

# NOVATO SANITARY DISTRICT

Meeting Date: May 11, 2020

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, May 11, 2020.

**NOTE: Consistent with the Governor's Executive Orders on the Brown Act, this Board meeting will be held via Zoom® conferencing. To participate:**

Join Zoom Meeting by clicking the link or copy and paste it into your browser:  
<https://us02web.zoom.us/j/82524339826> When prompted, enter meeting ID: 825 2433 9826

If you do not have internet access, you can still join the meeting by phone, dialing by your location:

- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)

When prompted, enter meeting ID: 825 2433 9826

Public comments for this meeting can be submitted via email at [info@novatosan.com](mailto:info@novatosan.com). The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you'd like to provide written comment on. Written comments submitted will be read into the record during the Public Comment period of the Board meeting.

To provide comments during the meeting:

1. If in the Zoom teleconference, use the "raise hand" feature in Zoom. The Host will notify and unmute you when it is your turn to speak.
2. If on a phone, press \*9 ("star + 9"), and the Host will notify and unmute you when it is your turn to speak.

If you experience an issue providing comments during the meeting, please email those comments to the District's Administrative Secretary at [julieh@novatosan.com](mailto:julieh@novatosan.com)

*Materials related to items on this agenda that are public records, are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. This agenda packet is also available\* on the District's website: [www.novatosan.com](http://www.novatosan.com). Note: All times and/or order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein. **\*There is no public access to District facilities currently due to the COVID-19 emergency.***

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## **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.\**

*\*Note: Use the "raise hand" feature if in Zoom teleconference, or "star + 9" if on phone.*

**4. REVIEW OF MINUTES:**

- a. Approve minutes of the April 13, 2020 regular 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. Ratify/approve regular disbursements, April 14 – May 11, 2020.
- b. Ratify additional payroll and payroll related disbursements, April 2020.
- c. Receive deposit summary, April 2020.
- d. Receive 3<sup>rd</sup> Quarter Investment Report, Fiscal Year (FY) 19-20.
- e. Receive FY 19-20, 3<sup>rd</sup> Quarter Financial Report.
- f. Cancel regular meeting of July 13, 2020.
- g. Approve contract in not-to-exceed amount of \$59,100 with Duke's Root Control, Inc. (Duke's), and authorize the General Manager-Chief Engineer to execute it.
- h. Approve an application from Pacific Gas and Electric Company (PG&E) and authorize the General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of hydrostatic test and excavation groundwater encountered at various locations on their Novato project.

**6. WASTEWATER OPERATIONS (INFORMATION ONLY):**

- a. Receive Wastewater Operations Report, April 2020:
  - i. Collection Systems
  - ii. Treatment Facilities
  - iii. Reclamation Facilities.

**7. CAPITAL PROJECTS:**

- a. *NTP Corrosion Control, Account No. 73006*: Make California Environmental Quality Act (CEQA) findings that the project is categorically exempt; and authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Headworks Coating Project; Project No. 73006-2019-01.
- b. Receive Capital Projects Update, April 2020 (information only).

**8. ANNUAL BUDGET:**

- a. Receive Preliminary Budget for Fiscal Year (FY) 20-21 and FY 21-22.
- b. Review FY 20-21 Preliminary Annual Operating and Capital budgets.

**9. GRAND JURY REPORT:**

- a. Receive 2019-20 Marin County Civil Grand Jury report titled "Follow-Up Report on Web Transparency of Agency Compensation Practices" dated April 28, 2020.
- b. Authorize staff and District Counsel to prepare a draft response for Board consideration.

**10. BOARD OF DIRECTORS:**

- a. Adopt Resolution No. 3142: Requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department.

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

- a. North Bay Watershed Association (NBWA) meeting, May 1, 2020.

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

**13. ADJOURN:**

Next Resolution No. 3143.

**Next regular meeting date: Monday, June 8, 2020, 5:30 p.m.**

**Meeting location: Novato Sanitary District office, 500 Davidson Street, Novato, CA, (or via Zoom® conferencing, depending on the COVID-19 situation).**

*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: April 13, 2020

A regular meeting of the Board of Directors of the Novato Sanitary District was held via Zoom® conferencing at 5:30 p.m., Monday, April 13, 2020.

BOARD MEMBERS PRESENT AS NOTED BY ROLL CALL\*: President Carole Dillon-Knutson, Directors Tim Fvette, William Long, Jean Mariani, and Jerry Peters.

STAFF PRESENT AT 500 DAVIDSON STREET\*: General Manager-Secretary Sandeep Karkal, Administrative Services Officer Dale Thrasher, and Administrative Secretary Julie Hoover.

ALSO PRESENT\*: John O'Hare, Project Manager, Veolia  
Erik Brown, Deputy General Manager, Novato Sanitary District  
Jeff Boheim, Field Services Manager, Novato Sanitary District  
Dee Johnson, Solid/Household Hazardous Waste Program Coordinator  
Garen Kazanjian, Waste Zero Specialist, Recology Sonoma/Marin  
Celia Furber, Waste Zero Manager, Recology Sonoma/Marin  
Dave Richardson, P.E., Woodard and Curran

*\*all via Zoom® conferencing*

#### PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: *On motion of Director Peters, seconded by Director Mariani, and carried unanimously by roll call, the agenda was approved as presented.*

PUBLIC COMMENT: No public comments were submitted via email prior to the meeting, and no public comments were brought forth during public comment.

#### REVIEW OF MINUTES:

- Consider approval of minutes of the March 9, 2020 regular meeting.

*On motion of Director Peters, seconded by Director Mariani, and carried unanimously by roll call, the March 9, 2020 Regular Board meeting minutes were approved.*

#### CONSENT CALENDAR:

President Dillon-Knutson called for a motion on the Consent Calendar items as follows:

- a. Approve Board member disbursements in the amount of \$1,518.74, capital project disbursements in the amount of \$88,903.39, and regular disbursements in the amount of \$346,294.51. Ratification of March 23<sup>rd</sup> capital project disbursements in the amount of \$15,277.07, and regular disbursements in the amount of \$142,544.21.

- b. Ratification of March payroll and payroll related disbursements in the amount of \$288,178.45.
- c. Receive deposit summary, March 2020.
- d. Receive Accounts Receivable (A/R) Summary Report as of March 31, 2020.
- e. Receive report on submittal of 2019 National Association of Clean Water Agencies (NACWA) Peak Performance Award Application to NACWA (information only).
- f. Authorize General Manager-Chief Engineer to approve Project Plans for Sewer Main Extension (SME) – Mosey Lane.
- g. Authorize General Manager-Chief Engineer to approve Project Plans for Sewer Main Extension (SME) – 7711 Redwood Blvd.
- h. Authorize General Manager-Chief Engineer to accept Sewer Main Extension (SME) – Atherton Place.

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

#### SOLID WASTE OPERATIONS (INFORMATION ONLY):

The General Manager stated that the Solid Waste Operations reports were for information only, and would be presented by Dee Johnson, Garen Kazanjian, and Celia Furber.

- Receive Recology 4<sup>th</sup> Quarter 2019 reports. Garen Kazanjian, Recology Waste Zero Specialist, began an overview of Recology's 4<sup>th</sup> quarter reports for 2019. He stated that most of the outreach efforts were focused on commercial accounts to achieve compliance with Assembly Bill (AB) 1826, which requires businesses that generate a specified amount of organic waste per week to arrange for recycling/compost services for that waste. Additionally, he stated that a large focus of Recology's efforts in the 4<sup>th</sup> quarter were the use of contamination tags on both residential and commercial bins as a way to compel the account holder to reduce contamination and to increase recycling compliance. Garen Kazanjian, Celia Furber, and Dee Johnson responded to questions from the Board.

- Receive Recology Disposal/Diversion report. Ms. Johnson provided a verbal report of Recology's 2019 disposal/diversion report. She was pleased to report that commercial food waste collection had increased substantially, from 250 tons in 2018 to 869 tons in 2019, and she commended Mr. Kazanjian for his outreach efforts to increase food waste recycling in commercial establishments. She continued, stating that the total waste diverted in 2019 increased over 2% from the previous year: 45.14% in 2018 to 47.06% in 2019.

- Receive Per Capita Diversion Calculation report for 2019. Ms. Johnson stated that in 2009, the state adopted SB 1016 which changed the reporting requirements of waste goal measurements from a diversion-based system to a disposal-based indicator – the 'per capita disposal rate'. She stated that the system uses only 2 factors: a jurisdiction's population and its disposal, as reported by disposal facilities. She stated that, based on these calculations, Novato's disposal target rate is 7.04 pounds per person per day. Ms. Johnson stated that in 2019, Novato's actual disposal rate was 3.66 pounds per person per day, which was well under the target rate.

- Receive verbal report on Marin County JPA and Local Task Force. Ms. Johnson discussed her attendance at the Marin County JPA/Task Force, which met on March 4<sup>th</sup>. She stated

that Marin County is exploring a reusable food ware ordinance but stated that it will likely be delayed due to the County's public health shelter-in-place directive. She stated that the May JPA/task force meeting may be postponed for the same reason.

- Receive 2019 HHW Annual report. Ms. Johnson provided a review of the 2019 Novato Household Hazardous Waste Facility Annual report, noting that 2019 was another productive and record-breaking year. She stated that the facility served a total of 5,183 Novato residents, which was an increase of nearly 18% from 2018. She stated that 449,716 pounds of household hazardous waste (HHW) was collected in 2019, with 58% of the total collected being e-waste, paint, and paint-related waste. She stated that the facility is currently closed but will reopen when it is safe to do so, and will operate additional days to handle the anticipated increased participation.

- Receive 2020 Household Hazardous Waste (HHW) and E-Waste report. Ms. Johnson provided an overview of participation at the HHW facility, stating that the first quarter of 2020 continued to see increased participation until the shelter-in-place directive was issued.

#### WASTEWATER OPERATIONS (INFORMATION ONLY):

- Receive Wastewater Operations Reports, March 2020.

Collection System Report: Deputy General Manager Erik Brown provided the Collections System Report for March 2020. He began by stating that the Collection Department cleaned 62,233 lineal feet of sewer pipelines and televised 7,195 feet of sewer main. He noted that CCTV (closed circuit TV) work did not identify any new structural damages or areas that would require a change in sewer line maintenance operations. He stated that staff completed 317 maintenance work orders, leaving zero work orders outstanding. Further, he noted that staff conducted 188 lift station inspections and completed maintenance inspections on six (6) air relief/vacuum valves.

The Deputy General Manager then outlined the training provided in March, noting that the Collection Department staff attended four (4) safety tailgate meetings, and participated in three (3) specialized training events. He stated that there were no lost time accidents, and no sanitary sewer overflows in March. He concluded the report, stating that on March 30<sup>th</sup>, due to COVID-19 social distancing guidelines, the Collection and Field Services staff started a temporary modified split shift (A/B teams). He stated that staff was practicing social distancing to the extent possible during shifts, and had increased disinfection of commonly touched surfaces at the beginning and end of each shift.

Treatment Facilities Report: Veolia Project Manager John O'Hare provided the March 2020 Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, stating that March's average flow was 4.06 MGD (million gallons per day), and that the Recycled Water Facility (RWF) produced 0.328 million gallons of recycled water.

The Project Manager then outlined training events attended by Veolia staff in March. He reviewed the monthly routine inspections, maintenance activities, and key events for the Novato treatment facility, the Ignacio transfer pump station, and the Recycled Water Facility. He noted that significant maintenance activities and repairs were performed at the Novato wastewater treatment plant. He discussed pretreatment and pollution prevention activities,

and stated that the District conducted a facility tour for Leadership Novato (Novato Chamber of Commerce Leadership Training) on March 11<sup>th</sup>.

The Project Manager continued, stating that on March 30<sup>th</sup>, due to COVID-19 social distancing guidelines, Operations staff was divided into two groups, with John Bailey supervising one group, and himself supervising the second group. He stated that staff had increased disinfection of commonly touched surfaces at the beginning and end of each shift. He concluded his report, stating that no odor contacts were received in March.

Reclamation Facilities Report: The Deputy General Manager summarized the Reclamation Facilities report for March 2020. He stated that for the month: the treatment plant was in Bay discharge mode throughout the month; District drainage pump stations at Sites 3 and 7 pumped approximately 4.7 MG (million gallons) combined; and noted that there were no ranching activities, no irrigation, and no biosolids activities in the District reclamation area.

#### CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706-Redwood Blvd. Sewer Rehabilitation Project: Approve Change Orders in the amount of \$93,510.50, grant Final Acceptance of the Project, and authorize staff to file Notice of Completion (NoC). The General Manager stated that this item was to approve Change Orders in the amount of \$93,510.50, grant final acceptance of the project, and authorize staff to file the Notice of Completion. He stated that Deputy General Manager Erik Brown was available to answer any questions. There was no discussion and President Dillon-Knutson called for a motion.

*On motion of Director Peters, seconded by Director Fvette, and carried unanimously by roll call, the Board approved Change Orders for the Redwood Blvd. Sewer Rehabilitation Project in the amount of \$93,510.50, granted Final Acceptance, and authorized staff to file the Notice of Completion.*

- Cogeneration/Alt. Energy, Account No. 72708: Approve an amended contract with Woodard & Curran, Inc. in the not-to-exceed amount of \$66,000 for engineering services related to a cogeneration system, and authorize the General Manager-Chief Engineer to execute the agreement. The General Manager stated that this item was to approve an amended contract with Woodard & Curran, Inc. in the not-to-exceed amount of \$66,000 for engineering services related to a cogeneration system. He stated that Deputy General Manager Erik Brown and David Richardson from Woodard & Curran were available to answer any questions. Director Long questioned if both fuel cells and turbines were being considered for the cogeneration system. The General Manager stated that the first Draft Technical Memorandum (Memorandum) addressed micro-turbines and that subsequent additions to the Memorandum addressed analysis of fuel cell data. He stated that the request for an amended contract with Woodard & Curran was to update the Memorandum with additional fuel cell data, review and confirm the analysis and results, and finalize the Memorandum.

Director Long asked if Woodard & Curran had completed the analysis on the gas turbines and the internal combustion engines. David Richardson addressed the Board, stating that after analysis, sufficient data was gathered on microturbines and combustion engines, and he stated that the unknown was if the fuel cell option could be a competitive cost alternative.

He stated that subsequently, a conversation with the fuel cell manufacturer, Bloom Energy, provided information to allow Woodard & Curran to compare a more aggressive fuel cell offer to the microturbine analysis, bringing the cost comparisons closer. He stated that this analysis had been completed and he would be finalizing the technical memo.

*On motion of Director Peters, seconded by Director Mariani, and carried unanimously by roll call, the Board approved an amended contract with Woodard & Curran, Inc. in the not-to-exceed amount of \$66,000 for engineering services related to a cogeneration system, and authorized the General Manager-Chief Engineer to execute it.*

- Receive Capital Projects Update, March 2020 (information only). The Deputy General Manager provided a brief overview, because, as he stated, a subsequent agenda item covered these projects in more detail.

#### ANNUAL BUDGET:

- In light of the COVID-19 emergency, provide direction on implementing an average Sewer Service Charge (SSC) increase of \$21/EDU\* from \$636/EDU in fiscal year (FY) 19-20 to \$657/EDU in FY 20-21 as previously set by District Ordinance No. 120 – “An Ordinance of the Novato Sanitary District Establishing Sewer Service Charges for Fiscal Years 2016-17, 2017-18, 2018-19, 2019-20, and 2020-21”. (\*EDU = Equivalent Dwelling Unit).

- Set the date of June 8, 2020 for a public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges and collection on County tax rolls.

The General Manager stated that at its meeting of June 13, 2016, the Board adopted Ordinance No. 120 – “An Ordinance of the Novato Sanitary District Establishing Sewer Service Charges for Fiscal Years 2016-17, 2017-18, 2018-19, 2019-20, and 2020-21”. He stated that each year thereafter, as the District implements the previously set rates, it holds a public hearing to set individual customer sewer service charges (SSC), and adopts a resolution to collect these on the County tax rolls. He stated that this hearing is separate from, and in addition to the June 13, 2016 Proposition 218 hearing. The General Manager continued, stating that given the current COVID-19 emergency, staff seeks Board direction on implementing the average \$21/EDU rate increase for FY 20-21 as set by Ordinance No. 120. He stated that a “Comparison of SSC Increase/No Increase Scenarios” was provided in the Board packet.

The General Manager stated that even if the Board decided to forgo the preset rate increase, or modified it to be less than \$21, a public hearing would still be required, confirming the report on SSCs and their collection on the County tax rolls.

The General Manager asked for direction from the Board. Director Mariani stated that she felt staff had appropriately reallocated budget funds to account for a potential loss of revenue, and stated that her preference would be to not increase SSC rates in FY 20-21. President Dillon-Knutson stated that she supports the rate increase, as the District is an essential service provider and should be fully funded. Director Peters stated that the District should continue with the \$21 rate increase, as established by Ordinance No. 120. He noted that the amount of the rate increase was a nominal \$1.75/month. Director Long stated that

he inclines to be more conservative, and feels the District should move forward with the projected rate increase. Separately, he stated that he is concerned about the large cost difference between the high and the low user charges, and hopes the disparity can be addressed with the next rate study. Director Fuelle asked when new service connections begin paying their annual sewer service charges. The General Manager stated that it depends on what month their connection was established and when their water use started. He stated that, as an example, for a connection established by April or May, its sewer service charge could potentially be on the FY 20-21 property tax bill.

*On motion of Director Peters, seconded by Director Fuelle, and carried unanimously by roll call, the Board approved a Sewer Service Charge (SSC) increase of \$21/EDU\* from \$636/EDU in fiscal year (FY) 19-20 to \$657/EDU in FY 20-21 as previously set by District Ordinance No. 120 – “An Ordinance of the Novato Sanitary District Establishing Sewer Service Charges for Fiscal Years 2016-17, 2017-18, 2018-19, 2019-20, and 2020-21”.*

*On motion of Director Peters, seconded by Director Fuelle, and carried unanimously by roll call, the Board agreed to set the date of June 8, 2020 for a public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges and collection on County tax rolls.*

- Receive Schedule of Committee meetings to review Annual Solid Waste, Operating, and Capital Improvements Program (CIP) Budgets. The General Manager noted corrections on page 99, “Board Agenda Item Summary # 9.c.&d.” as follows under the heading: Recommended Action(s): **9.d. Workshop Receive overview of anticipated FY 20-2122 Preliminary Annual Operating and Capital Improvements Program CIP budgets and budget elements.** The General Manager confirmed the schedule of Committee meetings as outlined on the summary, and stated that if all meetings take place as scheduled, the respective preliminary Committee budgets will be presented for inclusion in the final budget. All Directors stated that they were available for the budget committee meetings, as listed.

- Receive overview of updated FY 20-22 Preliminary Capital Improvements Program (CIP). The General Manager stated that Deputy General Manager Erik Brown was available to provide an overview of the report, at the Board’s preference. At the Board’s request, the Deputy General Manager provided an overview of the FY 20-22 Preliminary Capital Improvements Program Budget – summary of anticipated project work.

#### BOARD MEMBER REPORTS AND REQUESTS\*:

\* Due to the current shelter-in-place directive, all meetings were either cancelled or postponed.

Director Mariani noted that the April North Bay Watershed Association (NBWA) meeting and the NBWA Annual conference were cancelled.

Director Long stated that the California Association of Sanitation Agencies (CASA) was uncertain if their annual Conference, scheduled for Lake Tahoe in August 2020, will be held, and an update would be forthcoming.

**GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:**

- Reports:
  - Directors to verify their availability for applicable budget approval Committee meetings. If there are scheduling conflicts, notify the General Manager as soon as possible.
  - COVID-19 update:
    - The District's Safety Officer and senior staff continue to maintain situational awareness on this issue. The District Safety Officer and the joint CMSA/NSD Safety Program Manager are in communication with the County Health Department and will continue to stay current on the situation.
    - Administratively, the General Manager will retain the ability to modify District operations as needed, based on best available information, as the situation evolves.
    - Currently, the District is operating on the 'Team A/Team B' model. The Administrative Secretary and the General Manager work M-T-W in office, and Th-F remotely; the Information Systems Specialist and the Deputy General Manager work M-T-W remotely, and Th-F in office. The Finance Director, Construction Inspector, Senior Engineer, and Administrative Risk Services Officer, all work remotely full time. Collection staff is also operating on the 'Team A/Team B' model, with each team comprising 1 supervisor and 3 Collection Workers. Team A works M-W-T, and Team B works Th-F-Sat.
- Announcements:
  - The next regular Board meeting is currently scheduled for May 11<sup>th</sup>, at 5:30 p.m. Current events will dictate if the meeting will be conducted by remote conference calling.
  - Current events will dictate if the scheduled Committee meetings will be conducted in person at the District office or by remote conference calling.

**ADJOURNMENT:** There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 7:50 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording

**Novato Sanitary District  
Board Fees**

For April 2020

Item 5.a.  
(Pages 11 to 15)

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>May 8, 20</b>			
05/08/2020	6634	Dillon-Knutson-, Carole	615.57
05/08/2020	6635	Fuette, Timothy G	207.78
05/08/2020	6636	Long, William C	306.78
05/08/2020	6637	Mariani, Jean M	307.78
05/08/2020	6638	Peters, Arthur Gerald	107.78
			<hr/>
<b>May 8, 20</b>			<b><u>1,545.69</u></b>

**Novato Sanitary District**  
**Operating Check Register**  
 April 27, 2020

Date	Num	Name	Credit
04/27/2020	64019	Pacific, Gas & Electric	60,100.18
04/27/2020	64030	Woodard & Curran formerly RMC	16,746.50
04/27/2020	64010	Leete Generators	15,096.66
04/27/2020	63993	Central Marin Sanitation District	9,568.88
04/27/2020	64028	Veolia Water Recycled Water Oper.	8,572.29
04/27/2020	63988	B.W.S. Distributors, Inc.	6,083.38
04/27/2020	64020	POSM Software	5,500.00
04/27/2020	64018	Pac Machine Company Inc	4,194.50
04/27/2020	64014	North Marin Water District	4,112.37
04/27/2020	64025	United Rentals	3,518.81
04/27/2020	63998	Dearborn Life	2,774.85
04/27/2020	64015	North Marin Water District - Lab	2,112.00
04/27/2020	63994	Cereske Electric Cable Co.	1,963.28
04/27/2020	63992	Caltest Analytical Lab Inc.	1,886.70
04/27/2020	64026	Veolia Water North America, Inc.	1,792.36
04/27/2020	64016	North Marin Water District Payroll	1,344.85
04/27/2020	64006	IEDA, INC	1,268.00
04/27/2020	64012	Meyers, Nave, Riback, Silver & Wilson	1,264.50
04/27/2020	64008	Johnson Controls, Inc.	1,250.00
04/27/2020	63991	Calpacific Equipment Co	975.73
04/27/2020	64011	Marin County Ford	935.31
04/27/2020	64022	SMART	835.58
04/27/2020	64027	Veolia Water North America, Lab	781.46
04/27/2020	64005	Harris & Associates, Inc	750.00
04/27/2020	64002	Frontier California Inc EQ	531.03
04/27/2020	63999	ERA	504.00
04/27/2020	64004	Grainger	477.24
04/27/2020	63990	Cagwin & Dorward Inc.	475.00
04/27/2020	DD	Karkal, Sandeep	459.46
04/27/2020	64021	Recology Sonoma Marin	441.30
04/27/2020	63986	Able Tire & Brake Inc.	428.63
04/27/2020	63997	CWEAmembers	375.00
04/27/2020	63989	BoundTree Medical, LLC	361.10
04/27/2020	64024	UniFirst Corporation	334.95
04/27/2020	64000	Evoqua Water Technologies - Lab	294.09
04/27/2020	64007	Irvine Consulting Services Inc.	285.00
04/27/2020	63996	Claremont EAP, Inc.	250.00
04/27/2020	63995	Christoffersen, Bill-	238.04
04/27/2020	64003	Frontier Communications 897-3268	232.63
04/27/2020	64023	Staples Advantage	210.03
04/27/2020	64017	Orkin Pest Control, Inc.	153.36
04/27/2020	63987	American Messaging	67.75
04/27/2020	64001	First Alarm	42.34
04/27/2020	64013	NAPA Auto Parts	9.40
04/27/2020	64029	VOID	0.00

Apr 27, 20

**159,598.54**

# Novato Sanitary District Operating Check Register

May 11, 2020

Date	Num	Name	Credit
<b>May 11, 20</b>			
05/11/2020	64062	Veolia Water North America, Inc.	183,398.83
05/11/2020	64063	Veolia Water North America, Lab	30,403.96
05/11/2020	64055	PARS-PSRP-Post Employment...	15,056.63
05/11/2020	64052	Novato, City	12,783.52
05/11/2020	64039	Citi Visa (Costco)	11,997.51
05/11/2020	64054	PARS-OPEB-Post Employment...	8,370.51
05/11/2020	64065	WaterSavers Irrigation Inc.	4,840.40
05/11/2020	64048	Johnson, Dee	3,780.00
05/11/2020	64041	Delta Dental	2,922.44
05/11/2020	64040	Dell Computers	1,793.46
05/11/2020	64059	StormWind LLC	1,490.00
05/11/2020	64046	IEDA, INC	1,268.00
05/11/2020	64044	Frontier Analytical Laboratory, I...	800.00
05/11/2020	64031	Alpha Analytical Lab, Inc.	630.00
05/11/2020	64043	Evoqua Water Technologies - ...	627.61
05/11/2020	64033	B.W.S. Distributors, Inc.	610.75
05/11/2020	64064	Vision Service Plan	548.83
05/11/2020	64047	Interstate Batteries	514.80
05/11/2020	64035	BoundTree Medical, LLC	457.89
05/11/2020	64061	UniFirst Corporation	430.26
05/11/2020	64057	Pini Hardware	406.08
05/11/2020	64038	CDW Government, Inc.	323.68
05/11/2020	64050	McMaster-Carr Supply Co.	319.83
05/11/2020	64034	Barnett Medical LLC	225.00
05/11/2020	64060	U.S. Bank Equipment Finance	219.06
05/11/2020	64045	Grainger	171.80
05/11/2020	64053	Orkin Pest Control, Inc.	153.36
05/11/2020	64037	CARB/PERP	110.00
05/11/2020	64032	American Messaging	71.96
05/11/2020	64036	Buck's Saw Service, Inc.	56.40
05/11/2020	64056	Petty Cash	54.39
05/11/2020	64058	Staples Advantage	35.88
05/11/2020	64051	North Marin Water District	34.15
05/11/2020	64049	Marin County Ford	11.63
05/11/2020	64042	DKF Solutions Group, LLC	10.00
<b>May 11, 20</b>			<b><u>284,928.62</u></b>

# Novato Sanitary District Capital Projects Check Register

April 27, 2020

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Date	Num	Name	Credit
<b>Apr 27, 20</b>			
04/27/2020	3629	Michels Corporation	16,953.70
04/27/2020	3632	Woodard & Curran formerly RMC	16,920.00
04/27/2020	3630	Nute Engineering Inc.	12,097.25
04/27/2020	3626	Environmental Science Associat...	7,119.88
04/27/2020	3628	McMaster-Carr Supply Co.	1,302.38
04/27/2020	3631	Roy's Sewer Service, Inc.	675.00
04/27/2020	3627	Jim-n-i Rentals Inc.	195.30
<b>Apr 27, 20</b>			<b><u>55,263.51</u></b>

# Novato Sanitary District Capital Projects Check Register

May 11, 2020

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Date	Num	Name	Credit
<b>May 11, 20</b>			
05/11/2020	3637	Glosage Engineering, Inc.	259,791.22
05/11/2020	3642	Nute Engineering Inc.	42,039.05
05/11/2020	3639	Linscott Engineering Contr...	35,362.96
05/11/2020	3635	Enovity Inc.	35,000.00
05/11/2020	3636	GHD Inc.	15,926.00
05/11/2020	3633	Clipper Controls Inc.	4,027.61
05/11/2020	3643	Shape Incorporated	1,750.34
05/11/2020	3640	McMaster-Carr Supply Co.	1,294.66
05/11/2020	3638	Grainger	829.05
05/11/2020	3641	Novato, City	500.00
05/11/2020	3634	County of Marin-Public Wo...	448.54
<b>May 11, 20</b>			<b><u>396,969.43</u></b>

**Novato Sanitary District  
Payroll and Payroll Related Disbursements  
April - 2020**

Item 5.b.

Date	Description	Amount
04/30/2020	Payroll for April	123,296.01
04/24/2020	Retirees Health Reimbursement	12,155.56
04/30/2020	Eft-Federal P/R Taxes	25,664.82
04/30/2020	Eft-State P/R Taxes	7,963.72
04/24/2020	California State Disbursement Unit	571.00
04/24/2020	CalPERS 457 Plan	10,225.00
04/24/2020	CALPERS Retirement	12,433.62
04/24/2020	CalPers Health	30,080.19
04/24/2020	CALPERS Retirement	15,490.85
04/24/2020	Lincoln Financial Group	9,687.29
04/24/2020	Lincoln Financial Group-401a Plan	5,184.90
04/24/2020	Local Union 315	440.00
04/24/2020	ICMA-RC-Vantagepoint	1,653.68
04/24/2020	Lincoln Financial Group-401a Plan	4,047.73
04/24/2020	PARS-OPEB-Post Employment Benefits Trust	8,370.51
04/24/2020	PARS-PSRP-Post Employment Benefits Trust	15,056.63
<b>Total for April 2020</b>		<b>282,321.51</b>

**Novato Sanitary District  
Deposit Detail  
April 2020**

Item 5.c.

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>04/10/2020</b>		<b>11113 · Westamerica - Operations</b>	
		USCG	11200 - Accounts Receivable	16,431.20
TOTAL				<u>16,431.20</u>
<b>Deposit</b>	<b>04/13/2020</b>	County of Marin	51015 · Property Taxes	4,297.77
		Hardiman Construction	41040 · Permit & Inspection Fee	40.00
		Roto Rooter	41040 · Permit & Inspection Fee	40.00
		Roto Rooter	41040 · Permit & Inspection Fee	40.00
		Sewer Connection	41040 · Permit & Inspection Fee	40.00
		Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
TOTAL				<u>4,497.77</u>
<b>Deposit</b>	<b>04/20/2020</b>	Alpha Trenchless	41040 · Permit & Inspection Fee	40.00
		County of Marin	51015 · Property Taxes	<b>(1)</b> 859,432.97
		County of Marin	41010 · Sewer Service Charges	<b>(1)</b> 4,043,457.85
		County of Marin	51010 · Sewer Service Charges	<b>(1)</b> 3,308,283.70
		County of Marin	21045 · Novato Heights Debt Service	<b>(1)</b> 58,588.71
		County of Marin	21045 · Novato Heights Debt Service	<b>(1)</b> -84.00
		County of Marin	69202 · County Fees-Property Taxes	<b>(1)</b> -13,060.72
		County of Marin	69203 · County Fees-Sewer Serv Chg	<b>(1)</b> -7,231.00
TOTAL				<u>8,249,427.51</u>
			<b>Total Deposits for April 2020</b>	<u><b>8,270,356.48</b></u>
<b>(1)</b>	Second installment of property taxes and sewer services charges.			

**Novato Sanitary District**  
**QUARTERLY INVESTMENT REPORT -- For Quarter Ended March 31, 2020**

07-May-20

INVESTMENT	ACTIVITY	January	February	March	QTR TOTAL
<b>STATE TREASURER'S INVESTMENT FUND</b>	Total deposits/transfers in	437,000	815,000	205,000	<b>1,457,000</b>
	Total transfers out	6,757,000	986,000	774,000	<b>8,517,000</b>
	Current Yield				
	1.787%				
	Minimum daily balance	25,697,234	25,526,234	24,957,234	<b>24,957,234</b>
	Maximum daily balance	31,875,891	25,697,234	25,526,234	<b>31,875,891</b>
	Interest earned	0	0	136,027	<b>136,027</b>
<b>The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646 (e)</b>					
<b>TRUST ACCOUNTS</b>					
For 2017 Refunding Wastewater Bond Funds (3)					
	Total deposits/transfers in	1,135,500	0	0	<b>1,135,500</b>
	Total transfers out	1,135,500	0	0	<b>1,135,500</b>
	Month End balance	0	0	0	
For 2019 Refunding Wastewater Bond Funds (4)					
	Total deposits/transfers in	4,571,536	0	0	<b>4,571,536</b>
	Total transfers out	4,571,536	0	0	<b>4,571,536</b>
	Month End balance	23,204	23,204	23,204	
<b>RESTRICTED PARS TRUST ACCOUNTS (5)</b>					
For OPEB Restricted Trust Account					
	Total deposits/transfers in	16,741	16,741	16,741	<b>50,223</b>
	Earnings/Losses(net of expenses)	11,373	(20,467)	(75,249)	<b>(84,343)</b>
	Month End balance	1,502,159	1,498,433	1,439,925	
For Pension Restricted Trust Account					
	Total deposits/transfers in	30,113	45,170	15,057	<b>90,340</b>
	Earnings/Losses(net of expenses)	18,527	(954)	(50,173)	<b>(32,600)</b>
	Month End balance	1,564,521	1,608,737	1,573,621	
<b>CHECKING ACCOUNTS</b>					
Interest Rate					
<b>Operations Account</b>					
0.02%	Total deposits & transfers in	6,892,589	1,979,448	1,058,078	<b>9,930,115</b>
	Total checks & transfers out	7,179,156	2,078,418	975,058	<b>10,232,632</b>
	Minimum daily balance	15,844	44,748	6,486	<b>6,486</b>
	Maximum daily balance	4,738,354	1,154,774	503,823	<b>4,738,354</b>
	Interest earned	8	4	4	<b>16</b>
<b>Payroll Account</b>					
	Total transfers in	133,500	153,300	132,600	<b>419,400</b>
	Total checks & transfers out	133,589	153,515	130,527	<b>417,631</b>
	Minimum daily balance	619	358	415	<b>358</b>
	Maximum daily balance	116,675	129,214	118,493	<b>129,214</b>
<b>Project Account</b>					
	Total transfers in	5,884,900	431,500	64,300	<b>6,380,700</b>
	Total checks & transfers out	6,204,363	423,781	161,546	<b>6,789,690</b>
	Minimum daily balance	2,832	27,490	5,090	<b>2,832</b>
	Maximum daily balance	4,574,336	272,658	78,994	<b>4,574,336</b>
	Interest earned	19	2	1	<b>22</b>

- NOTES:** (1) The above investments are consistent with the annual Statement of Investment Policy approved by the District Board, most recently May 2019.  
The District has the ability to meet six months cash needs.
- (2) LAIF interest rate is currently 1.787% which is a decrease from 2.043% in December 2019, 2.280% in September 2019, 2.428% in June 2019, and 2.436% in March 2019.
- (3) The 2017 Bond fund accounts consist of debt service payments, no balance required in these accounts until debt service payments are funded which are due in February and August.
- (4) The 2019 New bond fund accounts consist of the balance remaining in the cost of issuance account. By August of FY20/21, this account will only consist of the funding of the debt service payments in February and August.
- (5) The Restricted Trust accounts for PARS OPEB(Other Post Employee Benefits) and PARS Pension Accounts are restricted accounts for the payment of Retiree health benefits or pension benefits only.



# PMIA/LAIF Performance Report as of 04/13/20



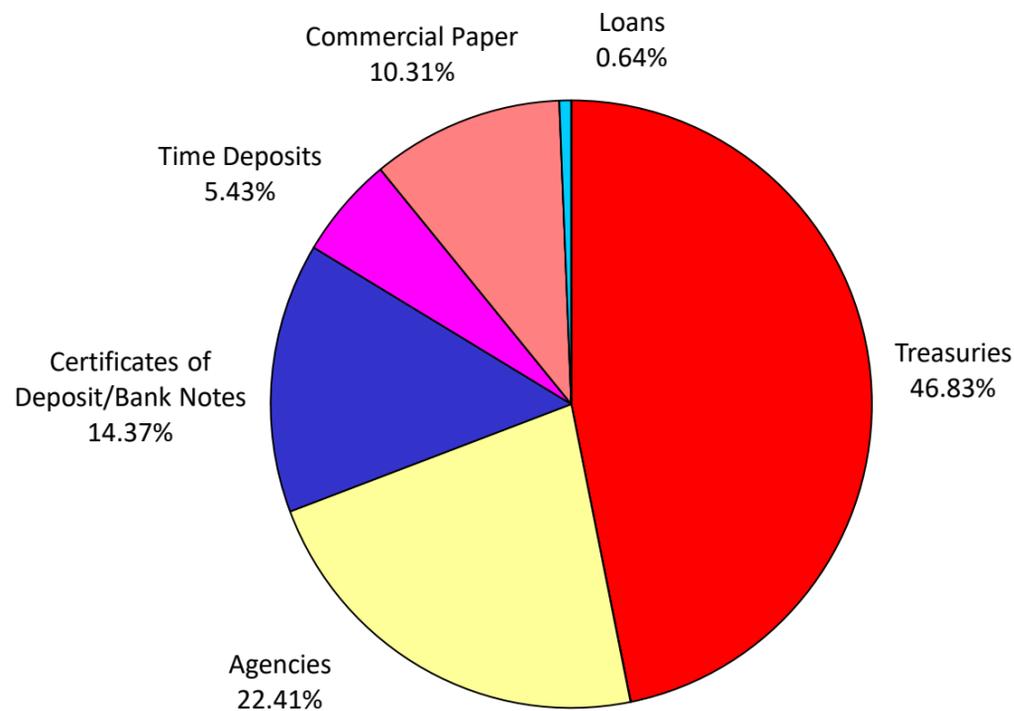
## PMIA Average Monthly Effective Yields<sup>(1)</sup>

Mar	1.787
Feb	1.912
Jan	1.967

## LAIF Quarterly Performance Quarter Ended 12/31/19

Apportionment Rate <sup>(2)</sup> :	2.29
Earnings Ratio <sup>(2)</sup> :	0.000062500857789
Fair Value Factor <sup>(1)</sup> :	1.007481015
Daily <sup>(1)</sup> :	2.02%
Quarter to Date <sup>(1)</sup> :	2.11%
Average Life <sup>(1)</sup> :	226

## Pooled Money Investment Account Portfolio Composition <sup>(1)</sup> 03/31/20 \$98.1 billion



Percentages may not total 100% due to rounding

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



## State of California Pooled Money Investment Account Market Valuation 3/31/2020

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
1* United States Treasury:				
Bills	\$ 12,823,871,548.59	\$ 12,920,450,177.77	\$ 12,994,847,000.00	NA
Notes	\$ 33,119,951,799.65	\$ 33,113,778,380.29	\$ 33,687,518,000.00	\$ 140,637,607.00
1* Federal Agency:				
SBA	\$ 525,135,261.64	\$ 525,135,261.64	\$ 522,232,337.71	\$ 880,056.18
MBS-REMICs	\$ 18,063,052.24	\$ 18,063,052.24	\$ 19,088,647.00	\$ 84,337.25
Debentures	\$ 2,105,162,090.64	\$ 2,105,042,298.98	\$ 2,132,896,450.00	\$ 10,524,714.25
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 925,000,000.00	\$ 925,000,000.00	\$ 929,988,750.00	\$ 3,544,917.00
Discount Notes	\$ 17,515,361,340.24	\$ 17,575,787,257.02	\$ 17,620,985,750.00	NA
1* Supranational Debentures	\$ 714,280,614.68	\$ 714,249,336.90	\$ 721,116,650.00	\$ 2,940,049.25
1* Supranational Debentures FR	\$ 200,158,861.65	\$ 200,158,861.65	\$ 200,117,030.04	\$ 608,243.35
2* CDs and YCDs FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 299,053,000.00	\$ 292,521.92
2* Bank Notes	\$ 500,000,000.00	\$ 500,000,000.00	\$ 500,078,465.32	\$ 4,119,416.67
2* CDs and YCDs	\$ 13,300,000,000.00	\$ 13,300,000,000.00	\$ 13,305,153,219.71	\$ 66,002,000.01
2* Commercial Paper	\$ 10,115,069,047.16	\$ 10,145,768,286.22	\$ 10,145,738,569.17	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,331,990,000.00	\$ 5,331,990,000.00	\$ 5,331,990,000.00	NA
AB 55 & GF Loans	\$ 624,194,000.00	\$ 624,194,000.00	\$ 624,194,000.00	NA
<b>TOTAL</b>	<b>\$ 98,118,237,616.49</b>	<b>\$ 98,299,616,912.71</b>	<b>\$ 99,034,997,868.95</b>	<b>\$ 229,633,862.88</b>

Fair Value Including Accrued Interest

\$ 99,264,631,731.83

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

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

The value of each participating dollar equals the fair value divided by the amortized cost (1.007481015). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,149,620.31 or \$20,000,000.00 x 1.007481015.



## PAR VALUES MATURING BY DATE AND TYPE

### Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,200	\$ 1,900	\$ 1,750	\$ 5,750	\$ 3,350	\$ 3,350	\$ 2,200	\$ 2,800	\$ 6,500	\$ 14,800	\$ 2,500		
REPO													
TDs	\$ 1,479	\$ 824	\$ 1,194	\$ 453	\$ 761	\$ 622							
AGENCY	\$ 3,500	\$ 4,500	\$ 3,525	\$ 4,115	\$ 1,577	\$ 1,200	\$ 1,645	\$ 698	\$ 600	\$ 1,118	\$ 550	\$ 50	\$ 125
CP	\$ 3,300	\$ 2,900	\$ 850	\$ 1,275	\$ 550	\$ 700	\$ 500	\$ 96					
CDs + BNs	\$ 3,800	\$ 2,600	\$ 1,750	\$ 2,350	\$ 450	\$ 1,550	\$ 1,100	\$ 400	\$ 100				
CORP BND													
TOTAL													
\$ 98,907	\$ 13,279	\$ 12,724	\$ 9,069	\$ 13,943	\$ 6,688	\$ 7,422	\$ 5,445	\$ 3,994	\$ 7,200	\$ 15,918	\$ 3,050	\$ 50	\$ 125
PERCENT	13.4%	12.9%	9.2%	14.1%	6.8%	7.5%	5.5%	4.0%	7.3%	16.1%	3.1%	0.1%	0.1%

Notes:

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

# NOVATO SANITARY DISTRICT

## MEMORANDUM

**BOARD**

**MEETING DATE:** May 11, 2020

**TO:** District Board of Directors

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

**SUBJECT:** Fiscal Year (FY) 19-20 Third Quarter Financial Report (Unaudited)

### INTRODUCTION

This memorandum presents a summary unaudited year-to-date financial report for the District as of the FY19-20 Third Quarter ended March 31, 2020. The following items are presented as three sections herein:

1. Revenue and Expenditure Report (for the quarter ended March 31, 2020).
2. Debt Service Schedule as of March 31, 2020.
3. Operating and Capital Cash Flow for July 1, 2019 – March 31, 2020.

### 1.0 REVENUE AND EXPENDITURES REPORT

This section presents an overview of revenues and expenditures for the operating and capital funds through the third quarter of Fiscal Year 2019-20. A more detailed summary is presented in the attached tables titled “DRAFT – Revenues and Expenditures – Budget vs. Actual”. A brief discussion and analysis of items displaying variance from the final budget is also provided below, as appropriate.

### OPERATING FUND

**Table 1: OPERATING REVENUE**

	YTD Balance Received	Annual Budget	Budget Overage	Pct. Received
<b>Total Operating Revenues</b>	\$6,898,031	\$11,534,649	\$4,636,618	59.8%

### Discussion

Overall, operating revenues are approximately 59.8% of the total budget amount with 75% of the year complete. The operating revenue accounts are within the normal range for this time of year, since the District receives its primary revenues in December and April.

**Table 2: OPERATING EXPENDITURES**

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Budget Unused</b>	<b>Pct. Used</b>
<b>Total Operating Expenditures</b>	\$ 7,523,873	\$11,423,358	\$3,899,485	65.9%

**Discussion**

Overall, operating expenditures are at approximately 65.9% of budget, with 75% of the year complete. Variances in individual expenditure accounts are discussed below:

**Collection System (65.1%)**

General: Overall, no significant negative variance noted for this cost center for the third quarter. The cost center is expected to stay within budget over remainder of the fiscal year. Significant variances in individual expenditure accounts are discussed below:

Gas, Oil & Fuel: 88.4%. Per review of account, significant variance due to purchase of additional fuel due to the Public Safety Power Shutoff (PSPS) event in October. Fuel in the amount of approximately \$11k was purchased during this time period; which is an increase from last year of \$5k or 79%. Staff will continue to carefully monitor this budget line item, and adjust budget line items within the overall cost center consistent with District Policy No. 3512: Annual Budget – Non-Personnel Related Changes to Budget Amounts.

Other (Garbage Collection): 122.1%. Significant percentage variance due to small budget allocation (\$700) relative to the overall cost center budget; no material impact to the cost center; staff will review and adjust for upcoming FY 20-22 budget years.

**Treatment Facilities - Contract Operations: (66.0%)**

General: Overall, no significant negative variance noted for this cost center for the third quarter. The cost center is expected to stay within budget over the remainder of the fiscal year.

**Reclamation/Disposal Facilities: (72.9%)**

General: Overall, no significant negative variance noted for this cost center for the third quarter, and the cost center is expected to stay within budget over remainder of the fiscal year. Significant variances in individual expenditure accounts are discussed below.

Salaries & Wages: 78.1%. Per review of account, no significant items noted. The account is expected to stay within budget over the remainder of the fiscal year.

Sludge Disposal: 94.0%. Sludge Disposal operations have been completed for the fiscal year. Account expected to stay within budget over remainder of the fiscal year.

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Permits & Fees: 109.4%. Significant variance due to small budget allocation (\$4,500), relative to the overall cost center budget; no material impact to the cost center budget; staff will review and adjust for upcoming FY 20-22 budget years.

**Laboratory/Monitoring: (68.6%)**

General: Overall, no significant negative variance noted for this cost center for the third quarter. The cost center is expected to stay within budget over remainder of the fiscal year. Variances in individual expenditure accounts are discussed below.

Permits & Fees: 105.9%. Significant variance due to small overall annual budget (\$6,000) relative to the overall cost center budget; no material impact to the cost center budget; staff will review and adjust for upcoming FY 20-22 budget years. Variance due to the annual permit fee paid for the California Environmental Laboratory Accreditation Program (ELAP) in the second quarter. The account will be reviewed in the upcoming budget cycle to allow for increased fees by State Water Resources Control Board.

**Pump Stations: (71.7%)**

General: Overall, no significant variance noted for this cost center for the third quarter. The cost center is expected to stay within budget over remainder of the fiscal year. Variances in individual expenditure accounts are discussed below.

Gas, Oil & Fuel: 115.0%. Per review of account, significant variance due to purchase of additional fuel due to the Public Safety Power Shutoff (PSPS) event in October, to operate standby generators at the pump stations. Staff will adjust budget line items within the overall cost center consistent with District Policy No. 3512: Annual Budget – Non-Personnel Related Changes to Budget Amounts in the final quarter of FY19-20.

Repairs & Maintenance: 87.2%. Per review of account, significant variance due to various expenses mostly equipment rental associated with two generator failures at Olive and Marin Village Pump Station continue to impact this account. Staff will continue to carefully monitor this budget line item, and adjust budget line items within the overall cost center consistent with District Policy No. 3512: Annual Budget – Non-Personnel Related Changes to Budget Amounts.

**Administration and Engineering: (65.3%)**

General: Overall, no significant negative variance noted for this cost center for the third quarter. The cost center is expected to stay within budget over remainder of the fiscal year. Variances in individual expenditure accounts are discussed below.

Gasoline & Oil: 79.4%. Per review of account, no significant items noted. The account is expected to stay within budget over the remainder of the fiscal year.

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Accounting & Auditing: 84.7%. Per review of account, no significant items noted. The account is expected to stay within budget for the current fiscal year.

Telephone: 83.2%. Per review of account, no significant items noted. The account is expected to stay within budget over the remainder of the fiscal year.

**AB 939 Solid Waste Programs: (50.2%)**

General: Overall, no significant negative variance noted for this cost center for the third quarter. Consistent with prior years, expenses are lower (at about 50.2% of budget) with 75% of the year complete, primarily due to lower than anticipated consulting oversight and management services required from the Solid Waste Coordinator. Also significant expenses for outreach and public education events related to E-waste, School Fuel, Business Showcase, etc. typically occur in the second half (which may not occur this year due to COVID-19 impacts).

**Recycled Water: (68.6%)**

General: Overall, significant variance noted for this cost center for the third quarter, however, the cost center is expected to stay within budget over remainder of the fiscal year. Variances in individual expenditure accounts are discussed below.

O&M Services: 87.6%. Significant variance from on-going adjustments with additional recycled water customers continuing to come on-line with the expansion of the recycled water distribution system. Note that these costs are reimbursable pass-through costs billed to and paid by the North Marin Water District (NMWD).

Operating Supplies: 84.4%. Please refer to explanation above for O&M Services.

Research & Monitoring: 96.9%. Please refer to explanation above for O&M Services.

**Non-Departmental: (65.0%)**

General: Overall, significant variances noted for this cost center for the third quarter. The cost center is expected to stay within budget over remainder of the fiscal year. Variances in individual expenditure accounts are discussed below.

Insurance: 101.3%. The insurance expense is paid in full for the current fiscal year.

Agency Dues: 88.7%. Variance due to significant portion of agency dues having being paid for the current fiscal year. The account is expected to stay within budget over the remainder of the fiscal year.

Memberships/Certifications: 84.3%. Per review of account, no significant items noted. The account is expected to stay within budget over the remainder of the fiscal year.

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**CAPITAL FUND**

**Table 3: CAPITAL REVENUE**

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under) Budget	Pct. Received
<b>Sewer Service Charges</b>	\$4,855,232	\$ 8,422,128	(\$3,566,896)	57.6%
<b>Property Taxes</b>	1,416,992	2,382,632	(965,640)	59.5%
<b>Prop Taxes–RDA Funds</b>	50,801	0	50,801	100.0%
<b>Connection Charges</b>	758,047	475,200	282,847	159.5%
<b>Collector Sewer/Special Equalization Charges</b>	77,223	1,000	76,223	7,722.3%
<b>Interest</b>	188,913	120,000	68,913	157.4%
<b>Other Revenue</b>	0	20,000	(20,000)	0.0%
<b>Total Revenue</b>	<b>\$7,347,208</b>	<b>\$11,420,960</b>	<b>(\$4,073,752)</b>	<b>64.3%</b>

**Discussion**

Overall capital revenues are 64.3% of budget at the close of the third quarter, consistent with the District receiving the bulk of its revenue in December and April.

**Table 4: CAPITAL EXPENDITURES**

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
<b>Capital Expenditures</b>	\$8,698,407	\$12,729,956	(\$4,031,549)	68.3%

**Discussion**

The list of capital project accounts is shown in the attached tables. Overall expenses are 68.3% of budget.

**Attachments:**

1. Draft Revenue and Expenditure Reports:
  - a. Operating, July 2019-March 2020
  - b. Capital, July 2019-March 2020.
2. Debt Service Schedule as of March 31, 2020
3. Operating and Capital Cash Flow, July 2019-March 2020.

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**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
 July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>41000 · OPERATING INCOME</b>				
41010 · Sewer Service Charges	5,940,846.33	10,306,800.00	(4,365,953.67)	57.6%
41030 · Plan Check & Inspection Fee	47,077.00	500.00	46,577.00	9,415.4%
41040 · Permit & Inspection Fee	4,870.00	6,000.00	(1,130.00)	81.2%
41060 · Interest Income	248,220.97	180,000.00	68,220.97	137.9%
41080 · Engineering & Admin Charges	48,654.48	165,000.00	(116,345.52)	29.5%
41090 · Non-domestic Permit Fees	18,484.62	30,000.00	(11,515.38)	61.6%
41100 · Garbage Franchise Fees	31,008.00	58,210.00	(27,202.00)	53.3%
41105 · AB 939 Collector Fees	325,695.00	434,260.00	(108,565.00)	75.0%
41107 · Oil/Bev/Tire Grants	51,966.00	52,009.00	(43.00)	99.9%
41130 · Ranch Income	7,031.80	40,000.00	(32,968.20)	17.6%
41135 · Recycle Water Facility Revenue	158,975.29	231,870.00	(72,894.71)	68.6%
41140 · Other Revenue	15,201.11	20,000.00	(4,798.89)	76.0%
41142 · Gain/Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 41000 · OPERATING INCOME</b>	<b>6,898,030.60</b>	<b>11,534,649.00</b>	<b>(4,636,618.40)</b>	<b>59.8%</b>
<b>Expense</b>				
<b>60000 · COLLECTION SYSTEM</b>				
60010 · Salaries & Wages	488,829.69	679,353.00	(190,523.31)	72.0%
60020 · Employee Benefits	243,672.22	328,738.00	(85,065.78)	74.1%
60060 · Gas, Oil & Fuel	15,915.96	18,000.00	(2,084.04)	88.4%
60085 · Safety	2,082.11	5,500.00	(3,417.89)	37.9%
60091 · Software Maint	24,633.11	35,000.00	(10,366.89)	70.4%
60100 · Operating Supplies	15,587.20	25,000.00	(9,412.80)	62.3%
60150 · Repairs & Maintenance	55,055.72	75,000.00	(19,944.28)	73.4%
60152 · Small Tools	527.79	2,000.00	(1,472.21)	26.4%
60153 · Outside Services	48,011.89	145,000.00	(96,988.11)	33.1%
60192 · Water	6,720.79	12,000.00	(5,279.21)	56.0%
60193 · Telephone	1,942.02	3,500.00	(1,557.98)	55.5%
60200 · Other(Garbage Coll)	854.41	700.00	154.41	122.1%
60201 · Permits & Fees	16,843.00	85,000.00	(68,157.00)	19.8%
<b>Total 60000 · COLLECTION SYSTEM</b>	<b>920,675.91</b>	<b>1,414,791.00</b>	<b>(494,115.09)</b>	<b>65.1%</b>
<b>61000 · TREATMENT FACILITIES</b>				
61000-1 · Fixed Fee	1,650,589.47	2,275,786.00	(625,196.53)	72.5%
61000-2 · Insurance & Bonds	6,631.41	14,000.00	(7,368.59)	47.4%
61000-3 · Major Repair/Replacement	54,160.62	150,000.00	(95,839.38)	36.1%
61000-4 · Water/Permits/Telephone	64,945.96	90,000.00	(25,054.04)	72.2%
61000-5 · Gas & Electricity	433,207.59	816,033.00	(382,825.41)	53.1%
<b>Total 61000 · TREATMENT FACILITIES</b>	<b>2,209,535.05</b>	<b>3,345,819.00</b>	<b>(1,136,283.95)</b>	<b>66.0%</b>

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
 July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>63000 · RECLAMATION/DISPOSAL</b>				
63010 · Salaries & Wages	67,897.79	86,909.00	(19,011.21)	78.1%
63020 · Employee Benefits	13,996.09	24,565.00	(10,568.91)	57.0%
63060 · Gasoline & Oil	749.47	1,000.00	(250.53)	74.9%
63085 · Safety	0.00	1,500.00	(1,500.00)	0.0%
63091 · Software Maintenance	1,000.00	2,000.00	(1,000.00)	50.0%
63100 · Operating Supplies	1,151.29	2,000.00	(848.71)	57.6%
63115 · Sludge Disposal	211,450.00	225,000.00	(13,550.00)	94.0%
63150 · Repairs & Maintenance	30,411.03	70,000.00	(39,588.97)	43.4%
63152 · Small Tools	108.31	500.00	(391.69)	21.7%
63157 · Ditch/Dike Maintenance	0.00	11,000.00	(11,000.00)	0.0%
63191 · Gas & Electricity	41,466.37	80,000.00	(38,533.63)	51.8%
63192 · Water - Reclamation	1,455.80	5,000.00	(3,544.20)	29.1%
63201 · Permits & Fees	4,922.58	4,500.00	422.58	109.4%
<b>Total 63000 · RECLAMATION/DISPOSAL</b>	<b>374,608.73</b>	<b>513,974.00</b>	<b>(139,365.27)</b>	<b>72.9%</b>
<b>64000 · LABORATORY/MONITORING</b>				
64010 · Contract Lab Services	282,958.00	379,848.00	(96,890.00)	74.5%
64060 · Gasoline & Oil	174.01	500.00	(325.99)	34.8%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	0.00	1,000.00	(1,000.00)	0.0%
64100 · Operating Supplies	10,856.03	20,500.00	(9,643.97)	53.0%
64150 · Repairs & Maintenance	8,630.89	12,200.00	(3,569.11)	70.7%
64160 · Research & Monitoring	83,162.56	130,000.00	(46,837.44)	64.0%
64170 · Pollution Prevention/Public Ed	13,241.12	40,000.00	(26,758.88)	33.1%
64201 · Permits & Fees	6,352.00	6,000.00	352.00	105.9%
<b>Total 64000 · LABORATORY/MONITORING</b>	<b>405,374.61</b>	<b>591,048.00</b>	<b>(185,673.39)</b>	<b>68.6%</b>
<b>65000 · PUMP STATIONS</b>				
65010 · Salaries & Wages	246,155.10	337,492.00	(91,336.90)	72.9%
65020 · Employee Benefits	99,799.53	136,951.00	(37,151.47)	72.9%
65060 · Gasoline & Oil	7,357.07	6,400.00	957.07	115.0%
65085 · Safety Expenses	2,818.54	4,000.00	(1,181.46)	70.5%
65091 · Software Maintenance	4,655.00	8,500.00	(3,845.00)	54.8%
65100 · Operating Supplies	3,653.23	10,000.00	(6,346.77)	36.5%
65150 · Repairs & Maintenance	104,626.89	120,000.00	(15,373.11)	87.2%
65152 · Small Tools	332.87	2,000.00	(1,667.13)	16.6%
65153 · Outside Services, Electrical	26,856.04	55,000.00	(28,143.96)	48.8%
65191 · Gas & Electricity	78,622.95	115,000.00	(36,377.05)	68.4%
65192 · Water	5,022.86	7,000.00	(1,977.14)	71.8%
65193 · Telephone	26,581.30	42,000.00	(15,418.70)	63.3%
65201 · Permits & Fees	3,824.48	7,000.00	(3,175.52)	54.6%
<b>Total 65000 · PUMP STATIONS</b>	<b>610,305.86</b>	<b>851,343.00</b>	<b>(241,037.14)</b>	<b>71.7%</b>
<b>66000 · ADMIN/ENGINEERING</b>				
66010 · Salaries & Wages	944,395.53	1,383,416.00	(439,020.47)	68.3%
66020 · Employee Benefits	477,427.37	628,135.00	(150,707.63)	76.0%
66030 · Director's Fees	15,300.00	32,400.00	(17,100.00)	47.2%
66060 · Gasoline & Oil	2,064.21	2,600.00	(535.79)	79.4%

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
 July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>66085 · Safety</b>	1,612.89	4,200.00	(2,587.11)	38.4%
<b>66090 · Office Expense</b>	13,005.46	28,000.00	(14,994.54)	46.4%
<b>66100 · Engineering Supplies</b>	1,387.70	5,000.00	(3,612.30)	27.8%
<b>66121 · Accounting &amp; Auditing</b>	25,407.36	30,000.00	(4,592.64)	84.7%
<b>66123 · O/S Contractual</b>	113,973.20	283,000.00	(169,026.80)	40.3%
<b>66124 · IT/Misc Electrical</b>	34,029.89	57,000.00	(22,970.11)	59.7%
<b>66150 · Repairs &amp; Maintenance</b>	34,285.53	95,000.00	(60,714.47)	36.1%
<b>66193 · Telephone</b>	10,819.06	13,000.00	(2,180.94)	83.2%
<b>Total 66000 · ADMIN/ENGINEERING</b>	1,673,708.20	2,561,751.00	(888,042.80)	65.3%
<b>67000 · AB 939 SOLID WASTE PROGRAMS</b>				
<b>67400 · Consulting Services</b>	62,460.00	147,500.00	(85,040.00)	42.3%
<b>67500 · Household Hazardous Waste</b>	171,026.33	292,000.00	(120,973.67)	58.6%
<b>67530 · Used Oil/Beverage Cont Grant</b>	3,600.00	11,269.00	(7,669.00)	31.9%
<b>67540 · Outreach/Publicity/Education</b>	4,951.96	20,500.00	(15,548.04)	24.2%
<b>67600 · Other</b>	1,951.45	5,000.00	(3,048.55)	39.0%
<b>67610 · City AB 939 Admin Services</b>	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 67000 · AB 939 SOLID WASTE PROG</b>	243,989.74	486,269.00	(242,279.26)	50.2%
<b>68000 · Recycled Water</b>				
<b>68010 · O &amp; M Services</b>	57,787.68	66,000.00	(8,212.32)	87.6%
<b>68100 · Operating Supplies</b>	3,713.42	4,400.00	(686.58)	84.4%
<b>68101 · Operating Chemicals</b>	41,865.51	72,120.00	(30,254.49)	58.1%
<b>68150 · Repairs &amp; Maintenance</b>	19,138.51	33,550.00	(14,411.49)	57.0%
<b>68160 · Research &amp; Monitoring</b>	13,560.00	14,000.00	(440.00)	96.9%
<b>68191 · Gas &amp; Electricity</b>	22,910.17	41,800.00	(18,889.83)	54.8%
<b>Total 68000 · Recycled Water</b>	158,975.29	231,870.00	(72,894.71)	68.6%
<b>69000 · Non-Departmental</b>				
<b>69021-1 · Retiree Health Benefits - Trust</b>	151,438.02	201,661.00	(50,222.98)	75.1%
<b>69021 · Retiree Health Benefits</b>	149,775.56	226,673.00	(76,897.44)	66.1%
<b>69022 · Pension Expense-Trust</b>	271,019.34	361,359.00	(90,339.66)	75.0%
<b>69040 · Election Expenses</b>	9,778.31	95,000.00	(85,221.69)	10.3%
<b>69070 · Insurance Expense</b>	169,168.98	167,000.00	2,168.98	101.3%
<b>69071 · Insurance Claim Expense</b>	0.00	45,000.00	(45,000.00)	0.0%
<b>69075 · Agency Dues</b>	66,310.04	74,800.00	(8,489.96)	88.7%
<b>69080 · Memberships/Certifications</b>	8,427.26	10,000.00	(1,572.74)	84.3%
<b>69122 · Attorney Fees</b>	4,633.15	50,000.00	(45,366.85)	9.3%
<b>69125 · Safety &amp; Wellness Incentive</b>	28.95	10,000.00	(9,971.05)	0.3%
<b>69130 · Printing &amp; Publications</b>	611.92	24,000.00	(23,388.08)	2.6%
<b>69170 · Board Travel &amp; Training</b>	18,370.29	26,000.00	(7,629.71)	70.7%
<b>69171 · Staff Travel &amp; Training</b>	39,095.45	65,000.00	(25,904.55)	60.1%
<b>69202 · County Fees-Property Taxes</b>	16,349.50	33,000.00	(16,650.50)	49.5%
<b>69203 · County Fees-Sewer Serv Chg</b>	21,693.00	32,000.00	(10,307.00)	67.8%
<b>69250 · Service Charge Syst Exp</b>	0.00	5,000.00	(5,000.00)	0.0%
<b>Total 69000 · Non-Departmental</b>	926,699.77	1,426,493.00	(499,793.23)	65.0%
<b>Total Expense</b>	7,523,873.16	11,423,358.00	(3,899,484.84)	65.9%
<b>Net Income (Loss)</b>	(625,842.56)	111,291.00	(737,133.56)	

**Novato Sanitary District**  
**DRAFT Revenues & Expenditures - Capital**  
 July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>51000 · CAPITAL IMPROVEMENT INCOME</b>				
51010 · Sewer Service Charges	4,855,231.96	8,422,128.00	(3,566,896.04)	57.6%
51015-1 · Property Tax - RDA Funds	50,800.77	0.00	50,800.77	100.0%
51015 · Property Taxes	1,416,992.68	2,382,632.00	(965,639.32)	59.5%
51020 · Connection Charges	758,047.50	475,200.00	282,847.50	159.5%
51040 · Special Equalization Charge	77,222.85	1,000.00	76,222.85	7,722.3%
51060 · Interest	188,912.60	120,000.00	68,912.60	157.4%
51070 · Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
<b>Total 51000 · CAPITAL IMPROVEMENT INCOME</b>	<b>7,347,208.36</b>	<b>11,420,960.00</b>	<b>(4,073,751.64)</b>	<b>64.3%</b>
<b>Expense</b>				
<b>72000 · CAPITAL IMPROVEMENT PROJECTS</b>				
72403 · Pump Station Rehabilitation	22,887.37	515,000.00	(492,112.63)	4.4%
72508 · N. Bay Water Recycling Auth	14,081.00	25,000.00	(10,919.00)	56.3%
72706 · Collection System Improv	2,230,070.48	2,790,000.00	(559,929.52)	79.9%
72706-1 · Lateral Replacement Program	24,000.00	60,000.00	(36,000.00)	40.0%
72707 · Hamilton Wetlands/Outfall Integ	4,426.64	10,000.00	(5,573.36)	44.3%
72708 · Cogeneration/Alt Energy	18,748.47	1,010,000.00	(991,251.53)	1.9%
72802 · Annual Sewer Adj. for City Proj	36,570.00	25,000.00	11,570.00	146.3%
72803 · Annual Collection Sys Repairs	41,123.56	100,000.00	(58,876.44)	41.1%
72804 · Annual Reclamation Fac Imp	67,577.93	200,000.00	(132,422.07)	33.8%
72805 · Annual Treatment Plnt Improv	12,006.68	350,000.00	(337,993.32)	3.4%
72806 · Annual Pump Station Improv	55,643.76	175,000.00	(119,356.24)	31.8%
72807 · Annual Ignacio Facility Improv	29,192.43	50,000.00	(20,807.57)	58.4%
72808 · Strategic Plan Update	0.00	20,000.00	(20,000.00)	0.0%
72809 · Novato Creek Watershed	0.00	5,000.00	(5,000.00)	0.0%
73003 · Admin Bldg/Maint.Bldg Upgrades	96,962.44	150,000.00	(53,037.56)	64.6%
73004 · Odor Control & NTP Landscaping	26,682.00	50,000.00	(23,318.00)	53.4%
73005 · RWF Expansion	(293,979.08)	(295,000.00)	1,020.92	99.7%
73006 · NTP Corrosion Control	34,739.34	55,000.00	(20,260.66)	63.2%
73090 · Vehicle Replacement	114,508.33	605,000.00	(490,491.67)	18.9%
<b>Total 72000 · CAPITAL IMPROVEMENT PROJCTS</b>	<b>2,535,241.35</b>	<b>5,900,000.00</b>	<b>(3,364,758.65)</b>	<b>43.0%</b>
<b>78400 · Principal and Interest</b>				
78500 · Interest - Capital Projects	1,863,165.32	1,963,279.00	(100,113.68)	94.9%
78501 · Principal - Capital Projects	4,300,000.00	4,866,677.00	(566,677.00)	88.4%
<b>Total 78400 · Principal and Interest</b>	<b>6,163,165.32</b>	<b>6,829,956.00</b>	<b>(666,790.68)</b>	<b>90.2%</b>
<b>Total Expense</b>	<b>8,698,406.67</b>	<b>12,729,956.00</b>	<b>(4,031,549.33)</b>	<b>68.3%</b>
<b>Net Income(Loss)</b>	<b>(1,351,198.31)</b>	<b>(1,308,996.00)</b>	<b>(42,202.31)</b>	

**Novato Sanitary District**  
**State Revolving Fund Loan Payable and 2019 Wastewater Revenue Refinancing Bonds**  
**and 2017 Wastewater Revenue Refunding Bonds Payable Balances**

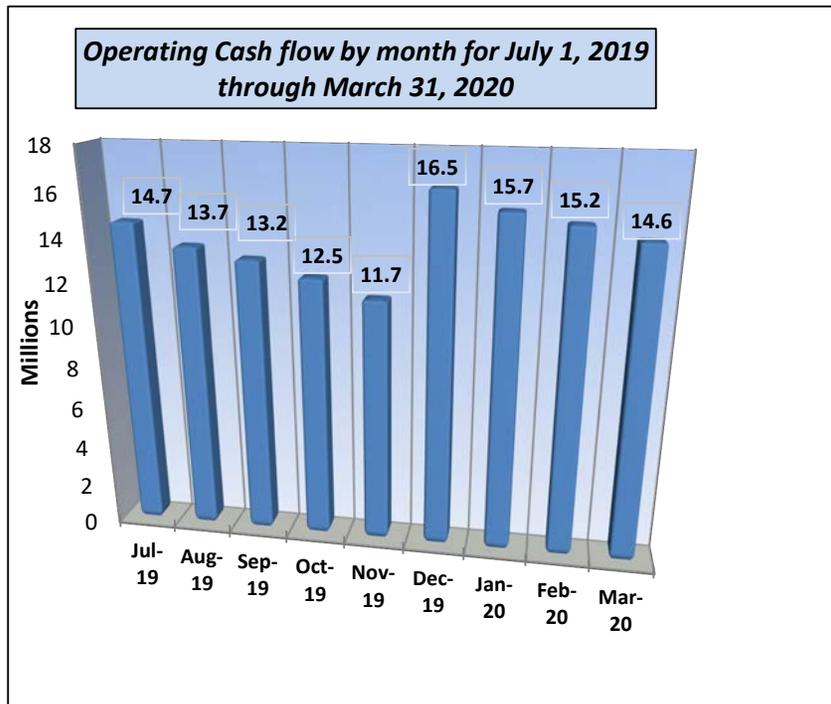
**2.0 Debt Service Schedule as of March 31, 2020**

	<b><u>State Revolving Fund (SRF) Loan</u></b>		
		<b>Principal</b>	<b>Interest</b>
	<b>SRF Loan Payable 7/1/2019.....</b>	55,511,638	
	Principal Payment 2019-20	(55,511,638)	
	Interest payments 2019-20		(806,769)
	<b>SRF Loan Balance/Interest Paid 8/31/2019.....</b>	<b>-</b>	<b>(806,769)</b>
	<b><u>2019 Wastewater Revenue Refinancing Bonds</u></b>		
		<b>Principal</b>	<b>Interest</b>
	<b>Revenue Bond Payable Balance 7/1/2019.....</b>	<b>-</b>	
	New Bond payable	46,145,000	
	Principal Payment 2019-20	(3,480,000)	
	Interest payments 2019-20		(1,091,536)
	<b>Revenue Bond Payable Balance/Interest Paid 3/31/2020</b>	<b>42,665,000</b>	<b>(1,091,536)</b>
	<b><u>2017 Wastewater Revenue Refunding Bonds</u></b>		
	<b>Revenue Bond Payable Balance 7/1/2019.....</b>	12,620,000	
	Principal Payment 2019-20	(820,000)	
	Interest payments 2019-20		(631,000)
	<b>Revenue Bond Payable Balance/Interest Paid 3/31/2020</b>	<b>11,800,000</b>	<b>(631,000)</b>
	Note 1: In August 2019, the District refinanced the SRF Loan with the issuance of its 2019 Wastewater Revenue Refinancing Bonds.		
	Note 2: Principal and Interest payments for the 2017 and 2019 Wastewater Revenue Bonds are paid in August and February of each fiscal year.		

### 3.0 OPERATING AND CAPITAL CASH FLOW

**Operating:**  
**Cash Flow For Novato Sanitary District**  
**July 1, 2019 - March 31, 2020**  
**Dated: May 11, 2020**

Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
			* \$ 15,627,565
Jul-19	\$ 101,674	\$ 1,036,111	14,693,128
Aug-19	33,708	1,031,794	13,695,042
Sep-19	243,015	712,624	13,225,433
Oct-19	82,360	781,580	12,526,213
Nov-19	295,525	1,116,979	11,704,759
Dec-19	5,709,552	887,914	16,526,397
Jan-20	43,747	897,395	15,672,749
Feb-20	243,490	701,665	15,214,574
Mar-20	207,011	781,989	14,639,596

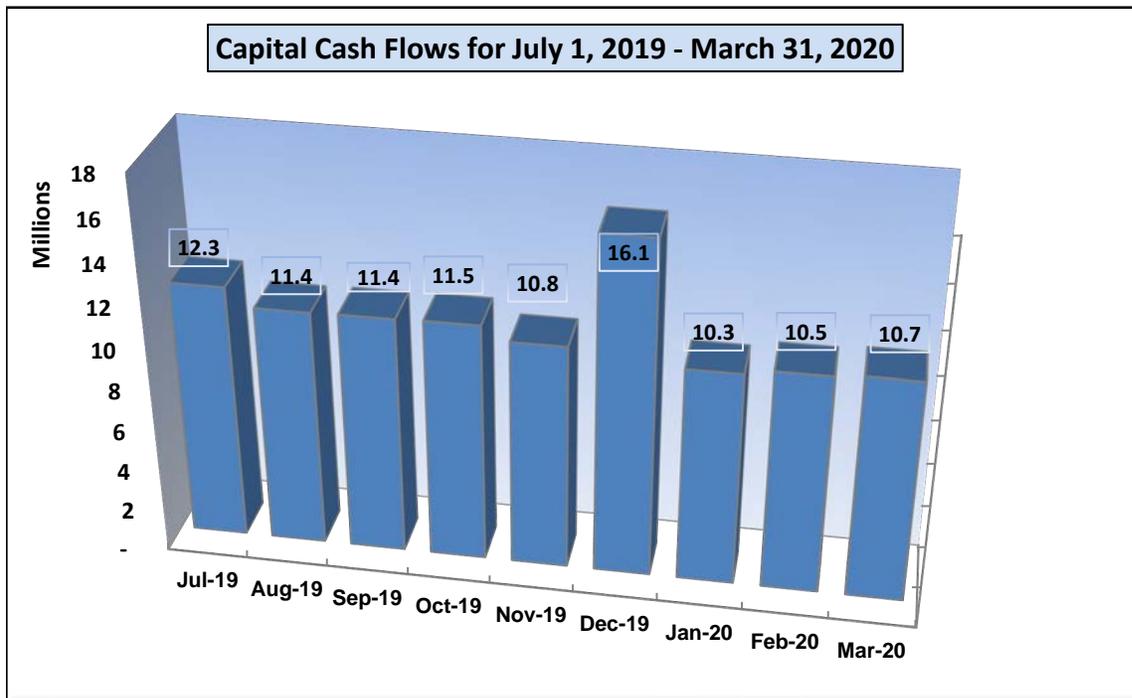


Note: Cash balances at year end split 55/45 - Operating/Capital based on split sewer service charges.

\* Beginning balance adjusted for accrual vs cash basis differences.

**Capital:**  
**Cash Flow For Novato Sanitary District**  
**July 1, 2019 - March 31, 2020**  
**Dated: May 11, 2020**

Month Earned	Monthly Capital Expenditures	Debt Service	Capital Revenue	Cash Balance
				\$ 12,608,691
Jul-19	\$ 147,999	\$ 315,500	\$ 108,629	12,253,821
Aug-19	84,528	806,769	29,026	11,391,550
Sep-19	50,477		89,460	11,430,533
Oct-19	86,651		132,993	11,476,875
Nov-19	662,717		16,124	10,830,282
Dec-19	770,507		6,009,998	16,069,773
Jan-20	176,140	5,707,036	90,354	10,276,951
Feb-20	482,062		745,043	10,539,932
Mar-20	64,390		198,905	10,674,447



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Collection System Maintenance, 2020 Root Control Treatment - Account No. 60153 (Outside Services)</b>	<b>MEETING DATE: May 11, 2020</b>  <b>AGENDA ITEM NO.: 5.g.</b>
<b>RECOMMENDED ACTION: Approve contract in the not-to-exceed amount of \$59,100 with Duke's Root Control, Inc., (Duke's), and authorize the General Manager-Chief Engineer to execute it.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>An important part of the District's annual collection system maintenance activities is to control and abate tree roots that intrude into its sewers. If left unchecked, these roots can grow within the sewers to a point where they can impede or completely block flow in the sewers, either by themselves or in combination with grease, rags, and debris build-up, and potentially result in sanitary sewer overflows (SSOs).</p> <p>Based on maintenance history records, staff has identified approximately 46,300 feet of sewer mains ranging in size from 6-inch to 15-inch that will benefit from root abatement this year. Duke's can provide root abatement services using a chemical root control foaming agent to control this problem. Staff has verified that the use of this chemical will not affect the District's ability to meet its discharge permit requirements. Duke's has performed this work for the District in previous years.</p> <p>Staff has negotiated a scope of services with Duke's on a time-and-materials basis in the not-to-exceed amount of \$59,100 to accomplish this work. The unit costs negotiated will remain the same as the costs negotiated last year, (i.e. \$1.19/ft for 6" and 8" pipe, \$1.86/ft for 10", \$2.02/ft for 12", and \$2.83/ft for 15" pipe). Staff therefore recommends that the Board approve a contract with Duke's in the not-to-exceed amount of \$59,100 and authorize the General Manager-Chief Engineer to execute it.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence), and Goal 2 (Reliable and Efficient Facilities), of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> This work will be funded from Account No. 60153 - Outside Services. The FY19-20 budget amount for this account is \$145,000. As of April 30, 2020, the encumbered balance for this account is \$69,690, and there are no other known commitments or related expenditures for Account No. 60153 at this time.	
<b>DEPT. MGR.:</b> JA, EB	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Temporary Discharge Permit- PG&amp;E Groundwater and Hydrostatic Test Water</b>	<b>MEETING DATE: May 11, 2020</b> <b>AGENDA ITEM No.: 5.h.</b>
<b>RECOMMENDED ACTION: Approve an application from Pacific Gas and Electric Company (PG&amp;E) and authorize the General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of hydrostatic test and excavation groundwater encountered at various locations on their Novato project.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District received a permit application from PG&amp;E on May 5, 2020, for a temporary, Class I non-domestic discharge permit. PG&amp;E will be performing their natural gas pipeline strength test project T-1461B and replacement projects R-1098 and RT-732 on Lines 021F and DREG 3687 at several locations throughout Novato, California. The volume of existing pipe hydrostatic test water is approximately 530,000 gallons, and 20,000 gallons for new component hydrostatic test water. Associated excavation groundwater will be transported via temporary above ground piping and/or vacuum truck from the work areas to holding tanks for settling, filtration, testing and approval prior to discharge to the District's collection system. Wastewater generated during pipeline cleaning will be managed separately, transported offsite for disposal and will not be discharged to the sanitary sewer.</p> <p>PG&amp;E has made application to discharge to the District's system because there are known contamination sites within 1,000 feet of the project dig sites indicating that the groundwater encountered during the proposed work may be impacted by petroleum hydrocarbons. Furthermore, groundwater samples collected during previous work at/near these work locations indicated the presence of petroleum hydrocarbons making the groundwater unsuitable discharge to the storm drain under the City of Novato's MS4 permit.</p> <p>The District's permit application specifies that prior to discharge, all hydrostatic test and excavation groundwater will pass through particulate filters followed by activated carbon filtration if needed to meet discharge limits. Discharge will not commence until testing has been performed and the submitted laboratory data indicates the water meets local discharge limits and is approved for discharge to the District's system.</p> <p>Discharge is anticipated between June 15 and December 15, 2020. The total discharge is estimated at approximately 1,000,000 gallons of groundwater and 550,000 gallons of hydrostatic test water, which shall not exceed a maximum discharge rate of 100 gpm to the sanitary sewer.</p> <p>Staff recommends that the Board approve the application and authorize the General Manager–Chief Engineer to issue a one-time, temporary Class I non-domestic discharge permit to PG&amp;E.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 3 (Alignment and Communications) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> Permit, monitoring, and discharge fees will offset the cost of preparing the permit and monitoring the discharge.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Wastewater Operations Report, April 2020.	<b>MEETING DATE:</b> May 11, 2020  <b>AGENDA ITEM NO.:</b> 6.a.
<b>RECOMMENDED ACTIONS:</b> Receive Wastewater Operations Report for April 2020: <ul style="list-style-type: none"> <li>• Collection System</li> <li>• Treatment Facilities</li> <li>• Reclamation Facilities</li> </ul>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The April 2020 Wastewater Operations Report incorporating operations reports for collections system, wastewater treatment facilities, and the reclamation facilities is attached.</p> <p>District and Veolia staff will be present at the meeting to provide overviews of the reports for their operational areas, and be available to discuss the reports or respond to any questions.</p>	
<b>ATTACHMENTS:</b> 1. Wastewater Operations Reports for the month of April 2020.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> JO (Veolia), JA, JJB	<b>GENERAL MANAGER:</b> SSK

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
April 2020**

**1.0 General:**

The equivalent of about seven (7) full time employees (FTEs) worked on collection system maintenance activities during the month. The breakdown of staff time for the month in terms of equivalent FTE hours utilized, works out approximately as follows:

- 1.5 FTE field workers for Sewer Maintenance (main line cleaning)
- 2.8 FTE field workers for Pump Station Maintenance
- 0.7 FTE field workers for Closed Circuit Television (CCTV) work
- 0.0 FTE field workers for Underground Service Alert Mark and Locate (USA)
- 2.0 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to the activities listed above, or special activities (for e.g. smoke testing of mainlines), and
- 0.1 FTE field workers for vacation, holiday or sick leave.

**2.0 Collection System Maintenance:**

Performance metrics 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:

The sewer system ICOM3 Computerized Maintenance Management System (CMMS) generated 315 work orders for the month. Collections staff completed 315 work orders, 6 of these were videoed in lieu of cleaning, leaving zero work orders outstanding. The completed work orders resulted in 62,563 feet of sewer pipelines cleaned by staff.

Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for Nine (9) working days and televised a total of 18,127 feet of sewer main.

CCTV Findings:

- Infrastructure-related: CCTV work did not identify any new structural issues.
- O&M related: CCTV work did not identify any area that would require a change in sewer line maintenance operations.



Two new 30kW Kohler generators arrived at NSD Treatment Plant.

**3.0 Pump Station Maintenance:**

Collections staff conducted 156 lift station inspections this month. Of these, 38 inspections were generated through the District's JobsCal Plus CMMS system. There are 0 outstanding work orders for the month. A Pump Stations' Work Order Statistics summary is attached.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
April 2020**

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

Staff completed maintenance inspections on four (4) air relief/vacuum valves this month, no issues were identified.

**5.0 Safety and Training:**

General:

Collections staff attended four (4) safety tailgate meetings in April.

Specialized Training:

- Review of Pump Station ERP's
- Motor Vehicle Training through Target Solutions
- Ethics Training through Target Solutions

Safety performance:

There were no lost time accidents for the month of April.

COVID-19:

Due to COVID-19 social distancing guidelines issued by the State and County of Marin, the collections and field services staff continue to work a temporary modified split shift (A/B teams). In addition, staff are practicing social distancing to the extent possible during shifts and increased disinfection of commonly touched surfaces at the beginning and end of each shift. They are also limiting vehicle occupation to one per vehicle as much as possible.

**6.0 Miscellaneous Projects:**

- ARV project is moving forward. new vaults, covers and shut off valves installed so far. Collections assisted in shutting down force mains to complete work.
- Root treatment preparation is currently under way.
- Isolated pressure gauges installed at Bahia Main, Olive Ridge, Blackpoint, Canyon and Meadow Park pump stations.
- Two new 30kW Kohler generators arrived
- Sump pump check valves replaced at Vintage Oaks 1, 2, and Cypress Pump stations
- Mix-flush valves replaced at Deer Island PS and Rush Creek PS.
- Flowmeter installed at Marin Village pump station.
- A contractor backfilled and compacted potholes and low areas at Bahia Main Pump Station.

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

There were zero (0) sanitary sewer overflows (SSO) in April. The No Spills certification ID is # **2569824**.

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**Novato Sanitary District**  
**Collection System Monthly Report For April 2020 (as of April 30, 2020)**

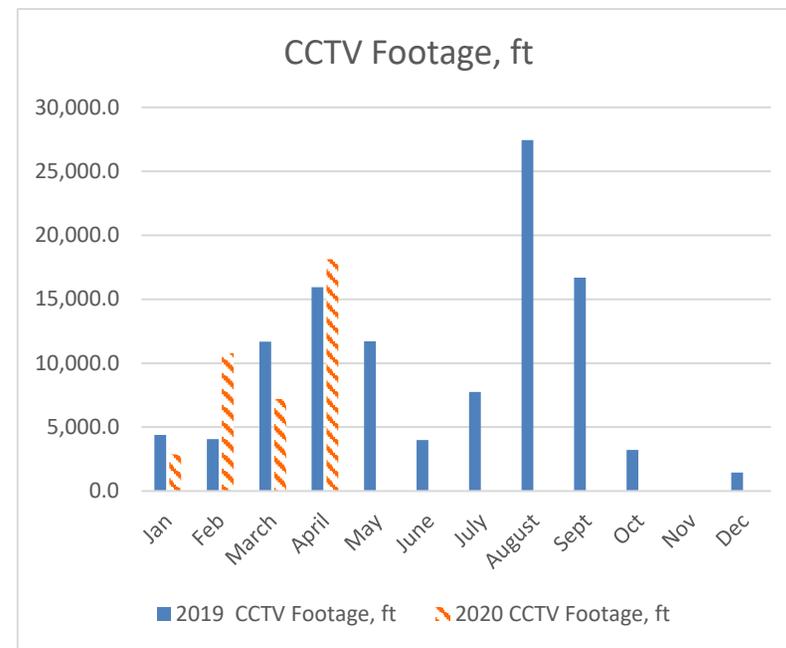
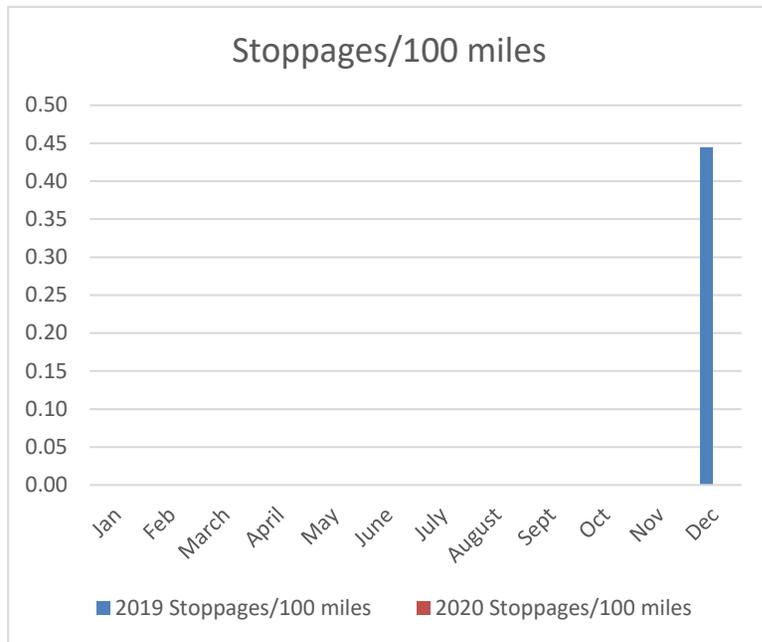
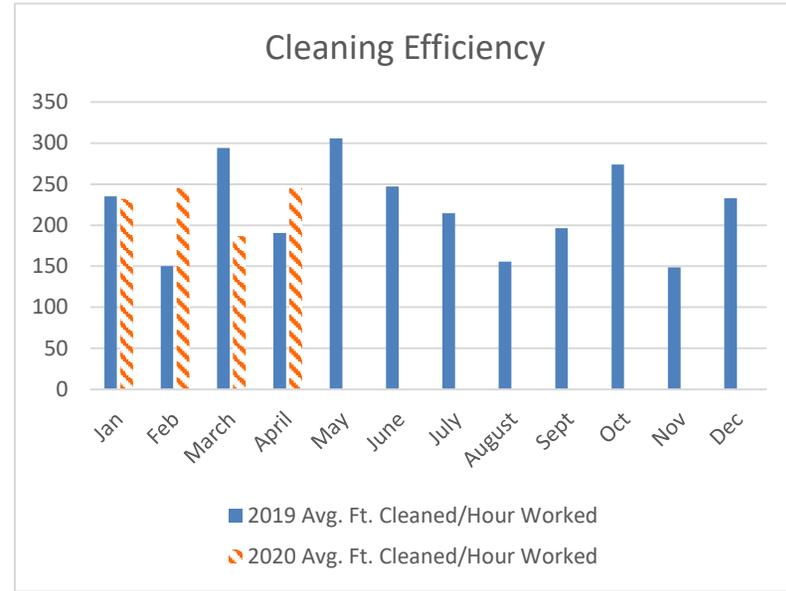
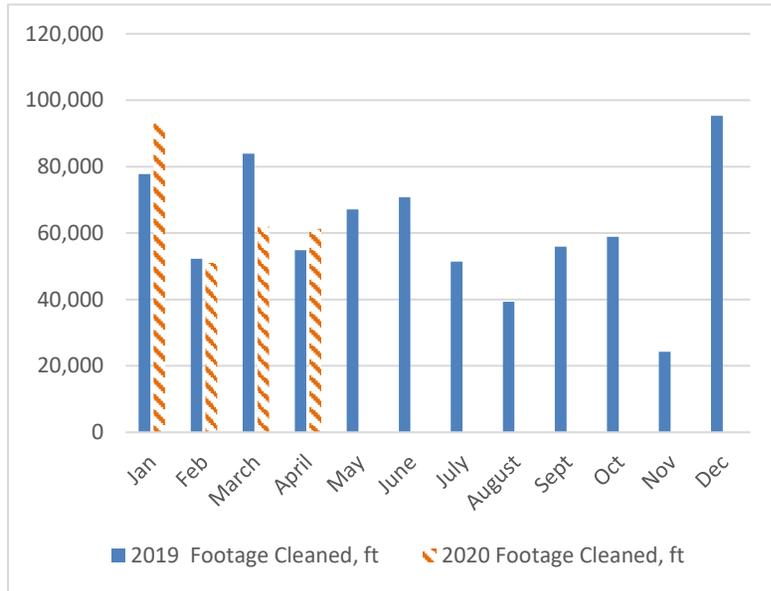
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning)	2.2	1.3	2.0	1.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.6
Number of FTEs (other)	1.3	1.2	1.4	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.5
Number of FTEs (USAs)	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Number of FTEs (CCTV)	0.2	0.5	0.6	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Total, FTEs	3.8	3.0	4.0	4.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.2
Regular Time Worked, (main line cleaning), hrs	401	208	332	250									1,191	298
Regular Time Worked on Other, hrs <sup>(1)</sup>	228	194	235	340									996	249
Regular Time Worked on USAs	20	0	0	0									20	5
Regular Time Worked on CCTV (2)	39	77	106	114									335	84
Total Regular time, worked, hrs	687	479	673	703	0	0	0	0	0	0	0	0	2,542	212
Total Vacation/Sick Leave/Holiday, hrs	319	386	220	13									938	234
Vacation/Sick Leave/Holiday, FTEs	1.8	2.4	1.3	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.6	0.5
Overtime Worked on Coll. Sys., hrs	12	0	5	0									17	4
Overtime Worked on Other, hrs (1)	7	2	5	0									14	3
Overtime Worked on USAs, hrs	0	0	0	0									0	0
Overtime Worked on CCTV <sup>(2)</sup>	0	0	0	0									0	0
Total Overtime, hrs	19	2	9	NA	NA	NA	NA	NA	NA	NA	NA	NA	30	10
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	36	40	54	50									180	45
Rodder 3208 ft. cleaned	6,810	4,994	5,006	4,842									21,652	5,413
Rodder - outside services, ft cleaned	0	0	0	0									0	0
Flusher Work Orders generated	427	232	263	259									1,181	295
Truck 3205V ft. cleaned	4,329	0	0	0									4,329	1,082
Truck 3206V ft. cleaned	36,952	20,521	12,180	17,640									87,293	21,823
Truck 3209F ft. cleaned	44,800	25,523	44,760	38,792									153,875	38,469
Flusher - outside services, ft. cleaned	0	0	0	0									0	0
Total Footage cleaned <sup>(3)</sup>	92,891	51,038	61,946	61,274	NA	NA	NA	NA	NA	NA	NA	NA	267,149	66,787
Work Orders completed	451	272	317	315									1,355	339
Work Orders backlog	12	0	0	0									12	3
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0									0	0
CCTV Truck 3126T, ft. videoed	2,876	10,401	7,195	14,780									35,252	8,813
CCTV (hand cam), ft. videoed	0	385	0	3,347									3,732	933
CCTV Inspection - outside services, ft. videoed	0	0	0	0									0	0
Total CCTV footage <sup>(3)</sup>	2,876	10,786	7,195	18,127	NA	NA	NA	NA	NA	NA	NA	NA	38,984	9,746
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	0	0	0	0									0	NA
Major (Category II)	0	0	0	0									0	NA
Major (Category I)	0	0	0	0									0	NA
Overflow Gallons	0	0	0	0									0	NA
Volume Recovered	0	0	0	0									0	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	6	2	5	4									17	4
Normal hours S.C. response time, mins (avg.)	11.7	12.5	29.6	19.25									73	18
Service Callouts, after hours, #	1	0	1	0									2	1
After Hours S.C. response time, mins (avg.)	3	0	30	NA	NA	NA	NA	NA	NA	NA	NA	NA	33	11
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	232	245	187	245	NA	NA	NA	NA	NA	NA	NA	NA	NA	227
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA
Average spill response time (mins)	0	0	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.4	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.9	0.1
Overtime hours/100 Miles	5	0	2	0	0	0	0	0	0	0	0	0	7.33	1
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<sup>(1)</sup>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.

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

<sup>(3)</sup>Does not include outside services (tracked separately)

# Collection System: 2019 & 2020 Graphs



**Novato Sanitary District**  
**Pump Station Monthly Report For April 2020 (as of April 30, 2020)**

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>													0	
Number of Employees (FTEs)	1.4	1.6	1.8	2.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.6
Regular Time Worked on Pump Sta	264	249	298	467									1,277	
Overtime Worked on Pump Sta	46	36	39	14									134	
After Hours Callouts	0	0	0	0	0	0	0	0	0	0	0	0	0	
Average Callout response time (mins)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Work Orders</b>														
Number generated in month	39	38	46	38									161	40
Number closed in month	39	38	46	38									161	40
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS  
WORK ORDER STATISTICS  
April 1, 2020-April 30, 2020**

	<b>Open Work Orders Due Prior to 4/1/2020</b>	<b>Open Work Orders 4/1/2020-4/30/2020</b>	<b>Total Open Work Orders</b>
Preventive	0	38	38
Corrective	0	0	0
Total	0	38	38

	<b>Closed Work Orders 4/1/2020 -4/30/2020</b>
Preventive	38
Corrective	0
Total	38

<b>Total Outstanding Work Orders as of 4/30/2020</b>	<b>0</b>
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May 5, 2020

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

**Subject: Veolia Water Operations Report – April 2020**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for April 2020.

As always, please give me a call at 707-292-3022 should you have any questions.

Best regards,

A handwritten signature in blue ink that reads "John P. O'Hare".

John P. O'Hare  
Project Manager, Veolia



MONTHLY OPERATIONS REPORT  
April 2020

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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  - 7) Jerome Meter Readings and Locations
-

**A: TREATMENT PLANT PERFORMANCE SUMMARY – Discharge to San Pablo Bay – April 1 – 30, 2020**

**National Pollution Discharge Elimination System Permit – Table 1.0**

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	4.02	5.19	N/A	
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	10,632	14,386	N/A	
TSS, lb/day (monthly ave/max)	11,032	13,682	N/A	
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<5	6	15	30
TSS, mg/L (monthly ave/max weekly ave)	<3	4	10	20
BOD <sub>5</sub> - % Removal, Average	98		85 minimum	
TSS - % Removal, Average	99		85 minimum	
Ammonia, mg/L – (monthly ave/daily max)	2.6	2.6	5.9	21
pH, su (min / max)	7.0	7.1	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	2.62		35	
Fecal Coliform, MPN/100 ml (monthly median)	N/A		140	
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> PCTL)	N/A		430	
Total Coliform, MPN/100 ml (5 sample median)	N/A		240	
Total Coliform, MPN/100 ml (monthly maximum)	N/A		10,000	

Peak Instantaneous Rainfall Flow Rate = 9.0 million gallon per day, April 5, 2020, 10:08 am

Total Rainfall = 0.62 inches

**Title 22 - Recycled Water Production and Quality – Table 2.0**

Description	Units	Value	Limit
Potable Water Provided	Million Gallons	0	N/A
Volume Produced	Million Gallons	12.46	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	8.5	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	1	240
Maximum Total Coliform 2 Samples 30 days	MPN/100 ml	1	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

**Discussion of Violations / Excursions**

- National Pollutant Discharge Elimination System Permit (NPDES) Limits - None
- Reclaimed (Recycle) Water - None
- Recycled Water Permit – None
- Bay Area Air Quality Management District – None



**COVID-19 and Plant Flows**

A brief discussion on the impact of the ongoing Shelter-In-Place (SIP) order of the COVID-19 emergency on plant flows is provided below.

For comparison purposes, Veolia staff reviewed plant flow data over the last seven years. Flow data for Jan-April for this period is summarized in the table below.

Table: Flow Comparison

Flow Comparison Previous Year								
Month	2013	2014	2015	2016	2017	2018	2019	2020
Jan	5.392	3.729	4.384	7.303	12.725	5.136	8.563	5.210
Feb	4.592	5.378	5.777	4.518	12.591	3.923	12.822	4.216
Mar	4.612	5.025	4.047	7.746	6.411	6.481	8.330	4.060
Apr	4.559	4.654	3.880	4.178	5.971	5.453	4.764	4.016
Maximum	5.392	5.378	5.777	7.746	12.725	6.481	12.822	5.210
Minimum	4.559	3.729	3.880	4.178	5.971	3.923	4.764	4.016
Average	4.789	4.696	4.522	5.936	9.425	5.248	8.620	4.376

From the table, it appears the average and maximum daily flow rates for 2020 to date are generally lower than in prior years, although it should be noted that, comparatively speaking, 2020 has been an unusually dry year.

**B: SAFETY AND TRAINING:**

- Alternative Staffing Schedule – Continued to utilize two separate crews throughout the month with the administrative assistant working from home.
- Monthly plant safety inspections for Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station completed.
- No safety incidents for the month of April 2020.
- Monthly Safety Topics: On Line Training – Confined Spaces: Entry Team Training – Maintenance Activities.

**C: OPERATIONS & MAINTENANCE STATUS / REVIEW:**

**Key events for the period:**

**Wastewater Treatment Plant Power Outages**

- No power outages to report in April 2020.

**Novato Wastewater Treatment Plant**

- Routine rounds, readings and preventative maintenance.
- Digester Heat Loop Pump #4 – Calcon Systems replaced the circuit wiring.
- Digested Sludge Flow Meter – Calcon Systems replaced the meter.



- Headworks Channel #1 Flow Meter - Calcon Systems installed new meter, wiring, and ultrasonic sending unit.
- Weed Abatement – Conducted throughout the month.
- Combination Air Valves, Blow-offs, Pipe Air Release/Cleanouts – Modified the pipe outlets as a safety precaution.
- Administration Standby Generator – Leete Generator removed the alternator unit for rebuilding. Leete Generator provided a rental generator which was configured to provide standby power during the repairs.
- Ferric Pump #1 – Replaced the peristaltic pump.
- Gravity Belt Thickener #1 – Replaced the idler roller and bearings.

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

- Primary Clarifier #1 (standby)
- Aeration Basin #1 & #3 (standby)
- Secondary Clarifier #1 (standby)

**Ignacio Transfer Pump Station**

- Routine rounds, readings and preventative maintenance.

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

- None

**Recycled Water Plant (RWP)**

- Routine rounds, readings and preventative maintenance.

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

- None

**Sludge Lagoons (and Reclamation Area)**

- Conducted routine checks.
- Exercised the sludge lagoons inlet and outlet valves.
- Roy's Sewer Service – Flushed the influent lines to the sludge lagoons.

**D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY****Regulatory Programs:****Laboratory Program****Enterococcus**

When effluent is discharged to San Pablo Bay (Bay) the bacterial requirement includes monitoring for the Enterococcus parameter. The recycled water use agreement with the California State Coastal Conservancy requires that Enterococcus data be provided, which continued through April 2020.

**Fecal Coliforms**

Fecal Coliform sampling is required once per quarter during Bay discharge. A quarterly sample was analyzed in April 2020 for the March through May quarter. The result was below the regulatory limit.

**Whole Effluent Toxicity Testing**

Quarterly chronic toxicity is required during Bay discharge. The chronic toxicity, test results for survival and growth were very good at <1.0 Toxicity Unit-chronic. The results are provided below.

Test Date	1/17	4/17	6/17	10/17	1/18	4/18	9/18	12/18	2/19	6/19	10/19	2/20	4/20
EC <sub>25</sub> (%)	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100
NOEC (%)	100	100	100	65	100	100	100	100	100	100	100	100	100
TUc(100/EC <sub>25</sub> )	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0

**Semi-Annual Sampling**

The semi-annual effluent sampling occurred in April for Polychlorinated biphenyls (as congeners) which includes the extended list for metals. The influent semi-annual sampling included the extended list for Metals, Phenols, Volatile and Semivolatile Organics, Organophosphorous and Chlorinated Pesticides.

**GeoTracker Reporting**

Liz Falejczyk, Veolia Water Environmental Services Supervisor completed the required recycled water volumetric reporting into GeoTracker. This reporting tracks the influent volumes through the wastewater treatment levels and ultimate discharge to the Bay, Reclamation (for pasture irrigation) or Recycled Water. Liz worked with Pablo Ramudo, North Marin Water District Water Quality Supervisor who provided the details of the end user categories and volumes (e.g. golf courses, landscape, dust control).

**Proficiency Performance Testing Program**

Kurt Hawkyard, Veolia Water Laboratory Technician completed several annual proficiency performance tests required to maintain the California Environmental Laboratory Accreditation Program. The tests completed were Enterococcus, Chlorine Residual (two methods) and pH. All results were within the acceptable range. This year the proficiency performance testing will be staggered throughout the year to minimize the impact on laboratory staff.

**Pretreatment Program**

- The corrective action report was received as required for the Notice of Violation issued to a Categorical Significant Industrial User in March 2020.

**Fats, Oils & Grease Program**

- Received supporting documentation confirming compliance from two Food Service Establishments.

**E: ADMINISTRATION:**

- March 2020 Electronic Discharge Monitoring Report (EDMR-US EPA) and March 2020 Self-Monitoring Report (SMR-State of California) submitted on April 22<sup>nd</sup>.

**F: ODORS & LANDSCAPING:**

- Jerome meter (H<sub>2</sub>S) parts per million (ppm) readings performed in adjacent neighborhood.
- Values reported averaged 0.0000 ppm which is below the odor threshold.

**G: MISCELLANEOUS**

- Process Control Management Plan (PCMP) meetings held weekly with the Veolia staff.

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



Art Fagerström, PE, BCEE, Veolia Technical Manager, Corporate Technical Support  
Melissa Sandvold, Veolia West Region VP of Operations  
James Loven, Veolia Central/West Technical Director  
Joe Hart, Veolia Regional Asset Manager

## ***1) PHOTOS***

# PLANT OPERATION AND MAINTENANCE APRIL 2020



Above Left and Right – Alejo Cuntapay, Veolia Mechanic working on the primary sludge/scum pumps and digester sludge transfer pump drive mechanism  
Below Left – Sunrise through primary clarifier #1 cover super structure  
Below Right – Facility rear access roadway

## **2) LABORATORY DATA**



Novato Sanitary District  
BOD/TSS Report



April, 2020

Date	Flow MGD	Influent				Effluent				BOD % Removal	TSS % Removal
		BOD		TSS		BOD		TSS		PERCENT	%
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
04/01/20	3.84	190	6,085	328	10,504	<5	<156	4	125	97.4	98.8
04/02/20	4.07					<5	<163	3	98		
04/03/20	4.02										
04/04/20	4.04										
04/05/20	5.08										
04/06/20	5.19										
04/07/20	4.56										
04/08/20	4.42										
04/09/20	4.22	300	10,558	322	11,333	<5	<154	<3	<93	98.3	99.1
04/10/20	4.13										
04/11/20	4.00										
04/12/20	4.01										
04/13/20	3.98										
04/14/20	3.90										
04/15/20	3.67	470	14,386	447	13,682	6		<3		98.7	99.3
04/16/20	4.04										
04/17/20	3.77										
04/18/20	3.89										
04/19/20	3.78										
04/20/20	3.81										
04/21/20	3.63										
04/22/20	3.84										
04/23/20	3.83	360	11,499	300	9,583	6	164	4	109	98.3	98.7
04/24/20	3.78										
04/25/20	4.16										
04/26/20	3.94										
04/27/20	3.81										
04/28/20	3.48										
04/29/20	3.69										
04/30/20	3.89			310	10,057			<3	<77		99.0
<b>Weekly Averages</b>											
04/04/20	Week 1	190	6,085	328	10,504	5	160	4	111		
04/11/20	Week 2	300	10,558	322	11,333	5	154	3	93		
04/18/20	Week 3	470	14,386	447	13,682	6		3			
04/25/20	Week 4	360	11,499	300	9,583	6	164	4	109		
	Week 5										
<b>Monthly</b>											
Minimum	3.48	190	6,085	300	9,583	<5	<154	<3	<77	97	99
Maximum	5.19	470	14,386	447	13,682	6	164	4	125	99	99
Total	120.47										
Average	4.02	330	10,632	341	11,032	<5	<159	<3	<100	98	99

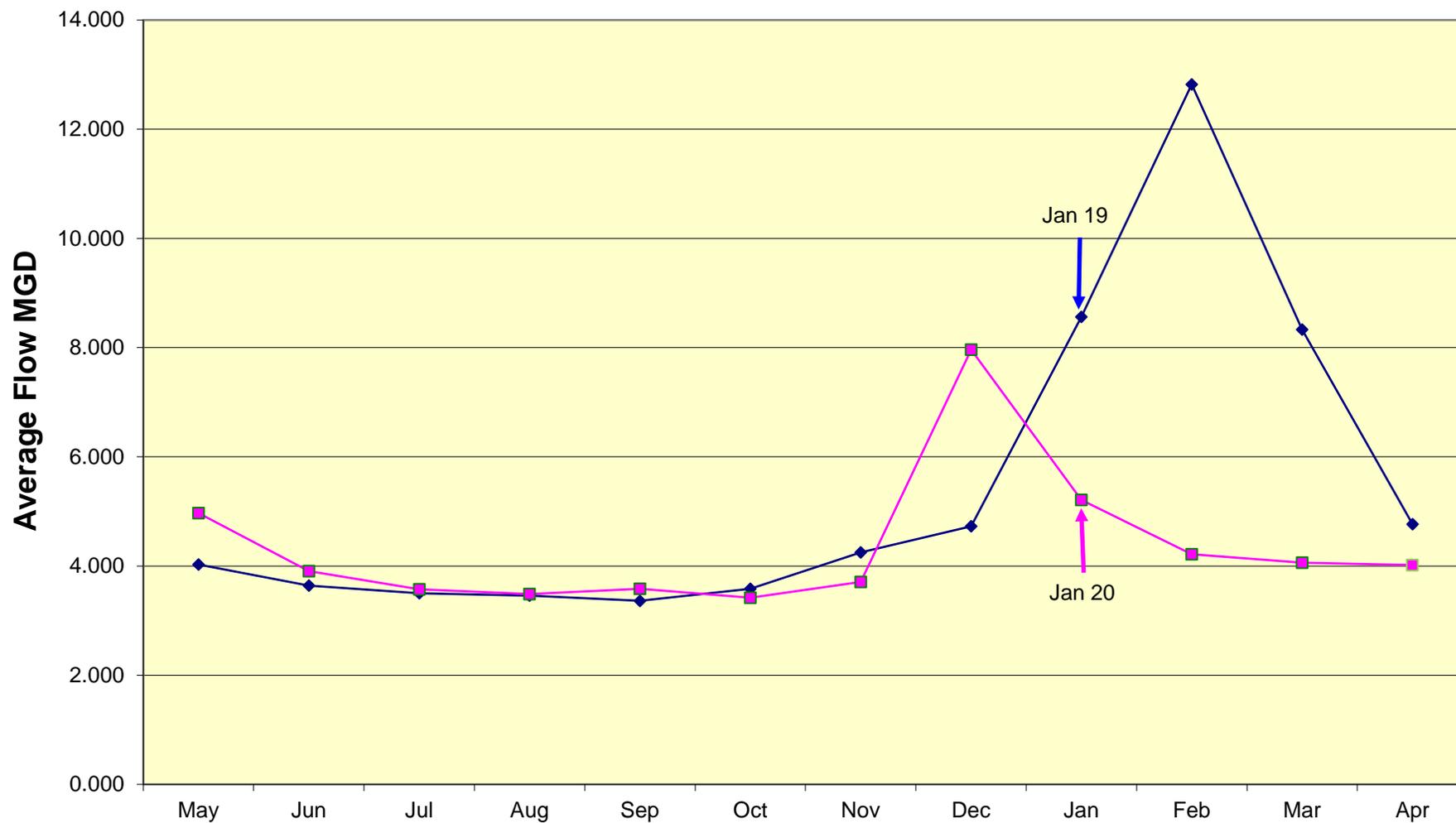
### **3) *RECYCLED WATER REPORT***

NOVATO SANITARY DISTRICT  
RECYCLED WATER  
COMPLIANCE SUMMARY REPORT

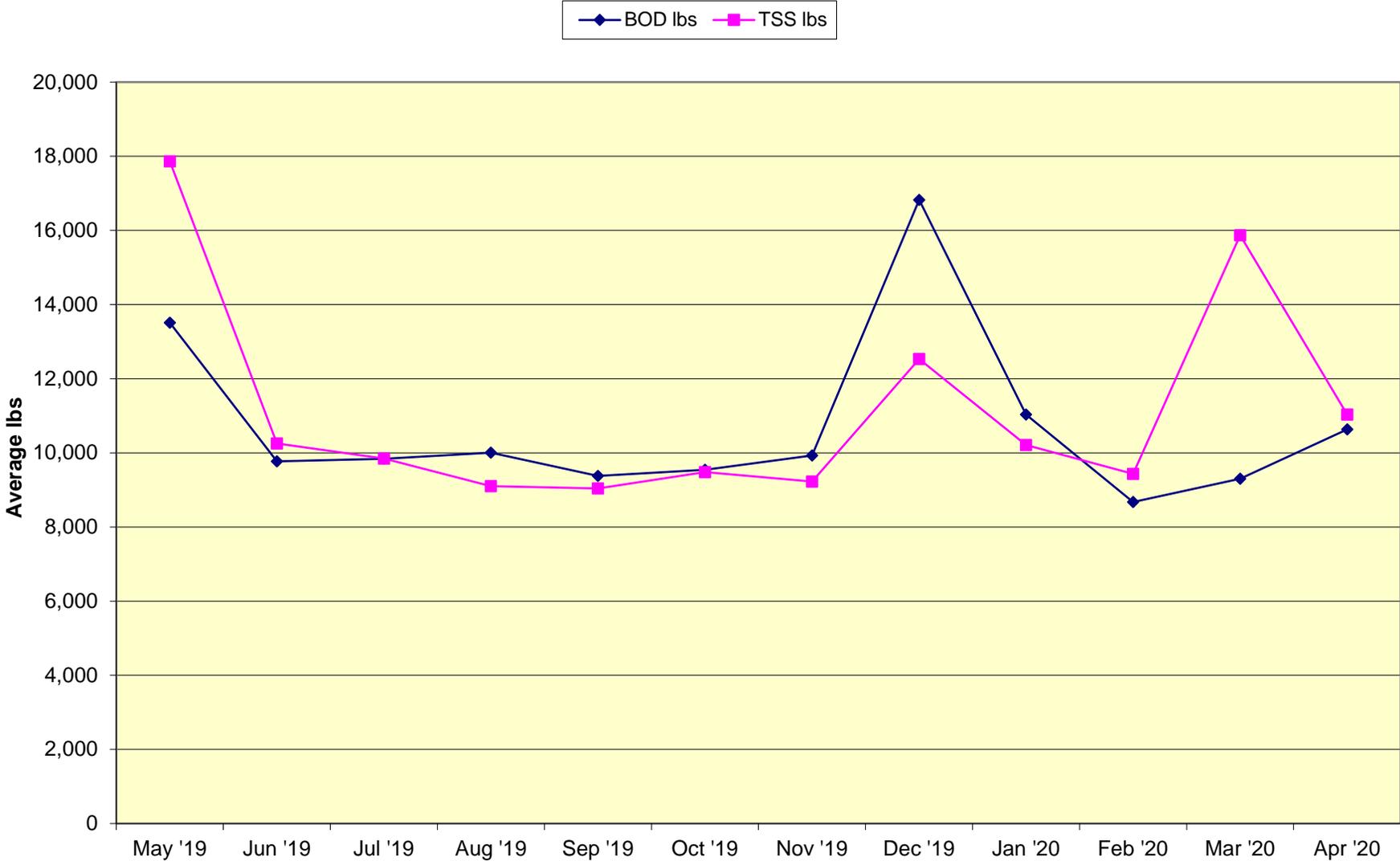
	Filter Influent Flow	Recycled Water Flow to Plum St.	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Disinfection CT Value
Date	MGD	MGD	MGD	NTU	(m)	NTU	(mg/l)	MPN/100ml	mg-min/l
4/1/2020	0.810	0.094		3.8	0	0.1		<1	>450.000
4/2/2020	0.920	0.157		2.8	0	0.1		<1	>450.000
4/3/2020	0.710	0.138		3.6	0	0.6		<1	>450.000
4/4/2020	0.750	0.049		3.4	0	0.1		<1	>450.000
4/5/2020	0.940	0.132		0.3	0	0.2	9.0	1	>450.000
4/6/2020	0.900	0.012		2.4	0	0.7	9.1	<1	>450.000
4/7/2020	0.830	0.070		2.4	0	0.5	9.2	<1	>450.000
4/8/2020	0.920	0.076		0.9	0	0.5	9.0	<1	>450.000
4/9/2020	0.780	0.521		2.6	0	1.0		<1	>450.000
4/10/2020	0.740	0.569		2.8	0	0.5		<1	>450.000
4/11/2020	0.660	0.433		1.4	0	0.4		<1	>450.000
4/12/2020	0.710	0.272		2.6	0	0.4	9.1	<1	>450.000
4/13/2020	0.720	0.241		2.2	0	0.4	9.0	<1	>450.000
4/14/2020	0.790			5.3			9.2	<1	
4/15/2020	0.690								
4/16/2020	0.850	0.443		3.6	0	0.8		<1	>450.000
4/17/2020	0.790	0.346		2.7	4	0.8		<1	>450.000
4/18/2020	0.720	0.611		2.6	0	0.8		<1	>450.000
4/19/2020	0.770	0.715		2.3	0	0.9	8.5	<1	>450.000
4/20/2020	0.810	0.649		2.7	0	0.4	8.7	<1	>450.000
4/21/2020	0.770	0.616		3.4	0	0.5	8.7	<1	>450.000
4/22/2020	0.830	0.514		3.4	0	0.4		<1	>450.000
4/23/2020	0.780	0.555		2.8	0	0.7		<1	>450.000
4/24/2020	0.710	0.630		1.9	0	0.8		<1	>450.000
4/25/2020	0.760	0.579		1.7	0	0.9		<1	>450.000
4/26/2020	0.640	0.796		2.6	0	0.8	8.8	<1	>450.000
4/27/2020	0.990	0.872			0	0.9	8.8	<1	>450.000
4/28/2020	0.890	0.824		2.2	0	0.6	8.8	<1	>450.000
4/29/2020	1.000	0.751		1.5	0	0.3		<1	>450.000
4/30/2020	0.960	0.797		2.7	1	0.4		<1	>450.000
Total	24.140	12.462							
Minimum	0.640	0.012		0.3	0	0.1	8.5	<1	>450.0
Maximum	1.000	0.872		5.3	4	1.0	9.2	1	>450.0
Average	0.805	0.445		2.6	0	0.6	8.9	<1	>450.0

## ***4) ANNUAL PERFORMANCE SUMMARY – GRAPHS***

### Wastewater Influent Flow Comparison

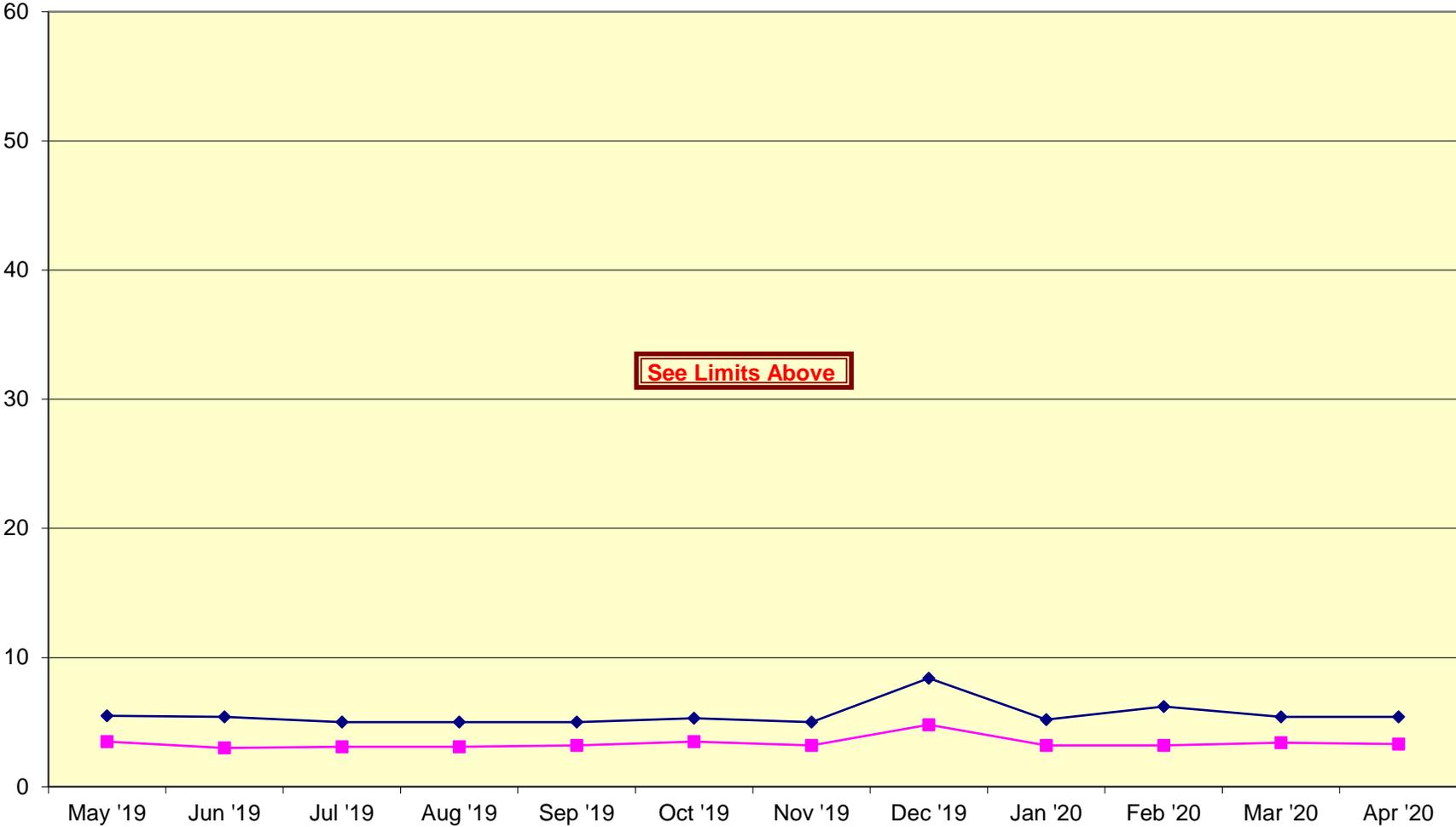


### Influent Load BOD / TSS lbs

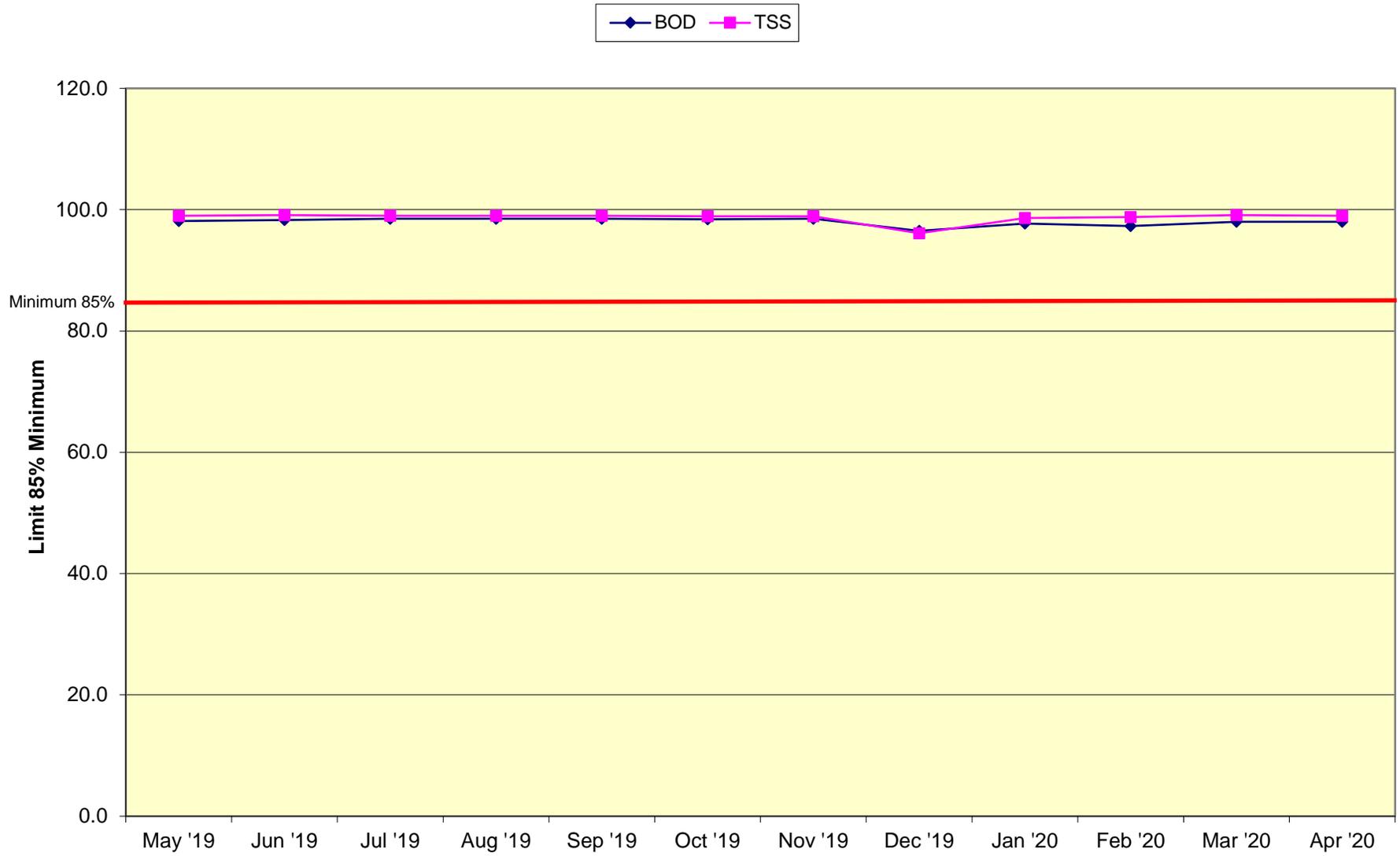


# Effluent BOD / TSS Concentration

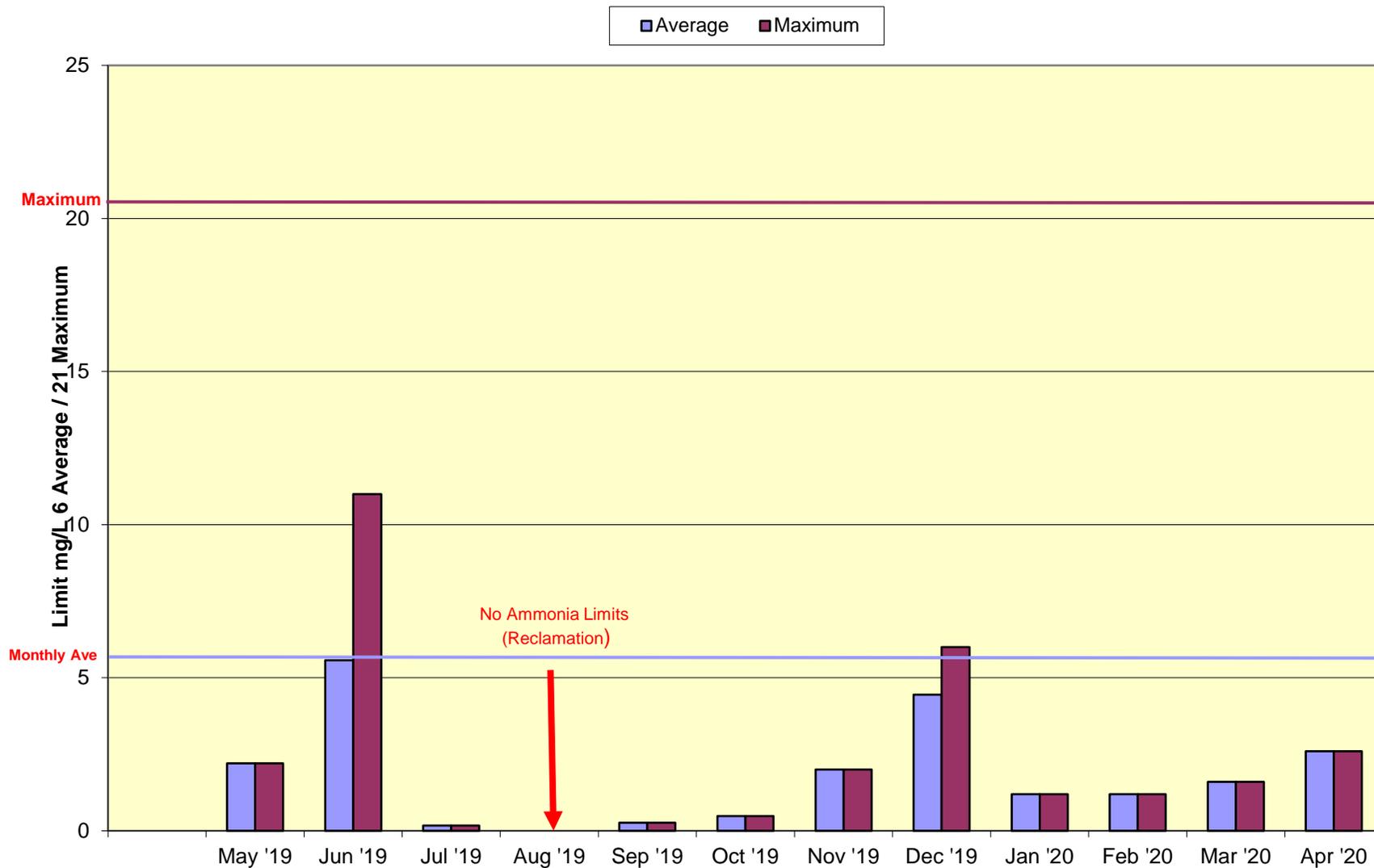
**NPDES LIMITS WET SEASON**  
**BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave**  
 NPDES LIMITS DRY SEASON  
 BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave  
 TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave  
 WDR (Waste Discharge Requirements) RECLAMATION  
 BOD - 40 mg/L



# BOD / TSS Percent Removal

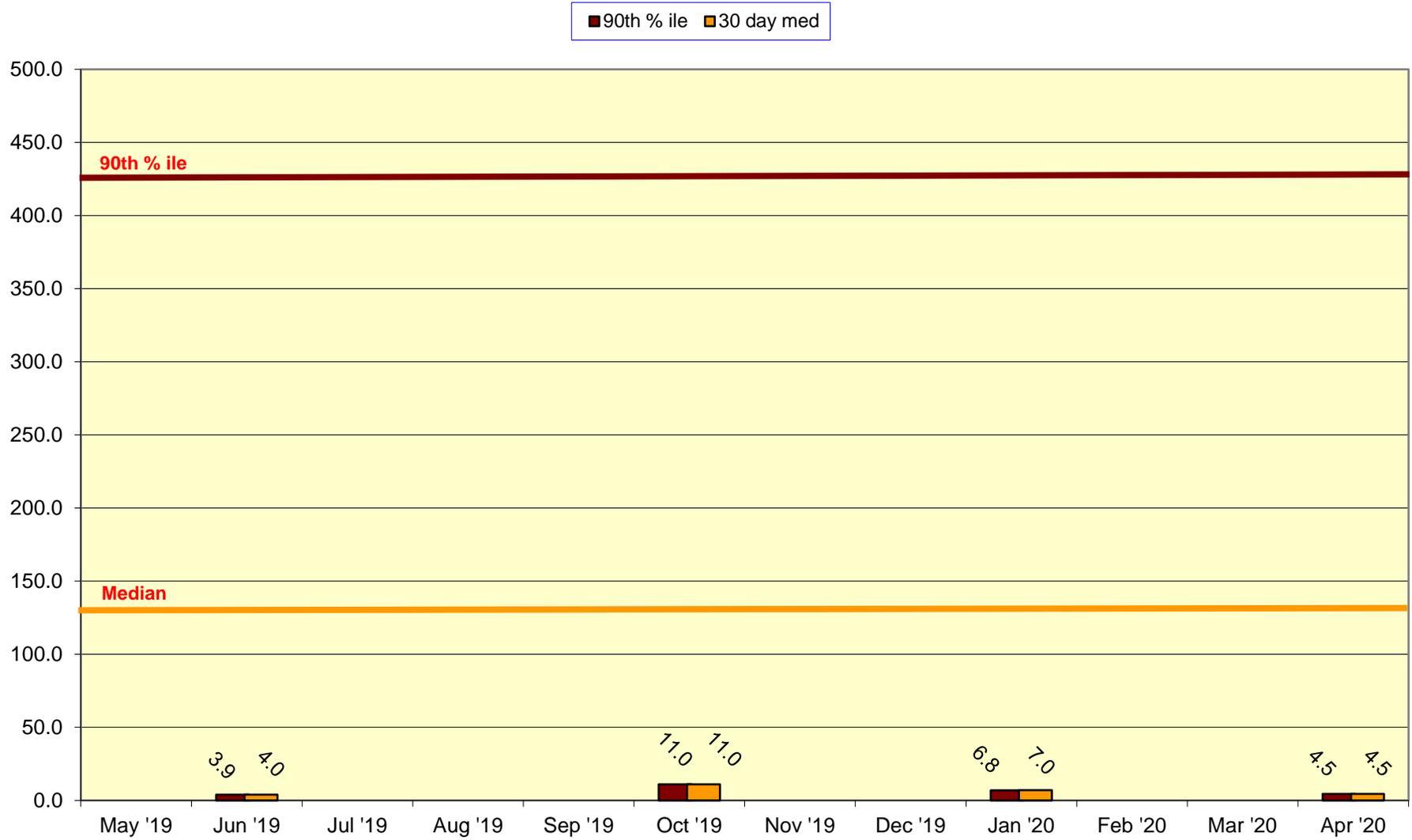


## Effluent Ammonia



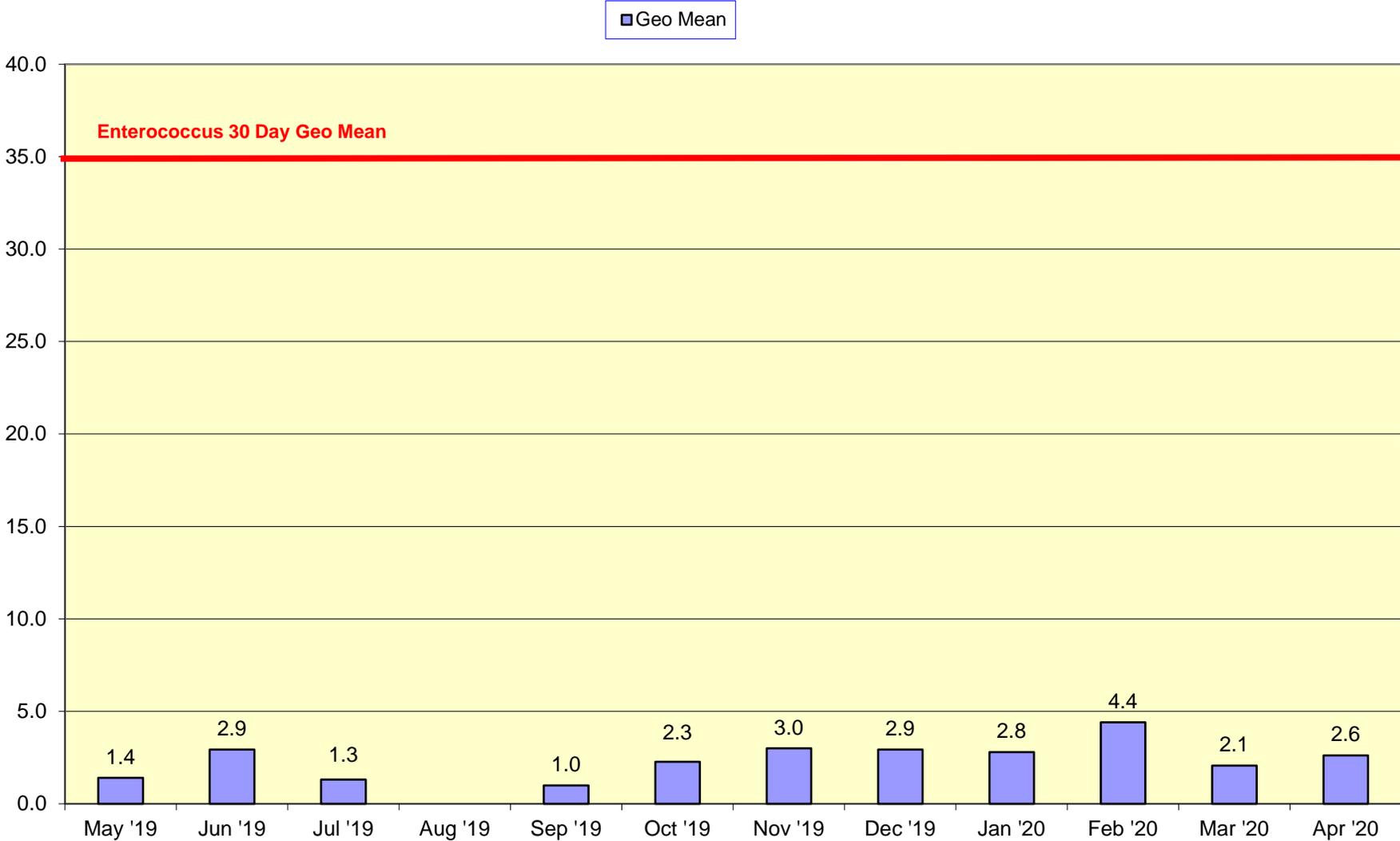
# Disinfection - Fecal Coliform

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

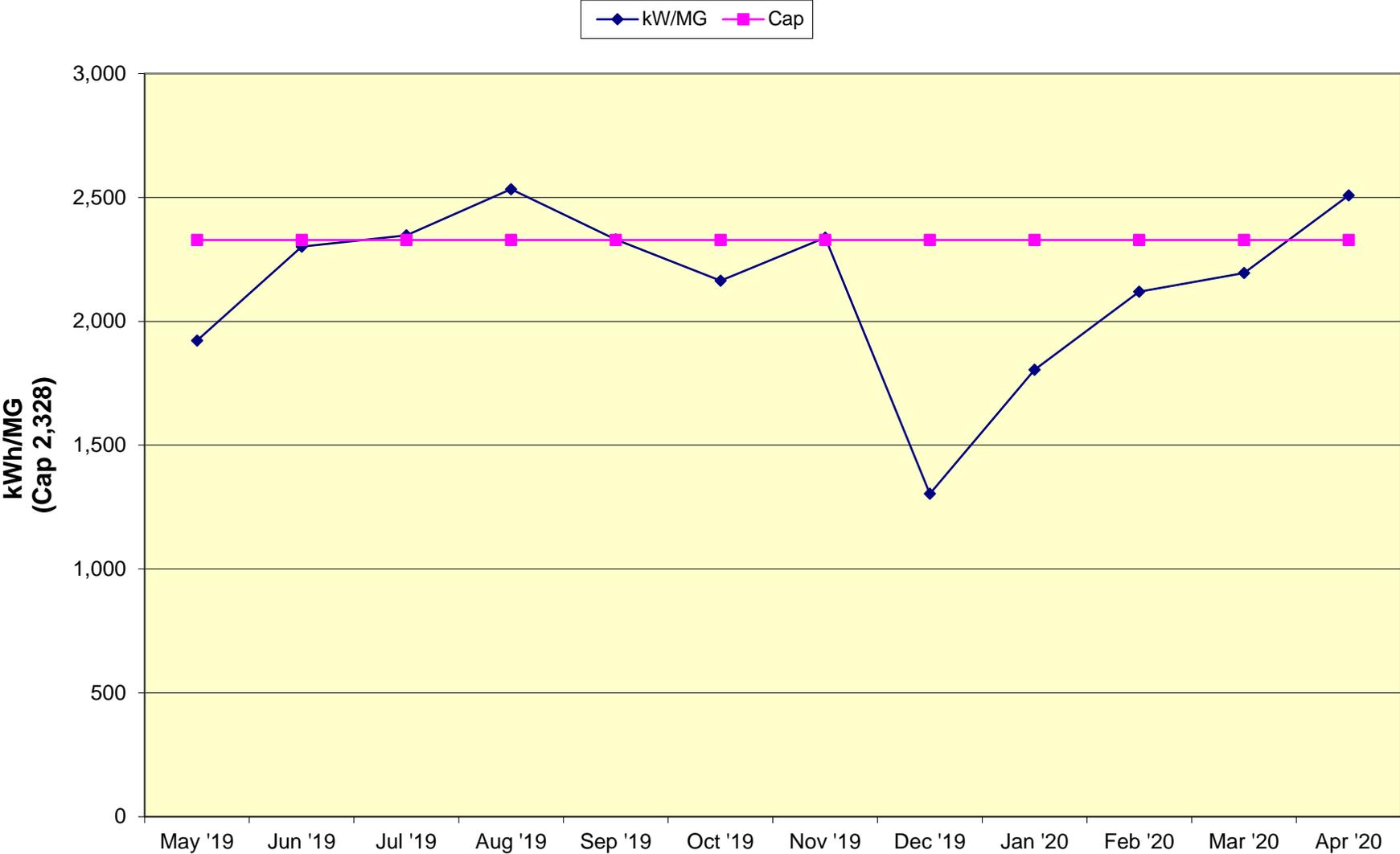


# Disinfection - Enterococcus

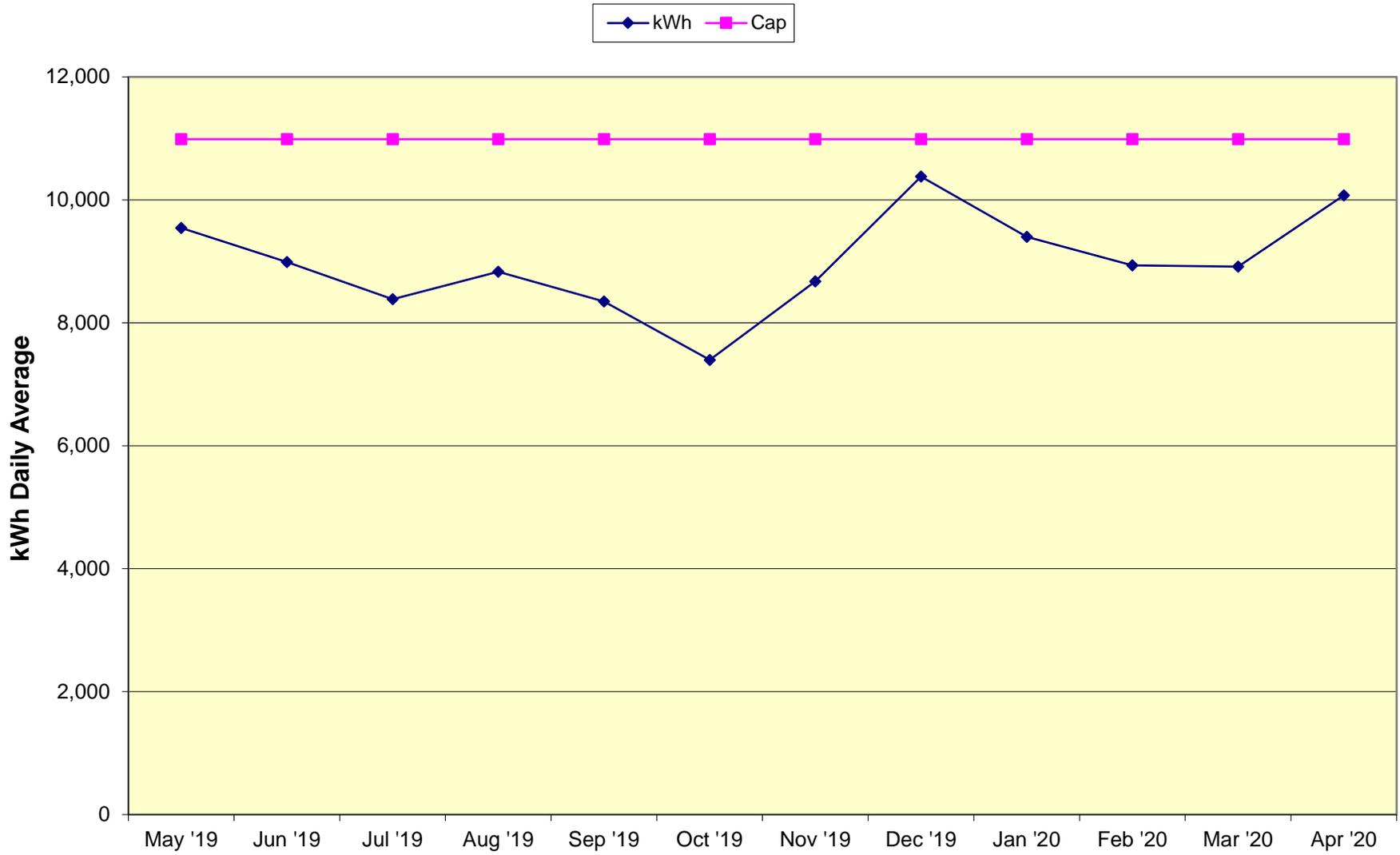
LIMITS - NPDES  
Enterococcus 30 day geo mean 35 mpn /100ml



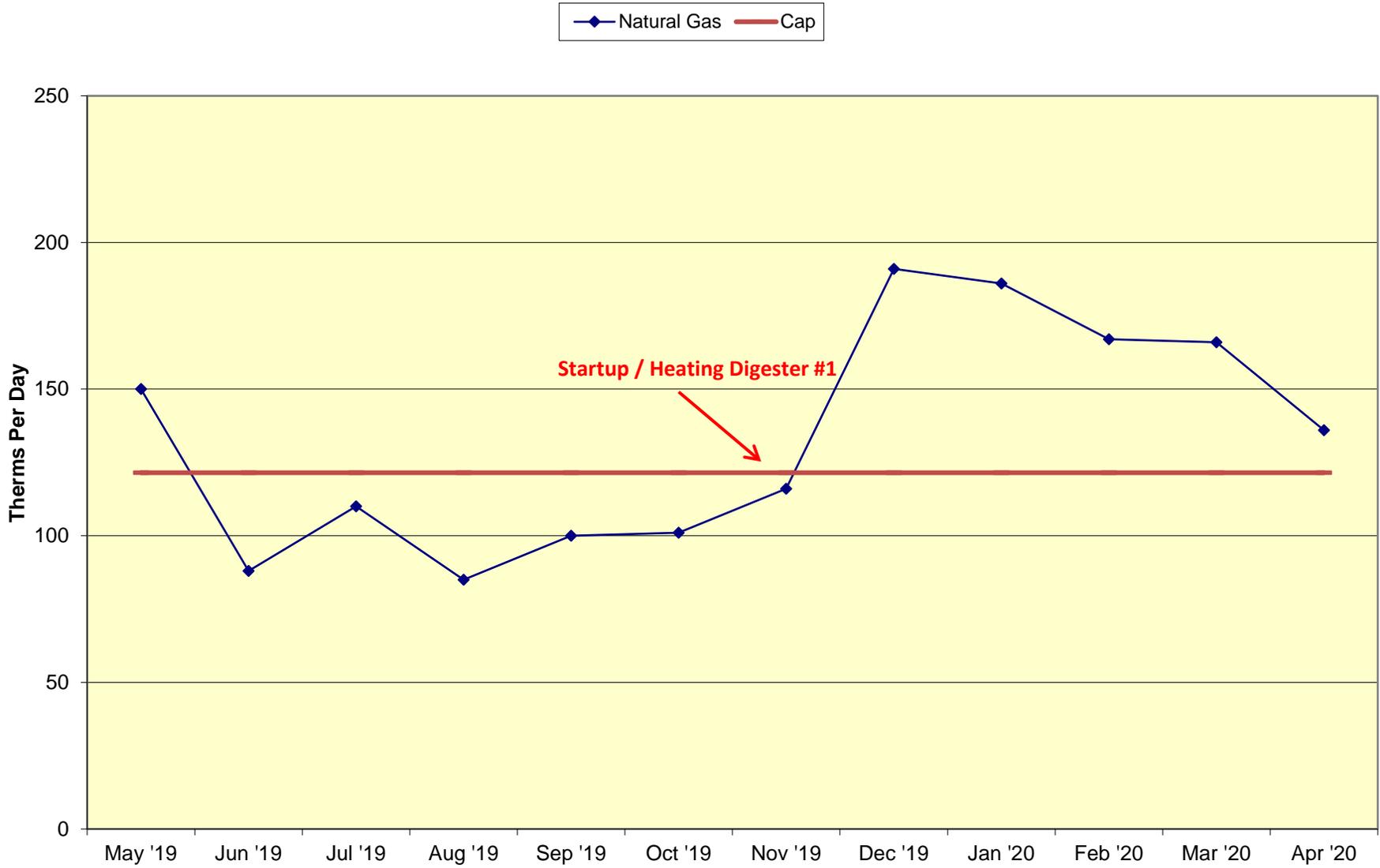
### Energy kWh/MG



# Energy kWh



### Natural Gas Use

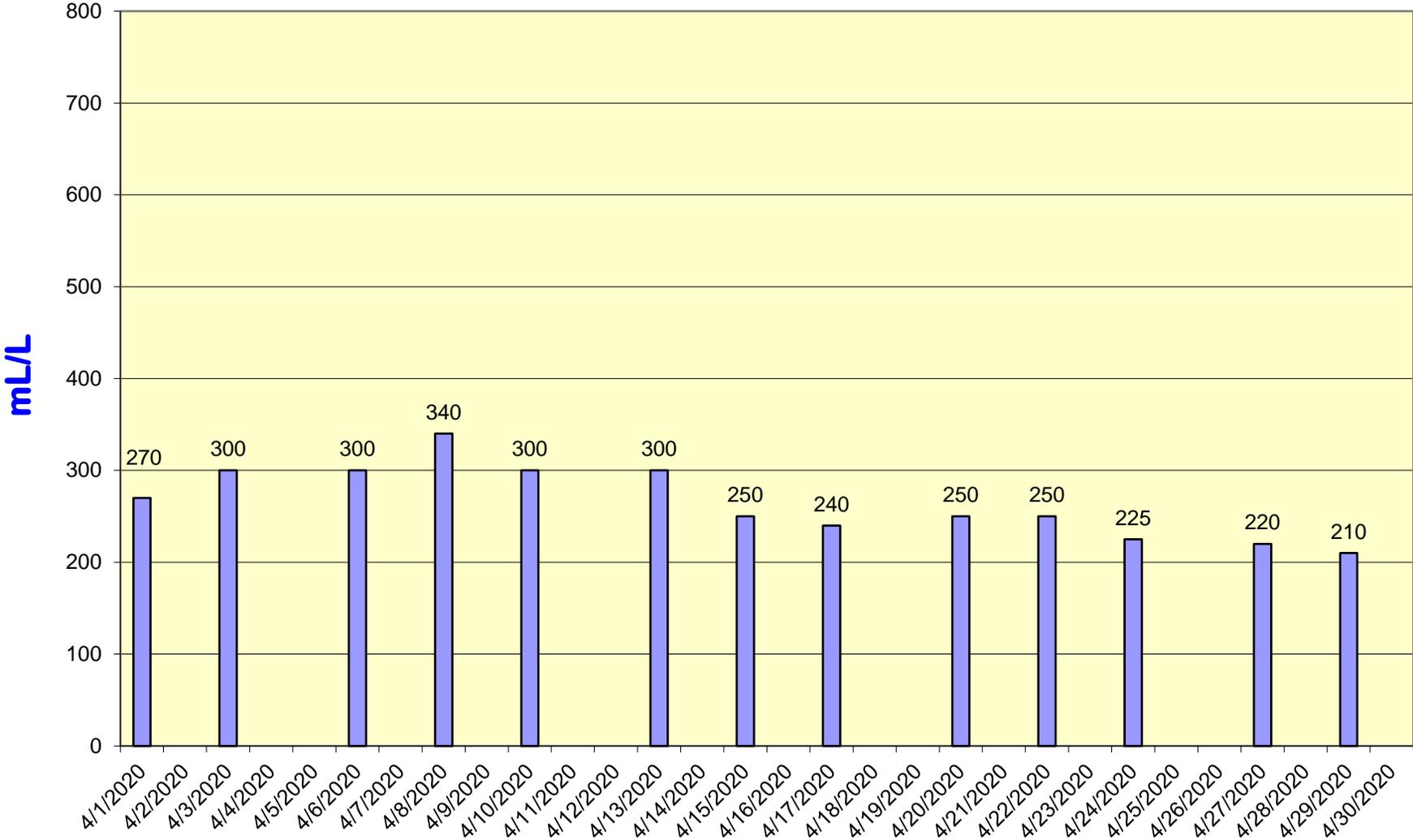


## ***5) PROCESS CONTROL DATA / GRAPHS***

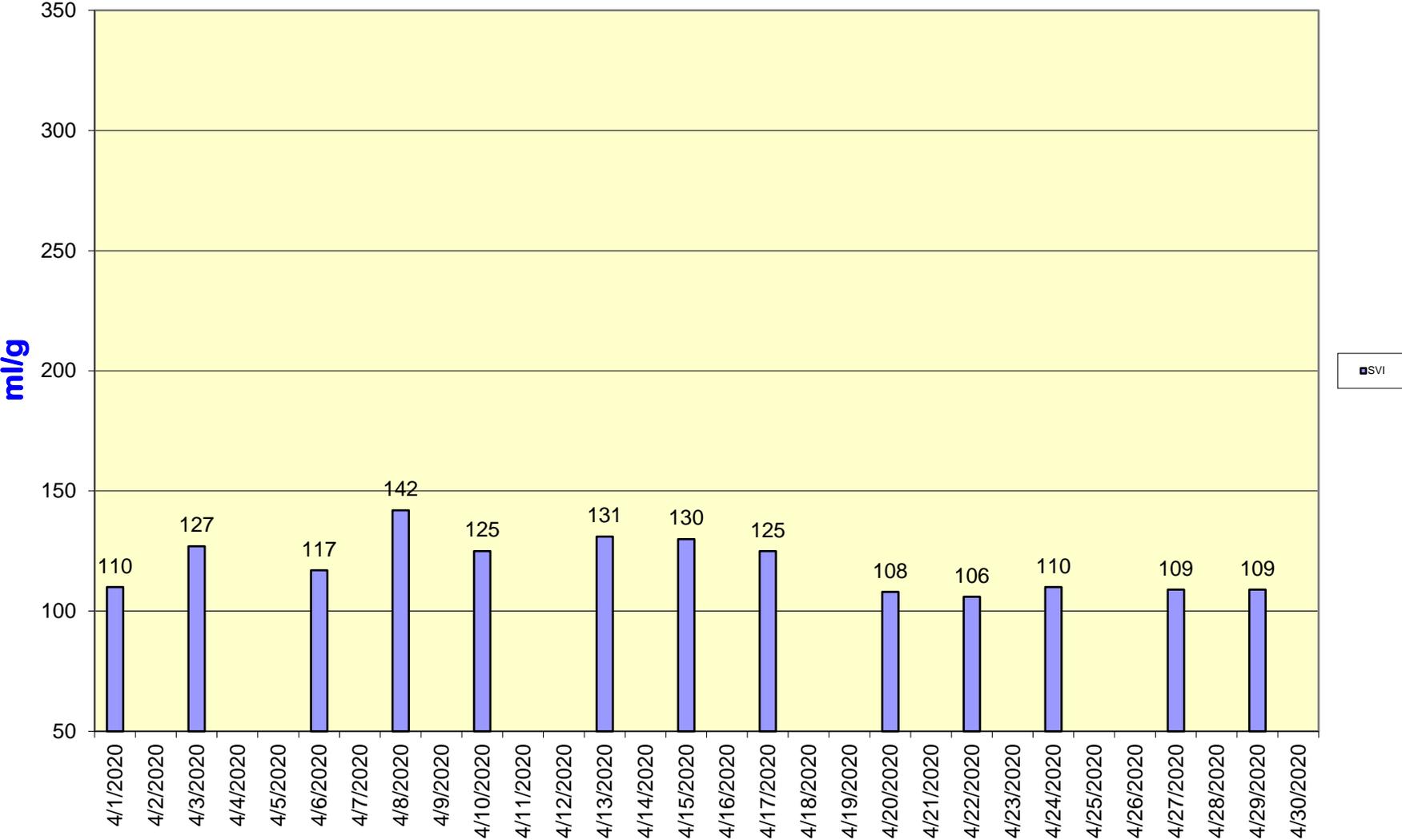
## Process Control Data

	<b>Influent Flow</b>	<b>Settleability</b>	<b>MLSS Concentration</b>	<b>MLSS Inventory</b>	<b>MCRT</b>	<b>SVI</b>
4/1/2020	3.84	270	2,460	43,823	9.1	110
4/2/2020	4.07					
4/3/2020	4.02	300	2,370	42,220		127
4/4/2020	4.04					
4/5/2020	5.08					
4/6/2020	5.19	300	2,600	46,317	6.5	117
4/7/2020	4.56					
4/8/2020	4.42	340	2,400	42,754	6.0	142
4/9/2020	4.22					
4/10/2020	4.13	300	2,400	42,754	7.0	125
4/11/2020	4.00					
4/12/2020	4.01					
4/13/2020	3.98	300	2,290	40,795	7.0	131
4/14/2020	3.90					
4/15/2020	3.67	250	1,930	34,381	9.3	130
4/16/2020	4.04					
4/17/2020	3.77	240	1,920	34,203	7.5	125
4/18/2020	3.89					
4/19/2020	3.78					
4/20/2020	3.81	250	2,320	41,329	7.3	108
4/21/2020	3.63					
4/22/2020	3.84	250	2,350	41,863	9.7	106
4/23/2020	3.83					
4/24/2020	3.78	225	2,050	36,519	6.7	110
4/25/2020	4.16					
4/26/2020	3.94					
4/27/2020	3.81	220	2,020	35,985	6.9	109
4/28/2020	3.48					
4/29/2020	3.69	210	1,930	34,381	6.8	109
4/30/2020	3.89					
Minimum	3.48	210	1,920	34,203	6.0	106
Maximum	5.19	340	2,600	46,317	9.7	142
Total	120.47					
Average	4.02	266	2,234	39,794	7.5	119

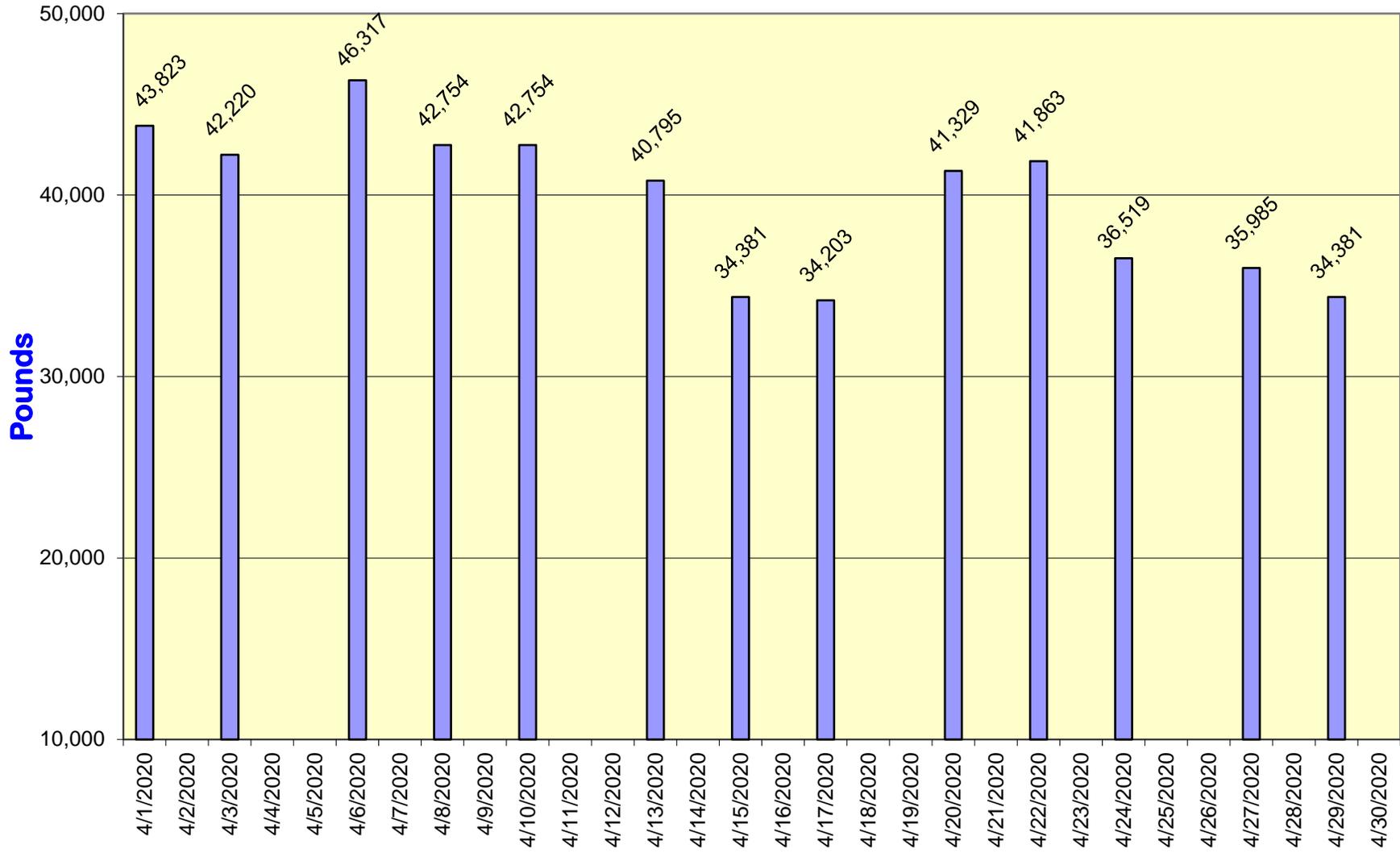
# Settleability



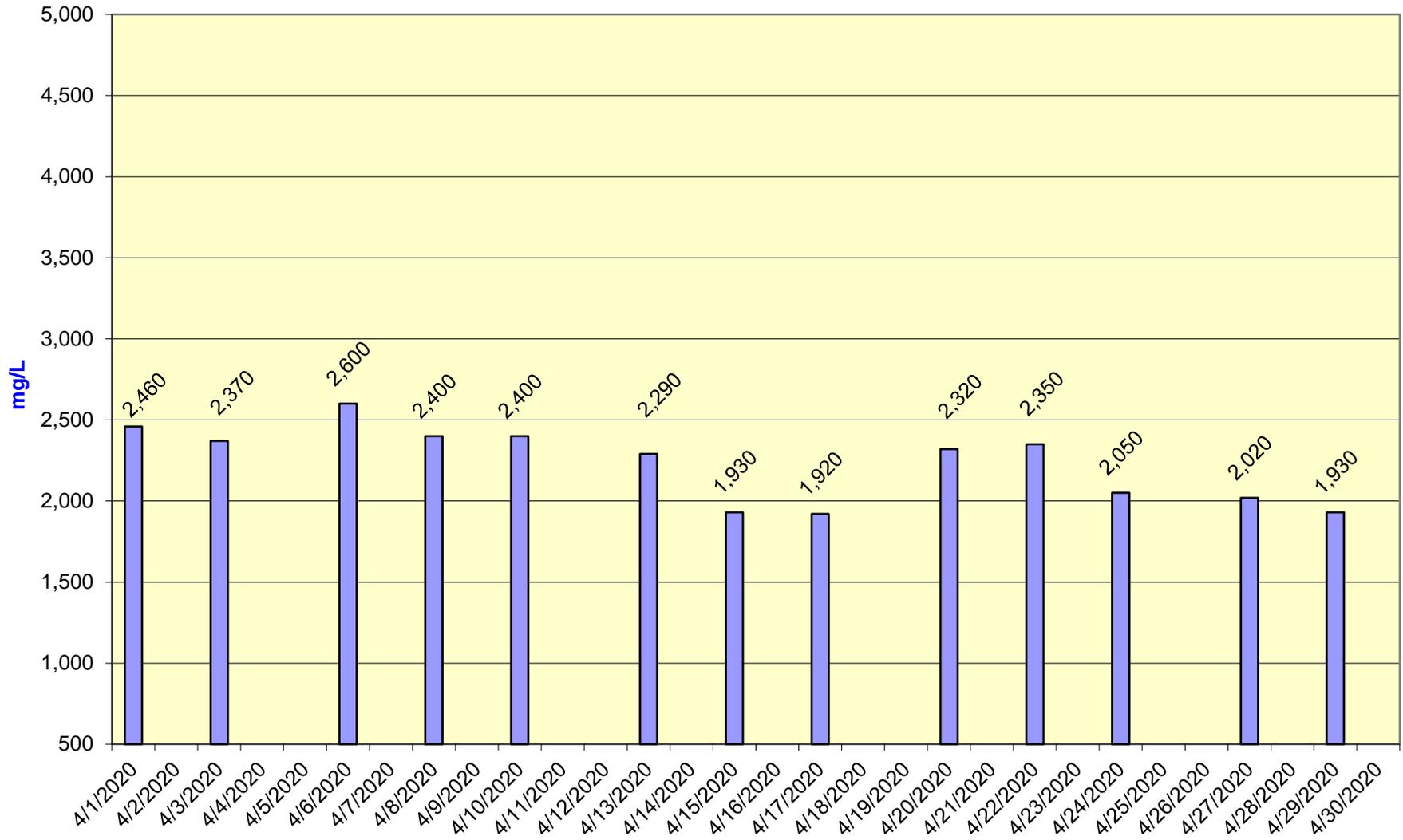
# Sludge Volume Index



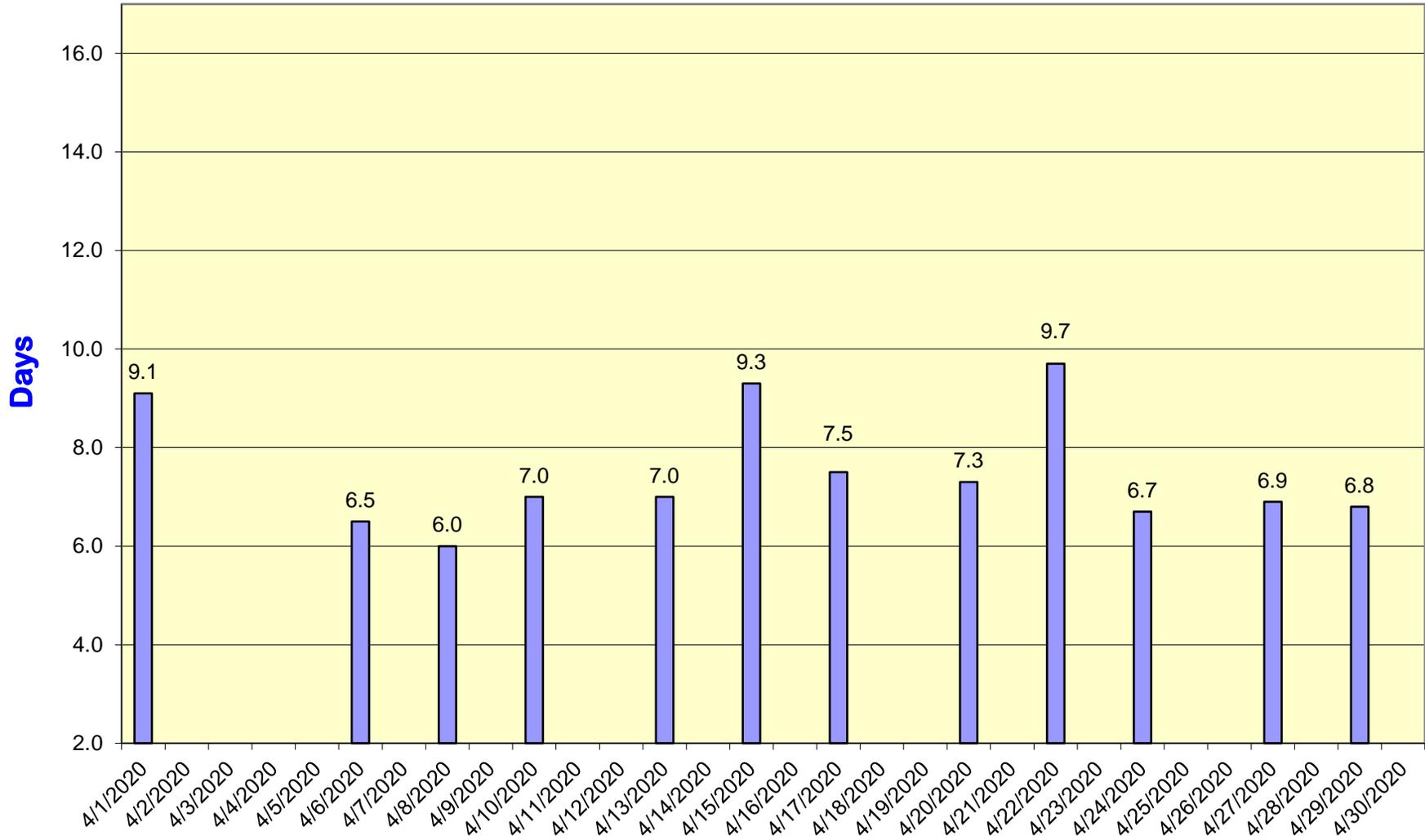
# MLSS Inventory



### MLSS Concentration



## Mean Cell Residence Time



## ***6) NEIGHBORHOOD COMPLAINTS RECEIVED***

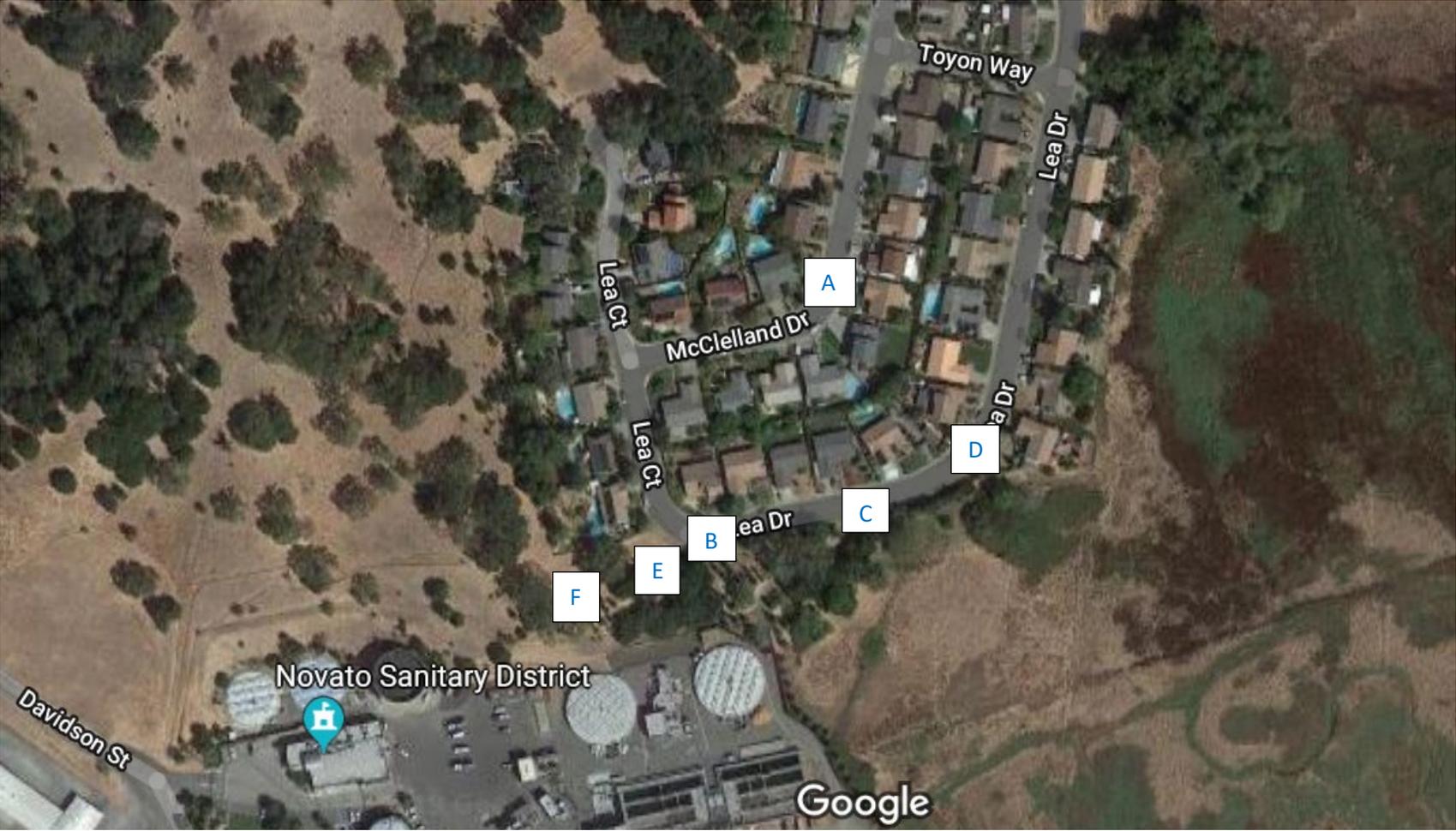
# Neighborhood Complaints Received



## ***7) JEROME METER READINGS & LOCATIONS***

JEROME METER READINGS - APRIL 2020				
Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.000	0.0000	Neighborhood
B: Lea 1	0.000	0.000	0.0000	Neighborhood
C: Lea 2	0.000	0.000	0.0000	Neighborhood
D: Lea 3	0.000	0.000	0.0000	Neighborhood

**NEIGHBORHOOD JEROME METER LOCATIONS – Lea Drive and McClelland Drive**



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**April 2020**

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**1.0 Summary:**

- 1.1 During April 2020:
- The treatment plant was in bay discharge mode throughout April.
  - District drainage pump stations at Sites 3 and 7 pumped approximately 1.1 MG combined.
  - Repairs were completed on the discharge piping for Pump #3 at Irrigation Pump Station.

**2.0 Ranch Operations:**

- 2.1 Drainage Pump Station 3 did not pump any water during April. Drainage Pump Station 7 pumped 1.1 MG in April.
- 2.2 Staff from Auburn Ravine Ranch were on site to assess pasture conditions and prepare for the upcoming ranching seasons.
- 2.3 Approximately 200 cows and calves were delivered to the Site 7 area on April 17, 2020. These cattle are currently grazing abundant vegetation in Site 7.
- 2.4 Staff from Auburn Ravine Ranch made repairs to the water trough water piping at Site 2 in preparation for grazing in 2020.

**3.0 Irrigation Parcels:**

- 3.1 No irrigation occurred in April 2020.
- 3.2 Six motor operated irrigation control valves were replaced at Site 3 and Site 7 in preparation for irrigation season.



**4.0 Irrigation Pump Station:**

- 4.1 The Wildlife Pond pump was started which raised the level from 5.0 feet to 6.0 feet.
- 4.2 Storage ponds 1 and 2 dropped from 3.0 feet to 2.8 feet in April as the wildlife pond filled.
- 4.3 Repairs on the irrigation pump discharge piping at Irrigation Pump Station as part of a pipe corrosion repair project have been completed.
- 4.4 Seasonal mowing was performed at Site 2 around the biosolids lagoons and on the levee roads.
- 4.5 The Reclamation Facility Monthly Statistics spreadsheet for April 2020 is attached.

**On April 17, 2020, approximately 200 cows and calves arrived at Site 7 in the District Reclamation Area.**

**5.0 Biosolids (sludge) Handling & Disposal:**

- 5.1 No biosolids activities occurred in April 2020.

NOVATO SANITARY DISTRICT														
Reclamation Facility - Monthly Statistics for Calendar Year 2020, as of April 30, 2020														
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	0	0	0									-	
Irrigation (MG)	0	0	0	0									-	
Irrigation Pump 1 Hours	0	0	0	0									-	
Irrigation Pump 2 Hours	0	0	0	0									-	
Irrigation Pump 3 Hours	0	0	0	0									-	
Washdown Water Pump Hours	0	0	0	0									-	
Wildlife Feed Pump Hours	0	0	0	720									720.0	
Water Circulated through Wildlife Pond (MG)	0	0	0	45.4									45.4	
Strainer No. 1 Hours	0	0	0	0									-	
Strainer No. 2 Hours	0	0	0	0									-	
Pond 1 Gauge @ Beginning of Month (feet)	3.5	3.5	3.4	3										
Pond 1 Gauge @ End of Month (feet)	3.5	3.4	3	2.8										
Pond 1 Gallons Stored @ End of Month(MG)	24	23	20	18										
Pond 2 Gauge @ Beginning of Month (feet)	3.5	3.5	3.4	3										
Pond 2 Gauge @ End of Month (feet)	3.5	3.4	3	2.8										
Pond 2 Gallons Stored @ End of Month(MG)	31	30	25	23										
Total Irrigation Water Stored (MG)	55	53	45	41										
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	0	61.8	2.2	0									64	
Drainage Pump No. 2 Hours	266.6	0	0.4	0									267	
Drainage Pump No. 3 Hours	0	0	5.2	0									5.2	
Total Gallons Stormwater Pumped (MG)	79.98	18.54	2.34	0									100.86	33.62
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	0	9.6	2.1	0									11.7	--
Drainage Pump No. 2 Hours	0	0	0	0									0	--
Drainage Pump No. 3 Hours	85.6	0	3.3	2.5									91.4	--
Total Gallons Stormwater Pumped (MG)	38.52	4.32	2.43	1.13									46.4	11.6

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects: NTP Corrosion Control (Headworks Protective Coating Project), Account No. 73006.</b>	<b>MEETING DATE: May 11, 2020</b>  <b>AGENDA ITEM NO.: 7.a.</b>
<b>RECOMMENDED ACTION: Make California Environmental Quality Act (CEQA) findings that the project is categorically exempt; and authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Headworks Protective Coating; Project No. 73006-2019-01.</b>	
<b>SUMMARY AND DISCUSSION:</b>  District staff worked with the District’s consultant Woodard and Curran, Inc. to prepare plans and specifications for the project, and the project is ready for bid. The project will be located at the Novato Treatment Plant site and consists of the cleaning, preparation, and application of a 1-inch thick protective concrete resurfacing material to the headworks channels, covering approximately 4,250 sq. ft. of surface area, and associated tasks to perform the work including bypass pumping. The purpose of this project is to protect the headworks infrastructure from corrosion due to the aggressive nature of wastewater.  The Engineer’s Estimate for this work is \$350,000. Staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work is considered maintenance of an existing sanitary sewer facility.  Staff recommends that the Board approve the CEQA findings, and authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids. Bids are expected to be received on or about June 2, 2020, and will be presented to the Board at a subsequent meeting.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> This work will be funded from the budget for Account No. 73006: NTP Corrosion Control, which has an FY 19-20 budget amount of \$55,000 and a preliminary FY 20-21 budget amount of \$380,000.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects Update, April 2020.	<b>MEETING DATE:</b> May 11, 2020  <b>AGENDA ITEM NO.:</b> 7.b.
<b>RECOMMENDED ACTIONS:</b> Receive Capital Projects Update, April 2020 ( <u>information only</u> ).	
<b>SUMMARY AND DISCUSSION:</b>  <p>The April 2020 Capital Projects Update is attached.</p> <p>District staff will be present during the meeting to provide an overview of the memo, and be available to discuss the status of the various projects or respond to any questions.</p>	
<b>ATTACHMENTS:</b> 1. Capital Projects Update, April 2020.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> EB	<b>GENERAL MANAGER:</b> SSK

**Novato Sanitary District  
Capital Improvement Program (CIP)  
Capital Projects Update  
April 2020**

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**Account No. 72403: Pump Station Improvements**

This ongoing, long-term account provides for replacing the District's underground-type pump stations with submersible pump-type pump stations.

1. Rowland Plaza Pump Station: Project to convert the Gorman Rupp style wet well/dry well pump station to submersible pump-type station and new emergency generator.
  - Staff reviewed the 65% design and returned comments.
  - Estimated start of construction, originally Summer 2020. However, the project will require a new electrical service to accommodate the larger pumps, generator and transfer switch. It is typical for PG&E to provide the design for new electrical services which is not expected until July. This will likely push the schedule out.
2. Marin Village Pump Station: Project to replace the existing wetwell/drypit type pump station with new submersible pump-type station.
  - Flow studies in progress.
  - Draft site plan submitted, reviewed and revised.
  - Estimated start of construction, Summer 2021.
3. Olive Pump Station: Project to replace the existing natural gas generator with a new diesel generator, and upgrade electrical switchgear and related electrical equipment.
  - District's civil engineering consultant, Nute Engineering and their electrical engineering subconsultant, Beecher Engineering, Inc. are refining the scope of work for the proposal for design services.
  - District has purchased a portable standby generator to be stationed on site until the project can be implemented.

**Account No. 72508: North Bay Water Reuse Authority (NBWRA)**

The District is a member agency of the North Bay Water Reuse Authority (NBWRA). Fiscal Year (FY) 19-20 is the sixth year of the multi-year Phase 2 program, including continuing environmental work for currently over \$75 million in recycled water projects across all NBWRA agencies for funding under the US Bureau of Reclamation Title XVI (WaterSMART) program.

- No update this period.

**Account No. 72706: Collection System Improvements**

2. Redwood Blvd. Sewer Rehab Project: Rehabilitation of about 1,850 feet of 12-inch sewer main along Redwood Blvd. between Lamont Avenue and Diablo Avenue.
  - Board accepted project and authorized filing of NOC on April 13th.
  - Final paving will be performed during Spring/Summer of 2020 during favorable weather to ensure the best results.

3. Bel Marin Keys Blvd. Sewer Rehab Project: Rehabilitation of about 900 feet of 10-inch and about 1,410 feet of 8-inch sewer main in Bel Marin Keys Blvd.
  - Notice of Completion (NOC) for the Project was filed in February 2020.
4. Golden Gate Place Phase II: Realignment/replacement of approximately 940 feet of 8-inch sewer with new 8-inch and 10-inch PVC sewer.
  - Notice of Completion (NOC) for the Project filed in February 2020.
  - Final paving will be performed under a separate contract in Spring/Summer 2020 during favorable weather to ensure the best results.
5. Collection System Master Plan (CSMP): Continuing work associated with the CSMP currently underway by the District's consultant Woodard and Curran (W&C):
  - Staff are working with W&C to refine the scope for professional services for project verification and implementation planning.
5. ARV Replacement Project: Replacement of Air Relief Valves (ARV) and modifications of their maintenance vaults at 11 separate locations throughout the system.
  - Work commenced the week of 3/30/2020.
  - Progress has stopped due to lack of material with long lead times exacerbated by the COVID-19 pandemic.
6. Vineyard Creek at Angelica Court Bank Repair:
  - Project has received permit from Army Corps of Engineers.
  - Executed PSA with environmental consultant for CEQA documents.
7. Del Mar Sewer Replacement: Realignment/replacement of approximately 1,400 lineal feet of 8-inch sewer main with new 10-inch PVC sewer main and appurtenances.
  - Potholing for verification of utility locations completed.
  - Geotechnical borings completed week of 4/13/2020, report is pending.

**Account No. 72706-1: Lateral Replacement Program**

The District established this program as a sub-account within Account No. 72706, as part of a long-term approach to reducing infiltration and inflow from private residential laterals into the District's collection system.

- The FY 19-20 final budget for this account is \$60,000. Twelve grants totaling \$24,000 have been distributed this FY, as of this time.

**Account No. 72707: Hamilton Wetlands/Outfall Integration**

As noted in prior years, the State Coastal Conservancy's (SCC) goal for their project is to utilize the District's highly treated effluent as a reliable, long-term fresh water source to establish and maintain a brackish marsh habitat at the SCC's Wetlands project.

- The Project has started back up for the season. District staff have been working with SCC's contractor to be able to provide water to the Project during reclamation season.
- The District will continue to supply secondary treated effluent to the Project per the Interagency Agreement between the District and SCC for use of reclaimed water executed on September 23, 2019.

- SCC has engaged Woodard & Curran for engineering services during construction associated with the relocation of the District's outfall pipeline.

**Account No. 72708: Cogeneration/Alt. Energy**

- The Board approved a contract with Woodard & Curran (Consultant) to develop a basis of design for a cogeneration project at the September 9, 2019 Board meeting.

Subsequently, the District has been in discussions with a fuel cell technology company which has proposed that the District consider their technology for cogeneration. Before moving forward with the design contract, the District has asked its Consultant to perform a side by side analysis of fuel cell technology as compared to microturbines and internal combustion (IC) engines that were previously studied as part of the Cogeneration Technical Memorandum. Staff expect the analysis to be wrapped up in early May, 2020.

- At the November 2019 Board meeting, TerraVerde Energy, LLC (TerraVerde) presented on opportunities in energy saving, use-optimization, and generation, through the deployment of Distributed Energy Resources (DERs) to the District Board. Per the California Energy Commission (CEC) grant administered by MCE, and per direction from the District Board, TerraVerde is developing Requests for Proposals (RFPs) for the DERs selected by the District including:
  - Solar PV arrays with Battery Storage
  - Replacing Interior Lighting w/ LED Lighting and Occupancy Sensors
  - Replacing Exterior Lighting w/ LED Lighting
  - Virtual Power Plant

**NTP Solar/Battery Storage Project-**

- A draft RFP for PV/Battery Storage was submitted by TerraVerde in February and has been reviewed by District counsel and staff.
- CEQA studies in support of a solar project were ongoing in April.
- TerraVerde submitted the Battery Storage portion of the Project for a CPUC Self Generation Incentive Program (SGIP) grant. There may be an opportunity to offset a significant portion of the battery cost with the grant.

**Account No. 72803: Annual Collection System Repairs**

Collection system repairs are generally reported monthly in the Collection System Operations report, and annually in the Uniform Public Construction Cost Accounting Act (UPCAA) staff report.

**Account 72804: Annual Reclamation Facilities Improvements**

Reclamation facilities improvements are generally reported monthly in the Reclamation Facilities Operations report, and annually in the UPCA staff report.

**Account No. 72805: Annual Treatment Plant Improvements**

Treatment Plant Improvements are generally reported monthly as part of the Wastewater Operations report and reported annually in the UPCA staff report.

- Digester No. 1 Cleaning – At its regular meeting of August 12, 2019, the Board approved a contract with Veolia for cleaning of Digester No. 1. Veolia has been working with their contractor to schedule the work.

However, due to some operational challenges with Digester No. 2, Veolia determined that Digester No.1 needed to be brought back online, and the District may opt to clean Digester No. 2 instead, or delay the project until FY 20-21. Work to clean Digester No. 2 is currently scheduled for June 2020.

**Account No. 72806: Annual Pump Station Improvements**

Pump station repairs are generally reported monthly as part of the Collection System Operations report, and annually in the UPCA staff report.

**Account No. 72807: Annual Ignacio Facility Improvements**

This budget account is intended to fund small projects to maintain the Ignacio facility (excluding the Ignacio Transfer Pump Station), or perform demolition/site clean-up work related to the treatment units of the decommissioned Ignacio Treatment Plant (ITP). Projects are generally reported monthly in the Wastewater Operations report, and annually in the UPCA staff report.

**Account No. 72808: Strategic Plan Update:**

- No update this month.

**Account No. 72809: Novato Creek Watershed**

This account and its budget was established as a result of an agreement with the Marin County Flood Control District (MCFCD).

Under this agreement, the District participates in a program with the County of Marin, the City of Novato, and the North Marin Water District to explore alternatives to reduce flooding potential in the lower Novato Creek portion where all of these agencies have facilities that are prone to flood damage.

- No update this period.

**Account No. 73003: Administration Building Upgrades/Maintenance Building**

This account includes allowances for minor improvements to the Administration Building and work associated with providing a new temporary Maintenance Building.

- Some site cleanup work of the old modular site remains, then the area will be restored as parking.

**Account No. 73004: Odor and Landscaping Improvements**

This account budgets for further work by District and operations staff and the District's Odor Specialist consultant(s) to address and manage any odor issues raised by the District's neighbors. It also includes an allowance to address any landscaping items.

- No update this period.

**Account No. 73005: RWF Expansion**

This account funds the design and construction of an incremental capacity expansion to the existing Recycled Water Facility (RWF) at the Novato Treatment Plant site. This first expansion was necessitated by the planned expansion by the North Marin Water District (NMWD) of its Central Area Project, which will push NMWD's recycled water distribution pipelines into the Central Novato/Ignacio geographic areas.

- Project complete.

**Account No. 73006: NTP Corrosion Control**

This account includes funds for corrosion control projects at the Novato Treatment Plant site. As the recently constructed facilities age, the effects of the aggressive nature of wastewater corrosion start to appear and need to be addressed.

- Headworks Protective Coating Project - Authorization to advertise for bids for the Project are presented under a separate Board item.

**Account No. 73090: Vehicle Replacement**

This account includes a FY 19-20 (as amended) budget amount of \$605,000 for the purchase of a combination jetter/vacuum truck (combo unit), two new portable generators, and an allotment of \$40,000 to overhaul one of the District's existing combo units.

- The Board authorized issuance of a purchase order for a new combo unit at the September 9, 2019 Board meeting. The purchase order has been issued to Owen Equipment, Inc., in the amount of \$444,517.87.
- The Board authorized issuance of a purchase order for two new 30kW portable generators at the November 18, 2019 Board meeting. The purchase order was issued to Bay City Electric Works in the amount of \$65,773.90. The two generators were received in April.
- Under the General Manager's purchasing authority, District staff issued a purchase order to United Rentals in the amount of \$51,646 for a used 200kW portable generator. The generator will be stationed at the Olive Pump Station to serve as the emergency backup generator until the electrical upgrade project there can be implemented.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: ANNUAL BUDGET: FY19-20 Preliminary Budget</b>	<b>MEETING DATE: May 11, 2020</b>  <b>AGENDA ITEM NO.: 8.a.&amp;b.</b>
<b>RECOMMENDED ACTION(S):</b> <ul style="list-style-type: none"> <li>a. Receive Preliminary Budget for Fiscal Year (FY) 20-21 and FY 21-22.</li> <li>b. Review FY 20-21 Preliminary Annual Operating and Capital budgets and budget elements.</li> </ul>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District’s Preliminary Budget for Fiscal Years (FY) 20-22 is presented herein for the Board’s review (Attachment 1). The format and content generally follows prior years’ budget documents, except that a new “Cost Center 69300 – COVID-19 Expenses” is added to the Operating Budget to capture potential impacts of the COVID-19 emergency to the District.</p> <p>Staff will be present at the meeting to provide an overview of the preliminary budget and respond to any questions.</p>	
<b>ATTACHMENTS:</b> <ul style="list-style-type: none"> <li>1. Preliminary Budget for Fiscal Years 2020-22.</li> </ul>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence), Goal 3 (Alignment and Communications), and Goal 4 (Well Planned Finances with a Long Range Outlook), of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> lc, ssk	<b>GENERAL MANAGER:</b> SSK



**Preliminary BUDGET**

**FOR**

**Fiscal Years 2020-22**

*Presented May 11, 2020*

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May 11, 2020

Honorable Board of Directors  
Novato Sanitary District  
500 Davidson Street  
Novato, California 94945

Honorable Board Members:

The proposed Preliminary District Budget for fiscal year (FY) 20-21 and FY 21-22 is attached for your consideration and approval. The Preliminary Budget includes the following components:

- Summary of Fund Balances including Operating, Capital Improvement, and Reserve Funds (Section I).
- Operating Budget: Summary Revenues/Expenditures, and Summary Budget by Cost Center and Account Category (Section II).
- Detailed Operating Budget by Cost Center and Account Category (Section III).
- Capital Improvement Budget: Revenue and Expenditures Budget (Section IV)
- FY 20-21 Wastewater Capital Reserve Fund (Section V)
- FY 20-21 Rate Stabilization Fund (Section VI)
- FY 20-21 Debt Service Fund Summary (Section VII).

Note that this year's annual Sewer Service Charge (SSC) increases from \$636 to 657 per service unit, or an increase of 3.30% over the prior year. The basis of the rate increase is District Ordinance No. 120 – AN ORDINANCE OF THE NOVATO SANITARY DISTRICT ESTABLISHING SEWER SERVICE CHARGES FOR FISCAL YEARS 2016-17, 2017-18, 2018-19, 2019-20, AND 2020-21. This Ordinance No. 120 was adopted by the District Board at its regular meeting of June 13, 2016 upon completion of the appropriate Proposition 218 process.

The District typically allocates the Sewer Service Charge (SSC) between the Operating and Capital Budgets, For FY 20-21, the SSC allocation to the Operating and Capital budgets is \$388 (about 59%) to the Operating Budget, and \$269 (about 41%) allocated to the Capital Budget. For FY 21-22, the allocation is \$366 (about 56%) to the Operating Budget and \$291 (about 44%) to the Capital Budget.

### **Impact of COVID-19**

The ongoing COVID-19 emergency will affect the District in multiple ways, many yet to be determined, and especially its FY 20-22 budget. The most significant revenue impact may be from the District's commercial and institutional customers. These customers were likely partially/fully closed in response to COVID-19-related shelter-in-place, (SIP), orders issued by the County Health Department, and may still be partially/fully closed at this time. These partial/full closures likely meant minimal/no wastewater discharge from such customers to District facilities, and it may be appropriate to consider refunding a portion of their sewer service charges (SSC) for the period(s) of the closure(s). The District has generally received SSCs for the full Fiscal Year (FY) 19-20 from such customers, and could consider refunding a portion of these SSCs for the period of the closures during Fiscal Year (FY) 19-20 (currently March 17 – May 31, 2020). Therefore, the FY 20-22 Preliminary Budget includes provisions for a potential SSC reduction program

effective July 1, 2020, with an initial cap of about \$900,000 in the FY 20-21 Budget Year for the Board’s consideration (see Account No. 69300 under the COVID-19 Expenses Cost Center, page 15).

**Impact of Public Safety Power Shutdowns (PSPS)**

Another factor affecting the FY 20-22 budget will be PG&E’s ongoing PSPS program. While specific PSPS events are difficult to predict, the Preliminary Budget includes an additional amount of about \$150,000 for staffing and equipment, distributed between various Operating Cost Centers and Capital Accounts, to provision for such events.

**A. BUDGET STRUCTURE**

The District’s budget is prepared on a cash basis. Operating and Capital Revenues and Expenditures are summarized in Table 1, and illustrated in Figure 1 at the end of this letter. Table 1 also compares the adopted budget for the immediate past year with the proposed budget for the next year.

Overall, it is projected that total FY 20-21 revenues will increase by about 1.97%. This overall increase results primarily from an approved 3.3% increase in SSCs (as recommended by the 2016 SSC rate study, and adopted by District Ordinance No. 120), and a 2% increase in property tax revenue (assuming the County Assessor/Recorder’s property tax estimates made prior to COVID-19 impacts do not change).

In terms of a revenue split to Operating and Capital Expenditures, the District typically uses a 55%-45% allocation of SSC revenue to the Operating and Capital budgets. However, for FY 20-21, the District proposes a 59% (Operating)/41% (Capital) allocation, to address the COVID-19 and PSPS impacts discussed above. Therefore, relative to FY 19-20, FY 20-21 Operating Revenues will increase by about 8.49 percent, while Capital Revenues will decrease by about 4.62%.

Three-Year Summary comparisons and significant variances in the operating budgets between the FY 19-20 and FY 20-21 budget years are provided later in this letter.

	FY 19-20	FY 20-21	% Change
	Adopted Budget	Proposed Budget	FY 20 to FY 21
Operating Revenues	\$ 11,534,649	\$ 12,513,853	8.49%
Capital Revenues	\$ 11,420,960	10,893,157	-4.62%
<b>Total Revenues</b>	<b>\$ 22,955,609</b>	<b>\$ 23,407,010</b>	<b>1.97%</b>
Operating Expenditures	11,423,358	12,512,491	9.53%
CIP Expenditures	5,900,000	8,200,000	38.98%
Debt Service	6,829,956	6,529,350	-4.40%
<b>Total Expenditures</b>	<b>\$ 24,153,314</b>	<b>\$ 27,241,841</b>	<b>12.79%</b>

**B. FISCAL YEAR FY 20-21 OPERATING BUDGET DETAILS**

*Operating Revenues*

The proposed FY 20-21 Operating Budget by revenue source is shown in Table 2 below (and graphically in Figure 2), along with the figures for the past two fiscal years.

As seen from Table 2, total operating revenues are budgeted to increase by 8.49% or \$979,204 from FY 19-20.

Other notable items include:

**Operating SSCs** budgeted increase of \$1,134,544 or 11.01%, primarily from an approved 3.3% SSC increase, and a change in the SSC allocation from 55%(operating)/45%(capital) to 59%(operating)/41%(capital), as discussed earlier.

**Interest Income** budgeted to decrease by \$150,000 or 83.33%, due to the general decline in interest rates across financial markets.

**Ranch Income** budgeted to decrease by \$30,000 or 75% due to the renegotiated terms of the new lease agreement, to reflect a reduced but more realistic assessment of anticipated income.

**Recycled Water Revenue** budgeted to increase based on projections for cost recovery of operating costs through an agreement with the North Marin Water District (NMWD).

Funding Sources by Category	FY 18-19	FY 19-20	FY 20-21	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 20 to FY 21
Operating Sewer Service Charges	\$ 10,145,760	\$ 10,306,800	\$ 11,441,344	11.01%
Permit & Inspection fees	31,500	36,500	36,500	0.00%
Interest Income	120,000	180,000	30,000	-83.33%
Engineering/Admin Chgs	165,000	165,000	165,000	0.00%
Franchise Fees	55,041	58,210	59,740	2.63%
AB 939 Collector Fees	400,772	434,260	452,303	4.15%
Oil Grant and JPA Reimb	62,729	52,009	51,966	-0.08%
Ranch Income	70,000	40,000	10,000	-75.00%
Recycled Water Revenue	202,000	231,870	237,000	2.21%
Other Revenue	30,000	30,000	30,000	0.00%
<b>Total Operating Revenue</b>	<b>\$11,282,802</b>	<b>\$11,534,649</b>	<b>\$12,513,853</b>	<b>8.49%</b>

### Operating Expenditures

A summary of proposed and past two fiscal years Operating Expenditures is shown in Table 3.

Proposed FY 20-21 Operating Expenditures are also shown graphically in Figures 3 and 4 (by expense type with and without COVID-19 related expenses), and Figure 5 (by department or cost center), at the end of this letter. Operating expenditures are budgeted to increase by 1.41% or \$150,596 between FY 19-20 and FY 20-21 if COVID-19 impacts are not considered, or by 9.53% or \$1,089,133, after accounting for COVID-19 impacts.

**Pension and Other Post-Employment Benefit Liabilities:** In FY 16-17, the District adopted an approach to address its liabilities under Government Accounting Standards Board (GASB) Statement 45 (GASB 45 – Other Post-Employment Benefits or OPEB) and GASB Statement 68 (GASB 68 – Net Pension Liability or NPL) through a “restricted funds” account. The District set up and initiated funding an Internal Revenue Code (IRC) Section 115 trust account with Public Agency Retirement Services (PARS), Irvine, CA, which incorporates separate sub-accounts for each of the GASB 45 and GASB 68 liabilities.

In June 2018, the District implemented GASB 75, which superseded GASB 45 for disclosure and reporting of OPEB. Consistent with Board direction (provided November 14, 2016), future District budgets (including the FY 20-22 budgets) will include budget amounts to fund this trust, subject to Board approval.

Expenditures by Department	FY 18-19	FY 19-20	FY 20-21	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 20 to FY 21
Collections	\$ 1,371,942	\$ 1,414,791	\$ 1,478,845	4.53%
Treatment	3,266,628	3,345,819	3,409,561	1.91%
Reclamation	490,972	513,974	498,269	-3.06%
Laboratory	583,410	591,048	613,180	3.74%
Pump Stations	835,226	851,343	938,739	10.27%
Administration/Engineering	2,188,599	2,561,751	2,565,576	0.15%
Hazardous Household Waste	463,501	486,269	504,269	3.70%
Recycled Water	202,000	231,870	237,000	2.21%
Non-Departmental	1,338,212	1,426,493	1,351,645	-5.25%
COVID-19 Expenses	-	-	915,408	100.00%
<b>Subtotal Expenditures</b>	<b>10,740,490</b>	<b>11,423,358</b>	<b>12,512,491</b>	<b>9.53%</b>
Less: Passthroughs*	(665,501)	(718,139)	(741,269)	
Less: COVID-19 Expenses	-	-	(915,408)	
<b>Total Expenditures</b>	<b>\$ 10,074,989</b>	<b>\$ 10,705,219</b>	<b>\$ 10,855,815</b>	<b>1.41%</b>

\*Passthroughs include: 1. Household Hazardous Waste (HHW) cost center funded by AB 939 Collector fees and Oil Grant/JPA reimbursements, and 2. Recycled Water cost center funded by cost recovery from North Marin Water District (NMWD) with their recycled water sales.

Table 4 summarizes the main anticipated operating budget variances.

Anticipated Budget Variances – Year-over-year, FY 19-20 to FY 20-21	Variance, %	Budget Impact, \$	Budget Impact, %
1. Salaries and wages (across all cost centers).	3.0	\$ 75,478	0.65
2. Employee Benefits (across all cost centers).	9.3	\$ 103,432	0.88
3. Retiree Health Benefits.	(25.5)	\$ (109,092)	-0.93
4. GASB 68 (Net Pension Liability) PARS Trust Fund contributions.	15.3	\$ 55,244	0.47
5. Election Expense.	(36.8)	\$ (35,000)	-0.30
6. Insurance Expense.	14.9	\$ 27,000	0.23
7. Software Maintenance (across all cost centers).	50.5	\$ 23,500	0.20
8. Outside consulting (Admin & Eng. cost center).	(20.1)	\$ (57,000)	-0.49
9. PSPS Costs (New account)	100.0	\$ 45,000	0.38
10. Travel, Meetings & Training.	(16.5)	\$ (15,000)	-0.13
11. COVID-19 Expenses.	100.0	\$ 915,408	7.83

### C. FISCAL YEAR FY 20-21 CAPITAL BUDGET DETAILS

#### *Capital Revenues*

The proposed FY 20-21 Capital Budget by Revenue source is shown in Table 5 below, along with the figures for the past two fiscal years. Total capital revenues for FY 20-21 are expected to decrease by 4.62% or \$527,803 from FY 19-20. Notable items include:

**Capital SSC Revenues** - projected decrease of \$489,856 or 5.82% primarily due to the change in SSC allocation from 55%(operating)/45%(capital) to 59%(operating)/41%(capital), as discussed earlier.

**Property Taxes** - projected increase of \$47,653 or 2% from greater housing market activity over the past few years, prior to the impacts of COVID-19, and assuming the County Assessor/Recorder's property tax estimates made prior to COVID-19 impacts do not change.

**Connection Fees** – projected to increase \$14,400 or 3.0% year-over-year, assuming about 40 new connections per year, consistent with the District's 2016 Capacity Fee Study.

**Interest Income** – projected decrease of \$100,000 or 83.33% from the general decrease in interest rates across financial markets.

**Table 5: Capital Budget Revenue 3-year Summary**

Funding Sources by Category	FY 18-19	FY 19-20	FY 20-21	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 20 to FY 21
Capital Sewer Service Charges	\$ 7,940,160	\$ 8,422,128	\$ 7,932,272	-5.82%
Property Taxes	2,335,914	2,382,632	2,430,285	2.00%
Connection Charges	461,200	475,200	489,600	3.03%
Collector/Special Equalization Chgs	2,000	1,000	1,000	0.00%
Interest Income	125,000	120,000	20,000	-83.33%
Grant Revenue	151,000	0	0	0.00%
Other Revenue	20,000	20,000	20,000	0.00%
<b>Total Capital Revenues:</b>	<b>\$11,035,274</b>	<b>\$11,420,960</b>	<b>\$10,893,157</b>	<b>-4.62%</b>

**Capital Expenditures**

The proposed Capital Improvement Program (CIP) Budget for FY 20-21 is \$14,729,350 or \$1,999,394 or 15.7% more than last year. Capital projects for FY 20-21 will be funded through sewer service charges, property taxes, and connection fees. Notable items include:

**On-going major capital project work**, including Collection System Improvements, Pump Station Rehabilitation Projects, potential Cogeneration/Alternative Energy Projects, and vehicle replacements.

**Continuing work on regional efforts** including recycled water projects through the North Bay Water Reuse Authority (NBWRA); Novato Creek Watershed projects with the County of Marin; and with the State Coastal Conservancy (SCC) on the District's Outfall pipeline in the Hamilton Wetlands area.

**Debt service** of \$6,529,350 including principal and interest payments on the District's 2017 Revenue Refunding Bonds and 2019 Revenue Bonds.

Table 6 shows summary Capital Debt Service and Capital Project Costs for three fiscal years.

**Table 6: Capital Budget Expenditures, 3-year Summary**

Capital Expenditures	FY 18-19	FY 19-20	FY 20-21	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 20 to FY 21
Capital Projects	\$6,803,000	\$5,900,000	\$8,200,000	38.98%
Debt Service	6,839,456	6,829,956	6,529,350	-4.4%
<b>Total</b>	<b>\$13,642,456</b>	<b>\$12,729,956</b>	<b>\$14,729,350</b>	<b>15.7%</b>

**Debt Coverage Ratio:** In the 2011 Certificates of Participation (COP) Installment Sale Agreement, the District agreed to collect rates and charges each fiscal year that would be sufficient to yield net revenues equal to at least 120 percent of the installment payments on the COPs and all parity debt in the fiscal year, for a Debt Coverage Ratio (DCR) of 1.20.

In October 2017, the District retired these COPs by issuing the 2017 Revenue Refunding Bonds, thereby saving the District over \$2 million in debt service over the next twenty years. In August 2019, the District refinanced the State of California Clean Water Revolving Fund loan by issuing its 2019 Wastewater Revenue Refinancing Bonds, without extending the original loan term, saving the District about \$3.2 million in debt service over the next twelve years.

While neither the 2017 Revenue Refunding Bonds nor the 2019 Revenue Refinancing Bonds require disclosure of the DCR, the District's projected DCR of 1.67 for FY 20-21 serves as an indicator of its financial stability.

#### D. STANDARD & POORS GLOBAL RATING (S&P GLOBAL RATING)

The District's debt continues to carry a "AAA" rating from Standard and Poors Global Rating (S&P Global Rating), which is the rating agency's highest possible rating designation. At this time, the District does not anticipate any change its "AAA" rating in the FY 20-22 period, relative to COVID-19, PSPS, or broader financial market events.

#### E. COMPARISON OF ANNUAL SEWER SERVICE CHARGES LEVIED BY NEIGHBORING AGENCIES

The following table compares the District's rate with those of other nearby sanitation agencies. For illustrative purposes, Figure 6 (following this letter) compares the District's SSC changes relative to changes in the Consumer Price Index (CPI) for the Water and Sewer Services industry for the last ten years.

**Table 7: Comparative Rates of Annual Sewer Service Charges**

<b>AGENCY</b>	<b>RATE (\$/yr.)</b>
Sanitary District No. 5 – Belvedere	1,985 <sup>(b)</sup>
Tamalpais Community Services District	1,771 <sup>(b)</sup>
City of Mill Valley	1,640 <sup>(a)</sup>
Sausalito-Marín City Sanitary District <sup>(1)</sup>	1,555 <sup>(b)</sup>
Sanitary District No. 1 – City of Larkspur	1,445 <sup>(b)</sup>
Sanitary District No. 5 – Tiburon	1,034 <sup>(b)</sup>
City of Santa Rosa	1,053 <sup>(b)</sup>
Ross Valley Sanitary District (SD#1)	1,024 <sup>(b)</sup>
Las Gallinas Valley Sanitary District	968 <sup>(b)</sup>
City of Petaluma	920 <sup>(a)</sup>
City of San Rafael	861 <sup>(b)</sup>
Napa Sanitation District	739 <sup>(b)</sup>
Vallejo Sanitation & Flood Control District	715 <sup>(b)</sup>
<b>NOVATO SANITARY DISTRICT</b>	<b>657 <sup>(b)</sup></b>
Town of Corte Madera	498 <sup>(a)</sup>

Notes:<sup>(1)</sup> Includes SMCS D charge of \$906 & City of Sausalito charge of \$649; <sup>(a)</sup> FY 19-20 charges; <sup>(b)</sup> FY 20-21 (proposed or adopted)

In conclusion, the proposed FY 20-21 budget will be able to accomplish the District's commitments to achieving the key goals set forth in its Strategic Plan while maintaining reasonable rates for its customers.

Sincerely,

\_\_\_\_\_  
SANDEEP KARKAL, P.E.  
General Manager-Chief Engineer

\_\_\_\_\_  
LAURA CREAMER, CPA  
Finance Officer

Additional Charts for Informational Purposes:

Figure 1:

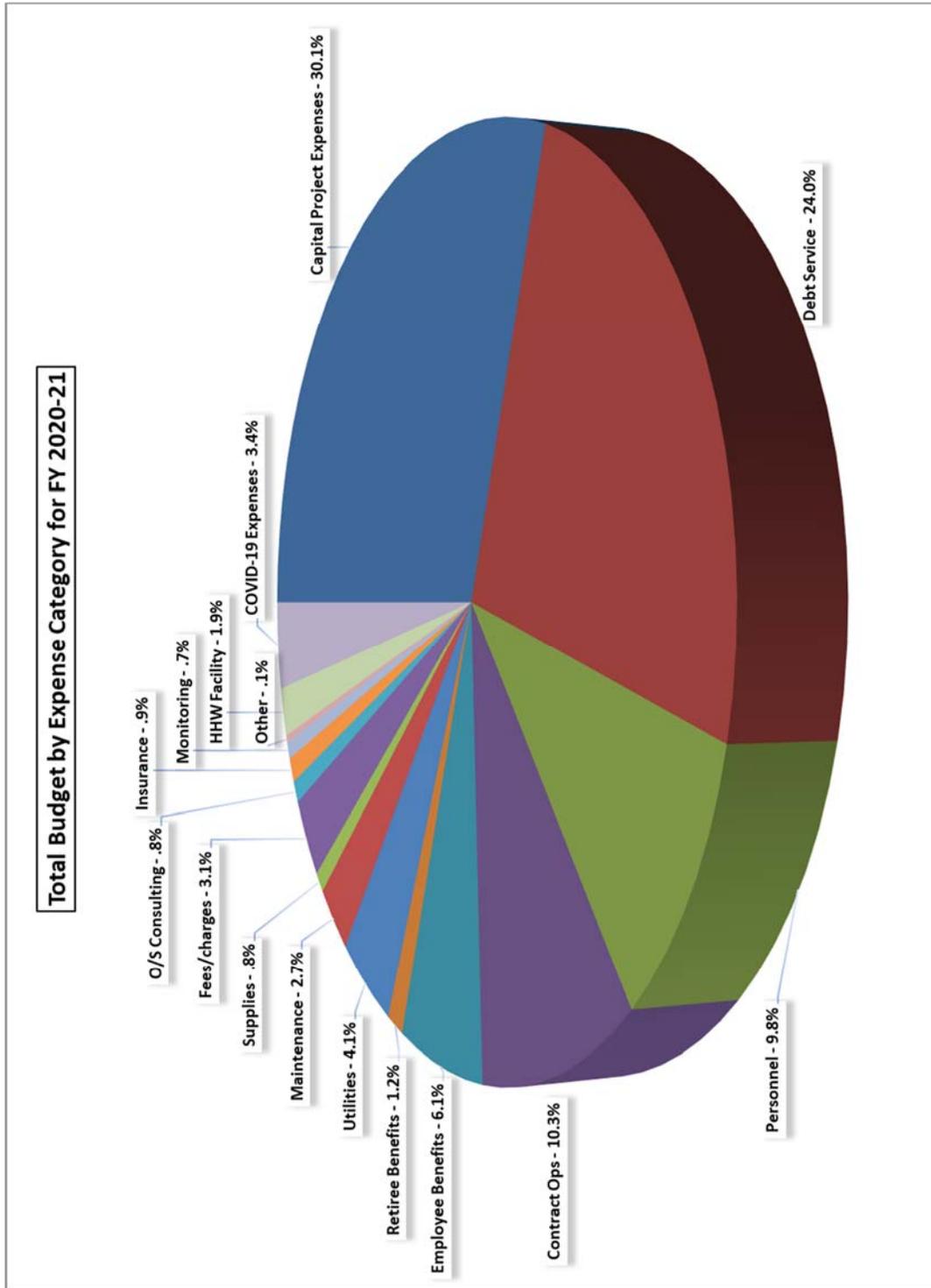


Figure 2:

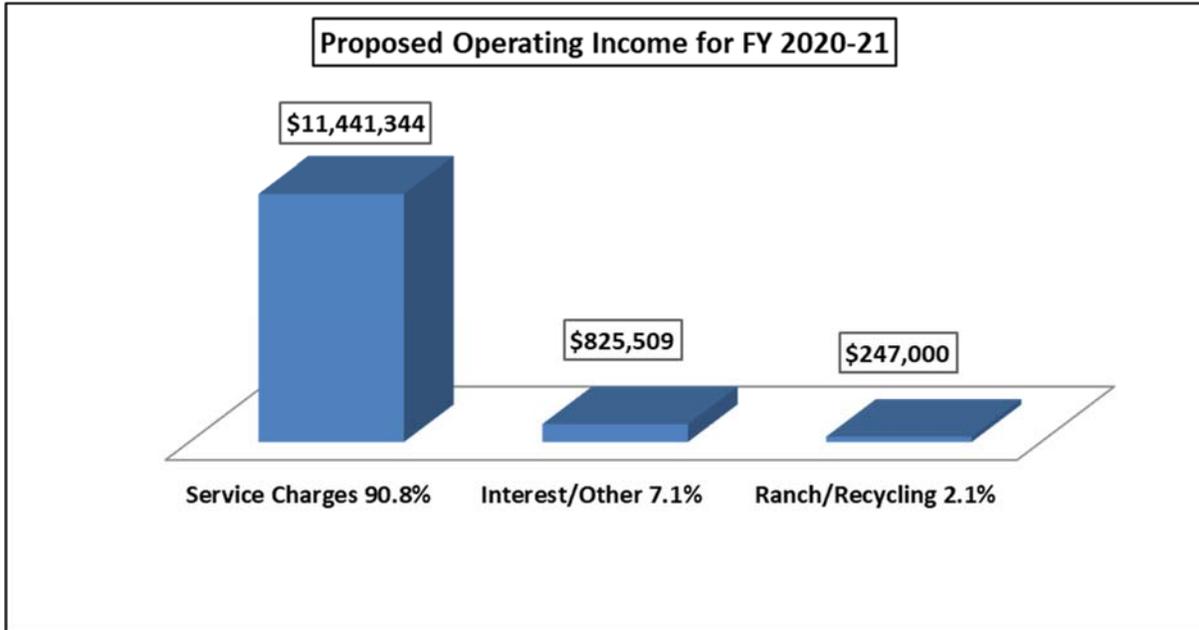


Figure 3:

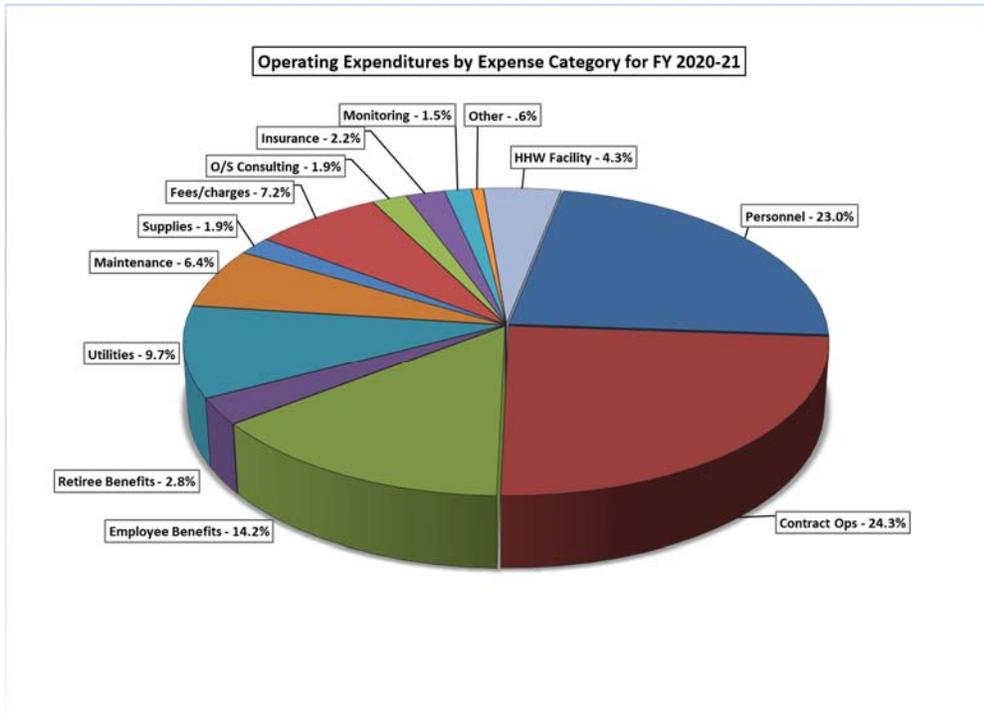


Figure 4:

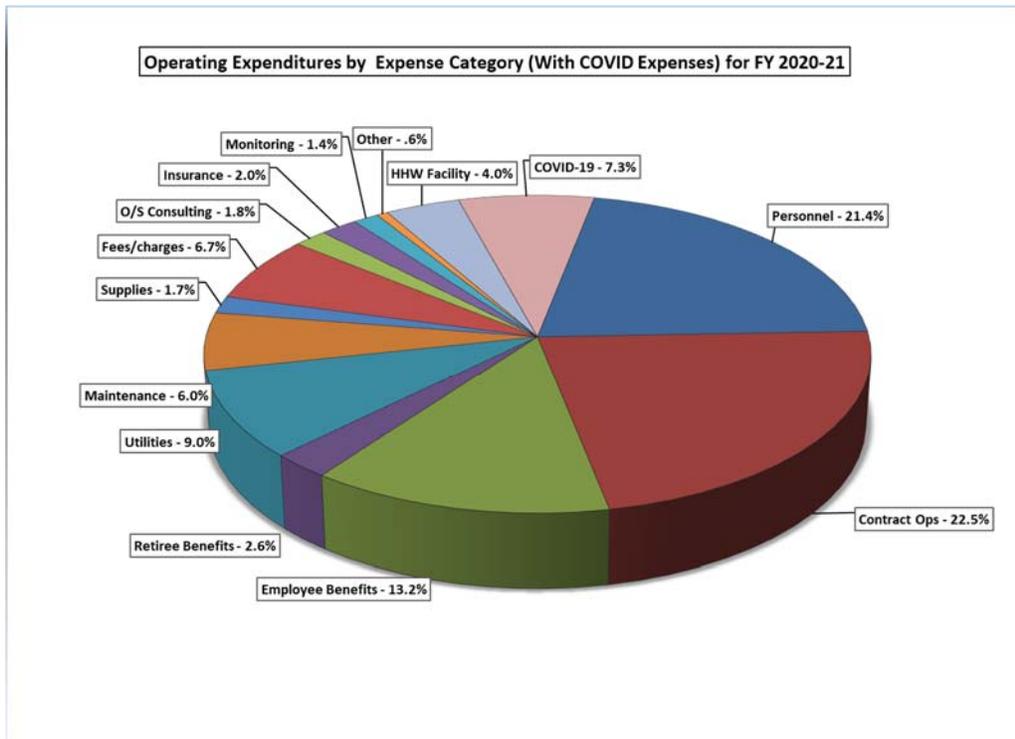


Figure 5:

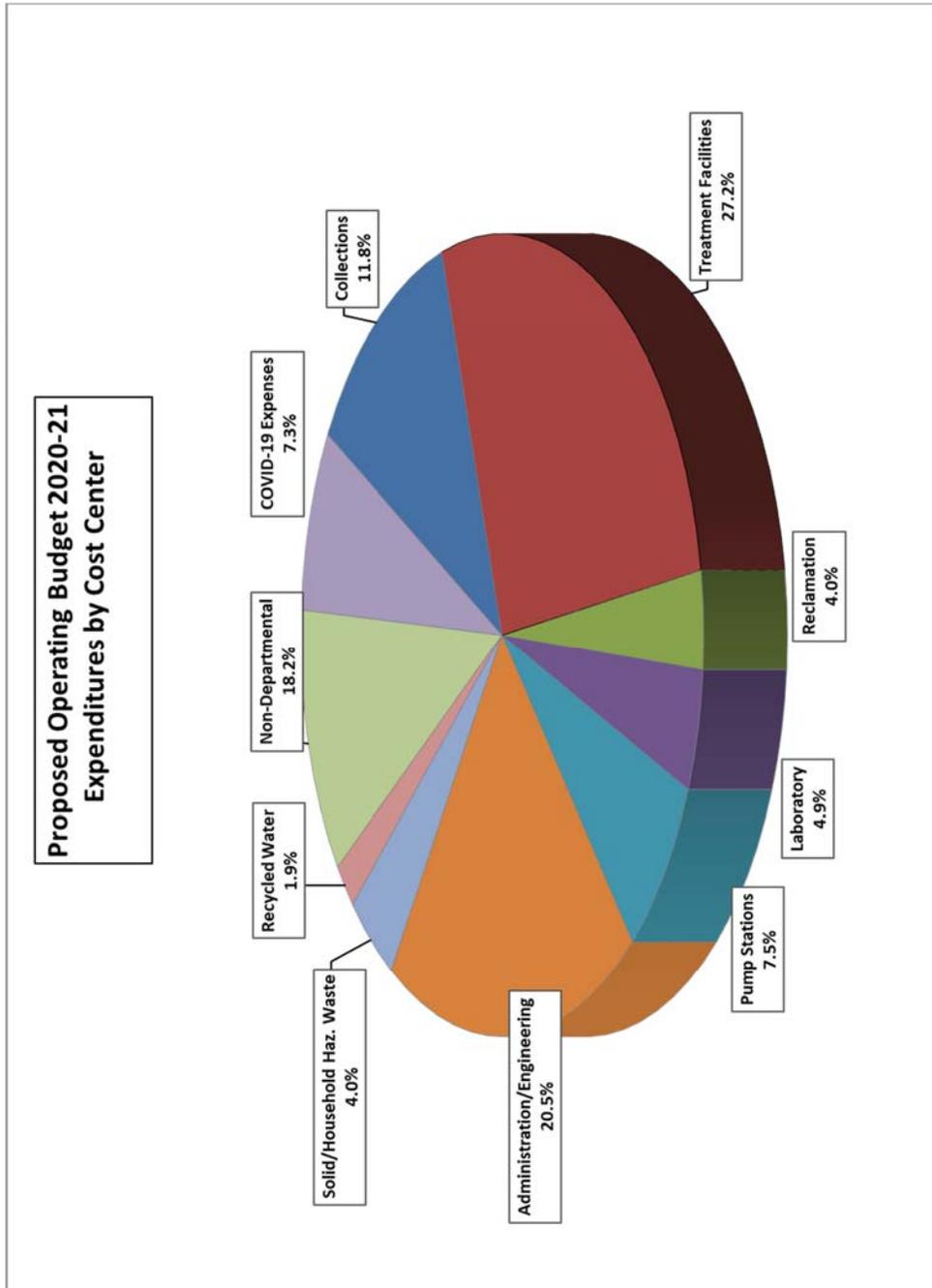
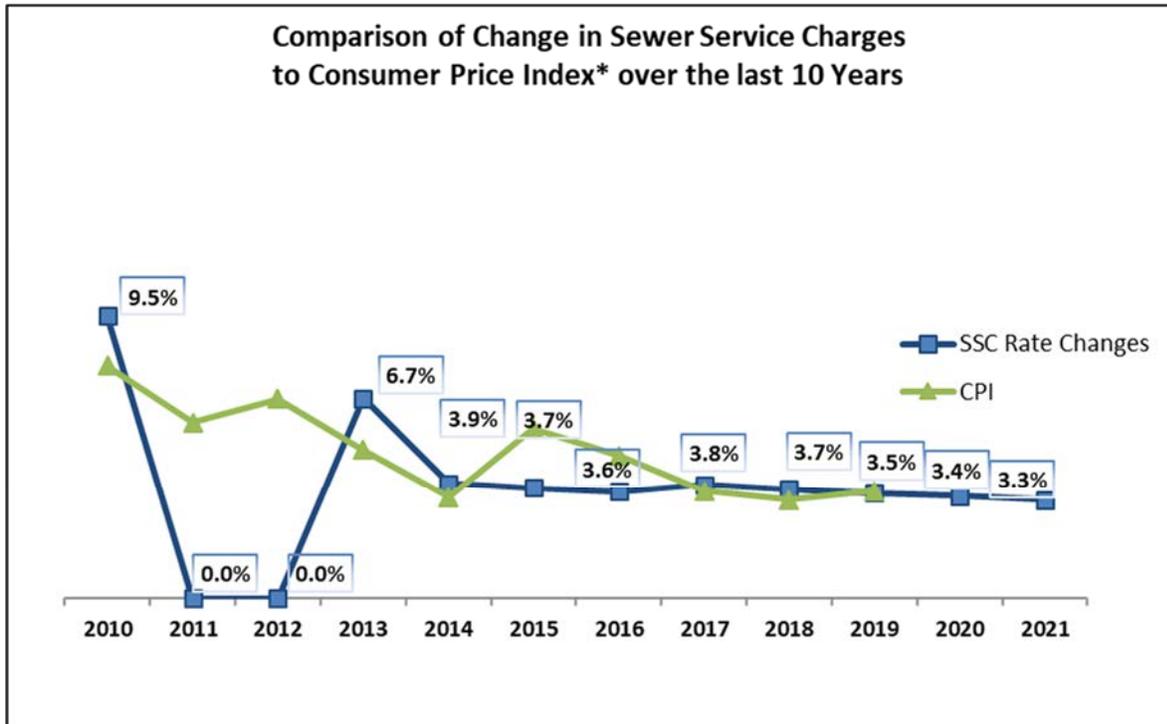


Figure 6:



\*CPI – Bureau of Labor Statistics – Series Id: CUUR0000SEHG01; Not Seasonally Adjusted; U.S. city average; Water and sewerage maintenance; Base Period: 1982-84=100

***SECTION I***

***SUMMARY OF FUND BALANCES***

**Novato Sanitary District  
2020-22 Preliminary Budget  
Summary of Fund Balances**

	Adopted <sup>(1)</sup>	Projected	Proposed	Preliminary
	Budget 2019-20	Rev/Exp 2019-20	Budget 2020-21	Budget 2021-22
<b>Operating Fund at July 1st Beginning of Each Year</b>	14,050,274	14,075,547	13,141,192	11,588,822
<b>Operating Revenue (p. 2)</b>	11,534,649	11,492,243	12,513,853	11,913,299
<b>Operating Expenditures (p. 3)</b>	11,423,358	10,874,431	12,512,491	11,894,837
<b>Net Operating Revenue</b>	111,291	617,812	1,362	18,462
<b>Operating Fund Balances before transfers at Year End</b>	14,161,565	14,693,359	13,142,554	11,607,284
<b>Transfers Out - to Rate Stabilization Fund (RSF)</b>	52,167	52,167	53,732	55,344
<b>Transfers Out - to Capital Improvement Fund</b>	1,500,000	1,500,000	1,500,000	1,500,000
<b>Operating Fund Balances after transfers at the End of Each Year</b>	<b>12,609,398</b>	<b>13,141,192</b>	<b>11,588,822</b>	<b>10,051,940</b>
<b>Capital Improvement Fund at July 1st Beginning of Each Year</b>	10,405,062	10,403,231	12,586,028	10,174,835
<b>Capital Revenue (p. 15)</b>	11,420,960	11,941,983	10,893,157	11,617,938
<b>Transfers In <sup>(2)</sup></b>	1,500,000	1,500,000	1,500,000	1,500,000
<b>Total Capital Revenue and Fund Transfers</b>	12,920,960	13,441,983	12,393,157	13,117,938
<b>Capital Expenditures (p. 16)</b>	5,900,000	4,346,021	8,200,000	8,300,000
<b>Debt Service (p. 19)</b>	6,829,956	6,163,165	6,529,350	6,526,600
<b>Transfers Out <sup>(3)</sup></b>	750,000	750,000	75,000	75,000
<b>Total Capital Expenditures and Fund Transfers</b>	13,479,956	11,259,186	14,804,350	14,901,600
<b>Capital Improvement Fund Balances after transfers at the End of Each Year</b>	<b>9,846,066</b>	<b>12,586,028</b>	<b>10,174,835</b>	<b>8,391,173</b>
<b>Wastewater Capital Reserve Fund (WCRF), Fund Balance at the End of Each Year (p. 17)</b>	<b>1,074,653</b>	<b>1,074,653</b>	<b>1,149,653</b>	<b>1,224,653</b>
<b>Rate Stabilization Fund (RSF), Fund Balance at the End of Each Year (p. 18)</b>	<b>1,791,079</b>	<b>1,791,079</b>	<b>1,844,811</b>	<b>1,900,156</b>
<b>Fund Balances at The End of Each Year</b>	<b>25,321,195</b>	<b>28,592,952</b>	<b>24,758,121</b>	<b>21,567,922</b>

<sup>(1)</sup> As amended by Board action of 12/09/2019 to accommodate Public Safety Power Shutdown (PSPS) and Cogen/Alt Energy Related Projects.

<sup>(2)</sup> From Operating Fund Balances.

<sup>(3)</sup> To Wastewater Capital Reserve Fund.

***SECTION II***

***OPERATING BUDGET SUMMARY SCHEDULES***

**Novato Sanitary District  
2020-22 Preliminary Operating Budget  
Summary of Revenues**

Operating Revenue Center - 41000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Revenues 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
41010 · Sewer Service Charges (1)	10,145,760	10,306,800	10,306,800	11,441,344	10,807,248
41030 · Plan Check & Inspection Fee	500	500	45,313	500	500
41040 · Permit & Inspection Fee	6,000	6,000	6,000	6,000	6,000
41060 · Interest Income(2)	120,000	180,000	200,000	30,000	31,500
41080 · Engineering & Admin Charges	165,000	165,000	100,000	165,000	165,000
41090 · Non-domestic Permit Fees (3)	25,000	30,000	30,000	30,000	30,000
41100 · Garbage Franchise Fees	55,041	58,210	58,000	59,740	61,532
41105 · AB 939 Collector Fees	400,772	434,260	434,260	452,303	468,519
41107 · Oil Grant/JPA Reimb (4)	62,729	52,009	40,000	51,966	52,000
41130 · Ranch Income	70,000	40,000	10,000	10,000	10,000
41135 · Recycled Water Revenue	202,000	231,870	231,870	237,000	251,000
41140 · Other Revenue (5)	20,000	20,000	20,000	20,000	20,000
41142 · Gain/Loss - disposal of assets	10,000	10,000	10,000	10,000	10,000
<b>Totals</b>	<b>11,282,802</b>	<b>11,534,649</b>	<b>11,492,243</b>	<b>12,513,853</b>	<b>11,913,299</b>

**Comments:**

- (1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:
  - For 2020/21 the charge is \$657 split between operating (\$388) and capital (\$269).
  - For 2021/22 the charge is \$657, with no rate increase from prior year, split between operating (\$366) and capital (\$291).
- (2) Reflects significant decrease in interest rates.
- (3) Includes application fees, permits and monitoring charges.
- (4) Oil Grant ~ \$15,060/ JPA Reimb Fees \$36,000
- (5) Other revenue includes septic tank hauling fees, and miscellaneous revenue.

**APPROPRIATIONS LIMITATION**

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

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Summary of Expenditures**

Operating Cost Center	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>60000 · Collections</b>	1,371,942	1,414,791	1,324,790	1,478,845	1,497,606
<b>61000 · Treatment Facilities</b>	3,266,628	3,345,819	3,304,786	3,409,561	3,518,251
<b>63000 · Reclamation</b>	490,972	513,974	432,199	498,269	479,159
<b>64000 · Laboratory</b>	583,410	591,048	572,900	613,180	627,885
<b>65000 · Pump Stations</b>	835,226	851,343	850,943	938,739	982,491
<b>66000 · Administration/Engineering</b>	2,188,599	2,561,751	2,459,835	2,565,576	2,637,565
<b>67000 · Solid/Household Haz. Waste</b>	463,501	486,269	436,269	504,269	520,519
<b>68000 · Recycled Water</b>	202,000	231,870	231,870	237,000	251,000
<b>69000 · Non-Departmental*</b>	1,338,212	1,426,493	1,246,662	1,351,645	1,380,361
<b>69300 · COVID-19 Expenses (1)</b>	0	0	14,177	915,408	0
<b>TOTALS</b>	10,740,490	11,423,358	10,874,431	12,512,491	11,894,837

\*District-wide allocations

Novato Sanitary District															
2020-21 Preliminary Operating Budget															
Operating Budget: By Cost Center and Account Category															
	Treatment Facilities	Recl	L-M	Pump Stations	Collection System	A-E	HHW Program	Recycled Water	Non-Departmental	COVID-19 Impact	Total	As Percent of Budget	Over/Under PY Budget	% Over/Under PY Budget	
Salaries and Wages		93,786		355,629	705,316	1,407,917					2,562,648	20.48%	75,478	3.03%	
Contract Services (Operations & Lab)	2,341,810		405,180					66,000			2,812,989	22.48%	91,356	3.36%	
Employee Benefits		26,983		148,250	356,129	690,459					1,221,821	9.76%	103,432	9.25%	
Retiree Health Benefits									319,242		319,242	2.55%	(109,092)	-25.47%	
Pension Expense(Trust)									416,603		416,603	3.33%	55,244	15.29%	
Directors' Fees						23,400					23,400	0.19%	(9,000)	-27.78%	
Election Expense									60,000		60,000	0%	(35,000)	-36.84%	
Gasoline, Oil & Fuel		1,000	500	6,560	20,000	2,700					30,760	0.25%	2,260	7.93%	
Insurance	14,000								194,000		208,000	1.66%	27,000	14.92%	
Ins Claims Expense									45,000		45,000	0.36%	-	0.00%	
Agency Dues									76,800		76,800	0.61%	2,000	2.67%	
Memberships/Certifications									11,000		11,000	0.09%	1,000	10.00%	
Office Expense						28,000					28,000	0.22%	-	0.00%	
Safety		1,000	1,000	4,000	5,700	3,300					15,000	0.12%	(1,200)	-7.41%	
Software Maint		2,000	1,000	7,000	60,000						70,000	0.56%	23,500	50.54%	
Operating Supplies		2,000	20,500	10,000	28,000	5,000		5,000			70,500	0.56%	3,600	5.38%	
Operating Chemicals				0				74,000			74,000	0.59%	1,880	2.61%	
Sludge Disposal-Contractual		225,000									225,000	1.80%	-	0.00%	
Accounting & Auditing						31,000					31,000	0.25%	1,000	3.33%	
Attorney									55,000		55,000	0.44%	5,000	10.00%	
Outside Consulting						226,000					226,000	1.81%	(57,000)	-20.14%	
IT/Misc. Electrical						49,300					49,300	0.39%	(7,700)	-13.51%	
Safety & Wellness Incentive Program									10,000		10,000	0.08%	-	0.00%	
Printing & Publication									15,000		15,000	0.12%	(9,000)	-37.50%	
Repairs & Maintenance		60,000	16,500	125,000	75,000	85,000		35,000			396,500	3.17%	(9,250)	-2.28%	
PSPS Costs				45,000							45,000	0.36%	45,000	100.00%	
Unusual Equipment Maint	150,000										150,000	1.20%	-	0.00%	
Small Tools		500		2,100	2,000						4,600	0.04%	100	2.22%	
Outside Services				57,500	125,000						182,500	1.46%	(17,500)	-8.75%	
Ditch/Dike Maintenance		11,000									11,000	0.09%	-	0.00%	
Research & Monitoring			131,000					14,000			145,000	1.16%	1,000	0.69%	
Travel, Mtgs & Train.									76,000		76,000	0.61%	(15,000)	-16.48%	
Pollution Prevention/Pub. Ed.			30,000								30,000	0.24%	(10,000)	-25.00%	
Gas & Electricity	813,750	65,000		118,000				43,000			1,039,751	8.31%	(13,082)	-1.24%	
Water		5,000		7,200	12,000						24,200	0.19%	200	0.83%	
Telephone				45,000	4,000	13,500					62,500	0.50%	4,000	6.84%	
Other/Operational Assistance					700						700	0.01%	-	0.00%	
Permits & Fees	90,000	5,000	7,500	7,500	85,000			0			195,000	1.56%	2,500	1.30%	
Co. Collection Fees									68,000		68,000	0.54%	3,000	4.62%	
Ser. Chg. System Exp									5,000		5,000	0.04%	-	0.00%	
COVID-19 Impact										915,408	915,408	7.32%	915,408	100.00%	
AB 939 Solid Waste Programs							504,269				504,269	4.03%	18,000	3.70%	
Subtotal before Pass through expenses	3,409,561	498,269	613,180	938,739	1,478,845	2,565,576	504,269	237,000	1,351,645	915,408	12,512,491	100.00%	1,089,134	9.53%	
Pass through expenses							(504,269)	(237,000)			(741,269)	-6.83%	(23,130)		
Less: COVID-19										(915,408)	(915,408)		(915,408)		
<b>Total</b>	<b>3,409,561</b>	<b>498,269</b>	<b>613,180</b>	<b>938,739</b>	<b>1,478,845</b>	<b>2,565,576</b>	<b>0</b>	<b>0</b>	<b>1,351,645</b>	<b>0</b>	<b>10,855,814</b>	<b>93.17%</b>	<b>150,596</b>	<b>1.41%</b>	
	31.41%	4.59%	5.65%	8.65%	13.62%	23.63%	0.00%	0.00%	12.45%	0.00%	100.00%				

***SECTION III***

***OPERATING BUDGET  
By Cost Center and Account Category***

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Collections**

<b>Collections Cost Center - 60000</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>	<b>Projected Exp 2019-20</b>	<b>Proposed Budget 2020-21</b>	<b>Preliminary Budget 2021-22</b>
<b>Accounts</b>					
<b>60010 · Salaries &amp; Wages</b>	666,060	679,353	679,353	705,316	740,517
<b>60020 · Employee Benefits</b>	318,682	328,737	328,737	356,129	387,289
<b>60060 · Gas, Oil &amp; Fuel</b>	15,000	18,000	18,000	20,000	21,000
<b>60085 · Safety</b>	3,500	5,500	5,500	5,700	6,000
<b>60091 · Software Maint</b>	50,000	35,000	35,000	60,000	75,000
<b>60100 · Operating Supplies</b>	25,000	25,000	25,000	28,000	28,000
<b>60150 · Repairs &amp; Maint</b>	75,000	75,000	65,000	75,000	77,000
<b>60152 · Small Tools</b>	2,000	2,000	2,000	2,000	2,000
<b>60153 · Outside Services</b>	120,000	145,000	120,000	125,000	125,000
<b>60192 · Water</b>	12,000	12,000	12,000	12,000	12,000
<b>60193 · Telephone</b>	4,000	3,500	3,500	4,000	4,000
<b>60200 · Other(Garbage Coll)</b>	700	700	700	700	800
<b>60201 · Permits &amp; Fees</b>	80,000	85,000	30,000	85,000	19,000
	<b>1,371,942</b>	<b>1,414,791</b>	<b>1,324,790</b>	<b>1,478,845</b>	<b>1,497,606</b>

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Treatment Facilities**

<b>Treatment Facilities - Cost Center - 61000</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>	<b>Projected Exp 2019-20</b>	<b>Proposed Budget 2020-21</b>	<b>Preliminary Budget 2021-22</b>
<b>Accounts</b>					
<b>61000-1 · Fixed Fee(1)</b>	2,262,042	2,275,786	2,275,786	2,341,810	2,409,814
<b>61000-2 · Insurance &amp; Bonds</b>	14,000	14,000	14,000	14,000	14,000
<b>61000-3 · Major Repair/Replcmnt</b>	150,000	150,000	150,000	150,000	150,000
<b>61000-4 · Water/Permits/Phone</b>	85,000	90,000	90,000	90,000	90,000
<b>61000-5 · Gas &amp; Electricity(2)</b>	755,586	816,033	775,000	813,750	854,438
	<b>3,266,628</b>	<b>3,345,819</b>	<b>3,304,786</b>	<b>3,409,561</b>	<b>3,518,251</b>

**Comments:**

- (1) Fixed fee - 3% increase from prior year, and an allowance for contractual incentive payment.  
 $FY21/22 - \$188900.79 * 12 = 2,266,809 + 75,000 = \$2,341,809$
- (2) Assumes 5% increase for purchased utility power based on actual expenditures for 2019/20, and an allowance for contractual incentive payment with 50-50 sharing of savings from power usage below contract baseline, between District and Veolia.

**Novato Sanitary District  
2020-2022 Preliminary Budget  
Operating Budget - Reclamation**

Reclamation Cost Center - 63000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
<b>63010 · Salaries &amp; Wages</b>	86,021	86,909	60,567	93,786	97,675
<b>63020 · Employee Benefits</b>	22,951	24,565	15,759	26,983	28,484
<b>63060 · Gasoline &amp; Oil</b>	2,000	1,000	1,000	1,000	1,000
<b>63085 · Safety</b>	500	1,500	500	1,000	1,000
<b>63091 · Software Maint</b>	2,000	2,000	1,000	2,000	2,000
<b>63100 · Operating Supplies</b>	2,000	2,000	1,500	2,000	2,000
<b>63115 · Sludge Disposal</b>	220,000	225,000	211,450	225,000	225,000
<b>63150 · Repairs &amp; Maint</b>	60,000	70,000	50,000	60,000	60,000
<b>63152 · Small Tools</b>	500	500	500	500	500
<b>63157 · Ditch/Dike Maint</b>	10,000	11,000	0	11,000	11,000
<b>63191 · Gas &amp; Electricity</b>	75,000	80,000	80,000	65,000	40,000
<b>63192 · Water</b>	5,000	5,000	5,000	5,000	5,000
<b>63201 · Permits &amp; Fees</b>	5,000	4,500	4,923	5,000	5,500
	<b>490,972</b>	<b>513,974</b>	<b>432,199</b>	<b>498,269</b>	<b>479,159</b>

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Laboratory**

Laboratory Cost Center - 64000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
<b>64010 · Contract Lab Services (1)</b>	378,910	379,848	379,848	405,180	416,885
<b>64060 · Gasoline &amp; Oil</b>	1,500	500	500	500	500
<b>64085 · Safety</b>	1,000	1,000	1,000	1,000	1,000
<b>64091 · Software Maintenance</b>	1,000	1,000	500	1,000	1,000
<b>64100 · Operating Supplies</b>	20,000	20,500	17,500	20,500	21,000
<b>64150 · Repairs &amp; Maintenance</b>	10,000	12,200	12,200	16,500	12,700
<b>64160 · Research &amp; Monitoring</b>	125,000	130,000	130,000	131,000	132,000
<b>64170 · Pollution Prev/Public Ed</b>	40,000	40,000	25,000	30,000	35,000
<b>64201 · Permits &amp; Fees</b>	6,000	6,000	6,352	7,500	7,800
	<b>583,410</b>	<b>591,048</b>	<b>572,900</b>	<b>613,180</b>	<b>627,885</b>

**Comments:**

- (1) Includes fees and charges paid for contract laboratory and environmental services provided by Veolia Water and North Marin Water District (NMWD).

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Pump Stations**

<b>Pump Stations Cost Center - 65000</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>	<b>Projected Exp 2019-20</b>	<b>Proposed Budget 2020-21</b>	<b>Preliminary Budget 2021-22</b>
<b>Accounts</b>					
<b>65010 · Salaries &amp; Wages</b>	345,078	337,492	337,492	355,629	374,576
<b>65020 · Employee Benefits</b>	144,149	136,951	136,951	148,250	159,916
<b>65060 · Gasoline &amp; Oil</b>	5,000	6,400	8,000	6,560	6,800
<b>65085 · Safety</b>	2,000	4,000	4,000	4,000	4,500
<b>65091 · Software Maintenance</b>	7,000	8,500	6,500	7,000	7,000
<b>65100 · Operating Supplies</b>	10,000	10,000	10,000	10,000	10,500
<b>65101 · Operating Chemicals</b>	2,000	0	0	0	0
<b>65150 · Repairs &amp; Maintenance</b>	120,000	120,000	120,000	125,000	126,000
<b>65152 · Small Tools</b>	2,000	2,000	2,000	2,100	2,200
<b>65153 · Outside Services, Elect.</b>	55,000	55,000	55,000	57,500	60,000
<b>65191 · Gas &amp; Electricity</b>	105,000	115,000	115,000	118,000	124,000
<b>65192 · Water</b>	7,000	7,000	7,000	7,200	7,500
<b>65193 · Telephone</b>	24,000	42,000	42,000	45,000	46,000
<b>65201 · Permits &amp; Fees</b>	7,000	7,000	7,000	7,500	7,500
<b>65300 · PSPS Cost</b>	0	0	0	45,000	46,000
	<b>835,226</b>	<b>851,343</b>	<b>850,943</b>	<b>938,739</b>	<b>982,491</b>

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Administration/Engineering**

Administration and Engineering Cost Center - 66000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
<b>66010 · Salaries &amp; Wages</b>	1,208,103	1,383,416	1,307,977	1,407,917	1,476,083
<b>66020 · Employee Benefits</b>	541,496	628,135	626,247	690,459	759,282
<b>66030 · Director's Fees</b>	34,000	32,400	19,238	23,400	23,400
<b>66060 · Gasoline &amp; Oil</b>	5,000	2,600	2,600	2,700	2,800
<b>66085 · Safety</b>	2,000	4,200	4,200	3,300	3,300
<b>66090 · Office Expense</b>	28,000	28,000	28,000	28,000	27,000
<b>66100 · Admin/Engineering Supplies</b>	5,000	5,000	5,000	5,000	5,000
<b>66121 · Accounting &amp; Auditing</b>	28,000	30,000	30,000	31,000	32,000
<b>66123 · O/S Contractual</b>	231,000	283,000	283,000	226,000	196,000
<b>66124 · IT/Misc Electrical</b>	43,000	57,000	57,000	49,300	33,700
<b>66150 · Repairs &amp; Maintenance</b>	50,000	95,000	85,000	85,000	65,000
<b>66193 · Telephone</b>	13,000	13,000	11,574	13,500	14,000
	<b>2,188,599</b>	<b>2,561,751</b>	<b>2,459,835</b>	<b>2,565,576</b>	<b>2,637,565</b>

Novato Sanitary District									
Preliminary Operating Budget 2021-22									
PERSONNEL DETAIL									
Number	Position	Cost Center	Pay Range	Salaries					
				2020-21	2021-22				
1.00	General Manager-Chief Engineer.....	A/E		261,132	271,656				
1.00	Deputy General Manager.....	A/E	MC122.5	205,416	213,694				
1.00	Field Services Manager .....	.25AE/.25CS/.25PS/.25Rec	MC119	173,112	180,088				
1.00	Senior Engineer.....	.65AE/.25PS/.10Rec	MC116.5	-	-				
0.46	Project Manager (1)	A/E	MC119	79,901	83,121				
0.46	Administrative Services Specialist (1) .....	A/E	MC117.5	74,285	77,278				
1.00	Administrative/Risk Services and Safety Officer (2)	A/E	MC117.5	160,944	167,430				
1.00	Administrative Assistant .....	A/E	MC103	48,933	71,267				
1.00	Administrative Secretary.....	A/E	MC106	91,812	95,512				
1.00	Finance Officer.....	A/E	MC115	142,428	148,168				
1.00	Staff Engineer.....	.5A/E/.5CS	47	117,168	121,890				
1.00	Construction Inspector.....	A/E	44.5	97,632	105,073				
1.00	Information System Specialist II.....	.5A/E/.5CS	43.5	98,808	102,790				
1.00	Electrical/Instrumentation Tech .....	.34A/E/.33PS/.33Rec	46.5	95,084	103,861				
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	135,109	147,592				
1.00	Collection System Leadworker.....	.67CS/.33PS	47	117,168	121,890				
0.00	Collection System Worker III.....	.67CS/.33PS	43.5	-	-				
4.00	Collection System Worker II.....	.67CS/.33PS	40.5	334,619	353,949				
2.00	Collection System Worker I.....	.67CS/.33PS	38.5	137,658	149,758				
1.00	Admin Intern	A/E	N/A	7,200	7,200				
1.00	Engineering Aide - temp	A/E	N/A	8,640	8,640				
0.40	Hourly Electrician	.25AE/.25PS/.50Rec	N/A	32,000	32,000				
	Allowance for Overtime.....	C/S		24,000	26,000				
	Allowance for Overtime.....	A/E		5,000	5,000				
	Allowance for Standby Duty Pay.....	C/S		38,000	39,000				
	Adjustment for CMSA Reimbursement(1)	A/E		(20,929)	(21,557)				
	Subtotal			2,465,120	2,611,300				
	Allowance for salary adjustments (including COLA) .....			97,528	77,551				
				2,562,648	2,688,851				
23.32				<b>2020-21</b>	<b>2021-22</b>				
	Administration and Engineering (A/E)			1,407,917	1,476,083				
	Collection System	67%		705,316	740,517				
	Pump Stations	33%		355,629	374,576				
	Reclamation Facilities			93,786	97,675				
	Total/Check			2,562,648	2,688,851				
(1)	Part-time position.								
(2)	A portion of the compensation for this position to be reimbursed by Central Marin Sanitation Agency (CMSA) under the Joint Safety Program between CMSA and the District.								

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Solid/Household Hazardous Waste**

<b>Solid/HHW Cost Center - 67000</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>	<b>Projected Exp 2019-20</b>	<b>Proposed Budget 2020-21</b>	<b>Preliminary Budget 2021-22</b>
<b>Accounts</b>					
<b>67400 · Management Services</b>	142,464	147,500	104,000	150,000	155,250
<b>67500 · Household Haz. Waste</b>	260,000	292,000	290,000	310,000	320,000
<b>67530 · Used Oil Grant</b>	11,269	11,269	11,269	11,269	11,269
<b>67530-1 Beverage Container Grant</b>	11,268	0	0	0	0
<b>67540 · Education/Public Outreach</b>	23,500	20,500	16,000	18,000	19,000
<b>67600 · Other</b>	5,000	5,000	5,000	5,000	5,000
<b>67610 · City AB 939 Admin Service</b>	10,000	10,000	10,000	10,000	10,000
	<b>463,501</b>	<b>486,269</b>	<b>436,269</b>	<b>504,269</b>	<b>520,519</b>

**Comments:**

Per proposed budget by HHW Coordinator.

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Recycled Water**

Recycled Water Cost Center - 68000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
<b>68010 · O &amp; M Services</b>	55,000	66,000	66,000	66,000	66,000
<b>68100 · Operating Supplies</b>	4,400	4,400	4,400	5,000	5,500
<b>68101 · Operating Chemicals</b>	60,100	72,120	72,120	74,000	81,400
<b>68150 · Repairs &amp; Maintenance</b>	30,500	33,550	33,550	35,000	36,850
<b>68160 · Research &amp; Monitoring</b>	14,000	14,000	14,000	14,000	14,000
<b>68191 · Gas &amp; Electricity</b>	38,000	41,800	41,800	43,000	47,300
	<b>202,000</b>	<b>231,870</b>	<b>231,870</b>	<b>237,000</b>	<b>251,000</b>

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - Non-Departmental**

Non-Departmental (District-wide allocations) Cost Center - 69000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
69021 · Retiree Health Benefits(1)	218,550	226,673	226,673	214,142	231,274
69021-1 · Retiree Health Benefits(2)	212,146	201,661	201,661	105,100	96,747
69022 · Pension Expense (3)	290,016	361,359	361,359	416,603	478,700
69040 · Election Expenses	90,000	95,000	10,000	60,000	0
69070 · Insurance	180,500	167,000	169,169	194,000	212,000
69071 · Insurance Claim Expense	45,000	45,000	1,000	45,000	45,000
69075 · Agency Dues	66,000	74,800	74,800	76,800	80,640
69080 · Memberships/Certifications	14,000	10,000	11,000	11,000	11,000
69122 · Attorney Fees	50,000	50,000	10,000	55,000	55,000
69125 · Safety & Wellness Incent Prog	10,000	10,000	10,000	10,000	10,000
69130 · Printing & Publications	24,000	24,000	10,000	15,000	15,000
69170 · Board Travel & Training	19,000	26,000	26,000	22,000	20,000
69171 · Staff Travel & Training	51,000	65,000	65,000	54,000	50,000
69202 · County Fees-Property Taxes	33,000	33,000	33,000	35,000	36,000
69203 · County Fees-Sewer Ser Chg	30,000	32,000	32,000	33,000	34,000
69250 · Service Charge Sys Exp	5,000	5,000	5,000	5,000	5,000
	<b>1,338,212</b>	<b>1,426,493</b>	<b>1,246,662</b>	<b>1,351,645</b>	<b>1,380,361</b>

**Comments:**

- (1) Projected contribution to current retirees' health care premiums.
- (2) Represents FY 19-21 Unfunded Actuarial Liability (UAL) contributions into the PARS Trust (OPEB sub-account) established November 2016.
- (3) Represents FY 19-21 projected contributions to PARS Trust (Pension sub-account).

\*PARS = Public Agency Retirement Services.  
OPEB = Other Post-Employment Benefits.

**Novato Sanitary District  
2020-22 Preliminary Budget  
Operating Budget - COVID-19 Expenditures**

COVID-19 Expenses Cost Center - 69300	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22(2)
<b>Accounts</b>					
69300 · COVID19 SSC Red. Prog. (1)	0	0	0	894,408	0
69323 · O/S Contractual	0	0	2,000	10,000	0
69324 · IT/Misc. Expenses	0	0	8,000	6,000	0
69385 · Safety Supplies/Equipment	0	0	4,177	5,000	0
	<b>0</b>	<b>0</b>	<b>14,177</b>	<b>915,408</b>	<b>0</b>

**Comments:**

(1) Sewer Service Charge (SSC) refunds to commercial and institutional customers with minimal/no wastewater discharge to District facilities during COVID-19 related Shelter-in-Place (SIP) shutdowns from March 17-May 31, 2020.

(2) Given the unknowns of COVID-19, it is difficult to estimate FY 21-22 expenses for this cost center. Therefore, no expenses are currently included for the Preliminary FY 21-22 budget, with the expectation that adjustments will be made as required as part of the FY 21-22 final budget planning process, which will begin in early CY 2021.

***SECTION IV***

***CAPITAL IMPROVEMENT BUDGET***

**Novato Sanitary District  
2020-22 Preliminary Budget  
Capital Improvement Budget - Summary of Revenues**

Capital Fund Revenue Center - 51000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Revenue 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
<b>Capital Improvement Income</b>					
51010 · Sewer Service Charges(1)	7,940,160	8,422,128	8,422,128	7,932,272	8,592,648
51015 · Property Taxes	2,335,914	2,382,632	2,382,632	2,430,285	2,478,890
51015-1 · Redevelopment Agency(2)	0	0	51,000	0	0
51020 · Connection Charges(3)	461,200	475,200	775,000	489,600	504,400
51030 · Collector Sewer Charges	1,000	0	0	0	0
51040 · Special Equalization Chrg	1,000	1,000	77,223	1,000	1,000
51060 · Interest	125,000	120,000	214,000	20,000	21,000
51070 · Other Revenue	20,000	20,000	20,000	20,000	20,000
51072 · Grant Revenue - RWF	151,000	0	0	0	0
<b>Total Capital Improvement Income</b>	<b>11,035,274</b>	<b>11,420,960</b>	<b>11,941,983</b>	<b>10,893,157</b>	<b>11,617,938</b>
<b>Comments:</b>					
<b>(1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The SSC allocations are as follows:</b>					
- For 2020/21 the charge is \$657 split between operating (\$388) and capital (\$269).					
- For 2021/22 the charge is \$657, with no rate increase from prior year, split between operating (\$366) and capital (\$291).					
<b>(2) Redevelopment Agency (RDA) revenues are being shown separately as the District continues to receive them from the dissolution and distribution of assets of these agencies. However, these RDA fund distributions are difficult to predict, and are set to zero for budget purposes.</b>					
<b>(3) Connection Charges projected at 40 new connections each year.</b>					
- Per District Ordinance No. 119, the connection charge beginning July 1, 2020 is \$12,240 per EDU, and increases by 3% on July 1, 2021 to \$12,610 per EDU.					

**Novato Sanitary District  
2020-22 Preliminary Budget  
Table 1: Capital Improvement Budget - CIP Expenditures**

Capital Improvements Cost Centers - 72000 & 73000	Adopted Budget 2018-19	Adopted <sup>(1)</sup> Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
<b>Accounts</b>					
72112 · Network and SCADA Upgrades <sup>(2)</sup>	0	0	0	225,000	75,000
72403 · Pump Station Rehabilitation	50,000	515,000	250,000	1,650,000	3,050,000
72508 · North Bay Water Reuse Authority (NBWRA)	80,000	25,000	25,000	25,000	25,000
72706 · Collection System Improvments	2,450,000	2,790,000	2,920,000	2,940,000	2,320,000
72706-1 · Lateral Replacement Program	80,000	60,000	50,000	60,000	60,000
72707 · Hamilton Wetlands/Outfall Integration	10,000	10,000	10,000	10,000	10,000
72708 · Cogeneration/Alt. Energy	350,000	1,010,000	85,000	1,075,000	1,500,000
72802 · Annual Sewer Adj. for City Proj	25,000	25,000	25,000	30,000	30,000
72803 · Annual Collection Sys Repairs	225,000	100,000	75,000	105,000	110,000
72804 · Annual Reclamation Fac Improvements	175,000	200,000	75,000	355,000	145,000
72805 · Annual Treatment Plant Improvements	300,000	350,000	215,000	100,000	100,000
72806 · Annual Pump Station Improvements	140,000	175,000	80,000	240,000	220,000
72807 · Annual Ignacio Facility Improvements	50,000	50,000	50,000	75,000	75,000
72808 · Strategic Plan Update	20,000	20,000	0	20,000	20,000
72809 · Novato Creek Watershed	5,000	5,000	0	5,000	5,000
73003 · Admin Building Upgrade/Maint. Building	350,000	150,000	120,000	350,000	130,000
73004 · Odor Control and NTP Landscaping	100,000	50,000	30,000	50,000	50,000
73005 · RWF Expansion (2)	2,020,000	(295,000)	(293,979)	0	0
73006 · NTP Corrosion Control	233,000	55,000	50,000	380,000	100,000
73007 · Solids Management	0	0	0	175,000	10,000
73090 · Vehicle Replacement	140,000	605,000	580,000	330,000	265,000
<b>Subtotal before Debt Service</b>	<b>6,803,000</b>	<b>5,900,000</b>	<b>4,346,021</b>	<b>8,200,000</b>	<b>8,300,000</b>
78500 · Interest - SRF Loan	1,427,123	1,332,279	140,629	0	0
78500 · Principal - SRF Loan	3,951,833	4,046,677	0	0	0
78500 · Interest - 2017 Rev. Refunding Bond	670,500	631,000	631,000	590,000	547,500
78500 · Principal - 2017 Rev. Refunding Bond	790,000	820,000	820,000	850,000	890,000
78500 · Interest - 2019 Refunding Bond	0	0	1,091,536	2,084,350	1,934,100
78500 · Principal - 2019 Refunding Bond	0	0	3,480,000	3,005,000	3,155,000
<b>Subtotal for Debt Service</b>	<b>6,839,456</b>	<b>6,829,956</b>	<b>6,163,165</b>	<b>6,529,350</b>	<b>6,526,600</b>
<b>Totals</b>	<b>13,642,456</b>	<b>12,729,956</b>	<b>10,509,186</b>	<b>14,729,350</b>	<b>14,826,600</b>

**Comments:**

- <sup>(1)</sup> As amended by Board action of 12/09/2019 to accommodate Public Safety Power Shutdown (PSPS) and Cogen/Alt Energy Related Projects.
- <sup>(2)</sup> New account.
- <sup>(3)</sup> Reflect disbursement of \$305,711 by North Marin Water District (NMWD) from joint District/NMWD RWF Capital Replacement and Expansion Fund.

***SECTION V***

***WASTEWATER CAPITAL RESERVE FUND***

**Novato Sanitary District  
2020-22 Preliminary Budget  
Wastewater Capital Reserve Fund**

		<b>2020-22 Budget</b>	
		Prelim	Final
<b><u>Wastewater Capital Reserve Fund</u></b>			
<b>FUND BALANCE 6/30/19 . . . . .</b>		3,599,653	
	Transfers In	750,000	
<b>FUND BALANCE 6/30/20 . . . . .</b>		<b>4,349,653</b>	
	Transfers In	75,000	
<b>ANTICIPATED FUND BALANCE 6/30/21 . . . . .</b>		<b>4,424,653</b>	
	Proposed Deposits/Transfers In	75,000	
<b>ANTICIPATED FUND BALANCE 6/30/22 . . . . .</b>		<b>4,499,653</b>	0
<b>Note:</b> The District borrowed \$81,307,947 between 2008 and 2011 from the State Revolving Fund (SRF) program, under a loan agreement with the State Water Resources Control Board (SWRCB). The loan agreement requires the District to deposit sufficient funds to build up the Wastewater Capital Reserve Fund (WCRF) at a minimum rate of 0.5% of the SRF loan amount each year for a period of ten years, beginning in FY08-09. The District's unused bonding capacity of \$3,275,000 from the 1970 and 1986 General Obligation (GO) bonds may be used to offset, dollar for dollar, the required cash deposits to the WCRF. The maximum required WCRF balance is \$3,599,654 of which \$3,275,000 is satisfied by the unused GO bonding capacity. District Policy No. 3500 (adopted August 8, 2013), paragraph 3500.33, sets the reserve amounts in accordance with the terms of the loan, and requires the remainder to be funded as follows: \$27,336 in FY17-18, and \$297,317 in FY18-19. These amounts are being funded from unreserved amounts in the capital improvement fund, and the total of these required deposits (i.e. \$324,653) is included in the 'Summary of Fund Balances' table (Page 1). Separately, unreserved amounts in the capital improvement fund are being transferred into the WCRF in the FY 19-21 years to serve as reserves for future projects.			

***SECTION VI***

***RATE STABILIZATION FUND***

**Novato Sanitary District  
2020-22 Preliminary Budget  
Rate Stabilization Fund**

		<b>2020-22 Budget</b>	
		Prelim	Final
<b><u>RATE STABILIZATION FUND</u></b>			
<b>FUND BALANCE 6/30/19 .....</b>		1,738,912	0
	Required Deposits/Transfers from Operating	52,167	0
<b>FUND BALANCE 6/30/20 .....</b>		<b>1,791,079</b>	<b>0</b>
	Required Deposits/Transfers from Operating	53,732	
<b>FUND BALANCE 6/30/21 .....</b>		<b>1,844,811</b>	<b>0</b>
	Required Deposits/Transfers from Operating	55,344	
<b>FUND BALANCE 6/30/22 .....</b>		<b>1,900,156</b>	<b>0</b>
<b>Note:</b> This fund is maintained at a minimum balance of \$1,500,000 adjusted annually for inflation from unreserved amounts in the operating fund. Beginning FY17-18, this Fund is also included in the Summary of Fund Balances table (Page 1) to relate the cash based methodology of the budget document with the accrual methodology of the Comprehensive Annual Financial Report (CAFR).			

***SECTION VII***

***DEBT SERVICE FUND SUMMARY***



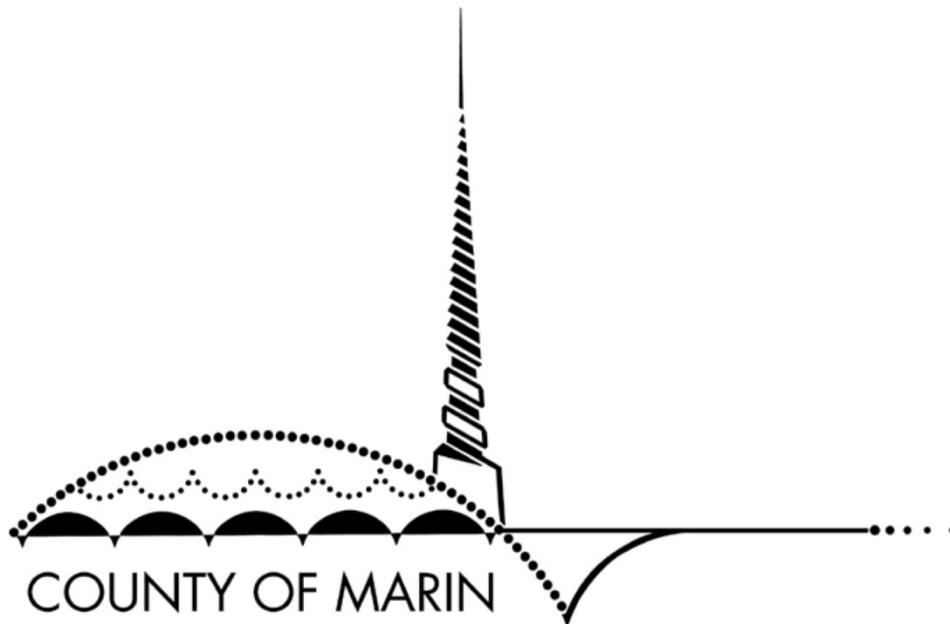
# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Grand Jury Report: “Follow-Up Report on Web Transparency of Agency Compensation Practices.”	<b>MEETING DATE:</b> May 11, 2020  <b>AGENDA ITEM NO.:</b> 9.a.&b.
<b>RECOMMENDED ACTION:</b> a. Receive 2019-20 Marin County Civil Grand Jury report titled “Follow-Up Report on Web Transparency of Agency Compensation Practices” dated April 28, 2020. b. Authorize staff and District Counsel to prepare a draft response for Board consideration.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The 2019-2020 Marin County Civil Grand Jury has issued a report titled “Follow-Up Report on Web Transparency of Agency Compensation Practices” dated April 28, 2020. A copy of the report is attached (Attachment 1).</p> <p>The Grand Jury is requesting that the District respond to Findings F3, F4, and F5, and Recommendations R3, R4, R5, and R6 of the report.</p> <p>It is recommended that the Board authorize Staff and District Counsel to review the report and prepare a draft response for the Board’s consideration at a future Board meeting. The Grand Jury requires a response within 90 days from the report’s release date, and has informed that the District’s response is due by July 27, 2020.</p>	
<b>ATTACHMENTS:</b> 1. 2019-2020 Marin County Civil Grand Jury report titled “Follow-Up Report on Web Transparency of Agency Compensation Practices” dated April 28, 2020.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence), and Goal 3 (Alignment and Communications), of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

2019–2020 MARIN COUNTY CIVIL GRAND JURY

# Follow-Up Report on Web Transparency of Agency Compensation Practices

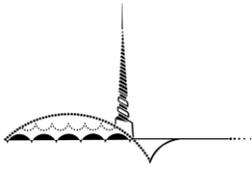
April 28, 2020



### A Note about the Coronavirus Pandemic

The 2019–2020 Marin County Civil Grand Jury is issuing its reports during the unprecedented conditions of the COVID-19 pandemic. We are well aware that Marin County is in crisis and that critical public health concerns, operational difficulties, and financial challenges throughout the county have a greater claim to government attention right now than the important issues raised by this Grand Jury.

We are confident that, in due course, Marin will come through this crisis as strong as ever.



# Follow-Up Report on Web Transparency of Agency Compensation Practices

## Summary

Many Marin public agencies fail to make the compensation for their elected officials and employees fully transparent on their public websites, despite state legal requirements and past Grand Jury recommendations that they do so. The 2019–2020 Grand Jury examined the current status of 34 Marin public agency websites to determine if they are meeting transparency standards with respect to compensation disclosures.

California law requires most public agencies to report the annual compensation of their “elected officials, officers, and employees” to the state controller’s office, which posts this information on its Government Compensation in California website at *publicpay.ca.gov* (Public Pay).<sup>1</sup> Each local agency with a website also is legally required to post “in a conspicuous location . . . information on the annual compensation of its elected officials, officers and employees.”<sup>2</sup>

All of Marin’s cities, towns, and major agencies have websites, so each of them is required to post annual compensation data, and the public should be able to easily find this information.

Over and above these basic legal requirements, the public has an interest in understanding compensation policies with regard to elected officials, including information about wages, health and retirement benefits, and reimbursement policies. There is a wide variance in compensation policies and the total amounts and benefits paid to elected officials. The public should be able to access this information easily and quickly rather than having to dig through meeting minutes or policy manuals that may or may not be easy to find on a website.

The 34 agency websites audited included those of the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts. The Grand Jury wanted to know if the legal disclosure requirements were met and if detailed information about compensation and benefits for elected officials was readily available.

This investigation revealed that a great majority of audited agency websites failed to comply fully with legal compensation disclosure requirements. Compensation information was often difficult to find and outdated. Information on actual compensation paid to elected officials was also missing, difficult to find, or insufficient. In many cases, it was difficult to find information about compensation policies for elected officials. In contrast, the Marin Municipal Water

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<sup>1</sup> California Government Code § 53892, accessed March 30, 2020, [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53892](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53892).

<sup>2</sup> California Government Code § 53908, accessed March 30, 2020, [http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53908](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53908).

District<sup>3</sup> (MMWD) and the North Marin Water District<sup>4</sup> each annually post a detailed report on the compensation of their elected officials.

This Grand Jury report makes specific recommendations for every agency to follow to ensure compliance with legal requirements and to go beyond compliance to achieve higher standards of public transparency.

## Background

The transparency of public agencies and their compensation policies has been an ongoing topic of state and local concern. In recent years, the state legislature amended the California Government Code to require the posting of annual compensation data on agency websites.<sup>5</sup> Local agencies are now required to report their compensation data to the state controller's office, which posts the data on the Public Pay site.<sup>6</sup>

Since 2014, the Marin County Civil Grand Jury has published four reports on web transparency:

- A 2013–2014 Grand Jury report, *What Are Special Districts and Why Do They Matter?*, recommended that the county post a complete list of all of Marin's special districts on its website to enable residents to understand the extent of local government.<sup>7</sup> The county did not fulfill this recommended action.
- In March 2016, the 2015–2016 Grand Jury followed up with its *Web Transparency Report Card*, reiterating, among other things, that the master list of special districts should be completed.<sup>8</sup> It also recommended that all agencies should update their websites "to include the annual compensation of . . . elected officials, officers and employees."<sup>9</sup> These recommended actions were not completed.
- The 2016–2017 Grand Jury issued its *Web Transparency Report Card Update*, which noted a marked improvement in the quality of agency websites. This report card also noted additional room for improvement for many agencies.<sup>10</sup>

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<sup>3</sup> Marin Municipal Water District, *Annual Report on Board Compensation*, August 7, 2018, <http://marinwater.org/DocumentCenter/View/3602/Board-Compensation-Annual-Report?bidId=>.

<sup>4</sup> North Marin Water District, 2018 Compensation Report, accessed March 30, 2020, <https://www.nmwd.com/pdfs/NMWDCompensationReportCY2018.pdf>.

<sup>5</sup> California Government Code § 53908

<sup>6</sup> Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov>.

<sup>7</sup> Marin County Civil Grand Jury, *What Are Special Districts and Why Do They Matter?*, May 20, 2014, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd\\_master\\_list\\_report.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd_master_list_report.pdf).

<sup>8</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, March 10, 2016, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencypcard/2015\\_16-web-transparency-report-card.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencypcard/2015_16-web-transparency-report-card.pdf).

<sup>9</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, p. 10.

<sup>10</sup> Marin County Civil Grand Jury, *2016–2017 Web Transparency Report Card Update*, June 8, 2017, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2017/web-transparency-update.pdf>.

- In a report entitled *Special Districts Transparency Update*, the 2018–2019 Grand Jury noted that the special districts list recommended by the 2013–2014 Grand Jury still had not been created.<sup>11</sup> The report reiterated this recommendation and suggested that the special district list include “complete compensation components and amounts (including salary, insurance, stipends, in kind goods, conference fees and other benefits, and reimbursements).”<sup>12</sup>

The Grand Jury has focused on these issues for more than six years, without satisfactory resolution. Perhaps with this follow-up report, agencies will come to understand the vital importance of public transparency and will be more forthcoming with this information and finally improve their websites. Public transparency regarding compensation of elected officials is essential because the public needs accurate information about its government agencies. Transparency helps to maintain trust in the government and gives information to the public that helps guide decisions on matters of self-governance. It makes responsive democracy work.

## Approach

The Grand Jury reviewed the work of prior juries as published in the four previous reports and audited the websites of 34 of Marin’s public agencies, including the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts (this report uses the term “agency” to refer to these diverse jurisdictions). Jurors reviewed these websites to determine if they met the legal requirements by providing easy access to accurate, current compensation data for public employees. Jurors also checked the board or council pages of these websites to determine if they included detail about annual compensation for elected officials.

The audit was conducted by having at least one juror review each agency’s website and compile a list of any deficiencies. This work was then reviewed by at least two other jurors. Those three jurors then reached a consensus for each agency. These agency website reviews were valid as of February 20, 2020.

## Discussion

### The Public Should Know the Compensation of Its Elected Officials

The taxpaying public has a right to know the compensation of its elected officials. Compensation may include the following:

- Monthly wages or a fixed stipend per meeting attended
- Additional compensation for sitting on affiliated boards, subcommittees, or commissions, or for attending extra meetings on behalf of their agency

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<sup>11</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, June 13, 2019, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2018-19/special-districts-transparency-update.pdf>.

<sup>12</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, p. 5.

- Healthcare benefits
- Retirement benefits
- Reimbursement for travel, attending conferences, or industry events
- Reimbursement for cell phones, computers, or tablets (or free use of such equipment)

The public should be informed that there is a wide variance in compensation policies. Some agencies have adopted a policy not to compensate their elected officials. In addition, total compensation and benefits paid to elected officials for similar agencies varies. The high and low ranges for compensation at various types of agencies are summarized in Table 1. In some cases, elected officials waive their right to some or all compensation.

#### County Supervisors

Unlike elected officials in most cities, towns, and other agencies, Marin County supervisors are full-time employees and receive full-time salaries and benefits. Total 2018 annual compensation for members of the Marin County Board of Supervisors ranged from \$173,000 to \$186,000, plus benefits.

Table 1. Ranges of Elected Officials Annual Compensation in 2018

Agency Type	Low*	High
Cities/Towns	\$0	\$17,000
Fire Districts	0	2,800
Sanitation Districts	0	19,000
Water Districts	1,600	39,000

\* Low does not reflect those who waive compensation in agencies that pay their elected officials.

#### City and Town Council Members

For town and city councilmembers, total annual compensation for 2018 ranged from zero in Belvedere, Ross, and Tiburon to about \$17,000 in San Rafael. Annual compensation was typically in the \$3,000 to \$5,000 range, and councilmembers in some municipalities, including San Rafael, elected to waive compensation.

#### Fire District Board Members

Total 2018 compensation for individual board members in Marin’s nine audited fire districts ranged from zero to \$2,800. Board members in the Bolinas, Sleepy Hollow, Southern Marin, and Stinson Beach Fire Protection Districts do not receive compensation. In the Novato Fire Protection District, 2018 compensation for one board member was about \$2,800. The Central Marin Fire Authority was formed in 2018 and, as of February 1, 2020, had not yet filed its first compensation data with the state controller, but the agency is included in this report so that it will fulfill the requirement that it post its compensation data.

#### Sanitation District Board Members

In Marin’s 10 sanitation districts, 2018 total annual board member compensation ranged from zero in the Tiburon and Central Marin Sanitation Districts to as high as \$19,000 in the Las Gallinas Valley Sanitary District. Typically, annual board member compensation in Marin’s sanitation districts ranges from \$1,000 to \$4,000.

## Water District Board Members

The 2018 annual board member compensation in Marin’s three water districts ranged from \$1,600 in the Stinson Beach Water District to \$9,000 in the North Marin Water District to \$39,000 in the Marin Municipal Water District.

## Legal Requirements Regarding Compensation Disclosures

There are two sections in the California Government Code requiring compensation disclosures. Section 53892 requires that most public agencies (school districts are excluded) report annually to the state controller the total compensation of all “elected officials, officers and employees.”<sup>13</sup> The state controller publishes this information for all agencies on the Public Pay website.

Section 53908 requires that if an agency has a website “it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the controller.” An agency could comply with this provision by posting a complete table on its website that includes all of the data actually filed with the state controller, and by updating that table each year. Section 53908 also allows an agency to comply with the transparency requirement by posting, “in a conspicuous location on its Internet Web site, a link to” the Public Pay site.<sup>14</sup>

The Grand Jury also notes that Section 53908 mentions *twice* that the Public Pay link must be “conspicuous,” a term that is not defined in the code. For purposes of its investigation, the Grand Jury decided that a link could be deemed conspicuous if it satisfies *both* of the following criteria:

- The link is located on a page that is within three clicks of the website’s home page (where a hover causing a menu to be revealed is equivalent to a click).
- The link can be found within five minutes of starting a search, whether by browsing menus or using a search box on the website.

This is a commonsense approach that, if anything, is generous to agencies, since internet users are unlikely to invest as much as five minutes in such a search.

The Grand Jury also determined that a Public Pay link that does not go directly to the agency’s page on the Public Pay site for the most recently available year should not be considered compliant with the intent of the transparency requirements set forth in the law.

During its investigation, the Grand Jury discovered that some agencies were not reporting board member compensation to the state controller’s office because they had been advised by the state controller’s office that this was not required unless a W-2 form for the compensation was issued. Some elected officials are paid fees for which W-2 forms are not issued. State officials have now confirmed that the elected officials’ compensation must be reported regardless of how they are paid.

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<sup>13</sup> California Government Code § 53892.

<sup>14</sup> California Government Code § 53908.

## Public Transparency of Compensation for Elected Officials

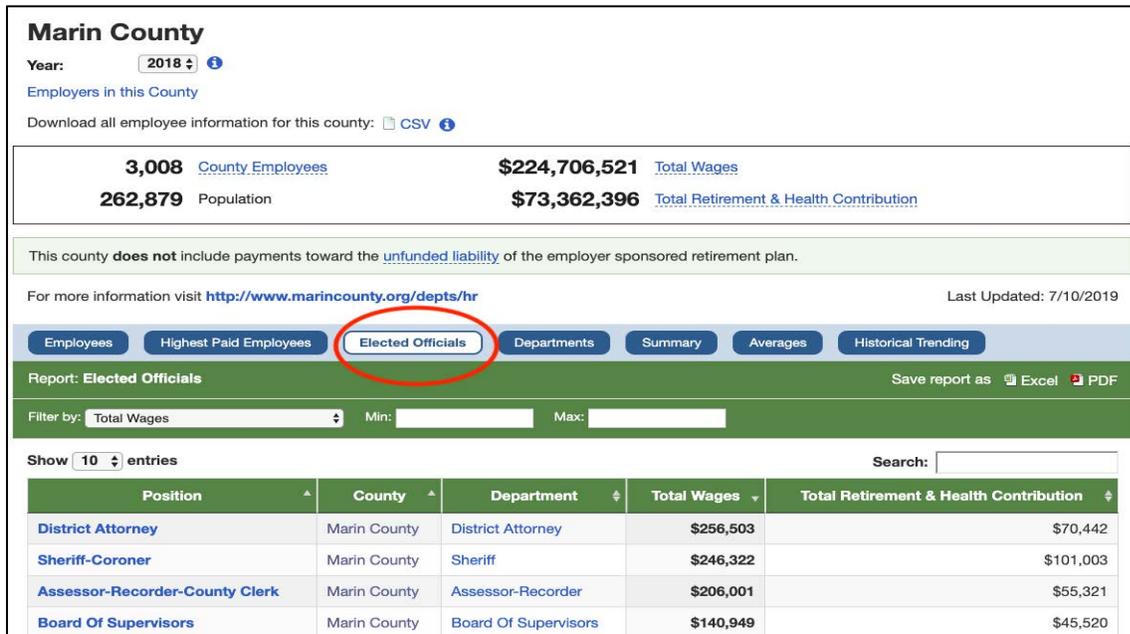
Beyond the basic legal requirements in California state law, public transparency goals would be better served by stronger disclosure of compensation policies and detailed compensation paid to elected officials. While total compensation paid to elected officials can be found by clicking an “Elected Officials” button on the agency’s page on the Public Pay site, as shown in Figure 1, most users would not necessarily see this link and might need to scroll through multiple pages of employees before finding the elected officials.

To make locating the information easier, a link can be included directly from the agency’s website to the elected officials data on the Public Pay site. This can be done by simply adding *&rpt=5* to the end of a regular Public Pay URL link.

The data on the Public Pay site for elected officials is limited to total wages and total retirement and health contributions. The site does not break out elements such as per-meeting stipends, reimbursements or payments for serving as an agency liaison to other advisory committees, councils, and forums. For better transparency on their websites, local agencies should disclose all elements of compensation for their elected officials and establish this higher standard as best practice for all of Marin County.

Both MMWD and the North Marin Water District have excellent practices with regard to transparency on compensation of their elected officials. The MMWD website’s board page provides a quick link to an annual compensation report detailing board compensation policies

Figure 1. Public Pay Elected Officials Page Example



**Source:** Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21&year=2018&rpt=5>

and annual amounts paid to each member for regular board meetings, board committees, other special board meetings, and liaison assignments to advisory committees, councils, and forums. It also details total annual payments for conferences, training, and memberships, as well as medical and dental benefits and other benefits, including iPad data plans. North Marin Water District discloses several annual board compensation elements by a direct link to the financial report it files with the state controller's office, but it is not as detailed as the MMWD report.

## Results of the Website Audit

The Grand Jury audit found that many website compensation links were missing or broken. In other cases, links were not easy to find. Policies and compensation for elected officials were not always posted. Thirty of the 34 audited agency websites failed to comply fully with legal disclosure requirements.

### Missing or Inconspicuous Links

Fifteen of 34 of the audited agency websites failed to post a compensation report or a "conspicuous" link to their data on the Public Pay site. These agencies are shown in Table 2. The worst example of this was the County of Marin's website, where four jurors were each unable to locate a compensation link after searching for at least 15 minutes.

In the investigation, the Grand Jury observed that several agencies post a link to the Transparent California website rather than to the Public Pay website.<sup>15</sup> Transparent California is not included in Government Code Section 53908, so this does not comply with the legal requirements.

The Grand Jury recommends that all the noncompliant agencies identified in Table 2 remedy these deficiencies by placing a Public Pay link on the web page listed in the table. Generally, the audit revealed that the best location for a Public Pay link is either the finance or human resources section of the agency's website.

### **Link Does Not Go Directly to the Agency's Most Recent Data**

Many agencies include a Public Pay link on their website that is deficient because it connects the user to an outdated page or to the state's Public Pay home page rather than directly to the local agency data on the Public Pay site. The Grand Jury believes this is largely due to a technical oversight.

Appendix A contains the recommended Public Pay link for each audited agency, as well as links for 22 additional agencies that were not audited. A key feature of these links is that they include the ID number of the agency, but exclude any parameter specifying a year (an example of this parameter is *&year=2016*). By *excluding* the specific year parameter, the link will automatically lead a user to the most recent available data for that agency, and it will not become outdated over time. This will save the agency the work of updating the link on an annual basis while reducing the chance of errors in future postings.

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<sup>15</sup> Transparent California, accessed March 30, 2020, <https://transparentcalifornia.com>.

Table 2. Agency Websites with Missing or Inconspicuous Links to Compensation Data

<b>Agency</b>	<b>Recommended Conspicuous Location for Link</b>
City of Mill Valley	<a href="http://www.cityofmillvalley.org/gov/departments/finance/default.htm">http://www.cityofmillvalley.org/gov/departments/finance/default.htm</a>
City of Sausalito	<a href="https://www.sausalito.gov/departments/administration/finance/financial-documents">https://www.sausalito.gov/departments/administration/finance/financial-documents</a>
Town of Tiburon	<a href="http://townoftiburon.org/154/Administration-Finance">http://townoftiburon.org/154/Administration-Finance</a>
County of Marin	<a href="https://www.marincounty.org/depts/df">https://www.marincounty.org/depts/df</a>
Bolinas Fire Protection District*	<a href="https://www.bolinasfire.org/board-members">https://www.bolinasfire.org/board-members</a>
Central Marin Fire Authority**	<a href="https://centralmarinfire.org/admin/finance">https://centralmarinfire.org/admin/finance</a>
Kentfield Fire Protection District	<a href="https://www.kentfieldfire.org/administration/finance-a-budget">https://www.kentfieldfire.org/administration/finance-a-budget</a>
Sleepy Hollow Fire Protection District	<a href="https://shfpd.org/about-us/finances">https://shfpd.org/about-us/finances</a>
Southern Marin Fire Protection District	<a href="https://www.southernmarinfire.org/admin">https://www.southernmarinfire.org/admin</a>
Stinson Beach Fire Protection District*	<a href="https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets">https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets</a>
Almonte Sanitary District	<a href="https://www.almontesd.org/governance.php">https://www.almontesd.org/governance.php</a>
Central Marin Sanitation Agency	<a href="https://www.cmsa.us/finance/">https://www.cmsa.us/finance/</a>
Las Gallinas Valley Sanitation District	<a href="http://www.lgvsd.org/about-us/board-of-directors/">http://www.lgvsd.org/about-us/board-of-directors/</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://www.rvsd.org/31/Open-Government">https://www.rvsd.org/31/Open-Government</a>
Stinson Beach Water District	<a href="http://stinson-beach-cwd.dst.ca.us/index.html">http://stinson-beach-cwd.dst.ca.us/index.html</a>

\* Existing link goes to Transparent California rather than Public Pay

\*\* Formed in 2018 and not required to report for that year

### Agency Websites Should Have a Link Directly to Elected Officials Data

Although it is simple to link directly to a page on the Public Pay website showing actual compensation paid to elected officials, none of the audited agencies currently do so. All Marin public agency websites should have a direct link from their board or council page to their “Elected Officials” page on the Public Pay site. All Marin agencies should adopt this higher standard of transparency.

A link to the “Elected Officials” page on the Public Pay site can be added simply by adding a new parameter to the end of the normal Public Pay link as is shown for all agencies in Appendix A. For instance, the City of San Rafael could include such a link by adding *&rpt=5* to

the end of its Public Pay link, resulting in the following:

<https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256&rpt=5>.

### Agencies Should Post Compensation Policies and Annual Compensation Details

The Grand Jury audit revealed that compensation policies for many agencies either were not posted or were scattered in a wide variety of hard-to-find locations. Eighteen of the 34 agencies did not post such information on the board or council pages of their websites. As described previously, public transparency is promoted by posting detailed information about the compensation policies for elected officials. All agencies should post this information on their board or council web pages. As an example, MMWD posts detailed information about the annual compensation of its elected officials. All Marin agencies should adopt this higher standard of transparency.

### Conclusion

To make informed decisions on matters of self-governance, the public needs to understand the workings of their public agencies, including the compensation of elected officials. Public transparency helps to maintain trust in the government. It makes responsive democracy work.

By following the recommendations in this report, Marin's public agency websites can come into compliance with state legal requirements. Following these recommendations will reduce the chance of errors and minimize the time needed to keep websites current. These changes also will improve public access to important information while increasing the transparency that is essential to good government in a democratic society.

### Findings

- F1. Many Marin public agencies fail to include on their websites either a link to the [publicpay.ca.gov](https://publicpay.ca.gov) site showing compensation for their elected officials, officers, and employees, or a table showing such data. The Grand Jury determined that these agencies fail to comply with the requirements of Government Code Section 53908.
- F2. Any link to compensation data on an agency's website that takes more than five minutes or three clicks from the home page to locate, does not reasonably satisfy the intent of the Government Code that the information be easily located and "conspicuous" on the agency's website.
- F3. Any link to [publicpay.ca.gov](https://publicpay.ca.gov) on an agency's website that fails to go directly to the agency's current compensation data on that website does not satisfy the intent of the Government Code that information be easily located.
- F4. Regarding compensation policies for elected officials, many public agencies do not provide the public with easy access to information regarding salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

- F5. Regarding detailed disclosure of total compensation paid, most public agencies do not break out all components of compensation paid to their elected officials, including salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- F6. By comparison to other public agencies, Marin Municipal Water District annually publishes an exemplary report on its website of total compensation paid to its elected officials for salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees), councils and forums, reimbursements, health and retirement benefits, and other benefits such as equipment.

## Recommendations

- R1. To comply with the intent of Government Code Section 53908, no later than 90 days after the date of this report, agencies should include on their websites a link to the *publicpay.ca.gov* site showing compensation of their elected officials, officers, and employees using the formatted URL examples that are shown in Appendix A.
- R2. No later than 90 days after the date of this report, agencies should modify the location of their existing *publicpay.ca.gov* links to satisfy the requirement of Government Code Section 53908 that their link be “conspicuous.” Conspicuous locations for agencies are suggested in Table 2.
- R3. No later than 90 days after the date of this report, agencies should modify their existing *publicpay.ca.gov* links so that they provide a direct link to their current compensation data on the state site. To eliminate the need for annual updates, the URL used for the link should exclude any parameter specifying a year. Formatted URL examples are shown on Appendix A.
- R4. No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their “Elected Officials” page on the *publicpay.ca.gov* site, conforming to the format suggested on Appendix A.
- R5. No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- R6. No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency’s board or council web page.

R7. No later than 90 days after the date of this report, agencies not audited in this report should review their websites for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1–R6 of this report and ensure that their websites include links to the *publicpay.ca.gov* site as shown in Appendix A.

## Request for Responses

According to the California Penal Code, agencies required to respond to Grand Jury reports generally have no more than 90 days to issue a response. It is not within the Grand Jury’s power to waive or extend these deadlines, and to the Grand Jury’s knowledge, the Judicial Council of California has not done so. But we recognize that the deadlines may be burdensome given current conditions caused by the COVID-19 pandemic.

Whether the deadlines are extended or not, it is our expectation that Marin's public agencies will eventually be able to return to normal operations and will respond to this report. In the meantime, however, public health and safety issues are of paramount importance and other matters might need to wait.

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses from the following governing bodies:

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
<b>Audited Agencies</b>												
County of Marin		X	X	X	X		X	X	X	X	X	
City of Belvedere			X		X			X	X		X	
City of Larkspur			X	X	X			X	X	X	X	
City of Mill Valley	X	X	X		X	X	X	X	X		X	
City of Novato			X		X			X	X		X	
City of San Rafael			X		X			X	X		X	
City of Sausalito		X			X		X		X		X	
Town of Corte Madera			X	X	X			X	X	X	X	
Town of Fairfax			X		X			X	X		X	
Town of Ross			X		X			X	X		X	
Town of San Anselmo			X		X			X	X		X	

<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Town of Tiburon		X	X		X		X	X	X		X	
Bolinas Fire Protection District	X	X	X	X		X		X	X	X		
Central Marin Fire Authority	X	X				X						
Kentfield Fire Protection District		X	X		X		X	X	X		X	
Novato Fire Protection District			X	X	X			X	X	X	X	
Ross Valley Fire Department				X	X				X	X	X	
Sleepy Hollow Fire Protection District	X	X	X	X	X	X	X	X	X	X	X	
Southern Marin Fire Protection District		X			X		X		X		X	
Stinson Beach Fire Protection District	X	X	X			X		X	X			
Tiburon Fire Protection District			X	X	X			X	X	X	X	
Almonte Sanitary District	X	X	X	X	X	X	X	X	X	X	X	
Alto Sanitary District			X		X			X	X		X	
Central Marin Sanitation Agency		X	X		X		X	X	X		X	
Homestead Valley Sanitary District			X	X	X			X	X	X	X	
Las Gallinas Valley Sanitary District		X	X		X		X	X	X		X	
Novato Sanitary District			X	X	X			X	X	X	X	
Richardson Bay Sanitary District			X	X	X			X	X	X	X	
Ross Valley Sanitary District (Sanitary District No. 1)	X	X	X	X	X	X	X	X	X	X	X	
Sanitary District No. 5 – Tiburon-Belvedere				X	X				X	X	X	

<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Sausalito-Marín City Sanitary District			X		X			X	X		X	
Marín Municipal Water District					X				X		X	
North Marín Water District					X				X		X	
Stinson Beach County Water District	X	X			X	X			X		X	
<b>Agencies Not Audited</b>												
Bel Marín Keys Community Services District												X
Belvedere-Tiburon Joint Recreation Committee District												X
Belvedere-Tiburon Library Agency												X
Bolinas Community Public Utility District												X
Central Marín Police Authority												X
Firehouse Community Park Agency												X
Inverness Public Utility District												X
Marín City Community Services District												X
Marín Clean Energy (MCE)												X
Marín County Resource Conservation District												X
Marín County Transit District												X
Marín General Services Authority (MGSA)												X
Marín Healthcare District												X

<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Marin/Sonoma Mosquito and Vector Control District												X
Marinwood Community Services District												X
Muir Beach Community Services District												X
Sonoma-Marín Area Rail Transit District												X
Tamalpais Community Services District												X
Tomales Village Community Services District												X
Transportation Authority of Marin												X

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

Note: At the time this report was prepared, information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury *not* contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

## Appendix A – Direct Public Pay Internet Links

### Properly Formatted PublicPay.ca.gov Link

**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
<b>Audited Agencies</b>	
City of Belvedere	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248</a>
City of Larkspur	<a href="https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251">https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251</a>
City of Mill Valley	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252</a>
City of Novato	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253</a>
City of San Rafael	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256</a>
City of Sausalito	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257</a>
Town of Corte Madera	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249</a>
Town of Fairfax	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250</a>
Town of Ross	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254</a>
Town of San Anselmo	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255</a>
Town of Tiburon	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258</a>
County of Marin	<a href="https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21">https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21</a>
Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>

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Agency	Agency Public Pay URL
Bollinas Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237</a>
Central Marin Fire Authority	Link not available at Public Pay as of February 20, 2020
Novato Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239</a>
Ross Valley Fire Department	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827</a>
Sleepy Hollow Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240</a>
Southern Marin Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241</a>
Stinson Beach Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242</a>
Tiburon Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243</a>
Almonte Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986</a>
Alto Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987</a>
Central Marin Sanitation Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814</a>
Las Gallinas Valley Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989</a>
Novato Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992</a>
Marin Municipal Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529</a>
North Marin Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404</a>

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Stinson Beach County Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405</a>
<b>Agencies Not Audited</b>	
Bel Marin Keys Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945</a>
Belvedere-Tiburon Joint Recreation Committee District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813</a>
Belvedere-Tiburon Library Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623</a>
Bollinas Community Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198</a>
Central Marin Police Authority	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831</a>
Firehouse Community Park Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818</a>
Inverness Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199</a>
Marin City Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946</a>
Marin Clean Energy (MCE)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821</a>
Marin County Resource Conservation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108</a>
Marin County Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399</a>
Marin General Services Authority (MGSA)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822</a>
Marin Healthcare District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552</a>
Marin/Sonoma Mosquito and Vector Control District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685</a>

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Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>
Muir Beach Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948</a>
Sonoma-Marín Area Rail Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400</a>
Strawberry Recreation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905</a>
Tamalpais Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949</a>
Tomales Village Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950</a>
Transportation Authority of Marin	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480</a>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: District Board of Directors: November 2020 Election</b>	<b>MEETING DATE: May 11, 2020</b>  <b>AGENDA ITEM NO.: 10.a.</b>
<b>RECOMMENDED ACTION:</b> Adopt Resolution No. 3142: Requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department.	
<b>SUMMARY AND DISCUSSION:</b>  <p>Two regular term (4 years) seats on the District Board of Directors are up for election in 2020 (incumbents: Division 1- Mariani, and Division 4 - Peters), and one short term seat (appointed: at-large - Fvette). In order to be included in the General Election to be held on November 3, 2020, the District Board must adopt the attached resolution and submit it to the Marin County Registrar of Voters by July 1, 2020.</p> <p>The filing period is July 13 to August 7, 2020. If any incumbent does not file, the filing period is extended to August 12, 2020 for non-incumbents only.</p> <p>It is recommended the Board adopt the attached Resolution as provided by the Marin County Elections Department.</p>	
<b>ATTACHMENTS:</b> 1. Resolution No. 3142: Resolution of the Governing Body of the Novato Sanitary District – A Regularly Scheduled Election Be Held In This Jurisdiction; Requesting the Board of Supervisors to Consolidate with Any Other Election Conducted on Said Date, and Requesting Election Services by the Marin County Elections Department.	
<b>BUDGET INFORMATION:</b> The cost of the election is approximately \$1.75 - \$3.00 per registered voter and will be included in the FY 20-21 District budget. It is estimated that there are approximately 31,000 eligible registered voters in the District, given that at least one seat is an at-large seat.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Alignment and Communications), and Goal 4 (Well Planned Finances with a Long Range Outlook), of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

**RESOLUTION NO. 3142**

**RESOLUTION OF THE GOVERNING BODY OF THE**

**Novato Sanitary District**

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY  
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

**WHEREAS**, it is the determination of said governing body the regularly scheduled election to be held on the 3<sup>RD</sup> day of November, 2020, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year)         2    

Number of Short Term Positions (2-year)         1    

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of May, 2020 by the following vote, to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Carole Dillon-Knutson, PRESIDENT,  
BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_  
Sandeep Karkal, Secretary