

NOVATO SANITARY DISTRICT

Meeting Date: October 26, 2015

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, October 26, 2015, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):**

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

- 4. REVIEW OF MINUTES:**

- a. Approve minutes of the October 12, 2015 meeting.

- 5. CONSENT CALENDAR:**

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

- a. Approve regular disbursements.
- b. Approve payroll and payroll-related disbursements.
- c. Receive Accounts Receivable Report as of October 19, 2015.
- d. Receive report on Financial Transactions Report (FTR) and Government Compensation in California (GCC) report as filed with the State Controller's Office (SCO).
- e. Approve annexation of one unincorporated lot totaling 0.93 acres with a situs address of 568 Wilson Avenue, Assessor Parcel No. (APN) 146-180-62, to the Novato Sanitary District, and authorize the General Manager-Chief Engineer to execute and file the Agency Consent Form with the Marin Local Agency Formation Commission (Marin LAFCO).

- f. Reject claim from Phoenix Loss Control on behalf of Comcast Cable Company for recovery of costs for repair of Comcast vault allegedly buried by District contractor during Bel Marin Keys Pump Station Improvements Project.
- g. Approve the Household Hazardous Waste Grant Agreement with Marin County Hazardous and Solid Waste Joint Powers Authority (JPA) for FY15-16.

6. SOLID WASTE:

- a. Receive Solid Waste Committee report (meeting of October 20, 2015).
- b. Receive report on Calendar Year (CY) 2015 solid waste rate adjustment.
- c. Receive recommendation from Solid Waste Committee to approve a +1.94 percent rate increase, and approve the requested rate increase.

7. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Committee Report (meeting of October 19, 2015).

8. BOARD MEMBER REPORTS AND REQUESTS:

9. INFORMATIONAL ITEMS:

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

- a. Article dated Oct 15, 2015 from the National Oceanic and Atmospheric Administration's Climate Prediction Center website titled "Strong El Nino sets the stage for 2015-2016 winter weather".
- b. Article dated Oct 15, 2015 from LA Times titled "El Niño keeps getting stronger; new forecast for rain increases".

10. GENERAL MANAGER'S ANNOUNCEMENTS:

Next Resolution No. 3092.

Next regular meeting date: Monday, November 9, 2015, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: October 12, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, October 12, 2015, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, Field Services Manager Steve Krauthem, Technical Services Manager Erik Brown, and Administrative Services Specialist June Brown.

ALSO PRESENT: Brian Exberger, Assistant Project Manager, Veolia Water

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the September 28, 2015 meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the September 28, 2015 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$679,951.88, Board fees in the amount of \$3,138.01 and Capital Project disbursements in the amount of \$2,488.46.
- b. Receive deposit summary in the amount of \$205,883.59.

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

SOLID WASTE:

- Review proposed public hearing notice language, and set public hearing date for establishing Calendar Year (CY) 2016 maximum solid waste rates: General Manager

Sandeep Karkal reported that, as provided in the District's Franchise Agreement with Novato Disposal Service, a timely request has been received for a rate review for calendar year 2016. As in previous years, the District has retained R3 Consulting Group, Inc. to assist with the rate review and prepare an analysis for a proposed rate adjustment for calendar year 2016. R3's analysis is expected within the next week. A public hearing is required to set rates and the Board meeting packet included a proposed schedule for establishing the 2016 rates and a draft public hearing notice setting the public hearing date for November 9, 2015.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board approved the proposed solid waste adjustment schedule and set the Public Hearing date for November 9, 2015.

CAPITAL PROJECTS:

- Annual Treatment Plant/Pump Stations Improvements, Account No. 72805: Minor Demolition Work – Authorize the General Manager-Chief Engineer to execute a project work order with WR Forde & Associates in the amount of \$17,854.74 for minor demolition work at the decommissioned Ignacio Treatment Plant site: Field Services Manager Steve Krauthem reported that, in anticipation of a predicted wet winter season, a work order in the amount of \$27,500.00 was executed with WR Forde & Associates to perform work on the decommissioned digester and clarifiers at the former Ignacio Treatment Plant site to provide an additional volume of approximately one million gallons of storage if needed. The work order was executed using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA) and the General Manager's approval authority limit of \$30,000.00. Staff is requesting approval of an additional work order with WR Forde in the amount of \$17,854.74 to cover extra work required in the removal of the primary clarifier dome. It was initially thought that this could be removed with an excavator but was later discovered to require partial dismantling by hand in order to preserve the railings and walkway. Additional work was also required to seal the structure. It was noted that the initial work order closed out at \$26,177.94 and the District received a credit in the amount of \$4,073.60 for metal recycling.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board authorized the General Manager to execute an additional work order with WR Forde in the amount of \$17,854.74 for extra work as described.

NORTH BAY WATER REUSE AUTHORITY (NBWRA):

- Receive update on NBWRA Program – Phase 2 District projects: The General Manager gave a Power Point presentation to update the Board on NBWRA Phase 2 Feasibility Study projects relating to the District. He first reviewed elements of the Phase 2 Scoping Study which had preceded the Feasibility Study. He described the reclamation sites leased from the Marin County Flood Control District which will expire in 2023, the remaining reclamation sites owned by the District, and potential options to meet discharge requirements in the future. He discussed how in a first step, the

Hamilton Wetlands/Outfall Project, a joint NSD and State Coastal Conservancy (SCC) project could truncate NSD's outfall pipeline, with year-round discharge to a brackish marsh on SCC property. The following step 2 would then be a long-term project to be undertaken with NBWRA which would provide for greater storage capacity to meet potential future recycled water demands.

He discussed how the completed NBWRA Phase 2 Scoping Study had preliminarily identified \$136 million in NBWRA projects, including \$36 million in identified Novato Sanitary District projects. The General Manager reiterated that the major related issues for the District were NPDES permit renewal; loss of Reclamation area lease; Hamilton Wetlands/Outfall Study; and NBWRA project participation. The potential solution was a multi-pronged approach that pursued all of these issues simultaneously so that the District could position itself to meet both future discharge requirements and future demands for recycled water.

He then presented a Power Point presentation made to the NBWRA Board of Directors' at their September 21, 2015 meeting by the NBWRA's consultant team. The General Manager provided an overview of how District specific projects had now evolved from the Phase 2 Scoping Study. He discussed potential recycled water storage alternatives identified for the District by the NBWRA consultant team, including options at the District owned parcels at the Reclamation facility, and at the SCC's property in Bel Marin Keys. He indicated that at this time, the consultant team's work indicated that the options at the District's Reclamation facility might be more cost effective, although more evaluation will be required in the future if these options are pursued. Also, while the consultant team's work indicated that the future recycled water demand projections did not necessitate any immediate storage needs for the District, the options as developed would be integrated into the Phase 2 Feasibility Study at a programmatic level. This would enable the District to "tier off" of the Phase 2 Feasibility study documents, including the Environmental Impact Report (EIR) if necessary in the future, and potentially shorten the time line for any future contemplated recycled water projects.

Further discussion followed. The General Manager indicated that this item was informational only; no direction was being sought, and that no action was necessary.

STRATEGIC PLAN:

- Receive proposal from Rauch Communications to prepare an updated Strategic Plan:
The General Manager presented a proposal in the amount of \$14,175.00 from Rauch Communications to prepare an updated Strategic Plan. The planning process will involve a workshop approach, initially with individual interviews with each Board Member and with the General Manager. Results will then be presented to the Board for review and discussion. The Board agreed on November 19th for the workshop.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) Board meeting (Director Miller): Director Miller reported on the October 2nd meeting of the North Bay Watershed Association.

The first guest speaker was a representative of Friends of the Petaluma River. A second presenter was a representative of the California Department of Fish & Wildlife who spoke on Salmon and Steelhead Recovery and Habitat Restoration. The NBWA 2016 Conference has been scheduled for April 22, 2016 at the Embassy Suites in Napa. Keynote speaker will be Congressman Jared Huffman. The target amount to be raised at this event is \$50,000.00.

INFORMATIONAL ITEMS: There was no discussion on informational items except to report that Judy Kelly, Director, San Francisco Estuary Partnership, will be the new Executive Director of the North Bay Watershed Association.

GENERAL MANAGER'S ANNOUNCEMENTS:

- A meeting of the Solid Waste Committee has been scheduled for Tuesday, October 20, 2015.
- The next meeting of the Wastewater Operations Committee will be held on Monday, October 19, 2015.
- The next Regular Board meeting will be held on Monday, October 26, 2015 at 6:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:13 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

June Brown, Recording

Novato Sanitary District Operating Check Register

October 26, 2015

Date	Num	Name	Credit
Oct 26, 15			
10/26/2015	58734	Veolia Water North America, Inc.	167,490.34
10/26/2015	58731	Pacific, Gas & Electric	78,421.21
10/26/2015	58735	Veolia Water North America, Lab	26,964.23
10/26/2015	58736	Veolia Water Recycled Water Oper.	24,594.00
10/26/2015	58721	Maze & Associates	11,400.00
10/26/2015	58724	North Marin Water District	9,262.01
10/26/2015	58695	American Express-21007	4,800.14
10/26/2015	58729	Optic Fuel Clean of CA, Inc.	3,371.50
10/26/2015	58707	Control Systems West, Inc.	2,943.49
10/26/2015	58725	North Marin Water District - Lab	2,475.00
10/26/2015	58708	Ecofile	2,434.00
10/26/2015	58739	Water Environment Research Fo...	2,221.00
10/26/2015	58704	Cantarutti Electric, Inc	1,397.50
10/26/2015	58701	Beecher Engineering, Inc	1,360.00
10/26/2015	58699	Bank of New York Mellon-fee	1,250.00
10/26/2015	58694	Aaero Heating & Sheetmetal	1,230.00
10/26/2015	58726	North Marin Water District Payroll	1,208.50
10/26/2015	58712	Hertz Corporation	948.42
10/26/2015	58728	Novato Disposal-	877.04
10/26/2015	58722	MME	739.04
10/26/2015	58717	Lancer Sales USA, Inc.	702.89
10/26/2015	58715	Johnson Controls, Inc.	683.00
10/26/2015	58716	JW Mobile	674.97
10/26/2015	58698	AutoSonics	634.25
10/26/2015	58737	Verizon EQ	590.18
10/26/2015	58702	BoundTree Medical, LLC	502.50
10/26/2015	58732	Unicorn Group	452.21
10/26/2015	58703	Cagwin & Dorward Inc.	435.00
10/26/2015	58718	Leonardi Automotive & Electric, Inc.	414.99
10/26/2015	58714	Irvine Consulting Services Inc.	360.00
10/26/2015	58706	Claremont EAP, Inc.	295.00
10/26/2015	58720	Marin/Sonoma Mosquito Dist	274.19
10/26/2015	58697	AT&T Wireless	262.69
10/26/2015	58723	North Marin Auto Parts	256.61
10/26/2015	58733	USA BlueBook	232.55
10/26/2015	58711	Grainger	219.11
10/26/2015	58738	Verizon Wireless-	198.86
10/26/2015	58709	Evoqua Water Technologies - Lab	157.00
10/26/2015	58730	Orkin Pest Control, Inc.	144.56
10/26/2015	58705	CDW Government, Inc.	135.00
10/26/2015	58719	Marin Independent Journal	130.00
10/26/2015	58696	American Messaging	124.00
10/26/2015	58713	Honey Bucket	88.21
10/26/2015	58700	Batteries Plus Inc	68.62
10/26/2015	58710	First Alarm	38.74
10/26/2015	58693	A&P Moving Inc.	25.00
10/26/2015	58727	Novato Builders Supply	5.48
Oct 26, 15			<u>353,493.03</u>

Novato Sanitary District
Capital Projects Check Register

October 26, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Oct 26, 15			
10/26/2015	2932	Thompson Builders Corp.	38,994.65
10/26/2015	2933	W.R. Forde	26,177.94
10/26/2015	2931	Roy's Sewer Service, Inc.	26,085.00
10/26/2015	2934	Wildcat Engineering	17,875.00
10/26/2015	2929	Linscott Engineering Contract...	2,733.41
10/26/2015	2930	Miller Pacific Engineering, Inc.	1,510.30
10/26/2015	2928	Lateral-Smith, Josh	1,500.00
10/26/2015	2927	American Express-21007	11.99
Oct 26, 15			<u>114,888.29</u>

Novato Sanitary District
Payroll and Payroll Related Check Register
October - 2015

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/30/2015	October - Payroll	101,177.97
10/21/2015	October - Retirees Health Benefits	12,448.13
10/21/2015	CALPERS Retirement	7,918.79
10/30/2015	United States Treasury	21,898.40
10/21/2015	CalPers Supplemental Income Plan	2,500.00
10/30/2015	EDD	6,221.70
10/21/2015	Lincoln Financial Group	8,214.60
10/21/2015	Lincoln Financial Group-401a Plan	3,460.80
10/21/2015	Lincoln Financial Group-401a Plan	3,510.95
10/21/2015	CALPERS Retirement	13,022.23
10/21/2015	CALPERS Retirement Funding	12,232.00
10/21/2015	Local Union 315	460.00
10/21/2015	Operating Engineers Trust	302.08
		<u>193,367.65</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Accounts Receivable Report as of October 19, 2015.	MEETING DATE: October 26, 2015 AGENDA ITEM NO.: 5.c.
RECOMMENDED ACTION: Information only - Receive Accounts Receivable Report as of October 19, 2015.	
SUMMARY AND DISCUSSION: The attached Accounts Receivable Summary shows the following receivables as of October 19,2015: <u>1-45 days - \$309,438:</u> Current. <u>46-90 days - \$45,876:</u> Considered collectible, primarily from the District's Beverage and Oil grant; consistently a slow payer. <u>90+ days - \$29,187:</u> Considered collectible primarily from our long time rancher for the lease; partial payment received in September and applied to account.	
DEPT.MGR.: lcc, ssk	GENERAL MANAGER: SSK

Novato Sanitary District
A/R Aging Detail
As of October 19, 2015

	<u>Current</u>	<u>46 - 90</u>	<u>91 - 120</u>	<u>TOTAL</u>
AT &T	(4) 1,134.36	0.00	0.00	1,134.36
Bahia Homeowners Association	(7) 2,527.50	0.00	0.00	2,527.50
Bel Marin Keys CDS	(4) 383.64	0.00	0.00	383.64
Biomarin	(1) 1,240.00	3,395.80	845.55	5,481.35
City of Novato-	(4) 18,276.72	0.00	0.00	18,276.72
City of Novato - Used Oil/Beverage	(2) 0.00	28,896.00	-441.26	28,454.74
Golden Gate Bridge, Hwy & Trans -	(4) 888.72	0.00	0.00	888.72
Graphene Tech	(1) 210.00	0.00	0.00	210.00
Hayden, Ron	(3) 0.00	0.00	29,798.83	29,798.83
Homeward Bound	(4) 6,003.00	0.00	0.00	6,003.00
Indian Valley College	(4) 21,185.76	0.00	0.00	21,185.76
Indian Valley Golf Course	(4) 5,199.84	0.00	0.00	5,199.84
Marin County Free Library	(4) 1,857.48	0.00	0.00	1,857.48
Marin County Housing Auth	(4) 11,040.00	0.00	0.00	11,040.00
Marin Municipal Water District-	(4) 4,783.08	0.00	0.00	4,783.08
Novato Charter School	(4) 1,967.32	0.00	0.00	1,967.32
Novato Children's Center	(4) 960.48	0.00	0.00	960.48
Novato Community Hospital	(4) 22,654.08	0.00	0.00	22,654.08
Novato Disposal	(5) 85,655.25	0.00	0.00	85,655.25
Novato Fire Protection	(4) 6,536.92	0.00	0.00	6,536.92
Novato Unified School District	(4) 98,671.10	0.00	0.00	98,671.10
P,G & E	(4) 57.96	0.00	0.00	57.96
Superior Septic Pumping Service	(7) 302.13	0.00	0.00	302.13
USCG	(6) 14,208.34	13,584.75	-1,015.50	26,777.59
USCG-Finance Center	(6) 45.84	0.00	0.00	45.84
Verizon California-	(4) 3,648.72	0.00	0.00	3,648.72
TOTAL	<u>309,438.24</u>	<u>45,876.55</u>	<u>29,187.62</u>	<u>384,502.41</u>

(1) For our lab monitoring and analysis fees for non domestic permits.	5,691.35
(2) City of Novato - for our Beverage and Oil grant for 2014/15.	28,454.74
(3) For our ranch lease and the ranch's water usage for the first two quarter	29,798.83
(4) For the District's non tax roll semi-annual billings for sewer service charges.	205,249.18
(5) For our quarterly billing of our AB939 Fees.	85,655.25
(6) USCG- Monthly sewer service charge fees.	26,823.43
(7) Other	2,829.63
	<u>384,502.41</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Submittal of Annual Financial Transactions Report (FTR) and Government Compensation in California (GCC) report to the State Controller's Office (SCO).	MEETING DATE: October 26, 2015 AGENDA ITEM NO.: 5.d.
RECOMMENDED ACTION: Information only - Receive report on Financial Transactions Report (FTR) and Government Compensation in California (GCC) report as filed with the State Controller's Office (SCO).	
SUMMARY AND DISCUSSION: <p>Staff recently filed the District's Fiscal Year FY14-15 FTR and Calendar Year CY 2014 GCC report with the SCO. Briefly, the FTR documents the District's financial position at year end. It includes general information and financial information including the Consolidated Balance Sheet, Revenues, Expenses and Changes in Fund Equity, report on long term debt, and footnotes if there were any significant changes from the District's prior year's FTR. The GCC report contains compensation and benefit information for each employee by classification and department including Employer contribution to Defined Benefit Plan and premiums paid on behalf of each employee for Health, Dental and Vision.</p> <p>Currently, the District files both its FTR and GCC electronically, and is therefore required to file its FTR within 110 days after the end of its fiscal year per Government Code. Staff timely filed both reports to the SCO's website, and received confirmation of acceptance. More information and previous filings can be found on the SCO's website: https://bythenumbers.sco.ca.gov/finance-explorer/view-by-special-district (FTR), and http://publicpay.ca.gov/ (GCC).</p> <p>For information purposes only, recently signed legislation, Assembly Bill AB 341 (Achadjian), streamlines SCO reporting requirements for special districts, cities, and counties. The new law extends the deadline for submitting FTRs to the State Controller from 90 or 110 days after the close of the fiscal year to seven months. The change in due date will apply beginning with the FY15-16 FTR. Additionally, AB 341 provides a uniform date of April 30, for all special districts to annually submit their employee compensation reports to the SCO. This change will take effect with the 2015 compensation report, which will be due April 30, 2016. The State expects that the streamlined reporting provided by these changes will ease reporting deadlines while increasing the accuracy of the data provided. Staff will continue to timely file these reports.</p>	
BUDGET INFORMATION: N/A.	
DEPT.MGR.: lcc, ssk	GENERAL MANAGER: SSK

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS AND COMPENSATION REPORT

COVER PAGE

Novato Sanitary District (Marin)

SCO Reporting Year: **2015**

ID Number: **12302104400**

Fiscal Year Ended: 06/30/15 (MM/DD/YY)

Certification:

I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the district in accordance with the requirements as prescribed by the California State Controller.

District Fiscal Officer

Laura Creamer
Signature

Finance Officer
Title

Laura Creamer
Name (Please Print)

10/12/15
Date

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year. However, in the case of hospital districts, the report is due within 120 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

Please complete, sign, and mail this cover page to either address below.

Mailing Address:
State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Express Mailing Address:
State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

mailed 10/13/15 JC

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- Recent Places
- Libraries (2)
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- Videos
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- Links
- My Documents
- My Music
- My Pictures
- My Videos
- Saved Games
- Searches
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- Computer
- OS (C:)
- DVD RW Drive (
- USB20FD (E)
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- Safety Drive (\\
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1275806300uscensus.pdf	12300704700uscensus.pdf
12503301200uscensus.pdf	12503301600uscensus.pdf
2014 Palmer Creek Compensation.xlsx	2014-12015701000.xlsx
2014-12272306000 Supplement to a...	2014-12272306000.xlsx
2014-12421903900.xls	2014-12503409000_Census.pdf
2014-12544806000.xlsx	2014-15 Special District-Local Gover...
2015-12072306300 Signed Cover Pa...	2015 Census Report - 12501949700.p...
2015-12070708500.accdb	2015-12072306300 Supplement to A...
2015-12072307300 Cover Page.pdf	2015-12074806300.accdb
2015-12403203700.accdb	2015-12413305500 CENSUS RPT.pdf
2015-12413305500.accdb	2015-12421903900.accdb
2015-12453304300 Supplement Rep...	2015-12453304300 US Census Repor...
2015-12500126000	2015-12504802400.accdb
2015-125048025	2015-12544806000.accdb
2015-149848252	2015-179893040800.accdb
20152015-12503307500.accdb	Cameron Park CSD Census report FY ...
census survey 12274304700 (1).pdf	FY 14-15 JPA2015-12503703200.accdb
FY 2014-15_Census_Form_SD.pdf	Parking Authority of the City of San F...
SCO Cover Page.pdf	Special District Report Southern Mon...
SpeDistDataCollection.accdr	U.S. Bureau of Census report FY 14-1...
US Census Survey Form FY 14-15.pdf	WP/CD 2014scolgr9703districts.pdf
2015-12302104400.accdb	

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Agency Consent Form - Annexation of property with situs address of 568 Wilson Avenue (APN 146-180-62) to the Novato Sanitary District.	MEETING DATE: October 26, 2015 AGENDA ITEM NO.: 5.e.
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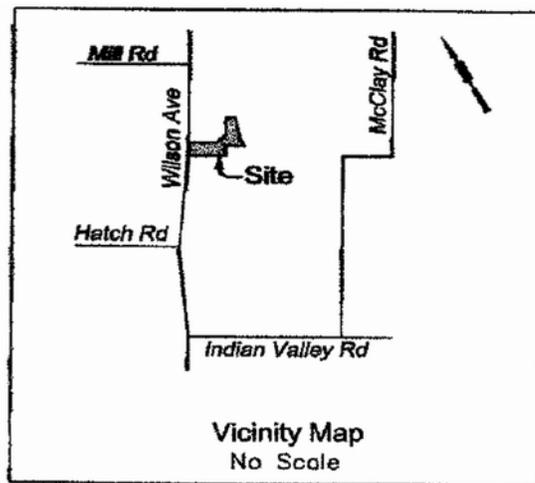
RECOMMENDED ACTION: Approve annexation of one unincorporated lot totaling 0.93 acres with a situs address of 568 Wilson Avenue, Assessor Parcel No. (APN) 146-180-62, to the Novato Sanitary District, and authorize the General Manager-Chief Engineer to execute and file the Agency Consent Form with the Marin Local Agency Formation Commission (Marin LAFCO).

SUMMARY AND DISCUSSION:

Marin LAFCO has received a proposal from landowner Peter J. Schardt requesting approval to annex one unincorporated lot totaling 0.93 acres within the Indian Valley community to the District. The affected territory has been developed to date with a single-family residence with a situs address of 568 Wilson Avenue (146-180-62). The purpose of the proposal is to eliminate an aging septic system in lieu of its replacement.

Marin LAFCO has concluded that the affected territory currently lies within the adopted sphere of influence established by Marin LAFCO for the District, and that the affected territory merits public wastewater services and annexation therein to the District. Staff has reviewed the proposal, and the Marin LAFCO documentation and findings, and concurs.

Therefore, staff recommends that the Board approve this item and authorize the General Manager-Chief Engineer to execute and file the attached Agency Consent Form with Marin LAFCO.



BUDGET INFORMATION: Appropriate connection fees and annual sewer service charges will accrue to the District from the property following annexation and connection to a District sewer main.

DEPT.MGR.: eb, ssk	GENERAL MANAGER: SSK
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MARIN LOCAL AGENCY FORMATION COMMISSION

AGENCY CONSENT FORM

Application Title:

Proposed Annexation of 568 Wilson Avenue (APN 146-180-62) to Novato Sanitary District (File #1330)

Affected Agency Gaining or Losing Territory:

Novato Sanitary District

CONSENT FOR BOUNDARY CHANGE (Application by Petition Only)

The affected agency listed above consents to the action described in the application and states no intent to adopt a resolution requesting termination of proceedings by LAFCO (ref. Government Code §56751 or §56857).

