

# NOVATO SANITARY DISTRICT

Meeting Date: February 13, 2017

The Board of Directors of Novato Sanitary District will hold a **special meeting at 5:30 pm**, followed by a regular meeting at 6:00pm Monday, February 13, 2017, at the District Offices, 500 Davidson Street, Novato.

*Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: [www.novatosan.com](http://www.novatosan.com). Note: All times and order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.*

## **SPECIAL MEETING AGENDA**

**5:30pm**

1. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:** Significant exposure to Litigation Pursuant to Paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 potential case.

## **REGULAR MEETING AGENDA**

**6:00pm**

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. Approve minutes of the January 9, 2017 meeting.

5. **CONSENT CALENDAR:**

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

- a. Approve regular disbursements, January 9 – February 13, 2017.
- b. Ratify payroll and payroll related disbursements, January 2017.
- c. Receive Deposit Summary, January 2017.
- d. Receive Accounts Receivable Report as of January 31, 2016.
- e. Receive 2<sup>nd</sup> Quarter Investment Report, Fiscal Year (FY) 2016-17.
- f. Receive FY16-17 Second Quarter Financial Report.
- g. Receive report on 2016 Safety and Wellness Incentive Program (SWIP), and approve disbursements of 2016 SWIP awards.

- h. Approve the 2017 SWIP, and fund it at a budget amount of \$10,000 in the FY2017-18 operating budget.

**6. SOLID WASTE – INFORMATIONAL ITEMS:**

*These items are for information only - no action will be taken on these items as a result of any comments made.*

- a. Santa Rosa Press Democrat article of January 28, 2017: "Santa Rosa-based Ratto Group Selling North Bay Garbage Empire to Recology of San Francisco".
- b. Marin Independent Journal article of February 3, 2017: "Novato, West Marin Garbage Hauler Franchises Sold".
- c. Receive a verbal report from Novato Disposal Service (NDS) representatives of a potential sale of the company, as reported in the above articles.

**7. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Report, January 2017.
- b. Receive report on submittal of 2016 Annual Self-Monitoring Report (SMR).

**8. CAPITAL PROJECTS:**

- a. *Collection System Improvements, Account No. 72706:* Scown Lane Sewer Project - Approve one change order of \$16,683.52, grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion.

**9. BOARD OF DIRECTORS:**

- a. Approve changes to Policy No. 5010 - Board Meetings, and adopt Resolution No. 3105 to change the regular Board meeting start time from 6:00 pm to 5:30 pm.
- b. Adopt Resolution No. 3106 - Consolidating District Board Member Elections with Statewide General Elections, consistent with Senate Bill 415.

**10. BOARD MEMBER REPORTS AND REQUESTS:**

- a. California Association of Sanitation Agencies (CASA) Winter Conference.
- b. North Bay Water Reuse Authority (NBWRA) meeting, January 23, 2017.
- c. North Bay Watershed Association (NBWA) meeting, February 3, 2017.

**11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:**

**12. ADJOURN:**

Next Resolution No. 3107.

**Next regular meeting date: Monday, March 13, 2017, 6:00 PM\*** (\*may change to 5:30pm, see item 9.a. above), **at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.**

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

## NOVATO SANITARY DISTRICT

### Board Meeting Minutes

Meeting Date: January 9, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 9, 2017 at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors Carole Dillon-Knutson, William Long, Jean Mariani, and Brant Miller.

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

ALSO PRESENT: John Bailey, Project Manager, Veolia Water  
John O'Hare, Pretreatment Programs Manager, Veolia Water  
Steve Krautheim, Field Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the December 12, 2016 meeting.

*On motion of Director Dillon-Knutson, seconded by Director Miller, and carried unanimously, the Board meeting minutes of December 12, 2016, were approved.*

CONSENT CALENDAR:

President Peters called for a motion on the Consent Calendar items as follows:

- a. Approve Board member disbursements in the amount of \$1,380.62, capital project disbursements in the amount of \$1,304,329.30, and regular disbursements in the amount of \$173,190.41. Ratification of December 27<sup>th</sup> capital project disbursements in the amount of \$347,333.31, and regular disbursements in the amount of \$191,068.49.
- b. Ratify December 2016 payroll and payroll related disbursements in the amount of \$229,633.39.
- c. Receive Deposit Summary, December 2016.
- d. Receive report – submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO).
- e. Cancel Board meeting of February 27, 2017.
- f. Approve application from Ghilotti Construction, and authorize the General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of excavation and pressure test water from

construction of the North Marin Water District (NMWD) recycled water pipeline expansion.

*On motion of Director Mariani, seconded by Director Miller, and carried unanimously, the above listed Consent Calendar items were approved.*

BOARD OF DIRECTORS:

- Receive update on implementation of the Post-Employment Benefits Trust for District liabilities related to Governmental Accounting Standards Board Statement No. 45 ("GASB 45") for Post-Employment Benefits Other than Pensions, and GASB 68 for Net Pension Liability (NPL); review Investment Guideline Documents (IGDs or Documents) prepared by Highmark Capital; and authorize the Board President to execute the Documents on its behalf. The General Manager noted that at its November 14<sup>th</sup> meeting, the Board approved implementing a combined Post-Employment Benefits Trust with Public Agency Retirement Services (PARS), to address the District's GASB 45 and 68 liabilities. He stated that at its December 12<sup>th</sup> meeting, the Board received an update on implementation of the trust program and that currently, PARS has provided the District with the necessary agreements and legal documents to implement the trust program. The General Manager stated that upon legal review by District Counsel, the required legal and administrative plan documents had been executed and noted that the District's trust program/fund would be in place in January 2017.

The General Manager provided a review of the program. He stated that consistent with the Board's direction of a "conservative" investment philosophy and a desired 3% -5% long-term investment goal for the combined PARS trust fund, Andrew Brown of Highmark Capital has prepared the Investment Guidelines Documents (IGDs) for the District's trust accounts. He stated that staff and District Counsel have no more comments at this time and requested that the Board authorize the Board President to execute the IGDs.

*On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously, the Board authorized the Board President to execute the Documents on its behalf.*

- Review Board meeting start time, and provide direction, if any. The General Manager noted that the Board meeting start time of 6:00 p.m. was established by Resolution No. 3051 on October 8, 2012, and memorialized in paragraph 5010.1 of District Board Policy No. 5010. He reviewed with the Board start times for other agency Board meetings. Upon Board discussion on benefits of starting earlier/later/or continuing as-is, the Board provided direction for a start time change to 5:30 p.m. The General Manager stated that he would prepare the appropriate documents for Board approval at the next meeting.

*On motion of Director Long, seconded by Director Mariani, and carried unanimously, the Board directed the General Manager-Chief Engineer to prepare and bring forward to the next Board meeting the appropriate documents for Board approval to change the Regular Board meeting start time to 5:30 p.m.*

- Receive correspondence from Marin Local Agency Formation Commission (Marin-LAFCO): "Call for Nominations, Four-Year Term as Regular Special District Member"; and provide direction, if any. There were no comments or direction from the Board on this item.

#### WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, December 2016. The General Manager introduced Veolia Project Manager John Bailey who provided an overview of the Treatment Facilities Monthly Operations Report for December. The Project Manager reviewed the treatment plant performance summary and noted that there were no excursions or violations for the month. He outlined the safety training that was completed in December, and stated that safety performance was excellent with a total of 2,412 accident-free days. He reported that the average flow was 5.99 MGD (million gallons/day) with a peak hourly flow of 16.51 MGD on December 15<sup>th</sup>. The Project Manager stated that there was no recycled water produced in December. He reviewed the period's key events, and monthly safety and training topics. He stated that a sodium hypochlorite tank was being installed to assist with odor control at the Ignacio Pump Station. He noted that there were no neighborhood contacts for the month.

Field Services Manager Steve Krautheim summarized the Collection System Operations report for December 2016. He stated that the Collections department cleaned 72,450 lineal feet of sewer pipelines. The Field Services Manager stated that 21 line segments were televised, totaling 3,000 feet, and that staff conducted 9 sewer main inspections, totaling 1,617 feet. He further stated that there were no lost time accidents in December for a total of 2,120 accident-free days, and noted that there were no sanitary sewer overflows (SSOs) in December.

The Field Services Manager then summarized the Reclamation Facilities report for December 2016. He stated that there were no ranching or irrigation activities in the month.

#### CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Bel Marin Keys Trunk Sewer Rehabilitation Project – Approve one change order in the amount of \$5,500.00, grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion. The General Manager noted that on August 22, 2016, the Board awarded the Contract for the Bel Marin Keys Trunk Sewer Rehabilitation Project to Michels Pipeline Construction (Contractor). He stated that, at this time, the Contractor has completed the work and the project is ready for final acceptance. The General Manager stated that one change order totaling \$5,500 was issued to the contractor during the work for repair of a 6" sewer main entering a manhole within the project limits. He stated that the final cost of the project is \$329,894, and he recommended that the change order be approved, final acceptance be granted, and that staff be authorized to file the Notice of Completion.

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved one change order in the amount of \$5,500, granted Final Acceptance of the Project, and authorized staff to file the Notice of Completion.*

## BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA): Director Miller commented on his attendance at the NBWA meeting held on January 6<sup>th</sup> at the Novato Sanitary District. He discussed the presentations that were given: “Harmful Algal Blooms”, presented by Naomi Feger, SF Bay RWQCB; Friends of the Petaluma River and their Watershed Classroom Project; and the Sonoma County Safe Medicine Disposal Program.

- North Bay Water Reuse Authority (NBWRA): Director Long commented on his attendance at the NBWRA meeting held on December 19<sup>th</sup> at the Novato Sanitary District. He stated that they discussed the 2016/17 budget and that NBWRA is looking to expand the range of funding sources for recycled water projects.

## INFORMATIONAL ITEMS:

- City of Novato – Notice of City Council Reorganization.

- California Special Districts Association (CSDA) article titled “CalPERS votes to Increase Contributions”.

- Article from Pensions and Investments publication titled “CalPERS board gives green light to cut assumed rate of return to 7%”.

- Marin Independent Journal article titled “Novato water meter reader fakes data, customers’ bills spike”. The General Manager stated that Information Technology Specialist II Robin Merrill and he met with North Marin Water District (NMWD) Auditor-Controller David Bentley to discuss if the meter readings in question would affect the District and its sewer service charge billings. At this time, based on the discussion with NMWD, it is anticipated that impacts, if any, to the District will be minimal.

## GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Report:
  - The District’s facilities held up well through the weekend storm, and all staff (including Veolia) responded professionally and capably to the storm event.
  - Plant flows peaked at about 36 million gallons (MGD) with a sustained 2-hour peak flow of about 35 MGD. There was one minor Category 3 sanitary sewer overflow (SSO) on Feliz Road. Staff was finalizing spill quantity estimates, but it is anticipated that the overflow amount would eventually be classified to be less than 200 gallons.
- Recognitions:
  - The General Manager recognized all of the NSD Collections staff, especially Collections Lead Worker, Javier Vega; CSW II, Aaron Hendricks; CSW I, Joe Moreno; and CSW I, Liam O’Sullivan. He stated that they were all out in the field on January 8<sup>th</sup>, continuously monitoring the storm system and adjusting their activities as needed. He also recognized the rest of the Collections staff

who remained on standby over the weekend. In addition, he recognized Field Services Manager Steve Krauthem and Collection System Superintendent Dasse Delongh who staffed the District's collections emergency operations center on January 8<sup>th</sup> and directed field efforts. He stated that the weekend's performance by the entire Collections group makes it clear that they all mean it when they talk about their efforts towards continuous improvement.

- The General Manager commended John Bailey and all the Veolia staff for their outstanding performance with treatment plant operations through the previous weekend's storm event. He especially recognized the efforts of John Bailey, Manny Arias, and Tony Silva for keeping things well under control at both the Ignacio Transfer Pump Station and the treatment plant. He requested that Mr. Bailey convey the District's appreciation and thanks to all of the Veolia staff for a job well done.
- Announcements:
- Possible Finance Committee meeting week of January 30<sup>th</sup> at 3:00 p.m. The Manager asked Members Jerry Peters and Bill Long to get back to the Administrative Secretary with their schedule availability.
  - Solid Waste Committee meeting on Tuesday, March 21, 2017 at 3:00 p.m. with Members Jean Mariani and Carole Dillon-Knutson.
  - Reminder that the CASA Winter Conference is in Palm Springs, January 18<sup>th</sup> – 20<sup>th</sup>.
  - District offices will be closed January 16<sup>th</sup> for observance of Martin Luther King Day.
  - Board meeting of January 23<sup>rd</sup> cancelled. Next Board meeting is Monday, February 13<sup>th</sup> at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:24 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording

# Novato Sanitary District Board Fees Check Register

For January 2017

Item 5.a.  
(Pages 8 to 12)

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Feb 9, 17</b>			
02/09/2017	4809	Dillon-Knutson-, Carole	207.78
02/09/2017	4810	Long, William C	575.48
02/09/2017	4811	Mariani, Jean M	465.00
02/09/2017	4812	Miller, Brant	
02/09/2017	4813	Peters, Arthur Gerald	204.79
<b>Feb 9, 17</b>			<b><u>1,453.05</u></b>

# Novato Sanitary District Operating Check Register

January 23, 2017

Date	Num	Name	Credit
<b>Jan 23, 17</b>			
01/23/2017	60208	Veolia Water North America, Inc.	169,760.32
01/23/2017	60202	Pacific, Gas & Electric	66,210.76
01/23/2017	60209	Veolia Water North America, Lab	27,458.66
01/23/2017	60177	Central Marin Sanitation Agency	24,706.23
01/23/2017	60205	Stericycle	18,226.61
01/23/2017	60171	American Express-21007	10,219.83
01/23/2017	60193	Marin Mechanical II, Inc.	8,240.39
01/23/2017	60196	North Bay Petroleum	4,766.78
01/23/2017	60175	California Diesel & Power	3,088.76
01/23/2017	60181	Environmental Products and Acce...	2,067.36
01/23/2017	60194	Maze & Associates	1,935.00
01/23/2017	60211	WECO	1,471.63
01/23/2017	60188	IEDA, INC	1,143.00
01/23/2017	60199	North Marin Water District	910.00
01/23/2017	60210	Water Components & Building, Inc.	835.39
01/23/2017	60180	EEC	830.61
01/23/2017	60192	Lightning Services, Inc.	800.00
01/23/2017	60174	BoundTree Medical, LLC	776.84
01/23/2017	60191	Johnson Controls, Inc.	703.50
01/23/2017	60198	North Marin Water District Jobsite	570.00
01/23/2017	60185	Grainger	421.88
01/23/2017	60172	B.W.S. Distributors, Inc.	412.30
01/23/2017	60187	IDEXX Distributing Corp.	349.99
01/23/2017	60178	CWEAmembers	348.00
01/23/2017	60176	Calpacific Equipment Co	288.58
01/23/2017	60182	Evoqua Water Technologies - Lab	272.00
01/23/2017	60189	IOBP,LLC	265.00
01/23/2017	60183	Fisher-Scientific	263.96
01/23/2017	60200	Novato Disposal-	251.87
01/23/2017	60204	Staples Advantage	226.76
01/23/2017	60195	Moreno, Joe	200.00
01/23/2017	60190	Irvine Consulting Services Inc.	171.96
01/23/2017	60203	Platt Electric Supply Inc.	169.19
01/23/2017	60184	Frontier Communications of CA	149.75
01/23/2017	60173	Barnett Medical LLC	90.00
01/23/2017	60186	Honey Bucket	88.20
01/23/2017	60206	Unicorn Group	79.74
01/23/2017	60197	North Marin Auto Parts	49.47
01/23/2017	60179	ECS Refining, Inc	44.44
01/23/2017	60201	O'Reilly Auto Parts	42.24
01/23/2017	60207	United Parcel Service	15.12
<b>Jan 23, 17</b>			<b><u>348,922.12</u></b>

# Novato Sanitary District Operating Check Register February 13, 2017

Date	Num	Name	Credit
Feb 13, 17			
02/13/2017	60281	Veolia Water North America, Inc.	170,746.40
02/13/2017	60269	PARS-OPEB-Post Employment Benefits Trust	63,636.36
02/13/2017	60282	Veolia Water North America, Lab	27,458.66
02/13/2017	60270	PARS-PSRP-Post Employment Benefits Trust	18,181.82
02/13/2017	60276	Stericycle	16,317.81
02/13/2017	60254	Johnson, Dee	6,930.00
02/13/2017	60289	Veolia Water Recycled Water Oper.	5,651.84
02/13/2017	60235	Aqua Science	5,650.00
02/13/2017	60241	Caltest Analytical Lab Inc.	5,238.20
02/13/2017	60256	Marin Audubon Society	4,603.00
02/13/2017	60265	Novato Chamber of Commerce	3,020.00
02/13/2017	60279	U.S. Bank Card (3)Craig	2,387.70
02/13/2017	60259	MME	2,032.70
02/13/2017	60262	North Marin Water District	1,917.99
02/13/2017	60255	Leonardi Automotive & Electric, Inc.	1,606.72
02/13/2017	60288	Calcon Systems	1,284.00
02/13/2017	60243	Cintas Corporation	1,194.88
02/13/2017	60234	Alpha Analytical Lab, Inc.	1,182.00
02/13/2017	60277	Telstar Instruments Inc	1,175.00
02/13/2017	60252	IEDA, INC	1,143.00
02/13/2017	60253	Jan-Pro Cleaning Systems	1,005.00
02/13/2017	60233	ACD Telecommunications	905.00
02/13/2017	60273	Rauch Communication Consultants. Inc.	797.50
02/13/2017	60285	Vision Service Plan	570.58
02/13/2017	60247	Frontier California Inc EQ	564.36
02/13/2017	60275	Shape Incorporated	520.17
02/01/2017	dir dep	Krauthaim, Steve	496.66
02/13/2017	60240	Cagwin & Dorward Inc.	448.00
02/13/2017	60239	BoundTree Medical, LLC	435.94
02/13/2017	60284	Verizon Wireless-	431.28
02/13/2017	60287	WEF Membership	312.00
02/13/2017	60249	GE MDS LLC	298.28
02/13/2017	60272	Pini Hardware	279.26
02/13/2017	60245	CWEAmembers	255.00
02/13/2017	dir dep	Karkal, Sandeep	250.11
02/13/2017	60244	Claremont EAP, Inc.	250.00
02/13/2017	60242	CDW Government, Inc.	247.00
02/13/2017	dir dep	Mariani, Jean	246.55
02/13/2017	dir dep	Miller, Brant-	217.00
02/13/2017	60250	Grainger	189.70
02/13/2017	60238	Beecher Engineering, Inc	185.00
02/13/2017	60274	Sebastopol Bearing & Hydraulic	178.72
02/13/2017	60258	Meyers, Nave, Riback, Silver & Wilson	175.00
02/13/2017	60263	North Marin Water District - Lab	165.00
02/13/2017	60268	Orkin Pest Control, Inc.	144.56
02/13/2017	60232	Aero Heating & Sheetmetal, Inc.	128.00
02/13/2017	60266	Novato Chevrolet	107.25
02/13/2017	60257	Medical Center of Marin	100.00
02/13/2017	60261	North Marin Auto Parts	95.57
02/13/2017	60251	Honey Bucket	88.18
02/13/2017	60280	Unicorn Group	79.74
02/13/2017	60271	Petty Cash	67.32
02/13/2017	60236	AT&T Mobility	62.91
02/13/2017	60278	U.S. Bank (Sandeep)	61.00
02/13/2017	60260	National Notary Association	59.00
02/13/2017	60246	First Alarm	39.91
02/13/2017	60286	Water Components & Building, Inc.	22.97
02/13/2017	60237	Batteries Plus Inc	18.39
02/13/2017	60264	Novato Builders Supply	13.00
02/13/2017	60267	void	0.00
Feb 13, 17			<u><u>351,868.99</u></u>

# Novato Sanitary District Capital Projects Check Register

January 23, 2017

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Date	Num	Name	Credit
<b>Jan 23, 17</b>			
01/23/2017	3132	Michels Corporation	16,494.70
01/23/2017	3133	Team Ghilotti, Inc.	8,372.35
01/23/2017	3126	Lateral-Bartolini	2,000.00
01/23/2017	3127	Lateral-Bixler	2,000.00
01/23/2017	3128	Lateral-Grier	2,000.00
01/23/2017	3129	Lateral-Levine	2,000.00
01/23/2017	3130	Lateral-Ross	2,000.00
01/23/2017	3131	Lateral-Strauss	2,000.00
01/23/2017	3124	B.W.S. Distributors, Inc.	793.88
01/23/2017	3125	GHD Inc.	351.75
<b>Jan 23, 17</b>			<b><u>38,012.68</u></b>

**Novato Sanitary District  
Capital Projects Check Register  
February 13, 2017**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Feb 13, 17</b>				
	02/13/2017	3141	RMC Water & Environment, Inc.	22,696.05
	02/13/2017	3134	Burlingame Engineers Inc	20,577.65
	02/13/2017	3138	Meyers, Nave, Riback, Silver & Wilson	3,875.00
	02/13/2017	3135	Eaton Corporation	3,266.00
	02/13/2017	3140	Novato,City2	2,770.00
	02/13/2017	3137	Lateral-Haas	2,000.00
	02/13/2017	3139	Miller Pacific Engineering, Inc.	1,332.00
	02/13/2017	3136	GHD Inc.	100.50
<b>Feb 13, 17</b>				<b>56,617.20</b>

**Novato Sanitary District  
Payroll and Payroll Related Check Register  
January - 2017**

Item 5.b.

Date	Description	Amount
01/31/2017	January Payroll	108,781.30
01/21/2017	January - Retirees Health Benefits	11,817.17
01/20/2017	PARS-OPEB Contribution	63,636.36
01/20/2017	PARS-Pension Contribution	18,181.82
01/20/2017	CALPERS Retirement	9,695.08
01/31/2017	United States Treasury	22,796.70
01/20/2017	CalPers Supplemental Income Plan	3,132.76
01/31/2017	EDD	6,853.22
01/20/2017	Lincoln Financial Group 457	8,409.90
01/20/2017	Lincoln Financial Group 457 Roth	750.00
01/20/2017	Lincoln Financial Group-401a Plan	3,623.55
01/20/2017	Lincoln Financial Group-401a Plan	3,604.43
01/20/2017	CALPERS Retirement	13,019.42
01/20/2017	CalPERS Health	30,247.05
01/20/2017	Local Union 315	560.00
01/20/2017	Operating Engineers Trust	671.38
01/20/2017	Delta Dental Insurance	2,940.07
01/20/2017	Dearborne	2,459.55
		<b>311,179.76</b>

**Novato Sanitary District  
Deposit Detail  
January 2017**

Item 5.c.

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>01/05/2017</b>		<b>11113 · Westamerica - Operations</b>	
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
		Zaragoza Plumbing	41040 · Permit & Inspection Fee	15.00
		County of Marin	51015 · Property Taxes	39,854.76
		Gopher It	41040 · Permit & Inspection Fee	40.00
		Petaluma Septic	11200 - Accounts Receivable	1,440.91
<b>TOTAL</b>				<b>41,430.67</b>
<b>Deposit</b>	<b>01/05/2017</b>		<b>11113 · Westamerica - Operations</b>	
		Peter Levi Plumbing	41040 · Permit & Inspection Fee	40.00
		Novato Disposal	11200 - Accounts Receivable (AB 939, 1Q)	88,533.50
<b>TOTAL</b>				<b>88,573.50</b>
<b>Deposit</b>	<b>01/11/2017</b>		<b>11113 · Westamerica - Operations</b>	
		Creamer, Laura(reimb)	66090 · Office Expense	9.85
		Hayden, Ron	11200 - Accounts Receivable (3Q,4Q FY15/16)	54,369.98
		Biomarin	11200 - Accounts Receivable	1,993.30
<b>TOTAL</b>				<b>56,373.13</b>
<b>Deposit</b>	<b>01/13/2017</b>		<b>11113 · Westamerica - Operations</b>	
		EnerNoc	61000-5 · Gas & Electricity	4,950.12
		Ghilotti Construction, Inc.	41090 · Non-domestic Permit Fees	1,415.00
		Sonoma County Water Agency	73005 · RWF Expansion	24,546.87
		County of Marin	51015 · Property Taxes	40.30
<b>TOTAL</b>				<b>30,952.29</b>
<b>Deposit</b>	<b>01/13/2017</b>		<b>11113 · Westamerica - Operations</b>	
		USCG-Finance Center	11200 - Accounts Receivable	190.35
<b>TOTAL</b>				<b>190.35</b>
<b>Deposit</b>	<b>01/17/2017</b>		<b>11113 · Westamerica - Operations</b>	
		USCG	11200 - Accounts Receivable (SSCs)	14,608.10
<b>TOTAL</b>				<b>14,608.10</b>
<b>Deposit</b>	<b>01/23/2017</b>		<b>11113 · Westamerica - Operations</b>	
		County of Marin	51015 · Property Taxes	40,629.07
		County of Marin	51015 · Property Taxes	9,805.93
		County of Marin	51015 · Property Taxes	6.46
<b>TOTAL</b>				<b>50,441.46</b>
<b>Deposit</b>	<b>01/23/2017</b>		<b>11113 · Westamerica - Operations</b>	
		Pipe Spy Marin	41040 · Permit & Inspection Fee	40.00
		WC1-GC Inc	41040 · Permit & Inspection Fee	60.00
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	15.00
		James Flanagan Builders	41040 · Permit & Inspection Fee	40.00
		North Marin Water District-	11200 - Accounts Receivable	2,400.50
<b>TOTAL</b>				<b>2,555.50</b>
<b>Total Deposits for January 2017</b>				<b>285,125.00</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: Accounts Receivable Aging Summary for the Period Ended January 31, 2017.	<b>MEETING DATE:</b> February 13, 2017  <b>AGENDA ITEM NO.:</b> 5.d.
<b>RECOMMENDED ACTION:</b> Receive Accounts Receivable Report as of January 31, 2017.	
<b>SUMMARY AND DISCUSSION:</b>  The attached Accounts Receivable Summary shows the following receivables as of January 31, 2017:  <b><u>1-45 days - \$119,507:</u></b> Current.  <b><u>46-90 days - \$0:</u></b> None.  <b><u>90+ days - \$46,877:</u></b> Considered collectible - approximately \$30k attributable to reimbursement due from contractor for District costs related to a sewer overflow on the Hamilton Trunk Sewer Project. The remainder is also considered collectible and includes the District's annual Used Oil/Beverage "grant" for 2015/16.	
<b>ATTACHMENTS:</b> 1. Accounts Receivable (A/R) Aging Summary.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> lmc, ssk	<b>GENERAL MANAGER:</b> SSK

	Current	46 - 90	> 90	TOTAL	
<b>Biomarin</b>	3,131.95	0.00	1,802.35	4,934.30	<b>(1)</b>
<b>City of Novato - Used Oil/Beverage</b>	0.00	0.00	13,050.74	13,050.74	<b>(2)</b>
<b>ETIC Engineering</b>	0.00	0.00	1,963.28	1,963.28	<b>(1)</b>
<b>Hayden, Ron (1Q &amp;2Q, FY16-17)</b>	54,369.98	0.00	0.00	54,369.98	<b>(3)</b>
<b>Michael Paul Company</b>	0.00	0.00	30,060.71	30,060.71	<b>(4)</b>
<b>North Marin Water District-</b>	28,502.15	0.00	0.00	28,502.15	<b>(5)</b>
<b>Novato Disposal</b>	26,093.00	0.00	0.00	26,093.00	<b>(6)</b>
<b>Veolia Water</b>	7,409.98	0.00	0.00	7,409.98	<b>(7)</b>
<b>TOTAL</b>	<b>119,507.06</b>	<b>0.00</b>	<b>46,877.08</b>	<b>166,384.14</b>	

- (1) Lab monitoring and analysis fees, permitted non-domestic discharge fees.
- (2) City of Novato - 2015/16 Beverage Grant
- (3) Rancher's lease fees for first and second quarters of 2016/17.
- (4) Reimbursement for personnel and equipment costs for sewer services overflows at Frosty Lane project.
- (5) Reimbursement for Recycled Water Facility for August and September 2016.
- (6) For half of the District's annual Franchise Fee.
- (7) Veolia quarterly reimbursement billing.

