Services Superintendent
Tim O'Connor, Collections System Supervisor
John Bailey, Project Manager, Veolia
Julie Swoboda, Administrative Secretary

ALSO PRESENT: Lynda Rodefer, Administrative Manager, Veolia
Brian Exberger, Assistant Project Manager, Veolia
Chris McAuliffe, North Bay Technical Manager, Veolia
John O'Hare, Pretreatment Programs Manager, Veolia
Gary Butler, Novato resident

AGENDA APPROVAL: Approved as presented

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR APRIL 21, 2014: The April 21, 2014 meeting minutes were approved as written.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR APRIL 2014:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training:
John Bailey, Plant Manager, Veolia Water, gave an overview of the treatment plant operations for the month of April. He stated there were no permit exceedances, violations or excursions for the month. He noted that April was a dry month with 1.16 inches of rainfall reported and that the average flow was 4.65 mgd (million/gallons/day). Mr. Bailey stated that the recycled water facility restarted on April 14th and that 1.97 million gallons of recycled water was produced in April.

Mr. Bailey stated that routine rounds, readings and maintenance were performed at the Novato Treatment Facility, the Ignacio Transfer Pump Station, the Recycled Water Plant and the Sludge Lagoons. Mr. Bailey reviewed the treatment facilities charts and graphs. Mr. Bailey reported that Veolia employees have been accident free for a total of 1,427 days/64,215 hours. He stated that Jerome Meter (H₂S) readings continue to be taken within the treatment plant as well as in the Lea Drive neighborhood area. He reported that no odor notifications were received in April.

Manager-Engineer Sandeep Karkal provided an overview of the contact basin baffle project and the benefits/results of this installation.

- Odor control, noise, and landscaping report: Manager-Engineer Sandeep Karkal stated that the earlier recommendation by Mr. McEwen (of Brown & Caldwell, the District's odor consultant) were implemented and results continue to be good. The Manager reported that Cagin and Dorward Landscaping has been contacted to plant the remaining 22 redwood trees (currently in boxes) into permanent locations, but that this might not occur until the Fall.

COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR APRIL 2014:

Tim O'Connor, Collections System Superintendent discussed the Collection Systems Monthly Report for April 2014. He reported that the Collection Systems crew cleaned a total of 85,246 feet of sewer pipeline and that the department completed 580 maintenance work orders which were generated in April. He stated that the District's CCTV van (Closed Circuit TV) televised 224 line segments for 19,331 feet of production. He reviewed the CCTV findings.

The Collections System Superintendent stated that there were zero sanitary sewer overflows in the month of April.

The Collections System Superintendent noted that as of April 30th, the Collections Department and the District have worked accident free for a total of 1,142 days. He stated that departmental staff continues to work on generating Standard Operating Procedures (SOP's) and Emergency Operating Procedures (EOP's).

RECLAMATION FACILITY REPORT FOR APRIL 2014:

Field Services Superintendent Steve Krautheim presented the Reclamation Facilities report for April. He stated that there were no rancher or irrigation activities during the month. Mr. Krautheim stated that the motor from Irrigation Pump No. 1, which was rebuilt and installed in October 2013 by Koffler Electric, was found to have a mechanical issue. He stated that upon being made aware of the issue, Koffler Electric removed the pump, repaired it and reinstalled it at no charge to the District.

ADJOURNMENT:

There being no further business to come before the Committee, the meeting adjourned at 2:40 p.m. The next Wastewater Operations Committee meeting will be held on Monday, June 16, 2014.

Respectfully submitted,

Sandeep Karkal
Manager-Engineer

Julie Swoboda, Recording



June 11, 2014

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

Subject: Veolia Water Operations Report – May 2014

Dear Mr. Karkal:

I am pleased to provide this updated activity report for May 2014.

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

Best regards,

A handwritten signature in blue ink that reads 'John Bailey'.

John Bailey
Project Manager, Veolia

**MONTHLY OPERATIONS REPORT
May 2014**

Prepared for

**NOVATO SANITARY DISTRICT (NSD)
WASTEWATER TREATMENT PLANT
500 Davidson Street
Novato, CA 94545**

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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TREATMENT PLANT PERFORMANCE SUMMARY: May 2014:

Bay Discharge – NPDES Limits

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.74	4.26	N/A	N/A
Max Peak Hour, MGD – Dry Weather Flow	N/A	N/A	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	7,895	14,906	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	10,850	13,931	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	<7	10	15	30
Effluent TSS, mg/L (monthly ave/weekly max)	<5	8	10	20
Effluent BOD ₅ - % Removal, Minimum	97	N/A	85	N/A
Effluent TSS - % Removal, Minimum	99	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	0.67	0.90	6	21
pH, su (min / max)	6.9	7.2	6.5	8.5
Enterococcus, mpn (30 day geo mean)	3.1	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	3	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	11	N/A	430	N/A
Total Coliform, mpn (5 Sample Median / Max)	N/A	N/A	240	10,000
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	16.25	N/A
Average Turbidity	NTU	1.2	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	2	72
Minimum CT (disinfection)	ml-min/L	<450	450
Minimum Dissolved Oxygen (DO)	mg/L	8.3	1.0
Maximum Total Coliform	mpn/100 ml	<2	2

Total Rainfall. – 0.00

Daily Max – N/A

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of May 2014
- May 31, 2014 – celebrating 4 years accident free
- Accident Free: 6/1/10 – 5/31/13: 1,458 days / 66,484 hours
- Fire Extinguisher Training and Demonstration
- SOP Review - Recycled Water Plant Short Term Startup and Shutdown

OPERATIONS & MAINTENANCE STATUS / REVIEW:**Key events for the period:****Novato**

- Routine rounds, readings and maintenance
- Installation of stainless steel floats in day tank on UV Emergency Generator Day Tank
- Annual Crane Inspection/Certification
- Renewed Grit Profile – regulatory requirement for disposal
- Repaired Headworks level sensor probe
- BAAQMD Inspection
- Annual recharge of all fire extinguishers
- Annual Flow Meter Calibration
- Blower #2 - 24 volt power supply change out
- Pumped out Digester Sump Pit
- Completed #3 water line repair on Aeration Basin #4

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

- Primary Clarifier #1 (not needed at current flows)
- Secondary Clarifier #1 (not needed at current flows)

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Annual service performed on Emergency Generator
- Replaced coolant and hoses on Emergency Generator
- Replaced manifold on Emergency Generator
- Annual recharge of all fire extinguishers
- Annual CUPA Inspection (Hazardous Materials)

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

- None

Recycled Water Plant (RWP)

- Performed plant rounds and maintenance
- Clearwell Pump repaired
- RWP Distribution Pump Current Repair (feed into SCADA)

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

- None

Sludge Lagoons

- Performed routine rounds and inspection

ADMINISTRATION:

- April Electronic Self Monitoring Report submitted on May 21, 2014
- April DMR submitted on May 22, 2014

ODORS:

- Jerome Meter (H₂S) readings performed in neighborhood and within treatment plant.

MISCELLANEOUS

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

Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Chris McAuliffe	District Manager

Novato Sanitary District
BOD/TSS Report



May, 2014

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		
05/01/14	3.92										
05/02/14	3.97										
05/03/14	4.06										
05/04/14	4.26										
05/05/14	3.93	232	7,604	303	9,931	<5	<164	8	262	97.8	97.4
05/06/14	3.67										
05/07/14	3.63	272	8,235	395	11,958	10	303	9	272	96.3	97.7
05/08/14	3.67	487	14,906	430	13,161	11	337	8	245	97.7	98.1
05/09/14	3.56										
05/10/14	3.50										
05/11/14	3.59										
05/12/14	3.78										
05/13/14	3.73										
05/14/14	3.99	91	3,028	314	10,449	8	266	3	100	91.2	99.0
05/15/14	3.92	207	6,767	260	8,500	8	262	<3	<98	96.1	98.8
05/16/14	3.81	197	6,260	197	6,260	<5	<159	<3	<95	97.5	98.5
05/17/14	3.82										
05/18/14	4.15										
05/19/14	3.60	309	9,277	464	13,931	<5	<150	6	180	98.4	98.7
05/20/14	3.53										
05/21/14	3.53	275	8,096	436	12,836	5	147	<3	<88	98.2	99.3
05/22/14	3.31										
05/23/14	3.48	237	6,878	366	10,622	<5	<145	<3	<87	97.9	99.2
05/24/14	3.24										
05/25/14	3.19										
05/26/14	3.96										
05/27/14	3.77										
05/28/14	3.83										
05/29/14	3.88										
05/30/14	3.80										
05/31/14	3.76										
Weekly Averages											
05/03/14	Week 1	240	3,682	332	5,108	10	156	4	61		
05/10/14	Week 2	330	4,649	376	5,300	9	121	8	118		
05/17/14	Week 3	165	2,428	257	3,812	7	104	3	44		
05/24/14	Week 4	274	3,667	422	5,653	5	67	4	54		
05/31/14	Week 5										
Monthly											
Minimum	3.19	91	3,028	197	6,260	<5	<66	<3	<39	91	97
Maximum	4.26	487	14,906	464	13,931	11	153	9	124	98	99
Total	115.84										
Average	3.74	256	7,895	352	10,850	<7	<97	<5	<72	97	99

Novato Sanitary District
Conventional Pollutants Report



May, 2014

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
				Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
05/01/14	3.92	6.8					7.1				22.5
05/02/14	3.97	6.8					7.0				22.2
05/03/14	4.06										
05/04/14	4.26										
05/05/14	3.93	6.8		<2.0	3.0		7.1				21.3
05/06/14	3.67	6.8	32				7.0	0.40			21.1
05/07/14	3.63	7.3	35	2.0	2.0		6.9	0.51	0.00055		21.4
05/08/14	3.67	7.0	31	7.0	4.1		7.0	0.86			20.9
05/09/14	3.56	7.1	33				6.9	0.90			21.9
05/10/14	3.50										
05/11/14	3.59										
05/12/14	3.78	7.5					7.0				22.2
05/13/14	3.73	7.2					7.0				22.5
05/14/14	3.99	7.0		4.0	3.1		7.0				22.6
05/15/14	3.92	7.1		4.0	2.0		7.0				22.7
05/16/14	3.81	7.3		2.0	3.1		7.0				22.5
05/17/14	3.82										
05/18/14	4.15										
05/19/14	3.60	7.0			3.1		7.2				21.8
05/20/14	3.53	7.2					7.0				22.4
05/21/14	3.53	6.8		8.0	2.0		7.0				22.0
05/22/14	3.31	7.4					7.0				22.4
05/23/14	3.48			2.0	<1.0		7.0				22.4
05/24/14	3.24										
05/25/14	3.19										
05/26/14	3.96						7.2				23.1
05/27/14	3.77	7.4			4.1		7.2				22.8
05/28/14	3.83	7.4			15.8		7.1				22.4
05/29/14	3.88	6.7			4.1		7.0				23.6
05/30/14	3.80			13.0			7.0				22.7
05/31/14	3.76										
Monthly											
Minimum	3.19	6.7	31	<2.0	<1.0		6.9	0.40			20.9
Maximum	4.26	7.5	35	13.0	15.8		7.2	0.90	0.00055		23.6
Total	115.84										
Average	3.74	7.1	33				7.0	0.67	0.00055		22.2

Novato Plant : Bacterial Results

EFFLUENT: E-002 Station

May-14

Fecal Coliform		Enterococcus	
(1) 30-Day Median not to exceed 140 MPN/100 mL	(2) 90th Percentile not to exceed 430 MPN/100 mL	30-Day Geometric mean not to exceed 35 MPN/100 mL	

May 1, 2014		
May 2, 2014		
May 3, 2014		
May 4, 2014		
May 5, 2014	< 2	
May 6, 2014		
May 7, 2014	2	
May 8, 2014	7	
May 9, 2014		
May 10, 2014		
May 11, 2014		
May 12, 2014		
May 13, 2014		
May 14, 2014	4	
May 15, 2014	4	
May 16, 2014	2	
May 17, 2014		
May 18, 2014		
May 19, 2014	2	
May 20, 2014		
May 21, 2014	8	
May 22, 2014		
May 23, 2014	2	
May 24, 2014		
May 25, 2014		
May 26, 2014		
May 27, 2014	2	
May 28, 2014	11	
May 29, 2014		
May 30, 2014	13	
May 31, 2014		

90th Percentile Ranking

Sample #1	<2
Sample #2	2
Sample #3	2
Sample #4	2
Sample #5	2
Sample #6	2
Sample #7	4
Sample #8	4
Sample #9	7
Sample #10	8
Sample #11	11
Sample #12	13
Sample #13	
Sample #14	
Sample #15	
Sample #16	

May 1, 2014		
May 2, 2014		
May 3, 2014		
May 4, 2014		
May 5, 2014	3.0	
May 6, 2014		
May 7, 2014	2.0	
May 8, 2014	4.1	
May 9, 2014		
May 10, 2014		
May 11, 2014		
May 12, 2014		
May 13, 2014		
May 14, 2014	3.1	
May 15, 2014	2.0	
May 16, 2014	3.1	
May 17, 2014		
May 18, 2014		
May 19, 2014	3.1	
May 20, 2014		
May 21, 2014	2.0	
May 22, 2014		
May 23, 2014	< 1.0	
May 24, 2014		
May 25, 2014		
May 26, 2014		
May 27, 2014	4.1	
May 28, 2014	15.8	
May 29, 2014		
May 30, 2014	4.1	
May 31, 2014		

Max	13
Min	2.0
Avg	4.92
30-Day Median	3

90th Percentile Value **11**

Max	15.8
Min	1.0
Avg	4.0
30 Day Geo. Mean	3.1

¹ = indicates that more than ONE UV channel was in operation at sample time; All UV channels in operation were sampled.

90th Percentile	12.00	0.9	10.8
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**NOVATO SANITARY DISTRICT
WATER RECLAMATION 2014
COMPLIANCE SUMMARY REPORT**

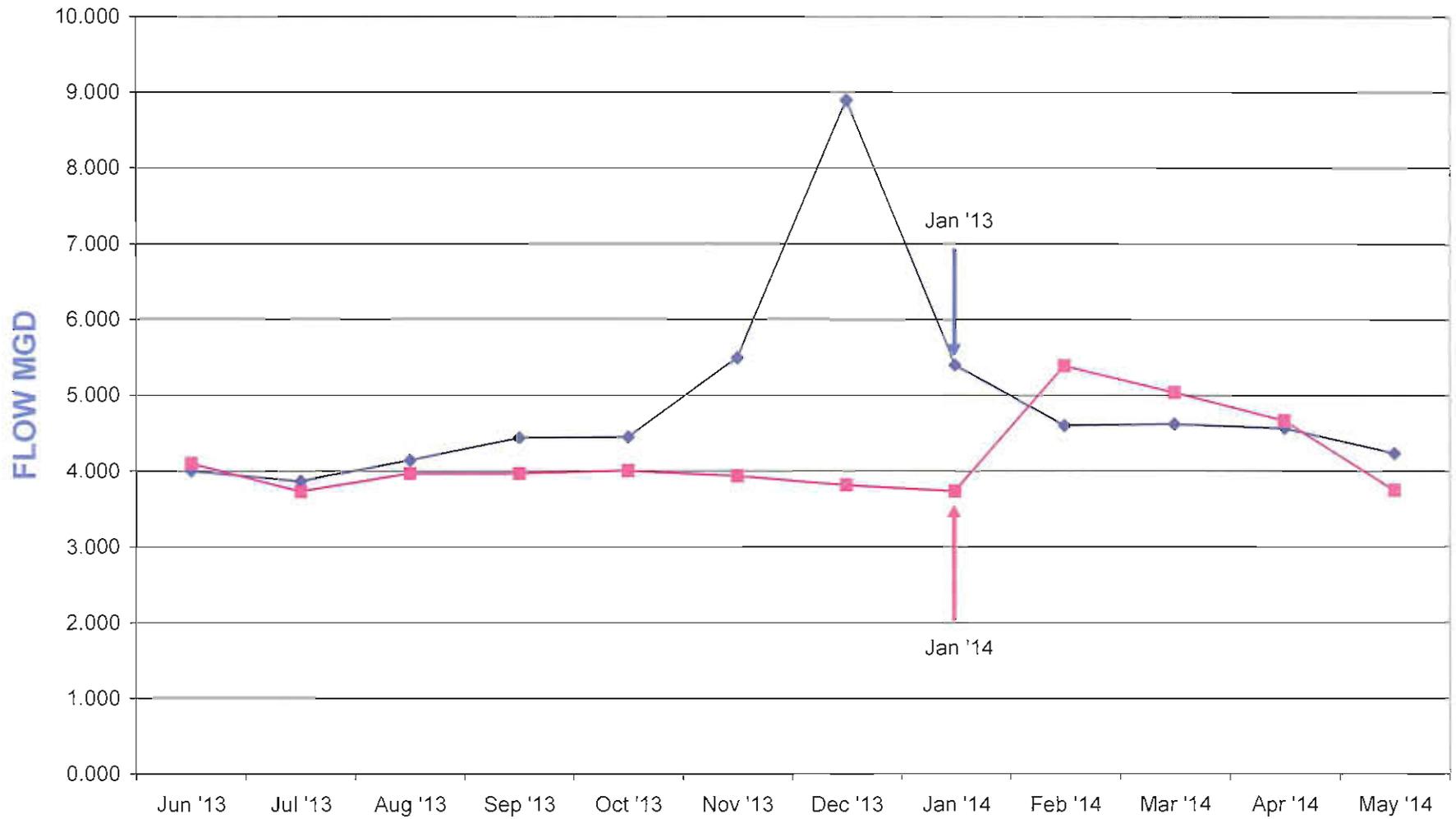
May	Fil Inf Q	Million Gallons Delivered			Influent Turbidity		Effluent Turbidity		Cl ² Dose mg/L		DO mg/L	Coliform mpn	CT Min
		Rec	Bank	Pot	Max	Ave	Min +5	Ave	Min	Ave			
May 1	1.660	0.801				2.6	0	1.5			9.0	< 2	< 450
May 2	0.780	0.640				2.6	0	1.5			8.6	< 2	< 450
May 3	0.720	0.676				2.9	0	1.6					< 450
May 4	0.740	0.762				2.2	0	1.5				< 2	< 450
May 5	0.830	0.671				3.1	0	1.4			9.0	< 2	< 450
May 6	0.860	0.727				3.3	0	1.8			8.9	< 2	< 450
May 7	0.850	0.480					*	0	0.9			< 2	< 450
May 8	0.910	0.781				4.0	2	1.3				< 2	< 450
May 9	0.990	0.864				4.4	0	1.9			8.9	< 2	< 450
May 10	0.760	0.676				4.4	0	1.3				< 2	< 450
May 11	0.760	0.644				4.3	0	1.1				< 2	< 450
May 12	0.760	0.687				2.8	0	1.0			8.7	< 2	< 450
May 13	0.760	0.693				3.0	0	0.8			8.4		< 450
May 14	0.940	0.565				2.2	0	0.8			8.3		< 450
May 15	0.740	0.383				1.8	0	0.8					< 450
May 16			0.196										
May 17			0.154										
May 18			0.195										
May 19	0.900	0.543				3.9	0	1.3			8.5		< 450
May 20	1.010	0.724				2.4	0	1.3			8.5		< 450
May 21			0.504										
May 22	0.860	0.390				2.6	0	1.0			8.5		< 450
May 23	0.110	0.135				2.2	0	1.2			8.7		< 450
May 24			0.103										
May 25			0.287										
May 26	0.940	0.576				2.3	0	1.6			8.4		< 450
May 27	0.820	0.712				2.0	0	0.9			8.4		< 450
May 28	0.760	0.575				1.8	0	0.9			8.4		< 450
May 29	0.760	0.698				3.1	0	1.0					< 450
May 30	0.450	0.274				2.7	0	1.2					< 450
May 31			0.137										
Total	18.01	14.68	1.58	0.00									
Min	0.11	0.14	0.10	0.00	0		< 0.0	< 0.8	0.0	0.0	8.3	< 2	> 450
Max	1.01	0.86	0.50	0.00	0		< 2.0	< 1.9	0.0	0.0	9.0	< 2	> 450
Ave	0.78	0.61	0.23			NA	< 0.1	< 1.2			8.6	< 2	> 450
Count	23	24	7	0	0	NA	24	24	0	0		11	24

NOTES: 5/7 - 8 minute NTU spike occurred while cleaning turbidity analyzer. Operator forgot to put analyzer in hold mode while cleaning.

Total Banked + Title 22	16.25
Potable Water Delivered	0.00

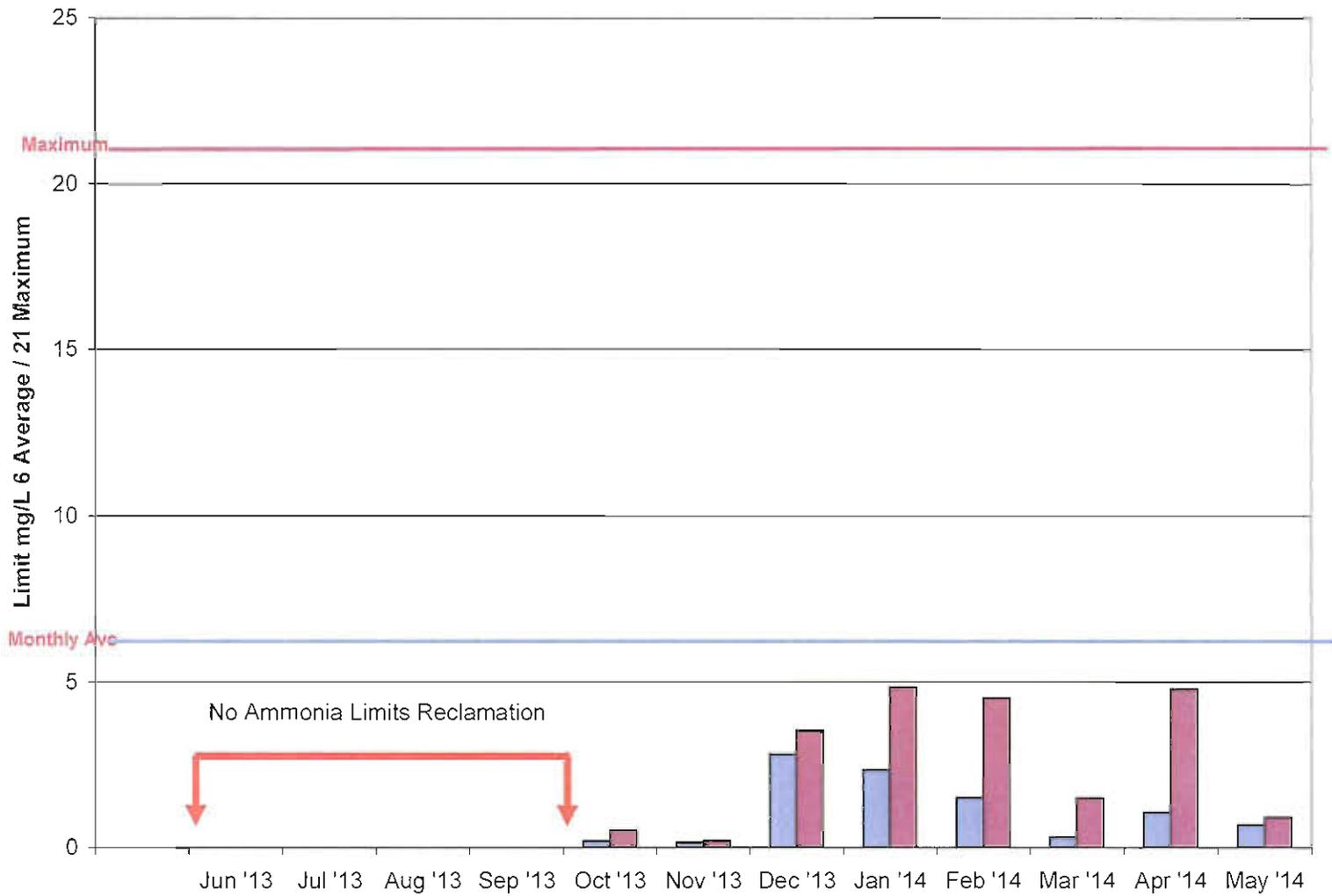
FLOW COMPARISON

—◆— 2012 / 13 —■— 2013 / 14



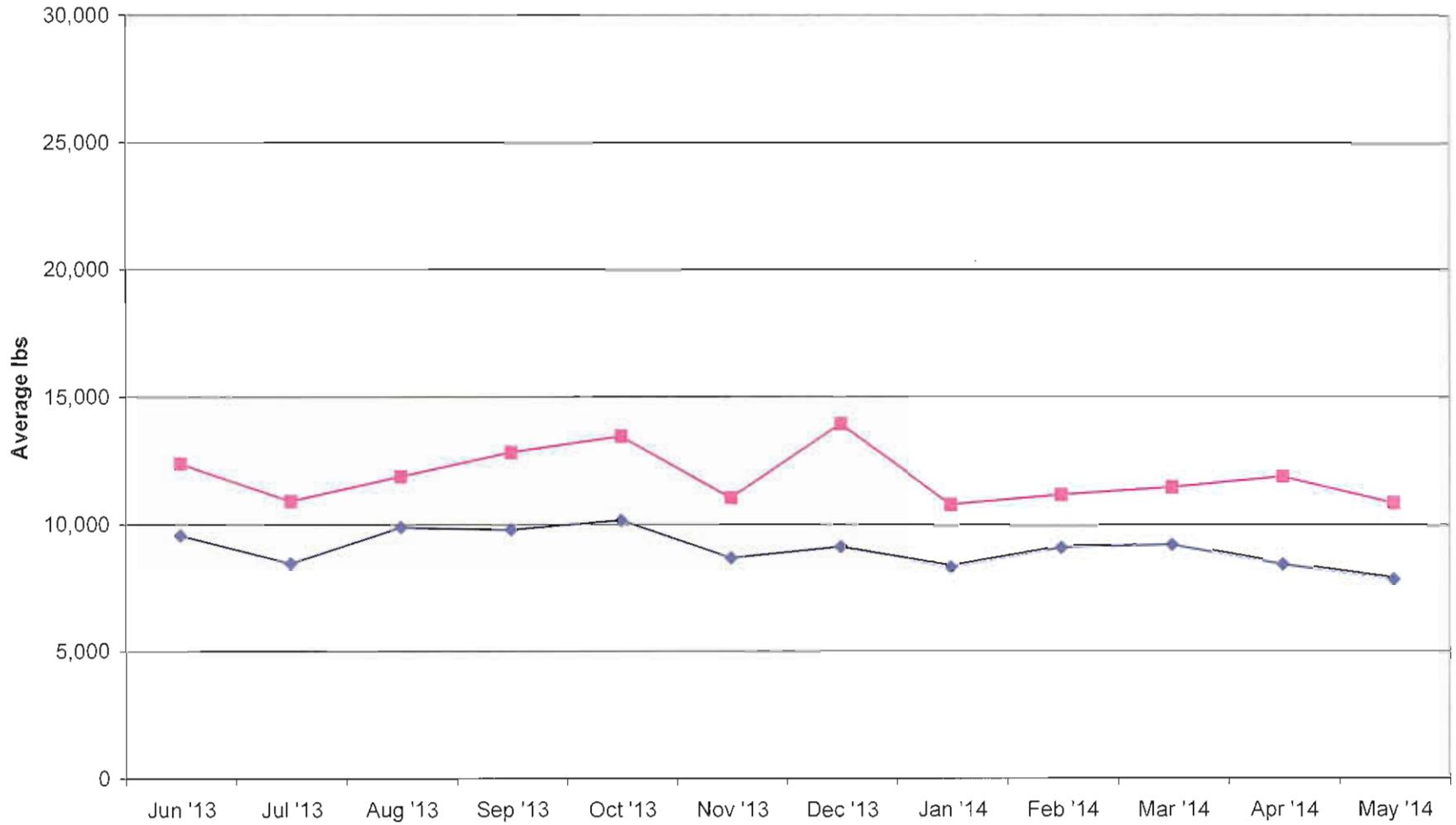
Effluent Ammonia

Average Maximum



Influent Load BOD / TSS lbs

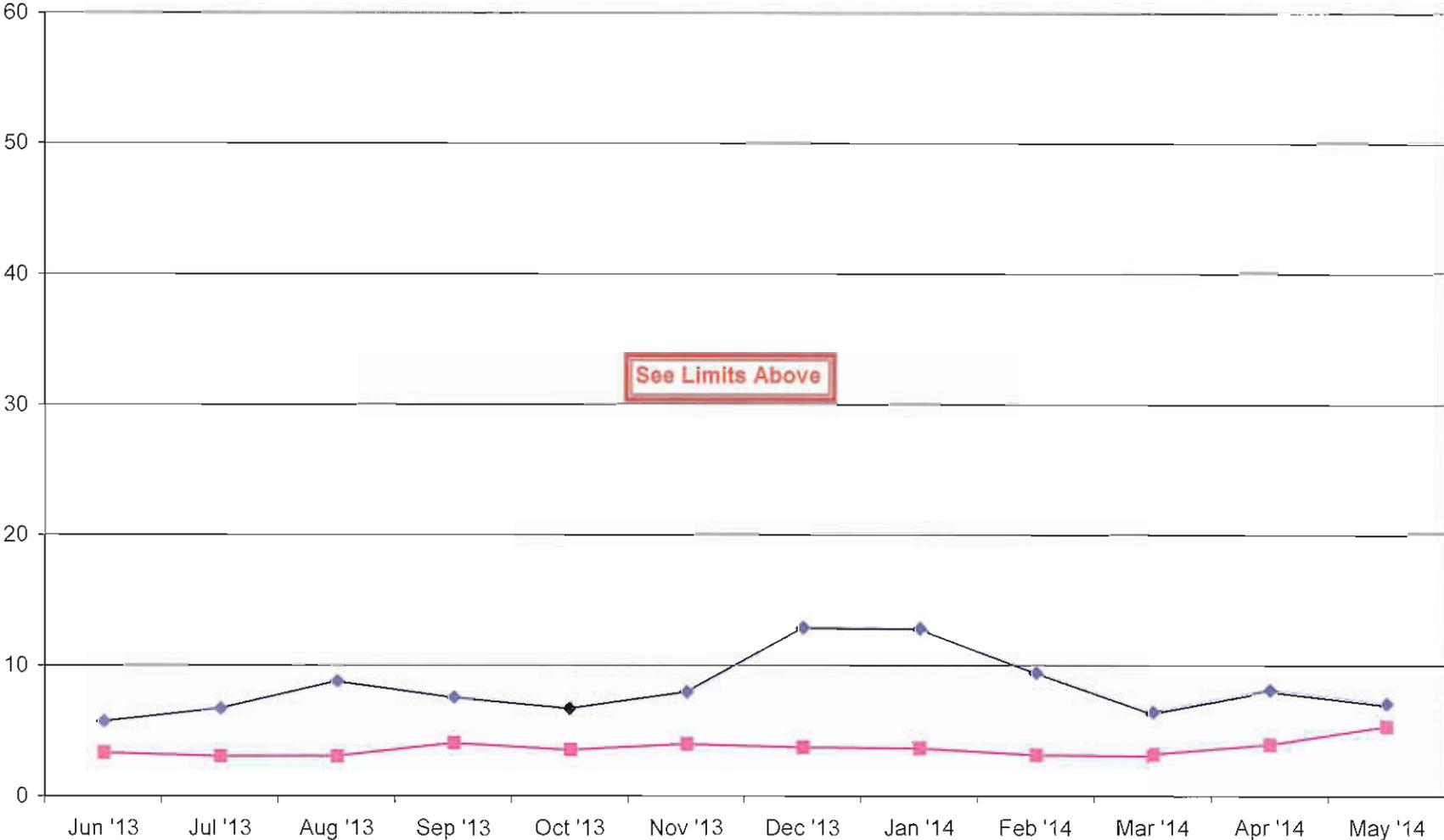
—◆— BOD lbs —■— TSS lbs



Effluent BOD / TSS Concentration

NPDES LIMITS WET SEASON
BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave

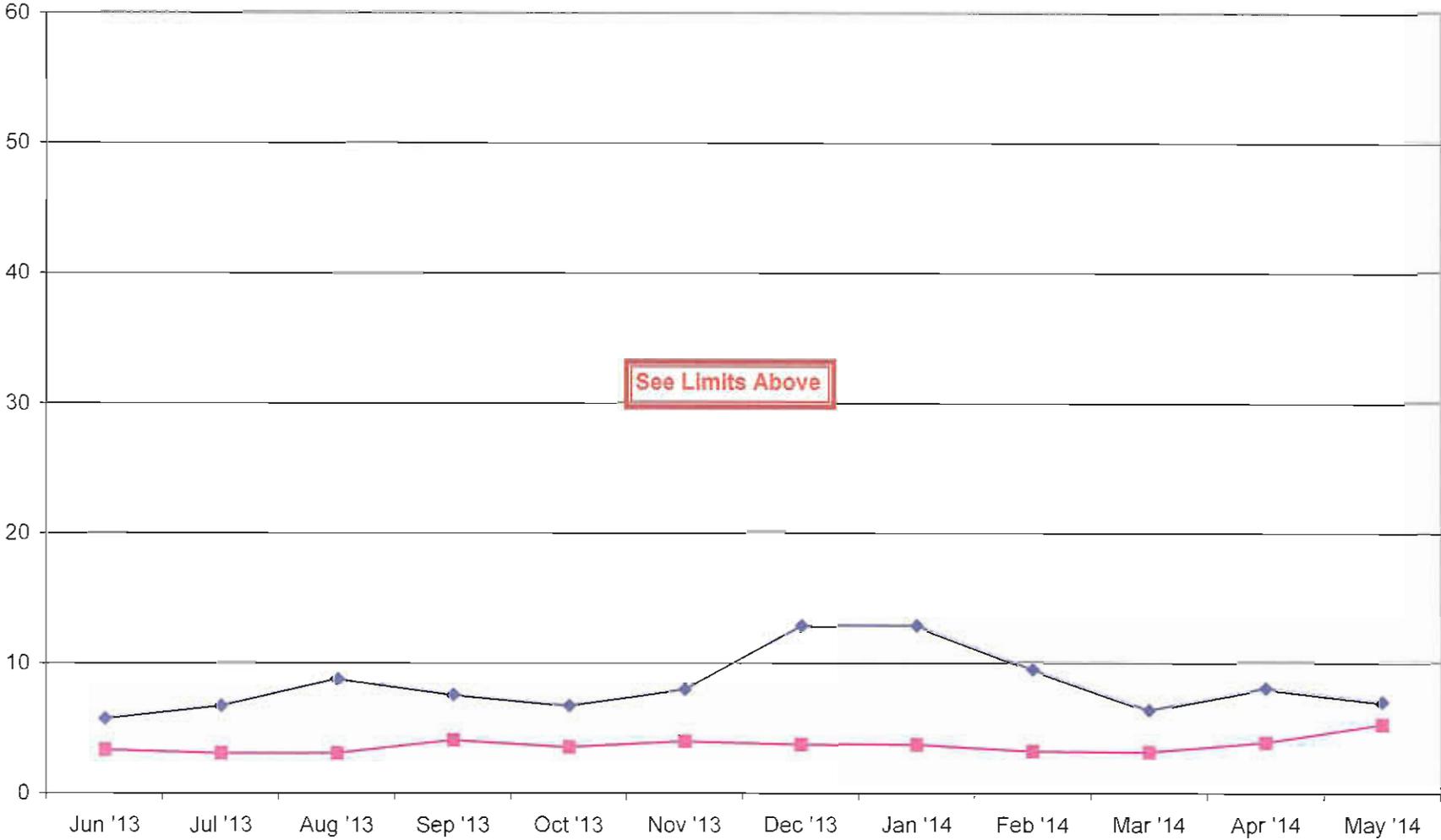
◆ BOD ■ TSS



Effluent BOD / TSS Concentration

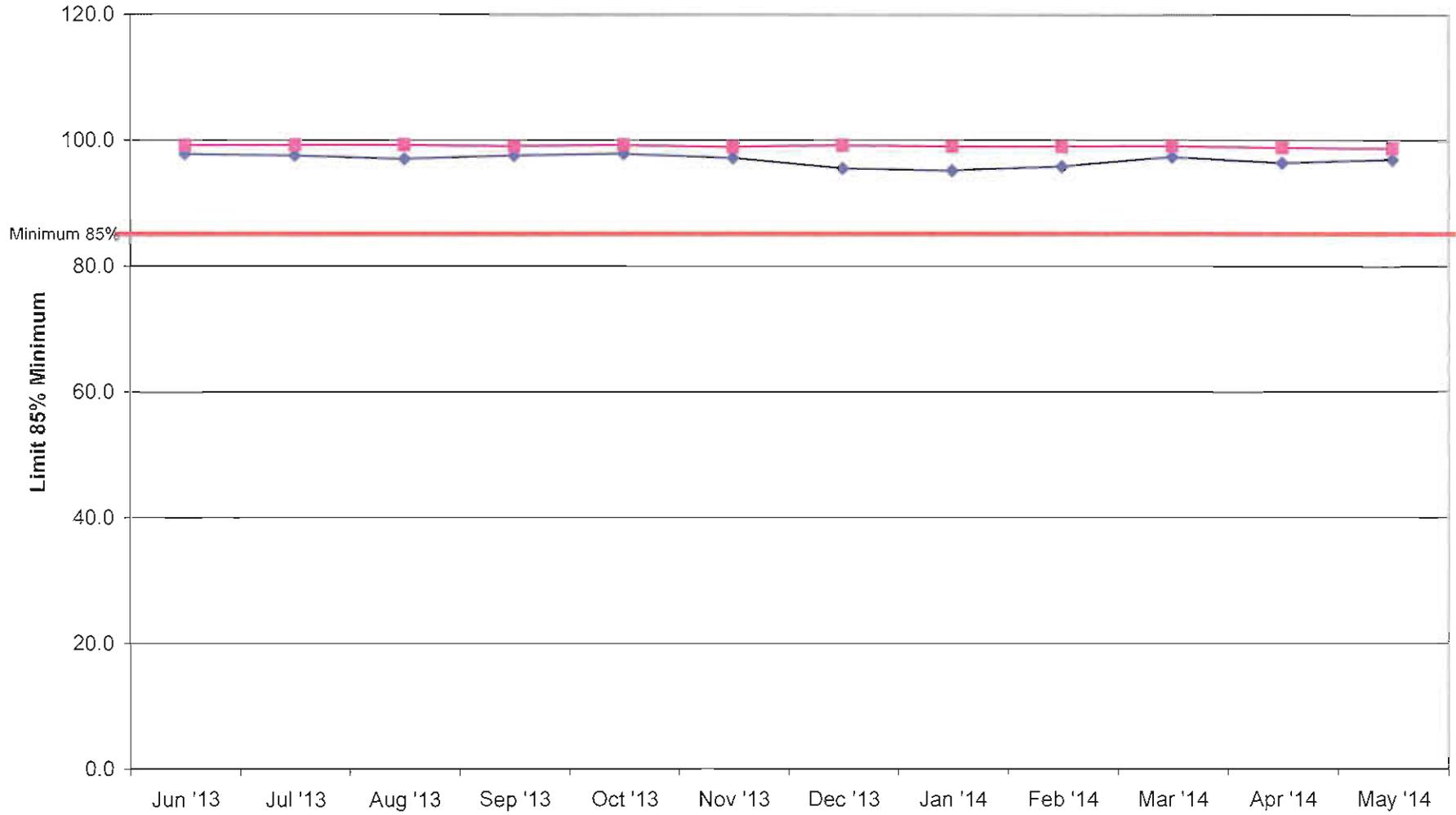
NPDES LIMITS DRY SEASON
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave

◆ BOD ■ TSS



BOD / TSS Percent Removal

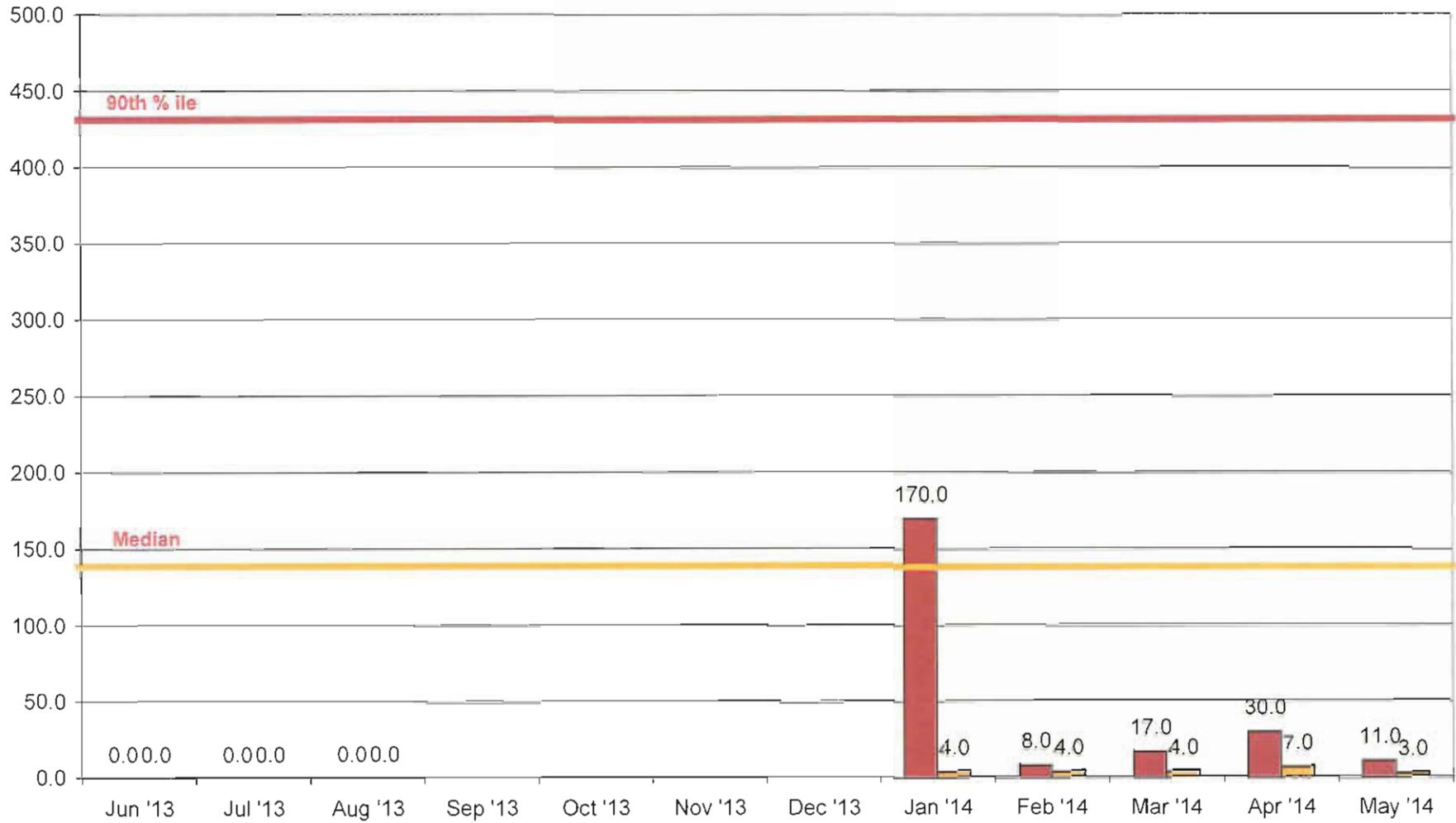
—◆— BOD —■— TSS



Disinfection

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

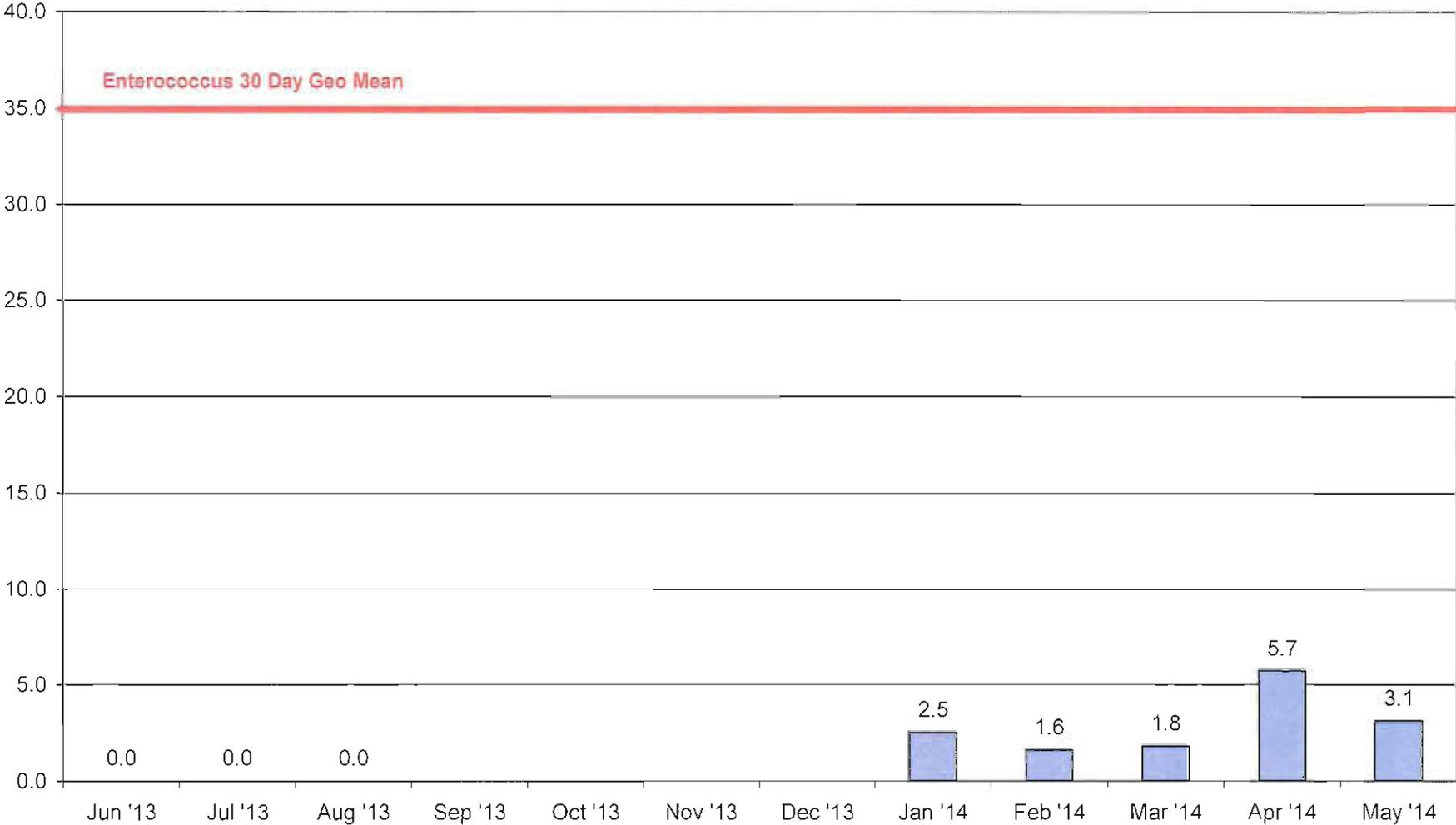
90th % ile 30 day med



Disinfection

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

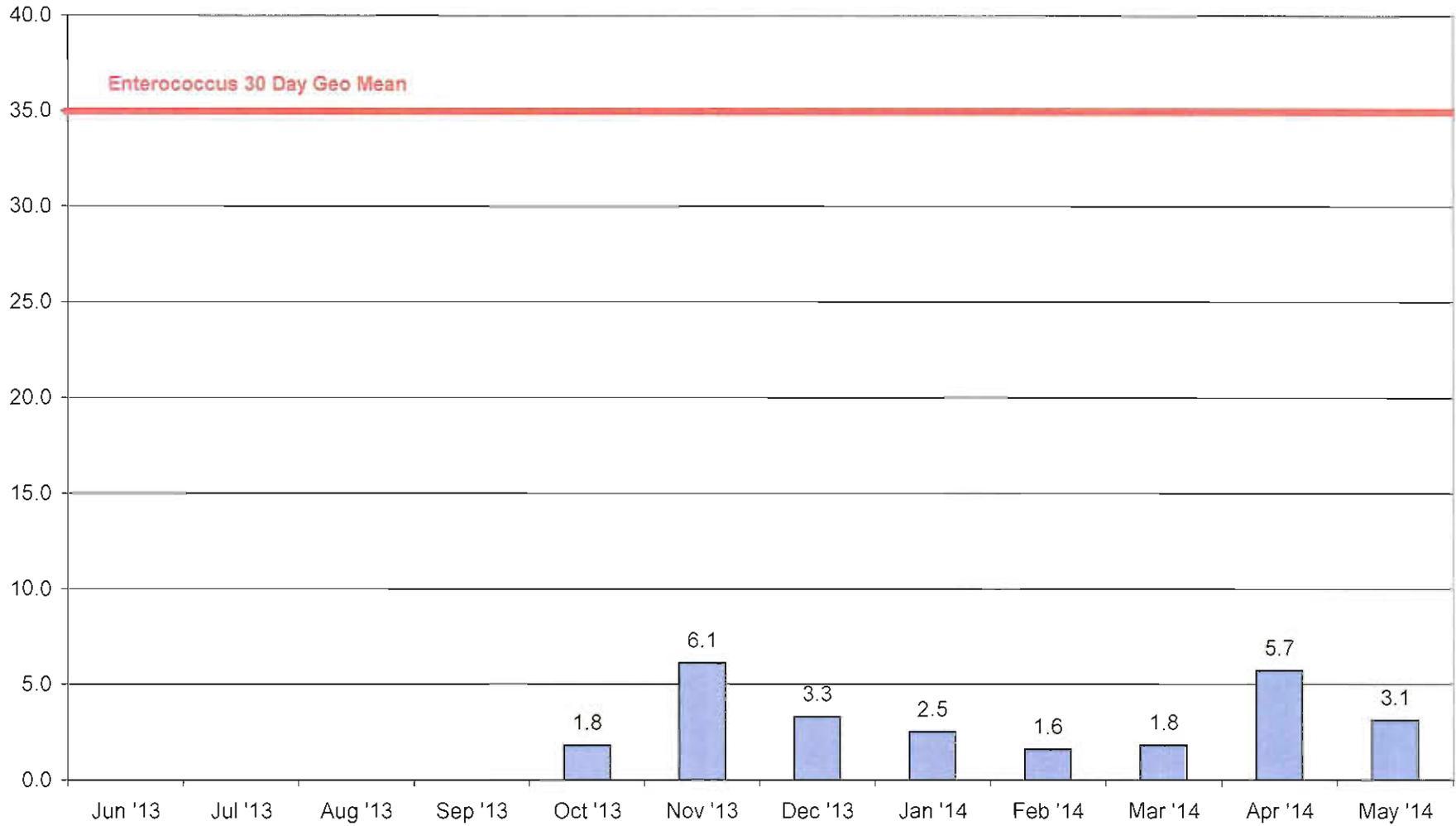
Geo Mean



Disinfection

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

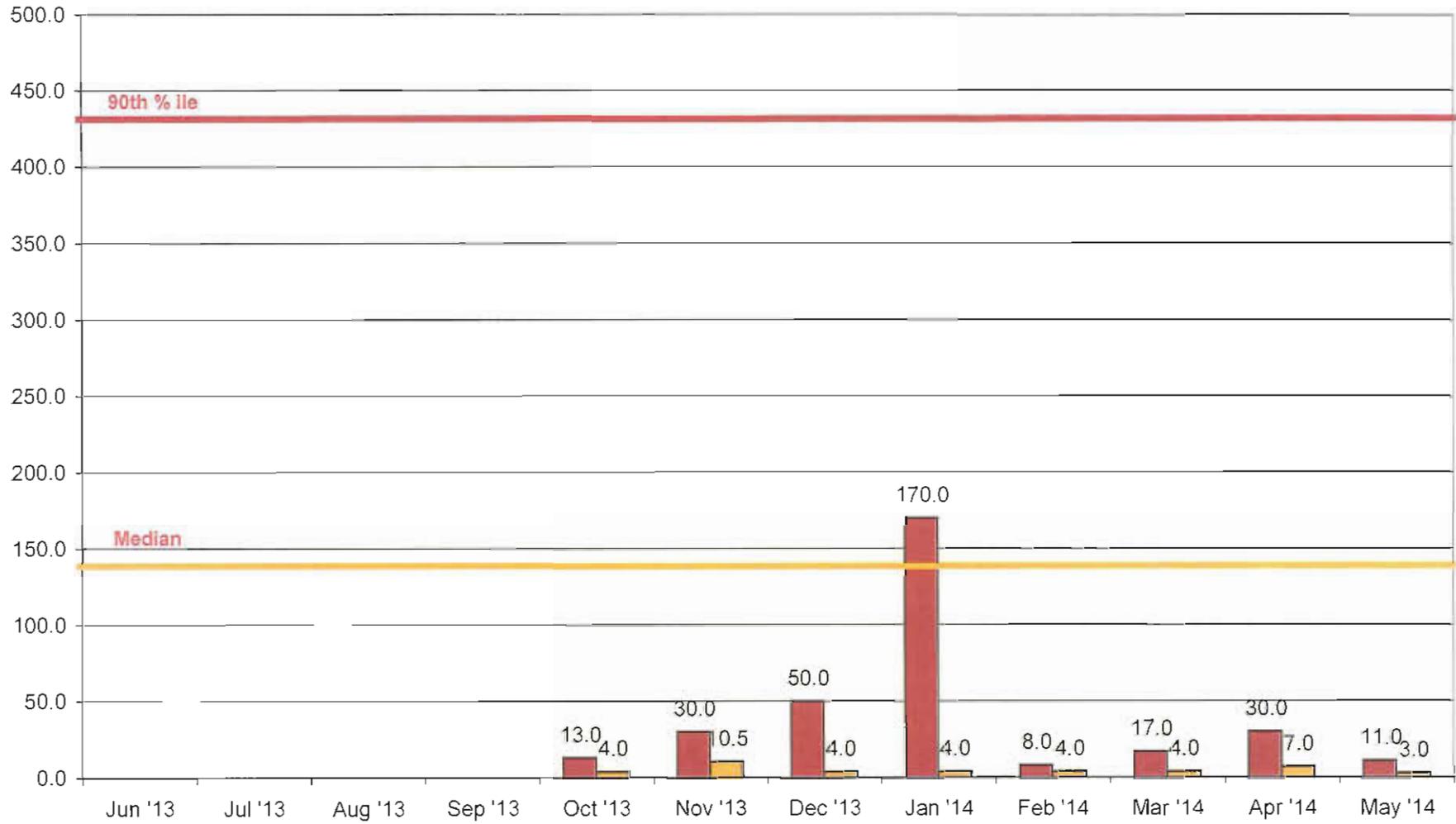
Geo Mean



Disinfection

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

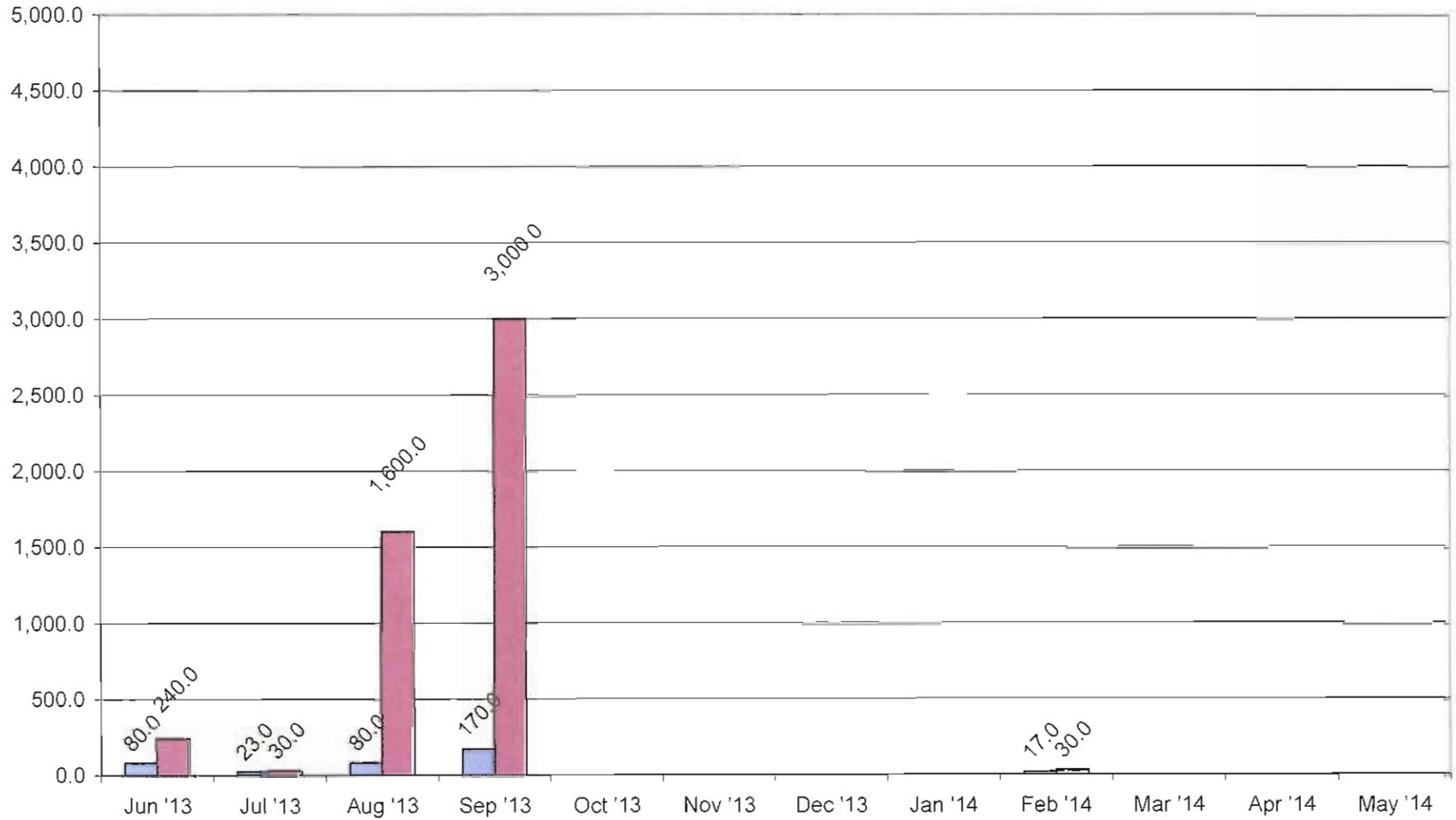
90th % ile 30 day med



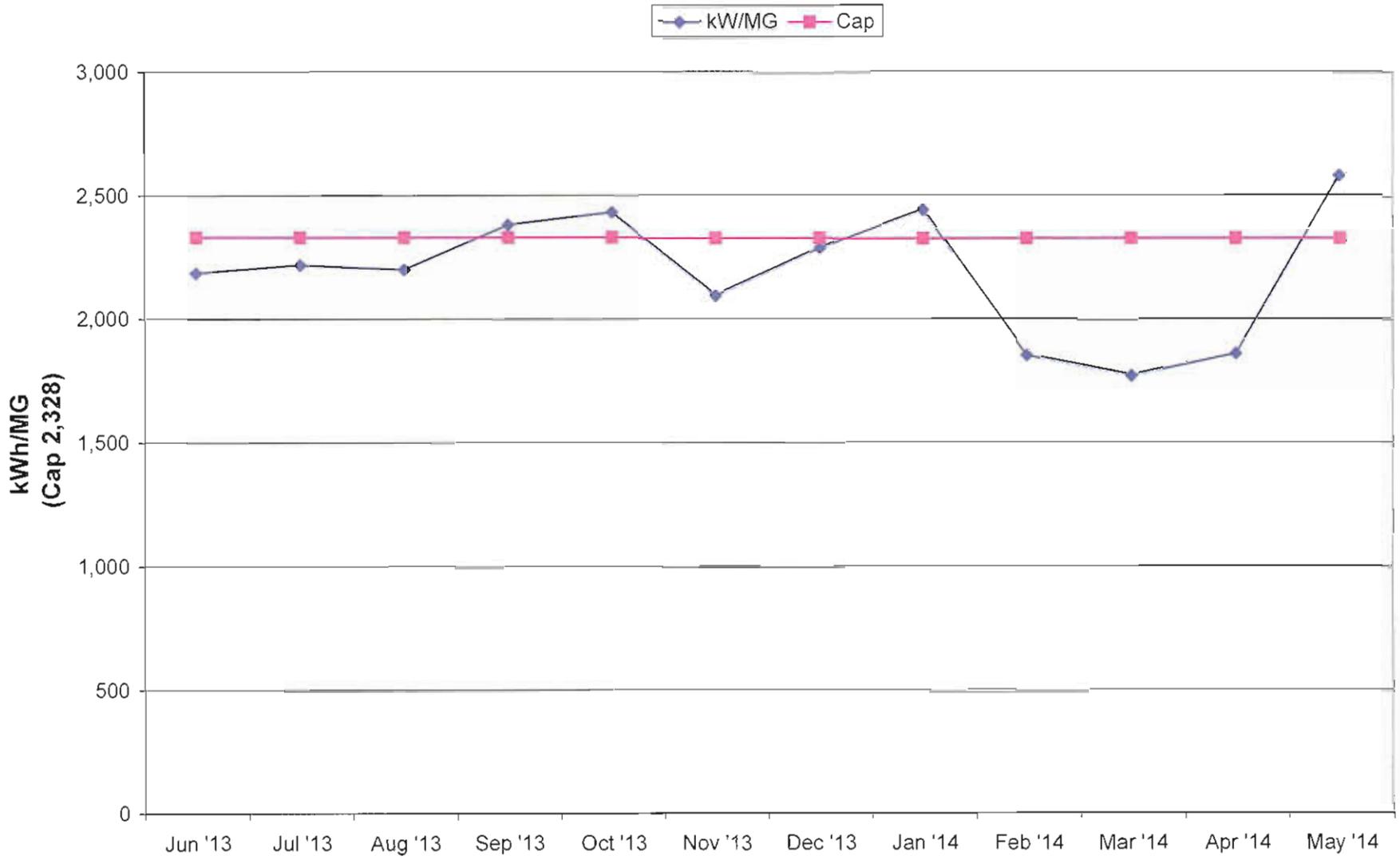
Disinfection

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

5 Sampl Med Monthly Max

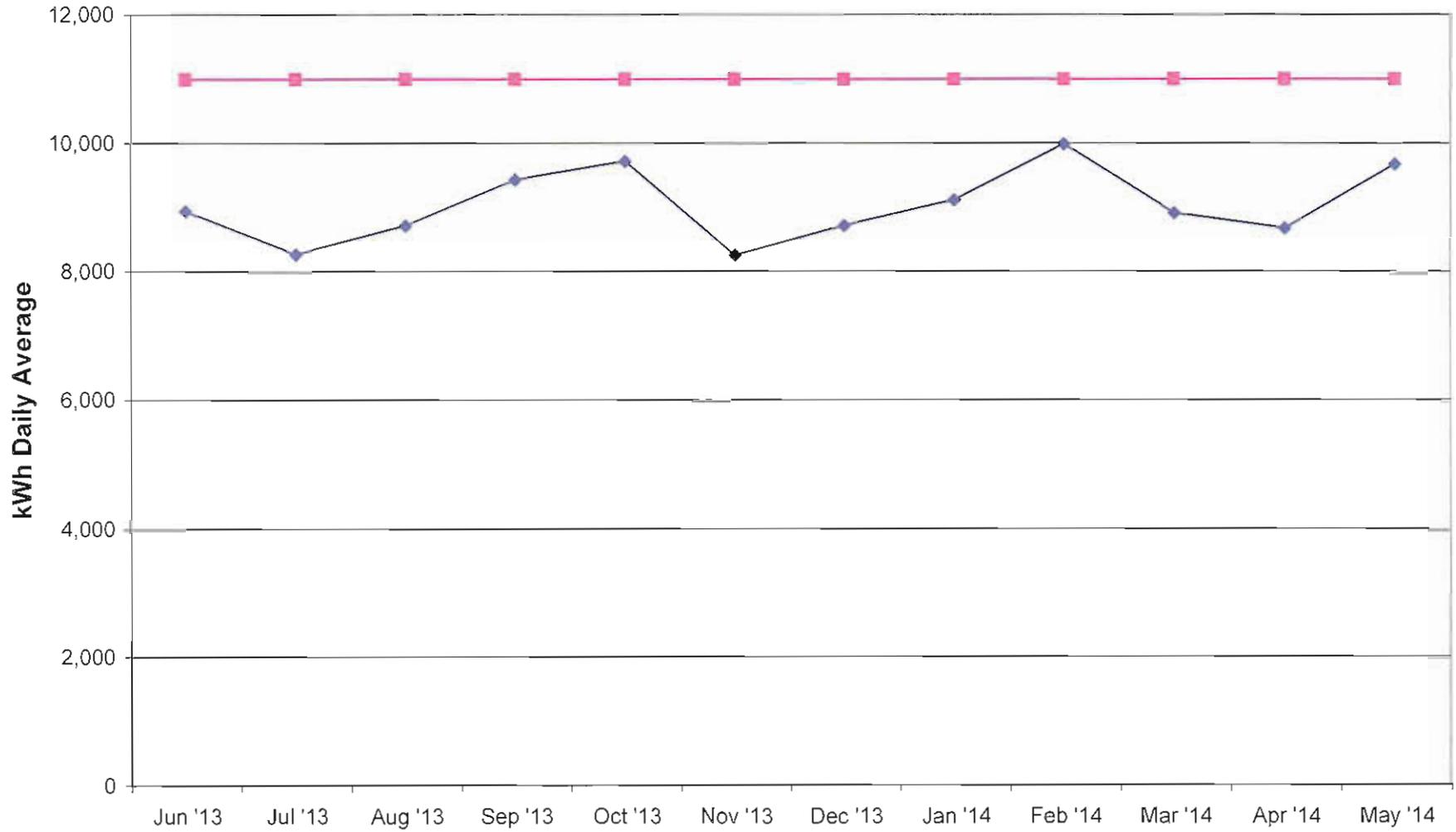


Energy kWh/MG

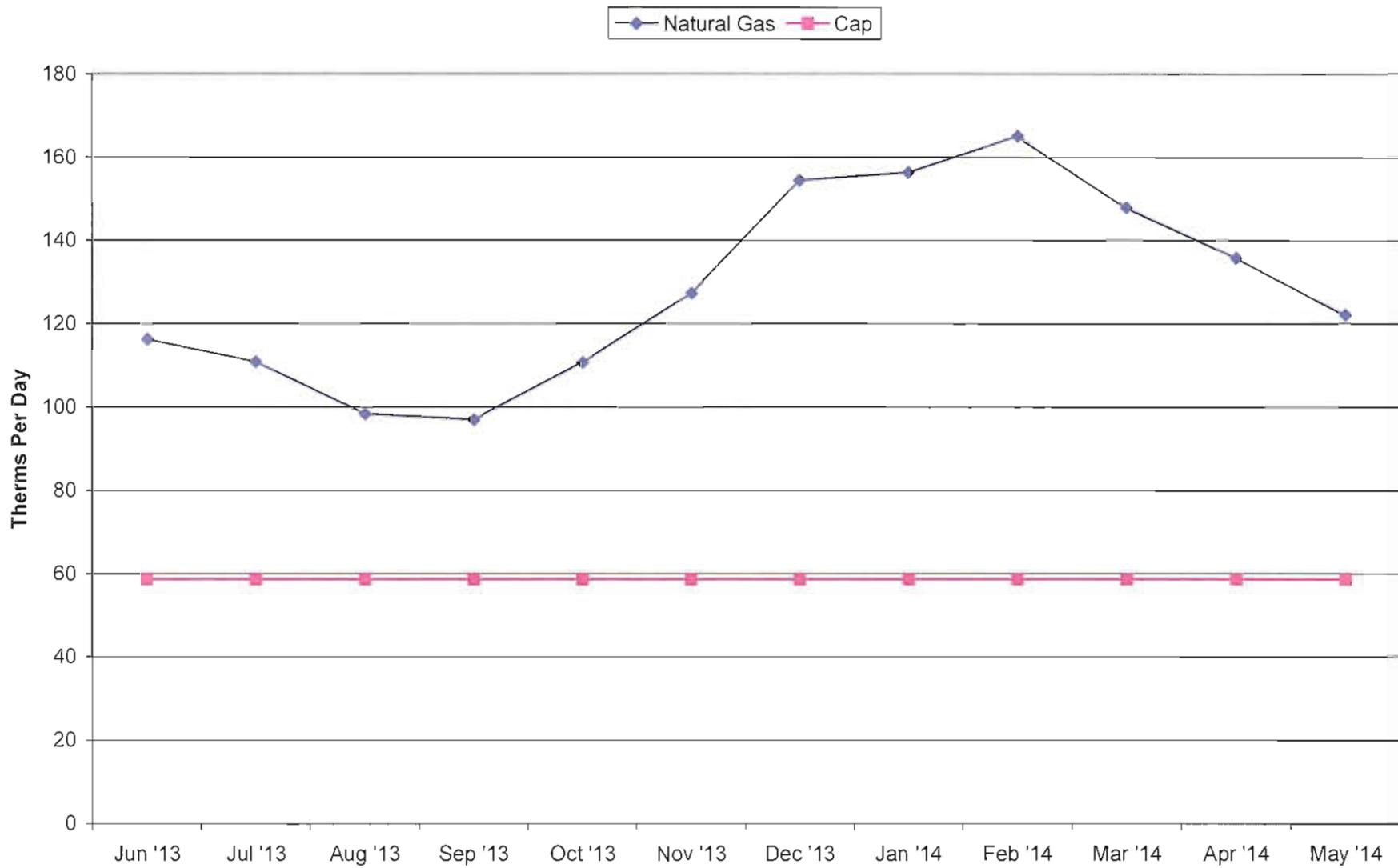


Energy kWh

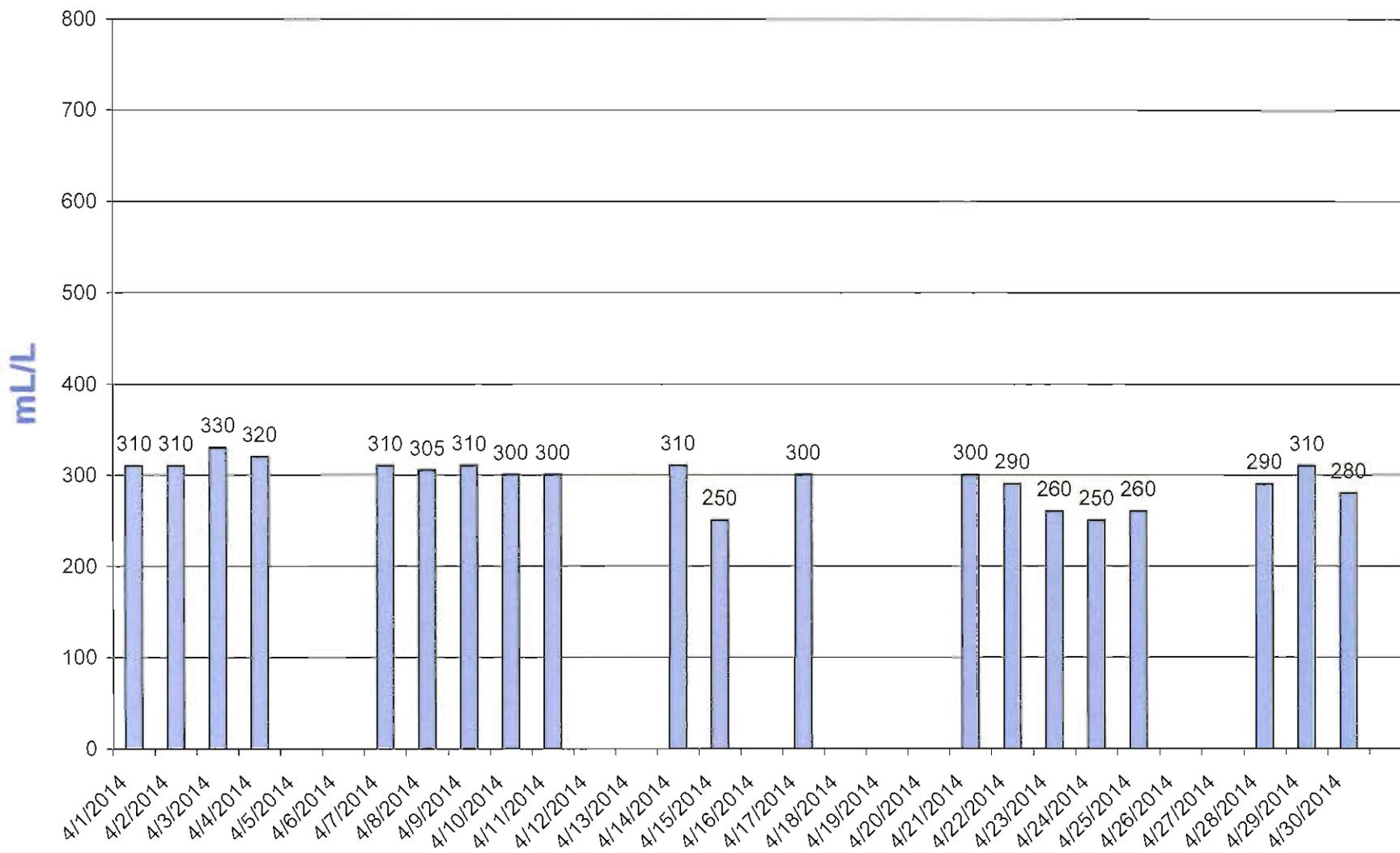
—◆— kWh —■— Cap



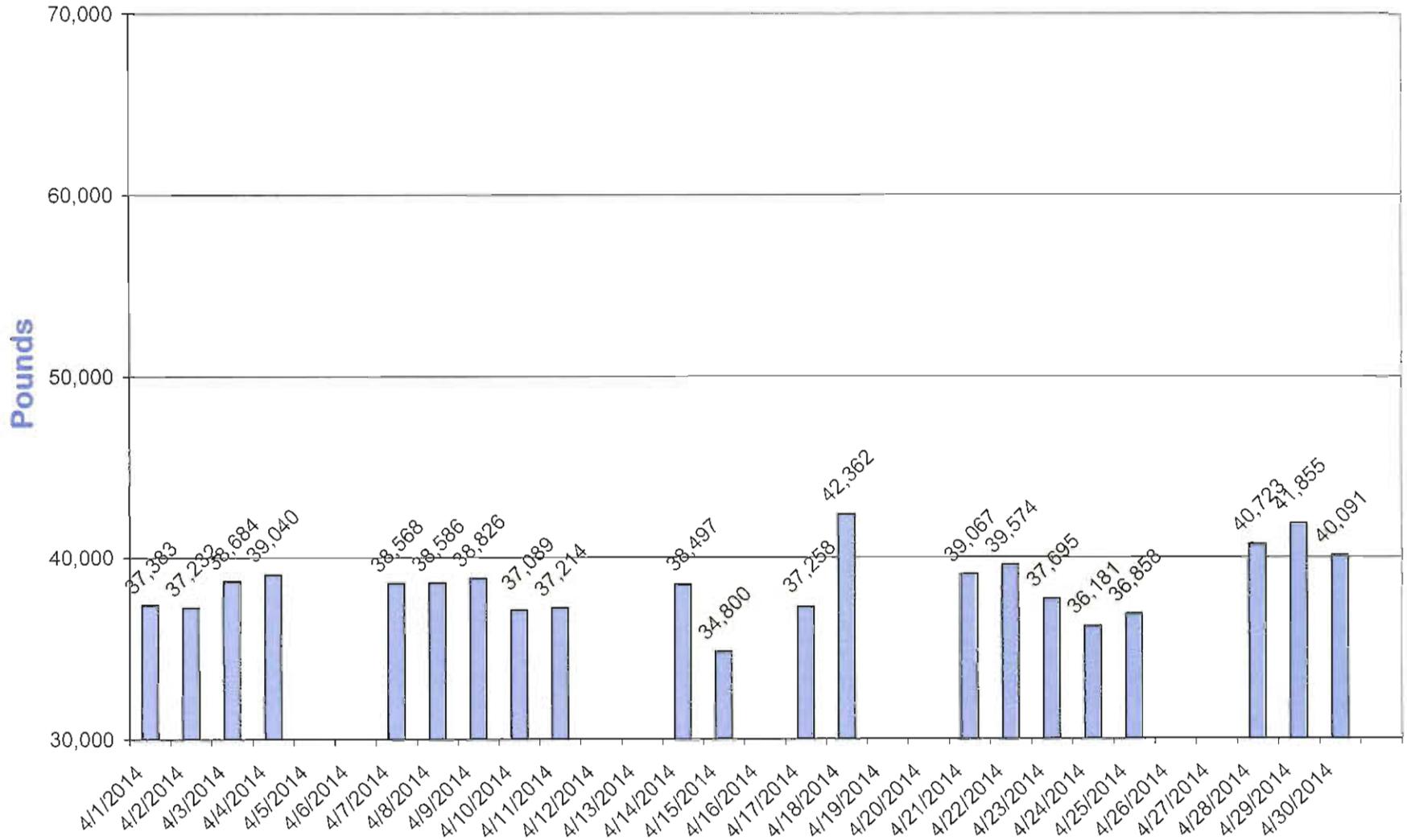
Natural Gas Use



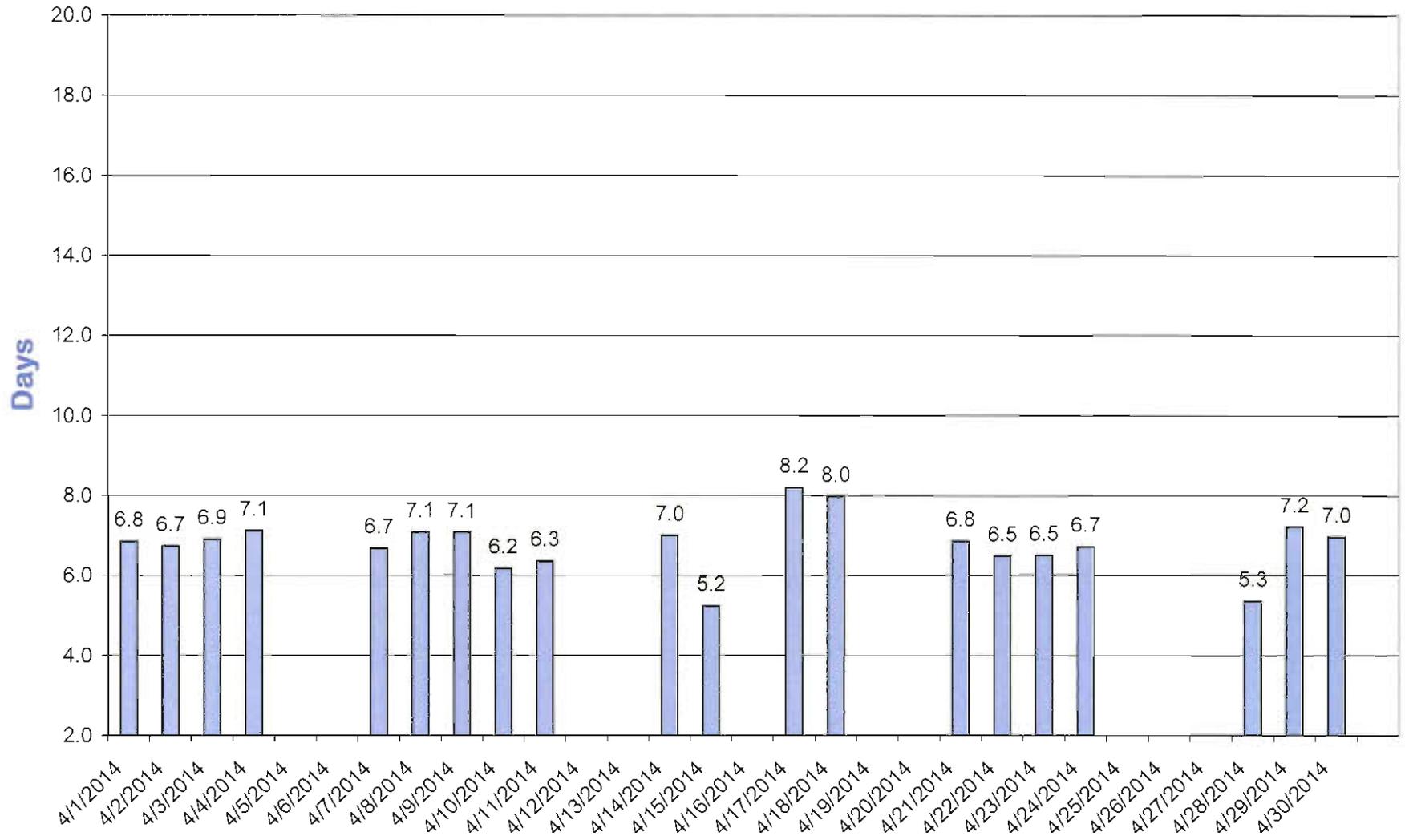
Settleability



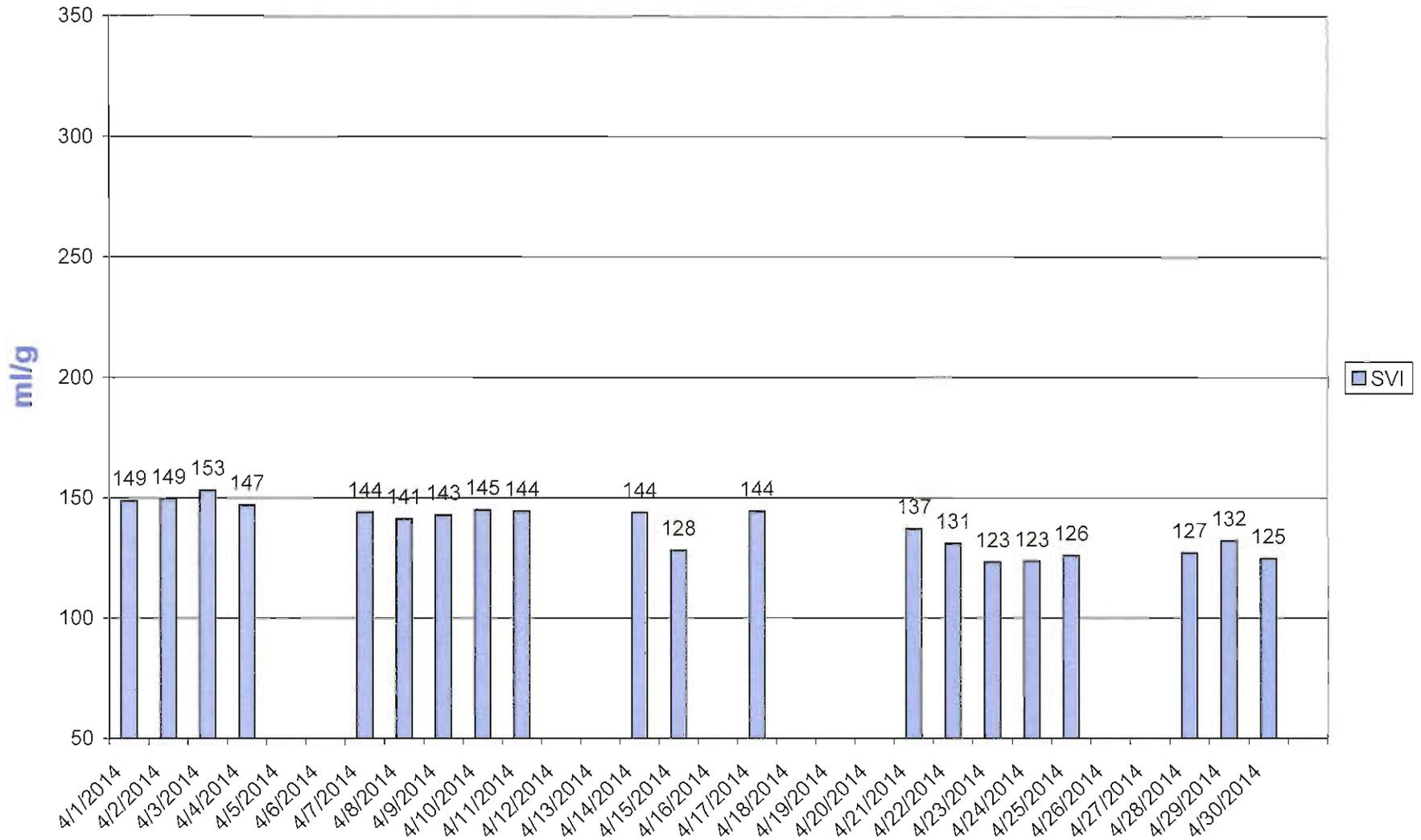
MLSS Inventory



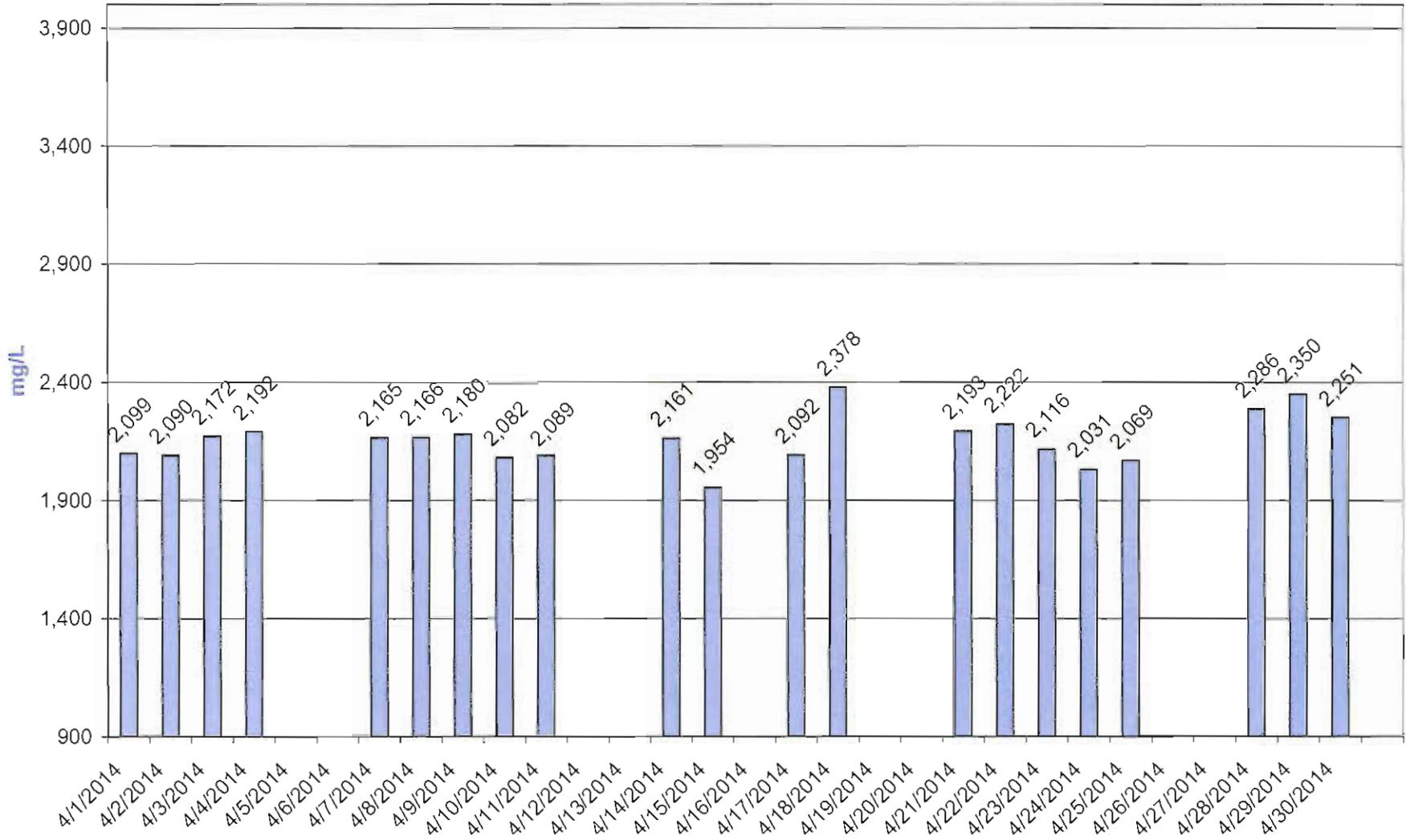
Mean Cell Residence Time



Sludge Volume Index



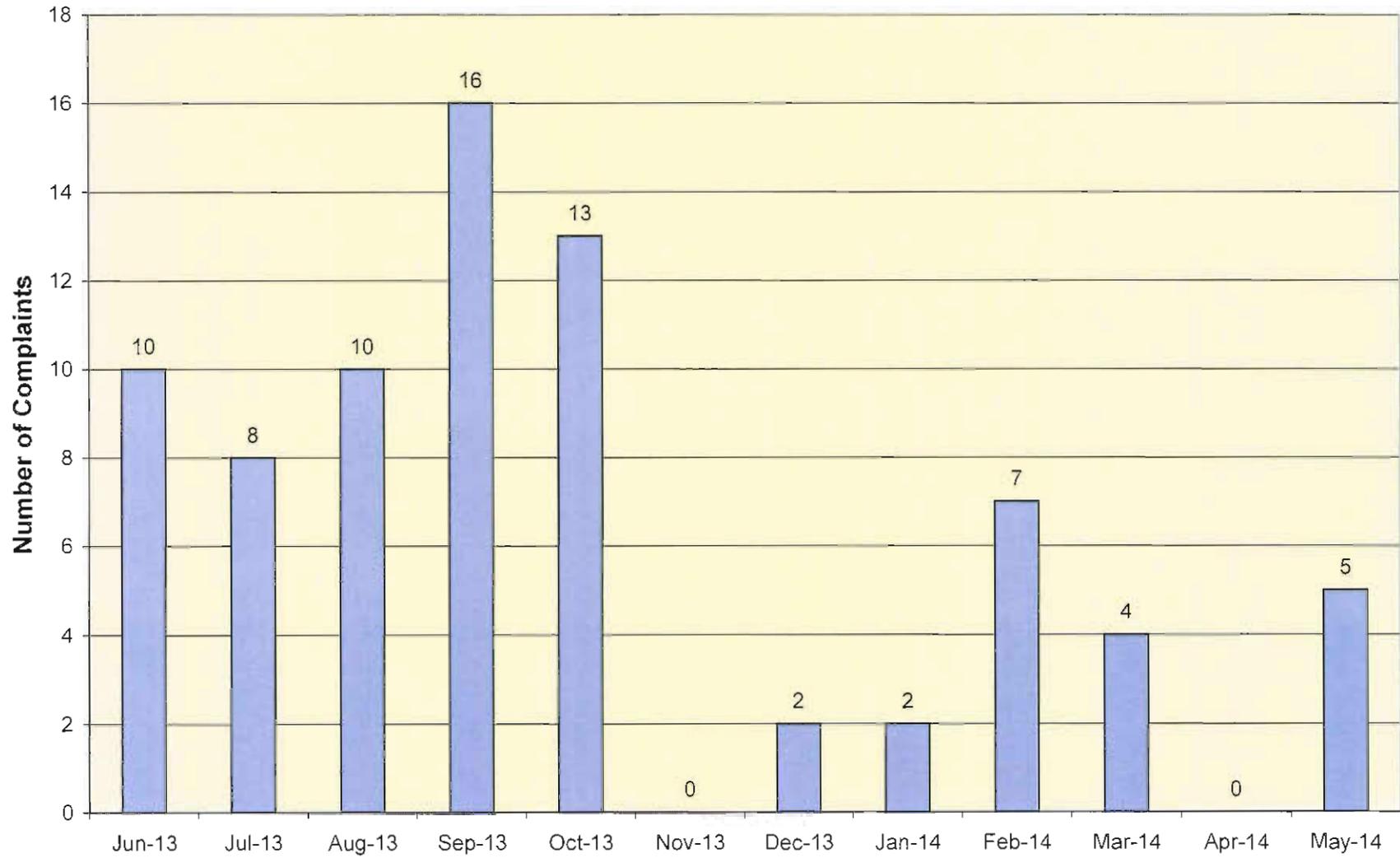
MLSS Concentration



Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
4/1/2014	7.87	310	2,099	37,383	0.27	6.8	149
4/2/2014	6.69	310	2,090	37,232	0.19	6.7	149
4/3/2014	6.18	330	2,172	38,684		6.9	153
4/4/2014	6.37	320	2,192	39,040		7.1	147
4/5/2014	5.87						
4/6/2014	5.52						
4/7/2014	4.83	310	2,165	38,568	0.14	6.7	144
4/8/2014	4.88	305	2,166	38,586	0.16	7.1	141
4/9/2014	4.63	310	2,180	38,826		7.1	143
4/10/2014	4.73	300	2,082	37,089		6.2	145
4/11/2014	4.17	300	2,089	37,214		6.3	144
4/12/2014	4.32						
4/13/2014	4.18						
4/14/2014	4.49	310	2,161	38,497	0.15	7.0	144
4/15/2014	4.40	250	1,954	34,800		5.2	128
4/16/2014	4.28						
4/17/2014	4.52	300	2,092	37,258		8.2	144
4/18/2014	3.83		2,378	42,362		8.0	
4/19/2014	4.21						
4/20/2014	4.28						
4/21/2014	4.21	300	2,193	39,067		6.8	137
4/22/2014	3.85	290	2,222	39,574		6.5	131
4/23/2014	3.74	260	2,116	37,695		6.5	123
4/24/2014	3.61	250	2,031	36,181		6.7	123
4/25/2014	3.93	260	2,069	36,858			126
4/26/2014	3.88						
4/27/2014	4.00						
4/28/2014	4.27	290	2,286	40,723		5.3	127
4/29/2014	3.94	310	2,350	41,855		7.2	132
4/30/2014	3.93	280	2,251	40,091		7.0	125
Minimum	3.61	250.00	1,953.50	34,800	0.14	5.2	123
Maximum	7.87	330	2,378	42,362	0.27	8.2	153
Total	135.68	5,615	43,083	767,491	0.91	128.4	2,630
Average	4.68	296	2,154	38,375	0.18	6.8	138

Complaints / Contacts Received



NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Odor Control and Landscaping Report
May 2014

Background:

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

As explained in earlier reports, and to demonstrate its commitment, the District has already expended significant amounts beyond the substantial investment for odor control, noise, and landscaping included in the original WWTP Upgrade, Contract B - Novato Treatment Plant (NTP), Project No. 72609. These additional costs have included operational changes, measures related to further odor control measures, noise abatement, visual screening, wind shielding, and daily monitoring. The District has also retained Brown and Caldwell (B&C) and their project manager, Mr. Dave McEwen, to study the issue of potential odor emissions from the aeration basins, and identify any other potential sources not previously considered or overlooked.

Odor control:

Previously, Mr. McEwen had issued preliminary recommendations for odor control at the aeration basins, and made detailed presentations to neighborhood representatives and to the District's Wastewater Operations Committee.