Date of Board Action:

Authorized Signature:

Print Name:

Title:

Date:

This form may be returned by:

Postal mail to Marin LAFCO, 555 Northgate Drive, Suite 230, San Rafael, CA 94903, electronically to staff@marinlafco.org or by facsimile to (415) 446-4410.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Rejection of Comcast Claim – 1126 Bel Marin Keys Blvd.	MEETING DATE: October 26, 2015 AGENDA ITEM NO.: 5.f.
RECOMMENDED ACTION(S): Reject claim from Phoenix Loss Control on behalf of Comcast Cable Company for recovery of costs for repair of Comcast vault allegedly buried by District contractor during Bel Marin Keys Pump Station Improvements Project.	
<p>On September 30, 2015 the District received a claim in the amount of \$7,804.73 filed by Phoenix Loss Control on behalf of Comcast Cable Company. The claim alleges that a Comcast vault at 1126 Bel Marin Keys Blvd. was concreted over during the District's Bel Marin Keys Pump Station Improvements Project.</p> <p>The District entered into an agreement with JMB Construction, Inc. on July 30, 2008 for Pump Station Improvements at Bel Marin Keys Pump Stations 1,2,3,4,6,7 and 8. This agreement includes standard indemnification provisions from the District's insurance carrier, the California Sanitation Risk Management Authority (CSRMA), which requires the contractor to indemnify the District.</p> <p>Although the work was performed in 2008/2009, discovery of the alleged error was not made until June 19, 2015. The six-month statute of limitations for filing a claim in this case therefore began on the discovery date. A public entity must act on a claim within 45 days of receipt and provide written notice to the claimant. A claim rejection restricts the statute of limitations for filing suit to six months. If the rejection notice is not properly noticed, however, the statute of limitations within which to file suit is extended to two years.</p> <p>The District's insurance claims adjuster, Carl Warren & Company, recommends that the District Board reject the claim and that it be referred to JMB Construction, Inc. A letter tendering the claim to the contractor will be sent to the claimant at the same time as the notice of rejection by the District.</p>	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Consent Calendar: Consider Approval of Household Hazardous Waste Grant Agreement.	MEETING DATE: October 26, 2015 AGENDA ITEM NO.: 5.g.
RECOMMENDED ACTION: Approve the Household Hazardous Waste Grant Agreement with the Marin County Hazardous & Solid Waste Joint Powers Authority (JPA) for FY15-16.	
SUMMARY AND DISCUSSION: <p>This agreement is the result of discussions with the Marin County Hazardous and Solid Waste Joint Powers Agreement to convey to the District the funds collected by the JPA for the household hazardous and solid waste program from Novato residents who self-haul to the landfill. Self-haul materials include household recycling materials, construction debris, and green waste. The JPA has committed \$27,838.00 for Fiscal Year FY2015-16, based on 3,420 tons with an assessed tonnage fee of \$8.14.</p> <p>This represents the 13th year the District will enter into an agreement with the County. Previous payments are as follows:</p> <p>2003-04: <u>\$46,455.00</u> - (\$31,452.00 current year fees + \$15,003.00 portion of prior years' fees) 2004-05: <u>\$51,993.00</u> - (\$36,990.00 current year fees + \$15,003.00 portion of prior years' fees) 2005-06: <u>\$42,934.00</u> - (\$27,931.00 current year fees + \$15,003.00 portion of prior years' fees) 2006-07: <u>\$32,962.00</u> - (\$17,959.00 current year fees + \$15,003.00 portion of prior years' fees) 2007-08: <u>\$32,628.20</u> - (\$17,625.20 current year fees + \$15,003.00 portion of prior years' fees) 2008-09: <u>\$33,503.00</u> - (\$18,500.00 current year fees + \$15,003.00 portion of prior years' fees) 2009-10: <u>\$40,355.00</u> - (\$25,352.00 current year fees + \$15,003.00 portion of prior years' fees) 2010-11: <u>\$32,463.00</u> - (\$17,460.00 current year fees + \$15,003.00 portion of prior years' fees) 2011-12: <u>\$38,283.00</u> - (\$23,280.00 current year fees + \$15,003.00 portion of prior years' fees) 2012-13: <u>\$50,639.00</u> - (\$35,636.00 current year fees + \$15,003.00 portion of prior years' fees) 2013-14: <u>\$27,792.00</u> <i>Current year fees only. The \$15,003 annual payment for a 10-year reimbursement plan for Novato self-haul fees collected by the JPA prior to 2003-04 was satisfied in 2012-13.</i></p> <p>2014-15: <u>\$30,984.00</u> Current year fees.</p> <p>2015-16: <u>\$27,838.00</u> Current year fees.</p>	
BUDGET INFORMATION: The District's FY2015-16 Budget includes anticipated JPA reimbursement fees of \$30,984.00, based on last year's numbers. However, the assessed tonnage fee was reduced from \$9.06 to \$8.14, resulting in actual current year fees of \$27,838.00, or a difference of \$3,146.00.	
DEPT.MGR.: dlj, ssk	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste: Solid Waste Committee meeting report	MEETING DATE: October 26, 2015 AGENDA ITEM NO.: 6.a,b, & c
RECOMMENDED ACTION(S): a. Receive Solid Waste Committee meeting report. b. Receive report on Calendar Year (CY) 2015 solid waste rate adjustment c. Receive recommendation from Solid Waste Committee to approve a +1.94 percent rate increase, and approve the requested rate increase.	
SUMMARY AND DISCUSSION: The Solid Waste Committee held its meeting on October 20, 2015. Solid Waste Board Committee (Committee) members Mariani and Butler attended. The District's Household Hazardous Waste (HHW) coordinator Ms. Dee Johnson of DLJ Associates was present, along with representatives from Novato Disposal Services, the District's solid waste franchisee. Ms. Johnson presented the Solid Waste report. The General Manager-Chief Engineer presented and briefly discussed the Calendar Year CY2016 Solid Waste Rate Adjustment report as provided in the Committee packet. He noted that the report was prepared by Mr. William Schoen of R3 Consulting Group, who was also in attendance at the meeting. A copy of the Solid Waste committee agenda packet including the Solid Waste report and the CY2016 Solid Waste Rate Adjustment report is attached. The Committee considered the Refuse Rate Index (RRI) based request for a +1.94 percent rate increase from Novato Disposal. The Committee also reviewed the independent report and recommendation from R3 Consulting Group confirming the RRI based rate increase of +1.94 percent. Upon review, the Solid Waste Committee recommends that the Board approve the requested RRI based rate increase of +1.94 percent. If the proposed rate increase is approved, the Board will conduct a public hearing on the proposed rate increase and consider a resolution adopting the proposed rate increase at its meeting of November 9, 2015.	
DEPT. MGR.: dlj, ssk	GENERAL MANAGER: SSK

**NOVATO SANITARY DISTRICT
Solid Waste Committee**

Meeting Date: October 20, 2015

The Solid Waste Committee of Novato Sanitary District will hold a meeting at 3:00 p.m., Tuesday, October 20, 2015 at the District offices, 500 Davidson Street, Novato CA

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

AGENDA

1. AGENDA APPROVAL:

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

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

3. REVIEW OF MINUTES:

- a. Consider approval of minutes of the August 31, 2015 meeting.

4. CALENDAR YEAR (CY)2016 SOLID WASTE RATE ADJUSTMENT:

- a. Review report, and make recommendation to District Board.

5. UPDATES/ROUTINE BUSINESS ITEMS:

- a. City of Novato
- b. Redwood Landfill
- c. Novato Disposal
- d. Marin County JPA and Local Task Force

6. DISPOSAL/DIVERSION REPORTS 2015:

7. HOUSEHOLD HAZARDOUS WASTE PROGRAMS:

- a. 2015 HHW programs update
- b. E-Waste event update

8. ADJOURN

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District offices at (415) 892-1694 during their regular business hours, 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
SOLID WASTE COMMITTEE MEETING
August 31, 2015**

MINUTES

Members Present:

Jean Mariani Gary Butler

Others in Attendance:

Sandeep Karkal Dee Johnson Steve McCaffrey
Casey Williams Scott Pariani Delyn Kies

1. Approve agenda. The agenda for August 31, 2015 was approved as submitted.
2. Public Comment. There was no comment from the public.
3. Minutes of June 1, 2015. The minutes of June 1, 2015 were approved as submitted. .
4. Updates/Routine Business Items.
 - City of Novato. There was no update from the City. .
 - Redwood Landfill. There was no representative present from Redwood Landfill
 - Novato Disposal quarterly report- Novato Disposal discussed the quarterly report. Steve McCaffrey indicated that, although backlog for shipped recyclables was still an issue, the situation was improving. Transport of recyclables to Oakland's port appears to be the current delay. Jean Mariani discussed the differences in Y/T/Y commercial and multi-family cart customers and asked for some changes in the quarterly reports. Committee members appreciated the detailed outreach report.
 - Marin County JPA and Local Task Force(LTF). Dee indicated that the LTF had cancelled the September meeting and would meet in October. The revised C&D ordinance is still being discussed by the C&D subcommittee.
 - Legislation. There was no update on current legislation.
5. Disposal/Diversion Report 2015. Steve and Dee reviewed the diversion numbers. 2nd quarter 2015 diversion is improved from 1st qtr. (53.97% vs. 50.18%) Shipping backlogs are still an issue. Gary Butler asked about the quality of recyclable materials and whether China's slowing economy would have an effect on material sales. Steve indicated that there was still a pent up demand. As requested, 2nd quarter reports added a line item for **collected** recyclables vs. **shipped** recyclables. (2nd quarter **shipped** recyclables were higher.) Attaining 60% diversion was also discussed.
6. Zero Waste Programs Calendar/Timetable Status. Dee and Steve McCaffrey reviewed the calendar and programs. Dee indicated that, at the request of Gary Butler, she included the complete Ex. 5. School Recycling and Food Waste Program outline from the franchise agreement. Steve discussed the background of the zero waste school programs and indicated some of the challenges faced in the past. Gary indicated that the new school superintendent seems very open to new ideas. Steve mentioned that he would set up a meeting to discuss the school program. Dee indicated that bringing back the CA Conservation Corps staff into the schools would be a good idea.
7. Household Hazardous Waste Programs. Dee indicated that participation at the HHW facility continues to increase with July and August some of the busiest months ever. The fall E-Waste event is scheduled for 10/10 – 10/12
8. Adjourn. The meeting adjourned at 4:05pm.

NOVATO SANITARY DISTRICT

MEMORANDUM

Date: October 15, 2015
To: Board Solid Waste Committee - Jean Mariani and Gary Butler
From: Sandeep Karkal, General Manager-Chief Engineer 
Subject: Calendar Year (CY) 2016 Solid Waste Rate Adjustment.

The Solid Waste Franchise Agreement between Novato Disposal Service and the District provides for an annual adjustment to Novato Disposal's rates based on the changes in the specified Refuse Rate Index (RRI). In CY2013 there was no rate adjustment because the calculated adjustment would have been -0.13 percent. In CY2014 the rate adjustment was +1.63 percent. In CY2015, the rate adjustment was +3.00 percent, comprised of an RRI adjustment of +1.94 percent and an account migration adjustment of +1.06 percent to mitigate the impacts on Novato Disposal's revenues of account migration from larger carts to smaller carts.

For CY2016, Novato Disposal timely submitted a rate increase request of an RRI adjustment of +1.94 percent. The District engaged R3 Consulting Group (R3), to review Novato Disposal's CY2016 rate adjustment request. R3 completed their analysis and submitted the attached report to the District. Based on their review, R3 is recommending an RRI rate adjustment of +1.94 percent, which is equal to the rate adjustment amount calculated by Novato Disposal in its Rate Adjustment Application.

Based on the R3 report, staff recommends that the Solid Waste Committee accept R3's recommendation, and present a recommendation of a CY2016 solid waste rate adjustment of +1.94 percent to the District Board for its approval.



1512 Eureka Road, Suite 220
Roseville, CA 95661
Tel: 916-782-7821
Fax: 916-782-7824
www.r3cgi.com

October 14, 2015

Mr. Sandeep Karkal
Novato Sanitary District
5000 Davidson Street
Novato, CA 94945

Re: Letter Report – Review of Novato Disposal Service’s Requested Rate Adjustment for Rate Year 2016

Dear Mr. Karkal:

R3 Consulting Group (R3) was engaged by the Novato Sanitary District (District) to assist with a review of Novato Disposal Service’s (Company) requested rate adjustment for Rate Year 2016 (January 1, 2016 – December 31, 2016). Specifically, R3 was asked to confirm that the rate adjustment methodology used by the Company is consistent with the Refuse Rate Index (RRI) Rate Adjustment Methodology set forth in Exhibit 2 of the Amended and Restated Franchise Agreement (Agreement) and that the calculation is mathematically accurate. This Letter Report communicates our findings and recommendations.

Objectives

- To review the Company’s requested rate increase to confirm that:
 - It is consistent with applicable terms and conditions of the Agreement;
 - It is mathematically accurate; and
 - It correctly accounts for the required Balancing Account adjustment to the rates.
- To recommend the appropriate Rate Year 2016 rate adjustment based on the results of our review; and
- To confirm the current Balancing Account balance.

Background

The Agreement provides for an annual adjustment to the Company’s rates based on the specified Refuse Rate Index (RRI), with the option to conduct a detailed rate review not more frequently than once every three (3) years. A copy of Article 6 of the Agreement (Company’s Compensation and Rates) is provided as Attachment 1.

As specified in the Agreement, the RRI adjustment is the sum of the weighted average percentage change in the twelve (12) month annual average of the specified indices for each of the following cost categories:

- Labor;
- Fuel;
- Vehicle Replacement;
- Vehicle Maintenance; and
- All Other.

The RRI also provides for adjusting the Disposal Fee and Organic Waste Processing Fee based on the change in the associated tipping fees. A copy of Exhibit 2 – Refuse Rate Index is provided as Attachment 2.

Section 6.3 of the Agreement (RRI Financial Information) states that: *“On or before September 1, 2011, and annually thereafter during the term of this Agreement, the Company shall deliver to the District information for the specific services performed under this Agreement for the preceding Agreement Year. Such financial information shall be in a format as set forth in Exhibit 2, or as may be further revised by the District from time to time. If the Company fails to submit the financial information in the required format by September 1st, it is agreed that the Company shall be deemed to have waived the RRI adjustment for that year...”*

The Company submitted an electronic copy of its 2016 Rate Adjustment Application to the District on Thursday August 27, 2015.

Recommended Rate Adjustment

The Company’s Rate Adjustment Application calculated a 1.94 percent rate increase (Attachment 3) based on the specified RRI methodology. As part of our review, we verified that the Company’s financial information, cost category index values, and mathematical formulas were consistent with the RRI methodology included in the Restated Franchise Agreement. Based on our review, we are recommending an RRI rate adjustment of 1.94 percent, which is equal to the rate adjustment amount calculated by the Company in their Rate Adjustment Application.

During our review, we identified one “Vehicle Maintenance” index value that had been updated by the Bureau of Labor Statistics (BLS) since the Company’s submission of their Rate Adjustment Application. The update to this index value was very minor, and had no impact on the overall calculated rate adjustment of 1.94 percent.

Balancing Account Calculation

The balancing account was established to account for the change in recycling revenues during years when the RRI is used. When setting the 2008 Base Year rate, recycling revenues were projected at \$542,420. The RRI adjustments that are used for adjusting the rates during interim years (i.e., non-Base Years) do not account for any adjustments to the projected recycling revenues. The Balancing Account is intended to reflect the difference between actual recycling revenues received by the Company as compared to the 2008 Base Year projected recycling revenues.

Recycling revenues are calculated for each year, starting with 2008 and using the specified methodology, and each calculated amount is compared to the 2008 projected revenue amount of \$542,420.¹ The difference is accounted for in the balancing account as either revenue due to the District (if calculated recycling revenues are higher than the projected amount), or revenue due to the Company (if calculated recycling revenues are lower than the projected amount). Per the rate adjustment methodology in the Agreement, the cumulative Balancing Account amount for 2008 through 2011 was accounted for in full when setting the rates for Calendar Year 2013. That Balancing Account amount of \$1,124,671 due to the District resulted in a net reduction of 2.45 percent to the calculated 2013 rate adjustment. That rate decrease is to remain in effect through 2017 as specified in Exhibit 7.2.b.i of the Agreement. Therefore, as of January 1, 2012 the balancing account balance was zero. Going forward, the Agreement provides for a similar methodology for calculating the balancing account.

¹ This amount was established and referenced in R3’s Final Report; Review of Novato Disposal Service’s Rate Year 2008 Rate Application, December 6, 2007.

Mr. Sandeep Karkal
October 14, 2015
Page 3 of 3

Attachment 4 provides the language in the Agreement related to the balancing account. Attachment 5 provides R3's calculated balancing account balance as of December 31, 2014 based on the currently agreed upon methodology. R3's calculated balancing account balance is based on a CRV adjustment amount of \$4.19 per ton, consistent with the agreed upon figure that has been used since 2012. The Company's balancing account calculation used an incorrect CRV adjustment figure, which R3 adjusted in its calculation. The Company reported that it agrees with the balancing account calculation as reflected in Attachment 5.

* * * * *

We appreciate the opportunity to be of assistance to the District. If you have any questions regarding this submittal, please feel free to contact me by phone at (916) 782-7821, or by email at wschoen@r3cgi.com.

Sincerely,

R3 CONSULTING GROUP



William Schoen
Principal

Attachments:

Attachment 1	Article 6 – Company's Compensation and Rates
Attachment 2	Exhibit 2 – Refuse Rate Index
Attachment 3	Rate Year 2016 Rate Adjustment Calculation
Attachment 4	Exhibit 7 – Recyclable Materials Balancing Account
Attachment 5	Balancing Account Calculation

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Attachment 1

ARTICLE 6 COMPANY'S COMPENSATION AND RATES

6.1 General

The Company's compensation provided for in this article shall be the full, entire, and complete compensation due to the Company for all labor, equipment, materials, and supplies, taxes, insurance, bonds, overhead, disposal, profit, and all other things necessary to perform all the services required by this Agreement in the manner and at the times prescribed.

The Company will not look to the District for payment of any sums under this Agreement. The Company will perform the responsibilities and duties described in this Agreement in consideration of the right to charge and collect from Customers for services rendered at rates fixed by the District from time to time.

6.2 Refuse Rate Index Adjustments to Service Rates

6.2.1 Adjustments to Service Using the Refuse Rate Index (RRI). Beginning on January 1, 2012, and annually thereafter, the Company shall, subject to compliance with all provisions of this Article, shall receive an annual adjustment in of the Service Rates as set forth in Exhibit 1 of this Agreement.

6.2.2 RRI Adjustment. Beginning on January 1, 2012, and annually thereafter during the term of this Agreement, the Service Rates set forth in Section 6.2.1 above shall be adjusted by the RRI adjustment set forth below. In any year that the calculation of the RRI results in a negative number, there shall be no adjustment of the Service Rates. Instead, the negative RRI number shall be added to the result of the subsequent years RRI calculation and the result shall be the RRI adjustment for that subsequent year.

6.2.3 12-Month Annual Average. The RRI adjustment shall be the sum of the weighted percentage change in the twelve (12) month annual average of each RRI index number between the base year, which shall be the prior preceding fiscal year ending June 30th and the preceding fiscal year ending June 30th as contained in the most recent release of the source documents listed in Exhibit 2, ("REFUSE RATE INDEX") which is attached to and included in this Agreement. Therefore, the first Service Rate adjustment will be based on the percentage changes between the twelve (12) month Annual Average of the RRI indices for the fiscal year ending June 30, 2010 and the Annual Average of the RRI indices for the fiscal year ending June 30, 2011. The RRI shall be calculated using the RRI methodology included in Exhibit 2.

6.3 RRI Financial Information

On or before September 1, 2011, and annually thereafter during the term of this Agreement, the Company shall deliver to the District financial information for the specific services performed under this Agreement for the preceding Agreement Year. Such financial information shall be in the format as set forth in Exhibit 2, or as may be further revised by the District from time to time. If the Company fails to submit the

Attachment 1

1 financial information in the required format by September 1st, it is agreed that the
2 Company shall be deemed to have waived the RRI adjustment for that year. The
3 Company's failure to provide the financial information shall not preclude the District
4 from applying the RRI using the prior year's financial data, or pro forma data if no prior
5 year financial data is available, if that application would result in a negative RRI.

6 **6.3.1** Annual Adjustments shall be made only in units of one cent (\$0.01). Fractions of
7 less than one cent (\$0.01) shall not be considered in making adjustments. The
8 indices shall be truncated at four (4) decimal places for the adjustment
9 calculations.

10 **6.3.2** If the Company's failure to submit the financial information required under
11 Section 6.3 is the result of extraordinary or unusual circumstances as
12 demonstrated by the Company to the satisfaction of the District Manager-
13 Engineer, the District at its sole discretion, may consider the request for the
14 annual RRI rate adjustment.

15 **6.3.3** As of November 15, 2011, and annual thereafter during the term of this
16 Agreement, the District Manager-Engineer shall notify the Company of the RRI
17 adjustment to the affected service rates to take place on the subsequent January
18 1st.

19 **6.4 Recyclable Materials Balancing Account**

20 Because of the variation of Recyclable Materials commodity prices, the District and the
21 Company agree to use the Recyclable Materials Balancing Account as described in
22 Exhibit 7.

23 **6.5 District or Company Requested Detailed Rate Review**

24 The District or the Company may request a Detailed Rate Review to be conducted
25 following the procedures as specified in Exhibit 8. However, a Detailed Rate Review
26 shall not be conducted more than once every three (3) Agreement years. A request for a
27 Detailed Rate Review shall be made in writing at least six months prior to the January 1st
28 rate adjustment period for the year in which the results for the Detailed Rate Review are
29 to be applied. The Company shall pay the cost for the Detailed Compensation Review,
30 and the cost of such a Detailed Rate Review is an allowable pass-through cost.

31

Attachment 2

EXHIBIT 2 Refuse Rate Index

The "Refuse Rate Index" adjustment shall be calculated in the following manner:

1. The expenses of providing Collection Services in the Service Area for the designated fiscal period (July to June) shall be prepared in the format set forth in the Operating Cost Statement - Description on the following page of this Exhibit.
2. The expenses of providing Collection Services in the Service Area shall be broken down into one of the following seven cost categories: Labor; Fuel; Vehicle Replacement; Maintenance, Disposal Fee, Organic Waste Processing fee, and All Other. Each cost category is assigned a weighted percentage factor on that cost category's proportionate share of the total of the costs shown for all cost categories.
3. The following indices are used to calculate the adjustment for each cost category of the Service Rates. The change in each index is calculated on a twelve-month fiscal period (July to June). The twelve-month average index from July 2010 to June 2011 will serve as the "First Year Index".

<u>Cost Category</u>	<u>Index</u>
Labor	Series ID: ceu6056210008 Production Workers-Waste Collection
Fuel	California No 2 Diesel Ultra Low Sulfur (0-15 ppm) http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp
Vehicle Replacement	Series ID: pcu336211336211 Truck, bus, car and other vehicles bodies, for sale separately.
Vehicle Maintenance	Series ID: pcu333924333924 Parts and attachments for Industrial work trucks.
Disposal Fee	The per ton tip fee charged at the Disposal Facility.
Organic Waste Processing Fee	The per ton tip fee charged at the approved Organic Waste Processing Facility.
All Other	Consumer Price Index, Series ID: CUURA422SA0 CPI-All Urban Consumers, All Items, San Francisco,

4. The percentage weight for each cost category is multiplied by the change in each appropriate index to calculate a weighted percentage for each cost category. The weighted percentage changes for each cost category are added together to calculate the Refuse Rate Index for the Service Rates in Exhibit 1.

Attachment 2

EXHIBIT 2 Refuse Rate Index

Operating Cost Statement - Description	
Operating Costs	
Labor:	List all administrative, officer, operation and maintenance salary accounts. List payroll tax accounts directly related to the above salary accounts.
Fuel:	List all fuel and oil accounts.
Vehicle	
Replacement:	List all Collection and Collection related vehicle depreciation accounts. List all vehicle lease or rental accounts related to Collection or Collection related vehicles.
Vehicle	
Maintenance:	List all Collection or Collection related vehicle parts accounts.
Disposal Fee:	List all Landfill Disposal related accounts.
Organic Waste Processing Fee:	List all Organic Waste Processing related accounts.
All Other:	List all other expense accounts related to the services provided under this Contract. This category includes all insurance including general liability, fire, truck damage, extended coverage and employee group medical and life; rent on property, truck licenses and permits; real and personal property taxes; telephone and other utilities; employee uniforms; safety equipment; general yard repairs and maintenance; office supplies; postage; trade association dues and subscription; advertising; employee retirement or profit sharing contributions; and miscellaneous other expenses.

Attachment 3

Rate Year 2016 Rate Adjustment Calculation

Cost Category	1-1-15 Rate Rev Base Breakdown	7-01-14 to 6-30-15 Change In Index	Percentage Weight for Each Cost Category	Weighted Percentage Change for Each Cost Category
Labor	\$2,441,597	2.640%	23.810%	0.63%
Fuel	\$694,271	-4.370%	6.770%	-0.30%
Vehicle Replacement	\$468,289	1.870%	4.570%	0.09%
Vehicle Maintenance	\$293,443	3.230%	2.860%	0.09%
Disposal Fee	\$1,547,536	1.530%	15.090%	0.23%
Organic Waste Processing Fee	\$524,219	1.530%	5.110%	0.08%
Other operating costs	\$4,285,430	2.680%	41.790%	1.12%
Total allowed operating costs	\$10,254,785		100.000%	1.94%
Refuse Rate Index Adjusted for Balancing Account				1.94%

Note:
 R3 reduced this value from 3.25% based on an updated BLS index value. Because this change was very minor, there was no impact on the overall calculated adjustment of 1.94%.

Attachment 3

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Exhibit 7
Recyclable Materials Balancing Account

1. Recyclable Material Per Ton Net Revenue Amount.

Fair Market Value - For purposes of forecasting recyclable material net revenues for 2008, the Company shall use the calculated fair market value of recyclable material revenues for 2006, which shall equal the annual total of the fair market value for such material for each month times the associated monthly tonnage collected or received by the Company for calendar year 2006, times any applicable growth rate (the 2006 Projected Revenues). A similar methodology will be used for purposes of forecasting recyclable material sales revenues for subsequent years. That fair market value shall be calculated as follows:

- a. The fair market value of net revenue paid by related parties to the Company for recyclable materials net of processing costs, and any and all other costs (the Per Ton Net Revenue Amount), shall initially be set at \$44.85 per ton effective July 2005. This initial Per Ton Net Revenue Amount will be adjusted on a monthly basis, as described below.
- b. The prior month Per Ton Net Revenue Amount shall be adjusted for purposes of establishing the Per Ton Net Revenue Amount for the current month based on changes to the Official Board Markets Transacted Paper Stock Prices (OBM Index Prices) as reported for "San Francisco" as follows:
 - i. The starting point for the Per Ton Net Revenue Amount shall be \$44.85 per ton effective July 2005.
 - ii. The Per Ton Net Revenue Amount shall be adjusted monthly based on changes to the OBM Index Prices for Mixed Paper, #8 Newspaper and OCC as reported in the first weekly OBM issue of each month. The OBM Index Prices for each of these commodities shall be set at the average of the high and low prices reported each month, which are \$67.50, \$87.50 and \$87.50 respectively for July 2005.
 - iii. The weighted average percentages for Mixed Paper, #8 Newspaper and OCC for purposes of applying the OBM Index Prices shall be 46%, 46% and 8% respectively.
 - iv. Every month, one hundred percent (100%) of the weighted average O.B.M. index price adjustment (up or down) compared to the previous month shall be added or subtracted from the prior month Per Ton Revenue Amount for purposes of establishing the Per Ton Revenue Amount for each month.
- c. Example: The OBM Index Price adjustments from July 2005 to August 2005 for Mixed Paper, #8 Newspaper and OCC were -\$10/ton, -\$5/ton and -\$10/ton respectively. Applying the above referenced weighted average by material type, the price change July to August is -\$9.00/ton. The Per Ton Net Revenue Amount for July 2005 would decrease from \$44.85 to \$35.85 which is the Per Ton Net Revenue Amount for August 2005.