**Novato Sanitary District**

**QUARTERLY INVESTMENT REPORT -- For Quarter Ended December 31, 2016**

INVESTMENT	ACTIVITY	October	November	December	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	262,537	114,000	10,184,000	<b>10,560,537</b>
	Total transfers out	1,010,000	588,000	6,609,000	<b>8,207,000</b>
Current Yield 0.719%	Minimum daily balance	16,047,117	15,573,117	15,573,117	<b>15,573,117</b>
	Maximum daily balance	16,794,580	16,047,117	19,148,117	<b>19,148,117</b>
	Interest earned	0	0	28,315	<b>28,315</b>
<b>TRUST ACCOUNT</b>					
BANK OF NEW YORK MELLON For COP Bond Funds	Total deposits/transfers in	0	0	0	<b>0</b>
	Total transfers out	0	0	0	<b>0</b>
	Minimum daily balance	1,693,902	1,693,917	1,693,930	<b>1,693,902</b>
	Maximum daily balance	1,693,917	1,693,930	1,693,944	<b>1,693,944</b>
	Interest earned	15	13	14	<b>42</b>
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
<b>CHECKING ACCOUNTS</b>					
Interest Rate	<b>Regular Warrants Account</b>				
0.03%	Total deposits & transfers in	1,371,761	880,731	16,809,148	<b>19,061,640</b>
	Total checks & transfers out	1,495,961	752,489	16,660,634	<b>18,909,084</b>
	Minimum daily balance	9,474	39,485	14,165	<b>9,474</b>
	Maximum daily balance	1,098,766	505,502	10,388,362	<b>505,502</b>
	Interest earned	4	3	9	<b>16</b>
<b>Payroll Account</b>					
0.03%	Total transfers in	114,900	115,200	120,300	<b>350,400</b>
	Total checks & transfers out	114,456	115,116	121,960	<b>351,532</b>
	Minimum daily balance	2,129	2,339	999	<b>999</b>
	Maximum daily balance	108,129	108,385	112,458	<b>112,458</b>
	<b>Project Account</b>				
0.03%	Total transfers in	104,000	76,500	5,789,000	<b>5,969,500</b>
	Total checks & transfers out	94,921	37,933	5,494,639	<b>5,627,493</b>
	Minimum daily balance	127,130	127,376	129,572	<b>127,130</b>
	Maximum daily balance	188,086	182,379	5,857,196	<b>5,857,196</b>
	Interest earned	2	1	21	<b>24</b>
<b>ARRA Grant Project Account (3)</b>					
0.03%	Total transfers in	0			<b>0</b>
	Total checks & transfers out	100			<b>100</b>
	Minimum daily balance	100			<b>100</b>
	Maximum daily balance	100			<b>100</b>

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

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

(2) LAIF interest rate is currently .719% which is an increase from .634% in September, .576% in June, .51% in March 2016, and .40% in December of 2015.

(3) ARRA Grant Project Account closed in October of 2016, no longer necessary.



**JOHN CHIANG  
TREASURER  
STATE OF CALIFORNIA**



**PMIA Performance Report**

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/19/16	0.72	0.68	179
12/20/16	0.72	0.68	180
12/21/16	0.72	0.68	179
12/22/16	0.73	0.68	179
12/23/16	0.73	0.68	185
12/24/16	0.73	0.68	185
12/25/16	0.73	0.68	185
12/26/16	0.73	0.68	185
12/27/16	0.73	0.68	180
12/28/16	0.73	0.68	173
12/29/16	0.73	0.68	176
12/30/16	0.74	0.68	172
12/31/16	0.74	0.68	171
01/01/17	0.74	0.74	171
01/02/17	0.74	0.74	171
01/03/17	0.74	0.74	181
01/04/17	0.74	0.74	184
01/05/17	0.75	0.74	186
01/06/17	0.75	0.74	186
01/07/17	0.75	0.74	186
01/08/17	0.75	0.74	186
01/09/17	0.75	0.74	185
01/10/17	0.75	0.74	185
01/11/17	0.75	0.74	187
01/12/17	0.75	0.74	186
01/13/17	0.75	0.75	186
01/14/17	0.75	0.75	186
01/15/17	0.75	0.75	186
01/16/17	0.75	0.75	186
01/17/17	0.75	0.75	182
01/18/17	0.75	0.75	181

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

**LAIF Performance Report**

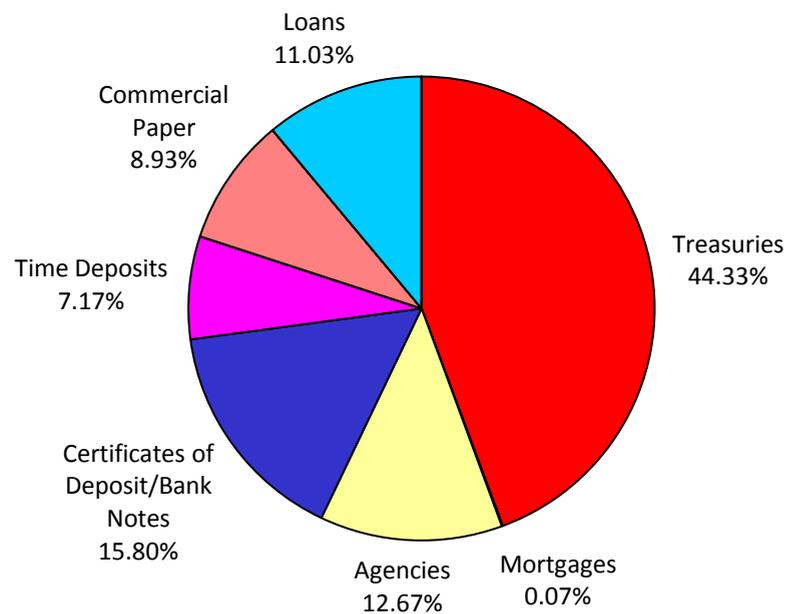
**Quarter Ending 12/31/16**

Apportionment Rate: 0.68%  
 Earnings Ratio: 0.00001851848158529  
 Fair Value Factor: 0.999423823  
 Daily: 0.74%  
 Quarter to Date: 0.68%  
 Average Life: 171

**PMIA Average Monthly Effective Yields**

**Dec 2016 0.719%**  
 Nov 2016 0.678%  
 Oct 2016 0.654%

**Pooled Money Investment Account  
Portfolio Composition  
12/31/16  
\$73.7 billion**



Based on data available as of 1/18/2017



## State of California Pooled Money Investment Account Market Valuation 12/31/2016

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch.		
1* United States Treasury:				
Bills	\$ 11,446,490,727.80	\$ 11,469,093,813.84	\$ 11,466,957,500.00	NA
Notes	\$ 21,240,182,012.60	\$ 21,237,355,143.84	\$ 21,210,171,500.00	\$ 32,928,180.00
1* Federal Agency:				
SBA	\$ 792,593,999.73	\$ 792,573,777.77	\$ 785,274,949.19	\$ 502,068.60
MBS-REMICs	\$ 49,039,552.21	\$ 49,039,552.21	\$ 51,627,495.79	\$ 231,374.63
Debentures	\$ 1,025,076,967.25	\$ 1,025,067,245.03	\$ 1,021,615,500.00	\$ 2,160,598.00
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 7,173,459,944.34	\$ 7,187,429,402.88	\$ 7,187,637,000.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
1* Supranational Debentures	\$ 299,974,475.25	\$ 299,974,475.25	\$ 298,367,000.00	\$ 713,263.50
1* Supranational Debentures FR	\$ 50,000,000.00	\$ 50,000,000.00	\$ 49,988,000.00	\$ 108,611.11
2* CDs and YCDs FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 300,000,000.00	\$ 457,592.31
2* Bank Notes	\$ 600,000,000.00	\$ 600,000,000.00	\$ 599,926,626.16	\$ 2,316,861.11
2* CDs and YCDs	\$ 10,750,000,000.00	\$ 10,750,000,000.00	\$ 10,746,696,134.35	\$ 23,101,888.89
2* Commercial Paper	\$ 6,584,098,055.50	\$ 6,591,520,541.63	\$ 6,591,285,159.72	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,286,440,000.00	\$ 5,286,440,000.00	\$ 5,286,440,000.00	NA
AB 55 & GF Loans	\$ 8,135,851,000.00	\$ 8,135,851,000.00	\$ 8,135,851,000.00	NA
<b>TOTAL</b>	<b>\$ 73,733,206,734.68</b>	<b>\$ 73,774,344,952.45</b>	<b>\$ 73,731,837,865.21</b>	<b>\$ 62,520,438.15</b>

Fair Value Including Accrued Interest

\$ 73,794,358,303.36

\* Governmental Accounting Standards Board (GASB) Statement #72

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

The value of each participating dollar equals the fair value divided by the amortized cost (**0.999423823**).  
As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,988,476.46 or \$20,000,000.00 x **0.999423823**.



Pooled Money Investment Account

Portfolio as of 12-31-16

## PAR VALUES MATURING BY DATE AND TYPE

### Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 years/out
TREASURY		\$ 4,800	\$ 3,850	\$ 1,950	\$ 500	\$ 3,550	\$ 2,800	\$ 2,800	\$ 3,250	\$ 7,750	\$ 1,500		
REPO													
TDS	\$ 1,977	\$ 1,133	\$ 922	\$ 210	\$ 597	\$ 448							
AGENCY	\$ 1,593	\$ 2,000	\$ 600	\$ 1,150	\$ 1,200	\$ 500	\$ 500	\$ 300	\$ 650	\$ 1,633	\$ 300	\$ 50	
CP	\$ 2,950	\$ 1,875	\$ 575	\$ 700	\$ 350	\$ 150							
CDS + BNS	\$ 3,150	\$ 2,800	\$ 1,350	\$ 1,600	\$ 1,100	\$ 200	\$ 1,050	\$ 200	\$ 200				
CORP BND													
TOTAL													
\$ 66,763	\$ 9,670	\$ 12,608	\$ 7,297	\$ 5,610	\$ 3,747	\$ 4,848	\$ 4,350	\$ 3,300	\$ 4,100	\$ 9,383	\$ 1,800	\$ 50	\$ -
PERCENT	14.5%	18.9%	10.9%	8.4%	5.6%	7.3%	6.5%	4.9%	6.1%	14.1%	2.7%	0.1%	0.0%

Notes:

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

# NOVATO SANITARY DISTRICT

## MEMORANDUM

**BOARD**

**MEETING DATE:** February 13, 2017

**TO:** District Board of Directors

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

**SUBJECT:** Fiscal Year (FY) 16-17 Second Quarter Financial Report

### INTRODUCTION

This memorandum presents a summary year-to-date financial report for the District as of the FY16-17 Second Quarter ended December 31, 2016. The following items are presented as three sections herein:

1. Revenue and Expenditure Report (for the quarter ended December 31, 2016).
2. Debt Service Schedule as of December 31, 2016.
3. Statement of Net Position as of December 31, 2016.

### 1.0 REVENUE AND EXPENDITURES REPORT

This section presents an overview of revenues and expenditures for the operating and capital funds through the second quarter of Fiscal Year 2016-17. A more detailed summary is presented in the attached tables titled “DRAFT – Revenues and Expenditures – Budget vs. Actual”. A brief discussion and analysis of items displaying variance from the final budget is also provided below, as appropriate.

### OPERATING FUND

#### OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
<b>Total Operating Revenues</b>	\$5,491,644	\$10,108,692	\$4,617,048	54.3%

#### Discussion

Overall, operating revenues are approximately 54.3% of the total budget amount with 50% of the year complete. The operating revenue accounts are within the normal range for this time of year, since the District receives its primary revenues in December and April.

## OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
<b>Total Operating Expenditures</b>	\$ 4,342,385	\$9,972,648	\$5,630,263	43.5%

### Discussion

Overall, operating expenditures are at approximately 43.5% of budget, with 50% of the year complete. Variances in individual expenditure accounts are discussed below:

#### **Collection System (38.5%)**

General: In general, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Telephone: 51.8% Variance is due to the purchase of two new cell phones for this department in the amount of approximately \$400. Account expected to stay within budget for the current fiscal year.

#### **Treatment Facilities - Contract Operations: (44.6%)**

General: In general, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Water/Permits/Telephone: 65.0% Significant variance due to the annual permits for Bay Area Air Quality Management District and the State Water Resources Control Board being paid in the first and second quarter of the fiscal year. Account expected to stay within budget for the current fiscal year.

#### **Reclamation/Disposal Facilities: (69.8%)**

General: In general, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Sludge Disposal: 99.4%. Sludge disposal is completed for the year. Account expected to stay within budget for the current fiscal year.

Repairs & Maintenance: 57.7%. Variance is due to the seasonal nature of the reclamation facility's irrigation activities. Per review of account, no significant items noted, and account is expected to stay within budget for the current fiscal year.

Gas & Electricity: 70.9%. Expenditures are within expected parameters for this time of year. Once the Reclamation area irrigation season is over, the electrical usage will decrease and the expenditure will follow. Account expected to stay within budget for the current fiscal year.

Water: 457.3%. Water is a reimbursable expenditure billed and paid by the rancher at the end of the fiscal year. Account expected to stay within budget for the current fiscal year, after accounting for cost reimbursement from rancher.

**Laboratory/Monitoring: (38.1%)**

General: In general, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Permits & Fees. 118.5%. Significant variance due to the annual permit for California Environmental Laboratory Accreditation Program (ELAP) increased approximately \$600 from prior fiscal year.

**Pump Stations: (39.8%)**

General: In general, no significant variances noted for this cost center for the second quarter.

**Administration and Engineering: (43.8%)**

General: In general, no significant variances noted for this cost center for the second quarter, other than those noted under "Discussion" above. Variances in individual expenditure accounts are discussed below.

Insurance: 100.3%. Insurance expense is within expected parameter for this time of year, typically paid as billed in the first and second quarter of the fiscal year. Account expected to stay within budget over the current fiscal year, once the District receives the annual dividend from CSRMA in March.

Agency Dues: 87.4%. Significant variance as a large portion of agency dues are paid in the first and second quarters. Account expected to stay within budget for the current fiscal year.

Agency Dues: 58.3%. Significant variance as a significant portion of memberships are paid in the first and second quarters. Account expected to stay within budget for the current fiscal year.

Accounting & Auditing: 83.5%. Significant variance due to completion of annual audit for FY 2015/16; account expected to stay within budget for the current fiscal year.

County Fees- Property Taxes/Sewer Service Charges: 55.0%. Expenditures are within expected parameters for this time of year. The District receives its revenue in December and April, receiving approximately 55% in December and 45% in April. The 55% variance appears to be representative of what the District has received in revenue thus far in the current fiscal year. The account is expected to stay within budget for the current fiscal year.

**AB 939 Solid Waste Programs: (35.8%)**

General: In general, no significant variances noted for this cost center for the second quarter.

**Recycled Water: (37.5%)**

General: In general, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Gas & Electricity: 105.3%. Significant variance due to small budget; expense for annual operation of Deer Island recycled water facility.

**CAPITAL FUND**

**CAPITAL REVENUE**

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under) Budget	Pct. Received
<b>Sewer Service Charges</b>	\$4,046,036	\$7,595,952	(\$3,549,916)	53.27%
<b>Property Taxes</b>	1,162,999	1,938,000	(775,001)	60.01%
<b>Connection Charges</b>	140,192	434,400	(294,208)	32.27%
<b>Collector sewer/Special Equalization Charges</b>	0	2,000	(2,000)	0.00%
<b>Interest</b>	25,252	25,000	252	101.01%
<b>Other Revenue</b>	227,891	20,000	207,891	1,139.45%
<b>Total Revenue</b>	<b>\$5,602,370</b>	<b>\$10,015,352</b>	<b>(\$4,412,982)</b>	<b>55.94%</b>

**Discussion**

Overall capital revenues are 55.9% of budget at the close of the second quarter, consistent with the District receiving the bulk of its revenue in December and April. The variance in the Other Revenue category is due to a settlement payment resulting from the resolution of the Bayside subdivision (Hamilton) sewer system litigation.

**CAPITAL EXPENDITURES**

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Budget Unused</b>	<b>Pct. Used</b>
<b>Capital Expenditures</b>	\$7,900,075	\$11,734,705	(\$3,834,630)	67.3%

**Discussion**

The list of capital project accounts is shown in the attached tables. Overall expenses are 67.3% of budget.

As noted in prior reports, capital work follows a different spending trajectory than normal operating expenditures. All of these accounts are expected to stay within budget over the remainder of the fiscal year.

The principal and interest accounts for repayment of the District's outstanding State Revolving Fund (SRF) loan and 2011 Certificates of Participation (COPs) are within budget for this time of year.

\*\*\*\*\*

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
<b>Revenue</b>				
<b>41000 · OPERATING REVENUE</b>				
41010 · Sewer Service Charges	5,160,700.35	9,208,992.00	(4,048,291.65)	56.04%
41030 · Plan Check & Inspection Fee	25.00	500.00	(475.00)	5.0%
41040 · Permit & Inspection Fee	3,975.00	6,000.00	(2,025.00)	66.25%
41060 · Interest Income	30,754.67	20,000.00	10,754.67	153.77%
41080 · Engineering & Admin Charges	0.00	165,000.00	(165,000.00)	0.0%
41090 · Non-domestic Permit Fees	5,657.71	25,000.00	(19,342.29)	22.63%
41100 · Garbage Franchise Fees	26,093.00	52,186.00	(26,093.00)	50.0%
41105 · AB 939 Collector Fees	177,067.00	354,134.00	(177,067.00)	50.0%
41107 · Oil/Bev/Tire Grants	9,375.15	59,880.00	(50,504.85)	15.66%
41130 · Ranch Income	27,184.99	70,000.00	(42,815.01)	38.84%
41135 · Recycle Water Facility Revenue	43,810.11	117,000.00	(73,189.89)	37.45%
41140 · Other Revenue	7,000.66	20,000.00	(12,999.34)	35.0%
41142 · Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 41000 · OPERATING REVENUE</b>	<b>5,491,643.64</b>	<b>10,108,692.00</b>	<b>(4,617,048.36)</b>	<b>54.33%</b>
<b>Expense</b>				
<b>60000 · COLLECTION SYSTEM</b>				
60010 · Salaries & Wages	282,466.67	627,355.00	(344,888.33)	45.03%
60020 · Employee Benefits	115,649.92	286,293.00	(170,643.08)	40.4%
60060 · Gas, Oil & Fuel	5,078.83	28,000.00	(22,921.17)	18.14%
60085 · Safety	597.33	3,500.00	(2,902.67)	17.07%
60091 · Software Maint	14,961.77	75,000.00	(60,038.23)	19.95%
60100 · Operating Supplies	7,531.45	30,000.00	(22,468.55)	25.11%
60150 · Repairs & Maintenance	16,756.52	85,000.00	(68,243.48)	19.71%
60152 · Small Tools	774.33	2,000.00	(1,225.67)	38.72%
60153 · Outside Services	75,670.60	175,000.00	(99,329.40)	43.24%
60192 · Water	3,905.07	12,000.00	(8,094.93)	32.54%
60193 · Telephone	1,037.44	2,000.00	(962.56)	51.87%
60200 · Other(Garbage Coll)	54.52	1,000.00	(945.48)	5.45%
60201 · Permits & Fees	11,711.13	65,000.00	(53,288.87)	18.02%
<b>Total 60000 · COLLECTION SYSTEM</b>	<b>536,195.58</b>	<b>1,392,148.00</b>	<b>(855,952.42)</b>	<b>38.52%</b>
<b>61000-0 · Contract Operations</b>				
61000-1 · Fixed Fee	1,018,561.92	2,113,278.00	(1,094,716.08)	48.2%
61000-2 · Insurance & Bonds	4,777.02	14,000.00	(9,222.98)	34.12%
61000-3 · Major Repair/Replacement	0.00	150,000.00	(150,000.00)	0.0%
61000-4 · Water/Permits/Telephone	58,474.16	90,000.00	(31,525.84)	64.97%
61000-5 · Gas & Electricity	290,016.81	708,913.00	(418,896.19)	40.91%
<b>Total 61000-0 · Contract Operations</b>	<b>1,371,829.91</b>	<b>3,076,191.00</b>	<b>(1,704,361.09)</b>	<b>44.6%</b>
<b>63000 · RECLAMATION/DISPOSAL</b>				
63010 · Salaries & Wages	38,884.72	91,943.00	(53,058.28)	42.29%
63020 · Employee Benefits	9,437.53	36,595.00	(27,157.47)	25.79%
63060 · Gasoline & Oil	727.05	4,000.00	(3,272.95)	18.18%
63085 · Safety	0.00	500.00	(500.00)	0.0%

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
63091 · Software Maintenance	1,000.00	2,000.00	(1,000.00)	50.0%
63100 · Operating Supplies	946.06	2,000.00	(1,053.94)	47.3%
63115 · Sludge Disposal	188,818.87	190,000.00	(1,181.13)	99.38%
63150 · Repairs & Maintenance	40,416.87	70,000.00	(29,583.13)	57.74%
63152 · Small Tools	34.83	500.00	(465.17)	6.97%
63157 · Ditch/Dike Maintenance	0.00	20,000.00	(20,000.00)	0.0%
63191 · Gas & Electricity	67,434.15	95,000.00	(27,565.85)	70.98%
63192 · Water - Reclamation	13,718.44	3,000.00	10,718.44	457.28%
63201 · Permits & Fees	2,811.28	6,000.00	(3,188.72)	46.86%
<b>Total 63000 · RECLAMATION/DISPOSAL</b>	<b>364,229.80</b>	<b>521,538.00</b>	<b>(157,308.20)</b>	<b>69.84%</b>
<b>64000 · LABORATORY/MONITORING</b>				
64010 · Contract Lab Services	168,927.22	368,136.00	(199,208.78)	45.89%
64060 · Gasoline & Oil	458.29	2,500.00	(2,041.71)	18.33%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	0.00	4,000.00	(4,000.00)	0.0%
64100 · Operating Supplies	7,597.53	20,000.00	(12,402.47)	37.99%
64150 · Repairs & Maintenance	2,445.05	25,000.00	(22,554.95)	9.78%
64160 · Research & Monitoring	50,281.70	182,000.00	(131,718.30)	27.63%
64170 · Pollution Prevention/Public Ed	13,743.13	43,000.00	(29,256.87)	31.96%
64201 · Permits & Fees	3,555.00	3,000.00	555.00	118.5%
<b>Total 64000 · LABORATORY/MONITORING</b>	<b>247,007.92</b>	<b>648,636.00</b>	<b>(401,628.08)</b>	<b>38.08%</b>
<b>65000 · PUMP STATIONS</b>				
65010 · Salaries & Wages	151,531.09	344,528.00	(192,996.91)	43.98%
65020 · Employee Benefits	51,981.39	154,611.00	(102,629.61)	33.62%
65060 · Gasoline & Oil	1,082.81	6,000.00	(4,917.19)	18.05%
65085 · Safety Expenses	197.98	2,000.00	(1,802.02)	9.9%
65091 · Software Maintenance	4,998.69	12,000.00	(7,001.31)	41.66%
65100 · Operating Supplies	3,199.69	10,000.00	(6,800.31)	32.0%
65101 · Operating Chemicals	28.26	15,000.00	(14,971.74)	0.19%
65150 · Repairs & Maintenance	58,182.89	115,000.00	(56,817.11)	50.59%
65152 · Small Tools	582.77	2,000.00	(1,417.23)	29.14%
65153 · Outside Services, Electrical	2,424.88	35,000.00	(32,575.12)	6.93%
65191 · Gas & Electricity	45,617.37	110,000.00	(64,382.63)	41.47%
65192 · Water	2,928.12	7,000.00	(4,071.88)	41.83%
65193 · Telephone	11,935.82	24,000.00	(12,064.18)	49.73%
65201 · Permits & Fees	5,133.20	17,000.00	(11,866.80)	30.2%
<b>Total 65000 · PUMP STATIONS</b>	<b>339,824.96</b>	<b>854,139.00</b>	<b>(514,314.04)</b>	<b>39.79%</b>
<b>66000 · ADMIN/ENGINEERING</b>				
66010 · Salaries & Wages	488,886.42	1,152,160.00	(663,273.58)	42.43%
66020 · Employee Benefits	236,747.27	473,551.00	(236,803.73)	49.99%
66021 · Retiree Health Benefits	86,642.37	377,348.00	(290,705.63)	22.96%
66030 · Director's Fees	11,025.00	38,000.00	(26,975.00)	29.01%
66060 · Gasoline & Oil	2,088.13	10,000.00	(7,911.87)	20.88%
66070 · Insurance	150,485.85	150,000.00	485.85	100.32%