As mentioned in prior reports, Mr. McEwen's most significant recommendation, i.e. converting anoxic zones B and C at the aeration basins to aerobic zones was implemented. Results to date have been good, and operation staff continues to monitor performance. Also, earlier in the process, staff had anticipated that implementation and further testing and validation of Mr. McEwen's recommendations would begin in spring, and that he would issue a draft technical memorandum of his work in late spring. However, upon further review, it was recommended that this next stage of testing and validation be deferred until summer, since testing during warm weather conditions will present a more appropriate "worst-case" testing scenario. At this time, this testing has been tentatively scheduled for late June.

Landscaping:

Staff continues to monitor the work of the District's landscaping contractor Cagwin and Dorward (C&D), on the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the NTP. C&D will continue to provide services on an as-needed and as-requested basis by the District to care for the landscaping in this area. AS mentioned in prior report, staff also anticipates bringing further landscaping improvements to this area for the Committee's consideration, at a future meeting.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
May 2014**

General:

The breakdown of Collection System department staff time for May 2014, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 1.8 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.3 FTE field workers for Pump Station Maintenance
- 0.9 FTE field workers for CCTV work
- 1.7 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, and
- 1.3 FTE field workers Vacation/Sick Leave/Holiday.

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 62,826 feet of sewer pipelines were cleaned for the month by District staff. Staff completed 313 maintenance work orders generated by the ICOM3 CMMS system, with twenty (20) outstanding work orders. There was no cleaning activity on larger diameter mains by outside contractors this month.

Staff is working with ICOM/RedZone to correct apparent discrepancies between footages listed in the ICOM3 system and those listed on District maps; therefore the footage listed in the Collection System reports is based off of footage obtained by the field crews during cleaning operations. The field crews measure line segment lengths using a measuring wheel whenever they note a line segment length discrepancy of more than 10 ft. between the work order and District maps. During the past four to six months, ICOM/RedZone has undergone a complete realignment of their managerial and technical staff. This staff changeover has delayed correction of the footage discrepancy issue. District staff is continuing to pursue correction of this problem as the new ICOM/RedZone staff members come up to speed.

In May, the Peterbilt hydro-flusher (Truck 3205) was out of service for 3 working days due to a failed Kana-flex tube on the vacuum system, it is now repaired and in service.

CCTV Performance: The District's CCTV van was in the field for a total of 12 working days and televised 159 line segments for 27,555 feet of CCTV production. Field crews also televised 1,340 feet using the Push Cam. There was no CCTV activity on larger diameter mains by outside contractors.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
May 2014**

CCTV Findings: The May CCTV work did not indicate any significant defects in District mains televised that would require evaluation to determine if they are eligible candidates for infrastructure repair, or require a change in maintenance frequency/method.

Collection System Projects:

There was no activity related to the Collections System repair projects (Account No. 72803) in May.

Pump Station Maintenance:

The Collection System Department conducted 254 lift station inspections for the month with 130 of the inspection visits generated through the JobCal Plus CMMS system*. There are 2 outstanding work orders for the month of April. The breakdown of the lift station inspections is as follows: 27 Flygt submersible pump stations, 1 time per month, 6 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily.

District staff has identified forty-three (43) air relief valves (ARV's) that require periodic maintenance. Further review of as-built drawings and site inspections show that there are 43 ARV's, not 44 as previously stated. These are being entered into the JobCal Plus CMMS maintenance schedule as initial inspections and evaluations are completed.

A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

***Note:** The JobCal Plus program is not only used for scheduling and tracking pump station related maintenance work orders, it is also used for ladder inspections, reclamation maintenance work orders, SCADA backup scheduling, and vehicle maintenance scheduling.

Pump Station Rehabilitation:

Currently, there are two (2) pump stations under construction as part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project Account No. 72403). This current phase, (Project Unit 5), includes rehabilitation of the Los Robles Pump Station and relocation and replacement of the Digital Drive pump station. Construction work continues on these projects.

Safety and Training:

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

Specialized training: Collection System Worker (CSW) I Bob Stiles attended factory sponsored Flygt pump maintenance training. Lead worker Dasse de longh and CSW III Javier Vega attended a CWEA sponsored Supervisor's Safety Training Day event.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
May 2014**

Safety performance: There were no lost time accidents this month for a total of 1,173 accident-free days.

Standard Operating Procedures (SOPs):

Department staff continues to work on generating new SOPs, and working towards finalizing earlier draft SOPs. There were no SOPs issued in May.

Emergency Operating Procedures (EOPs) – Pump Stations:

Staff has also been working with DKF Solutions since summer 2013 to generate the 38 Emergency Operating Procedures (EOPs) required for all of the District pump stations. At this time, 32 EOP's are complete but the final documents have not been received for distribution Six are still in draft format, pending final review. It is expected that the EOPs will be in place (District staff has already received all relevant training.) by the end of June, 2014 not May 2014, as previously stated.

Sanitary Sewer Overflows (SSOs):

In May, there were two (2) SSO's.

No.	Date	Location	Amount, gal	Cause
1	5/15/2014	829 Rae Ln	20	Debris
2	5/20/2014	Topaz Dr at Albatross Dr	30	Roots

1. SSO at 829 Rae Ln.: This SSO was a Category III event with the estimated discharge volume of approximately 20 gallons going to the street and gutter pan. There was full recovery (100%) for this discharge due to the fact it was an intermittent, low volume event that remained fully contained in the street and gutter and did not enter the storm drain system

This discharge was determined to be the result of unknown debris in the main line that caused wipes and grease to accumulate. Volume estimation using volumetric calculation of the spill footprint and gutter pan, bucket test using a similar volume of water to mimic the estimated spill volume (for comparison/verification), and reporting party/local resident interviews were all used to estimate the duration and volume for this event.

The District initially received this report at 20:45. Tim O'Connor, Collection System Superintendent arrived on site at 21:46 and implemented containment procedures. Dasse de longh, Collection System Lead Worker and Aaron Hendricks, Collection System Worker I, arrived on site at 22:25 and cleared the blockage at 22:30. The line segment was televised on 5/20/2014 and no significant problems relating to the cause of this discharge were noted during the CCTV inspection of the line segment.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
May 2014**

The line segment was last cleaned on schedule using the hydro-flusher on 5/23/2013 and is on a 36 month cleaning frequency for the hydro-flusher. Although it was felt that this event was a one-off event due to the nature of the blockage, the cleaning frequency for this line segment has been changed to a twelve (12) month frequency as a precautionary measure.

This event was reported into the CIWQS database on 5/16/2014 as a Category III event, SSO Event ID #806186 and was certified in CIWQS on 6/6/2014, Certification ID # 746671. All reporting requirements were met for this spill event.

2. SSO at Topaz Dr. and Albatross Dr.: This SSO was a Category III event with an estimated discharge volume of approximately 30 gallons going to the street, gutter pan and storm drain catch basin. There was full recovery (100%) for this discharge due to the fact it was a low volume event that remained fully contained in the street, gutter, and storm drain catch basin.

This discharge was determined to be the result of a root blockage in the main line that caused wipes and grease to accumulate. Volume estimation using volumetric calculation of the spill footprint and gutter pan, bucket testing using a similar volume of water to mimic the estimated spill volume (for comparison/verification), and reporting party interview were all used to estimate the duration and volume for this event.

The District initially received this report at 08:28 from Karol Deasy, City of Novato Construction Inspector, who observed the start of this overflow. Tim O'Connor, Collection System Superintendent, and the hydro-flusher crew, Larry Foged, Collection System Worker II and Bob Stiles, Collection System Worker I arrived on site at 08:44 and relieved the stoppage at 08:50. Dasse de longh, Collection System Lead Worker, Aaron Hendricks, Collection System Worker I, Javier Vega Collection System Worker III and Justin Wall, Collection System Worker I all arrived on site while Larry and Bob were working to relieve the stoppage and began cleanup operations. The line segment was televised on 5/21/2014 and significant root intrusion was found throughout the line segment during the CCTV inspection of the line segment.

There was no prior cleaning history on this line segment and it has been added to the hydro-flusher cleaning schedule on a 12 month cleaning frequency. The line segment has also been included in the Root Abatement Program for FY 2013/14 and will be chemically treated in June 2014.

This event was reported into the CIWQS database on 5/26/2014 as a Category III event, SSO Event ID #806391 and was certified in CIWQS on 6/5/2014, Certification ID # 241601. All reporting requirements were met for this spill event.

Novato Sanitary District
Collection System Monthly Report For May 2014 (as of May 31, 2014)

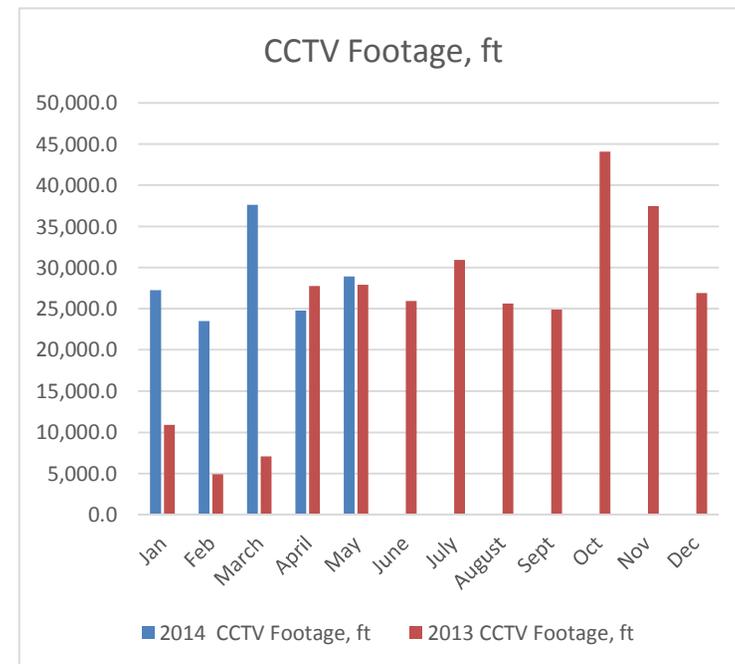
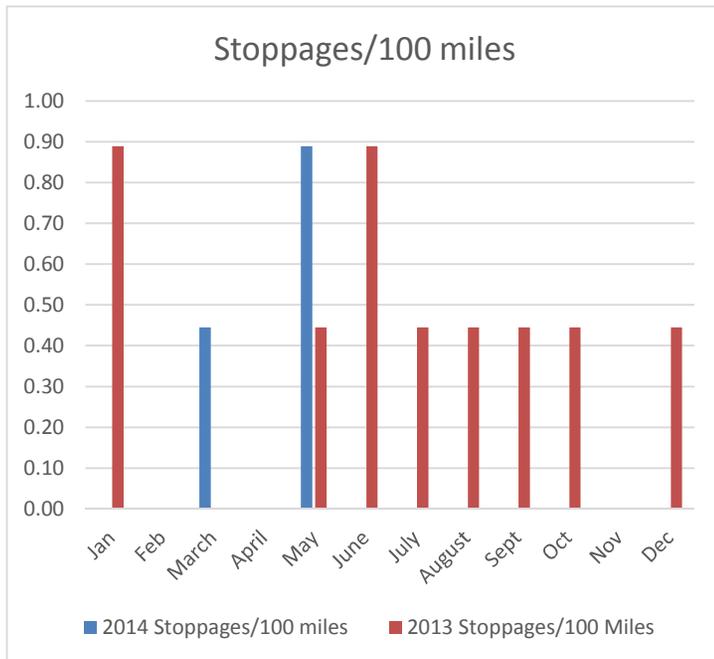
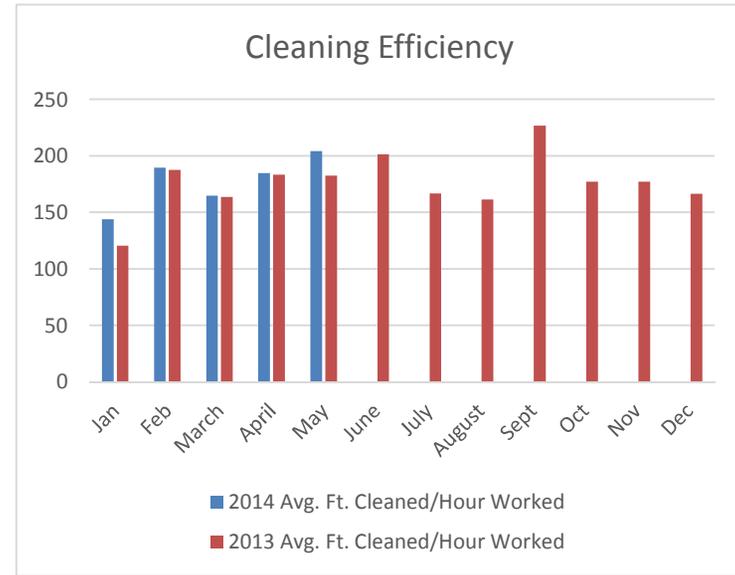
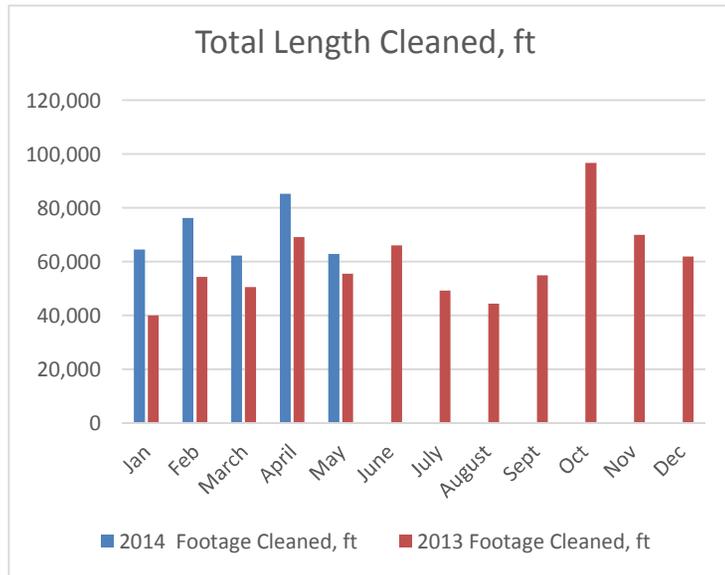
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	2.6	2.5	2.2	2.6	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.0
Number of FTEs (other)	1.7	1.6	2.1	1.8	1.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.7
Number of FTEs (CCTV)	0.9	0.8	1.0	0.8	0.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.4
Total, FTEs	5.2	4.9	5.3	5.1	4.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	2.1
Regular Time Worked, (main line cleaning), hrs	448	402	378	461	308									
Regular Time Worked on Other, hrs (1)	294	262	350	313	297									
Regular Time Worked on CCTV (2)	158	125	172	136	164									
Total Regular time, worked, hrs	900	789	900	909	768	0	0	0	0	0	0	0	4,266	355
Total Vacation/Sick Leave/Holiday, hrs	285	151	101	143	220								900	180
Vacation/Sick Leave/Holiday, FTEs	1.6	0.9	0.6	0.8	1.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.3	0.4
Overtime Worked on Coll. Sys., hrs	2	8	3	15	0								28	6
Overtime Worked on Other, hrs (1)	22	17	16	31	35								121	24
Overtime Worked on CCTV (2)	0	0	0	3	0								3	1
Total Overtime , hrs	24	25	19	49	35	0	0	0	0	0	0	0	152	13
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	57	30	24	78	20								209	42
Rodder 3203 ft. cleaned	10,989	3,337	6,378	11,933	1,388								34,025	6,805
Rodder - outside services, ft cleaned	0	0	0	0	0								0	0
Flusher Work Orders generated	351	352	369	532	313								1,917	383
Truck 3205V ft. cleaned	16,187	16,552	18,158	802	13,575								65,274	13,055
Truck 3206V ft. cleaned	37,342	56,332	37,781	72,511	47,863								251,829	50,366
Flusher - outside services, ft. cleaned	2,301	1,570	6,492	11,155	0								21,518	
Total Footage cleaned(3)	64,518	76,221	62,317	85,246	62,826	0	0	0	0	0	0	0	351,128	29,261
Work Orders completed	408	361	393	580	313								2,055	411
Work Orders backlog	66	21	0	30	20	0	0	0	0	0	0	0	137	11
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	
CCTV Truck 3126T, ft. videoed	24,487	21,931	31,116	19,331	27,555								124,420	24,884
CCTV (hand cam), ft. videoed	449	0	0	5,428	1,340	0	0	0	0				7,217	
CCTV Inspection - outside services, ft. videoed	2,301	1,570	6,492	0	0	0	0	0	0				10,363	
Total CCTV footage(3)	27,237	23,501	37,608	24,759	28,895	NA	NA	NA	NA	NA	NA	NA	142,000	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	0	0	0	0	2								3	NA
Major (Category II)	0	0	0	0	2								2	NA
Major (Category I)	0	0	0	0	0								0	NA
Major (Category I)	0	0	1	0	0								1	NA
Overflow Gallons	0	0	180	0	50								230	NA
Volume Recovered	0	0	0	0	50								50	NA
Percent Recovered	NA	NA	0%	NA	100%	NA	NA	NA	NA	NA	NA	NA	22%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8	3	5	4	4								24	5
Normal hours S.C. response time, mins (avg.)	38	19	25	18	14								114	23
Service Callouts, after hours, #	0	1	1	1	1								4	1
After Hours S.C. response time, mins (avg.)	0	15	40	42	13								110	22
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	144	190	165	185	204	NA	NA	NA	NA	NA	NA	NA	NA	178
Total Stoppages/100 Miles	0.0	0.0	0.4	0.0	0.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	NA
Average spill response time (mins)	0	0	18	0	39								NA	11
Callouts/100 Miles	0.0	0.4	0.4	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8	0.1
Overtime hours/100 Miles	1	4	1	7	0	0	0	0	0	0	0	0	12.44	1
Overflow Gallons/100 Miles	0	0	80	0	22	0	0	0	0	0	0	0	102	9

(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 2013-14 Graphs



**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
May 1, 2014 - May 31, 2014**

	Open Work Orders Due Prior to 5/1/2014	Open Work Orders 5/1/2014 - 5/31/2014	Total Open Work Orders
Preventive	7	130	137
Corrective	0	0	0
Total	7	137	137

	Closed Work Orders 5/1/2014 - 5/31/2014
Preventive	135
Corrective	0
Total	135

Total Outstanding Work Orders as of 5/30/2014	2
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NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
May 2014

Summary:

The rancher began harvesting Orchard Grass hay on all three sites this month. Orchard Grass was cut on four parcels on Site 2, two parcels on Site 3 and all parcels on Site 7. Baled hay was removed from two parcels on Site 3 and five parcels on Site 7 and irrigation was activated on those cleared parcels. The drainage pump stations were turned off and 15.57 MG of recycled water was applied to the irrigation pastures this month. The Wildlife Pond Recirculation Pump was activated this month.

Ranch Operations:

Site 2: Orchard Grass was cut on Parcels 21, 24, 25 & 28. These parcels had been all seeded with the permanent crop of Orchard Grass last Fall. The remaining parcels had been planted with a cover crop.

Site 3: Orchard Grass was cut on all parcels this month, cut Orchard Grass hay was baled, picked up and stacked from Parcels 37 & 38.

Site 7: Orchard Grass was cut on all parcels this month, cut Orchard Grass hay was baled, picked up and stacked from Parcels 74, 75, 76, 77 & 78.

Irrigation Parcels:

Site 2: There were no irrigation activities on Site 2 this month.

Site 3: The drainage pump station was turned off for the irrigation season. Irrigation for Parcels 37 & 38 was tested and activated this month after the hay crop was removed. During the start of irrigation staff found Zone 1 in Parcel 31 in the “hand” position which was subsequently placed in “automatic” after discovery. No other irrigation issues were found.

Site 7: The drainage pump station was turned off for the irrigation season. Irrigation for Parcels 74, 75, 76, 77 & 78 were tested and activated this month after the hay crop was removed. At the onset of testing staff found a short in the control system which had tripped the control power breaker. With the assistance of a contract electrician, staff found that the control board for Zone 1 in Parcel 74 was shorted out. The control board was replaced and the zone put into service.

Irrigation Pump Station:

On May 19th District staff enabled the irrigation on Site 3 and May 22nd on Site 7. Approximately 15.57 MG of recycled water was used for irrigation of the parcels during this month.

On May 27th the main power breaker for the pump station tripped around the time of the morning when the irrigation pumps are called to start. With the assistance of a contract electrician, staff investigated the cause and could not find a direct cause. Staff shuffled the start times at all three Sites to lessen the demand on the pumps during startup and the breaker has not tripped since shuffling the start times.

**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
May 2014**

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

A leak was found on the fresh water system on the Irrigation Pump Station Building which was subsequently repaired.

Sludge Handling & Disposal:

There were no reclamation area related sludge handling and disposal activities in May.

NOVATO SANITARY DISTRICT WASTEWATER OPERATIONS COMMITTEE AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Committee: FY14-16 Preliminary Operating Budget	MEETING DATE: June 16, 2014 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Review preliminary Operating Budget as presented in the Preliminary Budget for Fiscal Years 21014-16, and recommend it for adoption by the Board of Directors.	
SUMMARY AND DISCUSSION: <p>At the June 9, 2014 Board meeting, staff presented the District’s preliminary Budget for Fiscal Years 2014-16 to the Board. Separately, staff reviewed the preliminary Solid Waste budget with the Solid Waste Committee, and the preliminary Capital Improvement Program (CIP) budget with the Strategic Planning and New Facilities Committee, and both committees are recommending adoption of the respective budgets to the full Board at the June 23, 2014 Board meeting.</p> <p>The relevant elements of the preliminary Operating Budget are attached for review by the Wastewater Operations Committee. Staff suggests that the Committee review these items and recommend the preliminary Operating Budget for adoption by the full Board.</p>	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA.	
DEPT.MGR.:	MANAGER:

**Novato Sanitary District
2014-16 Preliminary Operating Budget
Revenue Summary**

	Budget 13/14	Revenues thru April 2014	Est Rev 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
41010 · Sewer Service Charges (1)	8,506,680	8,062,214	8,450,087	8,776,815	9,121,520
41030 · Plan Check & Inspection Fee	500	2,069	2,100	500	500
41040 · Permit & Inspection Fee	7,500	5,515	6,000	6,000	6,000
41060 · Interest Income	15,000	11,184	15,000	15,000	15,000
41080 · Engineering & Admin Charges	165,000	0	165,000	165,000	165,000
41090 · Non-domestic Permit Fees (2)	26,183	9,484	25,000	25,000	15,000
41100 · Garbage Franchise Fees	48,602	2,370	48,602	49,768	50,863
41105 · AB 939 Collector Fees	297,586	297,586	297,586	297,586	297,586
41107 · Oil/Bev/Tire Grants (3)	50,234	57,051	60,000	50,187	50,187
41130 · Ranch Income	70,000	57,459	70,000	70,000	70,000
41135 · Recycled Water Revenue	75,000	62,764	75,000	75,000	108,000
41140 · Other Revenue (4)	40,000	17,419	20,000	20,000	20,000
41142 · Loss on disposal of assets	10,000	63,750	63,750	10,000	10,000
Totals	9,312,285	8,648,865	9,298,125	9,560,856	9,929,656

Comments:

- (1) Sewer Service charge revenue is based on approved rate increase and actual revenue received in prior year. The Sewer Service Charges allocations are as follows: For 2014/15 the charge is \$533 split between operations(\$293) and capital (\$240). For 2015/16 the charge is \$552 split between operations(\$304) and capital(\$248).
- (2) Includes application fees, permits and monitoring charges.
- (3) Oil/Bev/Tire Grants \$22,490/ JPA Reimb Fees \$27,697.
- (4) Other revenue includes septic tank hauling fees, and other miscellaneous revenue.

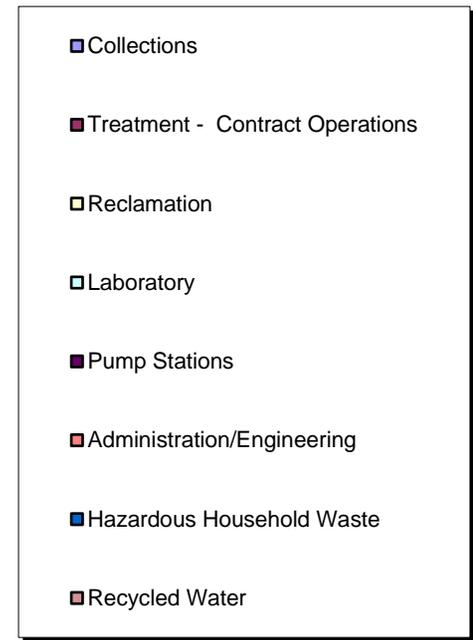
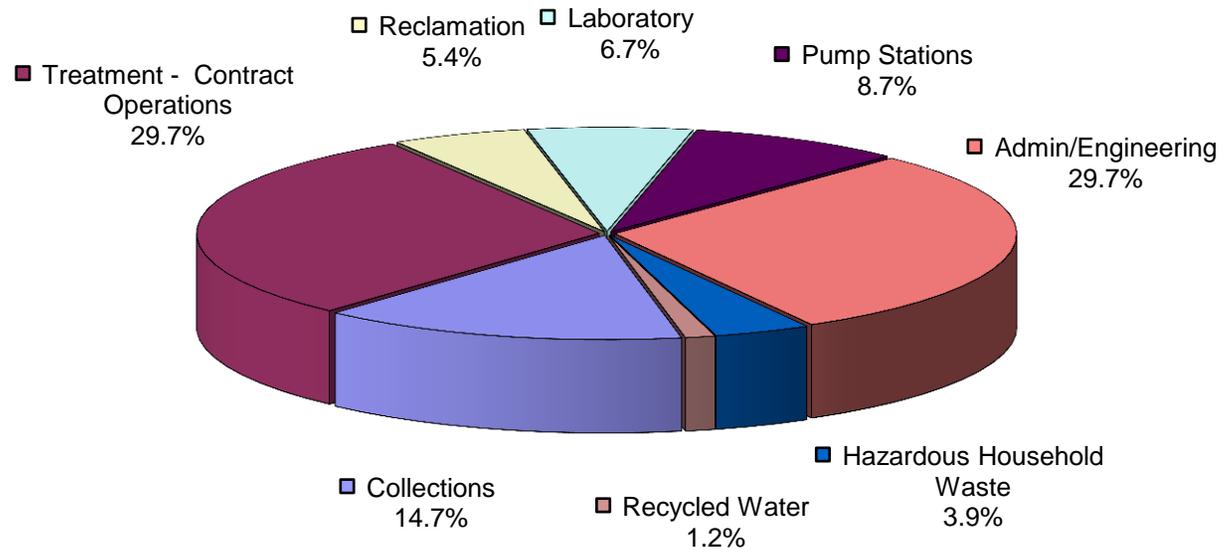
APPROPRIATIONS LIMITATION

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

**Novato Sanitary District
2014-16 Preliminary Budget
Operating Budget - Summary of Expenditures**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
Collections	1,316,424	919,019	1,239,411	1,398,181	1,224,707
Treatment - Contract Operations	2,699,200	2,129,755	2,647,014	2,823,379	2,950,690
Reclamation	534,268	407,374	489,258	514,382	528,698
Laboratory	685,376	412,638	641,341	630,191	652,073
Pump Stations	822,016	570,279	728,030	821,041	835,939
Administration/Engineering	2,766,336	2,092,736	2,571,596	2,827,819	2,947,668
Hazardous Household Waste	371,301	222,226	353,109	368,698	370,298
Recycled Water	108,000	71,381	114,000	114,000	114,000
	9,302,921	6,825,408	8,783,759	9,497,691	9,624,073

Preliminary Budget 2014-15 Expenditures by Department



SECTION III

OPERATING FUND BUDGET

**Novato Sanitary District
2014-16 Preliminary Budget
Operating Budget - Collections**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
60010 · Salaries & Wages	549,300	477,729	574,396	602,515	632,302
60020 · Employee Benefits	250,124	201,679	242,015	272,666	284,405
60060 · Gas, Oil & Fuel	30,000	16,692	25,000	28,000	28,000
60085 · Safety	5,000	15	1,000	2,000	2,000
60091 · Software Maint	20,000	17,679	20,000	25,000	25,000
60100 · Operating Supplies	30,000	18,005	30,000	30,000	30,000
60150 · Repairs & Maint	85,000	64,993	85,000	85,000	85,000
60152 · Small Tools	2,000	1,570	2,000	2,000	2,000
60153 · Outside Services	225,000	87,793	225,000	275,000	100,000
60192 · Water	7,000	8,359	7,000	8,000	8,000
60193 · Telephone	2,000	995	2,000	2,000	2,000
60200 · Other(Garbage Coll)	1,000	306	1,000	1,000	1,000
60201 · Permits & Fees	110,000	23,204	25,000	65,000	25,000
	1,316,424	919,019	1,239,411	1,398,181	1,224,707

Comments:

**Novato Sanitary District
2014-16 Preliminary Budget
Operating Budget - Treatment Facilities Contract Operations**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
61000-1 · Fixed Fee(1)	1,940,900	1,583,714	1,900,514	1,957,529	2,016,255
61000-2 · Insurance & Bonds(2)	50,600	30,812	40,000	44,000	48,400
61000-3 · Major Repr/Replacemnt	109,200	41,839	96,000	150,000	157,500
61000-4 · Water/Permits/Ph	65,000	74,104	77,000	85,000	83,000
61000-5 · Gas & Electricity(2)	533,500	399,286	533,500	586,850	645,535
	2,699,200	2,129,755	2,647,014	2,823,379	2,950,690

Comments:

- (1) Fixed fee - Veolia based on 3% increase from prior year per discussion with Veolia staff and review of amended and restated contract.
- (2) Accounts 61000-2 and -5 increase projected at 10% based on actual expenditures for 2013/14.

