

NOVATO SANITARY DISTRICT

Meeting Date: May 29, 2012

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 p.m., Tuesday, May 29, 2012, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. PUBLIC COMMENT (Please observe a three-minute time limit):**

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

- 4. REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the May 14, 2012 meeting.

- 5. CONSENT CALENDAR:**

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

- a. Approve Agreement for Temporary Sanitary Sewer Connection for Novato Fire Protection District.
- b. Approve Firemen's Fund temporary discharge permit.
- c. Approve regular, payroll and payroll-related disbursements.

- 6. COMMITTEE REPORTS**

- a. Wastewater Operations Committee report.
- b. Solid Waste Committee Report.

7. BOARD OF DIRECTORS:

- a. Consider approval of a letter of support for Governor Brown's pension reform proposals.
- b. Presidential appointment of Ad Hoc Labor Negotiations Committee.

8. PUMP STATION REHABILITATION PROJECT 72403:

- a. Consider making CEQA findings, approving plans and specifications and authorizing advertising for bids for Pump Station Rehabilitation Project Unit 4.

9. BOARD MEMBER REPORTS:

- a. North Bay Water Reuse Authority.
- b. Marin Conservation League Committee meeting.

10. MANAGER'S ANNOUNCEMENTS:

11. ADJOURNMENT:

Next resolution no. 3045

Next regular meeting date: Monday, June 11, 2012, 6:30 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.

May 14, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, May 14, 2012, preceded by a closed session beginning at 5:30 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:35 p.m. President Long announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

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

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

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

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

The closed Session ended at 6:15 p.m.

Open session began at 6:30 p.m.

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

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

ALSO PRESENT: Dasse de longh, District employee and Novato resident
John Bailey, Veolia Water
Bob Guinan, Novato resident
Stan Dennison, Novato resident
Tom Gaffney, Principal, Bartle Wells Associates

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

REPORT FROM CLOSED SESSION:

District Counsel Kent Alm reported that the Novato Sanitary District Board of Directors approved a tentative settlement agreement with the California Regional Water Quality Control Board. He stated that if this agreement was acceptable, the Regional Board would presumably publish a tentative settlement on their website within the next week. He stated that the Agreement would be returned for final approval after 30 days.

PUBLIC COMMENT:

Stan Dennison, Novato resident, addressed the Board regarding the proposed increase in sewer service charges. He discussed previous years' annual charges and stated he felt the proposed rate increase was excessive. He stated he protested the rate increase.

Bob Guinan, Novato resident, requested an update of the landscaping and visual screening progress. He stated that odors emissions have improved but that he is still experiencing intermittent odors of the aeration basins.

REVIEW OF MINUTES:

Consider approval of minutes of the April 9 and April 23, 2012 Board meetings.

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the April 9 and April 23, 2012 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of Consent for Boundary Change and Waiver of Conducting Authority for Lands of Valley Memorial Park.
- b. Approval of regular disbursements in the amount of \$308,320.29, project account disbursements in the amount of \$1,055,203.71 and Board member disbursements in the amount of \$2,973.28.

BUDGET WORKSHOP:

2012-13 Budget Workshop. The Manager gave a PowerPoint presentation titled "Implementing the Strategic Plan; Budget Workshop 2012-13". The Board discussed the Strategic Plan Goals and Objectives in relationship to the financing plan update.

Tom Gaffney, Principal, Bartle Wells Associates, discussed the District's sewer service rate charges, stating that they are fair and competitive. He discussed his attendance at

the Marin County Association of Realtors meeting where he reviewed wastewater treatment rates and the cost methods used to calculate sewer service charges: fixed costs vs. variable costs. He outlined the advantages of using the fixed cost method.

President Long requested Mr. Gaffney return to the June 11th Board meeting/Public Hearing and give a presentation outlining the fixed cost method to calculate sewer service charges. Mr. Gaffney agreed to this request.

ADMINISTRATION:

- Review Quarterly Revenue and Expenditure Report for period ended March 31, 2012. The Manager reviewed the Revenue and Expenditure Report for Quarter ended March 2012 and discussed the information with the Board.

- Consider approval of budget amendments. The Manager requested amendments to the current budget for account No. 60150: Collection System Repairs & Maintenance in the amount of \$20,000 and for account No. 65101: Pump Stations Operating Chemicals in the amount of \$73,000.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the FY 2011-12 Budget Amendments to account No. 60150 in the amount of \$20,000 and to account No. 65101 in the amount of \$73,000.

- Consider authorizing staff to contract with Maze and Associates to perform financial audits for 2011-12, 2012-13 and 2013-14. The Manager stated that ten accounting firms submitted proposals which were thoroughly reviewed and evaluated by staff. She stated that the process yielded three very well-qualified firms: Maze & Associates, Moss, Levy & Hartzheim, LLP and Cropper Accountancy. The Manager stated that after careful consideration, she recommends that the audit firm Maze and Associates be retained to perform the District audit for fiscal year 2011-12.

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the Board approved the retention of Maze and Associates to perform the District audit for fiscal year 2011-12.

ANNUAL COLLECTION SYSTEM REPAIRS 72803:

- Review bids and consider acceptance of lowest responsive bid, and authorize Manager-Engineer to execute contract for repair or replacement of sewer mains at San Marin Drive at San Mateo Drive; Eucalyptus Avenue between Devonshire Drive and Mendocino Lane; and Raposa Vista at Pico Vista. The Manager stated that three bids were received for the project and that Maggiora & Ghilotti was the lowest bid at \$79,479.00. She requested the Board accept the bid and authorize execution of the contract.

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the Board authorized the Manager-Engineer to execute a Contract with Maggiora & Ghilotti in the amount of \$79,479.00 for the Annual Collection System Repairs, 2012 Sewer Repairs, Group 1; Project 72803-11-04

- Review bids and consider acceptance of lowest responsive bid, and authorize the Manager-Engineer to execute contract for repair or replacement of sewer mains on Simmons Lane at San Marin Drive. The Manager stated that four bids were received for the project and that Team Ghilotti was the lowest bid at \$37,721.00. She requested the Board accept the bid and authorize execution of the contract.

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the Board authorized the Manager-Engineer to execute a Contract with Team Ghilotti in the amount of \$37,721.00 for the Annual Collection System Repairs-Simmons Lane Sewer Repairs 2012; Project 72803-11-05.

BOARD MEMBER REPORTS:

President Long stated that he, Ginger Bryant and Jack Baker, met with Supervisor Judy Arnold to discuss the District's participation in the North Bay Water Reuse Authority's Phase 2 Project. The Manager stated that the District has budgeted for full participation in the Project.

Member Di Giorgio discussed his participation at the North Bay Watershed Association meeting which was held in Napa on May 4th.

- California Association of Sanitation Agencies Conference, April 25-27, 2012. The Board members discussed their participation at the CASA Conference that was held in Napa, April 25th - 27th. President Long and Members Di Giorgio, Mariana, Peters and Welsh attended the conference.

- Novato Sanitary District Retirement Benefit Matrix. President Long discussed the Retirement Benefit Comparison matrix that was prepared by staff and included in the Board agenda packet. He stated that this comparison should be included with the letter the Board would prepare for Governor Jerry Brown supporting his twelve point pension reform plan.

MANAGER'S ANNOUNCEMENTS:

- The District has received 14 protest letters/notices as of May 14, 2012.
- The North Bay Water Reuse Authority meeting will be held at 9:00 a.m. on May 21st at the District office.
- The Wastewater Operations Committee meeting will be held at 2:00 p.m. on May 21st at the District office.

- The Solid Waste Committee meeting will be held at 4:30 p.m. on May 21st at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the Board meeting at 8:15 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

DRAFT

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Fire District Temporary Sewer Connection	MEETING DATE: May 28, 2012 AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve Agreement for Temporary Sanitary Sewer Connection for Novato Fire Protection District.	
SUMMARY AND DISCUSSION: Novato Fire District will be extensively remodeling Fire Station 64 at 319 Enfrente Road. They plan to lease a property at 105 Roblar Drive for a temporary fire station during the construction. The attached Agreement will allow them to make the necessary temporary connection. Staff recommends approval.	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:

AGREEMENT FOR TEMPORARY SANITARY SEWER CONNECTION
NOVATO FIRE PROTECTION DISTRICT
Station 64 Temporary Structure, Marin County, California
Assessor's Parcel Number 157-400-14

This Agreement for Temporary Sanitary Sewer Connection (this "Agreement") is made as of _____, 2012, by and between NOVATO FIRE PROTECTION DISTRICT (the "Fire District") and NOVATO SANITARY DISTRICT (the "Sanitary District"), (individually a "Party" and collectively referred to herein as the "Parties"), with reference to the following facts:

RECITALS

A. The Fire District is leasing certain property located at 105 Roblar Drive in the City of Novato (the "Property") pursuant to a lease with the Sonoma Marin Area Rail Transit District (the "Lease").

B. The Fire District intends to use the Property for the temporary relocation of Fire Station 64 which will provide 24-hour emergency response services for approximately 30 months during the demolition and reconstruction of the permanent fire station 64 at 319 Enfrente Road (the "Temporary Station").

C. The Fire District desires to connect the Property to the Sanitary District's sewer system (the "System") and to receive wastewater conveyance, treatment and disposal services (the "Sewer Services") from the Sanitary District during the term of the Lease for the operation of the Temporary Station.

D. The Fire District has submitted to the Sanitary District plans showing the sewer connection layout (the "Plans") and has submitted Sewer Permit Application No. _____ (the "Permit") to the Sanitary District.

E. The Parties through this Agreement desire for the Sanitary District to grant to the Fire District the right to connect the Property to the System and to provide Sewer Services to the Property during the term of the Lease, on such terms as are described below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, the Parties agree as follows:

Section 1. Sanitary District's Obligations.

(a) The Sanitary District grants to the Fire District the right to connect the Property to the System pursuant to the Plans approved by the Sanitary District, during the term of the Lease.

(b) The Sanitary District agrees to approve the Permit. Upon approval of the Permit the Sanitary District agrees to provide Sewer Services to the Property.

Section 2. Fire District's Obligations.

(a) The Fire District agrees to construct the sewer lines in accordance with the Plans and applicable Sanitary District regulations, and agrees to obtain all applicable permits for the construction of the sewer lines.

(b) The Fire District agrees to pay connection and use fees imposed by the Sanitary District pursuant to the Sanitary District adopted rates currently in effect.

Section 3. Successors and Assigns. All of the terms, covenants and conditions shall inure to the benefit of and be binding upon the Parties and their respective successors and assigns.

Section 4. Notices. Formal notices, demands and communications among the Parties shall be sufficiently given if, and shall not be deemed given unless, dispatched by certified mail, return receipt requested, or express delivery service with a delivery receipt, to the principal offices of the Parties as follows:

Fire District: Novato Fire Protection District
 95 Rowland Way
 Novato, CA 94945
 Attention: Deputy Chief Eric Nickel

Sanitary District: Novato Sanitary District
 500 Davidson Street
 Novato, CA 94945
 Attention: Bill Northcroft

Notices shall be deemed received as of the date delivered or delivery was refused as shown on the return receipt. The foregoing addresses may be changed by notice given as provided in this Agreement. Each Party shall promptly notify each of the other Parties of any change in its address as last disclosed.

Section 5. Time is of the Essence. Time is of the essence in the performance of this Agreement.

Section 6. Applicable Law. This Agreement shall be interpreted in accordance with and governed by the laws of the State of California.

Section 7. Entire Understanding of the Parties. This Agreement constitutes the entire understanding and agreement of the parties with respect to the Easement and the other matters set forth in this Agreement.

Section 8. Counterparts. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, and all of which taken together shall constitute this Agreement.

Section 9. Authority. Each person executing this Agreement on behalf of the Parties represents that each has the full power and authority to enter into this Agreement.

Section 10. Amendments. This Agreement may be amended modified, cancelled or terminated only by a written instrument executed by the Parties.

Section 11. Captions. The headings or captions to the sections of this Agreement are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part thereof.

Section 12. Waiver. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute a waiver of any other provision. No waiver shall be binding unless executed in writing by the party making the waiver.

Section 13. Interpretation. If any term or provision of this Agreement shall, to any extent, be invalid or unenforceable under applicable law, then the remaining terms and provisions of this Agreement shall not be affected, and each such remaining term and provision shall be valid and enforced to the fullest extent permitted by applicable law.