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
 July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
66071 · Insurance Claim Expense	18,442.87	50,000.00	(31,557.13)	36.89%
66075 · Agency Dues	54,171.75	62,000.00	(7,828.25)	87.37%
66080 · Memberships	5,833.00	10,000.00	(4,167.00)	58.33%
66085 · Safety	640.29	2,000.00	(1,359.71)	32.02%
66090 · Office Expense	9,713.90	27,000.00	(17,286.10)	35.98%
66100 · Engineering Supplies	4,243.54	10,000.00	(5,756.46)	42.44%
66121 · Accounting & Auditing	22,564.00	27,000.00	(4,436.00)	83.57%
66122 · Attorney Fees	9,195.32	75,000.00	(65,804.68)	12.26%
66123 · O/S Contractual	77,538.29	218,000.00	(140,461.71)	35.57%
66124 · IT/Misc Electrical	15,320.65	45,000.00	(29,679.35)	34.05%
66125 · Safety & Wellness Incentive Pro	0.00	10,000.00	(10,000.00)	0.0%
66130 · Printing & Publications	8,774.33	22,000.00	(13,225.67)	39.88%
66150 · Repairs & Maintenance	22,801.58	50,000.00	(27,198.42)	45.6%
66170 · Travel, Meetings & Training	23,557.53	55,000.00	(31,442.47)	42.83%
66193 · Telephone	4,948.09	10,000.00	(5,051.91)	49.48%
66202 · County Fees - Property Taxes	15,391.41	26,000.00	(10,608.59)	59.2%
66203 · County Fees - Sewer Service Chg	21,600.00	42,000.00	(20,400.00)	51.43%
66250 · Service Charge Sys Exp	0.00	5,150.00	(5,150.00)	0.0%
<b>Total 66000 · ADMIN/ENGINEERING</b>	<b>1,290,611.59</b>	<b>2,947,209.00</b>	<b>(1,656,597.41)</b>	<b>43.79%</b>
<b>67000 · AB 939 SOLID WASTE PROGRAMS</b>				
67400 · Consulting Services	34,800.88	134,750.00	(99,949.12)	25.83%
67500 · Household Hazardous Waste	109,541.80	220,000.00	(110,458.20)	49.79%
67530 · Used Oil/Beverage Cont Grant	2,610.00	22,537.00	(19,927.00)	11.58%
67540 · Outreach/Publicity/Education	1,899.56	23,500.00	(21,600.44)	8.08%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 67000 · AB 939 SOLID WASTE PROGRAMS</b>	<b>148,852.24</b>	<b>415,787.00</b>	<b>(266,934.76)</b>	<b>35.8%</b>
<b>68000 · Recycled Water</b>				
68010 · O & M Services	14,545.75	50,000.00	(35,454.25)	29.09%
68100 · Operating Supplies	917.79	2,000.00	(1,082.21)	45.89%
68101 · Operating Chemicals	12,077.75	26,000.00	(13,922.25)	46.45%
68150 · Repairs & Maintenance	9,126.07	22,000.00	(12,873.93)	41.48%
68160 · Research & Monitoring	5,060.00	14,000.00	(8,940.00)	36.14%
68191 · Gas & Electricity	2,106.00	2,000.00	106.00	105.3%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
<b>Total 68000 · Recycled Water</b>	<b>43,833.36</b>	<b>117,000.00</b>	<b>(73,166.64)</b>	<b>37.46%</b>
<b>Total Expense</b>	<b>4,342,385.36</b>	<b>9,972,648.00</b>	<b>(5,630,262.64)</b>	<b>43.54%</b>
<b>Net Ordinary Income/(Loss)</b>	<b>1,149,258.28</b>	<b>136,044.00</b>	<b>1,013,214.28</b>	<b>844.77%</b>

**Novato Sanitary District**  
**DRAFT Revenues & Expenditures - Capital**  
 July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>51000 · CAPITAL IMPROVEMENT INCOME</b>				
51010 · Sewer Service Charges	4,046,036.38	7,595,952.00	(3,549,915.62)	53.27%
51015 · Property Taxes	1,162,999.34	1,938,000.00	(775,000.66)	60.01%
51020 · Connection Charges	140,192.20	434,400.00	(294,207.80)	32.27%
51030 · Collector Sewer Charges	0.00	1,000.00	(1,000.00)	0.0%
51040 · Special Equalization Charge	0.00	1,000.00	(1,000.00)	0.0%
51060 · Interest	25,251.74	25,000.00	251.74	101.01%
51070 · Other Revenue	227,890.72	20,000.00	207,890.72	1,139.45%
<b>Total 51000 · CAPITAL IMPROVEMENT INCOME</b>	<b>5,602,370.38</b>	<b>10,015,352.00</b>	<b>(4,412,981.62)</b>	<b>55.94%</b>
<b>Expense</b>				
<b>72000 · CAPITAL IMPROVEMENT PROJECTS</b>				
72403 · Pump Station Rehabilitation	0.00	50,000.00	(50,000.00)	0.0%
72508 · N. Bay Water Recycling Auth	207,344.00	440,000.00	(232,656.00)	47.12%
<b>72706 · Collection System Improv</b>				
72706-1 · Lateral Replacement Program	22,500.00	60,000.00	(37,500.00)	37.5%
72706 · Collection System Improv - Other	384,252.42	1,200,000.00	(815,747.58)	32.02%
<b>Total 72706 · Collection System Improv</b>	<b>406,752.42</b>	<b>1,260,000.00</b>	<b>(853,247.58)</b>	<b>32.28%</b>
72707 · Hamilton Wetlands/Outfall Monit	0.00	10,000.00	(10,000.00)	0.0%
72708 · Cogeneration	18,975.00	45,000.00	(26,025.00)	42.17%
72802 · Annual Sewer Adj. for City Proj	0.00	10,000.00	(10,000.00)	0.0%
72803 · Annual Collection Sys Repairs	15,102.30	200,000.00	(184,897.70)	7.55%
72804 · Annual Reclamation Fac Imp	8,189.93	100,000.00	(91,810.07)	8.19%
72805 · Annual Treatment Plnt Improv	37,831.20	100,000.00	(62,168.80)	37.83%
72806 · Annual Pump Station Improv	22,438.25	100,000.00	(77,561.75)	22.44%
72808 · Strategic Plan Update	0.00	20,000.00	(20,000.00)	0.0%
72809 · Novato Creek Watershed	0.00	10,000.00	(10,000.00)	0.0%
73003 · Admin Bldg/Maint.Bldg Upgrades	17,773.26	350,000.00	(332,226.74)	5.08%
73004 · Odor Control & NTP Landscaping	10,056.71	75,000.00	(64,943.29)	13.41%
73005 · RWF Expansion	85,931.98	1,300,000.00	(1,214,068.02)	6.61%
73006 · NTP Corrosion Control	9,976.25	180,000.00	(170,023.75)	5.54%
73090 · Vehicle Replacement	0.00	425,000.00	(425,000.00)	0.0%
<b>Total 72000 · CAPITAL IMPROVEMENT PROJECTS</b>	<b>840,371.30</b>	<b>4,675,000.00</b>	<b>(3,834,628.70)</b>	<b>17.98%</b>
<b>78400 · Principal and Interest</b>				
78500 · Interest - Capital Projects	2,385,942.17	2,385,943.00	(0.83)	100.0%
78501 · Principal - Capital Projects	4,673,761.52	4,673,762.00	(0.48)	100.0%
<b>Total 78400 · Principal and Interest</b>	<b>7,059,703.69</b>	<b>7,059,705.00</b>	<b>(1.31)</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>7,900,074.99</b>	<b>11,734,705.00</b>	<b>(3,834,630.01)</b>	<b>67.32%</b>
<b>Net Ordinary Income</b>	<b>(2,297,704.61)</b>	<b>(1,719,353.00)</b>	<b>(578,351.61)</b>	<b>133.64%</b>



**Novato Sanitary District**  
**Statement Of Net Position**  
As of December 31, 2016

	Dec 31, 16	Dec 31, 15
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
11113 · Westamerica - Operations	89,261.29	90,464.12
11114 · Westamerica - Payroll Acct	998.69	362.24
11115 · Westamerica - Project Acct	127,928.23	27,101.06
11116 · Westamerica - Petty Cash	421.24	736.43
11116 · Westamerica - ARRA Grant	0.00	100.00
11120 · Cash in LAIF	19,176,431.58	17,130,587.10
11130 · Cash - Bond Funds	1,693,944.24	1,697,608.59
<b>Total Checking/Savings</b>	<b>21,088,985.27</b>	<b>18,946,959.54</b>
<b>Accounts Receivable</b>		
11200 · Accounts Receivable	285,477.93	267,055.65
11201 · Allowance for Receivables-	(16,713.15)	(19,621.14)
<b>Total Accounts Receivable</b>	<b>268,764.78</b>	<b>247,434.51</b>
<b>Other Current Assets</b>		
11300 · Interest Receivable	3,701.61	3,701.61
11350 · Prepaid Expenses	146,606.95	57,962.46
<b>Total Other Current Assets</b>	<b>150,308.56</b>	<b>61,664.07</b>
<b>Total Current Assets</b>	<b>21,508,058.61</b>	<b>19,256,058.12</b>
<b>Fixed Assets</b>		
<b>12010 · Plant, Property &amp; Equipment</b>		
12004 · Equipment	20,451,649.33	4,173,460.47
12005 · General Equipment	1,733,478.01	1,729,902.01
12006 · Pump Station Equipment	4,383,138.94	4,131,053.87
12008 · Buildings and Improvements	161,549,928.76	173,349,092.57
12009 · Sewer Collection & Outfall Syst	51,645,722.10	49,463,562.11
12015 · Land	1,973,913.00	1,973,913.00
12017 · Easements	2,172,075.00	2,169,875.00
12020 · Depreciation	(66,279,308.71)	(60,645,957.44)
<b>Total 12010 · Plant, Property &amp; Equipment</b>	<b>177,630,596.43</b>	<b>176,344,901.59</b>
12030 · Constuction in Progress	2,382,201.11	6,571,463.39
<b>Total Fixed Assets</b>	<b>180,012,797.54</b>	<b>182,916,364.98</b>
<b>TOTAL ASSETS</b>	<b>201,520,856.15</b>	<b>202,172,423.10</b>

**Novato Sanitary District**  
**Statement Of Net Position**  
As of December 31, 2016

	Dec 31, 16	Dec 31, 15
<b>LIABILITIES &amp; NET POSITION</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
21020 · Accounts Payable	1,682,550.78	534,609.04
<b>Total Accounts Payable</b>	<b>1,682,550.78</b>	<b>534,609.04</b>
<b>Other Current Liabilities</b>		
<b>21009 · OTHER PAYABLES</b>		
21010 · Interest Payable	1,128,325.47	1,187,240.64
21035 · Accrued Time Payable	39,246.74	33,486.43
<b>Total 21009 · OTHER PAYABLES</b>	<b>1,167,572.21</b>	<b>1,220,727.07</b>
<b>21040 · DEPOSITS</b>		
21041 · Cash in Lieu of Bond	3,350.12	29,000.12
21043 · Other Deposits	33,205.67	33,205.67
21045 · Novato Heights Debt Service	126,822.16	129,934.31
<b>Total 21040 · DEPOSITS</b>	<b>163,377.95</b>	<b>192,140.10</b>
<b>Total Other Current Liabilities</b>	<b>1,330,950.16</b>	<b>1,412,867.17</b>
<b>Total Current Liabilities</b>	<b>3,013,500.94</b>	<b>1,947,476.21</b>
<b>Long Term Liabilities</b>		
21036 · L/T- Accrued Time Payable	117,740.23	100,459.29
22100 · SRF-LOAN	67,091,444.40	70,771,875.58
22150 · OPEB Liability	1,434,823.00	1,256,795.67
22170 · Bond Payable - 2011 COP	18,380,000.00	19,265,000.00
22180 · Pension Liability	4,084,292.00	3,955,595.00
<b>Total Long Term Liabilities</b>	<b>91,108,299.63</b>	<b>95,349,725.54</b>
<b>Total Liabilities</b>	<b>94,121,800.57</b>	<b>97,297,201.75</b>
<b>NET POSITION</b>		
Net Investment in Capital Assets	95,106,972.58	93,389,857.35
Rate Stabilization Fund	1,500,000.00	1,500,000.00
Unrestricted	10,792,083.00	9,985,364.00
<b>TOTAL NET POSITION</b>	<b>107,399,055.58</b>	<b>104,875,221.35</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>201,520,856.15</b>	<b>202,172,423.10</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: Report on 2016 Safety and Wellness Incentive Program (SWIP).	<b>MEETING DATE:</b> February 13, 2017  <b>AGENDA ITEM NO.:</b> 5.g.
<b>RECOMMENDED ACTION:</b> Receive report on 2016 Safety and Wellness Incentive Program (SWIP), and approve disbursements of 2016 SWIP awards.	
<b>SUMMARY AND DISCUSSION:</b> <p>At its February 8, 2016 meeting the District Board approved and funded the 2016 Safety and Wellness Incentive Program (SWIP). The program summary provided below indicates several successes over the past year.</p> <p>As an element of implementation, a tracking system was developed to collect not only participation metrics (as described below), but also to provide valuable documentation for demonstrating longer-term regulatory compliance.</p> <p><b>Safety Training</b> participation is measured in the number of events in which the employee population participated. This training includes tailgate training, internal District–provided safety training, and external safety training events such as at CWEA. The 2016 participation rate of 955 (equates to an average of 45.5 events per employee), represents an increase of 37% from 2015 and a 75% increase in participation since 2013. Most importantly, the tailgate activities being led by employees have increased 98% from 2013 to 2016.</p> <p><b>Health and Safety Communications</b> in the form of Hazard Alerts and Safety Suggestions, as submitted by employees for evaluation and implementation. The number of these communications has increased 14% from 2015 and is up from one in 2013.</p> <p><b>Wellness</b> is included to encourage employees to participate in regular preventative medical, dental, and vision checkups. This element has been well received with active participation by better than 88% of the eligible employees.</p> <p><b>Summary</b> results from the 2016 SWIP indicate that three employees earned a Tier 1 award (up to \$100), seven employees earned a Tier 2 award (up to \$200), one employee earned a Tier 3 award (up to \$325) and three employees earned a Tier 4 award (up to \$475), or about 82% of the District’s eligible employees. This program has been very successful based on the actual results. The District is not only seeing increased participation in safety activities, but is creating more awareness for safety as a core value.</p>	
<b>ATTACHMENTS:</b> 1. Check Register, Safety and Wellness Recognition for 2016.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The 2016 SWIP awards will be met from Account No. 66125 – Safety and Wellness Incentive Program of the FY16-17 budget, which has a budget of \$10,000, with no expenditures to date.	
<b>DEPT. MGR.:</b> DRT	<b>GENERAL MANAGER:</b> SSK

**Novato Sanitary District**  
**Safety Recognition Checks for 2016**  
February 2017

Item 5.g.  
Attachment 1

	Date	Name	Credit
<b>Feb 10, 17</b>			
	02/10/2017	Safety Recognition Checks	3,399.97
<b>Feb 10, 17</b>			<u><b>3,399.97</b></u>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: 2017 Safety and Wellness Incentive Program (SWIP).	<b>MEETING DATE:</b> February 13, 2017  <b>AGENDA ITEM NO.:</b> 5.h.
<b>RECOMMENDED ACTION:</b> Approve the 2017 Safety and Wellness Incentive Program (SWIP) and fund it at a budget amount of \$10,000 in the FY2017-18 operating budget.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District has implemented successful Safety and Wellness Incentive Programs (SWIP) since 2012 with good employee participation and positive results. The District benefits by having healthier employees and fewer employee injuries. These translate into a healthier workforce as well as lower insurance premiums for workers' compensation from the California Sanitation Risk Management Authority (CSRMA) insurance pool program. CSRMA also recognizes the benefits to the pool from improved wellness and encourages a proactive approach through its own wellness grant programs.</p> <p>Historically, the District has offset the cost of all or part of the SWIP with the CSRMA Workers Compensation pool program dividends. In years when dividends were not available, such as for PY2015-16, the District Board funded the SWIP program as a separate line item in the annual budget. Therefore, it is recommended that the Board approve the 2017 SWIP for a total amount of \$10,000 as a separate line in the FY2017-18 operating budget.</p> <p>If approved, the 2017 SWIP implementation will essentially be unchanged from the 2016 program. It will acknowledge employee contributions and participation in several of the key aspects of a sound safety culture that recognizes employees for prompt identification of potential safety hazards, following safe work practices, and active participation in safety training.</p> <p>It is recommended that the Board approve the 2017 SWIP, and direct staff to incorporate funding for the program as a line item in the operating portion of the FY2017-18 Annual Budget, with a budget amount of \$10,000.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The maximum program cost of \$10,000 would be funded as a separate line item in the operating portion of the FY2017-18 annual budget, similar to the FY2016-17 budget.	
<b>DEPT. MGR.:</b> drt, lc	<b>GENERAL MANAGER:</b> SSK

# Santa Rosa-based Ratto Group selling North Bay garbage empire to Recology of San Francisco

**KEVIN MCCALLUM**

THE PRESS DEMOCRAT | January 28, 2017, 10:05PM

James Ratto, owner of Sonoma County's dominant but embattled garbage hauler, is selling his waste and recycling empire to a San Francisco-based rival in a multimillion dollar deal that promises to reshape the region's garbage business.

Ratto on Friday agreed to sell his companies, which handle garbage and recycling services in eight of Sonoma County's nine cities as well as parts of north Marin County, to Recology, one of the largest solid waste firms on the West Coast.

"He's getting out of the garbage and recycling business," Ratto spokesman Eric Koenigshofer said Saturday. "It's a major event in the history of Sonoma County."

The deal sets in motion several months of review and calls for Recology to take over Ratto's entire North Bay garbage operation, including its Santa Rosa recycling facilities, dozens of trucks and a workforce of 440 employees.

Terms of the deal were not disclosed. It would bring to a close the remarkable career of an Italian immigrant who began collecting garbage cans on the streets of San Francisco at the age of 16 and through tenacity and competitive drive became rich building and selling solid waste businesses in the North Bay.

He once said that he was able to beat out larger competitors by being "the Wal-Mart of the garbage business." That approach won him supporters who valued his ability to keep customer rates low but also earned him detractors who say he cut corners and thumbed his nose at regulators.

The Ratto Group, the umbrella business, and North Bay Corp., one of its controlling entities, face nearly \$14 million in fines from Santa Rosa from alleged violations of its contract with the city. The Sonoma County Department of Health Services also has levied steep fines for permit violations at Ratto's Standish Avenue recycling facilities. The company's aging fleet of trucks and equipment also need millions of dollars in upgrades.

The company's largest contract, covering curbside hauling for 55,000 Santa Rosa homes and businesses — worth about \$27 million annually — is up at the end of this year and Monday marks a key deadline to decide who gets that work. A scathing audit of Ratto's operations spurred the city to open bidding for the contract.

Ratto, 77, is in poor health and neither of his sons, Lou and Steve, who help manage the business, want to be in the garbage industry long-term, Koenigshofer said. Ratto declined to be interviewed Saturday.

The regulatory and financial issues facing the company also played roles, Koenigshofer said. "Of course, the last year, year and a half have had an influence on the family's decision making," he said.

Ratto is both proud of the company he built but resigned to its fate given the challenges facing it, Koenigshofer said.

The sale to Recology represents for Ratto his career in the garbage industry "coming full circle," Koenigshofer said, because the company is the successor of Sunset Scavengers, the San Francisco garbage outfit Ratto went to work for when he emigrated from Italy in 1956.

That company would later become Norcal Waste Systems, which changed its name to Recology in 2009. The company today serves 127 communities in California, Oregon, Washington and Nevada, according to its website.

Ratto and Recology already maintain some business ties. Some waste picked up by Ratto's trucks has gone in the past to Recology's Vacaville-area landfill, and some recyclable material is going to Recology's Central Valley processing facility while Ratto's facility is under renovation.

Jim Ratto also appreciates that Recology is employee owned, and he feels his employees, many of whom are immigrants like him, will be well treated by the new company, Koenigshofer said.

Though numerous issues still need to be resolved, Koenigshofer said he was confident the sale will go through, noting that Recology is familiar with the financial and regulatory issues facing Ratto's companies.

"The question is what's the price, not if there's a deal," Koenigshofer said.

It was unclear Saturday what immediate effect the sale would have, if any, on customer rates. A completed deal would mark the second time Ratto built up a company and sold it for a profit.

In the late 1960s, Ratto co-founded Redwood Empire Disposal and it quickly became a dominant North Bay garbage hauler. He sold his stake to his partners in 1976 and two years later founded the company he heads today.

His former company was later sold to the national powerhouse Waste Management, which dominated the Sonoma County garbage business until 1997, when a Ratto subsidiary won the Windsor franchise.

Over the ensuing years, he aggressively bid or bought out contracts in other cities, often partnering with politically connected allies, and by 2006 he had edged out Waste Management and had secured all municipal contracts in the county except the city of Sonoma.

In addition to its core curbside pickup business, the company also has street sweeping contracts and runs five waste transfer stations throughout the county, including the site at the county's central landfill.

News of the sale didn't surprise those familiar with the company's challenges. Rick Downey, who was hired in 2015 as Ratto's general manager to turn the company around but resigned last year, said a sale is "probably in the best interests of everybody."

He said Jim Ratto would be remembered as a "maverick" in the industry.

“He provided jurisdictions in Sonoma County rates that were lower than most, but I believe the regulatory environment just caught up with him,” Downey said.

The additional pressure and financial penalties brought by regulators last year and the fact that he had to pay out-of-county facilities to process recyclable material — instead of generating revenue from it — meant the company was “bleeding money,” said Downey, now a general manager with Ukiah-based C&S Waste.

Shirlee Zane, chairwoman of the Sonoma County Board of Supervisors, said having a well-funded, forward-looking company like Recology take over may be just what the county needs to move its recycling and composting operations back toward a more local, sustainable model.

“I think Recology is a great company that can come in and actually make the needed capital improvements,” Zane said. Composting operations have been outsourced since late 2015, when an environmental lawsuit by neighbors shut down the longstanding site atop the county landfill.

One of Ratto’s two Standish Avenue recycling centers, which have been operating under a cease-and-desist order from regulators for more than a year for not having the proper permits, has been shut down for renovations since November.

Work was halted earlier this month over concerns about the structural integrity of the main building. Some of that work has been allowed to proceed, but the structure will need additional repairs that had not been anticipated, Koenigshofer said.

The total cost of the work, which includes new asphalt and concrete, a drainage system and sorting equipment, exceeds \$5 million, he said.

The purchase agreement has been in the works for about a month and was inked on the eve of the Monday deadline for bids for Santa Rosa’s lucrative garbage contract. Ratto reached out to Recology because he concluded he probably wasn’t going to win the Santa Rosa contract on his own, according to one person close to the deal who requested anonymity to discuss the transaction.

"I think he (Ratto) is well liked politically, but you start getting this kind of stuff happening and your political friends can't keep supporting you," the source said.

Koenigshofer has long vowed the company would submit a bid to continue serving Santa Rosa, but the sale now means it will not, he said. Recology's bid will note the pending sale and explain the company plans to use the Standish Avenue facilities to process recycling, Koenigshofer said.

The sale is not contingent on Recology winning the Santa Rosa contract, he said.

The city is set to decide on the contract by June.

You can reach Staff Writer Kevin McCallum at 707-521-5207 or [kevin.mccallum@pressdemocrat.com](mailto:kevin.mccallum@pressdemocrat.com). On Twitter @srcitybeat.

Marin Independent Journal (<http://www.marinij.com>)

## Novato, West Marin garbage hauler franchises sold

*By Adrian Rodriguez, Marin Independent Journal*

Friday, February 3, 2017



Marin waste management officials expect the sale of a major North Bay garbage hauler to have little effect on services in Novato and West Marin where the company holds franchises.

Late last month, the Santa Rosa-based Ratto Group agreed to sell off its waste and recycling operations to Recology, a San Francisco company. Ratto Group handles garbage and recycling services for eight of Sonoma County's nine cities as well as services in Novato and West Marin.

"We don't expect a lot of impact in the near term, or the long term," said Sandeep Karkal, general manager and chief engineer at Novato Sanitary District, which is the agency that oversees Novato Disposal Service, a Ratto Group franchise.

"We anticipate a pretty smooth transition," he said.

At 77, James Ratto, who founded the Ratto Group in 1978, is ready to retire, said Eric Koenigshofer, a company spokesman. His two sons, Lou and Steve Ratto, who help manage the business, are not interested in taking over, he said.

"Recology has had a strong interest in the company," said Koenigshofer, adding that the deal was "a combination of circumstances."

Terms of the deal were not disclosed.

The change of hands will be several months long, allowing Recology officials time to review each of the franchises within the Ratto empire. The garbage business has dozens of trucks and 440 employees.

The Novato franchise, worth about \$10 million, is the Ratto Group's largest Marin presence, serving about 60,000 customers in the city and surrounding unincorporated areas.

The sanitary district board will receive a report about the sale to Recology at its Feb. 13 meeting, Karkal said.

In West Marin, the county's Waste Management Division oversees the Ratto Group franchise Redwood Empire Disposal, a company Ratto co-founded in the 1960s.

Steve Devine, the county's program manager, said they also have meetings set up to discuss the change of hands.

"We don't have any formal request yet from the company saying that they want to assign this franchise to Recology," he said. "But we expect the residents to receive the same service they've had there, and our job is to make sure that gets done."

Redwood Empire pays the county about \$300,000 in annual franchise fees, which is 15 percent of the gross customer receipts in the service area.

Recology representatives will eventually be required to seek approval from the Marin County Board of Supervisors and the Novato Sanitary District Board of Directors for the franchise assignment.

For the 77-year-old Ratto, selling to Recology represents “coming full circle in the garbage industry,” Koenigshofer said.

The San Francisco company is the successor of Sunset Scavengers, the garbage outfit Ratto went to work for when he emigrated from Italy in 1956.

That company would later become Norcal Waste Systems, which changed its name to Recology in 2009. The company today serves 127 communities in California, Oregon, Washington and Nevada, according to its website.

