

NOVATO SANITARY DISTRICT

June 20, 2016

The Wastewater Operations Committee of Novato Sanitary District will hold a meeting at 2:00 PM, Monday, June 20, 2016, at the District offices, 500 Davidson Street, Novato.

AGENDA

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

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

3. **APPROVAL OF MINUTES:**
 - a. Approve minutes from the November 16, 2015 committee meeting.
4. **ANNUAL OPERATING BUDGET:**
 - a. Review FY16-18 proposed operating budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.
5. **ADJOURNMENT:**

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

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

November 16, 2015

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, November 16, 2015, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: Committee Members Brant Miller and Alternate Jean Mariani.
(Committee Member Jerry Peters was absent.)

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

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

AGENDA APPROVAL: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR OCTOBER 19, 2015: Member Mariani noted that she was not in attendance at the October meeting. Member Miller approved the October 19, 2015 meeting minutes as presented.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR OCTOBER 2015:

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

John Bailey, Project Manager, Veolia, provided an overview of treatment plant operations for the month of October. He stated that the treatment plant continued to discharge to Reclamation during October but that on November 1st, transitioned to Bay discharge. He discussed key operations and maintenance events at the Novato facility, the Ignacio Transfer Pump Station, the Recycled Water Plant, and the Sludge Lagoons. He stated that the monthly average wastewater flow was 3.43 MGD and that the treatment plant performance was very good with no violations or excursions. He noted that the wet weather storage expansion project at the Ignacio Transfer Pump Station was nearing completion and would be finished in time for the anticipated wet weather months.

The Project Manager discussed training events completed in October and stated that as of October 31st, Veolia employees have been accident free for a total of 1,985 days. He reviewed the operations and maintenance report and stated that 10 (ten) million gallons of recycled water were produced. He stated that Jerome Meter (H2S) readings continue to be performed in the neighborhood and within the treatment plant.

The Project Manager discussed laboratory activities and noted that several Biochemical Oxygen Demand (BOD) results from the outside contract laboratory were marginally out of range for Quality Assurance/Quality Control (QA/QC) standards although the analytical

results remained within regulatory limits. He stated that Veolia staff had discussions with the contract laboratory manager responsible for the BOD test results. He also stated that staff is exploring different options to ensure the QA/QC validity of future BOD testing. He discussed the North Bay Science and Discovery Fair which was held on October 24th and noted that he and Veolia employees Liz Falejczyk, John O'Hare, and Brian Exberger staffed the Veolia sponsored booth. He stated that interest and participation were high.

The Project Manager stated that ten (10) odor notifications were received in October. He stated that in response to a request at the October 26th Board meeting, Veolia operations staff has revised the methodology for reporting odor contacts and had created the Weekly Neighborhood Contact Log presented in the Agenda packet to provide a higher level of detail for contacts received.

- Odor control and landscaping report: The General Manager discussed odor control related activities in October. He stated that the District's odor consultant, Mr. David McEwen of Brown and Caldwell, is reviewing data from the test period for the pilot odor control unit and that the data and results will be presented to the Committee when finalized. He noted that the recycled water irrigation system in the northeast corner of the facility was successfully repaired in October and stated that staff will continue to monitor the condition of the landscaping.

COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR OCTOBER 2015:

The Field Services Manager presented the Collection Systems Monthly Report for October 2015. He reported that the Collection Systems staff cleaned a total of 62,391 feet of sewer pipeline and that the department completed 319 maintenance work orders which were generated for October. He stated that 104 line segments were televised for 14,031 feet of production.

He noted that the October televising resulted in four (4) line segments being identified as requiring spot repairs or replacement.

The Field Services Manager reported on the current Collection System Projects, and outlined the specialized training that the department completed.

He stated that as of October 31st, 2015, the Collections Department and District had worked accident free for a total of 1,693 days.

Further, he noted that there were no (zero) sanitary sewer overflows (SSOs) in October.

RECLAMATION FACILITY REPORT FOR OCTOBER 2015:

The Field Services Manager presented the Reclamation Facilities report for October. He stated that parcels were irrigated on all sites with no reportable issues and that approximately 84.05 MG of treated water was used for irrigation this month. He stated that approximately 750 cu. yards of remnant sludge in a sludge lagoon at the Ignacio Treatment

Plant (ITP) site, (which had remained there since the 2007 decommissioning of the ITP), was hauled and disposed to the District's Dedicated Land Disposal (DLD) site as part of the wet weather storage expansion project referred to earlier by the Plant Manager.

OTHER ITEMS:

The General Manager noted that the next Wastewater Operations Committee meeting will be held on Monday, December 21st at 2:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 2:36 p.m.