Section 14. Legal Actions. If any legal action is commenced to interpret or to enforce the terms of this Agreement, the prevailing party shall be entitled to recover against the party not prevailing, all reasonable attorneys' fees and costs incurred in the action.

Section 15. Severability. If any clauses of this Agreement shall become illegal, null or void for any reason, or shall be held by any court of competent jurisdiction to be so, the remaining portion shall remain in full force and effect.

WHEREFORE the Parties have executed this Agreement as of the date first written above.

Fire District:

Novato Fire Protection District

By: James Galli
Its: President, Board of Directors

By: Marc A. Revere
Its: Fire Chief

Sanitary District:

Novato Sanitary District

By: _____
Its: _____

By: _____
Its: _____

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Firemen's Fund Insurance Co., temporary discharge of non-domestic water	MEETING DATE: May 28, 2012 AGENDA ITEM NO.: 5b.
RECOMMENDED ACTION: Approve an application from Firemen's Fund Insurance Co. and authorize the Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of non-domestic water from man-made decorative ponds on the site of the Firemen's Fund property off San Marin Drive, incorporating the below listed variances and conditions.	
SUMMARY AND DISCUSSION: <p>The District received a permit application from Firemen's Fund Insurance Co. on May 23, 2012, for a temporary, Class I non-domestic discharge permit. The application is to discharge approximately 1.2 million gallons of water from man-made decorative ponds on the Firemen's Fund site. The original source of the water is potable water from the North Marin Water District. The applicant has submitted laboratory testing information on the water to be discharged.</p> <p>Staff evaluated the test results and found one parameter of concern: (a) the pH of the water at 9.7 s.u. The District's Sewer Use Ordinance (SUO) specifies an upper limit of 8.5 s.u. for discharges into the District's system. The applicant has requested relief from this upper limit. In the past, the District has granted pH upper limit relief to 10.5 s.u. to non-domestic dischargers (for example, to the Buck Institute) on the basis of Section 207 of the SUO, and consistent with Federal pretreatment regulations.</p> <p>Also, the District's SUO limits permitted temporary discharges to a 50 gpm flow rate. This 50 gpm limit is intended as a conservative value to protect the District's downstream infrastructure during such temporary discharges. If this limit is utilized, it will take the Applicant over 16 days of continuous 24/7 discharge to complete its discharge. Staff is of the opinion that this is an unreasonably long period of time to subject the Applicant to, and the Applicant has also requested a variance from this provision. Staff reviewed the District's downstream infrastructure, and is comfortable with recommending a higher discharge value than 50 gpm in this instance. Accordingly, staff recommends that the Board provide a variance on this limit and set a limit of 100 gpm for this particular permit application only.</p> <p>Therefore, staff recommends that the Board approve the subject application, and authorize the Manager-Engineer to issue a one time, temporary Class I non-domestic discharge permit to Firemen's Fund, to include the following conditions:</p> <ol style="list-style-type: none"> 1. The total discharge shall not exceed 1.2 million gallons, 2. The discharger shall not exceed a maximum discharge rate of 100 gpm, 3. Sets an upper limit of 10.5 s.u. on the discharge, and 4. The discharger is required to have a 45 micron sediment filter on its discharge. 	
ALTERNATIVES: Do not approve the discharge. No alternatives were submitted by the Applicant.	
BUDGET INFORMATION: Permit, monitoring, and discharge fees will offset the cost of preparing the permit and monitoring the discharge.	
DEPT.MGR.: <i>Jandeep S. Kaurkar</i>	MANAGER: <i>Suevely B. James</i>

Novato Sanitary District Operations Check Register

May 29, 2012

Date	Num	Name	Credit
May 29, 12			
05/29/2012	54476	PSC	12,870.20
05/29/2012	54483	Veolia Water North America, Inc.	10,080.00
05/29/2012	54478	RMC Water & Environment, Inc.	3,227.50
05/29/2012	54456	American Express-22062	3,172.30
05/29/2012	54472	North Marin Water District	2,052.50
05/29/2012	54458	Bartle Wells Assoc, Inc	1,863.58
05/29/2012	54465	CT Promotions	1,513.10
05/29/2012	54463	CDW Government, Inc.	1,394.00
05/29/2012	54457	Associated Corrosion Engineers	945.00
05/29/2012	54482	USA BlueBook	788.76
05/29/2012	54462	Cantarutti Electric, Inc	768.00
05/29/2012	54466	Empire Mini Storage - Novato	755.00
05/29/2012	54461	California Diesel & Power	654.00
05/29/2012	54459	BoundTree Medical, LLC	391.70
05/29/2012	54460	Cagwin & Dorward Inc.	329.00
05/29/2012	54464	Claremont EAP, Inc.	295.00
05/29/2012	54477	R & B Company	208.32
05/29/2012	54469	HACH/American Sigma Inc	192.68
05/29/2012	54455	AirGas-NCN, Inc.	164.92
05/29/2012	54467	First Alarm	111.75
05/29/2012	54475	Petty Cash	90.79
05/29/2012	54480	Stevenson, Jeffrey MD	85.00
05/29/2012	54454	3T Equipment Company Inc.	81.94
05/29/2012	ach	Long, William C.	72.15
05/29/2012	54479	Schwaab Inc.	45.50
05/29/2012	54473	One Stop Auto Service Inc.	33.68
05/29/2012	54471	National Notary Association	33.00
05/29/2012	54481	T-Mobile	23.01
05/29/2012	54474	Pacific, Gas & Electric	14.78
05/29/2012	54468	Grainger	2.26
05/29/2012	54470	void	0.00
May 29, 12			<u>42,259.42</u>

Novato Sanitary District Operating Check Register Detail

	Date	Account	Amount
3T Equipment Company Inc.			
	05/09/2012	60150 · Repairs & Maintenance	81.94
Total 3T Equipment Company Inc.			81.94
AirGas-NCN, Inc.			
	05/08/2012	65100 · Operating Supplies	164.92
Total AirGas-NCN, Inc.			164.92
American Express-22062			
	05/09/2012	66090 · Office Expense	1,051.80
	05/09/2012	60193 · Telephone	35.77
	05/09/2012	61000-4 · Water/Permits/Telephone	93.38
	05/09/2012	65193 · Telephone	288.42
	05/09/2012	60100 · Operating Supplies	231.64
	05/09/2012	66100 · Engineering Supplies	151.64
	05/09/2012	66170 · Travel, Meetings & Training	1,163.36
	05/09/2012	66193 · Telephone	156.29
Total American Express-22062			3,172.30
Associated Corrosion Engineers			
	05/15/2012	63150 · Repairs & Maintenance	945.00
Total Associated Corrosion Engineers			945.00
Bartle Wells Assoc, Inc			
	05/10/2012	66123 · O/S Contractual	1,863.58
Total Bartle Wells Assoc, Inc			1,863.58
BoundTree Medical, LLC			
	05/09/2012	64170 · Pollution Prevention/Public Ed	391.70
Total BoundTree Medical, LLC			391.70
Cagwin & Dorward Inc.			
	05/01/2012	66150 · Repairs & Maintenance	329.00
Total Cagwin & Dorward Inc.			329.00
California Diesel & Power			
	05/11/2012	65150 · Repairs & Maintenance	654.00
Total California Diesel & Power			654.00
Cantarutti Electric, Inc			
	04/23/2012	66150 · Repairs & Maintenance	768.00
Total Cantarutti Electric, Inc			768.00
CDW Government, Inc.			
	05/16/2012	66124 · IT/Misc Electrical	1,394.00
Total CDW Government, Inc.			1,394.00
Claremont EAP, Inc.			
	05/15/2012	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			295.00
CT Promotions			
	05/16/2012	67500 · Household Hazardous Waste	1,513.10
Total CT Promotions			1,513.10
Empire Mini Storage - Novato			
	05/18/2012	66123 · O/S Contractual	755.00
Total Empire Mini Storage - Novato			755.00
First Alarm			
	05/15/2012	66150 · Repairs & Maintenance	111.75
Total First Alarm			111.75
Grainger			
	05/09/2012	65150 · Repairs & Maintenance	2.26
Total Grainger			2.26
HACH/American Sigma Inc			
	05/11/2012	64100 · Operating Supplies	192.68

Novato Sanitary District Operating Check Register Detail

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Total HACH/American Sigma Inc Long, William C.			192.68
	05/10/2012	66170 · Travel, Meetings & Training	72.15
Total Long, William C. National Notary Association			<u>72.15</u>
	05/11/2012	66070 · Insurance	33.00
Total National Notary Association North Marin Water District			<u>33.00</u>
	05/10/2012	65192 · Water	87.00
	05/10/2012	64160 · Research & Monitoring	1,965.50
Total North Marin Water District One Stop Auto Service Inc.			<u>2,052.50</u>
	05/14/2012	66150 · Repairs & Maintenance	33.68
Total One Stop Auto Service Inc. Pacific, Gas & Electric			<u>33.68</u>
	05/01/2012	65191 · Gas & Electricity	14.78
Total Pacific, Gas & Electric Petty Cash			<u>14.78</u>
	05/23/2012	66090 · Office Expense	23.63
	05/23/2012	66170 · Travel, Meetings & Training	36.00
	05/23/2012	60060 · Gas, Oil & Fuel	10.00
	05/23/2012	60100 · Operating Supplies	21.16
Total Petty Cash PSC			<u>90.79</u>
	04/30/2012	67500 · Household Hazardous Waste	12,870.20
Total PSC R & B Company			<u>12,870.20</u>
	05/08/2012	63150 · Repairs & Maintenance	208.32
Total R & B Company RMC Water & Environment, Inc.			<u>208.32</u>
	05/10/2012	64160 · Research & Monitoring	3,227.50
Total RMC Water & Environment, Inc. Schwaab Inc.			<u>3,227.50</u>
	05/11/2012	66090 · Office Expense	45.50
Total Schwaab Inc. Stevenson, Jeffrey MD			<u>45.50</u>
	05/09/2012	66090 · Office Expense	85.00
Total Stevenson, Jeffrey MD T-Mobile			<u>85.00</u>
	05/15/2012	21020 · Accounts Payable	
	05/15/2012	65193 · Telephone	23.01
Total T-Mobile USA BlueBook			<u>23.01</u>
	05/11/2012	60100 · Operating Supplies	788.76
Total USA BlueBook Veolia Water North America, Inc.			<u>788.76</u>
	05/17/2012	64160 · Research & Monitoring	10,080.00
Total Veolia Water North America, Inc.			<u>10,080.00</u>
Total expenditure detail			<u><u>42,259.42</u></u>

Novato Sanitary District Capital Projects Check Register

May 29, 2012

Date	Num	Name	Credit
May 29, 12			
5/29/2012	2318	RMC Water & Environment, I...	73,810.96
5/29/2012	2317	One Workplace L. Ferrari LLC	4,531.44
5/29/2012	2315	Cagwin & Dorward Inc.	2,400.00
5/29/2012	2316	Lateral-Adams	1,500.00
5/29/2012	2314	Associated Corrosion Engine...	1,215.00
5/29/2012	2320	WC's Locks & Keys	988.65
5/29/2012	2319	Verizon Communications	164.22
May 29, 12			84,610.27

Novato Sanitary District Capital Projects

	<u>Date</u>	<u>Account</u>	<u>Open Balance</u>
Associated Corrosion Engineers			
	05/15/2012	72805 · Annual Trtmt Plnt/Pump St Impr	1,215.00
Total Associated Corrosion Engineers			<u>1,215.00</u>
Cagwin & Dorward Inc.			
	05/09/2012	72804 · Annual Reclamation Fac Imp	2,400.00
Total Cagwin & Dorward Inc.			<u>2,400.00</u>
Lateral-Adams			
	05/16/2012	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Adams			<u>1,500.00</u>
One Workplace L. Ferrari LLC			
	04/30/2012	73003 · Admin Building Upgrades	4,531.44
Total One Workplace L. Ferrari LLC			<u>4,531.44</u>
RMC Water & Environment, Inc.			
	05/10/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	54,601.19
	05/10/2012	73001 · WWTP Upgrade - Contract C	19,209.77
Total RMC Water & Environment, Inc.			<u>73,810.96</u>
Verizon Communications			
	05/10/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	164.22
Total Verizon Communications			<u>164.22</u>
WC's Locks & Keys			
	05/08/2012	72609 · WWTP Upgrade - Contract B	988.65
Total WC's Locks & Keys			<u>988.65</u>
TOTAL			<u><u>84,610.27</u></u>

