

REVISED AGENDA: DATE CHANGE

NOVATO SANITARY DISTRICT

Meeting Date: December 18, 2012

The Wastewater Operations Committee of Novato Sanitary District will hold a meeting at 2:00 PM, **Tuesday, December 18, 2012**, 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. APPROVAL OF MEETING MINUTES FOR NOVEMBER 19, 2012:**
- 4. WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR NOVEMBER 2012:**
 - a. Treatment Plant Operation and Maintenance Report.
 - b. Odor control and landscaping progress report.
- 5. COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR NOVEMBER 2012:**
 - a. Collection System Operation and Maintenance.
 - b. Pump Station Operation and Maintenance.
- 6. RECLAMATION FACILITY REPORT FOR NOVEMBER 2012**
 - a. Reclamation Facility Operation and Maintenance Report.
- 7. 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.

AGENDA/Wastewater Operations Committee
December 17, 2012

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.

November 19, 2012

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, November 19, 2012, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: Beverly James, Manager-Engineer
Sandeep Karkal, Deputy Manager-Engineer
Steve Krauthem, Field Services Superintendent
Julie Swoboda, Administrative Secretary
John Bailey, Plant Manager, Veolia Water

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING RECORD: The record of the October 15, 2012 Wastewater Operations Committee meeting was accepted as written. No minutes were prepared because a quorum was not present for the October 15th meeting.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR OCTOBER 2012:

- **Treatment Plant Performance Report, Maintenance Report and Safety & Training:** John Bailey, Plant Manager, Veolia Water, reviewed the monthly operations report for October 2012 and discussed the treatment plant performance. He stated that the treatment plant was performing very well and that there were no violations or excursions during the month.

Mr. Bailey reported on the key events at the Novato Treatment Facility and the Ignacio Transfer Pump Station. He reported that personnel from Flygt/Xylem returned and installed two repaired influent pumps. Mr. Bailey stated that California Diesel performed the annual service maintenance on the emergency generators and that Telstar performed the annual calibration on the flow meters. Mr. Bailey reported that Veolia continues to make routine rounds, readings and maintenance at the Ignacio Transfer Pump Station. Mr. Bailey detailed the progress of the digester cleaning at the Ignacio facility

Mr. Bailey reported that Veolia continues to take Jerome Meter (H₂S) readings in the Lea Drive neighborhood and within the treatment plant.

Mr. Bailey discussed safety and training for the month of October and noted that Veolia Water has been operating the treatment facility accident free for 882 days/39,690 hours. He outlined the safety and training events that Veolia employees participated in for the month of October. Mr. Bailey discussed the plant flow charts and the energy usage for the past 12 months.

Member Long requested Mr. Bailey express the *high/high treatment facility flows* on the monthly charts provided to the Committee.

- Odor control, noise, and landscaping progress report: The Manager discussed the landscaping plans, noting that the District was exploring the possibility of putting in a berm in the rear of the treatment facility. She stated that the Collections Crew cleaned a storm drain on Lea Drive because it was emitting mal-odors. After the cleaning, odor complaints did not diminish.

- Report on reconciliation of natural gas usage: The Manager discussed a contract amendment to clarify the natural gas usage attributed to the treatment facility.

- Presentation of draft Annual Report: Mr. Bailey presented to the Board a draft copy of Veolia's 2011-2012 Annual Operations and Maintenance Report. He requested the committee members review the document and return any comments to him by November 30th.

COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR OCTOBER 2012:

The Deputy Manager-Engineer stated that Tim O'Connor, Collections System Superintendent, was unavailable to attend the Wastewater Operations Committee meeting. The Deputy Manager-Engineer proceeded to discuss the Collections System Monthly Report for October 2012. He reported that the crew cleaned a total of 64,226 feet of sewer pipeline in October and completed 317 maintenance work orders. He discussed pump station maintenance and noted that approximately 265 lift station inspections were conducted during October.

The Deputy Manager-Engineer discussed the District's continuing multi-year Pump Station Rehabilitation Project and gave a construction update on the Hanger Avenue pump station.

The Deputy Manager-Engineer reported that there was one sanitary sewer overflow in the month of October. He stated that 2,900 gallons of sewage was released and that two homes were affected. He noted that the overflow was a result of roots in the main line as well as prevailing wet weather conditions.

Member Long requested the Manager draft a letter to the Collections Department acknowledging the crew's professionalism and efficiency during the last overflow event.

At 3:15 p.m. the Wastewater Operations Committee recessed for a short break.

The Committee reconvened at 3:18 p.m.

RECLAMATION FACILITY REPORT FOR OCTOBER 2012:

Steve Krautheim, Field Services Superintendent, stated that there were no significant changes in the irrigated parcels and that the rancher began preparing the cattle to move them off site for the winter. He stated that valves and actuators were replaced in Zones 262, 263, and 271.

Mr. Krautheim stated that 59.25 million gallons of recycled water was irrigated during the month of October. He reported that a total of 2.97 million gallons of sludge was pumped into the Dedicated Land Disposal (DLD) and 5,460 cubic yards of solids were excavated out of the lagoons and spread in the DLD this year.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 3:26 p.m.

Respectfully submitted,

Beverly B. James
Manager-Engineer

Julie Swoboda, Recording



December 12, 2012

Ms. Beverly James
Manager - Engineer
Novato Sanitary District
500 Davidson Street
Novato, CA 94545

Subject: Veolia Water Operations Report – November 2012

Dear Ms. James:

We are pleased to provide this updated activity report for November 2012.

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

Regards,

A handwritten signature in black ink that reads "John Bailey".

John Bailey
Project Manager

**MONTHLY OPERATIONS REPORT
November 2012**

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: November 2012:

Bay Discharge

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	5.49	14.78	N/A	N/A
Max Peak Hour, MGD -11/30, 11:00am-Noon	N/A	18.00	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	11,779	24,530	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	25,237	59,476	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	<5	7	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	<5	<5	30	45
Effluent BOD ₅ - % Removal, Minimum	98	N/A	85	N/A
Effluent TSS - % Removal, Minimum	99	N/A	85	N/A
pH, su (min / max)	7.0	7.2	6.5	8.5
Enterococcus, mpn (30 day geo mean)	2.0	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	2	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	2	N/A	430	N/A
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Bay Discharge mode
- Aeration Basin #1, 2 aerators removed and sent to Sanitaire for evaluation
- Decant Pump rails – reattached
- Flygt / Xylem removed Anoxic Zone mixer 4-B, for repair
- Primary Clarifier #1 Drained and out of service for inspection
- Primary Clarifier #2 put in service
- Replaced UVT Pump

Ignacio Transfer Pump Station

- Routine rounds, readings, and maintenance
- Flygt repaired Conveyance Pump #3

Digester Cleaning

- Completed Novato Digester Cleaning – 572,000 gallons
- Completed Ignacio Digester Cleaning – 526,000 gallons

Recycled Water Plant

- Performed plant operations to accommodate dye tracer testing
- Filled Plum Street Tank
- Shut down Recycled Water Plant

CONSTRUCTION UPDATE:

- Provided support as needed.