Respectfully submitted,

Sandeep Karkal
General Manager-Chief Engineer

Julie Swoboda, Recording

DRAFT

NOVATO SANITARY DISTRICT WASTEWATER OPERATIONS COMMITTEE AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Committee: FY16-18 Preliminary Operating Budget.	MEETING DATE: June 20, 2016 AGENDA ITEM NO.: 4.a.
RECOMMENDED ACTION: Review FY16-18 proposed Preliminary Operating budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.	
SUMMARY AND DISCUSSION: <p>At the May 23, 2016 Board meeting, staff presented the District's preliminary Budget for Fiscal Years 2016-18 to the Board. Separately, staff reviewed the preliminary Solid Waste budget with the Solid Waste Committee, and will be reviewing the preliminary Capital Improvement Program (CIP) budget with the Strategic Planning and New Facilities Committee. The Solid Waste Committee has recommended adoption of the Solid Waste budget to the full Board, and it is hoped that the Operations and New Facilities Committees will do the same for the Operating and CIP budgets, respectively.</p> <p>The relevant elements of the preliminary Operating Budget are attached for review by the Wastewater Operations Committee. Staff suggests that the Committee review these items, and subject to minor changes and edits, recommend the preliminary Operating Budget for adoption by the full Board at its June 27, 2016 meeting.</p>	
ATTACHMENTS: 1. Preliminary operating budget for Fiscal Years FY2016-18.	
DEPT. MGR.: SRK, EB	GENERAL MANAGER: SSK



Preliminary Operating Budget
FOR
FISCAL YEARS 2016-18

Wastewater Operations Committee
June 20, 2016

Figure 1:

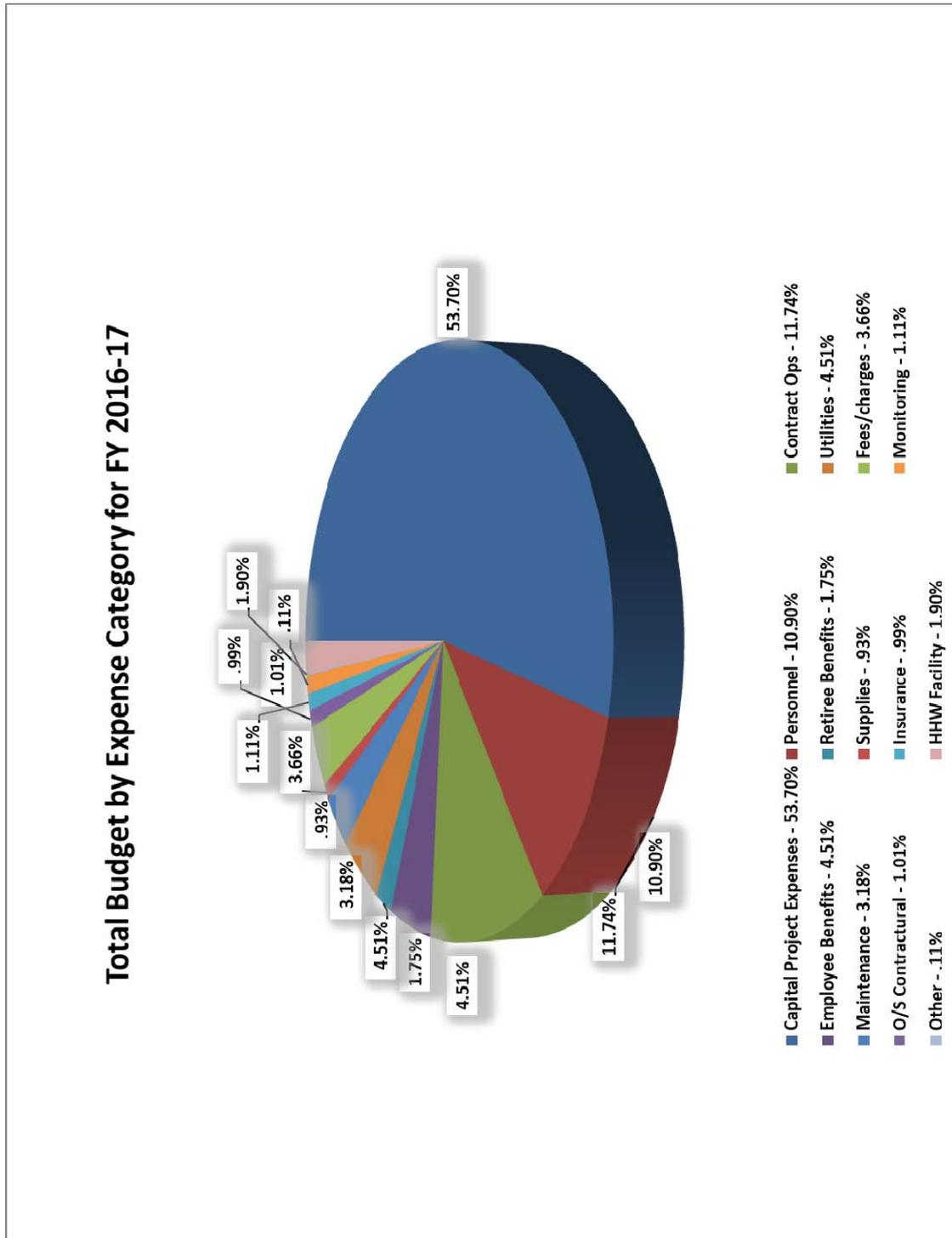


Figure 2:

