

# NOVATO SANITARY DISTRICT

Meeting Date: January 27, 2014

The Board of Directors of Novato Sanitary District will hold a **closed session at 5:30 p.m.** followed by a regular meeting at 6:00 p.m., Monday, January 27, 2014, at the District Offices, 500 Davidson Street, Novato.

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

## **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case.

### **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 13, 2014 meeting.

#### **5. CONSENT CALENDAR:**

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

- a. Approve regular disbursements.
- b. Approve January payroll and payroll related disbursements.
- c. Authorize the Manager-Engineer to transfer the District issued Class I Non-Domestic Temporary Discharge Permit No. CardnoERI-031 from CardnoERI to ETIC Engineering Inc.

#### **6. WASTEWATER OPERATIONS:**

- a. Wastewater Operations Committee Report.

AGENDA/Board of Directors  
Meeting Date: January 27, 2014

- b. Odor control, noise, and landscaping report.
- c. Demonstration of Collection System Maintenance Management System.

**7. ADMINISTRATION:**

- a. Review current Board policies.
- b. Consider approval of travel to Washington DC for California Association of Sanitation Agencies conference attendance.

**8. STAFF REPORTS**

- a. Drought response.
- b. North Bay Water Reuse Authority Workshop.

**9. BOARD MEMBER REPORTS:**

- a. California Association of Sanitation Agencies January meeting.
- b. North Bay Water Reuse Authority.

**10. MANAGER'S ANNOUNCEMENTS:**

**11. ADJOURNMENT:**

Next resolution no. 3067

**Next regular meeting date: Monday, February 10, 2014, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

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

January 13, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 13, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Brant Miller and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Finance Officer Laura Creamer and Administrative Secretary Julie Swoboda. Deputy Manager-Engineer Sandeep Karkal was absent.

ALSO PRESENT: Brian Exberger, Assistant Project Manager, Veolia Water  
John O'Hare, Veolia Water  
Robert Valentine Jr., Valentine Corp.  
David Alvey, Manager, Maze and Associates.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the December 9, 2013 meeting.

*On motion of Member Mariani, seconded by Member Peters, and carried unanimously, the minutes of the December 9, 2013 Board meeting were approved.*

CONSENT CALENDAR:

*On motion of Member Long, seconded by Member Mariani and carried unanimously, the following Consent Calendar items were approved:*

- a. Approval of December's regular disbursements in the amount of \$127,873.66, project account disbursements in the amount of \$48,664.42, and Board member related disbursements in the amount of \$2,660.71. Approval of January's regular disbursements in the amount of \$250,661.67, project account disbursements in the amount of \$1,817,088.59, and Safety Recognition disbursements in the amount of \$5,685.49.
- b. Approval of December payroll and payroll related disbursements in the amount of \$254,333.41.
- c. Acceptance of Fixed Asset Deletion Report for Fiscal Year 2012-13.

## FINANCE COMMITTEE

- Receive 2012-13 Audit report. The Manager stated that the Finance Committee met on December 12, 2013 to review the Draft Audit which included changes as requested by the Board. She introduced David Alvey, Manager, Maze and Associates who reviewed the annual financial audit. Mr. Alvey stated that Maze and Associates has given the District's audit an unmodified opinion, which is the highest remark possible.

Finance Officer Laura Creamer stated that the audit has been submitted for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR) award. She noted that in 2011 and 2012, the District's Audit Report received the CAFR award.

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.

The Manager stated that the audit would be posted to the District web site after Board acceptance.

The Board unanimously accepted the Comprehensive Annual Financial Audit for the years ended June 30, 2013 and 2012.

## WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee report for November 2013: The Manager stated that the Committee met on December 11<sup>th</sup> at 2:00 p.m. at the District office. Brian Exberger, Assistant Project Manager, Veolia Water, summarized the Operation's report for November, noting that the treatment facility performed well. He stated that the Recycled Water Facility produced 3.49 million gallons of recycled water. He reviewed the Novato and Ignacio facilities operations and maintenance.

The Manager gave an overview of the Collections department for November and was pleased to announce that the Collections Department had zero overflows for the month. She reviewed the crews productivity of line cleaning and televising and stated that the department had 303 accident-free days as of November 30<sup>th</sup>.

The Manager gave an overview of the Reclamation facilities. She noted that irrigation was discontinued as of November 15<sup>th</sup> and that the fields continue to be rehabilitated.

- Odor control, noise and landscaping report: The Manager stated that Mr. David McEwen of Brown and Caldwell met with neighbors in the Lea Drive area and that

sampling/analysis was from the treatment facility was completed. She noted that the sound attenuation structure for the odor control blowers which began in November was completed in December.

#### STRATEGIC PLANNING AND NEW FACILITIES COMMITTEE.

- Status report on 2013 Strategic Plan workplan: The Manager stated that the Committee met on December 16<sup>th</sup> to review the Strategic Plan workplan. She stated that the workplan is discussed at regularly scheduled management meetings and is used to direct management activities. President Di Giorgio and Member Long stated that the Plan is an efficient way to track staff's activities and they welcomed the Committees reports.

#### ADMINISTRATION:

- Consider authorizing Director Brant Miller to sign checks.

The Manager stated that former Board Member Welsh was a designated District check signer. She requested that the Board authorize Brant Miller to become an authorized check signer in his place.

*On motion of Member Long, seconded by Member Peters, and carried unanimously, the Board authorized Director Brant Miller to become a District check signer.*

- Consider approval of the 2014 Safety Incentive Program: The Manager outlined the past two years of the District's Safety Incentive Program and noted the success of the program as evidenced by the decline in lost-time-accidents.

The Manager stated that a Special Board meeting would take place on January 23<sup>rd</sup> which would include the 2013 safety awards to District employees. Member Miller stated that he is very pleased to see that a measure of safety and performance has been established. President Di Giorgio suggested that the category of "Near Miss Reporting" be emphasized.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the 2014 Safety Incentive Program.*

#### MARIN COUNTY CIVIL GRAND JURY.

- Review Marin County Civil Grand Jury survey response. The Manager stated that the District received a "Sanitation Agencies Survey" from the Marin County Civil Grand Jury in December and stated that the District's response was attached for Board review. The response was due on January 10<sup>th</sup> and was mailed on January 6<sup>th</sup>.

CAPITAL PROJECTS.

- Review bids received, waive minor bid irregularities, consider accepting the lowest responsive bid and authorize Manager-Engineer to execute a contract with Fieldstone Construction for the Pump Station Drainage Improvements and Bypass Pipe Connections Project 72805-13-01: The Manager noted that this project and the one following had received a bid protest which is why the award process was delayed. She noted that Fieldstone Construction of Santa Rosa had submitted the lowest bid of \$132,250.00. After review, it was determined that Fieldstone's bid documents were in order except for the amount of the first bid item which was 17.75% of the total project cost. The bid item description states that the amount could not be more than 5% of the total project cost, 2.5% paid after mobilization and 2.5% after demobilization. She stated that this provision is a District requirement, not a contract code requirement. Staff consulted District Counsel who advised that the Board could waive this minor bid irregularity.

Staff contacted Fieldstone and discussed this oversight and Fieldstone agreed to work with District staff after award of the Contract. Staff proposed to pay 2.5% of the Contract amount for this bid item after mobilization and because of the short 60 day timeframe of the project, the remaining amount would be paid at the end of the project. Fieldstone was comfortable and confident with their bid. Fieldstone has performed work for the City of Novato and Novato Unified School District. Fieldstone is on the District's Informal Contract Contractor List.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board waived the minor bid irregularity, accepted the lowest responsive bid and authorized the Manager to execute a contract with Fieldstone Construction in the amount of \$132,250 for the Pump Station Drainage Improvements and Bypass Pipe Connections Project 72805-13-01.*

- Review bids received, waive minor bid irregularities and consider accepting the lowest responsive bid and authorize Manager-Engineer to execute a contract with Valentine Corporation for the Pump Station Rehabilitation Project Unit 5, Project 72403: The Manager stated that six bids were received on December 4, 2013 with Valentine Corporation's bid being the lowest at \$1,209,295. She stated that their bid was 4% higher than the engineer's estimate of \$1,161,000 but was 5.6% (\$67,982) below the next highest bidder. She recommended the Board accept the bid and provide authorization to execute the contract.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board waived minor bid irregularities, accepted the lowest responsive bid and authorized the Manager to execute a contract with Valentine Corporation in the amount of \$1,209,295 for the Pump Station Rehabilitation Project Unit 5, Project 72403.*

- Consider approval of a contract with The Covello Group for construction management services for the Pump Station Rehabilitation Project Unit 5 and authorize the Manager-Engineer to execute an agreement:

The Manager stated that The Covello Group (TCG) has submitted a proposal in the amount of \$150,860 to provide construction management services for the Pump Station Rehabilitation Project, Unit 5. She stated that the proposed amounts are consistent with the typical range for construction management services for projects of this size and complexity.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board approved a contract with The Covello Group for construction management services for the Pump Station Rehabilitation Project Unit 5 and authorized the Manager to execute the agreement in the amount of \$150,860.*

- Review bids received, and consider accepting the lowest responsive bid and authorize Manager-Engineer to execute a contract with EC Applications, Inc. for the Recycled Water Chlorine Contact Basin Baffle Modification, Project 73002: The Manager stated that two bids were received for the Baffle Modification project on January 8<sup>th</sup> and that EC Applications of Orange, CA submitted the lowest bid of \$84,350. She recommended the Board accept the bid and provide authorization to execute the contract.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the Board accepted the lowest responsive bid and authorized the Manager to execute a Contract with EC Applications Inc. in the amount of \$84,350 for the Recycled Water Chlorine Contact Basin Baffle Modification, Project 73002.*

#### BOARD MEMBER REPORTS:

- North Bay Watershed Association: Mike discussed his attendance at the North Bay Watershed Association meeting which met on January 3<sup>rd</sup> at the Marin Community Foundation. He stated that the presentations were very informative: "Sonoma County Water Agency Conservation Effort" and "Conceptual Sea Level rise Adaptation Strategy".

- Member Miller pointed out that the Audubon Society was looking for mitigation projects.

#### MANAGER'S ANNOUNCEMENTS:

- The Wastewater Operations Committee has been rescheduled for Tuesday, January 21<sup>st</sup> due to the Martin Luther King holiday on Monday the 20<sup>th</sup>.

- Special Board meeting January 23<sup>rd</sup> at noon for Safety Presentation.

January 13, 2014

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- North Bay Water Reuse Authority will hold a workshop on January 27<sup>th</sup> at the Novato City Hall. The Phase 2 update will be discussed.
- The next regular Board meeting will be January 27<sup>th</sup> at 6:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

DRAFT

# Novato Sanitary District Operating Check Register

For January 13, 2014

Date	Num	Name	Credit
<b>Jan 27, 14</b>			
1/27/2014	56551	Pacific, Gas & Electric	46,766.40
1/27/2014	56558	Veolia Water NA Recycled W...	9,446.98
1/27/2014	56550	Novato, City	6,604.69
1/27/2014	56544	Meyers, Nave, Riback, Silver ...	5,270.61
1/27/2014	56523	American Express-21007	5,049.52
1/27/2014	56553	RMC Water & Environment, I...	4,490.00
1/27/2014	56559	Veolia Water North America, ...	2,905.58
1/27/2014	56535	Industrial Electrical Co.	2,649.32
1/27/2014	56524	Aqua Science	2,610.00
1/27/2014	56540	Liebert, Cassidy, Whitmore	2,127.00
1/27/2014	56561	Water Environment Research...	2,054.00
1/27/2014	56543	Maze & Associates	1,690.00
1/27/2014	56548	North Marin Water District Pa...	1,376.75
1/27/2014	56530	DKF Solutions Group, LLC	1,200.00
1/27/2014	56534	IEDA, INC	1,051.00
1/27/2014	56528	Cintas Corporation	1,020.62
1/27/2014	56533	HACH/American Sigma Inc	1,002.80
1/27/2014	56547	North Marin Water District - Lab	935.00
1/27/2014	56531	Empire Mini Storage - Novato	840.00
1/27/2014	56525	ARB/PERP	720.00
1/27/2014	56542	Marin Independent Journal	720.00
1/27/2014	56555	Siemens Industry Inc. - Lab	705.73
1/27/2014	56549	Novato Chamber of Commerce	700.00
1/27/2014	56536	Johnson Controls, Inc.	644.00
1/27/2014	56552	Ricoh USA, Inc.	637.72
1/27/2014	56556	Telstar Instruments Inc	625.00
1/27/2014	56545	MME	555.21
1/27/2014	56526	Cagwin & Dorward Inc.	435.00
1/27/2014	56538	Labworks Equipment, Inc.	350.00
1/27/2014	56529	Claremont EAP, Inc.	295.00
1/27/2014	56541	Marin County Registrar of Vot...	250.00
1/27/2014	56527	Cantarutti Electric, Inc	226.00
1/27/2014	56554	Roy's Sewer Service, Inc.	225.00
1/27/2014	56539	Leonardi Automotive & Electri...	199.19
1/27/2014	56537	Journey	183.23
1/27/2014	56532	Grainger	163.71
1/27/2014	56560	Water Components & Buildin...	136.90
1/27/2014	56562	3T Equipment Company Inc.	136.26
1/27/2014	56546	North Marin Water District	129.00
1/27/2014	56557	United Parcel Service	20.55
<b>Jan 27, 14</b>			<b>107,147.77</b>

# Novato Sanitary District Operating Check Register

For January 13, 2014

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jan 27, 14</b>			
1/27/2014	2648	Team Ghilotti, Inc.	39,643.62
1/27/2014	2645	Nute Engineering Inc.	8,804.20
1/27/2014	2643	Maggiora & Ghilotti Inc.	4,287.95
1/27/2014	2647	RMC Water & Environment, I...	2,945.75
1/27/2014	2642	Linscott Engineering Contract...	2,567.18
1/27/2014	2649	United Site Services-	914.50
1/27/2014	2646	Pacific, Gas & Electric	457.25
1/27/2014	2644	Miller Pacific Engineering, Inc.	305.50
<b>Jan 27, 14</b>			<b>59,925.95</b>

**Novato Sanitary District**  
**Payroll and Payroll Related Check Register**  
**January 2014**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01/31/2014	January - Payroll	103,850.17
01/27/2014	January - Retirees Health Benefits	17,534.50
01/27/2014	CalPers Health	33,617.72
01/27/2014	CALPERS Retirement	21,381.83
01/27/2014	United States Treasury	20,361.14
01/27/2014	CalPers Supplemental Income Plan	2,500.00
01/27/2014	EDD	5,256.15
01/27/2014	Lincoln Financial Group	18,734.21
01/27/2014	Lincoln Financial Group-401a Plan	4,171.30
01/27/2014	Lincoln Financial Group-401a Plan	4,074.87
01/27/2014	CALPERS Retirement	5,753.57
01/27/2014	Local Union 315	520.00
01/27/2014	Marin Employ Federal Credit Union	517.00
01/27/2014	Operating Engineers Trust	262.80
		<b><u>238,535.26</u></b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Class I Temporary Discharge Permit for Groundwater Remediation Project – Permit Transfer</b>	<b>MEETING DATE: January 27, 2014</b>  <b>AGENDA ITEM NO.: 5.c.</b>
<b>RECOMMENDED ACTION: Authorize the Manager-Engineer to transfer the District issued Class I Non-Domestic Temporary Discharge Permit No. CardnoERI-031 from CardnoERI to ETIC Engineering Inc.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its August 20, 2013 meeting, the Board of Directors authorized the Manager-Engineer to issue a Class I Non Domestic Temporary Discharge permit to CardnoERI of Petaluma, CA to discharge treated groundwater to the District’s sanitary sewer system from their proposed groundwater remediation system. The remediation site is a former gasoline service station site located at 1400 South Novato Blvd. (adjacent to O’Reilly Auto Parts).</p> <p>CardnoERI has now informed the District that responsibility for the operation of this system has been transferred from CardnoERI to a new entity, ETIC Engineering Inc. (ETIC) of Pleasant Hill, CA. Therefore, CardnoERI has requested that the issued permit No. CardnoERI-031 be transferred to ETIC.</p> <p>Section 826 of the District’s Ordinance 115 adopted in October 2011, and titled “An Ordinance Amending Ordinance No. 70, the Sanitary Code of the Novato Sanitary District Adopted April 22, 1991”, provides for such a transfer upon “written approval” by the District.</p> <p>Therefore, staff recommends that the Board authorize the Manager-Engineer to transfer this permit from CardnoERI to ETIC.</p>	
<b>ALTERNATIVES: N/A</b>	
<b>BUDGET INFORMATION:</b> The following standard District fees will continue to apply to this discharge: inspection fee (\$40 per inspection); and discharge fee (\$18.07 per 1,000 gallons discharged).	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Wastewater Operations  
Committee – Meeting Report for  
December 2013**

**MEETING DATE: January 27, 2014**

**AGENDA ITEM NO.: 6.a.**

**RECOMMENDED ACTION:** Information. Receive report.

## **SUMMARY AND DISCUSSION:**

The December 2013 operations reports for the wastewater treatment, collection, and reclamation facilities are attached.

### **Wastewater Treatment Facility**

The Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. There were no NPDES violations in 2013. The Recycled Water Facility produced 0.82 million gallons of recycled water. Safety performance was excellent with another accident-free month for a total of 1,308 accident-free days at the end of November. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). Construction was completed on a sound attenuating enclosure for the odor control blowers.

### Contract Service Agreement:

As directed by the Board, the Committee discussed the draft preliminary Contract Service Agreement amendments to delete outdated provisions, incorporate the Recycled Water and other new Facilities, and provide for contract extension.

The Committee will hold a special meeting to review the final staff draft of the Agreement in early February before presenting the draft Agreement to the Board at the February 10<sup>th</sup> meeting.

### **Collection System**

A total of 61,944 feet of sewer line was cleaned and televised. The average cleaning rate was 167 feet/hour. A total of 26,910 feet of sewer line was televised. There were no lost time accidents for a total of 334 accident-free days at the end of December.

There was one sanitary sewer overflow of 6,000 gallons in December due to roots and rags. Page 31 of the report shows the trends for sewer cleaning and SSO's for the past six years showing significant improvement.

### **Reclamation Facility**

There was no irrigation during December. Pond levels stayed the same at 3.3 feet. Work continued to repair leaks and valve actuators.

### **Odor Control, Noise, and Landscaping**

Construction of the sound attenuation structure for the odor control blowers began in November and was completed in December. Brown & Caldwell continued work on aeration basin odor control.

**DEPT.MGR.:**

**MANAGER-ENGINEER:**



January 15, 2013

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

**Subject: Veolia Water Operations Report – December 2013**

Dear Ms. James:

We are pleased to provide this updated activity report for December 2013.

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

Regards,

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

John Bailey  
Project Manager

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**MONTHLY OPERATIONS REPORT**  
**December 2013**

Prepared for

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

Prepared by

**Veolia Water West Operating Services, Inc. (VWWOS)**

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**TREATMENT PLANT PERFORMANCE SUMMARY: December 2013:**

**Bay Discharge – NPDES Limits**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.81	4.40	N/A	N/A
Max Peak Hour, MGD – Daily (Dry Weather)	N/A	N/A	N/A	N/A
Influent BOD <sub>5</sub> , lb/day (month ave/max)	9,102	11,926	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	13,917	33,390	N/A	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly ave/weekly max)	13	15	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	4	5	30	45
Effluent BOD <sub>5</sub> - % Removal, Minimum	95	N/A	85	N/A
Effluent TSS - % Removal, Minimum	99	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	2.80	3.52	6	21
pH, su (min / max)	6.9	7.0	6.5	8.5
Enterococcus, mpn (30 day geo mean)	3.3	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	4	N/A	140	N/A
Fecal Coliform, mpn (90 <sup>th</sup> percentile)	50	N/A	430	N/A
<b>Total Permit Exceedances (NPDES)</b>	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

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

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.82	N/A
Average Turbidity	NTU	1.1	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	ml-min/L	> 450	> 450
Minimum Dissolved Oxygen (DO)	mg/L	8.72	> 1.0
Maximum Total Coliform	mpn/100 ml	<2	2

Total Rainfall – 0.62 inches

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

- Routine rounds, readings and maintenance
- Troubleshoot Headworks Gate actuator – in for repair
- Cleaned out Digested Sludge Sump – outside contractor
- MLR Pump #4 returned and reinstalled
- Troubleshoot VFD on Blowers #1 & #3 – outside contractor
- Replaced fan and circuit board in Blower #3 – outside contractor
- Replaced power module in Blower #1 – outside contractor
- Operations Truck – Electrical Problem – replaced cluster – outside contractor
- Replaced flow meter glass tubes – freeze damage
- Replaced flow regulators on Dry Weather Pumps 4 & 5 – freeze damage
- Replaced seal water tubing on numerous pieces of equipment due to freeze
- Installed freeze cover on backflow prevention device located in back of plant.
- Cleared heat exchanger – resealed gasket
- Replaced strainer element on UV Transmittance Meter
- Replaced PLC batteries on IPS/AB, Effluent Pump Station and Headworks.
- Replaced TWAS Pump #2 Drive Unit
- Installed new sludge recirculation line – outside contractor
- Replaced failed HMI (Remote Work Station / SCADA) power supply
- Replaced Head Casing on Influent Gate actuator

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

- GBT Odor Fan #1 OOS - replace bearings/belts

**Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance
- Replaced Oxygen Sensor – Influent Station

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

- Odor Bed OOS

**Recycled Water Plant**

- Performed plant rounds and maintenance
- Produced 0.82 million gallons of recycled water in December

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

- None

**Sludge Lagoons**

- Performed routine rounds and inspection
- Valve repaired at Lagoon #1 – outside contractor
- Started bringing back decant from sludge lagoons

**Construction on Sound Enclosure – Odor Control Fans at Primary Clarifier #2**

- Construction completed on sound enclosure structure

**ADMINISTRATION:**

- November Electronic Self Monitoring Report submitted on December 27, 2013.
- November DMR submitted on ??
- Contract Negotiations with Teamsters completed, contract ratified by employees.

**SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of December 2013
- Accident Free: 6/1/10 – 12/31/13: 1,308 days / 58,860 Hours
- Thermography Training – Maintenance Staff

**ODORS:**

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant.
- Met with neighbors

**MISCELLANEOUS**

- Process Control Management Plan (PCMP) meetings held weekly.
- Hach/WIMS Support – Bill Thompson onsite for update/review

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

John O'Hare	Technical Support
Chris McAuliffe	District Manager
Sachin Chawala	Northern California Area Manager
Bill Thompson	Technical Direction Group Manager
Jeremiah Danielson	Environmental, Health, and Safety
Mel Demsky	Regional Director of Asset Management
Dan Brown	Asset Manager

Decembers Hard Freeze – 12 Straight Days Below Freezing.