**Novato Sanitary District
2014-2016 Preliminary Budget
Operating Budget - Reclamation**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
63010 · Salaries & Wages	51,991	27,674	36,899	77,682	82,625
63020 · Employee Benefits	17,277	11,437	15,249	35,100	36,473
63060 · Gasoline & Oil	5,000	2,914	4,000	4,000	4,000
63085 · Safety	1,000	0	1,000	500	500
63091 · Software Maint	3,000	3,018	3,100	3,100	3,100
63100 · Operating Supplies	3,000	2,021	3,000	2,500	2,500
63115 · Sludge Disposal	190,000	180,590	190,000	200,000	200,000
63150 · Repairs & Maint	60,000	55,898	60,000	70,000	70,000
63151 · Unusual Equipment Maint	60,000	47,102	60,000	0	0
63152 · Small Tools	1,000	81	1,000	500	500
63157 · Ditch/Dike Maint	20,000	3,800	20,000	20,000	20,000
63191 · Gas & Electricity	110,000	68,072	90,000	90,000	100,000
63192 · Water	10,000	1,208	1,451	5,000	5,000
63201 · Permits & Fees	2,000	3,559	3,559	6,000	4,000
	534,268	407,374	489,258	514,382	528,698

Comments:

**Novato Sanitary District
2014-16 Preliminary Budget
Operating Budget - Laboratory**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
64010 · Salaries & Wages	217,324	152,524	208,491	216,772	225,394
64020 · Employee Benefits	80,402	57,463	63,000	85,919	91,179
64060 · Gasoline & Oil	3,000	1,677	2,700	3,000	3,000
64085 · Safety	1,000	0	1,000	1,000	1,000
64091 · Software Maintenance	8,500	945	1,000	4,000	2,000
64100 · Operating Supplies	25,000	22,057	25,000	25,000	25,000
64150 · Repairs & Maintenance	10,000	3,121	10,000	9,500	9,500
64160 · Research & Monitoring	297,150	143,465	297,150	247,000	257,000
64170 · Pollution Prev/Public Ed	40,000	29,027	30,000	35,000	35,000
64201 · Permits & Fees	3,000	2,359	3,000	3,000	3,000
	685,376	412,638	641,341	630,191	652,073

Comments:

**Novato Sanitary District
2014-2016 Preliminary Budget
Operating Budget - Pump Stations**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
65010 · Salaries & Wages	315,414	231,064	277,277	324,106	340,860
65020 · Employee Benefits	146,602	97,855	117,426	143,935	148,079
65060 · Gasoline & Oil	5,000	4,228	5,000	5,000	6,000
65085 · Safety	3,000	327	3,000	2,000	2,000
65091 · Software Maintenance	12,000	7,584	12,000	12,000	12,000
65100 · Operating Supplies	10,000	5,092	10,000	10,000	10,000
65101 · Operating Chemicals	45,000	72	25,000	30,000	30,000
65150 · Repairs & Maintnnce	115,000	104,198	115,000	115,000	115,000
65152 · Small Tools	2,000	1,057	2,000	1,000	2,000
65153 · Outside Services, Electric	45,000	18,516	45,000	40,000	40,000
65191 · Gas & Electricity	90,000	68,314	81,977	90,000	95,000
65192 · Water	5,000	5,292	6,350	7,000	7,000
65193 · Telephone	23,000	20,086	21,000	24,000	24,000
65201 · Permits & Fees	5,000	6,594	7,000	17,000	4,000
	822,016	570,279	728,030	821,041	835,939

Comments:

**Novato Sanitary District
2014-2016 Preliminary Budget
Operating Budget - Administration**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
66010 · Salaries & Wages	1,007,722	840,627	1,008,752	954,601	988,764
66020 · Employee Benefits	402,036	326,381	391,657	388,143	406,654
66021 · Retiree Health Benefits	387,078	190,632	236,227	430,575	465,749
66030 · Director's Fees	45,000	33,300	39,960	45,000	45,000
66040 · Election Expense	0	0	0	0	40,000
66060 · Gasoline & Oil	9,000	5,330	9,000	10,000	10,000
66070 · Insurance	129,000	175,178	176,000	186,000	196,000
66071 · Insurance Claim Expense	45,000	4,563	45,000	45,000	45,000
66075 · Agency Dues	46,000	43,352	46,000	51,000	46,000
66080 · Memberships	8,000	7,323	8,000	8,500	8,500
66085 · Safety	1,000	954	1,000	1,000	1,000
66090 · Office Expense	27,000	25,356	28,000	29,000	29,000
66100 · Engineering Supplies	9,000	6,736	9,000	9,000	9,000
66121 · Accounting & Auditing	22,500	16,825	17,000	18,000	20,000
66122 · Attorney Fees	140,000	36,775	70,000	120,000	120,000
66123 · O/S Contractual (2)	235,000	186,579	235,000	275,000	260,000
66124 · IT/Misc Electrical	40,000	38,019	40,000	40,000	40,000
66130 · Printing & Publications	18,000	15,204	18,000	22,000	22,000
66150 · Repairs & Maintenance	40,000	42,073	43,000	45,000	45,000
66170 · Travel, Meetings & Training	70,000	33,974	70,000	70,000	70,000
66193 · Telephone	15,000	9,139	15,000	15,000	15,000
66202 · County Fees-Property Taxes	33,000	19,829	25,000	25,000	25,000
66203 · County Fees-Sewer Ser Chg	32,000	34,587	35,000	35,000	35,000
66250 · Service Charge Sys Exp	5,000	0	5,000	5,000	5,000
	2,766,336	2,092,736	2,571,596	2,827,819	2,947,668

**Novato Sanitary District
2014-2016 Preliminary Budget
Operating Budget - Hazardous Household Waste**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
67400 · Management Services	119,264	73,206	116,033	130,161	130,761
67500 · Household Hazardous Wst	187,500	140,388	176,300	164,000	164,000
67530 · Used Oil Grant	5,000	0	11,452	11,963	11,963
67530-1 Beverage Container Grant	22,537	2,070	10,574	10,574	10,574
67540 · Education/Publicity Outreach	22,000	6,562	25,250	37,000	38,000
67600 · Other	5,000	0	3,500	5,000	5,000
67610 · City AB 939 Admin Service	10,000	0	10,000	10,000	10,000
	371,301	222,226	353,109	368,698	370,298

Comments:

Per Proposed budget by HHW Coordinator.

**Novato Sanitary District
2014-2016 Preliminary Budget
Operating Budget - Recycled Water**

	Budget 13/14	Expenditures thru April 2014	Est Exp 2013-14	Preliminary Budget 2014-15	Preliminary Budget 2015-16
68010 · O & M Services	50,000	29,316	50,000	50,000	50,000
68100 · Operating Supplies	2,000	3,442	2,000	2,000	2,000
68101 · Operating Chemicals	20,000	23,768	26,000	26,000	26,000
68150 · Repairs & Maintnrnce	25,000	14,855	25,000	25,000	25,000
68191 · Gas & Electricity	10,000	0	10,000	10,000	10,000
68201 · Permits & Fees	1,000	0	1,000	1,000	1,000
	108,000	71,381	114,000	114,000	114,000

Comments:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: Collection System Improvements (Olive Pump Station Parallel Force Main Project), Account no. 72706

MEETING DATE: June 23, 2014

AGENDA ITEMS NO.: 7.a.

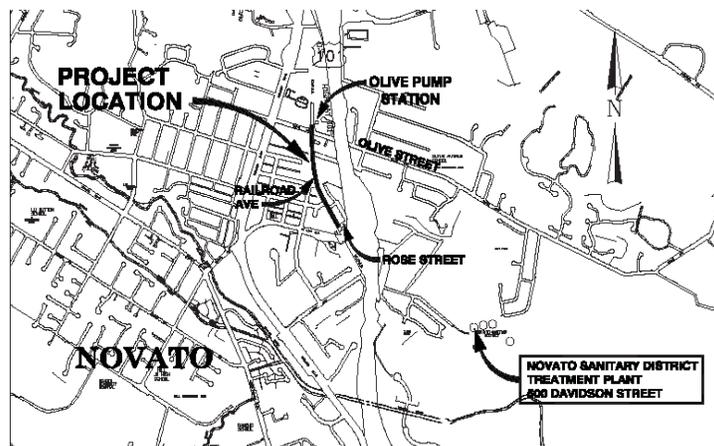
RECOMMENDED ACTION: Make CEQA findings, approve plans and specifications, and authorize Manager-Engineer to advertise for bids - Olive Pump Station Parallel Force Main Project; Account 72706: Collection System Improvements.

SUMMARY AND DISCUSSION:

Nute Engineering has completed the plans and specifications for this project and the project is ready for bid. This project consists of installing 2,160 feet of a 30" diameter sewer force main in Railroad Avenue. The purpose of this project is to upgrade the sewage conveyance system, with redundancy for the force main conveyance pipeline for the Olive Pump Station (OPS), and to better protect the environment. The existing force main is constructed of Techite pipe, a fiberglass composite material which is over 40 years old.

The Engineer's Estimate for this work is \$970,000. Staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work is considered an operation or minor alteration of existing public sewerage facilities, or addition of safety or health protection features for relief provisions to existing sewerage facilities.

Staff recommends that the Board approve the CEQA findings, approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids. Bids are expected to be received on July 31, 2014 and will be presented to the Board at a subsequent meeting.



ALTERNATIVES: NA

BUDGET INFORMATION: This work will be funded from the budget for Account No. 72706: Collection System Improvements, which has a preliminary FY14-15 budget amount of \$1,435,321.

DEPT. MGR.: srk, ssk

MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: Drainage Pump Station 3 & 7 Outfall Rehabilitation, Account No. 72110

MEETING DATE: June 23, 2014

AGENDA ITEMS NO.: 7.b.

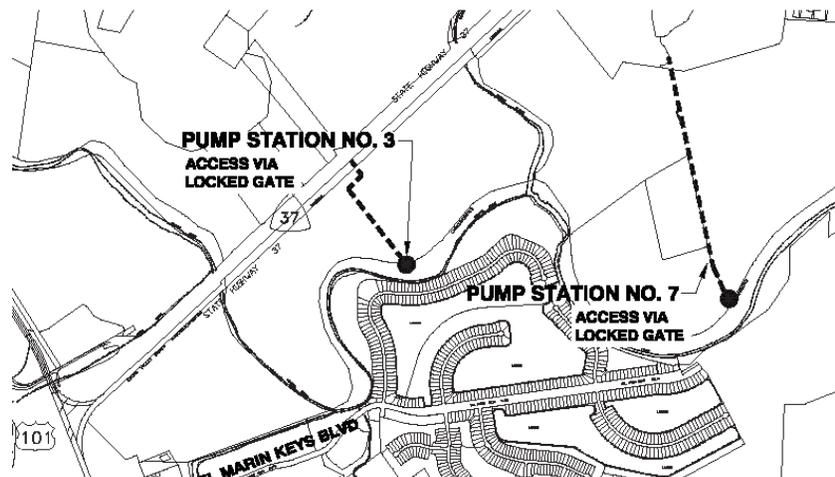
RECOMMENDED ACTION: Make CEQA findings, approve plans and specifications, and authorize Manager-Engineer to advertise for bids – Drainage Pump Station 3 & 7 Improvements

SUMMARY AND DISCUSSION:

Nute Engineering has completed the plans and specifications for this project and the project is ready for bid. This project consists of rehabilitating the support structures for the pump station discharge piping, replacing the tide gates at the end of each discharge pipe and replacing the debris netting around both pump station structures. The purpose of this project is to rehabilitate existing improvements that are near the end of their service lives in order to continue to provide reliable pumping of storm water from the Reclamation Facility and surrounding area.

The Engineer’s Estimate for this work is \$240,000. Staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work is considered a repair of an existing public facility.

Staff recommends that the Board approve the CEQA findings, approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids. Bids are expected to be received on August 5, 2014 and will be presented to the Board at a subsequent meeting.



ALTERNATIVES: NA

BUDGET INFORMATION: This work will be funded from the budget for Account No. 72110: Drainage Pump Station 3 & 7 Outfall Rehabilitation, which has a preliminary FY14-15 budget amount of \$275,000.

DEPT. MGR.: srk, ssk

MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Cost-of-living increase, represented employee group.	MEETING DATE: June 23, 2014 AGENDA ITEMS NO.: 8.a.
RECOMMENDED ACTION: Review cost-of-living increase, represented employee group, effective July 1, 2014 – informational item.	
SUMMARY AND DISCUSSION: <p>In 2013 the District negotiated a two year Memorandum of Understanding (MOU) with its represented employee group, the Teamsters Bargaining Unit (TBU). The MOU term is July 1, 2013 through June 30, 2015. The MOU has a provision for a cost-of-living increase effective July 1, 2014 as determined by the April 2013 to April 2014 Consumer Price Index (CPI) (SF Bay Area 82-100) movement plus one percent. The US Bureau of Labor Statistics (BLS) value for the April-April CPI (SF Bay area 1982-84=100) – Urban Wage Earners and Clerical Workers is 2.6%, therefore the corresponding increase would be 3.6%.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: The preliminary FY14-15 budget includes a provision for a projected 3.4% salary increase; the final budget will be adjusted to accommodate the 3.6%, which is well within the net operating revenue margin of the preliminary operating budget.	
DEPT. MGR.: ssk	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Cost-of-living increase, Management and Confidential employee group.	MEETING DATE: June 23, 2014 AGENDA ITEMS NO.: 8.b.
RECOMMENDED ACTION: Approve cost-of-living increase, Management and Confidential employee group effective July 1, 2014.	
SUMMARY AND DISCUSSION: <p>In 2013 the District negotiated a two year Memorandum of Understanding (MOU) with its represented employee group, the Teamsters Bargaining Unit (TBU). The MOU term is July 1, 2013 through June 30, 2015. The MOU has a provision for a cost-of-living increase effective July 1, 2014 as determined by the April 2013 to April 2014 Consumer Price Index (CPI) (SF Bay Area 82-100) movement plus one percent. The US Bureau of Labor Statistics (BLS) value for the April-April CPI (SF Bay are 1982-84=100) – Urban Wage Earners and Clerical Workers is 2.6%, therefore the corresponding increase would be 3.6%.</p> <p>The Management and Confidential group has agreed to the same terms as the represented employee group in terms of a cost-of-living increase. Therefore, it is recommended that the Board approve a 3.6% increase for the Management and Confidential group effective July 1, 2014.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: The preliminary FY14-15 budget includes a provision for a projected 3.4% salary increase; the final budget will be adjusted to accommodate the 3.6%, which is well within the net operating revenue margin of the preliminary operating budget.	
DEPT. MGR.: ssk	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Cost-of-living increase, Manager-Engineer.	MEETING DATE: June 23, 2014 AGENDA ITEMS NO.: 8.c.
RECOMMENDED ACTION: Approve cost-of-living increase, Manager-Engineer, effective July 1, 2014.	
SUMMARY AND DISCUSSION: <p>In 2013 the District negotiated a two year Memorandum of Understanding (MOU) with its represented employee group, the Teamsters Bargaining Unit (TBU). The MOU term is July 1, 2013 through June 30, 2015. The MOU has a provision for a cost-of-living increase effective July 1, 2014 as determined by the April 2013 to April 2014 Consumer Price Index (CPI) (SF Bay Area 82-100) movement plus one percent. The US Bureau of Labor Statistics (BLS) value for the April-April CPI (SF Bay are 1982-84=100) – Urban Wage Earners and Clerical Workers is 2.6%, therefore the corresponding increase would be 3.6%.</p> <p>The terms of the Manager-Engineer’s agreement stipulate that he shall be eligible for cost-of-living increases which shall be no greater than that authorized for the Management and Confidential staff. Therefore, it is requested that the Board approve a 3.6% increase for the Manager-Engineer effective July 1, 2014.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: The preliminary FY14-15 budget includes a provision for a projected 3.4% salary increase; the final budget will be adjusted to accommodate the 3.6%, which is well within the net operating revenue margin of the preliminary operating budget.	
DEPT. MGR.: ssk	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Adoption of Resolution Authorizing Execution of Medicare Agreement for employees hired prior to March 31, 1986.	MEETING DATE: June 23, 2014 AGENDA ITEM NO.: 8.d.
RECOMMENDED ACTION: Consider Adoption of Resolution No. 3075 authorizing execution of the Application-Agreement for Medicare Coverage for Eligible Employees.	
SUMMARY AND DISCUSSION: <p>On April 8, 2013 the Board adopted Resolution No. 3055 "Requesting Authorization to Conduct a Division of Retirement System for Medicare Coverage". This procedure is to enable employees hired by the District prior to March 31, 1986 to participate in the Federal Medicare program. The Consolidated Omnibus Budget Reconciliation Act of 1985 (P.L. 99-272 - COBRA) made Medicare coverage mandatory for newly hired state and local government employees hired after March 31, 1986. Employees hired on or before March 31, 1986 had the option of being specifically excluded by law from Medicare taxes.</p> <p>The law allows that employees who have been in continuous employment with the employer since March 1986 remain exempt from Medicare taxes, provided they are members of a public retirement system. However, unless employees have earned the requisite 40 credits (formerly quarters) from prior employment, they are not eligible for Medicare <u>coverage</u>. The District currently has one employee hired prior to March 31, 1986 who is excluded from Medicare taxes and who does not have the required 40 Medicare credits. All other employees are mandated into Medicare coverage in accordance with the provisions of COBRA.</p> <p>The procedure to initiate Medicare participation for this employee involves entering into a "Medicare Coverage under Section 218 Agreement" which allows public employers to establish a voluntary agreement for Medicare coverage. The schedule for implementing the Section 218 agreement is lengthy and involves strict compliance with election and certification requirements and deadlines. The District has conducted the necessary steps to date and the next step is adoption of the Resolution Authorizing Execution of the Application-Agreement. Upon receipt of the resolution and application by the State Social Security Administrator Program, request is made to the Federal Government to include the District in the voluntary Medicare program.</p> <p>The program permits retroactive Medicare contributions from the date of original application which was April 2013.</p>	
ALTERNATIVES: Do not adopt resolution.	
BUDGET INFORMATION: 1.45% of salary for employer portion of Medicare taxes = \$1,806 from April 2013 through June 2014, and approximately \$1,445.00 for next fiscal year.	
DEPT.MGR.:	MANAGER:

RESOLUTION NO. 3075
(To Accompany Application and Agreement)

WHEREAS, a division of the California Public Employees' Retirement System with respect to eligible employees of the Novato Sanitary District, hereinafter referred to as "Public Agency", who are members of and in positions covered by said retirement system, has been conducted in accordance with Federal and State Laws and State regulations for the purposes of coverage under the insurance system established by the Federal Social Security Act and a deemed retirement system, hereinafter referred to as Group B of the California Public Employees' Retirement System, has been established thereby as provided in Section 218(d)(6) of the Federal Social Security Act, composed of positions of members of such retirement system who desire coverage under the Health Insurance system established by the Federal Social Security Act; and

WHEREAS, the Public Agency desires to file an application with the State and to enter into an agreement with the State to extend coverage under the said insurance system on behalf of the Public Agency to services performed by individuals as employees of the Public Agency as members of a coverage group, as defined in Section 218(d)(4) of the Federal Social Security Act, of the said Group B of the California Public Employees' Retirement System; and

WHEREAS, official form "Application and Agreement, PERS-MED-32D" containing the terms and conditions under which the State will effect such inclusion has been examined by this body;

NOW, THEREFORE, BE IT RESOLVED, that said Application and Agreement on said official form be executed on behalf of the Public Agency and submitted to the State

to provide coverage under the California State Social Security Agreement of March 9, 1951, of all services performed by individuals as employees of the Public Agency as members of a coverage group (as defined in Section 218(d)(4) of the Social Security Act) of said Group B of the California Public Employees' Retirement System, except the following:

1. All services excluded from coverage under the agreement by Section 218 of the Social Security Act; and
2. Services excluded by option of the Applicant as indicated in Resolution No. 3055 adopted at a meeting of the Board of Directors the 8 day of April, 2013: None Effective date of coverage of services under said agreement to be April 1, 2013; and

BE IT FURTHER RESOLVED, that Sandeep S. Krakal, Manager-Engineer, 500 Davidson Street, Novato, California, 94945, is hereby authorized and directed to execute said Application and Agreement on behalf of and as Authorized Agent of the Public Agency and to forward same to the State for acceptance and further action; and

BE IT FURTHER RESOLVED, that authority hereafter to act as Authorized Agent, and so to conduct all negotiations, conclude all arrangements, submit all reports, and sign all agreements and instruments which may be necessary to carry out the letter and intent of the aforesaid application and agreement, in conformity with all applicable Federal and State laws, rules and regulations, is vested in the position of Manager-Engineer.

Novato Sanitary District

Presiding Officer

CERTIFICATION

I, Sandeep S. Karkal, Manager-Engineer
(Name) (Title)

of the Novato Sanitary District, County of Marin, State of

California, do hereby certify the foregoing to be a full, true, and correct copy of

Resolution No. _____ adopted by the Governing Board

of the Novato Sanitary District at the regular/special

meeting held on the 23rd day of June, 2014, as the

same appears of record in my office.

(Signature)

Manager-Engineer-Secretary
(Title)

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Consider Adoption of a Resolution to CalPERS regarding Member Contributions	MEETING DATE: June 23, 2014 AGENDA ITEM NO. : 8.e.
RECOMMENDED ACTION: Adopt Resolution for Paying and Reporting the Value of Employer-Paid Member Contributions to CalPERS.	
SUMMARY AND DISCUSSION: <p>At their meeting of October 14, 2013, the Board of Directors adopted a Memorandum of Understanding (MOU) between Novato Sanitary District and Teamsters Local 315 for the period July 1, 2013 through June 30, 2015. One of the provisions of the MOU is a change in the formula for payment and reporting of Employer Paid Member Contributions (EPMC), from 4.5% to 3.5% effective January 1, 2014, and from 3.5% to 2.5% effective July 1, 2014. Each modification requires adoption of a resolution by the District Board for submission to CalPERS. The modification to 3.5% was implemented by adoption of Resolution No. 3064 on October 28, 2013. Resolution No. 3076 is presented for Board adoption to modify the District's EPMC from 3.5% to 2.5%. A summary of the revised formula, effective July 1, 2014, follows:</p> <p style="margin-left: 40px;"><i>Effective July 1, 2014, for all employees hired before January 1, 2012, the District will contribute 2.5% of base pay as Employer Paid Member Contributions, reported as Special Compensation. Employees in this group will pay the remaining 4.5% of base pay towards employee (or Normal) contributions.</i></p> <p style="margin-left: 40px;"><i>For employees hired on or after January 1, 2012, the District will contribute 0% towards employee (Normal) contributions. Employees in this group will pay the full employee contribution to the CalPERS retirement system.</i></p> <p>Although the MOU applies to the District's represented employees, the Board's action also includes all non-represented employees.</p>	
ALTERNATIVES: Do not adopt the resolution.	
BUDGET INFORMATION: This action will result in a savings of approximately \$16,200.00 in CalPERS contributions for Fiscal Year 2014-15.	
DEPT. MGR. :	MANAGER'S APPROVAL:

RESOLUTION NO. 3076

RESOLUTION FOR PAYING AND REPORTING THE VALUE OF
EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the Novato Sanitary District has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691;

WHEREAS, the governing body of the Novato Sanitary District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Novato Sanitary District of a Resolution to commence paying and reporting the value of said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Novato Sanitary District has identified the following conditions for the purpose of its election to pay EPMC;

1. **This benefit shall apply to all employees of Novato Sanitary District hired prior to January 1, 2012.**
2. **This benefit shall consist of paying Two and One Half Percent (2.5%) of the normal contributions as EPMC, and reporting the same Two and One Half Percent (2.5%) of compensation earnable {excluding Government Code Section 20636(c) (4)} as additional compensation.**

WHEREAS, the governing body of the Novato Sanitary District has identified the following condition for the payment of normal contributions for employees hired on or after January 1, 2012;

1. **The Novato Sanitary District shall pay Zero Percent (0%) of normal contributions for all employees hired on or after January 1, 2012.**

The effective date of this Resolution shall be July 1, 2014.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Novato Sanitary District elects to pay and report the value of EPMC, as set forth above.

BY

Jean Mariani, President
Board of Directors

Sandeep S. Karkal, Manager-Engineer

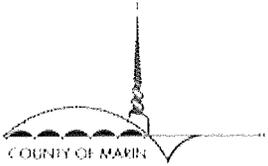
Adopted and approved on June 23, 2014

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: FINANCIAL: FY14-16 Preliminary Budget	MEETING DATE: June 23, 2014 AGENDA ITEM NO.: 9.a.
RECOMMENDED ACTION: Approve and adopt the preliminary budget for FY14-15 and FY15-16.	
SUMMARY AND DISCUSSION: At the June 9, 2014 Board meeting, staff presented the District's Preliminary Budget for Fiscal Years 2014-16 to the Board. Separately, staff reviewed the preliminary Solid Waste budget with the Solid Waste Committee, the preliminary Capital Improvement Program (CIP) budget with the Strategic Planning and New Facilities Committee, and the Operating Budget with the Wastewater Operations Committee. All three committees are recommending adoption of the respective budgets to the full Board at the June 23, 2014 Board meeting. Staff recommends that the Board approve and adopt the Preliminary Budget for FY14-16.	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA.	
DEPT.MGR.: ssk	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: 2013-14 Grand Jury Report	MEETING DATE: June 23, 2014 AGENDA ITEM NO.: 10.a.
RECOMMENDED ACTION: Receive and review the 2013-14 Marin County Civil Grand Jury Report titled “The Scoop on Marin County Sewer Systems: Part I”, and “The Scoop on Marin County Sewer Systems: Part II”.	
SUMMARY AND DISCUSSION: <p>The District has received the referenced Report from the Marin County Civil Grand Jury. The Report (along with ancillary information) is attached herein, as received from the Grand Jury.</p> <p>Each part of the Report contains Findings (designated by an “F”) and Recommendations (designated by an “R”). There are three (3) Findings (F3, F9, and F12), and four (4) recommendations (R1, R3, R4, and R5) in Part 1 of the Report that relate to the District. There are no findings or recommendations in Part II of the Report that relate to the District.</p> <p>The District is required to respond to these Findings and Recommendations. Procedurally, the District is required to comply with Penal Code Section 933.05 and the Brown Act in preparing and conveying its responses to the Grand Jury and the authorizing Superior Court judge. A formal response is expected from the District to both the authorizing judge and the Grand Jury foreperson by September 14, 2014.</p> <p>Staff recommends that the Board receive and review both parts of the Report, and provide any comments to staff, preferably by the Board meeting of July 14, 2014. Staff will prepare a draft response incorporating any Board member comments. This draft response will be brought forward to a future Board meeting (tentatively in August) for further review and discussion. A final response from the District will be prepared and transmitted by late August or early September to meet the deadline.</p> <p>Also, staff will look to coordinate with other Marin County sewer agencies through the Marin Association of Sanitation Supervisors, (MASS), and explore the possibility of drafting a separate joint response from the managers of these agencies to the Findings and Recommendations in the Report that are common to all the agencies.</p>	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA.	
DEPT.MGR.: ssk	MANAGER:



RECEIVED
JUN 13 2014

NOVATO SANITARY DISTRICT

Marin County Civil Grand Jury

Date: June 10, 2014

Novato Sanitary District

Jean Mariani, President of the Board of Directors
500 Davidson St
Novato CA, 94945

Re: Grand Jury Report: *The Scoop on Marin County Sewer Systems: Part I,*

Report Date: June 10, 2014

Dear Ms. Mariani;

Enclosed please find an *advance copy* of the above report. Please note that Penal Code Section 933.05(f) specifically prohibits any disclosure of the contents of this report by a public agency or its officers or governing body prior to its release to the public, **which will occur on June 16, 2014**

The Grand Jury requests that you respond in writing to the Findings and Recommendations contained in the report pursuant to Penal Code Section 933.05 (copy enclosed). The Penal Code is specific as to the format of responses. The enclosed *Response to Grand Jury Report Form* is provided for your use.

Governing bodies should be aware that the comment or response from the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda, and open meeting requirements of the Ralph M. Brown Act. The Brown Act requires that any action of a public entity governing board occur only at a noticed meeting for which an agenda has been provided.

The Penal Code is also specific about the deadline for responses. You are required to submit your response to the Grand Jury within 90 days of the report date:

1 hard copy to: The Honorable Judge Faye D'Opal
Marin County Superior Court
P.O. Box 4988
San Rafael, CA 94913-4988

1 hard copy to: Nadine A. Muller, Foreperson
Marin County Grand Jury
3501 Civic Center Drive, Room #275
San Rafael, CA 94903

Responses are public records. The clerk of the public agency affected must maintain a copy of your response. Should you have any questions, please contact me at 415-662-9660 (h) 415-203-0929 (c), namgrand@earthlink.net, or at the above address.

Sincerely,

Nadine A. Muller, Foreperson
2013-2014 Marin County Civil Grand Jury

RESPONSE TO GRAND JURY REPORT FORM

Report Title: The Scoop on Marin County Sewer Systems: Part I,

Report Date: June 10, 2014

Public Release Date: June 16, 2014

Response by: September 14, 2014

FINDINGS

- I (we) agree with the findings numbered: _____
- I (we) disagree wholly or partially with the findings numbered: _____

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.

(Attach a summary describing the implemented actions.)

- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.

(Attach a timeframe for the implementation.)

- Recommendations numbered _____ require further analysis.

(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed **six months from the date of publication of the grand jury report.)**

- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.

(Attach an explanation.)

Date: _____ Signed: _____

Number of pages attached _____

RESPONSES TO GRAND JURY REPORTS SUMMARY OF PENAL CODE 933.05

Penal Code 933.05(F) states the grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two (2) working days prior to its public release and after the approval of the presiding judge.

Penal Code 933.05 also provides for only two (2) acceptable responses with which agencies and/or departments (respondents) may respond with respect to the **findings** of a Grand Jury report:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the findings, *in which case the respondent shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.*

Penal Code 933.05 provides for only four (4) acceptable responses with which agencies and/or departments (respondents) may respond with in respect to the **recommendations** of the Grand Jury.

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be in the future with a timeframe for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis, with a timeframe for the matter to be prepared for discussion by the officer or head of the agency/department being investigated or reviewed, including the governing body of the public agency when applicable. *This timeframe shall not exceed six (6) months from the date of publication of the Grand Jury Report.*
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with a detailed explanation therefore.

However, if a finding and/or recommendation of the Grand Jury addresses **budgetary** or **personnel** matters of a county agency/department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency/department.

Penal Code 933 states that the governing body of the public agency shall respond to the presiding judge within 90 days, and that an elected county officer or agency head shall respond to the presiding judge within 60 days.

California Penal Code Sections

Penal Code 933

No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls.

Penal Code 933.05

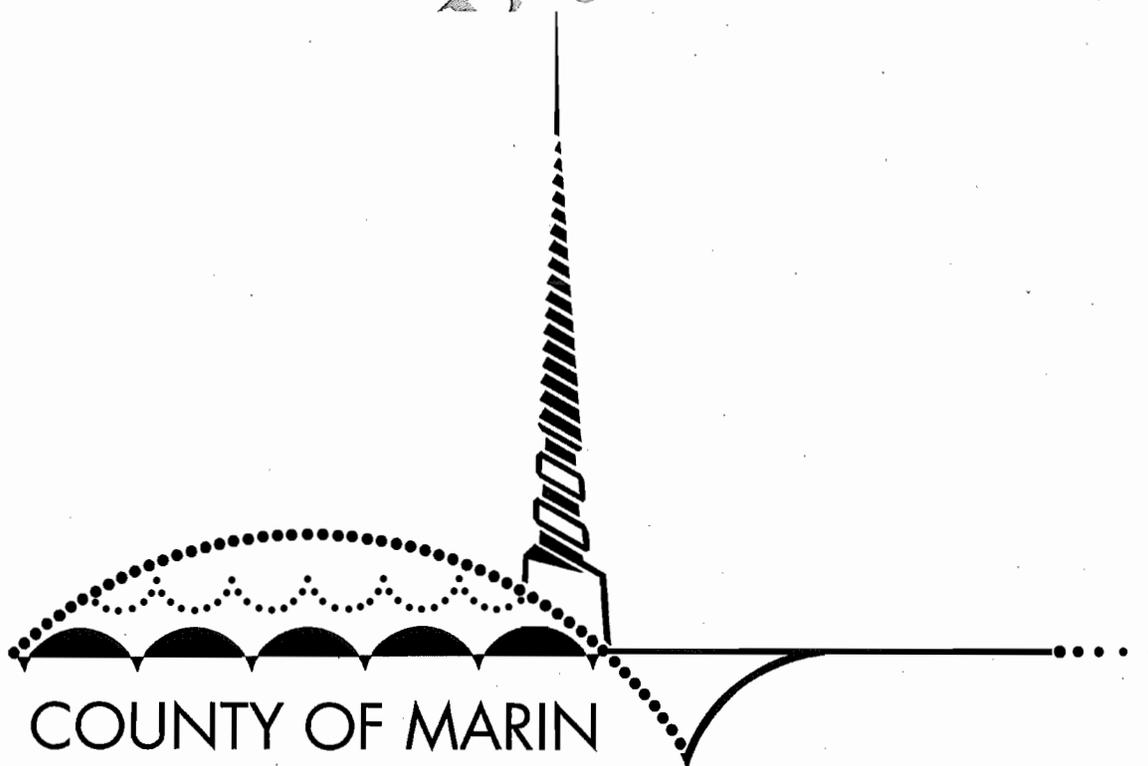
- (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:
- (1) The respondent agrees with the finding.
 - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:
- (1) The recommendation has been implemented, with a summary regarding the implemented action.
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
 - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.
- (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.
- (d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
- (e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.
- (f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two (2) working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

2013/2014 MARIN COUNTY CIVIL GRAND JURY

The Scoop on Marin County Sewer Systems: Part I

Report Date – June 10, 2014
Public Release Date – June 16, 2014

Publication





THE SCOOP ON MARIN COUNTY SEWER SYSTEMS: PART I

SUMMARY

The Marin County Civil Grand Jury determined that wastewater districts that collect, treat and dispose of wastewater from homes and businesses in Marin County received close to \$77M of tax and fee revenue in the fiscal year 2012-2013.¹ This represents approximately 58 percent of total tax and fee revenue going to independent special districts. In light of the amount of tax revenue going to wastewater special districts, the Grand Jury felt that this sector of special districts warranted some scrutiny.