*The Press Democrat contributed to this report.*

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URL: <http://www.marinij.com/general-news/20170203/novato-west-marin-garbage-hauler-franchises-sold>

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Wastewater Operations Report, January 2017; and Submittal of 2016 Annual Self-Monitoring Report.

**MEETING DATE:** February 13, 2017

**AGENDA ITEM NO.:** 7.a. & b.

**RECOMMENDED ACTION:** Receive Wastewater Operations Report for January 2017; Receive report on submittal of 2016 Annual Self-Monitoring Report (SMR).

**SUMMARY AND DISCUSSION:**

The January 2017 Wastewater Operations Report incorporating operations reports for wastewater treatment operations, collection system operations, and the reclamation facilities is attached.

District and Veolia staff will be present at the meeting to provide overviews of the reports for their operational areas, and be available to discuss the reports or respond to any questions.

Also, the 2016 Annual Self-Monitoring Report was electronically submitted on January 31, 2017 into the California Integrated Water Quality System (CIWQS) by Veolia Water. The report is filed to comply with the District's National Pollutant Discharge Elimination System (NPDES) discharge permit for its Wastewater Treatment Plant and Collection System. The report can be accessed at the CIWQS website as follows:

<https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportEsmrAtGlanceServlet?reportID=2&isDrilldown=true&documentID=1811457>

**ATTACHMENTS:** 1. Wastewater Operations Report for the month of January 2017.

**STRATEGIC PLAN INFORMATION:** This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.

**DEPT. MGR.:** JB (Veolia), SRK, DD, EB

**GENERAL MANAGER:** SSK



February 8, 2017

Mr. Sandeep Karkal  
General Manager – Chief Engineer  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

**Subject: Veolia Water Operations Report – January 2017**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation report for January 2017.

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

Best regards,

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

John Bailey  
Project Manager, Veolia



MONTHLY OPERATIONS REPORT  
January 2017

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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- A: TREATMENT PLANT PERFORMANCE SUMMARY
- B: SAFETY AND TRAINING
- C: OPERATIONS AND MAINTENANCE STATUS / REVIEW
- D: LABORATORY ACTIVITIES SUMMARY
- E: ADMINISTRATION
- F: ODORS & LANDSCAPING
- G: MISCELLANEOUS

Wet Weather Graphs – December 2014 vs January 2017

ATTACHMENTS

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

**A: TREATMENT PLANT PERFORMANCE SUMMARY: January 2017:**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	12.72	28.43	N/A	N/A
Max Peak Hour, MGD – 1/10/17 : 1925 - 2025 Hours	N/A	~43	N/A	N/A
Rainfall Inches (monthly total / peak day – 1/8/17)	17.41	3.82	N/A	N/A
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	11,744	17,028	N/A	N/A
TSS, lb/day (monthly ave/max)	16,389	23,538	N/A	N/A
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	8	18	30	45
TSS, mg/L (monthly ave/max weekly ave)	11	24	30	45
BOD <sub>5</sub> - % Removal, Minimum	92	N/A	85	N/A
TSS - % Removal, Minimum	93	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	2	2	5.9	21
pH, su (min / max)	6.8	7.0	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	7.2	N/A	35	N/A
Fecal Coliform, MPN/100 ml (30 day median)	N/A	N/A	140	N/A
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> percentile)	N/A	N/A	430	N/A
<b>Total Permit Exceedances (NPDES)</b>	0			

**Title 22 - Recycled Water Production and Quality**

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.00	N/A
Average Turbidity	NTU	N/A	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	N/A	72
Minimum CT (disinfection)	mg-min/L	N/A	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	N/A	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	N/A	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	N/A	23
Total Coliform 7 Sample Median	MPN/100 ml	N/A	2.2

**Discussion of Violations / Excursions**

- Bay Discharge (NPDES) - None
- Recycled Water – No Production / Demand



**B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of January
- Accident Free: 6/1/10 – 1/31/17: 2,443 days
- Monthly Safety Topics and Training:
  - Hazard Communication

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

- Routine rounds, readings and maintenance
- New block heaters (2) installed for Wet Weather Pump #1
- New battery charger installed on Wet Weather Pump #1
- Replaced lifting cable on Aeration Basin Mixer # 4A

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

- Aeration Basin #1 & #3 (not needed at current flows)
- Primary Clarifier #1 (not needed at current flows)

**Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance
- Replaced all outside light bulbs
- Assisted with new Hypochlorite tank delivery/installation set up

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

- None

**Recycled Water Plant (RWP)**

- Plant is offline (no demand)

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

- None

**Sludge Lagoons**

- Performed routine rounds and inspection
- Annual service & repairs done on portable diesel pump



**D: LABORATORY ACTIVITIES SUMMARY:****Discharge to Bay****Wildlife Pond and Reclamation Activities****Wildlife Pond**

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

**Total Coliforms**

When effluent is discharged to the Bay, there is no requirement for Total Coliform.

**Enterococcus**

When effluent is discharged to the Bay, the bacteriological requirement is for *Enterococcus*. Three samples were analyzed each week in January and all were well under the regulatory limits.

**Fecal Coliforms**

Fecal Coliform sampling is required once per quarter during Bay discharge. The quarterly sample was analyzed and reported in December.

**Whole Effluent Toxicity Testing**

Quarterly Acute and Chronic Toxicity is required during Bay Discharge. Testing began on January 11, 2017. Both analyses were performed by Aqua Science in Davis, CA. Acute Toxicity testing results yielded 100% survival. The Chronic Toxicity test results for survival and growth were very good at <1.0 TUc each.

**Pretreatment****Permits**

- Issued 1 Temporary Discharge Permit

**Inspections and Sampling**

- Inspected 2 Food Service Establishments

**E: ADMINISTRATION:**

- December Electronic Self-Monitoring Report (SMR) submitted on January 30, 2017
- December Electronic Discharge Monitoring Report (DMR) submitted on January 30, 2017



**F: ODORS & LANDSCAPING:**

- No contacts from neighbors during the month.
- Jerome meter (H<sub>2</sub>S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.
- Sodium Hypochlorite tank for Ignacio has been delivered and installation underway.

**G: MISCELLANEOUS**

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

**Veolia Support Staff On/Off Site (Various Times)**

John O'Hare (Veolia Corporate)	Technical Support, Pretreatment & Laboratory
Mike Schnack (Veolia Corporate)	Human Resources, Union Contract Negotiations
Dan Brown	Asset Manager - AGAM

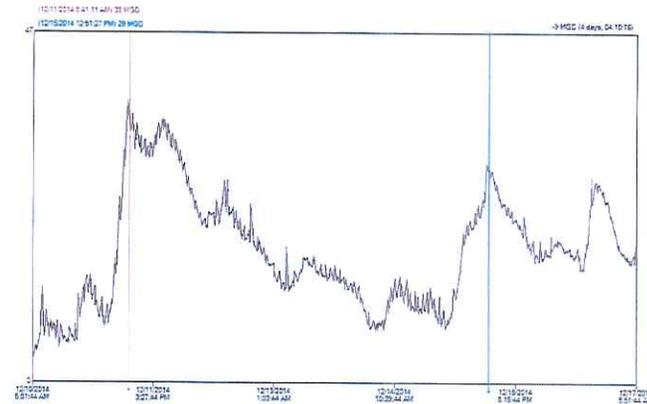


# PLANT FLOW & RAINFALL DECEMBER 2014

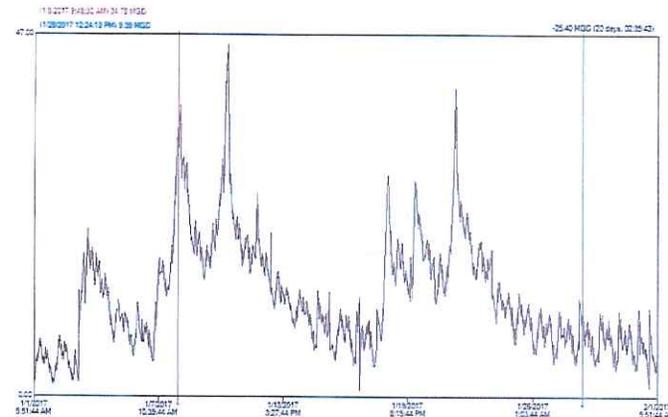
## DECEMBER 2014\*

Tot Flow - 343.49 mg  
 Ave Flow - 11.08 mgd  
 Max Flow - 28.04 mgd  
 Max Peak - 35.00 mgd  
 Tot Rainfall - 16.14 in  
 High Rainfall - 4.13 in  
 Ave Rainfall - 0.52 in

PLANT FLOW – DECEMBER 2014

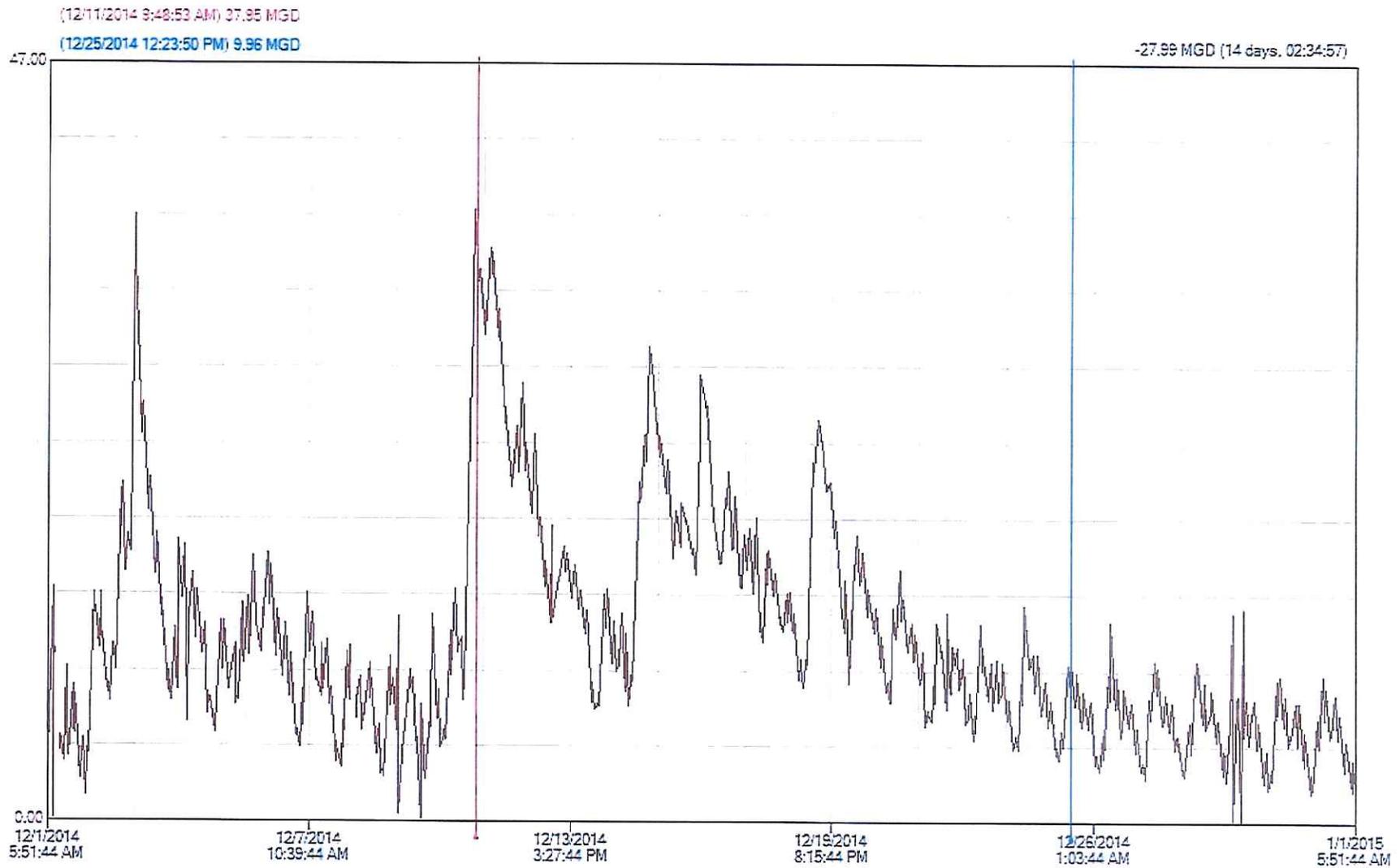


PLANT FLOW – JANUARY 2017

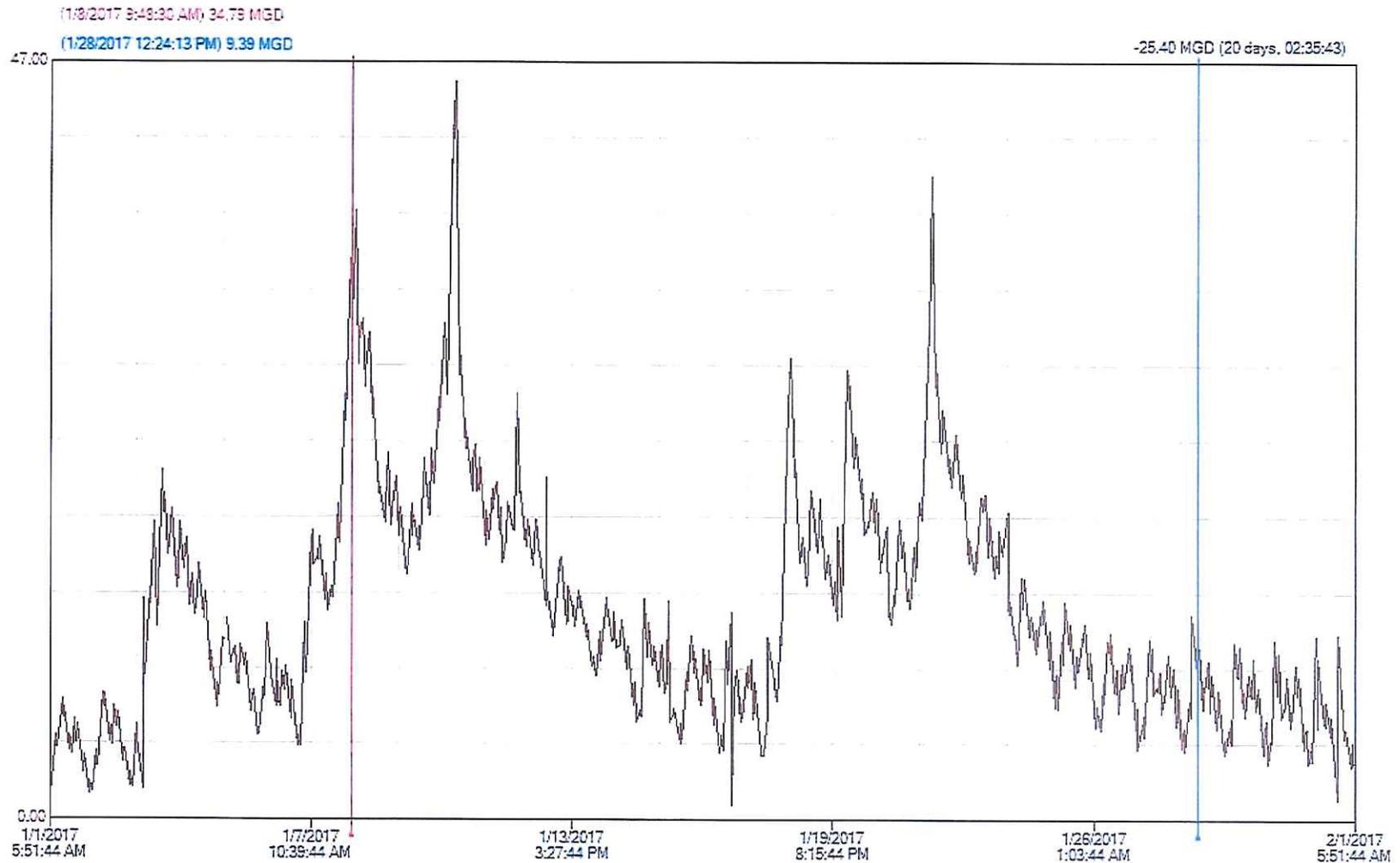


\*Note - no prior ground saturation in December 2014, unlike January 2017.

# DECEMBER 2014 – FLOW

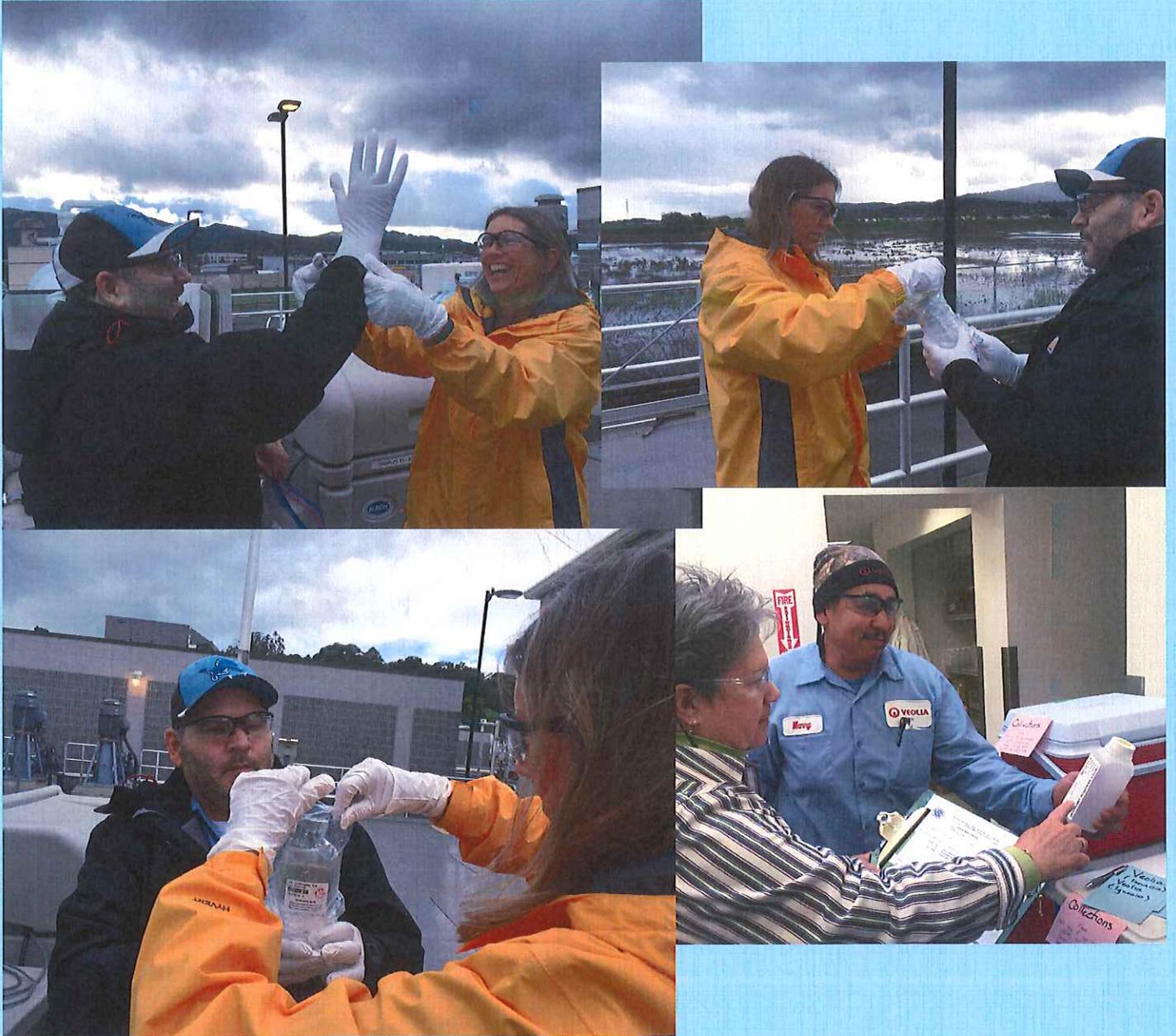


# JANUARY 2017 – FLOW



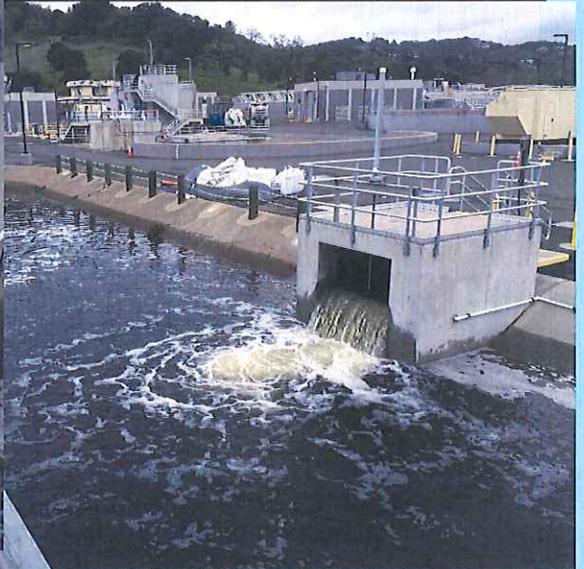
# *PHOTOS*

SAMPLING  
JANUARY 2017



Top Left & Right – Kurt Hawkyard & Lynda Farmery prepare for low level mercury sampling  
Bottom Left –Kurt holds sample bottle while Lynda seals the sample bottle  
Bottom Right–Liz Falejczyk instructs Manny Arias in sample collection & documentation method

WET WEATHER EVENT  
JANUARY 2017



# ***LABORATORY DATA***

Novato Sanitary District  
Conventional Pollutants Report



January, 2017

Date	INFLUENT - A001			Effluent - E002								
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall	
	Total			Fecal	Entero	Total						
	MGD	su	mg/L	MPN/100 mL			su	mg/L	Deg C	Inches		
01/01/17	4.41										0.00	
01/02/17	4.99						7.0			17.9	0.11	
01/03/17	15.09					3.1	7.0			17.4	2.10	
01/04/17	12.01					14.8	6.8			15.6	0.41	
01/05/17	8.87	7.1				2.0	6.9			16.5	0.00	
01/06/17	7.48						7.0			15.8	0.01	
01/07/17	18.06										1.27	
01/08/17	24.87										3.82	
01/09/17	18.62						6.9			15.8	0.41	
01/10/17	28.43					12.1	6.9			15.6	2.61	
01/11/17	19.19					18.5	6.9			15.3	0.25	
01/12/17	16.23					47.3	6.9	2.00		15.1	0.47	
01/13/17	12.07	7.2					6.9			16.3	0.01	
01/14/17	10.24										0.00	
01/15/17	8.14										0.00	
01/16/17	7.74						6.9			16.5	0.00	
01/17/17	7.18					3.0	6.9			16.3	0.00	
01/18/17	15.91					3.1	6.9			16.1	1.77	
01/19/17	17.59	7.2					6.9			15.4	0.34	
01/20/17	17.83					17.0	7.0			14.6	1.26	
01/21/17	20.16										0.90	
01/22/17	21.23										1.56	
01/23/17	15.01					7.4	6.9			14.9	0.11	
01/24/17	10.99						6.9			15.7	0.00	
01/25/17	9.45					5.2	6.9			15.4	0.00	
01/26/17	8.69					3.1	6.9			17.0	0.00	
01/27/17	7.28	7.5					6.9			16.1	0.00	
01/28/17	6.97										0.00	
01/29/17	7.09										0.00	
01/30/17	6.49						6.9			16.2	0.00	
01/31/17	6.16						6.9			16.7	0.00	
<b>Monthly</b>												
Minimum	4.41	7.1				2.0		6.8	2.00		14.6	0.00
Maximum	28.43	7.5				47.3		7.0	2.00		17.9	3.82
Total	394.47											
Average	12.72	7.3						6.9	2.00		16.0	0.56