Novato Sanitary District
Payroll and Payroll Related Check Register

May 30, 2012

<u>Date</u>	<u>Name</u>	<u>Credit</u>
May 30, 12		
05/31/2012	May Payroll	113,672.04
05/30/2012	Retirees - Health	15,111.64
05/30/2012	United States Treasury	20,405.78
05/30/2012	EDD	6,028.86
05/30/2012	CalPers Health	32,036.00
05/30/2012	Lincoln Financial Group-401a Plan	4,113.54
05/30/2012	Lincoln Financial Group-401a Plan	3,887.23
05/30/2012	Lincoln Financial Group	3,423.18
05/30/2012	State Street Bank & Trust	3,016.66
05/30/2012	Dearborn National	2,564.57
05/30/2012	CALPERS Retirement	26,128.00
05/30/2012	Local Union 315	700.00
05/30/2012	Marin Employ Federal Credit Union	517.00
05/30/2012	Lincoln Financial Group	81.38
May 30, 12		<u>231,685.88</u>



May 15, 2012

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

Subject: Veolia Water Operations Report – April 2012

Dear Ms. James:

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

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

Regards,

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

John Bailey
Project Manager

**MONTHLY OPERATIONS REPORT
April 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	2
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TREATMENT PLANT PERFORMANCE SUMMARY: April 2012:

BAY DISCHARGE

Parameter	Monthly Performance			
	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	5.51	7.78	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	8,827	10,390	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	11,830	20,198	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	5	6	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	<5	<5	30	45
Effluent BOD ₅ - % Removal, Minimum	97	N/A	85	N/A
Effluent TSS - % Removal, Minimum	98	N/A	85	N/A
Ammonia mg/L (monthly average / daily max)	0.25	0.43	6	21
pH, su (min / max)	7.1	7.2	6.5	8.5
Enterococcus, mpn (30 day geo mean)	1.9	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	4	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	17	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

- Repair primary clarifier run signal – outside contractor & Veolia staff
- Repair primary clarifier support bracket for spray bar – Veolia staff
- Replaced Ops On Call computer
- Secondary clarifier #1 back in service
- Annual Maintenance on Secondary Scum Pumps
- Repair to UV Generator fuel line – outside contractor
- Primary Clarifier #2 back in service
- Primary Clarifier #1 removed from service

Ignacio Transfer Pump Station

- Routine rounds, readings, and maintenance
- Repaired high pressure wash down pump

CONSTRUCTION UPDATE:

- Attended weekly construction meetings.
- Damaged eyewash @ Ferric chemical area repaired

ADMINISTRATION:

- Electronic Self Monitoring Report for March 2012, submitted on 4/26/12.

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTF completed on 4/4/12
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of April 2012.
- Accident Free: 6/1/10 – 4/30/12: 698 days / 31,828 hours.
- Table top review of SOP - Removal and Restoration of Aeration Basins From Service
- Monthly Safety Training: Overexertion: Sprains and Strains

ODORS:

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant.
- Covered grating on Aeration Basins - Trial

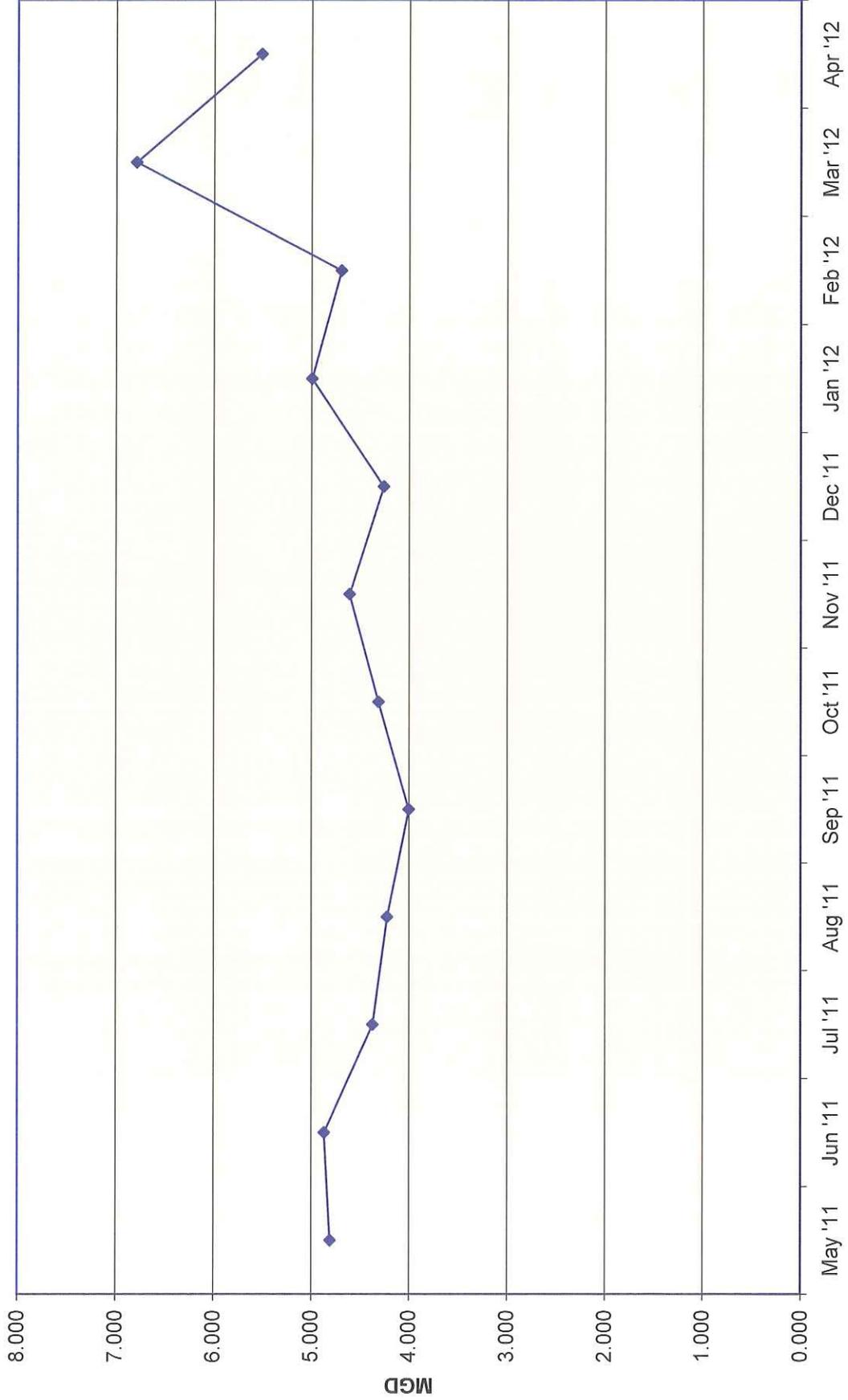
MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.
- Assist with State Revolving Fund Compliance Report, submitted on 4/30/12

Veolia Support Staff On/Off Site (Various Times)

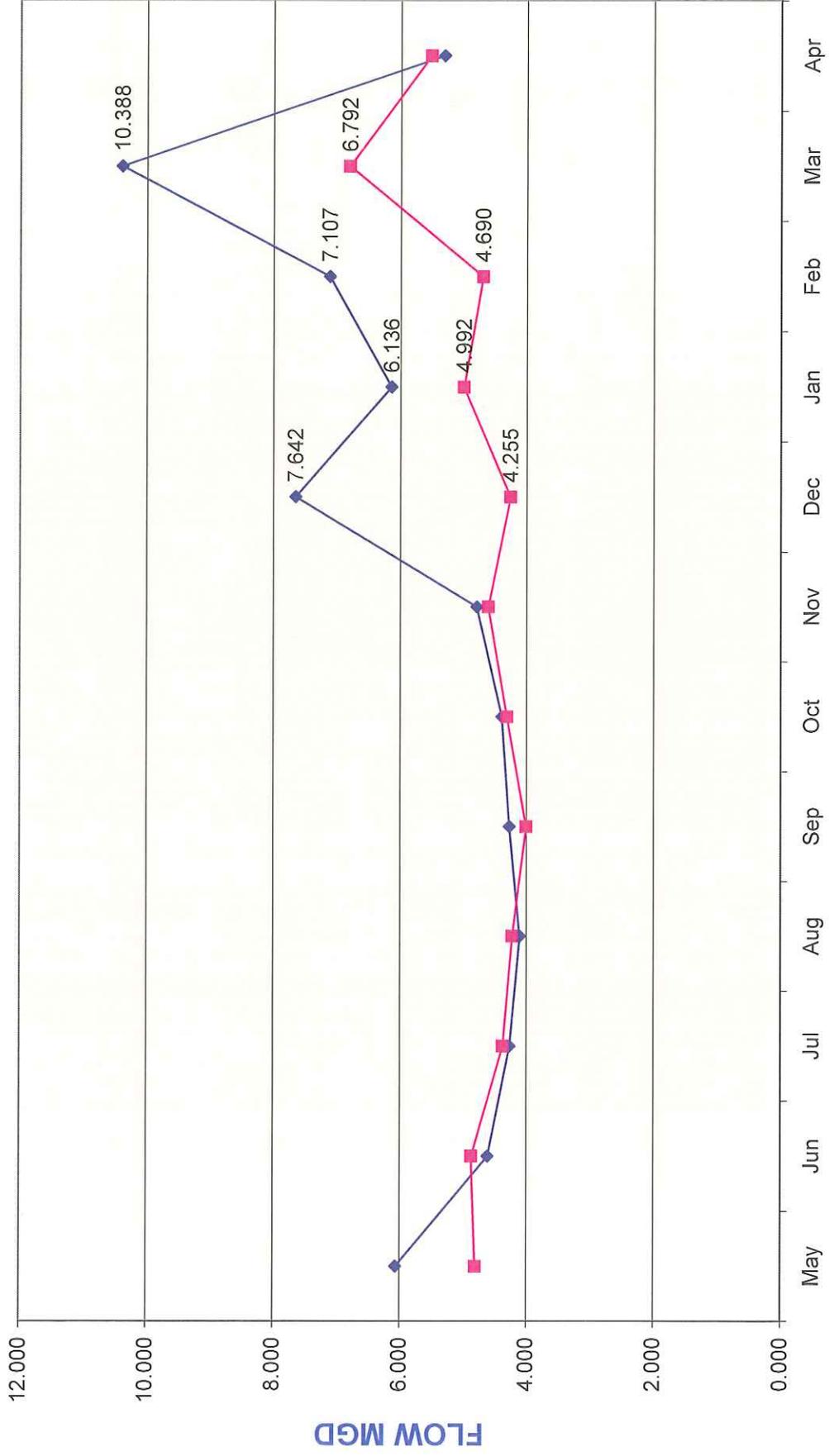
John O'Hare	Technical Support
Chris McAuliffe	District Manager
Holly Weatherhead	Environmental Manager
John Herron	Northern California Area Manager
Mike Green	Technical Support