ADMINISTRATION:

- Electronic Self Monitoring Report for October 2012, submitted on 11/29/12

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTF completed on 11/5/12
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of November 2012.
- Accident Free: 6/1/10 – 11/30/12: 912 days / 41,587 hours.
- Annual Hearing Test performed 11/12/12

Monthly Safety Training:

- 11/28/12 - Powered Industrial Trucks/Forklift Safety
- 11/14/12 - Cold Stress Prevention
- 11/14/12 - Driving in Inclement Weather

SOP Review

- Wet Weather Review
- Wet Weather Review for Ignacio Transfer Pump Station
- Wet Weather Pumps

ODORS:

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

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held regularly

Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Chris McAuliffe	District Manager
John Herron	Northern California Area Manager
Bryce Behnke	Technical Support via conference call & web exchange
Brian Exberger	Electronic Operations and Maintenance Manual Development
Jeremiah Danielson	Environmental, Health, and Safety – Confined Space Training
Mel Demsky	Regional Director of Asset Management
Dan Brown	Asset Manager

WORK ORDER STATISTICS

November 1, 2012 - November 30, 2012

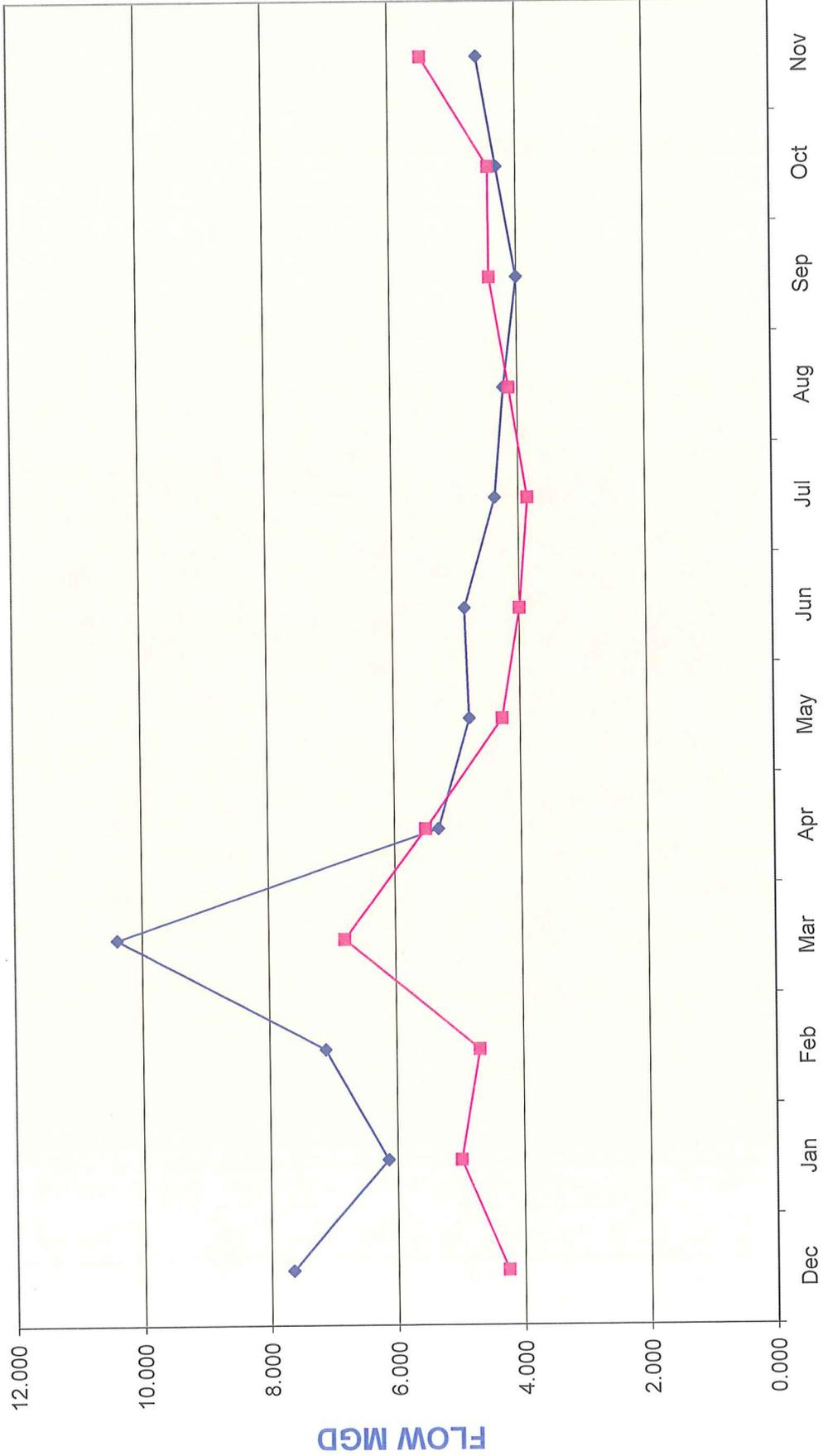
	Open Work Orders Due Prior to 11/1/12	Open Work Orders 11/1/12 - 11/30/12	Total Open Work Orders
Preventative	1	262	263
Corrective	5	13	18
Total	6	275	281

	Closed Work Orders 11/1/12 - 11/30/12
Preventative	228
Corrective	15
Total	243

Total Outstanding Work Orders as of December 1, 2012	38
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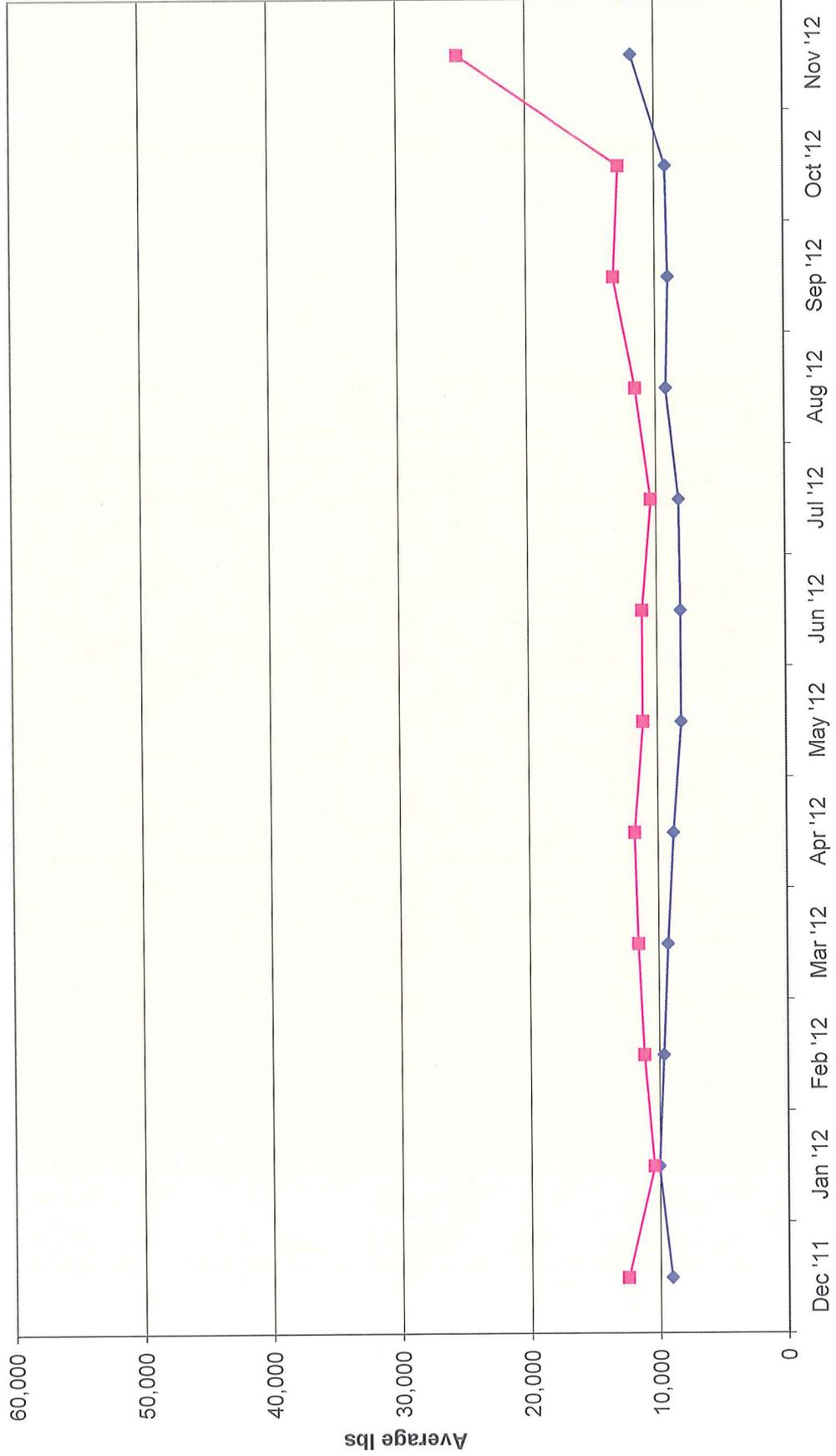
FLOW COMPARISON