In addition to special districts, we determined there are other government agencies operating in the wastewater business, including municipalities, park services and joint power authorities. In total, there are twenty-three wastewater agencies in Marin County, serving an estimated population of 258,000² people. That's a lot of agencies requiring oversight!

The Grand Jury conducted a survey of all wastewater agencies in Marin (except the park services), with the intention of shedding light on the operational, financial and governance aspects of these agencies. We also inquired about their experiences cooperating with each other and their views on consolidation. Additionally, we looked into the failed consolidation of four southern Marin sanitary districts in May 2013 and into the status of the Ross Valley Sanitary District (RVSD).

Due to the large amount of information gathered, we divided the report into two parts. Part I reports on the current state of affairs with wastewater agencies and is likely to be of greatest interest to taxpayers. It provides an agency overview, and it discusses aging infrastructure and asset management, sewer spills, duplications of costs, consolidation and the RVSD. Part II focuses exclusively on the data from the survey responses and attaches both the questionnaire and selected responses as appendices. The second report is potentially of greater interest to the wastewater community and the Marin Local Agency Formation Commission (LAFCO).

Marin County includes communities that were developed starting in the early 1900s. Many have aging sewer infrastructures that are susceptible to failure in wet weather, potentially resulting in health and environmental hazards, expensive repairs and fines.

¹ Marin County Tax Collector's Office report on Dependent/Independent Special Districts

² United States Census Bureau, State & County Quick Facts, Marin County, California, 2013 Estimate, <http://quickfacts.census.gov/qfd/states/06/06041.html>

In 2006 the State Water Resources Control Board (SWRCB) introduced legislation governing wastewater collection agencies that dramatically changed the operating environment and forced public agencies to take a critical look at their performance.

The last eight years have seen many improvements, but an alarming number of sewer spills continue to occur. According to the survey data, from 2011 to 2013 there were 96 reported Category 1 spills in Marin County. (A category 1 is a spill of any volume that reaches surface water and is considered to be the most serious spill category). A total volume of 688,548 gallons of wastewater spilled into neighborhoods, streams and the Bay in the same time period. In the last few years, the Novato Sanitary District and the RVSD have been charged fines amounting to \$1,839,100 for excessive sewer spill activity that occurred in previous years. For a County that prides itself on high environmental standards, Marin still has considerable room for improvement.

With the additional demand on financial and other resources created by a more rigorous regulatory environment, the issue of consolidation of agencies has been a hot topic in recent years. While there continues to be resistance to structural consolidation (two or more districts uniting into one district), as evidenced by the failed consolidation of four southern Marin wastewater districts in 2013, there is little or no resistance to functional consolidation (agencies working together in areas of mutual interest). We found that many districts are meeting and finding ways to cooperate for increased efficiency and effectiveness. Agencies are engaged in conversations and activities now that did not occur six years ago, and they recognize that there are additional opportunities for collaboration. We recommend that all agencies continue to pursue functional consolidation to reduce cost and increase value to taxpayers, as well as structural consolidation where possible.

Lastly, concerned by the ongoing problems at the Ross Valley Sanitary District, the Grand Jury interviewed management and a board member. We found that progress is being made in addressing the district challenges, but we believe that management and the board must remain vigilant in executing their financial plan and the capital improvement projects needed to stabilize the district. We suggest that the current situation merits ongoing attention from the Ross Valley taxpayers and future Grand Juries. In addition, the troubles of RVSD should serve as a reminder to all those serving on the boards of directors of special districts to keep informed, pay attention, and practice caution in exercising their responsibilities.

BACKGROUND

Regulation of wastewater treatment plants began in 1972 with the National Pollution Discharge Elimination System, a component of the Clean Water Act. The collection of wastewater from each home or business and transportation to a treatment plant, known as collection systems, was the last major component of wastewater management to be regulated. In 2006, the State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems

(Water Quality Order No. 2006-0003).³ The Order requires public agencies that own or operate sanitary sewer systems greater than one mile in length to develop and implement Sewer System Management Plans (SSMPs) and to report all Sanitary Sewer Overflows (SSOs) to the State Water Board's online SSO database.⁴ It also requires agencies to develop and implement an Overflow Emergency Response Plan that identifies actions to be taken in the case of a spill to protect public health and the environment.

The 2006 legislation significantly changed the regulatory landscape for wastewater agencies in California. It forced agencies to do the following:

- Monitor and report their performance more rigorously
- Assess the condition of their assets
- Develop capital improvement plans
- Raise money from their existing tax base to fund the necessary upgrades.

Upgrading the aging infrastructure in Marin is proving to be a difficult and expensive undertaking, particularly for the older agencies with older pipes. While there has been significant progress overall, there have been and continue to be sizable spills throughout the County. For example, based on our survey responses, the RVSD had spills totaling 161,000 gallons in 2013. Marin County emphasizes high environmental standards and quality of life; yet the performance of some of its wastewater agencies is not always in line with this goal.

During the last thirty years, there have been many discussions related to the consolidation of wastewater districts in Marin, with limited consolidation actually occurring. In 1993 the RVSD annexed the sewer activities of the City of Larkspur, and in 2005 Sanitary District #5 (Tiburon) annexed Belvedere. The Marin Local Agency Formation Commission (LAFCO) exists to discourage urban sprawl and to encourage the orderly formation and development of local government agencies. In May 2013, Marin LAFCO attempted to consolidate four of the agencies in southern Marin: Alto Sanitary District (Alto), Almonte Sanitary District (Almonte), Homestead Valley Sanitary District (Homestead Valley) and Richardson Bay Sanitary District (Richardson Bay). Although Marin LAFCO had the authority to force a consolidation under the provisions of California Government Code Section 56375.2,⁵ they chose not to use this power. The consolidation went to a public vote and failed to pass.

³ State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, May 2, 2006,

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

⁴ State Water Resources Control Board, Sanitary Sewer Overflow (SSO) Incident Map,

http://www.waterboards.ca.gov/water_issues/programs/sso/sso_map/sso_pub.shtml

⁵ Originally introduced as AB 1232 of 2009, which added Section 56375.2 to the California Government Code,

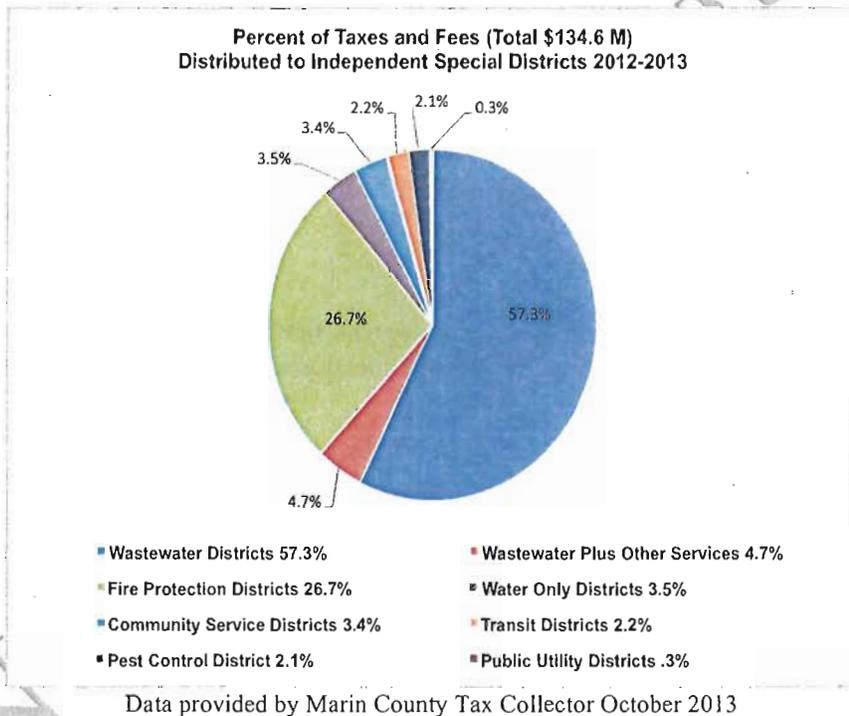
http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_1201-1250/ab_1232_bill_20091011_chaptered.html,

<http://maplight.org/california/bill/2009-ab-1232/682334/history>

Local media has focused in recent years on the mismanagement of the RVSD that has led to the indictment and potential trial of the former district manager. Oversight of independent special districts, such as RVSD, is the responsibility of each board of directors elected by citizens. Not surprisingly, most citizens are not very interested in the sewer business except when it comes to a rate increase or when their service is failing. As a result, public attendance at board meetings is low, and wastewater agencies have a reputation for operating with a certain level of obscurity and impunity despite the magnitude of tax dollars they receive.

APPROACH

The Grand Jury determined that over half (approximately \$77M) of total basic property tax and fee revenue going to independent special districts in 2013 went to wastewater districts. Fee revenue comprises parcel taxes, sewer fees, refuse fees, and improvement and obligation bonds that all appear on property tax statements.



With so much tax money going to these districts, we decided to investigate the performance of wastewater agencies and report on the critical topics in the sector. As part of our approach:

- We reviewed the last five years of Marin County Civil Grand Jury reports related to local governance and wastewater districts.
- We reviewed agency websites and researched press coverage of the last few years.
- We determined the total number of wastewater agencies.

- We sent a comprehensive survey to 21 agencies covering questions on size and scope, operations, finances, governance and consolidation. (See Appendix A for list of agencies surveyed.)
- We interviewed 9 wastewater agency managers, 3 agency board members and representatives of the Marin LAFCO.
- We attended 5 wastewater agency board meetings and a Marin LAFCO strategy meeting.
- We toured a wastewater treatment plant.

DISCUSSION

In assessing how best to present all the information gathered, the Grand Jury decided to present it in two parts. This report, Part I, covers the issues that are likely to be of greatest interest to the general public. We obtained the information for this report from the survey responses, website research, agency interviews and attendance at agency board meetings. Specifically, this discussion will cover these subjects:

- Agency Overview
- Aging Infrastructure and Asset Management
- Sanitary Sewer Overflows – Spills
- Recycled Treated Wastewater
- Duplication of Costs and Activities
- Consolidation
- Ross Valley Sanitary District

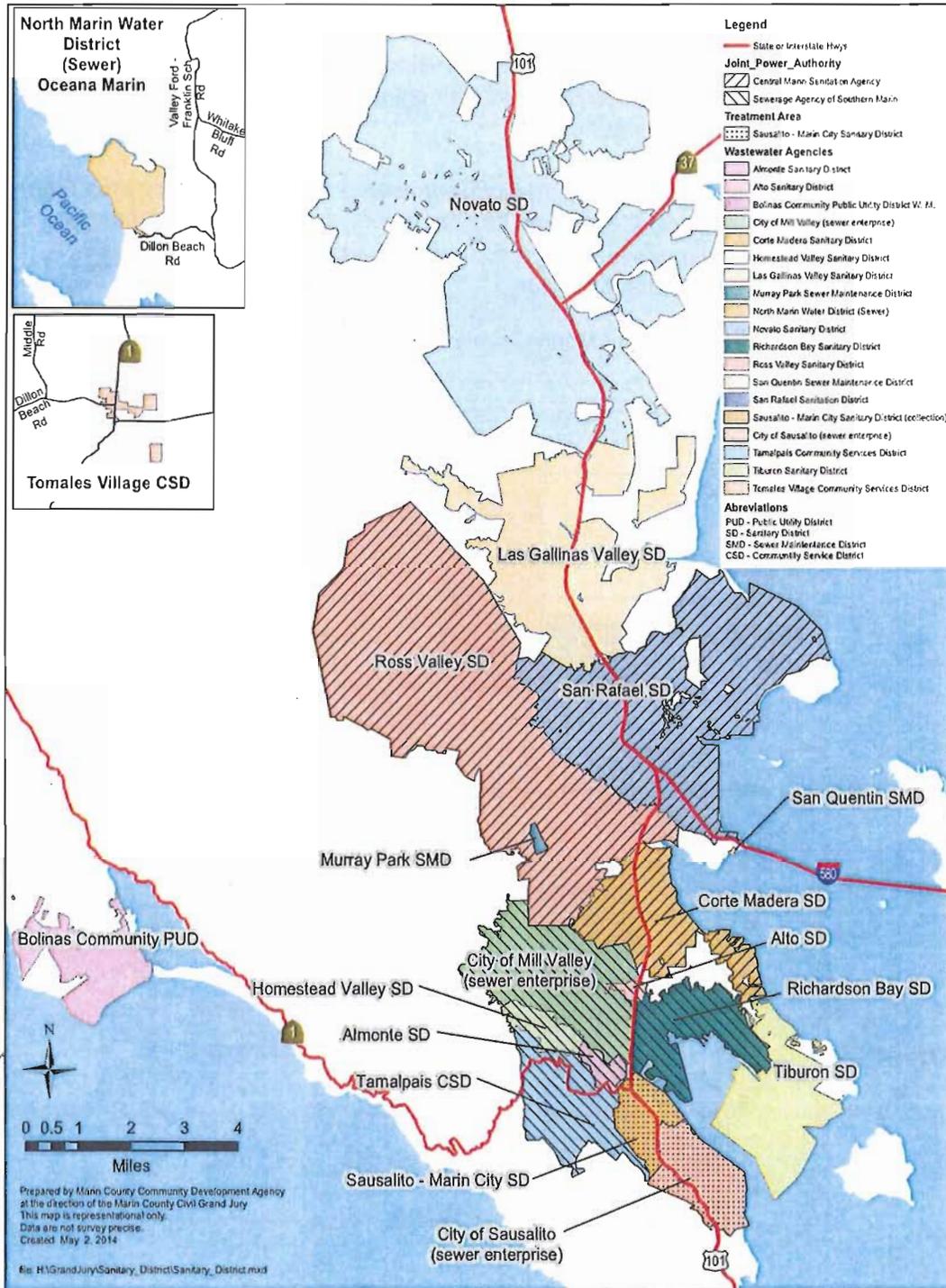
Part II of this report focuses on the survey responses, particularly in regards to operations, finances and governance. We attached the survey questionnaire and quantitative survey responses to Part II.

Agency Overview

The map on page 6 shows the location of wastewater agencies in Marin. In central and southern Marin, numerous smaller agencies provide collection services only. The smallest of these is the San Quentin Sewer Maintenance District, serving only 45 dwelling units. Most of the collection-only agencies are members of a Joint Power Authority (JPA) established to provide wastewater treatment service and governed by the member agencies. The JPAs are the Central Marin Sanitation Agency, serving the collection agencies of central Marin, and the Sewerage Agency of Southern Marin, serving the collection agencies of southern Marin. They are depicted on the map by hatched lines.

In the northern, more recently developed areas of Marin, there are larger agencies that collect, treat and dispose of wastewater. The largest district, Novato Sanitary District serves 56,000 people. In total, there are 17 special districts, 2 municipalities, 2 JPAs, the National Park Service and the California State Park Service providing wastewater services to a population of 256,000 in an area just over 100 square miles.

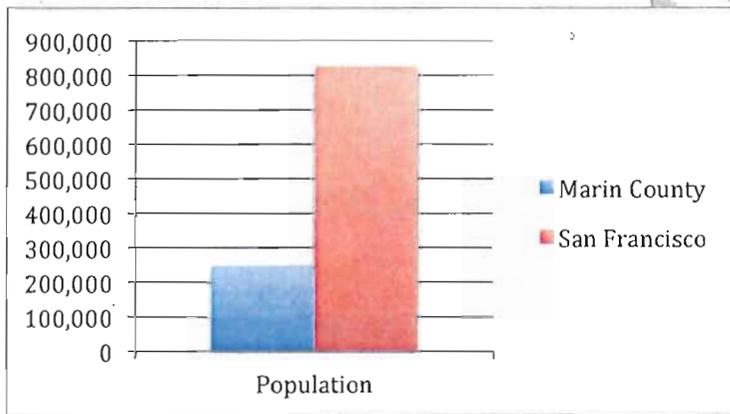
Marin County Wastewater Agencies



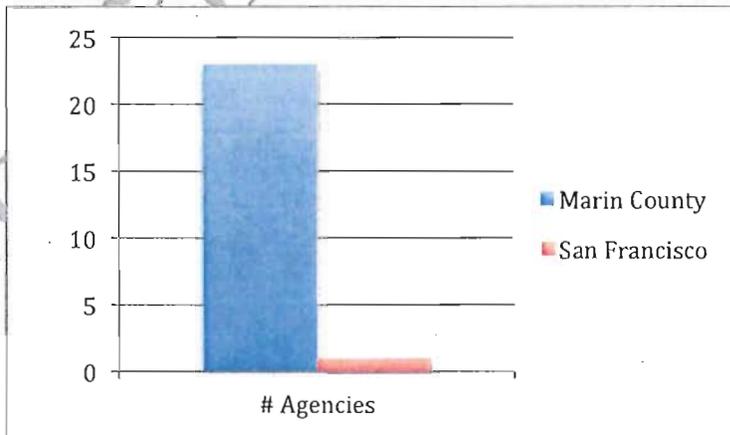
Recognizing that Marin County has a large number of wastewater agencies, the Grand Jury compared the number in our County with that of the two neighboring counties, Sonoma and Napa. We found that Napa and Sonoma have 9-19 wastewater agencies each. The three counties have rural beginnings where small communities, often geographically isolated from one another, each developed their own wastewater systems depending upon local terrain and the needs of their communities. These small wastewater districts still retain their local identities.

By contrast, the San Francisco Public Utilities Commission is the sole agency providing sewer sanitation services to the City of San Francisco, with an estimated population of 826,000⁶ in an area of 47 square miles. The following charts serve to emphasize that Marin has many agencies serving few people.

Population of Marin County and San Francisco



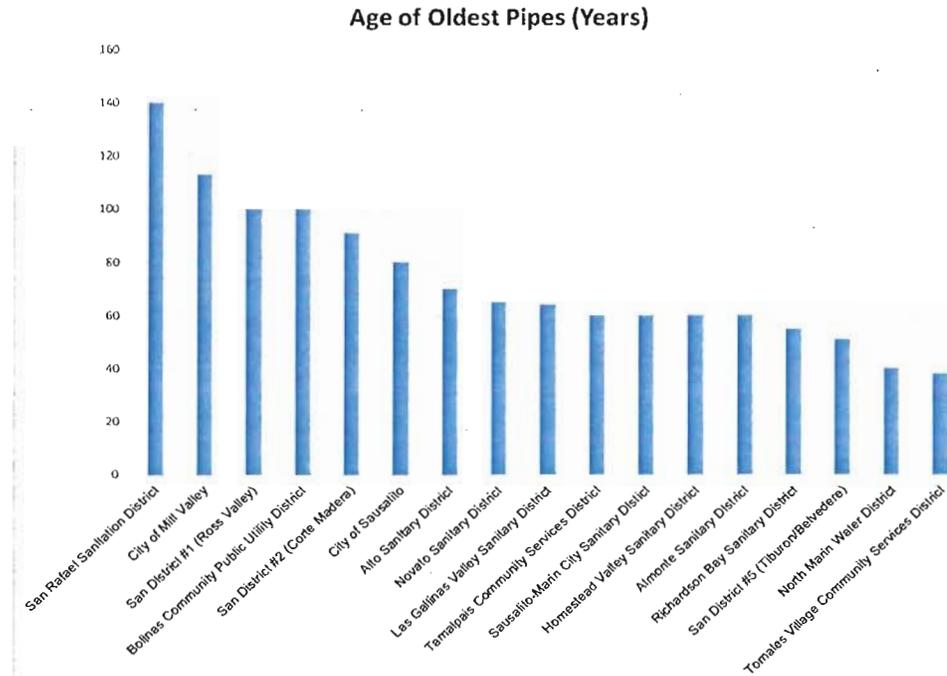
Number of Wastewater Agencies in Marin County and San Francisco



⁶ United States Census Bureau, State & County Quick Facts, San Francisco (city), California, Population, 2012 estimate, <http://quickfacts.census.gov/qfd/states/06/0667000.html>

Aging Infrastructure and Asset Management

There are approximately 950 miles of sewer system pipes across Marin, not including private laterals, which are pipes connecting homes and businesses to main sewer lines. As seen in the chart below there is a wide range in the age of the oldest pipes in each agency.



Data provided by the responses to the Marin County Civil Grand Jury Sanitation Agencies Survey. Murray Park Sewer Maintenance District and San Quentin Sewer Maintenance District did not report data.

With the life expectancy of sewer lines being 80 years (as reported by several agencies), potentially hundreds of miles of pipe need to be repaired or replaced in order to reduce wet weather inflow and sewer overflows. As pipes are underground and continually subject to damage from earth movement, tree root intrusion, and decay, this is an ongoing challenge. Televising the lines and evaluating the pipe conditions constitute a continuous process for most agencies.



Photo showing broken sewer pipe- Google image courtesy of Rick Adams

While the 2006 legislation forced agencies to focus on updating their infrastructure, the amount of aging infrastructure across the County is significant. Historically, sewer pipes in the County have been largely neglected, and now substantial expenditures must be made to catch up. Several of the district managers interviewed stated that Marin is 20 to 30 years behind other counties in the Bay Area with regard to upgrading sewer pipes and other infrastructure. All agencies except two reported that minimizing and managing sewer overflows is their top priority.

Most of the urbanized areas in central and southern Marin County are built out and have limited future development potential. As a result, financing of future capital improvement investments in infrastructure will be borne largely by existing tax and ratepayers. Annual household rates in Marin vary from \$246 (Richardson Bay) to \$1,928 (per Equivalent Dwelling Unit in Belvedere). However, this is not an apples-to-apples comparison, and comparing rates across wastewater agencies is misleading due to the uneven distribution of basic taxes that partially fund wastewater activities. Some districts have recently approved rate increases, and others are in the process of evaluating new rate structures. For example, the City of Sausalito and the RVSD have recently proposed 5-year rate increase plans.

Some district managers are concerned about the potentially large rate increases and the equity of those increases. Should the owners of a one-bedroom cottage with modest water usage pay the same as the owners of a six-bedroom home with much larger water demands? Can homeowners pay according to the amount of wastewater generated? We learned in the interviews that wastewater agencies have a large percentage of fixed costs (approximately 80 percent), and usage billing incurs the risk of not meeting necessary revenue targets to cover fixed costs. However, this could potentially be mitigated by a combination of fixed and volumetric charges, whereby larger consumers pay more. The City of Sausalito completed a rate study (February 27, 2014) and adopted a resolution in March 2014 whereby their rates will be increased over a 5-year period and a volumetric charge, based on annualized winter water consumption, will be incorporated into the base rate. The approach taken by this study could be considered by other agencies looking at rate increases and how to incorporate a usage element.

Private Laterals

The issue of private laterals (the privately owned portion of the sewer system that connects a home or business with the main line in the street) that have deteriorated and need replacement is equally pressing. Several district managers reported that this issue is as serious as the deteriorating pipe network owned by the collection agencies. Many agencies have developed financing and grant programs to assist homeowners wanting to repair or replace their sewer lateral. However, the issue of undetected problems and homeowners unwilling to upgrade their laterals persists. The City of Sausalito has a Sewer Ordinance that requires the inspection of a home's private lateral when there is a remodel or a proposed sale. The member agencies of Sewerage Agency of Southern Marin are currently working on creating a similar uniform ordinance for their agencies. In light of the reported problems with sewer laterals, the Grand Jury believes that it is in the

interests of the whole County for all agencies to adopt such an ordinance. We encourage other agencies to work together on a model ordinance that could be adapted for specific districts.

Sanitary Sewer Overflows - Spills

In 2013 the SWRCB adopted a revised Monitoring and Reporting Program that establishes monitoring, record keeping, reporting and public notification requirements for sanitary sewer overflows (spills). The SWRCB has three categories for spills, the worst being a category 1, which involves a spill of any volume that reaches surface water or a drainage channel tributary leading to surface water. (See Glossary for other Category definitions.) In 2013 there were 36 category 1 spills in Marin. An agency experiencing a category 1 spill of 1,000 gallons or more must now notify the California Office of Emergency Services within two hours of becoming aware of the spill.⁷



Photo of a Sanitary Sewer Manhole Overflowing⁸

Most wastewater agencies undertake routine pipe maintenance on a three to five year revolving basis. Despite this routine maintenance and the work done to upgrade old pipes, spills are still occurring. During wet winter months there can be a significant increase in rainwater infiltration and inflow through cracked pipes. The higher flow volumes present capacity and cost challenges for the treatment plants, which in some cases have to treat up to ten times the amount of dry weather flow. Keeping pipes clear of fats, oils, grease (FOG) and other debris helps to reduce the risk spills. District managers we interviewed agree that it is unlikely spills will ever be completely eradicated. We were told there was a perception that, since Marin is a semi-rural area, spills did not matter as much as they would in an urban environment. In fact, the reality is that most districts in Marin are adjacent to bodies of water; we therefore have a greater challenge and responsibility to prevent spills and protect our environment.

⁷ State of California Water Resources Control Board Order No. WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, August 6, 2013, http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2013/wqo2013_0058exec.pdf

⁸ City of Raleigh, Sanitary Sewer Overflows, What You should Know! October 18, 2013, photograph, <http://www.raleighnc.gov/environment/content/PubUtilAdmin/Articles/SanitarySewerOverflows.html>

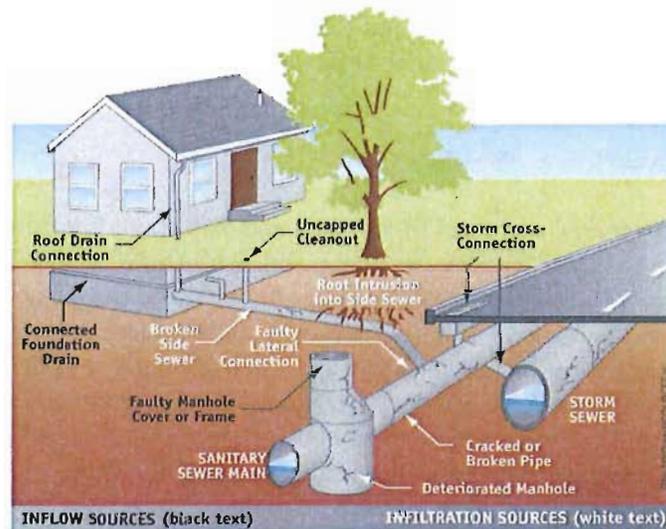


Diagram showing sewer connections and potential for inflow and infiltration⁹

The Ross Valley Sanitary District continues to have considerably higher numbers and quantities of spills than any other district. In 2011-2013, its total spill volume was 367,880 gallons, over three times more than the next highest spill total— City of Sausalito at 102,788 gallons. The Grand Jury recognizes that the accuracy of spill reports is somewhat subjective due to the inaccuracies of measuring spill flow, timing and accessibility of spill locations.

In 2012 and 2013, the San Francisco Bay Regional Water Quality Control Board (RWQCB) fined the Ross Valley Sanitary District and the Novato Sanitary District for spills related to previous years - \$1,539,100 and \$300,000 respectively. It was explained to the Grand Jury that RWQCB calculates the fine using a combination of factors including the volume of the spill and the impact to a water body. A typical fine ranges from \$0.30 to \$0.60 per gallon of spilled sewer. Paying fines reduces the amount of funds available for remediating infrastructure problems. Ultimately, the taxpayers are the ones paying the fines. As a community, we need to work harder at preventing spills.

Recycled Treated Wastewater

During the course of our work, the Grand Jury learned that the Central Marin Sanitation Agency (CMSA) is currently in the permitting process for using treated (recycled) water off site. Applications for treated water include dust control and sewer pipe flushing/maintenance. After CMSA receives the permit, the San Rafael Sanitation District hopes to use CMSA treated water for pipe flushing rather than using Marin Municipal Water District (MMWD) potable water. In a drought period, this is an important water conservation step for Marin. The Grand Jury recommends that all agencies consider using recycled treated water for pipe flushing.

⁹ King County, Washington, Department of Natural Resources and Parks, Wastewater Treatment Division, Regional Infiltration and Inflow Control Program, <http://www.kingcounty.gov/environment/wastewater/IL.aspx>

Duplication of Costs and Activities

With so many wastewater agencies serving Marin, the question of duplication of administrative costs and activities arises. While each agency may have some unique characteristics, five district managers interviewed confirmed that a lot of time and money are spent doing the same things in different agencies. Some examples (from the survey responses and interviews) of duplicated costs related to management and administration include these:

- District managers' salaries and benefits: The total amount spent in fiscal year 2012-2013 for district managers' salaries and benefits (excluding pensions) in all agencies was close to \$2.4M.
- Board member expenses: The 109 board members serving on wastewater agencies received approximately \$250,000 in compensation last fiscal year.
- Board member time: Assuming each board member attends a two hour meeting once per month, they collectively spend close to 2,600 hours per year at board meetings.
- Legal Fees: The total amount of legal fees spent in the two years from July 2011 to June 2013 by all agencies was approximately \$2.9M. Some smaller agencies use County Counsel, but most hire outside law firms and often use more than one firm. Some district managers interviewed commented that their boards require legal counsel to be present at all board meetings and seek legal advice on almost every issue. Costs are also escalating due to union negotiations.
- Cost of SSMP: Each Agency is required to produce a Sanitary Sewer Management Plan (SSMP) and keep it current. Hiring a consultant to produce a plan can cost \$30,000-\$50,000. All agencies, regardless of the population size served, are required to conduct an internal audit of the SSMP every two years.¹⁰
- Insurance Coverage: Agencies are each paying \$25,000-\$150,000 per year for insurance coverage related to sewer system back-ups, spills, workers' compensation and other liabilities.

Other examples of duplicated activities include creating personnel policies and procedures, Memoranda of Understanding with employees, compliance with the Public Records Act, and compliance with State and regional reporting requirements.

Consolidation

With so many wastewater agencies serving relatively few people, the issue of consolidation has been a topic of conversation for many years among the central and southern Marin agencies. The Grand Jury interviewed district managers and board

¹⁰ Letter from San Francisco Bay Regional Water Quality Control Board dated October 3, 2102, subject "Discontinuation of Requirements for Annual Reports of Sanitary Sewer Overflows (SSOs), and annual Sewer System Management Plan (SSMP) Audits"

members and found there is a range of opinions on consolidation from “it needs to happen” to “everything works fine as it is.” Those who favor consolidation feel that the potential benefits are:

- Better management and governance
- Improved regional planning
- Improved ability to comply with federal and state regulatory requirements
- Administrative cost savings from having one manager, one administration, one Board and improving efficiencies in organization management
- Better customer service

Those against consolidation focus on the potential challenges:

- A potential loss of local control and knowledge
- Small districts could be overruled by a larger district and the interests of all citizens may not be represented equally
- Finances: how to handle different sewer rates and the protection of previously collected reserve funds
- Different asset conditions and capital investment levels among the districts
- Resolution of employee status (pay, retirement plans, benefits, etc.)
- Board consolidation
- The variety of topography in Marin and geographical specificity of each district

Through our interviews we learned that district managers see two approaches to consolidation: structural and functional. Structural consolidation is the uniting or joining of two or more cities located in the same county into a single new successor city or two or more districts into a single new successor district. Functional consolidation involves two or more districts working jointly on specific functions or activities that allow for greater efficiencies and cost savings. While most, but not all, agencies interviewed are not interested in pursuing structural consolidation, all of them are cooperating with other agencies and are effectively engaged in functional consolidation to some extent.

Functional Consolidation

While structural consolidation is viewed as a politically charged topic, functional consolidation can offer potential solutions to challenges presented by so many agencies operating in a small area while maintaining the local control that some residents value. Here are examples of functional consolidation activities:

- Equipment sharing
- Fleet management
- Joint education programs
- Joint safety programs
- Administrative work, including:
 - Human resource services
 - Back office functions
 - State reporting and public records

We also found that there are opportunities for managers to meet and discuss issues of common interest. For example, the Marin Association of Sanitation Systems (MASS) is a monthly forum for the districts involved in wastewater treatment. Additionally, the central Marin agencies that are part of CMSA have their own meetings. All managers interviewed confirmed that the meetings are useful for information sharing and lead to solutions that involve agencies working together in areas of mutual interest. The Grand Jury recommends that all agencies continue to pursue avenues for functional consolidation.