Plant Flow

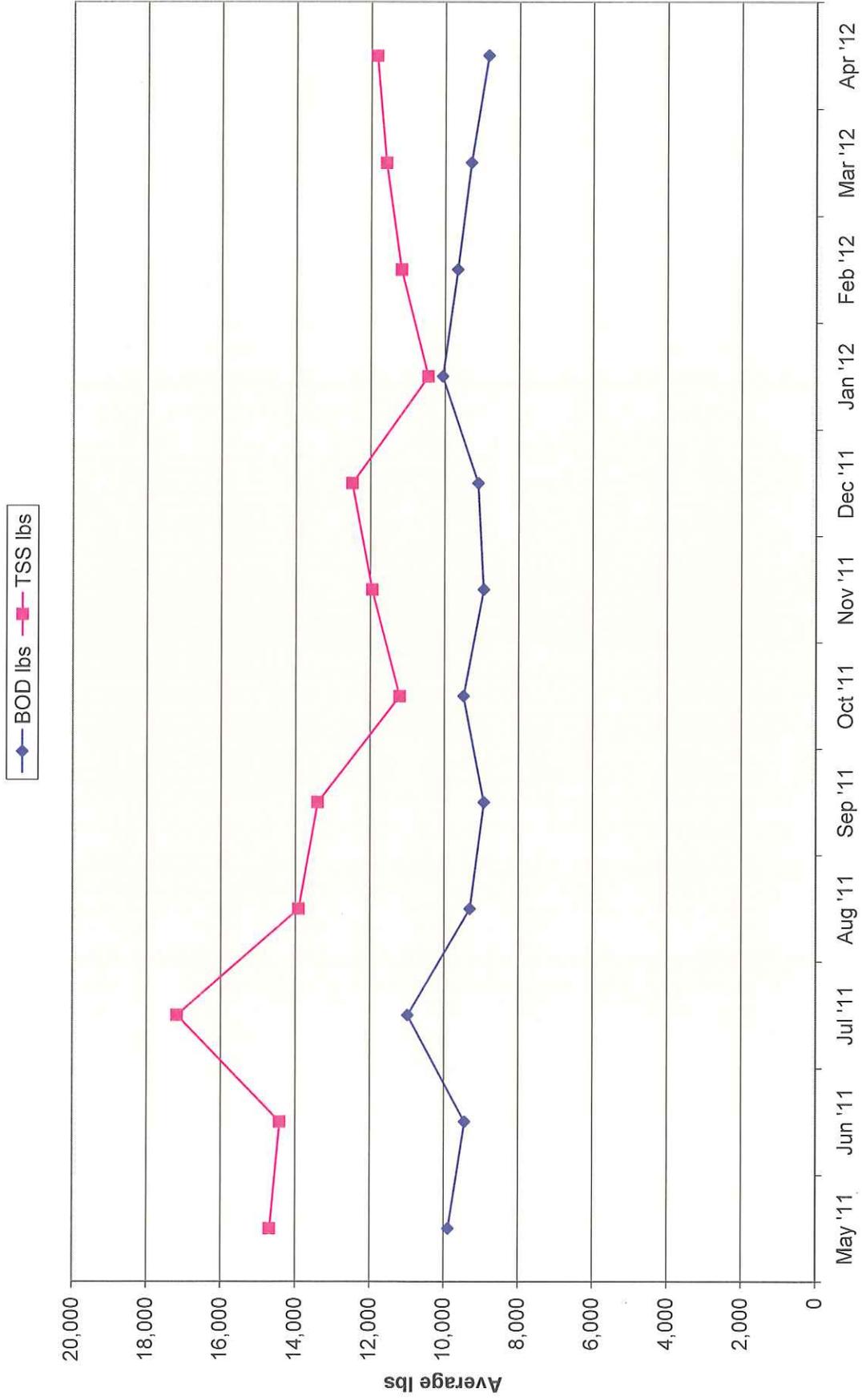


FLOW COMPARISON

—◆— 2011 —■— 2012

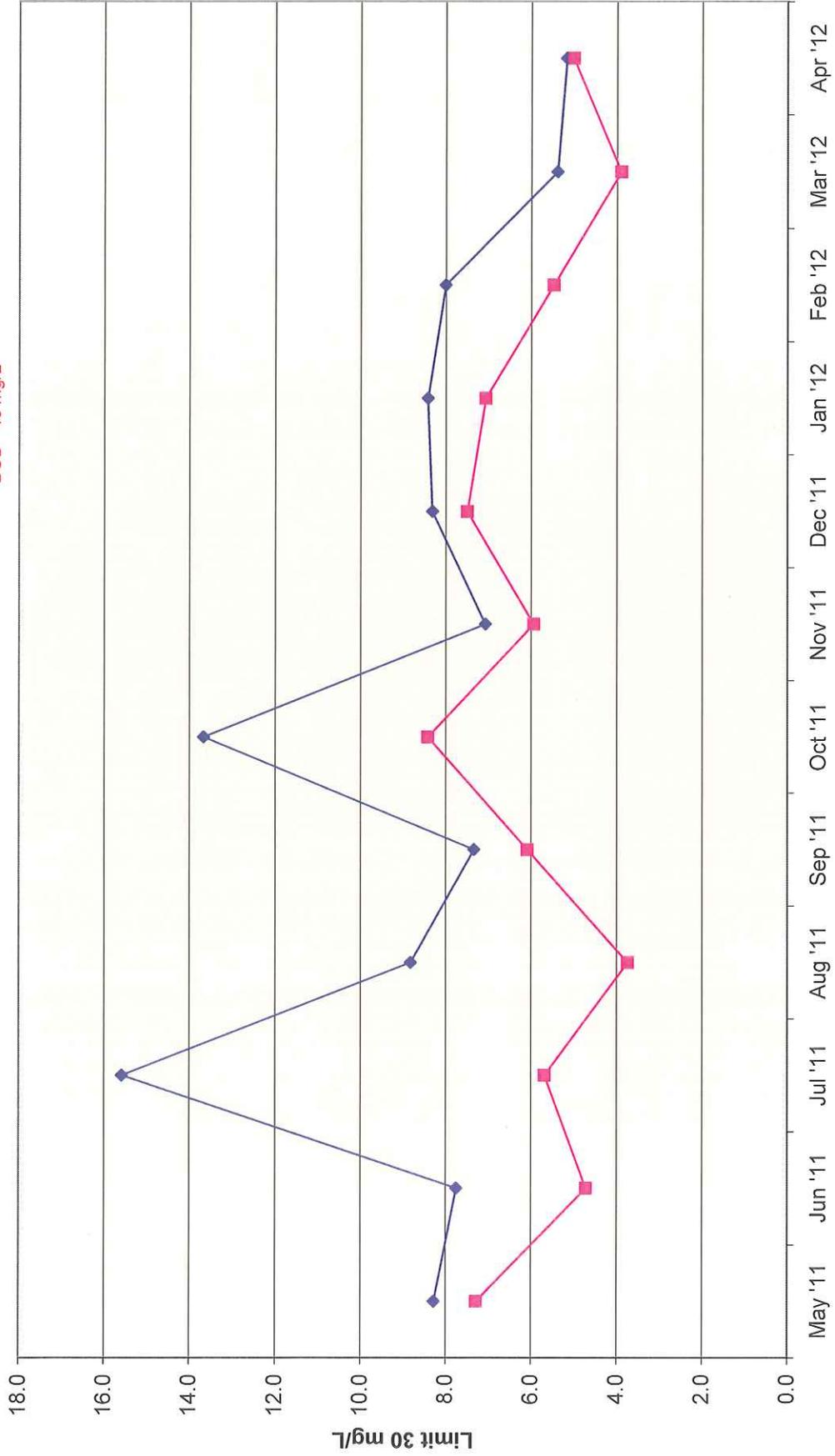


Influent Load BOD / TSS lbs

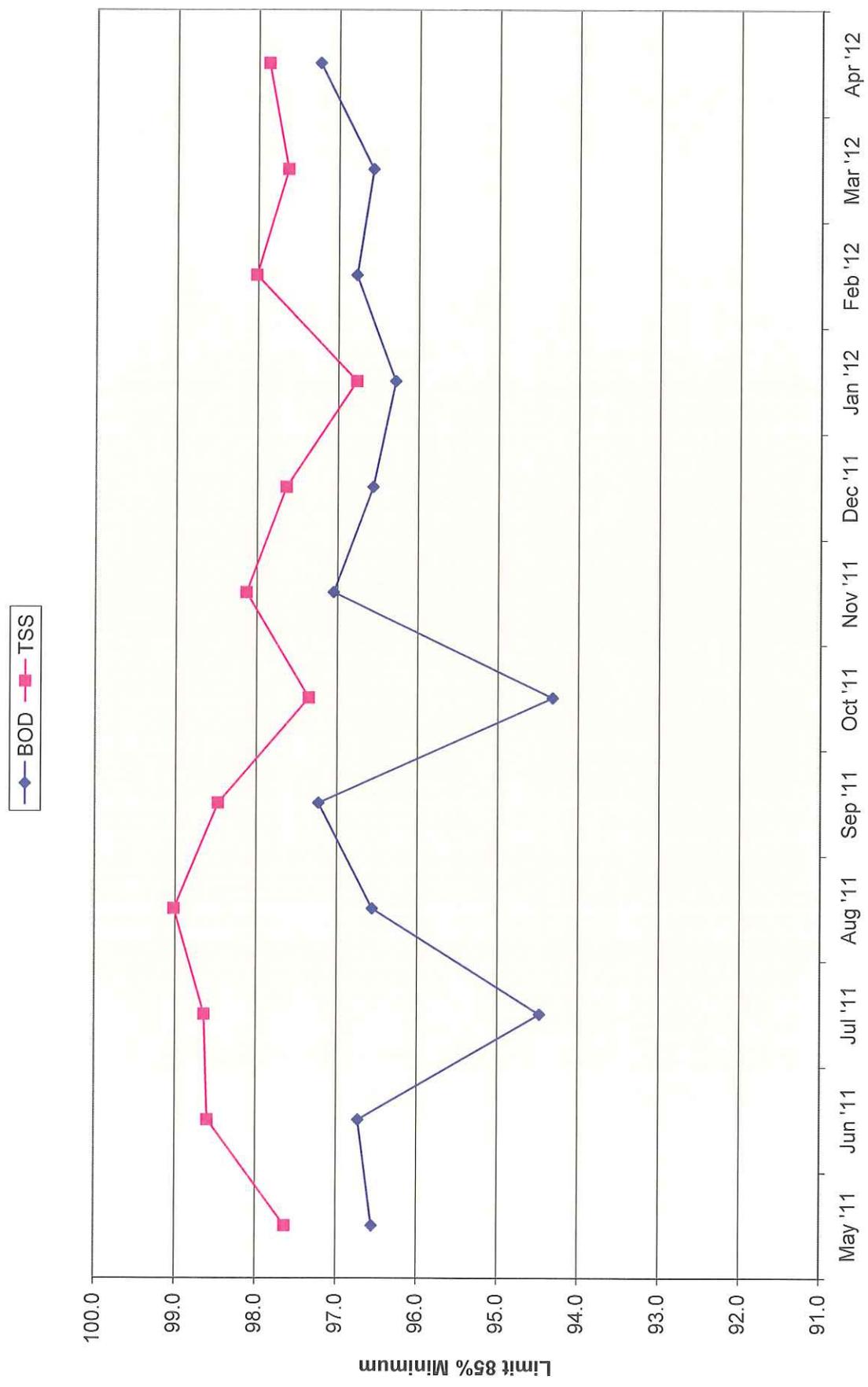


Effluent BOD / TSS Concentration

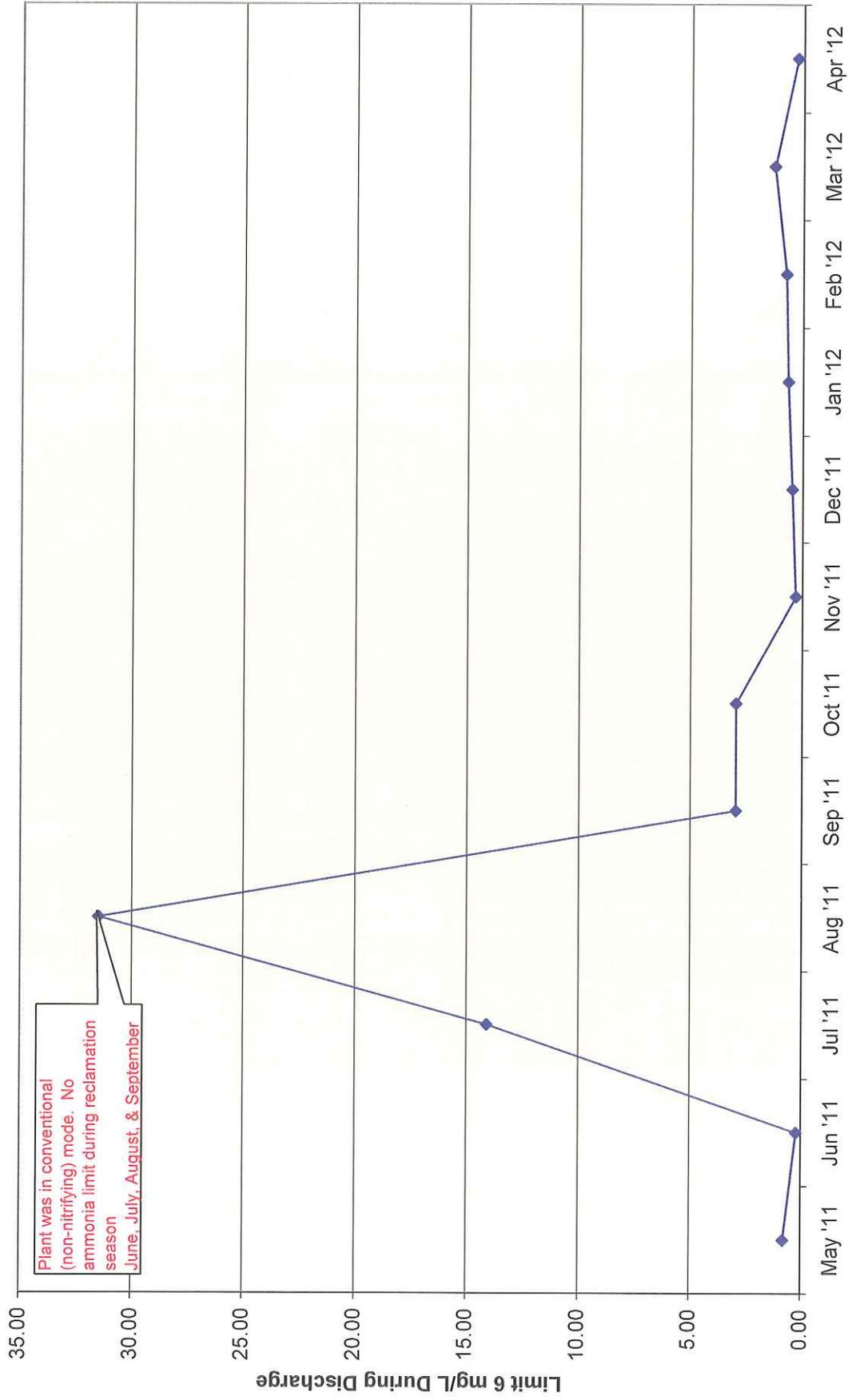
NPDES LIMITS WET SEASON
 BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave
NPDES LIMITS DRY SEASON
 BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave
 TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave
 WDR (Waste Discharge Requirements) RECLAMATION
 BOD - 40 mg/L