Exhibit 7
Recyclable Materials Balancing Account

- d. The calculated Per Ton Net Revenue Amount for each month shall be applied to all tonnages collected or received by the Company through the recycling program and delivered to related parties for processing for that month, including any and all processing residue, contaminants, non-processable or other material tonnages.
- e. Notwithstanding any provision of this Agreement to the contrary, at no time shall the Per Ton Net Revenue Amount paid by a related party be less than \$10 per ton (The Floor Price) nor more than \$80 per ton (The Ceiling Price) – The Floor Price and Ceiling Price shall be adjusted for the full impact of any change in the CRV value as provided for below.
- f. In the event of any future changes to the California Redemption Value (CRV) paid by the State of California, the Per Ton Net Revenue Amount shall be adjusted to account for that relative impact on the Per Ton Net Revenue Amount. That impact shall be determined by multiplying the total applicable CRV tons for the prior 12 months times the applicable net change in CRV per ton revenue to project the total additional annual CRV revenue. This total additional annual CRV revenue shall then be divided by the total tonnage collected or received by the Company through the recycling program for the prior 12 months to determine the net additional per ton revenue amount that shall be added to the calculated Per Ton Net Revenue Amount going forward. The parties agree that should the CRV value be adjusted on or after July 1, 2007, as provided for in the California Beverage Container Recycling and Litter Reduction Act, allowances will be made to the rates that are set for 2008 and beyond to fully account for this change, notwithstanding any provision of this Agreement to the contrary.

2. Balancing Account Calculation for Recyclable Materials.

Because of the potential volatility of recyclable material prices, the District and the Company agree to establish a Balancing Account for recyclable material sales revenue. The Balancing Account amount will be based on the difference between the projected revenues for each year (as calculated using the above methodology) and the calculated revenues for that year (i.e., the annual total of the actual monthly tonnage times the calculated Per Ton Revenue Amount for each month using the methodology described above).

- a. For purposes of tracking the Balancing Account amount, the Company shall provide the District with an annual report that includes:
 - i. A copy of the OBM Index Prices as reported in the first issue of each month;
 - ii. The total commingled recyclable tonnage delivered to any related party for processing;
 - iii. The calculated current month Per Ton Revenue Amount and the calculation used to determine that amount;
 - iv. The total monthly Calculated Revenue equal to the total tonnage collected or

Attachment 4

Exhibit 7 Recyclable Materials Balancing Account

- received by the Company through the recycling program and delivered to the related parties for processing times the calculated monthly Per Ton Revenue Amount); and
- v. All prior year to date monthly figures for the calendar year for items (ii) through (iv) above.
- b. The net cumulative Balancing Account amount for 2008 through 2011 shall be accounted for in full in setting the rates for Calendar Year 2013 as follows:
 - i. The net cumulative Balancing Account will be divided by five (to account for rates in 2013, 2014, 2015, 2016 and 2017) (the annualized Balancing Account amount);
 - ii. The Company's fiscal year 2011 audited financial statement rate revenue will be divided by the annualized Balancing Account amount to calculate the annualized Balancing Account rate adjustment; and
 - c. The calculated RRI rate adjustment for 2013 will be adjusted up (if the Balancing Account amount is due to the Company) or down (if the Balancing Account amount is due to the District) by the annualized Balancing Account rate adjustment, which shall be carried forward through rate year 2016.
 - d. The net cumulative Balancing Account amount for 2012 through 2016 shall be accounted for in full in setting the rates for Calendar Year 2018 by dividing that amount by five (to account for rates in 2018, 2019, 2020, 2021 and 2022) and applying the same rate adjustment methodology specified for Calendar Year 2013 in Section 6.6.6.2.2 above.
 - e. The net cumulative Balancing Account amount for 2017 through 2021 shall be accounted for in full in setting the rates for Calendar Year 2023 by dividing that amount by three (to account for rates in 2023, 2024 and 2025) and applying the same rate adjustment methodology specified for Calendar Year 2013 in Section 6.6.6.2.2 above.
 - f. The cumulative balancing account amount for Calendar Years 2022 through 2025 shall be paid by the applicable party to the other party in no less than equal annual payments over a period of no more than four years starting January 1, 2026, without interest.
 - g. In the event that a Detailed Rate Review is conducted the impact of the Balancing Account will be factored into the associated rate adjustment for that year in the same manner specified for Calendar Year 2013 in Section 6.6.6.2.2 above.
 - h. Exit Clause. -The parties agree that the proposed methodology is intended to provide a reasonable projection of the fair market value of revenues paid by third parties to the Company. Recyclable material commodity prices can, however, be extremely volatile and factors other than those accounted for in the proposed methodology may impact the fair market value of revenues. To provide a contingency for such potential

Exhibit 7
Recyclable Materials Balancing Account

events, each party shall have the right to terminate the use of the methodology for establishing the monthly Per Ton Revenue Amount described in this Section at any time during the term of this Agreement at either party's sole discretion. The notification shall be in writing and shall be effective thirty calendar days after receipt. The exercising of said option shall not remove either party's obligation to the other party for any Balancing Account balance at the time said option is exercised and becomes effective.

- i. In the event that either party exercises its option to terminate the methodology for establishing the Per Ton Revenue Amount, the parties agree to negotiate a new methodology that is acceptable to both parties. In the event that the parties cannot agree on acceptable changes to the methodology, the fair market value will be based on a review of actual related recyclable material sales revenues and related processing expenses.

Attachment 5

	OBM Per Ton Revenue Amount	Ceiling / Floor Price	CRV Per Ton Adjustment	Per Ton Net Revenue Amount	San Francisco OBM Prices (average of high & low) ⁽¹⁾			Variance vs. Prior Month			Price Adjustment		Total Tons	Total Revenue
					Mixed Paper	#8 NP	OCC	Mixed Paper	#8 NP	OCC	100%			
2012														
Jan	\$70.50		\$4.19	\$74.69	\$82.50	\$120.00	\$135.00	\$4.60	\$55.20	\$10.79	\$70.60	933	\$	69,685
Feb	\$73.60		\$4.19	\$77.79	\$87.50	\$120.00	\$145.00	\$2.30	\$0.00	\$0.80	\$3.10	859	\$	66,820
Mar	\$73.60		\$4.19	\$77.79	\$87.50	\$120.00	\$145.00	\$0.00	\$0.00	\$0.00	\$0.00	1,001	\$	77,866
Apr	\$73.60		\$4.19	\$77.79	\$87.50	\$120.00	\$145.00	\$0.00	\$0.00	\$0.00	\$0.00	924	\$	71,877
May	\$72.80		\$4.19	\$76.99	\$87.50	\$120.00	\$135.00	\$0.00	\$0.00	-\$0.80	-\$0.80	968	\$	74,526
Jun	\$71.60		\$4.19	\$75.79	\$87.50	\$120.00	\$120.00	\$0.00	\$0.00	-\$1.20	-\$1.20	1,051	\$	79,655
Jul	\$68.90		\$4.19	\$73.09	\$82.50	\$120.00	\$115.00	-\$2.30	\$0.00	-\$0.40	-\$2.70	1,162	\$	84,931
Aug	\$52.00		\$4.19	\$56.19	\$67.50	\$100.00	\$105.00	-\$6.90	-\$9.20	-\$0.80	-\$16.90	1,013	\$	56,920
Sep	\$38.35		\$4.19	\$42.54	\$52.50	\$87.50	\$92.50	-\$6.90	-\$5.75	-\$1.00	-\$13.65	900	\$	38,286
Oct	\$50.85		\$4.19	\$55.04	\$67.50	\$97.50	\$105.00	\$6.90	\$4.60	\$1.00	\$12.50	1,054	\$	58,012
Nov	\$60.10		\$4.19	\$64.29	\$77.50	\$105.00	\$120.00	\$4.60	\$3.45	\$1.20	\$9.25	1,096	\$	70,461
Dec	\$54.70		\$4.19	\$58.89	\$72.50	\$100.00	\$110.00	-\$2.30	-\$2.30	-\$0.80	-\$5.40	1,052	\$	61,952

2012 Balancing Account Calculated Revenues =	\$ 810,991
2012 Projected Recyclable Materials Revenue =	542,420
July 1, 2007 CRV Adjustment =	40,664
Total 2012 Balancing Account Projected Revenues =	583,084
2012 Balancing Account Due to District (Company)	227,907

NET BALANCING ACCOUNT FOR 2012-2012 DUE TO DISTRICT (COMPANY) = 227,907

2013														
Jan	\$54.70		\$4.19	\$58.89	\$72.50	\$100.00	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	1,092	\$	64,307
Feb	\$59.70		\$4.19	\$63.89	\$82.50	\$100.00	\$115.00	\$4.60	\$0.00	\$0.40	\$5.00	927	\$	59,226
Mar	\$60.50		\$4.19	\$64.69	\$82.50	\$100.00	\$125.00	\$0.00	\$0.00	\$0.80	\$0.80	1,010	\$	65,336
Apr	\$60.50		\$4.19	\$64.69	\$82.50	\$100.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	1,054	\$	68,182
May	\$52.80		\$4.19	\$56.99	\$72.50	\$95.00	\$115.00	-\$4.60	-\$2.30	-\$0.80	-\$7.70	1,091	\$	62,175
Jun	\$49.35		\$4.19	\$53.54	\$72.50	\$87.50	\$115.00	\$0.00	-\$3.45	\$0.00	-\$3.45	1,027	\$	54,985
Jul	\$49.75		\$4.19	\$53.94	\$72.50	\$87.50	\$120.00	\$0.00	\$0.00	\$0.40	\$0.40	1,078	\$	58,146
Aug	\$45.55		\$4.19	\$49.74	\$67.50	\$82.50	\$125.00	-\$2.30	-\$2.30	\$0.40	-\$4.20	1,020	\$	50,733
Sep	\$45.55		\$4.19	\$49.74	\$67.50	\$82.50	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	960	\$	47,749
Oct	\$45.55		\$4.19	\$49.74	\$67.50	\$82.50	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	1,016	\$	50,534
Nov	\$45.55		\$4.19	\$49.74	\$67.50	\$82.50	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	978	\$	48,644
Dec	\$40.15		\$4.19	\$44.34	\$62.50	\$77.50	\$115.00	-\$2.30	-\$2.30	-\$0.80	-\$5.40	1,091	\$	48,373

2013 Balancing Account Calculated Revenues =	\$ 678,389
2013 Projected Recyclable Materials Revenue =	542,420
July 1, 2007 CRV Adjustment =	40,664
Total 2013 Balancing Account Projected Revenues =	583,084
2013 Balancing Account Due to District (Company)	95,305

NET BALANCING ACCOUNT FOR 2012-2013 DUE TO DISTRICT (COMPANY) = 323,212

2014														
Jan	\$37.85		\$4.19	\$42.04	\$62.50	\$72.50	\$115.00	\$0.00	-\$2.30	\$0.00	-\$2.30	906	\$	38,087
Feb	\$38.25		\$4.19	\$42.44	\$62.50	\$72.50	\$120.00	\$0.00	\$0.00	\$0.40	\$0.40	1,089	\$	46,215
Mar	\$38.25		\$4.19	\$42.44	\$62.50	\$72.50	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	1,006	\$	42,693
Apr	\$37.45		\$4.19	\$41.64	\$62.50	\$72.50	\$110.00	\$0.00	\$0.00	-\$0.80	-\$0.80	1,042	\$	43,387
May	\$37.45		\$4.19	\$41.64	\$62.50	\$72.50	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	1,068	\$	44,470
Jun	\$37.45		\$4.19	\$41.64	\$62.50	\$72.50	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	1,052	\$	43,804
Jul	\$37.45		\$4.19	\$41.64	\$62.50	\$72.50	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	1,089	\$	45,344
Aug	\$37.45		\$4.19	\$41.64	\$62.50	\$72.50	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	1,009	\$	42,013
Sep	\$36.65		\$4.19	\$40.84	\$62.50	\$72.50	\$100.00	\$0.00	\$0.00	-\$0.80	-\$0.80	983	\$	40,145
Oct	\$36.25		\$4.19	\$40.44	\$62.50	\$72.50	\$95.00	\$0.00	\$0.00	-\$0.40	-\$0.40	1,093	\$	44,200
Nov	\$36.25		\$4.19	\$40.44	\$62.50	\$72.50	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	968	\$	39,145
Dec	\$36.05		\$4.19	\$40.24	\$62.50	\$72.50	\$92.50	\$0.00	\$0.00	-\$0.20	-\$0.20	1,292	\$	51,990

2014 Balancing Account Calculated Revenues =	\$ 521,493
2014 Projected Recyclable Materials Revenue =	542,420
July 1, 2007 CRV Adjustment =	40,664
Total 2014 Balancing Account Projected Revenues =	583,084
2014 Balancing Account Due to District (Company)	(61,591)

NET BALANCING ACCOUNT FOR 2012-2014 DUE TO DISTRICT (COMPANY) = 261,621

⁽¹⁾ First weekly OBM issue of each month
 Floor per ton = \$10.00 Max = \$80.00 (to be adjusted for any change in CRV)

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2015

DIVERSION	<u>1stQ</u>	<u>2ndQ</u>	<u>3rdQ</u>	<u>4thQ</u>	<u>TOTAL</u>
Novato Disposal Recycled Shipped (Curbside & Buyback)	1,991	3,320	3,409		
Novato Disposal C&D, Wood, Inerts & Bulky waste	728	937	1,234		
Novato Disposal Green waste & residential food waste for compost	3,586	271	3,034		
Novato Disposal Commercial Food Waste for compost	19	19	41		
TOTAL TONS DIVERTED	6,323	7,547	7,718		
DISPOSAL					
MSW& Debris Box/Novato Disposal	6,277	6,438	6,890		
TOTAL TONS DISPOSED	6,277	6,438	6,890		
TOTAL WASTE GENERATED(TONS)	12,600	13,985	14,609		
PERCENT DIVERTED	50.18%	53.97%	52.83%		
PERCENT DIVERTED WITH REDWOOD & MRRC	55.31%				
NOVATO DISPOSAL RECYCLED COLLECTED(CURBSIDE & BUYBACK)	2,924	2,972	2,941		

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NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2014 vs. 2015

DIVERSION	2014	2015	2014	2015	2014	2015	2014	2015	TOTAL 2014	TOTAL 2015
	<u>1stQ</u>	<u>1stQ</u>	<u>2ndQ</u>	<u>2ndQ</u>	<u>3rdQ</u>	<u>3rd Q</u>	<u>4th Q</u>	<u>4th Q</u>		
Novato Disposal Recycled (Curbside & Buyback)	3,047	1,991	2,996	3,320	3,279	3,409				
Novato Disposal C&D, Wood, Inerts & Bulky waste	717	728	1,042	937	1,038	1,234				
Novato Disposal Green/residential food waste for compost	3,048	3,586	3,360	3,271	2,997	3,034				
Novato Disposal Commercial Food Waste for compost	19	19	27	19	15	41				
TOTAL TONS DIVERTED	6,830	6,323	7,425	7,547	7,328	7,718				
DISPOSAL										
MSW& Debris Box/Novato Disposal	6,204	6,277	6,537	6,438	6,688	6,890				
TOTAL TONS DISPOSED	6,204	6,277	6,537	6,438	6,688	6,890				
TOTAL WASTE GENERATED(TONS)	13,034	12,600	13,962	13,985	14,016	14,609				
PERCENT DIVERTED	52.40%	50.18%	53.18%	53.97%	52.8%	52.83%				
PERCENT DIVERTED WITH REDWOOD & MRRC	56.37%	55.31%	57.06%							

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Material presented at Committee Meeting - replaces page 1 of original item 6.

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2015

<u>DIVERSION</u>	<u>1stQ</u>	<u>2ndQ</u>	<u>3rdQ</u>	<u>4thQ</u>	<u>TOTAL</u>
Novato Disposal Recycled Shipped (Curbside & Buyback)	1,991	3,320	3,409		
Novato Disposal C&D, Wood, Inerts & Bulky waste	728	937	1,234		
Novato Disposal Green waste & residential food waste for compost	3,586	3,271	3,034		
Novato Disposal Commercial Food Waste for compost	19	19	41		
TOTAL TONS DIVERTED	6,323	7,547	7,718		
DISPOSAL					
MSW& Debris Box/Novato Disposal	6,277	6,438	6,890		
TOTAL TONS DISPOSED	6,277	6,438	6,890		
TOTAL WASTE GENERATED(TONS)	12,600	13,985	14,609		
PERCENT DIVERTED	50.18%	53.97%	52.83%		
PERCENT DIVERTED WITH REDWOOD & MRRC*	55.31%	56.56%			
NOVATO DISPOSAL RECYCLED COLLECTED(CURBSIDE & BUYBACK)	2,924	2,972	2,941		
* DOES NOT INCLUDE MRRC 2ND QTR.					

Material presented at
Committee Meeting -
replaces page 2 of original
item 6.

ITEM.6

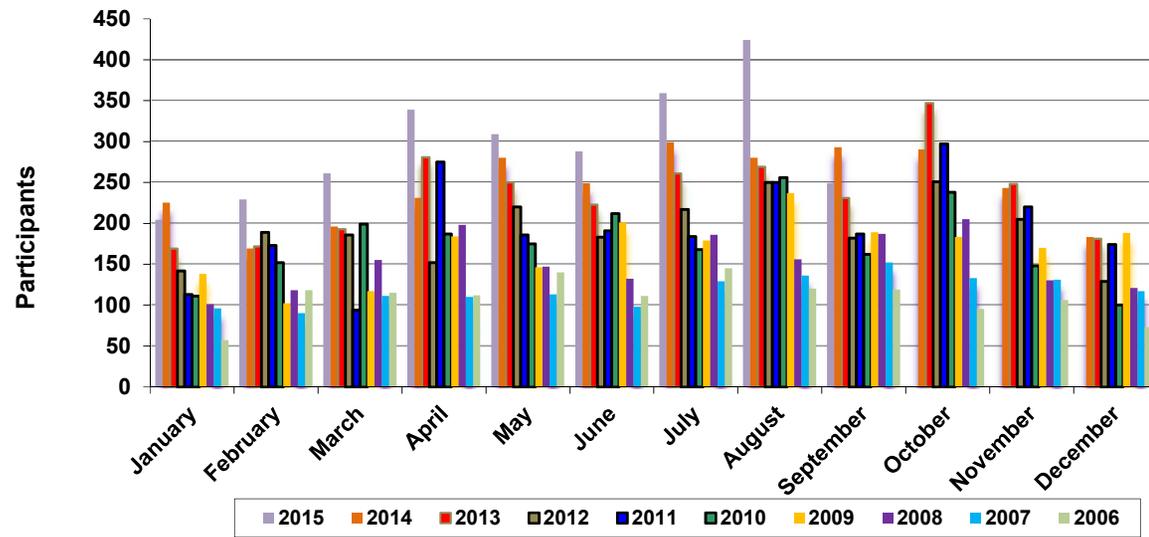
CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING						
Haulers: Novato Disposal Self Haulers		Reporting period: January - December 2015				
A. 2015 DIVERSION		<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2015</u>
Novato Disposal Recycled (Curbside & Buyback)		1,991.00	3,320.00			
MRRC recovery		523.94	N/A			
Self haul Inerts Diverted Redwood Landfill		2,188.57	1,635.97			
Redwood Landfill self haul C&D& wood waste recycled		100.37	156.11			
City of Novato C&D diverted(included in Novato Disposal)		N/A	N/A			
ADC from MRRC		0.00	0.00			
Compost from MRRC		44.89	N/A			
Greenwaste From Redwood Landfill self haul/compost		81.31	106.21			
Novato Disposal Inerts		728.00	937.00			
Novato Disposal Green/Food Waste used for compost		3,586.00	3,271.00			
Novato Disposal commercial food waste used for compost		19.00	19.00			
North Marin Metal Recycling		N/A	N/A			
2015 TOTAL TONS DIVERTED		9,263.08	9,445.29			
B. 2015 DISPOSAL						
MSW& Debris Box/Novato Disposal		6,277.00	6,438.00			
MRRC Residuals		279.29	N/A			
MRRC Wood/Yard Waste incinerated/transformation		117.78	0.00			
Redwood Landfill self haul C&D waste disposed		1,023.97	816.18			
Novato waste disposed out-of-county		N/A	N/A			
2015 TOTAL TONS DISPOSED		7,698.04	7,254.18			
C. 2015 TOTAL WASTE GENERATED(TONS)		16,961.12	16,699.47			
D. COMPLIANCE WITH AB939 DIVERSION MANDATE		55.31%	56.56%			
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)						
<i>* DOES NOT INCLUDE MRRC 2ND QTR.</i>						
REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)						
		<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2015</u>
Inerts/ Diverted		2,188.57	1,635.97			
Greenwaste Diverted/compost		81.31	106.21			
C&D/ Disposed		1,023.97	816.18			
C&D & Wood Waste Recycled		100.37	156.11			
Total		3,394.22	2,714.47			
Percent Redwood self haul diverted		69.83%	69.93%			

HHW FACILITY SUMMARY 2015	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Total Participants	204	229	261	339	309	288	359	424	249				2,662
Been to events before?(Yes)	159	190	220	250	243	219	281	325	199				2,086
Permanent facility?	130	161	184	210	199	191	226	285	173				1,759
Temporary events?	37	40	46	56	57	43	72	66	36				453
First time user?	45	39	41	89	66	68	78	99	50				575
Type of waste brought in?													
Antifreeze	9	13	26	14	18	22	25	25	22				174
Asbestos	1	0	2	4	2	2	2	4	2				19
Auto products	23	39	38	48	61	53	73	69	37				441
Car batteries	2	8	9	9	10	3	10	20	6				77
Computer monitors	14	11	22	9	14	13	11	22	4				120
Cements, sealers	17	32	37	41	45	54	58	57	41				382
E-Waste(all types)	57	57	70	64	55	64	71	95	53				586
Fluorescent tubes& bulbs	47	37	42	54	50	42	49	62	38				421
Fuels(gas, kerosene, diesel)	16	25	30	34	38	37	54	25	22				281
Household batteries	46	64	55	85	82	61	83	87	52				615
Household cleaners, polishes	40	63	73	98	83	74	89	129	70				719
Latex paint	77	91	94	154	128	122	143	175	119				1,103
Motor oil/filters	17	29	44	44	49	36	57	49	44				369
Oil base paint	52	56	63	97	84	70	102	118	87				729
Paint thinners, solvents	42	58	71	87	87	78	111	117	84				735
Pesticides, herbicides, insecticides	28	60	53	72	67	65	71	81	44				541
Pet care products	2	6	11	10	8	7	12	10	5				71
Photo chemicals	0	0	3	2	1	3	3	4	3				19
Pool Chemicals	4	8	7	18	10	9	7	11	11				85
Propane/helium tanks/fire extinguishers	14	30	25	37	21	27	39	33	24				250
Sharps	4	5	5	2	9	4	3	2	4				38
Spray paints	35	46	54	67	65	58	62	84	50				521
Television	45	25	32	35	28	29	31	38	25				288
Thermometers/Thermostats	2	4	2	5	3	3	5	6	1				31
Wood preservatives, stains	14	30	34	45	57	47	67	69	49				412
Other	13	14	17	14	15	12	17	20	8				130
Hear about program?													
Recycling Center flier	77	92	104	161	118	105	134	138	86				1,015
Sanitary District newsletter	35	41	42	49	66	56	77	77	44				487
Sanitary District website	23	22	27	19	20	36	38	42	24				251
Novato Disposal newsletter	83	108	97	169	136	103	134	177	97				1,104
Word of mouth	31	21	47	23	45	39	45	68	43				362
Other	17	15	16	21	18	15	28	40	13				183
Change your own motor oil?													
Yes	16	35	38	37	40	38	46	38	37				325
Novato Recycling Center	13	23	28	21	30	24	28	24	25				216
O'Reilly's	3	14	16	13	12	13	16	15	16				118
Pennzoil	1	2	1	0	0	4	0	1	0				9
Other	0	0	2	3	1	3	2	1	1				13
If yes, want curbside pickup?	4	15	16	12	11	14	16	13	15				116
No	190	196	223	302	271	250	313	386	212				2,343
Comments													
Compliments/Good	61	66	84	101	119	98	132	139	85				885
Complaints	2	2	3	2	2	3	3	5	1				23

HHW PARTICIPANTS 2006 - 2015

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Totals</u>
2015	204	229	261	339	309	288	359	424	249				2,662 open 3 days in April, 6 days in
2014	225	169	196	231	280	249	299	280	293	290	262	183	2,957 open 3 days in April
2013	169	172	193	281	250	223	261	269	231	347	248	181	2,825
2012	142	189	186	152	220	183	217	250	182	251	205	129	2,306
2011	113	173	94	275	186	191	184	250	187	297	220	174	2,344
2010	111	152	199	187	175	212	168	256	162	238	148	100	2,108 August 6 days
2009	138	102	117	184	146	201	179	237	189	183	170	188	2,034 August 6 days
2008	101	118	155	198	147	132	186	156	187	205	130	121	1,836
2007	96	90	111	110	113	98	129	136	152	133	131	117	1,416
2006	57	118	115	112	140	111	145	120	119	95	106	73	1,311
% Change from 2014	-9.33%	35.50%	33.16%	46.75%	10.36%	15.66%	20.07%	51.43%	-15.02%				

HHW Facility Monthly Participation 2006- 2015



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Receive Wastewater Operations Committee Meeting Report, September 2015	MEETING DATE: October 26, 2015 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Information. Receive Wastewater Operations Committee Report (meeting of October 19, 2015).	
SUMMARY AND DISCUSSION: <p>The September 2015 reports for wastewater treatment operations, collection system operations, and reclamation facilities are attached.</p> <p>Wastewater Treatment Facility</p> <p>Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards, and there were no NPDES violations. The Recycled Water Facility produced 12.573 MG of recycled water in September, and had no excursions. Safety performance was excellent with another accident-free month for a total of 1,954 accident-free days through the end of September. The Discharge Monitoring Report (DMR), the Electronic Self-Monitoring Report (e-SMR), and the Recycled Water Report, for August 2015, were all submitted on September 22, 2015.</p> <p>Odor Control and Landscaping</p> <p>Operations staff continued to monitor media in the odor control beds. The beds were topped off in July and seem to be functioning well. Operations staff assisted the District's odor consultant, Mr. David McEwen, in installing a pilot odor control system at the Headworks area. Mr. McEwen is currently reviewing the data from the test period. The District has received positive comments on the oleander along the northeast fence-line which appears to be thriving despite suffering frost damage in previous winters. The District has also received a request for additional oleander planting.</p> <p>Collection System and Pump Stations</p> <p>Staff cleaned 63,461ft of sewer lines, televised 7,687ft with the CCTV truck and 1,805ft with the Push Cam, smoke tested 13,179ft of sewer main, conducted 227 lift station inspections, and inspected three (3) air relief valves. Outside contractors cleaned 2,506 feet of large diameter sewer mains. Staff also performed the annual cleaning of the Ignacio Conveyance Force Main by launching a cleaning "pig" from the Ignacio pump station site to the retrieval point just south of Novato Community Hospital.</p> <p><u>Safety:</u> No lost time accidents in September 2015 for a total of 1,662 accident-free days.</p> <p><u>Standard and Emergency Operating Procedures (SOPs & EOPs):</u> While no new core SOPs were generated, staff took the opportunity to revise the Ignacio Transfer Pump Station Pig Launching SOP.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> There was one minor Category III SSO in September 2015.</p> <p>Reclamation Facility</p> <p>The rancher tended to his cattle this month and worked on weed management and sprinkler repairs. A total of 58.24 MG of treated water was irrigated on all Sites without any reportable issues. A total of 3.12 MG of sludge was pumped and 5,175 cu-yds of solids were excavated from the sludge lagoons and placed in the DLD by the District's contractor, Custom Tractor Service.</p>	
Attachment to this Item Summary: Attachment 1: Agenda Packet from October 19, 2015 Wastewater Operations Committee meeting, (September 2015 Reports).	
DEPT.MGR.: JB (Veolia), SRK, DD, EB	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT

Meeting Date: October 19, 2015

The Wastewater Operations Committee of the Novato Sanitary District will hold a meeting at 2:00 PM, Monday, October 19, 2015 at the District offices, 500 Davidson Street, Novato.