Novato Sanitary District  
BOD/TSS Report



January, 2017

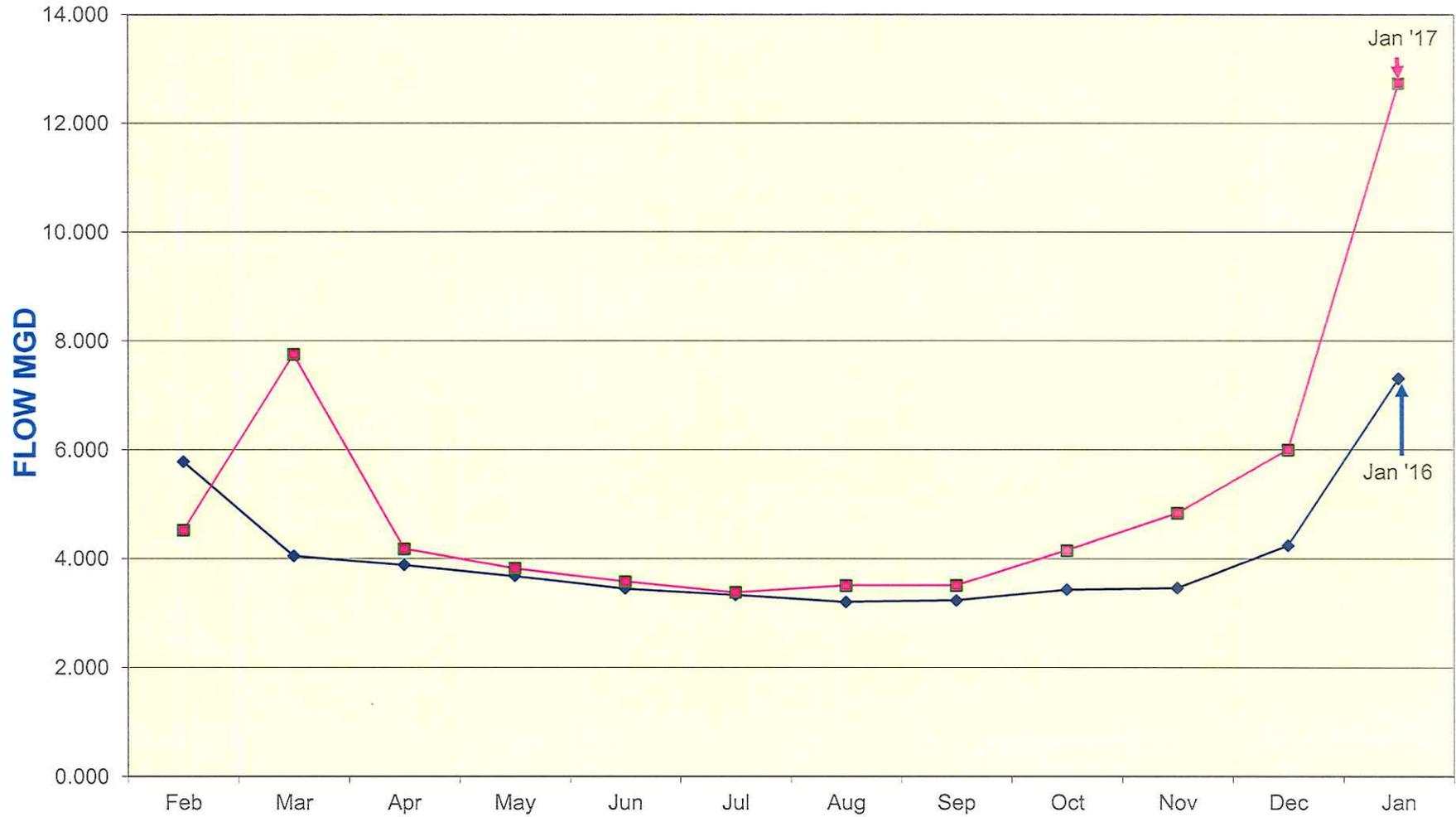
Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
01/01/17	4.41										
01/02/17	4.99										
01/03/17	15.09										
01/04/17	12.01	170	17,028	235	23,538	18	1,803	24	2,404	89.4	89.8
01/05/17	8.87										
01/06/17	7.48										
01/07/17	18.06										
01/08/17	24.87										
01/09/17	18.62										
01/10/17	28.43										
01/11/17	19.19	42	6,722	68	10,883	7	1,120	9	1,440	83.3	86.8
01/12/17	16.23					6	812	9	1,218		
01/13/17	12.07										
01/14/17	10.24										
01/15/17	8.14										
01/16/17	7.74										
01/17/17	7.18	170	10,180	198	11,856	3	180	3	180	98.2	98.5
01/18/17	15.91										
01/19/17	17.59										
01/20/17	17.83										
01/21/17	20.16										
01/22/17	21.23										
01/23/17	15.01										
01/24/17	10.99										
01/25/17	9.45										
01/26/17	8.69	180	13,045	266	19,278	7	507	9	652	96.1	96.6
01/27/17	7.28										
01/28/17	6.97										
01/29/17	7.09										
01/30/17	6.49										
01/31/17	6.16										
<b>Weekly Averages</b>											
01/07/17	Week 1	170	17,028	235	23,538	18	1,803	24	2,404		
01/14/17	Week 2	42	6,722	68	10,883	7	966	9	1,329		
01/21/17	Week 3	170	10,180	198	11,856	3	180	3	180		
01/28/17	Week 4	180	13,045	266	19,278	7	507	9	652		
	Week 5										
<b>Monthly</b>											
Minimum	4.41	42	6,722	68	10,883	3	180	3	180	83	87
Maximum	28.43	180	17,028	266	23,538	18	1,803	24	2,404	98	98
Total	394.47										
Average	12.72	141	11,744	192	16,389	8	884	11	1,179	92	93

# ***RECYCLED WATER REPORT***

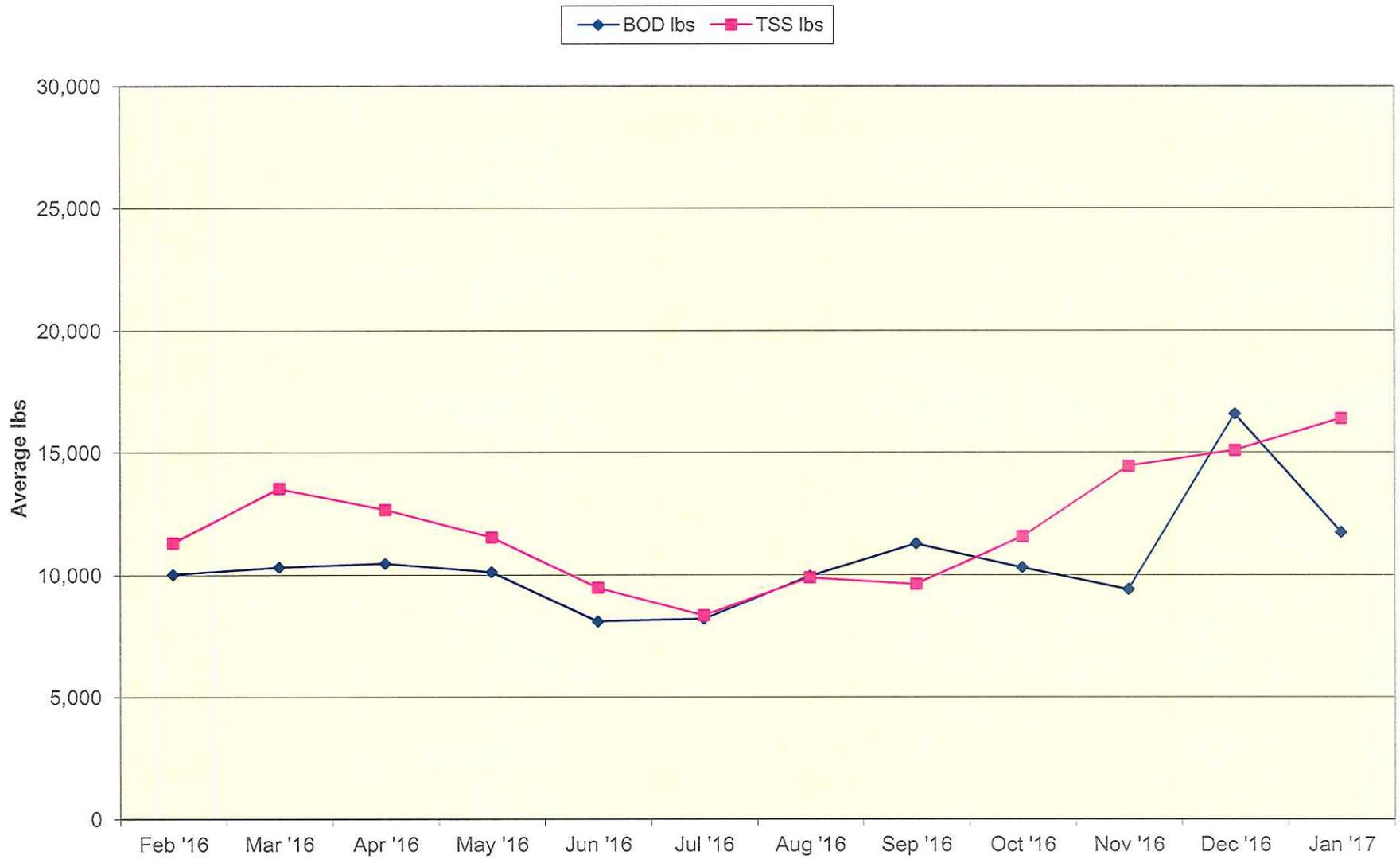
***(No Recycled Water Produced in January 2017 – No Demand)***