BOD / TSS Percent Removal



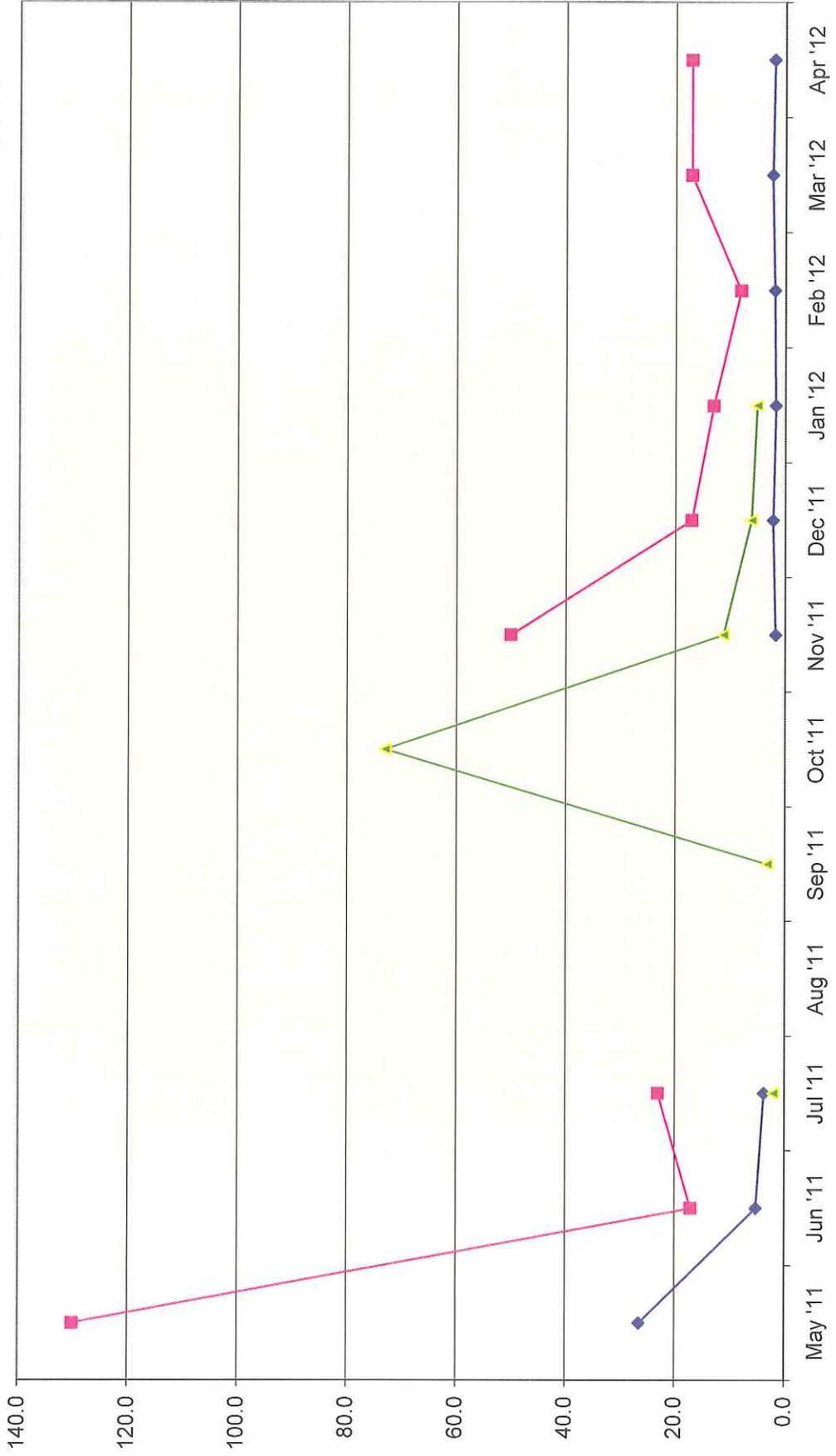
Effluent Ammonia



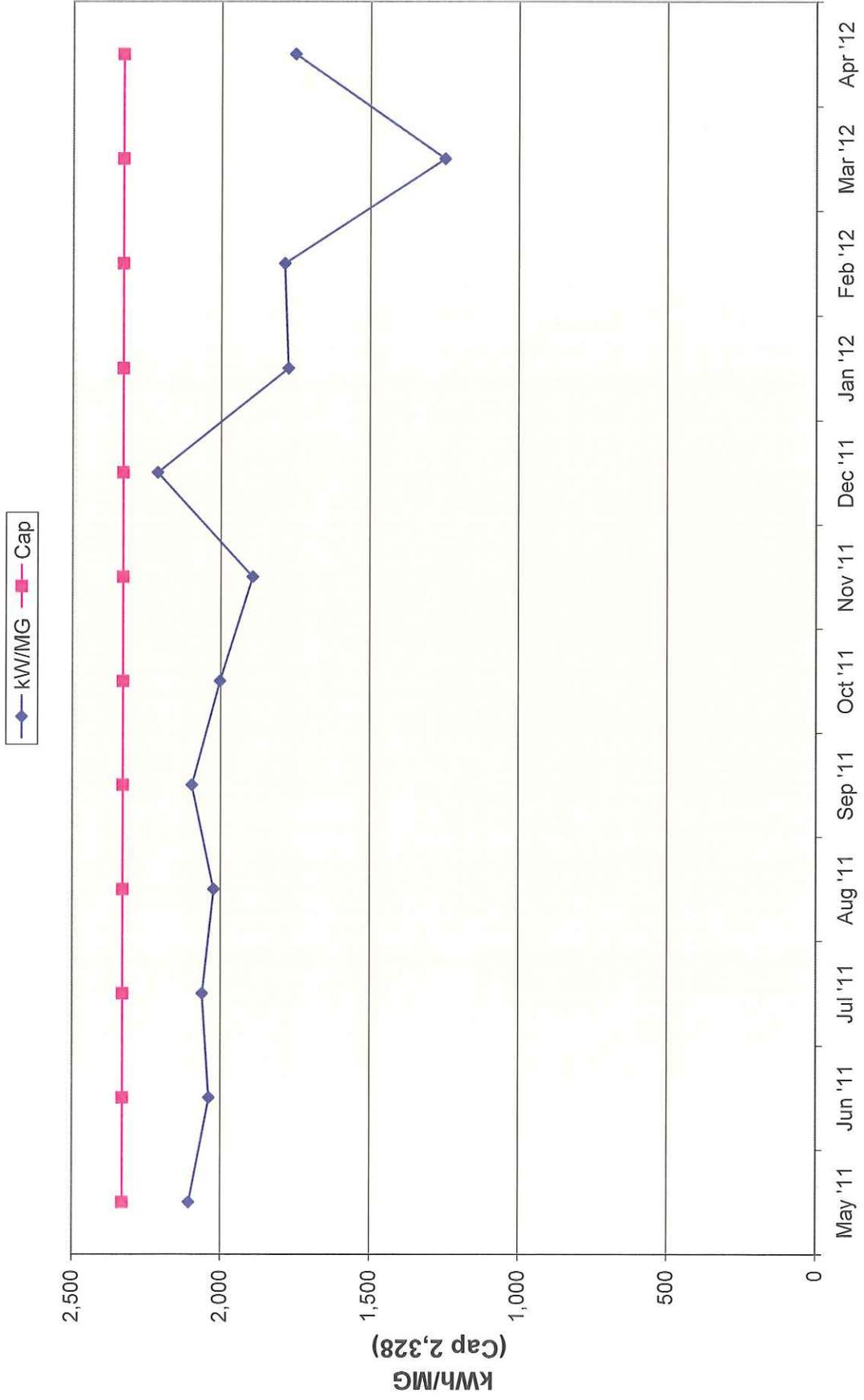
Disinfection

LIMITS - NPDES
 Entero 30 day geo mean 35 mpn /100ml
 Fecal 140 mpn monthly median
 Fecal 430 mpn 90th percentile 30 day
LIMITS - RECLAMATION
 Total Coliform 240 mpn 5 sample median
 Total Coliform maximum 10,000 mpn/100 ml