Top Left – Example of frozen walkways and driveways

Top Right – Frozen eyewash station

Bottom Left – New sludge recirculation line installed

Bottom Right – Broken back flow prevention device

Novato Sanitary District  
BOD/TSS Report



December, 2013

Date	Flow MGD	Influent				Effluent				BOD % Removal	TSS % Removal
		BOD		TSS		BOD		TSS		PERCENT	PERCENT
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
12/01/13	4.24										
12/02/13	4.13	346	11,918	410	14,122	6	207	4	138	98.3	99.0
12/03/13	4.15										
12/04/13	3.67	255	7,805	358	10,958	<5	<153	4	122	98.0	98.9
12/05/13	3.59										
12/06/13	4.40	325	11,926	403	14,788	7	257	3	110	97.8	99.3
12/07/13	4.21										
12/08/13	4.17										
12/09/13	3.93										
12/10/13	3.57	322	9,587	405	12,058	9	268	4	119	97.2	99.0
12/11/13	3.78	315	9,930	338	10,656	13	410	4	126	95.9	98.8
12/12/13	3.96										
12/13/13	3.37	196	5,509	409	11,495	13	365	3	84	93.4	99.3
12/14/13	3.90										
12/15/13	4.04										
12/16/13	3.63	281	8,507	366	11,080	8	242	4	121	97.2	98.9
12/17/13	3.59										
12/18/13	3.79	305	9,641	353	11,158	17	537	5	158	94.4	98.6
12/19/13	3.73										
12/20/13	3.55	227	6,721	333	9,859	21	622	5	148	90.7	98.5
12/21/13	3.70										
12/22/13	3.73										
12/23/13	3.69	263	8,094	1,085	33,390	10	308	3	92	96.2	99.7
12/24/13	3.87										
12/25/13	3.56										
12/26/13	3.79	367	11,600	431	13,623	20	632	3	95	94.6	99.3
12/27/13	3.62	342	10,325	728	21,979	15	453	3	91	95.6	99.6
12/28/13	3.63										
12/29/13	3.64	263	7,984	432	13,114	18	546	3	91	93.2	99.3
12/30/13	3.53	270	7,949	332	9,774	9	265	3	88	96.7	99.1
12/31/13	3.84	282	9,031	334	10,697	21	673	4	128	92.6	98.8
<b>Weekly Averages</b>											
12/07/13	Week 1	309	4,785	390	6,028	6	93	4	56		
12/14/13	Week 2	278	3,784	384	5,172	12	158	4	50		
12/21/13	Week 3	271	3,760	351	4,853	15	212	5	65		
12/28/13	Week 4	324	4,539	748	10,432	15	211	3	42		
	Week 5										
<b>Monthly</b>											
Minimum	3.37	196	5,509	332	9,774	<5	<69	3	38	91	98
Maximum	4.40	367	11,926	1,085	33,390	21	305	5	72	98	100
Total	118.00										
Average	3.81	291	9,102	448	13,917	<13	<180	4	52	95	99

Novato Sanitary District  
Conventional Pollutants Report



December, 2013

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
				Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
12/01/13	4.24										
12/02/13	4.13	6.9		80.0	2.0		7.0				20.9
12/03/13	4.15	7.3					7.0			<1.5	19.8
12/04/13	3.67	7.5		2.0	3.1		7.0				19.0
12/05/13	3.59	7.2					7.0				19.2
12/06/13	4.40	7.6		2.0	3.0		7.0	0.86	0.00300		18.7
12/07/13	4.21										
12/08/13	4.17										
12/09/13	3.93	7.4					7.0				18.1
12/10/13	3.57	7.7		4.0	2.0		7.0				17.6
12/11/13	3.78	6.9		50.0	5.2		7.0				18.3
12/12/13	3.96	6.8					6.9				18.5
12/13/13	3.37	6.9		4.0	59.1		6.9				18.7
12/14/13	3.90										
12/15/13	4.04										
12/16/13	3.63	7.0		2.0	<1.0		7.0	3.49			19.0
12/17/13	3.59	6.7					7.0	3.52			19.2
12/18/13	3.79	7.2		8.0	7.4		7.0	3.20			18.9
12/19/13	3.73	7.1					7.0	3.04			18.7
12/20/13	3.55	7.1		4.0	<1.0		7.0	2.71			18.5
12/21/13	3.70										
12/22/13	3.73										
12/23/13	3.69	7.5		4.0	2.0						
12/24/13	3.87	7.0					7.0				18.6
12/25/13	3.56						6.9				18.7
12/26/13	3.79	7.2		8.0	2.0		7.0				18.4
12/27/13	3.62	6.9		<2.0	17.3		6.9				18.0
12/28/13	3.63										
12/29/13	3.64			2.0	2.0						
12/30/13	3.53	7.0		4.0	1.0		7.0				18.1
12/31/13	3.84	7.1		8.0	5.2		7.0				17.8
<b>Monthly</b>											
Minimum	3.37	6.7		<2.0	<1.0		6.9	0.86			17.6
Maximum	4.40	7.7		80.0	59.1		7.0	3.52	0.00300	<1.5	20.9
Total	118.00										
Average	3.81	7.1					7.0	2.80	0.00300	<1.5	18.7

# Novato Plant : Bacterial Results

## EFFLUENT: E-002 Station

Dec-13

Fecal Coliform	Enterococcus
(1) 30-Day Median not to exceed 140 MPN/100 mL	(2) 90th Percentile not to exceed 430 MPN/100 mL
	30-Day Geometric mean not to exceed 35 MPN/100 mL

December 1, 2013		
December 2, 2013	<b>80</b>	
December 3, 2013		
December 4, 2013	<b>2</b>	
December 5, 2013		
December 6, 2013	<b>2</b>	
December 7, 2013		
December 8, 2013		
December 9, 2013		
December 10, 2013	<b>4</b>	
December 11, 2013	<b>50</b>	
December 12, 2013		
December 13, 2013	<b>4</b>	
December 14, 2013		
December 15, 2013		
December 16, 2013	<b>2</b>	
December 17, 2013		
December 18, 2013	<b>8</b>	
December 19, 2013		
December 20, 2013	<b>4</b>	
December 21, 2013		
December 22, 2013		
December 23, 2013	<b>4</b>	
December 24, 2013		
December 25, 2013		
December 26, 2013	<b>8</b>	
December 27, 2013	< <b>2</b>	
December 28, 2013		
December 29, 2013	<b>2</b>	
December 30, 2013	<b>4</b>	
December 31, 2013	<b>8</b>	

### 90th Percentile Ranking

Sample #1	<b>&lt; 2</b>
Sample #2	<b>2</b>
Sample #3	<b>2</b>
Sample #4	<b>2</b>
Sample #5	<b>2</b>
Sample #6	<b>4</b>
Sample #7	<b>4</b>
Sample #8	<b>4</b>
Sample #9	<b>4</b>
Sample #10	<b>4</b>
Sample #11	<b>8</b>
Sample #12	<b>8</b>
Sample #13	<b>8</b>
Sample #14	<b>50</b>
Sample #15	<b>80</b>
Sample #16	

December 1, 2013		
December 2, 2013	<b>2.0</b>	
December 3, 2013		
December 4, 2013	<b>3.1</b>	
December 5, 2013		
December 6, 2013	<b>3.0</b>	
December 7, 2013		
December 8, 2013		
December 9, 2013		
December 10, 2013	<b>2.0</b>	
December 11, 2013	<b>5.2</b>	
December 12, 2013		
December 13, 2013	<b>59.1</b>	
December 14, 2013		
December 15, 2013		
December 16, 2013	< <b>1.0</b>	
December 17, 2013		
December 18, 2013	<b>7.4</b>	
December 19, 2013		
December 20, 2013	< <b>1.0</b>	
December 21, 2013		
December 22, 2013		
December 23, 2013	<b>2.0</b>	
December 24, 2013		
December 25, 2013		
December 26, 2013	<b>2.0</b>	
December 27, 2013	<b>17.3</b>	
December 28, 2013		
December 29, 2013	<b>2.0</b>	
December 30, 2013	<b>1.0</b>	
December 31, 2013	<b>5.2</b>	

<b>Max</b>	<b>80</b>
<b>Min</b>	<b>2.0</b>
<b>Avg</b>	<b>12.27</b>
<b>30-Day Median</b>	<b>4</b>

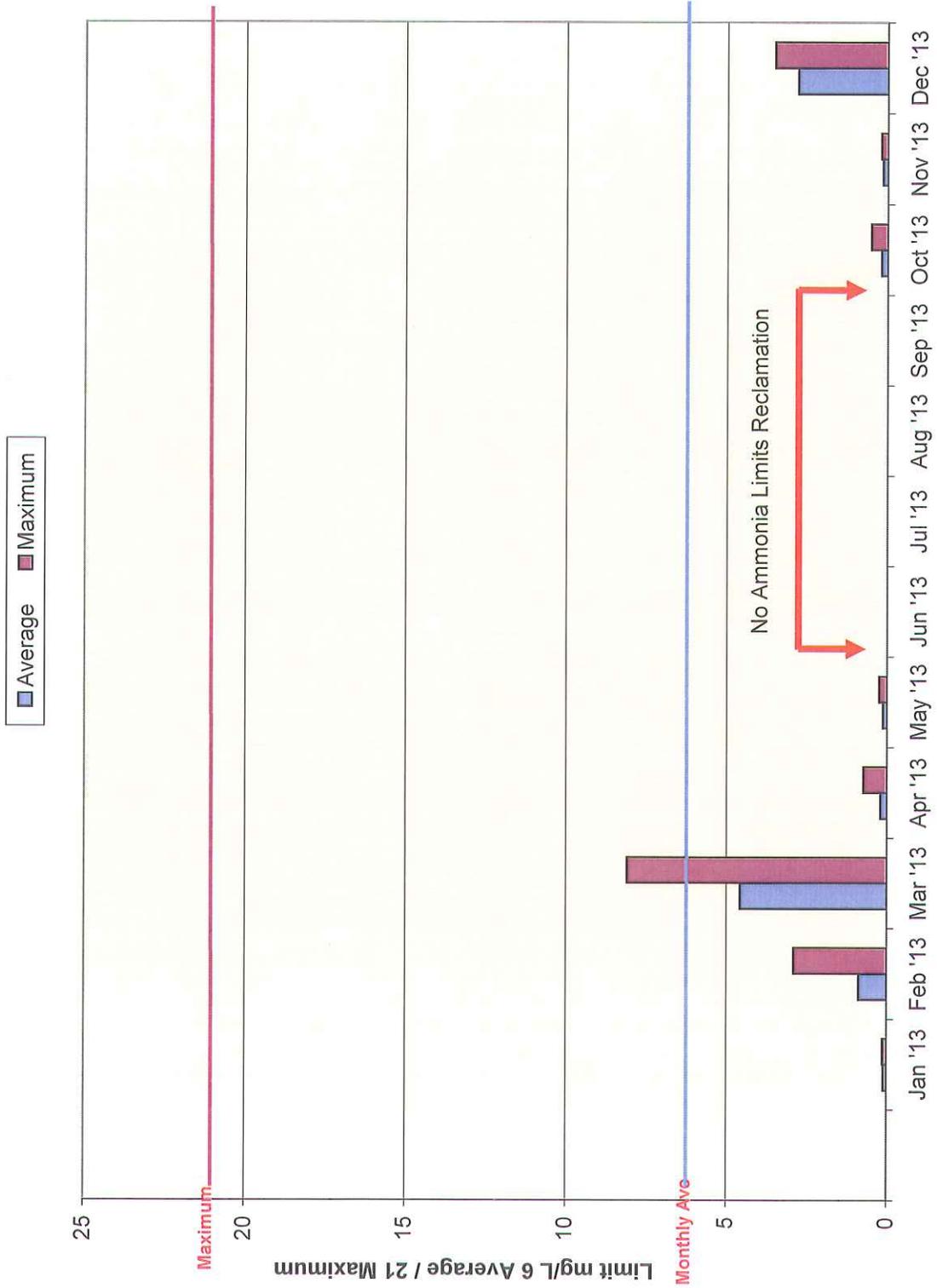
90th Percentile Value **50**

<b>Max</b>	<b>59.1</b>
<b>Min</b>	<b>1.0</b>
<b>Avg</b>	<b>7.6</b>
<b>30 Day Geo. Mean</b>	<b>3.3</b>

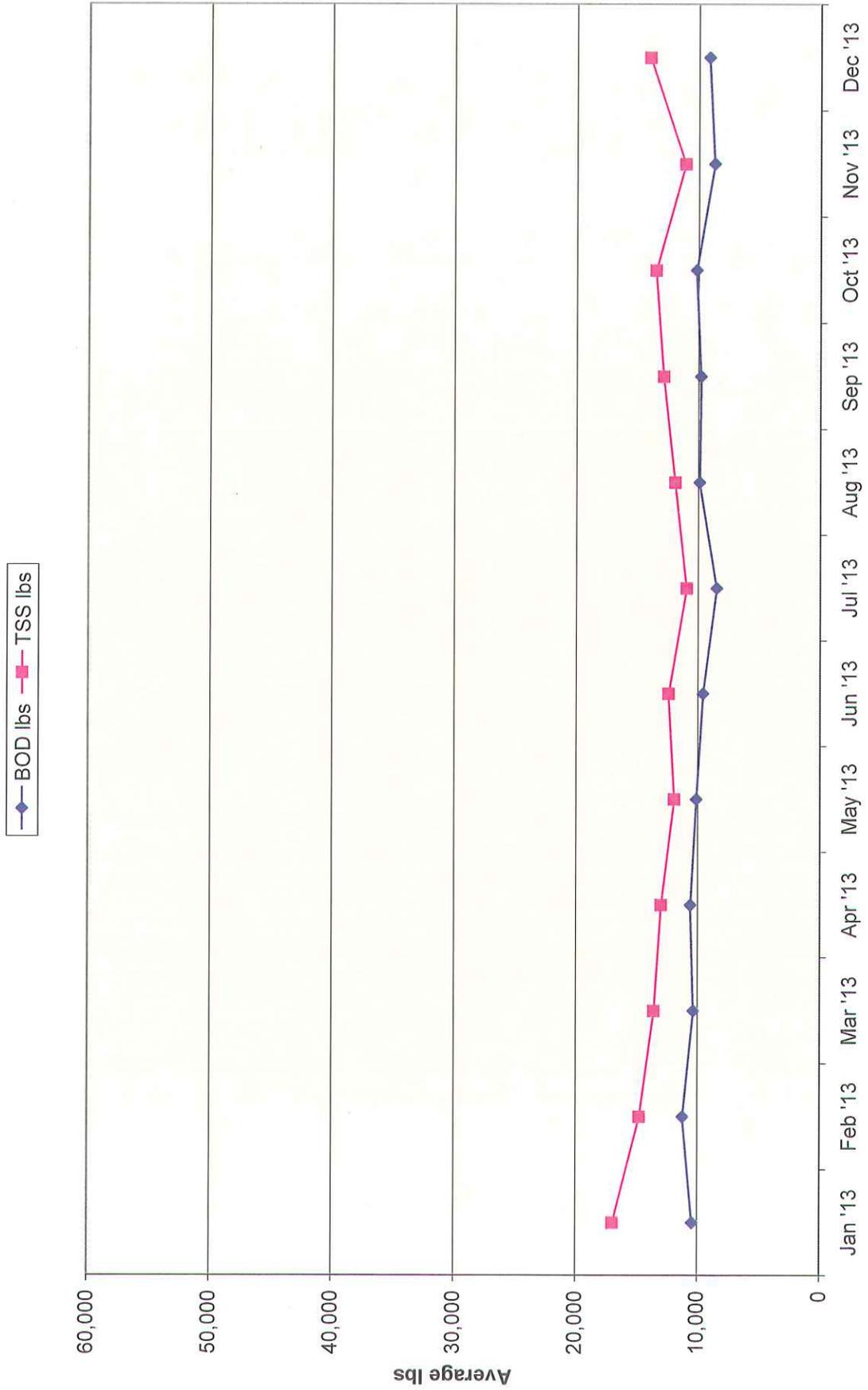
<sup>1</sup> = indicates that more than ONE UV channel was in operation at sample time; All UV channels in operation were sampled.

<b>90th Percentile</b>	<b>15.00</b>	<b>0.9</b>	<b>13.5</b>
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# Effluent Ammonia

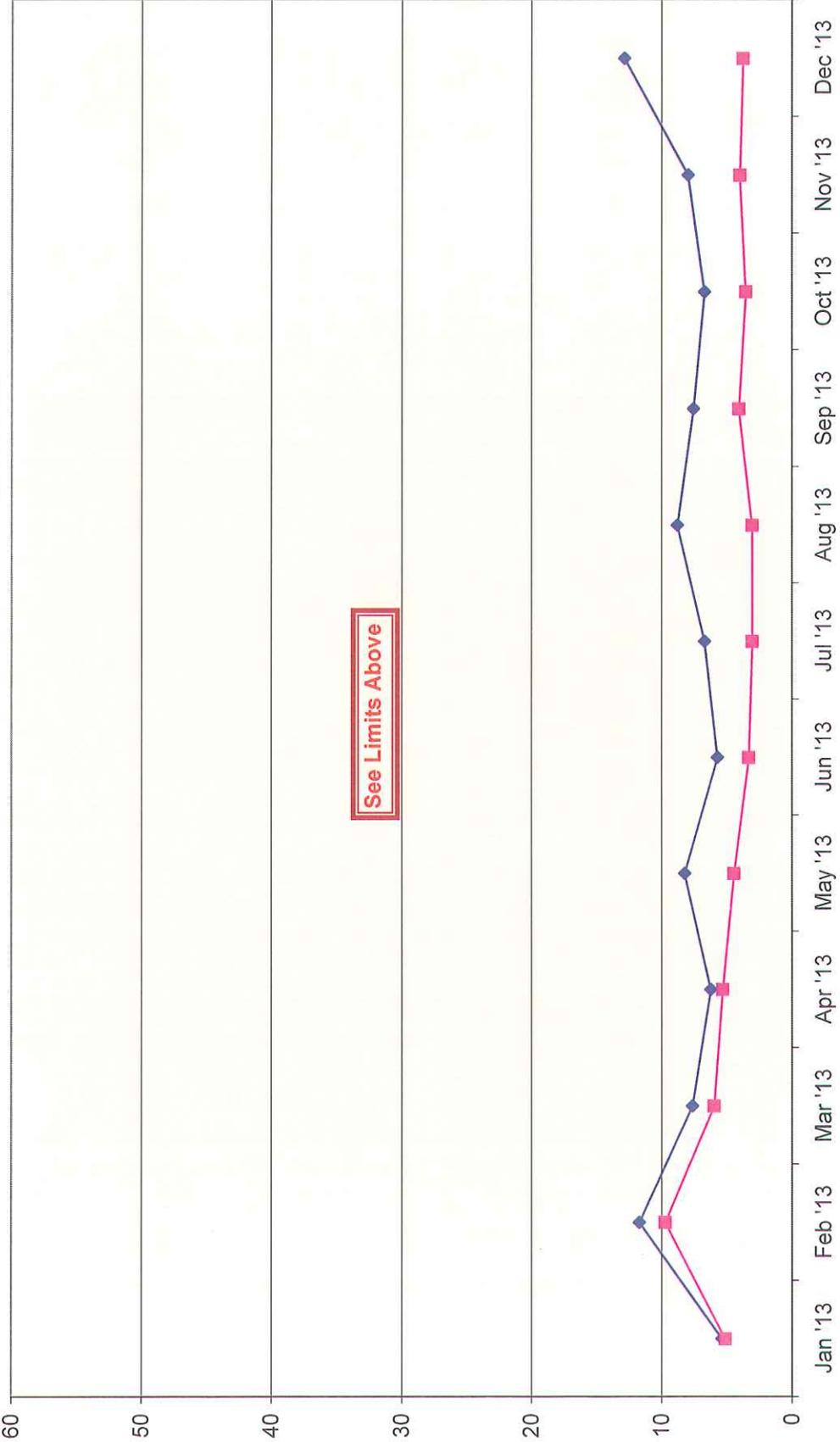


# Influent Load BOD / TSS lbs



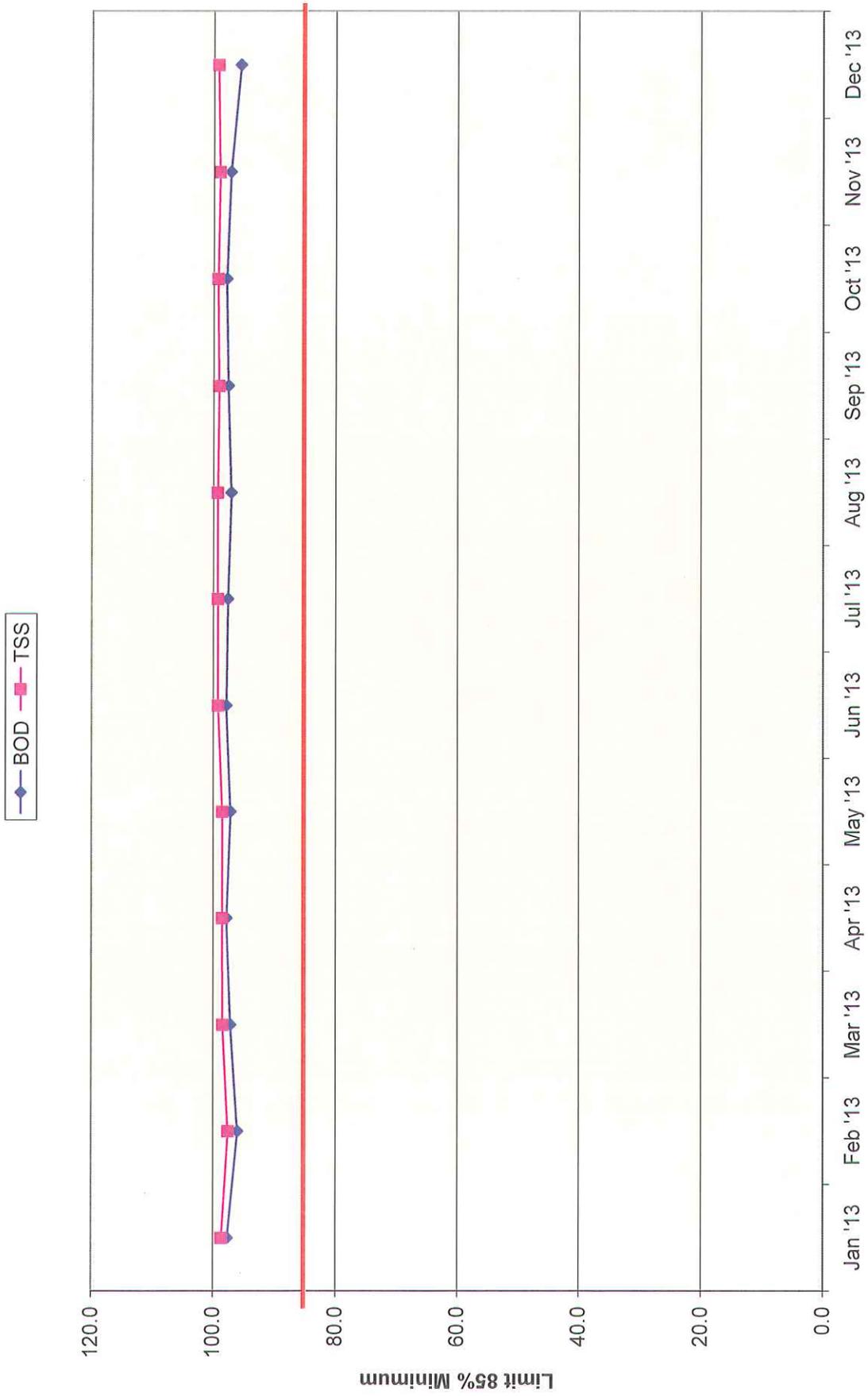
# Effluent BOD / TSS Concentration

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



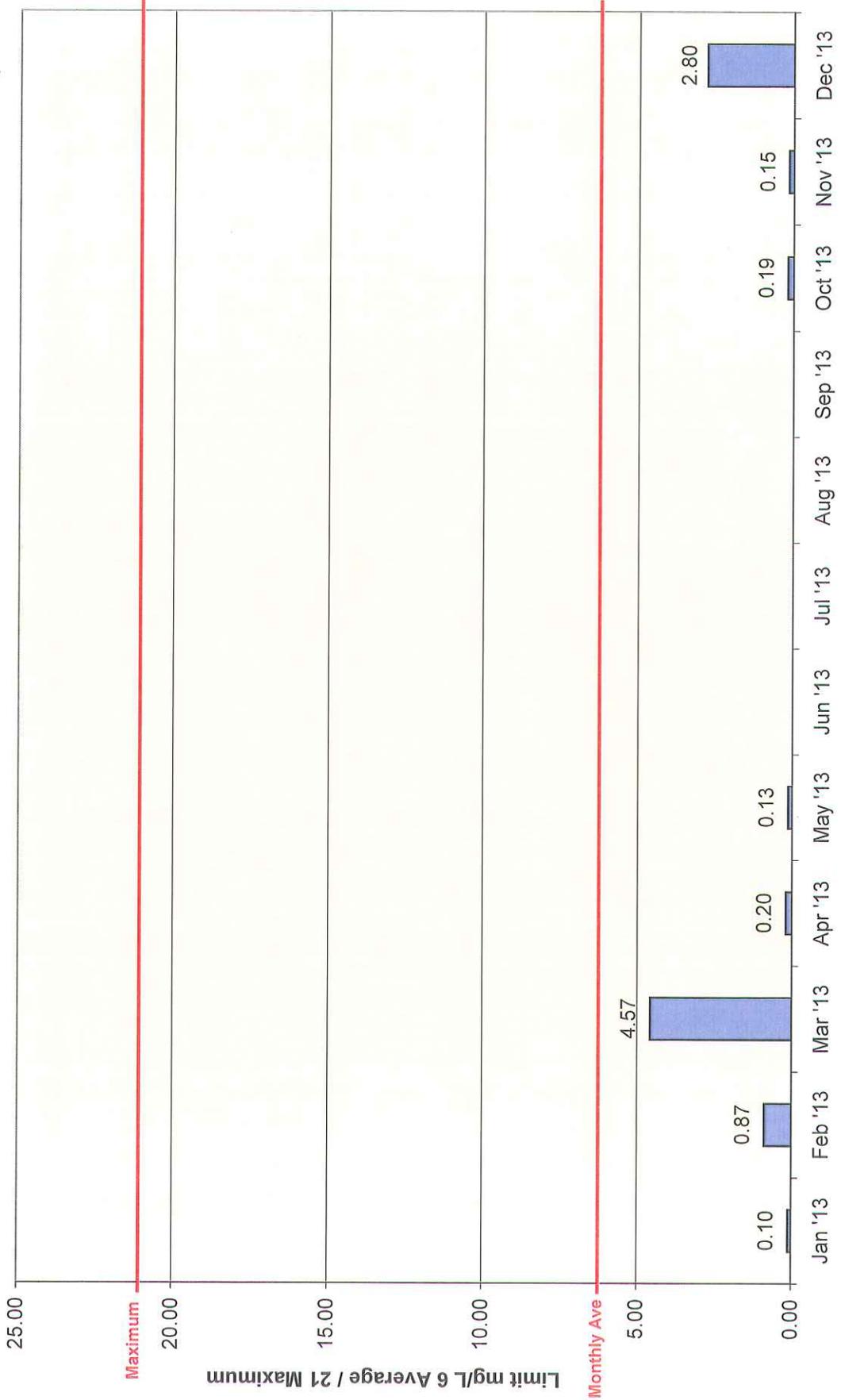
See Limits Above

# BOD / TSS Percent Removal



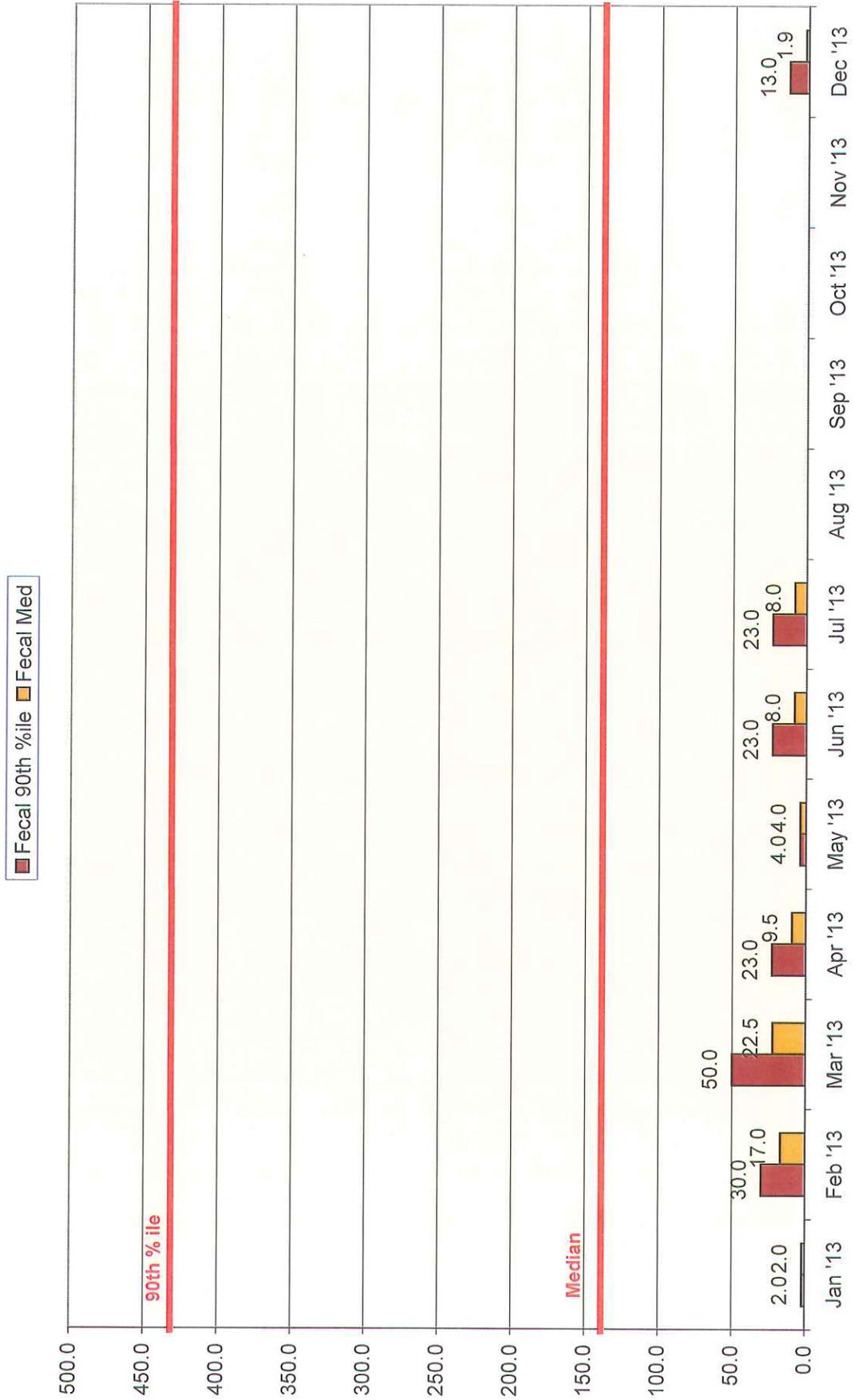
# Effluent Ammonia

No Ammonia Limits During Reclamation, Jun - Sep



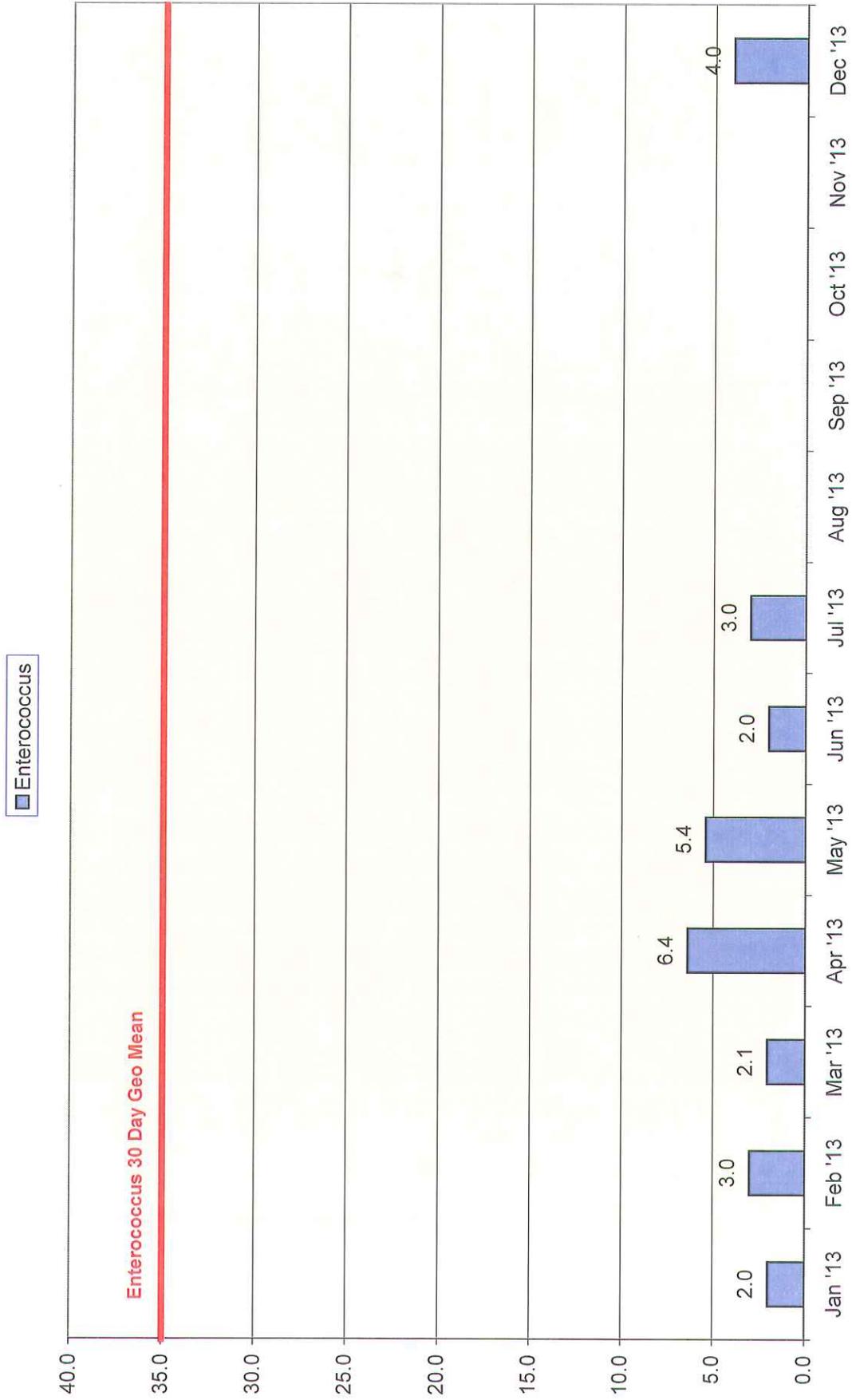
# Disinfection

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

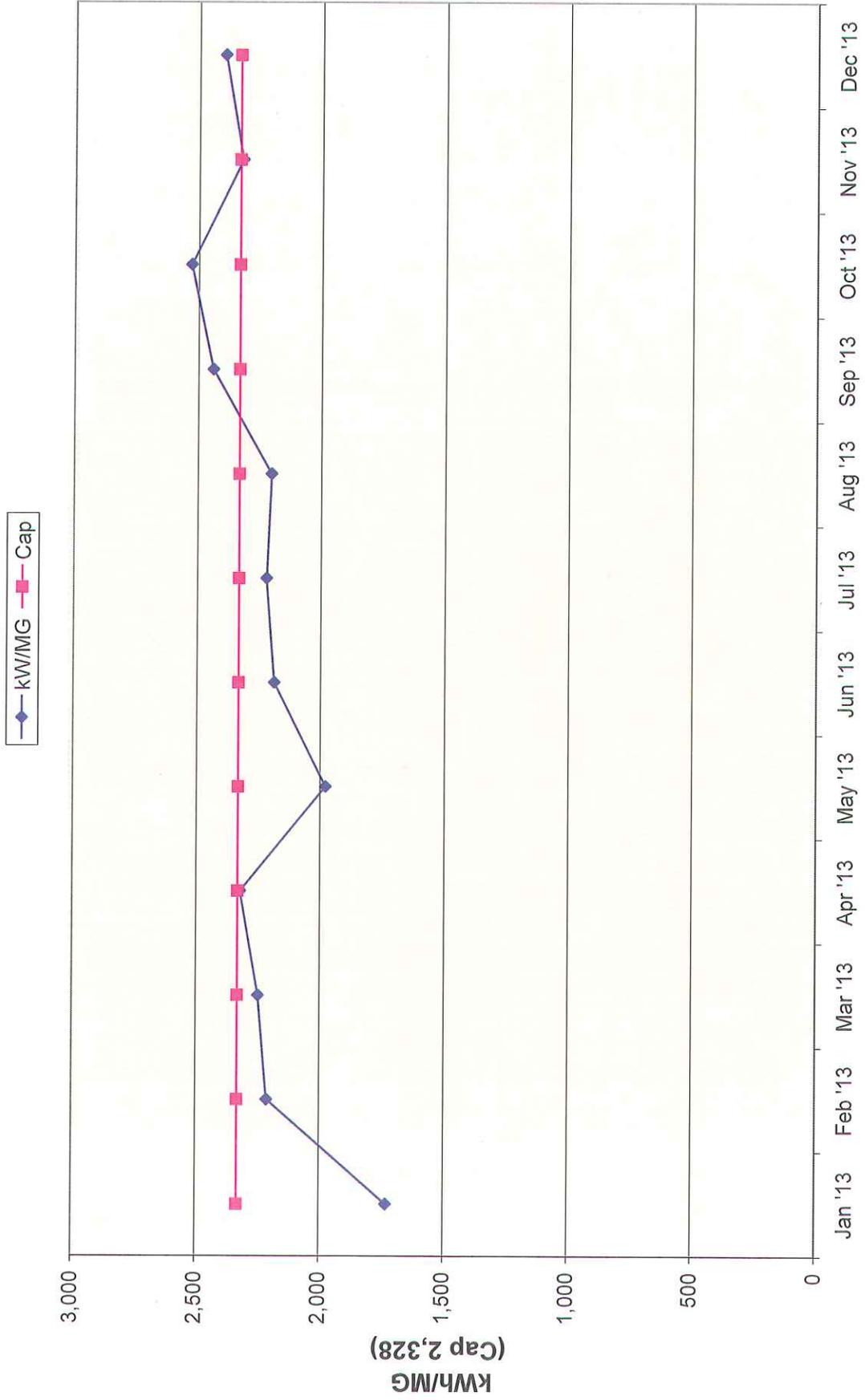


LIMITS - NPDES  
Entero 30 day geo mean 35 mpn /100ml

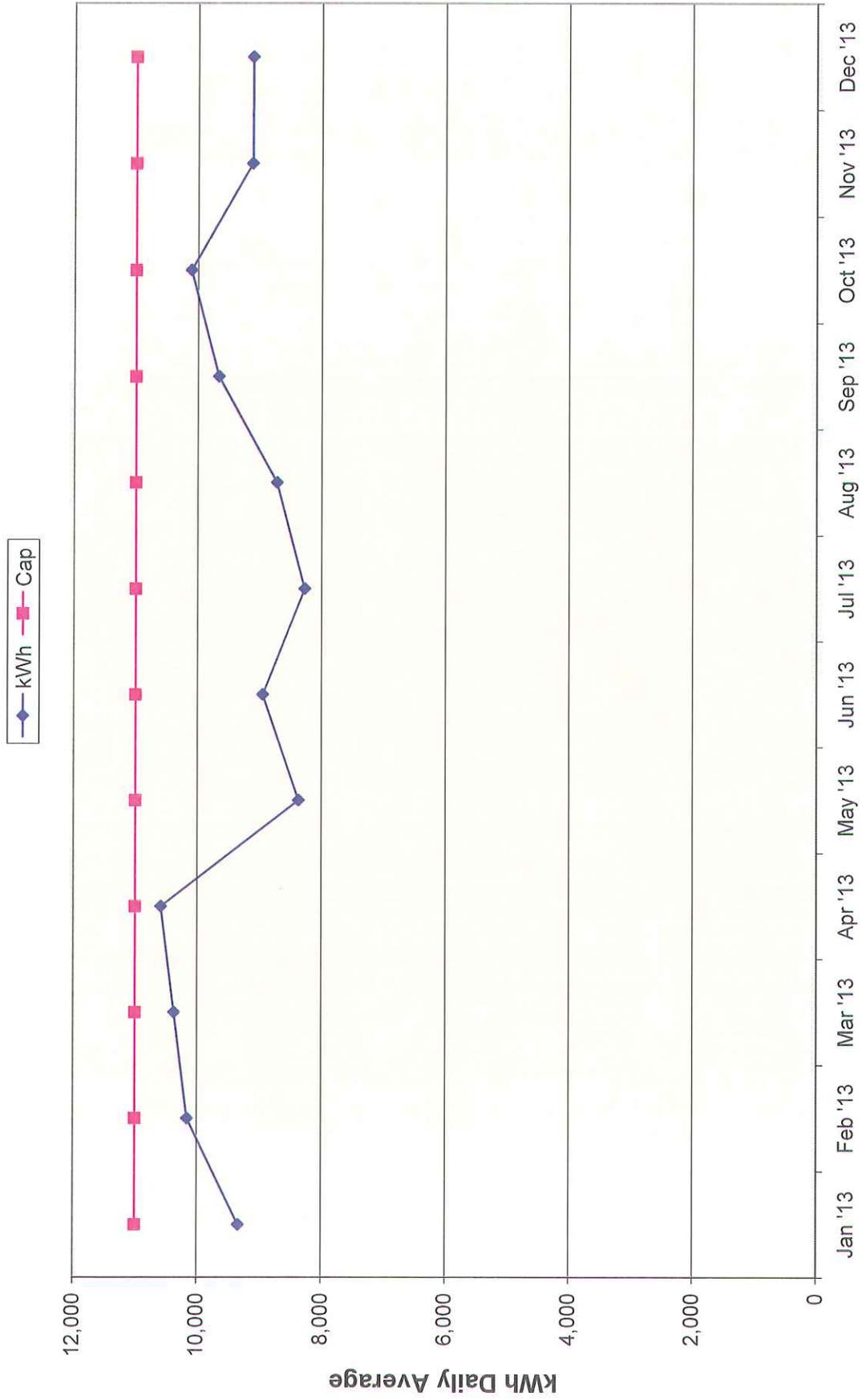
## Disinfection



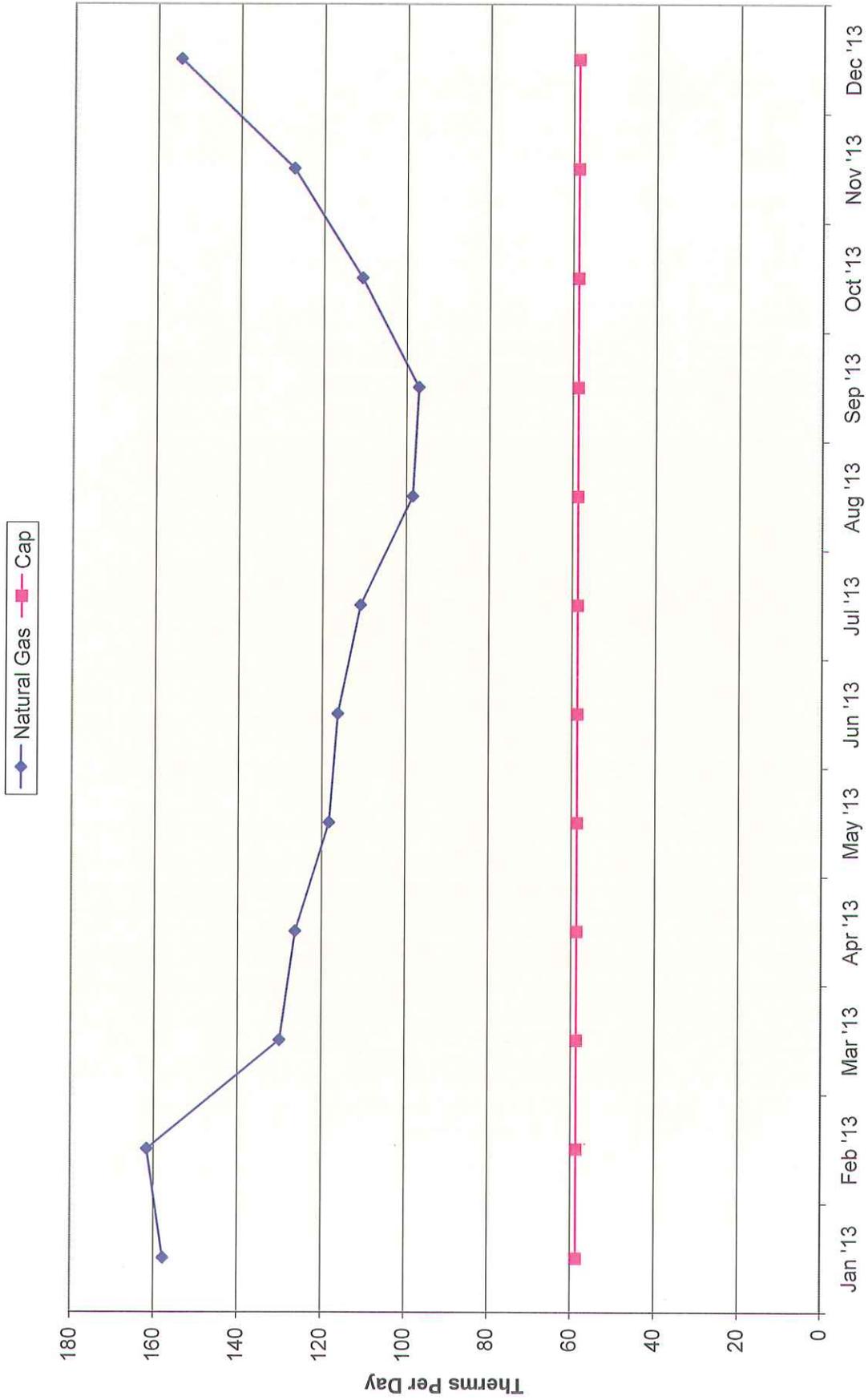
# Energy kWh/MG



# Energy kWh

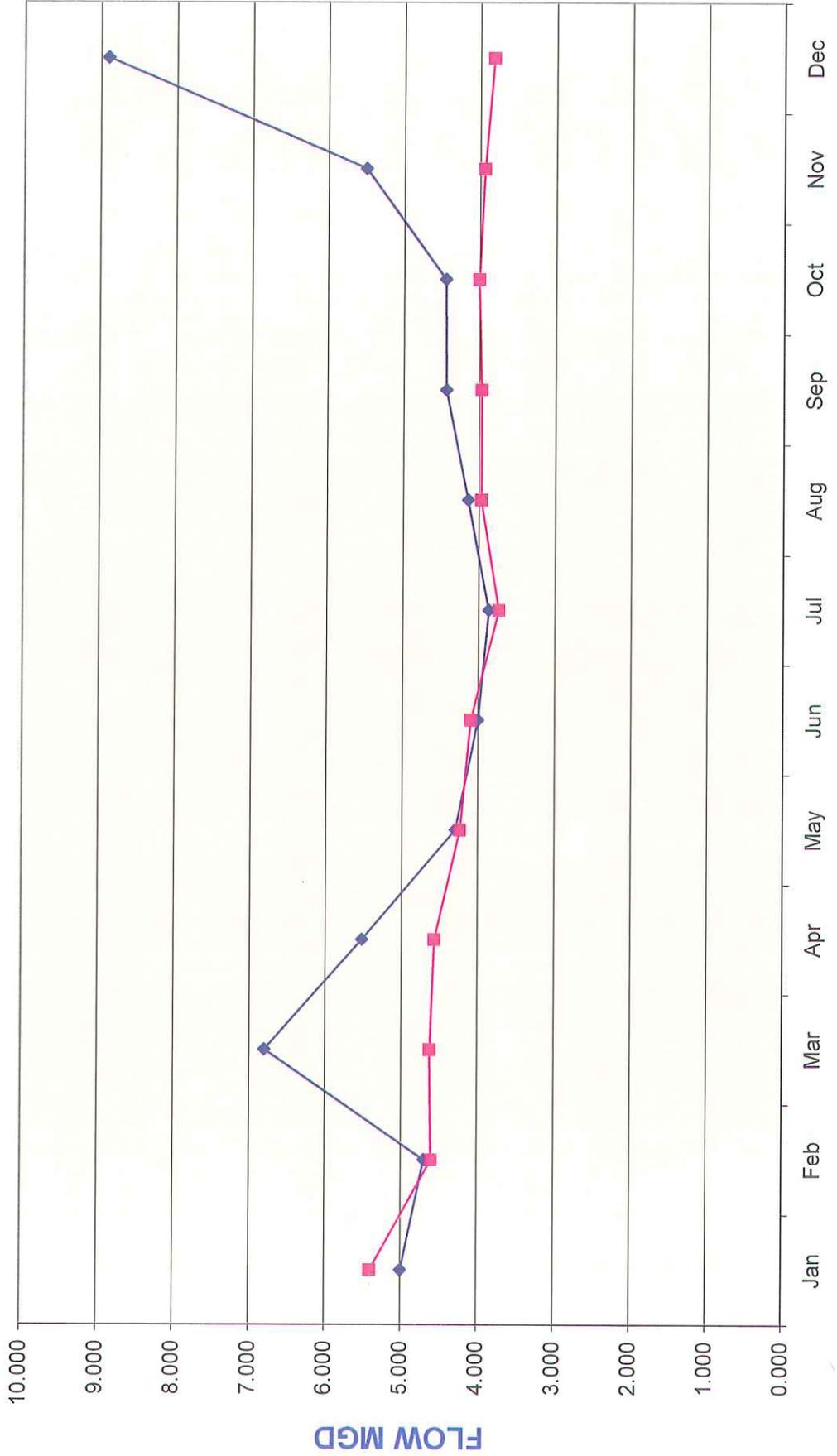


### Natural Gas Use

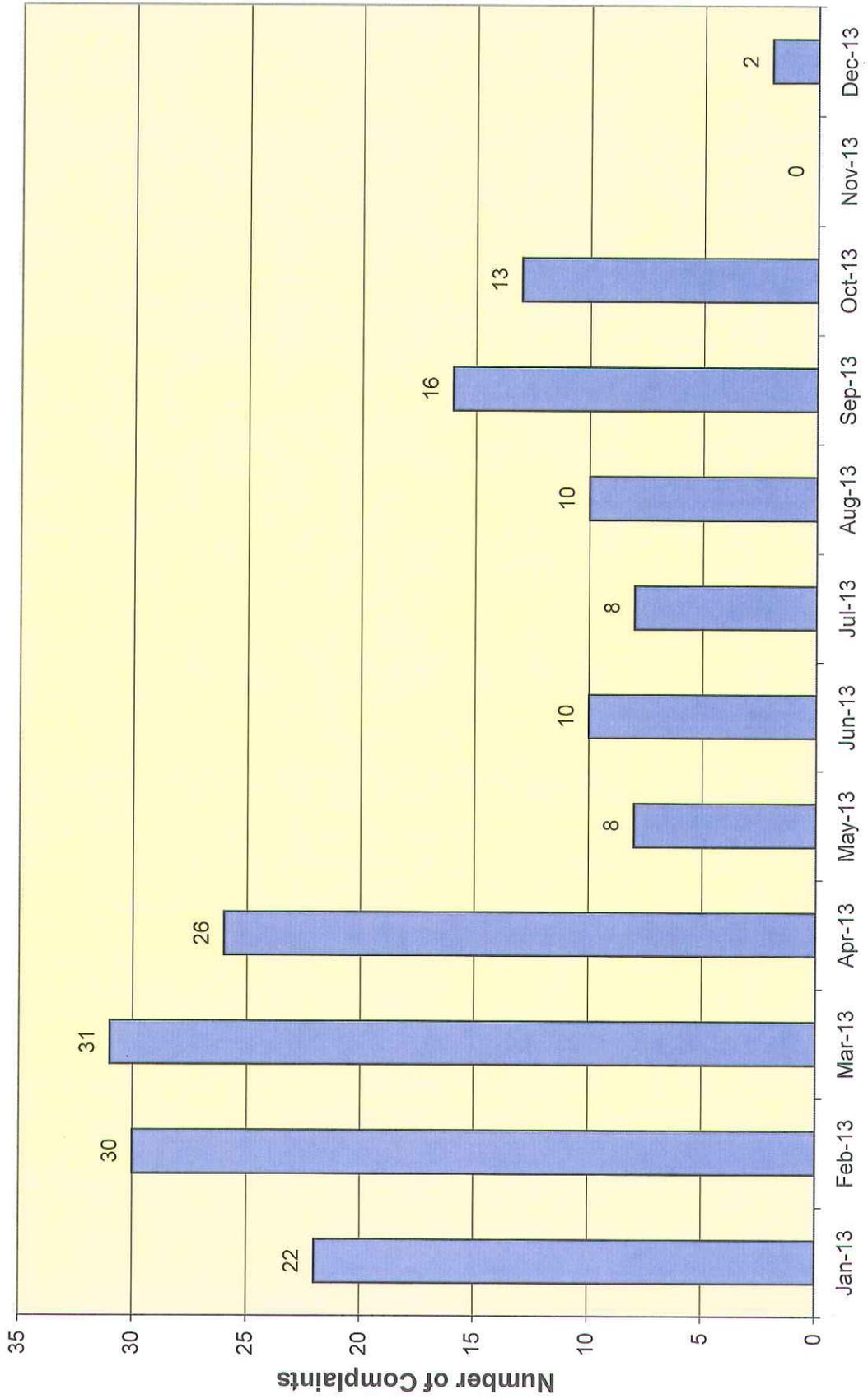


# FLOW COMPARISON

—◆— 2012 —■— 2013



# Complaints Received



**WORK ORDER STATISTICS**

December 1, 2013 - December 31, 2013

	Open Work Orders Due Prior to 12/1/13	Open Work Orders 12/1/13 - 12/31/13	Total Open Work Orders
Preventative	0	348	348
Corrective	0	25	25
<b>Total</b>	<b>0</b>	<b>373</b>	<b>373</b>

	Closed Work Orders 12/1/13 - 12/31/13
Preventative	262
Corrective	23
<b>Total</b>	<b>285</b>

<b>Total Outstanding Work Orders as of January 1, 2014</b>	<b>88</b>
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**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
December 2013**

**General:**

The breakdown of Collection System department staff time for December 2013, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 2.1 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.5 FTE field workers for Pump Station Maintenance
- 1.0 FTE field workers for CCTV work
- 1.6 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work or pump station maintenance, and
- 1.9 FTE field workers Vacation/Sick Leave/Holiday.

**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 total of 61,944 feet of sewer pipelines were cleaned for the month by District staff. Staff completed 325 maintenance work orders generated by the ICOM3 CMMS system, with 50 outstanding work orders. The need to clean in front of the CCTV camera crew and staffing issues due to the holiday season were the cause of the outstanding work orders. A discrepancy between the footage listed in the ICOM3 system and that listed on the District maps have been identified, therefore the footage listed in the Collection System reports is based off of footage obtained by the field crews during cleaning operations. The field crews are measuring line segment lengths using a measuring wheel whenever they note a line segment length discrepancy of more than ten feet between the work order and District maps.

The District's CCTV van was in the field for a total of 15 working days and televised 142 line segments; the CCTV production was 26,910 ft. for the month. There was no push camera work performed during December.

**Pump Station Maintenance:**

The Collection System Department conducted 277 lift station inspections for the month with 153 of the inspection visits generated through the JobCal Plus CMMS system\*. There are 10 outstanding work orders for the month of December. Three work orders are related to Reclamation maintenance, and the remaining 7 work orders are for pump station maintenance activities that were not completed in December.

The breakdown of the lift station inspections is as follows: 27 Flygt submersible pump stations, 1 time per month, 6 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily.

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
December 2013**

A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

At Marin Village pump station, pump #1 was taken out of service and sent in for repair due to failed bearings, and returned to service. Staff worked with Control Systems West to repair wet well floats at BMK 5 and 7. Staff also worked with Industrial Electric to repair emergency generators at Marin Village and E. Hamilton pump stations.

**\*Note:** The JobCal Plus program is not only used for scheduling and tracking pump station related maintenance work orders, it is also used for ladder inspections, reclamation maintenance work orders, SCADA backup scheduling, and vehicle maintenance scheduling.

**Pump Station Rehabilitation:**

Currently, there is no pump station under construction as part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403. The next phase, (Unit 5), includes rehabilitation/reconstruction of the Los Robles and Digital Drive pump stations and will likely begin construction in early 2014.

**Safety and Training:**

General: The Collection System crew attended five safety tailgate meetings.

Specialized training: Collection System staff attended Hazardous Chemical Communication training during the month of December.

Safety performance: There were no lost time accidents this month for a total of 334 accident-free days.

**Standard Operating Procedures (SOPs):**

Department staff continues to work on generating new SOPs; assisting DFK Solutions in updating the Emergency Overflow Response Plan and working towards finalizing earlier draft SOPs. No (0) SOPs were issued in December.

**Sanitary Sewer Overflows (SSOs):**

For the month of December, there was one (1) SSO, as discussed below.

No.	Date	Location	Amount, gal	Cause
1	12/14/2013	6 Fleetwood Ct	6,000	Roots

1. SSO at 6 Fleetwood Ct.: This SSO was a Category I event with the discharge volume of approximately 6,000 gallons going to a storm drain and Vineyard Creek.

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
December 2013**

There was partial recovery (3%) for this discharge due to the fact that part the discharge was retrieved from a storm drain catch basin and the gutter pan.

This discharge was determined to be the result of a partial root blockage in the main line. Volume estimation using the San Diego Picture Method times duration, winter water usage rates times duration, volumetric calculation of the water in the gutter pan, and reporting party/local resident interviews were all used to estimate the duration, volume, and recovery for this event.

The District initially received this report at 10:01. Marin County Dispatch/Armando Alegria of Marin County Environmental Health Services (MCEHS) was notified of this event at 11:24 and CAL-EMA was notified at 11:31 meeting the 2 hour reporting requirements for a Category I event.