Central Marin

Consolidation of the wastewater agencies in central Marin (CMSA, the RVSD, the San Rafael Sanitation District, Sanitary District #2) has been studied formally on three occasions since 1984. In 2007 the agencies took some early steps toward consolidation but then halted when the RVSD declined to proceed. In 2012 the RVSD commissioned a consultant to produce a consolidation report that addressed the economic benefit to each district in different consolidation scenarios.¹¹ (A draft report was found on the RVSD's website, but it does not reflect the information available in the final report. The final report is not available on the RVSD's website. See recommendation R7.) In order to maintain impartiality to each agency involved, the study did not remove any operating or administrative costs that are potentially duplicative. The final report concluded that for any consolidation to be equitable to the four agencies, additional cost efficiencies to the tune of \$1,000,000 would be required. According to one of the agencies, by creating an optimized organizational structure, those savings (salary, benefits, board fees) and possibly more could be realized. The Grand Jury recommends that the central Marin agencies take the findings of this report and explore options for further functional consolidation and potential structural consolidation.

Southern Marin – SASM and its Member Agencies

Special provisions of the California Government Code Section 56375.2¹² provide the ability for Marin LAFCO to force the consolidation of the 6 member districts and SASM into one agency. In 2013, Marin LAFCO pushed for the consolidation of 4 districts in southern Marin (Alto, Homestead Valley, Almonte and Richardson Bay) but did not use its authority to enforce the consolidation. Ultimately, the consolidation was put to a special vote, Measure C. One district with less than 50 percent support vote, irrespective of voter turnout, was sufficient to defeat the measure. The voter turnout was 38 percent of registered voters, and three districts voted no. In reviewing this failed consolidation, the Grand Jury was told by several representatives of the districts in question that the voters were not well informed about the advantages of the consolidation or the ultimate goal. Marin LAFCO admits the process could have been handled better.

¹¹ StepWise Utility Advisors, LLC, *Final Report, The Economic Costs and Benefits of Four Potential Consolidation Scenarios Involving Sanitary District No.1 of Marin County, Sanitary District No.2 of Marin County, The Central Marin Sanitation Agency, and the San Rafael Sanitation District*, July 2, 2012, http://rvsd.org/Portals/0/Documents/pdfs/Exec_Summary_Marin_Consolidation_FINAL.pdf

¹² Originally introduced as AB 1232 of 2009, which added Section 56375.2 to the California Government Code, http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_1201-1250/ab_1232_bill_20091011_chaptered.html, <http://maplight.org/california/bill/2009-ab-1232/682334/history>

Alto, Homestead Valley and Almonte together serve just over 5,100 residents. In light of the failed consolidation, the Grand Jury wanted to understand these districts better and how they are positioning themselves to meet the ongoing challenges of the regulatory environment. We found:

- All three have one part-time employee each.
- For many years, one district manager managed both Alto and Homestead Valley; however, he has recently retired from his position with Homestead Valley. The current manager of Almonte will also manage Homestead Valley.
- Through interviews and attending board meetings, we learned that the potential exists for all three districts to be managed by the same person.
- Three members of the Alto Board of Directors have been on the board for more than 20 years. Managers interviewed told us there is some institutional knowledge benefit to long-term service, but with this comes a reluctance to change.
- Alto does not have an office, nor a website presence, and board meetings are posted at Whole Foods in Mill Valley. The District's SSMP is available for viewing at Nute Engineering in San Rafael.
- Alto and Homestead Valley contract with Roto Rooter for emergency response to spills, but neither District has an Overflow Emergency Response Manual for Roto Rooter staff.
- Homestead Valley failed to report some spills for 2011-2013 that were caught by the new incoming manager and later reported to SWRCB.
- Sewerage Agency of Southern Marin is facing a major plant upgrade in the \$20-\$25 million range that will have to be financed by its member agencies through rate increases. Homestead Valley also needs to raise funds for its own capital improvements. The district will need to present rate increases that provide for both major projects.
- SASM member agencies are committed to cooperating where possible, and managers believe there is room for further cooperation. Currently, they are working on a joint project to create a model ordinance concerning private laterals.
- We learned at a board meeting that private laterals are a big problem, but "it's difficult for the part time manager of a district to keep up with lateral replacements."
- Alto, Homestead Valley and Almonte are discussing merger activities.

While the southern Marin agencies interviewed continue not to be interested in structural consolidation at this time, a "merging" of the smallest districts, as reported to us, might be workable. Additionally, all the districts in SASM could continue to find additional avenues for functional consolidation.

City of Sausalito/Sausalito-Marin City Sanitary district (SMCSD)

The Grand Jury met with management from the City of Sausalito and SMCSD. We learned that these agencies are currently on the path of functional consolidation and that they see further opportunities for combined efforts and improved efficiencies. Examples include sharing resources, pre-treatment of FOG, pollution prevention, sewer collection

cleaning, disposal of bio solids, information sharing, water quality monitoring, joint training, emergency coordination, and upgrades to the private sewer lateral ordinance. The City of Sausalito and SMCSO are in the process of crafting a new agreement between the two agencies that will formalize functional consolidation activities.

Ross Valley Sanitary District (RVSD)

The Ross Valley Sanitary District has experienced a number of difficult years. Recently, in June 2012, the district was assessed \$1,539,100 in fines for spills between January 1, 2008, and April 21, 2011. In July 2012 the former district manager resigned and fled the country. He was apprehended and is now in County Jail awaiting the outcome of charges against him. In October 2012 the District was audited by staff of the Regional Water Quality Control Board (RWQCB) and received a notice of violation that included failing to allocate adequate resources for the proper operation, maintenance and repair of its collection system. In May 2013, the RWQCB served a Cease and Desist Order on the District to cease and desist discharging waste in violation of State requirements. In the fall of 2013, there were more large spills. The Grand Jury interviewed management and a board member to assess how the district is addressing its challenges. We found that progress is being made and the following steps have been taken:

- A new district manager with experience in public sector utility management and engineering consulting was hired one year ago.
- The district is undertaking financial restructuring and adopting a 5-year plan that will incorporate asset management and investment. For many years insufficient attention was paid to deteriorating district assets.
- The district has prepared a capital improvement plan that totals \$57,000,000. This would provide for a vastly improved, stable system that should quantifiably reduce the amount of spills.
- It will be necessary to increase rates to provide partial financing for the above capital improvement plan. At a May 2014 meeting, the board approved a 5-year rate increase schedule.
- Management and the Board are focused on enhancing the system of financial controls.
- Management is paying attention to personnel planning to meet the district's needs further down the road. The Grand Jury found that the average cost per employee is 15 percent higher than in other wastewater agencies in Marin. From an April 2014 board meeting, the Grand Jury learned that there are challenges with the approach being taken regarding human resource management.
- A forthcoming election will fill three Board positions.

Management and the Board will need to be vigilant in implementing the financial plan and capital improvements projects to stabilize the district. We feel that the current situation merits ongoing attention from Ross Valley taxpayers and future Grand Juries.

FINDINGS

The Grand Jury found:

- F1. A significant portion, representing 57 percent (\$77M), of the total tax and fee revenue going to independent special districts in Marin County in fiscal year 2012-2013 went to wastewater special districts.
- F2. Despite the stated priority that agencies have towards minimizing sanitary sewer overflows, Marin County still experiences an unacceptable level of overflows. During the period 2011-2013 a volume reported as 688,548 gallons of wastewater spilled into neighborhoods, streams and the Bay.
- F3. Taxpayers ultimately bear the burden of fines resulting from excessive sewer spill activity, which in the period 2011-2013 amounted to \$1,839,100.
- F4. The City of Sausalito's rate study dated February 27, 2014, presents a combination of fixed and variable fees to meet capital improvement projects and create greater equity among ratepayers.
- F5. The member agencies of Sewerage Agency of Southern Marin are addressing the critical problem of spills from private laterals by working on a model ordinance with triggers that will require private laterals to be inspected and repaired at the time of sale or remodels above a certain dollar amount.
- F6. CMSA is in the process of obtaining a permit to allow the use of treated wastewater for off-site purposes, such as sewer pipe flushing and maintenance. The water could be available to its member agencies and potentially other agencies, offering an important water conservation opportunity during a drought time.
- F7. The Final Report of the Ross Valley Sanitary District's July 2012 consolidation study is not posted on RVSD's website and therefore not easily accessible to the public.
- F8. The Final Report of the Ross Valley Sanitary District's July 2012 consolidation study states that for any consolidation to be equitable to the four central Marin agencies, additional cost efficiencies to the tune of \$1,000,000 would be required. This could represent significant savings to the taxpayers of Marin.
- F9. There are many costs that are duplicated among wastewater agencies, particularly with regards to management, administration, overhead and governance.
- F10. Alto, Almonte and Homestead Valley are merging some personnel and administrative functions and considering merging additional activities, potentially resulting in a more effective management approach for these very small agencies.
- F11. The City of Sausalito and Marin City-Sausalito Sanitation District are pursuing functional consolidation that could lead to improved practices, greater efficiencies and cost-savings.

- F12. Districts are working together across the County, demonstrating an increasing level of commitment to cooperation and resource sharing. Most districts agree that there is potential for greater collaboration and cost reduction.

RECOMMENDATIONS

The Grand Jury recommends:

- R1. All districts must work to eliminate spills, through in-depth analysis and investment in infrastructure.
- R2. The City of Sausalito share its rate study dated February 27, 2014, with all the collection agencies in Marin.
- R3. All agencies adopt an ordinance that will require private laterals to be inspected routinely and repaired as necessary.
- R4. All agencies conduct an analysis to determine the feasibility of using treated waste water for flushing pipes in routine maintenance work.
- R5. All agencies continue to cooperate with each other and find further ways to reduce costs.
- R6. Alto, Almonte and Homestead Valley pursue further merging of operations and administration, including creating one website for the three districts.
- R7. The Ross Valley Sanitary District place the July 2012 consolidation study final report on its website and have it be easily accessible to the public.
- R8. The central Marin agencies continue to pursue consolidation efforts, both functional and structural.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the President of the Board of Directors of the following agencies:

- Almonte Sanitary District (F5, F9, F10, F12, R1, R3, R4, R5, R6)
- Alto Sanitary District (F5, F9, F10, F12, R1, R3, R4, R5, R6)
- Bolinas Community Public Utility District (F9, F12, R1, R3, R4, R5)
- Central Marin Sanitation Agency (F6, F8, F9, F12, R1, R3, R4, R5, R8)
- Homestead Valley Sanitary District (F5, F9, F10, F12, R1, R3, R4, R5, R6)
- Las Gallinas Valley Sanitary District (F9, F12, R1, R3, R4, R5)
- North Marin Waster District (F9, F12, R1, R3, R4, R5)
- Novato Sanitary District (F3, F9, F12, R1, R3, R4, R5)
- Richardson Bay Sanitary District (F5, F9, F12, R1, R3, R4, R5, R6)

- San Rafael Sanitation District (F6, F8, F9, F12, R1, R3, R4, R5, R8)
- Sanitary District #1 (Ross Valley) (F3, F6, F7, F8, F9, F12, R1, R3, R4, R5, R7, R8)
- Sanitary District #2 (Corte Madera) (F6, F8, F9, F12, R1, R3, R4, R5, R8)
- Sanitary District #5 (Tiburon) (F9, F12, R1, R3, R4, R5)
- Sausalito Marin City Sanitary District (F9, F11, F12, R1, R3, R4, R5)
- Sewerage Agency of Southern Marin (F5, F9, F12, R1, R3, R4, R5)
- Tamalpais Community Services District (F5, F9, F12, R1, R3, R4, R5)
- Tomales Village Community Services District (F9, F12, R1, R3, R4, R5)

From the Marin County Board of Supervisors for the following agencies:

- Murray Park Sewer Maintenance District (F9, F12, R1, R3, R4, R5)
- San Quentin Sewer Maintenance District (F9, F12, R1, R3, R4, R5)

From the City Council of the following municipalities:

- City of Mill Valley (F5, F9, F12, R1, R3, R4, R5)
- City of Sausalito (F4, F9, F11, F12, R1, R2, R3, R4, R5)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

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GLOSSARY

Agency – Term used to describe a governing organization, including but not limited to Cities, Joint Power Authorities, Special Districts.

Capital Improvement Plan – A document that defines the scope, schedule, and costs of infrastructure improvements.

Community Service District – A type of Special District that provides multi-function services to a specific community.

Equivalent Dwelling Unit (EDU) – A service unit measured in relation to the characteristics of the average daily discharge produced by a typical single dwelling unit.

Infiltration – Extraneous water that enters the sewer system over long periods of time (e.g., groundwater seepage.)

Inflow – Extraneous water that enters the sewer system as the direct result of rain or a high water table.

Joint Powers Authority (JPA) – A type of Special District that is formed when two or more agencies agree to create another legal entity, establish a joint approach to work on a common problem, or act as the representative body for a specific activity.

Local Area Formation Commission (LAFCO) – This State entity reviews/approves incorporations, annexations, and consolidations of cities and Special Districts; determines city and Special District spheres of influence; and conducts studies of existing governmental agencies.

Lateral – The portion of the sewer system that connects a home or business with the main line in the street. Laterals are often privately owned. Sometimes sewer system agencies own or maintain a portion of the lateral.

Overflow Emergency Response Plan – A written plan that establishes proper cleanup procedures and safety measures to be followed during sewage spill and remediation efforts.

Public Utility District – A special purpose district that provides public utilities (e.g., electricity, natural gas, sewage treatment, waste collection/management, water, etc.) to the residents of that district.

San Francisco Bay Regional Water Quality Control Board (RWQCB) – This is one of nine Regional Water Quality Control Boards in the State of California. It is responsible for protecting the surface, ground and coastal water of the Bay Area.

Sanitary Sewer Overflow (SSO) – A spill, release, or unauthorized discharge of wastewater from a sanitary sewer system at any point upstream of a wastewater treatment facility that is caused by a problem in or with sewer system authorities' sewer lines, including laterals owned by the authorities.

SSO Category 1 – A spill of any volume that reaches surface water

SSO Category 2 – A spill of greater than or equal to 1,000 gallons that does not reach surface water.

SSO Category 3 – A spill of less than 1,000 gallons that does not reach surface water.

Sewer Collection – The collection of wastewater from homes and businesses through a network of pipes that transport the effluent to a sewage treatment facility.

Sewer Treatment – The process of removing contaminants from wastewater that includes physical, chemical, and biological processes to remove contaminants and render the water suitable for disposal.

Sewer Disposal – The disposal of treated wastewater into San Francisco Bay.

Sewer System Management Plan (SSMP) – The document that describes the activities that a wastewater agency uses to manage wastewater collection effectively. The requirements for the Plan are defined in the State Water Resources Control Board Water Quality Order No. 2006-0003.

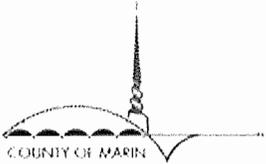
Special District – A separate local government that delivers a limited number of public services to a geographically limited area

State Water Resources Control Board (SWRCB) – SWRCB is one of the five branches of the California Environmental Protection Agency and coordinates the State's nine Regional Water Quality Control Boards. Its mission is to oversee the allocation of California's water resources, and safeguard the cleanliness and purity of those resources.

Wastewater – All water used in homes, businesses and institutions that goes into the sewage system.

APPENDIX A – LIST OF WASTEWATER AGENCIES SURVEYED

- Almonte Sanitary District (Almonte)
- Alto Sanitary District (Alto)
- Bolinas Community Public Utility District
- Central Marin Sanitation Agency (CMSA)
- City of Mill Valley (Mill Valley)
- City of Sausalito (Sausalito)
- Homestead Valley Sanitary District (Homestead Valley)
- Las Gallinas Valley Sanitary District
- Murray Park Sewer Maintenance District
- North Marin Water District
- Novato Sanitary District
- Richardson Bay Sanitary District (Richardson Bay)
- San Quentin Sewer Maintenance District
- San Rafael Sanitation District (San Rafael)
- Sanitary District #1 (Ross Valley) (RVSD)
- Sanitary District #2 (Corte Madera)
- Sanitary District #5 (Tiburon)
- Sausalito Marin City Sanitary District
- Sewerage Agency of Southern Marin (SASM)
- Tamalpais Community Services District
- Tomales Village Community Services District



Marin County Civil Grand Jury

RECEIVED
JUN 13 2014
NOVATO SANITARY DISTRICT

Date: June 10, 2014

Novato Sanitary District

Jean Mariani, President of the Board of Directors
500 Davidson St
Novato CA, 94945

Re: Grand Jury Report: *The Scoop on Marin County Sewer Systems: Part II*,

Report Date: June 10, 2014

Dear Ms. Mariani;

Enclosed please find an *advance copy* of the above report. Please note that Penal Code Section 933.05(f) specifically prohibits any disclosure of the contents of this report by a public agency or its officers or governing body prior to its release to the public, **which will occur on June 16, 2014**

The Grand Jury requests that you respond in writing to the Findings and Recommendations contained in the report pursuant to Penal Code Section 933.05 (copy enclosed). The Penal Code is specific as to the format of responses. The enclosed *Response to Grand Jury Report Form* is provided for your use.

Governing bodies should be aware that the comment or response from the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda, and open meeting requirements of the Ralph M. Brown Act. The Brown Act requires that any action of a public entity governing board occur only at a noticed meeting for which an agenda has been provided.

The Penal Code is also specific about the deadline for responses. You are required to submit your response to the Grand Jury within 90 days of the report date:

1 hard copy to: The Honorable Judge Faye D'Opal
Marin County Superior Court
P.O. Box 4988
San Rafael, CA 94913-4988

1 hard copy to: Nadine A. Muller, Foreperson
Marin County Grand Jury
3501 Civic Center Drive, Room #275
San Rafael, CA 94903

Responses are public records. The clerk of the public agency affected must maintain a copy of your response. Should you have any questions, please contact me at 415-662-9660 (h) 415-203-0929 (c), namgrand@earthlink.net, or at the above address.

Sincerely,

Nadine A. Muller, Foreperson
2013-2014 Marin County Civil Grand Jury

RESPONSE TO GRAND JURY REPORT FORM

Report Title: *The Scoop on Marin County Sewer Systems: Part II,*

Report Date: June 10, 2014

Public Release Date: June 16, 2014

Response by: September 14, 2014

FINDINGS

- I (we) agree with the findings numbered: _____
 - I (we) disagree wholly or partially with the findings numbered: _____
- (Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)**

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: _____ Signed: _____

Number of pages attached _____

California Penal Code Sections

Penal Code 933

No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls.

Penal Code 933.05

- (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:
- (1) The respondent agrees with the finding.
 - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:
- (1) The recommendation has been implemented, with a summary regarding the implemented action.
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
 - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.
- (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.
- (d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
- (e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.
- (f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two (2) working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

RESPONSES TO GRAND JURY REPORTS SUMMARY OF PENAL CODE 933.05

Penal Code 933.05(F) states the grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two (2) working days prior to its public release and after the approval of the presiding judge.

Penal Code 933.05 also provides for only two (2) acceptable responses with which agencies and/or departments (respondents) may respond with respect to the **findings** of a Grand Jury report:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the findings, ***in which case the respondent shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.***

Penal Code 933.05 provides for only four (4) acceptable responses with which agencies and/or departments (respondents) may respond with in respect to the **recommendations** of the Grand Jury.

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be in the future with a timeframe for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis, with a timeframe for the matter to be prepared for discussion by the officer or head of the agency/department being investigated or reviewed, including the governing body of the public agency when applicable. ***This timeframe shall not exceed six (6) months from the date of publication of the Grand Jury Report.***
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with a detailed explanation therefore.

However, if a finding and/or recommendation of the Grand Jury addresses **budgetary** or **personnel** matters of a county agency/department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency/department.

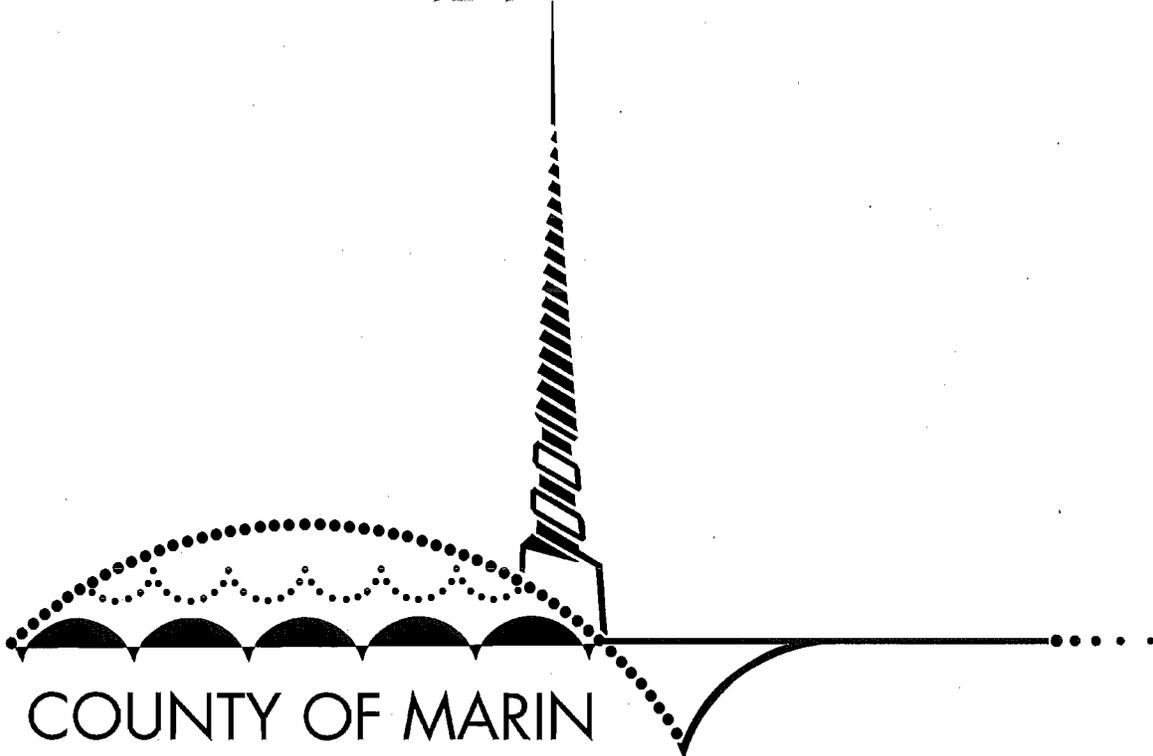
Penal Code 933 states that the governing body of the public agency shall respond to the presiding judge within 90 days, and that an elected county officer or agency head shall respond to the presiding judge within 60 days.

2013/2014 MARIN COUNTY CIVIL GRAND JURY

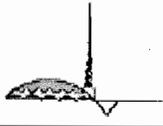
The Scoop on Marin County Sewer Systems: Part II

Report Date – June 10, 2014
Public Release Date – June 16, 2014

Publication



COUNTY OF MARIN



THE SCOOP ON MARIN COUNTY SEWER SYSTEMS PART II

SUMMARY

The Marin County Civil Grand Jury conducted a survey of 21 wastewater agencies in Marin to better understand the operational, financial and governance performance metrics of these agencies. We found all agencies to be very cooperative in responding in a timely manner and providing follow-up information.

Part I of this report focused on aging infrastructure, asset management, sewer spills and consolidation. Part II focuses on the agencies' compliance with Sewer System Management Plans, as required by State Water Resources Control Board (SWRCB) Order 2006-0003-DWQ¹ and SWRCB Order No. WQ 2013-0058-EXEC², financial best practices, transparency and governance.

We believe that all wastewater agencies in Marin should meet the requirements of state law, regardless of their size and should make key documentation easily available to the public, at a defined accessible place and on an internet website.

We discovered from the survey responses:

- Four agencies do not have capital improvement plans as required by the Operation and Maintenance Program of SWRCB Order 2006-0003-DWQ.
- Five agencies do not have financial reserve policies.
- Two agencies do not report having any designated financial reserves.
- Two agencies do not have Overflow Emergency Response Plans as outlined by the Overflow Emergency Response Plan of SWRCB Order 2006-0003-DWQ.
- Two agencies have not reported their spills in the required time frame as specified by SWRCB Order No. WQ 2013-0058-EXEC.
- Two agencies do not have websites and are therefore unable to communicate important information easily to their customer base and provide transparency

¹ State Water Resources Control Board Order No. 2006-0003-DWQ, State General Waste Discharge Requirements for Sanitary Sewer Systems, May 2, 2006,

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² State of California Water Resources Control Board Order No. WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, August 6, 2013, http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2013/wqo2013_0058exec.pdf

- All of the board members at one agency are not up to date with ethics training as mandated by California Code.³ Another three agencies have between one and four board members whose ethics training has lapsed.

We recommend that agencies address their operational, financial and governance deficiencies as reported as soon as possible.

BACKGROUND

See The Scoop on Marin County Sewer Systems Part I.

APPROACH

The Grand Jury prepared a comprehensive survey for all agencies involved in some or all aspects of wastewater services (sewage collection, treatment and disposal). To determine which questions to ask, we researched all available Marin wastewater agency websites, and the State Water Resources Control Board website. We also interviewed experts in the wastewater business.

Agencies surveyed:

- Almonte Sanitary District (Almonte)
- Alto Sanitary District (Alto)
- Bolinas Community Public Utility District
- Central Marin Sanitation Agency (CMSA)
- City of Mill Valley (Mill Valley)
- City of Sausalito (Sausalito)
- Homestead Valley Sanitary District (Homestead Valley)
- Las Gallinas Valley Sanitary District
- Murray Park Sewer Maintenance District
- North Marin Water District
- Novato Sanitary District
- Richardson Bay Sanitary District (Richardson Bay)
- San Quentin Sewer Maintenance District
- San Rafael Sanitation District (San Rafael)
- Sanitary District #1 (Ross Valley) (RVSD)
- Sanitary District #2 (Corte Madera)
- Sanitary District #5 (Tiburon)
- Sausalito Marin City Sanitary District
- Sewerage Agency of Southern Marin (SASM)
- Tamalpais Community Services District
- Tomales Village Community Services District

³ Ethics Training per California Government Code Article 2.4, Sections 53234-53235.2.

The survey questionnaire and partial survey responses are found in appendices A and B. Due to the nature of some of the questions and responses, it was not feasible to attach the entirety of the survey responses.

DISCUSSION

The survey (Appendix A) asked questions about general, operational, asset management, financial and governance issues. In Appendix B we included the responses to these questions. The findings and recommendations in this report are based on the survey responses and website research. This report is intended to raise public awareness about the performance of wastewater agencies in Marin County and, at the same time, to provide potentially useful data for the entire wastewater community and the Marin Local Agency Formation Commission (LAFCO).

Some questions in the survey generated more qualitative and lengthier answers. The findings from those responses are discussed in The Scoop on Marin County Sewer Systems Part I.

FINDINGS

Based on the survey responses, the Grand Jury found:

- F1. Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District, and Tomales Village Community Services District do not have Capital Improvement Plans as required by SWRCB Order 2006-0003-DWQ, p.11 item iv – Operation and Maintenance Program.
- F2. Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District do not have financial reserve policies.
- F3. It is difficult to compare reserves across agencies due to different financial reserve policies and reporting approaches.
- F4. Alto and Homestead Valley did not report any financial reserves.
- F5. Almonte, Homestead Valley, and Tomales Village Community Services District have not completed audits of their SSMPs in the last two years as required by SWRCB Order 2006-0003-DWQ, p.14, SSMP Program Audits. The Bay Regional Water Quality Control Board (RWQCB) no longer allows for this requirement to be waived for agencies with a population of less than 10,000 as outlined in their letter dated October 3, 2012.⁴

⁴ Letter from San Francisco Bay Regional Water Quality Control Board dated October 3, 2012, subject "Discontinuation of Requirements for Annual Reports of Sanitary Sewer Overflows (SSOs), and annual Sewer System Management Plan (SSMP) Audits"

- F6. Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5 (Tiburon), Tamalpais Community Services District, and Tomales Villages Community Services District have not posted their SSMPs on their websites.
- F7. Alto and Homestead Valley reported that they do not have Overflow Emergency Response Plans (OER), as required by SWRCB Order 2006-0003-DWQ, p.12, Overflow Emergency Response Plan, item vi.
- F8. Alto, Bolinas Community Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District do not have Overflow Emergency Response training manuals.
- F9. Alto, San Rafael, Sanitary District #2 (Corte Madera) and SASM do not have websites to provide information to their customer bases.
- F10. All board members at Sanitary District #2 and some board members at Almonte, San Rafael and Sausalito have not renewed their ethics training in the last two years as required by Government Code Article 2.4.
- F11. The SSMPs for Alto and Homestead Valley are not maintained at an appropriate location as required by SWRCB Order 2006-0003-DWQ, p.17, WDRs and SSMP Availability.
- F12. Las Gallinas Valley Sanitary District and Mill Valley are not reporting their category 1 spills within the time frame required by State Water Resources Control Board Order No. WQ 2013-0058-EXEC

RECOMMENDATIONS

The Grand Jury recommends:

- R1. Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District and Tomales Village Community Services District develop capital improvement plans by the end of 2014.
- R2. Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District develop financial reserves policies.
- R3. Alto and Homestead Valley establish designated annual financial reserve amounts.
- R4. Almonte, Homestead Valley and Tomales Village Community Services District complete audits of their SSMPs by August 2, 2014, as required by RWQCB.
- R5. Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5, Tamalpais Community Services District and Tomales Villages Community Services District post their SSMPs on their websites.

- R6. Alto and Homestead Valley develop Overflow Emergency Response Manuals that describe the Overflow Emergency Response Plan per SWRCB Order 2006-0003-DWQ, p.12, Overflow Emergency Response Plan, item vi.
- R7. Alto, Bolinas Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District develop Overflow Emergency Response Training Manuals.
- R8. Alto, San Rafael, Sanitary District #2 and SASM develop and operate an internet website. The website should include, at a minimum, details of the agency and its leadership, board meeting agendas and minutes, an annual budget, audited financial statements, and the SSMP including the OER.
- R9. The board members at Almonte, Sanitation District #2, San Rafael and Sausalito update their ethics training to be in compliance with state law.
- R10. Alto and Homestead Valley make their SSMPs available at an accessible location within the communities in which they are located.
- R11. Las Gallinas Valley Sanitary District and Mill Valley report their Category 1 spills within two hours of becoming aware of the spill, as required by State Water Resources Control Board Order No. WQ 2013-0058-EXEC.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the President of the Board of Directors of the following agencies:

- Almonte Sanitary District (F5, F10, R4, R9)
- Alto Sanitary District (F4, F7, F8, F9, F11, R3, R6, R7, R8, R10)
- Bolinas Public Utility District (F1, F2, F8, R1, R2, R7)
- Homestead Valley Sanitary District (F4, F5, F6, F7, F8, F11, R3, R4, R5, R6, R7, R10)
- Las Gallinas Valley Sanitary District (F12, R11)
- North Marin Water District (F6, R5)
- Richardson Bay Sanitary District (F6, R5)
- Sanitary District #2 (F9, F10, R8, R9)
- Sanitary District #5 (F6, R5)
- San Rafael Sanitation District (F9, F10, R8, R9)
- Sewerage Agency of Southern Marin (F9, R8)
- Tamalpais Community Services District (F1, F2, F6, R1, R2, R5)

- Tomales Village Community Services District (F1, F2, F5, F6, F8, R1, R2, R4, R5, R7)

From the Marin County Board of Supervisors for the following agencies:

- Murray Park Sewer Maintenance District (F2, R2)
- San Quentin Sewer Maintenance District (F2, R2)

From the City Councils of the following municipalities:

- City of Mill Valley (F1, F2, F6, F8, F12, R1, R2, R5, R7, R11)
- City of Sausalito (F10, R9)

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GLOSSARY

Capital Improvement Plan – A document that defines the scope, schedule, and costs of infrastructure improvements.