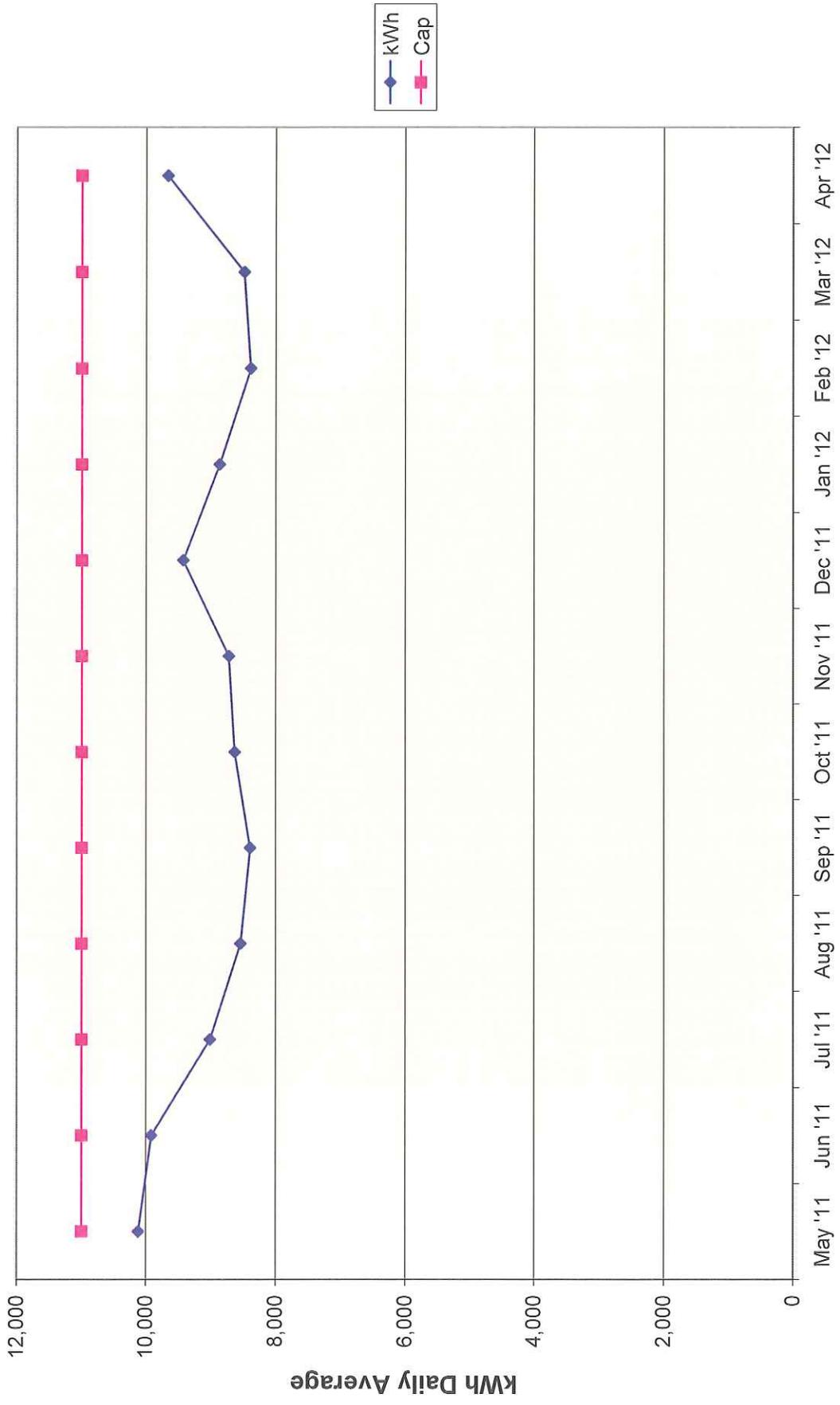
—◆— Geo Mean —■— 90th %ile —▲— Total



Energy kWh/MG

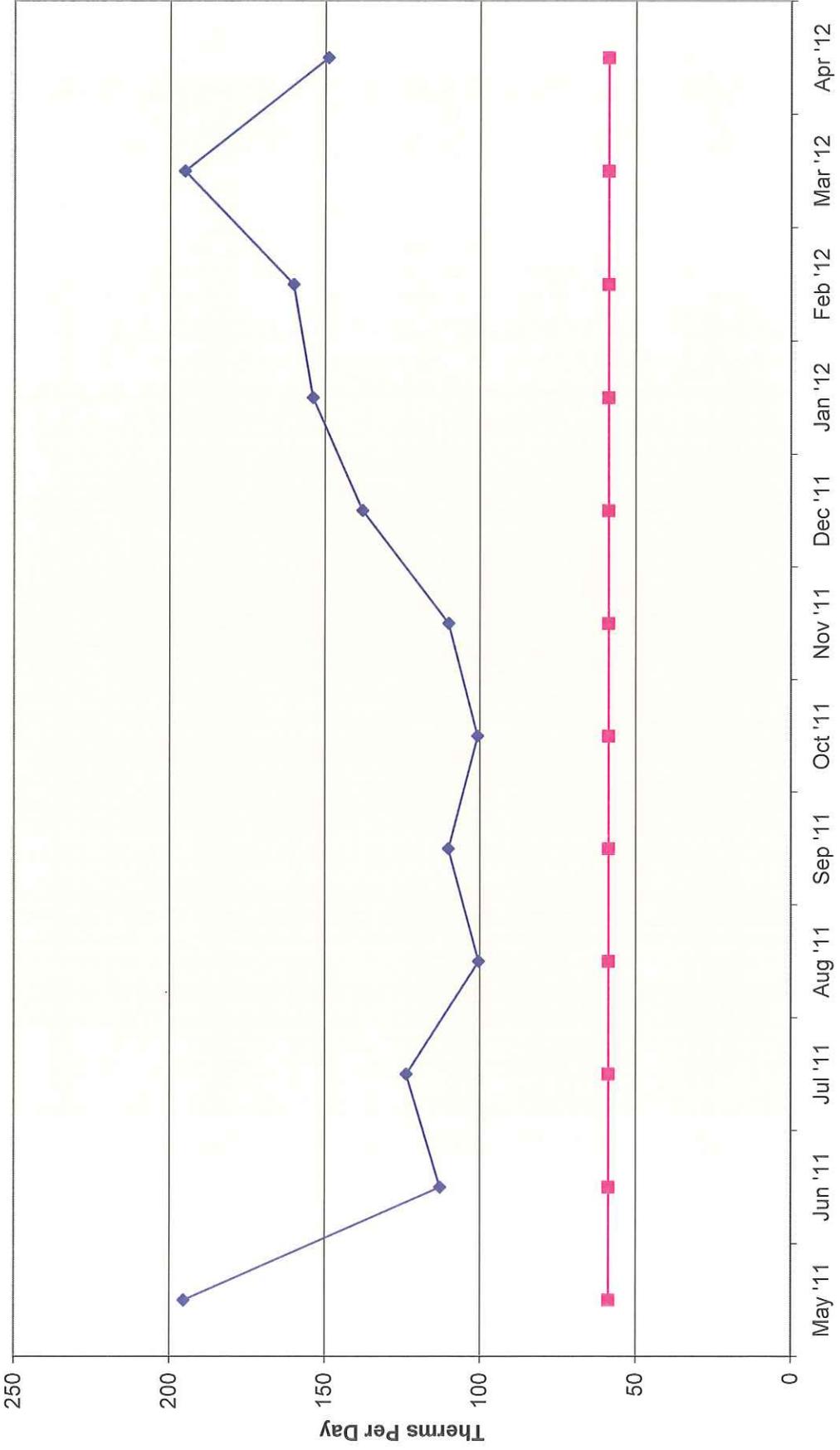


Energy kWh



Natural Gas Use

—◆— Natural Gas —■— Cap



WORK ORDER STATISTICS

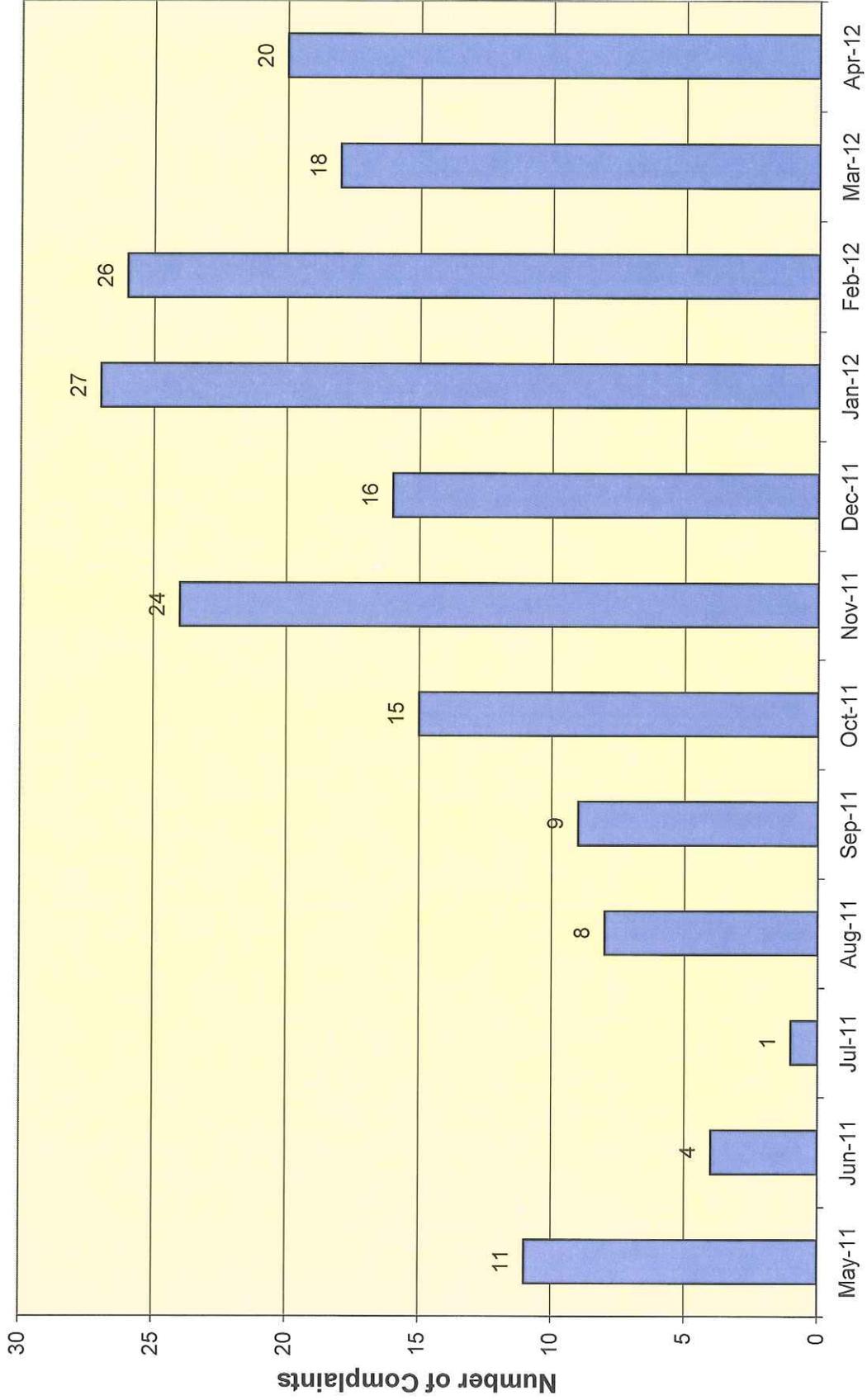
April 1, 2012 - April 30, 2012

	Open Work Orders Due Prior to 4/1/12	Open Work Orders 4/1/12 - 4/30/12	Total Open Work Orders
Preventative	37	280	
Corrective	18	39	
Total	55	319	374

	Closed Work Orders 4/1/12 - 4/30/12
Preventative	298
Corrective	31
Total	329

Total Outstanding Work Orders as of May 1, 2012	45
--	-----------

Complaints Received



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

General:

For the month of April 2012, the Collection System Department spent about 68% of its time on sewer maintenance, and 32% of its time on pump station maintenance. At full strength, the department has eight (8) workers plus the Superintendent for Collections System and Pump Station O&M.

After accounting for vacations, holidays, sick leave, and industrial injury leave, for the month of April, the Collection System had the equivalent of: (a) 3.3 full time field workers plus the Collection System Superintendent for on Sewer Maintenance, and (b) 1.6 full time field workers plus the Collection System Superintendent on Pump Station Maintenance.

Sewer Maintenance:

A total of 77,373 feet of sewer pipelines was cleaned for the month. Staff completed 398 maintenance work orders with 41 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 is attached.

Pump Station Maintenance:

Approximately 236 lift station inspections were conducted for the month of April 2012, with 105 of the visits generated through the JobCal Plus CMMS system. The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 2 times per month, 9 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. Olive St P.S.: high level float repaired, Los Robles & E. Hamilton P.S.'s: hour meters replaced on 4/4/2012. Automatic Transfer Switch repaired at Marin Village P.S. on 4/13/2012.