# *ANNUAL COMPLIANCE SUMMARY – GRAPHS*

## WASTEWATER INFLUENT FLOW COMPARISON



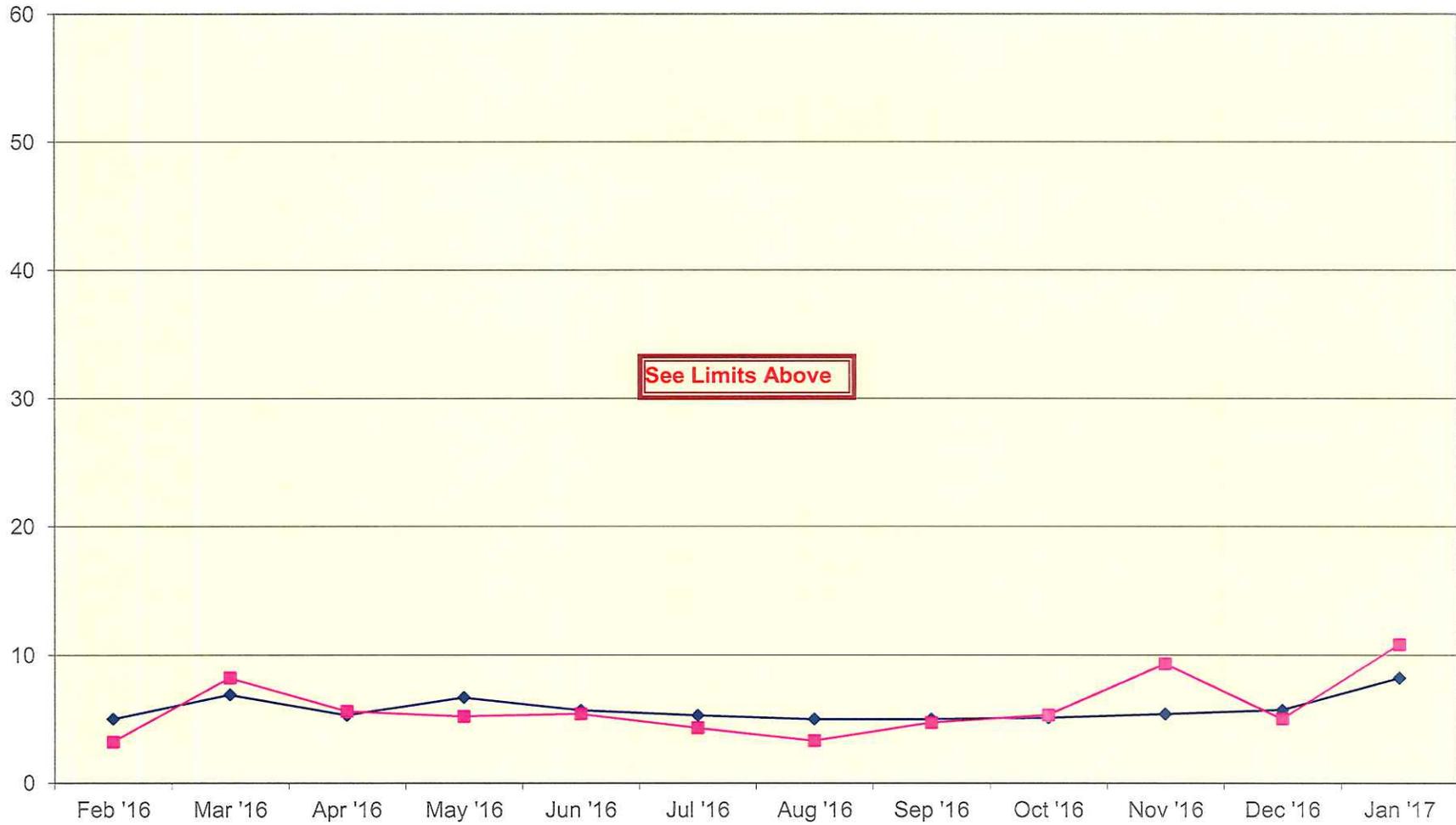
### Influent Load BOD / TSS lbs



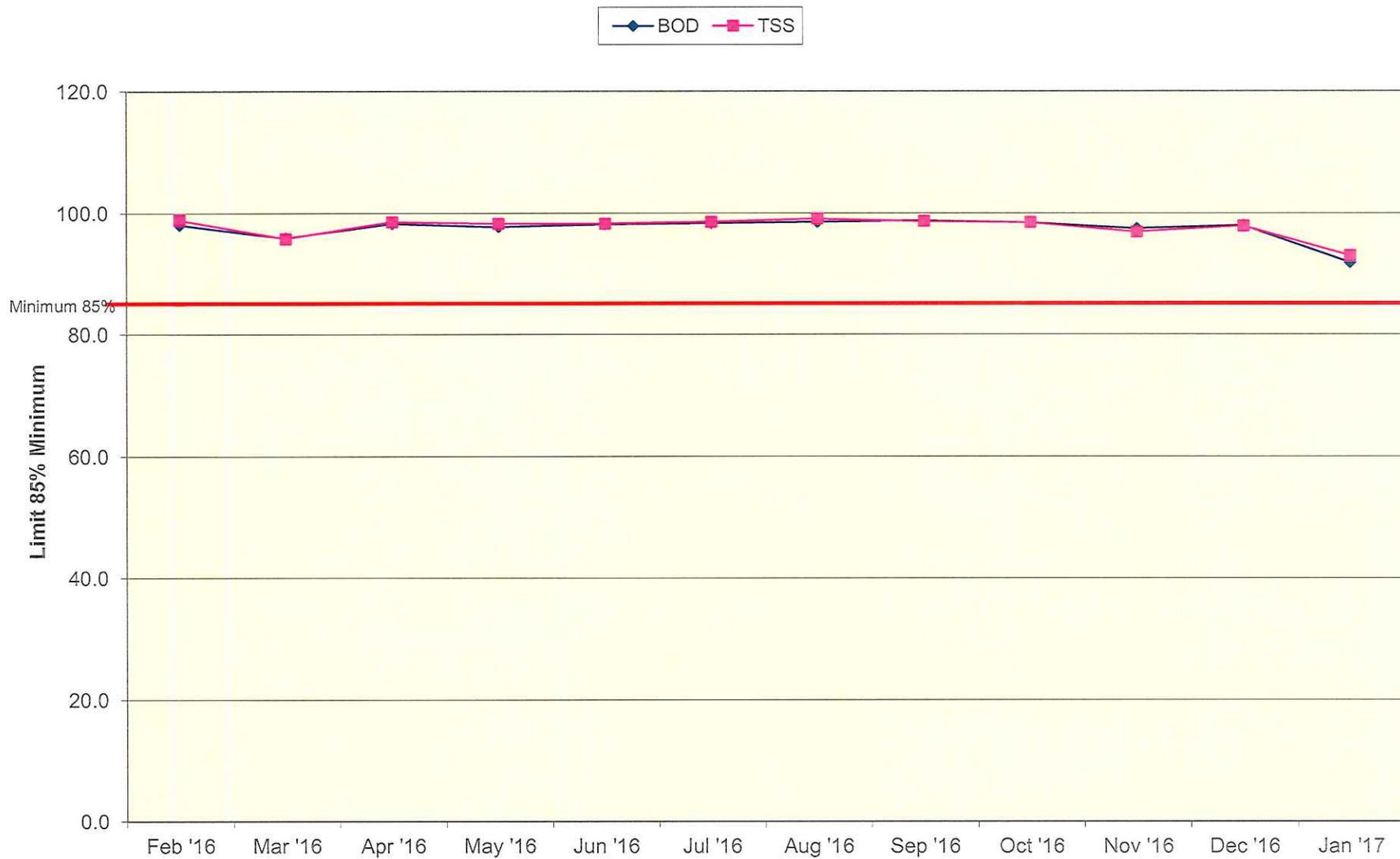
# Effluent BOD / TSS Concentration

**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

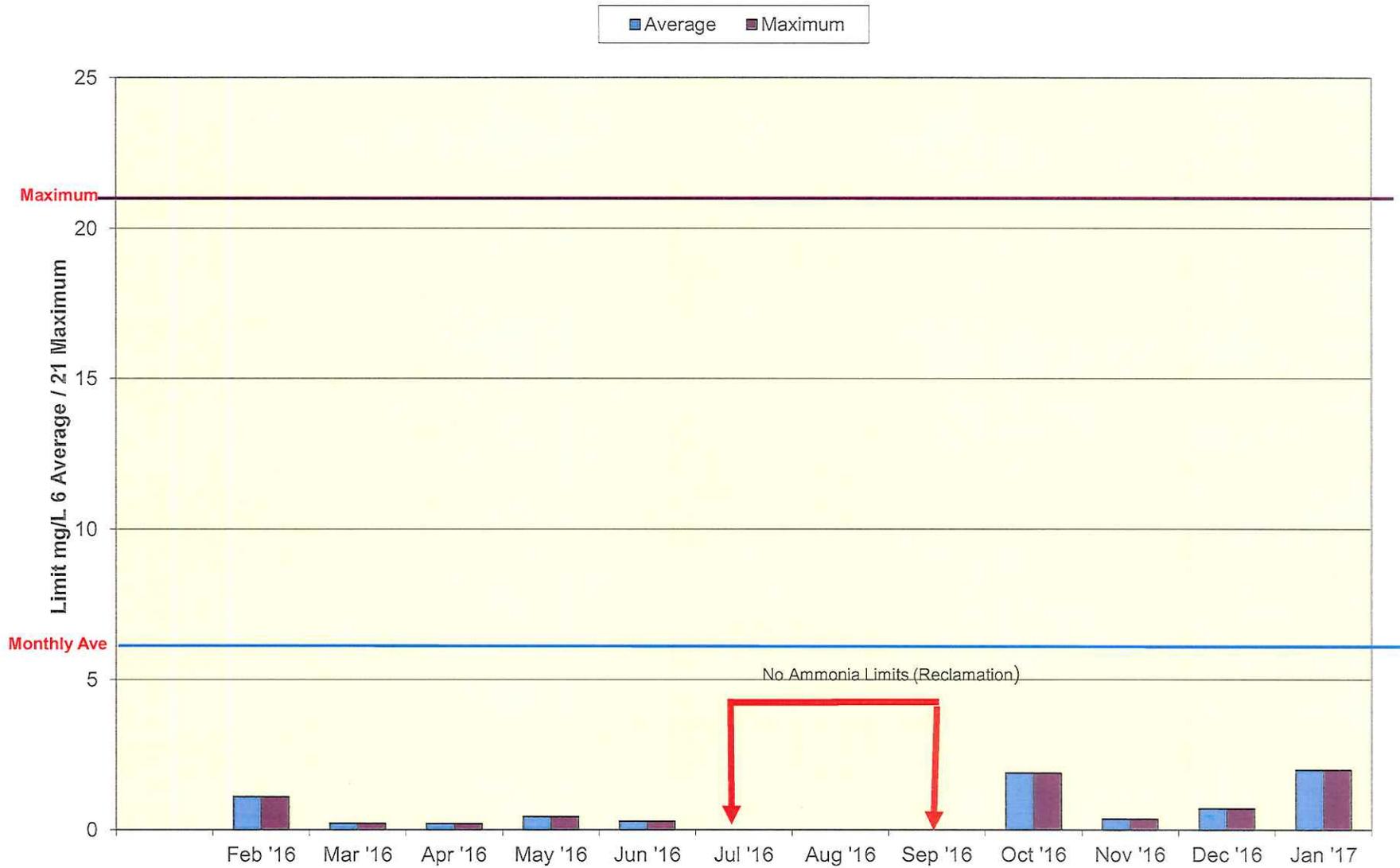
◆ BOD ■ TSS



### BOD / TSS Percent Removal

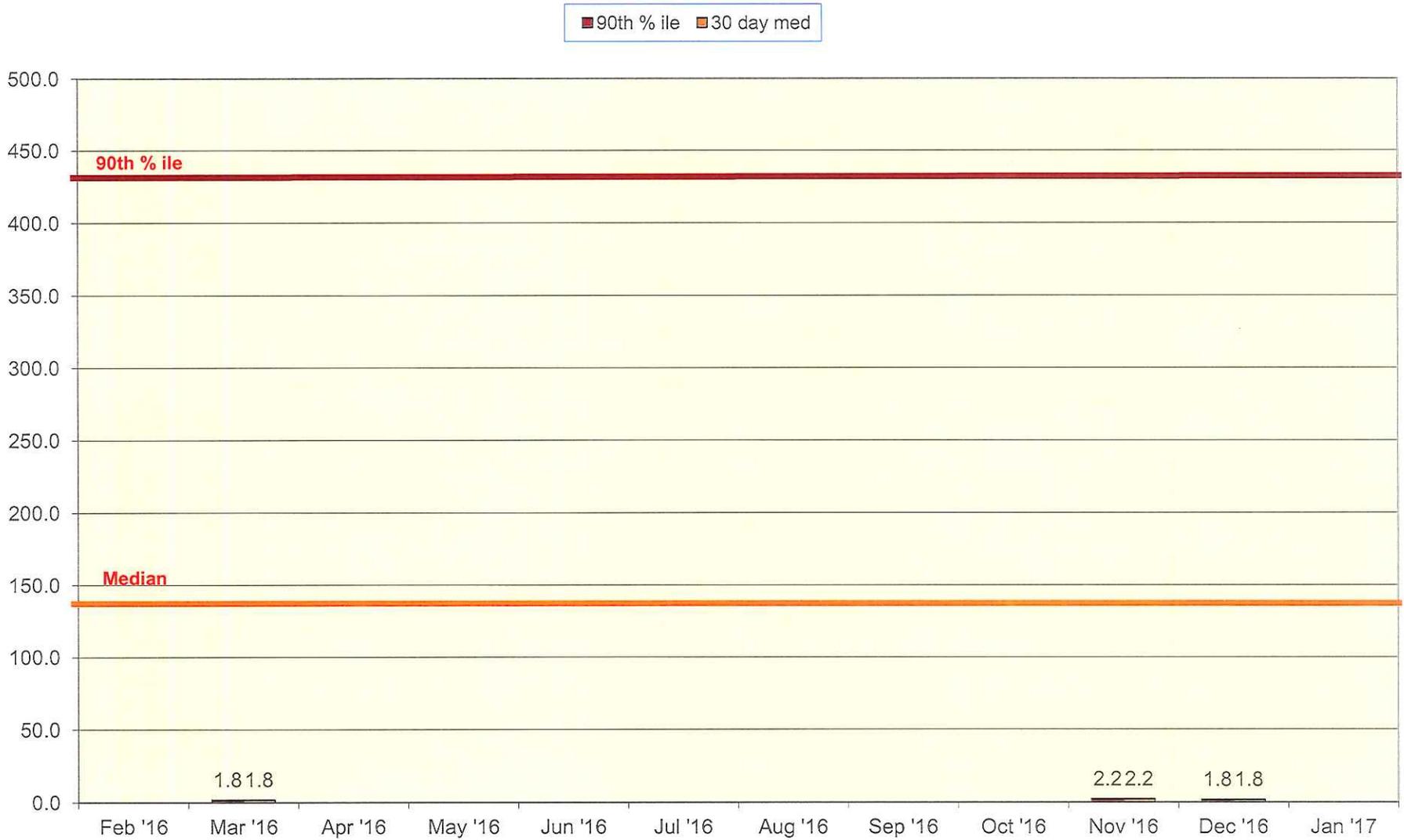


# Effluent Ammonia



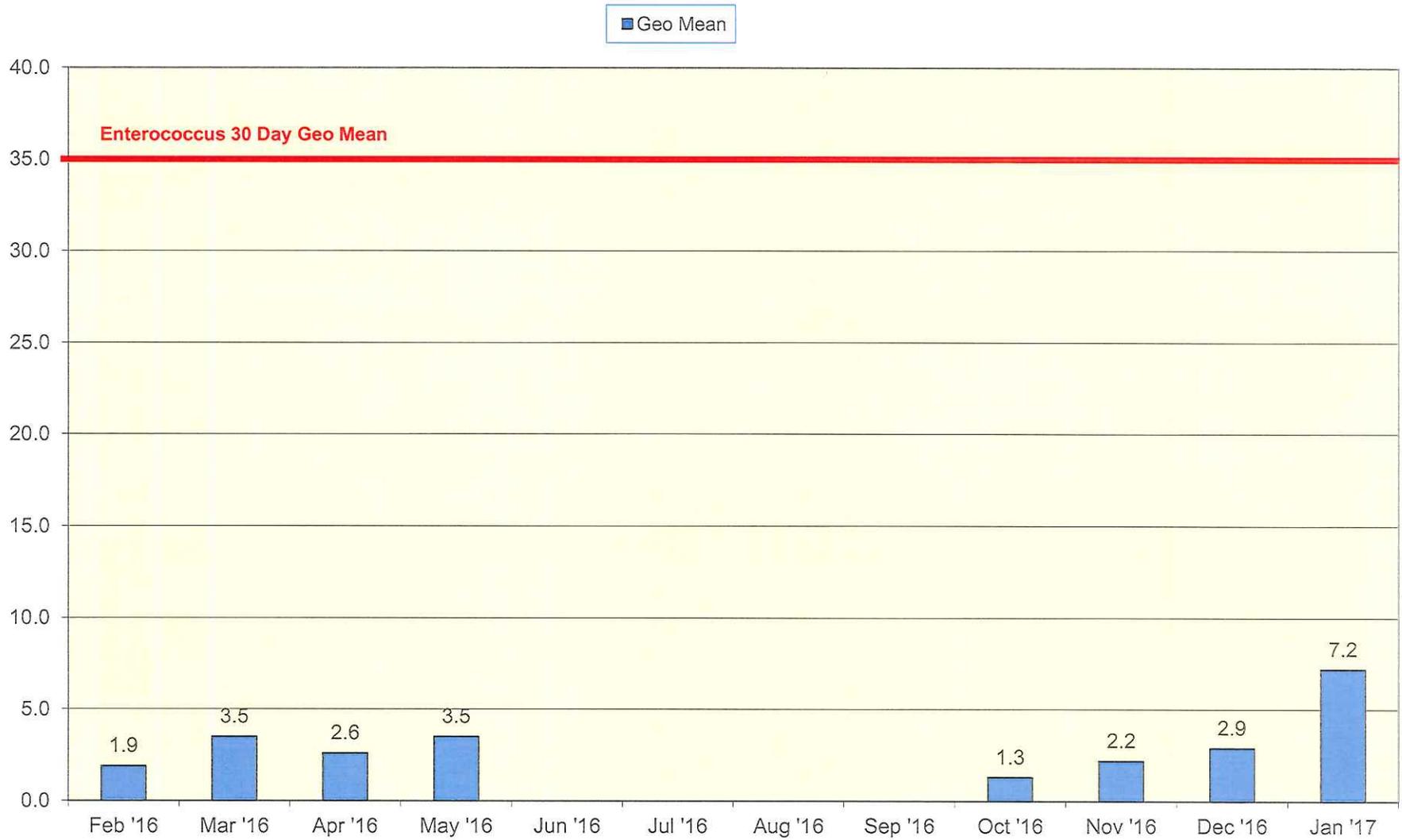
# Disinfection - Fecal Coliform

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



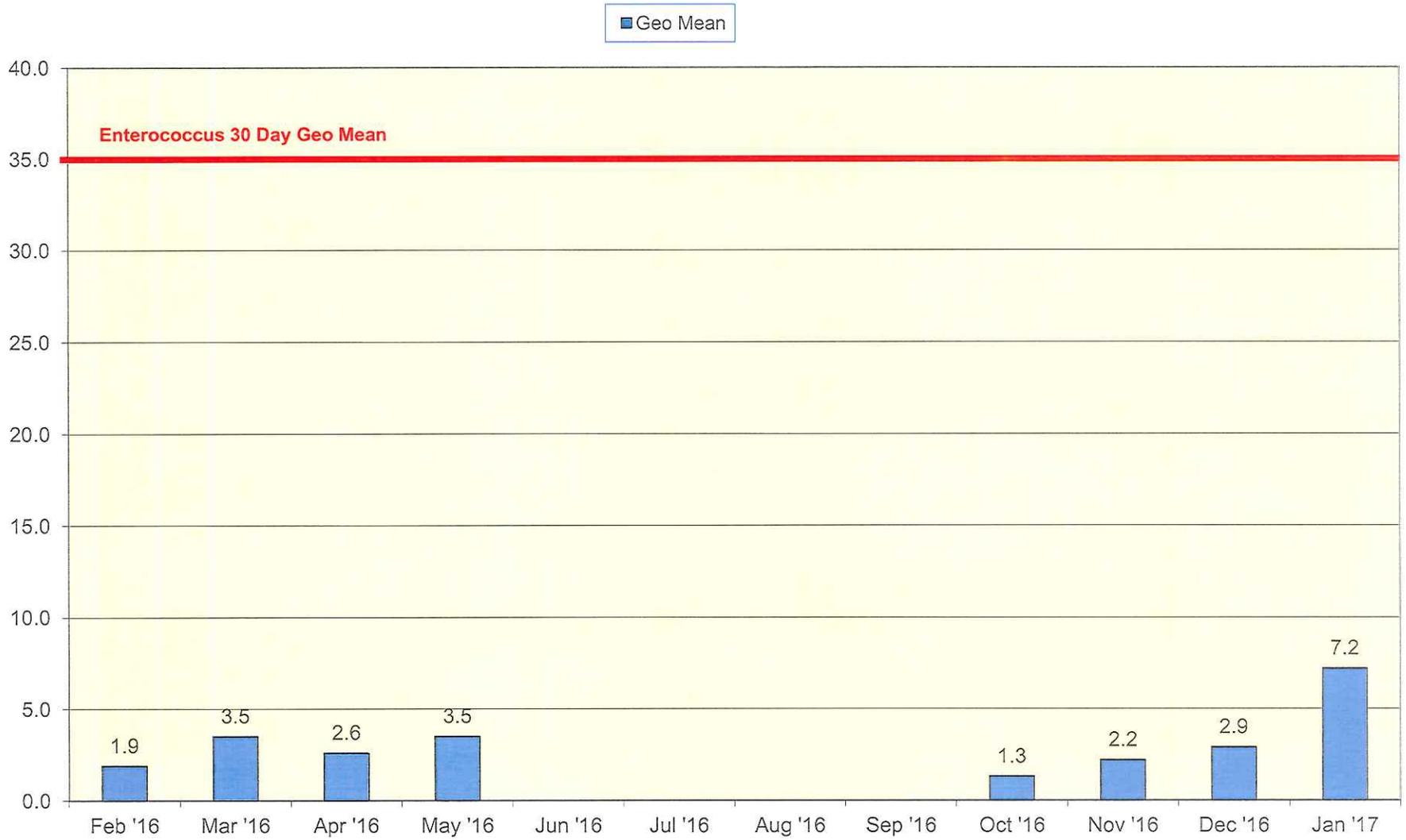
# Disinfection - Enterococcus

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



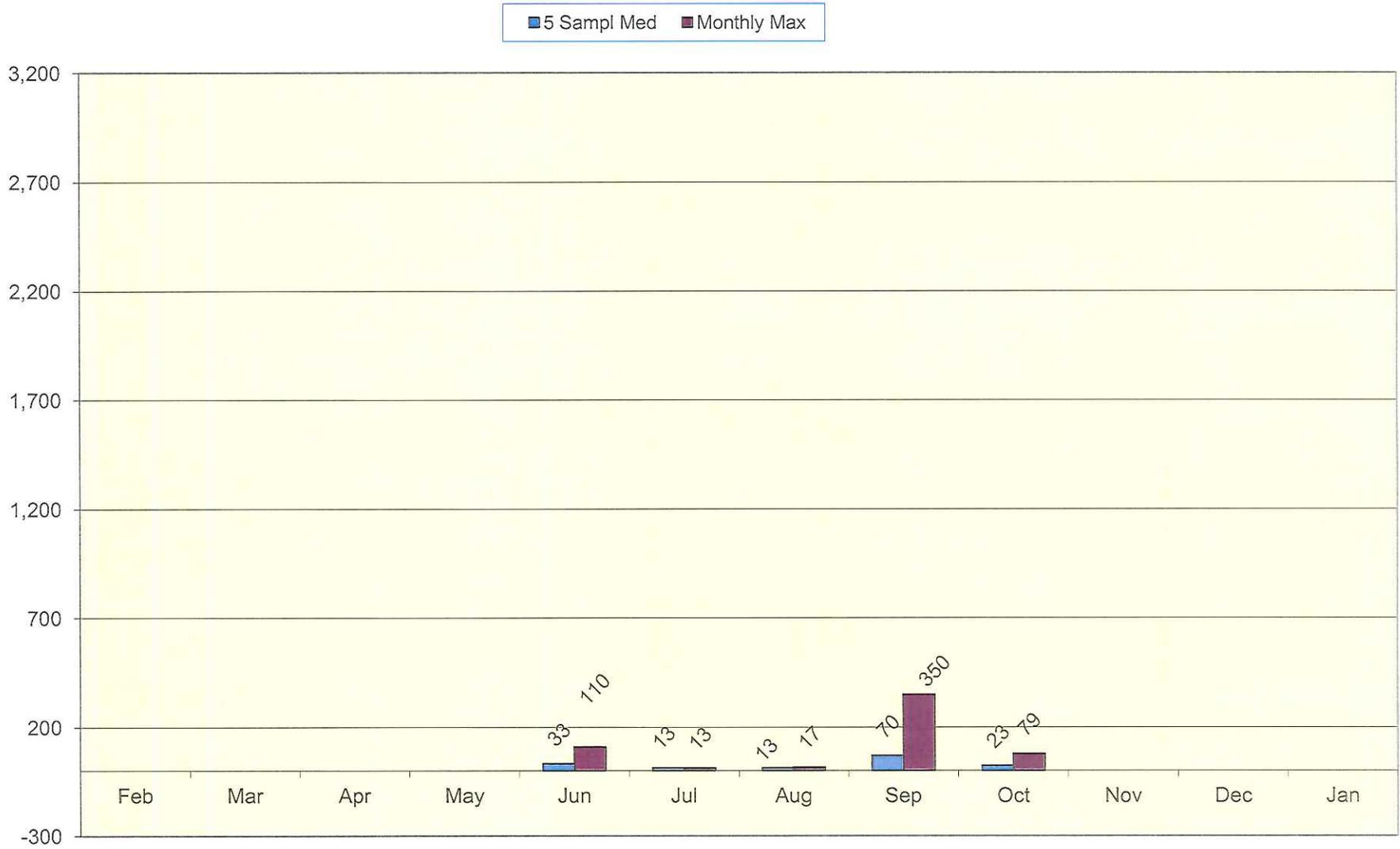
# Disinfection - Enterococcus

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

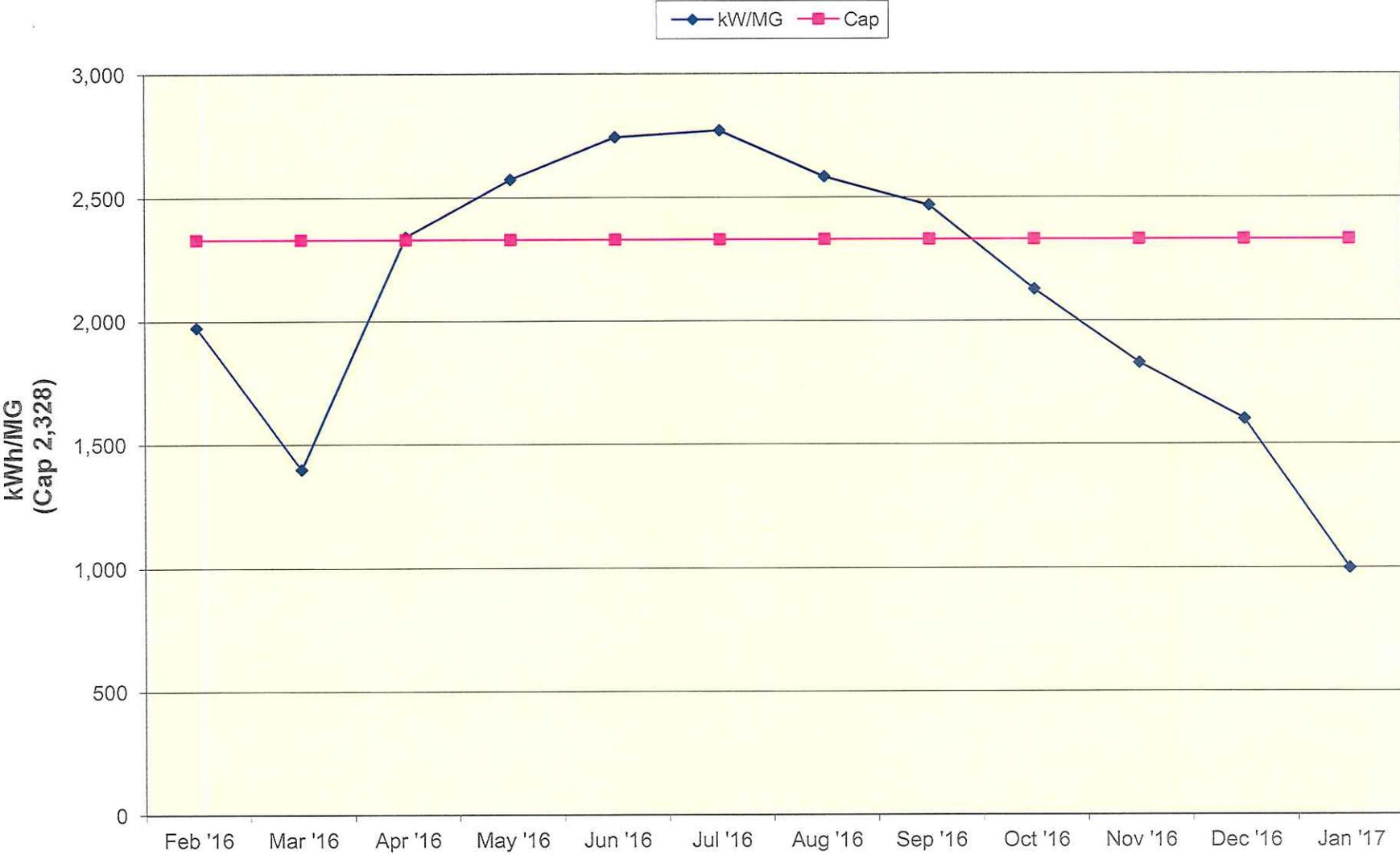


## Disinfection - Total Coliform

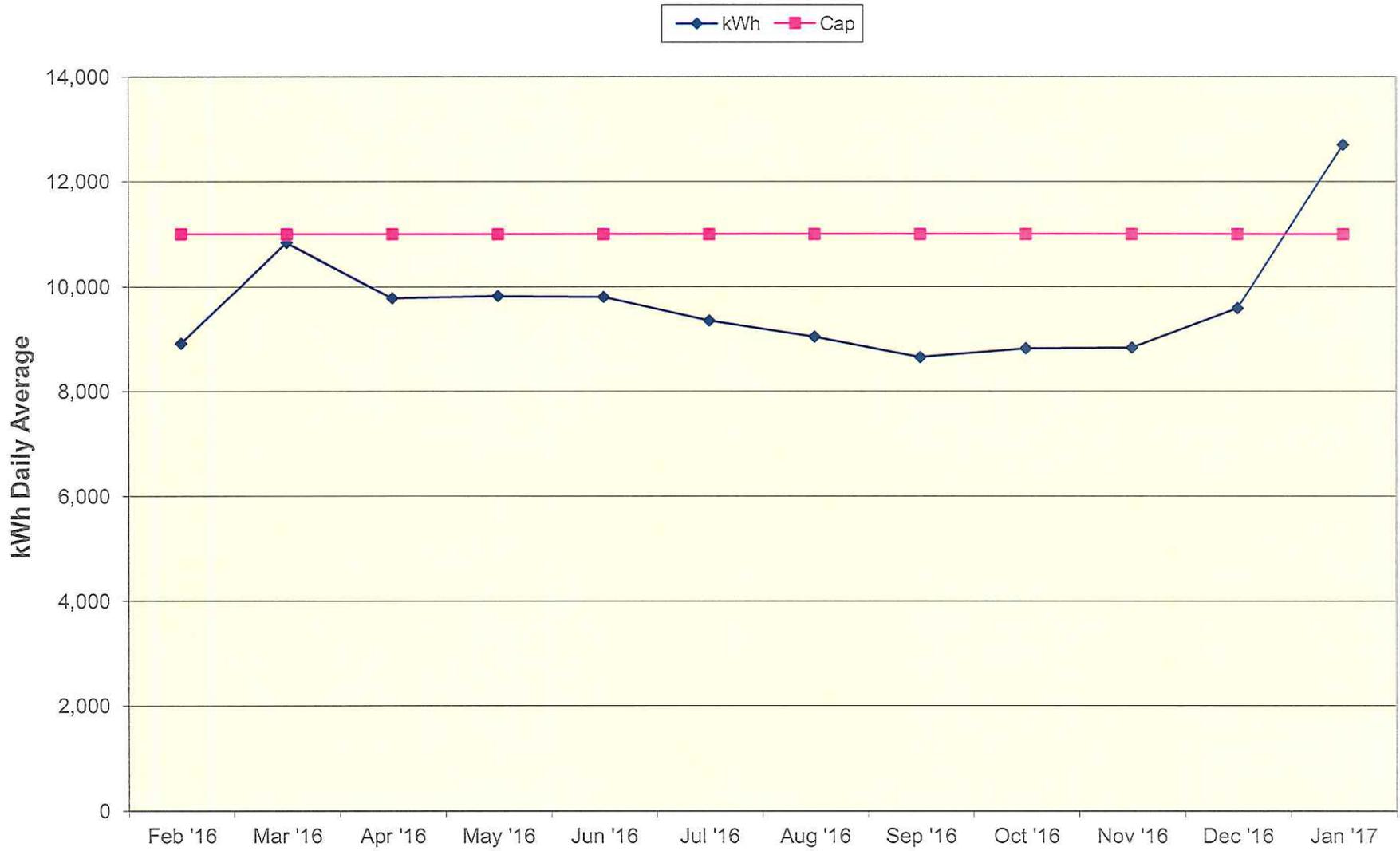
TOTAL COLIFORM LIMITS - WDR  
 5 Sample Median - 240 mpn /100 ml  
 Maximum - 10,000 mpn/100 ml



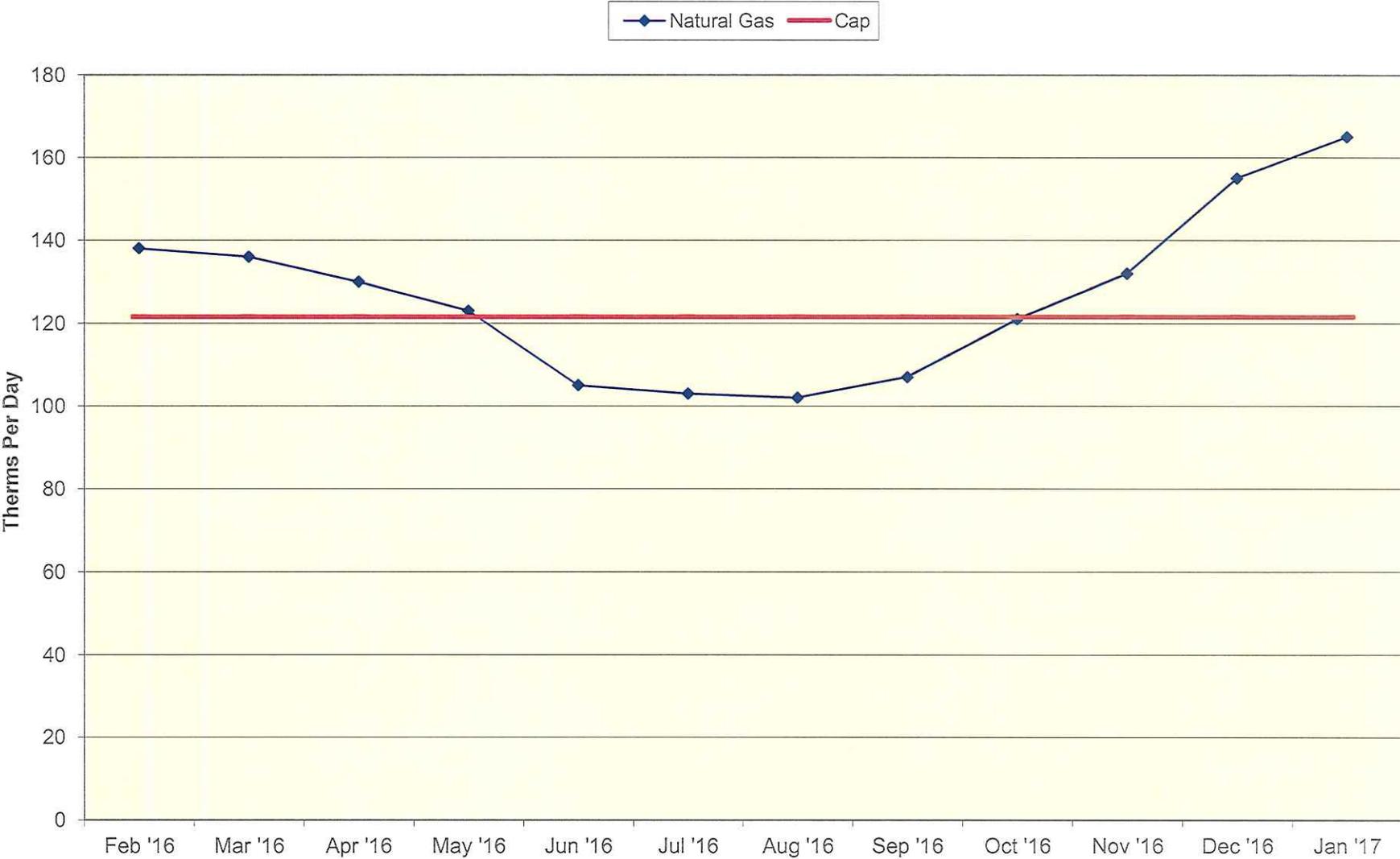
### Energy kWh/MG



# Energy kWh



### Natural Gas Use

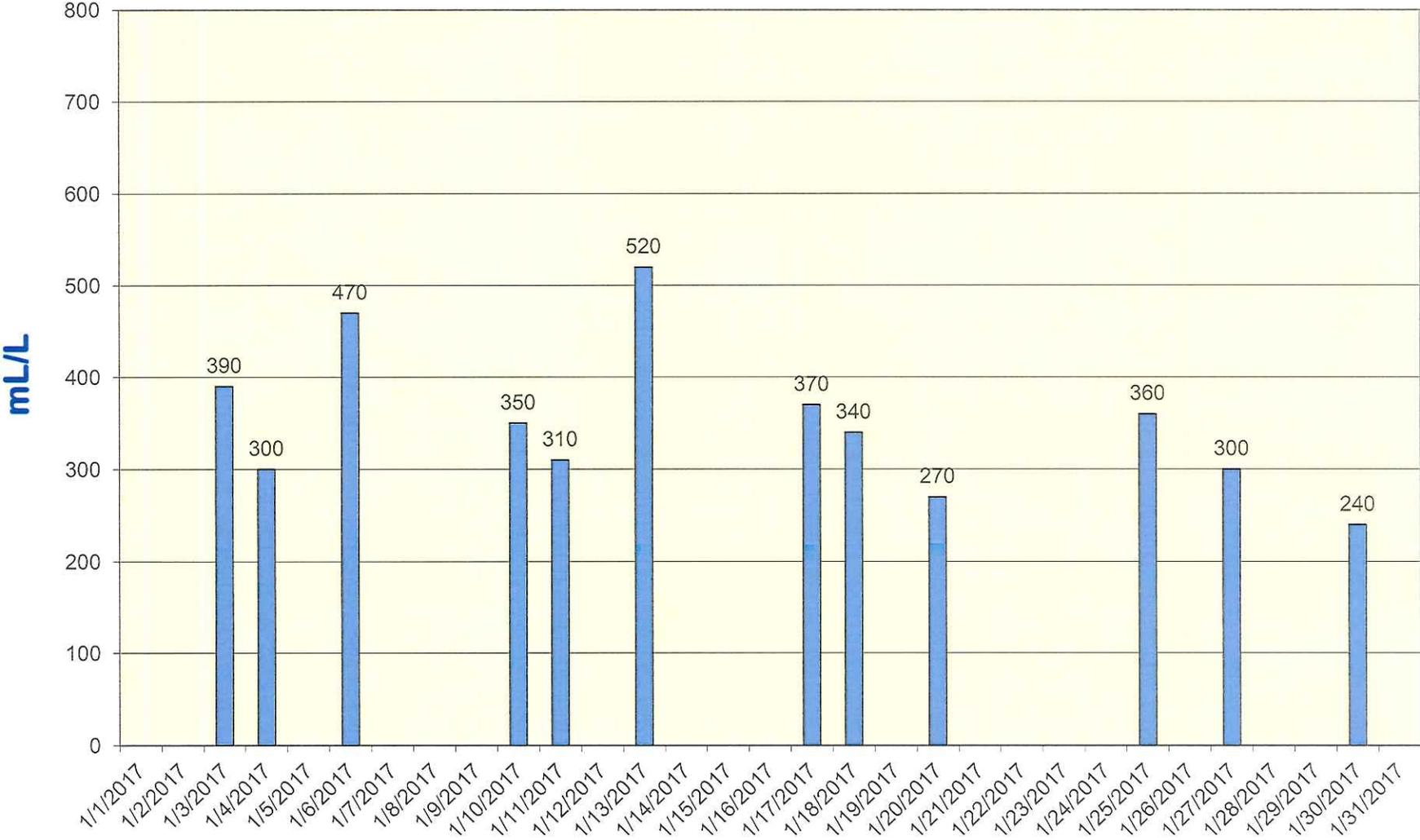


# *PROCESS CONTROL DATA / GRAPHS*

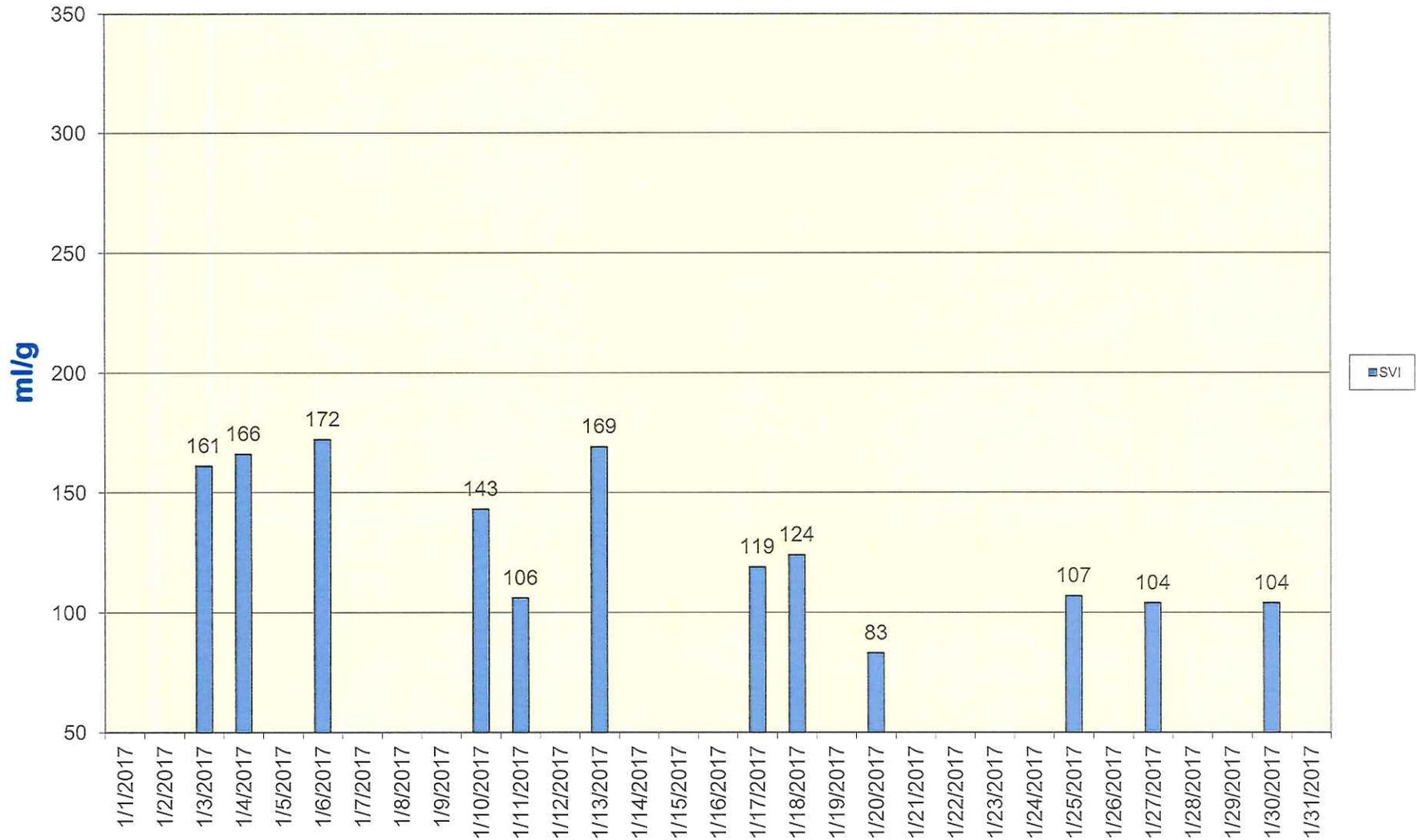
## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
1/1/2017	4.41						
1/2/2017	4.99						
1/3/2017	15.09	390	2,430	43,289		7.0	161
1/4/2017	12.01	300	1,820	32,422		4.0	166
1/5/2017	8.87						
1/6/2017	7.48	470	2,740	48,811		8.2	172
1/7/2017	18.06						
1/8/2017	24.87						
1/9/2017	18.62						
1/10/2017	28.43	350	2,450	43,645		4.8	143
1/11/2017	19.19	310	2,930	52,196		6.2	106
1/12/2017	16.23						
1/13/2017	12.07	520	3,100	55,224		6.6	169
1/14/2017	10.24						
1/15/2017	8.14						
1/16/2017	7.74						
1/17/2017	7.18	370	3,140	55,937		8.2	119
1/18/2017	15.91	340	2,750	48,989		7.5	124
1/19/2017	17.59						
1/20/2017	17.83	270	3,260	58,074		7.6	83
1/21/2017	20.16						
1/22/2017	21.23						
1/23/2017	15.01		3,110	55,402		6.1	
1/24/2017	10.99						
1/25/2017	9.45	360	3,390	60,390		6.7	107
1/26/2017	8.69						
1/27/2017	7.28	300	2,930	52,196		6.2	104
1/28/2017	6.97						
1/29/2017	7.09						
1/30/2017	6.49	240	2,320	41,329		7.5	104
1/31/2017	6.16						
Maximum	28.43	520	3,390	60,390	0.00	8.2	172
Total	394.47						
Average	12.72	352	2,798	49,839	#DIV/0!	6.7	130