AGENDA

1. AGENDA APPROVAL:

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

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

3. CONSIDER APPROVAL OF MINUTES OF THE SEPTEMBER 21, 2015 MEETING

4. WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT, SEPTEMBER 2015:

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

5. COLLECTION SYSTEM OPERATIONS AND MAINTENANCE REPORT, SEPTEMBER 2015:

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

6. RECLAMATION FACILITY REPORT, SEPTEMBER 2015:

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

7. OTHER ITEMS:

8. ADJOURNMENT:

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

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

September 21, 2015

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, September 21, 2015, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: Committee Members Jerry Peters and Brant Miller.

STAFF PRESENT: Sandeep Karkal, General Manager-Chief Engineer
Erik Brown, Technical Services Manager
Steve Krauthem, Field Services Manager
Julie Swoboda, Administrative Secretary

OTHERS PRESENT: Lynda Farmery, Planner, Veolia
John Bailey, Project Manager, Veolia

AGENDA APPROVAL: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR AUGUST 17, 2015: The August 17, 2015 meeting minutes were approved as presented without objection.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR AUGUST 2015:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training:

The General Manager introduced John Bailey, Veolia Plant Manager, who provided an overview of treatment plant operations for the month of August. He discussed key operations and maintenance events at the Novato facility, the Ignacio Transfer Pump Station, the Recycled Water Plant, and the Sludge Lagoons. He stated that the monthly average flow was 3.20 MGD and that water quality performance was excellent.

The Plant Manager discussed training events completed in August and stated that as of August 31st, Veolia employees have been accident free for a total of 1,924 days. He reviewed the operations and maintenance report and stated that the Recycled Water Facility produced 19.064 MG (million gallons) in August and had no excursions. He stated that Jerome Meter (H₂S) readings continue to be taken within the treatment plant as well as in the Lea Drive neighborhood area and that seven (7) odor notifications were received in August. He stated that eight (8) noise complaints were received, all of which were associated with the District's demolition project for portions of the previously decommissioned facilities of the old treatment plant.

- Odor control and landscaping report: The General Manager discussed odor control related activities in August. He stated that in July the odor control beds were topped off and continue to function well. He stated that additional Jerome meter readings continue

to be taken in the neighborhood and that the Aqua-Fog system is used on an as-needed basis. Addressing site landscaping, he stated that the Oleander bushes on the west side of Lea Drive appear to be doing very well, and that the District has received a request for more Oleander plantings.

- Collection Systems Operation and Maintenance Report for August 2015: The Field Services Manager presented the Collection Systems Monthly Report for August 2015. He reported that, in August, the Collection Systems crew cleaned a total of 53,112 feet of sewer pipeline and that outside contractors cleaned a total of 8,990 feet of large diameter sewer mains. He stated that the department completed 367 maintenance work orders which were generated this month. He stated that the District's CCTV van (Closed Circuit TV) televised 61 line segments for 8,557 feet of production and he noted that one line segment was identified as needing repairs. He reported on the current Collection System Projects, and outlined the specialized training that the department completed. He stated that as of August 31st, 2015, the Collections Department and the District have worked accident free for a total of 1,632 days.

The Field Services Manager stated that there was one minor Category 3 sanitary sewer overflow (SSO) in August at a manhole near 857 DeLong Ave. He noted that the total estimated discharge was less than 15 gallons and that the probable cause was the result of root intrusion and debris in the line segment just below the discharge point.

- Reclamation Facility Report for August 2015: The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that the rancher continued to work on weed management and sprinkler repairs. In terms of sludge disposal, he stated that an agreement was executed to pump sludge out of the sludge lagoons and into the Dedicated Land Disposal (DLD) area, and noted that approximately 0.48 million gallons of sludge had been pumped out of Lagoon 1 by month end. In terms of pasture irrigation, he stated a total of 62.45 million gallons of treated water was used for irrigation in August.

OTHER ITEMS: The General Manager stated that as part of its continuing effort to inspect the collection system using closed circuit television (CCTV) equipment, the District needs to CCTV certain inverted siphons in its collection system.

The Field Services Manager stated that these siphons require specialized CCTV equipment which the District does not own, therefore the District utilizes an outside contractor for this work. He stated that staff requested proposals from two local CCTV contractors to clean and inspect nine (9) inverted siphons that are 12" in diameter or smaller. He stated that Roto-Rooter provided the only bid in the amount of \$31,747.50.

The General Manager noted that complete information for this item had become available after the Committee agenda packet had gone out. He stated that he was bringing it forward on an informational basis to the Committee at this point, rather than waiting another month to the next Committee meeting, so that the District could keep moving forward and complete the work in advance of wet weather. He stated if the

Committee was agreeable to it, staff would proceed to request approval of the proposed contract from the full Board at the regular September 28th Board meeting. The Committee indicated that it was agreeable to this approach.

In closing, the General Manager noted that the next Wastewater Operations Committee meeting will be held on Monday, October 19th at 2:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 2:44 p.m.

Respectfully submitted,

Sandeep Karkal
General Manager-Chief Engineer

Julie Swoboda, Recording

DRAFT



October 11, 2015

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

Subject: Veolia Water Operations Report – September 2015

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation report for September 2015.

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

Best regards,

A handwritten signature in blue ink that reads "John Bailey". The signature is stylized with a large, circular initial "J" and a long, sweeping underline.

John Bailey
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
September 2015

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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ODORS.....4

MISCELLANEOUS.....4

ATTACHMENTS

- Photos
 - Boiler Water Corrosion Inhibitor Application
 - Sludge Lagoons Annual Cleaning – NSD Project
- Laboratory Data
 - BOD/TSS Report
 - Conventional Pollutants Report
- Recycled Water Compliance Summary Report
- Annual Performance Graphs
- Process Control Data / Graphs
- Customer Notifications (Odor / Noise)
- Jerome Meter Readings September 2015
- Neighborhood Jerome Meter Reading Locations – Lea and McClelland

TREATMENT PLANT PERFORMANCE SUMMARY: September 2015:

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.23	3.82	N/A	N/A
Max Peak Hour, MGD – No Rainfall	N/A	~ 7	N/A	N/A
Influent				
BOD ₅ , lb/day (month ave/max)	7,865	10,158	N/A	N/A
TSS, lb/day (monthly ave/max)	9,234	12,646	N/A	N/A
Effluent				
BOD ₅ , mg/L (monthly ave/weekly max)	<6	6	40	N/A
TSS, mg/L (monthly ave/weekly max)	<4	5	N/A	N/A
BOD ₅ - % Removal, Minimum	98	N/A	N/A	N/A
TSS - % Removal, Minimum	99	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	N/A	N/A	N/A	N/A
pH, su (min / max)	6.9	7.0	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (30 day median)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (90 th percentile)	N/A	N/A	N/A	N/A
Total Coliform, MPN/100 ml (5 Sample Median/Max)	79	350	240	10,000
Total Permit Exceedances (NPDES)	0			

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	12.573	N/A
Average Turbidity	NTU	0.6	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	8.0	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<2	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	<2	23
Total Coliform 7 Sample Median	MPN/100 ml	<2	2.2

Discussion of Violations / Excursions: None

Waste Discharge Requirements (WDR) - None

Recycled Water - None

Rainfall – N/A

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of September.
- Accident Free: 6/1/10 – 9/30/15: 1,954 days
- Monthly Safety Topics and Training:
 - Ergonomics
 - Cold Stress Prevention
- SOP's Reviewed
 - Chemical Analysis of Hot Water Loop – Boiler
 - Chemical Addition to Hot Water Loop – Boiler
 - Ignacio Transfer Pump Station Force Main Pigging Procedure

OPERATION & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Performed annual service on Flygt pumps and mixers
- Changed out door handles to lever handles on old Blower Room doors
- Assisted Brown and Caldwell with 2 week odor study

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

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

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Replaced floats and switch in Ignacio Emergency Generator Return Tank
- Performed annual service on Flygt pumps
- Assisted Collection Department with pigging (cleaning) of force main

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

- None

Recycled Water Plant (RWP)

- Performed plant rounds and maintenance

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

- None

Sludge Lagoons

- Performed routine rounds and inspection
- Flushed Decant line
- Flushed Sludge line

LABORATORY ACTIVITIES SUMMARY:**Wildlife Pond and Reclamation Activities****Irrigation Wetwell Sampling**

Monthly sampling of the irrigation wetwell was performed in September. The data collected will be compiled and reported in the 2015 Triennial Irrigated Pasture Report.

Wildlife Pond and Reclamation

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

Sampler Installed

A new HACH sampler was purchased and installed at the effluent common bay which is the designated sample point for most of the effluent samples.

The older sampler (Sigma SD900) that was in service at the effluent location will be used to replace the sampler at the primary clarifier.

Nutrients

Veolia staff worked with Mike Falk of HDR on the nutrient discharge data presented at the September Bay Area Clean Water Agencies (BACWA) Permits Committee meeting.

Total Coliforms

Three samples were analyzed each week for Total Coliforms and all results were under the regulatory limits

Whole Effluent Toxicity Testing

There are no requirements for toxicity testing during the reclamation discharge season.

BOD

BOD results from September 3 and 15 had the following qualifier

BOD check standard (GGA) for this analytical batch yielded a value higher than the method upper acceptance limit. Some sample results reported from this batch may therefore have a high bias.

BOD results from September 14, 15, 15 had the following qualifier.

The dilution water blank associated with this sample exceeds the method prescribed limit for Dissolved Oxygen uptake of 0.2 ppm. Caltest additionally performs a daily BOD Method Blank (MB) to demonstrate the influence of the Dilution Water on samples. The MB result for this batch is ND (less than 5 ppm), indicating the high dilution water Dissolved Oxygen uptake should not have contributed to the sample results.

Training

Kurt and Liz attended an IDEXX webinar on September 10th.

Bacterial Testing for Fecal Coliforms and E. coli in Wastewater: Multiple Tube Fermentation, Membrane Filtration, and Colilert/Colilert-18

BACWA

Veolia and NSD staff attended the September BACWA Permits Committee meeting.

Pretreatment

Kurt and Liz continued to work with Bob Adamson for training and familiarization with the NSD pretreatment program. In addition, Erik Brown, the new Technical Services Manager for NSD, implemented a weekly pretreatment meeting with Liz Falejczyk and Bob Adamson.

Permits

- Renewed Roy's Sewer Service Waste Hauler Permit
- Renewed Bio Marin Galli Non-Domestic Discharge Permit

Inspections

- Matt and Jeff's carwash was re-inspected after the initial inspection revealed hydraulic fluid in their sand and grease interceptor. Hydraulic fluid removed and accounted for.
- Thai Bistro change of ownership inspection. No functional grease removal device (GRD) in service. Currently installing a minimum 100lb GRD.

ADMINISTRATION:

- August Electronic Self-Monitoring Report (SMR) submitted on September 22, 2015
- August Electronic Discharge Monitoring Report (DMR) submitted on September 22, 2015
- August Recycled Water Report submitted on September 22, 2015

ODORS:

- Jerome meter (H2S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.
- Eleven contacts regarding odors.

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.
- Recruitment open for Maintenance Technician.

Veolia Support Staff On/Off Site (Various Times)

John O'Hare Technical Support
Dave Coffman Asset Management

PHOTOS



BOILER WATER CORROSION INHIBITOR APPLICATION
SEPTEMBER 2, 2015



Upper Left & Right – Christian Williams demonstrates chemical analysis for boiler water treatment
Bottom – Review SOP and application of corrosion inhibitor



SLUDGE LAGOONS – ANNUAL CLEANING
NSD PROJECT
SEPTEMBER 2015



Upper Left – Sludge Lagoon #1 cleaned and ready for use
Upper Right – Sludge Pumping Lagoon #6
Bottom – Cleaning Digested Sludge feed lines

LABORATORY DATA

RECYCLED WATER COMPLIANCE SUMMARY REPORT

NOVATO SANITARY DISTRICT

RECYCLED WATER

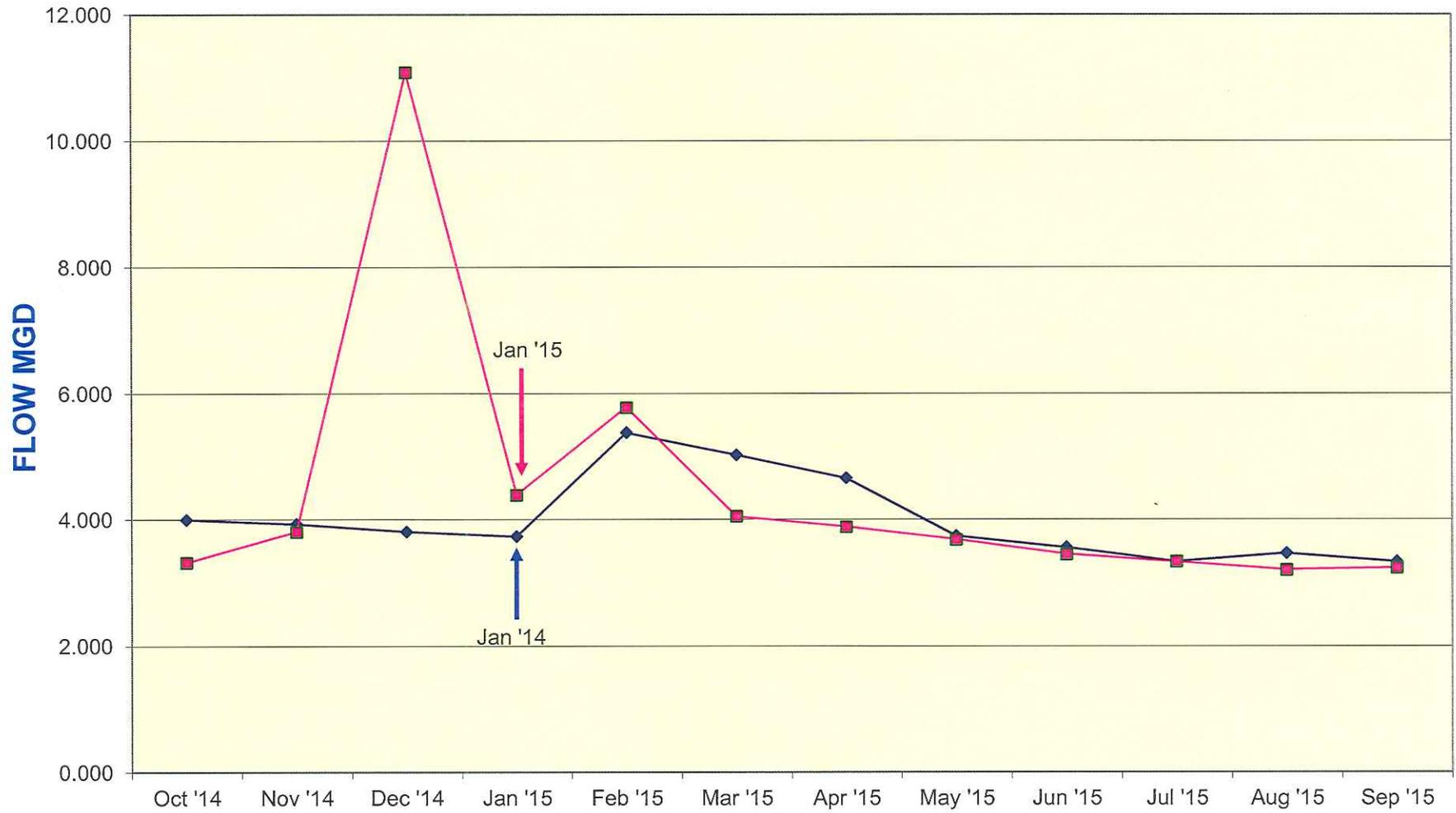
COMPLIANCE SUMMARY REPORT

Date	Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Banked	Banked Water To Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Max	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Recycled Water Inf Chlorine Dose	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Chlorine Contact Time
	MGD	MGD	MG	MGD	MGD	NTU	NTU	(m)	NTU	(mg/l)	(mg/l)	MPN/100m	Minutes
9/1/2015	0.690	0.624					1.1	0	0.8		8.3	<2	>450.000
9/2/2015	0.650	0.587					1.5	0	0.7			<2	>450.000
9/3/2015	0.650	0.579					1.5	0	0.6			<2	>450.000
9/4/2015	0.640	0.574					1.6	0	0.6			<2	>450.000
9/5/2015	0.650	0.581					1.6	0	0.6			<2	>450.000
9/6/2015	0.650	0.492					1.3	0	0.6			<2	>450.000
9/7/2015	0.650	0.579					1.3	0	0.6		8.8	<2	>450.000
9/8/2015	0.660	0.588					1.0	0	0.5		8.7	<2	>450.000
9/9/2015	0.720	0.641					0.7	0	0.5		8.7	<2	>450.000
9/10/2015	0.650	0.578					1.0	0	0.6			<2	>450.000
9/11/2015	0.640	0.575					0.7	0	0.6			<2	>450.000
9/12/2015	0.650	0.586					1.1	0	0.6			<2	>450.000
9/13/2015	0.640	0.581					0.7	0	0.5		8.7	<2	>450.000
9/14/2015	0.660	0.344					0.7	0	0.5		8.8	<1.8	>450.000
9/15/2015	0.650	0.139					1.2	0	0.5		8.7	<2	>450.000
9/16/2015	0.160	0.049					0.6	0	0.5			<2	>450.000
9/17/2015													
9/18/2015	0.790	0.403					1.6	0	0.5			<2	>450.000
9/19/2015	0.650	0.192					0.5	0	0.4			<2	>450.000
9/20/2015	0.640	0.232					0.5	0	0.5			<2	>450.000
9/21/2015	0.650	0.477					0.6	0	0.6		8.1	<2	>450.000
9/22/2015	0.670	0.610					0.6	0	0.6		8.0	<2	>450.000
9/23/2015	0.690	0.634					0.8	0	0.6		8.7	<2	>450.000
9/24/2015	0.580	0.409					0.8	0	0.6			<2	>450.000
9/25/2015	0.590	0.310					0.7	0	0.5			<2	>450.000
9/26/2015	0.580	0.291					0.8	0	0.5			<2	>450.000
9/27/2015	0.580	0.283					1.1	0	0.4		8.7	<2	>450.000
9/28/2015	0.570	0.276					0.8	0	0.5		8.3	<2	>450.000
9/29/2015	0.650	0.310					0.8	0	0.5		8.6	<2	>450.000
9/30/2015	0.650	0.049					0.6	0	0.5			<2	>450.000
Total	18.300	12.573					27.8	0	16.0		111.1	<52	>13,050.0
Minimum	0.160	0.049					0.5	0	0.4		8.0	<2	>450.0
Maximum	0.790	0.641					1.6	0	0.8		8.8	<2	>450.0
Average	0.631	0.434					1.0	0	0.6		8.5	<2	>450.0
Average	0.631	0.434					1.0	0	0.6		8.5	<2	>450.0