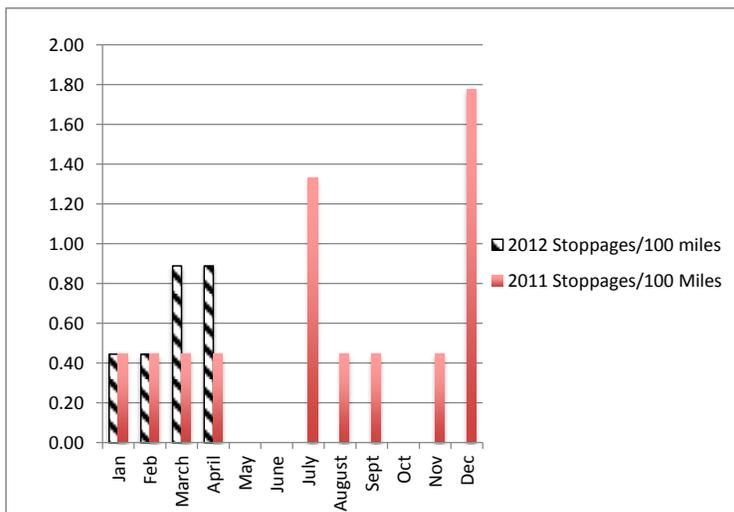
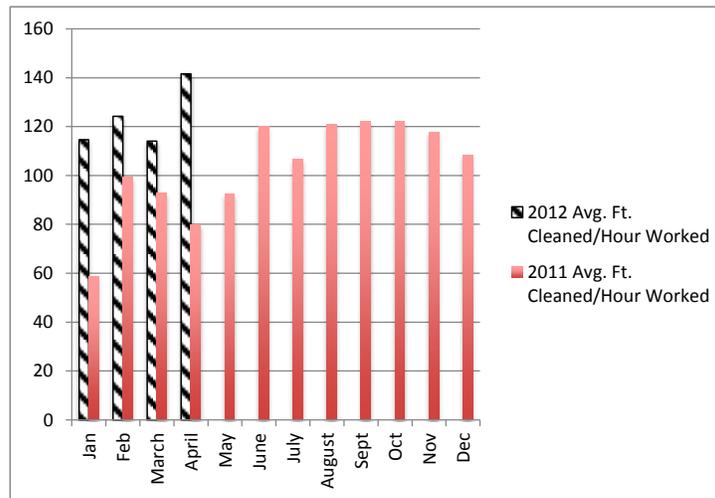
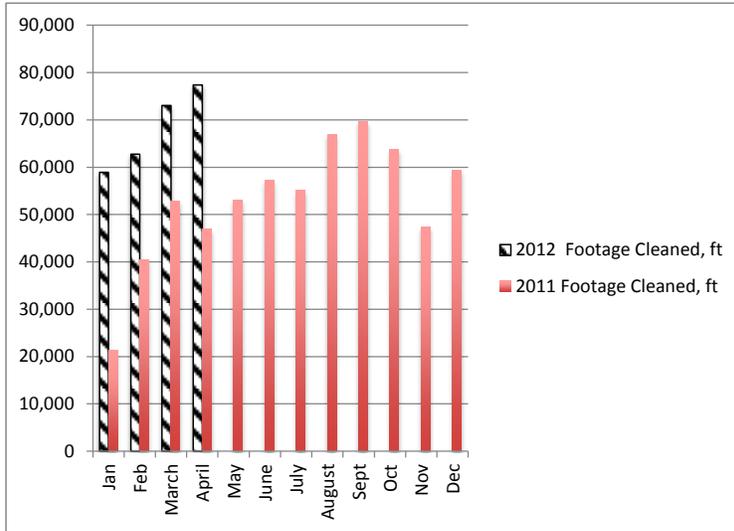
Pump Station Construction:

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403); there are currently no projects under construction.

Sanitary Sewer Overflows (SSOs):

For the month of April 2012, there was two (2) SSO's:

No.	Date	Location	Amount, gal	Cause
1	4/7/2012	33 Truman Dr.	218	Roots
2	4/11/2012	28 Brown Dr.	98	Roots



NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
April 2012

Summary:

The rancher has been conducting weed control activities in preparation for hay harvesting. Irrigation Pump No. 2 has been installed and ready for testing. The irrigation strainers are still at the factory being refurbished.

Rancher Operations:

The rancher focused on weed spraying around sprinklers in preparation for hay cutting.

Irrigation Systems:

No activities to report this month.

Irrigation Pump Station:

Irrigation Pump 2 repairs are complete and the pump was installed but not started up. The strainers, which are at the factory for refurbishment, must be installed as well as the flow meter before pump testing can be completed. Pump testing is scheduled during the first part of June. The strainers are due to be shipped on May 25th. Staff contacted the factory and requested that the ship date be moved up if possible because irrigation season is due to begin June 1st. The flow meter is scheduled for installation ahead of the strainers next month.

Sludge Handling & Disposal:

No activities to report this month.

2012/2013 Proposed AB939, Zero Waste and Hazardous Waste Programs Budget

Attached is the proposed budget and budget narrative for the AB939, Zero Waste and Hazardous Waste programs for FY 2012/2013.

Budget Narrative

Expenditures

Consulting Services

1. HHW Programs and Facility

- HHW facility services and programs continue to make up the majority of these expenditures which include the ongoing operation and administration of the permanent HHW facility, E-Waste events staffing and support, state and local reporting requirements for E-Waste and grant requirements; monitoring of facility maintenance and repairs, coordination of the HHW contract, monthly and annual HHW reports, and development of new programs for targeted materials, such as battery collection, fluorescent tubes and bulbs and sharps and pharmaceuticals. In addition, more staff time will be dedicated to planning and development of the feasibility study for move of the HHW facility to a new location.

2. AB939 and Zero Waste Programs.

- Administration, technical support, Committee staffing & Zero Waste programs. This item includes time spent preparing reports, staffing Committee meetings, monitoring legislation, attending countywide meetings such as the JPA and Local Task Force, in addition to meetings with District, Committee and Novato Disposal staff on AB939 and Zero Waste programs and timeline. Quarterly meetings will be scheduled with Novato Disposal and Sanitary District staff and consultants to work on specific outreach events and programs and maintain an outreach calendar
- Monitoring & Reporting. Quarterly and annual reports will continue to be produced regarding AB939 disposal/diversion and per capita disposal.
- Business Technical Assistance. Increased outreach to small businesses and public agencies includes waste assessments at various facilities, as requested, regarding increased recycling and hazardous waste disposal.
- AB32 commercial/multifamily recycling. Projections for 2012/2013 continue to include time spent on AB32 multifamily/commercial recycling programs. This includes initial and follow-up site visits, along with potential modifications to the solid waste ordinance and meetings and workshops with stakeholders.
- Education and Public Outreach. Education, outreach and staffing events is increased to include participation at a minimum of 10 events, including farmer's markets, Chamber Business fairs, 4th of July parade, Art & Wine Festival, Novato School Tour and Hometown Festival, Earth Day events, compost workshops, Sr. Center Health fair and other prospective community events. In addition, working with the District's contractor, campaigns and messages will be developed in varied media, including District website, Novato Patch ads, Facebook and related outreach. Funds are also included in this item to update fliers, Resource/Recycling guide and other materials as necessary

3. Other Services. For 2012/2013, this item includes staff time to assist with school and City recycling efforts. This item is entirely funded by a Beverage Container Recycling grant.

Permanent HHW Facility and E-Waste

1. Outside contractual – PSC. Contractor costs for the HHW Facility will remain steady for 2012/13 despite the launch of the CA paint EPR program. (This statewide program will provide for collection and recycling of latex and oil-base paint at the HHW facility at no cost.) However, given pending regulations, environmental impact report and initial start-up, it is not expected to see any significant cost reductions until early 2013. CalRecycle has recommended that jurisdictions maintain their current paint collection budgets through 2012/13, to ensure program start-up costs. By mid 2013 these costs should be reduced by 20-30%.
2. Outside contractual – E-Waste. These costs have decreased significantly due to the reduction in number of annual event days from 8 to 6, and the elimination of flier printing and mailing costs. Costs are still included for Novato disposal labor costs, fork lift rental and other miscellaneous costs.
3. Misc-site maintenance, signs, etc. Costs are included for HHW facility maintenance – floor striping, repair of roll-up doors, signage.

Education, Publicity/Advertising, Outreach. As a result of increased outreach with the Zero Waste programs, funds are included for sponsorship and booth rental at several events, along with handouts and promotional items for programs, such as the household battery buckets, kids “piggy banks”, Chico bags and other potential items. Also included are funds for advertising in the Novato Advance, Novato Patch and other potential outlets.

Used Oil Program. These CalRecycle grant funds are used exclusively for used motor oil and filter recycling, oil tank cleaning, oil supplies and specific used motor oil outreach and education.

Beverage Container Recycling. These grant funds are used exclusively for promotion of beverage container recycling. They will be used to provide funds for school and public recycling containers and promotion.

Other/Contingency. Contingency of \$5,000. included for unanticipated expenses.

City AB939 Administrative Services. Funds included for City staff services.

Revenues.

AB939 Solid Waste Fees. There is no expected increase in fees for FY2012/13. 78% of the revenues to fund these programs come from these fees assessed on the garbage rate. (AB939 fees).

Used Oil Block Grant. Grant amount budgeted at same as FY2011/12. Actual amount not known until state budget passes.

Beverage Container Recycling Grant. Grant amount budgeted at same as FY2011/12. Actual amount not known until state budget passes.

JPA reimbursement fees. JPA fee revenues are budgeted at \$50,639. This represents \$35,636 for current fees on self haul waste disposed at Redwood Landfill, along with \$15,003 for the 10th and final year of prior fees owed.

Fund Balance Expenditures. \$50,000 is budgeted for permanent facility site cost for move of the HHW facility. This amount is budgeted for expected environmental review costs.

**NOVATO SANITARY DISTRICT
2012/2013 PROPOSED BUDGET
AB 939, ZERO WASTE & HAZARDOUS WASTE PROGRAMS**

ANTICIPATED FUND BALANCE A/O 6/30/12 **\$164,927.00**

	BUDGET FY 2011/12	EST. EXP/REVENUES THRU 06/30/12	BUDGET 2012/2013
REVENUES			
AB939 Solid Waste Fees	\$297,586.00	\$297,586.00	\$297,586.00
Used Oil Block Grant(1)	\$16,963.00	\$22,758.24	\$16,963.00
CalRecycle Beverage Container Recycling Grant(2)	\$13,589.00	\$14,221.00	\$13,589.00
JPA Reimbursement & self haul fees	\$32,463.00	\$32,463.00	\$50,639.00
TOTAL REVENUES	\$360,601.00	\$367,028.24	\$378,777.00
EXPENDITURES:			
Consulting Services:			
<u>HHW Programs</u>			
Permanent Facility Planning, Operation & Coordination	\$70,500.00	\$70,000.00	\$70,500.00
Used Oil Program Services (1)	\$5,000.00	\$5,000.00	\$5,000.00
Subtotal HHW	\$75,500.00	\$75,000.00	\$75,500.00
<u>AB939 and Zero Waste Program Services:</u>			
Admin. & Technical Support;Committee staffing;Zero Waste programs	\$14,000.00	\$13,000.00	\$12,500.00
Monitoring & reporting	\$1,000.00	\$854.81	\$1,000.00
Business technical assistance	\$1,800.00	\$1,500.00	\$1,800.00
AB32 commercial/multi-family recycling: review,draft ordinance &workshop	\$4,800.00	\$3,500.00	\$4,000.00
Education, Public Outreach & Events	\$5,000.00	\$7,500.00	\$9,000.00
Subtotal AB939 and Zero Waste Programs	\$26,600.00	\$26,354.81	\$28,300.00
Other Services			
CalRecycle Beverage Container Recycling(2)	\$2,964.00	\$2,964.00	\$2,964.00
Total Other Services	\$2,964.00	\$2,964.00	\$2,964.00
Total Consulting Services ***	\$105,064.00	\$104,318.81	\$106,764.00

Permanent HHW Facility & E-Waste

Outside contractual - PSC	\$197,000.00	\$197,000.00	\$198,500.00
Outside contractual - E-Waste collection events	\$12,000.00	\$8,300.00	\$4,000.00
Education & Publicity	\$4,000.00	\$5,500.00	see below
Misc. - site maintenance, signs, etc.	\$5,000.00	\$5,000.00	\$5,000.00
Total Permanent HHW Facility & E-Waste	\$218,000.00	\$215,800.00	\$207,500.00
Education, Publicity/Ads, Outreach	\$0.00	\$0.00	\$8,500.00
Used Oil Programs (1)	\$11,963.00	\$11,963.00	\$11,963.00
CalRecycle Beverage Container Recycling(2)	\$10,574.00	\$10,574.00	\$10,574.00
Other/Contingency	\$5,000.00	\$5,000.00	\$5,000.00
City AB939 Admin Services	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL EXPENDITURES	\$360,601.00	\$357,655.81	\$360,301.00

FUND BALANCE EXPENDITURES

Permanent HHW Facility Site Costs	\$0.00	\$0.00	\$50,000.00
Permanent HHW Facility Misc costs	\$0.00	\$0.00	\$0.00
Permanent HHW Facility Education & Publicity	\$0.00	\$0.00	\$0.00
Permanent HHW Facility - Unanticipated Contractor costs	\$0.00	\$0.00	\$0.00

TOTAL EXPENDITURES

\$360,601.00 **\$357,655.81** **\$410,301.00**

ANTICIPATED FUND BALANCE A/O 6/30/12

\$117,872.19

(1) Funded by CalRecycle Used Oil Block Grant;