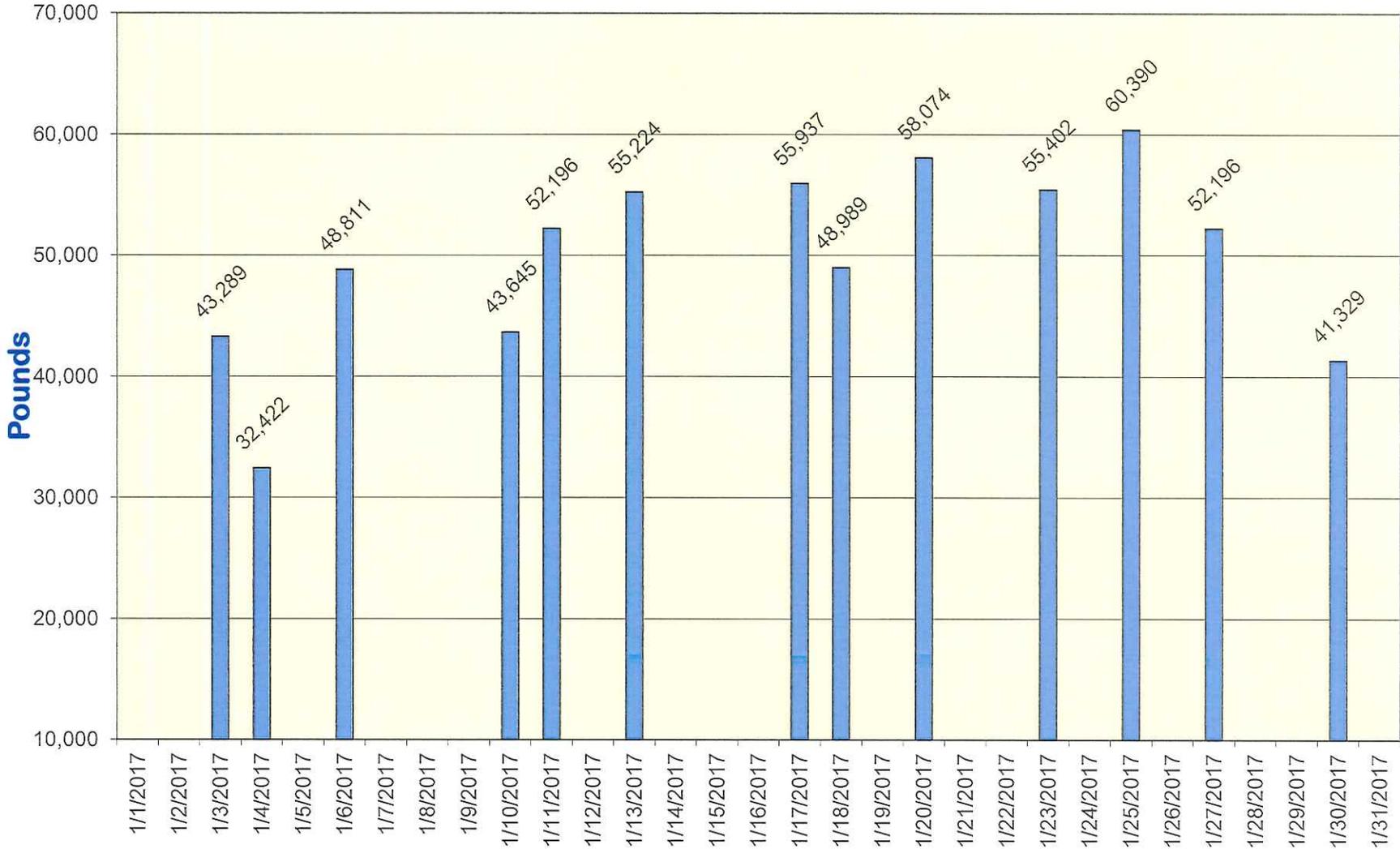
# Settleability



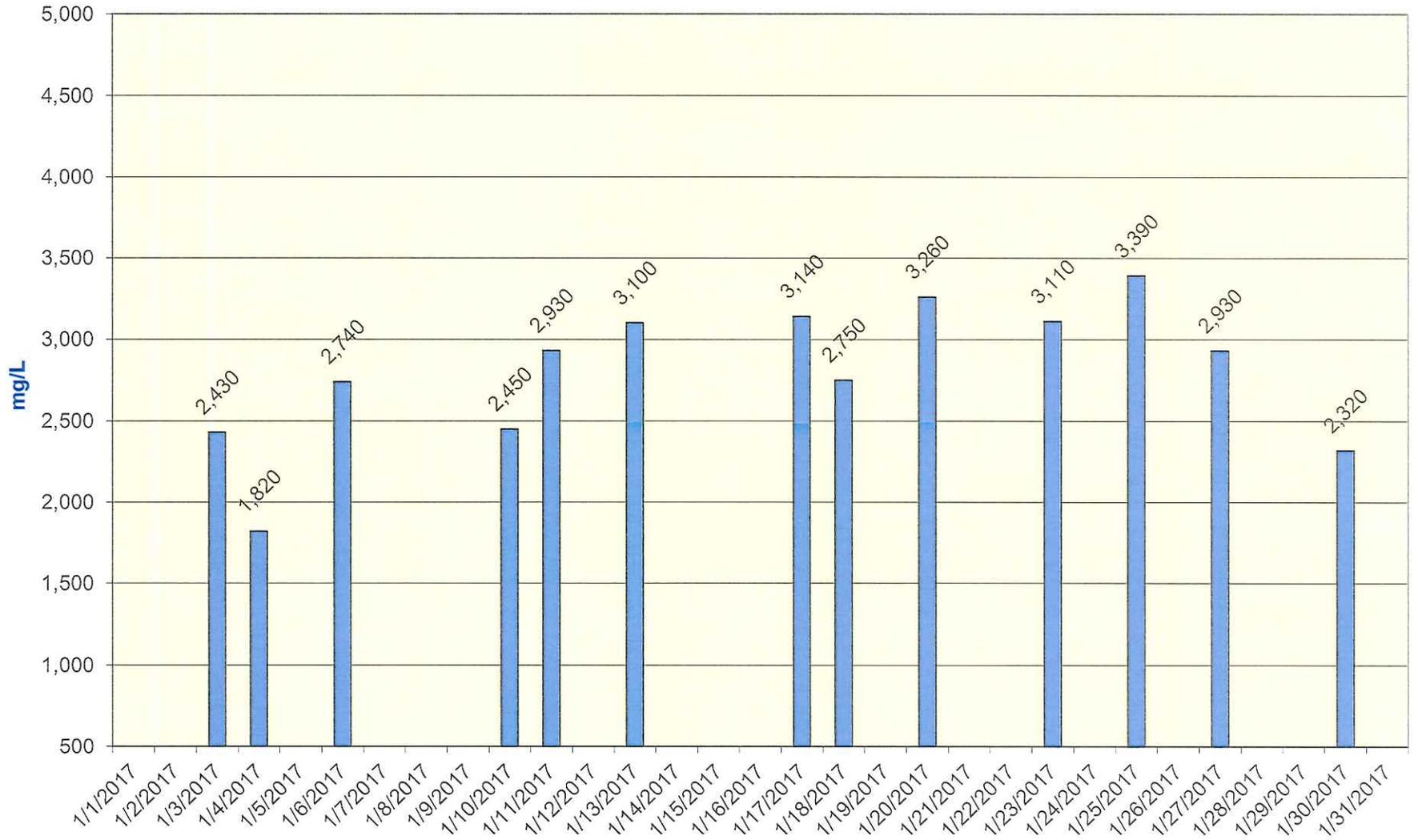
## Sludge Volume Index



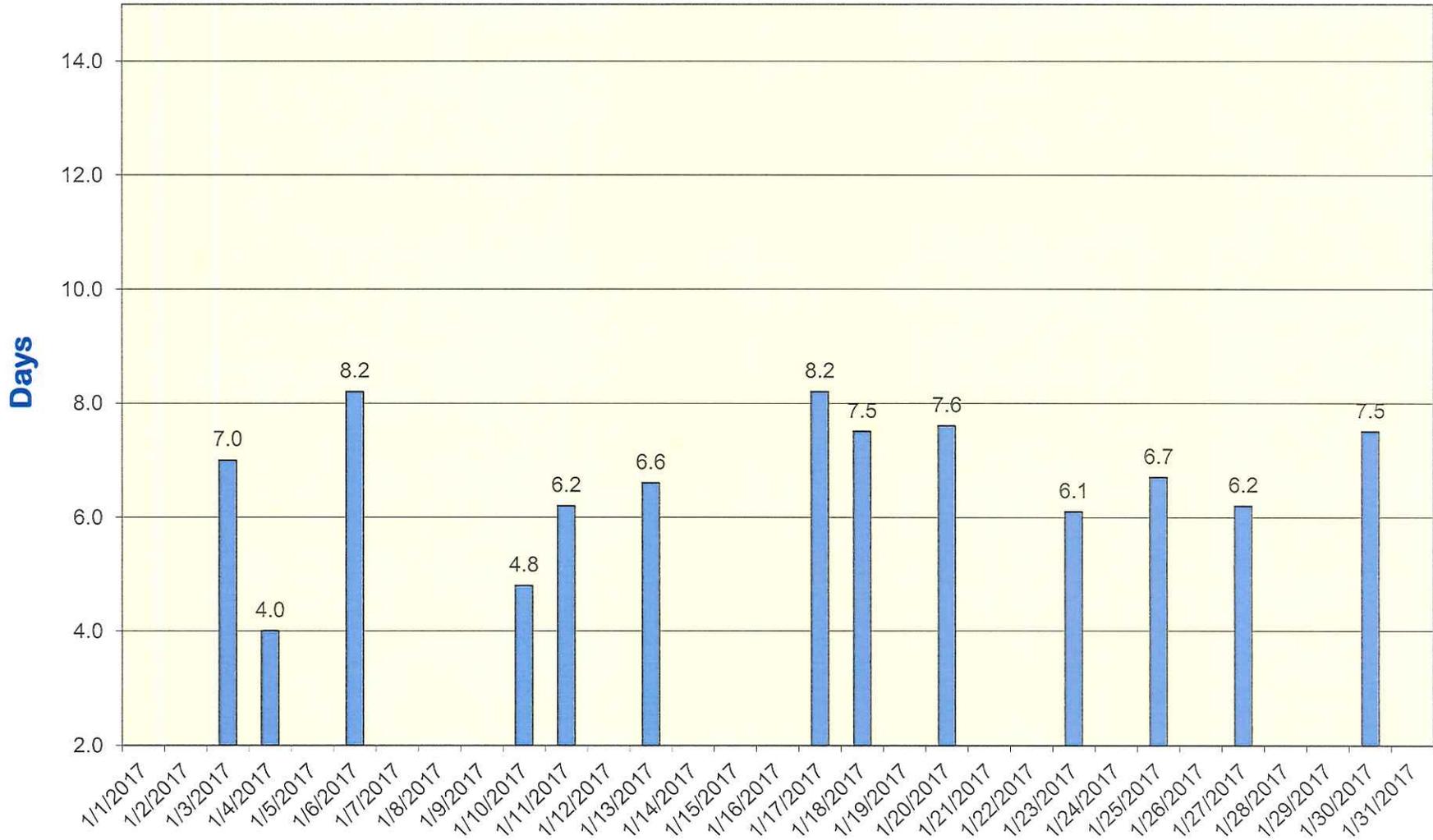
# MLSS Inventory



### MLSS Concentration

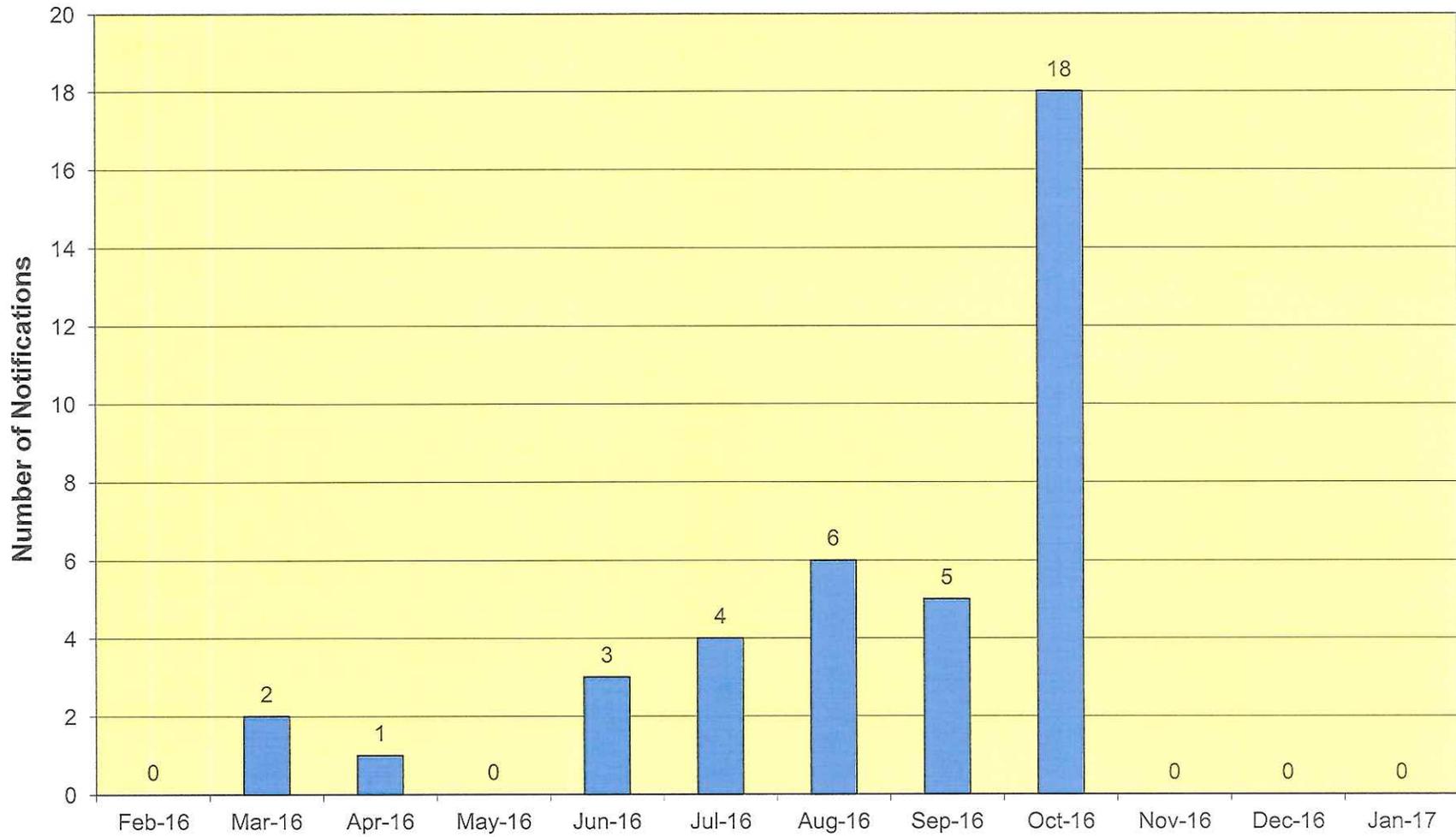


## Mean Cell Residence Time



# ***NEIGHBORHOOD CONTACTS***

## Neighborhood Contacts Received

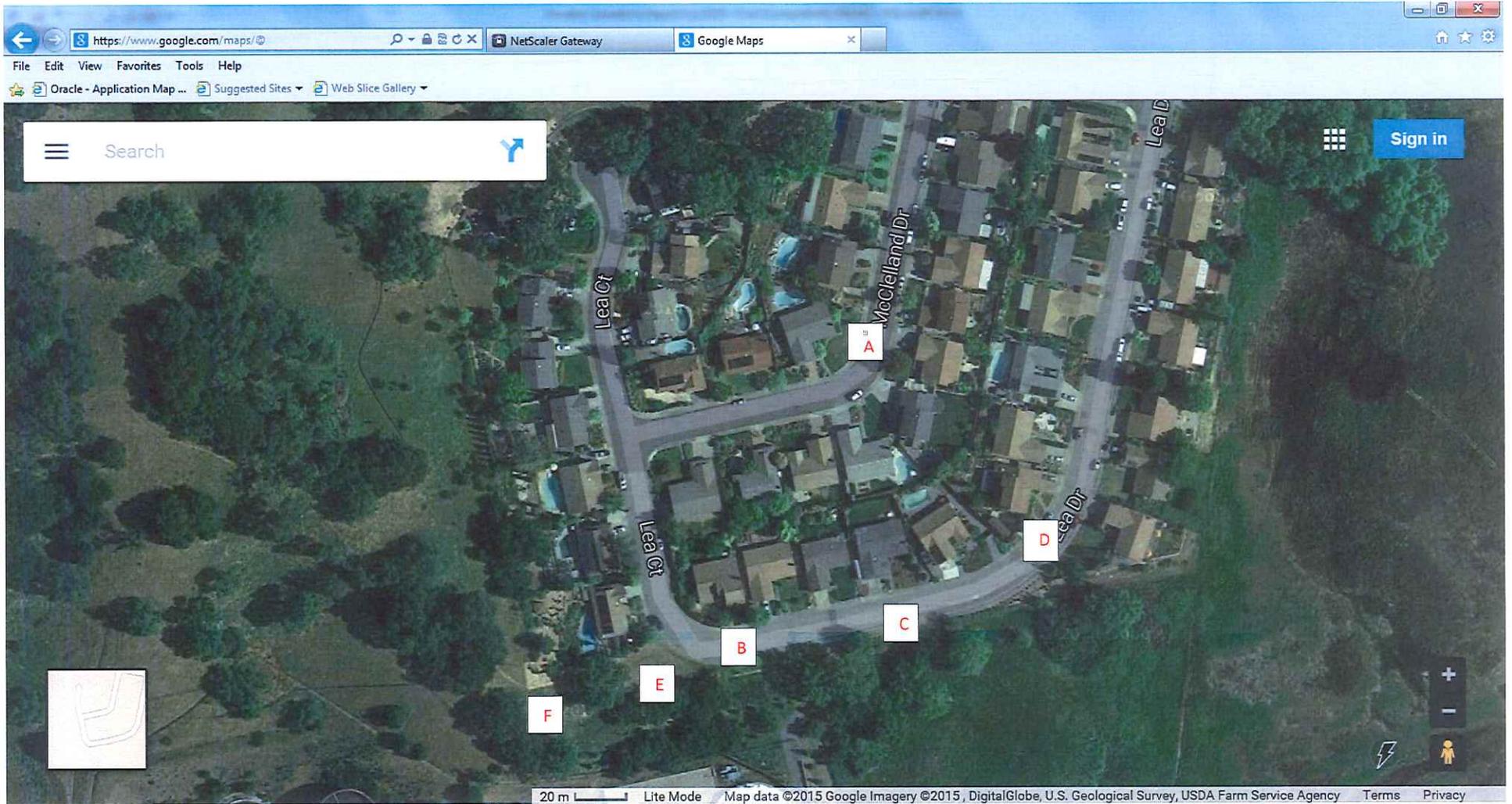


# ***JEROME METER READINGS & LOCATIONS***

JEROME METER READINGS - JANUARY 2017

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

# NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



**Novato Sanitary District  
Collection System Operations Report  
January 2017**

# Novato Sanitary District Wastewater Operations - Collection System Operations Report January 2017

## 1.0 General:

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

- 2.0 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.2 FTE field workers for Pump Station Maintenance
- 0.0 FTE field workers for Closed Circuit Television (CCTV) work
- 1.9 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, pump station maintenance, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 2.0 FTE field workers for vacation, holiday or sick leave.

## 2.0 Collection System Maintenance:

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

### Line Cleaning Performance

A total of 316 work orders were generated for January by the ICOM3 Computerized Maintenance Management System (CMMS). Staff completed the 316 work orders, leaving 0 work orders outstanding. The 316 maintenance work orders completed in January resulted in 67,923 feet of sewer pipelines cleaned by staff.

### CCTV Performance:

The District's CCTV van was not in the field in January. Production from the CCTV van has been limited due to inclement weather and breakdowns of the CCTV software & equipment. The current Software is no longer fully supported by the vendor and, as time allows, staff has been evaluating other programs to replace it. Staff conducted 3 sewer main inspections, totaling 612 feet, using the push camera.



**Storm related surcharge mitigation efforts**

### CCTV Findings:

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

## 3.0 Pump Station Maintenance:

The Collection System Department conducted 223 lift station inspections this month. 99 of the inspections were generated through the District's JobsCal Plus CMMS system. There are four (4) outstanding work orders for the month, zero correctives and four (4) preventives. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
January 2017**

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**4.0 Air Relief/Vacuum Valves (ARVs):**

Staff completed maintenance inspections on five (5) air relief/vacuum valves.

**5.0 Safety and Training:**

General: Collection System staff attended seven (7) safety tailgate meetings in January.

Specialized training: District staff attended a Claremont EAP Wellness Workshop on Healthy Sleep Habits.

District staff attended a Body Mechanics Workshop conducted by Don Freeman.

Safety performance: There were no lost time accidents this month for a total of 2,151 accident free days since the last lost time accident.

**6.0 Miscellaneous Projects:**

Staff improved and revised the procedures for forecasted severe wet weather events to further reduce the impact of heavy, continuous rain and areal flooding in the collection system.

Staff replaced four manhole covers in two flood prone areas with sealed covers to reduce the amount of floodwater that can enter the collection system.

Staff fabricated a bracing device to prevent unplanned releases of a flow-thru weir plug which is installed in a manhole on Simmons Lane prior to significant wet weather events. When the weir plug is installed, a portion of sewage flow from San Marin Drive west of Simmons Lane is diverted to the sewer main flowing east down San Marin Drive through a previously installed relief sewer. Without the weir plug the potential of surcharged conditions leading to potential overflows is much higher downstream on Feliz Road and Simmons Lane.



**Flow-thru weir plug and bracing device**

**7.0 Sanitary Sewer Overflows (SSOs):**

There was one (1) Category 3 overflow in January, as discussed below.

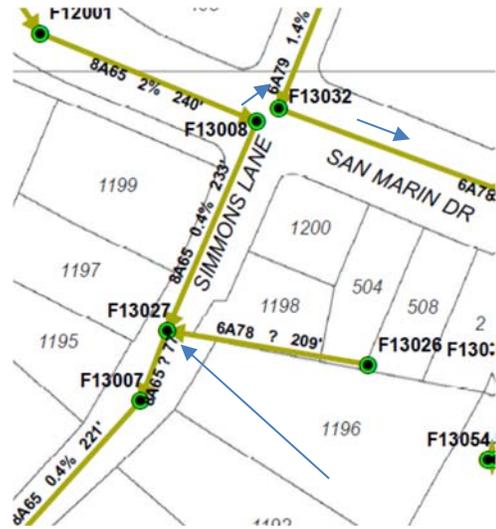
No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	1/8/2017	2013 Feliz Road	90	Storm related areal surface flooding into manhole

On Sunday, January 8, 2017, at 5:55am, during a severe storm event, Collection Systems Worker II (CSW II) Aaron Hendricks and Collections System Superintendent, Dasse de longh received a Smart Cover® alarm. The alarm indicated storm related surcharging in the Feliz

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
January 2017**

Road sewer. Dasse called Javier Vega and Liam O’Sullivan, directing them to meet him and Aaron at the Novato Treatment Plant to assist with storm response activities.

When Javier and Aaron arrived at manhole F13027 on Simmons Lane to install a weir plug to divert sewage into another tributary system, the street was flooded and the manhole was under about two feet of water. A City of Novato crew was working to clear the storm drain. Javier reported the conditions to Dasse who directed him to try the plug at the next manhole upstream (F13008). Dasse called Roto-Rooter to dispatch a “Pumper” truck to 2008 Feliz Road.

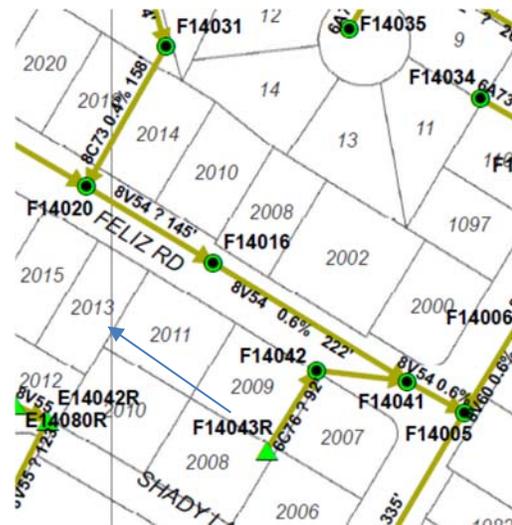


**Flow-Thru Plug Location Map**

Javier and Aaron made several attempts to install the weir plug at the upstream manhole, and send all of the upstream flow into the relief sewer. They removed the plug and went to inspect the low manhole downstream on Feliz Road. The level in the manhole was near the elevation of the private lateral, cleanout elevation at 2013 Feliz Road. The crew went to the cleanout and witnessed the start of the SSO from the cleanout. Javier reported the overflow to Dasse while Aaron documented with photos.