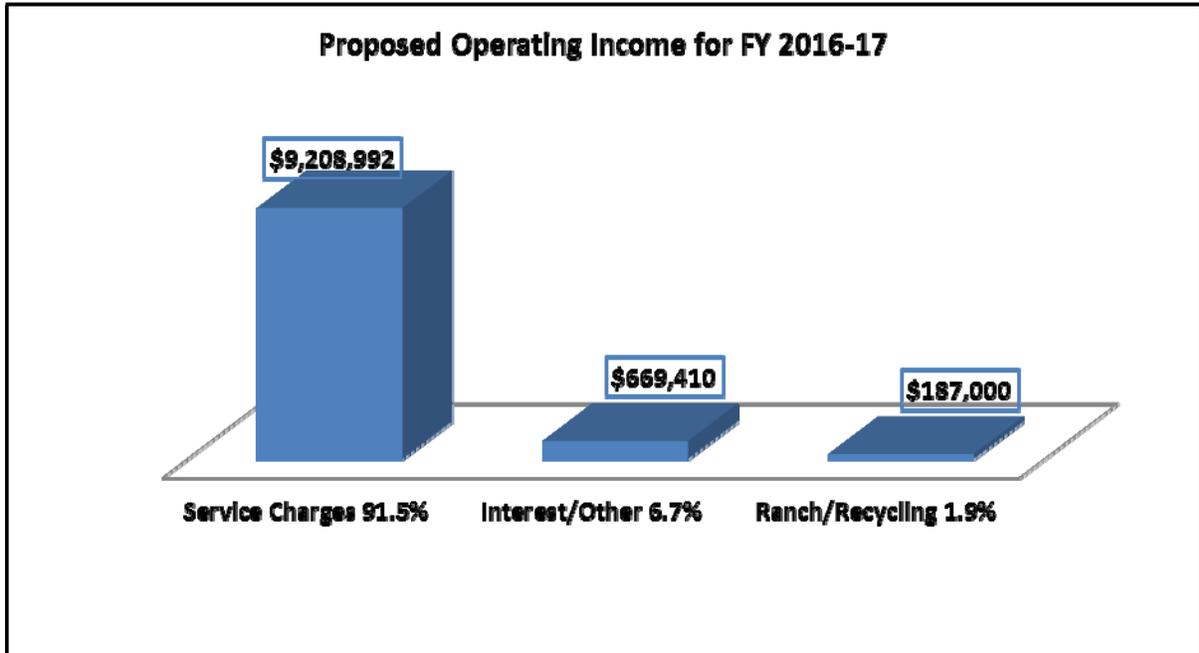


Figure 3:

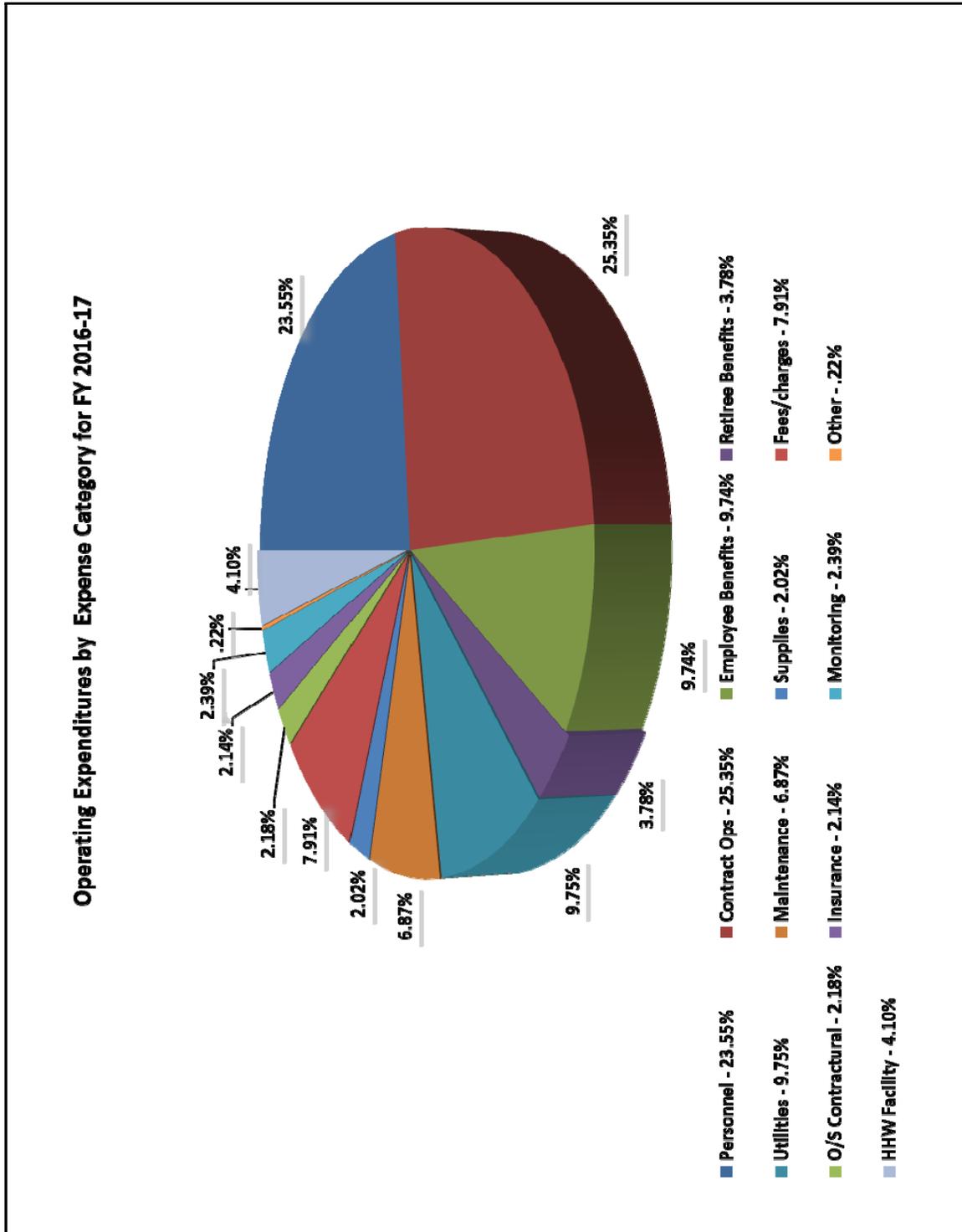
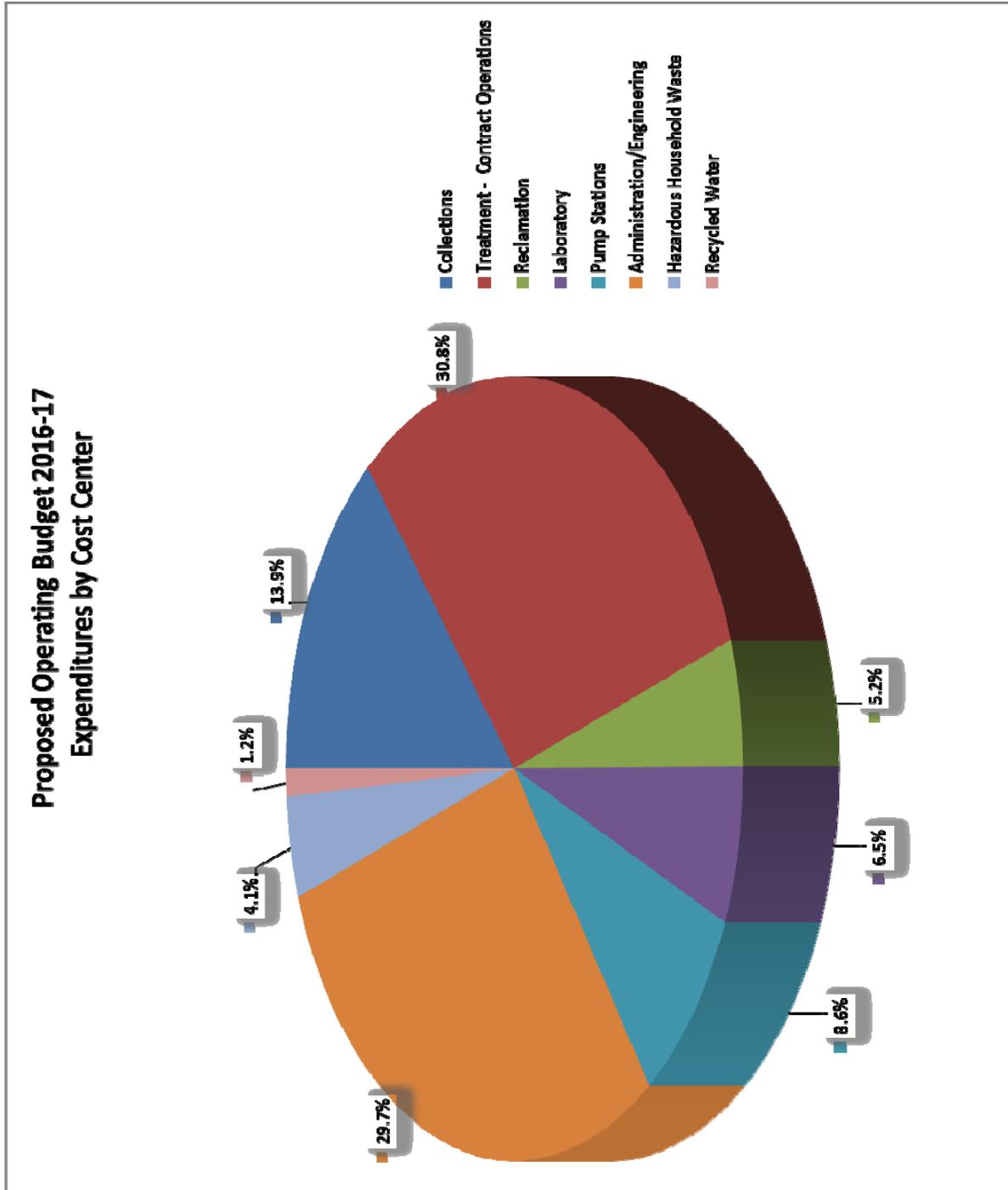


Figure 4:



SECTION II

OPERATING BUDGET SUMMARY SCHEDULES

**Abstracted from
Preliminary Budget for Fiscal Years 2016-18
as presented to the District Board on May 23, 2016**

**Novato Sanitary District
2016-18 Preliminary Operating Budget
Revenue Summary**

Operating Fund Revenue Center - 41000	Adopted Budget 14-15	Adopted Budget 15-16	Projected Revenues 2015-16	Projected Budget 2016-17	Preliminary Budget 2017-18
Accounts					
41010 · Sewer Service Charges (1)	8,776,815	9,121,520	9,000,000	9,208,992	9,515,232
41030 · Plan Check & Inspection Fee	500	500	500	500	500
41040 · Permit & Inspection Fee	6,000	6,000	7,500	6,000	6,000
41060 · Interest Income	15,000	18,000	20,000	20,000	20,000
41080 · Engineering & Admin Charges	165,000	165,000	165,000	165,000	165,000
41090 · Non-domestic Permit Fees (2)	25,000	25,000	30,000	25,000	25,000
41100 · Garbage Franchise Fees	49,768	50,962	50,962	52,186	53,438
41105 · AB 939 Collector Fees	297,586	342,621	342,621	350,844	359,264
41107 · Oil/Bev/Tire Grants (3)	50,187	59,880	60,000	59,880	59,880
41130 · Ranch Income	70,000	70,000	70,000	70,000	70,000
41135 · Recycled Water Revenue	116,000	117,000	75,000	117,000	111,000
41140 · Other Revenue (4)	20,000	20,000	20,000	20,000	20,000
41142 · Loss on disposal of assets	10,000	10,000	20,000	10,000	10,000
Totals	9,601,856	10,006,483	9,861,583	10,105,402	10,415,315

Comments:

- (1) Sewer Service Charge (SSC) revenue is based on a proposed FY16-17 SSC charge of \$573 per EDU and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:
- For FY2016-17, the proposed charge of \$573 per EDU is split between operations (\$314) and capital (\$259), based on an estimate of 29,328 EDUs, which is a decrease from the FY15-16 estimate of 30,005 EDUs.
 - For FY2017-18, the proposed charge of \$594 per EDU is split between operations (\$324) and capital (\$270), based on an estimate of 29,368 EDUs.
- (2) Includes application fees, permits and monitoring charges.
- (3) Oil/Bev/Tire Grants \$28,896/ JPA Reimb Fees \$30,984.
- (4) Other revenue includes septic tank hauling fees, and miscellaneous revenue.

APPROPRIATIONS LIMIT

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

**Novato Sanitary District
2016-18 Preliminary Budget
Operating Budget - Summary of Expenditures**

Operating Cost Center	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Proposed Budget 2016-17	Preliminary Budget 2017-18
Collections	1,389,859	1,386,100	1,140,776	1,390,906	1,408,137
Treatment - Contract Operations	2,827,499	3,018,331	2,920,141	3,076,191	3,200,472
Reclamation	484,649	487,029	355,989	522,409	532,118
Laboratory	593,829	601,633	599,133	648,636	648,520
Pump Stations	807,072	814,633	645,208	854,044	891,327
Administration/Engineering	2,818,610	2,936,237	2,738,212	2,967,723	3,144,017
Hazardous Household Waste	368,698	402,501	363,581	415,787	419,157
Recycled Water	116,000	117,000	99,870	117,000	120,500
	9,406,216	9,763,464	8,862,911	9,992,696	10,364,248

Novato Sanitary District 2016-17 Preliminary Operating Budget Operating Budget Detail by Account Category													Over/ Under PY	% Over/ Under PY
	Treatment Facilities	Recd	L-M	Pump Stations	Collection System	A-E	HHW Program	Recycled Water	Total	As Percent of Budget	Over/ Under PY	% Over/ Under PY		
Salaries and Wages		92,151		344,502	627,152	1,190,391			2,254,198	22.56%	104,026	4.84%		
Contract Services (Operations & Lab)	2,113,278		368,136					50,000	2,531,414	25.33%	65,081	2.64%		
Employee Benefits		37,257		154,542	285,254	485,834			962,887	9.64%	82,319	9.35%		
Retiree Health Benefits						377,348			377,348	3.78%	2,088	0.56%		
Directors' Fees						38,000			38,000	0.38%	(5,000)	-11.63%		
Election Expense						0			-	0%	(50,000)	100.00%		
Gasoline, Oil & Fuel		4,000	2,500	6,000	28,000	10,000			50,500	0.51%	500	1.00%		
Insurance	14,000					150,000			164,000	1.64%	17,000	11.56%		
Ins Claims Expense						50,000			50,000	0.50%	10,000	25.00%		
Agency Dues						62,000			62,000	0.62%	7,000	12.73%		
Memberships						10,000			10,000	0.10%	1,000	11.11%		
Office Expense						27,000			27,000	0.27%	2,000	8.00%		
Safety		500	1,000	2,000	3,500	2,000			9,000	0.09%	(3,500)	-28.00%		
Software Maint		2,000	4,000	12,000	75,000				93,000	0.93%	50,000	116.28%		
Operating Supplies		2,000	20,000	10,000	30,000	10,000		2,000	74,000	0.74%	2,000	2.78%		
Operating Chemicals				15,000				26,000	41,000	0.41%	-	0.00%		
Sludge Disposal-Contractual									190,000	1.90%	(20,000)	-9.52%		
Accounting & Auditing						27,000			27,000	0.27%	3,000	12.50%		
Attorney						50,000			50,000	0.50%	(40,000)	-44.44%		
Outside Consulting						218,000			218,000	2.18%	(52,000)	-19.26%		
IT/Misc. Electrical						45,000			45,000	0.45%	9,000	25.00%		
Safety & Wellness Incentive Program						10,000			10,000	0.10%	-	100.00%		
Printing & Publication						22,000			22,000	0.22%	-	0.00%		
Repairs & Maintenance		70,000	25,000	115,000	85,000	50,000		22,000	367,000	3.67%	39,500	12.06%		
Unusual Equipment Maint	150,000								150,000	1.50%	-	0.00%		
Small Tools		500		2,000	2,000				4,500	0.05%	1,000	28.57%		
Outside Services				35,000	175,000				210,000	2.10%	(47,000)	-18.29%		
Ditch/Dike Maintenance		20,000							20,000	0.20%	-	0.00%		
Research & Monitoring			182,000					14,000	196,000	1.96%	19,000	10.73%		
Travel, Mtgs & Train.						50,000			50,000	0.50%	(5,000)	-9.09%		
Pollution Prevention/Pub. Ed.			43,000						43,000	0.43%	3,000	7.50%		
Gas & Electricity	708,913	95,000		110,000				2,000	915,913	9.17%	21,783	2.44%		
Water		3,000		7,000	12,000				22,000	0.22%	-	0.00%		
Telephone				24,000	2,000	10,000			36,000	0.36%	-	0.00%		
Other/Operational Assistance					1,000				1,000	0.01%	-	0.00%		
Permits & Fees			3,000	17,000	65,000			1,000	182,000	1.82%	-	0.00%		
Co. Collection Fees	90,000	6,000				68,000			68,000	0.68%	(1,000)	-1.45%		
Ser. Chg. System Exp						5,150			5,150	0.05%	150	3.00%		
AB 939 Solid Waste Programs							415,787		415,787	4.16%	13,286	3.30%		
Total	3,076,191	522,409	648,636	854,044	1,390,906	2,967,723	415,787	117,000	9,992,696	100.00%	229,233	2.35%		