(2) Funded by CalRecycle Beverage Grant

CALENDAR/TIMETABLE FOR ZERO WASTE PROGRAMS IN FRANCHISE AGREEMENT

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

EXHIBIT 4: Zero Waste Community Outreach

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Novato Disposal newsletters	Casey/Bessie	2 times a year	Notify District in Fall for dates of subsequent annual newsletters	1 Zero Waste feature article in each newsletter <i>Zero waste featured in spring;; Fall newsletter out by 9/21/12</i>
2. Promote 20 gallon cans	Casey/Bessie	ongoing	ongoing	Promote in newsletters & bills <i>Note: 20 gal can use increased 25% from 1st Q 2011</i>
3. Promote backyard compost bins	Steve/Casey/Bessie	ongoing	Spring 2012	Promote in newsletter, at events & with Backyard Compost classes run by Marin Food Scrap Coalition [or Marin Master Gardeners <i>Workshop at Senior Center Spring 2012</i>
4. 2 additional Outreach Campaigns promoting zero waste, waste reduction and/or other diversion	Steve/Casey	Ideas for 2012 campaign submitted	October of each year to District for approval	<u>2012 Outreach Campaigns:</u> 1. Target 95 gal. can customers to reduce can size; send billing insert in June & follow-up in 45 days with special mailer to track progress 2. Target commercial customers to recycle
5. Promote commercial audits to all businesses of 4 c.y. or greater	Scott/Dee	(see AB32 item)	(see AB32 Item)	Include in AB32 promotions

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
6. New customer packets to include Zero Waste promotions	Casey/Bessie	ongoing	ongoing	New customer to be directed to website; packets upon request and update annually
7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually	Scott/Dee	(see AB32 item)	(see AB32 item)	Visits to determine service level, contact with owners of business and/or property managers; visits with multi-family also identify resident outreach methods
8. Conduct annual retraining at Novato schools on recycling and Zero Waste; participate in developing Zero waste curricula for schools; offer Zero Waste & recycling programs for school assemblies	Bessie/MCC	(See Ex. 5 School Recycling and Food Waste Program)	(See Ex. 5 School Recycling and Food Waste Program)	Input from Bessie re: school sites; working with Conservation Corps
9. Annual Waste Audit of City facilities and work with City on Zero Waste goals	Steve/Scott/Dee/City staff	Annual basis before 4 th quarter of each year	Met with City(Jason Nutt) to determine sites and dates for audits	<u>Sites & dates for 2012:</u> <ul style="list-style-type: none"> • City Offices – completed 2/2/12 - • Senior Center – completed 3/28/12 • Police Dept. – <i>to schedule</i> • Corp. Yard – Fall 2012
10. Bilingual Zero Waste recycling and diversion guides	Casey/Bessie	Initial revisions	Ongoing as needed	Update as needed
11. Paperless billing	Casey	Effective May 2011	Effective May 2011	Promote in newsletter and billing inserts; system being upgraded
12. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	
13. Billing inserts on program updates as needed	Steve/Casey	2 inserts for 2012	March 2012 & June 2012 & December 2012	billing insert in March 2012 billing insert for June 2012 1 billing insert Dec 2012

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
14. Annual selective route audits to gauge program success	Steve/ Scott	Annual baseline audit <i>scheduled for November 2012</i>	<i>December 2012</i>	2011 conducted route audit for billing purposes; <i>2012 route audit to determine program participation; truck routes revised to work out of Petaluma yard; program route audits now scheduled for November 2012</i>
15. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	
16. Work with regional Reuse E-network plan	Casey/Dee	Dependent on JPA	Dependent on JPA	JPA working with Alameda & San Francisco to update regional database; ND will link to database on website

Exhibit 5: School Recycling and Food Waste Program outline

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

EXHIBIT 6: Zero Waste Program Implementation Schedule

Food/Green Waste Composting				
ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Single family residential	Steve/Scott/Casey/Bessie/Dee	- <i>I.D. HOA's – Meet with HOA's</i>	Ongoing	Additional work needed for some HOA's who don't have green carts, but have single family service; <i>List of Novato HOA's updated; Meet with HOA's to provide carts for food & green waste</i>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
2. Place food waste diversion stickers on food carts and notify re: food scrap pail availability	Steve/Scott/Casey	Stickers mailed week of 1/20/12	Stickers - April 2012 Food scrap pails ongoing	Food Waste green can stickers mailed January 2012, asking all households to place on cart; <i>75% of households have stickers on green cans: NDS to audit to determine compliance;</i> food scrap pails advertised in newsletter, website,ads; distributed at Farmer's Market & Senior Center
3. Supermarket food waste diversion	Steve/Scott/Casey	<i>Schedule</i>	Mid 2012	<i>Working with worm composting facility to accept material</i>
4. Restaurant Food waste diversion	Steve/Scott/Casey	<i>Schedule</i>	Mid 2012	
5. Multi-family food waste diversion	Steve/Scott/Casey	<i>Schedule</i>	Mid 2012	
C&D Recycling, reports & enforcement				
1. Monitor C&D recycling reports & conduct outreach to contractors	Casey/Dee	Ongoing/quarterly reports	Ongoing	NDS provides quarterly C&D recycling reports to City & Dee <i>NOTE: Current City C&D diversion reported by Novato Disposal at 83%</i>
2. Enforce C&D recycling thru Solid Waste ordinance	Beverly/Dee	Ongoing	Ongoing	District solid waste ordinance to be enforced and updated

AB32 /AB341/AB818 Multi-family & Commercial mandated recycling				
ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Identify all multifamily & commercial sites & review recent legislation for changes to program	Beverly/Casey/Dee/Scott/Bessie	Staff meeting – 2/1/12		Novato Disposal & District staff meeting on 2/1/12 to discuss databases to obtain accurate site information; develop 1 database to include site name, address, phone, bill payer and/or site owner, level & type of service provided (garbage?; recycling?); site visits; outcome
2. Develop materials for commercial & multifamily residents	Bessie/Dee review	Current – May 2012	May 2012-	Develop materials to mail and handout
3. Make site visits	Scott/Dee/Bessie	2012	June – August 2012	Visits to include information on AB32 requirements, waste audit availability; Dee, Bessie & Scott will make site visits
4. Participate in workshops for multifamily & commercial property managers	Beverly/Dee/Scott/Bessie	Summer 2012	Summer 2012	District will be responsible for developing workshops, with Novato Disposal's participation and assistance; contact rental housing associations assistance

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
5. Provide recycling containers	Steve/Scott	Summer 2012	Summer 2012	Following site visits, to determine size & placements, Novato Disposal can begin delivery of recycling containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	Summer 2012	July 2012	Date mandated by legislation; District to provide ongoing outreach & education
Schools Campaign				
1. Institute food waste recycling	District & Novato Disposal	2010	2010	Program instituted in select schools
2. Monitor food waste & recycling programs; meet with teachers & students	Bessie & MCC	See EX 5	See EX 5	Separate calendar & schedule to be developed
Backyard Composting				
1. Promote backyard composting through compost bin promotion	Steve/Casey/Bessie	Ongoing	Ongoing	See Item EX 4, Item 3
Wet/Dry Route Collections				
1. Discuss feasibility of system & institute if feasible	District & Novato Disposal	2018/2020	2020	Discussions begin in 2018, with system instituted in 2020 if feasible
Discuss feasibility & diversion potential of conversion technology systems	District & Novato Disposal		2025	

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

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Pension Reform letter	MEETING DATE: May 28, 2012
	AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve sending a letter to Assembly Member Huffman and Senator Leno in support of the Governor's Pension Reform Proposals	
SUMMARY AND DISCUSSION: <p>The Governor presented a 12-point plan to reform pension and retiree health benefits for California's state and local government employees on October 27, 2011. The District Board has been actively concerned with the sustainability of retiree benefits for several years. Board members participated in the Marin County Council of Mayors and Councilmembers Adhoc Pension and OPEB Reform Committee in 2010 and 2011.</p> <p>The Governor's proposal addresses many of the issues raised in the Pension and OPEB Reform Committee. Many of the Governor's proposals mandate changes. Given that Novato Sanitary District is a separate public agency that participates in CalPERS the attached letters support changes that would allow but not require local agencies to implement reforms.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:

May 29, 2012

Assembly Member Jared Huffman
State Capitol
P.O. Box 942849
Sacramento, CA
94249-0006

(Separate letter to: Senator Mark Leno)

Re: Governor's Twelve Point Pension Reform Plan

Dear Assembly Member Huffman:

Novato Sanitary District is committed to a sustainable pension program for our employees, one that does not accumulate unfunded liabilities that will impact our ability to meet our obligation to protect water quality. We support the objectives of the Governor's twelve-point proposal to modify current California Retirement Systems to sustain employees' standard of living in their retirement years, recognize the demographic changes, and make the plans more closely aligned with benefit packages provided by other states and the private sector.

As a public agency that participates in CalPERS, we are particularly supportive of the proposals that would:

- Provide the option of equal sharing of total cost of pensions between employers and employees;
- Provide the option of offering plans that have a higher minimum retirement age and later retirement age to qualify for maximum benefits for new employees;
- Require CalPERS to allow agencies that currently base pensions on single final year to change to last three years;
- Prohibit retroactive pension increases;
- Strictly limit or eliminate pension contribution holidays;

Assembly Member Huffman

May 29, 2012

Page 2 of 2

- Ban airtime purchases;
- Add independent members to the CalPERS board with financial expertise.

We believe that reform of the current California Retirement Systems is the critical task facing the legislature. The retirement liabilities will otherwise threaten the fundamental fiscal health of public entities in California.

We appreciate your attention to this matter.

Sincerely,

William C. Long
President, Board of Directors

DRAFT

Novato Sanitary District

RETIREMENT BENEFIT COMPARISON

BENEFIT	<u>2007</u> All Employees	<u>2012</u> Employees Hired Prior To 7/1/08	Employees Hired 7/1/08 – 12/31/11	Employees Hired After 1/1/2012*
2% @ 55 Retirement Formula based on 1-year highest compensation	X	X	X	
2% @ 60 Retirement Formula based on 3-year highest compensation				X
Employer-Paid Member Contribution (EPMC) – 7% of Base Salary	X			
Employer-Paid Member Contribution (EPMC) – 6% of Base Salary		X	X	
7% EPMC reported as Special Compensation	X			
6% EPMC reported as Special Compensation		X	X	
Retiree Health – Kaiser Rate Paid for Retiree and Eligible Dependents	X			
Retiree Health – Kaiser Rate Paid for Retiree and One Eligible Dependent based on Vesting Formula		X		
Retiree Health – PERS Minimum Plus 1.5% of Base Salary to Medical After Retirement Account while employed			X	X

* At their meeting of January 9, 2012, the Board voted to amend the District’s CalPERS retirement contract for new hires from 2% @ 55 to 2% @ 60, effective January 1, 2012. This modification required a PERS actuarial valuation and contract amendment which takes approximately 4 months. Consequently, this modification could not go into effect until May 1, 2012.

Two employees hired in February 2012 were eligible for the 2% @ 55 retirement formula. However, they pay the entire Employee Retirement Contribution of 7% of base salary.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Pump Station Rehabilitation Project, Project Unit 4, No. 72403	MEETING DATE: May 28, 2012 AGENDA ITEM NO.:
RECOMMENDED ACTION: Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids for Pump Station Rehabilitation Project Unit 4.	
SUMMARY AND DISCUSSION: <p>Nute Engineering has completed the plans and specifications for this work and it is ready for bid. This work is the fourth project unit to replace the District's existing small dry pit/wet pit underground pump stations with submersible pump stations.</p> <p>Project Unit 4 consists of rehabilitating three sanitary sewer pump stations including partial demolition of the existing structure, construction of wet well & valve pit, installation of new pumps and control panel at each location. The existing pump stations will be taken out of service and replaced with submersible-type pump stations in the same location. The goal of the overall project is to replace the existing pump stations with pump stations that meet current industry standards for safety, reliability of performance, and ease of access for operation and maintenance. The pump stations in Project Unit 4 are:</p> <ul style="list-style-type: none"> • Bel Marin Keys Pump Station No. 9, 100 Caribe Isle • Bel Marin Keys Pump Station No. 10, 65 Del Oro Lagoon • Hangar Avenue Pump Station, 680 Hanger Avenue <p>The Engineer's Estimate for this work is \$1,350,000. Staff has completed California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work relates to the rehabilitation of existing public sewerage facilities involving no expansion of an existing use.</p> <p>Staff recommends making CEQA findings, approving plans and specifications, and authorizing advertising for bids. Bids are expected to be received on June 27, 2012 and presented to the Board on July 9, 2012.</p>	
ALTERNATIVES: Do not approve bidding the project.	
BUDGET INFORMATION: The FY 11-12 Budget for Account No. 72403 is \$1,500,000, and the preliminary FY2012-13 budget is \$1,350,000.	
DEPT.MGR.:	MANAGER: