

# NOVATO SANITARY DISTRICT

Meeting Date: February 12, 2018

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, February 12, 2018, at the District Offices, 500 Davidson Street, Novato.**

*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. They are 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.*

## AGENDA

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

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

4. **REVIEW OF MINUTES:**
  - a. Consider approval of minutes of the January 8, 2018 regular meeting.
5. **CONSENT CALENDAR:**

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

- a. Approve regular disbursements, January 8, 2018 – February 12, 2018.
- b. Ratify payroll and payroll related disbursements, January 2018.
- c. Receive deposit summary, January 2018.
- d. Receive Accounts Receivable (A/R) Summary Report as of January 31, 2018.
- e. Receive 2<sup>nd</sup> Quarter Investment Report, Fiscal Year (FY) 2017-18.
- f. Receive 2<sup>nd</sup> Quarter Financial Report, FY2017-18 (unaudited).
- g. Receive report on 2017 Safety and Wellness Incentive Program (SWIP), and approve disbursements of 2017 SWIP awards.
- h. Approve revised Agreement with the Central Marin Sanitation Agency (CMSA) for a Joint Health and Safety Program, and authorize the General Manager-Chief Engineer to execute it.
- i. Adopt Resolution No. 3117 Authorizing Revocation of Easement from Hamilton Cottages, LLC to Novato Sanitary District.

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**6. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Reports, January 2018:
  - i. Collection Systems
  - ii. Treatment Facilities
  - iii. Reclamation Facilities
- b. Receive report on submittal of 2017 Annual Self-Monitoring Report (SMR).

**7. PERSONNEL:**

- a. Adopt Resolution No. 3118 – A Resolution Authorizing Retitling of the Deputy Manager-Engineer Position to Deputy General Manager.
- b. Approve promotion of Erik Brown from Technical Services Manager to Deputy General Manager, Salary Range MC 122.5, Step C (\$14,577/month), effective March 1, 2018.

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

- a. California Association of Sanitation Agencies (CASA) 2018 Winter Conference.
- b. North Bay Watershed Association (NBWA) meeting, February 2, 2018.

**9. INFORMATIONAL ITEMS:**

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

- a. WaterWorld magazine article dated January 30, 2018 titled “Gov. Accountability Office Report Looks at Water System Workforce”.
- b. California Special District Association (CSDA) e-news article titled “Governor’s Budget Includes Tax on Water Bills”.

**10. GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:**

**11. ADJOURNMENT:**

Next Resolution No. 3119.

**Next regular meeting date: Monday, March 12, 2018, 5:30 PM, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.**

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

## NOVATO SANITARY DISTRICT

### Board Meeting Minutes

Meeting Date: January 8, 2018

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, January 8, 2018, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, and Administrative Services Specialist June Brown.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water  
John O'Hare, Veolia Water  
Erik Brown, Technical Services Manager, NSD  
Dale Thrasher, Admin/Risk Services & Safety Officer, NSD  
Joe Moreno, Collection System Worker, NSD  
Fred Stemmler, General Manager, Recology Sonoma-Marin  
Ed Farewell, Group Manager, Recology Sonoma-Marin  
Jim Salyers, Vice-President, Novato Disposal Service

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the December 11, 2017 meeting.

*On motion of Director Miller, seconded by Director Long, and carried unanimously, minutes of the December 11, 2017 Board meeting were approved as written.*

CONSENT CALENDAR:

President Peters called for a motion on the Consent Calendar items. Director Miller requested that Item e: "Approve Policy No. 4096 – Harassment Prevention Training and Education for Board Members" be removed from the Consent Calendar and separately considered. President Peters called for a motion on the remaining Consent Calendar items a. through d. as follows:

- a. Approve Board member disbursements in the amount of \$1,215.93, regular disbursements in the amount of \$411,732.07, and capital project disbursements in the amount of \$19,131.45. Ratify December's regular disbursements in the amount of \$345,450.60 and capital project disbursements in the amount of \$4,778.25.

- b. Ratify December's payroll and payroll related disbursements in the amount of \$230,930.06.
- c. Receive deposit summary, December 2017.
- d. Receive report – submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO).

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

- Approve Policy No. 4096 – Harassment Prevention Training and Education for Board Members: Director Miller proposed the following change to Policy No. 4096:

4096.1. All harassment prevention training must be presented by trainers with **obtained from sources, as determined by the General Manager-Chief Engineer, to have** knowledge and expertise in the prevention of sexual harassment, discrimination, and retaliation.

In response to a question by Director Long, staff clarified that legal requirements mandate that Board members, management, and supervisory personnel take the training. However, the District expanded the requirements to include all District employees.

*There being no further discussion, on motion of Director Miller, seconded by Director Long, and carried unanimously, Policy No. 4096, "Harassment Prevention Training and Education for Board Members" was adopted as amended.*

#### SOLID WASTE – INFORMATIONAL ITEMS:

- Receive update on transition of Solid Waste Collection Services from Novato Disposal Service (NDS) to Recology Sonoma-Marin (RSM) – information only: The General Manager summarized the transition of solid waste services from Novato Disposal Service (NDS) to Recology Sonoma-Marin (RSM). In August 2017 both entities formally requested that the District Board assign the "Amended and Restated Agreement between Novato Sanitary District and Novato Disposal Service, Inc. for Solid Waste Collection, Processing, Diversion and Disposal (2011)" from NDS to RSM. The District Board retained R3 Consultants and directed District legal counsel and staff to conduct a careful and detailed due diligence process of the assignment request. The Board's Solid Waste Committee considered the assignment process at its meeting of November 1, 2017. Subsequently, at its November 13, 2017 meeting, on the basis of the due diligence process, the Board authorized assignment of the solid waste franchise from NDS to RSM.

The General Manager further reported that RSM is operating as of December 23, 2017 and has been transitioning operations from NDS to RSM. As to be expected, there have been some initial or transition issues relating to pick-up, billing, and customer service. RSM is aware of the issues and it working to resolve them. The General Manager introduced Fred Stemmler, RSM General Manager, and Ed Farewell, RSM Group Manager, present at the meeting, to report on the transition to date and respond to questions by Board Members.

Mr. Stemmler elaborated on several errors that have occurred during the transition, specifically pick-up delays, customer service, and billing issues, including an incorrect

reference on invoices that the City of Novato is responsible for the 2018 solid waste rate increase. Pick-up delays occurred because Christmas and New Year's Day fell on Mondays this year delaying pick-ups by one day, thereby creating increased inquiries from customers. Slow customer service response times are partly due to the fact that Recology is working with the existing outdated phone response system. Recology is looking at a variety of solutions and in March 2018 Recology's own system will be implemented which is much more efficient.

Mr. Stemmler responded to various questions posed by Board members. He reported that almost all NDS employees, or as many as possible, were retained by RSM, and that RSM is cross-training employees in anticipation of on-boarding new trucks through May 2018.

It was pointed out to Mr. Stemmler that it's unclear to customers that split-body trucks are used and it appears that recycling and garbage are being commingled in the same truck. Mr. Stemmler explained how the split-body truck operates and emphasized that recyclables and garbage are in fact separated into different sections. Director Miller suggested that a video be made demonstrating how split-body trucks operate and that the video be placed on Recology's website.

Discussion followed regarding billing issues. Mr. Stemmler noted issues have occurred while consolidating the NDS billing software system and the RSM billing system. As a result, a number of customers have been billed what appear to be incorrect amounts. Recology has committed to correcting the errors. Additionally, Novato Disposal Service had a long-standing practice whereby they offered one month's discount if one year's service was paid in advance. Recology bills quarterly and does not offer the annual payment discount. However, Mr. Stemmler indicated that a 5% discount will be offered in 2018 before phasing it out in subsequent years, and that the 5% credit will be reflected on the next quarterly bill.

Mr. Farewell stated that because the transition occurred on December 23<sup>rd</sup> there was very little time for organizing and restructuring. However, Recology is planning an extensive public outreach plan in addition to a full roll-out program to replace existing garbage cans.

Upon close of discussion, Mr. Stemmler and Mr. Farewell thanked the Board and left the meeting at 6:14 p.m.

#### WASTEWATER OPERATIONS:

##### - Receive Wastewater Operations Reports, December 2017: Collection System; Treatment Facilities; Reclamation Facilities:

The Technical Services Manager provided the Collections System Report for December 2017. He stated that the Collections Department cleaned 91,945 lineal feet of sewer pipelines and completed 449 maintenance work orders, leaving zero work orders outstanding. He stated that 132 feet of sewer main were televised. Additionally, a private contractor completed CCTV of 909 feet of 18" sewer main in connection with a warranty inspection for the Bel Marin Keys Trunk Sewer Rehab Project. Staff conducted 211 lift station inspections and completed maintenance inspections on four air relief/vacuum valves in December.

The Technical Services Manager then outlined the specialized training attended by staff in December. He stated that one Collections Department staff member attended Traffic Control Training, and two Collections Department staff, along with the Electrical/Instrumentation Technician, traveled to Modesto to pick up the District's new portable generator and receive training. In addition, Collections System staff attended three safety tailgate meetings. Collections System staff assisted a contractor with flow meter calibrations and also assisted with the removal and replacement of the "Channel Monster" at the Ignacio Transfer Pump Station.

There were no lost time accidents, for a total of 2,485 accident-free days.

Also, no sanitary sewer overflows (SSOs) occurred in December.

Veolia Project Manager John Bailey then provided an overview of the Treatment Facilities Monthly Operations Report for December. There were no violations or excursions, which marks the sixth calendar year with no excursions. The Recycled Water Facility (RWF) was only on line for two days in December due to low demand at this time of year. In addition to monthly routine inspections and maintenance, Biofilter #2 used for odor control was inspected; the fuel injector for wet weather pump #1 was replaced; and the uninterruptible power supply (UPS) for Blower #2 was replaced. He outlined the safety training that was completed in December, and stated that safety performance was excellent with a total of 2,777 accident-free days. He reviewed the period's key events, and monthly safety and training topics.

The Technical Services Manager then summarized the Reclamation Facilities report for December 2017. Staff met with the rancher and the Bay Club Golf Course Manager to discuss keeping cattle out of the new driving range. The rancher will construct fencing along the southern edge of the driving range and the golf course will relocate the entrance gate and extend fencing to isolate the golf course operations from ranching operations. The District hosted the annual Bird Count conducted by Blue Point Conservation and the Marin Audubon Society in December. The two groups observed 48 species of birds. There were no irrigation or sludge handling activities in December.

#### CAPITAL PROJECTS:

- Admin Building Upgrade/Maint. Building, Account No. 73003: Review bids received for the Maintenance Building Phase 3 – Modular Building Project, reject all bids, and authorize the General Manager-Chief Engineer to so inform all bidders: The Technical Services Manager reported that two bids were received in response to the Request for Bids for the modular Maintenance Building project, as follows:

CWS Construction Group, Inc.	\$455,000
Design Space Modular Buildings	\$474,665

CWS Construction Group subsequently withdrew their bid. The District fiscal year (FY) 2017-18 budget for the project is \$350,000, of which \$21,400 has been expended as of December 31, 2017. The Engineer's estimate for the project was \$255,000. The Technical Services Manager stated that construction is now at a premium following the Northern

California fires, and hurricane events in Florida, Texas and Puerto Rico, creating an increased demand for materials and modular buildings of this type. Staff therefore recommends that the Board reject all current bids and authorize the General Manager-Chief Engineer to so inform bidders.

*On motion of Director Long, seconded by Director Dillon-Knutson and carried unanimously, the Board rejected all current bids for the Administration Building Upgrade/Maintenance Building, Account No. 73003, and authorized the General Manager-Chief Engineer to so inform all bidders.*

At 6:35 p.m. President Peters declared a five-minute recess.

At 6:41 p.m. President Peters reconvened the meeting.

#### ADMINISTRATION:

- Receive preview of presentation titled, "CalOSHA and Civil Liability When Using Contractors", to be presented by the Administrative/Risk Services & Safety Officer at the California Sanitation Risk Management Authority (CSRMA) seminar during the California Association of Sanitation Agencies (CASA) Winter Conference, Palm Springs, January 24-26, 2018: Dale Thrasher, Administrative/Risk Services & Safety Officer, presented a PowerPoint preview of the program he will be presenting at the upcoming CSRMA seminar on January 24, 2018. The program "CalOSHA and Civil Liability When Using Contractors" is designed to provide opportunities for local agencies to manage their public works contracting practices to help ensure projects are performed by experienced contractors with good safety records. The Risk Services/Safety Officer elaborated on each of the program areas which cover liability and responsibility when using multi-employers; developing contractor safety programs; contractor pre-qualification requirements; establishing requirements for all programs or projects where non-agency labor is used to perform work on the agency's property or assets; and identification of potential hazards.

In response to questions by Board Members, the Risk Services/Safety Officer stated that a contractor's poor safety record may be sufficient reason to disqualify a bid. The question was also raised as to whether the proposed program is different from current District practices. The Risk Services/Safety Officer responded that the District's current practices are based on the California Sanitation Risk Management Authority program. The proposed program is an expansion of the CSMRA guidelines and it is advocated that the program be applied to all contractors performing work for the District. It was clarified that the program would basically apply only to contractors performing physical work.

#### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, January 5, 2018: Director Miller reported on the January 5<sup>th</sup> meeting of the NBWA Board of Directors. There was a very enthusiastic speaker, Ellie Cohen of Point Blue Conservation Science, who gave a presentation on her recent participation at an international conference of climate scientists and policy makers in Bonn, Germany. A presentation was also made by Charles Schembre of Napa Resource Conservation District who reviewed the Conservation District's vineyard soil improvement efforts.

INFORMATIONAL ITEMS:

- City of Novato – Notice of City Council Reorganization: A City of Novato news release of December 13, 2017 announced the appointment of Mayor Pro Tem Josh Fryday as Mayor, and Councilmember Pam Drew as Mayor Pro Tem.

- Marin IJ article dated December 22, 2017: “State pension board decision could fuel tax increases”: A Marin Independent Journal article of December 22, 2017 entitled “State Pension Board Decision Could Fuel Tax Increases” criticizes CalPERS investment strategy that predicts 7 percent long-term annual returns. The article predicts that this speculation could ultimately result in higher pension debt.

GENERAL MANAGER’S REPORTS AND ANNOUNCEMENTS:

- As reported last month, the California Sanitation Risk Management Authority (CSRMA) has invited the General Manager to be nominated to the CSRMA Executive Board. He has accepted the nomination and will be one of an official slate of two nominees to be presented and voted on at the January 24<sup>th</sup> meeting of the CSRMA Board of Directors.
- The invitation from the Novato City Manager to make a presentation on District activities and happenings to the Novato City Council has been tentatively moved from January 9, 2018 City Council meeting to February 27, 2018 City Council meeting. Board President Jerry Peters will be making the presentation.
- The California Association of Sanitation Agencies (CASA) Winter Conference will be held on January 24-26, 2018 at the Palm Springs Hilton.
- The next regular meeting of the District Board of Directors will be February 12, 2018.

Several Directors commented that some of the content of the Sexual Harassment Prevention Training they recently took on-line was very disturbing and suggested that the presenters might want to rethink how they present the program. Dale Thrasher, Administrative/Risk Services & Safety Officer, indicated that in future it may be preferable to have a professional present the training in person.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:38 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

June Brown, Recording

## Novato Sanitary District Board Fees

For January 2018

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Feb 9, 18</b>			
02/09/2018	5326	Long, William C	313.79
02/09/2018	5327	Mariani, Jean M	307.79
02/09/2018	5325	Dillon-Knutson-, Carole	207.79
02/09/2018	5329	Peters, Arthur Gerald	207.78
02/09/2018	5328	Miller, Brant	
<b>Feb 9, 18</b>			<u><u>1,037.15</u></u>

# Novato Sanitary District Operating Check Register

January 22, 2018

Date	Num	Name	Credit
<b>Jan 22, 18</b>			
01/22/2018	61468	Pacific, Gas & Electric	55,746.08
01/22/2018	61473	Stericycle	51,557.98
01/22/2018	61474	U.S. Bank Corporate	20,251.25
01/22/2018	61443	Central Marin Sanitation District	12,082.65
01/22/2018	61444	Citi Visa (Costco)	6,585.43
01/22/2018	61447	DKF Solutions Group, LLC	2,720.00
01/22/2018	61459	Monterey Mechanical, Inc.	1,800.00
01/22/2018	61441	Caltest Analytical Lab Inc.	1,778.40
01/22/2018	61462	North Bay Watershed Assoc.	1,500.00
01/22/2018	61454	IEDA, INC	1,184.00
01/22/2018	61465	North Marin Water District Payroll	1,010.25
01/22/2018	61475	WECO	979.75
01/22/2018	61456	Johnson Controls, Inc.	724.50
01/22/2018	61458	Marin County Ford	660.89
01/22/2018	61450	Frontier California Inc EQ	577.89
01/22/2018	61464	North Marin Water District Jobsite	570.00
01/22/2018	61466	Occumetric Inc.	550.00
01/22/2018	61440	Cagwin & Dorward Inc.	448.00
01/22/2018	61469	Ray Morgan, formerly Ricoh	368.62
01/22/2018	61470	Recology Sonoma Marin	308.96
01/22/2018	61455	Irvine Consulting Services Inc.	300.00
01/22/2018	61453	Hoover, Julie-	281.50
01/22/2018	61448	Evoqua Water Technologies - Lab	272.00
01/22/2018	61439	BoundTree Medical, LLC	259.98
01/22/2018	61452	Grainger	244.68
01/22/2018	61446	Datco Billing Inc.	234.00
01/22/2018	61451	Frontier Communications of CA	226.82
01/22/2018	61463	North Marin Water District	195.74
01/22/2018	61438	Barnett Medical LLC	185.00
01/22/2018	61445	CWEAmembers	175.00
01/22/2018	61467	Orkin Pest Control, Inc.	150.34
01/22/2018	61442	CDW Government, Inc.	145.00
01/22/2018	61471	SRS Private Investigations, Inc	120.00
01/22/2018	61460	Moreno, Joe	107.39
01/22/2018	61457	Leonardi Automotive & Electric, Inc.	62.75
01/22/2018	61461	NAPA Auto Parts	61.48
01/22/2018	61437	American Express-21007	46.51
01/22/2018	61449	First Alarm	41.11
01/22/2018	61472	Staples Advantage	21.78
<b>Jan 22, 18</b>			<b><u>164,535.73</u></b>

# Novato Sanitary District Operating Check Register

February 12, 2018

Date	Num	Name	Credit
<b>Feb 12, 18</b>			
02/12/2018	61512	Veolia Water Recycled Water Oper.	9,837.96
02/12/2018	61505	PARS-PSRP-Post Employment Be...	9,298.00
02/12/2018	61493	Johnson, Dee	7,470.00
02/12/2018	61504	PARS-OPEB-Post Employment Be...	6,782.75
02/12/2018	61477	Aqua Science	5,650.00
02/12/2018	61509	Rauch Communication Consultant...	3,816.87
02/12/2018	61500	Novato, City	3,398.13
02/12/2018	61487	Delta Dental	2,966.07
02/12/2018	61491	Graybar Electric Co. Inc.	2,760.00
02/12/2018	61494	Lightning Services, Inc.	2,279.59
02/12/2018	61486	Dearborn National	2,257.34
02/12/2018	61495	Maze & Associates	1,866.00
02/12/2018	61514	Win-911 Software	1,485.00
02/12/2018	61497	North Marin Water District	1,418.18
02/12/2018	61499	Novato Chamber of Commerce	1,270.00
02/12/2018	61480	Buckles-Smith1	1,207.67
02/12/2018	61501	Nute Engineering Inc.	1,116.00
02/12/2018	61492	Jan-Pro Cleaning Systems	1,005.00
02/12/2018	61511	Veolia Water North America, Lab	861.79
02/12/2018	61490	Frontier Analytical Laboratory, Inc.	800.00
02/12/2018	61476	Alpha Analytical Lab, Inc.	624.00
02/12/2018	61483	Cintas Corporation	615.91
02/12/2018	61479	BoundTree Medical, LLC	615.05
02/12/2018	61498	North Marin Water District - Lab	594.00
02/12/2018	61513	Vision Service Plan	499.26
02/12/2018	61508	Pitney Bowes Reserve Account	400.00
02/12/2018	61488	Diesel Emissions Service, Inc.	386.24
02/12/2018	61502	Occumetric Inc.	275.00
02/12/2018	61484	Claremont EAP, Inc.	250.00
02/12/2018	61481	Cantarutti Electric, Inc	224.00
02/12/2018	61507	Pini Hardware	222.43
02/12/2018	61510	Thrasher, Dale-	184.00
02/12/2018	61503	Orkin Pest Control, Inc.	150.34
02/12/2018	61485	CWEAmembers	90.00
02/12/2018	61482	CDW Government, Inc.	84.00
02/12/2018	61478	AT&T Mobility	62.50
02/12/2018	61506	Petty Cash	45.18
02/12/2018	61496	NAPA Auto Parts	28.19
02/12/2018	61489	Federal Express	25.25
<b>Feb 12, 18</b>			<b>72,921.70</b>

# Novato Sanitary District Capital Projects Check Register

January 22, 2018

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Date	Num	Name	Credit
<b>Jan 22, 18</b>			
01/22/2018	3249	Bank of New York Mellon	1,110,481.25
01/22/2018	3251	Industrial Electrical Co.	41,243.15
01/22/2018	3252	Miller Pacific Engineering, Inc.	4,582.82
01/22/2018	3250	Covello Group, The	4,340.00
<b>Jan 22, 18</b>			<b><u>1,160,647.22</u></b>

# Novato Sanitary District Capital Projects Check Register

February 12, 2018

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Date	Num	Name	Credit
<b>Feb 12, 18</b>			
02/12/2018	3256	Woodard & Curran formerly RMC	15,518.25
02/12/2018	3255	Nute Engineering Inc.	2,162.50
02/12/2018	3254	Lateral-Essig	2,000.00
02/12/2018	3253	GHD Inc.	875.00
<b>Feb 12, 18</b>			<b><u>20,555.75</u></b>

**Novato Sanitary District  
Payroll and Payroll Related Disbursements  
January - 2018**

Item 5.b.

Date	Description	Amount
01/31/2018	January Payroll	110,342.80
01/31/2018	United States Treasury	26,105.55
01/31/2018	EDD	7,714.41
01/19/2018	CalPERS Health	28,026.41
01/19/2018	January - Retirees Health Benefits	18,802.28
01/19/2018	Delta Dental	2,669.13
01/19/2018	PARS-OPEB Contribution	6,782.75
01/19/2018	PARS-Pension Contribution	9,298.00
01/19/2018	CALPERS Retirement	9,082.24
01/19/2018	CALPERS Retirement	8,514.17
01/19/2018	CalPers Supplemental Income Plan	1,500.00
01/19/2018	Lincoln Financial Group 457	6,418.33
01/19/2018	Lincoln Financial Group 457 Roth	750.00
01/19/2018	Lincoln Financial Group-401a Plan	6,195.43
01/19/2018	Local Union 315	500.00
01/19/2018	ICMA-RC Retiree Health Program	985.24
		<b>243,686.74</b>

**Novato Sanitary District  
Deposit Detail  
January 2018**

Item 5.c.  
(Pages 15 to 16)

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>01/02/2018</b>		<b>11113 · Westamerica - Operations</b>	
		County of Marin	51015 · Property Taxes	76,638.84
		Optical Metal Services	11200 - Accounts Receivable	(1) 1,046.07
		North Marin Water District-	11200 - Accounts Receivable	(2) 51,848.69
		Homeward Bound	11200 - Accounts Receivable	(3) 10,460.34
TOTAL				139,993.94
<b>Deposit</b>	<b>01/04/2018</b>		<b>11113 · Westamerica - Operations</b>	
		Rodas, Milton	41040 · Permit & Inspection Fee	40.00
		Rodas, Milton	51020 · Connection Charges	11,190.00
TOTAL				11,230.00
<b>Deposit</b>	<b>01/10/2018</b>		<b>11113 · Westamerica - Operations</b>	
		Kumar Management	41040 · Permit & Inspection Fee	25.00
		County of Marin	51015 · Property Taxes	41,235.86
TOTAL				41,260.86
<b>Deposit</b>	<b>01/19/2018</b>		<b>11113 · Westamerica - Operations</b>	
		USCG	11200 - Accounts Receivable	15,342.70
TOTAL				
<b>Deposit</b>	<b>01/22/2018</b>		<b>11113 · Westamerica - Operations</b>	
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
		County of Marin	51015 · Property Taxes	3,810.98
		Creamer, Laura(reimb)	66090 · Office Expense	7.80
		County of Marin	51015 · Property Taxes	64.04
		County of Marin	51015 · Property Taxes	16,733.36
		County of Marin	51015 · Property Taxes	76.02
		County of Marin	51015 · Property Taxes	3,528.58
TOTAL				24,300.78
<b>Deposit</b>	<b>01/23/2018</b>		<b>11113 · Westamerica - Operations</b>	
		Hardiman Construction	41040 · Permit & Inspection Fee	40.00
		Rescue Rooter	41040 · Permit & Inspection Fee	40.00
		Novato Community Hospital	11200 - Accounts Receivable	(3) 25,812.27
TOTAL				25,892.27
<b>Deposit</b>	<b>01/25/2018</b>		<b>11113 · Westamerica - Operations</b>	
		delongh, Dasse-	66020 · Employee Benefits	487.68
		County of Marin	51015 · Property Taxes	10,608.98
		PSR West Coast Builders	51020 · Connection Charges	3,916.50
TOTAL				15,013.16
<b>Deposit</b>	<b>01/26/2018</b>		<b>11113 · Westamerica - Operations</b>	
		Lassus, Richard	41040 · Permit & Inspection Fee	40.00
		Lassus, Richard	51020 · Connection Charges	1,320.00
		J.M. Stitt Construction	51020 · Connection Charges	2,298.00
TOTAL				3,658.00

## Novato Sanitary District Deposit Detail January 2018

Deposit	01/31/2018	11113 · Westamerica - Operations		
	County of Marin	51015 · Property Taxes		5,252.05
	CSRMA	66020 · Employee Benefits	(4)	4,523.00
	Hardiman Construction	41040 · Permit & Inspection Fee		40.00
	Petaluma Septic	11200 - Accounts Receivable	(5)	226.74
	Petaluma Septic	11200 - Accounts Receivable	(5)	621.38
	Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	(5)	<u>323.41</u>
TOTAL				10,986.58
<b>Total Deposits for January 2018</b>				<b><u><u>287,678.29</u></u></b>
(1)	Collection on receivable for non-domestic discharge permit fee Optical Metals.			
(2)	Collection of Recycled Water Facility billing for July - September 2017 from North Marin Water District.			
(3)	Collection of non tax roll sewer service charges for first half of FY17-18.			
(4)	Received refund of workers comp premium based on final payroll for FY2015-16.			
(5)	Collection on receivable for Septic Haulers invoices - Petaluma Septic and Roy's Sewer.			

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended January 31, 2018.</b>	<b>MEETING DATE: February 12, 2018</b>  <b>AGENDA ITEM NO.: 5.d.</b>
<b>RECOMMENDED ACTION:</b> Receive Accounts Receivable Report as of January 31, 2018.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The attached Accounts Receivable Summary shows the following receivables as of January 31, 2018:</p> <p><b><u>1-45 days - \$191,119:</u></b> Current.</p> <p><b><u>46-90 days - \$0:</u></b> No receivables in this category.</p> <p><b><u>90+ days - \$24,658:</u></b> Considered collectible primarily for rancher's lease of District's property which he uses for his cattle.</p>	
<b>ATTACHMENTS:</b> 1. Accounts Receivable (A/R) Aging Summary.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> lmc, ssk	<b>GENERAL MANAGER:</b> SSK

**Novato Sanitary District  
A/R Aging Summary  
As of January 31, 2018**

Item 5.d.  
Attachment 1

	<b>Current</b>	<b>46 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
<b>Biomarin</b>	0.00	0.00	4,630.35	4,630.35 (1)
<b>Buck Institute</b>	641.82	0.00	0.00	641.82 (1)
<b>Hayden, Ron</b>	57,938.41	0.00	20,034.61	77,973.02 (2)
<b>North Marin Water District-</b>	14,288.57	0.00	0.00	14,288.57 (3)
<b>PG&amp;E</b>	2,480.00	0.00	0.00	2,480.00 (4)
<b>Recology</b>	94,106.50	0.00	0.00	94,106.50 (5)
<b>SMART-</b>	269.43	0.00	0.00	269.43 (6)
<b>USCG</b>	15,145.35	0.00	0.00	15,145.35 (6)
<b>USCG-Finance Center</b>	197.35	0.00	-7.09	190.26 (6)
<b>Veolia Water</b>	6,051.86	0.00	0.00	6,051.86 (7)
<b>TOTAL</b>	<b>191,119.29</b>	<b>0.00</b>	<b>24,657.87</b>	<b>215,777.16</b>

(1) Lab monitoring and analysis fees.  
(2) Rancher's lease fees for the fourth quarter of FY2016/17, first and second quarter of FY2017/18 and billing for reimbursement of water usage.  
(3) Billing for October and November 2017 for Recycled Water Facility operations.  
(4) Billing for temporary discharge permits for PG & E projects.  
(5) Third quarter billing for AB939 Hazardous household waste fees.  
(6) Billing for sewer service charges - quarterly for SMART and monthly for U.S. Coast Guard.  
(7) Reimbursement billing for Veolia for second quarter of FY2017-18.

## Novato Sanitary District

### QUARTERLY INVESTMENT REPORT -- For Quarter Ended December 31, 2017

INVESTMENT	ACTIVITY	October	November	December	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	269,792	90,000	10,540,000	<b>10,899,792</b>
	Total transfers out	738,000	684,000	5,925,000	<b>7,347,000</b>
Current Yield 1.239%	Minimum daily balance	18,416,648	17,822,648	17,822,648	<b>17,822,648</b>
	Maximum daily balance	18,884,856	18,416,648	22,437,648	<b>18,884,856</b>
	Interest earned			58,771	<b>58,771</b>
<b>TRUST ACCOUNTS</b>					
BANK OF NEW YORK MELLON For COP Bond Funds	Total deposits/transfers in	144	139	32	<b>315</b>
	Total transfers out	0	1,694,414	0	<b>1,694,414</b>
	Minimum daily balance	1,694,414	283	283	<b>283</b>
	Maximum daily balance	1,694,558	1,694,558	316	<b>1,694,558</b>
	Interest earned	144	139	32	<b>315</b>
For New Bond Funds - (3) Refunding 2017	Total deposits/transfers in	100,000	18,774,453	0	<b>18,874,453</b>
	Total transfers out	0	160,435	0	<b>160,435</b>
	Minimum daily balance	0	100,000	18,714,018	<b>0</b>
	Maximum daily balance	0	18,714,018	18,714,018	<b>18,714,018</b>
	Interest earned	0	0	0	<b>0</b>
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
<b>CHECKING ACCOUNTS</b>					
Interest Rate	<b>Regular Warrants Account</b>				
0.02%	Total deposits & transfers in	803,778	1,164,622	16,480,681	<b>18,449,081</b>
	Total checks & transfers out	1,410,465	665,782	16,666,891	<b>18,743,138</b>
	Minimum daily balance	4,657	6,446	14,450	<b>4,657</b>
	Maximum daily balance	340,657	640,870	10,576,684	<b>10,576,684</b>
	Interest earned	3	3	7	<b>13</b>
	<b>Payroll Account</b>				
	Total transfers in	126,200	118,000	115,400	<b>359,600</b>
	Total checks & transfers out	126,924	117,569	115,671	<b>360,164</b>
	Minimum daily balance	341	585	523	<b>341</b>
	Maximum daily balance	101,741	104,208	101,523	<b>101,741</b>
	<b>Project Account</b>				
	Total transfers in	92,700	60,800	5,420,200	<b>5,573,700</b>
	Total checks & transfers out	43,088	95,798	60,761	<b>199,647</b>
	Minimum daily balance	2,626	2,630	4,322	<b>2,626</b>
	Maximum daily balance	65,915	50,355	5,389,322	<b>5,389,322</b>
	Interest earned	1	1	15	<b>17</b>

- NOTES:** (1) The above investments are consistent with the annual Statement of Investment Policy approved by the District Board, most recently May 2017.  
The District has the ability to meet six months cash needs.
- (2) LAIF interest rate is currently 1.239% which is an increase from 1.111% in September of 2017, .978% in June of 2017, .821% in March of 2017, and .719% in December of 2017.
- (3) New bond fund accounts consist primarily of escrow and cost of issuance accounts. Escrow account to be closed upon bond call date of prior 2011 COP Bonds which is in 2020.



**JOHN CHIANG  
TREASURER  
STATE OF CALIFORNIA**



**PMIA Performance Report**

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/18/17	1.23	1.17	184
12/19/17	1.24	1.17	182
12/20/17	1.25	1.17	184
12/21/17	1.26	1.17	185
12/22/17	1.26	1.17	191
12/23/17	1.26	1.17	191
12/24/17	1.26	1.18	191
12/25/17	1.26	1.18	191
12/26/17	1.28	1.18	186
12/27/17	1.28	1.18	183
12/28/17	1.30	1.18	186
12/29/17	1.30	1.18	177
12/30/17	1.30	1.18	177
12/31/17	1.30	1.18	186
01/01/18	1.30	1.30	186
01/02/18	1.32	1.31	194
01/03/18	1.33	1.32	193
01/04/18	1.34	1.32	192
01/05/18	1.34	1.33	192
01/06/18	1.34	1.33	192
01/07/18	1.34	1.33	192
01/08/18	1.34	1.33	187
01/09/18	1.34	1.33	187
01/10/18	1.34	1.33	187
01/11/18	1.35	1.33	186
01/12/18	1.35	1.34	186
01/13/18	1.35	1.34	186
01/14/18	1.35	1.34	186
01/15/18	1.35	1.34	186
01/16/18	1.35	1.34	186
01/17/18	1.35	1.34	186

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

**LAIF Performance Report**

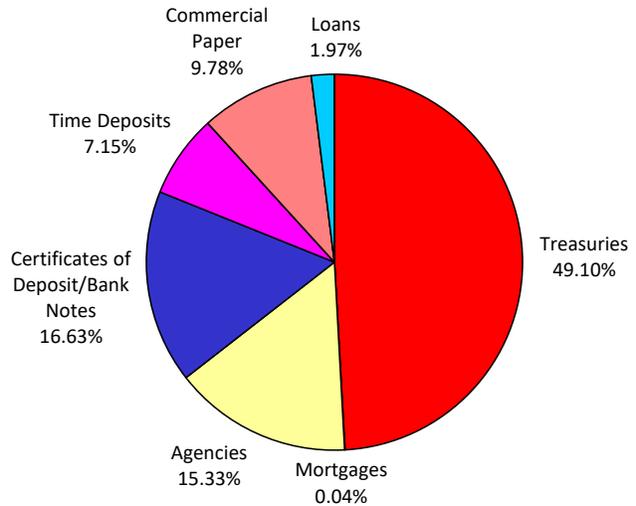
**Quarter Ending 12/31/17**

Apportionment Rate: 1.20%  
 Earnings Ratio: .00003301121703481  
 Fair Value Factor: 0.998093529  
 Daily: 1.30%  
 Quarter to Date: 1.18%  
 Average Life: 186

**PMIA Average Monthly Effective Yields**

**Dec 2017 1.239**  
 Nov 2017 1.172  
 Oct 2017 1.143

**Pooled Money Investment Account  
Portfolio Composition  
12/31/17  
\$74.3 billion**





**State of California  
Pooled Money Investment Account  
Market Valuation  
12/31/2017**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
1* United States Treasury:				
Bills	\$ 15,798,555,512.89	\$ 15,873,337,714.44	\$ 15,860,404,500.00	NA
Notes	\$ 20,668,927,462.54	\$ 20,663,056,666.82	\$ 20,567,399,500.00	\$ 51,205,126.00
1* Federal Agency:				
SBA	\$ 863,151,176.21	\$ 863,121,107.49	\$ 854,212,976.72	\$ 1,085,497.30
MBS-REMICs	\$ 32,120,879.43	\$ 32,120,879.43	\$ 33,135,054.84	\$ 150,303.41
Debentures	\$ 1,378,587,035.45	\$ 1,378,560,299.33	\$ 1,370,297,200.00	\$ 3,311,850.25
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 250,000,000.00	\$ 250,000,000.00	\$ 247,477,500.00	\$ 1,374,735.50
Discount Notes	\$ 8,395,522,888.62	\$ 8,418,489,291.59	\$ 8,414,180,500.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
1* Supranational Debentures	\$ 450,210,930.52	\$ 450,113,708.30	\$ 447,618,000.00	\$ 1,441,215.00
1* Supranational Debentures FR	\$ 50,000,000.00	\$ 50,000,000.00	\$ 50,063,000.00	\$ 162,067.78
2* CDs and YCDs FR	\$ 525,000,000.00	\$ 525,000,000.00	\$ 525,000,000.00	\$ 1,499,171.12
2* Bank Notes	\$ 600,000,000.00	\$ 600,000,000.00	\$ 599,619,554.09	\$ 2,337,722.21
2* CDs and YCDs	\$ 11,225,000,000.00	\$ 11,225,000,000.00	\$ 11,219,981,017.33	\$ 22,812,888.95
2* Commercial Paper	\$ 7,261,281,569.44	\$ 7,273,970,472.21	\$ 7,271,584,361.13	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,307,240,000.00	\$ 5,307,240,000.00	\$ 5,307,240,000.00	NA
AB 55 & GF Loans	\$ 1,466,657,000.00	\$ 1,466,657,000.00	\$ 1,466,657,000.00	NA
<b>TOTAL</b>	<b>\$ 74,272,254,455.10</b>	<b>\$ 74,376,667,139.61</b>	<b>\$ 74,234,870,164.11</b>	<b>\$ 85,380,577.52</b>

Fair Value Including Accrued Interest \$ 74,320,250,741.63

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

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

The value of each participating dollar equals the fair value divided by the amortized cost (**0.998093529**).  
As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,961,870.58 or \$20,000,000.00 x **0.998093529**.



Pooled Money Investment Account

Portfolio as of 12-31-17

**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	\$ 1,300	\$ 9,000	\$ 1,900	\$ 1,300	\$ 1,500	\$ 1,900	\$ 1,600	\$ 3,250	\$ 5,050	\$ 8,850	\$ 1,000		
REPO													
TDs	\$ 2,158	\$ 910	\$ 763	\$ 305	\$ 579	\$ 594							
AGENCY	\$ 2,013	\$ 950	\$ 1,130	\$ 1,900	\$ 1,050	\$ 1,375	\$ 850	\$ 400	\$ 1,252	\$ 858	\$ 773		
CP	\$ 2,300	\$ 1,200	\$ 950	\$ 700	\$ 850	\$ 1,050	\$ 150	\$ 100					
CDs + BNs	\$ 3,900	\$ 800	\$ 1,600	\$ 1,300	\$ 1,250	\$ 2,275	\$ 100	\$ 100	\$ 900	\$ 125			
CORP BND													
<b>TOTAL</b>													
<b>\$ 74,159</b>	<b>\$ 11,671</b>	<b>\$ 12,860</b>	<b>\$ 6,343</b>	<b>\$ 5,505</b>	<b>\$ 5,229</b>	<b>\$ 7,194</b>	<b>\$ 2,700</b>	<b>\$ 3,850</b>	<b>\$ 7,202</b>	<b>\$ 9,833</b>	<b>\$ 1,773</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PERCENT</b>	<b>15.7%</b>	<b>17.3%</b>	<b>8.6%</b>	<b>7.4%</b>	<b>7.1%</b>	<b>9.7%</b>	<b>3.6%</b>	<b>5.2%</b>	<b>9.7%</b>	<b>13.3%</b>	<b>2.4%</b>	<b>0.0%</b>	<b>0.0%</b>

Notes:

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

# NOVATO SANITARY DISTRICT

## MEMORANDUM

**BOARD**

**MEETING DATE:** February 12, 2018

**TO:** District Board of Directors

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

**SUBJECT:** Fiscal Year (FY) 17-18 Second Quarter Financial Report (Unaudited)

### INTRODUCTION

This memorandum presents a summary unaudited year-to-date financial report for the District as of the FY17-18 Second Quarter ended December 31, 2017. The following items are presented as three sections herein:

1. Revenue and Expenditure Report (for the quarter ended December 31, 2017).
2. Debt Service Schedule as of December 31, 2017.
3. Operating and Capital Cash Flow for July 1, 2017 – December 31, 2017

### 1.0 REVENUE AND EXPENDITURES REPORT

This section presents an overview of revenues and expenditures for the operating and capital funds through the second quarter of Fiscal Year 2017-18. 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>	\$5,798,583	\$10,654,033	\$4,855,450	54.4%

#### Discussion

Overall, operating revenues are approximately 54.4% of the total budget amount with 50% of the year complete. The operating revenue accounts are within the normal range for this time of year, since the District receives its primary revenues in December and April.

**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>	\$ 4,488,277	\$10,329,235	\$5,840,958	43.5%

**Discussion**

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

**Collection System (35.3%)**

General: In general, no significant variances noted for this cost center for the second quarter. Consistent with prior years, expenses are lower (35.3%) with 50% of the year complete, primarily due to retirements and expenditures such as software maintenance and outside services (e.g. root treatment), that typically occur in the second half.

**Treatment Facilities - Contract Operations: (44.0%)**

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

**Reclamation/Disposal Facilities: (67.3%)**

General: In general, significant variances noted for this cost center for the second quarter. Significant variances in individual expenditure accounts are discussed below.

Sludge Disposal: 89.9%. Sludge Disposal operations have been completed for the fiscal year. Account expected to stay within budget over remainder of the fiscal year.

Water: 724.1%. Water is a reimbursable expenditure billed and paid by the rancher at the end of the fiscal year. In addition, in the fall of 2017 there was a significant leak at Site 2 water troughs resulting in high water bills for August through October. The District has paid 50% of these costs associated with the water leak. Once the District has been reimbursed by the Rancher, the account will still be approximately \$3,600 over for the current fiscal year.

Permits & Fees: 65.1%. Significant variance due to the annual permit for Bay Area Air Quality Management District being paid in the first quarter of the fiscal year. Account expected to stay within budget over remainder of the fiscal year.

**Laboratory/Monitoring: (42.8%)**

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

Permits & Fees: 132.4%. Significant variance on a small budgeted base amount of \$4,000, primarily due to the annual permit fee for the California Environmental Laboratory Accreditation Program (ELAP) increasing by about \$1,300 from the prior fiscal year due to the addition of another FOT (Field of Testing).

**Pump Stations: (42.5%)**

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

Software Maintenance: 59.8%. Significant variance due to annual technical support for the SCADA system software paid in this quarter in the amount of approximately \$5,600. The account is expected to stay within budget over remainder of the fiscal year.

Repairs & Maintenance: 52.9%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Small Tools: 67.1%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

**Administration and Engineering: (43.4%)**

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

Employee Benefits: 51.4%. Per review of account, no significant items noted for the current fiscal year. Account expected to stay within budget over remainder of the fiscal year.

Agency Dues: 100.09%. Agency dues are paid for the current fiscal year.

Memberships: 77.9%. Significant variance due to most of the District's membership fees being paid in the first half of the fiscal year. Account expected to stay within budget for the current fiscal year.

Accounting & Auditing: 81.3%. Significant variance due to completion of annual audit for FY 2016/17; account expected to stay within budget for the current fiscal year.

Repairs & Maintenance: 52.9%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Telephone: 52.8%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

County Fees- Property Taxes/Sewer Service Charges: 57.5%. Expenditures are within expected parameters for this time of year. The District receives its revenue in December and April, receiving approximately 55% in December and 45% in April. The 57% variance appears to be representative of what the District has typically received in revenue at this point in the current fiscal year. The account is expected to stay within budget for the current fiscal year.

**AB 939 Solid Waste Programs: (37.8%)**

General: In general, no significant variances noted for this cost center for the second quarter. Consistent with prior years, expenses are lower (~38%) with 50% of the year complete, primarily from lower than anticipated consulting oversight/management services required from the Solid Waste Coordinator, and significant upcoming outreach and public education events such as E-waste, School Fuel, Business Showcase, etc. that typically occur in the second half.

**Recycled Water: (48.3%)**

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

Operating Supplies: 86.4%. Per review of account, account is within normal range for this time of year. Normal operations for Recycled Water Facility are the highest during July through December. January through April the facility is basically off line and the related expenditures will decrease over the next few months. The account is expected to stay within budget over remainder of the fiscal year.

Operating Chemicals: 65.2%. Please refer to explanation above for Operating Supplies.

Research & Monitoring: 53.4%. Please refer to explanation above for Operating Supplies.

Gas & Electricity: 85.9%. Please refer to explanation above for Operating Supplies.

**CAPITAL FUND**

**Table 3: CAPITAL REVENUE**

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under) Budget	Pct. Received
<b>Sewer Service Charges</b>	\$4,289,123	\$ 7,753,152	(\$3,464,029)	55.3%
<b>Property Taxes</b>	1,203,498	2,188,693	(985,195)	55.0%
<b>Connection Charges</b>	140,794	447,600	(306,806)	31.5%
<b>Collector Sewer/Special Equalization Charges</b>	4,230	2,000	2,230	423.0%
<b>Interest</b>	51,819	40,000	11,819	129.6%
<b>Other Revenue</b>	0	20,000	(20,000)	0.0%
<b>Grant Revenue</b>	0	475,000	(475,000)	0.0%
<b>Total Revenue</b>	<b>\$5,689,464</b>	<b>\$10,926,445</b>	<b>(\$5,236,981)</b>	<b>52.1%</b>

**Discussion**

Overall capital revenues are 52.1% of budget at the close of the second 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>	\$5,792,909	\$12,723,504	(\$6,930,595)	45.5%

**Discussion**

The list of capital project accounts is shown in the attached tables. Overall expenses are 45.5% of budget.

**Attachments:**

1. Draft Revenue and Expenditure Reports:
  - a. Operating, July 2017-December 2017.
  - b. Capital, July 2017-December 2017.
2. Debt Service Schedule as of December 31, 2017
3. Operating and Capital Cash Flow, July 2017-December 2017.

Novato Sanitary District  
Board of Directors  
Subject: FY17-18 Second Quarter Financial Report  
Board meeting date: February 12, 2018

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**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>41000 · OPERATING INCOME</b>				
41010 · Sewer Service Charges	5,351,661.20	9,691,440.00	(4,339,778.80)	55.22%
41030 · Plan Check & Inspection Fee	7,598.90	500.00	7,098.90	1,519.78%
41040 · Permit & Inspection Fee	3,245.00	6,000.00	(2,755.00)	54.08%
41060 · Interest Income	62,483.82	43,000.00	19,483.82	145.31%
41080 · Engineering & Admin Charges	1,145.39	165,000.00	(163,854.61)	0.69%
41090 · Non-domestic Permit Fees	6,961.58	20,000.00	(13,038.42)	34.81%
41100 · Garbage Franchise Fees	27,639.00	53,438.00	(25,799.00)	51.72%
41105 · AB 939 Collector Fees	188,213.00	376,426.00	(188,213.00)	50.0%
41107 · Oil/Bev/Tire Grants	34,820.00	62,729.00	(27,909.00)	55.51%
41130 · Ranch Income	40,069.22	70,000.00	(29,930.78)	57.24%
41135 · Recycle Water Facility Revenue	65,435.74	135,500.00	(70,064.26)	48.29%
41140 · Other Revenue	9,310.51	20,000.00	(10,689.49)	46.55%
41142 · Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 41000 · OPERATING INCOME</b>	<b>5,798,583.36</b>	<b>10,654,033.00</b>	<b>(4,855,449.64)</b>	<b>54.43%</b>
<b>Expense</b>				
<b>60000 · COLLECTION SYSTEM</b>				
60010 · Salaries & Wages	304,490.08	650,120.00	(345,629.92)	46.84%
60020 · Employee Benefits	122,293.84	299,148.00	(176,854.16)	40.88%
60060 · Gas, Oil & Fuel	5,738.31	15,000.00	(9,261.69)	38.26%
60085 · Safety	1,357.31	3,500.00	(2,142.69)	38.78%
60091 · Software Maint	1,728.00	20,000.00	(18,272.00)	8.64%
60100 · Operating Supplies	9,632.08	28,000.00	(18,367.92)	34.4%
60150 · Repairs & Maintenance	14,797.93	80,000.00	(65,202.07)	18.5%
60152 · Small Tools	214.18	2,000.00	(1,785.82)	10.71%
60153 · Outside Services	2,400.00	175,000.00	(172,600.00)	1.37%
60192 · Water	5,109.71	12,000.00	(6,890.29)	42.58%
60193 · Telephone	946.34	4,000.00	(3,053.66)	23.66%
60200 · Other(Garbage Coll)	105.92	1,000.00	(894.08)	10.59%
60201 · Permits & Fees	11,195.00	70,000.00	(58,805.00)	15.99%
<b>Total 60000 · COLLECTION SYSTEM</b>	<b>480,008.70</b>	<b>1,359,768.00</b>	<b>(879,759.30)</b>	<b>35.3%</b>
<b>61000 · TREATMENT FACILITIES</b>				
<b>61000-0 · Contract Operations</b>				
61000-1 · Fixed Fee	1,041,449.02	2,173,976.00	(1,132,526.98)	47.91%
61000-2 · Insurance & Bonds	986.08	14,000.00	(13,013.92)	7.04%
61000-3 · Major Repair/Replacement	0.00	150,000.00	(150,000.00)	0.0%
61000-4 · Water/Permits/Telephone	18,946.79	90,000.00	(71,053.21)	21.05%
61000-5 · Gas & Electricity	330,566.81	732,499.00	(401,932.19)	45.13%
<b>Total 61000-0 · Contract Operations</b>	<b>1,391,948.70</b>	<b>3,160,475.00</b>	<b>(1,768,526.30)</b>	<b>44.04%</b>
<b>63000 · RECLAMATION/DISPOSAL</b>				
63010 · Salaries & Wages	36,837.49	71,693.00	(34,855.51)	51.38%
63020 · Employee Benefits	7,158.71	24,860.00	(17,701.29)	28.8%
63060 · Gasoline & Oil	777.49	2,000.00	(1,222.51)	38.88%

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
63085 · Safety	0.00	500.00	(500.00)	0.0%
63091 · Software Maintenance	1,000.00	2,000.00	(1,000.00)	50.0%
63100 · Operating Supplies	596.99	2,000.00	(1,403.01)	29.85%
63115 · Sludge Disposal	188,500.00	240,000.00	(51,500.00)	78.54%
63150 · Repairs & Maintenance	45,873.84	65,000.00	(19,126.16)	70.58%
63152 · Small Tools	0.00	500.00	(500.00)	0.0%
63157 · Ditch/Dike Maintenance	3,600.00	10,000.00	(6,400.00)	36.0%
63191 · Gas & Electricity	41,823.49	95,000.00	(53,176.51)	44.03%
63192 · Water - Reclamation	21,723.53	3,000.00	18,723.53	724.12%
63201 · Permits & Fees	3,257.00	5,000.00	(1,743.00)	65.14%
<b>Total 63000 · RECLAMATION/DISPOSAL</b>	<b>351,148.54</b>	<b>521,553.00</b>	<b>(170,404.46)</b>	<b>67.33%</b>
<b>64000 · LABORATORY/MONITORING</b>				
64010 · Contract Lab Services	175,418.70	363,761.00	(188,342.30)	48.22%
64060 · Gasoline & Oil	583.13	1,500.00	(916.87)	38.88%
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	10,168.84	20,000.00	(9,831.16)	50.84%
64150 · Repairs & Maintenance	2,190.74	19,200.00	(17,009.26)	11.41%
64160 · Research & Monitoring	48,428.90	147,500.00	(99,071.10)	32.83%
64170 · Pollution Prevention/Public Ed	14,303.24	41,500.00	(27,196.76)	34.47%
64201 · Permits & Fees	5,294.00	4,000.00	1,294.00	132.35%
<b>Total 64000 · LABORATORY/MONITORING</b>	<b>256,387.55</b>	<b>599,461.00</b>	<b>(343,073.45)</b>	<b>42.77%</b>
<b>65000 · PUMP STATIONS</b>				
65010 · Salaries & Wages	153,994.47	358,335.00	(204,340.53)	42.98%
65020 · Employee Benefits	54,861.42	153,974.00	(99,112.58)	35.63%
65060 · Gasoline & Oil	1,767.96	5,000.00	(3,232.04)	35.36%
65085 · Safety Expenses	846.23	2,000.00	(1,153.77)	42.31%
65091 · Software Maintenance	4,781.14	8,000.00	(3,218.86)	59.76%
65100 · Operating Supplies	1,918.61	10,000.00	(8,081.39)	19.19%
65101 · Operating Chemicals	0.00	2,000.00	(2,000.00)	0.0%
65150 · Repairs & Maintenance	60,863.66	115,000.00	(54,136.34)	52.93%
65152 · Small Tools	1,342.75	2,000.00	(657.25)	67.14%
65153 · Outside Services, Electrical	6,739.20	30,000.00	(23,260.80)	22.46%
65191 · Gas & Electricity	55,180.78	115,000.00	(59,819.22)	47.98%
65192 · Water	2,530.94	7,000.00	(4,469.06)	36.16%
65193 · Telephone	8,810.88	24,000.00	(15,189.12)	36.71%
65201 · Permits & Fees	2,046.00	4,000.00	(1,954.00)	51.15%
<b>Total 65000 · PUMP STATIONS</b>	<b>355,684.04</b>	<b>836,309.00</b>	<b>(480,624.96)</b>	<b>42.53%</b>
<b>66000 · ADMIN/ENGINEERING</b>				
66010 · Salaries & Wages	511,091.55	1,235,744.00	(724,652.45)	41.36%
66020 · Employee Benefits	259,484.13	504,955.00	(245,470.87)	51.39%
66021-1 · Retiree Health Benefits(Trust)	81,393.00	162,786.00	(81,393.00)	50.0%
66021 · Retiree Health Benefits	107,186.35	224,377.00	(117,190.65)	47.77%
66022 · Pension Expense (Trust)	111,576.00	223,152.00	(111,576.00)	50.0%

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
66030 · Director's Fees	13,275.00	40,000.00	(26,725.00)	33.19%
66060 · Gasoline & Oil	1,975.30	5,000.00	(3,024.70)	39.51%
66070 · Insurance	34,478.59	150,000.00	(115,521.41)	22.99%
66071 · Insurance Claim Expense	0.00	45,000.00	(45,000.00)	0.0%
66075 · Agency Dues	54,049.63	54,000.00	49.63	100.09%
66080 · Memberships	7,787.00	10,000.00	(2,213.00)	77.87%
66085 · Safety	19.50	2,000.00	(1,980.50)	0.98%
66090 · Office Expense	11,056.45	26,000.00	(14,943.55)	42.53%
66100 · Engineering Supplies	3,278.88	10,000.00	(6,721.12)	32.79%
66121 · Accounting & Auditing	21,128.00	26,000.00	(4,872.00)	81.26%
66122 · Attorney Fees	17,753.00	65,000.00	(47,247.00)	27.31%
66123 · O/S Contractual	68,312.89	223,000.00	(154,687.11)	30.63%
66124 · IT/Misc Electrical	12,860.86	40,000.00	(27,139.14)	32.15%
66125 · Safety & Wellness Incentive Pro	0.00	10,000.00	(10,000.00)	0.0%
66130 · Printing & Publications	8,872.07	22,000.00	(13,127.93)	40.33%
66150 · Repairs & Maintenance	26,437.69	50,000.00	(23,562.31)	52.88%
66170 · Travel, Meetings & Training	25,910.35	65,000.00	(39,089.65)	39.86%
66193 · Telephone	6,334.90	12,000.00	(5,665.10)	52.79%
66202 · County Fees - Property Taxes	15,876.58	26,000.00	(10,123.42)	61.06%
66203 · County Fees - Sewer Service Chg	21,601.50	40,000.00	(18,398.50)	54.0%
66250 · Service Charge Sys Exp	0.00	5,000.00	(5,000.00)	0.0%
<b>Total 66000 · ADMIN/ENGINEERING</b>	<b>1,421,739.22</b>	<b>3,277,014.00</b>	<b>(1,855,274.78)</b>	<b>43.39%</b>
<b>67000 · AB 939 SOLID WASTE PROGRAMS</b>				
67400 · Consulting Services	40,551.68	138,118.00	(97,566.32)	29.36%
67500 · Household Hazardous Waste	121,777.42	242,500.00	(120,722.58)	50.22%
67520 · Permanent HHW Facility	0.00	11,269.00	(11,269.00)	0.0%
67530 · Used Oil/Beverage Cont Grant	2,520.00	11,268.00	(8,748.00)	22.36%
67540 · Outreach/Publicity/Education	1,095.49	21,000.00	(19,904.51)	5.22%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 67000 · AB 939 SOLID WASTE PROGRAMS</b>	<b>165,944.59</b>	<b>439,155.00</b>	<b>(273,210.41)</b>	<b>37.79%</b>
<b>68000 · Recycled Water</b>				
68010 · O & M Services	17,757.75	50,000.00	(32,242.25)	35.52%
68100 · Operating Supplies	1,727.16	2,000.00	(272.84)	86.36%
68101 · Operating Chemicals	17,788.93	27,300.00	(9,511.07)	65.16%
68150 · Repairs & Maintenance	6,071.04	24,200.00	(18,128.96)	25.09%
68160 · Research & Monitoring	7,469.00	14,000.00	(6,531.00)	53.35%
68191 · Gas & Electricity	14,601.86	17,000.00	(2,398.14)	85.89%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
<b>Total 68000 · Recycled Water</b>	<b>65,415.74</b>	<b>135,500.00</b>	<b>(70,084.26)</b>	<b>48.28%</b>
<b>Total Expense</b>	<b>4,488,277.08</b>	<b>10,329,235.00</b>	<b>(5,840,957.92)</b>	<b>43.45%</b>
<b>Net Income(Loss)</b>	<b>1,310,306.28</b>	<b>324,798.00</b>	<b>985,508.28</b>	<b>403.42%</b>

**Novato Sanitary District**  
**DRAFT Revenues & Expenditures - Capital**  
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>51000 · CAPITAL IMPROVEMENT INCOME</b>				
51010 · Sewer Service Charges	4,289,123.31	7,753,152.00	(3,464,028.69)	55.32%
51015 · Property Taxes	1,203,498.27	2,188,693.00	(985,194.73)	54.99%
51020 · Connection Charges	140,794.00	447,600.00	(306,806.00)	31.46%
51030 · Collector Sewer Charges	0.00	1,000.00	(1,000.00)	0.0%
51040 · Special Equalization Charge	4,230.00	1,000.00	3,230.00	423.0%
51060 · Interest	51,818.70	40,000.00	11,818.70	129.55%
51070 · Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
51072 · Grant Revenue	0.00	475,000.00	(475,000.00)	0.0%
<b>Total 51000 · CAPITAL IMPROVEMENT INCOME</b>	<b>5,689,464.28</b>	<b>10,926,445.00</b>	<b>(5,236,980.72)</b>	<b>52.07%</b>
<b>Expense</b>				
<b>72000 · CAPITAL IMPROVEMENT PROJECTS</b>				
72403 · Pump Station Rehabilitation	8,043.15	150,000.00	(141,956.85)	5.36%
72508 · N. Bay Water Recycling Auth	80,485.00	100,000.00	(19,515.00)	80.49%
<b>72706 · Collection System Improv</b>				
72706-1 · Lateral Replacement Program	22,000.00	80,000.00	(58,000.00)	27.5%
72706 · Collection System Improv - Other	70,979.40	1,700,000.00	(1,629,020.60)	4.18%
72707 · Hamilton Wetlands/Outfall Monit	0.00	10,000.00	(10,000.00)	0.0%
72708 · Cogeneration	2,109.75	350,000.00	(347,890.25)	0.6%
72802 · Annual Sewer Adj. for City Proj	9,150.00	40,000.00	(30,850.00)	22.88%
72803 · Annual Collection Sys Repairs	36,545.20	200,000.00	(163,454.80)	18.27%
72804 · Annual Reclamation Fac Imp	47,725.00	175,000.00	(127,275.00)	27.27%
72805 · Annual Treatment Plnt Improv	9,099.62	300,000.00	(290,900.38)	3.03%
72806 · Annual Pump Station Improv	12,450.00	100,000.00	(87,550.00)	12.45%
72807 · Annual Ignacio Facility Improv	0.00	50,000.00	(50,000.00)	0.0%
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	21,373.13	350,000.00	(328,626.87)	6.11%
73004 · Odor Control & NTP Landscaping	0.00	50,000.00	(50,000.00)	0.0%
73005 · RWF Expansion	11,466.38	1,460,000.00	(1,448,533.62)	0.79%
73006 · NTP Corrosion Control	20,897.31	150,000.00	(129,102.69)	13.93%
73090 · Vehicle Replacement	0.00	390,000.00	(390,000.00)	0.0%
<b>Total 72000 · CAPITAL IMPROVEMENT PROJECTS</b>	<b>352,323.94</b>	<b>5,680,000.00</b>	<b>(5,327,676.06)</b>	<b>6.2%</b>
<b>78400 · Principal and Interest</b>				
78500 · Interest - Capital Projects	1,581,373.35	2,259,292.00	(677,918.65)	69.99%
78501 · Principal - Capital Projects	3,859,211.80	4,784,212.00	(925,000.20)	80.67%
<b>Total 78400 · Principal and Interest</b>	<b>5,440,585.15</b>	<b>7,043,504.00</b>	<b>(1,602,918.85)</b>	<b>77.24%</b>
<b>Total Expense</b>	<b>5,792,909.09</b>	<b>12,723,504.00</b>	<b>(6,930,594.91)</b>	<b>45.53%</b>
<b>Net Income(Loss)</b>	<b>(103,444.81)</b>	<b>(1,797,059.00)</b>	<b>1,693,614.19</b>	<b>5.76%</b>

**Novato Sanitary District  
State Revolving Fund Loan Payable  
and  
COP and Revenue Bond Payable Balances**

**2.0 Debt Service Schedule as of December 31, 2017**

	<b><u>State Revolving Fund Loan</u></b>		
		<b>Principal</b>	<b>Interest</b>
	<b>SRF Loan Payable 7/1/2017.....</b>	63,322,683	
	Principal Payment 2017-18	(3,859,212)	
	Interest payments 2017-18		(1,519,744)
	<b>SRF Loan Balance/Interest Paid 12/31/2017...</b>	<b>59,463,471</b>	<b>(1,519,744)</b>
	<b><u>COP Bond Financing Issued October 2011</u></b>		
	<b>COP Payable Balance 7/1/2017.....</b>	17,475,000	
	Debt Refunded 11/8/2017	(17,475,000)	
	Interest payments 2017-18		(369,774)
	<b>COP Payable Balance/Interest Paid 12/31/2017</b>	<b>0</b>	<b>(369,774)</b>
	<b><u>Refunding Wastewater Revenue Bonds Issued November 2017</u></b>		
	<b>Revenue Bond Payable Balance 7/1/2017.....</b>	-	
	Issued Bonds November 8, 2017	14,355,000	
	Interest payments 2017-18		
	<b>Revenue Bond Payable Balance/Interest Paid 12/31/2017</b>	<b>14,355,000</b>	<b>0</b>
	Note: Principal and Interest payment for SRF Loan paid in December 2017.		
	Interest payment for COP Bond Payable paid in August 2017 and COP Bonds refunded in November 2017. Issued new Refunding Wastewater Revenue Bonds in November 2017. Principal and Interest are payable in February.		

### 3.0 OPERATING AND CAPITAL CASH FLOW

**Operating:**

**Cash Flow For Novato Sanitary District**

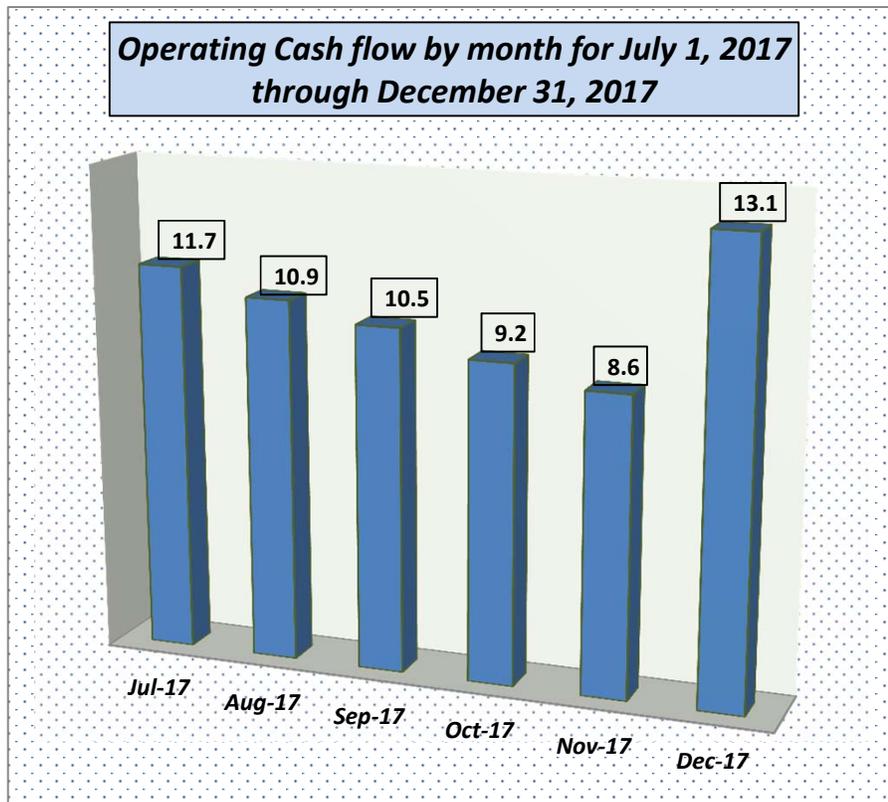
**July 1, 2017 - December 31, 2017**

**Dated: January 31, 2018**

Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
			* \$ 11,914,092
Jul-17	\$ 104,289	\$ 882,877	11,135,504
Aug-17	75,714	795,395	10,415,823
Sep-17	132,567	663,529	9,884,861
Oct-17	33,902	751,073	9,167,690
Nov-17	339,971	918,133	8,589,528
Dec-17	5,199,643	707,601	13,081,570
	5,886,086	4,718,608	

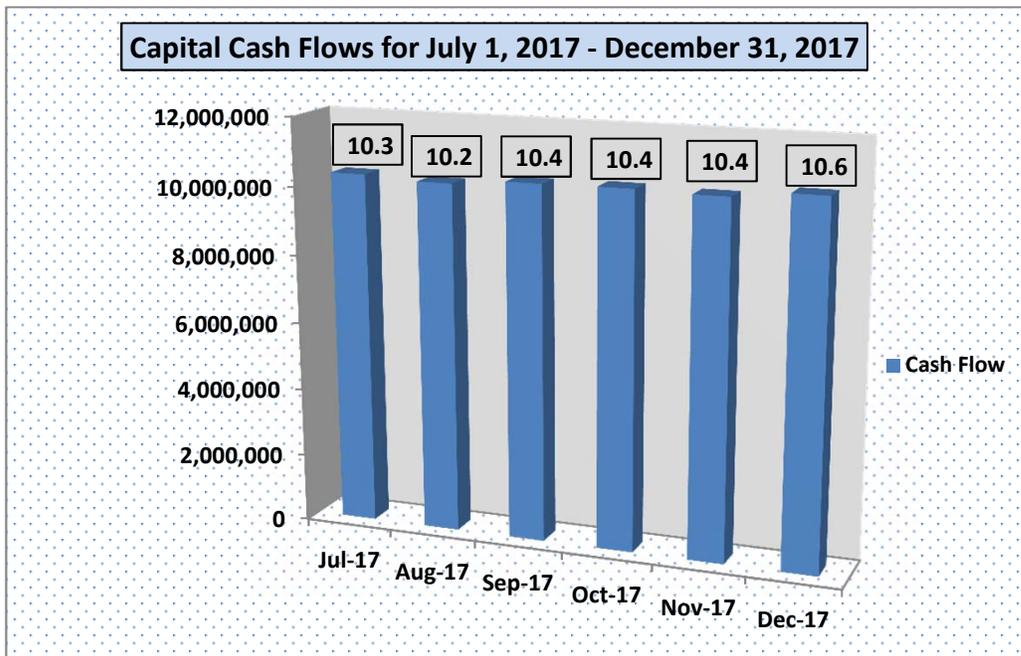
Note: Cash balances at year end split 55/45 - Operating/Capital based on split sewer service charges.

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



**Capital:**  
**Cash Flow For Novato Sanitary District**  
**July 1, 2017 - December 31, 2017**  
**Dated: January 31, 2018**

Month Earned	Monthly Operating Expenditures	Debt Service	Capital Revenue	Cash Balance
Jul-17	\$ 36,984	\$ 369,774	\$ 263,651	\$ 10,485,020
Aug-17	117,390		18,065	10,341,913
Sep-17	29,985		187,106	10,242,588
Oct-17	92,621		118,845	10,399,709
Nov-17	60,723		15,582	10,425,933
Dec-17	40,054	5,070,811	5,305,187	10,380,792
				10,575,114



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: Report on 2017 Safety and Wellness Incentive Program (SWIP).	<b>MEETING DATE:</b> February 12, 2018  <b>AGENDA ITEM NO.:</b> 5.g.
<b>RECOMMENDED ACTION:</b> Receive report on 2017 Safety and Wellness Incentive Program (SWIP), and approve disbursements of 2017 SWIP awards.	
<b>SUMMARY AND DISCUSSION:</b> <p>At its February 13, 2017 meeting the District Board approved and funded the 2017 Safety and Wellness Incentive Program (SWIP). The program had several successes across different program areas or elements over the past year, as summarized below.</p> <p><b>Safety Training:</b> Success in this area is measured by the number of events in which the employees participate. Training includes: tailgate training, internal District–provided safety training, and external safety training events (CSRMA, CWEA, etc.). In 2017, employees averaged 42.7 events/employee, which, although down 6% from 2016, is still up 20% from an average of 33.1 events per employee in 2015. Over time, tailgate activities led by employees have increased 60% from 65 in 2013 to 104 in 2017.</p> <p><b>Health and Safety Communications:</b> Success in this area is measured by “Hazard Alerts and Safety Suggestions”, as submitted by employees for evaluation and implementation. Over time, the number of these communications has increased from one in 2013 to 23 in 2017.</p> <p><b>Wellness:</b> This program area seeks to encourage employees to participate in regular preventative medical, dental, and vision checkups, with participation acknowledged through a “points award” system. This element has been well received and employees received an average 28.4 points in 2017, which is down from 2016 with an average of 35.7 participation points per employee, primarily due to retirements during 2017.</p> <p>In summary, the 2017 SWIP results are: five employees earned a Tier 1 award (up to \$100), five employees earned a Tier 2 award (up to \$200), and two employees earned a Tier 4 award (up to \$475). This represents about 75% of the District’s eligible employees, and indicates that the program has been successful. The District is not only seeing increased participation in safety activities, but is creating more awareness for safety as a core value.</p> <p>Going forward, to simplify the financial reporting aspects of the program, staff will align the SWIP to coincide with the District’s fiscal year. As such, the existing program will continue through June 30, 2018 under the existing FY17-18 budget, and a new annual program will start July 1, 2018, to coincide with the beginning of the District’s fiscal year (FY18-19).</p>	
<b>ATTACHMENTS:</b> 1. Check Register, Safety and Wellness Recognition Checks for 2017.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence), and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The 2017 and January-June 2018 SWIP awards will be met from Account No. 66125 – Safety and Wellness Incentive Program of the FY17-18 budget, which has a budget of \$10,000, with no expenditures to date.	
<b>DEPT. MGR.:</b> drt	<b>GENERAL MANAGER:</b> SSK

**Novato Sanitary District**  
**Employee Safety Recognition Checks**  
For Calendar Year 2017

Item 5.g.  
Attachment 1

Date	Name	Credit
<b>February 12, 2018</b>		
	Employee Safety Recognition Checks	<u>2,450.00</u>
		<u><b>2,450.00</b></u>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Joint Health and Safety Program Agreement with Central Marin Sanitation Agency (CMSA).</b>	<b>MEETING DATE: February 12, 2018</b>  <b>AGENDA ITEM NO.: 5.h.</b>
<b>RECOMMENDED ACTION: Approve a revised Agreement with the Central Marin Sanitation Agency (CMSA) for a Joint Health and Safety Program, and authorize the General Manager-Chief Engineer to execute it.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its October 10, 2016 meeting, the Board approved an updated “Joint Health and Safety Program Agreement” (Agreement) between the District and the Central Marin Sanitation Agency (CMSA), and authorized the General Manager-Chief Engineer to execute it. As background, the two agencies have participated in a joint safety program since about 1993, and the agreement memorializing the program has received periodic updates, with October 2016 being the last such update.</p> <p>At this time, the 2016 version of the Agreement document has been revised to reflect minor edits and clarifying reporting requirements for the Health and Safety Manager position.</p> <p>The CMSA General Manager has already received the CMSA Board of Commissioners approval of the revised Agreement, and requested that the District Board approve it as well. Therefore, it is recommended that the District Board approve the revised Agreement, subject to minor edits and changes, and authorize the General Manager to execute it.</p>	
<b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Revised Joint Health and Safety Program Agreement.</li> <li>2. Exhibit 1: Insurance Requirements.</li> </ol>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The FY 2017-18 final budget includes funds for the joint program under Account No. 66123 – O/S Contractual Services.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

## JOINT HEALTH AND SAFETY PROGRAM AGREEMENT

### Recitals

- A. This Agreement is between the Central Marin Sanitation Agency (CMSA), and Novato Sanitary District (NSD), together known as “the Agencies”.
- B. The Agencies agree to jointly fund a Health and Safety Program (Program) for the purpose of developing, implementing, and maintaining employee safety and injury management programs for each of the agencies in order to meet and maintain State and Federal requirements.
- C. The Program shall also develop and implement effective ongoing safety training, administer Return to Work, and Workers’ Compensation programs, and providing provide recommendations to each Agency’s management concerning safe working conditions, practices, and procedures.
- D. To the extent possible, related policies, programs, trainings, and procedures shall be developed and maintained in a standardized format for the benefit of each Agency.

Therefore, the Agencies hereto agree:

### **1.0 Purpose**

The purpose of this Agreement is to jointly provide for the engagement of staffing resources to assist in developing, coordinating, and implementing employee safety and injury management programs meeting State and Federal requirements, developing and implementing on-going programs for instruction on work-related procedures, safety and professional development, developing policies and procedures, and making recommendations to Agency management relating to safe working conditions, practices, and procedures. This Agreement also serves to specify the administrative needs and decision-making process in regard to employment of necessary resources.

### **2.0 Term of Agreement**

This agreement shall commence upon its effective date and shall continue in effect until it is terminated pursuant to Section 6.0 below.

### **3.0 Administration**

3.1 The Program shall enlist the services of a Health and Safety Manager (H&S Manager) to be hosted by CMSA and Safety Director to be hosted by NSD.

3.2 As a full-time, regular employees of the respective host agency, each employee shall receive the same benefits, ~~and~~ be subject to all personnel, financial, and administrative policies and procedures, and receive salary and benefit modifications as other employees of the host agency unless modified by this agreement.

3.2.1 The H&S Manager shall receive a monthly car allowance of \$400.00.

## JOINT HEALTH AND SAFETY PROGRAM AGREEMENT

3.2.2 The H&S Manager may request that a salary and/or benefit survey be performed at the same time as ~~the host agency~~CMSA's employees. CMSA and NSD's managers shall review such request by the H&S Manager, and if they both agree with the request, the survey shall be conducted. Approval of any salary or benefit changes based on the survey results shall require the affirmative vote of the CMSA and NSD managers, and must be approved by CMSA's Board of Commissioners~~the host agency's governing Board~~.

3.2.3 The H&S Manager shall be a full-time equivalent and ~~all~~ costs associated with the H&S Manager's services shall be paid for by the Agencies using the following cost allocation formula: 50% of H&S Manager costs are to be shared equally, while the remaining 50% of the H&S Manager costs are to be apportioned according to the number of each Agency's employees over the total number of employees. The cost allocation shall be incorporated in the annual Program budget.

3.2.4 The Safety Director shall be a 25% full time equivalent and be responsible for overall Program direction and oversight, and ~~act serve~~ as the H&S Manager's ~~direct supervisor~~technical advisor, providing health and safety program training and ~~conducting participating in the a formal~~ performance review appraisal of the H&S Manager on an annual basis.

3.2.4—CMSA's General Manager, or designee, shall provide general supervision of the H&S Manager while working at CMSA, and the Safety Director, or designee, shall provide general supervision while the H&S Manager is working at NSD. As host agency, CMSA will prepare the formal annual performance appraisal for the H&S Manager.

3.2.5 The Agencies shall apportion all costs associated with the Safety Director equally, and these costs shall be incorporated into the annual Program budget.

3.3 Payments or credits to each host agency shall be made in advance, on a quarterly basis, in January, April, July, and October of each year upon receipt of invoice from the host agency.

3.4 CMSA and NSD shall provide office space and a work station at their respective agencies for the H&S Manager, who shall spend two days per week at NSD and three days per week at CMSA.

3.5 The NSD and CMSA managers shall determine how to replace these staff resources, if the need should arise.

3.6 If for any reason, either agency decides it no longer wishes to serve as the host for its respective staff resource, it shall provide six months written notice, and the other Agency shall then have the option to serve as host agency.

## **JOINT HEALTH AND SAFETY PROGRAM AGREEMENT**

3.7 Each host agency shall incur administrative and overhead costs and shall recover these costs by adding five percent (5%) of the respective salary for administrative support to the annual budget and each quarterly invoice. Each Agency shall provide their own administrative resources to support their respective Program activities and services.

3.8 The quarterly invoice shall include all budgeted Program expenses for the subsequent quarter, actual costs for outside safety training coordinated by the Program the prior quarter, and other approved expenses. Each Agency's training expenses for the prior quarter shall be based on the number of employees each Agency committed to attending the training, even if the actual number of attendees is less than the original commitment. In other words, committing to a training event is a financial commitment regardless of the actual number of employees who end up attending.

3.9 The Agencies' managers shall have the authority to extend the H&S Manager's probationary employment period up to an additional 12 months beyond the end of the host agency's regular probationary employment period to allow time for further evaluation.

### **4.0 H&S Manager Duties**

4.1 The H&S Manager shall perform duties in accordance with the most current H&S Manager's job description.

4.2 The H&S Manager shall prepare an annual work plan, indicating training and other planned activities and their schedule for the upcoming three calendar years.

4.3 The H&S Manager shall prepare and submit to the CMSA supervisor and the Safety Director ~~and~~ routine reports on planned, in-progress, and accomplished work activities.

### **5.0 Indemnification and Insurance**

5.1 It is the intent of the agencies that each shall bear the legal responsibility for any liability arising from the work performed within the purview of the Program, and each shall hold the other harmless with regard to any liability arising from such work.

5.2 Refer to Exhibit 1 for the Insurance Requirements of each Agency.

5.3 The H&S Manager shall provide automobile insurance for their personal vehicle with limits of at least \$300,000/\$300,000.

5.4 Any liability arising from the employment of the Safety Director or H&S Manager by the respective host agency or otherwise arising under this Agreement which is not addressed pursuant to Section 5.1 above shall be apportioned among the agencies in a pro rata fashion (based on the percentages established in Section 3 of this Agreement), including, but not limited

**JOINT HEALTH AND SAFETY PROGRAM  
AGREEMENT**

to, liabilities or costs arising out of employment claims, disability retirement costs, and the costs associated with tendering or administering any such claims.

**6.0 Termination**

6.1 This Agreement may be terminated by the mutual written agreement of the Agencies. Either Agency may terminate its participation in this agreement at any time with six months' notice in writing to the other Agency.

6.2 If an Agency withdraws from this agreement, it is financially responsible for its proportionate share of the adopted Program budget for the then current fiscal year.

6.3 Additionally, the terminating party shall contribute its fair share of the Program's retiree medical benefit costs, based on an actuarial calculation of the current and past H&S Managers' and Directors' retiree medical expenses.

**7.0 Effective Date**

7.1 The effective date of this Agreement shall be when it is executed by both Agencies, and this Agreement shall supersede all previous Safety Director Program agreements.

**CENTRAL MARIN SANITATION AGENCY**

**NOVATO SANITARY DISTRICT**

By: \_\_\_\_\_  
Jason Dow, General Manager

By: \_\_\_\_\_  
Sandeep Karkal, General Manager - Chief Engineer

## **Exhibit 1: Insurance Requirements**

Each Agency shall procure and maintain for the duration of the Joint Health and Safety Program Agreement (Agreement) insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Health and Safety (H&S) Manager or Safety Director and for that Agency.

### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per each occurrence (combined single limit for bodily injury and property damage) and \$2,000,000 general aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

Each Agency, its commissioners or directors, as applicable, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work performed by H&S Manager on behalf of the other Agency including materials, parts, or equipment furnished in connection with such work.

#### ***Primary Coverage***

For any claims related to this Agreement, each Agency’s insurance coverage shall be primary insurance as respects the other Agency, its commissioners or directors, as applicable, officials, employees, and volunteers. Any insurance or self-insurance maintained by the other Agency, its commissioners or directors, as applicable, officials, employees, or volunteers shall be excess of the other Agency’s insurance and shall not contribute with it.

***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with thirty (30) days notice to the other Agency.

***Waiver of Subrogation***

Each Agency hereby grants to the other Agency a waiver of any right to subrogation which any insurer of said Agency may acquire against the other Agency by virtue of the payment of any loss under such insurance. The other Agency agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Agency has received a waiver of subrogation endorsement from the insurer.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

***Verification of Coverage***

Each Agency shall furnish the other Agency with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Exhibit 1. All certificates and endorsements are to be received and approved by the Agency before the H&S Manager/ Safety Director commences work. However, failure to obtain the required documents prior to the work beginning shall not waive each Agency's obligation to provide them. Each Agency reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Revocation of Easement from Hamilton Cottages, LLC to Novato Sanitary District</b>	<b>MEETING DATE: February 12, 2018</b>  <b>AGENDA ITEM NO.: 5.i.</b>
<b>RECOMMENDED ACTION:</b> Adopt Resolution No. 3117 Authorizing Revocation of Easement from Hamilton Cottages, LLC to Novato Sanitary District.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its regular meeting on December 11, 2017, the District's Board of Directors accepted by Resolution No. 3114, an easement granted by Hamilton Cottages, LLC for the Hamilton Cottages Sewer Main Extension. The Grant of Easement was recorded on January 4, 2018 by document number 2018-0000172 in the Official Records of the County Recorder of the County of Marin.</p> <p>Subsequent to the District's acceptance of the easement, it was brought to the District's attention by the City of Novato's consulting engineer that the parcel (APN 157-860-04) that the easement was granted over was owned by the City, not Hamilton Cottages, LLC. Therefore, the easement is invalid as Hamilton Cottages, LLC did not have the right to grant the easement.</p> <p>However, the Grant of Easement had already been recorded by the County of Marin Recorder by the time the District was informed of the property ownership status. District staff consulted with staff from the County Recorder's office who recommended recording a Revocation of Easement.</p> <p>District staff worked with District legal counsel and prepared Board Resolution No. 3117 Authorizing Revocation of Easement from Hamilton Cottages LLC to Novato Sanitary District for adoption by the District Board.</p> <p>Staff recommends the Board adopt Resolution No. 3117.</p>	
<b>ATTACHMENTS:</b> Draft Resolution No. 3117	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

RESOLUTION NO. 3117

A RESOLUTION AUTHORIZING REVOCATION OF GRANT OF EASEMENT  
FROM  
HAMILTON COTTAGES, LLC  
TO  
NOVATO SANITARY DISTRICT

**WHEREAS**, at their meeting of December 11, 2017, by adoption of Resolution No. 3114, Novato Sanitary District (District) accepted a Grant of Easement from Hamilton Cottages, LLC, a California Limited Liability Company, for the purpose of constructing, maintaining, servicing and/or replacing sanitary sewer facilities for the parcel listed below;

Assessor's Parcel No.

Ptn. APN 157-860-04  
(Ptn. of Parcel A and Ptn. of North Hamilton  
Parkway, Hamilton Field Phase Two,  
Stage Three)

Said easement was recorded on January 4, 2018, by Document No. 2018-0000172 in the Official Records of the County Recorder of Marin County.

**WHEREAS**, it was subsequently determined that the property upon which the Easement is located is not under ownership of Hamilton Cottages, LLC, and said Easement was inadvertently granted to the District.

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

1. The Easement which is recorded by Document No. 2018-0000172 of Marin County Records for constructing, maintaining, servicing and/or replacing sanitary sewer facilities, be revoked as shown.
2. This Resolution shall be recorded with the Revocation of Easement from Hamilton Cottages, LLC, evidencing the revocation.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof held on the 12th day of February, 2018, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

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

ATTEST:

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Sandeep Karkal, Secretary  
Board of Directors  
Novato Sanitary District

DRAFT

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Wastewater Operations Report, January 2018; and Submittal of 2017 Annual Self-Monitoring Report.	<b>MEETING DATE:</b> February 12, 2018  <b>AGENDA ITEM NO.:</b> 6.a.&b.
<b>RECOMMENDED ACTIONS:</b> a. Receive Wastewater Operations Reports for January 2018; b. Receive report on submittal of 2017 Annual Self-Monitoring Report (SMR).	
<b>SUMMARY AND DISCUSSION:</b> <p>The January 2018 Wastewater Operations Report incorporating operations reports for collections systems, wastewater treatment operations, 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> <p>In addition, the 2017 Annual Self-Monitoring Report was electronically submitted on January 31, 2018 into the California Integrated Water Quality System (CIWQS) by Veolia Water. The report is filed to comply with the District's National Pollutant Discharge Elimination System (NPDES) discharge permit for its Wastewater Treatment Plant and Collection System. The report can be accessed at the CIWQS website as follows:</p> <p><a href="http://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportEsmrAtGlanceServlet?reportID=2&amp;isDownload=true&amp;documentID=1811466">http://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportEsmrAtGlanceServlet?reportID=2&amp;isDownload=true&amp;documentID=1811466</a></p>	
<b>ATTACHMENTS:</b> 1. Wastewater Operations Reports for the month of January 2018.	
<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> JB (Veolia), EB	<b>GENERAL MANAGER:</b> SSK

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
January 2018**

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### 1.0 General:

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

- 1.8 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.8 FTE field workers for Pump Station Maintenance
- 0.2 FTE field workers for Closed Circuit Television (CCTV) work
- 0.3 FTE field workers for Underground Service Alert Mark and Locate (USA)
- 1.7 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
- An equivalent of 1.2 FTE field workers for vacation, holiday or sick leave.

### 2.0 Collection System Maintenance:

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

#### Line Cleaning Performance

The sewer system ICOM3 Computerized Maintenance Management System (CMMS) generated 429 work orders for the month. Collections staff completed 429 work orders, leaving 0 work orders outstanding. The completed work orders resulted in 89,336 feet of sewer pipelines cleaned by staff.

#### CCTV Performance:

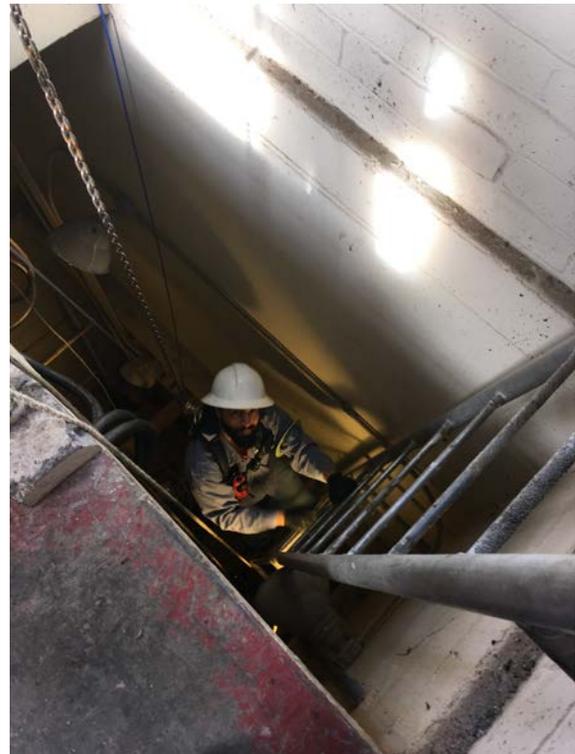
The District's CCTV van was in the field for four working days and televised a total of 3,285 feet of sewer main. Of that footage, 1,237 feet of sewer main were televised in lieu of flushing in areas where access is challenging with the flusher.

#### CCTV Findings:

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

### 3.0 Pump Station Maintenance:

The Collection System Department conducted 219 lift station inspections this month. 95 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There is



CSW II PJ Siragusa enters the dry pit to replace the #2 pump at Marin Village.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
January 2018**

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one (1) outstanding work order for the month. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

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

Staff completed maintenance inspections on six (6) air relief/vacuum valves this month.

**5.0 Safety and Training:**

General:

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

Specialized Training:

Collections Department staff attended Crane and Rigging Training presented by TNT Safety Enterprises.

Collections staff also conducted drills on (a) switching over to the wet weather force main at the East Hamilton Pump Station, and (b) bypass pumping at the Vintage Oaks #2 lift station, during an electrical panel replacement.

Safety performance:

There were no lost time accidents this month for a total of 2,516 accident free days since the last lost time accident.

**6.0 Miscellaneous Projects:**

Collections Department staff assisted a private contractor with the removal of Pump #3 (wet weather pump) at the treatment plant. Additionally, Collections staff installed a new pump at Marin Village pump station, and assisted with the replacement of an electrical panel at the Vintage Oaks #2 lift station.

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

There were no (0) sanitary sewer overflows in January.