Under the direction of Armando Alegria and Rebecca Ng, MCEHS, Vineyard Creek was posted with 5 warning signs on the day of the event. Due to the possible impact of this discharge on Vineyard Creek, the District's sampling protocol was implemented on Monday, 12/16/2013, and samples were taken 50 feet upstream of Point of Entry (POE), at POE, and at 100 feet downstream of POE, as required by MCEHS. Water sampling results were found to be acceptable by MCEHS and sampling was halted on December 24, 2013. Public Notification signage remained in place until December 30, 2013 when they were removed with the approval of Armando Alegria, MCEHS.

The overflow line segment had been chemically root treated on 6/22/2013 due to root intrusion as part of the District's Chemical Root Abatement Program. It was last cleaned using the hydro-flusher on 9/20/2013 and is on a 12 month cleaning frequency for the hydroflusher. The line segment has been added to the rodder schedule, also on a 12 month frequency coordinated 6 months apart so that the line is cleaned twice a year.

This event was reported into the CIWQS database on 12/18/2013 as a Category I event, SSO Event ID #801856 and was certified in CIWQS on 12/20/2013, Certification ID # 710085.

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Novato Sanitary District  
Collection System Monthly Report For December 2013 (as of December 31, 2013)

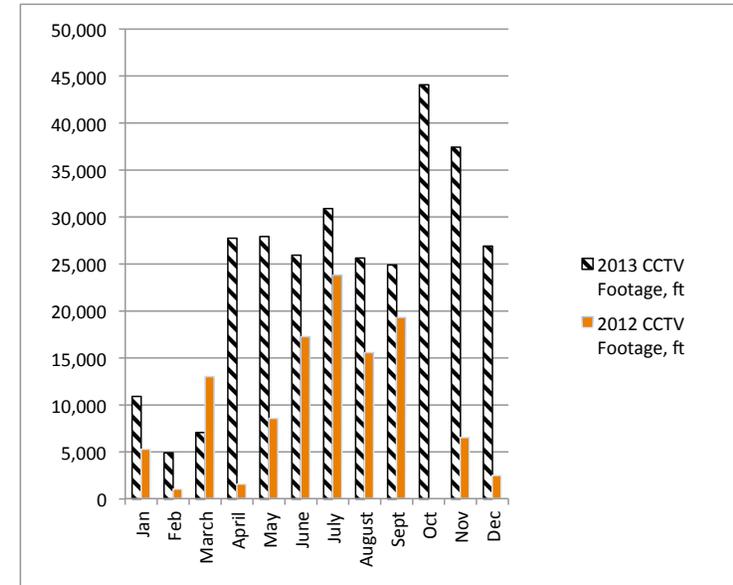
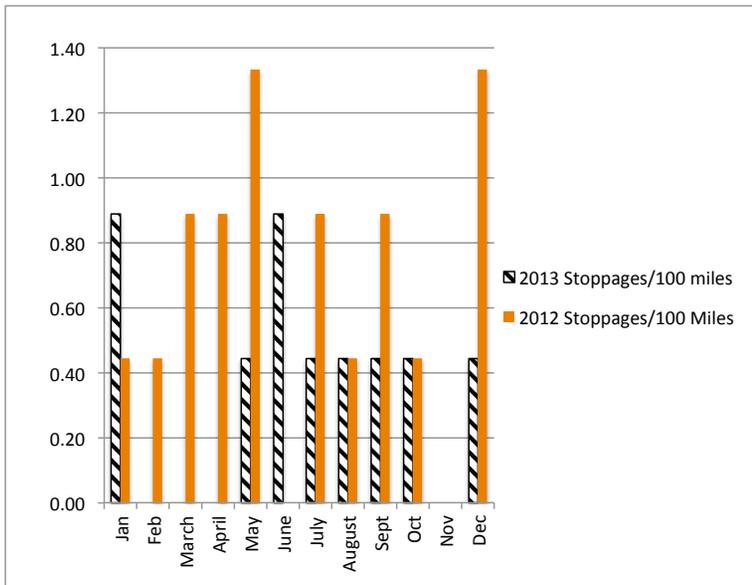
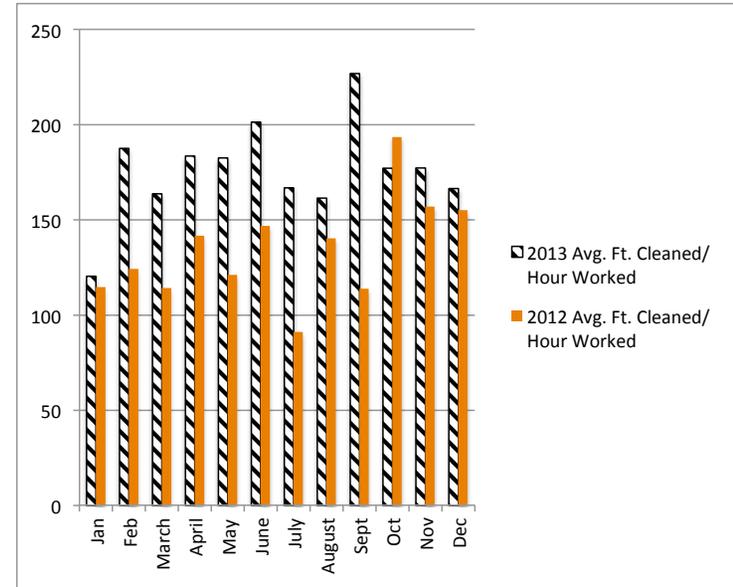
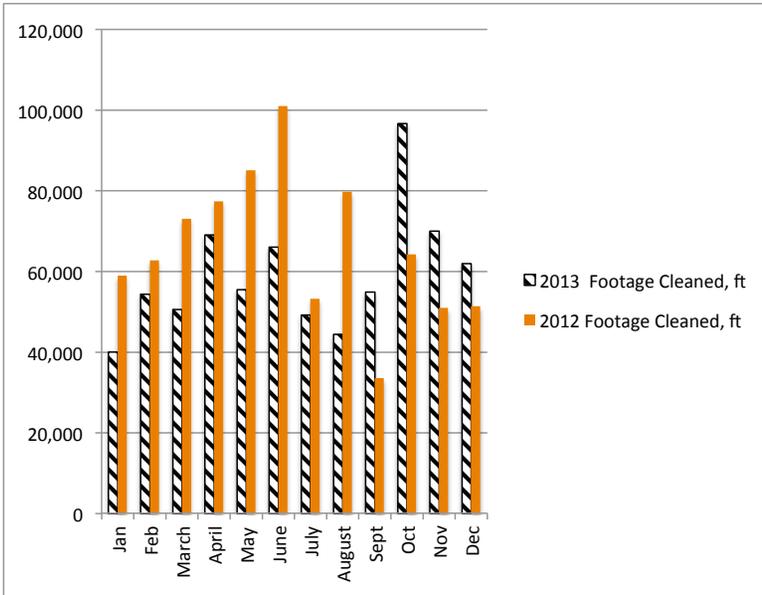
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.9	1.7	1.8	2.2	1.8	1.9	1.7	1.6	1.4	3.1	2.3	2.1	NA	2.0
Number of FTEs (other)	1.9	1.4	2.4	1.5	1.8	1.2	1.8	1.4	2.1	2.1	1.5	1.6	NA	1.7
Number of FTEs (CCTV)	0.1	0.3	0.5	1.7	1.1	1.2	1.5	1.3	1.2	1.2	1.1	1.0	NA	1.0
Total, FTEs	3.9	3.4	4.7	5.4	4.6	4.3	4.9	4.2	4.7	6.4	4.9	4.7	NA	4.7
Regular Time Worked, (main line cleaning), hrs	333	290	309	377	304	328	295	275	242	546	395	372	4,065	339
Regular Time Worked on Other, hrs <sup>(1)</sup>	326	249	415	259	308	216	304	235	363	369	264	275	3,581	298
Regular Time Worked on CCTV <sup>(2)</sup>	20	46	85	300	192	200	258	221	206	203	191	174	2,094	175
Total Regular time, worked, hrs	678	585	809	935	804	744	857	731	811	1,118	849	821	9,740	812
Total Vacation/Sick Leave/Holiday, hrs	204	77	101	114	239	62	191	238	174	128	307	336	2,170	181
Vacation/Sick Leave/Holiday, FTEs	1.2	0.4	0.6	0.7	1.4	0.4	1.1	1.4	1.0	0.7	1.8	1.9	12.5	1.0
Overtime Worked on Coll. Sys., hrs	6	45	5	47	5	1	24	24	33	31	4	4	228	19
Overtime Worked on Other, hrs <sup>(1)</sup>	3	19	5	28	12	6	16	17	27	50	28	19	229	19
Overtime Worked on CCTV <sup>(2)</sup>	1	3	0	0	0	0	2	1	2	3	0	0	12	1
Total Overtime, hrs	10	67	10	75	17	7	42	42	62	83	31	23	469	39
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	14	0	24	31	83	66	51	51	51	121	74	38	604	50
Rodder 3203 ft. cleaned	3,138	0	3,856	5,490	678	4,371	760	1,842	1,214	10,325	12,709	2,802	47,185	3,932
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	8,333	0	0	8,333	694
Flusher Work Orders generated	187	252	290	385	438	361	277	256	340	440	294	337	3,857	321
Truck 3205V ft. cleaned	2,782	5,146	2,755	13,698	15,477	10,186	0	12,537	0	14,307	8,000	18,679	103,567	8,631
Truck 3206V ft. cleaned	34,114	49,225	43,954	49,898	39,332	51,468	48,444	30,024	53,692	72,072	49,299	40,463	561,985	46,832
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0	3,260	0	0	3,260	0
Total Footage cleaned <sup>(3)</sup>	40,034	54,371	50,565	69,086	55,487	66,025	49,204	44,403	54,906	96,704	70,008	61,944	712,737	59,395
Work Orders completed	201	252	286	374	314	267	239	222	281	548	331	325	3,640	303
Work Orders backlog	6	0	28	42	207	160	89	85	110	13	37	50	827	69
<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	10,905	4,912	7,075	27,756	27,913	25,938	30,910	25,628	24,900	37,429	31,620	26,910	281,896	23,491
CCTV (hand cam), ft. videoed	0	0	0	0	0	0	0	0	0	6,654	5,823	0	12,477	0
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	3,260	0	0	3,260	0
Total CCTV footage <sup>(3)</sup>	10,905	4,912	7,075	27,756	27,913	25,938	30,910	25,628	24,900	44,083	37,443	26,910	294,373	23,491
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	2	0	0	0	1	2	1	1	1	1	0	1	10	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	2	0	0	0	0	1	0	0	1	1	0	1	6	NA
Overflow Gallons	2,200	0	0	0	158	1,111	10	50	312	1,474	0	6,000	11,315	NA
Volume Recovered	880	0	0	0	158	100	0	0	117	673	0	173	2,101	NA
Percent Recovered	40%	NA	NA	NA	100%	9%	0%	0%	38%	46%	NA	3%	19%	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	7	5	7	12	6	6	8	5	8	9	8	7	88	7
Normal hours S.C. response time, mins (avg.)	12	15	14	18	17	22	19	13	23	15	18	14	200	17
Service Callouts, aftr hours, #	1	0	0	1	1	0	1	2	1	3	0	3	13	1
After Hours S.C. response time, mins (avg.)	23	NA	NA	20	30	0	27	34	30	28	0	25	217	22
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	120	187	164	183	183	201	167	161	227	177	177	167	NA	176
Total Stoppages/100 Miles	0.9	0.0	0.0	0.0	0.4	0.9	0.4	0.4	0.4	0.4	0.0	0.4	4.4	NA
Average spill response time (mins)	18	0	0	0	15	19	15	27	7	41	0	34	NA	15
Callouts/100 Miles	0.4	0.0	0.0	0.4	0.4	0.0	0.4	0.9	0.4	1.3	0.0	1.3	5.8	0.5
Overtime hours/100 Miles	3	20	2	21	2	0	11	11	15	14	2	2	101	8
Overflow Gallons/100 Miles	978	0	0	0	70	494	4	22	139	655	0	2667	5029	419

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

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

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

## Collection System 2012-13 Graphs



Novato Sanitary District

Pump Station Monthly Report For December 2013 (as of December 31, 2013)

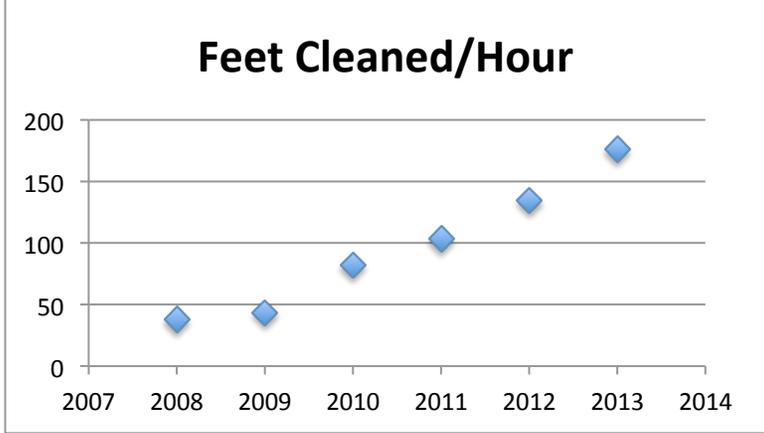
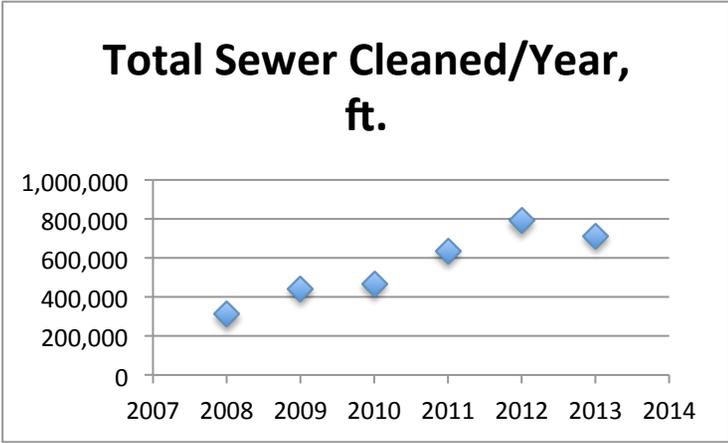
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	253	224	313	226	256	249	320	301	236	266	205	284	3,133	
Number of Employees	1.4	1.3	1.8	1.3	1.4	1.4	1.8	1.4	1.2	1.4	0.9	1.4		1.4
Regular Time Worked on Pump Sta	185	189	223	182	227	201	273	239	201	246	161	245	2,571	
Overtime Worked on Pump Sta	69	35	90	44	29	48	47	62	35	20	45	39	562	
After Hours Callouts	4	3	1	8	1	0	5	5	2	0	9	3	41	
Average Callout response time (mins)	24	35	20	30	0	0	26	35	30	0	35	30	265	22
<b>Work Orders</b>														
Number generated in month	107	112	116	124	110	125	134	107	126	122	128	163	1474	
Number closed in month	104	110	116	124	110	123	134	106	126	122	101	153		
Backlog	3	2	0	0	0	2	0	1	0	0	27	10		

**COLLECTION SYSTEM (Pump Stations)  
WORK ORDER STATISTICS  
December 1, 2013 - December 31, 2013**

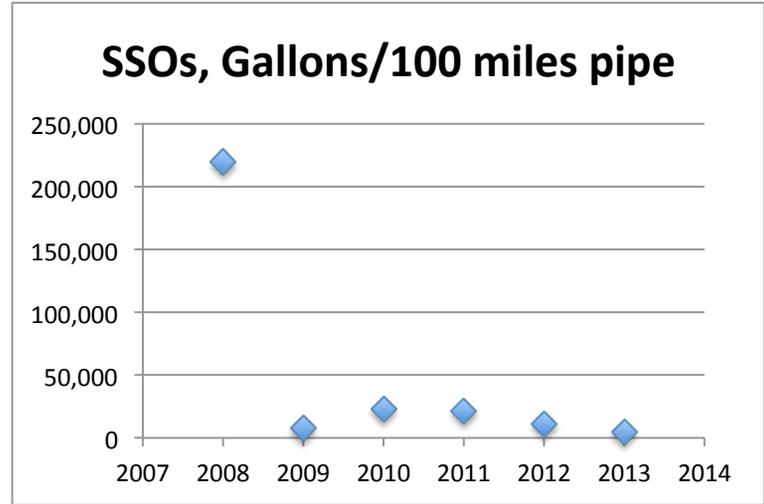
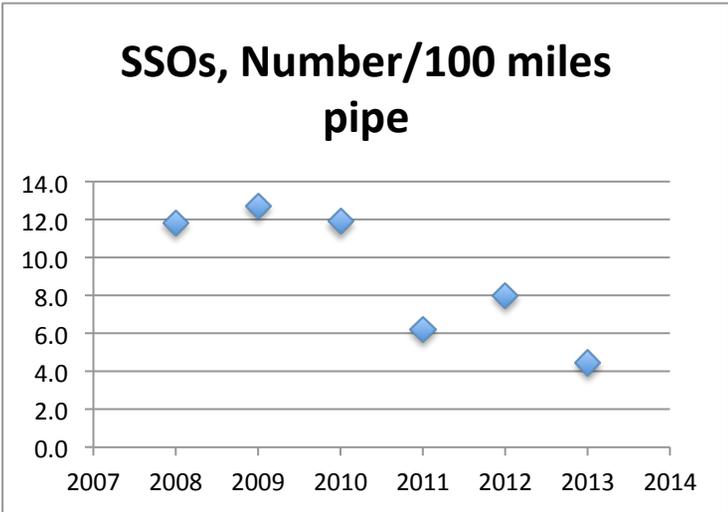
	<b>Open Work Orders Due Prior to 12/1/2013</b>	<b>Open Work Orders 12/1/2013 - 12/31/2013</b>	<b>Total Open Work Orders</b>
Preventive	6	157	159
Corrective	0	0	0
<b>Total</b>	<b>6</b>	<b>157</b>	<b>163</b>

	<b>Closed Work Orders 12/1/2013 - 12/31/2013</b>
Preventive	153
Corrective	0
<b>Total</b>	<b>153</b>

<b>Total Outstanding Work Orders as of 12/31/2013</b>	<b>10</b>
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## Collection System Multi-year Trends 2008-2013

**NOVATO SANITARY DISTRICT  
Wastewater Operations Committee Meeting  
Reclamation Facilities Report  
December 2013**

**Summary:**

The rancher completed removing cows from all Sites. Parcel rehabilitation was completed on all affected Parcels. There were no irrigation or sludge disposal activities this month.

**Ranch Operations:**

The rancher completed removing cattle off of all Sites. The rancher began cutting thistles and spraying weeds on Site 7.

Parcel rehabilitation was completed on all Parcels under rehabilitation for the season. The contractor was successful in finishing all Parcels under the contract and work was completed within budget.

In October, Mosquito Abatement found a sinkhole in Parcel 27. The sinkhole appears to be over one of the large irrigation mains. Staff has issued a Work Order to a local contractor for repair. This work was not completed in December so Parcel rehabilitation work could be completed. This leak will be repaired in January, weather permitting.

A potential leak was identified by the Rancher in Site 3 on Parcel 5. The location was over one of the large irrigation mains. The irrigation main was exposed, the main pressurized but no leak was found.

**Irrigation Parcels:**

As previously reported, the valve actuators for some irrigation zones within the parcels will not fully open or close and some motors have failed. The District's electrical engineering consultant is investigating options to address this issue. There was some correspondence between the consultant and a valve representative this month.

Fresh water was turned off on Site 2, 3 & 7 at the beginning of the month to limit pipe breakage due to the unusual cold spell.

**Irrigation Pump Station:**

There was no irrigation performed this month. The average storage pond staff gauge depth at the beginning of December was 3.3 feet and remained at that level throughout the month due to the lack of rainfall.

**Sludge Handling & Disposal:**

There were no sludge handling and disposal activities this month.

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**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Odor Control, Noise, and Landscaping Report**  
**December 2013**

**Summary:**

Staff continues to work to address issues of concern relating to odor control, noise, and landscaping, specifically from the Lea Drive neighborhood, and in the northeast corner of the Novato Treatment Plant (NTP) site.

As explained in earlier reports, and to demonstrate its commitment, the District has already expended significant amounts beyond the substantial investment for odor control, noise, and landscaping included in the original WWTP Upgrade, Contract B - Novato Treatment Plant (NTP), Project No. 72609. These additional costs have included operational changes and measures related to further noise abatement, visual screening, wind shielding, and daily monitoring. The District has also retained Brown and Caldwell (B&C) and their project manager, Mr. Dave McEwen to study the issue of potential odor emissions from the aeration basins.

A summary of activities since the last Wastewater Operations Committee meeting is provided below.

**Odor control:**

The District's odor control consultant, Mr. Dave McEwen of Brown and Caldwell (B&C) issued some preliminary recommendations for odor control at the aeration basins in December. Staff started feeding sodium hypochlorite to the influent, but it is anticipated that implementation and testing of Mr. McEwen's recommendations will occur more fully in January and February, and that he will issue a technical memorandum in March.

**Noise:**

In December, staff continued to address the low level noise concerns of some Lea Drive neighbors, from the fans for the main odor control biofilter in the northeast corner of the Novato plant. Construction was completed on a permanent sound reducing enclosure for these fans which up to this point had resided inside a temporary insulated enclosure, and it is anticipated that these concerns will abate.

**Landscaping:**

Staff continued to work with the District's landscaping contractor Cagwin and Dorward (C&D), on the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the NTP. C&D will continue to provide services on an as-needed and as-requested basis by the District to care for the landscaping in this area through the winter, and the scope of their services will be re-evaluated in the spring.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Administration: CASA Washington DC conference attendance	<b>MEETING DATE:</b> January 27, 2014  <b>AGENDA ITEM NO.:</b> 7.a.
<b>RECOMMENDED ACTION:</b> Review current District Policies	
<b>SUMMARY AND DISCUSSION:</b>  California Special Districts Association recommends that the Board review the District policies on an annual basis as a matter of best practice in order to qualify for certification as a District of Distinction.  The current policies are attached for your review. If there are changes recommended each policy will be brought back individually to the Board for further review and discussion.	
<b>ALTERNATIVES:</b> N/A	
<b>BUDGET INFORMATION:</b> N/A	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# Compilation of Policies

For

## Novato Sanitary District



Prepared January 9, 2013

Revised August 29, 2013

Revised December 26, 2013

## ADOPTED POLICIES

<b>GENERAL</b>		
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<u>Policy No.</u>	<u>Policy Title</u>	<u>Date of Adoption</u>
1000	Purpose of Board Policies	10/08/2007
1010	Adoption/Amendment of Policies	10/22/2007
1020	Conflict of Interest	11/26/2010
1030	Public Complaints	12/28/2009
1050	Copying Public Documents	02/25/2008

<b>PERSONNEL</b>		
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<u>Policy No.</u>	<u>Policy Title</u>	<u>Date of Adoption</u>
2047	Vehicle Assignment and Usage	03/24/2008
2575	Health Insurance Premium Reimbursement for Mgt. & Confidential Employees	01/23/2012

<b>OPERATIONS</b>		
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<u>Policy No.</u>	<u>Policy Title</u>	<u>Date of Adoption</u>
3012	Environmental, Health & Safety Compliance Program	12/22/2008
3032	Fixed Asset Capitalization	05/10/2010
3120	Statement of Investment Policy	12/10/2012
3210	Easement Abandonment	11/10/2008
3215	Easement Acceptance	11/24/2008
3310	Records Retention Policy and Schedule	11/21/2013
3500	Reserve Policy	08/26/2013
3510	Fund Reserve	08/26/2013
Res. #2951	Sewer Service Priority for Affordable Housing	11/13/2006
Minute action	Purchasing Procedures	07/25/2011
Minute action	Property and Equipment Control	07/10/2006
Minute action	Modification to Sewer Main Extension Acceptance Policy	09/11/2000
Minute action	Contribution by developers for generators in connection with construction of pump stations in private developments	03/25/1991
Minute action	Work in Sewer Easements on Private Property	03/26/1990
Minute action	Accessory Dwelling Connections	07/25/1983
Minute action	Easement Encroachment	11/27/1978
Minute action	Connections Prior to Sewer Main Acceptance <i>(also subject of internal memorandum of 05/02/1973).</i>	11/19/1964

<b>BOARD OF DIRECTORS</b>
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<u>Policy No.</u>	<u>Policy Title</u>	<u>Date of Adoption</u>
4010	Code of Ethics ( <i>Renamed "Code of Ethical Conduct"</i> )	02/14/2011
4035	Directors' Health and Dental Insurance	02/13/2012
4050	Members of the Board of Directors	02/08/2010
4060	Committees of the Board of Directors	07/09/2012
4095	Ethics Training	11/10/2008
4099	Board Meeting Technology	02/11/2013
Res. #2936	Remuneration ( <i>Compensation &amp; Reimbursement Policy</i> )	06/26/2006
Minute action	Notification of Board Member absences from meetings	09/11/1995
Minute action	Payment of Interest on Improvement Security Cash	10/22/1984

<b>BOARD MEETINGS</b>
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<u>Policy No.</u>	<u>Policy Title</u>	<u>Date of Adoption</u>
5010	Board Meetings	02/25/2008
5020	Board Meeting Agenda	02/25/2008
5040	Board Actions and Decisions	05/24/2010
5060	Minutes of Board Meetings	03/22/2010

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Purpose of Board Policies

**POLICY NUMBER:** 1000

**1000.1** It is the intent of the Board of Directors of the Novato Sanitary District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

**1000.2** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Novato Sanitary District, said rules, regulations or legislation shall prevail.

Adopted 10/8/07

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Adoption/Amendment of Policies

**POLICY NUMBER:** 1010

**1010.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the District Manager-Engineer. The proposed adoption or amendment shall be initiated by a Director or the Manager-Engineer submitting a written draft of the proposed new or amended policy to each Director and the Manager-Engineer by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

**1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require an affirmative vote by the majority of the Board .

**1010.3** Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

Adopted 10/22/07

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# Novato Sanitary District

## POLICY HANDBOOK

POLICY TITLE: Conflict of Interest  
POLICY NUMBER: 1020

**1020.1** The Political Reform Act, Government Code Section 81000 et seq. and especially Section 87300 thereof, require every local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code Section 18730, which contains the terms of the standard Conflict of Interest Code, which can be incorporated by reference by local government agencies, and which may be subsequently amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Administrative Code Section 18730, and any amendments thereto duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference, and, along with the attached Appendix and Addendum in which officials and employees of the Novato Sanitary District ("District") are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the District.

**1020.2** Pursuant to Section 4 of the standard Conflict of Interest Code, all designated employees shall file statements of economic interests with the District. In addition, pursuant to California Government Code Section 87300 et seq. and as set forth in the Addendum, all District officials who manage public investments shall also file statements of economic interests with the District. In the event a person falls under both categories, such person shall need to file only one statement of economic interests. Upon receipt of such statements, the District shall make and retain a copy and forward the originals of these statements to the Registrar of Voters for the County of Marin.

## APPENDIX: DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

A. *Designated Positions.* The positions listed below include those persons who are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

<u>Designated Position</u>	<u>Disclosure Category</u>
Wastewater Treatment Plant Superintendent	1
Wastewater Facilities Manager	1
Staff Engineer	1
Laboratory Supervisor	1
Environmental Compliance Analyst II	1
Construction Inspector	1
Field Services Superintendent	1
Collection Systems Superintendent	1
General Counsel	1
Consultants	1

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<sup>1</sup>Consultants are included in the list of designated positions and shall disclose pursuant to the broadcast disclosure category in the code subject to the following limitation.

The Manager-Engineer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Manager-Engineer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**B.** *Disclosure Categories.*

1. All sources of income, interests in real property, and investments and business positions in business entities.
2. Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the District.

**ADDENDUM: DISCLOSURE REQUIREMENTS FOR DISTRICT OFFICIALS  
WHO MANAGE PUBLIC INVESTMENTS**

- A.** *General Provision.* Under Cal. Gov't Code § 87200 et seq., certain city and county officials and "other officials who manage public investments" shall fill out Fair Political Practices Commission Form 700 and disclose all economic interests located or doing business within the agency's jurisdiction.
- B.** *Definitions.* In complying with the requirements set forth in section A above, the following definitions shall apply, as set forth in the 2 Cal. Code Regs. §18701:
1. "Other officials who manage public investments" shall mean:
    - a. Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
    - b. High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
    - c. Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subsection B. 1 .b. above.
  2. "Public investments" shall mean the investment of public monies in real estate, securities, or other economic interests for the production of revenue or other financial return
  3. "Public moneys" shall mean all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party
  4. "Management of public investments" shall mean the following nonministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.
- C.** *Affected Positions.* Therefore, the following persons at the Novato Sanitary District shall be considered public officials who manage public investments and file Fair Political Practices Commission Form 700 pursuant to Cal. Gov't Code § 87200 et seq.:
1. Members of the Board of Directors;
  2. Manager-Engineer;
  3. Deputy Manager-Engineer,
  4. Administrative Services Manager; and
  5. Finance Officer

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# NOVATO SANITARY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Public Complaints  
**POLICY NUMBER:** 1030

**1030.1** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

**1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute.

**1030.3** The method of resolving complaints shall be as follows:

**1030.3.1** The individual with a complaint shall first discuss the matter with the Administrative Services Manager or other responsible employee with the objective of resolving the matter informally.

**1030.3.2** If the individual registering the complaint is not satisfied with the disposition of the complaint by the Administrative Services Manager or other responsible employee, it shall be forwarded to the Manager-Engineer. At the option of the Manager-Engineer, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The Manager-Engineer shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

**1030.3.3** If the individual filing the complaint is not satisfied with the disposition of the matter by the Manager-Engineer, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the Manager-Engineer's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

**1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1050

**1050.1** Individuals requesting copies of public documents shall first submit a "Request for Public Information" (see attached form). To defray expenses associated with the copying process, the District will charge fifteen cents (15¢) per single-sided page and twenty cents (20¢) per double-sided page.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors for consideration at open Board meetings shall be made available to the public at the meetings. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Any such documents distributed to a majority of the Board less than 72 hours before the meeting shall be made available for inspection at [the District office at the same time the documents are distributed to the Board members. Individuals requesting copies of such documents prior to the Board meeting will be charged fifteen cents (15¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings. These documents shall be made available in appropriate alternative formats to persons with disabilities.



# REQUEST FOR PUBLIC INFORMATION

Date: \_\_\_\_\_

Submitter: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

In the space below, please provide a detailed description of the information you are requesting:

<u>Subject/Title</u>	<u>Date</u>	<u>Type of Record</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Cost for photo copies: .15 cents per page single sided / .20 cents per page double sided**

**(for office use only)**

Request received by: \_\_\_\_\_ Filled by: \_\_\_\_\_

Date: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Deadline for Written Response: Date request made + ten (10) business days = \_\_\_\_\_  
(Note: The District must determine within 10 days after receipt of a public records request whether to comply and must immediately notify the requester of such determination and the reasons therefore. Govt. Code Section 6253(c). Thereafter, the District must make the records "promptly available". Govt. Code Section 6253(b).

Documents: mailed                      delivered                      picked up                      Date: \_\_\_\_\_

Costs/Accounting code: (fees/applied to) \_\_\_\_\_

**NOVATO SANITARY DISTRICT  
500 DAVIDSON STREET, NOVATO CA 94945  
PHONE (415) 892-1694 FAX (415) 898-2279**

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Vehicle Assignment and Usage  
**POLICY NUMBER:** 2047

**2047.1** District vehicles are assigned to the following positions:

- Manager-Engineer
- Deputy Manager-Engineer
- Administrative Services Manager
- Field Services Superintendent
- Wastewater Facilities Manager
- Collection Systems Superintendent

The above list of positions shall be reviewed periodically and adjusted as required, at the discretion of the District Board of Directors and upon recommendation of the Manager-Engineer.

**2047.2** Use of a District-provided vehicle for commuting is considered a non-cash fringe benefit and is treated as taxable income. Income tax is withheld and the value of the fringe benefit is reported to the IRS and included on Form W-2.

**2047.3** With the exception of commuting to and from work and *de minimis* personal use, other personal use of District vehicles is prohibited. Only the District Manager-Engineer has the authority to permit persons other than District employees to drive District vehicles. (Board of Directors' minutes 8/8/05).

**2047.4** Employees performing standby duty are provided a District vehicle during the periods they are scheduled to be on standby duty to respond to emergencies during non-working hours. Use of District vehicles for standby duty is not treated as a taxable benefit.

**2047.5** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

**2047.6** Proof of adequate insurance coverage for collision, personal injury, and property damage in an amount at least equivalent to the District's insurance deductible of \$100,000 shall be required by the District of any employee using a personal vehicle in the performance of District work.

**2047.7** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**2047.8** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Optional Employee Health Insurance Premium Reimbursement – Management and Confidential Employees

**POLICY NUMBER:** 2575

**2575.1 Covered Employees.** Management and confidential classifications, probationary and regular status.

**2575.2 Provisions of Optional Health Plan Coverage.** For those employees who are not covered by the District's group health plan policy but have other types of hospital and medical insurance for which they pay the premium, or portion of the premium, the District will reimburse a part of such premium upon proof that the insurance is in force and is being paid for by the employee.

**2575.3 Reimbursement Limit.** The District will reimburse up to \$200.00/month for optional health plan coverage. The scope of coverage and reimbursement of premiums to be paid by the District is subject to periodic review and revision by the Board of Directors.

**2575.4 Reimbursement Method.** To facilitate payment of the share of premiums paid directly by the employees to the insurers, the District will reimburse each employee directly each month upon proof of prior payment of the premiums by the employee.

**2575.5 Taxability.** Amounts paid by the District under the circumstances above constitute employer payments of accident or health insurance premiums in reimbursement of premiums actually paid by the employee and are excludable from the gross income of the employee.

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Environmental, Health & Safety Program  
**POLICY NUMBER:** 3012

**3012.1** The Board of Directors of Novato Sanitary District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the Board of Directors that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

**3012.2** Within the District, therefore, the Manager-Engineer is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The Manager-Engineer shall designate an appropriate individual(s) to review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the Manager-Engineer and implementation within the District.

**3012.2.1** Each department manager and supervisor shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.

**3012.2.2** It is equally the duty of each employee to accept, acknowledge, and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is his/her duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported.

**3012.3** By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

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# NOVATO SANITARY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Fixed-Asset Capitalization

**POLICY NUMBER:** 3032

**3032.1** The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

**3032.2** Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than \$5,000 shall be expensed.

**3032.3** Other expenditures of \$5,000 or more providing a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.

**3032.3.1** To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

**3032.3.2** Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

**3032.4** Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

**3032.5** Depreciation will be computed over the estimated useful lives of the assets as follows:

ASSET DEPRECIATION LIFE	
Fixed Asset	Useful Life (years)
Land Improvements	15
Buildings and structures, exclusive of subsurface pump stations	15-50
Vehicles	<u>7-10</u>
Sewer Facilities Equipment	5 – 35
Office Equipment	5 – 10
Office Furniture	10 – 15
Computer Equipment	<u>3</u> – 7

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# Novato Sanitary District

## POLICY HANDBOOK

POLICY TITLE: Investment of District Funds  
POLICY NUMBER: 3120  
ADOPTED/REVISED: December 10, 2012

### 3120.1 PREMISE

The legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) 53600.6 and 53630.1)

CGC Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC 53646(a))

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Novato Sanitary District (District) to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

### 3120.2 SCOPE

This investment policy applies to all financial assets of Novato Sanitary District, including Operating Funds, Capital Improvement Funds and Bond Funds.

**3120.2.1 Regular Warrants Account:** As cash is received, it is deposited in the District's Money Market Checking Account with Westamerica Bank. Cash on hand is reviewed daily and all inactive or reserve funds above the minimum balance are wire transferred periodically to the State Local Agency Investment Fund (LAIF), or invested locally in certificates of deposit. When the District writes checks, for whatever purpose, funds are withdrawn from LAIF to cover the checks written.

**3120.2.2 Payroll Account:** The District's payroll is prepared in-house. All pay checks and pay vouchers (for direct deposit) are processed through the District's Payroll Account with Westamerica Bank. After the checks and vouchers are reconciled, funds to cover payroll are transferred from the Operating Account to the Payroll Account.

**3120.2.3 Petty Cash Account:** The District maintains a Petty Cash account with a balance not to exceed \$1,000.00. This account is for small purchases.

**3120.2.4 Capital Projects Account:** This account is used to track capital project expenditures throughout the year. Any excess balance above the minimum balance is wire transferred to LAIF. When

the District writes checks for project expenses funds are withdrawn from LAIF to cover the checks written. Funds are transferred from the regular warrants account after this account has been funded by LAIF, for operating and project expenses.

**3120.2.5 ARRA Grant Project Account:** This account is established to receive grant funds under the American Reinvestment and Recovery Act for partial financing of the District's Recycled Water Project. The project is part of the regional recycled water project administered by the North Bay Water Reuse Authority.

**3120.2.6 Local Agency Investment Account:** Operating, Cash flow, and Capital reserves are invested in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The balance is available for withdrawal on demand.

**3120.2.7 Certificates of Participation (COP) Bond Fund:** The District must maintain the unspent proceeds of the COP with trustees or fiscal agents under the terms of the debt issue. The COP proceeds are administered by the Bank of New York Mellon and are invested with LAIF.

**3120.2.8 Excluded investments:** Funds not included in the policy include deferred compensation funds since the assets of the plan are held for the exclusive benefit of plan participants and their beneficiaries and the individual plan participants are responsible for the investment of these accounts.

### **3120.3 PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard as stated in CGC Section 53600.3 and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **3120.4 OBJECTIVES**

As specified in CGC Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

**3120.4.1 Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**3120.4.2 Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

**3120.4.3 Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

**3120.5 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from CGC Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, Beverly B. James, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The following employees are authorized to telephone instructions for deposits and withdrawals from the District bank account to the State Treasurer and vice versa:

Beverly B. James, Manager-Engineer, Treasurer  
Laura M. Creamer, Finance Officer

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of CGC 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard. The District maintains a public officials' surety bond in the amount of \$200,000.

**3120.6 ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**3120.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

**3120.8 AUTHORIZED AND SUITABLE**

It is the practice of the District to invest inactive operating and capital improvement funds only with the State Treasurer's Local Agency Investment Fund and/or with local banks and savings and loans. *Prohibited Investments.* Under the provisions of CGC Section 53601.6 and 53631.5, the District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### **3120.9 COLLATERALIZATION**

All certificates of deposit must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC Section 53601(i)(2).

### **3120.10 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by CGC Section 53601.

### **3120.11 DIVERSIFICATION**

The District will diversify its investments by security type and institution. It is the policy of the District to remit money not required for immediate needs to LAIF for purposes of investment. Assets in the pooled money account are diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

### **3120.12 REPORTING**

In accordance with CGC Section 53646(b)(1), Treasurer shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC Section 53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions.

The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by CGC Section 53646(b)(2) and (3) respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

### **3120.13 INVESTMENT POLICY REVIEW**

The Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

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# Novato Sanitary District

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Easement Abandonment  
**POLICY NUMBER:** 3210

**3210.1** Abandonment by the District of its interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

**3210.2** Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

**3210.2.1.** Abandonment of easements shall be accomplished by the Board of Directors by adoption of a resolution.

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# Novato Sanitary District

## POLICY HANDBOOK

POLICY TITLE: Easement Acceptance  
POLICY NUMBER: 3215

**3215.1** Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

**3215.2** Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

**3215.2.1** Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO. \_\_\_\_\_

NOVATO SANITARY DISTRICT  
ACCEPTANCE OF SANITARY SEWER EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Novato Sanitary District that the District shall accept the easement(s) offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No(s)

Property Owner

\_\_\_\_\_  
Name of Development

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of Marin, State of California.



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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Records Retention

**POLICY NUMBER:** 3310

**3310.1** The purpose of this policy is to: provide guidelines to staff regarding the retention or destruction of Novato Sanitary District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements. The Records Retention Schedule attached hereto is hereby adopted as the schedule for destruction of records of the Novato Sanitary District, which are no longer needed and which are no longer required by law to be retained.

**3310.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3310.3** The Manager-Engineer is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3310.4** Pursuant to the provisions of California Government Code §§ 60200 through 60204, the guidelines prepared by the State Controller's Office, and other legal provisions, the following qualifications will govern the retention and disposal of records of the Novato Sanitary District.

**3310.4.1** Duplicate records, papers and documents may be destroyed at any time without the necessity of copying to photographic or electronic media.

**3310.4.2** Except where a record is expressly required to be preserved according to state law, the District may approve the destruction of any original document without retaining a copy of the document as long as the retention and destruction of the document comply with the Retention Schedule attached.

**3310.4.3** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3310.4.4** In addition to the retention periods required under this policy, the District shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e. records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired (Government Code §14755(a) and 34090).

**3310.4.5** iPads, cell phones, and other electronic devices provided to employees and Directors are the responsibility of the District. Communications on District-owned electronic devices are subject to the same restrictions and Public Records Act disclosure as any other form of communication whether originating on District premises or on District-provided equipment and should be managed in the same manner as all other District records.

## Appendix A

### Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the Manager-Engineer, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to checks in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Checks (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES
  - g. PAYROLL and PERSONNEL RECORDS. Include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes or terminations of employees
    - (3) Earnings records and summaries

- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Timesheets

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

- 3. LIFE. The inclusive operational or valid dates of a document.
  - 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
  - 5. RECORD COPY. The official District copy of a document or file.
  - 6. RECORDS CENTER. The site selected for storage of inactive records.
  - 7. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
  - 8. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
  - 9. RETENTION/DISPOSITION. **Active:** How long the file remains in the immediate office area  
**Inactive:** How long the file is in off-site storage and/or stored on electronic media  
**Total Retention:** The total number of years the record will be retained
- For documents with different retention timeframes, the document with the longest retention time should be used.
- 10. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
    - a. The resumption and/or continuation of operations;
    - b. The recreation of legal and financial status of the District, in case of a disaster;
    - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Deeds
- (7) Depreciation schedule

- (8) Disposal of surplus and excess property
- (9) District insurance records
- (10) Employee accident reports, injury claims and settlements
- (11) Employee earning records
- (12) Employee fidelity bonds
- (13) Employee insurance records
- (14) Encroachment permits
- (15) Facility improvement plans
- (16) Individual claims/settlements
- (17) Inventory
- (18) Journal vouchers
- (19) Ledgers
- (20) Licenses and permits to operate
- (21) Loans and grants
- (22) Maps
- (23) Minutes of Board meetings
- (24) Payroll registers
- (25) Policies, Rules and Regulations
- (26) Purchase orders and requisitions
- (27) Restricted materials permits
- (28) Rights of way and easements
- (29) Statements of Economic Interest
- (30) Check register
- (31) Checks (with backup)

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# NOVATO SANITARY DISTRICT

## POLICY HANDBOOK

### **POLICY TITLE: Reserves**

### **POLICY NUMBER: 3500**

#### **3500.1 Need for Reserves.**

Not all operating and capital expenses of the District can be precisely forecast, and factors such as weather, emergency repairs, energy cost fluctuations, third party liability claims, regulatory charges, fines, and regional or national calamities require that the District retain prudent amounts of reserves because of the time required to raise funds through rate increases. The District must accumulate and maintain sufficient fund balances in its operating and capital accounts to meet current and projected expenses, cover cash flow requirements, cover debt payments, and provide for both anticipated and unanticipated liabilities and expenses without adversely affecting the District's ability to provide both short and long term, high quality, uninterrupted service in compliance with applicable federal and state law, and regulatory permits.

#### **3500.2 Rate Stabilization Reserve.**

3500.21 Purpose: The Rate Stabilization Reserve enables the District to meet unusual or unexpected operating or capital expenses.

3500.22 Reserve Amount: The target amount for the Rate Stabilization Reserve shall be \$1,500,000 as of July 1, 2013. It shall be adjusted annually based on the ENR Construction Cost Index for the San Francisco Bay Area.

3500.23 Use: Expenditures from the Rate Stabilization Reserve must be approved by the Board of Directors except that the Manager-Engineer may authorize expenditures in the event of an emergency that threatens public health or environmental quality. The Manager-Engineer must then convene a noticed meeting of the Board of Directors as soon as it is feasible to obtain a quorum.

3500.24 Replenishment: In the event of drawdown, the Rate Stabilization Reserve shall be replenished within four years.

#### **3500.3 Wastewater Capital Reserve Fund.**

3500.31 State Revolving Fund Loan: The District borrowed \$81,307,947 from the State Revolving Fund (SRF Loan) between 2008 and 2011. The loan is being repaid in annual installments of \$5,378,956 due each December 31 through June 30, 2031. The loan agreement terms require that the District establish and maintain a "Wastewater Capital Reserve Fund" for expansion, major repair, or replacement of the wastewater facilities for the term of the loan agreement. The District established the Wastewater Capital Reserve Fund by Resolution No. 2933 adopted on April 24, 2006.

The District must deposit sufficient funds to build up the Wastewater Capital Reserve Fund at a minimum rate of 0.5% of the SRF loan amount each year for a period of ten (10) years. The District's unused bonding capacity of \$3,275,000 from the 1970 and 1986 GO Bonds may be used to offset, dollar for dollar, the required cash deposits to the Wastewater Capital Reserve Fund.

Money deposited in the Wastewater Capital Reserve Fund shall be available for the costs for planning, design, and construction of capital improvements to the wastewater treatment facilities. However, the District must replace any amounts expended from the Wastewater Capital Reserve Fund by depositing at a minimum annual rate of ten (10) percent of the expended amount.

All interest earned on deposits to the Wastewater Capital Reserve Fund shall remain in the Fund and restricted to the allowed uses.

3500.32 Purpose: The Wastewater Capital Reserve Fund is dedicated to the expansion, major repair, or replacement of the wastewater treatment facilities in accordance with the terms of the State Revolving Fund loan.

3500.33 Reserve Amount: The reserve amount is set by the terms of the loan as shown below:

Fiscal Year	Loan Amt	Annual Required	Fund Balance Required	Deposit
2008/9	21,691,826.00	108,459.13	108,459.13	3,275,000.00 *
2009/10	47,989,587.00	239,947.94	348,407.07	
2010/11	72,720,776.00	363,603.88	712,010.95	
2011/12	81,329,083.00	406,645.42	1,118,656.36	
2012/13	81,307,946.00	406,539.73	1,525,196.09	
2013/14	79,875,979.00	399,379.90	1,924,575.99	
2014/15	74,366,047.00	371,830.24	2,296,406.22	
2015/16	70,771,876.00	353,859.38	2,650,265.60	
2016/17	67,091,444.00	335,457.22	2,985,722.82	
2017/18	63,322,683.00	316,613.42	3,302,336.24	27,336.24
2018/19	59,463,471.00	297,317.36	3,599,653.59	297,317.36

\* Unused bonding capacity from 1970 and 1986 GO bonds.

3500.34 Control: Expenditures from the Wastewater Capital Reserve Fund must be authorized by the Board of Directors and replaced as specified in the SRF loan terms at a minimum annual rate of 10% of the expended amount.

**3500.4 Certificates of Participation Reserve.**

3500.41 Certificates of Participation: The District issued \$21,750,000 of Certificates of Participation (COP) in October 2011 to fund Collection System, Pump Stations, Reclamation System, and Treatment Plant Capital Improvements. The COPs will be repaid over 20 years.

The Trust Agreement established a reserve fund as a reserve for the payment of the installment payments. The reserve fund was initially funded by the District at \$1,500,000. It is held by the Trustee and maintained in the amount of the reserve requirement. The "Reserve Requirement" is defined in the Agreement to mean, as of the date of calculation, an amount equal to the lesser of (i) 10% of the original

principal amount of the COPs;(ii) maximum amount of Installment Payments due in the current or any future Fiscal Year prior to the final maturity of the Certificates; or (iii) 125% of the total amount of then unpaid installment payments as of the date of calculation, and dividing that total by the number of fiscal years remaining to final maturity of the COPs.

The Official Statement for the COPs referenced the District's Rate Stabilization Fund that allows the District to spread unexpected expenses over several years. The minimum fund balance was identified as \$600,000 which will be replenished over a three to four year period should the fund be drawn down.

3500.42 Purpose: The COP Reserve fund serves as a reserve for the payment of the installment payments.

3500.43 Reserve Amount: The "COP Reserve Requirement" is defined in the Agreement to mean, as of the date of calculation, an amount equal to the lesser of (i) 10% of the original principal amount of the COPs;(ii) maximum amount of Installment Payments due in the current or any future Fiscal Year prior to the final maturity of the Certificates; or (iii) 125% of the total amount of then unpaid installment payments as of the date of calculation, and dividing that total by the number of fiscal years remaining to final maturity of the COPs. It was initially funded at \$1,500,000.

3500.44 Control: The COP Reserve fund is held by the COP Trustee. If the balance in the COP Reserve Fund exceeds the reserve requirement, the Trustee will transfer the excess to the installment payment fund at least semiannually on or prior to each installment payment date.

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# NOVATO SANITARY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE: Operating and Capital Funds Minimum Beginning Balance for each Fiscal Year**

**POLICY NUMBER: 3510**

### **3510.1 Operating Fund.**

3510.11 Purpose: The District receives approximately 55% of its revenues in December and 45% in April. Operating expenditures are distributed relatively evenly throughout the year. The Operating Fund serves to provide cash flow during the months between the receipt of revenues. It is required to be sufficient to adequately fund District operations and to provide financial flexibility to meet seasonal variation and minor unanticipated expenses as outlined in Section 3510.2.

3510.12 Fund Target: The Operating Fund target is 67% (eight months) of the Operating Expenditures for the upcoming fiscal year as of July 1st of each year.

### **3510.2 Capital Fund.**

3510.21 Purpose: Capital Revenues are made up primarily of Sewer Service Charges and Property Taxes that are received in April and December. The District has ongoing fixed capital costs for the principal and interest payments on the SRF loan and COPs of \$7,046,654. These payments are due in August, December, and February. Most of the Capital Budget is therefore not discretionary.

3510.22 Fund Target: The Capital Fund target as of July 1<sup>st</sup> each year is the debt payments plus the pay-as-you-go capital projects budget for the upcoming fiscal year minus the anticipated December capital receipts.

**3510.3** The District is committed to clear and consistent financial policies so that constituents can readily verify that prudent practices are in place. The Capital and Operating Fund targets are set for July 1 of each year so that the Funds can be readily aligned with the Budget documents.

### **3510.4 Background.**

3510.41 General: The Novato Sanitary District (hereinafter "District") was formed and lawfully operates under the Sanitary District Act of 1923. The District, pursuant to the statutory authority invested in it, is charged with protecting the health and safety of the citizens within the jurisdictional limits of the District with regard to sanitation, including collection, treatment and disposal of sewage, as well as solid waste collection and disposal. The District is charged with operating a collection and treatment system for sewage pursuant to the terms of its NPDES permit No. CA0037958, that sets forth stringent requirements for the District's

operations and protection of the water environment. The Sanitary District Act of 1923 and other statutory authority provides the District with the power to levy and collect fees, tolls, charges and assessments in order to meet its operating revenue requirements and capital funding needs.

3510.42 Fund Purpose: The District must accumulate and maintain sufficient fund balances in its operating and capital accounts to meet current and projected expenses, cover cash flow requirements, cover debt payments, and provide for both anticipated and unanticipated liabilities and expenses without adversely affecting the District's ability to provide both short and long term, high quality, uninterrupted service in compliance with applicable federal and state law, and regulatory permits.

3510.43 State Revolving Fund Loan: The District borrowed \$81,307,947 from the State Revolving Fund (SRF Loan) between 2008 and 2011. The loan is being repaid in annual installments of \$5,378,956 due each December 31 through June 30, 2031.

3510.44 Certificates of Participation: The District issued \$21,750,000 of Certificates of Participation (COP) in October 2011 to fund Collection System, Pump Stations, Reclamation System, and Treatment Plant Capital Improvements. The COPs will be repaid over 20 years. Interest is payable February 1 and August 1 of each year beginning February 1, 2012 through 2032. Principal payments are due on February 1 of each year.

**NOVATO SANITARY DISTRICT**

**RESOLUTION NO. 2951**

**A RESOLUTION ADOPTING A POLICY REGARDING THE PROVISION OF WASTEWATER COLLECTION, TREATMENT AND DISPOSAL SERVICES TO RESIDENTIAL UNITS WITH AFFORDABLE HOUSING COMPONENTS**

**WHEREAS**, the Novato Sanitary District (“District”) is committed to the fair and equitable provision of wastewater collection, treatment and disposal services to persons and entities within its jurisdiction, in conformity with state law and the District Code; and

**WHEREAS**, Government Code Section 65589.7 requires the District to adopt a written policy (i) granting or providing priority for the provision of public sewer services to proposed housing developments that help meet the regional need for lower income housing and (ii) barring the denial or the conditioning of approval of an application for services, or reducing the amount of the services applied for, solely because a proposed development includes affordable housing components, except in limited circumstances.

**BE IT RESOLVED** by the Board of Directors of the Novato Sanitary District as follows:

1. That the “District Policy Regarding the Provision of Service to Residential Developments with Affordable Housing Units,” a copy of which is attached hereto, is hereby approved and adopted.
2. That the District Policy shall govern the manner in which wastewater collection, treatment and disposal services are provided to proposed residential housing developments within the District’s jurisdiction that address the needs of lower income households.
3. That within six months of the initial approval of this policy and at least once every five years thereafter, the District shall prepare a report for acceptance by the Board of Directors identifying such things as the available collection, treatment and disposal capacity, anticipated demand for sewer services from lower income households, the necessary steps needed to address capacity shortfalls, and any necessary changes to the policy adopted by this resolution.
4. That each portion of this resolution is severable. Should any portion of this resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect.

\* \* \* \* \*

**PASSED AND ADOPTED** this 13th day of November, 2006, by the following vote:

AYES:	Members:	DGiorgio, Fritz, Knutson, Long, Quesada
NOES:	Members:	None
ABSENT:	Members:	None

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President of the Board of Directors of the  
Novato Sanitary District,  
County of Marin, State of California

COUNTERSIGNED:

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Secretary of the Novato Sanitary District,  
County of Marin, State of California

Approved as to Form: \_\_\_\_\_  
Kenton L. Alm  
District Counsel

DISTRICT POLICY REGARDING THE PROVISION OF SERVICE TO RESIDENTIAL DEVELOPMENTS  
WITH AFFORDABLE HOUSING UNITS

1. *Policy Background:* Pursuant to Government Code Section 65589.7, the District is required to adopt a written policy (i) granting or providing priority for the provision of public sewer services to proposed housing developments that help meet the regional need for lower income housing and (ii) barring the denial or the conditioning of approval of an application for services, or reducing the amount of the services applied for, merely because a proposed development includes affordable housing components, except in limited circumstances. The Policy set forth herein conforms with this mandate.
  
2. *General Service Policy:* To the extent practical, the District shall provide or allow to be provided wastewater collection, treatment, and disposal facilities that:
  - a) have sufficient capacity to accommodate the demand from land uses approved in the General Plans of the land use planning jurisdictions within the District, and
  
  - b) are located so as to serve all existing or approved development within the District and all customers contracting with the District for service, provided gravity service is feasible. Collection service by gravity sewers is preferred to community pumping systems for financial and environmental quality reasons. Board approval is required to establish a community pumping system and such approval shall not be based on the presence or absence of housing affordable to low income households. The Board may condition its approval by requiring a community pumping system to be temporary and mandating connection to a gravity sewer when later available.
  
3. *Provision of Service During Times of Excess Capacity:* In times of excess wastewater collection, treatment and disposal capacity, the District shall review and provide, or permit the provision of, public sewer service to residential housing developments on an income neutral basis. Upon an applicant's payment of applicable fees or the execution of a contract to that effect with the District, the District shall permit public sewer service to eligible customers in the order of an application's submission, subject to the general restrictions set forth herein and the income neutral requirements of the District Code.
  
4. *Provision of Service During Times of Limited Capacity or Ability to Provide Service:* In the event of service limitations due to capacity or regulatory constraints, service priority shall be given to planned

developments that include housing units affordable to lower income households in accordance with Government Code Section 65589.7 (SB 1087, 2005) and the limitations set herein.

5. *Service Approval and Application Review:* The District shall not deny or condition the approval of an application for services to, or reduce the amount of services applied for by, a proposed development that includes housing units affordable to lower income households unless the District makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one or more of the following:
  - (a) The District does not have sufficient treatment or collection capacity, as demonstrated by a written engineering analysis and report on the condition of the treatment or collection works, to serve the needs of the proposed development.
  - (b) The District is under an order issued by a regional water quality control board that prohibits new sewer connections.
  - (c) The applicant has failed to agree to reasonable terms and conditions relating to the provision of service generally applicable to development projects seeking service from District, but not limited to, the requirements of local, state, or federal laws and regulations or payment of a fee or charge imposed pursuant to Government Code Section 66013.
  
4. *Required Reports:* Within six month of the initial approval of this policy and at least once every five years thereafter, the District shall prepare a report for acceptance by the Board of Directors identifying:
  - a) available collection, treatment and disposal capacity;
  - b) the anticipated demand for wastewater utility service by planned housing units affordable to lower income households;
  - c) any public or private action steps necessary to accommodate such demand if adequate capacity is unavailable; and
  - d) any changes to these policies or procedures necessary for implementing this service requirement.

Preparation of this report shall take into account information available in the General Plans of the land use planning jurisdictions within the District and pertinent District plans and documents, such

as the Collection System Master Plan, the Treatment Plant Master Plan, the District's NPDES Permit, collection system capacity model, and treatment plant operational statistics and analyses.

**NOVATO SANITARY DISTRICT  
PURCHASING PROCEDURES  
AUGUST 1, 2004  
(Revised 8/28/06)  
(Revised 9/10/07)  
(Revised 7/25/11)**

**Scope and Purpose:**

These procedures govern the acquisition of materials, services, and equipment by Novato Sanitary District. The purpose of these procedures is to establish positive financial control over purchases; to define authority for the purchasing function; and to encourage full and open competition on purchases.

**Purchasing Procedures:**

The following procedures apply for items and services with a value up to \$30,000. If there is an emergency, the procedures outlined in the District's Emergency Response Manual prevail.

- 1) Purchases under \$200 do not require a purchase order but the following procedure must be followed:
  - a. Managers, Supervisors, Superintendents, Leadworkers, and Engineers may make these purchases without additional pre-authorization. All other employees must get a verbal authorization from a Manager, Supervisor, or Leadworker before placing the order or making the purchase.
  - b. A receipt must be turned in to the Supervisor clearly identifying the item purchased, what it was used for, and where it was used.
  - c. The Supervisor is responsible for assigning an accounting code to the receipt and turning it into the Administrative Secretary.
  
- 2) Purchases between \$200 and \$999:
  - a. A purchase order must be obtained from the Administrative Secretary and signed by a Supervisor, Superintendent, or Manager before an order is placed or an item is purchased.
  - b. The purchaser must verify that there is sufficient balance in the budget for the item.
  - c. Competitive quotes shall be obtained on new or unfamiliar items to insure relative cost and availability.
  - d. A copy of the completed purchase order must be provided to the Administrative Secretary.

Novato Sanitary District  
Purchasing Procedures

- 3) Purchases between \$1,000 and \$4,999:
  - a. A purchase order must be obtained from the Administrative Secretary and signed by the Administrative Services Manager, the Deputy Manager-Engineer or the Manager-Engineer before an order is placed or an item is purchased.
  - b. The purchaser must verify that there is sufficient balance in the budget for the item.
  - c. Competitive quotes shall be obtained on new or unfamiliar items to insure relative cost and availability.
  - d. A copy of the completed purchase order must be provided to the Administrative Secretary.
  
- 4) Purchases between \$5,000 and \$30,000:
  - a. The Deputy Manager-Engineer is authorized to approve purchase orders for budgeted items up to \$15,000.
  - b. The Manager-Engineer is authorized to approve purchase orders for non-budgeted items up to \$10,000 and up to \$30,000 for budgeted items.
  - c. The purchaser must verify that there is sufficient balance in the budget for the item.
  - d. Competitive quotes shall be obtained on new or unfamiliar items to insure relative cost and availability.
  - e. A copy of the completed purchase order must be provided to the Administrative Secretary.
  
- 5) Purchases over \$30,000:
  - a. A request for authorization to purchase the item must be prepared for the Board of Directors.
  - b. The purchaser must verify that there is sufficient balance in the budget for the item.
  - c. The Manager-Engineer will present the request for authorization to the Board of Directors.
  - d. After Board authorization a purchase order must be obtained from the Administrative Secretary and signed by the Manager-Engineer before an order is placed or an item is purchased.
  - e. Competitive quotes shall be obtained to insure relative cost and availability.
  - f. A copy of the completed purchase order must be provided to the Administrative Secretary.
  
- 6) Purchases subject to competitive bidding requirements will be made in accordance with District Ordinance No. 109, adopted August 28, 2006.

Adopted by the Novato Sanitary District Board of Directors  
July 10, 2006

## **NOVATO SANITARY DISTRICT PROPERTY AND EQUIPMENT CONTROL POLICY AND PROCEDURES**

### **POLICY**

It is the policy of the District to maintain accountability of all property and equipment purchased by the District, or otherwise acquired, or furnished by other persons or agencies. This accountability shall be maintained by records kept by the District Manager-Engineer, and the records shall be verified at least once every five years by a physical inventory of the property, and reconciled appropriately.

### **GENERAL**

These procedures describe requirements and methods for carrying out the above policy. All equipment items, either owned by the District, or loaned or furnished by other sources, having an individual unit value of \$5,000 or more and a useful life of one year or more are covered by this procedure. Items which have a useful life of one year or more and have an individual unit value of less than \$5,000 shall be grouped by like item, and the groups shall be accounted for in accordance with this procedure. Land, buildings, and structures are also included in this policy.