—◆— 2011 —■— 2012



Influent Load BOD / TSS lbs

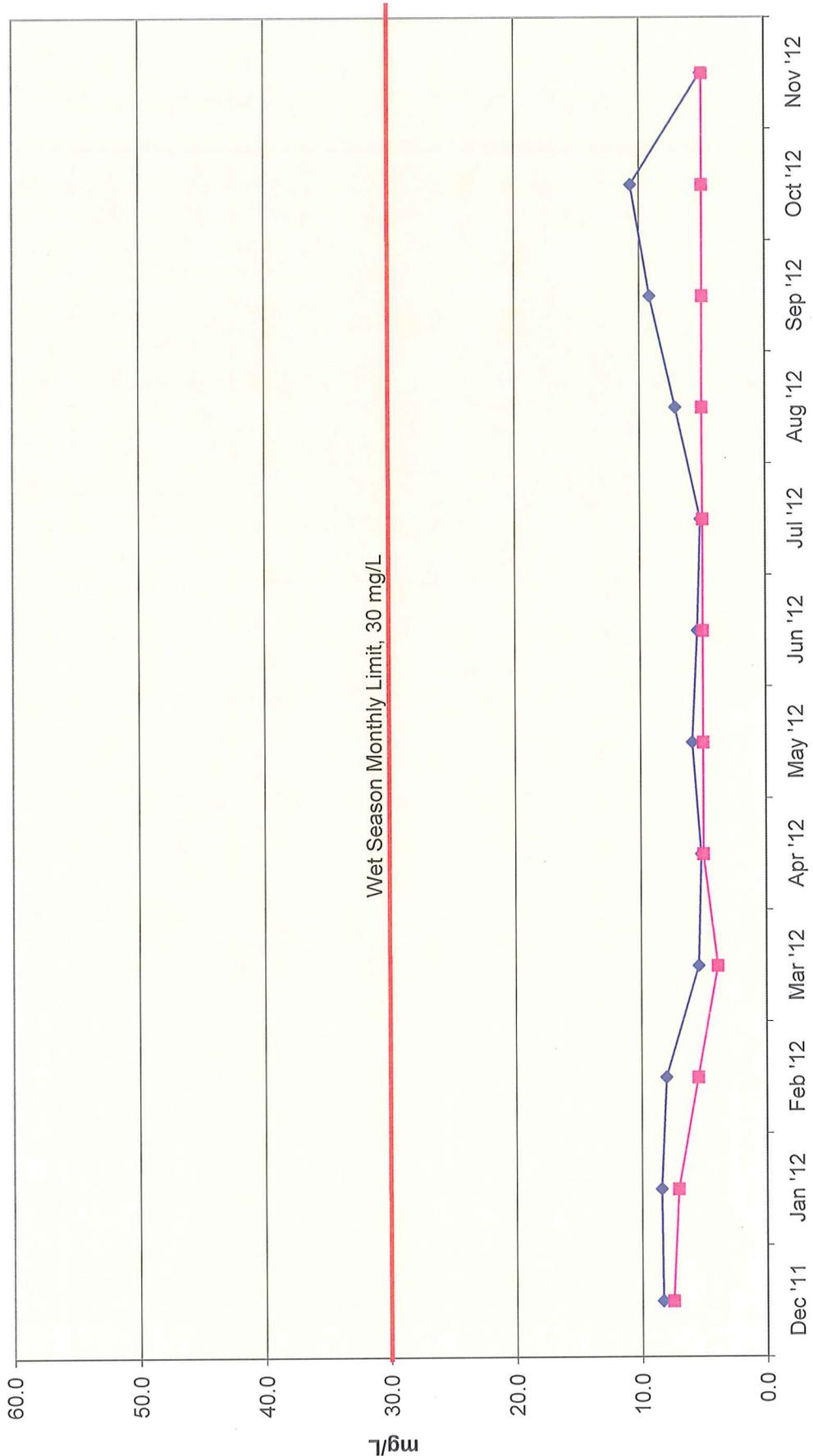
—◆— BOD lbs —■— TSS lbs



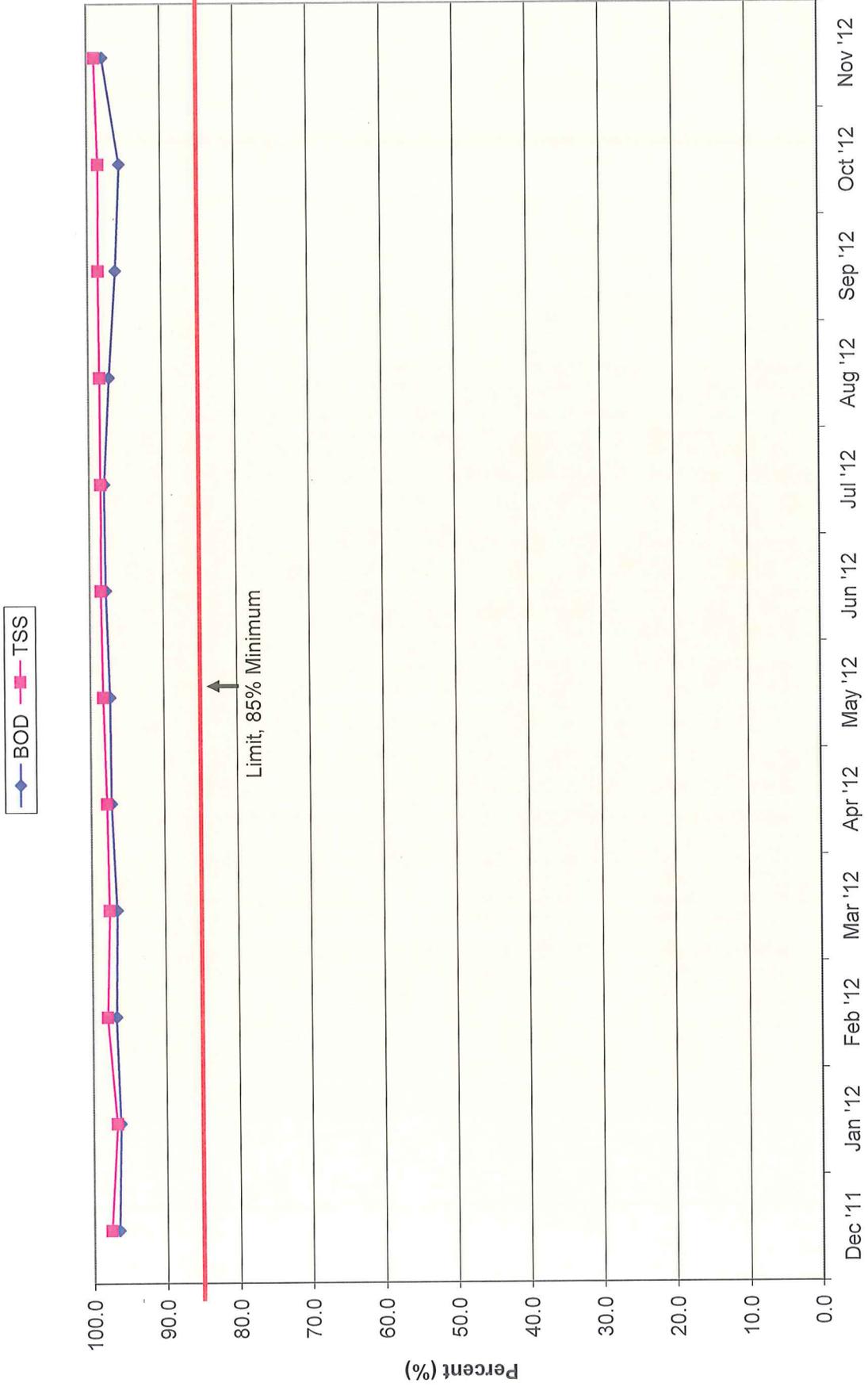
Effluent BOD / TSS Concentration

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

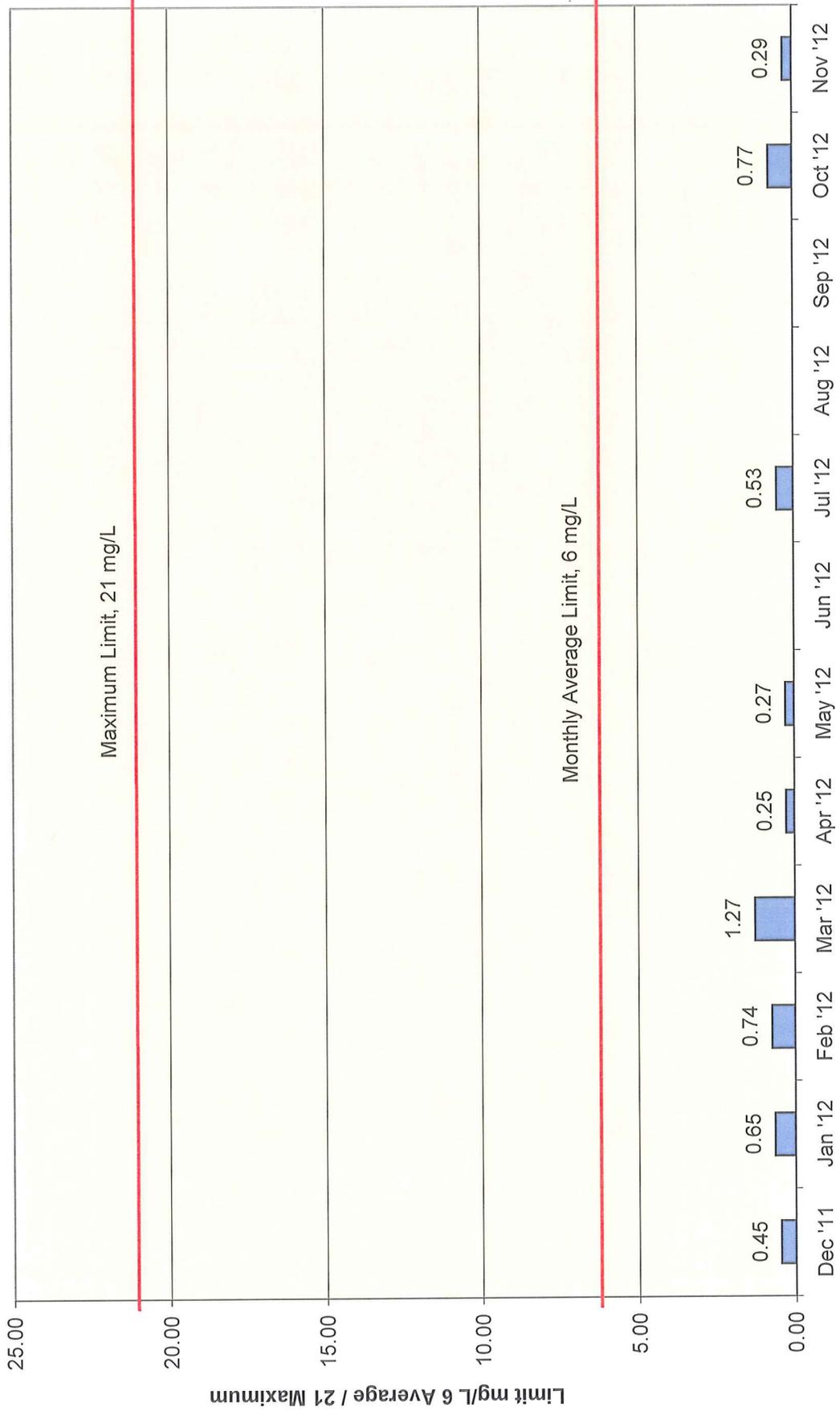
—◆— BOD —■— TSS



BOD / TSS Percent Removal



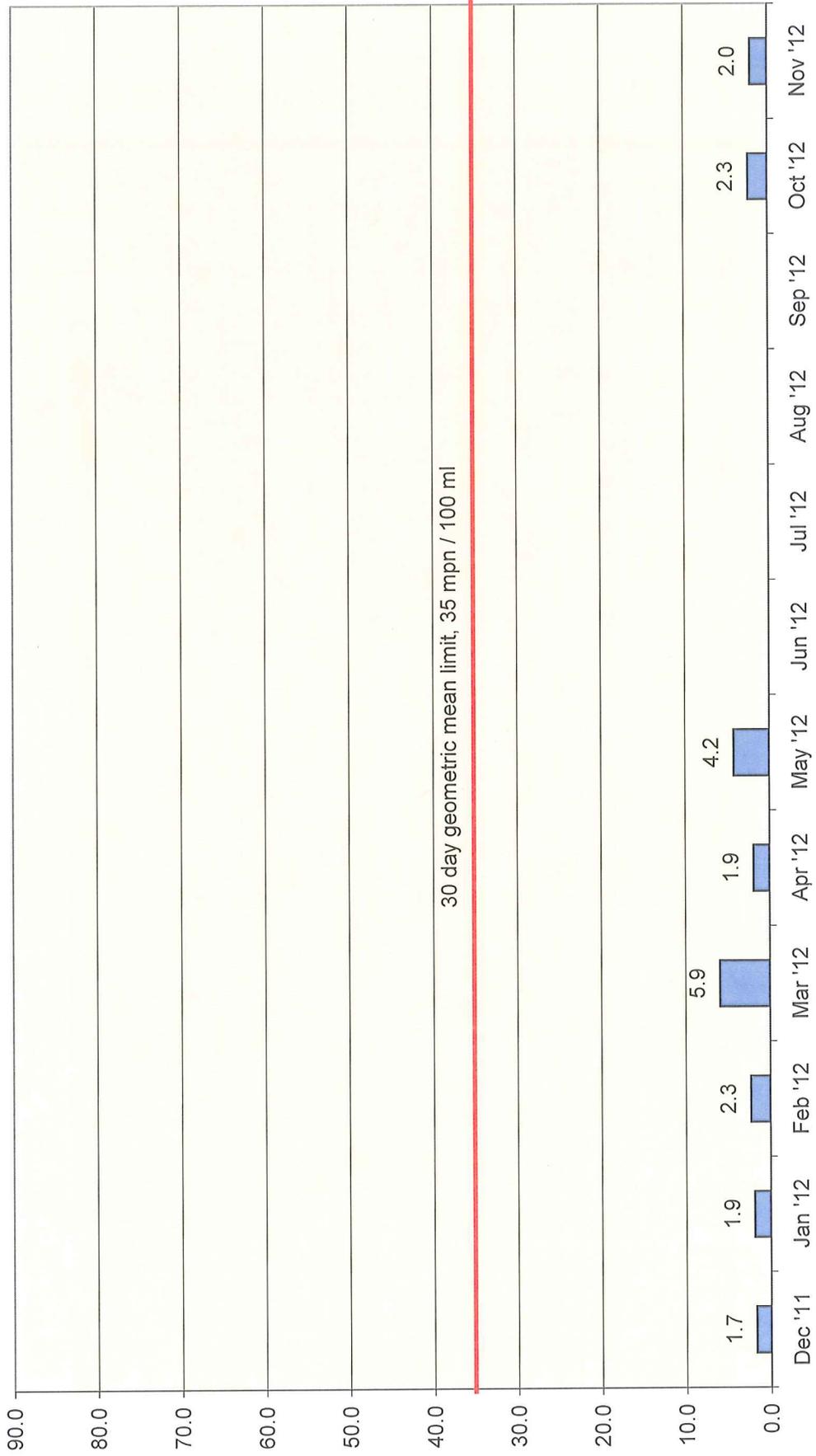
Effluent Ammonia



Disinfection

LIMITS - NPDES
Enterococcus 35 geometric mean

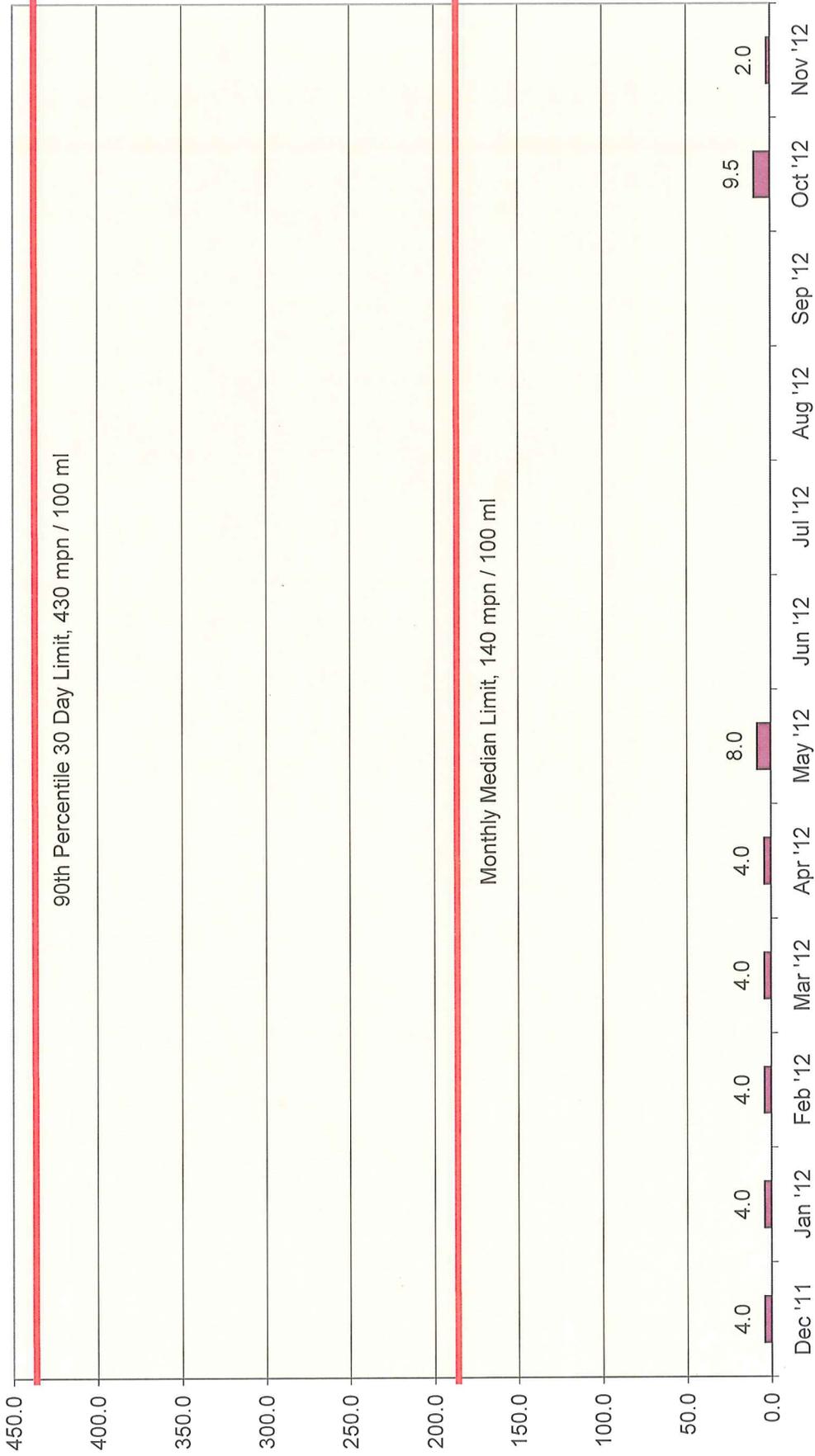
■ Entero



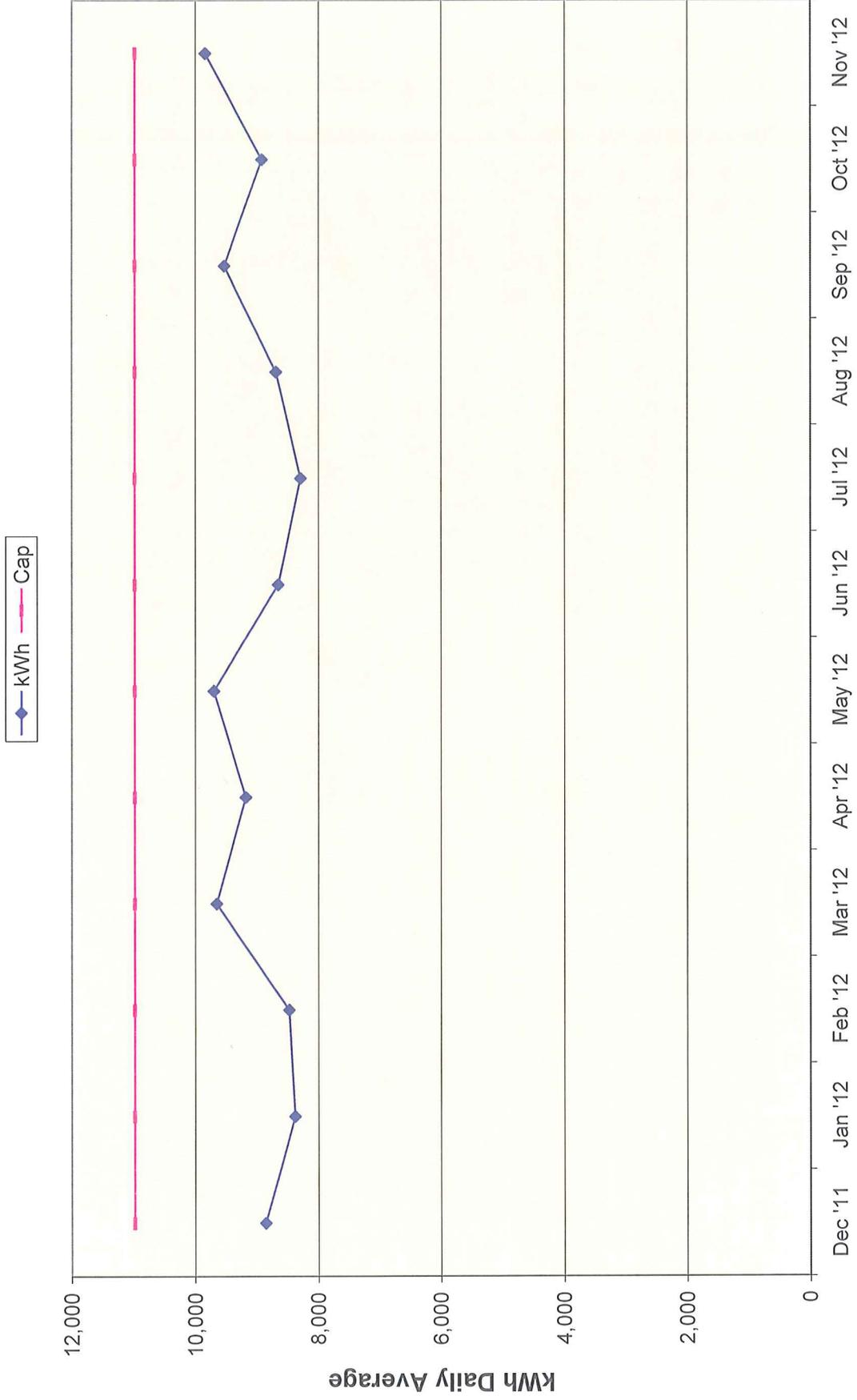
Disinfection

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

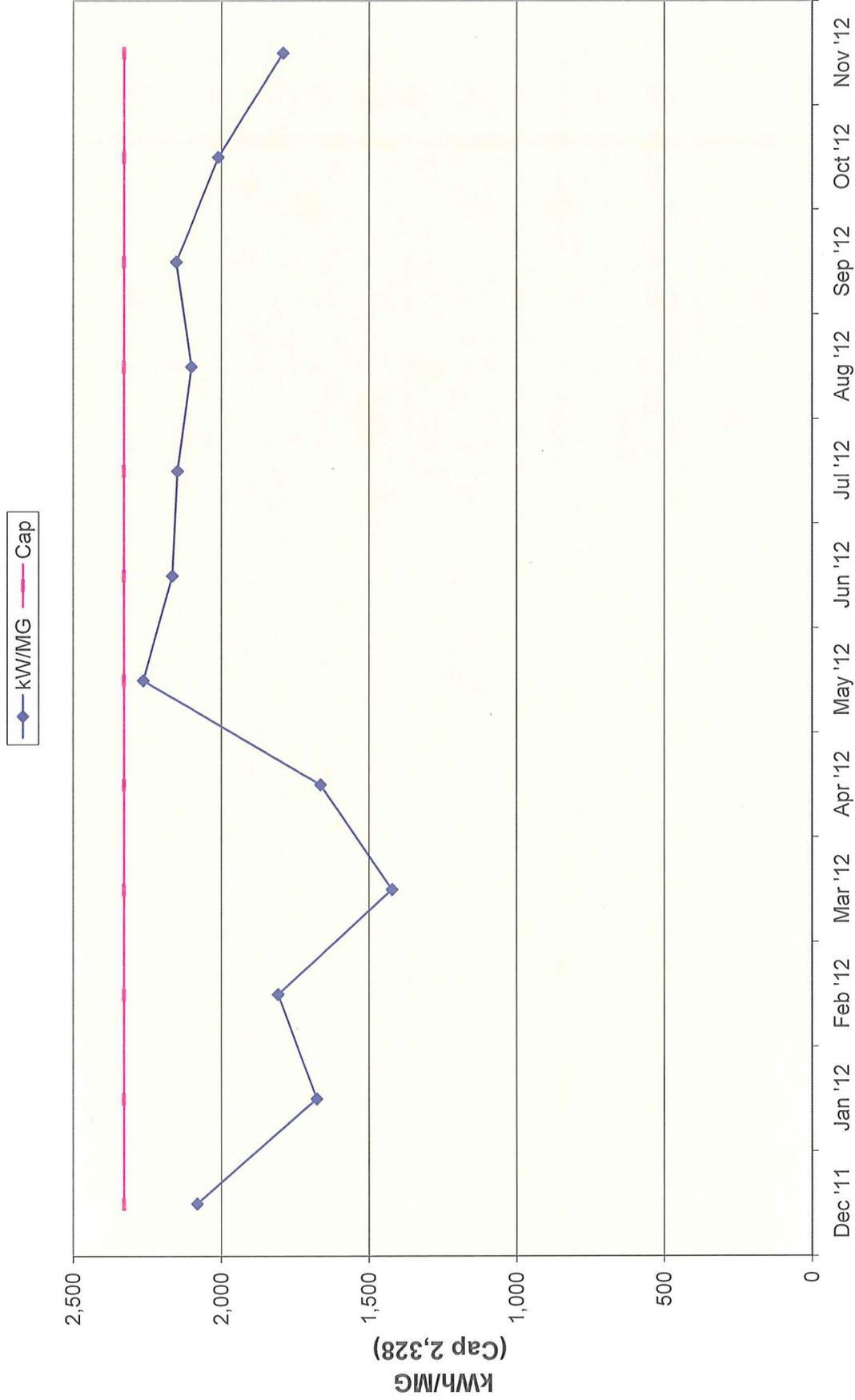
Fecal Med



Energy kWh

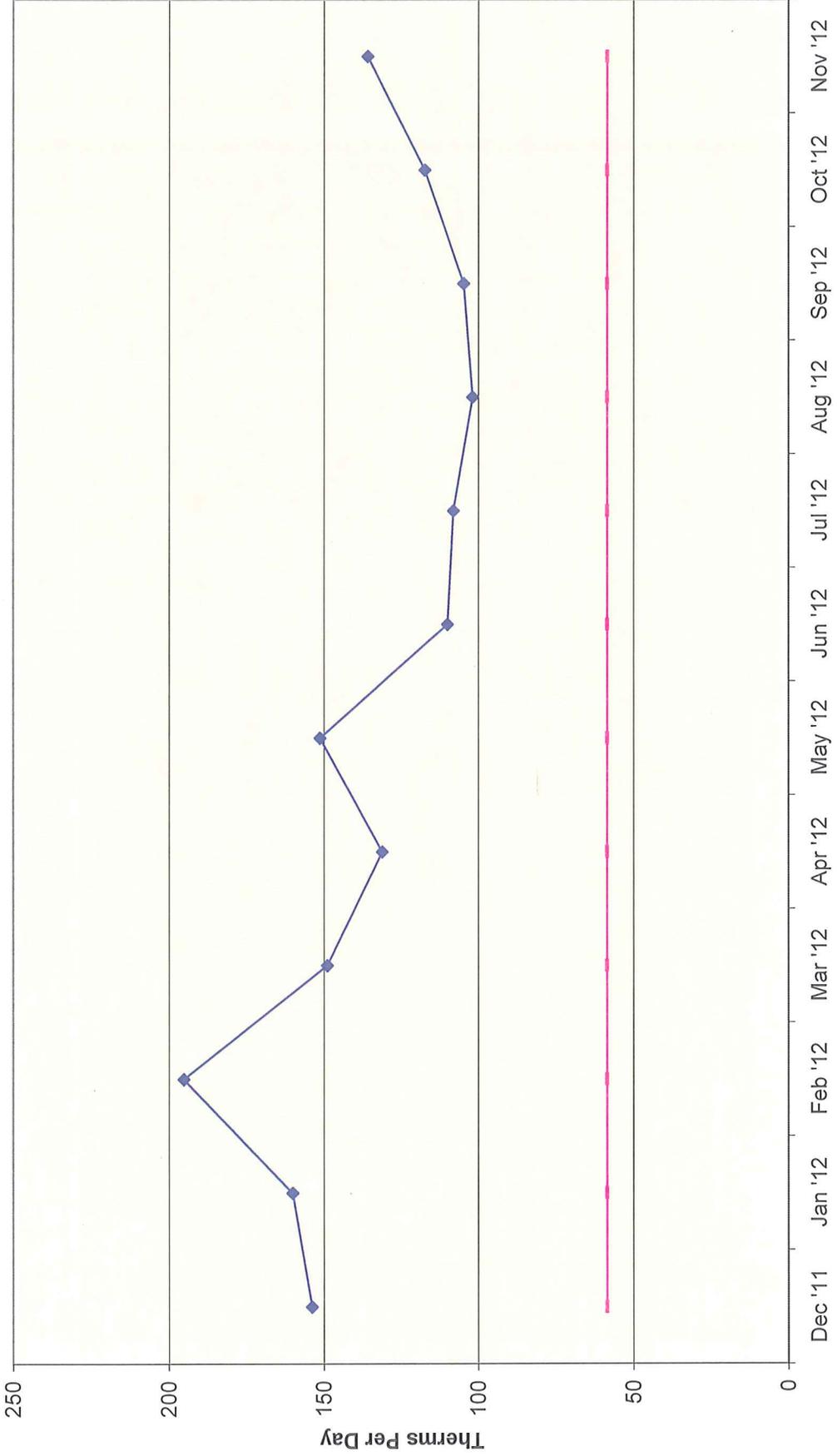


Energy kWh/MG



Natural Gas Use

◆ Natural Gas
— Cap



**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
November 2012**

General:

For November 2012, after accounting for all leaves, the breakdown of Collection System department staff time, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 2.1 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.3 FTE field workers for Pump Station Maintenance
- 0.6 FTE field workers for CCTV work, and
- 2.0 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.

Collection System Maintenance:

A total of 50,920 feet of sewer pipelines were cleaned for the month. Staff completed 241 maintenance work orders generated by the ICOMMM3 CMMS system, with 6 outstanding work orders. The footage cleaned per hour, line cleaned/month, and outstanding work orders are within established parameters for the department. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month are attached.

The Collection department staff spent about a day-and-a-half cleaning storm drains in the Lea Ct/McClelland Dr. area in response to a comment from the neighborhood to explore the storm drains in this area as potential odor sources. District staff performed this activity as City of Novato staff was unable to perform it within the requested timeframe due to their other maintenance priorities/staffing. The District performed the activity after receiving verbal permission from City staff.

There was a significant storm event at the end of November and the Collection system staff prepared extensively to meet it; examples of preparations included: staging generators at critical pump stations, checking trailer mounted generators and pumps to ensure proper operation, siting large-diameter hoses at critical locations for ease of access, and inspecting and/or cleaning known problem areas prior to the storm. These preparations also meant that staff efforts were directed away from normal maintenance for the better part of a week. However, the results of these preparations were satisfactory in that (as stated below), there were no overflows during or after this weather event, as well as for the entire month of November.

Pump Station Maintenance:

The Collection System Department conducted 301 lift station inspections for the month of November, 2012, with 181 of the inspection visits generated through the JobCal Plus CMMS system.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
November 2012**

The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 1 time per month, 7 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. There was no unusual maintenance performed by staff for the month of November.

A Collection Systems 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:

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403), construction started on Hanger Ave pump station in October, and control of the station continues to remain to the contractor, W.R. Forde, until the project is complete.

Safety and Training:

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

Specialized training: Collection System staff attended 1hr of training on Blood Borne Pathogens and Fire Extinguisher use (refreshers)

Safety performance: Was excellent with no lost time accidents for a total of 624 accident-free days at the end of November 2012.

Standard Operating Procedures:

The Standard Operating Procedure (SOP) Index was created to include SOPs for the Collection System and Pump Stations as well as general SOPs for the District; the index was updated in October. Currently, collection system staff has prepared twenty-one (21) draft Periodic Station Check SOPs which will be finalized by year-end. District staff generated 1 SOP for initial release in November, 2012.

Sanitary Sewer Overflows (SSOs):

For the month of November, 2012, there were zero (0) SSO's.

Novato Sanitary District

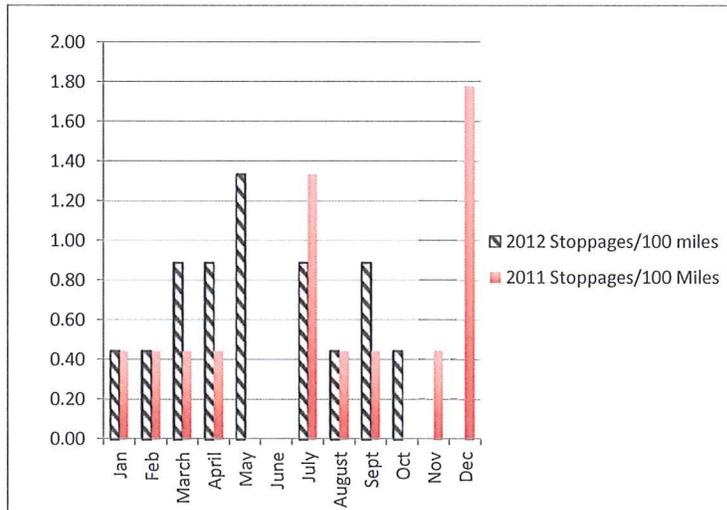
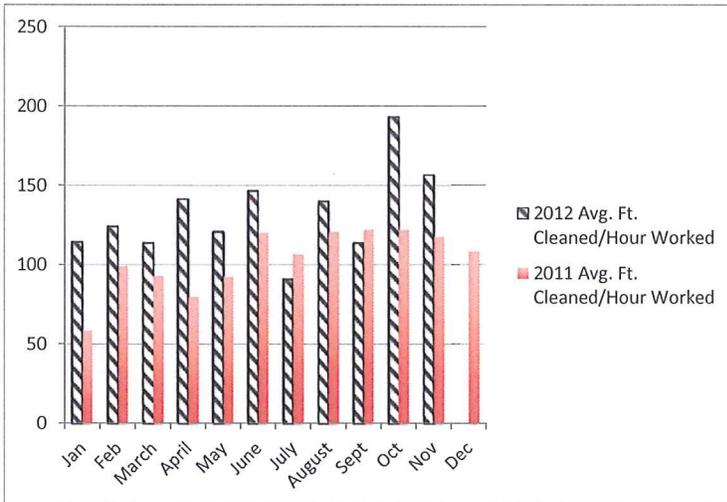
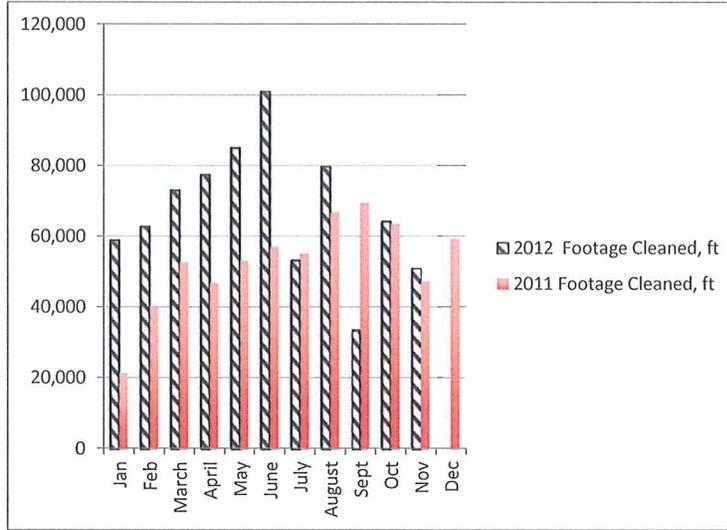
Collection System Monthly Report For 2012 (as of November 2012)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	547	549	689	575	709	723	611	612	307	364	363	0	6,048	
Number of FTEs (main line cleaning)	3.2	3.2	4.0	3.3	4.1	4.2	3.5	3.5	1.8	2.1	2.1	0.0		
Regular Time Worked on Coll. Sys., hrs	514	505	640	547	703	688	584	589	295	332	325		5,700	
Regular Time Worked on Other, hrs ⁽¹⁾	69	148	174	189	153	232	341	336	383	419	334		2,777	
Regular Time Worked on CCTV ⁽²⁾	NA	NA	NA	NA	NA	NA	NA	NA	NA	104	96		200	
Vacation/Sick Leave/Holiday, hrs	221	357	292	365	371	77	194	257	142	55	278		2,609	
Overtime Worked on Coll. Sys., hrs	33	44	49	29	6	35	27	44	12	32	38		348	
Overtime Worked on Other, hrs ⁽¹⁾	1	0	3	13	1	7	1	10	30	10	9		83	
Overtime Worked on CCTV ⁽²⁾	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0		0	
After Hours Callouts, #	1	2	0	0	0	1	0	1	0	0	2		7	
Service calls, normal hours, #	7	3	8	4	6	6	8	3	10	14	5		74	
Average S.C. response time, mins	29	30	23	13	14	14	18	20	19	15	11		206	19
Productivity														
Rodder Work Orders Generated, ft	16	18	3	54	92	75	56	13	10	24	13		374	
Rodder 3203 Ft. Cleaned	1,626	1,064	708	10,369	12,117	12,886	8,995	3,071	2,936	2,920	2,353		59,045	5,368
Flusher Work Orders Generated	275	286	299	344	428	452	235	454	151	303	228		3,455	
Truck 3205V Ft. Cleaned	7,667	23,744	0	2,364	2,125	0	6,892	24,899	6,366	10,305	1,257		85,419	7,765
Truck 3206V Ft. Cleaned	49,636	37,928	59,307	64,640	70,815	88,100	37,294	51,970	24,190	51,001	47,310		582,191	52,926
Camera Ft. Videoed	5,274	1,031	13,000	1,565	8,545	17,237	23,790	15,534	19,268	NA	6,503		111,747	11,175
Work Orders Completed	291	304	302	398	520	527	291	467	161	327	241		3,828	348
Work Orders backlog	14	42	67	41	27	28	16	0	0	10	6		251	23
Total Footage Cleaned	58,929	62,736	73,015	77,373	85,057	100,986	53,181	79,740	33,492	64,226	50,920		739,655	61,638
Stoppages														
Minor	1	1	2	2	3	0	2	1	2	1	0		15	
Major	0	1	2	2	3	0	1	1	0	0	0		10	
Overflow Gallons	1	0	0	0	0	0	1	0	2	1	0		5	
Volume Recovered	75	26	398	316	68	0	3,385	5	14,184	2,900	0		21,357	
Percent Recovered	0%	100%	27%	29%	93%	NA	100%	100%	5%	0%	NA		4,387	21%
Benchmarks														
Average Ft. Cleaned/Hour Worked	115	124	114	142	121	147	91	140	114	193	157		NA	133
Total Stoppages/100 Miles	0.4	0.4	0.9	0.9	1.3	0.0	0.9	0.4	0.9	0.4	0.0		6.7	NA
Average spill response time (mins)	8	9	20	20	28	0	14	60	17	28	NA		NA	20
Callouts/100 Miles	0.4	0.9	0.0	0.0	0.0	0.4	0.0	0	0	0	0		3.1	0.2
Overtime hours/100 Miles	15	20	22	13	3	16	12	19	5	14	17		155	13
Overflow Gallons/100 Miles	33	12	177	140	30	0	1504	2	6304	1289	0		9492	

⁽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 beginning October 2012.

Collection System 2011-12 Graphs



Novato Sanitary District

Pump Station Monthly Report For 2012 (as of November 2012)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	334	263	336	276	401	331	352	307	284	324	227	0	3,433	
Number of Employees	1.9	1.5	1.9	1.6	2.3	1.9	2.0	1.8	1.6	1.9	1.3	0.0		1.6
Regular Time Worked on Pump Sta	254	236	280	246	281	277	294	283	234	303	179		2,866	
Overtime Worked on Pump Sta	80	27	56	30	120	54	58	25	50	21	48		567	
After Hours Callouts	4	2	6	2	3	4	4	4	4	2	3		38	
Average Callout response time (mins)	23	25	38	27	34	22	24	23	35	25	40		316	29
Work Orders														
Number generated in month	114	154	112	105	119	119	130	123	119	141	188	0	1424	
Number closed in month	87	73	88	80	92	93	103	97	137	122	181			
Backlog	27	81	24	25	27	26	27	26	8	19	7			

**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
November 2012**

Summary:

The rancher moved all cattle off of all three sites for the winter. Irrigation was stopped for the winter. New control boxes were installed in seven zones in four different parcels on Site 2. The recycled water irrigation amount was 11.52 MG. Pond depths at the end of the irrigation season averaged 2.3 feet, exposing portions of the pond bottom in both ponds.

Ranch Operations:

The rancher completed removing the livestock from all sites for the winter.

Irrigation Systems:

- **Site 2:** Control boxes were replaced in Zones 251, 262, 263, 271, 273, 281 & 282 and actuators in Zones 262, 263 & 271 were wired and tested. All testing was successful except for the actuator in Zone 282 which will need to be removed and shipped to the factory for troubleshooting and repair next spring. Parcels 4 & 8 were turned over. Irrigation was turned off for the season.
- **Site 3:** There is nothing significant to report for the month. Irrigation was turned off for the season.
- **Site 7:** A new swale was constructed at the back of Parcel 78 to provide better drainage and eliminate ponding of rainwater. Irrigation was turned off for the season.

Irrigation Pump Station:

As previously reported, the 400 HP motor for Pump 2 failed in July and staff has issued a purchase order for the work. This work will be completed before the start of irrigation season next spring.

Irrigation was stopped on November 9th and the irrigation pumps were turned off for the season on November 13th. The recycled water irrigation amount was 11.52 MG for November. 414.13 MG of recycled water was irrigated on the Reclamation sites this year.

Pond depth at the end of the irrigation season averaged 2.3 feet between the two storage ponds, 0.6 feet lower than the previous month. At this elevation, portions of the pond bottom were visible. The exposed bottom at this elevation is most likely sediment that has settled out over the lifetime of the ponds. Assuming that the average bottom elevation of the ponds is 2.0 feet, 27 MG of storage capacity has been lost from the storage ponds. Staff will investigate whether it is feasible to recover this storage capacity and the best method to accomplish the recovery.

**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
November 2012**

Sludge Handling & Disposal:

Veolia's contractor (Synagro, Inc.), which was cleaning out Digester No. 2 at the Novato Treatment Plant (NTP) & the digester at the Ignacio Treatment Plant (ITP), placed approximately 604 cubic yards of solids from the Ignacio Treatment Plant Digester into Lagoon #5 for storage, until it can be disposed in the Dedicated Land Disposal (DLD) area next summer. Work was completed on November 27th.