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Inflow - Extraneous water that enters the sewer system as the direct result of rain or a high water table.

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Lateral – The portion of the sewer system that connects a home or business with the main line in the street.

Overflow Emergency Response Plan (OER)– A written plan that establishes proper cleanup procedures and safety measures to be followed during sewage spill and remediation efforts.

Public Utility District – A special purpose district that provides public utilities (e.g., electricity, natural gas, sewage treatment, waste collection/management, water, etc.) to the residents of that district.

San Francisco Bay Regional Water Quality Control Board (RWQCB) – This is one of nine Regional Water Quality Control Boards in the State of California. It is responsible for protecting the surface, ground and coastal water of the Bay Area.

Sanitary Sewer Overflow (SSO) – A spill, release, or unauthorized discharge of wastewater from a sanitary sewer system at any point upstream of a wastewater treatment facility that is caused by a problem in or with sewer system authorities' sewer lines, including laterals owned by the authorities.

SSO Category 1 – A spill of any volume that reaches surface water

SSO Category 2 – A spill of greater than or equal to 1,000 gallons that does not reach surface water.

SSO Category 3 – A spill of less than 1,000 gallons that does not reach surface water.

Sewer Collection – The collection of wastewater from homes and businesses through a network of pipes that transports the effluent to a sewage treatment facility.

Sewer Treatment – The process of removing contaminants from wastewater that includes physical, chemical, and biological processes to remove contaminants and render the water suitable for disposal.

Sewer Disposal – The disposal of treated wastewater into San Francisco Bay.

Sewer System Management Plan (SSMP) – The document that describes the activities that a wastewater agency uses to manage wastewater collection effectively. The requirements for the Plan are defined in the State Water Resources Control Board Water Quality Order No. 2006-0003.

Special District - A separate local government that delivers a limited number of public services to a geographically limited area

State Water Resources Control Board (SWRCB) – SWRCB is one of the five branches of the California Environmental Protection Agency and coordinates the State's nine Regional Water Quality Control Boards. Its mission is to oversee the allocation of California's water resources and to safeguard the cleanliness and purity of those resources.

Wastewater – All water used in homes, businesses and institutions that goes into the sewage system.

APPENDIX A

Marin County Civil Grand Jury Sanitation Agencies Survey, December 2013

GENERAL

1. What year was the Sanitation Agency established?
2. How many full time (or full time equivalent) employees work in the Agency?
3. Please check below the Sanitation Sewer Activity(ies) of the Agency?
 Collection Treatment Disposal
4. What size is the Agency? Please complete the following:
 - a. The number of active residential connections served by the Agency
 - b. The number of active non-residential connections served by the Agency
 - c. The number of residents served by the Agency
 - d. The number of square miles within the Agency's boundaries
5. How many miles of sewer pipe are in the Agency's boundaries?
 - a. Gravity pipes _____
 - b. Force Main Pipes _____
6. What is the age of the oldest pipes? _____ yrs
7. What is the average age of the pipes? _____ yrs
8. What is the age of the newest pipes? _____ yrs
9. How many pumping stations are in the Agency's boundaries?
10. How many flow meters are in the Agency's system?

OPERATIONS

A. Sanitation Sewer Management Plan

1. Does the Agency have a current Sanitation Sewer Management Plan (SSMP)?
Yes _____ No _____ If Yes, please provide a copy. If No, please explain.
2. Did the public provide input into the SSMP? Yes _____ No _____
3. When was the most recent audit of the SSMP? Date _____

4. Is the SSMP available for public review? Yes _____ No _____
If Yes, please explain how/where it can be viewed.
5. Please provide the Agency's Average Sewer Flows for a dry day _____ gallons
6. Please provide the Agency's Average Sewer Flows for a wet day _____ gallons
7. Please provide the Agency's Peak Wet Day flow _____ gallons
8. What is the capacity rating of the Agency's treatment system? _____ gallons

B. Sanitary Sewer Overflows

9. How does the Agency communicate Sanitary Sewer Overflows to the public?
Please explain.
10. How much time does it take to alert the public that a spill has occurred?
_____ hrs
11. Does the Agency have a Sewer Overflow Response Manual? Yes _____ No _____
If Yes, please provide a copy.
12. Does the Agency have a Sewer Overflow Response Training Manual?
Yes _____ No _____ If Yes, please provide a copy.
13. How many sewer spills have occurred in your Agency in the last three years?
(The Categories are defined by the SWRCB). How much do the spills in each
year add up to in gallons?
 - a. 2011 Category 1 _____, Category 2 _____, Category 3 _____ Total _____ gallons
 - b. 2012 Category 1 _____, Category 2 _____, Category 3 _____ Total _____ gallons
 - c. 2013 Category 1 _____, Category 2 _____, Category 3 _____ Total _____ gallons

C. Asset Management Plan

14. Please provide information about violations or citations related to sewer
spills in 2011, 2012 and 2013.
15. Does your Agency use a Geographic Information System to map sewer mains,
pump stations, valves and storm drains? Yes _____ No _____
16. Has the Agency identified all the problem pipes that require
rehabilitation/replacement? Yes _____ No _____

17. Has the Agency established a plan for rehabilitating/replacing the problem pipes? Yes ___ No ___

18. Does the Agency have a Capital Improvement Plan? Yes ___ No ___
If Yes, please provide a copy.

D. Co-Operation with Other Agencies

19. Has the Agency co-operated with other Sanitary Agencies on any activities? If Yes, please provide details. Yes ___ No ___

20. Has the Agency considered consolidation, annexation or other re-organization? Yes ___ No ___
If Yes, please provide a brief summary. If not, please explain why not.

FINANCIAL

1. Please specify the Agency's fiscal year months i.e. Jan-Dec, July-June

2. What is the current annual sewer rate per household in the Agency? \$ _____

3. What is the current annual non-residential sewer rate in the Agency? \$ _____

4. Please provide a copy of the Budget for the Current Year.

5. Does the Agency have Audited Financial Statements for the last two fiscal years? Please provide copies. Yes ___ No ___

6. Does the Agency have a policy on reserves?
Please provide details.

7. Please provide information on your reserve allocations as follows:

- o Operating Reserves \$ _____
- o Rate Stabilization reserves \$ _____
- o Emergency Repair reserve \$ _____
- o Capital Reserve \$ _____
- o Other purpose (please specify) \$ _____
- o Total Combined Reserves \$ _____

8. Please provide the average annual cost per employee including total compensation and benefits (exc. Pensions benefits) \$ _____

9. Please provide the total annual compensation and benefits (exc. Pension) of the General Manager. \$ _____

10. Does the Agency have an Unfunded Pension Liability? Yes ___ No ___

Please provide a copy of the last actuarial valuation of the Pension Plan.

11. What is the date of the Agency's last Actuarial Valuation for Other Post Retirement Benefits (OPEB)? Date _____

Please provide a copy.

12. Does the Agency have an unfunded liability for OPEB? Yes ___ No ___

If so, what is the amount? \$ _____

13. What were the Agency's Capital expenditures in the last fiscal year? \$ _____

14. What are the Agency's anticipated capital expenditures in the current fiscal year? \$ _____

15. How much has the Agency spent on Legal Fees in 2012 and 2013?

2012 \$ _____ 2013 \$ _____

GOVERNANCE

1. Please complete the following chart:

Board Member Name	Length of Term (yrs)	Years on the Board	Term Expires	Elected (E) or Appointed (A)	Date of Last Ethics Training*	Total Compensation Paid last fiscal year \$

*Ethics Training per Code CA AB1234, Article 2.4 and CA Government Code Section 53234-53235.2

2. Please describe the role of the Board for the Agency

OTHER

1. Please rank the following activities 1-3, in order of importance for the Agency, with 1 being the most important.

- Establishing and Monitoring the Asset Management Plan _____
- Installing Flow Meters _____

- Minimizing and Managing Sanitary Sewer Overflows _____
- 2. Would you consider billing customers by usage? Yes ____ No ____
- 3. Are there challenges with this approach? Yes ____ No ____
If so, please explain
- 4. What are the advantages of local control for sewer system agencies?

Survey Completed by: _____ (name) _____ (date)
 _____ (title)

**SANITATION AGENCY SURVEY
DOCUMENT CHECK LIST**

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:

	<u>Check if Included</u>
Sanitation Sewer Management Plan	_____
Sewer Overflow Response Manual	_____
Sewer Overflow Response Training Manual	_____
Capital Improvement Plan	_____
Budget for the current fiscal year	_____
Audited Financial Statements for the last 2 fiscal years	_____
Actuarial Valuation of the Agency's Pension Plan	_____
Agency's last Actuarial Valuation for Other Post Retirement Benefits (OPEB)	_____

If a document is not included, please explain.

Operations: Sanitation Sewer Management Plan and Sanitary Sewer Overflows (page1)

Survey Question Number	Oper 1	Oper 2	Oper 3	Oper 4	Oper 4	Oper 4	Oper 5	Oper 6	Oper 7	Oper 8
	SSMP	Public Input to SSMP	Most Recent Audit of SSMP	SSMP Avail. For Public Review	Where Avail. For Review	Avg. Sewer Flows_Dry_Gallons_Per Day	Avg. Sewer Flows_Wet_Gallons Per Day	Peak Wet Flow_Gallons Per Day	Capacity Rating_Gallons per Day	
45,000+ Connections										
Novato Sanitary District	Yes	No	8/2013	Yes	www.novatosan.com	4.2 M	7.6 M	20.3 M	52 M	
San District #1 (Rose Valley)	Yes	No	12/2013	Yes	www.rvwd.org	3.8 M	9.4 M	54 M	NA	
1,500-15,000 Connections										
City of Mill Valley	Yes	Yes	2/2013	Yes	City Hall	1 MGD	5 M	9 M	NA	
City of Sausalito	Yes	Yes	12/2013	Yes	City Hall, Department of Public-Works	0.6 M	0.7 M	2.8 M	NA	
Las Ocellinas Valley Sanitary District	Yes	Yes	10/2013	Yes	Hard copy in district office and website	2.2 M	3.6 M	8.7 M	2.9 M	
Richardson Bay Sanitary District	Yes	No	2014 in process	Yes	Office	4.1 M	6.5 M	8 M	NA	
San District #2 (Corte Madera)	Yes	Yes	3/2012	Yes	Town of Corte Madera	1 M	1.7 M	9.7 M	NA	
San District #5 (Tiburon/Belvedere)	Yes	No	Updated Annually	Yes	At main plant; need to request to review	0.6 M	0.8 M	0.9 M	6.7 M	
San Rafael Sanitation District	Yes	No	2012	Yes	Office	3.2 M	3.8 M	5.9 M	NA	
Sausalito-Marin City Sanitary District	Yes	Yes	2013	Yes	www.sausalitomarin.org	1.5 M	Varies	Varies	6 M	
Tainalpa Community Services District	Yes	N/A	2013	Yes	Office	0.3 M	0.5 M	3.7 M	NA	
< 1,500 Connections										
Annette Sanitary District	Yes	No	2010	Yes	www.afmontest.org	140,000	NA	1.6 M	NA	
Alto Sanitary District	Yes	No	2012	Yes	Nute EngineeringSan Rafael	90,000	90,000	0.9 M	NA	
Bollinas Community Public Utility District	Yes	Yes	8/2012	Yes	On website and in office	30,000	50,000	64,000	65,000	
Homeshead Valley Sanitary District	Yes	No	Blank	Yes	Nute EngineeringSan Rafael	180,000	180,000	1.8 M	NA	
Murray Park Sewer Maintenance District	No ¹	See RVSD	See RVSD	Yes	via RVSD	Not avail	Not avail	Not avail	NA	
North Marin Water District	Yes	Yes	10/2013	Yes	Upon request	13,000	36,000	69,000	122,000	
San Quentin Sewer Maintenance District	Yes	No	Unknown	Thru CMSA	At CMSA	Not reported	Not reported	Not reported	NA	
Tomales Village Community Services District	Yes	No	Never	Yes	Office	16,000	20,000	100,000	42,000	
JPAs Providing Treatment										
Central Marin Sanitation Agency (CMSA)	No ²	NA	NA	NA	NA	6-7 M	Variable	116.5 M	125 M ³	
Southern Agency of Southern Marin (SASM)	Yes	Yes	7/3	Yes	Office	2.2 M	7.6 M	18.9 M	24.7 M	

NA: Not applicable

Operations: Sanitation Sewer Management Plan and Sanitary Sewer Overflows (page 2)

Survey Question Number	Oper 10	Oper 11	Oper 12	Operations 13 2011			Operations 13 2012			Operations 13 2013									
				Time to Communicate Overflows (hrs)	Overflow Response Manual	Overflow Training Manual	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)	
15,000+ Connections																			
Positive Sanitary District	<2	Yes	Yes	Yes	8	6	0	21,663	7	11	0	24,792	5	1	4	11,315			
San District #1 (Pescadero)	2-8	Yes	Yes	Yes	9	2	24	39,840	10	3	21	167,083	10	0	9	160,957			
1,500-15,000 Connections																			
City of Mill Valley	<24	Yes	No	No	1	0	14	1,204	2	0	21	3,949	1	1	15	22,025			
City of Sausalito	<2	Yes	Yes	Yes	3	0	5	2,250	2	0	6	607	8	1	4	102,788			
Las Gallinas Valley Sanitary District	6	Yes	Yes	Yes	1	1	0	2,220	5	0	3	56,190	2	0	0	1,067			
Richardson Bay Sanitary District	1-2	Yes	Yes	Yes	0	2	0	90	0	1	0	150	1	0	0	375			
San District #2 (Corte Madera)	0.5	Yes	Yes	Yes	0	0	3	5	0	0	1	10	0	0	2	22			
San District #5 (Tiburon/Belvedere)	<2	Yes	Yes	Yes	2	7	0	2,472	1	6	0	10,461	5	8	8	2223			
San Rafael Sanitation District	1-2	Yes	Yes	Yes	1	1	22	2,495	1	0	28	1,606	3	1	35	11,409			
Sausalito-MarIn City Sanitary District	1-2	Yes	Yes	Yes	2	0	0	6,570	2	0	0	3,775	0	0	1	50			
Tamalpais Community Services District	.5-1	Yes	Yes	Yes	1	0	4	3,275	0	0	8	750	0	0	5	990			
< 1,500 Connections																			
Almonte Sanitary District	Not reported	Yes	Yes	Yes	0	0	2	600	0	0	5	320	1	0	1	750			
Alto Sanitary District	Not reported	No	Not	Not	0	0	0	0	0	0	0	0	0	0	0	0			
Bollinas Community Public Utility District	1-2	Yes	No	No	1	0	0	300	0	0	0	0	0	0	0	0			
Homeshead Valley Sanitary District	Not reported	No	See RVSD	See RVSD	0	Not reported	Not reported	1,090	0	Not reported	Not reported	20,005	0	0	Not reported	255			
Murray Park Sewer Maintenance District	See RVSD	See RVSD	See RVSD	See RVSD	None	None	None	None	None	None	None	None	None	None	None	None			
North Marin Water District	2	Yes	Yes	Yes	0	0	0	0	0	0	0	0	0	1	0	300			
San Quentin Sewer Maintenance District	< 24 hrs	See CMSA	See CMSA	See CMSA	0	0	0	0	1	0	0	600	0	0	0	0			
Tomales Village Community Services District	Not reported	Yes	No	No	0	0	0	0	0	0	0	0	0	0	0	0			
JPAs Providing Treatment																			
Central Marin Sanitation Agency (CMSA)	<2	Yes	Yes	Yes	0	0	0	0	0	0	0	0	0	0	0	0			
Sewerage Agency of Southern Marin (SASM)	<24	Yes	Yes	Yes	0	0	0	0	0	0	0	0	0	0	0	0			

Operations: Asset Management						
Survey Question Number	Operations C.14 Received Violation or Citation for Sewer Spills	Operations C.15 Have GIS Map of System	Operations C.16 Identified All Problem Pipes	Operations C.17 Plans to Rehab/ Replace Bad Pipes	Operations C.18 Capital Improvement Plan	
15,000+ Connections						
Novato Sanitary District	Yes; 2012 ¹	Yes	No	Yes	Yes	Yes
San District #1 (Ross Valley)	Yes; 2012, 2013 ²	Yes	No ³	Yes	Yes	Yes
1,500-15,000 Connections						
City of Mill Valley	None	Yes	Project in progress	Yes	No	No
City of Sausalito	None	Yes	Yes	Yes	Yes	Yes
Las Gallinas Valley Sanitary District	None	Yes	Yes	Yes	Yes	Yes
Richardson Bay Sanitary District	None	Yes	Yes	Yes	Yes	Yes
San District #2 (Corte Madera)	None	Yes	Yes	Yes	Yes	Yes
San District #5 (Tiburon/Belvedere)	None	Yes	Yes	Yes	Yes	Yes
San Rafael Sanitation District	None	Yes	Yes	Yes	Yes	Yes
Sausalito-Marín City Sanitary District	None	Yes	Continuous Process	Yes	Yes	Yes
Tamalpais Community Services District	None	Yes	Yes	Ongoing	No	No
< 1,500 Connections						
Almonte Sanitary District	None	Yes	Yes	Yes	Yes	Yes
Alto Sanitary District	None	Yes	No	Yes	Yes	Yes
Bolinas Community Public Utility District	None	No	Yes	Yes	No ⁴	No ⁴
Homestead Valley Sanitary District	None	Yes	No	Yes	Yes	Yes
Murray Park Sewer Maintenance District	None	Yes ⁵	Yes	Yes	Yes ⁵	Yes ⁵
North Marin Water District	None	None	Yes	Yes	Yes	Yes
San Quentin Sewer Maintenance District	None	Yes	Yes	Yes	Yes	Yes
Tomales Village Community Services District	None	No	Yes	Yes	No	No
JPAs Providing Treatment						
Central Marin Sanitation Agency (CMSA)	None	Yes	Not applicable	Not applicable	Yes	Yes
Sewerage Agency of Southern Marin (SASM)	None	Yes	Yes	Yes	Yes	Yes

Financial:

Survey Question Number	Fin 5 Audited Financial Statement	Fin 6 Policy on Reserves	Fin 7 Total Reserves	Fin 8 Avg. Cost Emp. Comp + Ben.	Fin 9 General Manager Comp + Ben.	Fin 10 Unfunded Pension Liability	Fin 11 Date of Last Pen Valuation- OPEB	Fin 12 Amt of OPEB Unfunded Liability	Fin 13 Capital Exp. in Last Year	Fin 14 Capital Exp. in Current Year	Fin 15 Legal Fees 2012	Fin 15 Legal Fees 2013
15,000+ Connections												
Vallejo Sanitary District	Yes	Yes	\$6,275,000	\$121,230	\$215,181	Yes	7/1/2012	\$5,397,276	\$11,882,842	\$15,087,031	\$125,870	\$136,213
Sonoma District #4 (Booke Valley)	Yes	Yes	\$10,064,022	\$141,951	\$203,000	Yes	12/1/2012	\$449,604	\$1,979,279	\$10,970,858	\$777,739	\$689,340
1,500-15,000 Connections												
City of Mill Valley	No	No	\$6,765,360	\$89,470	NA	Yes	10/2013	\$24,481,977 ⁴	\$1,842,440	\$3,736,370	Not reported	Not reported
City of Sausalito	Yes	Yes	\$211,638	\$104,733	\$76,342 ³	Yes	7/2012	\$231,269	\$1,057,978	\$2,073,480	Not reported	Not reported
Las Gallinas Valley Sanitary District	Yes	Yes	\$4,862,025	\$106,402	\$242,124	Yes	7/1/2013	\$1,844,973	\$2,347,307	\$9,505,163	\$106,732	\$132,797
Richardson Bay Sanitary District	Yes	Yes	\$3,292,174	\$659,956 = total for all employees	\$154,695	No	12/1/2012	NA	\$2,358,092	\$2,338,500	\$34,108	\$64,320
San District #2 (Corte Madera)	Yes	Yes	In budget	NA	NA	No	No	\$0	\$2,005,000	\$3,717,000	\$5,719	\$10,081
San District #5 (Tiburon/Belvedere)	Yes	Yes	\$3,172,602	\$122,558	\$173,200	Yes	7/1/2011	\$707,627	\$8,878,461	\$6,490,821	\$85,204	\$219,937
San Rafael Sanitation District	Yes	Yes	\$10,913,000	\$112,562	\$189,591	No ¹	NA	\$0	\$555,629	\$5,955,000	\$18,399	\$14,606
Sausalito-Marín City Sanitary District	Yes	Yes	\$4.3M	\$119,106	\$199,100	Yes	2013	\$2.6M	\$2,600,000	\$4,700,000	\$82,000	\$72,000
Tamalpais Community Services District	Yes	No	\$415,463	\$64,248	\$69,756 ²	Yes	2009	\$405,906	\$65,505	\$100,000	\$20,297	\$31,482
< 1,500 Connections												
Almonte Sanitary District	Yes	Yes	\$400,000	\$54,200	\$54,200	No	NA	\$0	\$21,500	\$585,000	\$0	\$1,076
Alto Sanitary District	Yes	Yes	Not reported	\$18,720	\$18,720	No	NA	\$0	\$145,000	\$175,000	<1000	<1000
Belinas Community Public Utility District	Yes	No	\$166,636 ⁵	\$85,434	\$125,359	Yes	NA	\$0	\$26,200	\$52,400	\$0	\$0
Homestead Valley Sanitary District	Yes	Yes	Not reported	\$29,120	\$29,120	No	NA	\$0	\$225,000	\$250,000	<1000	<1000
Murray Park Sewer Maintenance District	No	No	\$113,994	NA	NA	NA	NA	\$0	\$0	\$15,700	\$0	\$0
North Marin Water District	Yes	Yes	\$263,734	\$113,463	\$215,022	Yes	7/18/2013	\$0	\$6,700,000	\$6,100,000	\$30,489	\$23,051
San Quentin Sewer Maintenance District	Not reported	No	\$246,525	Not reported	Not reported	Not reported	Not reported	Not reported	Not reported	\$18,236	\$0	\$0
Tomasales Village Community Services District	Yes	No	\$136,024	No Employees	\$79,054	No	NA	\$0	\$3,339	\$0	\$813	\$256
JPAs Providing Treatment												
Central Marin Sanitation Agency (CMSA)	Yes	Yes	\$13,529,358	\$125,619	\$246,692	Yes	7/1/2013	\$2,550,845	\$4,229,201	\$4,498,486	\$100,514	\$62,065
Sewerage Agency of Southern Marin (SAS/M)	Yes	Yes	\$1,426,000	\$106,884	\$131,436	No	10/2/2013	\$4,332,260	\$688,957	\$2,556,946	\$12,756	\$14,781

NA: Not applicable

Governance:	Board Member #1			Board Member #2			Board Member #3			Board Member #4			Board Member #5			
	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year
15,000+ Connections	Michael Di Giorgio	8	11/13	\$12,845	William C. Long	12	8/12	\$11,963	Jean Mariani	2	11/13	\$8,778	Gerard Peters	2	11/13	\$8,719
15,000+ Connections	Mary Sylla	1.5	1/14	\$6,257	Peter Sullivan	5.5	10/13	\$7,315	Pamela Meigs	3.5	11/13	\$8,799	Patrick Guasco	7.5	11/13	\$11,956
1,500-15,000 Connections	Slephantie Moulton-Peters	7	2012	\$4,200	Kenneth Wachtel	7	2012	\$4,200	Gary Lion	7	2012	\$4,200	John McCauley	1	2014	\$4,200
City of Mill Valley	Mayor Ray Witby	1	1/13	Not reported*	V. Mayor T. Theodore	1	1/13	Not reported*	Councilmember Jonathan Leone	7	1/11	Not reported*	Councilmember Herb Weiner	7	1/11	Not reported*
City of Sausalito*	Megan Clark	12	8/2012	\$13,221	Rabi Elias	<1	5/13	\$3,032	Russ Greenfield	16	8/12	\$13,220	Craig K. Murray	6	8/12	\$12,461
Las Gallinas Valley Sanitary District	Bruce Abbott	5	2013	\$3,625	Roy Benvenuti	15	2013	\$2,125	Ron Kiscusko	2	2013	\$1,625	Forest Morphew	33	2013	\$1,875
Richardson Bay Sanitary District	Michael Lappert	12	5/10	\$0	Carla Condon	12	5/10	\$0	Sloan Bailey	1	Not yet	\$0	Diane Furst	4	5/10	\$0
San District #2 (Corte Madera)	Calhaine Benediktsson	12	2/13	\$1,900	Michael Lasky	2	1/14	\$1,800	Roy Fedloff	4	2/13	\$1,800	John Carapiet	<1	1/14	\$0
San District #5 (Tiburon/Belvedere)	Gary Phillips	2	2011	\$1,300	Barbara Heller	6	2012	\$1,200	Katie Rice	2	2013	\$1,100	Andrew McCullough	2	2013	\$0
San Rafael Sanitation District*	Ann Amott	8	12/12	\$5,280	Don Beers	32	12/12	\$3,840	James DeBano	0	11/13	\$0	Dan Rheiner	2	12/12	\$3,520
Sausalito-Marin City Sanitary District	Jim Jacobs	10	2013	\$1,149	Jeff Brown	4	2013	\$1,041	Stefan Barschat	10	2013	\$1,722	Gretchen Staeg	6	2013	\$789
Tamalpais Community Services District	Kevin Riely	7	Due	\$1,550	Lew Kouss	5	2/13	\$1,580	Lorella Figueroa	20	6/11	\$960	Emily Landin	2	12/11	\$960
<1,500 Connections	S. Bransgrove	>20	2013	\$1,125	J. Miles	>20	Not reported	\$1,175	F. Femera	>20	2013	\$1,800	R. Gainer	1	2014	\$1,100
Alameda Sanitary District	Jack Siedman	20	2/13	\$3,000	Vic Amorosso	26	2/13	\$3,000	Don Smith	10	2/13	\$3,000	Grace Godino	<1	12/13	\$0
Alto Sanitary District	E. Asbo	15	2013	\$1,000	R. Teegouling	5	2013	\$1,000	S. Noble	15	2013	\$0	R. Westbrook	5	2013	\$800
Bolinas Community Public Utility District	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA
Huastecan Valley Sanitary District	Jack Baker	30	4/12	\$2,700	Rick Frates	10	3/12	\$3,300	Stephen Perriere	12	3/12	\$2,300	Dennis Rodoni	19	3/12	\$3,100
Murray Park Sewer Maintenance District	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA
North Marin Water District	Bill Bonini	New	Not yet	\$0	Deborah Palish	New	1/13	\$0	Patty Otu	4	11/12	\$0	Sue Sims	1.5	2/13	\$0
San Quentin Sewer Maintenance District	Albery Brito	24	2/13	\$700	John Dupar	9.5	11/12	\$1,440	Kathy Hartzell	4	4/13	\$1,700	Barbara Heller	4	8/12	\$900
Tomales Valley Community Services District	Pedro Femenia	20	11/13	\$0	Lew Kouss	4	2/13	\$0	Bruce Abbott	7	4/13	\$0	Einar Asbo	15	3/13	\$0
JPs Providing Treatment																
Contra Costa Sanitation Agency (CASA)																
Seward Agency of Southern Marin (SAS)																

NA: Not Applicable
BOS: Board of Supervisors

Appendix B Footnotes

General:

¹Three owned by the City of Sausalito and four owned by the Sausalito-Marín City Sanitary District (SMCSD). SMCSD operates the pumping stations owned by the city.

²Sausalito-Marín City Sanitary District Facilities

³Over 35 percent replaced in last 5 years

⁴Two will be added in 2014.

⁵Share a Safety Director with Novato Sanitary District

⁶In agency boundaries + San Quentin

⁷Plus four temporary

Operations: Sanitation Sewer Management Plan

¹RVSD maintains and its SSMP is used.

²CMSA does not own any of the service area sewer system, pipelines, and forcemains and is not required to have an SSMP.

³Primary Treatment: 125+ MGD; Secondary Treatment: 30 MGD; Disinfection: 125+ MGD; Disposal: 150+ MGD (MGD: million gallons per day)

Operations: Asset Management

¹Order R2-2012-0011 for spills between 9/24/07 and 1/1/2011

²Order R2-2012-0055 for spills between 1/1/08 and 4/21/2011 (Fined \$1,539,100); May 2013 Water Quality Board issued a Cease and Desist Order (R2-2013-0020) that requires the District to achieve financial performance objectives and capital improvement/rehabilitation/replacement performance objectives.

³District conducting CCTV inspections. Effort should be 100% complete by 2016.

⁴5 year capital improvement plan is under development.

⁵Done by Ross Valley Sanitary District

Financial:

¹SRSD has no employees-staffed by city employees.

²For 40 percent of full time

³50 percent of full time; does not include benefits.

⁴Includes all of Mill Valley

⁵Approx. \$800,000 additional in unrestricted reserves

Governance:

¹San Rafael has six board members. Sixth member is Mary Beth Bushey, who recently joined the Board.

²Central Marin Sanitation Agency has six board members. The sixth member is Frank Eggers (1.5 years on board, ethics training up-to-date, \$800 in compensation last year).

³Sewerage Agency of Southern Marin has six board members. The sixth member is John McCauley who recently joined the Board.



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2014 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat C. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 1, 2014**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2014 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csga.net with any questions.

RECEIVED
JUN 09 2014

NOVATO SANITARY DISTRICT

Stanley R. Caldwell
75 Cecilia Lane
Martinez, California 94553-1455

RE: Election Region 3, Seat C

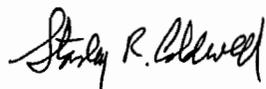
It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) Membership as Region 3 Director. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Membership Committee & Fiscal Committee. I am currently vice chair of the Membership Committee. I am the CSDA Past President (2013). I am retired and I have the time, and the commitment required to continue to serve as a director.

I have faithfully and diligently served within my local community. I am a dedicated active board member of Mt. View Sanitary District (MVSD) and have served several times as the board president and I am the current board President. By being an active participant at the California Association of Sanitation Agencies and the CSDA, I enhance my ability to serve in a director position. I am the current MVSD representative to the Local Agency Formation Commission (LAFCO) in Contra Costa County. Contra Costa County has a local CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant and contributor. For CCSDA I serve as Member at Large and I am the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director of Region 3 where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,



Stanley R. Caldwell
Incumbent CSDA Region 3 Director
Mt. View Sanitary District Board Member

Candidate Statement

Shane McAfee – General Manager, Greater Vallejo Recreation District
smcafee@gvrd.org 707-648-4603

I am excited about the potential of serving the Special Districts of the State of California. I have managed special districts for over 20 years and feel that I have the back ground, interest, and desire to help make a difference.

If elected I do my very best to provide the leadership that makes CSDA successful. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs. Together, through continued advocacy, education, and the value-added services that CSDA provides, we can positively affect all special districts, their operations and service to constituents. I have the Special District Administrator Certification and I have also completed the CSDA Special District Leadership Academy in Governance Foundations, Setting Direction and Community Leadership, Board's Role in Finance and Fiscal Accountability and Board's Role in Human Resources.

I am very experienced in budgeting, project management, report preparation, public speaking. I believe my dedication to Special Districts makes me an excellent choice to represent local government agencies' interests at CSDA.

CSDA BOARD OF DIRECTORS 2014 ELECTION



**BAY AREA
NETWORK**
REGION 3

SEAT C
term ends 2018

Please vote for only one.

Stanley Caldwell*
Mt. View Sanitary District

Shane McAfee
Greater Vallejo Recreation District

All fields must be completed for ballot to be counted.

** incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 1, 2014**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

Novato Sanitary gets award for excellence in financial reporting

Marin Independent Journal
Posted: 06/17/2014 12:01:08 PM PDT

marinij.com

Novato Sanitary District has garnered the Certificate for Excellence in Financial Reporting for the third year in a row from the Government Finance Officers Association of the United States and Canada.

The award was bestowed on the district's comprehensive annual financial report. According to the association, the award is "the highest form of recognition in the area of governmental accounting and financial reporting."