### **DEFINITIONS**

Acquisition value or individual unit value: The cost of the item at the time of acquisition by the District, including installation costs, and applicable incidental costs (ie. taxes, freight, design, engineering, administration, etc.). Donated items or items otherwise furnished shall have their acquisition value estimated on the basis of the market replacement value at the time of acquisition. Individual items acquired as part of a package contract shall also have their acquisition value estimated at the market replacement value at the time of acquisition.

Nonexpendable personal property: Any tangible item of property not including land, permanent buildings or structures, having a useful life of one year or more. This includes any items attached to a permanent structure that can be removed or replaced, and items that have

been installed on other nonexpendable property. An example is a radio installed on a vehicle. Both radio and vehicle must be identified, and separately accounted for. In the case of plant, pump station, and similar equipment, several equipment items may be combined on the same inventory record and the acquisition value, etc., determined and listed as a unit (ie. pump, motor, suction and discharge piping and valves, etc.). However, in the event that equipment items are so combined, any individual units with separate manufacturer's serial numbers shall be separately listed on the inventory record.

Real property: Real property shall be defined as land, or any interest therein, including improvements permanently attached to the land, buildings, structures, fixtures, on-site pipelines and other underground (buried) equipment or facilities, but excluding movable machinery and equipment. For purposes of this policy, all public gravity sewers and force main pipelines, wherever located, shall be considered real property.

## **PROCEDURES -- REAL PROPERTY**

1. When real property is acquired, either through purchase, donation, or other means, the following actions will be taken:
  - a. The Finance Officer shall be responsible for causing a real property record to be set up, including the following:
    - (1) Description of the property
    - (2) Name of facility
    - (3) Reference to District files where all official records concerning the property are located
    - (4) Date of acquisition by the District
    - (5) Acquisition cost or value
    - (6) Funding source - NSD if direct purchase by District, donated, or grant number if item acquired as part of a federal grant project
    - (7) Federal grant share - the factor that represents the proportionate

Novato Sanitary District  
Property and Equipment Property Control Policy and Procedures

federal contribution towards the acquisition cost of the property

- (8) For all buildings and structures and other site improvements, the following information shall be listed in addition to the information given above:
  - type of construction
  - approximate building area or structure size
  - estimated useful life
  - insurance code - indicating whether or not the item is to be covered under the District's property insurance policy
  - information needed to periodically update the valuation of the property for insurance purposes
2. If any real property is disposed of, the Finance Officer shall be notified and provided the following information to update the real property records:
  - a. The disposition of the property, and the reason therefor
  - b. The disposition date
  - c. Amount received, if any, from the disposal action

**PROCEDURES -- NONEXPENDABLE PERSONAL PROPERTY**

1. At the time an item of nonexpendable personal property is received by the District, either through direct purchase, as part of a package contract, donation, or some other means, the following actions will be taken:
  - a. With respect to all new plant, pump station, and other similar equipment, and vehicles and other rolling equipment, the Wastewater Facilities Manager shall be responsible for providing the Finance Officer with all information to complete the necessary property record for the item. For all other acquisitions, the Finance Officer shall perform the same task.
  - b. For all treatment plant and pump station plant and equipment items, an

Novato Sanitary District  
Property and Equipment Property Control Policy and Procedures

identification code shall be assigned by the Wastewater Facilities Manager.

This identification code, together with appropriate manufacturer's identification number cross referencing, shall be sufficient to indicate the item's category, location, process, type and number, so as to permanently identify the unit without the need for a physical label or tag.

- c. For all detachable property other than treatment plant and pump station plant and equipment items, a District identification number shall be assigned, and an identification tag bearing that number shall be affixed to the item by the Wastewater Facilities Manager. The identification number of the item shall be provided to the Finance Officer.
  - d. The Finance Officer shall cause the item to be entered in the District's property records, including all of the following information:
    - (1) Description of the item
    - (2) Location
    - (3) Identification code or number
    - (4) Name of unit manufacturer and manufacturer's serial number
    - (5) Description, manufacturer's name and serial number for each piece of equipment attached to and made an operational part of the unit
    - (6) Date of acquisition by the District
    - (7) Acquisition cost or value
    - (8) Funding source - NSD if direct purchase by District, donated, or grant number if item acquired as part of a federal grant project
    - (9) Federal grant share - the factor that represents the proportionate federal contribution towards the acquisition cost of the item
    - (10) Estimated useful life of the item - for depreciation accounting purposes
    - (11) Insurance code - a code indicating whether or not the item is to be covered under the District's property insurance policy
    - (12) Engineering News Record Index applicable at time of acquisition - for purposes of future updating of insurance values
2. At least once every five years a complete inventory of all District equipment shall be conducted. The purpose of this inventory is to assure that all District equipment is actually in the possession of the District and properly accounted for.

Novato Sanitary District  
Property and Equipment Property Control Policy and Procedures

Unless otherwise specifically authorized by the Manager-Engineer, the inventory shall be conducted by persons who are not assigned to the department and who have no direct connection with the department being inventoried.

The inventory shall consist of actually locating each equipment item listed in the District's property records. The persons conducting the inventory shall physically identify the property item by description, manufacturer's name and serial number, and District identification number (from the identification tag on the item). The description, manufacturer's name and serial number of any attached equipment shall also be verified. The physical condition of the item shall be noted also. Any discrepancy between the inventory information obtained by inspection and the data shown on the inventory listing provided by the Finance Officer shall be noted on the listing and returned to the Finance Officer for updating the property records and for other actions deemed appropriate.

If any equipment items are located that do not have identification tags, these items shall be tagged and the appropriate information shall be forwarded to the Finance Officer for updating the property records.

3. If any items are missing at completion of the inventory, or if any item is lost, stolen or vandalized at any time, this shall be immediately reported to the District Manager-Engineer who shall conduct an investigation and take appropriate action.
4. If any item of equipment is disposed of, the Finance Officer shall be notified and provided the following information to update the property records:
  - a. The disposition of the property, and the reason
  - b. The disposition date
  - c. Amount of revenue received, if any, from the disposal action

SEWER MAIN EXTENSION ACCEPTANCE:

- Consider rescinding action of August 14, 2000 amending Ordinance No. 70: The Manager explained that the action taken on August 14<sup>th</sup> was not intended to modify the District Ordinance but to adopt a policy clarifying how the existing ordinance would be applied to acceptance of sewer main extensions prior to final lift of paving. On recommendation of staff and on motion of Member Knutson, seconded by Member York and carried by those Members present, the Board rescinded their action of August 14<sup>th</sup> to amend Ordinance No. 70.

\* - Consider adoption of policy to allow for acceptance of sewer main extensions prior to final lift of paving under certain conditions: The Manager reviewed the reasons for the proposed policy, namely the increased liability because of manholes set above the paving, and the problems arising from the long delay in accepting fully functional sewers. The Manager indicated that there is no material change to the original recommendation and reiterated the proposed policy revision to allow for the acceptance of sewer main extensions prior to the final lift of paving under the following conditions:

1. The manholes have been installed to the grade of the first pavement lift with a six-inch sand collar and a six-inch AC plug over the sand as shown in the attached drawing.
2. The owner agrees to raise the manholes to grade and construct the standard concrete collar in accordance with the District's Standard Specifications at the time the second lift of pavement is applied.
3. The owner provides an improvement security in accordance with Section 611 of the District's Sanitary Code in the amount of \$500 per manhole, which will be refunded at the time the manhole is raised to final grade.
4. The owner agrees to apply for an inspection permit and pay the inspection permit fee of \$50/manhole at the time the manhole is raised to grade:

On motion of Member Knutson, seconded by Member York and carried by those Members present, the Board adopted the sewer main extension acceptance policy as described.

STAND-BY POWER FACILITIES:

- Consider Policy to Require Stand-By Power Facilities in Connection with Construction of New Pump Stations in Private Developments:

District staff is in the process of reviewing plans for the Vintage Oaks (Hahn Shopping Center) development. The developer plans to construct one additional pump station beyond the one that exists in the area now. However, because of the depth of the sewers, staff is concerned about problems of differential settlement and therefore will be suggesting that the developer construct four pump stations which will allow the sewers to be raised and be more accessible for maintenance.

The Board then discussed the subject of stand-by power facilities. The District currently has 24 pump stations and if Bel Marin Keys builds out there will be an additional 17. The District only has one stand-by generator and, although some pump stations have their own stand-by power, the Manager proposed that new development requiring pump stations should be required to contribute towards purchase of additional portable generators. He proposed \$10,000 for each pump station or, in the case of Vintage Oaks, if they build four pump stations they would not be required to contribute beyond the price of a new generator which is approximately \$35,000.

On motion of Member Knutson, seconded by Member Silveira and carried unanimously, the Board adopted a policy to require developers constructing lift station facilities to make a cash contribution of \$10,000 per pump station to enable the District to establish a fund for purchasing additional stand-by power facilities. The contribution will not exceed the cost of providing sufficient generators to serve the number of new pump stations being constructed. The policy will be reviewed periodically to determine if any adjustments are necessary.

PUBLIC COMMENT: None.

SEWER CONSTRUCTION/REPAIR IN EASEMENTS:

- Inquiry by Rich and Meredith Perino, 728 Sutro Avenue: Manager Joseph distributed copies of his memorandum, dated March 26, 1990, concerning notification of property owners when work is to be done in easements on private property. The memorandum was developed in response to a complaint by Mr. and Mrs. Perino regarding sewer work performed in easements on property owned by them without genuine attempts being made to notify the property owners of the intent to perform the work.

The Manager recommended that the following policy be instituted to prevent similar incidents occurring in the future:

\* In the case where sewer work is to take place in an easement on private property and the owner is other than the permittee, the District staff shall send a notice to the property owner or owners (as shown on the last County Assessor's roll, or as known to the District staff) informing that a permit for the work has been issued, giving a description of the work, and indicating that the permittee has been instructed that, unless there is an emergency, he/she should notify the property occupant at least 24 hours in advance of commencing work. This notice shall be sent out by the District at the time the permit is issued for the sewer work.

On motion duly made by Member York and seconded by Member Medeiros, the Board adopted the proposed policy on the following vote: AYES, Members York, Medeiros, Silveira, Knutson. ABSTAINING, Member Quesada. Member Quesada abstained because he felt this was a matter that should be handled administratively rather than at Board level.

Mr. Perino asked what arrangements are made to insure that the easement is restored to the condition existing before the work. Manager Joseph explained that this is a condition of the permit and invited Mr. Perino to contact the District if he is not satisfied with the condition of his property upon completion of the work currently underway.

(Mr. Perino thanked the Board and left the meeting at 6:46 p.m.)

Excerpt from Board of Directors' meeting minutes 07/25/1983

A regular meeting of the Board of Directors of Novato Sanitary District was held at 6:35 p.m., Monday, July 25, 1983, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President George C. Quesada, Members Clayton D. Payne, Miguel B. Medeiros, Joseph F. Silveira and Arthur T. Knutson.

STAFF PRESENT: Manager-Engineer-Secretary Charles A. Joseph, Assistant District Engineer Bill L. Bayles and Recording Secretary June Brown.

OTHERS PRESENT: Linda Wygant, Novato Advance.

DESIGNATION OF PRESIDENT PRO TEM: In the temporary absence of President Quesada, Member Payne was designated President Pro Tem.

AGENDA APPROVAL: The agenda was approved with deletion of "Safety Committee Report," and the addition of "Plan Approval - Brooke Ranch Subdivision," "Greenhouse Disposal - Reclamation Project," and "Appointment of Auditor, 1982-83 District Audit."

REVIEW OF MINUTES: On motion of Member Silveira, seconded by Member Knutson and carried by those Members present, minutes of March 14, 17, 21, 28, 31 and April 7, 1983, were approved.

ANNEXATION - HILL ROAD ANNEX 1982-8: The Manager reported that a resolution from the Local Agency Formation Commission indicating that proceedings for this annexation could be held without notice of hearing and election has been received and that the District can now proceed.

RESOLUTION NO. 2009: On motion of Member Medeiros, seconded by Member Knutson and carried by those Members present, Resolution No. 2009, "A Resolution Making Determinations, Describing Exterior Boundaries of Territory Designated 'Hill Road Annexation 1982-8', Establishing Terms and Conditions, and Ordering Annexation of Territory - Novato Sanitary District," was adopted.

PLAN APPROVAL - BROOKE RANCH SUBDIVISION (18 LOTS) (REAPPROVAL): Manager Joseph explained that the original plan approval for this subdivision has expired and the District has received a request for reapproval of the plans. On recommendation of Manager Joseph and on motion of Member Medeiros, seconded by Member Silveira and carried by those Members present, plans for the above sewer main extension, prepared by Stuber-Stroeh Associates, dated April, 1981, were reapproved subject to further review and approval by the staff.

(President Quesada arrived at 6:45 p.m.)

\* DISCUSSION OF ACCESSORY DWELLING ORDINANCE: Manager Joseph reported that the City of Novato has adopted an "Accessory Dwelling" Ordinance allowing construction of a second dwelling unit on an existing single-family residential lot. Current Sanitary District regulations call for sizing of the lateral for single-family residences to be a minimum of 4 inches in diameter and do not permit connection of a second dwelling to the same 4-inch side sewer. Owners who are installing second units are required to change the line to 6 inches, which creates an undue hardship. Manager Joseph noted that up to 250 dwelling units can be accommodated on a 6-inch line, far more than necessary in the case of accessory dwellings. Manager Joseph explained that this requirement is to avoid separate buildings where there could be future division of the property. District staff does not see any particular reason why two dwellings on the same lot cannot use the existing 4-inch sewer line. Manager Joseph proposed that staff be authorized to make administrative judgments in the case of accessory dwellings.

After brief discussion, the Board concurred with Manager Joseph's recommendation. Member Medeiros suggested that sometime in the near future, the District Ordinance be changed to accommodate accessory dwellings as described above.

DISCUSS LETTER TO NOVATO CITY COUNCIL ON BOTTLE DEPOSIT BILL: Manager Joseph reviewed the fact that at a recent meeting the Board endorsed in principle a curbside recycling program as a preferable alternative to the proposed beverage container deposit regulation being considered for adoption by the Novato City Council. He read a letter, prepared for President Payne's signature, conveying to the City Council the position of the Board on this matter. Following discussion, the Board Members indicated their approval of the letter as drafted. It was also agreed that Member Long would represent the Board at City Council meetings when the beverage container deposit regulation is considered.

DISCUSS STATUS REPORT ON EASTERN MARIN/SOUTHERN SONOMA WASTEWATER FACILITIES PLAN: Manager Joseph stated that this item was taken off the agenda at the last meeting and he informed the Board that he is planning on making a report on the status of the facilities plan at a meeting in December.

EASEMENT BOUNDARY ADJUSTMENT - PIPER COURT: Manager Joseph informed the Board that a house at the end of Piper Court has been constructed so that portions of the garage and porch encroach into the sewer easement that exists at that location. He presented a map showing locations of the easement, the existing sewer, and the house, and recommended that the District resolve the problem by quitclaiming to the property owner the portion of the easement that is involved in the encroachment.

RESOLUTION NO. 1741: Resolution No. 1741 entitled "A Resolution Authorizing Execution of Quitclaim Deed - Novato Sanitary District" was unanimously adopted on motion of Member Baker, seconded by Member Rivamonte.

\* DISCUSSION OF DISTRICT POLICY CONCERNING ENCROACHMENT ON EASEMENTS: Discussion was held on District policy concerning granting of sewer easement encroachment permits. An encroachment permit is binding on the property owner who signs the permit but does not obligate future owners. Manager Joseph stated that he discussed this matter with Attorney Morton and he was advised that the District could grant back an easement and the rights and obligations of the encroachment permit could be made to go with the property ownership. This type of easement would be recorded and future owners would assume the same responsibilities. Manager Joseph stated that staff will develop a procedure for an "easement-back" arrangements and will recommend that this method be used to resolve future difficulties concerning easement encroachments.

copy

M E M O

TO: Al Tresch  
George Gasper  
Rus Randrup  
Dave Sproul  
Bob Bolick  
Robbie Enoch

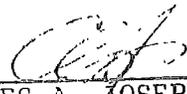
Dated: November 27, 1964

FROM: Manager - Engineer

RE: Policy on Connections Prior to Acceptance of Sewer Mains

Attached is a copy of a Memo to the Board outlining a policy on connections prior to acceptance of sewer mains. This policy was adopted by the Board at their November 19th meeting.

If you have any questions concerning details of this policy or how it will apply, please let me know.

  
\_\_\_\_\_  
CHARLES A. JOSEPH  
Manager & Engineer



May 2, 1973

TO: Engineering and Inspection Personnel  
FROM: Charles A. Joseph, Manager-Engineer  
SUBJECT: Procedures for Connection of Buildings Prior to  
Acceptance of Main Extension Facilities.

This will clarify the administrative procedures to be followed when permittees for connection permits wish to connect buildings prior to acceptance of main extension.

1. Case I - Permit issued prior to acceptance of main extension.  
Connection permits may be issued at any time after the issuance of a main extension permit, provided that connection permit is stamped as follows, "Building sewer shall not be connected to the public sewer system within the subdivision until that system has been formally accepted by the District."
2. Case II - Permittee desires connection but not use of system.
  - A. Connection permittee and main extension permittee are same person.  
Justification for departing from normal procedure must be given. In the case where main extension has been tested, permits may be issued after discussion with permittee and contractor, upon understanding that occupancy will not be permitted and inspector will place an occupancy hold on the building with the City or County and see that each lateral is plugged.  
  
In the case that main extension has not been tested, a letter will be required, see Case II B below.
  - B. Connection permittee different from main extension permittee.  
Justification for departing from normal procedure must be given. Permits may be issued after obtaining a letter from the main extension permittee granting District permission to issue permits -- letter to be signed by main extension permittee and countersigned by bonding company and sewer contractor (see attached Sample Letter A). Inspector shall place an occupancy hold with the City or County and see that laterals are plugged. It is preferable to allow building connection only after test of the main sewers.
3. Case III - Permittee desires connection and use of system.  
Justification for departing from normal procedure must be given. Connection permits may be issued after the main sewer has been tested and balled and after receipt of a letter from the main extension permittee and countersigned by the sewer contractor and the bonding company granting District permission to issue permits and to use system prior to acceptance (see Sample Letter B).

TO: Novato Sanitary District  
Sanitary District No. 6 of Marin County  
500 Davidson Street  
Novato, California

Gentlemen:

Pursuant to that certain main extension permit issued by Sanitary District No. 6 to \_\_\_\_\_  
(Name as shown on permit)  
\_\_\_\_\_, 19\_\_\_\_\_, for construction of a public sewer  
to serve \_\_\_\_\_,  
(Name of Development)

consent is hereby granted by the undersigned to District for the making of connections to the facility being constructed under said permit. Said consent is granted without conditions and the connection or connections shall not constitute an acceptance of any part of the facilities covered in said permit; shall not commence the period of maintenance against defective materials and workmanship; and shall, in no way, modify or eliminate any obligations of any of the undersigned pursuant to the ordinances of said District or said permit.

It is understood and agreed that nothing contained herein shall be construed as a permit to occupy the premises to which the consent may be applicable until and after all of the facilities covered in said permit have been completed by permittee and accepted by District.

Dated: \_\_\_\_\_, 19\_\_\_\_\_  
By: \_\_\_\_\_  
Permittee

The undersigned surety on the main extension permit described herein consents to the above terms.

Dated: \_\_\_\_\_, 19\_\_\_\_\_  
By: \_\_\_\_\_  
Bonding Company

The undersigned, as contractor on the main extension permit described herein, hereby consents to the above terms.

Dated: \_\_\_\_\_, 19\_\_\_\_\_  
By: \_\_\_\_\_  
Contractor

Received for N.S.D. by \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: One copy of this letter to be filed with District.)

TO: Novato Sanitary District  
Sanitary District No. 6 of Marin County  
500 Davidson Street  
Novato, California 94947

RE: \_\_\_\_\_  
Name of Development

Gentlemen:

Pursuant to that certain main extension permit issued by Novato Sanitary District No. 6 to \_\_\_\_\_

dated \_\_\_\_\_, for construction of public sewers to serve the above development, consent is hereby granted by the undersigned to District to permit the making of building sewer connections and the use of said connections at the following locations:

\_\_\_\_\_

as shown on the approved improvement plans for said development. Said consent is granted without conditions and the connection or connections and use of said facilities shall not constitute an acceptance of any part of the facilities covered in said permit; shall not commence the period of maintenance against defective materials and workmanship; and shall, in no way, modify or eliminate any obligations of any of the undersigned pursuant to the ordinances of said District or the provisions of said permit.

Dated: \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Permittee

The undersigned surety on the main extension permit described herein consents to the above terms.

Dated: \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
Bonding Company  
By: \_\_\_\_\_

The undersigned, as contractor on the main extension permit described herein, hereby consents to the above terms.

Dated: \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
Contractor  
By: \_\_\_\_\_

Received for NSD by \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: One copy of this letter to be filed with District)

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# NOVATO SANITARY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Code of Ethical Conduct  
**POLICY NUMBER:** 4010

**4010.1** The Board of Directors of Novato Sanitary District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed.

**4010.1.1** The dignity, style, values and opinions of each Director shall be respected.

**4010.1.2** Responsiveness and attentive listening in communication is encouraged.

**4010.1.3** The needs of the District's constituents should be the priority of the Board of Directors.

**4010.1.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.1.5** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

**4010.1.6** Directors should practice the following procedures:

**4010.1.6.1** In seeking clarification on informational items, Directors may directly approach the Manager-Engineer to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4010.1.6.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager-Engineer.

**4010.1.6.3** In handling items related to safety, concerns for safety or hazards should be reported to the Manager-Engineer. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.1.6.4** In presenting items for discussion at Board meetings, see Policy #5020.

**4010.1.6.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Manager-Engineer.

**4010.1.7** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

**4010.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4010.2.1** When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**4010.2.2** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. Any investigation of an issue should be restricted to a Board committee of two members.

**4010.2.3** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Board of Directors' Health and Dental Insurance  
**POLICY NUMBER:** 4035

- 4035.1 Health Insurance.** The District does not provide Directors the option of enrollment in the District's employee health insurance program. Directors are offered the health care benefit of reimbursement of out-of-pocket health insurance premiums, or portion of such premiums, for enrollment in personal health care insurance coverage upon proof that the insurance is in force and is being paid for by the Director.
- 4035.2 Reimbursement Limit.** The District will reimburse up to a maximum of \$200.00/month to each eligible Director for reimbursement of health plan premiums. The scope of coverage and reimbursement of premiums to be paid by the District is subject to periodic review and revision by the Board of Directors. This reimbursement is not available for any portion of payments made for spousal or dependent coverage.
- 4035.3 Reimbursement Method.** To facilitate payment of the share of premiums paid directly by the Directors to the insurers, the District will reimburse each Director directly each month upon proof of prior payment of the premiums by the Director.
- 4035.4 Not Compensation.** Amounts paid by the District under the circumstances above constitute District payments of accident or health insurance premiums by reimbursement of premiums actually paid by the Director. These amounts constitute health care benefits which are provided to management and confidential employees and as such are excludable from the calculation of the board member's compensation limitation for purposes of California public agency law.
- 4035.5 Termination.** The health benefit reimbursement for Directors will be available only to active members of the Board of Directors, and shall not be available after a Director is no longer an elected or appointed official of the District.
- 4035.6 Dental Insurance.** Directors are eligible for coverage under the District's group Delta Dental plan. The District will pay the full premium for Board Member coverage. Spouse and eligible dependents may be enrolled at the Director's expense. This benefit is also excludable from the calculation of board member's compensation limitation for purposes of California public agency law.
- 4035.7 Government Code Compliance.** Reference is made to District Policy No. 2575 "Optional Employee Health Insurance Premium Reimbursement for Management and Confidential Employees". Government Code Section 53202.3 provides that "All plans ..... shall also provide benefits for large numbers of employees".

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# NOVATO SANITARY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Members of the Board of Directors

**POLICY NUMBER:** 4050

**4050.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

**4050.1.1** Information exchanged before meetings shall be distributed through the Manager-Engineer, and all Directors will receive all information being distributed.

**4050.1.2** Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

**4050.1.3** Copies of information that is a public record and that relates to an agenda item for open session, that is provided to the Directors less than 72 hours prior to the meeting, shall be made available to the public at the same time that the writing is provided to the Directors in compliance with Gov. Code 54957.5.

**4050.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.3** Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4050.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**4050.5** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

**4050.6** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Manager-Engineer.

**4050.7** Any request by an individual director that will take more than one hour of staff time shall be reported to the Board.

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060

**4060.1** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**4060.2** The following shall be standing committees of the Board:

**4060.2.1** Solid Waste Committee

**4060.2.2** Wastewater Operations Committee

**4060.2.3** New Facilities Committee

**4060.2.4** Finance Committee

**4060.2.5** In addition, appointments of delegates and alternates will be made to the following organizations:

California Association of Sanitation Agencies  
California Sanitation Risk Management Authority  
North Bay Water Reuse Authority  
North Bay Watershed Association

**4060.3** The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's second regular meeting in July.

**4060.4** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**4060.4.1** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

**4060.5** The Board's standing Solid Waste Committee shall be concerned with overseeing the implementation of local action programs necessary to satisfy the mandates of AB 939, including solid and hazardous waste, education and outreach, school programs, permanent household facility activities, etc.

**4060.6** The Board's standing Wastewater Operations Committee shall be concerned with reviewing Operation and Maintenance Reports and NPDES monitoring reports. They will receive reports from District staff, facilities contract operations, and outside experts on contractor performance and make recommendations to the Board of Directors.

**4060.7** The Board's standing New Facilities Committee shall be concerned with the formulation of plans for major capital improvements, receiving and commenting on progress reports from staff on major developments, including regional projects such as Recycled Water Projects.

**4060.8** The Board's standing Finance Committee shall be concerned with the financial management of the District, including recommendations from staff on the preparation of an annual budget, capital financing, major expenditures, and annual audit review.

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Ethics Training

**POLICY NUMBER:** 4095

**4095** All directors of Novato Sanitary District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

**4095.1** This policy shall also apply to management staff and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

**4095.2** All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

**4095.3** Participants shall obtain proof of participation after completing the ethics training.

**4095.3.1** District staff shall maintain records indicating both the dates that participants completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after the training is received, and are public records subject to disclosure under the California Public Records Act.

**4095.4** District staff shall provide the Board of Directors and other affected personnel with information on available training that meets the requirements of this policy.

**4095.5** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

**4095.6** Any director of Novato Sanitary District that serves on the board of another agency is only required to take the training once every two years, in compliance with State law. Separate Ethics Training is not required for each board.

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Technology

**POLICY NUMBER:** 4099

**4099** In order to maintain efficient and effective operations, the District may provide Board Members with appropriate technology. When using technology, Board Members shall maintain the confidentiality of such District information.

**4099.1** Upon receipt of, or provision of access to, technology services and/or hardware, Board Members will sign an agreement for their use, as guided by District Administrative Policies. Any hardware and software provided remains the property of the District and will be returned upon District request or when leaving the District.

**4099.2** During District Board meetings noticed and open to the public, the intent is that any electronic devices will be used solely to access the District paperless agenda materials for that meeting. Pursuant to the Ralph M. Brown Act, the use of technology hardware, including cell phones, smart phones, tablets, notebooks, computers, and other devices, by Board Members to access the internet/intranet or receive/send phone calls, email, text messages, or other types of electronic communication, is not permitted. This prohibition shall not apply to electronic communication that does not address District business.

**4099.3** The District is not providing internet connection or telephone services for Board member use.

**NOVATO SANITARY DISTRICT**  
**Compensation and Reimbursement Policy**

**EFFECTIVE: July 1, 2006**

1. **PURPOSE:** The purpose of the policy is to prescribe the manner in which District employees and Directors may be reimbursed for expenditures related to District business, and how Directors may be compensated for their service. This policy implements Resolution No. 2936.
  
3. **SCOPE:** This policy applies to all District Directors and employees. Directors and employees shall only be reimbursed for expenses incurred in the performance of official duties, including attending conferences, meetings and luncheons.
  
4. **RESPONSIBILITY:** Individual claimants are responsible for maintaining and submitting a record of all personal expenses incurred on behalf of the District and for documenting said costs by receipts. The Administrative Services Manager is responsible for providing and receiving expense claims, classifying the expenses, verifying travel authorization certifying the authorization for and certifying the completeness and accuracy of the amount claimed. The District Manager, or his or her designee, is responsible for reviewing and approving expense claims for District staff. The District Manager, or his or her designee, is responsible for presenting claims from Directors for approval of payment to the District Board President.
  
2. **DIRECTOR COMPENSATION:** Directors are eligible to receive compensation for the following:
  - a. A meeting of the legislative body;
  - b. A meeting of an advisory body
  - c. Other District-business-related activities for which there has been pre-approval by the board.
  
5. **MEALS:** Any Director or employee who travels pursuant to this policy or who is required to attend a District related business even which extends beyond a normal workday period and at which a meal is not served shall be reimbursed for the cost of said meal as follows:
  - a. *Meal Allowance.* Directors and employees are to be reimbursed for the actual amount expended, not to exceed the IRS Guidelines.
  - b. *Room Service.* If a Director or employee has no practical choice of where meals may be eaten, the District shall reimburse the actual cost of room service meals up to the IRS Guidelines.

**5. LODGING EXPENSE REIMBURSEMENT:** When possible, Directors and employees should arrange for lodging reservations through the District at the least expensive available rate. If such arrangements cannot be made due to lack of advance warning or other extenuating circumstances, Directors and employees shall be reimbursed for the expense of lodging. Directors and employees shall use government or group rates offered by a provider of transportation or lodging services for travel and lodging when available. For lodging in connection with a seminar or meeting, lodging costs shall not exceed the maximum group rate published by the seminar or meeting sponsor, provided that lodging at the group rate is available to the Director or employee at the time of booking. If the government, group, and seminar published rates are not available, a Director or employee shall be reimbursed for lodging expenses incurred at a lodging establishment of comparable quality and cost to the government, group, or published seminar establishments.

**6. INCIDENTAL EXPENSE REIMBURSEMENT:** Directors and employees shall be reimbursed for the actual and necessary incidental expenses incurred in connection with a seminar, meeting, or other performance of official duties. Incidental expenses include:

- a. gratuities for hotel employees;
- b. parking fees;
- c. cab fares;
- d. public transportation costs; and
- e. other such incidental expenses.

**7. PERSONAL VEHICLE TRAVEL:** Directors and employees shall be reimbursed for expenses incurred in traveling by personal vehicle pursuant to the Internal Revenue Service Mileage Rate.

**8. CAR RENTAL:** Directors and employees shall be reimbursed for the expense of car rental, so long as such rental rate is at the least expensive available rate for mid-size or smaller vehicle.

**9. AIR TRAVEL:** Directors and employees shall be reimbursed for the expense of a roundtrip airplane ticket, so long as such ticket reserves a seat in the least expensive class of seating provided by the airline (i.e. economy class or open-seating) available at the time of booking the reservation.

**10. SEMINAR/MEETING REGISTRATION FEE REIMBURSEMENT:** Directors and employees shall be reimbursed for the expense of a seminar/meeting registration fee.

**11. OTHER EXPENSES:** All other actual and necessary expenses incurred by Directors or employees in the performance of official duties that are not described in this Reimbursement Policy shall be approved by the Board of Directors in a public meeting before the expense is incurred..

**12. PROHIBITED REIMBURSEMENTS:** The District will not reimburse to the Director or employee costs for the following:

- a. Alcoholic beverages
- b. Movie rentals
- c. Personal telephone calls
- d. Spouse/companion meals or travel
- e. All other personal expenditures not directly related to travel.

**13. DOCUMENTATION REQUIREMENTS:** The expense report form shall document that the expenses are proper under this Reimbursement Policy. Directors and employees must file expense report forms within a reasonable time after incurring the expense. Expense report forms filled by employees and Directors shall be accompanied by receipts documenting each expense.

All documents related to reimbursable agency expenditures shall be considered public records subject to disclosure under the California Public Records Act.

**14. DISTRICT BOOKING FOR SPOUSE OR COMPANION:** The District staff may on occasion book reservations for the spouse or companion of an employee or Director who is traveling on District business for the convenience of the employee or Director. All costs associated with any such booking for a spouse or companion shall be assumed by the employee or Director and to the extent any booking cost or deposit is paid by the District, the employee or Director shall immediately reimburse the District and in no event shall the reimbursement occur more than seven (7) days after the District's payment of the booking or deposit.

**15. BRIEF REPORT TO LEGISLATIVE BODY:** Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors. Such reports may be made orally or in writing.

BOARD OF DIRECTORS:

- Discuss Policy for Board Member Absences: The Board briefly discussed adoption of a policy for Board Members to notify the District if they will be absent from Board meetings. On motion of Member Silveira, seconded by Member Renati and carried unanimously, the Board adopted the policy that any Board Member planning to be absent from Board meetings will notify the District Manager in writing.

Excerpt from Board of Directors' Meeting Minutes  
October 22, 1984

REBELO RANCH UNIT I SUBDIVISION

- Request for Payment of Interest on Improvement Security Cash Deposit: President Medeiros declared a conflict of interest with this item in that the applicant is his father-in-law, and stated at he would not participate in the discussion or voting. Manager Joseph reported that a request has been received from the developer of Rebelo Ranch Subdivision for payment of interest on the cash deposit placed with the District in lieu of security bonds. The Manager suggested that the request be approved and interest be paid on cash deposits at the ~~Local Agency Investment Fund rate~~. It was agreed that interest would only be paid on cash deposits in excess of \$5,000 and that the District would deduct a \$50 processing and administrative fee to cover extra costs involved in managing the transactions. On motion of Member Knutson, seconded by Member Payne, the Board adopted the policy of paying interest on cash deposits in excess of \$5,000, with a deduction of \$50 to be made from the proceeds to cover the District's administrative and processing fee. The motion passed on the following vote: AYES, Members Knutson, Payne, Silveira. ABSTAIN, Member Medeiros. ABSENT, Member Quesada.

MHR  
(per  
Chick)  
1/12/87

WASTEWATER FACILITIES IMPROVEMENT PROJECTS:

- Construction Progress Reports; The Board received and reviewed Construction Progress Report No. 12, Novato Treatment Plant Project; Construction Progress Report No. 13, Reclamation Project; and Construction Progress Report No. 21, Ignacio Treatment Plant Project.
- Discuss Escrow Retention - Ignacio Treatment Plant Project: Manager Joseph reported that the project will not be completed by the

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# Novato Sanitary District

## POLICY HANDBOOK

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

**5010.1** Regular meetings of the Board of Directors shall be held on the second and fourth Mondays of each calendar month at 6:30 p.m. in the Conference Room of Novato Sanitary District at 500 Davidson Street, Novato, CA.

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

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

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

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

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

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

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

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

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

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

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

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

**5020.1** The District Manager-Engineer, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the Manager-Engineer and request any item to be placed on the agenda no later than 4:30 P.M. on the Thursday prior to the meeting date.

**5020.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

**5020.2.1** The request must be in writing and be submitted to the Manager-Engineer together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

**5020.2.2** The Manager-Engineer shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the Manager-Engineer's decision at the next regular meeting of the Board of Directors. The Board may, by a majority vote of Board Members present, add the item to that meeting's agenda if the Board determines that there is need to resolve the issue immediately and that it could not reasonably wait until the Board's next regular meeting. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

**5020.2.3** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

**5020.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. The Board may briefly respond to the comments or questions from the public, but shall not discuss or take action on such matters at that meeting.

**5020.4** The Board may act on an item not on the agenda only when: a majority decides there is an emergency situation; two-thirds of the members present (or all members if less than two-thirds are present) determine that there is a need for immediate action and the need to take action came to the attention of the District after the agenda was posted; or an item appeared on the agenda, and was continued from, a meeting held not more than five days earlier.

**5020.5** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review on the District's notice board at 500 Davidson Street, Novato, and posted on the District's webs

**5020.5.1** The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location(s).

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Board Actions and Decisions

**POLICY NUMBER:** 5040

**5040.1** Actions by the Board of Directors include but are not limited to the following:

**5040.1.1** Adoption or rejection of regulations or policies;

**5040.1.2** Adoption or rejection of a resolution;

**5040.1.3** Adoption or rejection of an ordinance;

**5040.1.4** Approval or rejection of any contract or expenditure;

**5040.1.5** Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

**5040.1.6** Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

**5040.2** Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

**5040.2.1** A member abstaining in a vote is considered as absent for that vote.

**5040.2.1.1** Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

**5040.2.1.2** Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

**5040.2.1.3** Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

**5040.3** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Manager-Engineer.

**5040.3.1** The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

**5040.3.2** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Manager-Engineer for review and recommendation, etc.).

**5040.3.3** Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

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# NOVATO SANITARY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 5060

**5060.1** The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board and upon approval, these minutes shall be the official record of the meeting.

**5060.1.1** Draft copies of a meeting's draft minutes shall be distributed to Directors as part of the information packet of a regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a secure location.

**5060.1.2** If an audio or video tape recording of regular and special meetings of the Board of Directors is made, the media upon which the recording is stored shall be kept in a secure location for a minimum of 60 days or until meeting minutes are formally adopted, whichever is later. Audio or video recordings shall be available to members of the public if a request is made. Such request shall be made with adequate prior notice and the District shall make a playback machine available upon such request.

**5060.1.3** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Summary record of Board comments;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;

Resolutions and ordinances described as to their substantive content and sequential numbering;  
Record of all contracts and agreements, and their amendment, approved by the Board;  
Approval of the annual budget;  
Approval of all polices, rules and/or regulations;  
Approval of all dispositions of District assets;  
Approval of all purchases of District assets; and,  
Time of meeting's adjournment.

For the section of the agenda devoted to Board and public comments, there is no legal requirement to enter any written or verbal comment into the minutes on request, whether from the public or a Board Member. Therefore, as stated above, summary records only will be recorded into the minutes.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Administration: CASA Washington DC conference attendance	<b>MEETING DATE:</b> January 27, 2014  <b>AGENDA ITEM NO.:</b> 7.b.
<b>RECOMMENDED ACTION:</b> Approve out-of-state travel for board members attending the CASA conference in Washington DC on February 24 – 26 <sup>th</sup> .	
<b>SUMMARY AND DISCUSSION:</b>  The preliminary program for the 2014 CASA conference in Washington DC is attached. Out-of-State travel requires the pre-approval of the Board of Directors. Director William Long is currently serving on the Board of Directors of CASA and has requested authorization to attend the conference.	
<b>ALTERNATIVES:</b> N/A	
<b>BUDGET INFORMATION:</b> The estimated cost per person for attendance is \$2,500. It would be funded from account 66170 which currently has a balance of \$47,202.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>



**PRELIMINARY PROGRAM**  
**11th Annual Washington, D.C. Conference**  
**February 24-26, 2014**

**Renaissance Mayflower Hotel,**  
**1127 Connecticut Avenue, N.W. Washington, D.C. 20036**  
**202.347.3000**

**Washington Policymaking In Changing Times**

**Monday, February 24, 9:00 a.m. – 5:00 p.m.**

9:00 – 9:45 a.m. Breakfast

9:45 – 10:00 a.m. Welcome and Introductions  
Stephen A. Hogg, CASA President  
Roberta L. Larson, CASA Executive Director

10:00 – 10:30 a.m. Opening Address: Amy Harder, Energy and Environment  
Correspondent, National Journal (Confirmed)

10:30 – 10:45 a.m. Break

10:45 – 11:45 a.m. Congressional Roundtable Panel

Moderator: Bennett Horenstein, Chair, CASA Federal Legislative  
Committee

Ryan Seiger, Democratic Staff Director, Subcommittee on Water  
Resources and Environment, Committee on Transportation and  
Infrastructure, U.S. House of Representatives (confirmed)

Jonathan Pawlow, Counsel, Subcommittee on Water Resources and  
Environment, Committee on Transportation and Infrastructure, U.S.  
House of Representatives (confirmed)

Jason Albritton, Professional Staff, Committee on Environment and  
Public Works, U.S. Senate (confirmed)

Jill Landry, Republican Staff, Committee on Environment and Public  
Works, U.S. Senate (confirmed)

12:00 – 1:30 p.m. CONFERENCE LUNCHEON

12:15 – 12:45 p.m.



Special Guest Speaker:  
Norman J. Ornstein (confirmed)  
Resident Scholar  
American Enterprise Institute

1:45 – 2:15 p.m.

Congressional Visit Briefing  
Bennett Horenstein, Chair, CASA Federal Legislative Committee  
Eric Sapirstein, CASA Federal Legislative Advocate



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**Monday, February 24, continued**

2:15 – 2:30 p.m.

Break

2:30 – 3:15 p.m.



Jonathan Allen, Senior Washington Correspondent  
Politico (confirmed)

3:15 – 3:30 p.m.

Break

3:30 – 5:00 p.m.

Alternative Energy and Water Infrastructure Financing

Kent Rowey, Partner, Allen & Overy, LLP (invited)

Vanessa Leiby, Executive Director, Water Wastewater Equipment  
Manufacturers (confirmed)

Matthew Feders, Principle, Leaf Clean Energy (confirmed)

Scott Bryan, Chief Operations Officer, Imagine H2O (invited)

6:00 p.m.

Networking Session/Dinner on your own

**Tuesday, February 25, 9:00 a.m. – 5:00 p.m.**

8:30 – 9:00 a.m.

Breakfast

9:00 – 10:30 a.m.

The Utility of the Future

Thomas Iseman, Deputy Assistant Secretary, Office of Water and  
Science, U.S. Department of Interior (invited)

Karen Wayland, Deputy Director, Energy Policy and Systems  
Analysis, U.S. Department of Energy (invited)

Adam Krantz, Managing Director of Government & Public Affairs,  
National Association of Clean Water Agencies (confirmed)

Dr. Andrew Sawyers, Director of the Office of Wastewater Management  
Office of Water, U.S. Environmental Protection Agency (invited)

10:45 a.m. – 5:00 p.m.

Congressional Visits

6:00 – 8:00 p.m.

California Water Congressional Reception  
U.S. Botanic Garden Conservatory  
Hosted by: ACWA and CASA

Welcome Address: The Honorable Jared Huffman (confirmed)



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**202.347.3000**

**Wednesday, February 26, 8:30 a.m. – 11:00 a.m.**

8:30 – 9:15 a.m. Closing Breakfast

9:15 – 9:45 a.m. Congressional Address  
Introduction: Stephen A. Hogg, CASA President



The Honorable Timothy Bishop (confirmed)  
Ranking Member  
Subcommittee on Water Resources and Environment  
Committee on Transportation and Infrastructure  
U.S. House of Representatives

9:45 – 10:30 a.m. A Nutrient Roadmap: Clear Passage or Bumpy Road Ahead

Jeffrey Lape, Deputy Director, Office of Science and Technology,  
U.S. Environmental Protection Agency (invited)

Barry Liner, Water and Science Director, Water Environment Federation  
(confirmed)

Chris Hornback, Regulatory Affairs Director, National Association of Clean  
Water Agencies (confirmed)

Steven Hamburg, Attorney, Environmental Defense Fund (confirmed)

Gary Belan, Director, Clean Water Programs, American Rivers (Invited)

10:30 – 10:45 a.m. Congressional Visit Debrief  
Roberta L. Larson, CASA Executive Director  
Eric Sapirstein, CASA Federal Legislative Advocate

10:45 – 11:00 a.m. Closing Remarks  
Stephen A. Hogg, CASA President

CASA

Please Join Us  
for the  
North Bay Watershed Association  
**2014** Conference

# Water Resources Management: What, Where and How

## Conference Objective

The conference will bring together key participants from around the North Bay to focus on how we can work together to manage our water resources.

## Who Will Attend?

Public officials and leaders in environmental organizations, science and business

## Keynote Speakers

**Mark Cowin**, Director, CA Department of Water Resources  
**Jared Huffman**, U.S. Congressman, California 2nd District  
**Felicia Marcus**, Chair, State Water Resources Control Board

## How to Register

Early Bird rate: \$85 per person through January 31, 2014  
\$95 as of February 1, 2014  
Register online now: [bitly.com/2014nbwa](http://bitly.com/2014nbwa)

**Sponsor Opportunities** are available!

## Contact

- ◆ NBWA Assistant to Executive Director:  
Elizabeth Preim-Rohtla at (415) 945-1475  
or [nbwa@marinwater.org](mailto:nbwa@marinwater.org)
- ◆ Conference Coordinator:  
Marinda Freeman, MF Productions,  
at (415) 924-9145 or [marinda@mfproductions.net](mailto:marinda@mfproductions.net)

**Friday, April 11, 2014**

## StoneTree Golf Club

9 StoneTree Lane  
Novato, CA 94945

**8:00 AM to 4:30 PM**

8:00AM Registration  
9:00AM Opening Presentation  
12:20PM Lunch  
3:30PM Wine Tasting



NORTH BAY  
WATERSHED ASSOCIATION  
[nbwatershed.org](http://nbwatershed.org)

Please Join Us  
for the  
North Bay Watershed Association  
**2014** Conference

# Water Resources Management: What, Where and How

## Program

- 8:00 AM** Registration, Continental Breakfast and Networking
- 9:00 AM** **WELCOME AND INTRODUCTION**  
**Jack Gibson** Chair, NBWA; Director, MMWD  
**MORNING KEYNOTE SPEAKER**  
**Felicia Marcus** Chair, SWRCB: *California Water: Era of Decision*
- 9:30 AM** **PANEL - What's New in Water Supply?**  
**Heather Cooley** Water Program Co-Director, Pacific Institute: *Water Supply Innovations*  
**Manisha Kothari** Project Manager, SFPUC: *Planning Regionally: Status of the Bay Area Regional Desalination Project*  
**Tim Parker** President, Parker Groundwater: *California GW Management – Status Statewide and Sonoma Valley Example*  
**David Graves** Co-Founder, Saintsbury Winery: *Agricultural Perspective on Water Resource Management*
- 10:30 AM** QUESTIONS
- 10:50 AM** BREAK
- 11:05 AM** **PANEL - How Do Integrated Projects Work?**  
**Jill Techel** Mayor of Napa: *Business Perspective on Napa River Restoration*  
**Jay Jasperse** Chief Engineer, Sonoma County Water Agency  
*Connecting the Dots: Recycled Water, Habitat and Groundwater*  
**Debbie Stutsman** Town Manager, San Anselmo: *Ross Valley Flood Protection and Watershed Program, a Partner's Perspective*  
**Sally Gale** Chileno Valley Ranch: *My Backyard: Ranching and Tending to Walker Creek's Restoration*
- 12:05 PM** QUESTIONS
- 12:20 PM** LUNCH - Buffet Service
- 12:45 PM** **LUNCHEON KEYNOTE SPEAKER**  
**Jared Huffman** Congressman, California 2nd District
- 1:15 PM** BREAK
- 1:30 PM** **AFTERNOON KEYNOTE SPEAKER**  
**Mark Cowin**, Director, DWR: *California Water Challenges*
- 2:00 PM** **PANEL - Where's the Money?**  
**John Coleman** ACWA President: *State Funding: State Water Bond*  
**Sam Schuchat** Executive Officer, State Coastal Conservancy  
*San Francisco Bay Restoration Authority*  
**Marc Holmes** Bay Restoration Program Director, The Bay Institute  
*Federal Funding: San Francisco Bay Restoration Act, EPA, BOR, WRDA*  
**Linda J. LeZotte** Director, SCVWD: *Local Funding: Measure B*
- 3:00 PM** QUESTIONS
- 3:30 PM** WINE TASTING RECEPTION

**Friday, April 11, 2014**  
8:00 AM - 4:30 PM

**StoneTree Golf Club**  
9 StoneTree Lane  
Novato, CA 94945