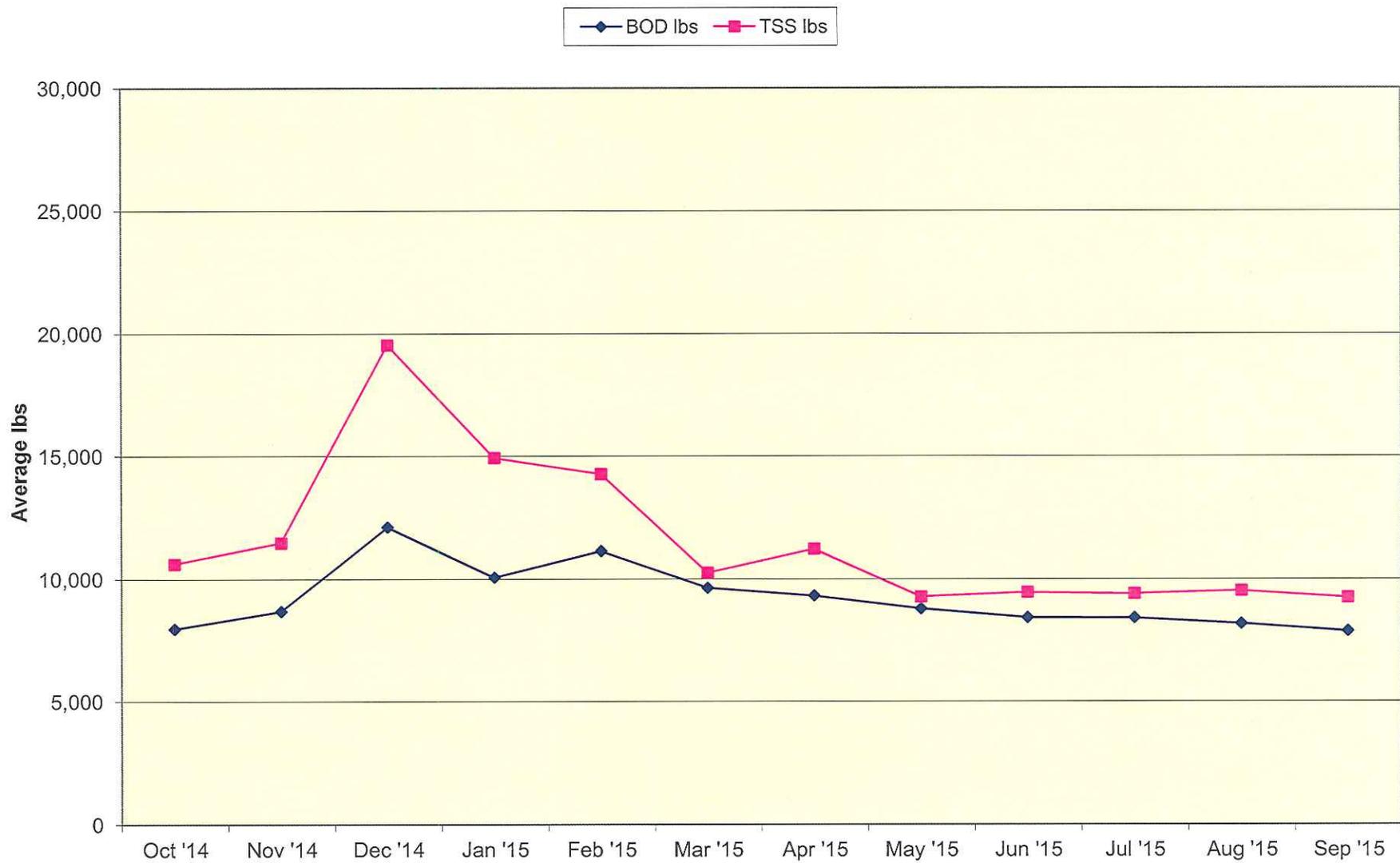
ANNUAL PERFORMANCE GRAPHS

FLOW COMPARISON

—◆— 2013 / 14 —■— 2014 / 15



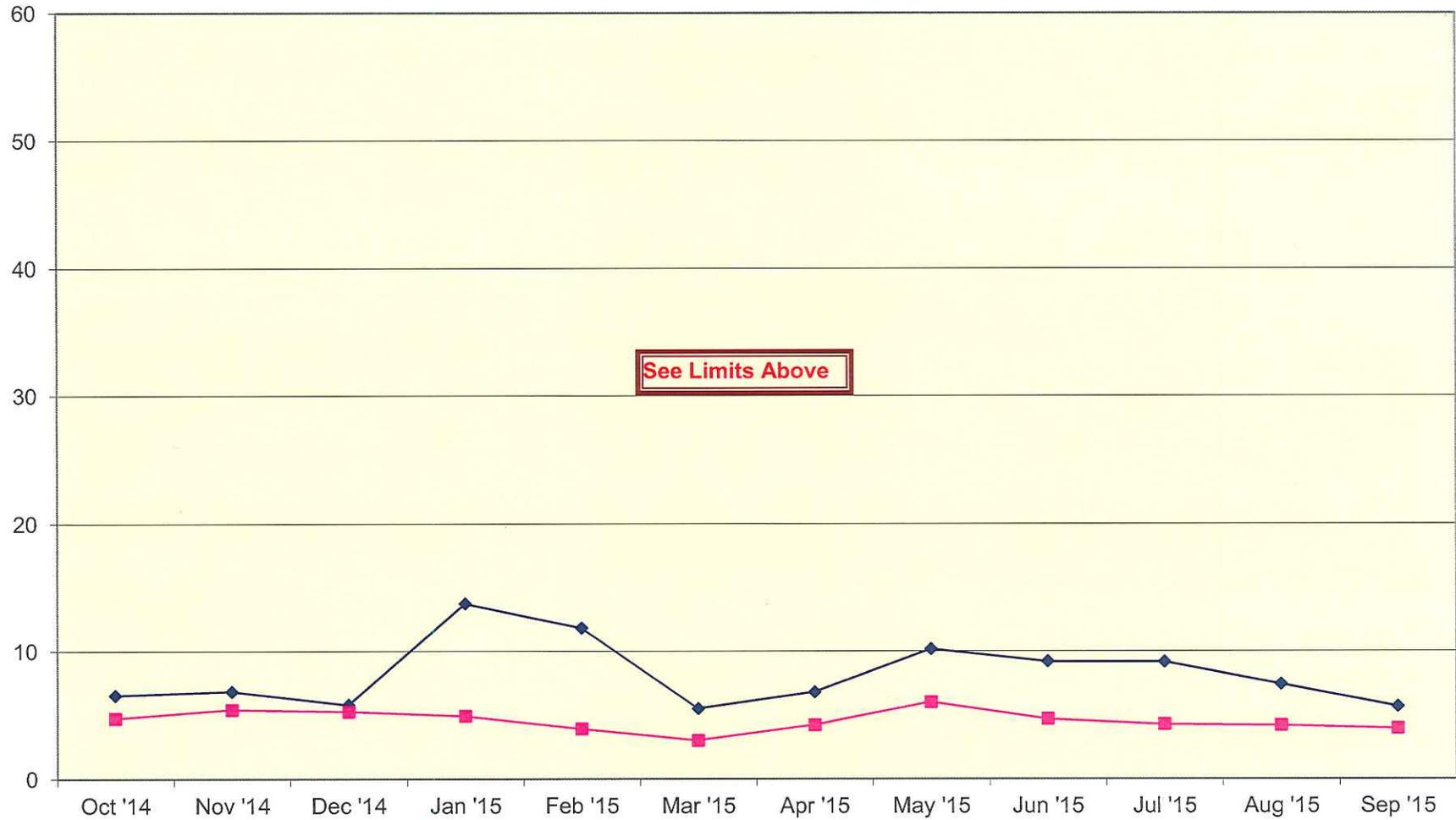
Influent Load BOD / TSS lbs



Effluent BOD / TSS Concentration

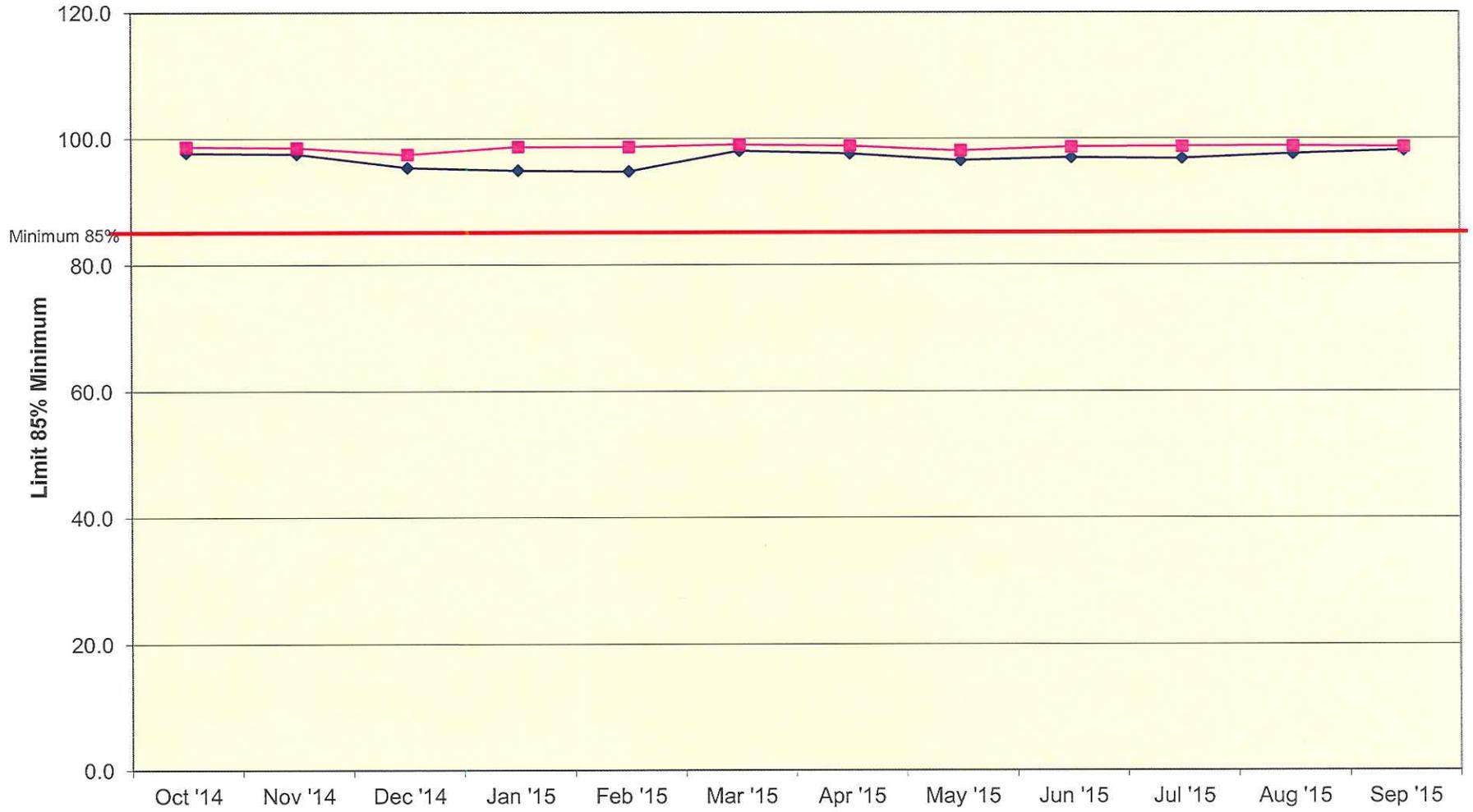
◆ BOD ■ TSS

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



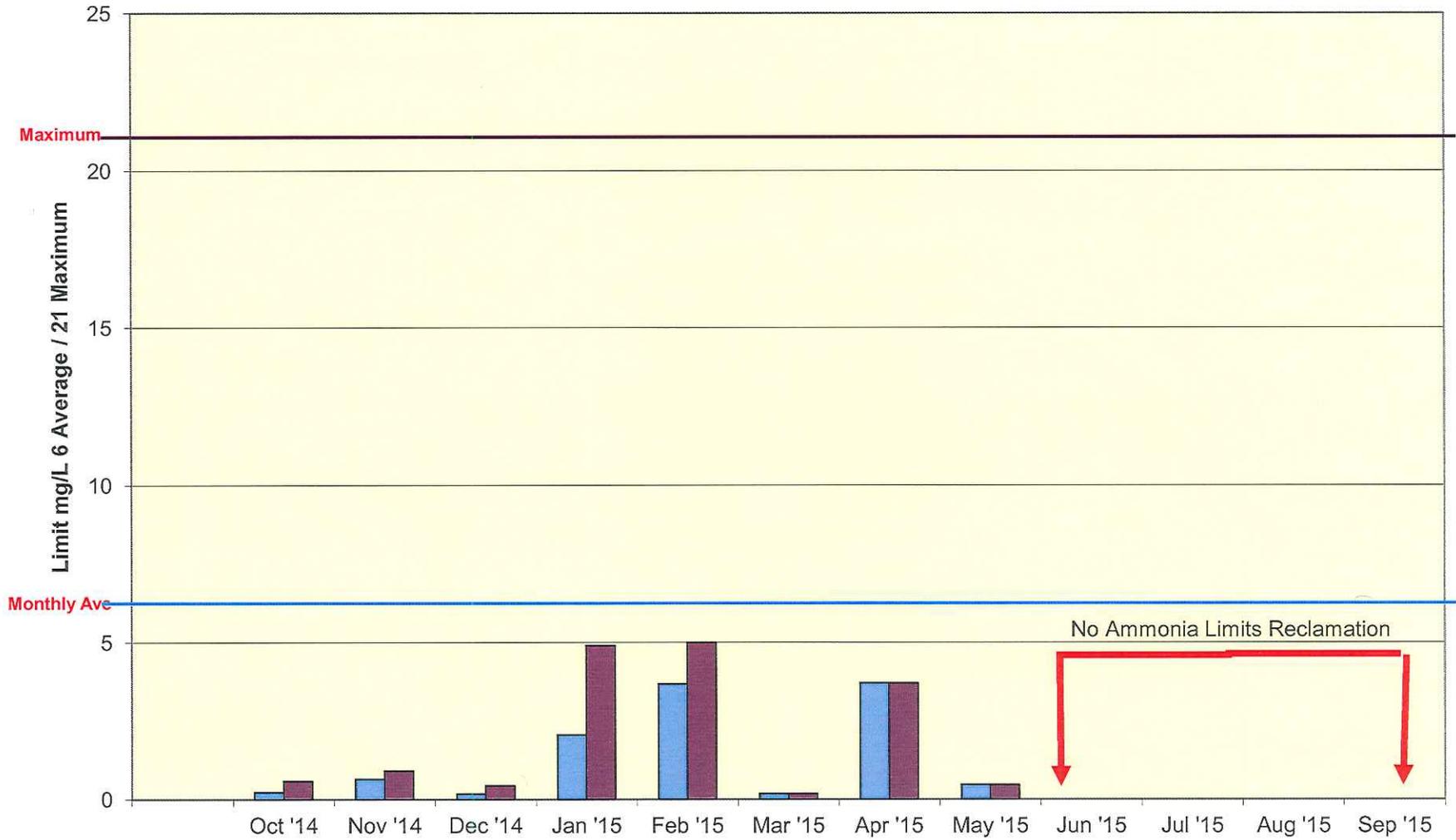
BOD / TSS Percent Removal

◆ BOD ■ TSS



Effluent Ammonia

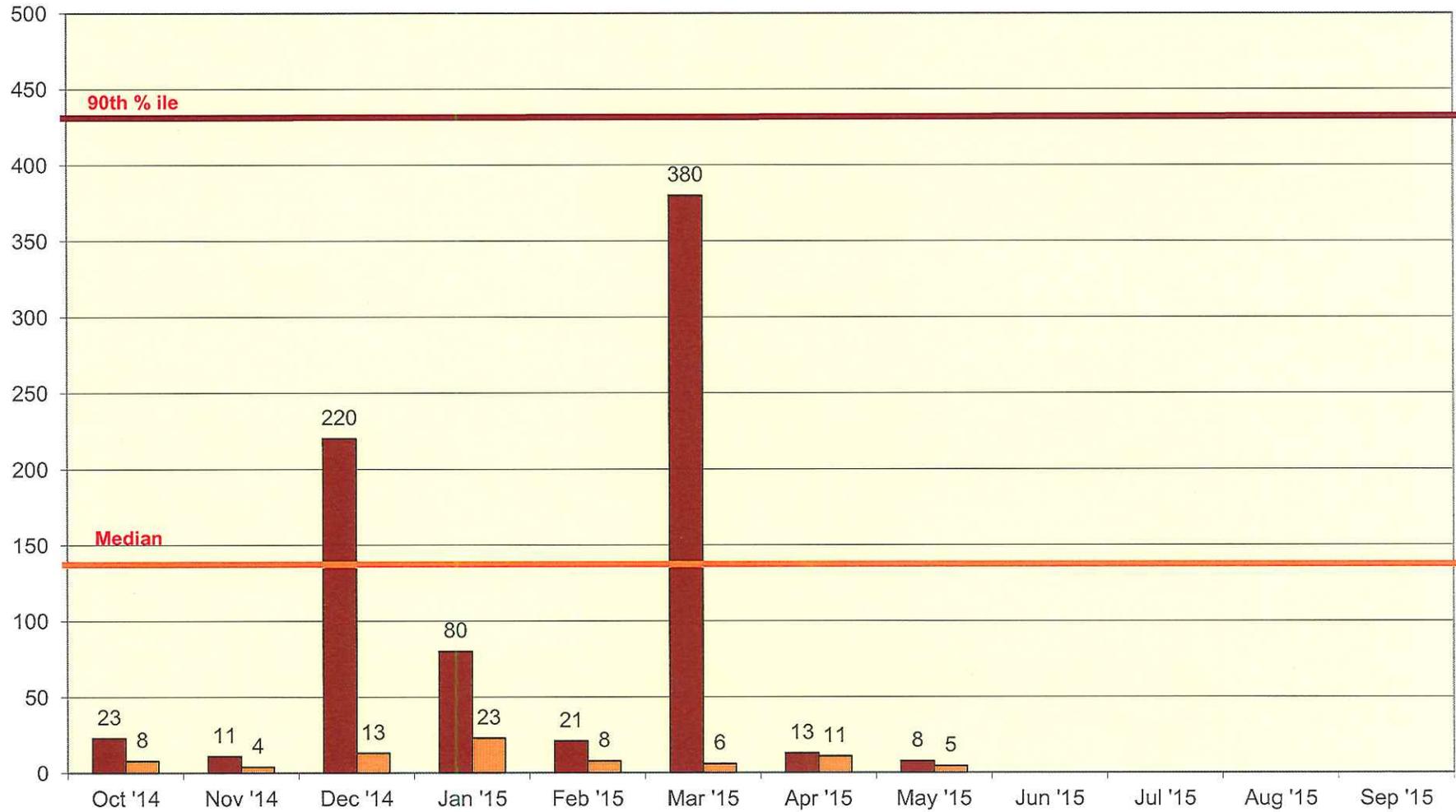
Average Maximum



Disinfection - Fecal Coliform

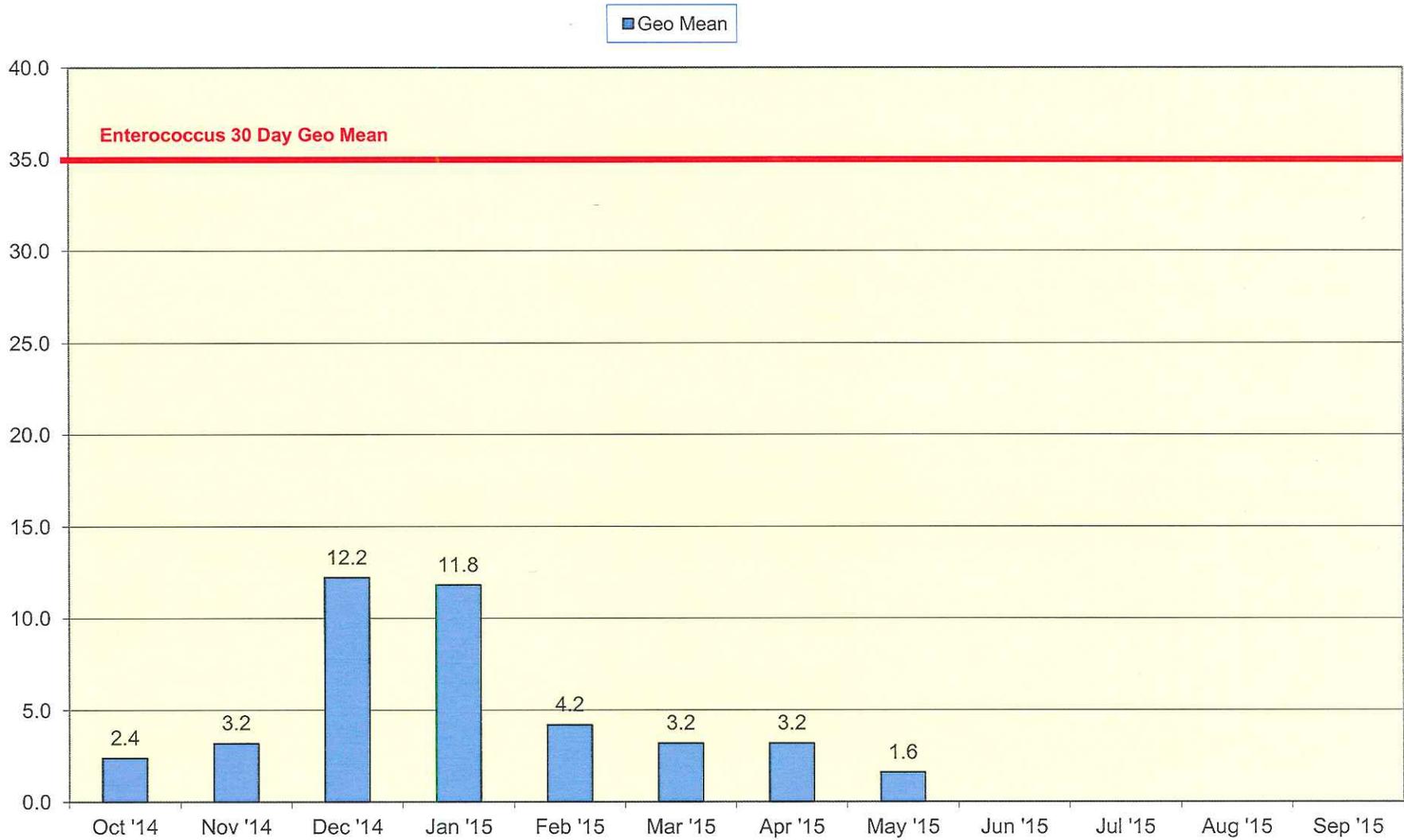
LIMITS - NPDES
Fecal 140 mpn monthly median
Fecal 430 mpn 90th percentile 30 day

90th % ile 30 day med



Disinfection - Enterococcus

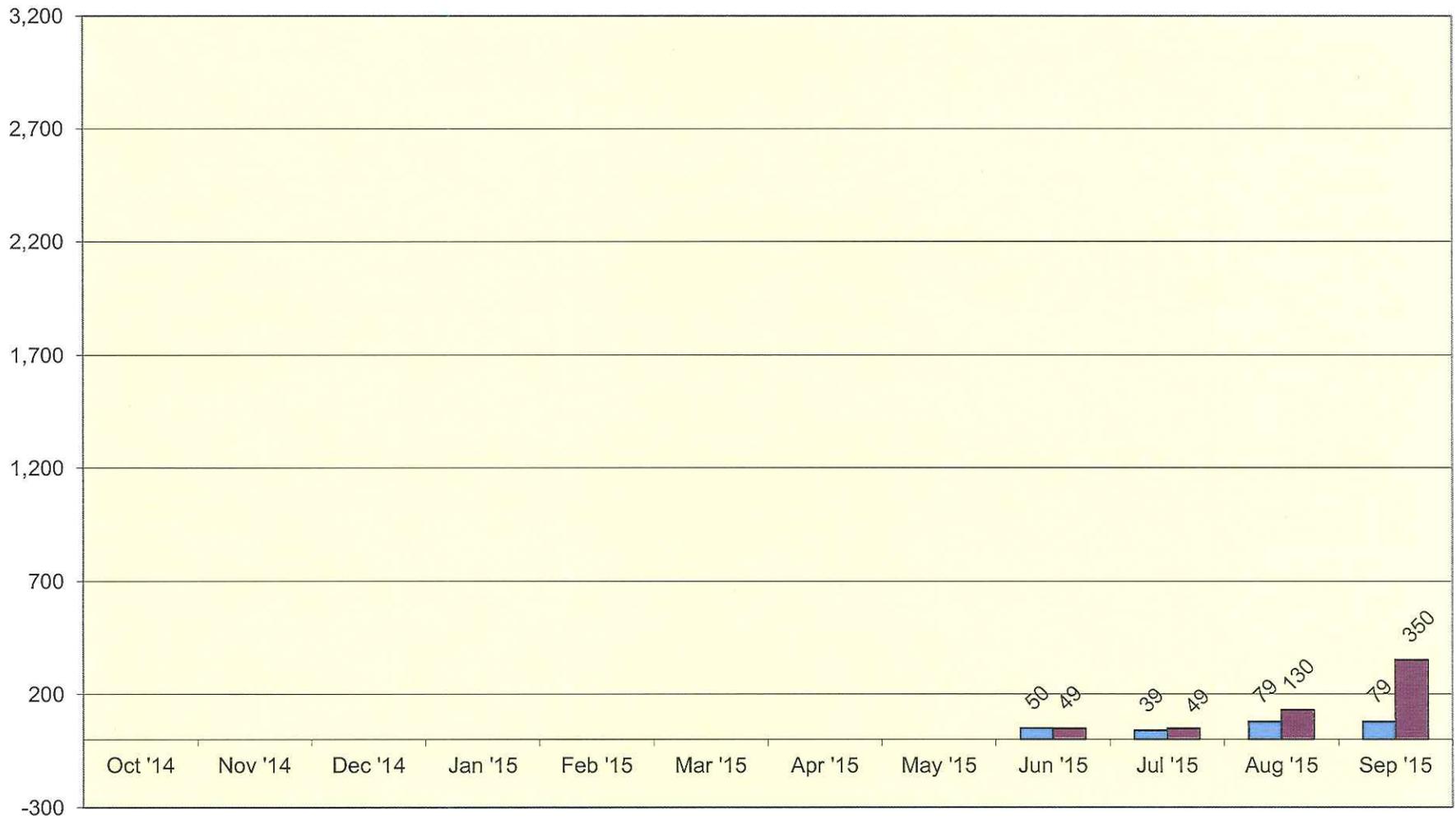
LIMITS - NPDES
Enterococcus 30 day geo mean 35 mpn /100ml



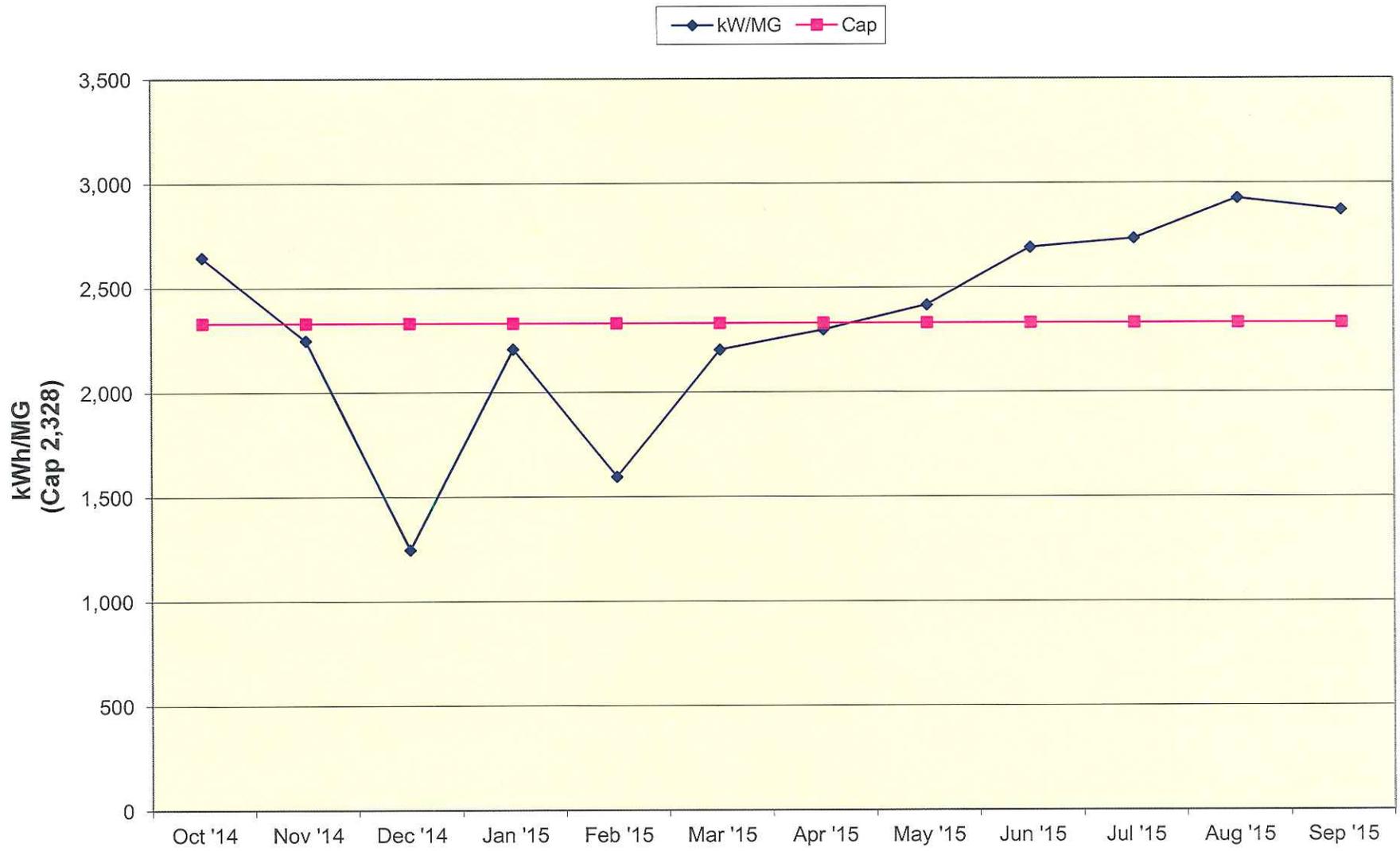
Disinfection - Total Coliform

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

■ 5 Sampl Med ■ Monthly Max

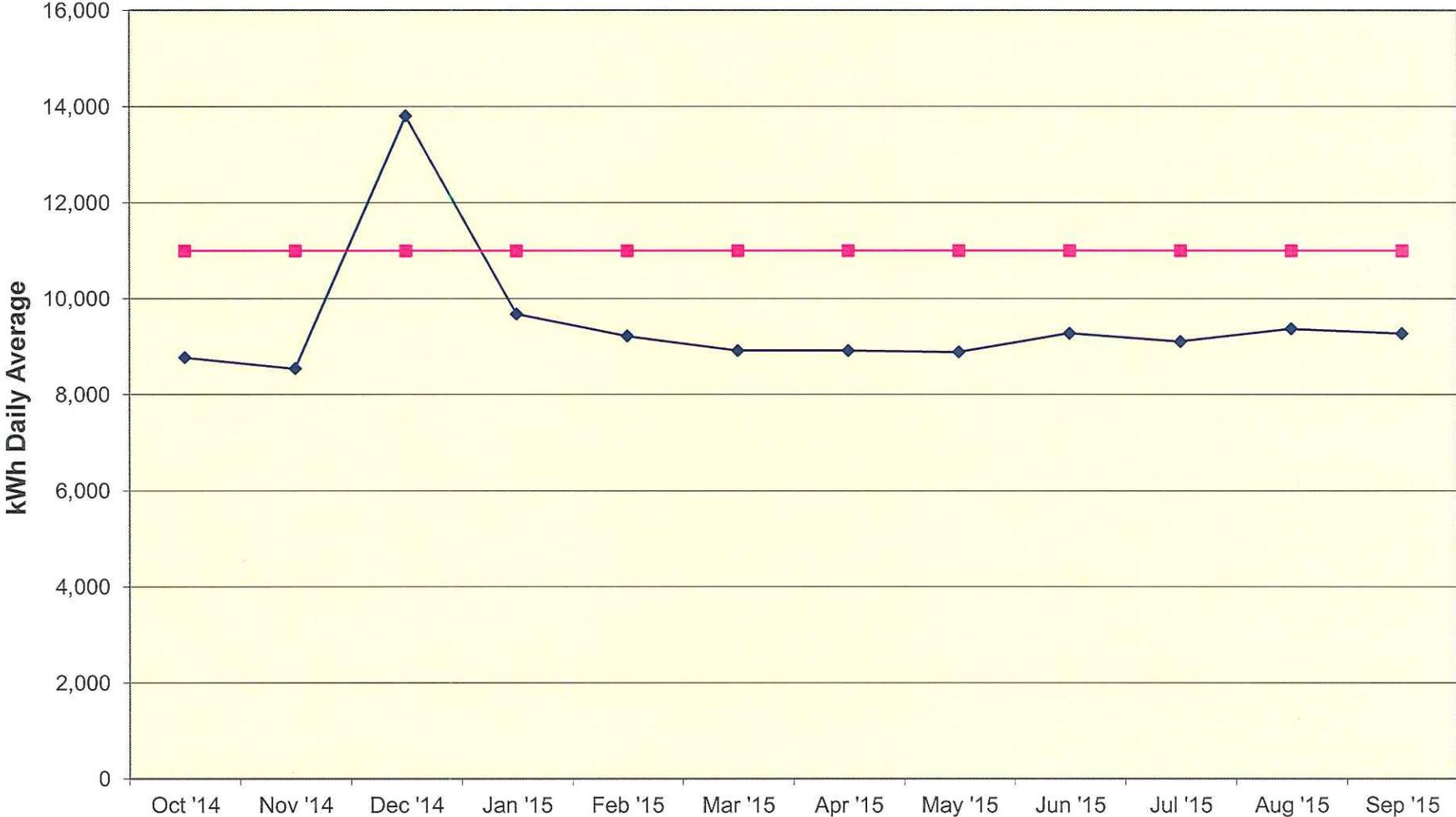


Energy kWh/MG

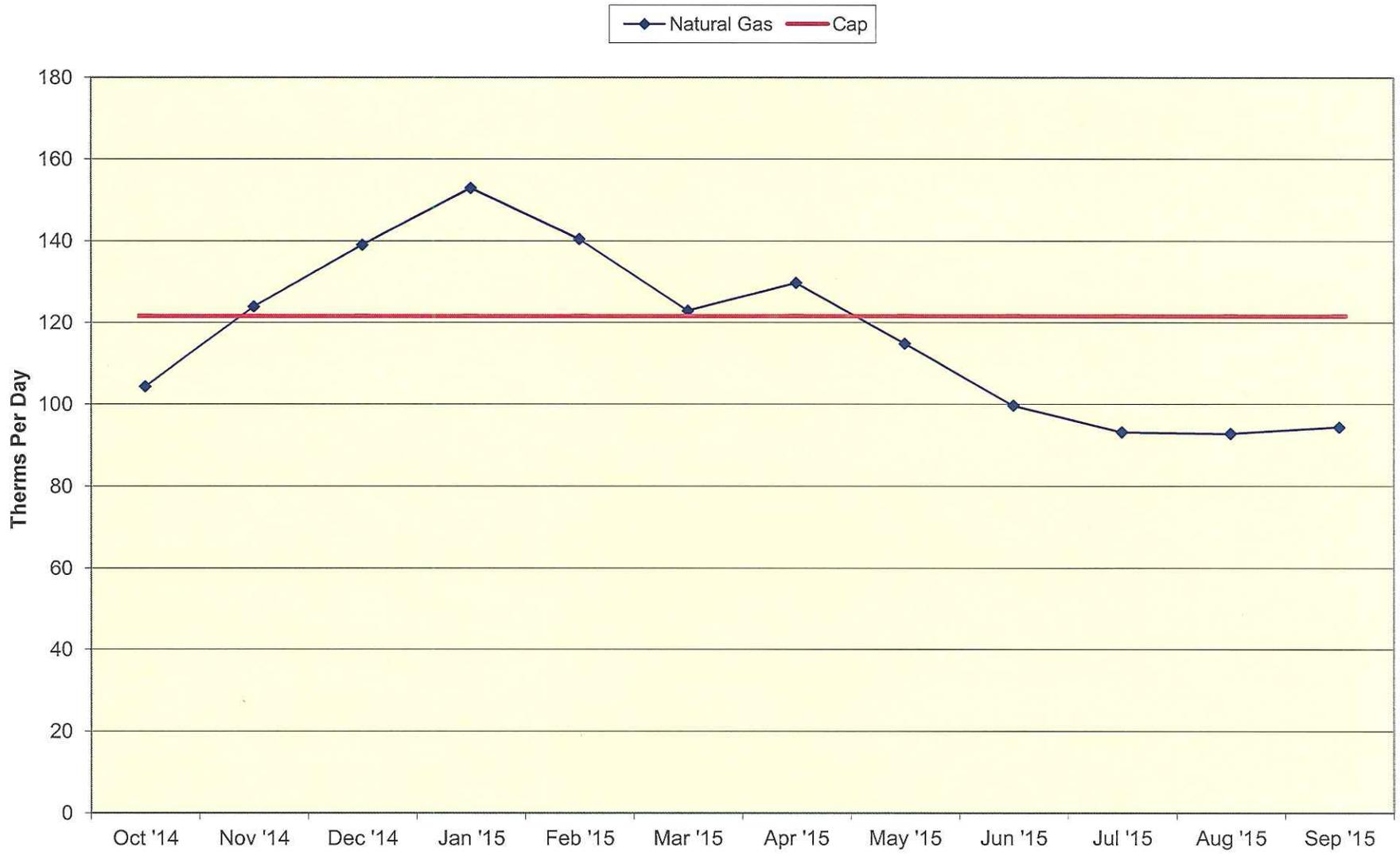


Energy kWh

—◆— kWh —■— Cap



Natural Gas Use

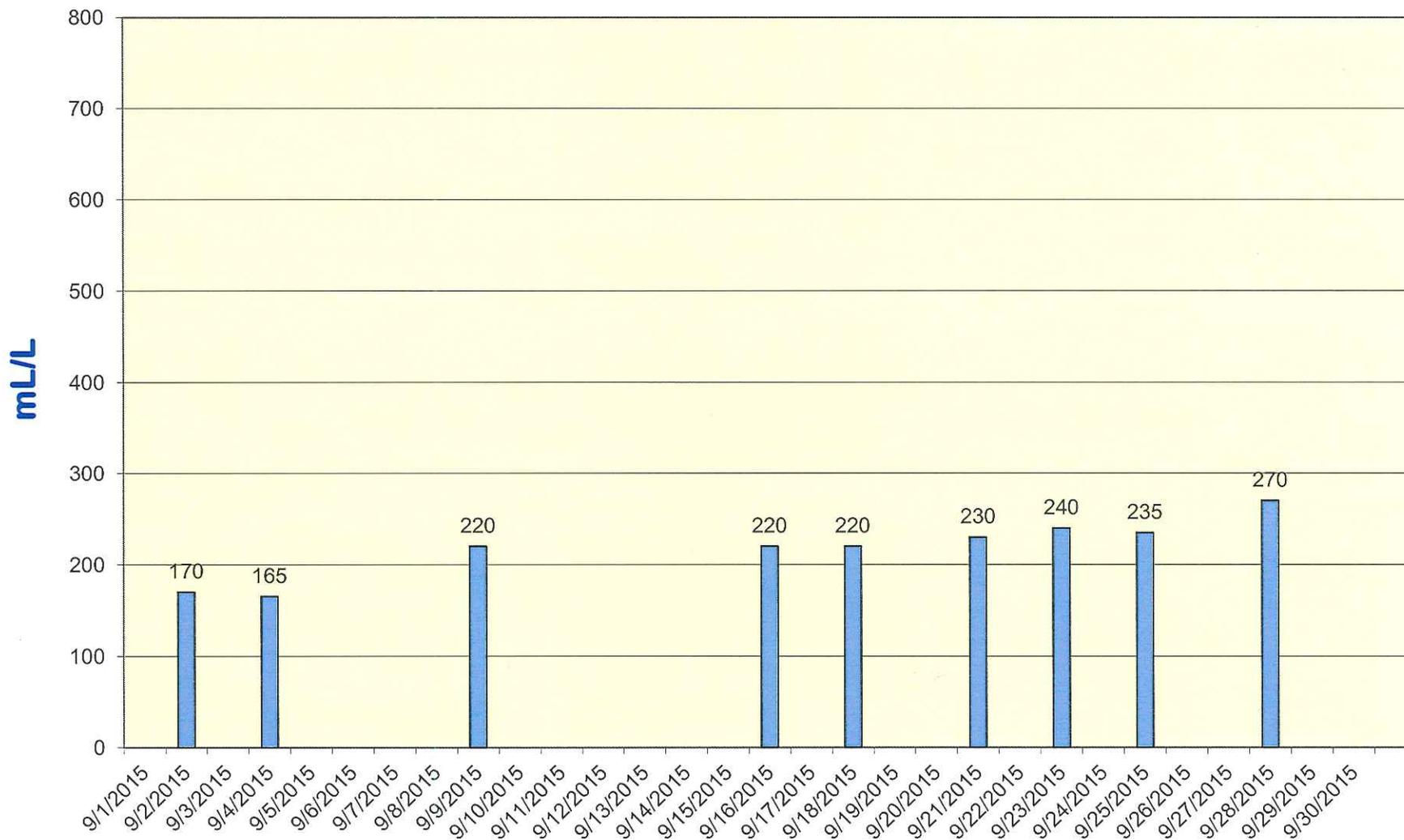


PROCESS CONTROL DATA/GRAPHS

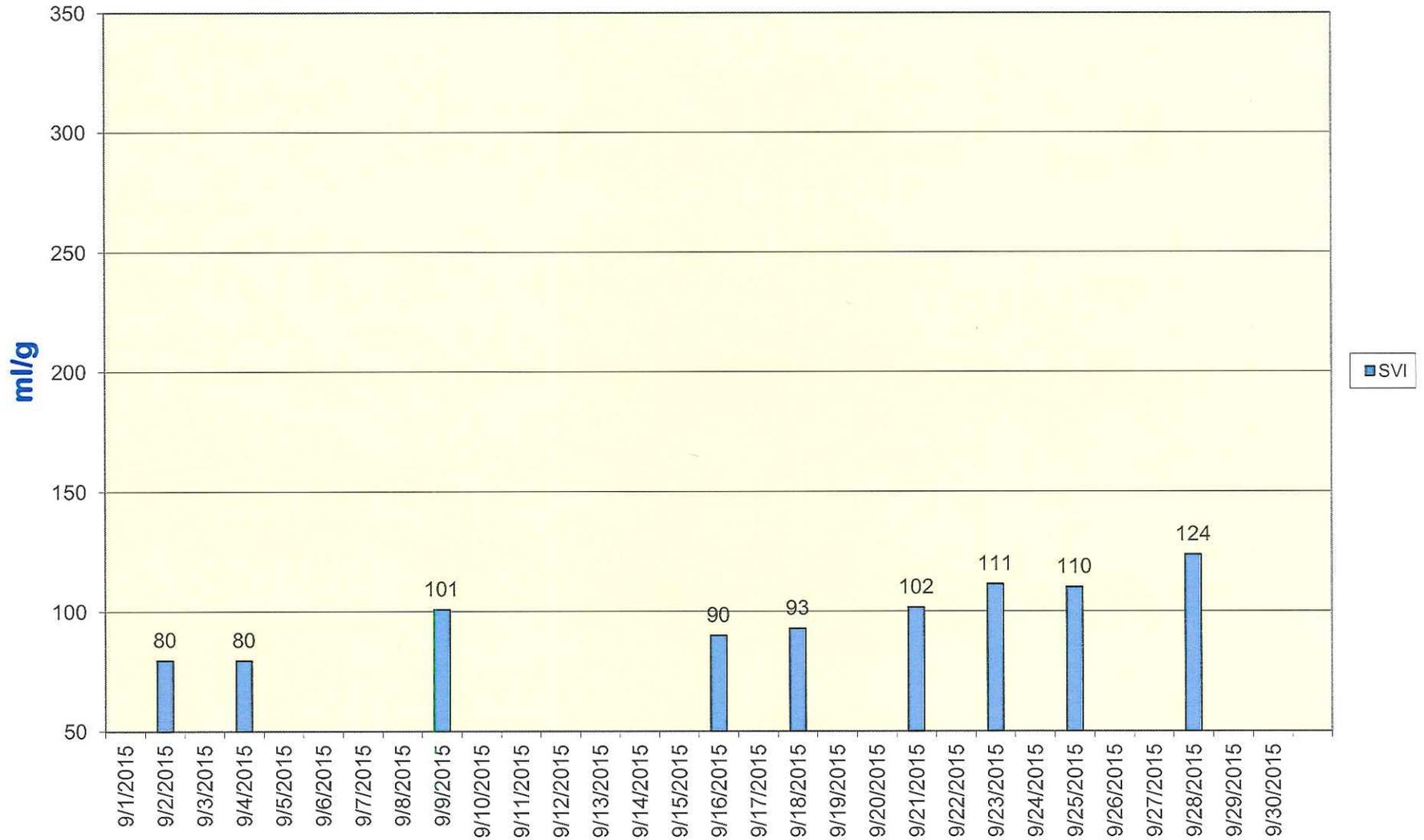
Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
9/1/2015	3.34		2,090	37,232		9.0	
9/2/2015	3.45	170	2,150	38,301		8.4	80
9/3/2015	3.38		2,200	39,191		8.0	
9/4/2015	3.31	165	2,080	37,054		8.4	80
9/5/2015	3.21						
9/6/2015	3.11						
9/7/2015	3.33						
9/8/2015	2.92		2,220	39,548	0.19	8.9	
9/9/2015	2.92	220	2,200	39,191		8.0	101
9/10/2015	2.92		2,170	38,657		8.9	
9/11/2015	2.87		2,270	40,438		8.4	
9/12/2015	3.01						
9/13/2015	3.12						
9/14/2015	3.51		2,230	39,726	0.24	8.7	
9/15/2015	3.76		2,340	41,685		9.6	
9/16/2015	3.82	220	2,450	43,645			90
9/17/2015	3.53		2,410	42,932		8.7	
9/18/2015	3.14	220	2,370	42,220		8.8	93
9/19/2015	3.68						
9/20/2015	3.73						
9/21/2015	3.07	230	2,270	40,438		8.2	102
9/22/2015	2.88		2,160	38,479	0.14	7.9	
9/23/2015	2.86	240	2,160	38,479		8.3	111
9/24/2015	2.96		2,130	37,944		8.0	
9/25/2015	2.87	235	2,140	38,122		8.2	110
9/26/2015	3.20						
9/27/2015	3.37						
9/28/2015	3.08	270	2,190	39,013	0.19	8.4	124
9/29/2015	3.29		2,280	40,616		8.7	
9/30/2015	3.24		2,170	38,657		8.5	
Minimum	2.86	165.00	2,080.00	37,054	0.14	7.9	80
Maximum	3.82	270	2,450	43,645	0.24	9.6	124
Total	93.64	1,970	44,510	792,912	0.76	161.7	889
Average	3.23	219	2,226	39,646	0.19	8.5	99

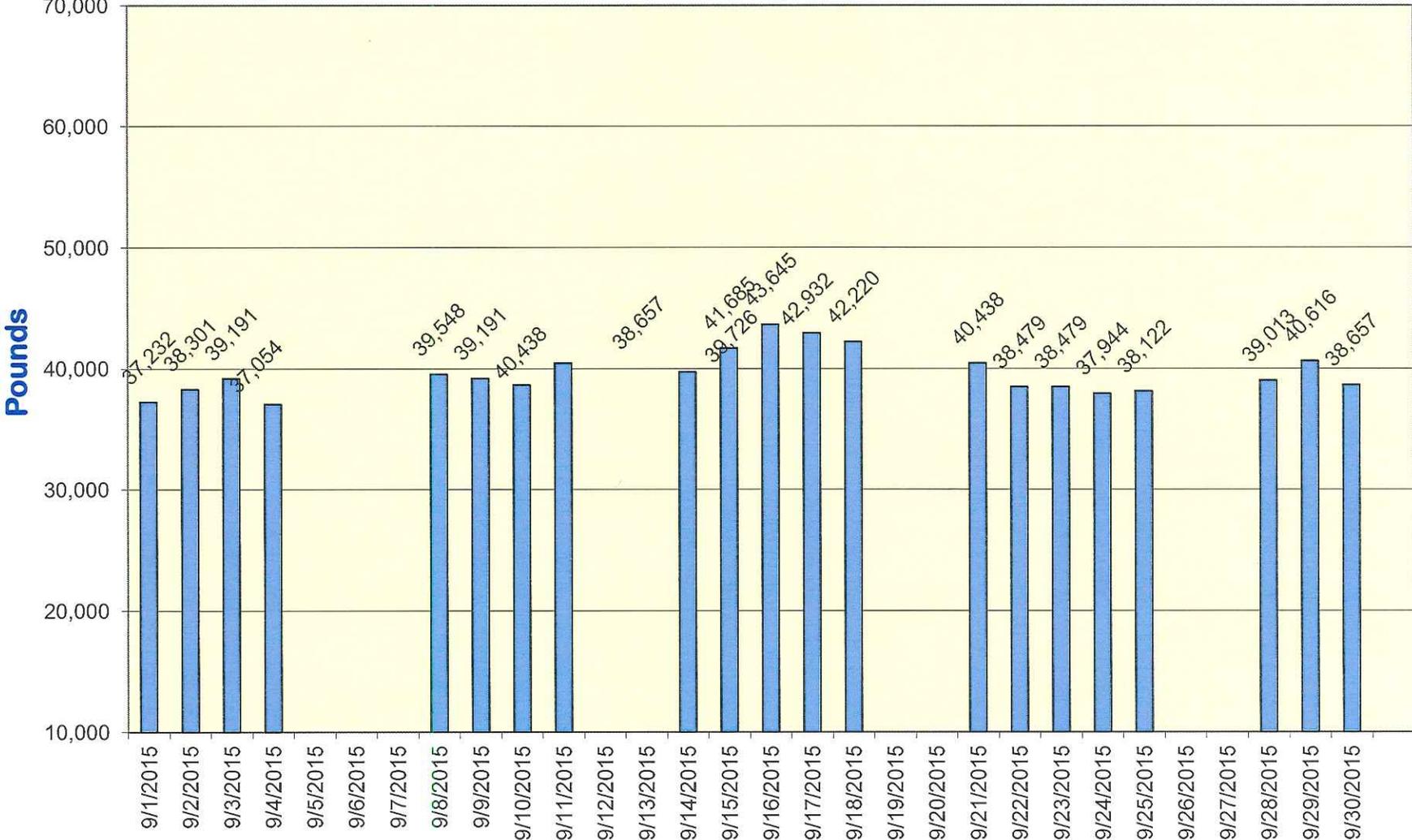
Settleability



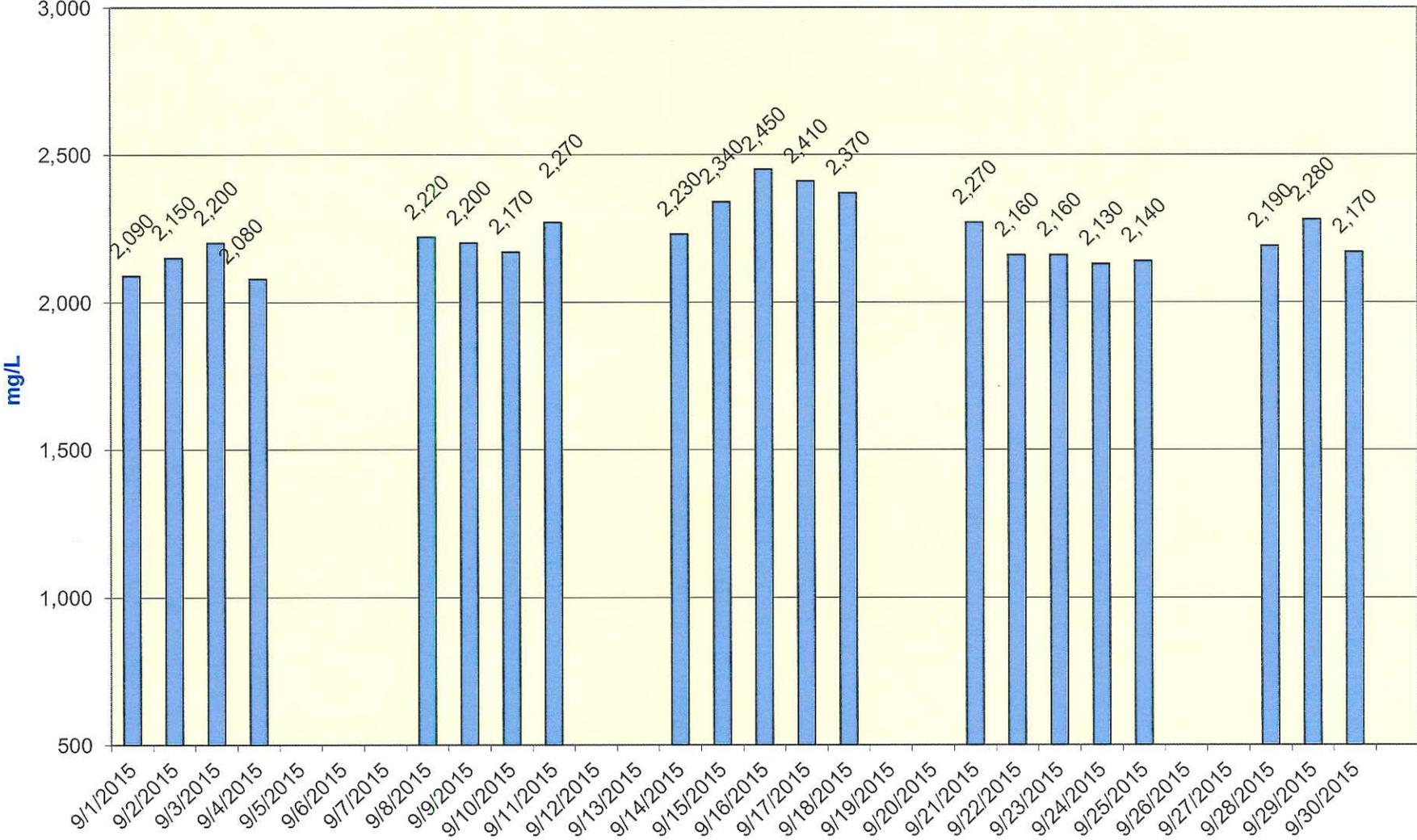
Sludge Volume Index



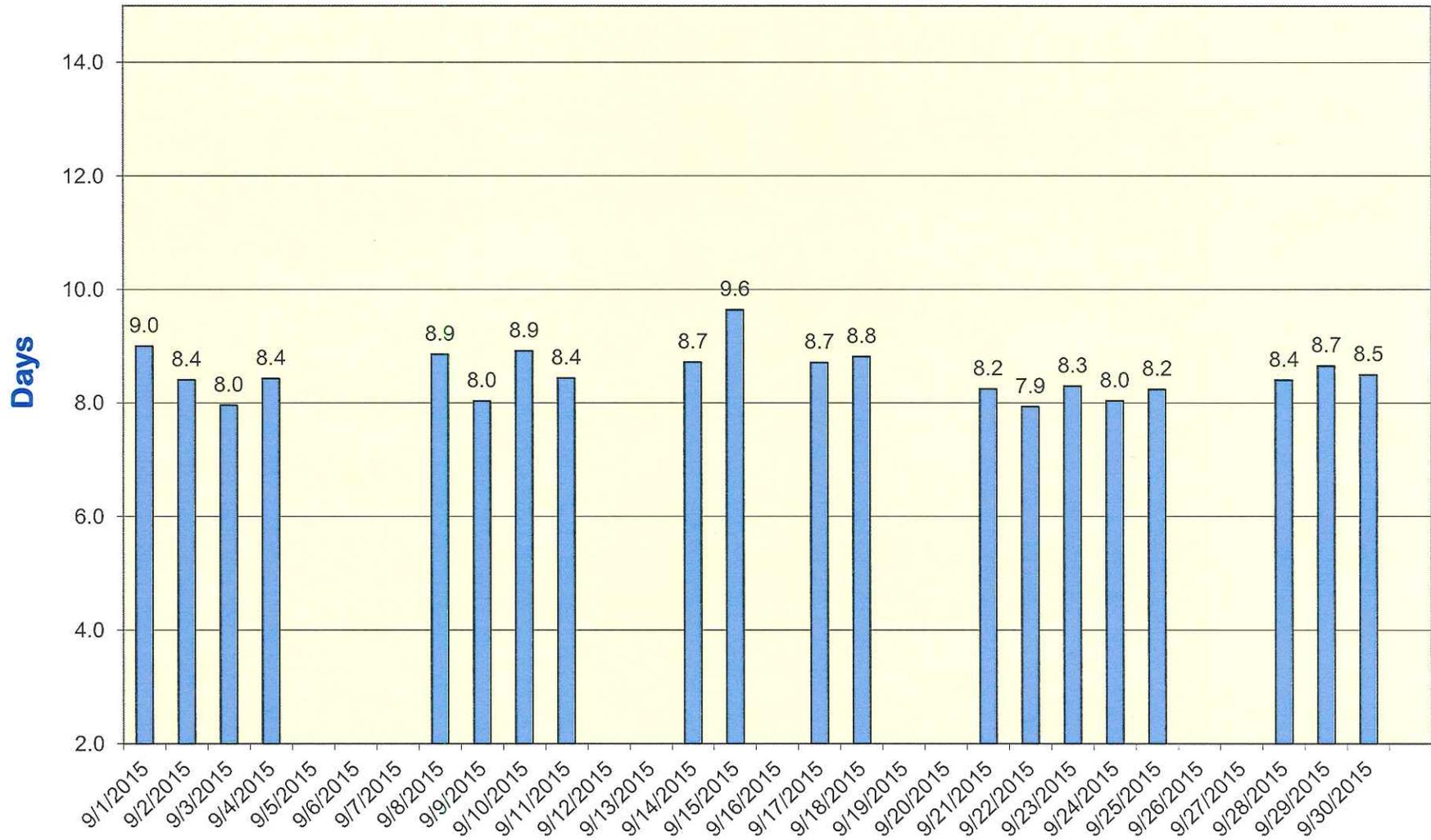
MLSS Inventory



MLSS Concentration

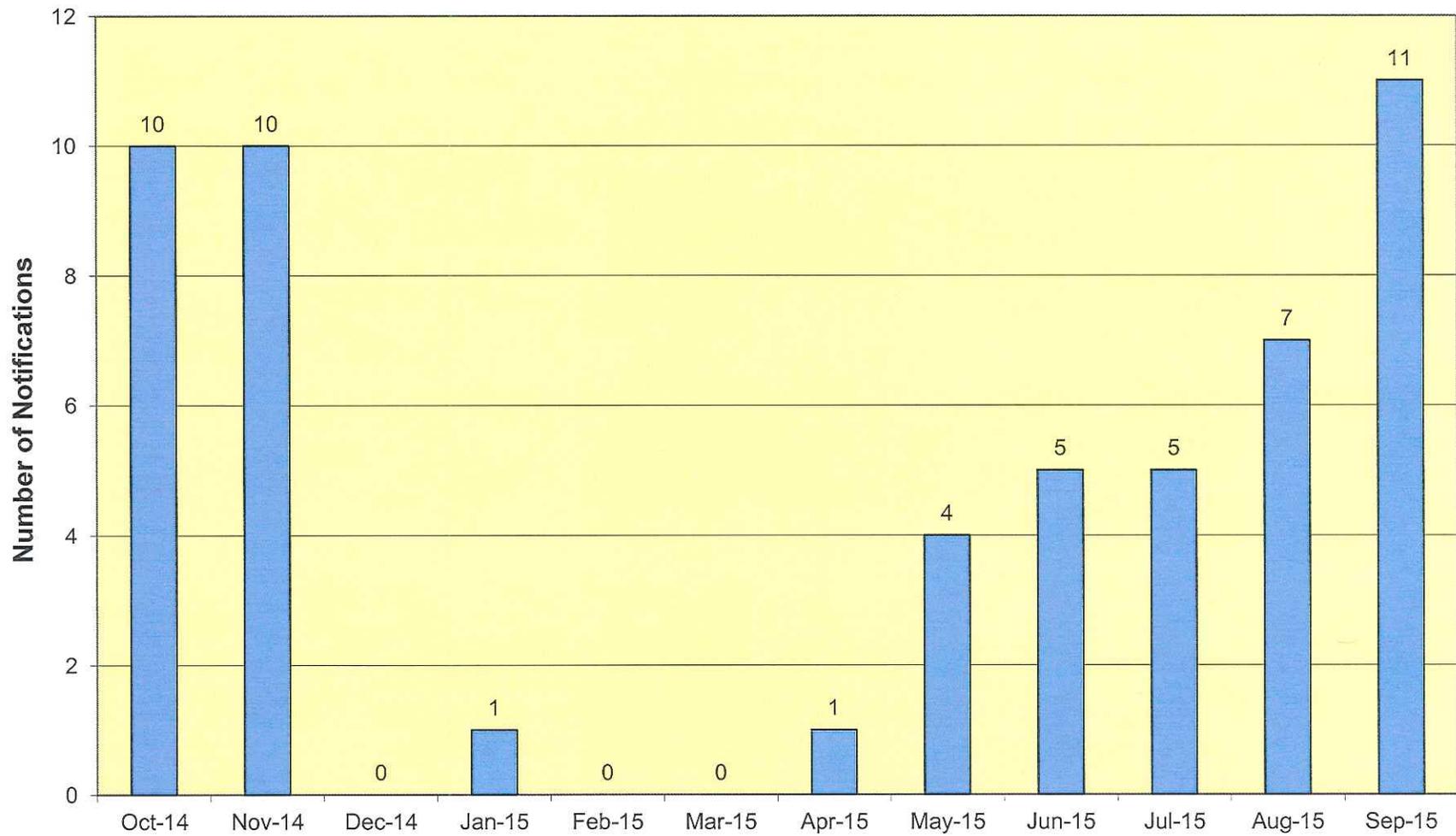


Mean Cell Residence Time



CUSTOMER NOTIFICATIONS (ODOR/NOISE)

Complaints / Contacts Received



JEROME METER READINGS

SEPTEMBER 2015

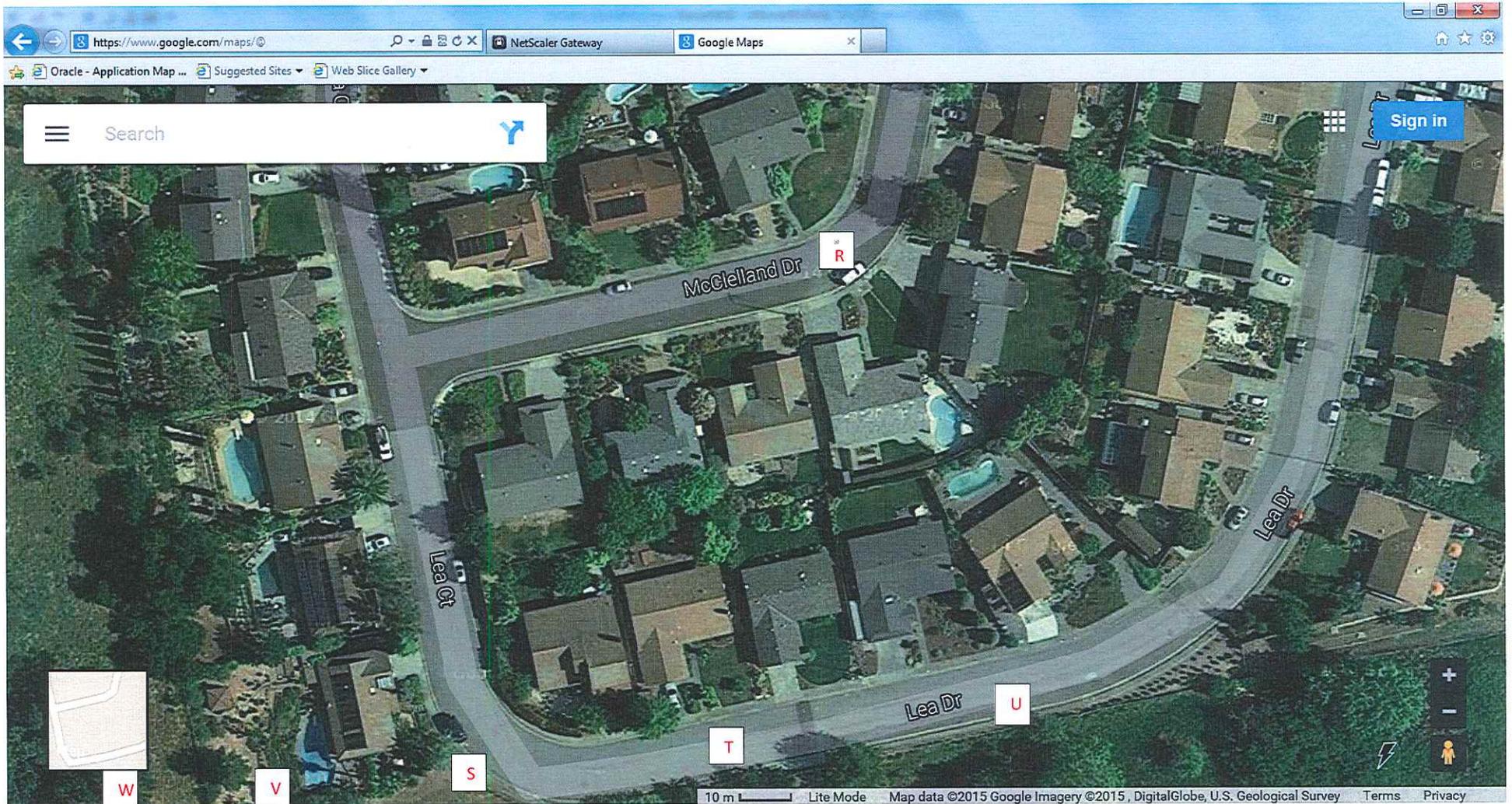
JEROME METER READINGS - SEPTEMBER 2015

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: Influent Pump Station	0.001	0.062	0.012	
B: Septage Dumpster	0.000	0.005	0.001	
C: Primary Clarifier #1 Odor Bed	0.001	0.310	0.076	
D: Primary Clarifier #1	0.000	0.033	0.010	
E: Headworks	0.000	0.037	0.009	
F: Primary Clarifier #2 Odor Bed West	0.001	0.029	0.008	
G: Primary Clarifier #2 Odor Bed East	0.000	0.009	0.003	
H: Primary Clarifier #2	0.000	0.004	0.002	
I: Influent Odor Bed	0.000	0.005	0.002	
J: Behind Aeration Basins	0.000	0.035	0.008	
K: Between Aeration Basins 3 & 4	0.000	0.008	0.003	
L: Between Aeration Basins 1 & 2	0.000	0.004	0.002	
M: Digester Odor Bed	0.000	0.003	0.001	
N: Digester #2	0.000	0.003	0.002	
O: Flare Stack	0.000	0.004	0.002	
P: Digested Sludge Transfer Pit	0.000	0.002	0.001	
Q: Digester #1	0.000	0.360	0.061	
R: McLelland	0.000	0.002	0.001	Neighborhood
S: Lea 1	0.000	0.005	0.002	Neighborhood
T: Lea 2	0.000	0.004	0.002	Neighborhood
U: Lea 3	0.000	0.008	0.002	Neighborhood
V: Lea 4	0.000	0.003	0.001	Neighborhood
W: Lea 5	0.000	0.001	0.001	Neighborhood
Primary Clarifier #1 Headspace	0.240	20.000	0.011	Scrubbed Space
Primary Clarifier #2 Headspace	0.002	0.011	0.005	Scrubbed Space

NEIGHBORHOOD JEROME METER READING LOCATIONS

LEA AND MCCLELLAND

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND.



NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Odor Control and Landscaping Report
September 2015

1.0 Background

Staff continues to maintain the on-going operation of the odor control facilities; and the landscaping, especially at the fence-line area next to the Lea Drive neighborhood, and at the northeast portion of the Novato Treatment Plant (NTP) site.

As mentioned in prior reports, the District has already invested significant amounts beyond the substantial initial investment for odor control and landscaping from the original WWTP Upgrade Project. These additional costs have included operational changes, measures related to further odor control measures, noise abatement, visual screening, wind shielding, and daily monitoring.

2.0 Odor control

Activities related to maintenance of the odor control facilities in September included:

- In late September, operations staff assisted the District's odor consultant Mr. David McEwen of Brown and Caldwell in installing a pilot odor control system at the Headworks area. The system utilized a chemical system to feed a mist of sodium hypochlorite and sodium hydroxide. The chemicals were fed at a controlled rate into the headspace of the headworks area to neutralize odor causing compounds. The test was conducted for about a week (about 2 weeks including mobilization/demobilization), and other than operations staff time and small amounts of power and water, was entirely funded by Brown and Caldwell under one of their innovative technology grant programs. Mr. McEwen is currently reviewing the data from the test period.
- Operations staff continued to monitor media in the large odor control bed between primary clarifiers #1 & #2. The media for this bed, as well as all of the other odor beds, was topped off in July, and all seem to be functioning well.
- Additional Jerome meter readings in the neighborhood continued at the Committee's request from earlier in the summer.
- The Aqua-Fog system continues to be used as needed (from a prior recommendation by Mr. McEwen).
- Pre-chlorination: Sodium hypochlorite continues to be added as an oxidizer on an as-needed basis to the influent flow, with operations staff monitoring performance (from another prior recommendation by Mr. McEwen).

3.0 Landscaping

The District's landscaping contractor Cagwin and Dorward (C&D) continues to work on an as-needed/as-directed basis on landscaping and vegetation at the District's fence-line on Lea Drive, and at the northeast corner area of the NTP. The redwood trees in the northeast corner of the plant site, and the site vegetation continue to be irrigated with recycled water and are continuing to respond well to the drought conditions.

The Oleander along the northeast fence-line especially seems to be doing very well despite suffering frost damage in previous winters, and the District has received positive comments on it, along with a neighborhood request for more Oleander plantings.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
September 2015**

1.0 General:

An equivalent of about six (6) full time employees (FTE) worked in the Collection System Department during the month of September. The breakdown of staff time for the month in terms of equivalent full-time employee hours utilized, works out approximately as follows:

- 1.6 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.0 FTE field workers for Pump Station Maintenance
- 0.5 FTE field workers for Closed Circuit Television (CCTV) work
- 2.8 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work, or pump station maintenance, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 1.1 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 345 work orders were generated for September by the ICOM3 Computerized Maintenance Management System (CMMS). Staff completed 340 work orders leaving five (5) work orders outstanding. The 340 maintenance work orders completed in September resulted in 63,461 feet of sewer pipelines cleaned by staff. In addition, outside contractors cleaned 2,506 feet of large diameter sewer mains this month.

Smoke Testing

In addition to line cleaning, Collection System Department staff continued smoke testing of the neighborhoods along the Simmons Lane corridor between Novato Creek and San Marin Drive including Shady Lane, Benton Lane, Marion Avenue and adjacent streets. Approximately 13,179 feet of sewer main was smoke tested. The smoke testing identified additional areas of missing cleanout caps on resident laterals as well as damaged sewer mains. Staff also identified one roof gutter downspout tied

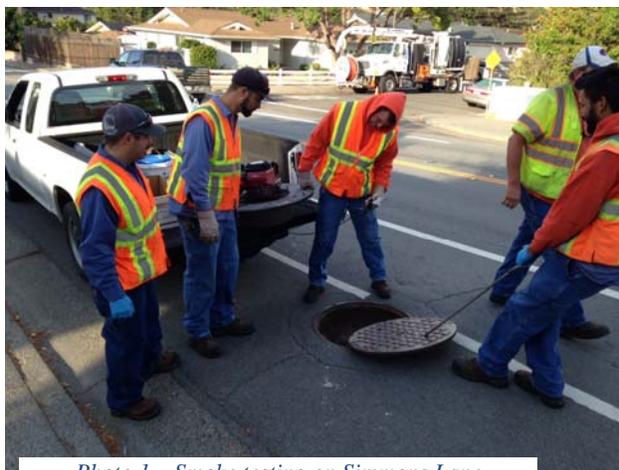


Photo 1 – Smoke testing on Simmons Lane

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
September 2015**

into a sewer cleanout. Staff will be contacting residents to and notifying them to repair the deficiencies as well as scheduling repairs of District sewer mains.

CCTV Performance:

The District's CCTV van was in the field for eight (8) working days inspecting 70 line segments totaling 7,687 feet. Staff also televised 8 line segments totaling 1,805 feet using the Push Cam. The push cam work was performed in lieu of hand rod work.

CCTV Findings:

- Infrastructure related: The September CCTV identified three line segments that will require spot repairs, which will be appropriately prioritized under the District's Annual Collection System Repairs Project, Account No. 72805.
- O&M related: The September CCTV work did not identify any areas that require a change in sewer line operations.

3.0 Pump Station Maintenance:

The Collection System Department conducted 227 lift station inspections this month. 155 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There are 13 outstanding work orders for the month, 7 corrective and 6 preventive. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

In addition to normal maintenance activities, District staff performed the following:

- Performed the annual cleaning of the Ignacio Transfer Pump Station Force Main by launching a cleaning "pig" from the pump station site, to the discharge point just south of Novato Community Hospital (photos below).



Photo 2 – Placing pig in launcher



Photo 3 - Retrieving pig from catcher manhole

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
September 2015**

- Installed a 5 hp pump at Bahia Pump Station No. 4 that was loaned to the District by SHAPE Inc. to compare flow characteristics with the existing 3 hp pump. This pump station historically surcharges during wet weather events.
- All standby generators (stationary & portable) were serviced by Cal Diesel.

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on three (3) air relief/vacuum valves.

5.0 Safety and Training:

General:

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

Specialized training:

- Two staff members attended CWEA's Collection System Boot Camp
- All staff members received hearing tests.
- Staff attended a demonstration/training on cleaning nozzles (photo at right).



Photo 4 – Nozzle demonstration in clear tube

Safety performance:

There were no lost time accidents this month for a total of 1,662 accident free days since the last lost time accident.

6.0 Minor Projects:

- A contractor installed a decorative rock drain at Bel Marin Keys Pump Station No. 10 to prevent the concrete slab in front of the Control Cabinet from flooding during heavy rain events.
- A contractor raised a rod inlet and manhole to grade at 7514 Redwood Blvd. These structures were buried and needed to be raised for maintenance access.

7.0 Standard Operating Procedures (SOPs):

No new core SOPs were identified, and as development of lower priority SOPs is being balanced against workload priorities, department staff did not generate any new SOPs in September. Staff did take the opportunity to revise the Ignacio Transfer Pump Station Pig Launching SOP during the activity performed this month.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
September 2015**

Also, the recently completed draft Core Competency Checklist continues to be used to track the initial training of a recently hired employee, and lessons learned will be incorporated in the final version, which will be used track the training of all department employees. Staff will also develop a similar draft checklist to use for tracking annual checks of Collections Department employees to determine where annual training is necessary.

8.0 Sanitary Sewer Overflows (SSOs):

There was one (1) SSO in September.

No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	9/21/2015	823 Reichert Ave.	8	Roots/Debris

On Monday, September 21, 2015 at 3:12 PM, June Brown received a call from Joe Lewis of Roto-Rooter Plumbers reporting a possible stoppage in the sewer main at 823 Reichert Avenue. June contacted Steve Krauthem, Field Services Manager, and advised Steve of the reported problem. Steve immediately contacted Javier Vega, Collection System Worker (CSW) III, and advised him of the possible stoppage and told him to have a flusher respond to the location. Javier contacted Aaron Hendricks, CSW I and Joe Moreno, CSW I and asked them to respond to the location.

Steve arrived on site at 3:20 PM and met with Mr. Lewis of Roto-Rooter and Peter Merck, the property owner. Mr. Lewis showed Steve the cleanout outside the house and Steve found the cleanout surcharged but there was no active flow. Aaron & Joe arrived at 3:25 PM and set up at the downstream manhole (H16073). Aaron noted that there was active flow in the manhole channel indicating a partial stoppage.

Aaron proceeded to clean the sewer main with the hydro flusher to break the stoppage. Shortly after sending the cleaning nozzle up the sewer main the manhole filled with sewage indicating that he broke a stoppage. After checking with Joe & Steve, the cleanout at the house was still surcharged indicating that there may be a second stoppage in the sewer main.

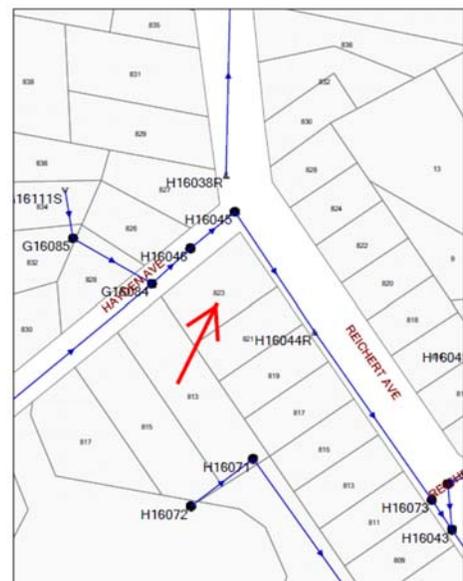


Figure 1 – Location Map

After the manhole surcharge subsided Aaron changed nozzles and tried to clean the line into the upstream manhole (H16045). Due to the steep grade of the sewer main the cleaning nozzle could not reach the upstream manhole. Steve contacted Javier and requested the rodder truck to break the stoppage. Javier and Bob Stiles, CSW I arrived

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
September 2015**

on site at around 3:40 PM to assist. At approximately 3:50 PM PJ Siragusa, CSW I arrived on site with the rodder truck. The crew proceeded to clean the sewer main with the rodder truck from the upstream manhole and the stoppage was broken at around 4:00 PM.

Prior to the Collection System Department crew arrival, Steve interviewed Mr. Lewis from Roto-Rooter and Mr. Merck, the property owner. Mr. Lewis reported that he was at the residence during the morning performing annual maintenance on the house lateral as requested by Mr. Merck. Later that morning Mr. Merck found the toilet in the garage had overflowed and called Roto-Rooter back to the residence. Mr. Merck reported that no more than three (3) gallons of clear water overflowed out of the toilet.

Mr. Lewis reported that he proceeded to try to clear the stoppage without success and after running approximately 150 feet of snake down the cleanout, he pulled the cover off the upstream manhole in the street and could hear the cleaning snake turning in the sewer main. The manhole channel was clear and flowing. Mr. Lewis poured some dye into the manhole channel and then went to the downstream manhole to look for the dye without success. At this point Mr. Lewis contacted the District office to report a potential stoppage. Steve inspected the site around the cleanout and asked Mr. Lewis approximately how much sewage discharged out of the cleanout. Mr. Lewis reported that the only water that came out of the cleanout was essentially what he added when he was trying to break the stoppage which he estimated was less than five (5) gallons. Mr. Merck was offered and declined cleaning services from the District. He was then offered and completed the District's standard California Sanitation Risk Management Authority (CSRMA) Cleaning Declination form, which the District will retain on file.



Photo 5 – Standing water around cleanout at address

The initial determination was that this was a Category III event because the overflow was very low volume and did not reach a storm drain or waterway.

This line segment was last cleaned on August 29, 2014 using the rodding truck after the line was root treated on June 19, 2014. This line segment was on a twenty-four (24) month cleaning frequency which has been changed to a twelve (12) month cleaning frequency.

CCTV inspection following the discharge event showed the line segment to be clear with light to medium roots at some joints and some minor structural defects. Staff

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specifically looked at the area around and downstream of the lateral connection and did not see any active root growth.

Based on this, staff suspects that the stoppage may have been created when Roto-Rooter cleaned the lateral sewer to the residence and may have pushed roots into the main at the connection causing a stoppage and after a few hours of flow, the sewage pushed clear water used during the morning cleaning out of the toilet.

As mentioned above, this line segment was previously root treated and is still within the warranty period. Dasse spoke with Mr. Tom Edwards of Duke's Root Control and they will come and root treat the sewer main the next time they are in the area. Staff will stay in touch with Duke's to insure that the line is re-treated.

This event was reported into the CIWQS database on September 24, 2015 as a Category III event, SSO Event ID # 818305 and was certified in CIWQS on September 29, 2015, Certification ID # 675078.

Novato Sanitary District
Collection System Monthly Report For September 2015 (as of September 30, 2015)

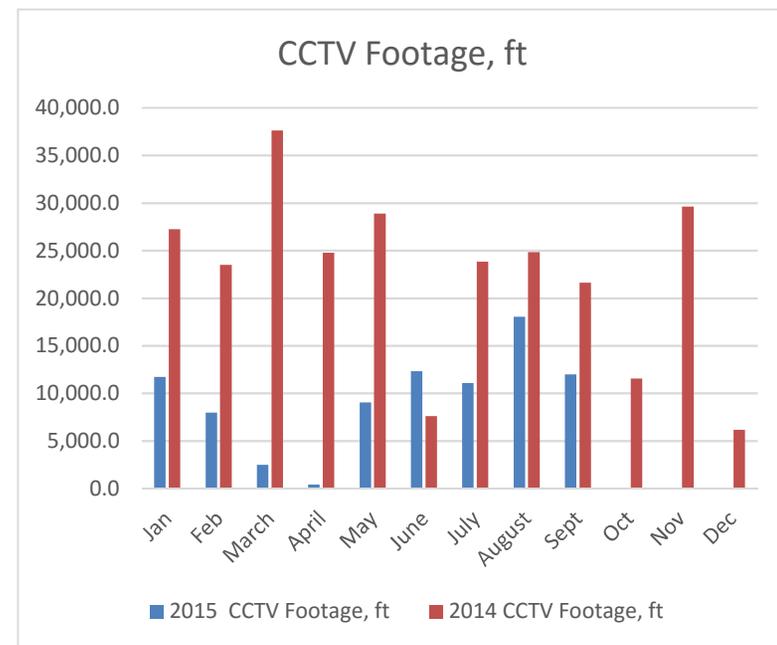
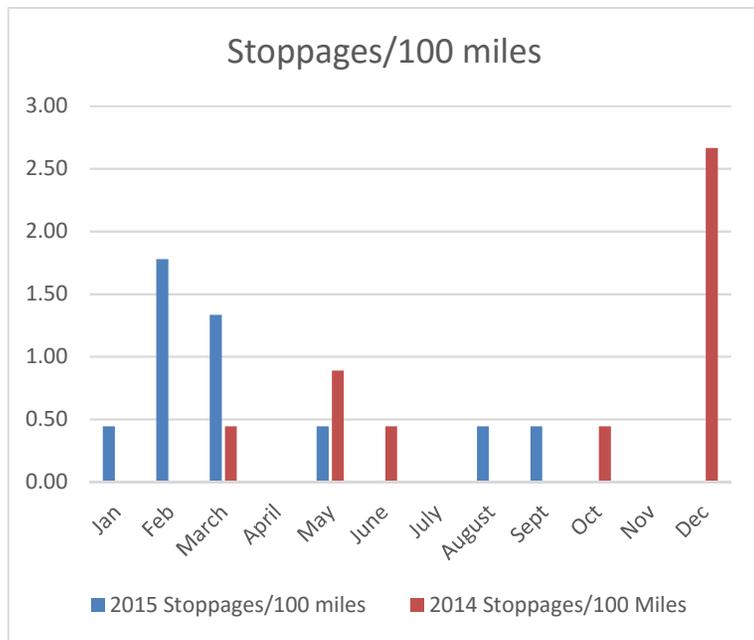
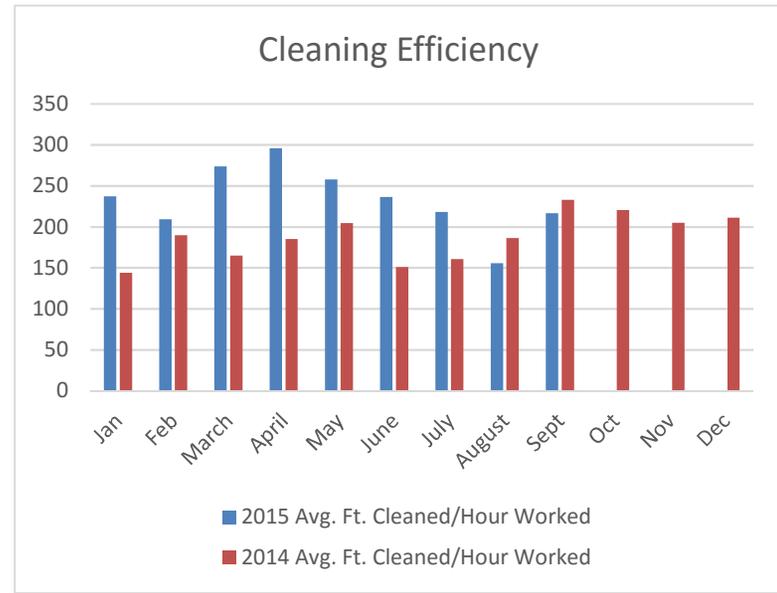
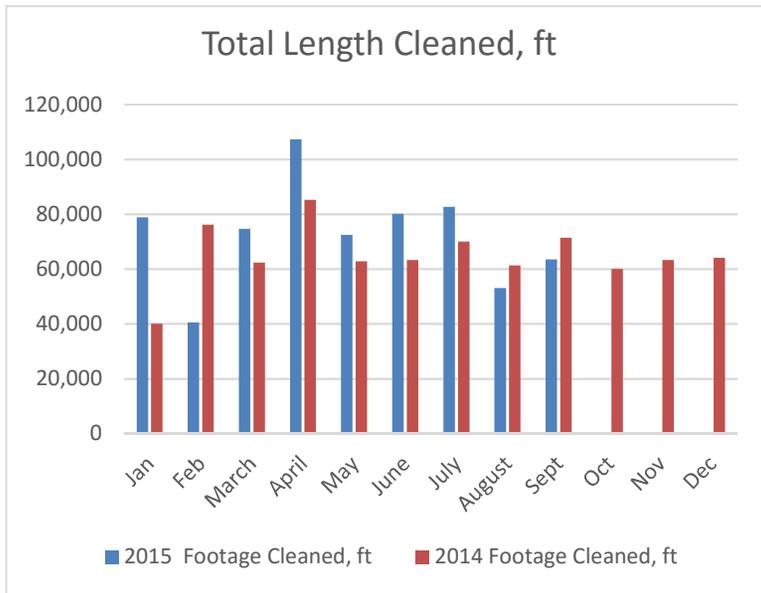
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.2	1.5	2.2	1.7	1.9	2.1	2.0	1.6	0.0	0.0	0.0	NA	1.3
Number of FTEs (other)	1.6	2.1	1.8	2.0	1.9	2.1	2.4	2.3	2.8	0.0	0.0	0.0	NA	1.6
Number of FTEs (CCTV)	0.1	0.2	0.0	0.0	0.4	0.4	0.2	0.4	0.5	0.0	0.0	0.0	NA	0.2
Total, FTEs	3.6	3.5	3.4	4.2	4.0	4.5	4.7	4.7	5.0	0.0	0.0	0.0	NA	3.1
Regular Time Worked, (main line cleaning), hrs	333	194	273	363	281	339	380	341	293					
Regular Time Worked on Other, hrs (1)	281	329	320	341	312	382	433	392	505					
Regular Time Worked on CCTV (2)	15	36	4	0	71	72	45	67	86					
Total Regular time, worked, hrs	628	559	597	703	663	793	857	800	884	0	0	0	6,482	540
Total Vacation/Sick Leave/Holiday, hrs	403	356	271	277	307	239	181	180	193				2,403	267
Vacation/Sick Leave/Holiday, FTEs	2.3	2.2	1.5	1.6	1.8	1.3	1.0	1.1	1.1	0.0	0.0	0.0	13.9	1.2
Overtime Worked on Coll. Sys., hrs	3	0	16	3	7	4	6	9	3				50	6
Overtime Worked on Other, hrs (1)	14	45	31	19	15	29	39	31	15				237	26
Overtime Worked on CCTV (2)	0	0	0	0	4	0	0	3	0				7	1
Total Overtime, hrs	17	45	46	22	25	33	45	43	18	NA	NA	NA	293	33
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	90	31	42	23	11	46	69	43	40				395	44
Rodder 3208 ft. cleaned	15,611	6,776	7,657	3,885	2,857	8,033	12,373	7,451	7,679				72,322	8,036
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0				0	0
Flusher Work Orders generated	340	183	388	543	455	396	351	324	305				3,285	365
Truck 3205V ft. cleaned	107	4,165	2,352	22,584	18,806	1,100	4,618	0	4,349				58,081	6,453
Truck 3206V ft. cleaned	63,145	29,612	64,665	80,792	50,753	70,998	65,731	45,661	51,433				522,790	58,088
Flusher - outside services, ft. cleaned	1,349	553	0	127	0	0	0	8,990	2,506				13,525	
Total Footage cleaned(3)	78,863	40,553	74,674	107,261	72,416	80,131	82,722	53,112	63,461	NA	NA	NA	653,193	72,577
Work Orders completed	416	198	397	551	449	413	405	367	340				3,536	393
Work Orders backlog	14	16	33	15	17	29	15	0	5	NA	NA	NA	144	16
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0				0	
CCTV Truck 3126T, ft. videoed	3,998	6,622	1,795	303	7,211	7,037	6,793	3,396	7,687				44,842	4,982
CCTV (hand cam), ft. videoed	6,378	806	706	0	1,842	5,303	4,279	5,161	1,805				26,280	
CCTV Inspection - outside services, ft. videoed	1,349	553	0	127	0	0	0	9,496	2,506				14,031	
Total CCTV footage(3)	11,725	7,981	2,501	430	9,053	12,340	11,072	18,053	11,998	NA	NA	NA	85,153	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	1	4	3	0	1	0	0	1	1				11	NA
Major (Category II)	1	1	1	0	1	0	0	1	1				6	NA
Major (Category I)	0	0	0	0	0	0	0	0	0				0	NA
Major (Category I)	0	3	2	0	0	0	0	0	0				5	NA
Overflow Gallons	126	2,419	1,603	0	5	0	0	15	8				4,176	NA
Volume Recovered	0	0	98	0	0	0	0	0	0				98	NA
Percent Recovered	0%	0%	6%	NA	0%	NA	NA	0%	0%	NA	NA	NA	2%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	10	11	7	2	5	6	6	4	10				61	7
Normal hours S.C. response time, mins (avg.)	22	20	15	10	25	45	24	30	20				211	23
Service Callouts, after hours, #	1	1	1	1	1	1	0	1	2				9	1
After Hours S.C. response time, mins (avg.)	33	35	40	7	40	45	0	45	20				265	29
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	237	209	274	296	258	236	218	156	217	NA	NA	NA	NA	233
Total Stoppages/100 Miles	0.4	1.8	1.3	0.0	0.4	0.0	0.0	0.4	0.4	0.0	0.0	0.0	4.8	NA
Average spill response time (mins)	28	5	22	0	55	0	0	0	10				NA	13
Callouts/100 Miles	0.4	0.4	0.4	0.4	0.4	0.4	0.0	0.4	0.9	0.0	0.0	0.0	3.9	0.3
Overtime hours/100 Miles	1	0	7	1	3	2	3	4	1	0	0	0	22.00	2
Overflow Gallons/100 Miles	55	1052	697	0	2	0	0	7	3	0	0	-	1,816	151

(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 2014-15 Graphs



Novato Sanitary District

Pump Station Monthly Report For September 2015 (as of September 30, 2015)

	Jan	Feb	March	April	May	June	July	August	Sept*	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	210	286	260	245	205	246	276	242	201	0	0	0	2,170	
Number of Employees (FTEs)	1.2	1.3	1.2	1.2	1.1	1.2	1.3	1.2	1.0	0.0	0.0	0.0		0.9
Regular Time Worked on Pump Sta	176	206	201	200	187	215	232	204	170				1,790	
Overtime Worked on Pump Sta	34	80	59	45	18	31	44	38	32				380	
After Hours Callouts	6	20	12	13	9	1	3	4	1				69	
Average Callout response time (mins)	30	33	30	24	30	25	20	45	50				287	32
Lift Station Inspections														
Number generated in month														
Number closed in month														
Work Orders														
Number generated in month	125	117	180	144	143	182	236	165	120				1412	157
Number closed in month	121	112	167	126	121	160	236	150	107				1300	144
Backlog	4	5	13	18	22	22	0	15	13	0	0	0	112	9

**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
September 1, 2015 - September 30, 2015**

	Open Work Orders Due Prior to 9/1/2015	Open Work Orders 9/1/2015 - 9/30/2015	Total Open Work Orders
Preventive	2	159	161
Corrective	7	0	7
Total	9	159	168

	Closed Work Orders 9/1/2015 - 9/30/2015
Preventive	155
Corrective	0
Total	155

Total Outstanding Work Orders as of 9/30/2015	13
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**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
September 2015**

1.0 Summary:

The rancher tended to his cattle this month as well as working on weed management, sprinkler repairs and a fresh water line repair in the irrigated parcels. Parcels were irrigated on all Sites without any reportable issues. The failed culvert under the road to Pond No. 1 was replaced. Work to clean out the Sludge Lagoons was completed this month.

2.0 Ranch Operations:

The rancher spent most of his time tending to the cattle, weed management and sprinkler head repair & replacement. The rancher also repaired a fresh water leak in Parcel 7 on Site 3.

3.0 Irrigation Parcels:

District staff continues to check the control systems at each site every few weeks to ensure they are functioning as expected. Staff found the controller for Site 2 was not working properly at the end of the month. Staff is investigating the problem and will make the necessary repairs once the problem is identified.



Work was completed to replace 70 feet of 24-inch culvert beneath the Pond No. 1 Access Road near the entry to Site 2 at Highway 37 (see photo at right). This culvert failed last winter and caused the drainage ditch to back up and flood across another access road and onto Parcel 21.

4.0 Irrigation Pump Station:

Approximately 58.24 MG of treated water was used for irrigation this month.

5.0 Sludge Handling & Disposal:

In August, upon Board authorization, an Agreement was executed between the District and Custom Tractor Service (CTS) of Petaluma to pump sludge out of the sludge lagoons and into the Dedicated Land Disposal (DLD) area, in addition to dredging the lagoons. CTS completed the work this month, one month ahead of schedule. CTS pumped approximately 3.12 MG of sludge out of the lagoons and into the DLD. In addition, approximately 5,175 cubic yards of solids were excavated out of the Sludge Lagoons and spread in the DLD.

NOVATO SANITARY DISTRICT
Reclamation Facility - Monthly Statistics for Calendar Year 2015, as of September, 2015

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)	0	0	0	0	0	90.64	88.64	80.12	84.31				343.7	28.64
Irrigation (MG)	0	0	0.0	0.09	7.86	59.2	91.59	62.45	58.24				279.4	23.29
Irrigation Pump 1 Hours				0.3	17.2	100.2	125.6	88.6	91.6				423.5	35.29
Irrigation Pump 2 Hours				0.1	16.7	102.4	121.1	96.7	93.7				430.7	35.89
Irrigation Pump 3 Hours				0.1	15.2	99.6	127.9	88.5	88.2				419.5	34.96
Washdown Water Pump Hours				0	0	0	0						-	0.00
Wildlife Feed Pump Hours			331.5	51.6	0	626.8	740.5	743.4	743.8				3,237.6	269.80
Water Circulated through Wildlife Pond (MG)	0	0	20.88	3.25	0	39	47	47	47	0	0	0	204.0	17.00
Strainer No. 1 Hours				0.2	6.3	38	45.9	33.7	33.6				157.7	13.14
Strainer No. 2 Hours				0	6.3	39.8	45.9	33.7	33.6				159.3	13.28
Pond 1 Gauge @ Beginning of Month	5.4	5.4	5.6	5.4	5.4	4.9	5.3	3.6	3.8					
Pond 1 Gauge @ End of Month	5.4	5.6	5.4	5.4	4.9	5.3	3.6	3.8	5.1					
Pond 1 Gallons Stored @ End of Month(MG)	39.2	41	39.2	39.2	35.2	38.4	24.8	26.4	36.1					
Pond 2 Gauge @ Beginning of Month	5.5	5.5	5.7	5.5	5.5	5	5.5	3.7	3.9					
Pond 2 Gauge @ End of Month	5.5	5.7	5.5	5.5	5	5.5	3.7	3.9	5.2					
Pond 2 Gallons Stored @ End of Month(MG)	52	54	52	52	47	52	33	35	49					
Total Irrigation Water Stored	91.2	95	91.2	91.2	82.2	90.4	57.8	61.4	85.1	0	0	0		
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	0	133.1	2.4	1.2	0	0	0	0	0					
Drainage Pump No. 2 Hours	0	0	2.1	0.1	0	0	0	0	0					
Drainage Pump No. 3 Hours	100.3	127.1	0.6	2.7	0	0	0	0	0					
Total Gallons Stormwater Pumped (MG)	30.09	78.06	1.53	1.2	0	0	0	0	0	0	0	0	110.88	9.24
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	331.6	46.2	13.3	0.2	0.1	0	0	0	0					
Drainage Pump No. 2 Hours	0	0	0	0	0	0	0	0	0					
Drainage Pump No. 3 Hours	0	1.5	2.7	7.5	0.1	0	0	0	0					
Total Gallons Stormwater Pumped (MG)	149.22	21	7	3.47	0.09	0	0	0	0	0	0	0	181.44	15.12



NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

Strong El Niño sets the stage for 2015-2016 winter weather

October 15, 2015

Forecasters at [NOAA's Climate Prediction Center](#) issued the [U.S. Winter Outlook](#) today favoring cooler and wetter weather in Southern Tier states with above-average temperatures most likely in the West and across the Northern Tier. This year's El Niño, among the strongest on record, is expected to influence weather and climate patterns this winter by impacting the position of the Pacific jet stream.

"A strong El Niño is in place and should exert a strong influence over our weather this winter," said Mike Halpert, deputy director, NOAA's Climate Prediction Center. "While temperature and precipitation impacts associated with El Niño are favored, El Niño is not the only player. Cold-air outbreaks and snow storms will likely occur at times this winter. However, the frequency, number and intensity of these events cannot be predicted on a seasonal timescale."

Other factors that often play a role in the winter weather include the [Arctic Oscillation](#), which influences the number of arctic air masses that penetrate into the South and [nor'easters](#) on the East Coast, and the [Madden-Julian Oscillation](#), which can impact the number of heavy rain storms in the Pacific Northwest.

The 2015 U.S. Winter Outlook (December through February):

Precipitation Outlook:

- Wetter-than-average conditions most likely in the Southern Tier of the United States, from central and southern California, across Texas, to Florida, and up the East Coast to southern New England. Above-average precipitation is also favored in southeastern Alaska.
- Drier-than-average conditions most likely for Hawaii, central and western Alaska, parts of the Pacific Northwest and northern Rockies, and for areas near the Great Lakes and Ohio Valley.

Temperature Outlook:

- Above-average temperatures are favored across much of the West and the northern half of the contiguous United States. Temperatures are also favored to be above-average in Alaska and much of Hawaii. Below-average temperatures are most likely in the southern Plains and Southeast.



Temperature - U.S. Winter Outlook: 2015-2016
(Credit: NOAA)



Precipitation - U.S. Winter Outlook: 2015-2016
(Credit: NOAA)

Drought Outlook:

- The [U.S. Drought Outlook](#) shows some improvement is likely in central and southern California by the end of January, but not drought removal. Additional statewide relief is possible during February and March. Drought removal is likely across large parts of the Southwest, while improvement or removal is also likely in the southern Plains. However, drought is likely to persist in the Pacific Northwest and northern Rockies, with drought development likely in Hawaii, parts of the northern Plains and in the northern Great Lakes region.

While it is good news that drought improvement is predicted for California, one season of above-average rain and snow is unlikely to remove four years of drought,” said Halpert. “California would need close to twice its normal rainfall to get out of drought and that’s unlikely.”

This seasonal outlook does not project where and when snowstorms may hit or provide total seasonal snowfall accumulations. Snow forecasts are dependent upon the strength and track of winter storms, which are generally not predictable more than a week in advance.



NOAA produces seasonal outlooks to help communities prepare for what's likely to come in the next few months and minimize weather's impacts on lives and livelihoods. Empowering people with actionable forecasts and [winter weather tips](#) is key to NOAA's effort to build a [Weather-Ready Nation](#).

NOAA's mission is to understand and predict changes in the Earth's environment, from the depths of the ocean to the surface of the sun, and to conserve and manage our coastal and marine resources. Join us on [Facebook](#), [Twitter](#), [Instagram](#) and our other [social media channels](#).

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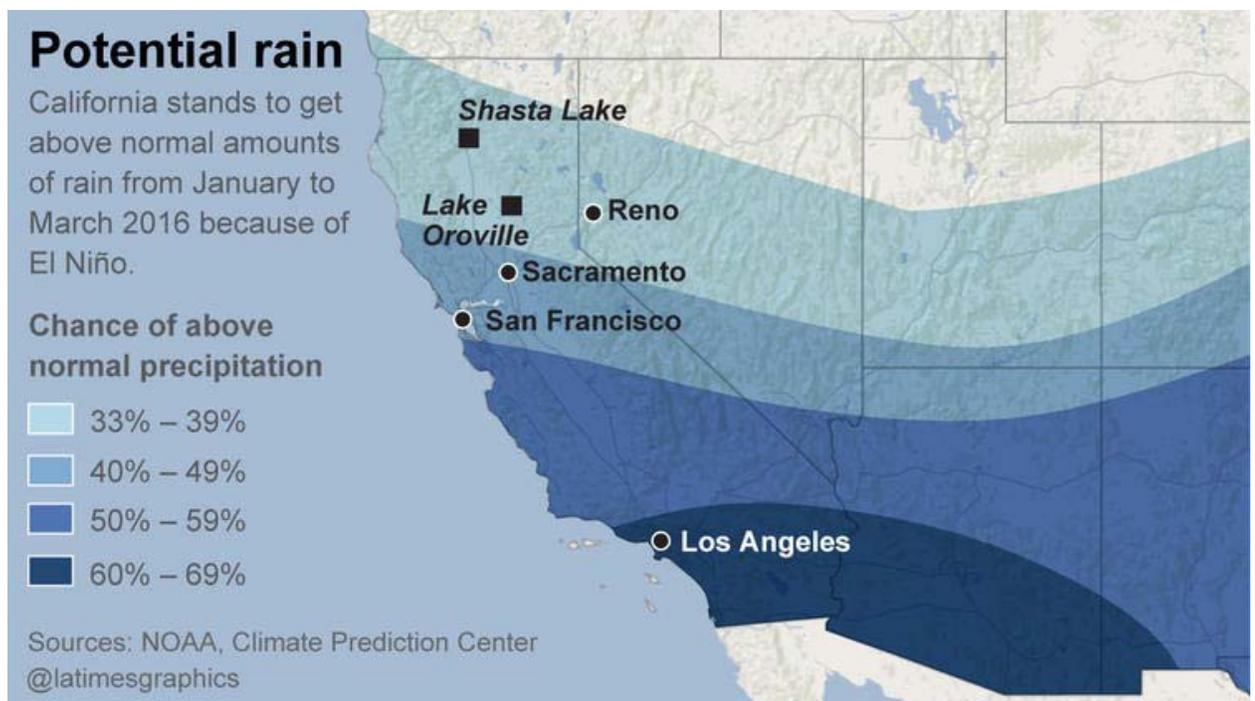
California: This just in

LOCAL / L.A. Now

El Niño keeps getting stronger, raises chance of drenching rains

Rong-Gong Lin II and Raoul Rafiao • Contact Reporters

OCTOBER 15, 2015, 7:33 AM



The National Weather Service now expects El Niño to bring wetter-than-average rains to virtually all of California, forecasters said for the first time Thursday.

The new forecast is significant because it raises the chance that El Niño will send big storms not only to Southern California and the San Francisco Bay Area – as has already been forecast – but also to the mountains that feed California's most important reservoirs, which fuel water for much of the entire state. California's largest reservoirs, Shasta Lake and Lake Oroville, are in the northern edge of the state.

If patterns from previous strong El Niños repeat, "there will be a number of significant storms

that will bring heavy rains. What that brings will be floods and mudslides," said Mike Halpert, deputy director of the National Weather Service's Climate Prediction Center. "We're more confident we're going to be seeing El Nino through this winter."

Federal officials said they expect El Nino rains to ease drought conditions in California, but they're not expected to eliminate the drought because the state is so far behind on precipitation.

The chance of heavy rain is strongest in Los Angeles and San Diego, where there is a 60% chance of a wet winter, a 33% chance of an average winter and less than a 7% chance of a dry winter.

In Silicon Valley, there is more than a 50% likelihood of a wet winter and less than a 17% chance of a dry winter. Farther north, there is a greater than 40% chance of a wetter-than-average rainy

winter in San Francisco and Sacramento, and less than a 27% probability of a drier-than-normal winter.

With the latest prediction, the far northern parts of California – now reaching the border with Oregon – are expected to have a 33% to 39% chance of a wetter-than-average winter, and a 28% to 33% chance of a dry one. Last month, the climate forecast for that area was only equal chances of a wet or dry winter.

The latest winter climate forecast for the January-February-March time frame comes as El Nino is still very strong in the Pacific Ocean west of Peru. El Nino is a weather phenomenon that involves warming sea-surface temperatures and a change in wind that alters weather patterns in the atmosphere worldwide.

A powerful El Nino can move the jet stream that funnels wet winter storms over the jungles of southern Mexico and Central America north, dousing California and the southern United States with dramatic, punishing and potentially deadly winter rain.

Halpert said the power of the upcoming El Nino likely will be comparable to the 1982-83 and the 1997-98 El Ninos. Those winters brought dramatic weather changes worldwide and extensive damage and flooding throughout California.

"The Sierras got double their snowpack in '83 and '98, and places like Sacramento and San Francisco got double their rainfall. So the whole state got hosed," said Bill Patzert,

climatologist at NASA's Jet Propulsion Laboratory in La Canada Flintridge.

In early 1983, El Nino was so powerful that storms decimated piers all along the coast. A middle section of the landmark Seal Beach Pier collapsed, and the tip of Santa Monica's historic pier washed into the sea.

One storm at the end of January 1983 damaged 1,000 homes between Santa Barbara and the Mexican border, with heavy surf worsened by unusually high tides pounding oceanfront neighborhoods.

"I knew it was all over when I saw the hot tub sail into the ocean," a Malibu resident told The Times then. Los Angeles police said Sepulveda Boulevard at the top of Sepulveda Pass had turned into a "sea of mud."

At the time, when there was very little understanding of El Nino, that winter came as a surprise. A Los Angeles Times story then called El Nino "a strange, periodic warming trend in the Pacific," with researchers unable to explain how the phenomenon worked.

California was better warned for El Nino's arrival in the winter of 1997-98, but the damage was still severe.

In one storm at the end of February, the death toll climbed to nine. Among the dead: two California Highway Patrol officers whose car fell into a washed-out highway in San Luis Obispo County and a pair of Pomona College students whose car was crushed by a tree.

One devastating mudslide that hit Laguna Beach killed two people. Glenn Alan Flook, a lanky, athletic 25-year-old, had taken refuge in a neighbor's home when it was struck by mud. He was thrown through a window as the room collapsed; his body was found wedged beneath a mobile home 50 yards downstream.

A mudslide also crushed much of the home of Nicholas Allen Flores, 43. His body was discovered in a fetal position on a green sofa in the family room.

That month in 1998 was the wettest February in Los Angeles on record. When the rains stopped, 17 people died, and more than half a billion dollars in damage had occurred in California by spring.

Officials have cautioned that even if El Nino rains came this winter, it would be all but impossible for them to end California's punishing four-year drought. The state is so behind on precipitation, they say, that it would take many years of consistently wet winters to

recover.

Additionally, the last massive El Nino to hit California was succeeded a few months later by its sister, La Nifia, the demon of drought, Patzert said.

Once they arrive, the storms won't just stop in L.A. They will continue across the southern United States, Patzert said, through Texas and into Florida.

"And historically, Florida has gotten clobbered by these storms," Patzert said. "The flip side of that is the northern tier of the United states tends to be relatively mild and benign."

That means the polar jet stream that made blizzards so intense in the Midwest and Northeast, like

Boston, are generally weak in strong El Nino years. "So while we're digging out of the mudslides in California, they're golfing in Minneapolis," Patzert said.

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