SECTION III

OPERATING BUDGET
By Cost Center and Account Category

**Novato Sanitary District
2016-18 Preliminary Budget
Operating Budget - Collections**

Collections Cost Center - 60000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Proposed Budget 2016-17	Preliminary Budget 2017-18
Accounts					
60010 · Salaries & Wages	604,357	634,609	504,328	627,152	671,037
60020 · Employee Benefits	262,502	269,491	207,998	285,254	313,599
60060 · Gas, Oil & Fuel	28,000	28,000	20,000	28,000	28,000
60085 · Safety	2,000	7,000	7,000	3,500	3,500
60091 · Software Maint	25,000	25,000	25,000	75,000	20,000
60100 · Operating Supplies	30,000	30,000	30,000	30,000	30,000
60150 · Repairs & Maint	85,000	85,000	85,000	85,000	85,000
60152 · Small Tools	2,000	2,000	2,000	2,000	2,000
60153 · Outside Services	275,000	225,000	225,000	175,000	175,000
60192 · Water	8,000	12,000	12,000	12,000	12,000
60193 · Telephone	2,000	2,000	1,250	2,000	2,000
60200 · Other(Garbage Coll)	1,000	1,000	500	1,000	1,000
60201 · Permits & Fees	65,000	65,000	20,700	65,000	65,000
	1,389,859	1,386,100	1,140,776	1,390,906	1,408,137

Comments:

**Novato Sanitary District
2016-18 Preliminary Budget
Operating Budget - Treatment Facilities Contract Operations**

Treatment Facilities - Contract Operations Cost Center - 61000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Proposed Budget 2016-17	Preliminary Budget 2017-18
Accounts					
61000-1 · Fixed Fee(1)	1,957,529	2,059,201	2,059,201	2,113,278	2,170,668
61000-2 · Insurance & Bonds	42,570	12,000	11,544	14,000	14,000
61000-3 · Major Repair/Replacement	150,000	150,000	65,000	150,000	150,000
61000-4 · Water/Permits/Phone	90,000	90,000	86,193	90,000	90,000
61000-5 · Gas & Electricity(2)	587,400	707,130	698,203	708,913	775,804
	2,827,499	3,018,331	2,920,141	3,076,191	3,200,472

Comments:

(1) Fixed fee - 3.5% increase from prior year, and an allowance for contractual incentive payment.

(2) Assumes 10% increase for purchased utility power based on actual expenditures for 2015/16, and an allowance for contractual incentive payment with 50-50 sharing of savings from power usage below contract baseline, between District and Veolia.