**District staff receive crane and rigging training.**

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Novato Sanitary District  
Collection System Monthly Report For January 2018 (as of January 31, 2018)

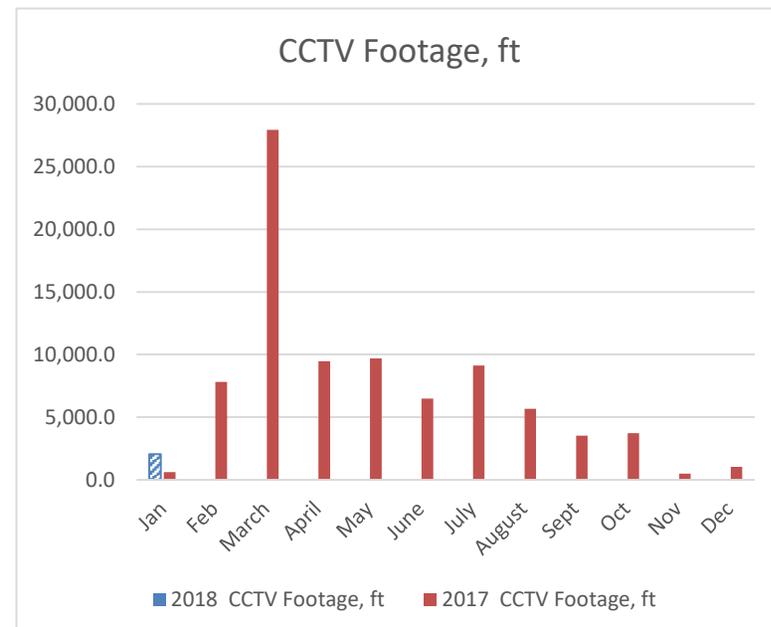
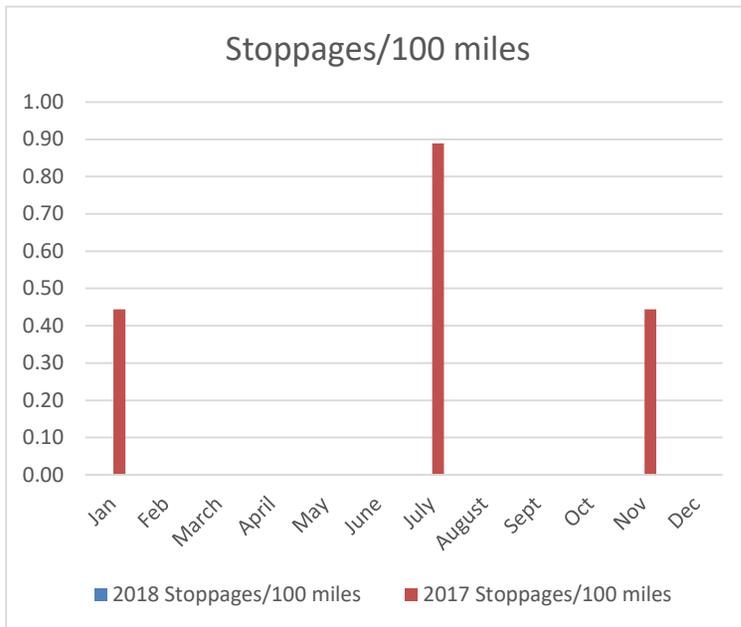
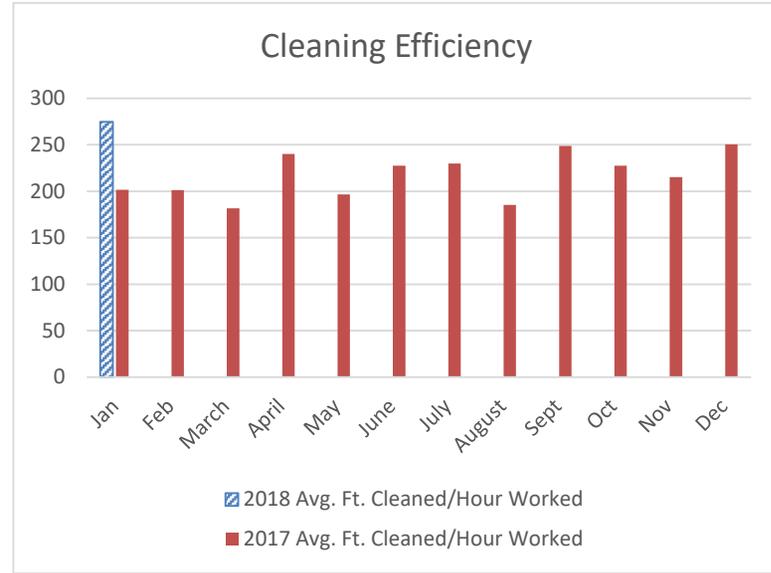
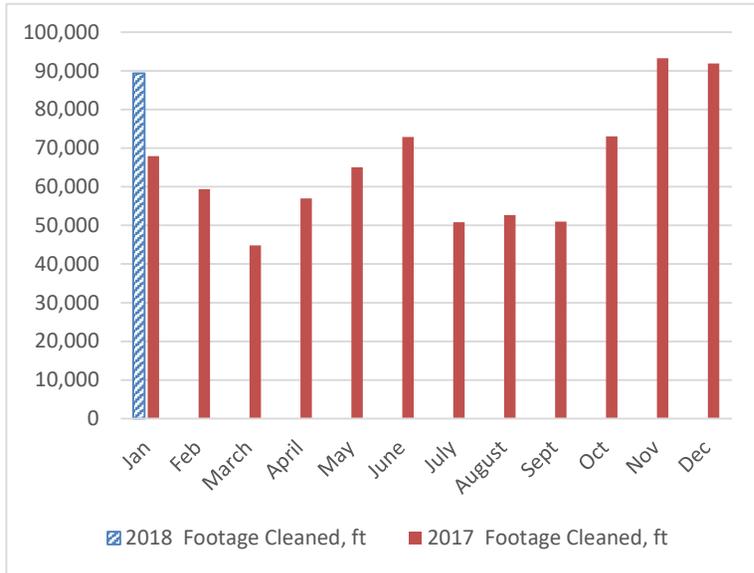
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.1
Number of FTEs (other)	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.1
Number of FTEs (USAs)	0.3	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	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0	NA	0.0
Total, FTEs	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0	NA	0.3
Regular Time Worked, (main line cleaning), hrs	325	0	0	0	0	0	0	0	0	0	0	0		
Regular Time Worked on Other, hrs (1)	324	0	0	0	0	0	0	0	0	0	0	0		
Regular Time Worked on USAs	51													
Regular Time Worked on CCTV (2)	32	0	0	0	0	0	0	0	0	0	0	0		
Total Regular time, worked, hrs	732	0	0	0	0	0	0	0	0	0	0	0	732	61
Total Vacation/Sick Leave/Holiday, hrs	216	0	0	0	0	0	0	0	0	0	0	0	216	18
Vacation/Sick Leave/Holiday, FTEs	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2	0.1
Overtime Worked on Coll. Sys., hrs	11	0	0	0	0	0	0	0	0	0	0	0	11	1
Overtime Worked on Other, hrs (1)	4	0	0	0	0	0	0	0	0	0	0	0	4	0
Overtime Worked on USAs, hrs	0													
Overtime Worked on CCTV (2)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Overtime, hrs	15	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	15	15
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	28	0	0	0	0	0	0	0	0	0	0	0	28	2
Rodder 3208 ft. cleaned	6,241	0	0	0	0	0	0	0	0	0	0	0	6,241	520
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	401	0	0	0	0	0	0	0	0	0	0	0	401	33
Truck 3205V ft. cleaned	22,719	0	0	0	0	0	0	0	0	0	0	0	22,719	1,893
Truck 3206V ft. cleaned	60,376	0	0	0	0	0	0	0	0	0	0	0	60,376	5,031
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Footage cleaned(3)	89,336	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	89,336	89,336
Work Orders completed	429	0	0	0	0	0	0	0	0	0	0	0	429	39
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3126T, ft. videoed	2,048	0	0	0	0	0	0	0	0	0	0	0	2,048	171
CCTV (hand cam), ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CCTV footage(3)	2,048	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2,048	
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Overflow Gallons	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Volume Recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	#DIV/0!	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	8	0	0	0	0	0	0	0	0	0	0	0	8	1
Normal hours S.C. response time, mins (avg.)	39	0	0	0	0	0	0	0	0	0	0	0	39	3
Service Callouts, after hours, #	1	0	0	0	0	0	0	0	0	0	0	0	1	0
After Hours S.C. response time, mins (avg.)	37	0	NA	NA	NA	NA	0	NA	NA	NA	N/A	0	37	9
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	275	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	275
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	NA	NA	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0
Overtime hours/100 Miles	5	0	0	0	0	0	0	0	0	0	0	0	4.89	0
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	-	0	0

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

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

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

# Collection System: 2018 & 2017 Graphs



Novato Sanitary District

Pump Station Monthly Report For January 2018 (as of January 31, 2018)

	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>	372	0	0	0	0	0	0	0	0	0	0	0	372	
Number of Employees (FTEs)	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.1
Regular Time Worked on Pump Sta	325	0	0	0	0	0	0	0	0	0	0	0	325	
Overtime Worked on Pump Sta	47	0	0	0	0	0	0	0	0	0	0	0	47	
After Hours Callouts	3	0	0	0	0	0	0	0	0	0	0	0	3	
Average Callout response time (mins)	36	0	0	0	0	0	0	0	0	0	0	0	36	3
<b>Work Orders</b>														
Number generated in month	95	0	0	0	0	0	0	0	0	0	0	0	95	8
Number closed in month	95	0	0	0	0	0	0	0	0	0	0	0	95	8
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS  
WORK ORDER STATISTICS  
January 1, 2018-January 31, 2018**

	<b>Open Work Orders Due Prior to 1/1/2018</b>	<b>Open Work Orders 1/1/2018-1/31/2018</b>	<b>Total Open Work Orders</b>
Preventive	1	95	96
Corrective	0	0	0
<b>Total</b>	<b>1</b>	<b>95</b>	<b>96</b>

	<b>Closed Work Orders 1/1/2018 - 1/31/2018</b>
Preventive	95
Corrective	0
<b>Total</b>	<b>95</b>

<b>Total Outstanding Work Orders as of 1/31/2018</b>	<b>1</b>
--	----------



January 3, 2018

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

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

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for December 2017.

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

Best regards,

A handwritten signature in blue ink, appearing to read "John Bailey".

John Bailey  
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT**  
**January 2018**

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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- B: SAFETY AND TRAINING
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- D: LABORATORY ACTIVITIES SUMMARY
- E: ADMINISTRATION
- F: ODORS & LANDSCAPING
- G: MISCELLANEOUS

**ATTACHMENTS**

- 1) Photos
  - 2) Laboratory Data
  - 3) Recycled Water Report
  - 4) Annual Compliance Summary
  - 5) Process Control Data / Graphs
  - 6) Neighborhood Contacts (Odor / Noise)
  - 7) Jerome Meter Readings and Locations
-

**A: TREATMENT PLANT PERFORMANCE SUMMARY: January 2018:**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	5.14	14.59	N/A	N/A
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	13,520	18,620	N/A	N/A
TSS, lb/day (monthly ave/max)	15,540	24,093	N/A	N/A
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<8	11	30	45
TSS, mg/L (monthly ave/max weekly ave)	9	15	30	45
BOD <sub>5</sub> - % Removal, Average	98	N/A	85	N/A
TSS - % Removal, Average	97	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	4.0	4.0	5.9	21
pH, su (min / max)	6.8	7.0	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	2.86	11	35	N/A
Fecal Coliform, MPN/100 ml (monthly median)	23	N/A	140	N/A
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> %ile)	23	N/A	430	N/A
<b>Total Permit Exceedances (NPDES)</b>	0			

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

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.691	N/A
Average Turbidity	NTU	1.1	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	7.9	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<1	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	<1	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

**Discussion of Violations / Excursions**

- Bay Discharge (NPDES Limits) – None
- Recycled Water – None



**B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of January
- Accident Free: 6/1/10 – 1/31/18: 2,808 days
- Monthly Safety Topics and Training:
  - Haz Com – What You Need To Know

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

- Routine rounds, readings and maintenance
- Replaced thermostat on MCC room
- Fuel line repaired on Emergency Generator #3
- Tested Blower #3 motor – tested good

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

- Aeration basin #1 & #3 (standby)
- Primary clarifier #1 (standby)
- Dry Weather Pump #4 (repair)
- Secondary Clarifier #1 (not needed at current flow)

**Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance
- Cleared grinder

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

- None

**Recycled Water Plant (RWP)**

- Recycled Water Plant online two days this month
- Chlorine Residual Analyzer – troubleshooting performed

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

- None

**Sludge Lagoons (and Reclamation Area)**

- Performed routine rounds and inspection



**D: LABORATORY ACTIVITIES SUMMARY:**

**Discharge to the Bay**

**Wildlife Pond and Reclamation Activities**

**Wildlife Pond**

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

**Total Coliforms**

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

**Enterococcus**

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

**Fecal Coliforms**

Fecal Coliform sampling is required once per quarter during Bay discharge. A quarterly sample was analyzed in January for the December through February quarter, with the result well below the regulatory limit.

**BACWA**

Liz Falejczyk and Erik Brown (NSD) attended the Annual Meeting. Liz attended the Pretreatment Committee Meeting.

**Public Education/Outreach**

Nothing in January.

**Whole Effluent Toxicity Testing**

Quarterly Acute and Chronic Toxicity is required during Bay Discharge. Testing began on January 10, 2018. Both analyses were performed by Aqua Science in Davis, CA. Acute Toxicity testing results yielded 100% survival. The Chronic Toxicity test results for survival and growth were very good at <1.0 TUc each. See historic Chronic Toxicity results below.

Test Date	4/15	5/15	11/15	1/16	4/16	11/16	1/17	4/17	6/17	10/17	1/18
EC <sub>25</sub> (%)	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100
NOEC (%)	50	100	100	100	100	100	100	100	100	65	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

**ELAP**

The ELAP certification for the NSD Laboratory was renewed maintaining all the certifications that were in place and adding one method under Field of Testing (FoT) 108 Inorganic Chemistry of Wastewater and one new FoT 101 Microbiology of Drinking Water which enables us to perform the IDEXX Method for Total Coliforms for Recycled water in-house.



**Pretreatment**

**Reports**

- Received Periodic Reports of Continued Compliance (PRCC) from all Significant Industrial Users (SIUs)

**Permits**

- Received one Permit Renewal application
- Received one Permit application

**Inspections and Sampling**

- Inspected one food service establishment (FSE) two times and began monitoring grease removal several times per week
- Received support documentation confirming compliance from 1 FSE

**E: ADMINISTRATION:**

- December Electronic Self-Monitoring Report (eSMR) submitted on January 29, 2018
- December Electronic Discharge Monitoring Report (DMR) submitted on January 29, 2018
- 2017 Annual Electronic Self-Monitoring Report submitted on January 31, 2018.

**F: ODORS & LANDSCAPING:**

- One Odor Contact in January
- Jerome meter (H<sub>2</sub>S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.

**G: MISCELLANEOUS**

- Process Control Management Plan (PCMP) meetings held weekly.
- RMC/City of Palo Alto Tour

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

John O'Hare (Veolia Corporate)

Technical Support, Pretreatment & Laboratory



# ***PHOTOS***

TOUR OF NSD FACILITY  
PALO ALTO  
JANUARY 2018



Tour of Facilities by City of Palo Alto

# ***LABORATORY DATA***

Novato Sanitary District  
BOD/TSS Report



January, 2018

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
01/01/18	3.47										
01/02/18	3.60										
01/03/18	3.52										
01/04/18	3.73	450	13,999	487	15,150	7	218	9	280	98.4	98.2
01/05/18	4.48										
01/06/18	3.96										
01/07/18	4.27										
01/08/18	14.59										
01/09/18	10.66	210	18,670	271	24,093	11	978	15	1,334	94.8	94.5
01/10/18	6.14					11	563	14	717		
01/11/18	6.03										
01/12/18	4.77										
01/13/18	4.58										
01/14/18	4.49										
01/15/18	4.62										
01/16/18	4.37										
01/17/18	4.40										
01/18/18	4.27	350	12,464	348	12,393	<5	<178	5	178	98.6	98.6
01/19/18	4.47										
01/20/18	3.87										
01/21/18	4.79										
01/22/18	6.01										
01/23/18	4.05										
01/24/18	6.03	270	13,578	293	14,735	6	302	7	352	97.8	97.6
01/25/18	6.08										
01/26/18	5.24										
01/27/18	4.74										
01/28/18	4.90										
01/29/18	4.44	240	8,887	306	11,331	5	185	5	185	97.9	98.4
01/30/18	4.45										
01/31/18	4.19										
<b>Weekly Averages</b>											
01/06/18	Week 1	450	13,999	487	15,150	7	218	9	280		
01/13/18	Week 2	210	18,670	271	24,093	11	771	15	1,025		
01/20/18	Week 3	350	12,464	348	12,393	5	178	5	178		
01/27/18	Week 4	270	13,578	293	14,735	6	302	7	352		
	Week 5										
<b>Monthly</b>											
Minimum	3.47	210	8,887	271	11,331	<5	<178	5	178	95	94
Maximum	14.59	450	18,670	487	24,093	11	978	15	1,334	99	99
Total	159.21										
Average	5.14	304	13,520	341	15,540	<8	<404	9	508	98	97

Novato Sanitary District  
Conventional Pollutants Report



January, 2018

Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
	Total			Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L	Deg C	Inches
01/01/18	3.47						7.0			19.1	0.00
01/02/18	3.60				<1.0		7.0			18.8	0.00
01/03/18	3.52	7.6			4.1		6.9			18.8	0.01
01/04/18	3.73				1.0		7.0			19.4	0.20
01/05/18	4.48						6.9			19.7	0.31
01/06/18	3.96										0.01
01/07/18	4.27										0.00
01/08/18	14.59						7.0			18.9	3.01
01/09/18	10.66			23.0	11.0		6.8			16.4	0.37
01/10/18	6.14				6.2		6.9	4.00	<1.4	16.8	0.00
01/11/18	6.03				<1.0		6.9			17.9	0.00
01/12/18	4.77	7.2					6.9			18.5	0.01
01/13/18	4.58										0.01
01/14/18	4.49										0.00
01/15/18	4.62				3.1		7.0			19.0	0.04
01/16/18	4.37				6.3		7.0			18.3	0.03
01/17/18	4.40						6.9			18.8	0.00
01/18/18	4.27				4.1		6.9			19.1	0.03
01/19/18	4.47	7.6					7.0			18.8	0.06
01/20/18	3.87										0.00
01/21/18	4.79										0.08
01/22/18	6.01						6.9			18.7	0.30
01/23/18	4.05						6.9			17.7	0.00
01/24/18	6.03	7.6			5.2		7.0			18.2	0.42
01/25/18	6.08				1.0		6.9			17.2	0.22
01/26/18	5.24						7.0			16.7	0.00
01/27/18	4.74										0.00
01/28/18	4.90										0.00
01/29/18	4.44				3.0		7.0			18.1	0.00
01/30/18	4.45				7.1		7.0			17.8	0.00
01/31/18	4.19				1.0		7.0			17.9	0.00
<b>Monthly</b>											
Minimum	3.47	7.2		23.0	<1.0		6.8	4.00		16.4	0.00
Maximum	14.59	7.6		23.0	11.0		7.0	4.00	<1.4	19.7	3.01
Total	159.21										5.11
Average	5.14	7.5					6.9	4.00	<1.4	18.3	0.16
Geo Mean					2.86						

# ***RECYCLED WATER REPORT***

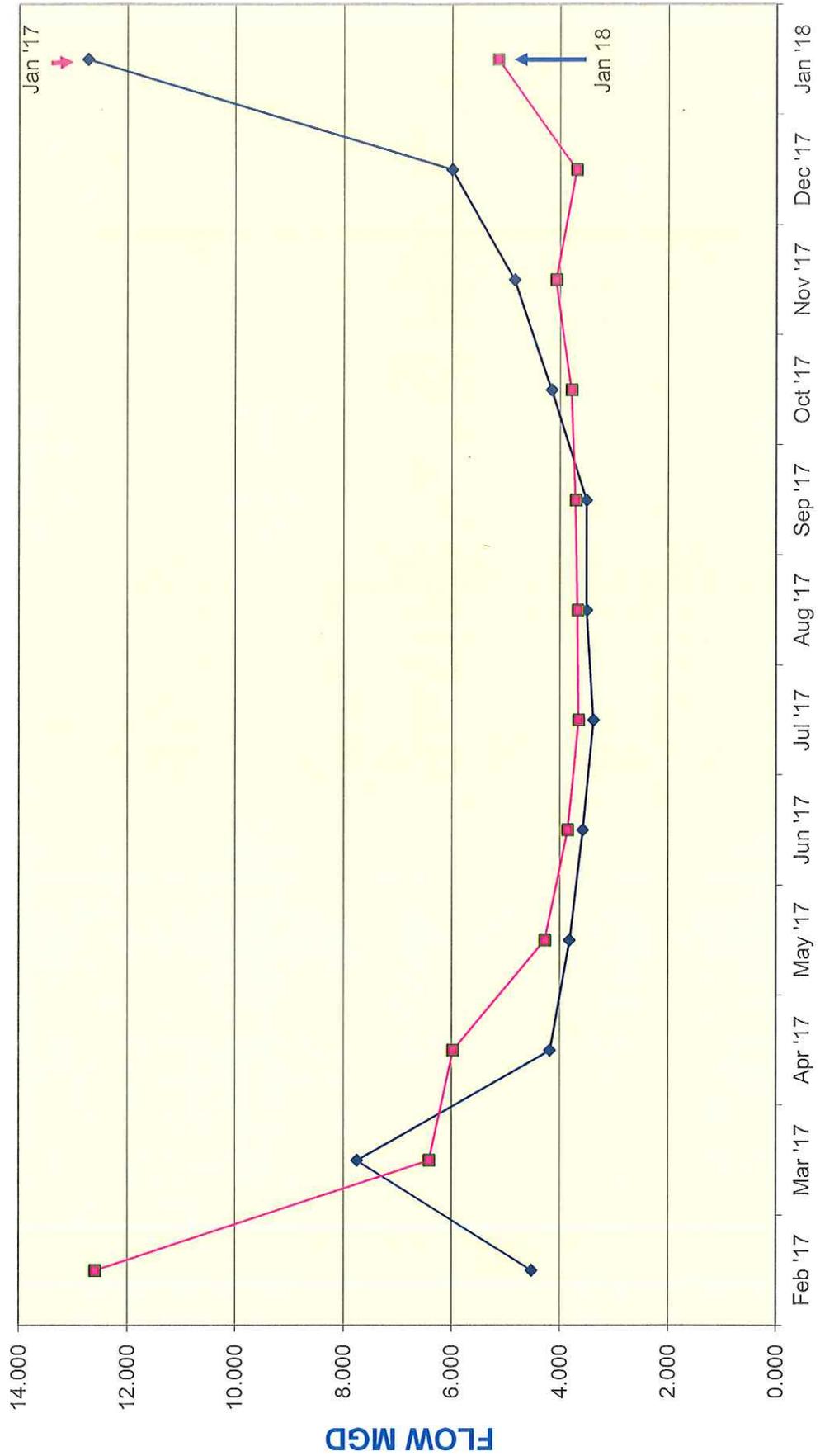
# NOVATO SANITARY DISTRICT RECYCLED WATER COMPLIANCE SUMMARY REPORT

Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Banked	Banked Water To Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Max	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Recycled Water Inf Chlorine Dose	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Chlorint Contact Time
----------------------------	--	-----------------------------	--	--	---	--	---------------------------------------	---	---	---	---	-----------------------------

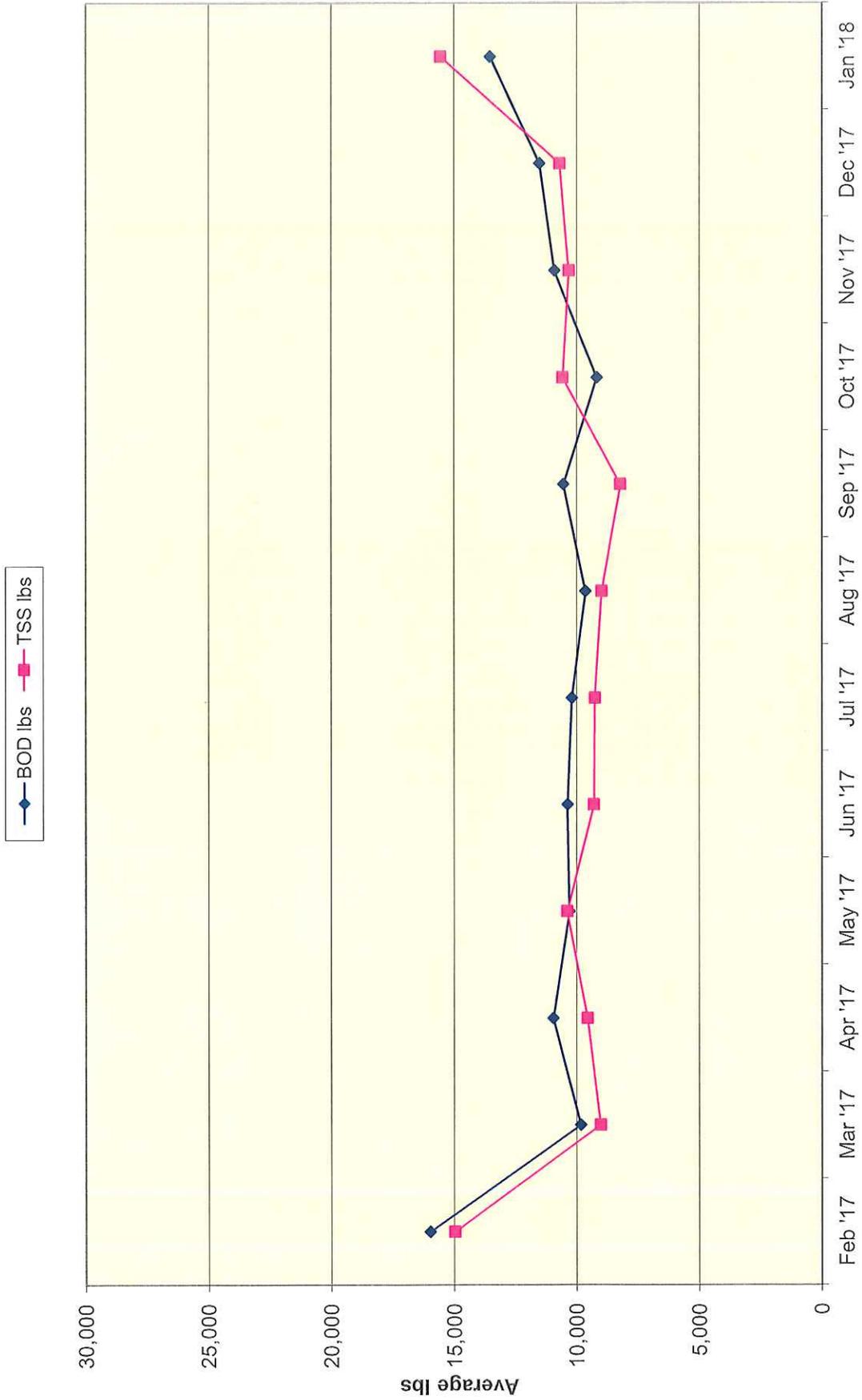
Date	MGD	MGD	MG	MGD	NTU	NTU	(m)	NTU	(mg/l)	(mg/l)	MPN/100m	Minutes
12/1/2017		0.000										
12/2/2017		0.000										
12/3/2017		0.000										
12/4/2017		0.000										
12/5/2017		0.000										
12/6/2017		0.000										
12/7/2017		0.000										
12/8/2017		0.000										
12/9/2017		0.000										
12/10/2017		0.000										
12/11/2017		0.000										
12/12/2017		0.000										
12/13/2017		0.000										
12/14/2017		0.000										
12/15/2017		0.000										
12/16/2017		0.000										
12/17/2017		0.000										
12/18/2017	0.350	0.293				2.6	0	0.9		6.7	<1	>450.000
12/19/2017		0.000										
12/20/2017		0.000										
12/21/2017		0.000										
12/22/2017		0.000										
12/23/2017		0.000										
12/24/2017		0.000										
12/25/2017		0.000										
12/26/2017	0.710	0.290				2.7	0	2.0		8.5	<1	>450.000
12/27/2017		0.000										
12/28/2017		0.000										
12/29/2017		0.000										
12/30/2017		0.000										
12/31/2017		0.000										
<b>Total</b>	1.060	0.583										
<b>Minimum</b>	0.350	0.000				2.6	0	0.9		6.7	<1	>450.0
<b>Maximum</b>	0.710	0.293				2.7	0	2.0		8.5	<1	>450.0
<b>Average</b>	0.530	0.019				2.7	0	1.5		7.6	<1	>450.0

# ***ANNUAL COMPLIANCE SUMMARY – GRAPHS***

# WASTEWATER INFLUENT FLOW COMPARISON

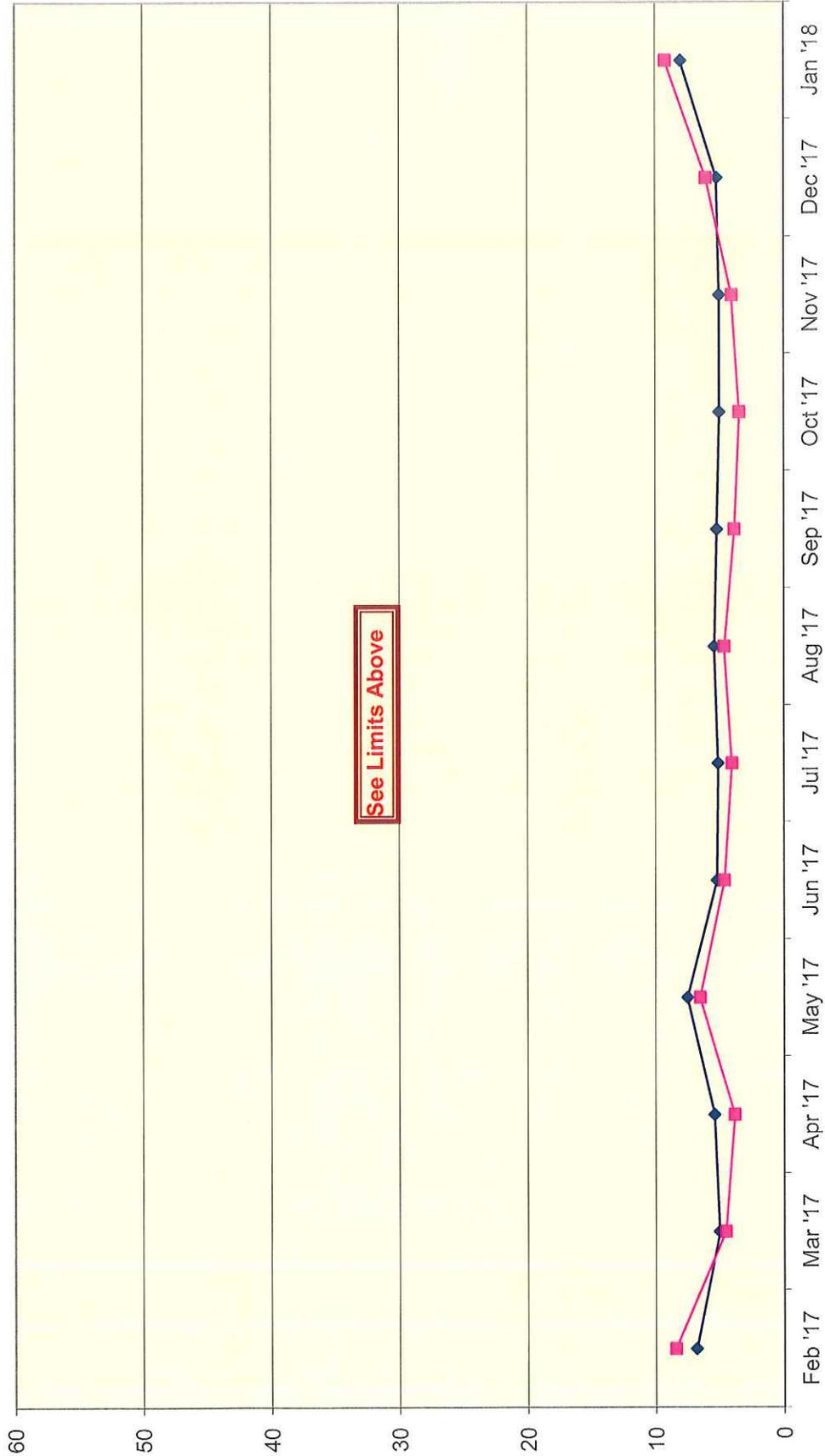


# Influent Load BOD / TSS lbs



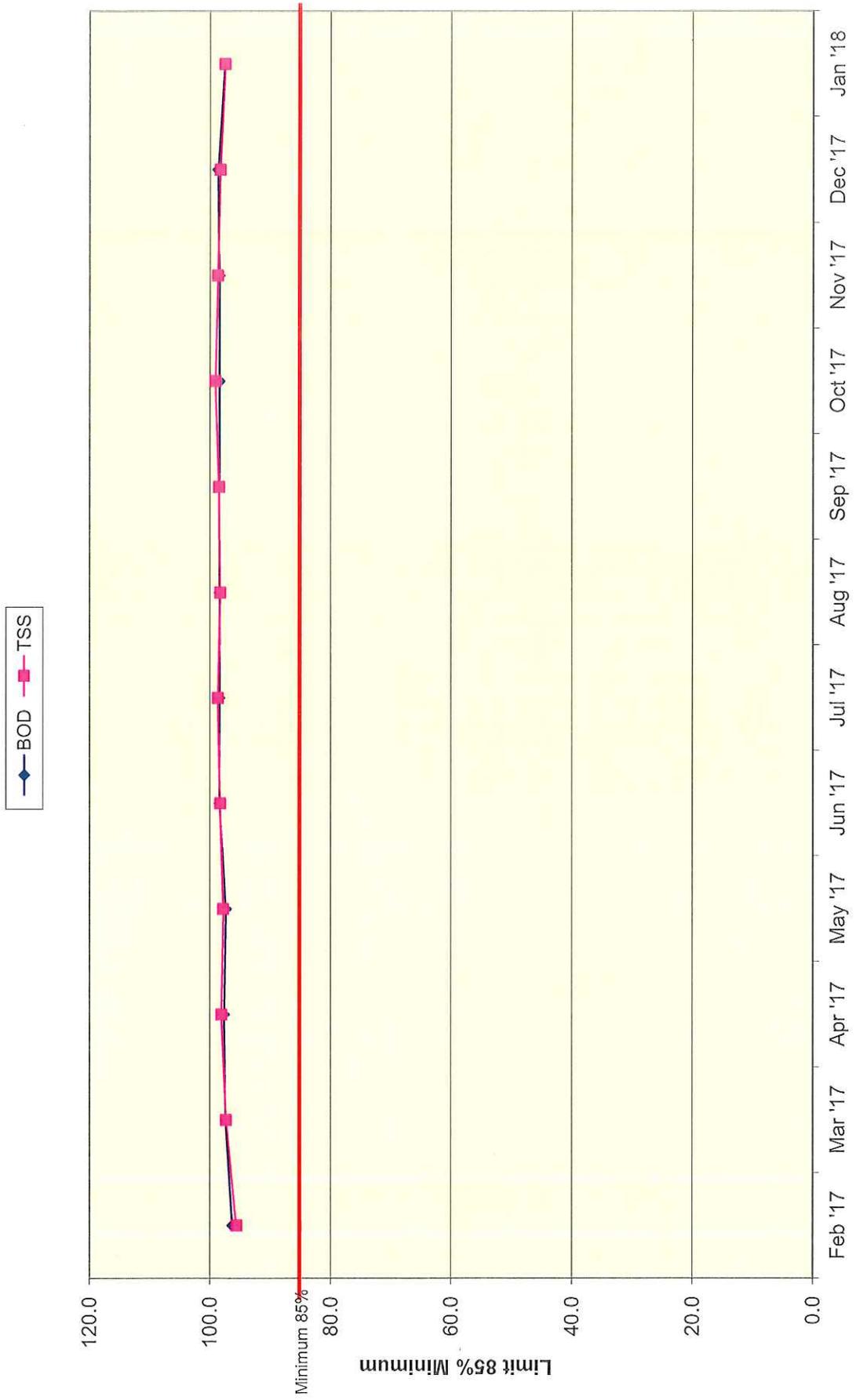
NPDES LIMITS WET SEASON  
BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave

### Effluent BOD / TSS Concentration

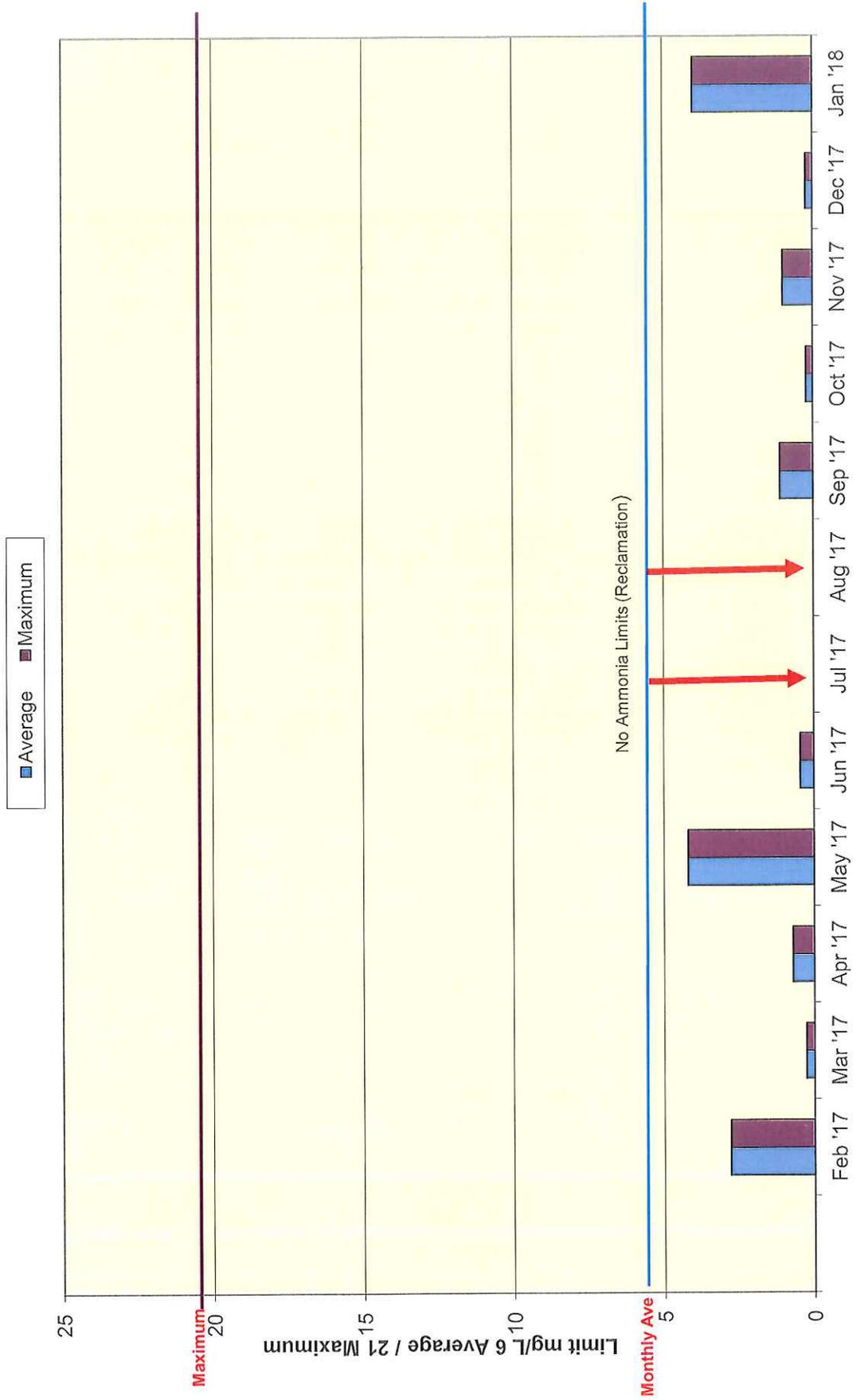


See Limits Above

# BOD / TSS Percent Removal



# Effluent Ammonia



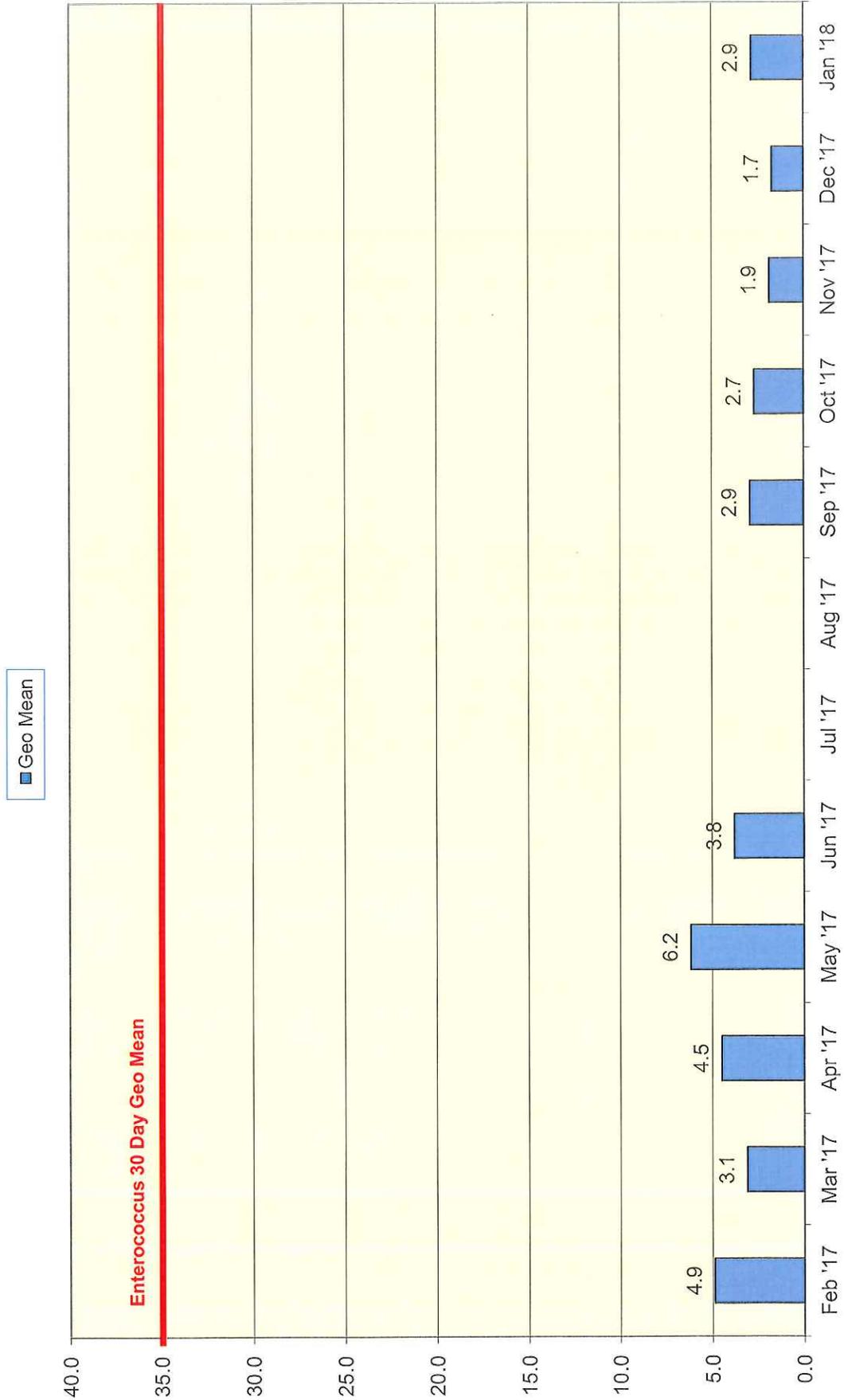
# Disinfection - Fecal Coliform

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

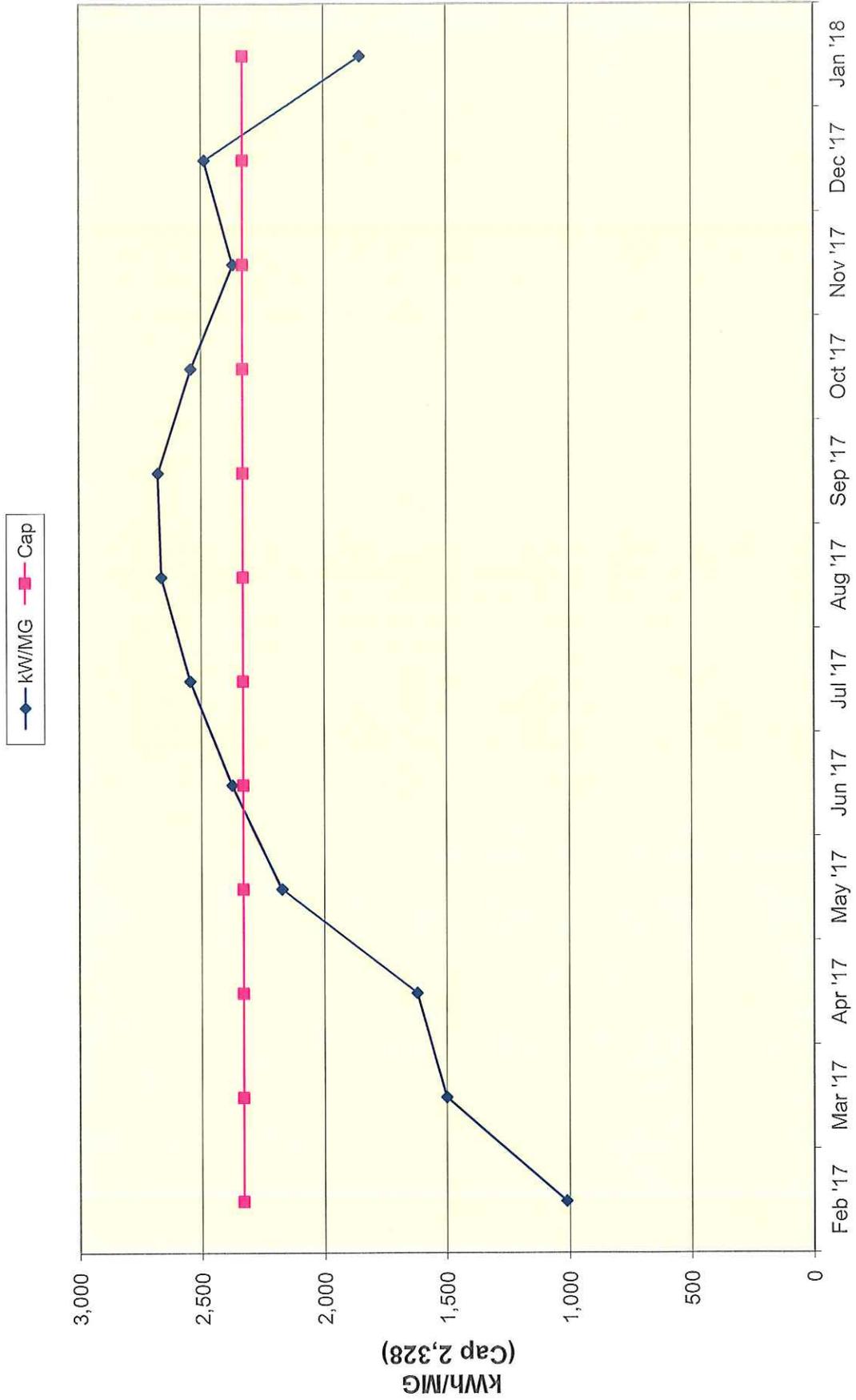


LIMITS - NPDES  
Entero 30 day geo mean 35 mpn /100ml

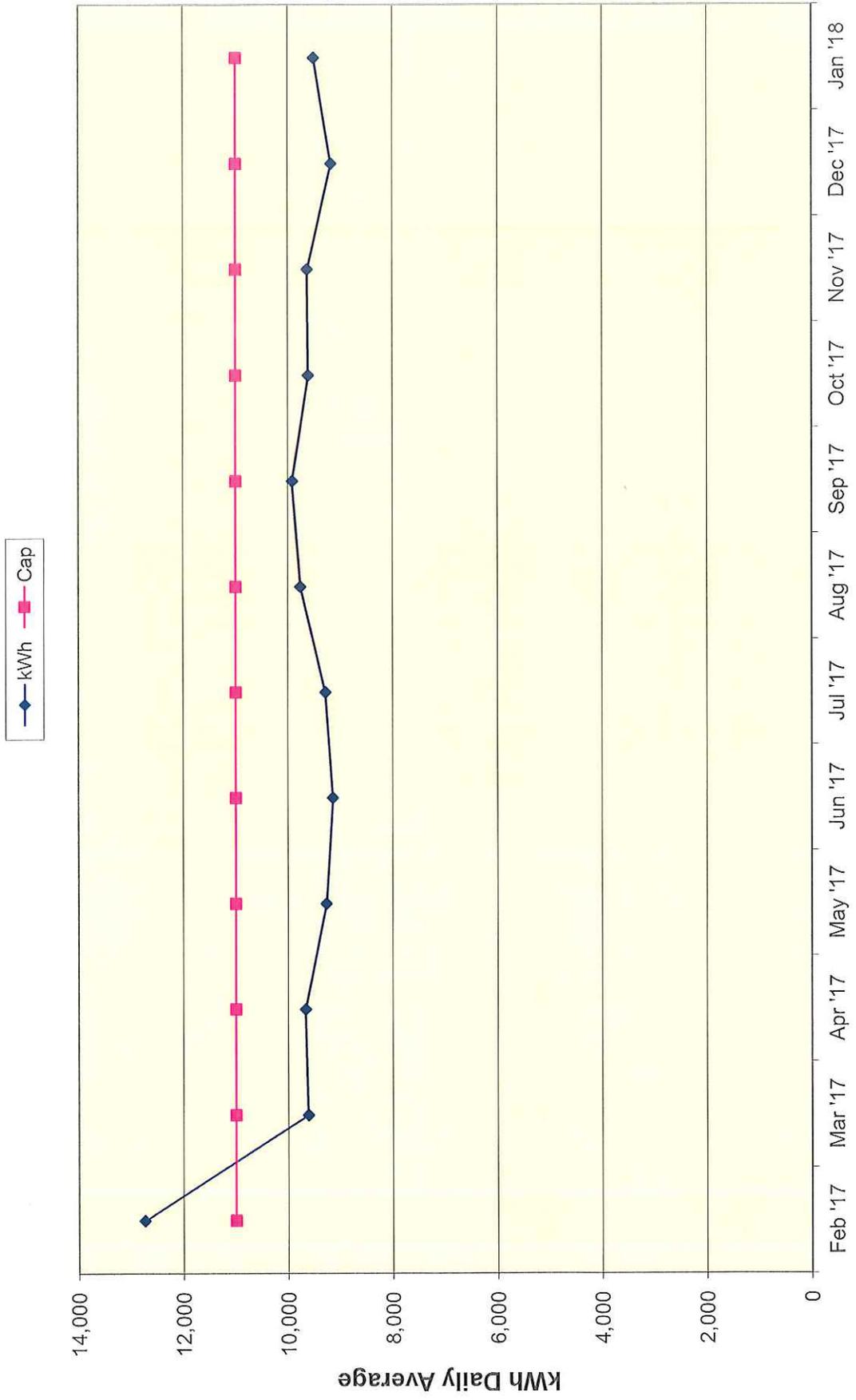
### Disinfection - Enterococcus



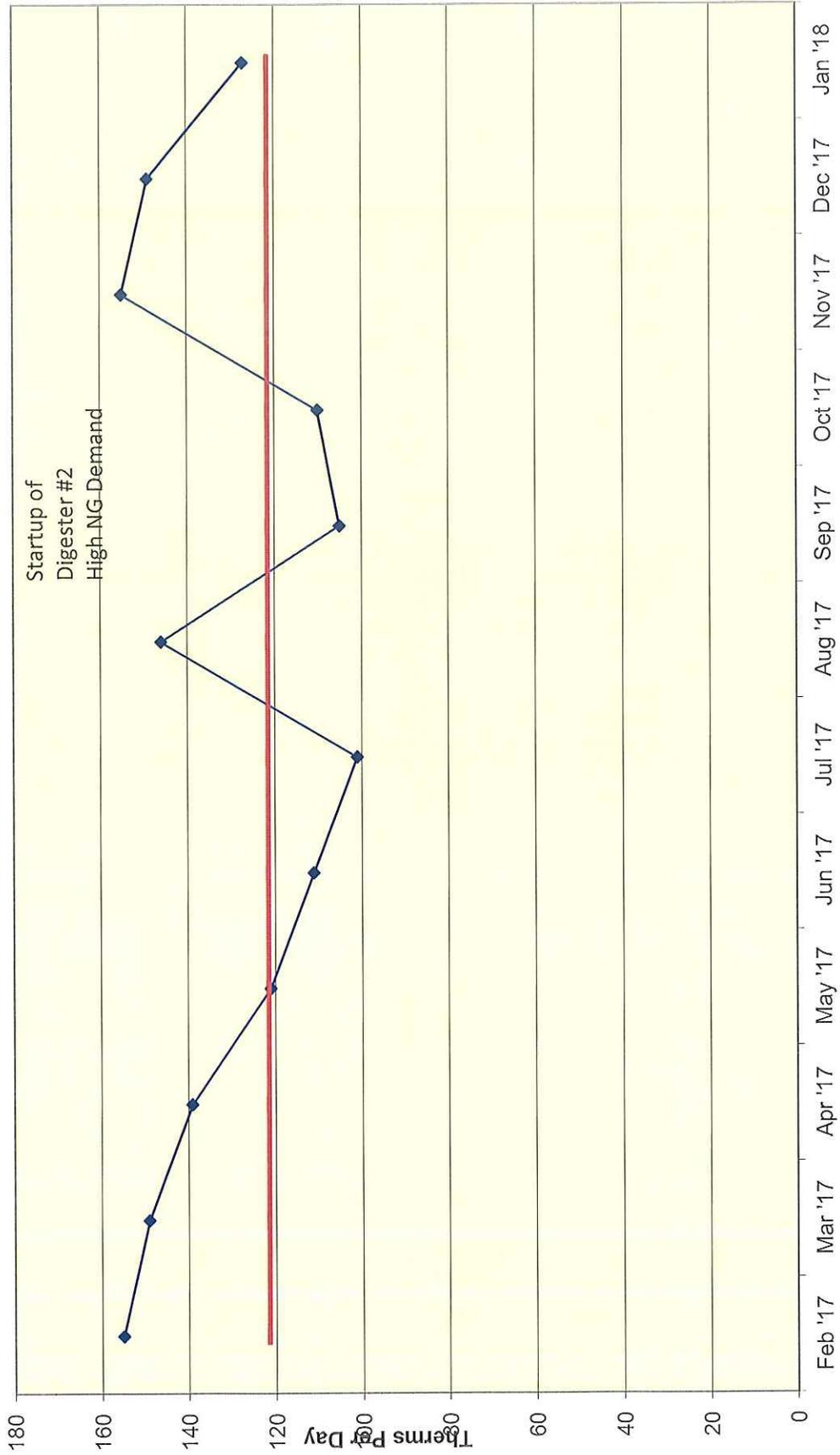
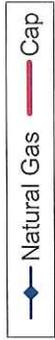
# Energy kWh/MG



# Energy kWh

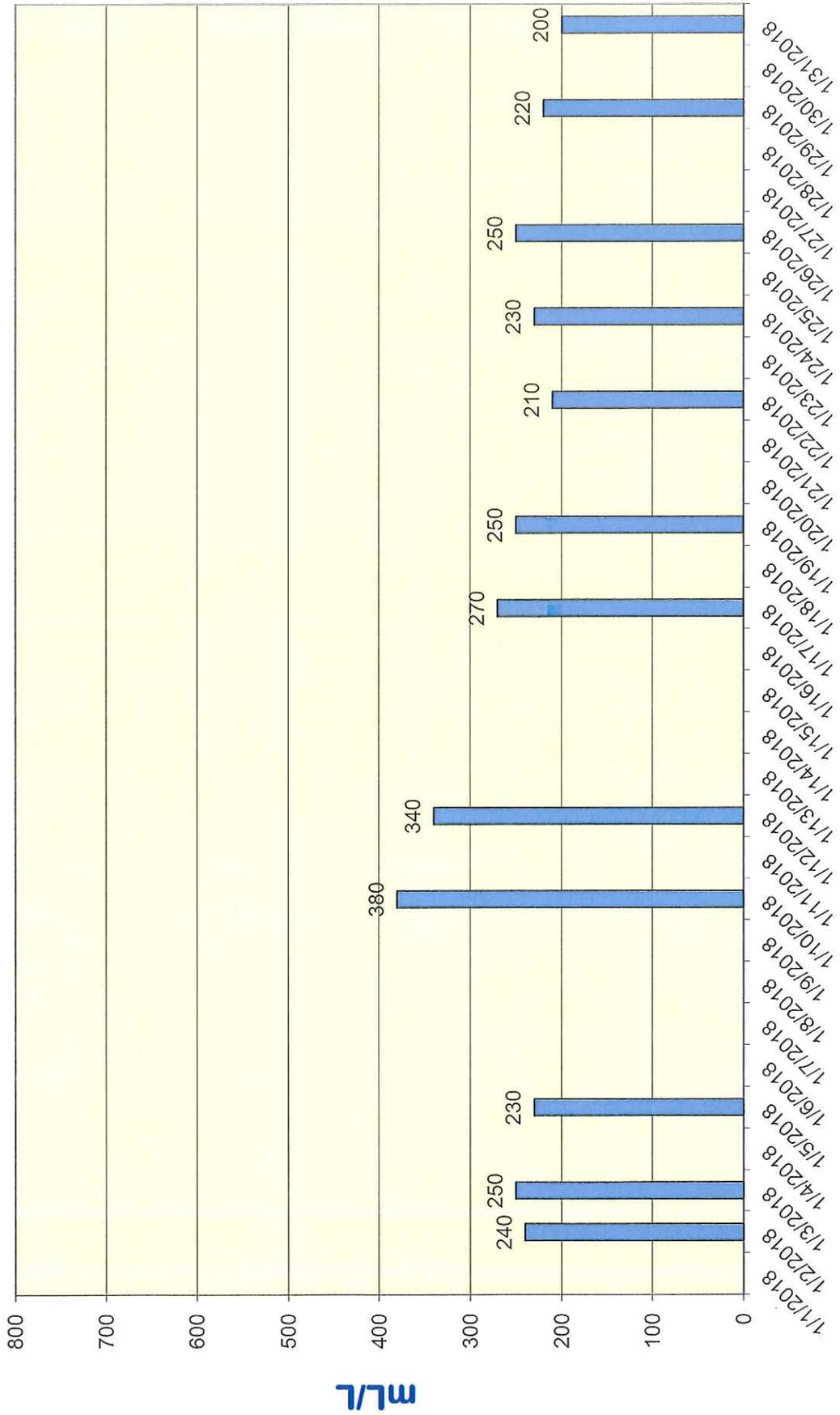


# Natural Gas Use

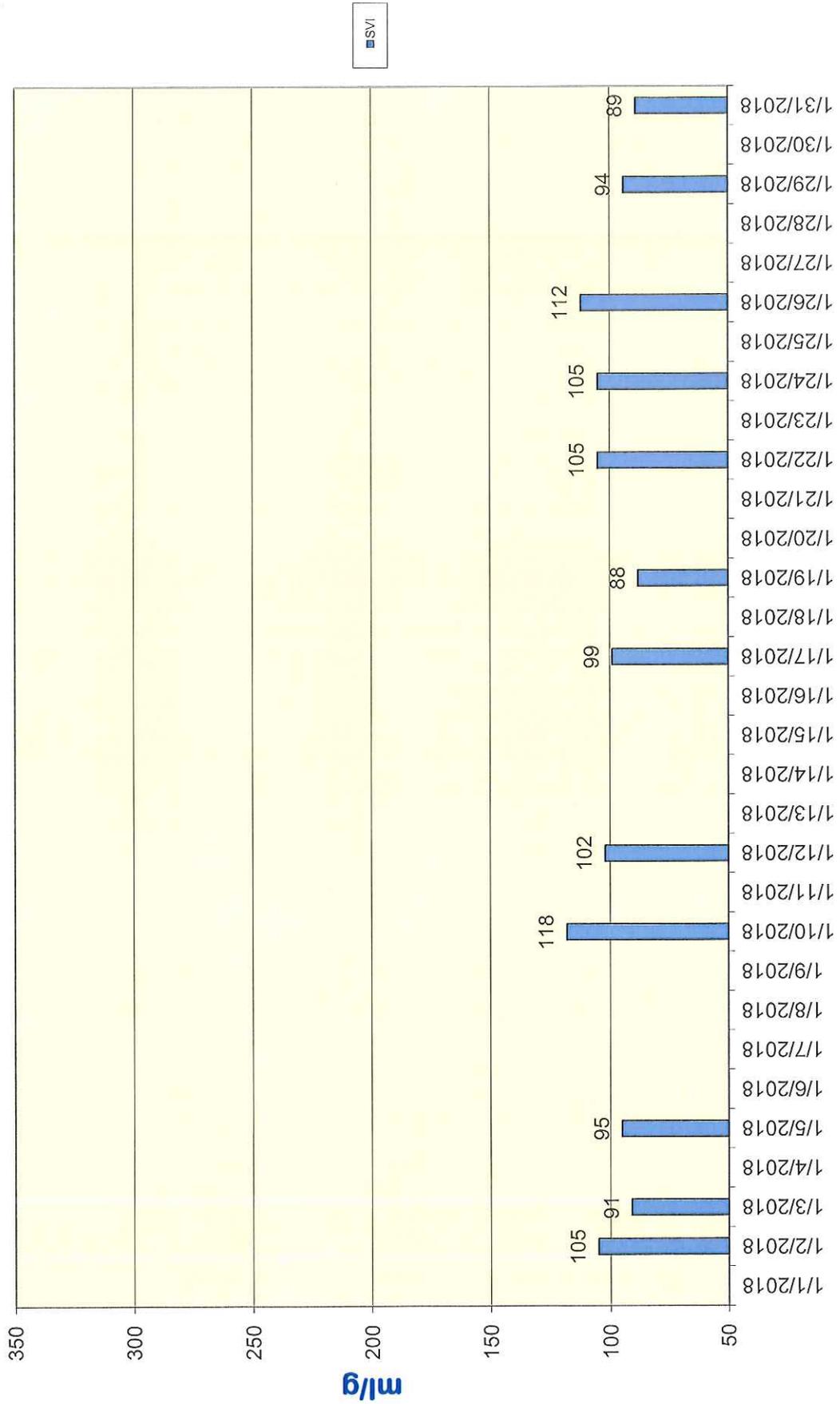


# ***PROCESS CONTROL DATA / GRAPHS***

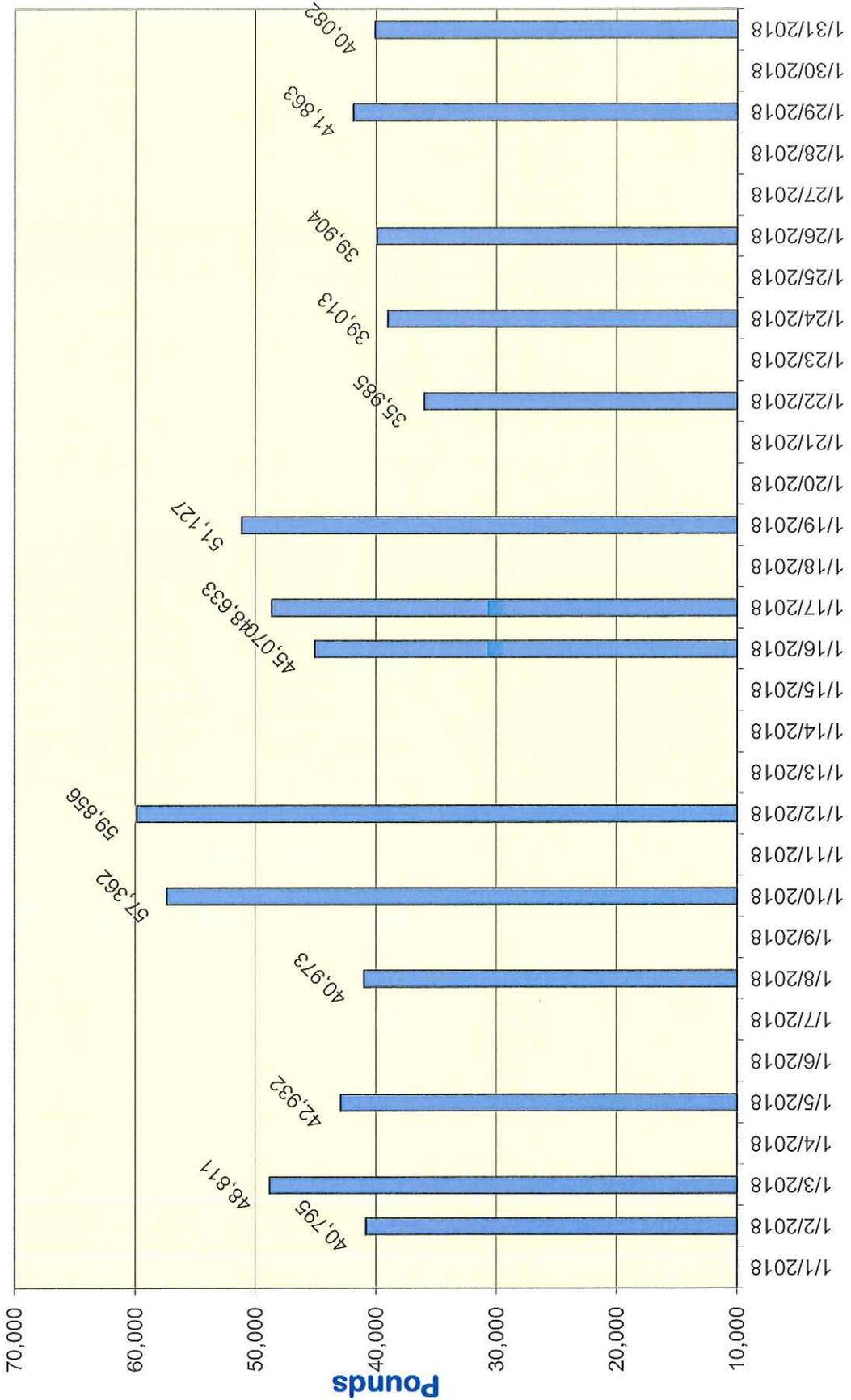
# Settleability



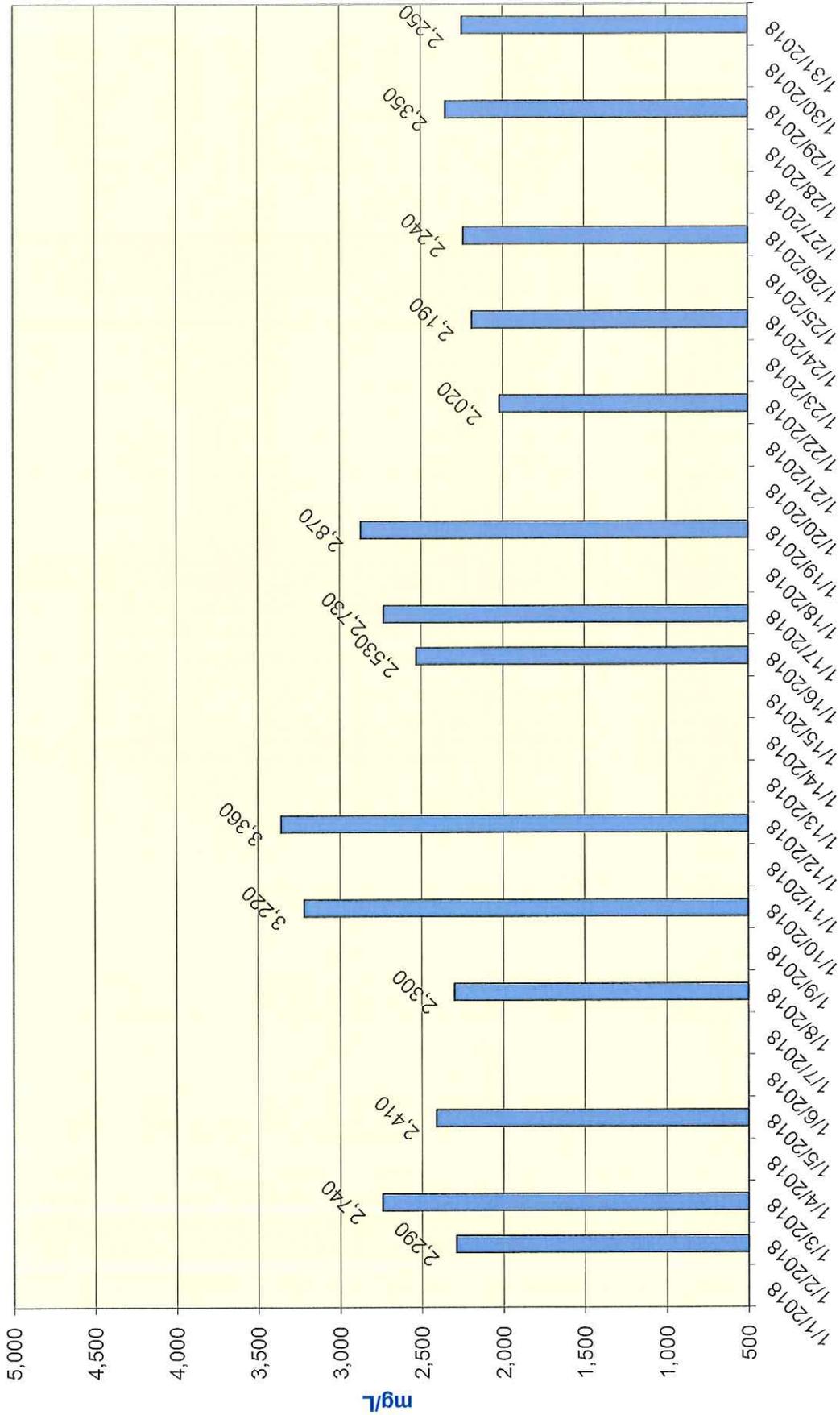
# Sludge Volume Index



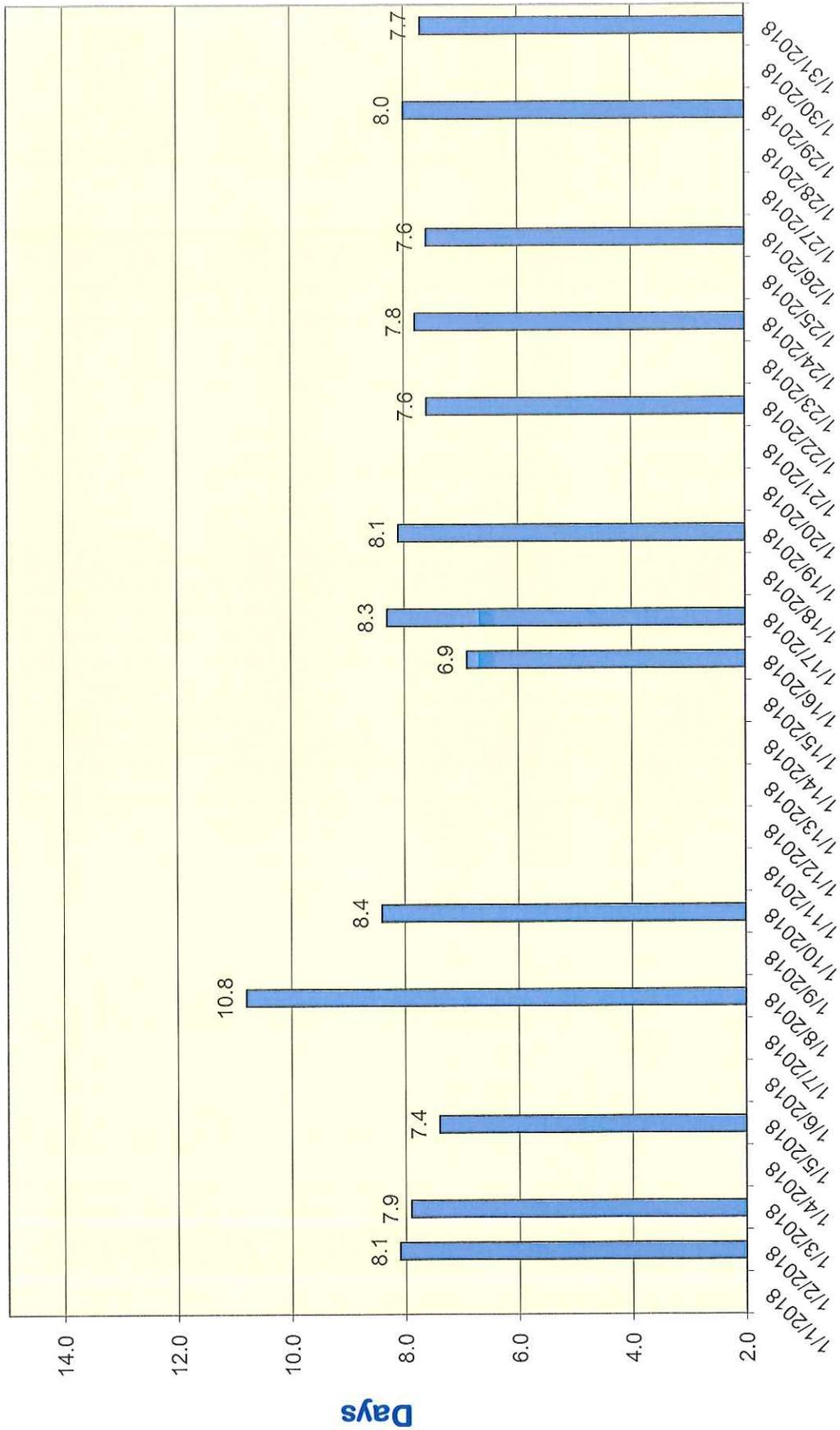
# MLSS Inventory



**MLSS Concentration**



# Mean Cell Residence Time

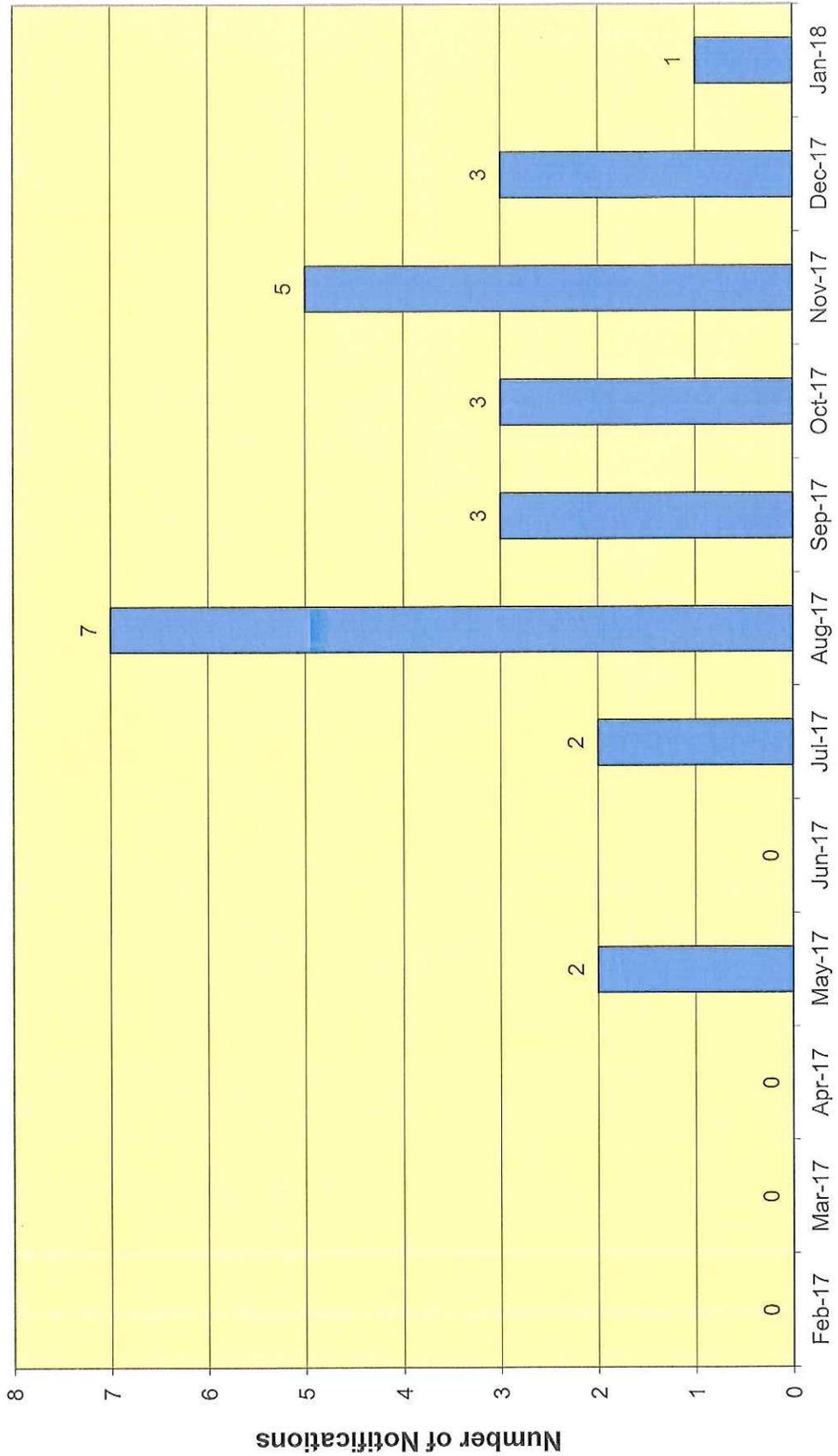


## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	MCRT	SVI
1/1/2018	3.47					
1/2/2018	3.60	240	2,290	40,795	8.1	105
1/3/2018	3.52	250	2,740	48,811	7.9	91
1/4/2018	3.73					
1/5/2018	4.48	230	2,410	42,932	7.4	95
1/6/2018	3.96					
1/7/2018	4.27					
1/8/2018	14.59		2,300	40,973	10.8	
1/9/2018	10.66					
1/10/2018	6.14	380	3,220	57,362	8.4	118
1/11/2018	6.03					
1/12/2018	4.77	340	3,360	59,856		102
1/13/2018	4.58					
1/14/2018	4.49					
1/15/2018	4.62					
1/16/2018	4.37		2,530	45,070	6.9	
1/17/2018	4.40	270	2,730	48,633	8.3	99
1/18/2018	4.27					
1/19/2018	4.47	250	2,870	51,127	8.1	88
1/20/2018	3.87					
1/21/2018	4.79					
1/22/2018	6.01	210	2,020	35,985	7.6	105
1/23/2018	4.05					
1/24/2018	6.03	230	2,190	39,013	7.8	105
1/25/2018	6.08					
1/26/2018	5.24	250	2,240	39,904	7.6	112
1/27/2018	4.74					
1/28/2018	4.90					
1/29/2018	4.44	220	2,350	41,863	8.0	94
1/30/2018	4.45					
1/31/2018	4.19	200	2,250	40,082	7.7	89
Minimum	3.47	200	2,020	35,985	6.9	88
Maximum	14.59	380	3,360	59,856	10.8	118
Total	159.21					
Average	5.14	256	2,536	45,172	8.0	100

# ***NEIGHBORHOOD CONTACTS***

# Neighborhood Contacts Received



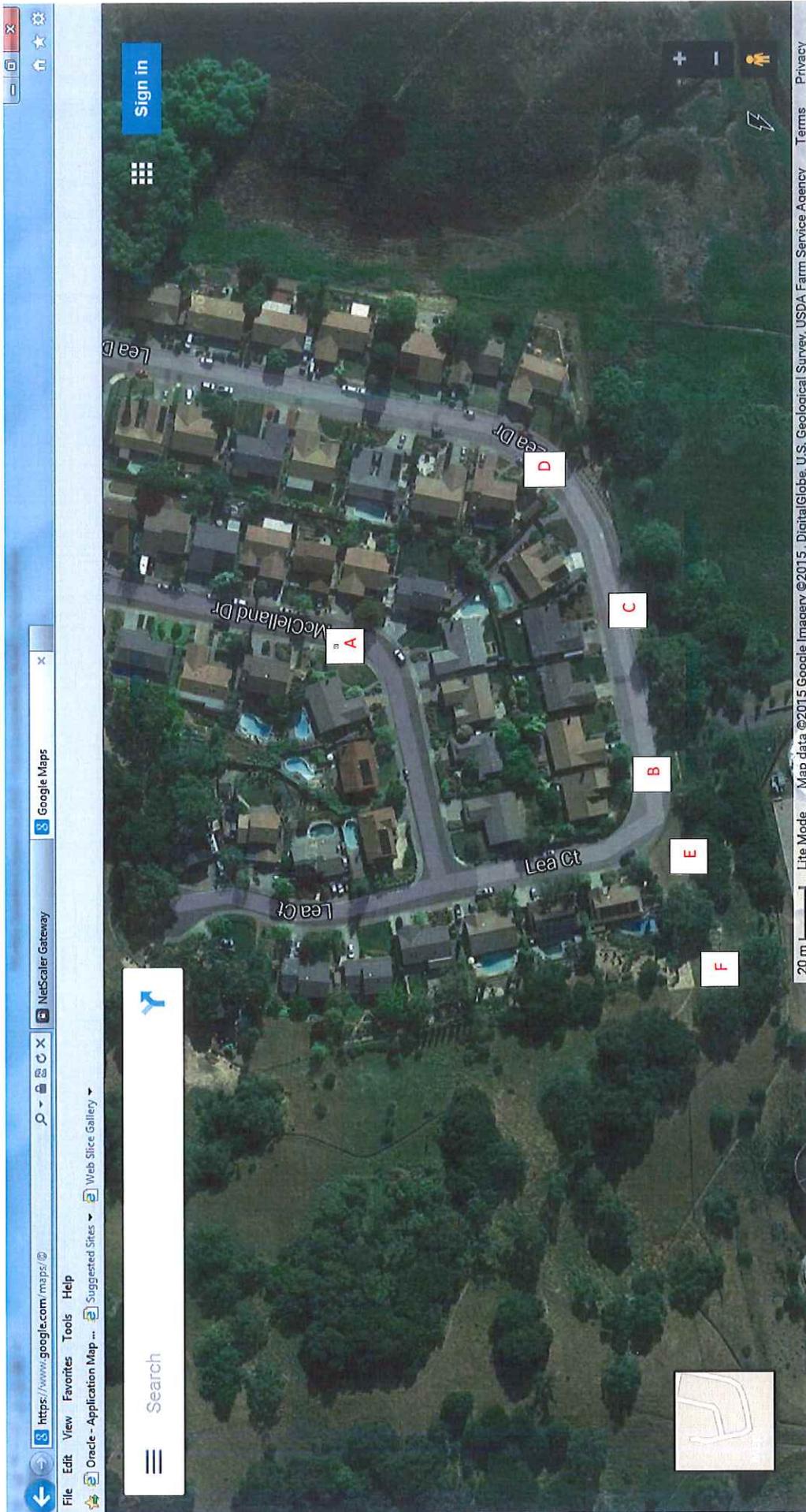


# ***JEROME METER READINGS & LOCATIONS***

JEROME METER READINGS - JANUARY 2018

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	0.001	0.0002	Neighborhood
D: Lea 3	0.000	0.000	0.0000	Neighborhood
E: Lea 4	0.000	0.001	0.0003	Neighborhood
F: Lea 5	0.000	0.000	0.0000	Neighborhood

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**January 2018**

**1.0 Summary:**

There were no irrigation or ranching activities this month. Drainage Pump Stations 3 and 7 pumped a combined 24.4 MG of storm water this month.

**2.0 Ranch Operations:**

There were no ranching activities this month.

Drainage Pump Stations No. 3 and 7 pumped approximately 12.9 MG and 11.5 MG of storm water this month.

**3.0 Irrigation Parcels:**

There were no irrigation activities this month.

**4.0 Irrigation Pump Station:**

There were no irrigation activities this month. The reclamation ponds accumulated 13.3 MG of rainwater this month.

**5.0 Sludge Handling & Disposal:**

There were no sludge handling activities this month.

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**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2018, as of January 2018**

	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	0							-	0.00
Irrigation (MG)		0	0	0.0	0	0							-	0.00
Irrigation Pump 1 Hours													-	0.00
Irrigation Pump 2 Hours													-	0.00
Irrigation Pump 3 Hours													-	0.00
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours		0	0	0	0					0	0	0	-	0.00
Water Circulated through Wildlife Pond (MG)		0	0	0	0	0	0	0	0.00	0	0	0	-	0.00
Strainer No. 1 Hours											0	0	-	0.00
Strainer No. 2 Hours											0	0	-	0.00
Pond 1 Gauge @ Beginning of Month	2.5													
Pond 1 Gauge @ End of Month	3.2													
Pond 1 Gallons Stored @ End of Month(MG)	22													
Pond 2 Gauge @ Beginning of Month	2.5													
Pond 2 Gauge @ End of Month	3.2													
Pond 2 Gallons Stored @ End of Month(MG)	27													
Total Irrigation Water Stored	49	0	0	0	0	0	0	0	0	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	0													
Drainage Pump No. 2 Hours	11.1													
Drainage Pump No. 3 Hours	31.9													
Total Gallons Stormwater Pumped (MG)	12.9	0	0	0	0	0	0	0	0	0	0	0	12.9	1.08
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	14.8													
Drainage Pump No. 2 Hours	0													
Drainage Pump No. 3 Hours	10.7													
Total Gallons Stormwater Pumped (MG)	11.48	0	0	0.00	0	0	0	0	0	0	0	0	11.48	0.96

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Retitle Deputy Manager-Engineer position to Deputy General Manager position.	<b>MEETING DATE:</b> February 12, 2018  <b>AGENDA ITEM NO.:</b> 7.a.
<b>RECOMMENDED ACTION:</b> Adopt Resolution No. 3118 – A Resolution Authorizing Retitling of the Deputy Manager-Engineer Position to Deputy General Manager.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its August 10, 2015 meeting, the Board of Directors adopted Resolution No. 3090, ordering that the District’s chief administrative officer position of “Manager-Engineer” be retitled to “General Manager-Chief Engineer”.</p> <p>The District also currently has an unfilled Deputy Manager-Engineer position which has previously been utilized to function as the District’s deputy chief administrative officer. For internal consistency, and to more appropriately align the position title with the scope of its function, duties and responsibilities, industry standards, and similar agencies, it is recommended that the Deputy Manager-Engineer position be retitled to Deputy General Manager-Deputy Chief Engineer, or more concisely, to “Deputy General Manager”.</p> <p>A draft retitling resolution (Resolution No. 3118) is attached for the Board’s consideration, and staff recommends that the Board adopt it.</p>	
<b>ATTACHMENTS:</b>  Attachment 1: Draft Resolution No. 3118.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

**RESOLUTION NO. 3118**

**A RESOLUTION AUTHORIZING RETITLING OF  
DEPUTY MANAGER-ENGINEER POSITION  
TO  
DEPUTY GENERAL MANAGER  
NOVATO SANITARY DISTRICT**

**WHEREAS**, in August 2015, the District retitled the position of the District’s chief administrative officer from Manager-Engineer to General Manager-Chief Engineer;

**WHEREAS**, the title of Deputy Manager-Engineer has been the designated title for the deputy chief administrative officer of the Novato Sanitary District; and

**WHEREAS**, a recent review finds it is appropriate to consider retitling the District’s Deputy Manager-Engineer position for internal consistency, and alignment with: (a) the scope of its function, duties, and responsibilities, (b) industry standards, and (c) similar agencies;

**NOW, THEREFORE, BE IT RESOLVED** that:

The Board of Directors of Novato Sanitary District does hereby approve the retitling of the position of Deputy Manager-Engineer to **Deputy General Manager-Deputy Chief Engineer, or more concisely to “Deputy General Manager”**, effective immediately after adoption of this resolution.

**BE IT FURTHER RESOLVED** that:

Any reference to the term “Deputy Manager-Engineer” in any District (or District related) document shall henceforward be understood to mean “Deputy General Manager-Deputy Chief Engineer” or more concisely as “Deputy General Manager”.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California,

Resolution No. 3118  
Retitling of Deputy Manager-Engineer position  
to Deputy General Manager

at a meeting thereof duly held on the 12<sup>th</sup> day of February, 2018, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

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

COUNTERSIGNED:

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Sandeep Karkal, Secretary  
Board of Directors  
Novato Sanitary District

DRAFT

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Promotion of Erik Brown from Technical Services Manager to Deputy General Manager.</b>	<b>MEETING DATE: February 12, 2018</b> <b>AGENDA ITEM NO.: 7.b.</b>
<b>RECOMMENDED ACTION: Approve promotion of Erik Brown from Technical Services Manager to Deputy General Manager, Salary Range MC 122.5, Step "C" (\$14,577/month).</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>Mr. Erik Brown was hired by the District in September 2015, as Technical Services Manager with responsibilities for engineering and capital improvement projects.</p> <p>With the recent retirement of both the Field Services Manager and the Collection System Superintendent, Mr. Brown temporarily took on additional functional responsibilities from within those positions, while assisting in the process to bring on new hires into those positions. In doing so, he has demonstrated the expertise and capability to provide a broad span of control covering engineering and operational areas, consistent with the job description of the District's Deputy General Manager position (which is also interchangeably titled as the Deputy Manager-Engineer position).</p> <p>Therefore, the General Manager-Chief Engineer recommends that the District Board approve the promotion of Mr. Brown to the Deputy General Manager position. Also, Mr. Brown is currently at Salary Range MC 119, Step "E", \$13,545/month. It is recommended that the Board approve Mr. Brown's promotion from Technical Services Manager to Deputy General Manager, along with his appointment at Salary Range 122.5, Step "C", (\$14,577/month). If the promotion is approved, the effective date of his promotion will be March 1, 2018, and he will serve a minimum initial 6-month probationary period in the Deputy General Manager position.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The promotion will result in an additional salary and benefits cost of about \$6,000 through the remainder of FY17-18. As of December 31, 2017, the Salaries and Benefits components of the FY17-18 Annual Operating Budget include an underspent amount of about \$200,000, which will be more than adequate to cover the additional salary and benefits cost of this promotion.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK



# GOV. ACCOUNTABILITY OFFICE REPORT LOOKS AT WATER SYSTEM WORKFORCE

WASHINGTON, DC, JAN 30, 2018 -- A Government Accountability Office (GAO) report on [water utility](#) workforce problems was released this week. The report looked at a sample of 11 utilities across the U.S. to determine [hiring needs](#) for the industry in the coming years. Among the major findings was uncertainty about how federal legislation will affect the number of workers needed to replace those aging out of water utility jobs.

From the report: "Projections from the Department of Labor's Bureau of Labor Statistics (BLS) suggest that workforce replacement needs for water operators are roughly similar to workforce needs nationwide across all occupations; however, little is known about the effects of any unmet needs on compliance with the [Safe Drinking Water Act](#) and the [Clean Water Act](#). BLS has projected that 8.2 percent of existing water operators will need to be replaced annually between 2016 and 2026. Although BLS projections are intended to capture long-run trends, rather than to forecast precise outcomes in specific years, this predicted replacement rate is roughly similar to the predicted rate of 10.9 percent for all workers across the U.S. economy. Limited information is available to determine whether retirements, or other workforce needs, are affecting drinking water and wastewater utilities' ability to comply with the Safe Drinking Water and Clean Water acts."

On a national level, neither the water utilities' industry associations nor the Environmental Protection Agency (EPA) has analyzed whether there is a relationship between unmet workforce needs and compliance problems. GAO suggested in the report that EPA change their guidance on workforce planning to mitigate staffing issues in the water sector in coming years.

GAO has found that "future workforce needs can be identified through strategic workforce planning, which involves developing long-term strategies for acquiring, developing, and retaining staff to achieve program goals. By adding questions to EPA's inspection guidance on strategic workforce planning, such as the number of positions needed in the future, EPA could help make this information available for states to assess future workforce needs. Information on future workforce needs could help states and utilities identify potential workforce issues and take action as needed."

Five federal agencies that GAO reviewed -- EPA and the Departments of Agriculture (USDA), Labor (DOL), Education, and Veterans Affairs (VA) -- have programs or activities that can assist utilities with their workforce needs in several ways, whether through guidance, funding, or training.

Based on the report's findings, GAO recommends that EPA add strategic workforce planning questions, such as the positions and skills needed in the future, to its inspection guidance documents. Read the report [here](#).

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The Governor's budget proposal will be heard in the Senate and Assembly Budget Subcommittees on Natural Resources in the coming months. The Governor will issue a budget revision in May and the final budget must be approved by midnight on June 15. Any budget trailer bills have until August 31 to pass the Legislature, but are typically taken up in June with the Budget. Normally, budget trailer bills may be passed with a majority vote. However, any bill imposing a tax requires a two-thirds vote of each house of the legislature. Three of the 80 seats in the State Assembly are currently vacant due to resignations—Assembly Districts 39, 45 and 54. The special elections for each of these offices will occur on April 3. Should no candidate receive a majority of the vote for an office, run-off elections will occur June 5 in conjunction with the Statewide Primary Election.

CSDA legislative representatives will continue to monitor developments of the Governor's proposed budget and work with the legislature and the administration to secure a better solution for California's water challenges. Please contact CSDA Legislative Representative, Rylan Gervase at [Rylang@csla.net](mailto:Rylang@csla.net) if you have any questions.

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