Javier returned to the upstream manhole on Simmons Lane while Aaron and Liam prepared to mitigate the SSO using the hydro-flusher truck. Javier found that the City crew had just cleared the storm drain. He installed the flow-thru plug and returned to Feliz Road to confirm that the levels downstream were dropping. The overflow from the cleanout at 2013 Feliz Road ceased moments later.

The initial report to Cal-EMA was made, with an abundance of caution, within the two-hour reporting requirement, and with the assumption that the SSO had reached a storm drain due to areal flooding and heavy, continuous rain. After making the report, further information and photos were received from the field that confirmed a lower volume, and containment within a bordered garden area in front of the house.



**Overflow Location Map**

Staff estimated the spill volume to be 90 gallons based on crew observations and by using the Water Height Above Standpipe chart for 4” diameter cleanouts published by the Environmental Services Department of Jefferson County, Alabama to quantify this discharge.

This event was determined to be a Category III event because the discharge did not exceed 1,000 gallons and did not reach a separate storm drain or waterway.

Dasse provided Eithne Bullick of Marin County Environmental Health Services, with a detailed

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
January 2017**

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explanation of the cause of the overflow, what was done to correct it, and why it was changed from a Category I to a Category III SSO.

Staff replaced one manhole cover in the flooded area with a sealed cover to reduce the amount of areal surface floodwater that can enter the collection system.

Staff raked and removed contaminated debris and tanbark from the affected area.

District staff amended the Severe Wet Weather Standard Operating Procedures to install the flow-thru weir plug at manhole F13027 prior to certain forecasted wet weather events so as to further reduce the effects of flooding on District operations.

On January 25, 2017 Dasse contacted Cal-EMA to provide updated information for the initial Hazardous Materials Spill Report # 17-0154.

Since this discharge event was caused by severe I&I and areal surface flooding due to an intense rain storm event, the District is investigating options to alleviate these impacts from such events to this tributary basin.



**Lateral Cleanout Location at 2013 Feliz Road**

This event was reported into the CIWQS database on January 11, 2017 as a Category 3 event, SSO Event ID # 831612 and was certified in CIWQS on January 26, 2017, Certification ID # 300536.

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Novato Sanitary District  
Collection System Monthly Report For January 2017 (as of January 31, 2017)

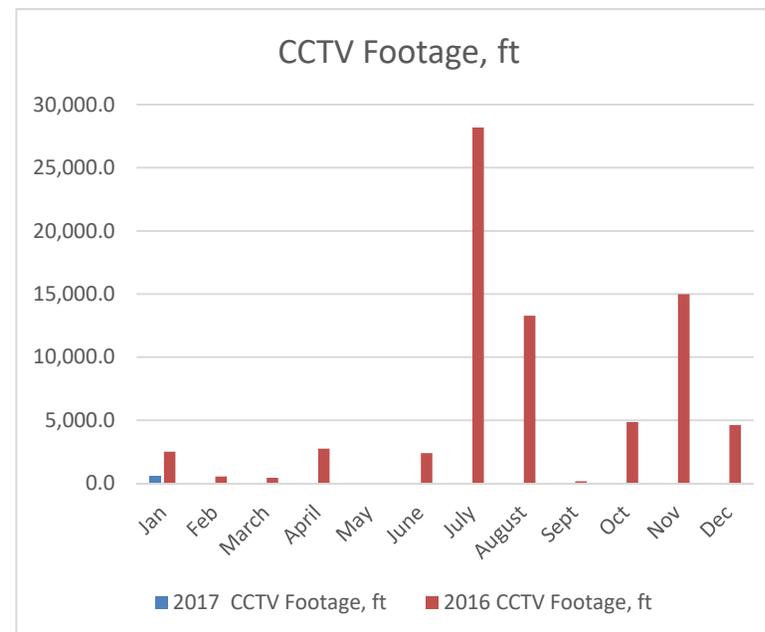
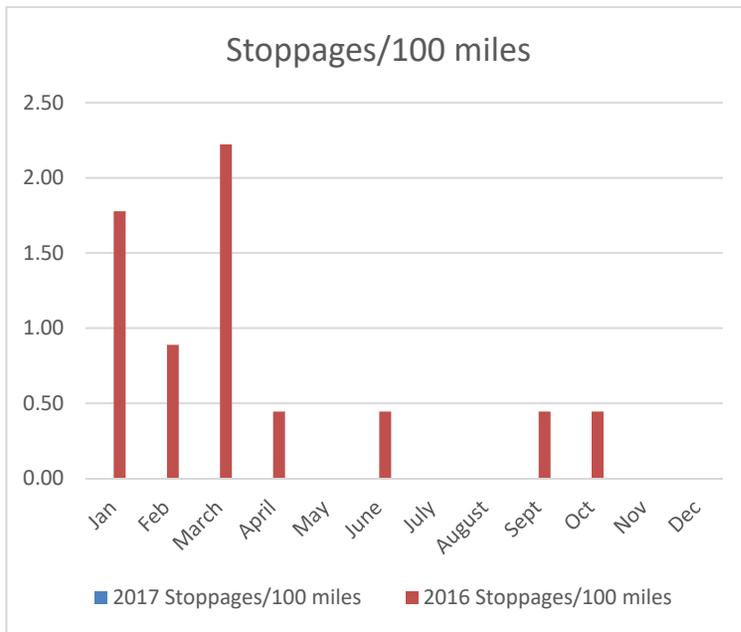
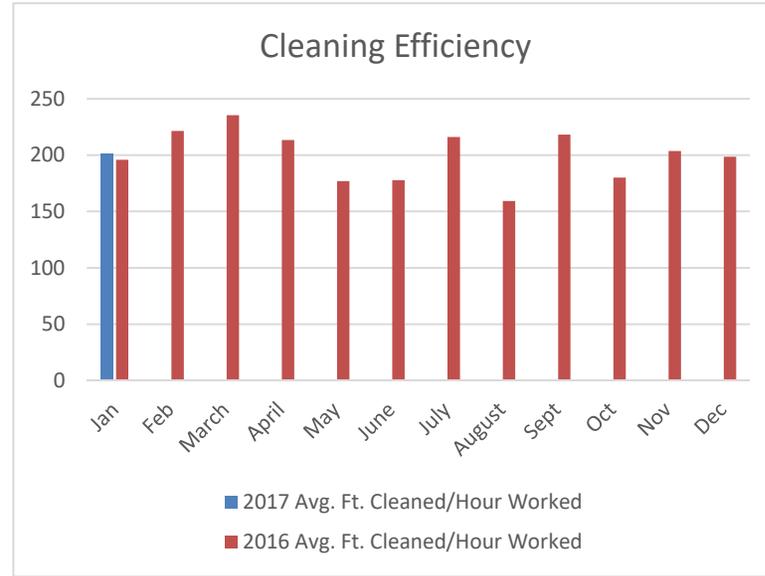
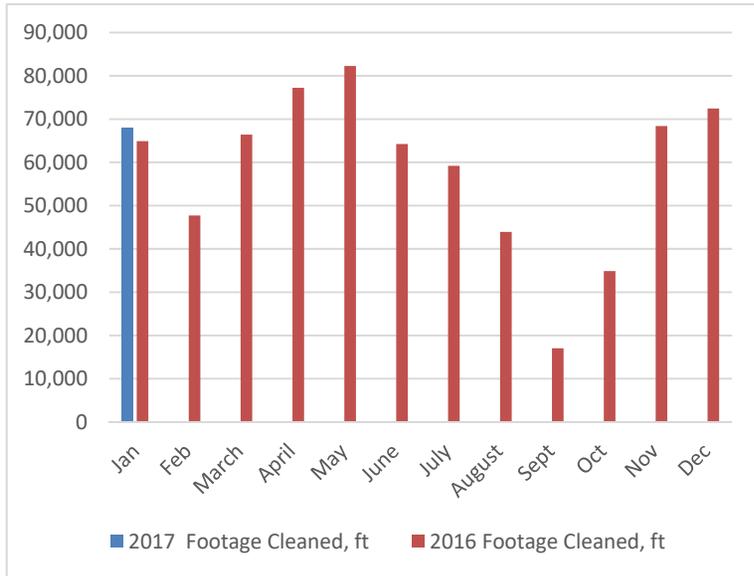
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Number of FTEs (other)	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Number of FTEs (CCTV)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Total, FTEs	3.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.3
Regular Time Worked, (main line cleaning), hrs	337													
Regular Time Worked on Other, (1)	360													
Regular Time Worked on CCTV (2)	2													
Total Regular time, worked, hrs	699	0	0	0	0	0	0	0	0	0	0	0	699	58
Total Vacation/Sick Leave/Holiday, hrs	359												359	359
Vacation/Sick Leave/Holiday, FTEs	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.2
Overtime Worked on Coll. Sys., hrs	0												0	0
Overtime Worked on Other, (1)	74												74	74
Overtime Worked on CCTV (2)	0												0	0
Total Overtime, hrs	74	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	74	74
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	39												39	39
Rodder 3208 ft. cleaned	8,884												8,884	8,884
Rodder - outside services, ft cleaned	0												0	0
Flusher Work Orders generated	277												277	277
Truck 3205V ft. cleaned	8,395												8,395	8,395
Truck 3206V ft. cleaned	50,644												50,644	50,644
Flusher - outside services, ft. cleaned	0												0	0
Total Footage cleaned(3)	67,923	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	67,923	67,923
Work Orders completed	316												316	316
Work Orders backlog	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0												0	0
CCTV Truck 3126T, ft. videoed	0												0	0
CCTV (hand cam), ft. videoed	612												612	612
CCTV Inspection - outside services, ft. videoed	0												0	0
Total CCTV footage(3)	612	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	612	612
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	1												1	NA
Major (Category II)	0												0	NA
Major (Category I)	0												0	NA
Overflow Gallons	90												90	NA
Volume Recovered	0												0	NA
Percent Recovered	0%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0%	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	9												9	9
Normal hours S.C. response time, mins (avg.)	10												10	10
Service Callouts, after hours, #	0												0	0
After Hours S.C. response time, mins (avg.)	0												0	0
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	202	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	202
Total Stoppages/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	NA
Average spill response time (mins)	0												NA	0
Callouts/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Overtime hours/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
Overflow Gallons/100 Miles	39	0	0	0	0	0	0	0	0	0	0	-	39	3

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

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

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

# Collection System: 2017 & 2016 Graphs



Novato Sanitary District

Pump Station Monthly Report For January 2017 (as of January 31, 2017)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	218	0	0	0	0	0	0	0	0	0	0	0	218	
Number of Employees (FTEs)	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.1
Regular Time Worked on Pump Sta	190												190	
Overtime Worked on Pump Sta	28												28	
After Hours Callouts	3												3	
Average Callout response time (mins)	23												23	23
<b>Work Orders</b>														
Number generated in month	223												223	223
Number closed in month	223												223	223
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS  
WORK ORDER STATISTICS  
January 1, 2017-January 31, 2017**

	<b>Open Work Orders Due Prior to 1/1/2017</b>	<b>Open Work Orders 1/1/2017-1/31/2017</b>	<b>Total Open Work Orders</b>
Preventive	4	150	154
Corrective	0	0	0
Total	4	150	154

	<b>Closed Work Orders 1/1/2017 - 1/31/2017</b>
Preventive	148
Corrective	0
Total	148

<b>Total Outstanding Work Orders as of 1/31/2017</b>	<b>6</b>
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**Novato Sanitary District  
Reclamation Facilities Report  
January 2017**

## 1.0 Summary:

There were no ranching or irrigation activities this month. Air-relief assemblies were replaced at Drainage Pump Station No. 7. For the second month in a row, rains filled the drainage ditches and added a substantial amount of rainwater to the storage ponds this month. Pond levees were raised in two locations to address areas that have settled since they were constructed.

## 2.0 Ranch Operations:

There were no ranching activities this month.

Drainage Pump Station No. 3 pumped approximately 217 MG of storm water and Drainage Pump Station No. 7 pumped approximately 350 MG of storm water this month. The amount of water pumped at Drainage Pump Station No. 3 is somewhat inaccurate due to the failure of the hour meter on Pump 2 this month. The hour meter has been scheduled for replacement.

## 3.0 Irrigation Parcels:

There were no irrigation activities this month.

The three air-relief valve assemblies on the discharge lines at Drainage Pump Station No. 7 were replaced this month. As previously reported, these assemblies had corroded to a point that they required replacement.



Figure 1 - New air relief assemblies on the discharge pipes at Drainage Pump Station No. 7

## 4.0 Irrigation Pump Station:

There were no irrigation activities this month.

The Irrigation Storage Ponds accumulated about 27 MG of rainwater in January. The ponds are near maximum capacity so staff and Veolia are working to develop a plan on how to prevent the Ponds from overtopping and if they do, what protocols to follow for reporting. To prevent the Ponds from overtopping a contractor was hired to raise two areas, one on each Pond, that have settled since they were constructed in 1986.



Figure 2 - Southeast corner of Pond 1 raised to prevent overtopping.

## 5.0 Sludge Handling & Disposal:

There were no sludge handling activities this month.

**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2017, as of January 2017**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)		0											-	0.00
Irrigation (MG)		0											-	0.00
Irrigation Pump 1 Hours													-	0.00
Irrigation Pump 2 Hours													-	0.00
Irrigation Pump 3 Hours													-	0.00
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours		0											-	0.00
Water Circulated through Wildlife Pond (MG)		0	0	0	0	0	0	0	0	0	0	0	-	0.00
Strainer No. 1 Hours													-	0.00
Strainer No. 2 Hours													-	0.00
Pond 1 Gauge @ Beginning of Month	8.1													
Pond 1 Gauge @ End of Month	9.5													
Pond 1 Gallons Stored @ End of Month(MG)	74													
Pond 2 Gauge @ Beginning of Month	8.1													
Pond 2 Gauge @ End of Month	9.5													
Pond 2 Gallons Stored @ End of Month(MG)	95													
Total Irrigation Water Stored	169	0	0	0	0	0	0	0	0	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	427.9													
Drainage Pump No. 2 Hours	69.3													
Drainage Pump No. 3 Hours	226.5													
Total Gallons Stormwater Pumped (MG)	217.11	0	0	0	0	0	0	0	0	0	0	0	217.11	18.09
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	50.6													
Drainage Pump No. 2 Hours	380.8													
Drainage Pump No. 3 Hours	345.9													
Total Gallons Stormwater Pumped (MG)	349.79	0	0	0	0	0	0	0	0	0	0	0	349.785	29.15

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects: Collection System Improvements (Scown Lane Sewer Project), Account No. 72706.</b>	<b>MEETING DATE: February 13, 2017</b>  <b>AGENDA ITEM NO.: 8.a.</b>
<b>RECOMMENDED ACTION:</b> Approve one change order of \$16,683.52, grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion.	
<b>SUMMARY AND DISCUSSION:</b>  <p>Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors, District staff requested bids for replacing 286 feet of sewer main in Scown Lane. This project was part of a cooperative project with the Novato Theater Project Grant Avenue to improve the sewer system in the theater project area. On September 21, 2016, the project bid and awarded to WR Forde &amp; Associates for a low bid of \$98,464.00, within the General Manager-Chief Engineer's signing authority per District Policy No. 3135.</p> <p>At this time, the Contractor has completed the work and the project is ready for final acceptance. One global change order totaling \$16,683.52 of the project cost was issued to the contractor during the work for the following additional work:</p> <ul style="list-style-type: none"> <li>- Installing a new lateral for the building adjacent to the theater building. The two buildings were unknowingly connected to the same lateral.</li> <li>- Additional paving improvements on a portion of Scown Lane required by the City of Novato.</li> </ul> <p>The final cost of the project is \$110,506.52. It is recommended that the change order be approved, final acceptance be granted, and staff be authorized to file the Notice of Completion.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The FY16-17 budget for Account No. 72706 includes a budget amount of \$1,200,000, of which \$463,350 has been expended to date, and approximately \$575,000 has been committed to other projects and related expenditures.	
<b>DEPT. MGR.:</b> srk	<b>GENERAL MANAGER:</b> SSK

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<p><b>TITLE: Board of Directors: Board Meetings - start time.</b></p>	<p><b>MEETING DATE: February 13, 2017</b></p> <p><b>AGENDA ITEM NO.: 9.a.</b></p>
<p><b>RECOMMENDED ACTION:</b> Approve changes to Policy No. 5010, and adopt Resolution No. 3105 to change the regular Board meeting start time from 6:00 pm to 5:30 pm.</p>	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The Board of Directors regular meeting date and time was set by Resolution No. 95 adopted December 29, 1952. The regular meeting date and time has been changed by resolutions; most recently the meeting time was changed from 6:30 pm to 6:00 pm by Resolution No. 3051, adopted October 8, 2012, and memorialized in paragraph 5010.1 of District Board Policy No. 5010.</p> <p>The Board periodically reviews its meeting time with consideration given to changing it or leaving it unchanged. At its January 9, 2017 meeting, the Board reviewed the meeting start time, concluded that it would be changed to 5:30pm, and directed staff to bring forward the appropriate enabling Resolution and updates to Policy No. 5010, for the Board’s consideration at a future Board meeting. Accordingly, an updated Policy No. 5010 and Resolution No. 3105 are attached for Board approval and adoption.</p>	
<p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Updated Policy No. 5010 – Board Meetings.</li> <li>2. Resolution No. 3105.</li> </ol>	
<p><b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Alignment and Communications) and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.</p>	
<p><b>DEPT. MGR.:</b> ssk</p>	<p><b>GENERAL MANAGER:</b> SSK</p>

# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010

**5010.1** Regular meetings of the Board of Directors shall be held on the second and fourth Mondays of each calendar month at ~~5:30 p.m. (Res. #3105, 02/13/2017)~~ ~~6:00 p.m. (Res. #3051, 10/08/2012)~~ in the Conference Room of Novato Sanitary District at 500 Davidson Street, Novato, CA.

**5010.2** Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

**5010.2.1** All Directors, the Manager-Engineer, the Deputy Manager-Engineer, District Counsel and other staff members as appropriate shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

**5010.2.2** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall receive written notice by any means that ensures receipt at least 24 hours prior to the meeting.

**5010.2.3** There is no express agenda requirement for special meetings, but the notice of the meeting effectively serves as the agenda and limits the business that may be conducted.

**5010.3** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Manager-Engineer, Board President or President Pro Tem in the President's absence.

**5010.3.1** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall be notified by at least one hour prior to the emergency special meeting, as long as such notification would not endanger the public health or safety, as determined by a majority of the Board. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Manager-Engineer, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of

the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.3.2** The Board may meet in closed session during an emergency special meeting only for the purposes of consulting with law enforcement or security officials, and only if agreed to by a two-thirds vote of the Board, or, if less than two-thirds of the Board members are present, by a unanimous vote of the Board members present. All other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Manager-Engineer or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**5010.4** Adjourned Meetings. A majority vote by the Board of Directors may adjourn any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Manager-Engineer may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above. If a meeting is adjourned to a date within five calendar days and no new items are to be introduced, no new agenda will be posted. A copy of the order of adjournment will be posted within 24 hours after the adjournment, at or near the door of the place where the meeting was held.

**5010.6** Election of Officers. At its second meeting in June of each year, the Board of Directors shall elect a President and President Pro Tem to serve during the coming fiscal year, and will appoint the Manager-Engineer as the Board's Secretary/Treasurer and the Administrative Services Manager as the District's Secretary/Treasurer Pro Tem.

**5010.7** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**5010.8** The Chairperson and the Manager-Engineer shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

**RESOLUTION NO. 3105**

**A RESOLUTION CHANGING TIME  
OF REGULAR DISTRICT BOARD OF DIRECTORS' MEETINGS**

**NOVATO SANITARY DISTRICT**

**RESOLVED**, by the Board of Directors of Novato Sanitary District, Marin County, California that

**WHEREAS**, the Board of Directors of Novato Sanitary District, in Resolution No. 95, adopted December 29, 1952, provided for the regular date of meetings of said District;

**WHEREAS**, said regular meeting date and time has been changed by Resolutions from time to time;

**WHEREAS**, the Board of Directors of Novato Sanitary District desires to further change the regular meeting time of said District;

**NOW, THEREFORE, IT IS ORDERED**, as follows:

Sec. 1 of said Resolution No. 95, adopted December 29, 1952, shall be, and it is hereby, amended to read as follows:

"Sec. 1. REGULAR MEETINGS: The regular meetings of the Novato Sanitary District, Marin County, California, shall hereafter be held on the **second Monday and the fourth Monday of each and every calendar month, at five thirty (5:30) o'clock P.M.**"

\* \* \* \* \*

I hereby certify that the foregoing resolution was passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a regular meeting held on the 13th day of February, 2017, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members: None

ABSENT, Members: None

\_\_\_\_\_  
A. Gerald Peters,  
President, Board of Directors  
Novato Sanitary District

ATTEST:

\_\_\_\_\_  
Sandeep Karkal,  
Secretary, Board of Directors  
Novato Sanitary District

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consolidation of Board Member Elections with Statewide General Elections</b>	<b>MEETING DATE: February 13, 2017</b>
	<b>AGENDA ITEM NO.: 9.b.</b>

**RECOMMENDED ACTION:** Adopt Resolution No. 3106 Consolidating District Board Member Elections with Statewide General Elections, consistent with Senate Bill 415.

**SUMMARY & DISCUSSION:**

Senate Bill 415, the “California Voter Participation Rights Act”, was signed into law and became effective on January 1, 2016. The bill was designed with the intent to remedy low voter turnout of local elections in “off-cycle” election years.

Commencing January 1, 2018, SB 415 prohibits a political subdivision from holding an election other than on a statewide election date if holding an election on a non-concurrent date (November of odd years) has previously resulted in voter turnout being at least 25% less than the average voter turnout within the political subdivision for the previous four statewide general elections. There was no District election in 2013 and 2015 because the number of nominees did not exceed the number of offices to be filled. However, voter turnout for the District election in 2011 was 36.01% compared to 74.51% for the November 2010 statewide general election and 48.46% in November 2012. In 2009, voter turnout for the District Board election was 35.6% compared to 90.78% for the November 2008 statewide general election. Voter turnout for the November 2014 statewide general election was 56.85%.

Resolution No. 3106 calls for the consolidation of future District Board elections to coincide with statewide general elections. The resolution requires approval by the Marin County Board of Supervisors, and it must be submitted no later than 240 days prior to the date of the currently scheduled District election (no later than March 10, 2017). If approved, the District is responsible for reimbursing the County for the expense of mailing the notice of approval of change in election date as required by Elections Code section 10404.

District Counsel and staff have reviewed the Resolution, and it is recommended that the Board adopt it.

For informational purposes, current Board Member terms of office would be affected as follows:

Board Member	Current Term Expires	Transition Term Expires
Carole Dillon-Knutson	November 2017	November 2018
William Long	November 2017	November 2018
Jean Mariani	November 2019	November 2020
Brant Miller	November 2017	November 2018
Gerald Peters	November 2019	November 2020

**ATTACHMENTS:** 1. Resolution No. 3106 - A Resolution Requesting The Board Of Supervisors Of Marin County To Authorize Consolidation Of Future Novato Sanitary District Board Member Elections With The November Statewide General Elections During Even-Numbered Years.

**STRATEGIC PLAN INFORMATION:** This item addresses Goal 3 (Alignment and Communications) and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.

**DEPT. MGR.: ssk**

**GENERAL MANAGER: SSK**

**RESOLUTION NO. 3106**

**A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS OF MARIN COUNTY TO  
AUTHORIZE CONSOLIDATION OF FUTURE NOVATO SANITARY DISTRICT BOARD MEMBER  
ELECTIONS WITH THE NOVEMBER STATEWIDE GENERAL ELECTIONS  
DURING EVEN-NUMBERED YEARS**

**NOVATO SANITARY DISTRICT**

The current date for election of members of the Board of Directors of Novato Sanitary District (“District”) is every two (2) years on the first Tuesday after the first Monday in November of odd-numbered years (e.g. November 2017) (Elections Code section 1303); and

**WHEREAS**, statewide general elections are held in California only in June and November of even-numbered years (e.g. November 2018) (Elections Code section 1001), and generally voter turnout is greater for statewide general elections than for local elections, including special district Board member elections held in November of odd-numbered years; and

**WHEREAS**, California Senate Bill 415, an act known as the California Voter Participation Rights Act, (the “Act”) was approved by the California Governor and filed with the Secretary of State on September 1 2015, and commencing January 1, 2018, the Act prohibits a political subdivision from holding an election other than on a statewide election date if holding an election on a non-concurrent date has previously resulted in voter turnout for a regularly scheduled election in the political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous four statewide general elections; and

**WHEREAS**, it is the intent of the Board of Directors of the District to provide its constituents with the lowest possible cost while promoting the increasingly efficient and effective use of government resources.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS:**

**Section 1.** That pursuant to Elections Code 1303(b) and 10404, the Board of Directors of Novato Sanitary District hereby, by this resolution, changes its election from the first Tuesday after the first Monday in November of each odd-numbered year to the first Tuesday after the first Monday of each even-numbered year; and, further, that the election shall be consolidated with all other elections throughout the territory on that day.

**Section 2.** That terms of officeholders shall be extended as necessary, but no more than twelve months.

**Section 3.** That the Registrar of Voters shall cause, at District expense, a notice to be mailed to all registered voters in the Novato Sanitary District informing them of the change of election date specified herein and of the resultant changes in terms of the elected officeholders.

**Section 4.** This resolution shall become effective upon approval by the Marin County Board of Supervisors pursuant to Elections Code section 1303(b) and 10404.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 13<sup>th</sup> day of February, 2017, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

\_\_\_\_\_  
A. Gerald Peters, President  
Board of Directors  
Novato Sanitary District

ATTEST:

\_\_\_\_\_  
Sandeep Karkal  
Secretary, Board of Directors  
Novato Sanitary District