**Novato Sanitary District
2016-2018 Preliminary Budget
Operating Budget - Reclamation**

Reclamation Cost Center - 63000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Proposed Budget 2016-17	Preliminary Budget 2017-18
Accounts					
63010 · Salaries & Wages	60,549	75,400	35,723	92,151	97,478
63020 · Employee Benefits	22,500	28,629	14,987	37,257	41,640
63060 · Gasoline & Oil	4,000	4,000	2,000	4,000	4,000
63085 · Safety	500	500	500	500	500
63091 · Software Maint	3,100	2,000	0	2,000	2,000
63100 · Operating Supplies	2,500	2,000	2,000	2,000	2,000
63115 · Sludge Disposal	200,000	210,000	147,039	190,000	190,000
63150 · Repairs & Maint	70,000	50,000	50,000	70,000	70,000
63152 · Small Tools	500	500	500	500	500
63157 · Ditch/Dike Maint	20,000	20,000	6,000	20,000	20,000
63191 · Gas & Electricity	90,000	85,000	91,345	95,000	95,000
63192 · Water	5,000	3,000	3,000	3,000	3,000
63201 · Permits & Fees	6,000	6,000	2,895	6,000	6,000
	484,649	487,029	355,989	522,409	532,118

Comments:

**Novato Sanitary District
2016-18 Preliminary Budget
Operating Budget - Laboratory**

Laboratory Cost Center - 64000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Proposed Budget 2016-17	Preliminary Budget 2017-18
Accounts					
64010 · Contract Lab Services (1)	194,138	357,133	357,133	368,136	381,020
64020 · Employee Benefits	72,191	0	0	0	0
64060 · Gasoline & Oil	3,000	3,000	1,500	2,500	2,500
64085 · Safety	1,000	1,000	0	1,000	1,000
64091 · Software Maintenance	4,000	4,000	4,000	4,000	4,000
64100 · Operating Supplies	25,000	20,000	20,000	20,000	20,000
64150 · Repairs & Maintenance	9,500	10,500	10,500	25,000	12,000
64160 · Research & Monitoring	247,000	163,000	163,000	182,000	182,000
64170 · Pollution Prev/Public Ed	35,000	40,000	40,000	43,000	43,000
64201 · Permits & Fees	3,000	3,000	3,000	3,000	3,000
	593,829	601,633	599,133	648,636	648,520

Comments:

(1) This account previously titled "Salaries and Wages", is renamed to reflect fees paid for contract laboratory and environmental services provided by Veolia Water and NMWD.

**Novato Sanitary District
2016-2018 Preliminary Budget
Operating Budget - Pump Stations**

Pump Stations Cost Center - 65000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Proposed Budget 2016-17	Preliminary Budget 2017-18
Accounts					
65010 · Salaries & Wages	316,295	337,753	245,523	344,502	369,814
65020 · Employee Benefits	137,777	141,880	92,756	154,542	166,512
65060 · Gasoline & Oil	5,000	5,000	5,000	6,000	6,000
65085 · Safety	2,000	2,000	2,000	2,000	2,000
65091 · Software Maint/Update	12,000	12,000	3,631	12,000	12,000
65100 · Operating Supplies	10,000	10,000	10,000	10,000	10,000
65101 · Operating Chemicals	30,000	15,000	12,424	15,000	15,000
65150 · Repairs & Maintenance	115,000	110,000	110,000	115,000	115,000
65152 · Small Tools	1,000	1,000	1,000	2,000	2,000
65153 · Outside Services, Elect.	40,000	32,000	25,000	35,000	35,000
65191 · Gas & Electricity	90,000	100,000	100,875	110,000	110,000
65192 · Water	7,000	7,000	7,000	7,000	7,000
65193 · Telephone	24,000	24,000	24,000	24,000	24,000
65201 · Permits & Fees	17,000	17,000	6,000	17,000	17,000
				0	
	807,072	814,633	645,208	854,044	891,327

Comments:

**Novato Sanitary District
2016-2018 Preliminary Budget
Operating Budget - Administration**

Administration and Engineering Cost Center - 66000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Projected Budget 2016-17	Preliminary Budget 2017-18
Accounts					
66010 · Salaries & Wages	983,222	1,102,409	1,024,731	1,190,391	1,267,141
66020 · Employee Benefits	375,733	440,568	423,583	485,834	534,651
66021 · Retiree Health Benefits	396,155	375,260	375,260	377,348	368,225
66030 · Director's Fees	45,000	43,000	34,050	38,000	38,000
66040 · Election Expense	0	50,000	250	0	50,000
66060 · Gasoline & Oil	10,000	10,000	6,000	10,000	10,000
66070 · Insurance	186,000	135,000	135,000	150,000	150,000
66071 · Insurance Claim Expense	45,000	40,000	40,000	50,000	55,000
66075 · Agency Dues	60,000	55,000	55,000	62,000	62,000
66080 · Memberships	8,500	9,000	9,000	10,000	10,000
66085 · Safety	1,000	2,000	2,000	2,000	2,000
66090 · Office Expense	29,000	25,000	25,000	27,000	28,000
66100 · Engineering Supplies	9,000	8,000	8,000	10,000	10,000
66121 · Accounting & Auditing	18,000	24,000	24,000	27,000	29,000
66122 · Attorney Fees	120,000	90,000	50,000	50,000	50,000
66123 · O/S Contractual	275,000	270,000	270,000	218,000	217,000
66124 · IT/Misc Electrical	40,000	36,000	36,000	45,000	42,000
66125 · Safety & Wellness Incentive Prog	0	10,000	10,000	10,000	10,000
66130 · Printing & Publications	22,000	22,000	22,000	22,000	25,000
66150 · Repairs & Maintenance	45,000	50,000	50,000	50,000	53,000
66170 · Travel, Meetings & Training	70,000	55,000	55,000	50,000	50,000
66193 · Telephone	15,000	10,000	9,340	10,000	10,000
66202 · County Fees-Property Taxes	25,000	27,000	27,000	26,000	26,000
66203 · County Fees-Sewer Ser Chg	35,000	42,000	42,000	42,000	42,000
66250 · Service Charge Sys Exp	5,000	5,000	5,000	5,150	5,000
	2,818,610	2,936,237	2,738,212	2,967,723	3,144,017

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Comments:

Novato Sanitary District						
Preliminary Operating Budget 2016-18						
PERSONNEL DETAIL						
Number	Position	Cost Center	Pay Range	Salaries		
				2016-17	2017-18	
1.00	General Manager-Chief Engineer.....	A/E		206,016	214,051	
1.00	Technical Services Manager.....	A/E	MC119	137,698	150,222	
1.00	Field Services Manager25AE/.25CS/.25PS/.25Rec	MC119	150,552	156,424	
1.00	Senior Engineer.....	.65AE/.25PS/.10Rec	MC116.5	133,320	138,519	
0.46	Administrative Services Specialist	A/E	MC117.5	64,608	67,128	
1.00	Administrative Services Officer	A/E	MC115	123,871	128,702	
1.00	Administrative Assistant	A/E	MC103	46,431	67,539	
1.00	Administrative Secretary.....	A/E	MC106	79,848	82,962	
1.00	Finance Officer.....	A/E	MC115	117,972	128,702	
1.00	Staff Engineer.....	.5AE/.5CS	47	101,904	105,878	
1.00	Construction Inspector.....	A/E	44.5	90,228	93,747	
1.00	Information System Specialist II.....	.5AE/.5CS	43.5	85,932	89,283	
1.00	Electrical/Instrumentation Tech in Training.....	.34A/E/.33PS/.33Rec	40.5	55,979	66,364	
0.00	Environmental Services Supervisor...(Note 1)	L/M	MC115.5	-	-	
0.00	ECA II...(Note 1)	L/M	45.5	-	-	
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	112,354	122,573	
1.00	Collection System Leadworker.....	.67CS/.33PS	47	66,024	96,039	
1.00	Collection System Worker III.....	.67CS/.33PS	43.5	21,483	-	
2.00	Collection System Worker II.....	.67CS/.33PS	40.5	140,763	149,713	
5.00	Collection System Worker I.....	.67CS/.33PS	38.5	303,301	334,476	
1.00	Admin Intern	A/E	N/A	8,640	8,640	
1.00	Engineering Aide - temp	A/E	N/A	17,280	17,280	
0.40	Hourly Electrician	.25AE/.25PS/.50Rec	N/A	40,000	40,000	
	Allowance for Overtime.....	C/S		35,000	35,000	
	Allowance for Overtime.....	A/E		7,500	7,500	
	Allowance for Standby Duty Pay.....	C/S		28,000	28,000	
	Subtotal			2,174,704	2,328,739	
	Allowance for Possible COLA - across the board	3.90%		79,493	76,731	
		3.50%				
				2,254,197	2,405,470	
24.86	Administration and Engineering (A/E)		1,190,391	1,267,141		
Note 1:	Laboratory and Monitoring (L/M)		-	-		
	Collection System	67%	627,152	671,037		
	Pump Stations	33%	344,502	369,814		
	Reclamation Facilities		92,151	97,478		
	Total/Check		2,254,197	2,405,470		
Note 1:	Work for these positions now performed through contract services with Veolia Water and NMWD.					

**Novato Sanitary District
2016-2018 Preliminary Budget
Operating Budget - Hazardous Household Waste**

HHW Cost Center - 67000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Proposed Budget 2016-17	Preliminary Budget 2017-18
Accounts					
67400 · Management Services	130,161	131,464	100,555	134,750	138,120
67500 · Household Hazardous Waste	164,000	211,500	211,500	220,000	220,000
67530 · Used Oil Grant	11,963	11,269	11,013	11,269	11,269
67530-1 Beverage Container Grant	10,574	11,268	11,013	11,268	11,268
67540 · Education/Public Outreach	37,000	22,000	16,000	23,500	23,500
67600 · Other	5,000	5,000	3,500	5,000	5,000
67610 · City AB 939 Admin Service	10,000	10,000	10,000	10,000	10,000
	368,698	402,501	363,581	415,787	419,157

Comments:

Per Proposed budget by HHW Coordinator.

**Novato Sanitary District
2016-2018 Preliminary Budget
Operating Budget - Recycled Water**

Recycled Water Cost Center - 68000	Adopted Budget 14/15	Adopted Budget 15/16	Projected Exp 2015-16	Projected Budget 2016-17	Preliminary Budget 2017-18
Accounts					
68010 · O & M Services	50,000	50,000	40,695	50,000	50,000
68100 · Operating Supplies	3,000	2,000	2,000	2,000	2,000
68101 · Operating Chemicals	34,000	26,000	26,000	26,000	27,300
68150 · Repairs & Maintenance	18,000	22,000	19,175	22,000	24,200
68160 · Research & Monitoring	0	14,000	10,000	14,000	14,000
68191 · Gas & Electricity	10,000	2,000	2,000	2,000	2,000
68201 · Permits & Fees	1,000	1,000	0	1,000	1,000
	116,000	117,000	99,870	117,000	120,500

Comments: