

NOVATO SANITARY DISTRICT

Meeting Date: September 26, 2016

The Board of Directors of Novato Sanitary District will hold a **special meeting at 5:30 pm**, followed by a regular meeting at 6:00pm, on Monday, September 26, 2016, 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.

SPECIAL MEETING AGENDA

5:30pm

1. **Closed session:** CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Significant exposure to Litigation Pursuant to Paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 potential case.

REGULAR MEETING AGENDA

6:00pm

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 August 22, 2016 meeting.

5. **CONSENT CALENDAR:**

The General Manager-Chief Engineer has reviewed the following item(s). To his knowledge, there is no opposition to the action. The item(s) 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 September 2016 payroll and payroll-related disbursements.
 - c. Receive deposit summary, August 2016.
 - d. Approve application from AU Energy, LLC, and authorize General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of construction groundwater from Shell-branded gas station, 7473 Redwood Boulevard.
6. **SOLID AND HOUSEHOLD HAZARDOUS WASTE (HHW):**
 - a. Receive presentation/update from Novato Disposal Service.
 - b. Receive updates, routine business items.
 - c. Receive disposal/diversion reports.

- d. Receive HHW program update.
- e. Receive and accept report on Calendar Year (CY) 2017 solid waste rate adjustment from R3 Consulting Group, and its recommendation for a maximum rate increase of +1.02 percent.
- f. Review proposed notice of intent and public hearing, and set public hearing date of October 24, 2016 to establish CY2017 maximum solid waste rates.

7. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations report, August 2016.

8. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account No. 72706*: Hamilton Trunk Sewer Main Rehabilitation Project - Approve a final payment of \$95,131¹⁹; approve release of retainage of \$29,482⁴⁰, and direct the General Manager-Chief Engineer to execute and file a Notice of Completion (NoC) and closeout the Project.
- b. *NTP Corrosion Control (Primary Clarifier No. 1 Protective Coating Project), Account No. 73006*: Reject bid from Advanced Industrial Services, Inc., in the amount of \$192,000, and not perform the work at this time.

9. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Water Reuse Authority (NBWRA) meeting, September 19, 2016.

10. INFORMATIONAL ITEMS:

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

- a. California Special Districts Association (CSDA) e-news article dated September 9, 2016, titled: "Can Water Rates Be Blocked by Referendum?"

11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

12. ADJOURN:

Next resolution no. 3103.

Next regular meeting date: Monday, October 10, 2016, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.

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

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: August 22, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, August 22, 2016, at the District offices, 500 Davidson Street, Novato.

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

STAFF PRESENT: General Manager-Secretary Sandeep Karkal and Administrative Secretary Julie Hoover.

ALSO PRESENT:

John Bailey, Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
Erik Brown, Technical Services Manager, Novato Sanitary District
Steve Krautheim, Field Services Manager, Novato Sanitary District
Laura Creamer, Finance Officer, Novato Sanitary District
Dale Thrasher, Joint Safety Director, Novato Sanitary District
Jason Dow, General Manager, Central Marin Sanitation Agency

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the July 11, 2016 regular meeting.
On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the July 11th, 2016 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of Board member disbursements in the amount of \$783.27. Approval of operating check disbursements in the amount of \$351,315.06, and capital project disbursements in the amount of \$13,870.07. Ratification of operating check disbursements from July 25th: \$239,148.50, and August 8th: \$134,800.95. Ratification of capital project disbursements from July 25th: \$37,157.89, and August 8th: \$153,425.67.

- b. Ratify payroll and payroll-related disbursements for July 2016: \$397,753.86, and August 2016: \$221,051.56.
- c. Receive deposit summary, July 2016.
- d. Receive 4th Quarter Investment Report, Fiscal Year (FY) 2015-16.
- e. Receive Accounts Receivable (A/R) Summary Report as of July 31, 2016.
- f. Approve transfer of \$116,365 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY 15-16.
- g. Authorized the General Manager-Chief Engineer to renew the District issued Class I Non-Domestic Temporary Discharge Permit No. ExxonMobil-031.

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

ADMINISTRATION: ADMINISTRATIVE/RISK SERVICES & SAFETY OFFICER:

- Approve revised job title and job description to Administrative/Risk Services and Safety Officer, establish revised salary range, and authorize the General Manager-Chief Engineer to make a contingent job offer for the position. The General Manager stated that at its November 9, 2015 meeting, the Board approved a job description, established a salary range, and authorized the the General Manager to initiate recruitment for an Administrative/Risk Services Officer (A/RSO). He stated that only one qualified applicant has expressed a continuing interest in the position: Mr. Dale Thrasher, the incumbent in the Joint Safety Director position shared by the District and the Central Marin Sanitation Agency (CMSA), but employed by CMSA.

The General Manager stated that the District initiated a three-way conversation with Mr. Thrasher and CMSA's General Manager, Mr. Jason Dow, to apprise them both of the District's interest in considering Mr. Thrasher for the District's A/RSO position. Upon discussion, CMSA proposed that if Mr. Thrasher accepts employment with the District, he still be responsible for managing the Joint Safety program. CMSA proposed that Mr. Thrasher would spend up to 25% of his time managing the Joint Safety program (and his replacement at CMSA), with costs for this 25% time to be split 50-50 between CMSA and the District. He noted that additionally, Mr. Thrasher would function as the Novato Sanitary District Safety Officer, which is currently the General Manager's responsibility. The General Manager stated that the proposed changes would be memorialized in a revised Join Safety Program Agreement between the two agencies.

CMSA General Manager Jason Dow expressed his thanks to the District for communicating openly and seeking his participation in keeping Mr. Thrasher's position a joint function between the two agencies. He expressed his appreciation to Mr. Thrasher.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved the revised job title and job description for the Administrative/Risk Services and Safety Officer, established a revised salary range, and authorized the General Manager-Chief Engineer to make a contingent job offer for the position to Mr. Dale Thrasher.

ANNUAL BUDGET: FINAL FY2016-17 BUDGET:

- Present Final FY2016-17 District Annual Budget. The General Manager stated that the Final Budget for fiscal year 2016/17, including the preliminary budget for fiscal year 2017/18, was being presented for final approval. He noted that the overall budget numbers are consistent with prior years, and the Preliminary Budget approved by the Board at its June 27, 2016 meeting. He stated that he and District Finance Officer, Laura Creamer, were available to answer any questions.

Director Miller suggested that the cover page be changed to reflect approval of the current fiscal year budget only. He proposed the cover page read: *Novato Sanitary District's Final Budget for Fiscal Years 2016-17, Including Preliminary Budget for Fiscal Year 2017-18.*

- Adopt Final FY2016/17 District Annual Budget:

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board adopted the Novato Sanitary District's Final Budget for Fiscal Years 2016-17, Including Preliminary Budget for Fiscal Year 2017-18.

- Adopt Resolution No. 3102 establishing appropriations limit for FY16/17. The General Manager stated that under the Gann Spending-Limitation Initiative adopted as Proposition 4 in June 1979, the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. He stated that for 2016-17, staff projects that the District's appropriations subject to limitation will be \$6,075,132.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board adopted Resolution No. 3102, A Resolution of the Novato Sanitary District Correcting and Amending Prior Calculations and Making Determination and Establishing the 2016-17 Appropriation Limit.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, July 2016. Veolia Project Manager (John Bailey) provided an overview of the treatment facilities monthly operations for July. He stated that there were no excursions or violations for the month. He noted that July was a dry month with an average flow of 3.38 million gallons (MG) and stated that the recycled water plant produced 18.5 MG. He stated that safety performance was excellent with a total of 2,259 accident-free days through July. The Project Manager reviewed key operational and maintenance activities at the treatment facility and the Ignacio transfer pump station, and stated that the treatment plant was in the discharge to Reclamation mode in July. He noted Jerome meter readings continue to be performed in the neighborhood and within the treatment plant, and that four odor contacts were received during the month.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations report for July. He stated that the department cleaned 51,999 lineal feet of sewer

lines, televised 10,374 feet with the CCTV truck, and 5,487 feet with the Push-Cam in lieu of hand-rod work. He noted that CCTV findings did not identify any segments needing repair. He stated that an outside vendor was contracted to foam-treat selected sewer mains and manholes to inhibit root growth and that in July, the vendor treated 116 line segments, totaling 25,317 feet. He provided a further overview of operational and maintenance activities, and stated that there were no lost time accidents this month, for a total of 1,967 accident-free days. He stated that there were no sanitary sewer overflows (SSOs) in July.

The Field Services Manager then provided a summary of the Reclamation Facilities report. He stated that the rancher has completed moving cattle onto all three sites and is concentrating on sprinkler repair/replacement on Sites 3 & 7. He stated that staff inspected the grove of Eucalyptus trees on Site 2 and identified trees that need to be removed because they are dead and may pose a safety hazard. The General Manager stated that in the future, staff will look for replacement trees.

The Field Services Manager stated that approximately 600 feet of chain link fence along the west side of Storage Pond No. 1 and the Wildlife Pond was laying down and needs to be replaced. He stated that he would request proposals for the replacement. He stated that control systems were checked and irrigation began on several parcels in Sites 2 & 7 and some repair work had been identified. He noted that approximately 69.5 MG of treated water was used for irrigation in July and approximately 86.1 MG was delivered to the storage ponds from the Novato Treatment plant.

CAPTIAL PROJECTS:

- Collection System Improvements, Account No. 72706: Bel Marin Keys Trunk Sewer Replacement – Review bids received, approve contract award to Michels Pipeline Construction, and authorize the General Manager-Chief Engineer to execute the contract in the bid amount of \$324,394. The General Manager stated that this repair was for the portion of pipe that had collapsed earlier in January and noted that emergency repairs had been made at that time. He stated that the District will now be making additional permanent repairs to the trunk sewer line and invited Field Services Manager Steve Krautheim to provide more details to the Board.

The Field Services Manager stated that at its June 27th meeting, the District Board made CEQA findings and authorized staff to advertise for bids for the Bel Marin Keys Trunk Sewer replacement. He noted that of the three bids received, Michels Pipeline Construction submitted the lowest bid at \$324,394. He recommended that the Board approve the contract award to Michels Pipeline Construction.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously, the Board awarded the Collection System Improvements, Account No. 72706: Bel Marin Keys Trunk Sewer Replacement contract to Michels Pipeline Construction in the bid amount of \$324,394, and authorized the General Manager-Chief Engineer to execute the Contract.

RELCAMATION: SLUDGE DISPOSAL, ACCOUNT NO. 63115:

- Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$187,000, and authorize the General Manager-Chief Engineer to execute it. The General Manager stated that for the past several years, the District has contracted with Custom Tractor Services (CTS) of Petaluma to perform biosolid disposal and sludge lagoon cleaning and has always found their work to be satisfactory. He stated that CTS's proposal incorporates a not-to-exceed amount of \$125,000 for sludge pumping, and a lump sum amount of \$62,000 for cleaning out the lagoons. He requested the Board authorize staff to execute a contract with CTS for the not-to-exceed amount of \$187,000.

On motion of Director Long, seconded by Director Miller, and carried unanimously, the Board approved a contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$187,000, and authorized the General Manager-Chief Engineer to execute it.

At 6:49 p.m., President Peters stated that the Board would take a short recess.

At 6:53 p.m., President Peters reconvened the meeting.

STAFF REPORT:

- Receive staff report on California Association of Sanitation Agencies (CASA) Biosolids and Renewable Energy Specialty Workshop. Technical Services Manager Erik Brown stated that on July 19th, he attended the CASA Biosolids and Renewable Energy Specialty Workshop organized by CASA and the California Water Environment Association (CWEA), at the Central Contra Costa Sanitary District facilities in Martinez. He stated that the conference was very informative and noted that a link to the PowerPoint presentations from the workshop had been provided on the Board Agenda Item Summary, which was included in the Board packet materials.

BOARD OF DIRECTORS:

- Presidential appointment of committee members. The General Manager stated that at the June 27th Board meeting, incoming President Jerry Peters considered the list of FY15/16 committee appointments and elected to retain these prior year committee appointments with a view to possible modification at a future Board meeting. President Peters stated that he had not received any feedback from other Board members regarding committee assignment changes, and stated that current committee appointments would not change.

Director Mariani stated that the California Association of Sanitation Agencies (CASA) delegate is customarily the District Board President. She noted that she is currently the CASA delegate but requested President Peters take over the position, with Director Dillon-Knutson becoming the alternate. President Peters agreed and the CASA Committee delegations will be as follows: Delegate: President Jerry Peters; and Alternate: Director Dillon-Knutson.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Water Reuse Authority (NBWRA), meeting of August 22, 2016. Director Long discussed his attendance at the August 22nd NBWRA meeting. He stated that the status of Phase 2 projects was discussed and noted that NBWRA is encouraging other agencies to submit projects for consideration.

- California Association of Sanitation Agencies (CASA) Annual Meeting. All Board members attended the CASA Conference which was held from August 9th – 12th in Monterey, CA. Director Dillon-Knutson commented that the ethics training was very good. Director Miller commented that the CA Sanitation Risk Management Authority (CSRMA) presentation on August 9th was very informative. Director Long stated that the August 9th tour of the 'Pure Water Monterey Program' was very interesting.

INFORMATIONAL ITEMS:

- News release from City of Novato: "City of Novato Hires New City Manager." The General Manager stated that this item was for informational purposes only.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- Report: During the California Sanitation Risk Management Authority (CSRMA) Board meeting which took place at the CASA conference in Monterey, CSRMA announced that Novato Sanitary District was one of six statewide winners of the Workers Compensation Excellence Award. He recognized Dale Thrasher and expressed his appreciation for Dale's effort in putting together the application packet. He stated that CSRMA will split its overall cash award of \$50,000 between the employees at the six winning agencies. CSRMA anticipates that individual awards will be approximately \$150 pending further review by CSRMA.
- Report: The District is completing a minor security upgrade and installing new fencing and security gates at the south side of the Administrative Building.
- Report: The North Bay Leadership Council (NBLC) sponsored Algebra Academy was held at the District on August 4th and 5th, with Veolia sponsoring August 4th and the Redwood Credit Union sponsoring August 5th. He stated that Veolia provided all of the classroom teaching and hands-on demonstrations on August 4th, and he thanked John Bailey, Lynda Farmery, and Liz Falejczyk for their work on the event.
- Announcement: The next regularly scheduled Board meeting is Monday, September 12th, at 6:00 p.m. He asked if the Board wished to consider cancelling this meeting because Directors Long and Miller will be unavailable to attend. President Peters, Directors Mariani and Dillon-Knutson indicated their agreement, so it was decided by acclamation to cancel the September 12, 2016, regular Board meeting.
- Announcement: A Solid Waste Workshop is being planned for 5:00 p.m. on the day of the next at the regular September 26th Board meeting. The early meeting start time is to accommodate presentations related to the workshop and related solid waste items. He

noted that Novato Disposal personnel will be in attendance for the Workshop. Details will be made available in the Board Agenda packet for that meeting.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:43 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

DRAFT

Novato Sanitary District Board Fees for August 2016

September 9, 2016

Date	Num	Name	Credit
Sep 9, 16			
09/09/2016	4613	Long, William C	367.69
09/09/2016	3213	Dillon-Knutson-, Carole	207.79
09/09/2016	4616	Peters, Arthur Gerald	203.79
09/09/2016	4614	Mariani, Jean M	
09/09/2016	4615	Miller, Brant	
Sep 9, 16			<u><u>779.27</u></u>

Novato Sanitary District Operating Check Register

September 12, 2016

Date	Num	Name	Credit
Sep 12, 16			
09/12/2016	59772	Veolia Water North America, Inc.	167,361.00
09/12/2016	59744	Duke's Root Control, Inc	33,147.69
09/12/2016	59773	Veolia Water North America, Lab	26,742.31
09/12/2016	59768	Stericycle-(Previously PSC)	18,362.64
09/12/2016	59740	CSRMA-	17,589.47
09/12/2016	59755	Linscott Engineering Contractors Inc	10,490.11
09/12/2016	59759	North Marin Water District	7,328.72
09/12/2016	59753	Johnson, Dee	6,480.00
09/12/2016	59777	WECO	5,348.80
09/12/2016	59737	Central Marin Sanitation District	3,833.00
09/12/2016	59742	Delta Dental	2,672.72
09/12/2016	59760	North Marin Water District - Lab	2,420.00
09/12/2016	59741	Dearborn National	2,383.62
09/12/2016	59736	Caltest Analytical Lab Inc.	2,082.40
09/12/2016	59771	U.S. Bank Card (3)Craig	2,077.30
09/12/2016	59748	Frontier Communications of CA	1,702.12
09/12/2016	59735	California Diesel & Power	1,589.36
09/12/2016	59738	Cintas Corporation	1,433.29
09/12/2016	59756	Meyers, Nave, Riback, Silver & Wil...	1,430.50
09/12/2016	59761	North Marin Water District Payroll	1,404.50
09/12/2016	59767	SmartCover Systems, Inc.	1,202.06
09/12/2016	59751	IEDA, INC	1,143.00
09/12/2016	59752	Jan-Pro Cleaning Systems	1,005.00
09/12/2016	59749	Herc Corporation	975.49
09/12/2016	59724	Alpha Analytical Lab, Inc.	897.00
09/12/2016	59728	B.W.S. Distributors, Inc.	862.69
09/12/2016	59722	3T Equipment Company Inc.	740.40
09/12/2016	59732	BoundTree Medical, LLC	561.16
09/12/2016	59775	Vision Service Plan	526.35
09/12/2016	59765	Pini Hardware	499.08
09/12/2016	59746	Evoqua Water Technologies - Lab	494.80
09/12/2016	59733	Cagwin & Dorward Inc.	435.00
09/12/2016	59726	Aries Industries Inc.	353.77
09/12/2016	59743	Dillon-Knutson, Carole.	344.80
09/12/2016	59774	Verizon Wireless-	337.67
09/12/2016	59745	Environmental Resource Assoc	317.82
09/12/2016	59762	Novato Disposal-	306.39
09/12/2016	59757	North Bay Petroleum	299.99
09/12/2016	59739	Claremont EAP, Inc.	250.00
09/12/2016	59734	Calcon Systems, Inc.	240.00
09/12/2016	59769	Thomas & Associates, Inc.	234.31
09/12/2016	dir dep	Long, William C.	212.20
09/12/2016	59723	Able Tire & Brake Inc.	200.99
09/12/2016	59731	Beecher Engineering, Inc	185.00
09/12/2016	59766	Rice Lake, formerly Heusser Newe...	177.99
09/12/2016	59763	Orkin Pest Control, Inc.	144.56
09/12/2016	59730	Batteries Plus Inc	143.12
09/12/2016	59758	North Marin Auto Parts	99.79
09/12/2016	59750	Honey Bucket	88.20
09/12/2016	59727	AT&T Mobility	79.07
09/12/2016	59764	Petty Cash	74.84
09/12/2016	59776	Water Components & Building, Inc.	71.37
09/12/2016	59725	American Messaging	66.57
09/12/2016	59778	Zenith Instant Printing, Inc.	64.16
09/12/2016	59754	Leonardi Automotive & Electric, Inc.	55.37
09/12/2016	59729	Barnett Medical LLC	45.00
09/12/2016	59770	U.S. Bank (Sandeep)	29.00
09/12/2016	59747	Federal Express	23.72
Sep 12, 16			<u>329,667.28</u>

Novato Sanitary District Operating Check Register

September 26, 2016

Date	Num	Name	Credit
Sep 26, 16			
09/26/2016	59824	Pacific, Gas & Electric	79,947.39
09/26/2016	59800	Shape Incorporated	16,448.44
09/26/2016	59804	Veolia Water Recycled Water Oper.	11,142.46
09/26/2016	59780	American Express-21007	5,111.03
09/26/2016	59779	Unicorn Group	4,000.00
09/26/2016	59785	Cagwin & Dorward Inc.	3,278.75
09/26/2016	59793	North Marin Water District - Lab	2,530.00
09/26/2016	59786	CalPers Health2	1,950.00
09/26/2016	59784	Bay Area Air Quality	1,803.00
09/26/2016	59794	North Marin Water District Payroll	1,453.75
09/26/2016	59797	Rauch Communication Consultant...	1,290.25
09/26/2016	59806	Water Components & Building, Inc.	1,041.39
09/26/2016	59802	Unicorn Group	692.61
09/26/2016	59789	Frontier California Inc EQ	570.16
09/26/2016	dir dep	Long, William C.	502.35
09/26/2016	59787	CDW Government, Inc.	475.00
09/26/2016	59798	Reliance Standard Life	475.00
09/26/2016	59788	Environmental Resource Assoc	440.39
09/26/2016	59781	American Society of Civil Engineers	280.00
09/26/2016	59799	Rice Lake, formerly Heusser Newe...	275.00
09/26/2016	59791	Marin/Sonoma Mosquito Dist	257.57
09/26/2016	59805	VWR International Inc.	222.17
09/26/2016	59796	Randall Bros. Auto Inc.	217.00
09/26/2016	59801	Staples Advantage	181.28
09/26/2016	59792	North Marin Water District	116.00
09/26/2016	59782	Aries Industries Inc.	100.03
09/26/2016	59783	B.W.S. Distributors, Inc.	89.00
09/26/2016	59790	Leonardi Automotive & Electric, Inc.	64.38
09/26/2016	59807	WECO	47.73
09/26/2016	59803	United Parcel Service	24.91
09/26/2016	59795	Pacific, Gas & Electric	14.78
Sep 26, 16			<u>135,041.82</u>

Novato Sanitary District Capital Projects Check Register

September 12, 2016

Date	Num	Name	Credit
Sep 12, 16			
09/12/2016	3074	Marin Fence Company	25,544.00
09/12/2016	3071	Engineering Solutions Services	14,140.00
09/12/2016	3076	Nute Engineering Inc.	2,314.00
09/12/2016	3073	Lateral-Shilvock	1,500.00
09/12/2016	3072	GHD Inc.	1,206.75
09/12/2016	3075	Novato Lock	130.00
Sep 12, 16			<u>44,834.75</u>

Novato Sanitary District Capital Projects Check Register

September 26, 2016

Date	Num	Name	Credit
Sep 26, 16			
09/26/2016	3077	Linscott Engineering Contractors ...	4,367.74
09/26/2016	3078	RMC Water & Environment, Inc.	3,229.90
Sep 26, 16			<u>7,597.64</u>

Novato Sanitary District
Payroll and Payroll Related Check Register
September - 2016

<u>Date</u>	<u>Description</u>	<u>Amount</u>
09/30/2016	September Payroll	112,441.75
09/23/2016	September - Retirees Health Benefits	11,953.00
09/23/2016	CALPERS Retirement	9,335.66
09/30/2016	United States Treasury	24,155.02
09/23/2016	CalPers Supplemental Income Plan	2,500.00
09/30/2016	EDD	7,214.19
09/23/2016	Lincoln Financial Group 457	8,509.90
09/23/2016	Lincoln Financial Group-401a Plan	3,623.55
09/23/2016	Lincoln Financial Group-401a Plan	3,604.43
09/23/2016	CALPERS Retirement	12,634.46
09/23/2016	CalPERS Health	30,690.61
09/23/2016	Local Union 315	500.00
09/23/2016	Operating Engineers Trust	589.82
09/23/2016	Delta Dental	2,672.72
		<u>230,425.11</u>

Novato Sanitary District
Deposit Detail
August 2016

Item 5.c.

Type	Date	Name	Account	Amount
Deposit	08/02/2016		11113 · Westamerica - Operations	
		Postage	66090 · Office Expense	50.00
		Biosearch Tech Inc.	11200 - Accounts Receivable	250.00
		County of Marin	11200 - Accounts Receivable	142,667.05
TOTAL				142,967.05
Deposit	08/09/2016		11113 · Westamerica - Operations	
		Pipe Spy Marin	41040 · Permit & Inspection Fee	40.00
		Gopher It	41040 · Permit & Inspection Fee	40.00
		SMART-	11200 - Accounts Receivable	277.44
		Veolia Water	11200 - Accounts Receivable	3,110.29
		North Marin Water District-	11200 - Accounts Receivable	8,764.41
TOTAL				12,232.14
Deposit	08/11/2016		11113 · Westamerica - Operations	
		Habitat for Humanity	41040 · Permit & Inspection Fee	400.00
		Habitat for Humanity	51020 · Connection Charges	80,820.00
		Hardiman Construction	41040 · Permit & Inspection Fee	40.00
		Zechlin, Margaret	41040 · Permit & Inspection Fee	40.00
TOTAL				81,300.00
Deposit	08/11/2016		11113 · Westamerica - Operations	
		USCG	11200 - Accounts Receivable	14,608.10
		USCG-Finance Center	11200 - Accounts Receivable	190.35
TOTAL				14,798.45
Deposit	08/16/2016		11113 · Westamerica - Operations	
		SoCal Pacific Const	73006 · NTP Corrosion Control	20.00
		United States Treasury	21061 · Federal Tax	795.38
		United States Treasury	41060 · Interest Income	7.95
		Advanced Industrial Services	73006 · NTP Corrosion Control	20.00
		Vineyard Septic	41090 · Non-domestic Permit Fees	85.00
		North Marin Water District-	11200 - Accounts Receivable	713.20
		North Marin Water District-	11200 - Accounts Receivable	25,984.22
TOTAL				27,625.75
Deposit	08/29/2016		11113 · Westamerica - Operations	
		Lundy, John	51020 · Connection Charges	2,715.00
		Lundy, John	41040 · Permit & Inspection Fee	60.00
		Team Ghilotti, Inc.	72803 · Annual Collection Sys Repairs	40.00
		County of Marin	51015 · Property Taxes	382.65
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
		Kuroda, Marti	41040 · Permit & Inspection Fee	40.00
		WR Forde & Associates, Inc.	72803 · Annual Collection Sys Repairs	20.00
		J3M Inc.	41090 · Non-domestic Permit Fees	175.00
		Roto Rooter	41040 · Permit & Inspection Fee	40.00
		Roto Rooter	41040 · Permit & Inspection Fee	20.00
		Evans, Joy	41040 · Permit & Inspection Fee	40.00
TOTAL				3,572.65
Total Deposits for August 2016				282,496.04

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Temporary Discharge Permit – Shell-branded Station 7473 Redwood Blvd.	MEETING DATE: September 26, 2016 AGENDA ITEM NO.: 5.d.
RECOMMENDED ACTION: Approve application from AU Energy, LLC, and authorize General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of ballast water from Shell-branded gas station, 7473 Redwood Boulevard.	
SUMMARY AND DISCUSSION: <p>The District received a permit application from AU Energy, LLC, on August 26, 2016, for a temporary, Class I non-domestic discharge permit. AU Energy is owner of the former Shell-branded service station at 7473 Redwood Boulevard. The application is to discharge construction water and recycled water used as ballast in two new 20,000-gallon underground storage tanks. AU Energy plans to remodel the station removing the old tank and putting new tanks in service.</p> <p>Since the application was submitted, all of the construction groundwater has been hauled off site. Only recycled water used for ballast will be discharged to the District sewer. The applicant was required to use recycled water for the ballast.</p> <p>Recycled water is prohibited from entering the storm drain and will need to be discharged to the District sewer. Staff determined that pretreatment prior to discharge is not necessary due to the known source of the ballast water and because the tanks are new.</p> <p>Therefore, staff recommends that the Board approve the subject application and authorize the General Manager-Chief Engineer to issue a one time, temporary Class I non-domestic discharge permit to AU Energy, to include the following conditions:</p> <ol style="list-style-type: none"> 1. The total discharge shall not exceed 40,000 gallons, 2. The discharger shall not exceed a maximum discharge rate of 50 gpm. 	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) of the latest Strategic Plan Update.	
BUDGET INFORMATION: Permit, monitoring, and discharge fees will offset the cost of preparing the permit, site visit(s) while discharging, and treatment/disposal of the discharge.	
DEPT. MGR.: eb	GENERAL MANAGER: SSK

SOLID AND HOUSEHOLD HAZARDOUS WASTE (HHW)

6. b. UPDATES, ROUTINE BUSINESS ITEMS

- City of Novato
- Redwood Landfill
- Novato Disposal quarterly report
- Marin County JPA and Local Task Force

CITY OF NOVATO
2nd Quarterly Report
April- June 2016

Submitted by Novato Disposal Service

Solid Waste Data

A. Tons Delivered to Disposal Site

	This Quarter	Same Quarter One Year Ago
Residential	3,954.76	2,832.51
Commercial	3,107.31	3,605.01
TOTAL:	7,062.07	6,437.52

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

Recycling Data

Tons Collected and Processed

This Quarter: 3,138.87

Same Quarter One Year Ago 3,278.68

Commodity	Curbside Commercial Multifamily Residential	Buyback	Total
Cardboard	390.21		390.21
Paper (News & Mixed)	1,651.54		1,651.54
Recycling (Overages)*	186.44		186.44
Aluminum Cans & Foil	3.37	12.35	15.72
Metal Cans	22.69		22.69
**Glass	655.74	61.31	717.05
Plastic PET	58.69		58.69
Plastic NHDPE	9.94	0.52	10.46
Plastic CHDPE	14.47	0.00	14.47
Plastic All Other	27.62	17.31	44.93
Other diverted materials	26.67		26.67
Total	3,047.38	91.49	3,138.87

* Please note this number was included in Mixed Paper in past reports.

**This includes glass overages

***Previous reports included C&D

Greenwaste Data

Tons Collected and Processed

This Quarter: 3,577.47
Same Quarter One Year Ago: 3,270.87
Food Waste: 92.09
Wood Waste: 9.60

Final Disposition: All green waste was used as compost.

Construction and Demolition Data, including inert solids

Tons Collected and Processed

This Quarter: 731.23
Same Quarter One Year Ago: 937.42

Service Accounts

Residential Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	2,353	2,217
32 gallon	11,047	11,101
68 gallon	3,054	3,027
95 gallon	336	307
Non-Auto	6	6

Can size	Multifamily Cart Customers**		Cart Amt. ,Same Quarter One Year Ago**	
	Weekly	2 or more times weekly	Weekly	2 or more times weekly
20 gallon	1	0	1	0
32 gallon	18	0	19	0
68 gallon	17	0	12	0
95 gallon	8	0	5	0

Multifamily Bin Customers				Same Quarter One Year Ago		
Bin size	Weekly	2 times weekly	3 or more times weekly	Weekly	2 times weekly	3 or more times weekly
2 yd.	13	3	1	18	4	2
3 yd.	24	21	24	39	39	56
4 yd.	0	0	3	0	0	2
6 yd	0	1	3	0	1	7
Commercial Cart Weekly			Same Quarter One Year Ago			
Can size	Number of Customers		Number of Customers			
20 gallon	0		0			
32 gallon	230		225			
68 gallon	169		164			
95 gallon	127		112			

Commercial Bin Customers				Same Quarter One Year Ago		
Bin size	Weekly	2 times weekly	3 or more times weekly	Weekly	2 times weekly	3 or more times weekly
2 yd.	106	10	3	96	10	3
3 yd.	151	101	85	155	94	74
4 yd.	14	13	11	14	12	7
6 yd	7	2	10	8	3	10
Commercial Special Service*			Same Quarter One Year Ago			
Bin Size	Number of Customers		Number of Customers			
3 yd.	9		10			
15 yd.	2		2			
20 yd.	2		3			
30 yd.	2		2			
Compactor	17		3			

*Special service is bimonthly, monthly, on-call or other irregular service

Noteworthy Actions

E-waste Event

Novato Disposal Service participated in the Novato Sanitary District's E-Waste Drop-off event April 23rd - 25th.

Community Education/Outreach

- Novato Disposal Outreach staff provided recycling sticker signage to Walnut Grove Apartments. Staff left message with Pat in regards to extra dumping near enclosures, sent Pat bulky item information and answered any recycle questions on site.
- Novato Disposal Outreach staff spoke to Michael from Living Word Chapel, in regards to recycling on site and adding a compost cart to service to help divert yard waste from the garbage stream.
- Novato Disposal Outreach staff spoke with Isaias from Perry's Delicatessen. Staff completed a waste audit in efforts to increase recycling on site. Manager is requesting to have bins exchanged for locking bins to reduce contamination.
- Novato Disposal Outreach staff dropped off recycling information to Mary's Pizza Shack. Staff also provided information about green waste compost for business.
- Novato Disposal Outreach staff mailed business packet to One A Stop Auto Repair. Staff also called and followed up to see if we can increase recycling on site.
- Novato Disposal Outreach staff spoke with Adam at The Locke Building. Staff provided updated recycling guides to place in break room and answered questions.
- Novato Disposal Outreach staff spoke with front help desk at San Marin Animal Hospital. Staff spoke of future presentations and answered questions.
- Novato Disposal Outreach Staff spoke with librarian at New World Library. Staff provided updated signage for containers on site.
- Novato Disposal Outreach staff spoke with Jerry at Novato Apartments. Staff completed a site survey to see if we could increase recycling on site with bins instead of recycle carts.
- Novato Disposal Outreach staff spoke with Suzette at Fourteen Hundred Building. Staff provided new recycling guides and answered recycling questions.
- Novato Disposal Outreach staff visited Arun Thai Restaurant. Staff wanted to see if we could increase recycling on site and also see if they were interested in having food scrap containers.
- Novato Disposal Outreach staff spoke with receptionist at Onyx Medical Inc. Staff provided updated signage for containers on site.
- Novato Disposal Outreach staff visited Laurel Creek Condos. Staff updated signage on recycle and yard waste containers on site.
- Novato Disposal Outreach staff spoke with Cypress Creek Homeowners. Staff provided updated recycling guides. Staff also spoke of increasing recycling on site.
- Novato Disposal Outreach staff provided a presentation for Arntz Entities for the Novato Seniors at the Margaret Todd Center.
- Novato Disposal Outreach staff visited Center Place HOA. Staff provided updated move-in packet in efforts to increase recycling on site. Manager asked if we could come do a future presentation. Staff also updated signage on site.
- Novato Disposal Outreach staff followed up with Marin Golf & Country. Staff provided a new move in packet along with additional information on how to get started with increasing recycling on site.
- Novato Disposal Outreach Staff spoke with Cynthia at Creekwood Care Center. Staff provided updated information about recycling and additional services we provide. Staff will follow up with recycling program.
- Novato Disposal Outreach Staff spoke with Star Restaurant. Staff completed a waste audit in efforts to increase recycling on site.
- Novato Disposal Outreach staff spoke with Powell Products Inc.. Staff provided move-in packet with newsletter, recycling guide, and additional information.
- Novato Disposal Outreach staff spoke with Professional Investors. Staff completed a site survey. Staff then increased recycling on site with a 4 yard locking bin on site.

- Novato Disposal Outreach staff visited CSW Stuber-Stroeh. Staff spoke with employee in efforts to ensure their recycling program was still effective.
- Novato Disposal Outreach staff spoke with Redwood Blvd Assoc. Staff set up a site survey to see if we can increase recycling on site and updated signage.
- Novato Disposal Outreach staff spoke with HL Novato LLC. Staff spoke of how we can increase recycling on site and updated signage.
- Novato Disposal Outreach Staff spoke with Unity in Marin. Staff provided updated information about recycling and additional services we provide. Staff will follow up with recycling program.
- Novato Disposal Outreach staff spoke with Stainless Systems Inc. Staff provided information about possible presentation for the employees to be used as part of training.

Events

- Novato Disposal Outreach staff hosted a booth with Novato Sanitary District at the Novato Art & Wine Festival.
- Novato Disposal Outreach staff hosted a booth with Novato Sanitary District at the Tour of Novato Event.

Schools

- Novato Disposal Outreach staff provided recycling sticker signage to Marin Head Start at 359 Bel Marin Keys Blvd.
- Novato Disposal Outreach staff provided updated recycling sticker signage to Novato Charter School.
- Novato Disposal Outreach staff provided a presentation to Robin's Nest Pre-School for staff and students.
- Outreach staff met with Principal at Pleasant Valley Elementary School. Staff answered questions about starting a recycling program. We discussed future presentations suggested a school wide assembly for the following school year. Staff was on site to answer any questions.
- Outreach staff sent an email to all public schools wishing them a good summer and reminding them to consider the education opportunities available to them for no cost from Novato Disposal

G. Additional Information

Mailers

Please find attached:

- New start post cards
- All multi-family units were sent out a business packet describing services available through Novato Disposal.
- **Spring issue of the Recycling News:** featured a front page article called "We're All in This Together". This article provided Novato Disposals history of how single stream recycling first came about going from three crates to one single stream recycling cart in. it also includes the the stong point of the program and the latest updates in the recycle world. Also included in this Spring edition was information about how to handle cooking oil and a few reminders along with local event promotions such as Novato's 21st Annual Clean and Green Day, Tour of Novato (School Fuels), Novato Art, Wine & Music Festival and Novato's 4th of July Parade. Other details included in newsletter were service reminders, FAQ, recycle and compost guides, as well as 20 gal promotion, HHW Schedule, and E-waste recycling event information.

Donations

Novato Disposal provided the following donations:

- Novato Disposal Service donated (1) 3yd garbage bin to IDESI for an auction on April 8, 2016.
- Novato Disposal Service donated (8) 64gal garbage, (8) 64gal recycle cans, 2 standard toilets, & 2 handicap portable toilets to the Foundation for Public Education for Tour of Novato & Fun Fair on May 13, 2016.
- Novato Disposal Service donated (8) 64gal compost carts, (8) 64gal recycle carts, (8) 64gal garbage carts to Loma Verde School for International Night on May 14, 2016.
- Novato Disposal donated a 1 standard portable toilet for Fishing at the Pond on April 3, 2016.
- Novato Disposal donated a 30yd recycle box to Marin Food Bank for Stamp Out Hunger Food Drive on May 13, 2016.
- Novato Disposal Service donated (2) 4yd garbage bins to IDESI for Holy Ghost Fiesta on May 6, 2016.
- Novato Disposal Service donated (1) 20 yard garbage box (1) 4yrd recycle bin, (4) standard portable toilets for Novato Rotary Circus on May 26, 2016.
- Novato Disposal Service donated (1) 30yd garbage box, (1) 30yd recycle box, and (8) 95gal recycle cans to Nativity of Christ Church for Marin Greek Festival on May 25, 2016.
- Novato Disposal donated a 4yd recycle box to Lady of Loretto on May 27, 2016.
- Novato Disposal donated a (8) 64gal garbage carts, (8) 64gal recycle carts, (8) 64gal compost carts to International Night on June 2, 2016.
- Novato Disposal Service donated (2) 20yd garbage boxes, (1) 20 yard recycle box, (4) 3yd compost bins, (22) STD portable units, (5) ADA portable units & (7) sinks to Novato Chamber of Commerce for Art, Wine, and Music Festival on June 10, 2016.

Spring 2016

unicycler.com

Contact Us:
Novato Disposal Service
(415) 897-4177



Online Chat at:
unicycler.com

Phone Hours

Monday - Friday 7am-5:30pm
Saturday - Sunday 7am-3pm



[/NorthBayUnicycler](https://www.facebook.com/NorthBayUnicycler)

Upcoming Events:

April 23rd:



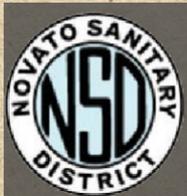
**21st Annual
Green and
Clean Day**

www.cityofnovato.org

April 23rd - 25th

**Free!
Household E-Waste
Drop-off**

Novato Recycling Center
7576 Redwood Blvd.
See back page for details



www.novatosan.com

May 14th

Tour of NovaTo aNd fu N fair

www.tourofnovato.org

June 11th & 12th:



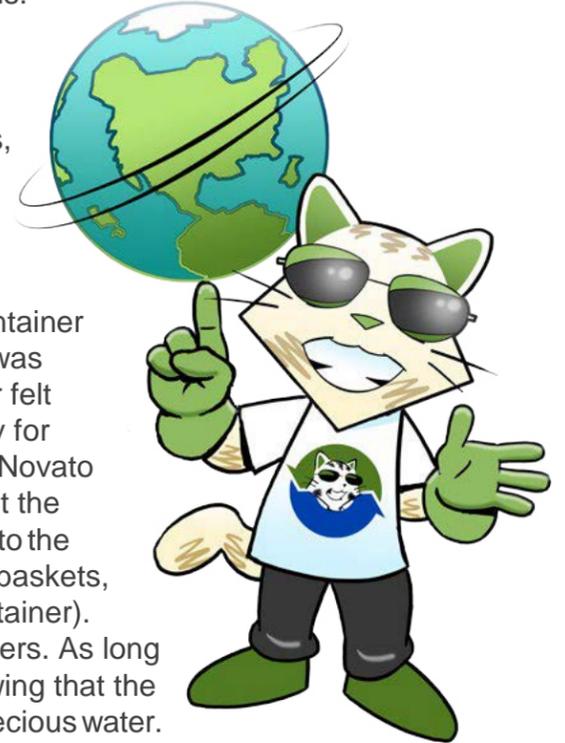
www.novatoartwinemusic.com

July 4th:

Novato 4th of July Parade

WE'RE ALL IN THIS TOGETHER

It was a simpler time. We had one can, steel, no wheels. We dragged it back and forth to the curb each week. It was a dedicated minority who recycled by taking their bottles and cans back to redemption centers in town. Curbside recycling was introduced. Three crates: glass, newspaper, and cans. People were encouraged to rinse out their food and beverage containers so they were clean for recycling. By 2003, Novato Disposal had introduced single-stream recycling. Now residents could co-mingle all of their recyclables in one large container (with wheels!). The increase in recycling participation was dramatic. It was more convenient. Residents no longer felt that they were putting all of their recyclables on display for the whole neighborhood to see. As the years went on, Novato Disposal continued to find markets for materials so that the stream could be increased. Rigid plastics were added to the mix allowing residents to recycle broken toys, laundry baskets, and even patio chairs (as long as they fit into their container). Residents no longer had to rinse out their food containers. As long as they were empty, people could be confident in knowing that the material would be recycled without using additional precious water. Novato Disposal long had a mantra of "When in doubt-recycle it!" when it came to deciding whether something should be recycled or thrown in the garbage. Now the climate is changing again.



Today's reality is that much of the world's manufacturing is done in China and throughout the Asian Pacific. This means that in order for materials to be effectively recycled, they must be shipped to markets overseas. In recent years, China has made efforts to reduce their pollution from manufacturing as well as waste. They have increased the standards for the recyclable materials which they receive for manufacturing. This means that now, more than ever, it is important to ensure that those jars of pasta sauce and cans of soup are empty. This doesn't mean that we need to go back to rinsing our containers again, but they should be completely empty so that any residue is not going to leak out and contaminate the other materials that are in your single-stream recycling container.

Many people wonder just what happens to the contents of your recycling container once it is emptied into the truck each week. Most people by now are well aware that Novato Disposal uses "Split-body" trucks which allows for picking up two different containers in one trip. This means that the garbage can be taken to the landfill and emptied there, while the recycling material is taken to our facility in Petaluma and then transferred in large trucks to our Santa Rosa sorting facility. There the material is sorted by hand as well as by automated machines. The material is then baled and prepared for shipping to manufacturing companies overseas. There is always some small amount of material left over that cannot be recycled. This material is called "residuals". The facility in Santa Rosa is a recycling facility and is not permitted to accept garbage or trash. As a result, the State of California monitors these recycling facilities very carefully to ensure that only a small percentage of the material is "residual." California rules for "residuals" requires that percentage to be less than 10% in permitted recycling facilities. This is why it is very important that residents only use their recycling containers for acceptable recyclable materials. Putting garbage in your recycling container contaminates all the recyclable materials and potentially puts the recycling facility and its workers at risk.

As a Novato Disposal customer you have a choice as to which size garbage and recycling container you have. Make sure that you have the proper size garbage and recycling containers for your family. A garbage container that is regularly overflowing means you may need a larger container – or you may need to review what you're placing in your garbage and recycling containers. Perhaps you need a larger recycling container – these are available in 32, 64 and 96 gallon sizes. We all want to have the smallest size garbage container and recycle as much as possible, but make sure you don't contaminate your recycling with garbage.

Links to the articles referenced above can be found on our website unicycler.com in our news section. There, you can also find helpful videos solving some of those more "controversial" questions such as: When is a pizza box recyclable? How clean do food containers have to be? The website also contains helpful, printable materials which explain just what is acceptable in your recycling container. By following the rules, spreading the word and "keeping it clean", together we can keep recycling convenient and cost-effective in Novato.

Guidelines & Reminders from Customer Service

To help us provide the best service to you, please observe the following:



- Place carts at the road edge the night before your service day.
- Please leave 3 feet between garbage, recycling & yard waste carts.
- Place garbage loosely in your cart. Carts that are overstuffed or have material jammed into them may not empty completely.
- Please remove your containers from the road edge as soon after they have been serviced as is practical.
- Be sure all items are contained inside your carts. Carts that have items sticking out of them or have material piled on top may not be emptied or may receive additional charges.
- You may opt to set out recycle and yard waste carts only when full if you choose.

For everyone's safety and convenience, we request that you pay special attention to the following:

- Do not place carts within three feet of vehicles, mailboxes, fire hydrants, other obstacles or personal property.
- Collection vehicles need 14' overhead clearance. Carts should not be placed in an area with overhangs, trees or other obstacles.
- Please park your car in your driveway the night before your collection and sweeping day whenever possible. There may be a delay in collection of blocked carts.
- If you have any questions, please call or check out our new on-line chat option at unicycler.com.

Extra Trash

- If you have an overloaded garbage cart or extra bags of garbage piled on top of, or alongside your cart, you may receive an automatic charge for each extra bag or can of garbage. Carts are considered overloaded if the lid will not close.
- If you have extra garbage, call our office at 897-4177 by 2:30 pm the day before your regular collection day to order extra service and avoid confusion when you receive your bill. Do not overstuff your carts as they may not empty completely.

Save Yourself Some Money!

If you are generating less waste, you can reward yourself with a smaller garbage bill by exchanging your current cart for a smaller size.



We offer four levels of service. Super recyclers or small families may be able to reduce their waste and subscribe to the 20 gallon service.

If you would like to change your service level, please contact our office for details and rates.

Recycle Used Motor Oil and Oil Filters

If you change your own motor oil you can help the environment today! Recycle your used motor oils from your car, truck, boat or lawn and garden equipment. Don't mix your used oil with any other liquids, such as solvents, gasoline, paint or antifreeze. Contaminated oil cannot be recycled and is very expensive to dispose of.

•Novato Recycling Center

7576 Redwood Hwy.
897-4177
Used oil & filters

•Ron Cromwell Chevron**

1549 So. Novato Blvd.
892-5393
Used oil & filters

• O'Reilly's Auto Parts**

1400 So. Novato Blvd.
897-5338
Used oil ONLY

• Oil Changer**

133 Vintage Way
897-0134
Used oil & filters

• Pennzoil 10-Minute Oil Change**

908 Diablo Ave.
898-5823
Used oil & filters

**CA Certification Collection Centers offer 40 cents per gallon for used oil. For more information go to the Novato Sanitary District website at www.novatosan.com or call the HHW hotline at 892-7344

Novato's 21st Annual Clean and Green Day

Saturday, April 23rd from 9 am to 1 pm

This event is organized for the purpose of cleaning up and beautifying the City of Novato. People from all over Novato will come together to remove litter and trash from public areas along city streets, bike paths, median strips and creek banks.

Please join other families, your neighbors, volunteer groups, businesses and individuals who will participate in this community service event. Trash bags and vests will be provided. Wear sturdy shoes and bring your work gloves.

Meet at the civic green next to 901 Sherman Avenue at 9am.

For more information and to register call the Clean and Green hotline at **899-8244**

Register online at www.novatostreetscape.org

Join Your Neighbors to Help Spruce Up Our Town!

Sponsored by the City of Novato Streetscape Maintenance Coalition.



THE CITY OF
NOVATO
CALIFORNIA

Ask the Unicycler

Dear Unicycler,

What is one of the easiest ways to reduce the amount of waste sent to the landfill each month?

Signed,

Randy Reducer

Dear Mr. Reducer:

One of the best ways to reduce your waste is by composting your food scraps! Residents can now put ALL food scraps in their yard debris cart. Almost 30% of residential garbage is food waste. By sending your food scraps to be composted instead of land filled you are preserving landfill space and allowing the resource to be used as soil-enriching compost rather than buried forever in a landfill. This includes: meat/fish bones, cheese, food leftovers (be sure to remove all packaging), fruits, vegetables, & their peelings, pasta, rice, bread, coffee grounds (filters too!), tea bags, soiled paper towels and egg shells. This in addition to the usual items accepted such as: weeds, leaves, landscape pruning, grass clippings, tree branches less than 4" in diameter by 2' long.

In order for this program to be successful, we need to work together to keep contaminants out of our yard debris cart. That means NO: glass, plastic bags (even so-called "compostable" plastics), poison oak, cactus, palm fronds, pampas grass, bamboo, Sudden Oak Death infested material, sod, dirt, rocks, animal waste, tree stumps, or any other refuse.

For a complete list of yes & no items please visit our website unicycler.com

Yard & Food Waste Guidelines

- Place all grass cuttings, leaves & weeds, tree & shrubbery trimmings, berry bushes and other yard & garden waste inside your green rolling cart, also referred to as your yard waste cart. Branches under 4 inches in diameter and less than 2 feet long are accepted.
- Also accepted in the yard waste carts are all food scraps, such as fruits and vegetables (including pits and nuts), coffee grounds with filters, tea bags, seafood including shells, meat and bones, plate scrapings and kitchen prep scraps, bread, grains, pasta, baked goods, cheese, eggs, eggshells and non-coated paper products such as paper plates and napkins.
- Place your yard waste cart at the curb allowing at least three feet of space between containers.
- All green waste must be in the container. Loose material will not be collected.
- Do not put yard waste in plastic bags.

Food scrap pails are still available for a \$6 fee at the Novato Recycling Center located at 7576 Redwood Blvd.

✂ Cut Out This Handy Recycle Guide ✂

ACCEPTED FOR RECYCLING ONLY

ACEPTADO PARA RECICLAR SOLAMENTE



Metal & Aluminum Cans
Latas de Metal y Aluminio



Glass Bottles & Jars
Jarras y Botellas de Vidrio



Plastic Bottles (with lid)
Botellas de Plástico (con Tapa)



Empty Household Plastic Containers & Rigid Plastic Items (No Clamshells)
Recipientes Para el Hogar de Plástico Vacíos Así Como los Artículos de Plástico Rígido (No Envases Para Empaque de Poliéster Tipo Almeja)



Paper (No Shredded Paper), Paper Bags, Cereal Boxes, Cardboard (Flattened)
Papel (No Papel Picado), Bolsas del Papel, Cajas de Cereales, Carton (Aplaste Todas las Cajas),



Milk Cartons, Soy/Rice Milk & Juice Boxes
Cartones de Leche, de Soya/Arroz y Cajas de Jugo



Newspaper, Magazines, Office Paper, Catalogs & Telephone Books
Periódicos, Revistas, Papel de Oficina, Catálogos y Guías Telefónicas



No Plastic Bags
No Bolsas de Plástico

Questions? Not sure which bin?

¿Preguntas? ¿No estoy seguro que contenedor?

unicycler.com

No Trash
No Basura

TRGH12X91015

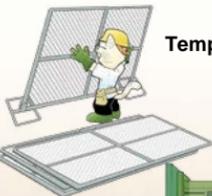
Unicycler Offers Full Construction Services

The Unicycler has been busy as of late. We are proud to announce that the Ratto Group is now offering full construction services for all of your disposal needs. By "Construction Services" we mean just about everything a general contractor would need to get a building project going. This also includes disposal of the construction and demolition materials which the majority is diverted from the landfill. Exchanges of debris boxes can even be done same day. We now offer a full array of the following:

Home & Business Cleanouts



Temporary Fencing



Recycling & Debris Boxes



Private Street Sweeping

Chat Live Now!

Chat Live Now!

New!

No need to spend your time on the phone. Simply go to unicycler.com during business hours and click on the "Chat Now" option on the right side. A Customer Service Agent will be able to handle whatever situation you may have. Or, if it's past business hours, click on "Leave a message" and we'll get back to you within 24 hours.



Novato Disposal Service
unicycler.com

NOVATO'S OFFICIAL RECYCLING CENTER



7576 Redwood Blvd., next to Shamrock Materials
Open Tuesday - Sunday 10am - 4pm



Give us a call at 707-585-5222 or visit us at unicycler.com for more information on what we can do to help out your jobsite.

Novato Disposal Service, Inc.

PO Box 3849
Santa Rosa, CA 95402

Tel (415) 897-4177
Fax (707) 586-5543



Household Hazardous Waste Disposal

The Household Hazardous Waste (HHW) Facility is open **only** to Novato residents. The HHW facility is located at the Novato Recycling Center at 7576 Redwood Boulevard (next to Shamrock Materials). No appointment is needed.

The HHW facility accepts the following, and other types of HHW, the first and third Sunday and Monday of each month from 8:30 am to 1:30 pm, excluding most holidays:

- Aerosols, all kinds
- Auto products - polishes, brake fluids, cleaners
- Asbestos - up to 2 30 gal. size trash bags, double-bagged
- Batteries - all kinds
- Building products - sealers, caulking, glues
- CRT's - up to 5
- Fuels - gasoline(with container), kerosene, butane, lamp oil
- Household cleaners, polishes, disinfectants
- Mercury thermostats & thermometers
- Paints (oil & latex), stains, solvents, spray paints
- Pesticides, herbicides, fertilizers
- Pool & photo chemicals
- Pet products
- Propane tanks/helium tanks/fire extinguishers
- Sharps(in approved red containers)
- Televisions

Questions? For questions about household hazardous waste call the HHW Hotline at 892-7344.

HHW Facility Schedule

Open 8:30 am – 1:30 pm

2016

<u>Sunday</u>	<u>Monday</u>
January 3	January 4
January 17	January 18
February 7	February 8
February 21	February 22
March 6	March 7
March 20	March 21
April 3	April 4
April 17	April 18
May 1	May 2
May 15	May 16
June 5	June 6
June 19	June 20
July 10	July 11
July 17	July 18
August 7	August 8
August 21	August 22
September 11	September 12
September 18	September 19
October 2	October 3
October 16	October 17
November 6	November 7
November 20	November 21
December 4	December 5
December 18	December 19

Commercial Hazardous Waste Program



If your business uses products that are labeled corrosive, poison, reactive, toxic or flammable, then you are generating hazardous wastes. Wastes such as lab and photo chemicals, paints, solvents, pesticides, acids and printing inks are considered hazardous and require special handling.

The Commercial Hazardous Waste program is provided for eligible businesses to dispose of small quantities of hazardous wastes. It's a safe, legal and affordable way to dispose of these wastes. The drop-off program for businesses is available by appointment only on the first and third Sunday and Monday of each month. The Facility is located at 7576 Redwood Boulevard, toward the rear of the Novato Recycling Center. To confirm eligibility and schedule an appointment, call 415-892-6395.

Free! E-Waste Event

Saturday, April 23rd- Monday, April 25th
10 am - 3 pm
Novato Recycling Center
7576 Redwood Blvd.

A three-day free drop-off event for Novato residents to recycle common electronic products will be held at the Novato Recycling Center. All types of household electronics will be accepted, such as:

- TV's
- Fax Machines
- Phones
- VCR's & DVD's
- Toasters
- Vacuums
- Other small household electronics
- Computers
- Radios & Stereos
- Microwaves
- Blenders
- Hair Dryers
- Coffee Makers

E-Waste is considered a hazardous waste and cannot be disposed of in the trash. Although both working and non-working electronics will be accepted at this event, please consider donating working equipment to a local charity or thrift store. Novato Disposal also offers free pick-up of household electronics for single family residential customers up to 4 times per year. Call Novato Disposal to schedule a pick up. For questions about the E-Waste event call 892-7344 or go to unicycler.com or www.novatosan.com for more information. This event is for Novato residents only. Novato businesses please call 892-6395 for more information.

Large appliances such as washers, dryers, stoves, refrigerators, water heaters, dishwashers or air conditioners will not be accepted at this event. Contact Novato Disposal Service at 897-4177 for a for-fee pick-up of these items. Please do not drop off these items at the Novato Recycling Center.



Safe Pharmaceutical Disposal

Drugs that are improperly disposed of can pollute our marine environment, soils and groundwater. Protect your family by keeping all drugs away from children and pets. In Novato, you can safely dispose of your unwanted medications in the bins located at the Novato Police Dept. lobby, 909 Machin Ave., Mon. - Thurs, 10:00am-5:00pm.

Acceptable items include:

- Prescription medications
- All over the counter medications
- Vitamins and supplements
- Medicated ointments
- Lotions and creams
- Liquid medications in leak-proof containers
- Inhalers
- Pet medications

Items not accepted include:

- Sharp items including needles
- IV bags
- Bloody or infectious waste
- Personal care products
- Empty pill containers
- Hydrogen peroxide
- Aerosol cans

Please remove all pills from containers and place in a Ziploc bag or small paper bag for deposit into the return bin. This will help keep the volume to a minimum. Bags will not be provided at the collection locations.

Welcome to Novato Disposal!

Please visit our website at www.unicycler.com to find information such as:

- Recycling Guides
- Online Bill Pay
- Newsletters
- Holiday Schedules
- Hazardous Waste Disposal
- Resources and Opportunities for Schools and Businesses
- Composting Guides
- Cart and Bin Placement
- Go Green Section
- Debris Boxes
- Fun Videos



Phone Hours: Monday - Friday 7am-6pm
Saturday - Sunday 7am-3pm

Please call **897-4177** if you have additional questions, or need materials mailed to you. **Se habla español.**

We look forward to serving all your solid waste and recycling needs!

NSD Agenda Packet
Sept. 26, 2016 (Page 30 of 114)



Novato Disposal Service
P.O. Box 3849
Santa Rosa, CA 95402



Printed on 100% Recycled Content Paper



Novato Disposal Service

unicycler.com

Dear Onsite Manager or Property Owner,

This letter is provided to summarize the no-cost materials available to you through our Multifamily Recycling Outreach Program as well as to inform you about additional free resources available to you. Recycling outreach staff is available to provide the following to you and your tenants:

- **Site Visit:** Recycling outreach staff is available to meet on-site with your property manager to discuss current waste and diversion programs and offer suggestions for expanding solid waste programs programs.
- **Single-Stream Recycling Door Hanger:** An easy resource available in English and Spanish listing what is recyclable can be provided to all tenants.
- **Bi-annual Recycling Newsletter:** Tenants receive helpful recycling tips and are informed about local recycling efforts and waste reduction issues. We can add your unit addresses to our mailing list so tenants can receive this helpful resource.
- **Recycle Guides for Common Areas:** If your site has a laundry room and/or other common area, posting recycling fliers can be very effective for ongoing community education.

Multifamily recycling programs can **decrease waste disposal costs** for building owners because recycling is included with the cost of refuse service. Multifamily recycling also helps to achieve local and state recycling goals and makes recycling accessible to more of our community. If you want to learn more about just how much it pays to recycle, contact your recycling coordinator Bessie Martinez, (707) 585-5273 or bessie@unicycler.com and visit our website at www.unicycler.com

Thank you,

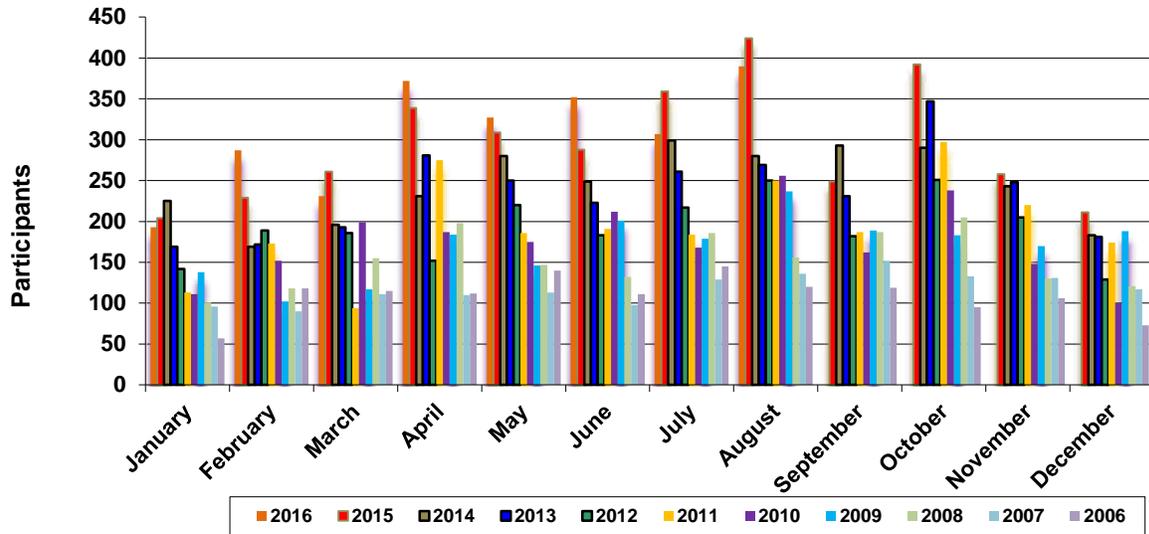
Novato Disposal
Recycling Outreach Coordinator

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING					
Haulers: Novato Disposal Self Haulers		Reporting period: January - December 2016			
A. 2016 DIVERSION	1st Qtr.	2nd Qtr	3rd Qtr.	4th Qtr.	TOTAL 2016
Novato Disposal Recycled (Curbside & Buyback)	2,712.08	3,140.00			
MRRC recovery	366.44				
Self haul Inerts Diverted Redwood Landfill	709.16				
Redwood Landfill self haul C&D& wood waste recycled	58.79				
City of Novato C&D diverted(included in Novato Disposal)	N/A				
ADC from MRRC	0.00				
Compost from MRRC	64.44				
Greenwaste From Redwood Landfill self haul/compost	77.82				
Novato Disposal Inerts	505.88	744.00			
Novato Disposal Green/Food Waste used for compost	3,462.51	3,577.00			
Novato Disposal commercial food waste used for compost	75.80	92.00			
North Marin Metal Recycling	N/A				
2016 TOTAL TONS DIVERTED	8,032.92				
B. 2016 DISPOSAL					
MSW& Debris Box/Novato Disposal	7,040.00	7,062.00			
MRRC Residuals	346.07				
MRRC Wood/Yard Waste incinerated/transformation	104.81				
Redwood Landfill self haul C&D waste disposed	770.99				
Novato waste disposed out-of-county	N/A				
2016 TOTAL TONS DISPOSED	8,261.87				
C. 2016 TOTAL WASTE GENERATED(TONS)	16,294.79				
D. COMPLIANCE WITH AB939 DIVERSION MANDATE	49.94%				
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)					
REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)					
	1st Qtr.	2nd Qtr	3rd Qtr.	4th Qtr.	TOTAL 2016
Inerts/ Diverted	709.16				
Greenwaste Diverted/compost	77.82				
C&D/ Disposed	770.99				
C&D & Wood Waste Recycled	58.79				
Total	1,616.76				
Percent Redwood self haul diverted	52.31%				

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2016

DIVERSION	<u>1stQ</u>	<u>2ndQ</u>	<u>3rdQ</u>	<u>4thQ</u>	<u>TOTAL</u>
Novato Disposal Recycled Shipped (Curbside & Buyback)	2,688	3,140			
Novato Disposal C&D, Wood, Inerts & Bulky waste	530	744			
Novato Disposal Green waste & residential food waste for compost	3,463	3,577			
Novato Disposal Commercial Food Waste for compost	76	92			
TOTAL TONS DIVERTED	6,756	7,554			
DISPOSAL					
MSW& Debris Box/Novato Disposal	7,040	7,062			
TOTAL TONS DISPOSED	7,040	7,062			
TOTAL WASTE GENERATED(TONS)	13,796	14,616			
PERCENT DIVERTED	48.97%	51.68%			
PERCENT DIVERTED WITH REDWOOD & MRRC	49.94%				

HHW Facility Monthly Participation 2006- 2016



HHW PARTICIPANTS 2006 - 2016

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Totals</u>
2016	193	287	231	372	327	352	307	390					
2015	204	229	261	339	309	288	359	424	249	392	258	211	3,523 open 3 days in April, 6 days in August
2014	225	169	196	231	280	249	299	280	293	290	262	183	2,957 open 3 days in April
2013	169	172	193	281	250	223	261	269	231	347	248	181	2,825
2012	142	189	186	152	220	183	217	250	182	251	205	129	2,306
2011	113	173	94	275	186	191	184	250	187	297	220	174	2,344
2010	111	152	199	187	175	212	168	256	162	238	148	100	2,108 August 6 days
2009	138	102	117	184	146	201	179	237	189	183	170	188	2,034 August 6 days
2008	101	118	155	198	147	132	186	156	187	205	130	121	1,836
2007	96	90	111	110	113	98	129	136	152	133	131	117	1,416
2006	57	118	115	112	140	111	145	120	119	95	106	73	1,311
% Change from 2015	-5.39%	25.33%	-11.49%	9.73%	5.83%	22.22%	-14.48%	-8.02%					

HHW FACILITY SUMMARY 2016	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Total Participants	193	287	231	372	327	352	307	390					2,459
Been to events before?(Yes)	156	241	179	298	258	293	259	312					1,996
Permanent facility?	139	214	157	275	225	260	225	209					1,704
Temporary events?	23	40	34	34	50	45	49	112					387
First time user?	37	46	52	74	69	59	48	82					467
Type of waste brought in?													
Antifreeze	9	13	19	26	22	24	15	27					155
Asbestos	1	5	5	3	3	2	1	3					23
Auto products	24	28	31	55	56	52	48	52					346
Car batteries	5	9	8	9	14	7	10	10					72
Computer monitors	19	32	12	18	5	26	16	23					151
Cements, sealers	17	28	29	41	44	44	34	53					290
E-Waste(all types)	81	99	57	74	65	93	103	92					664
Fluorescent tubes& bulbs	38	66	39	82	54	48	58	70					455
Fuels(gas,kerosene,diesel)	11	20	19	34	43	41	31	39					238
Household batteries	46	70	59	105	74	81	85	71					591
Household cleaners, polishes	37	71	58	89	97	85	85	90					624
Latex paint	62	95	61	144	135	151	113	144					905
Motor oil/filters	12	34	35	48	39	61	45	59					333
Oil base paint	37	60	53	96	94	93	70	92					595
Paint thinners, solvents	35	56	57	76	106	95	72	87					584
Pesticides,herbicides,insecticides	21	37	43	74	79	68	72	69					463
Pet care products	2	6	3	17	13	5	6	13					65
Photo chemicals	1	4	1	1	1	3	3	3					17
Pool Chemicals	6	11	4	13	11	9	10	13					77
Propane/helium tanks/fire extinguishers	9	21	20	36	41	35	27	33					222
Sharps	3	2	7	4	8	8	10	3					45
Spray paints	18	39	45	66	62	59	61	64					414
Television	31	30	27	26	32	34	26	39					245
Thermometers/Thermostats	0	5	2	7	8	6	5	4					37
Wood preservatives, stains	12	34	27	46	44	57	37	45					302
Other	9	8	8	17	15	9	16	14					96
Hear about program?													
Recycling Center flier	69	90	71	159	143	150	107	146					935
Sanitary District newsletter	26	49	48	65	84	76	40	67					455
Sanitary District website	20	43	37	31	29	39	33	44					276
Novato Disposal newsletter	79	125	67	144	137	137	125	158					972
Word of mouth	37	46	40	42	38	47	48	57					355
Other	17	20	23	15	18	9	16	25					143
Change your own motor oil?													
Yes	26	37	28	46	39	55	39	55					325
Novato Recycling Center	19	21	19	24	27	33	29	38					210
O'Reilly's	9	18	11	18	10	20	11	16					113
Pennzoil	0	1	0	2	0	2	0	3					8
Other	0	0	1	3	3	4	2	2					15
If yes, want curbside pickup?	10	15	10	13	9	21	9	9					96
No	167	250	203	326	288	297	272	363					2,166
Comments													
Compliments/Good	60	90	76	109	116	126	99	137					813
Complaints	2	1	1	3	0	2	4	1					14

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste: Calendar Year (CY) 2017 Maximum Solid Waste Rates, Notice of Intent and Public Hearing.	MEETING DATE: September 26, 2016 AGENDA ITEM NO.: 6.e. & 6.f.
RECOMMENDED ACTION: (a) Receive and accept report on Calendar Year (CY) 2017 solid waste rate adjustment from R3 Consulting Group, and its recommendation for a maximum rate increase of +1.02 percent, and (b) Review proposed notice of intent and public hearing, and set public hearing date of October 24, 2016 to establish CY2017 maximum solid waste rates.	
SUMMARY AND DISCUSSION: <p>The District's Franchise Agreement with Novato Disposal Service (NDS) provides for an annual rate adjustment to Novato Disposal's rates based on changes in the Refuse Rate Index (RRI). In Calendar Year (CY) 2013 there was no rate adjustment because the calculated adjustment would have been -0.13 percent. In CY2014 the rate adjustment was +1.63 percent. In CY2015, the rate adjustment was +3.00 percent, comprised of an RRI adjustment of +1.94 percent and an account migration adjustment of +1.06 percent to mitigate the impacts on Novato Disposal's revenues of account migration from larger carts to smaller carts. In CY2016, the rate adjustment was +1.33 percent.</p> <p>For CY2017, NDS timely submitted a rate review request of an RRI adjustment of +1.02 percent. As in previous years, the District retained R3 Consulting Group, Inc. (Sacramento), to assist with the rate review, and prepare its own, independent analysis for a proposed rate adjustment for CY2017. Based on their review, R3 is recommending an RRI rate adjustment of +1.02 percent, which is equal to the rate adjustment amount calculated by Novato Disposal in its Rate Adjustment Application.</p> <p>The proposed schedule for establishing the CY2017 maximum solid waste rates is attached. A public hearing to set the rates will also be required, and a copy of the proposed Notice of Intent and Public Hearing is attached.</p> <p>It is recommended that the Board accept the R3 report and recommendation of a maximum rate increase of +1.02 percent. It is also recommended that the Board review the proposed notice of intent and public hearing, and set the public hearing to establish the CY2017 maximum solid waste rates for its regular meeting of Monday, October 24, 2016.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. R3 Consulting Group: Letter Report - Review of Novato Disposal Service's Requested Rate Adjustment for Rate Year 2017. 2. Schedule for Consideration of Maximum Solid Waste Rates - Effective January 1, 2017. 3. Draft Notice of Intent and Public Hearing to Consider Modifications to Maximum Solid Waste Service Charges. 	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update. The item also addressess other goals of the Strategic Plan including Goal 1 (Operational Excellence), and Goal 3 (Alignment and Communications).	
DEPT. MGR.: dlj, ssk	GENERAL MANAGER: SSK



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

September 15, 2016

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

Re: Letter Report – Review of Novato Disposal Service’s Requested Rate Adjustment for Rate Year 2017

Dear Mr. Karkal:

R3 Consulting Group (R3) was engaged by the Novato Sanitary District (District) to assist with a review of Novato Disposal Service’s (Company) requested rate adjustment for Rate Year 2017 (January 1, 2017 – December 31, 2017). Specifically, R3 was asked to confirm that the rate adjustment methodology used by the Company is consistent with the Refuse Rate Index (RRI) Rate Adjustment Methodology set forth in Exhibit 2 of the Amended and Restated Franchise Agreement (Agreement) and that the calculation is mathematically accurate. This Letter Report communicates our findings and recommendations.

Objectives

- To review the Company’s requested rate increase to confirm that:
 - It is consistent with applicable terms and conditions of the Agreement;
 - It is mathematically accurate; and
 - It correctly accounts for the required Balancing Account adjustment to the rates.
- To recommend the appropriate Rate Year 2017 rate adjustment based on the results of our review; and
- To confirm the current Balancing Account balance.

Background

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

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

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

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

Section 6.3 of the Agreement (RRI Financial Information) states that:

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

The Company submitted an electronic copy of its 2017 Rate Adjustment Application to the District on August 30, 2016.

Recommended Rate Adjustment

The Company’s Rate Adjustment Application calculated a 1.02 percent rate increase (Attachment 3) based on the specified RRI methodology. As part of our review, we verified that the Company’s financial information, cost category index values, and mathematical formulas were consistent with the RRI methodology included in the Restated Franchise Agreement. Based on our review, we are recommending an RRI rate adjustment of 1.02 percent, which is equal to the rate adjustment amount calculated by the Company in their Rate Adjustment Application.

Balancing Account Calculation

Base Year Revenues

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

2013 Balancing Account Rate Impact

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

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

Current Balancing Account Balance

Attachment 4 provides the language in the Agreement related to the Balancing Account. Attachment 5 provides R3's calculated Balancing Account balance as of December 31, 2015 based on the currently agreed upon methodology. R3's calculated Balancing Account balance is based on a CRV adjustment amount of \$4.19 per ton, consistent with the agreed upon figure that has been used since 2012. The Company's Balancing Account calculation did not use the updated Balancing Account calculation from the last year, and therefore projected an incorrect Balancing Account balance. The Company reported that it agrees with the updated Balancing Account calculation as reflected in Attachment 5.

As shown in Attachment 5, the Balancing Account balance due to the District increased in 2012 and 2013, but decreased in 2014 and 2015, and currently stands at approximately \$124,000. When rates are set next year for the 2018 rate year, the Balancing Account balance through calendar year 2016 will be factored into that rate adjustment. Assuming a net zero Balancing Account next year (if revenues decrease at roughly the same level as they did this year), the rates would need to be increased by approximately 2.45 percent (i.e., the annual rate decrease that resulted from the impact of the 2013 Balancing Account rate adjustment), plus the calculated annual RRI adjustment.

As stated in Exhibit 7, item 2.h ("Exit Clause"), of the Agreement (see Attachment 4):

"The parties agree that the proposed methodology is intended to provide a reasonable projection of the fair market value of revenues paid by third parties to the Company. Recycling material commodity prices can, however, be extremely volatile and factors other than those accounted for in the proposed methodology may impact the fair market value of revenues. To provide a contingency for such potential events, each party shall have the right to terminate the use of the methodology for establishing the monthly Per Ton Revenue Amount described in this Section at any time during the term of this Agreement at either party's sole discretion. The notification shall be in writing and shall be effective thirty calendar days after receipt. The exercising of said option shall not remove either party's obligation to the other party for any Balancing Account balance at the time said option is exercised and becomes effective."

The District's Agreement with the Company expires on December 1, 2025, unless otherwise extended by the District as provided for in Section 2.4, which provides the District with the sole option to extend the Agreement for a maximum additional sixty (60) months. Given the state of recycling markets, the District may wish to consider its option to terminate the Balancing Account.

* * * * *

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

Sincerely,

R3 CONSULTING GROUP



William Schoen
Principal

Attachments:

Attachment 1	Article 6 – Company’s Compensation and Rates
Attachment 2	Exhibit 2 – Refuse Rate Index
Attachment 3	Rate Year 2017 Rate Adjustment Calculation
Attachment 4	Exhibit 7 – Recyclable Materials Balancing Account
Attachment 5	Balancing Account Calculation

R:\+Projects\Novato Sanitary District 2017 RRI - 116042\Report\Novato Sanitary District - 2017 RRI - 091516.doc

1 **ARTICLE 6 COMPANY'S COMPENSATION AND RATES**

2 **6.1 General**

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

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

12 **6.2 Refuse Rate Index Adjustments to Service Rates**

13 **6.2.1 Adjustments to Service Using the Refuse Rate Index (RRI).** Beginning on
14 January 1, 2012, and annually thereafter, the Company shall, subject to
15 compliance with all provisions of this Article, shall receive an annual adjustment
16 in of the Service Rates as set forth in Exhibit 1 of this Agreement.

17 **6.2.2 RRI Adjustment.** Beginning on January 1, 2012, and annually thereafter during
18 the term of this Agreement, the Service Rates set forth in Section 6.2.1 above
19 shall be adjusted by the RRI adjustment set forth below. In any year that the
20 calculation of the RRI results in a negative number, there shall be no adjustment
21 of the Service Rates. Instead, the negative RRI number shall be added to the result
22 of the subsequent years RRI calculation and the result shall be the RRI adjustment
23 for that subsequent year.

24 **6.2.3 12-Month Annual Average.** The RRI adjustment shall be the sum of the
25 weighted percentage change in the twelve (12)month annual average of each RRI
26 index number between the base year, which shall be the prior preceding fiscal
27 year ending June 30th and the preceding fiscal year ending June 30th as contained
28 in the most recent release of the source documents listed in Exhibit 2, ("REFUSE
29 RATE INDEX") which is attached to and included in this Agreement. Therefore,
30 the first Service Rate adjustment will be based on the percentage changes between
31 the twelve (12) month Annual Average of the RRI indices for the fiscal year
32 ending June 30, 2010 and the Annual Average of the RRI indices for the fiscal
33 year ending June 30, 2011. The RRI shall be calculated using the RRI
34 methodology included in Exhibit 2.

35 **6.3 RRI Financial Information**

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

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

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

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

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

19 **6.4 Recyclable Materials Balancing Account**

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

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

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

31

EXHIBIT 2
Refuse Rate Index

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

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

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

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

EXHIBIT 2
Refuse Rate Index

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

1

Rate Year 2017 Rate Adjustment Calculation

Cost Category	1-1-16 Rate Rev Base Breakdown	7-01-15 to 6-30-16 Change In Index	Percentage Weight for Each Cost Category	Weighted Percentage Change for Each Cost Category
Labor	\$2,522,739	3.150%	24.090%	0.76%
Fuel	\$566,625	-24.280%	5.410%	-1.31%
Vehicle Replacement	\$468,289	1.220%	4.470%	0.05%
Vehicle Maintenance	\$386,415	1.730%	3.690%	0.06%
Disposal Fee	\$1,620,109	1.420%	15.470%	0.22%
Organic Waste Processing Fee	\$503,074	1.480%	4.800%	0.07%
Other operating costs	\$4,403,017	2.780%	42.070%	1.17%
Total allowed operating costs	\$10,470,268		100.000%	1.02%
Refuse Rate Index Adjusted for Balancing Account				1.02%

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Exhibit 7
Recyclable Materials Balancing Account

1. Recyclable Material Per Ton Net Revenue Amount.

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

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

Exhibit 7
Recyclable Materials Balancing Account

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

2. Balancing Account Calculation for Recyclable Materials.

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

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

Exhibit 7
Recyclable Materials Balancing Account

received by the Company through the recycling program and delivered to the related parties for processing times the calculated monthly Per Ton Revenue Amount); and

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

Exhibit 7
Recyclable Materials Balancing Account

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

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

1

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

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

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

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

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

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

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

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

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

2015														
Jan	\$35.65		\$4.19	\$39.84	\$62.50	\$72.50	\$87.50	\$0.00	\$0.00	-\$0.40	-\$0.40	1,171	\$	46,652
Feb	\$29.02		\$4.19	\$33.21	\$55.70	\$67.50	\$72.50	-\$3.13	-\$2.30	-\$1.20	-\$6.63	960	\$	31,884
Mar	\$22.55		\$4.19	\$26.74	\$52.50	\$57.50	\$67.50	-\$1.47	-\$4.60	-\$0.40	-\$6.47	1,024	\$	27,382
Apr	\$24.85		\$4.19	\$29.04	\$52.50	\$62.50	\$67.50	\$0.00	\$2.30	\$0.00	\$2.30	1,055	\$	30,638
May	\$25.25		\$4.19	\$29.44	\$52.50	\$62.50	\$72.50	\$0.00	\$0.00	\$0.40	\$0.40	1,016	\$	29,911
Jun	\$30.65		\$4.19	\$34.84	\$57.50	\$67.50	\$82.50	\$2.30	\$2.30	\$0.80	\$5.40	1,145	\$	39,892
Jul	\$36.05		\$4.19	\$40.24	\$62.50	\$72.50	\$92.50	\$2.30	\$2.30	\$0.80	\$5.40	1,119	\$	45,028
Aug	\$36.05		\$4.19	\$40.24	\$62.50	\$72.50	\$92.50	\$0.00	\$0.00	\$0.00	\$0.00	1,084	\$	43,620
Sep	\$35.65		\$4.19	\$39.84	\$62.50	\$72.50	\$87.50	\$0.00	\$0.00	-\$0.40	-\$0.40	998	\$	39,760
Oct	\$35.65		\$4.19	\$39.84	\$62.50	\$72.50	\$87.50	\$0.00	\$0.00	\$0.00	\$0.00	983	\$	39,163
Nov	\$30.65		\$4.19	\$34.84	\$57.50	\$67.50	\$82.50	-\$2.30	-\$2.30	-\$0.40	-\$5.00	934	\$	32,540
Dec	\$30.65		\$4.19	\$34.84	\$57.50	\$67.50	\$82.50	\$0.00	\$0.00	\$0.00	\$0.00	1,116	\$	38,881

2015 Balancing Account Calculated Revenues =	\$ 445,351
2015 Projected Recyclable Materials Revenue =	542,420
July 1, 2007 CRV Adjustment =	40,664
Total 2015 Balancing Account Projected Revenues =	583,084
2015 Balancing Account Due to District (Company)	(137,733)

NET BALANCING ACCOUNT FOR 2012-2014 DUE TO DISTRICT (COMPANY) = 123,888

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

NOVATO SANITARY DISTRICT

SCHEDULE FOR CONSIDERATION OF MAXIMUM SOLID WASTE RATES - Effective January 1, 2017

September 26, 2016	Regular Board meeting - set Public Hearing date for October 24, 2016.
October 6, 2016	1st Public Hearing legal notice published in Marin Independent Journal.
October 13, 2016	2 nd Public Hearing legal notice published in Marin Independent Journal.
October 24, 2016	Regular Board meeting. Public Hearing to hear public comments and consider adoption of Resolution Setting Maximum Refuse Rates for Novato Disposal Service.
October 28, 2016	Publication of Resolution and Refuse Disposal Rates in Marin Independent Journal, to be effective January 1, 2017.

Public Hearing Noticing Procedures

Hearing Notice published once a week for two successive weeks with at least 5 days intervening between the respective publication dates. First publication to be at least 14 days prior to the date set for hearing. (Publish in Marin IJ)

Resolution with new rates to be published once in the IJ to be effective on January 1, 2017.

NOVATO SANITARY DISTRICT

NOTICE OF INTENT AND PUBLIC HEARING TO CONSIDER MODIFICATIONS TO MAXIMUM SOLID WASTE SERVICE CHARGES

DRAFT

NOTICE IS HEREBY GIVEN that it is the intention of the Board of Directors of the Novato Sanitary District to consider modification of the maximum solid waste service charges.

NOTICE IS FURTHER GIVEN that on Monday, October 24, 2016, at 6:00 PM at the regular meeting place of Novato Sanitary District, 500 Davidson Street, Novato, CA 94945, said Board will hear all persons desiring to be heard and shall consider adoption of the maximum solid waste service charges applying within the Novato Sanitary District.

BY ORDER OF THE BOARD OF DIRECTORS OF THE NOVATO SANITARY
DISTRICT

Dated: September 27, 2016

Sandeep Karkal, Secretary
Novato Sanitary District

Publish October 6 and 13, 2016

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Receive Wastewater Operations Report, August 2016 – Information.	MEETING DATE: September 26, 2016 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Receive Wastewater Operations Report for August 2016.	
SUMMARY AND DISCUSSION: <p>The August 2016 Wastewater Operations Report incorporating reports for wastewater treatment operations, collection system operations, and reclamation facilities is attached.</p> <p>Wastewater Treatment Facility</p> <p>Novato Treatment Plant (NTP) water quality parameters were well within effluent standards in August with no NPDES violations. The Recycled Water Plant produced a total of 17.86 MG of recycled water. August was another accident-free month for a total of 2,290 days. Veolia staff performed annual flow meter calibrations, completed annual thermography testing and replaced the murphy switches on Generators #2 and #3. Environmental Services staff performed regular sampling of the Wildlife Pond and completed annual sludge sampling in anticipation of sludge disposal operations. The laboratory was recognized as a Laboratory of Excellence by an independent testing entity for achieving 100% data compliance among 965 participating labs. Jerome meter readings in the neighborhood were at the minimum detection threshold; there were six neighborhood contacts regarding odor in August. Veolia staff submitted the Discharge Monitoring Report (DMR), Self-Monitoring Report (SMR) and the Recycled Water Report for July 2016 on August 20th.</p> <p>Collection System and Pump Stations</p> <p>Staff cleaned a total of 43,966 feet of sewer pipelines in August and televised 12,498 feet of sewer with the CCTV van. Hand-cam CCTV work totaled 793 feet. District staff assisted an outside vendor who performed root foam treatment of 28,092 feet of sewer main, completing this annual task for the year. Staff also conducted 231 lift station and eight (8) air relief valve inspections. Additionally, staff replaced a 500-gallon water tank on the hydro-flusher truck and assisted a contractor with installation of an ultrasonic level controller at Olive Street Pump Station.</p> <p><u>Safety:</u> No lost time accidents in August 2016 for a total of 1,996 accident-free days.</p> <p><u>Training:</u> In addition to five safety tailgate meetings, staff attended Blood-borne Pathogens Training conducted by Safety Director, Dale Thrasher.</p> <p><u>Standard Operating Procedures (SOPs):</u> Staff generated draft Pressure Washer and Portable Generator SOPs that are currently under review.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> There were zero (0) SSOs in August.</p> <p>Reclamation Facility</p> <p>The rancher continued to replace or repair sprinklers on Sites 3 & 7 in August. Staff requested bids to replace 1,350 feet of chain link fence west of the Storage/Wildlife Ponds and new livestock fencing panels were installed around the valve and actuator manifolds at several locations to protect against damage from livestock. Approximately 72.9 MG of treated water was used for irrigation this month, and 90.7 MG was delivered to the storage ponds from the NTP. There were no sludge handling activities in August.</p>	
ATTACHMENTS: 1. Wastewater Operations Report for the month of August 2016.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
DEPT. MGR.: JB (Veolia), SRK, DD, EB	GENERAL MANAGER: SSK



September 20, 2016

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

Subject: Veolia Water Operations Report – August 2016

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation report for August 2016.

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

Best regards,

A handwritten signature in blue ink that reads "John Bailey". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Bailey".

John Bailey
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
August 2016

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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- Process Control Data / Graphs
- Customer Notifications (Odor / Noise)
- Jerome Meter Readings and Locations

TREATMENT PLANT PERFORMANCE SUMMARY: August 2016:

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.50	3.87	N/A	N/A
Max Peak Hour, MGD – No Rainfall	N/A	~ 7	N/A	N/A
Influent				
BOD ₅ , lb/day (month ave/max)	9,946	12,105	N/A	N/A
TSS, lb/day (monthly ave/max)	9,887	11,294	N/A	N/A
Effluent				
BOD ₅ , mg/L (monthly ave/max weekly ave)	<5	<5	40	N/A
TSS, mg/L (monthly ave/max weekly ave)	<3.3	4	N/A	N/A
BOD ₅ - % Removal, Minimum	99	N/A	N/A	N/A
TSS - % Removal, Minimum	99	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	N/A	N/A	N/A	N/A
pH, su (min / max)	6.9	7.1	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (30 day median)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (90 th percentile)	N/A	N/A	N/A	N/A
Total Coliform, MPN/100 ml (5 Sample Median/Max)	13	17	240	10,000
Total Permit Exceedances (NPDES)	0			

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	17.857	N/A
Average Turbidity	NTU	0.6	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	7.0	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<2	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	<2	23
Total Coliform 7 Sample Median	MPN/100 ml	<2	2.2

Discussion of Violations / Excursions:

Waste Discharge Requirements (WDR) – None

Recycled Water – None

Rainfall. – N/A



SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of August
- Accident Free: 6/1/10 – 8/31/16: 2,290 days
- Monthly Safety Topics and Training:
 - Ergonomics
 - NFPA 70E Refresher Training
 - Annual Hearing Testing

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

- Routine rounds, readings and maintenance
- Blower #3 capacitor replacement
- Annual flow meter calibrations
- Dry weather pump #5 repair
- Sludge/Scum pumps #1 & #2 – changed out power supply
- Replaced murphy switches on Generators #2 & #3
- Completed annual thermography testing
- Three PG&E Demand Response Events (August 15, 16, & 17).

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

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

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Equalization pump – replaced VFD card
- Completed annual thermography testing

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

- None



Recycled Water Plant (RWP)

- Performed plant rounds and maintenance

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

- None

Sludge Lagoons

- Performed routine rounds and inspection
- Performed sampling for annual sludge disposal
- Flushed sludge line

LABORATORY ACTIVITIES SUMMARY:**Wildlife Pond and Reclamation Activities****Wildlife Pond**

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

Irrigation Wetwell Sampling

Monthly sampling of the irrigation wetwell in August occurred (started in June) and will continue as long as irrigation is ongoing. The data collected will be compiled and reported in the 2018 triennial Irrigated Pasture Report.

Total Coliforms

When effluent discharge goes to reclamation the bacteriological requirement is for total rather than fecal coliforms and there is no requirement for Enterococcus. Three samples were analyzed each week for Total Coliforms and all results were low and well under the regulatory limits.

Whole Effluent Toxicity Testing

No quarterly Acute or Chronic Toxicity testing were performed in June as they are only required during bay discharge.

Sludge Sampling

Annual sludge sampling was initiated in July and was completed in August. A total for four sampling events is required. This sampling is a requirement of our NPDES permit. Although no specific limits apply to the sludge, the information is used for pretreatment analysis and reporting and also for the required EPA Annual Biosolids Report.

Training

- Kurt Hawkyard and Liz Falejczyk attended a training of the upcoming proposed standards that all certified ELAP (Environmental Laboratory Accreditation Program) Laboratories will have to adopt in the near future.
- Liz attended the BACWA Permits Committee Meeting.
- Liz attended the CWEA Pretreatment and Pollution Prevention Meeting in Sonoma.
- Liz remotely attended BACWA Pretreatment Committee Meeting.

Laboratory Performance Testing

Performance testing for remaining required microbiology test methods were completed with a perfect score. In addition, performance testing for drinking water/source water were also successfully completed in preparation for future addition of test methods for use with recycled water.

Recycled Water Survey

Completed and submitted the 2015 Water Recycling Survey as required by the State Water Resources Control Board (State Water Board) and California Department of Water Resources.

Pretreatment**Permits**

- Renewed one Waste Hauler Permit
- Extended and then renewed one permit for groundwater discharge for remediation
- Received one Class III renewal application

Inspections

- Received additional grease trap cleaning documentation from 3 restaurants

Sampling

- No pretreatment sampling occurred in August

Informational

- Requested and received a letter from Novato Disposal, regarding the proper disposal of waste grease manually removed from grease traps
- Updated the Grease Hauler List to include those companies that provide bins for grease trap waste for removal and recycling for those restaurants that self-clean their grease traps
- Requested repair of one non-functioning restaurant grease trap

Public Education

Algebra Academy –Kurt and Liz teamed up to present laboratory and operations math to the students of the Algebra Academy. A representation of the treatment plant was set up in the laboratory using 1-liter beakers and consisting of all the unit processes to better demonstrate the way the treatment process works. Kurt demonstrated the analysis of Total Suspended Solids (TSS) and then calculated the influent and effluent TSS and the percent removal. How dilution works was demonstrated using an indicator, Phenolphthalein, which is a beautiful fuchsia at high pH and a series of volumetric flasks ranging from 10 to 2000mL (dark fuchsia to pale pink). Applying dilutions to plant operations was demonstrated by adding different amounts of polymer to waste activated sludge to determine the best dilution to use for coagulation to occur. This was a fantastic visual demonstration and really captured the attention of the students. Liz then performed the calculations for the dilution that worked the best, the amount of polymer used per gallon, per day and per year. These calculations and demonstration led to a discussion of under and over use of polymer, the cost associated with use and budgeting. The day after hosting Algebra Academy, we talked to the teacher in charge to ensure the demonstrations and mathematical presentations were suiting their needs. He said it was perfect and thanked us for requesting feedback.

ADMINISTRATION:

- July Electronic Self-Monitoring Report (SMR) submitted on August 20, 2016
- July Electronic Discharge Monitoring Report (DMR) submitted on August 20, 2016
- July Recycled Water Report submitted on August 20, 2016

ODORS & LANDSCAPING:

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

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.
- Algebra Academy

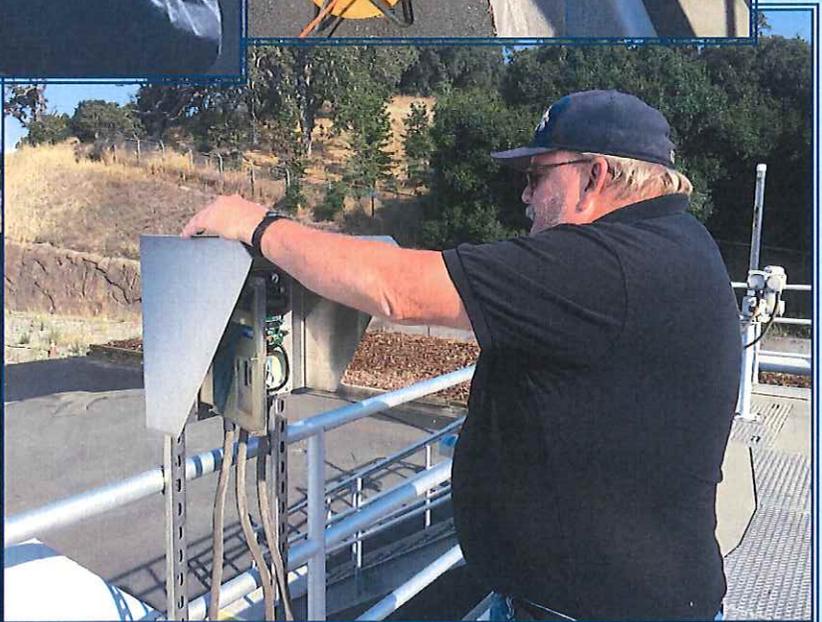
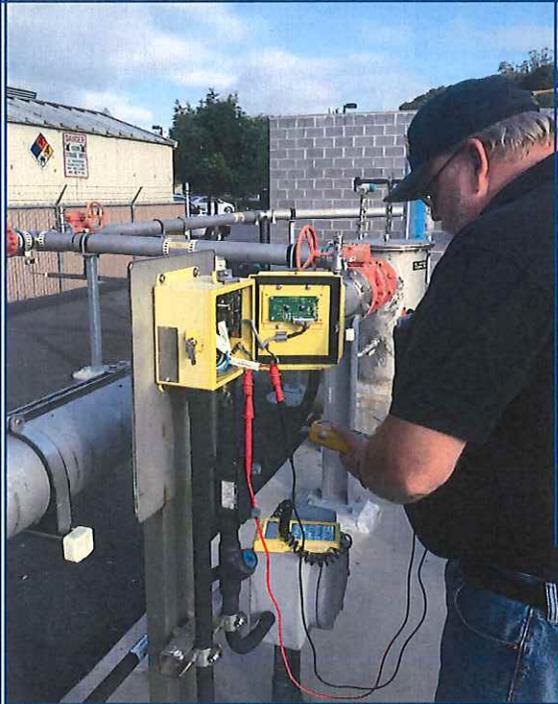
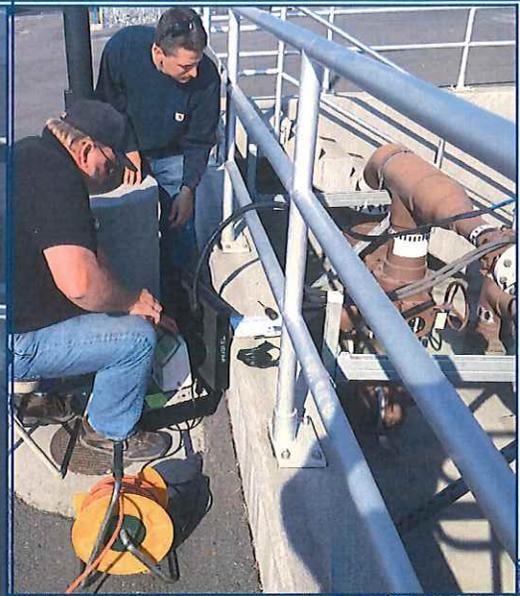
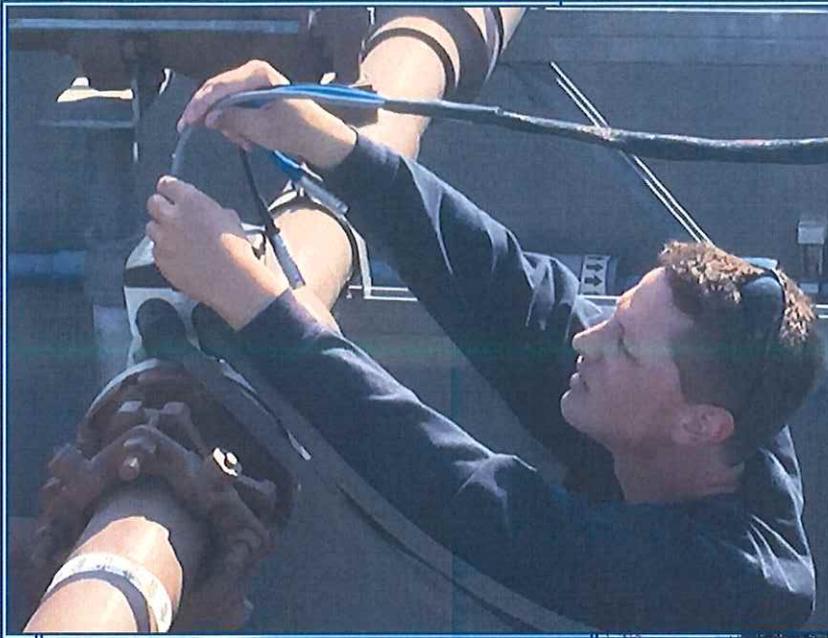
Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Ben Baybayan	Electrical Testing



PHOTOS

ANNUAL FLOW METER CALIBRATIONS AUGUST 2016



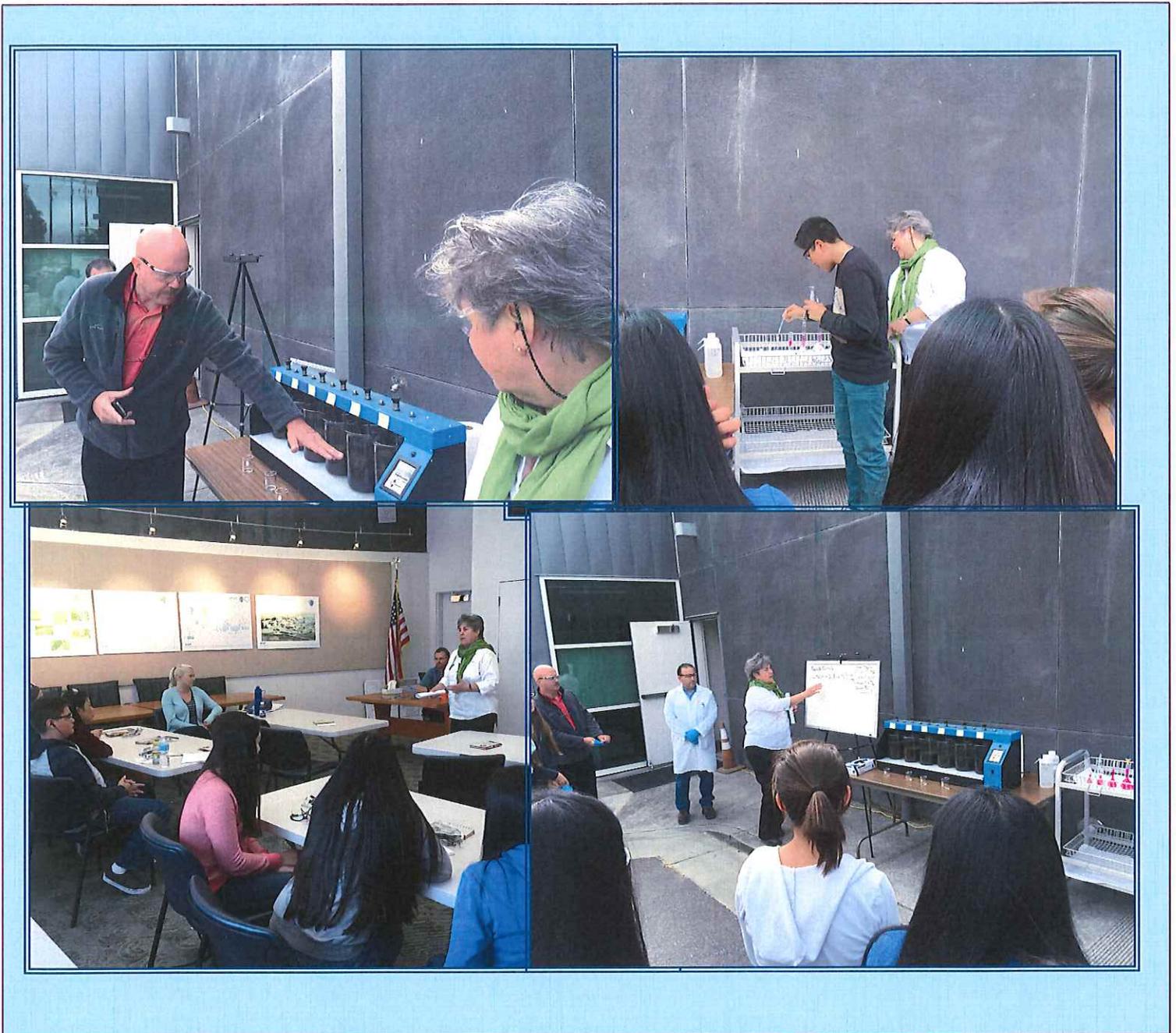
Top Left – Telestar technician connects calibration equipment to clarifier sludge flow meter
Top Right – Jeff Tuttle (Telestar) calibrates sludge flow meter
Bottom Left – Jeff calibrates digester gas flow meter.
Bottom Right – Jeff calibrates influent flow meter

THERMOGRAPHIC SCANS
AUGUST 2016



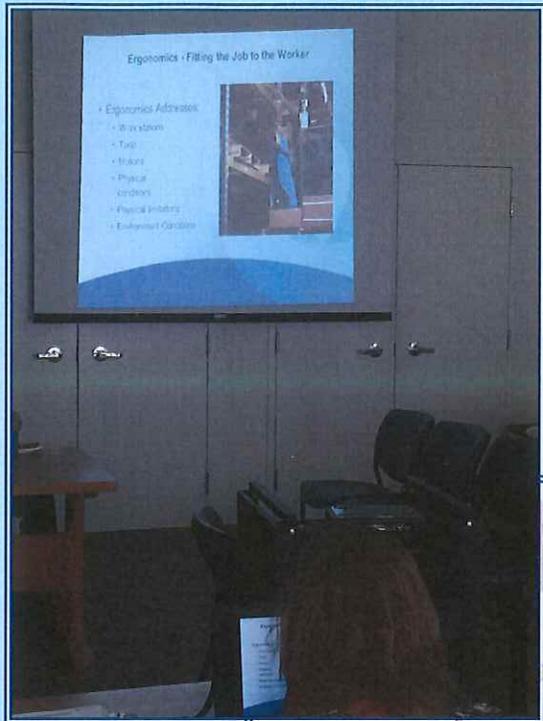
Ben Babayan (Veolia – Rio Vista) Performs thermographic scans of motor control centers. One “hot spot” was identified and corrected.

SAFETY TRAINING - ERGONOMICS
AUGUST 2016



Top Left – John O'Hare describes sludge settling characteristics after applying polymer
Top Right – Under the direction of Liz Falejczyk a student performs a dilution series
Bottom Left & Right – Liz describes how we use mathematics in the wastewater profession.

SAFETY TRAINING - ERGONOMICS
ODOR CONTROL MATS
AUGUST 2016



Ergonomic Training – Presented by Safety Coordinator, Lynda Farmery
Training includes Power Point presentation, round table discussion, and a test.

LABORATORY DATA

Novato Sanitary District
BOD/TSS Report



August, 2016

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
08/01/16	3.39					<5	<141	4	113		
08/02/16	3.27	310	8,454	364	9,927	<5	<136	4	109	98.4	98.9
08/03/16	3.29					<5	<137	4	110		
08/04/16	3.50										
08/05/16	3.75										
08/06/16	3.87										
08/07/16	3.43										
08/08/16	2.97										
08/09/16	3.19										
08/10/16	3.68	280	8,594	326	10,005	<5	<153	3	92	98.2	99.1
08/11/16	3.33					<5	<139	3	83		
08/12/16	3.42					<5	<143	3	86		
08/13/16	3.41										
08/14/16	3.38										
08/15/16	3.70										
08/16/16	3.67	380	11,631	369	11,294	<5	<153	3	92	98.7	99.2
08/17/16	3.77					<5	<157	<3	<94		
08/18/16	3.48					<5	<145	<3	<87		
08/19/16	3.28										
08/20/16	3.46										
08/21/16	3.73										
08/22/16	3.67										
08/23/16	3.54	410	12,105	344	10,156	<5	<148	<3	<89	98.8	99.1
08/24/16	3.64					<5	<152				
08/25/16	3.49					<5	<146	3	87		
08/26/16	3.40					<5	<142	3	85		
08/27/16	3.47										
08/28/16	3.81										
08/29/16	3.46	310	8,945	279	8,051	<5	<144	4	115	98.4	98.6
08/30/16	3.45					<5	<144	3	86		
08/31/16	3.59					<5	<150	3	90		
Weekly Averages											
08/06/16	Week 1	310	8,454	364	9,927	5	138	4	111		
08/13/16	Week 2	280	8,594	326	10,005	5	145	3	87		
08/20/16	Week 3	380	11,631	369	11,294	5	152	3	91		
08/27/16	Week 4	410	12,105	344	10,156	5	147	3	87		
	Week 5										
Monthly											
Minimum	2.97	280	8,454	279	8,051	<5	<136	<3	83	98	99
Maximum	3.87	410	12,105	369	11,294	<5	<157	4	115	99	99
Total	108.49										
Average	3.50	338	9,946	336	9,887	<5	<146	<3.3	<95	99	99

Novato Sanitary District
Conventional Pollutants Report



August, 2016

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
08/01/16	3.39					7	7.0				24.5
08/02/16	3.27					8	7.1				24.0
08/03/16	3.29					13	7.1				24.2
08/04/16	3.50						7.1				24.6
08/05/16	3.75	7.5					7.0				24.0
08/06/16	3.87										
08/07/16	3.43										
08/08/16	2.97						7.0				24.5
08/09/16	3.19						7.0				24.9
08/10/16	3.68					5	7.0				24.6
08/11/16	3.33					4	7.0				24.4
08/12/16	3.42	7.5				8	7.0				23.0
08/13/16	3.41										
08/14/16	3.38										
08/15/16	3.70						7.1				24.6
08/16/16	3.67					17	7.1				24.1
08/17/16	3.77					5	7.1				24.6
08/18/16	3.48					5	7.1				24.5
08/19/16	3.28	7.2					7.1				25.2
08/20/16	3.46										
08/21/16	3.73										
08/22/16	3.67					8	7.0				24.3
08/23/16	3.54					4	7.1				24.1
08/24/16	3.64					4	7.0				24.4
08/25/16	3.49						6.9				24.3
08/26/16	3.40	7.2					7.0				24.5
08/27/16	3.47										
08/28/16	3.81										
08/29/16	3.46					7	7.0				24.0
08/30/16	3.45					11	7.0				24.5
08/31/16	3.59					14	7.1				24.2
Monthly											
Minimum	2.97	7.2				4	6.9				23.0
Maximum	3.87	7.5				17	7.1				25.2
Total	108.49										
Average	3.50	7.4					7.0				24.3

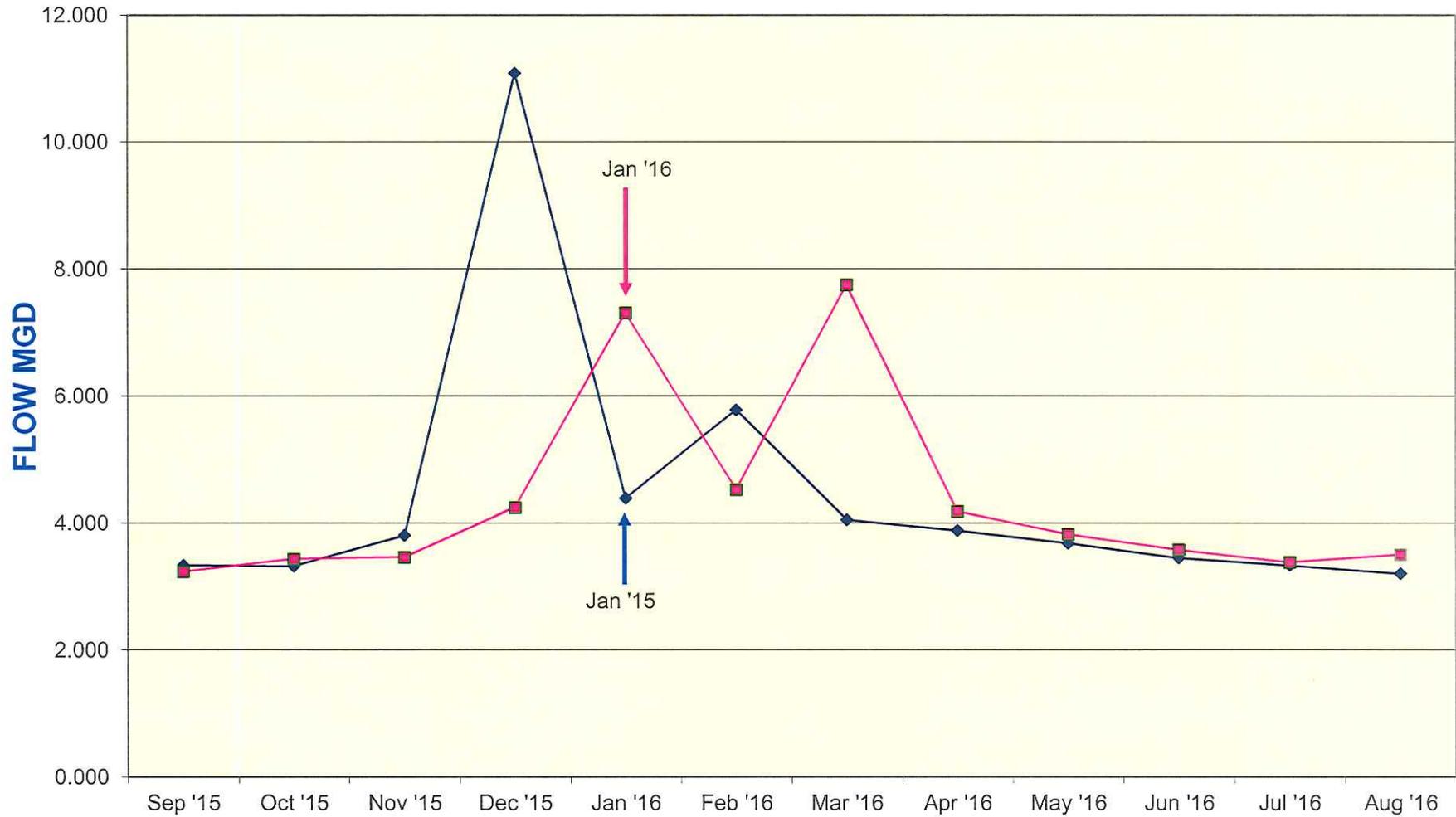
RECYCLED WATER REPORT

NOVATO SANITARY DISTRICT RECYCLED WATER COMPLIANCE SUMMARY REPORT

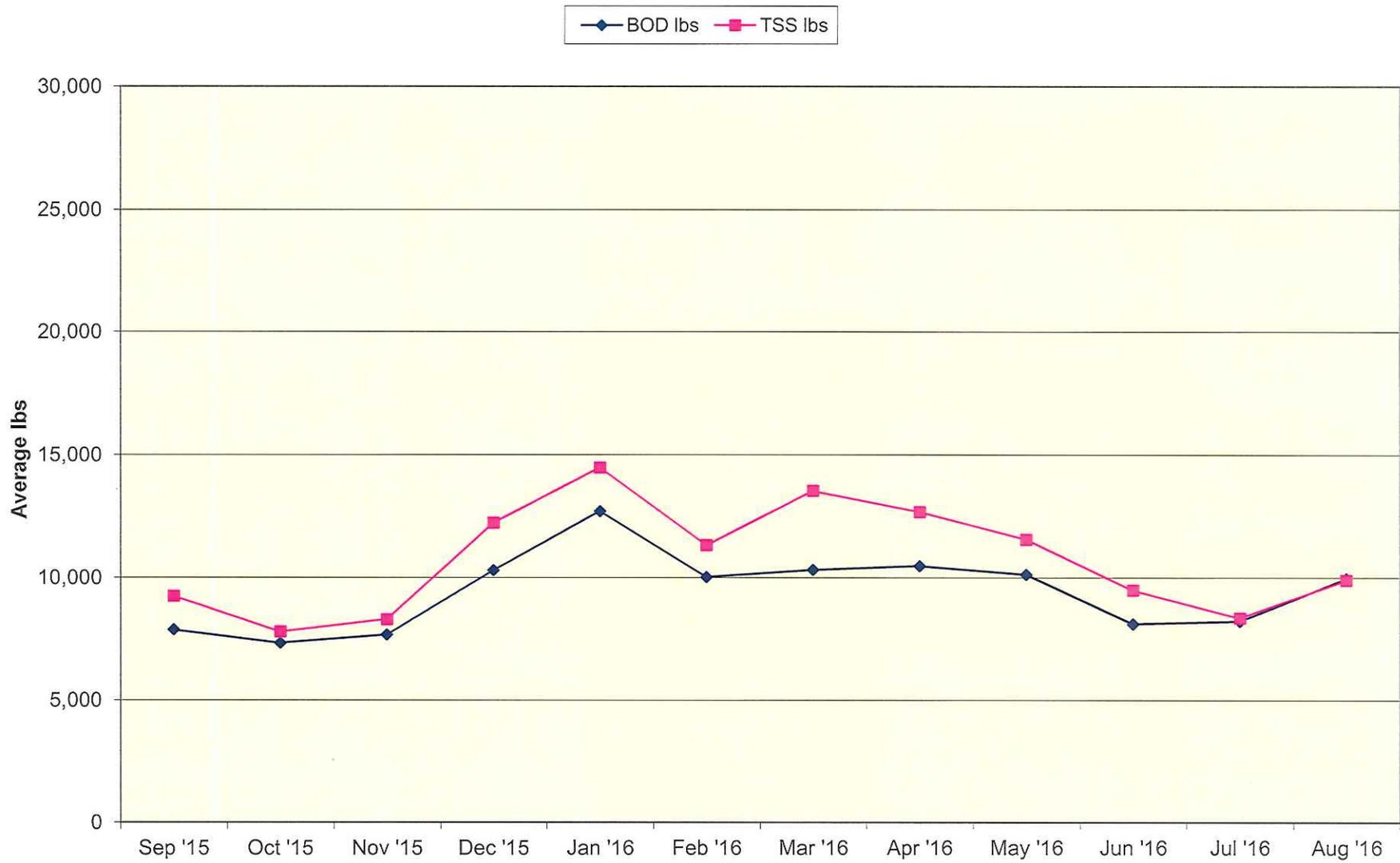
Date	Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Banked	Banked Water To Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Max	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Recycled Water Inf Chlorine Dose	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Chlorint Contact Time
	MGD	MGD	MG	MGD	NTU	NTU	(m)	NTU	(mg/l)	(mg/l)	MPN/100m	Minutes	
8/1/2016	0.780	0.692				1.2	0	0.7		7.1	<2	>450.000	
8/2/2016	0.680	0.605				1.3	0	0.8		7.3	<2	>450.000	
8/3/2016	0.700	0.628				1.4	0	0.8			<2	>450.000	
8/4/2016	0.750	0.617				1.8	0	0.7			<2	>450.000	
8/5/2016	1.100	0.966				1.7	0	0.7			<2	>450.000	
8/6/2016	0.920	0.646				1.6	0	0.6			<2	>450.000	
8/7/2016	0.820	0.414				1.3	0	0.8		7.4	<2	>450.000	
8/8/2016	0.960	0.514				1.4	0	0.8		7.1	<2	>450.000	
8/9/2016	0.940	0.645				1.7	0	0.9		7.3	<2	>450.000	
8/10/2016	1.030	0.617				1.5	0	0.9			<2	>450.000	
8/11/2016	1.000	0.609				1.3	0	0.7			<2	>450.000	
8/12/2016	1.000	0.579				1.2	0	0.7			<2	>450.000	
8/13/2016	1.000	0.563				1.1	0	0.7			<2	>450.000	
8/14/2016	1.020	0.720				1.1	0	0.6		7.1	<1.8	>450.000	
8/15/2016	0.730	0.479				1.2	0	0.5		7.4	<2	>450.000	
8/16/2016	0.950	0.724				1.1	0	0.7		7.4	<2	>450.000	
8/17/2016	0.890	0.584				1.0	0	0.6			<2	>450.000	
8/18/2016	0.940	0.832				0.8	0	0.5			<2	>450.000	
8/19/2016	0.740	0.552				1.0	0	0.4			<2	>450.000	
8/20/2016	0.890	0.661				1.6	0	0.3			<2	>450.000	
8/21/2016	0.730	0.453				1.2	0	0.4		7.4	<2	>450.000	
8/22/2016	0.710	0.476				0.8	0	0.4		7.8	<2	>450.000	
8/23/2016	0.620	0.461				1.0	0	0.4		7.6	<2	>450.000	
8/24/2016	0.700	0.524				1.4	0	0.5			<2	>450.000	
8/25/2016	0.680	0.512				1.2	0	0.4			<2	>450.000	
8/26/2016	0.630	0.434				1.3	0	0.5			<2	>450.000	
8/27/2016	0.630	0.434				1.3	0	0.5			<2	>450.000	
8/28/2016	0.660	0.486				1.6	0	0.5		7.0	<2	>450.000	
8/29/2016	0.640	0.492				1.3	0	0.4		7.0	<2	>450.000	
8/30/2016	0.600	0.388				1.1	0	0.6		7.0	<2	>450.000	
8/31/2016	0.800	0.550				1.4	0	0.6			<2	>450.000	
Total	25.240	17.857											
Minimum	0.600	0.388				0.8	0	0.3		7.0	<2	>450.0	
Maximum	1.100	0.966				1.8	0	0.9		7.8	<2	>450.0	
Average	0.814	0.576				1.3	0	0.6		7.3	<2	>450.0	

ANNUAL COMPLIANCE SUMMARY – GRAPHS

WASTEWATER INFLUENT FLOW COMPARISON



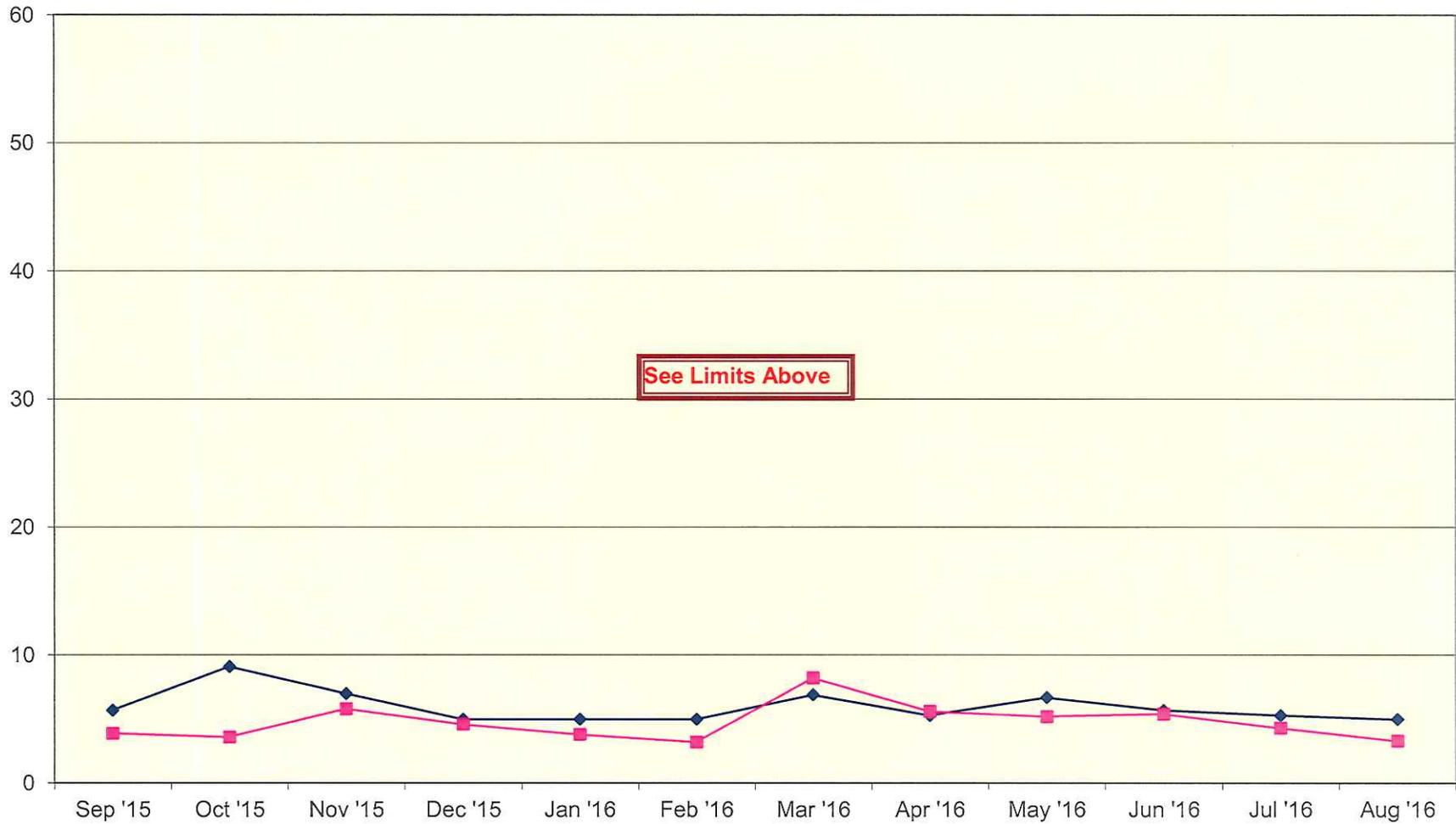
Influent Load BOD / TSS lbs



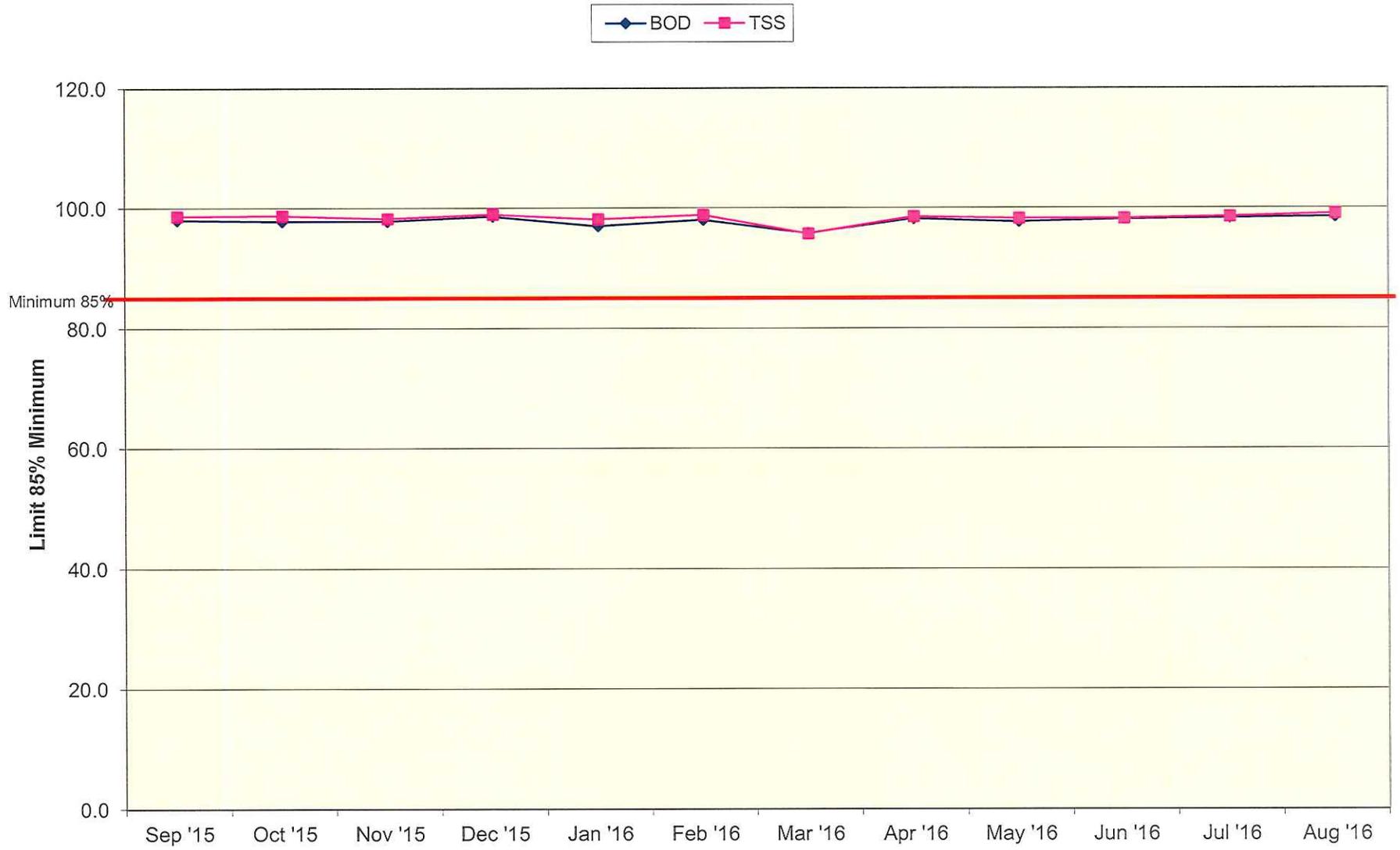
Effluent BOD / TSS Concentration

◆ BOD ■ TSS

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

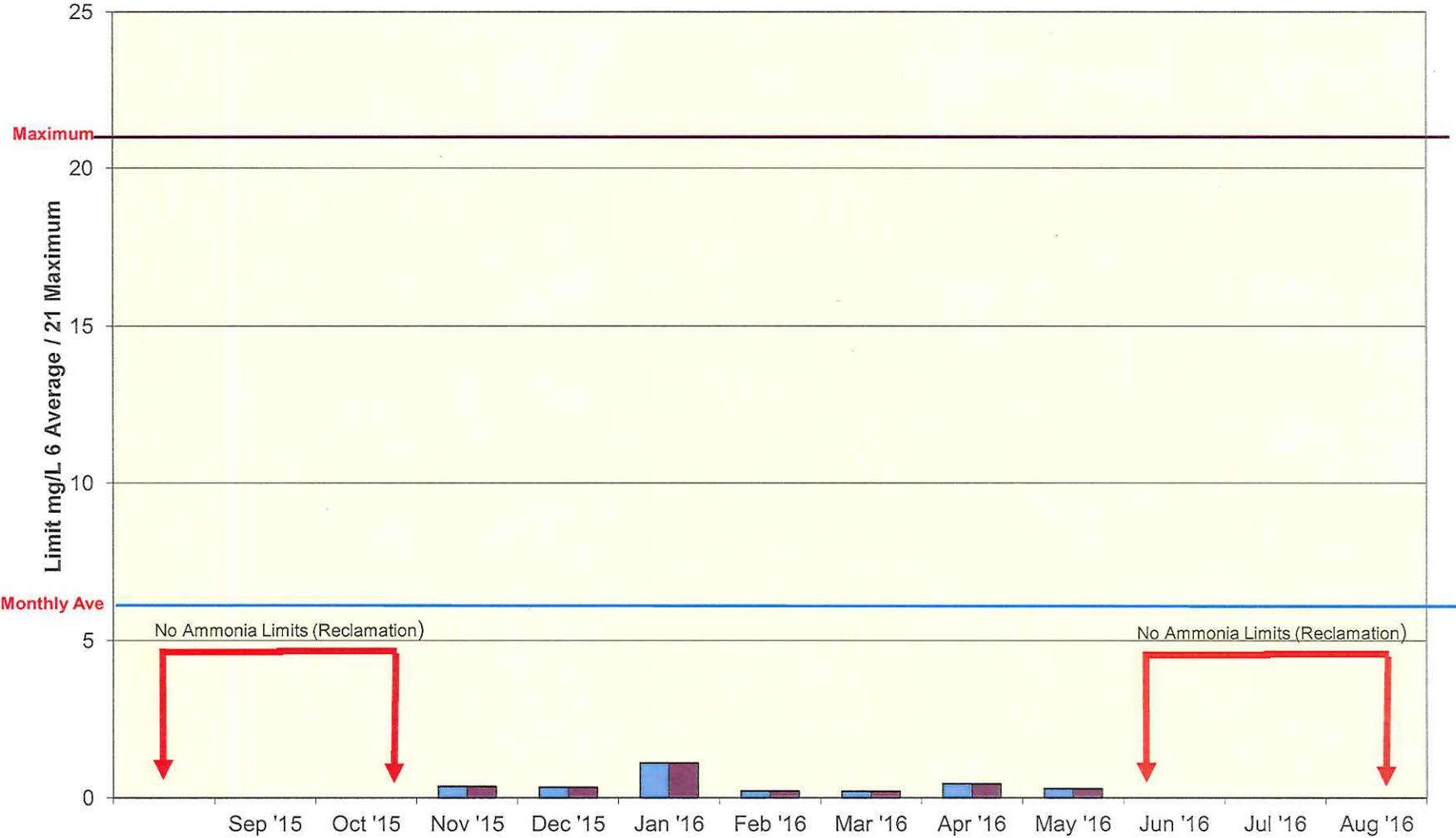


BOD / TSS Percent Removal



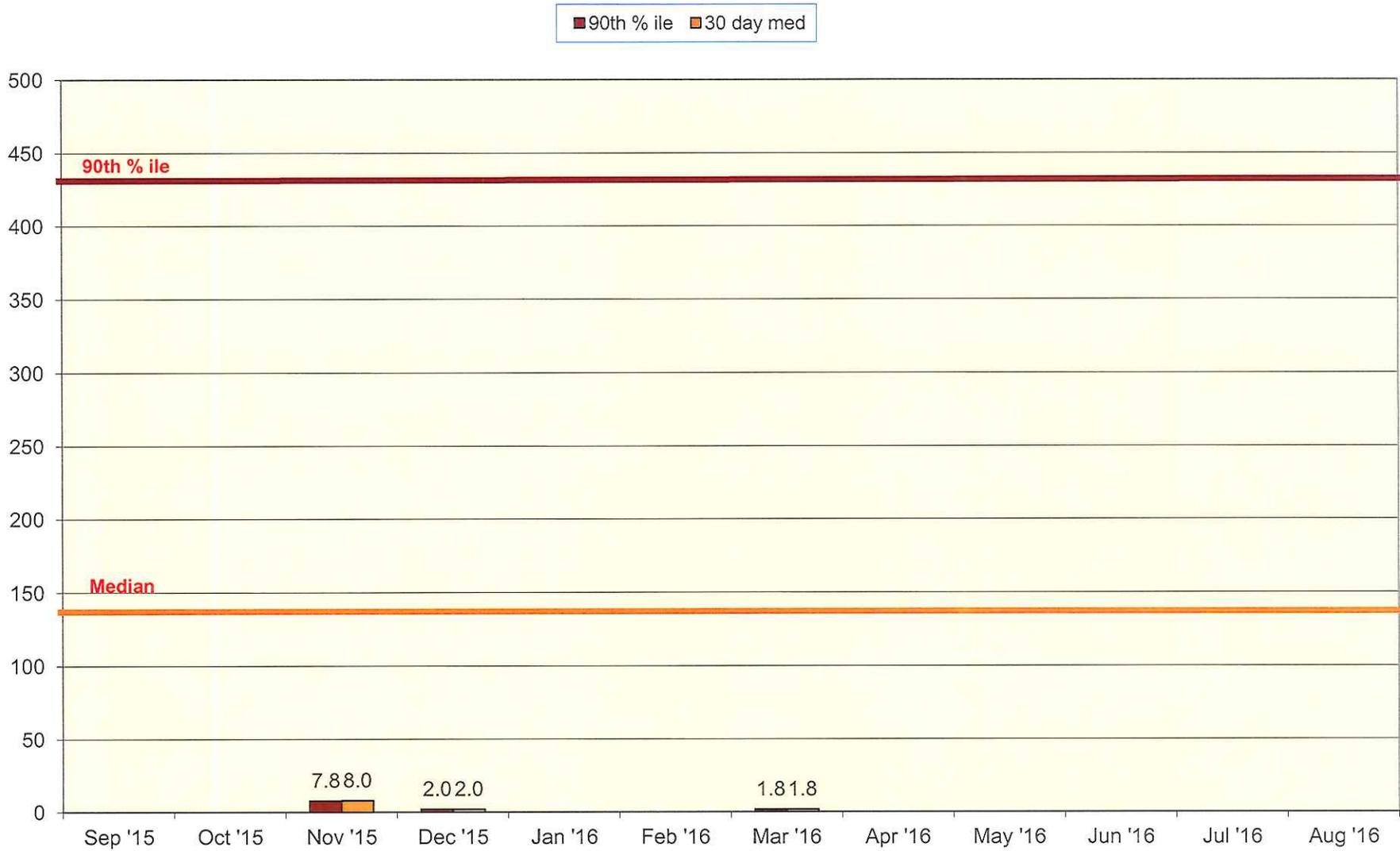
Effluent Ammonia

■ Average ■ Maximum



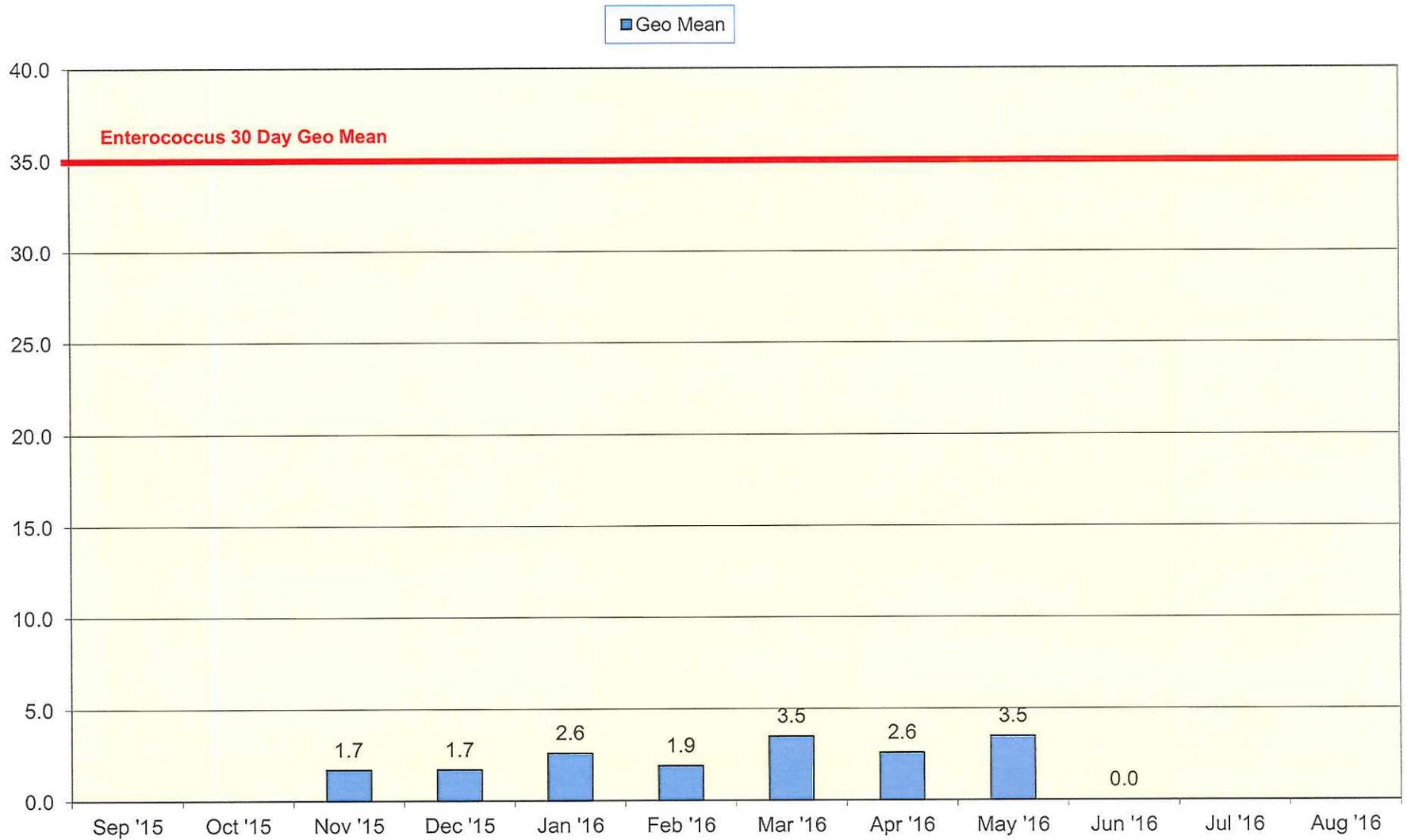
Disinfection - Fecal Coliform

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



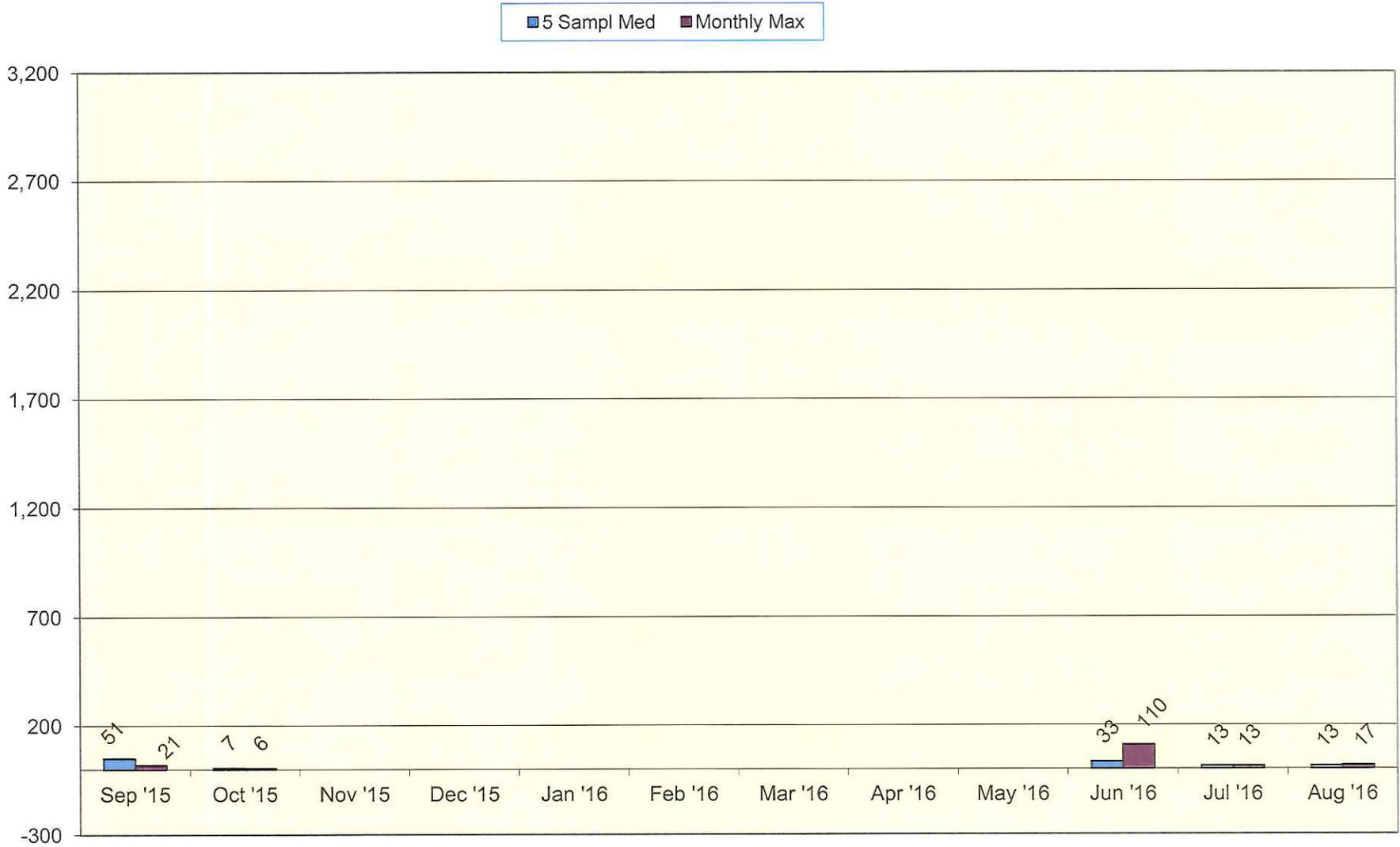
Disinfection - Enterococcus

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

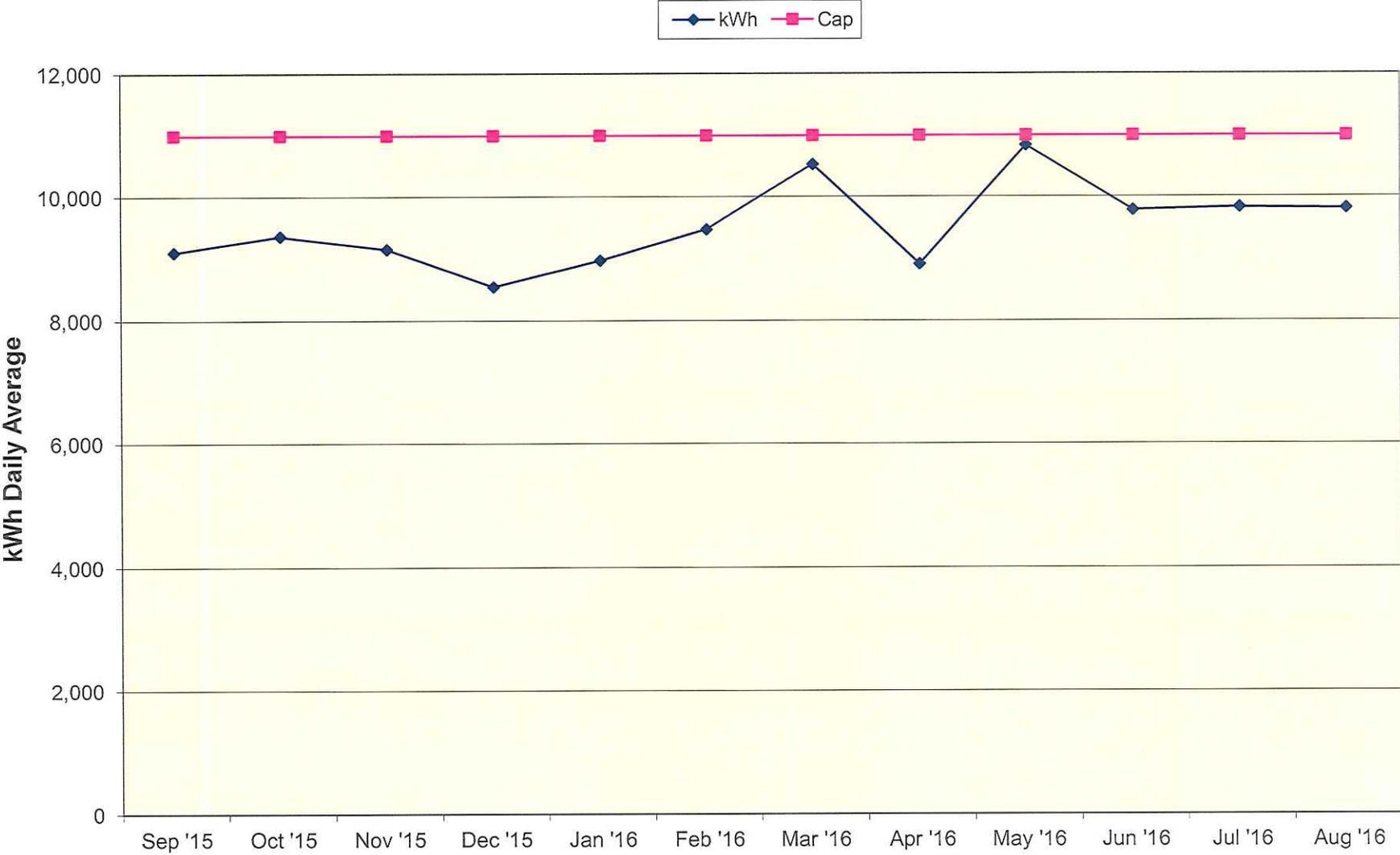


Disinfection - Total Coliform

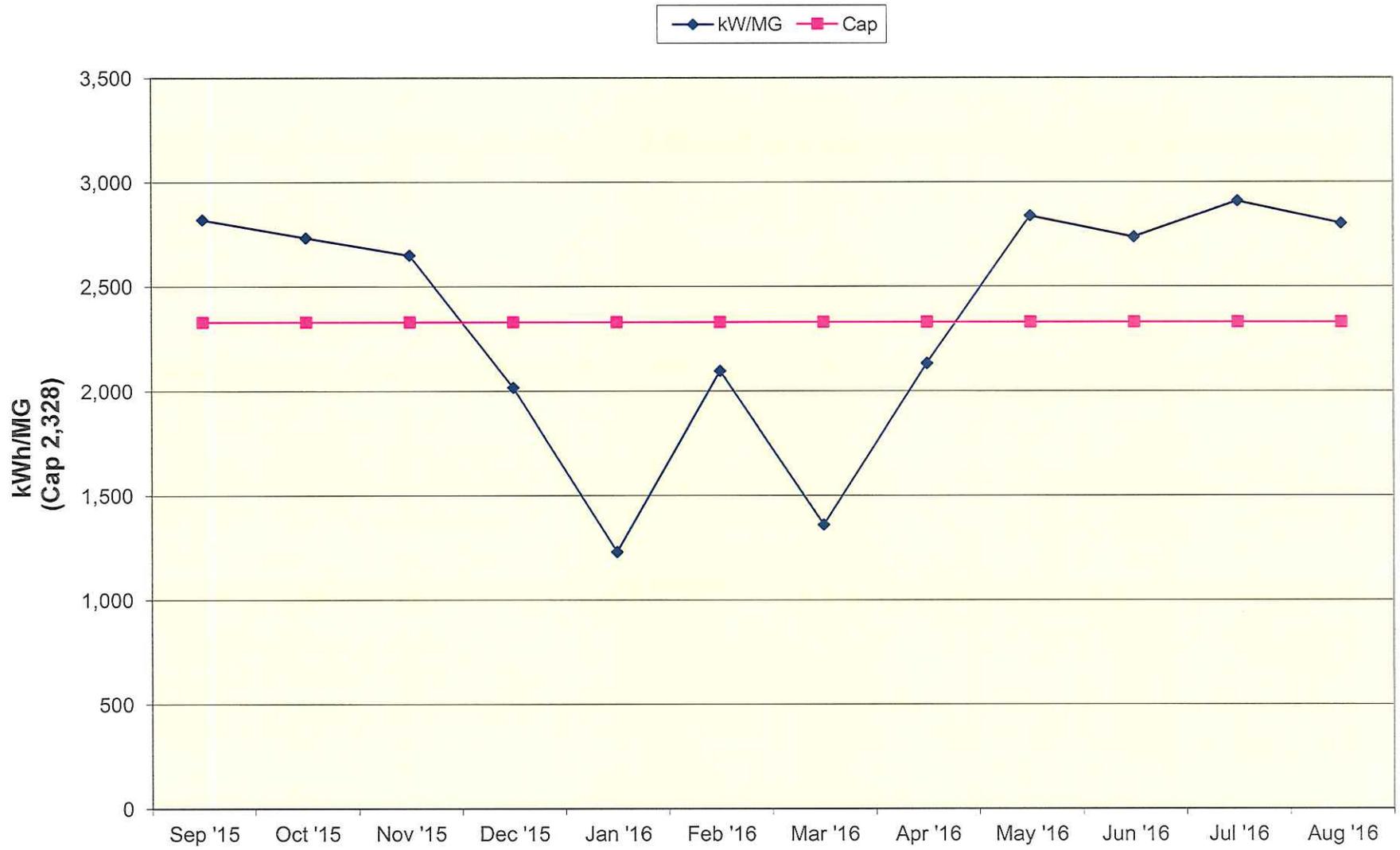
TOTAL COLIFORM LIMITS - WDR
 5 Sample Median - 240 mpn /100 ml
 Maximum - 10,000 mpn/100 ml



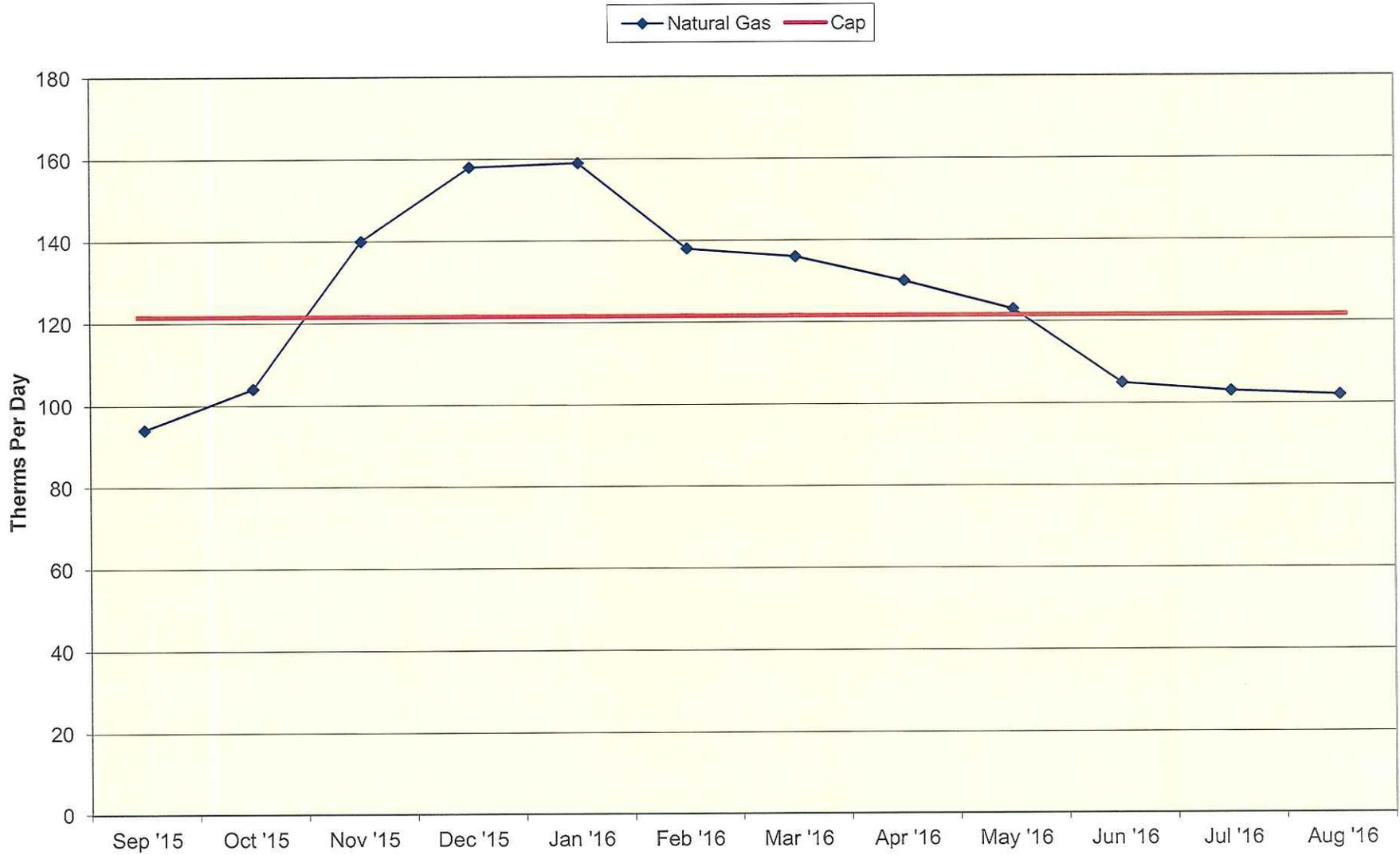
Energy kWh



Energy kWh/MG

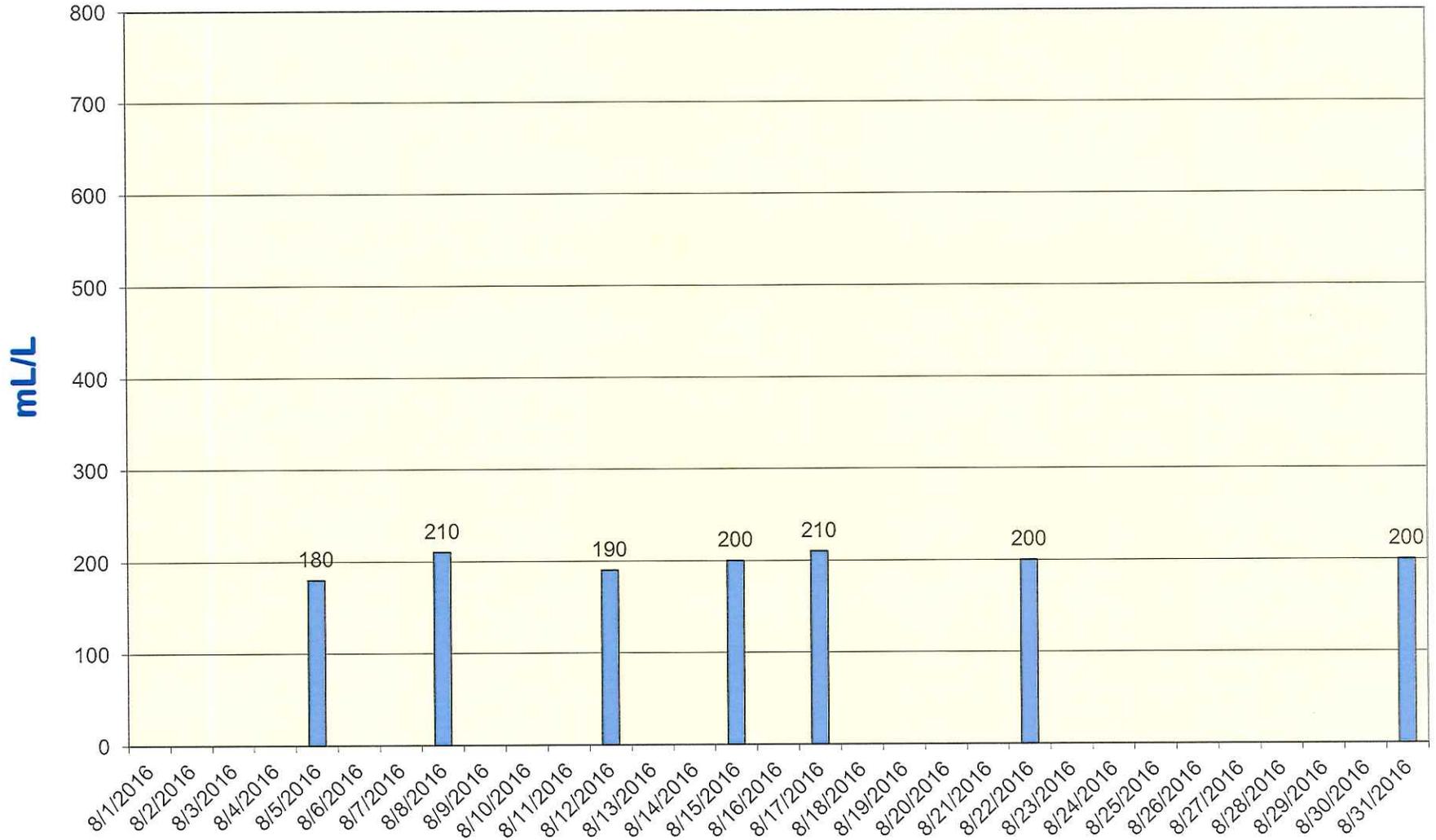


Natural Gas Use

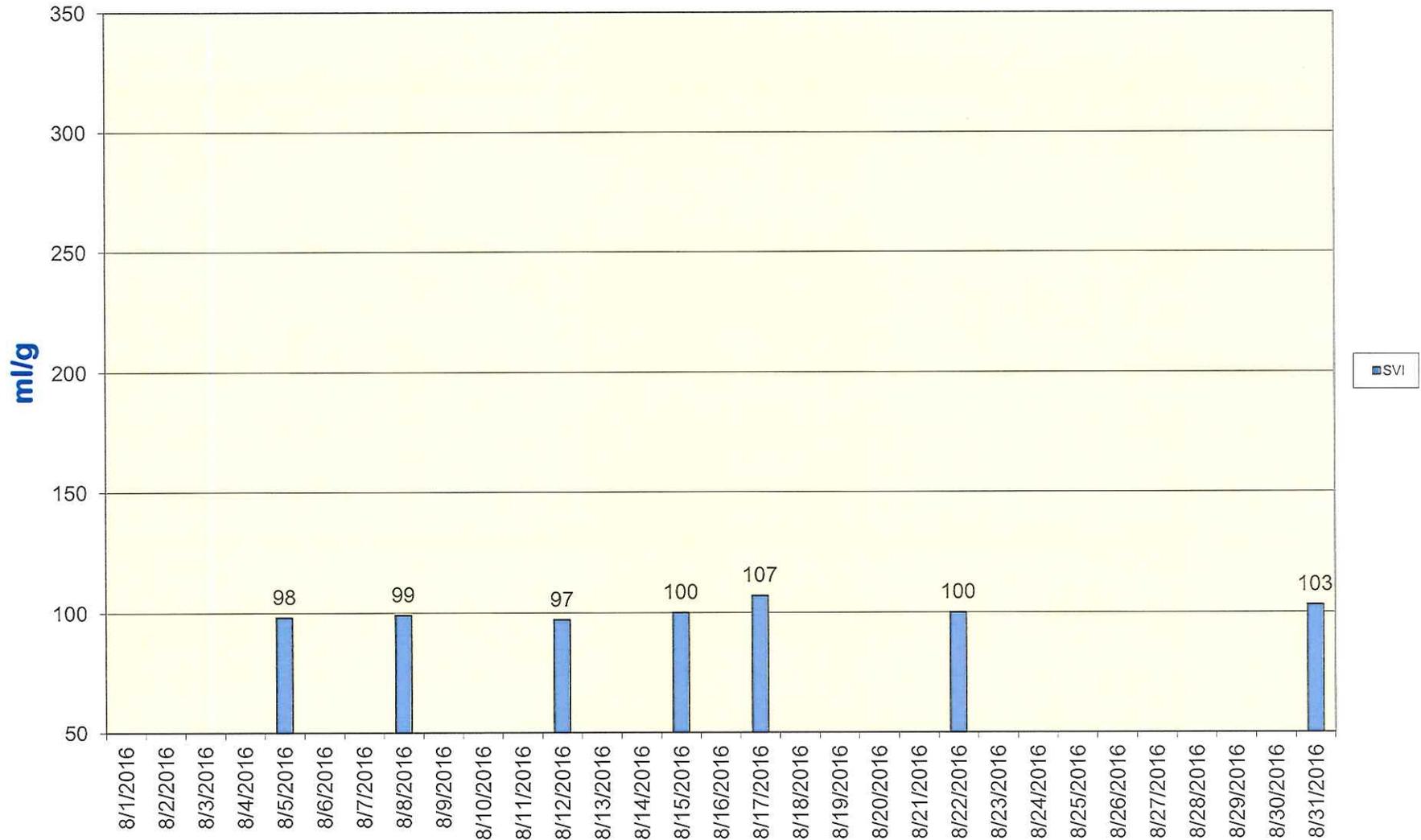


PROCESS CONTROL DATA / GRAPHS

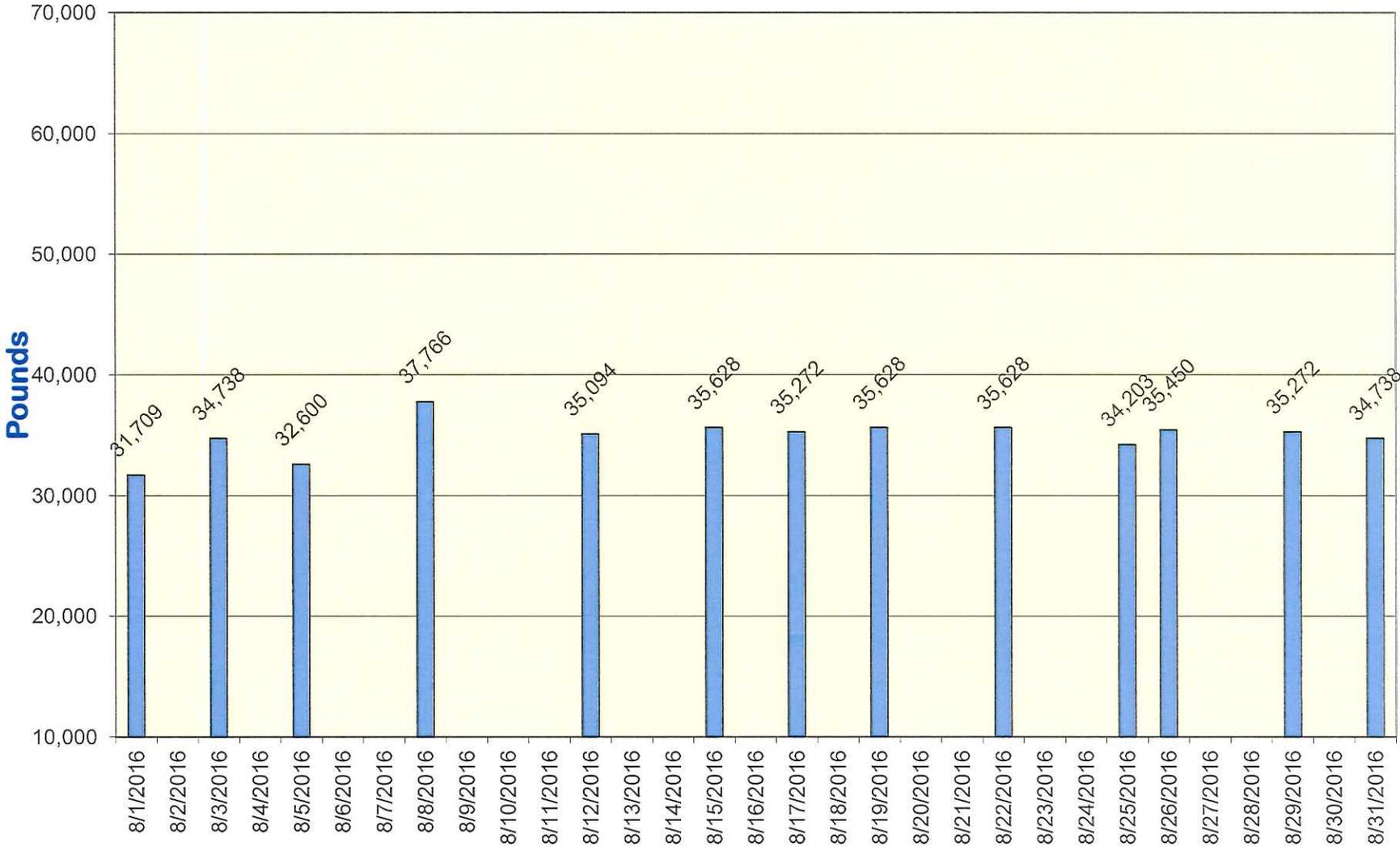
Settleability



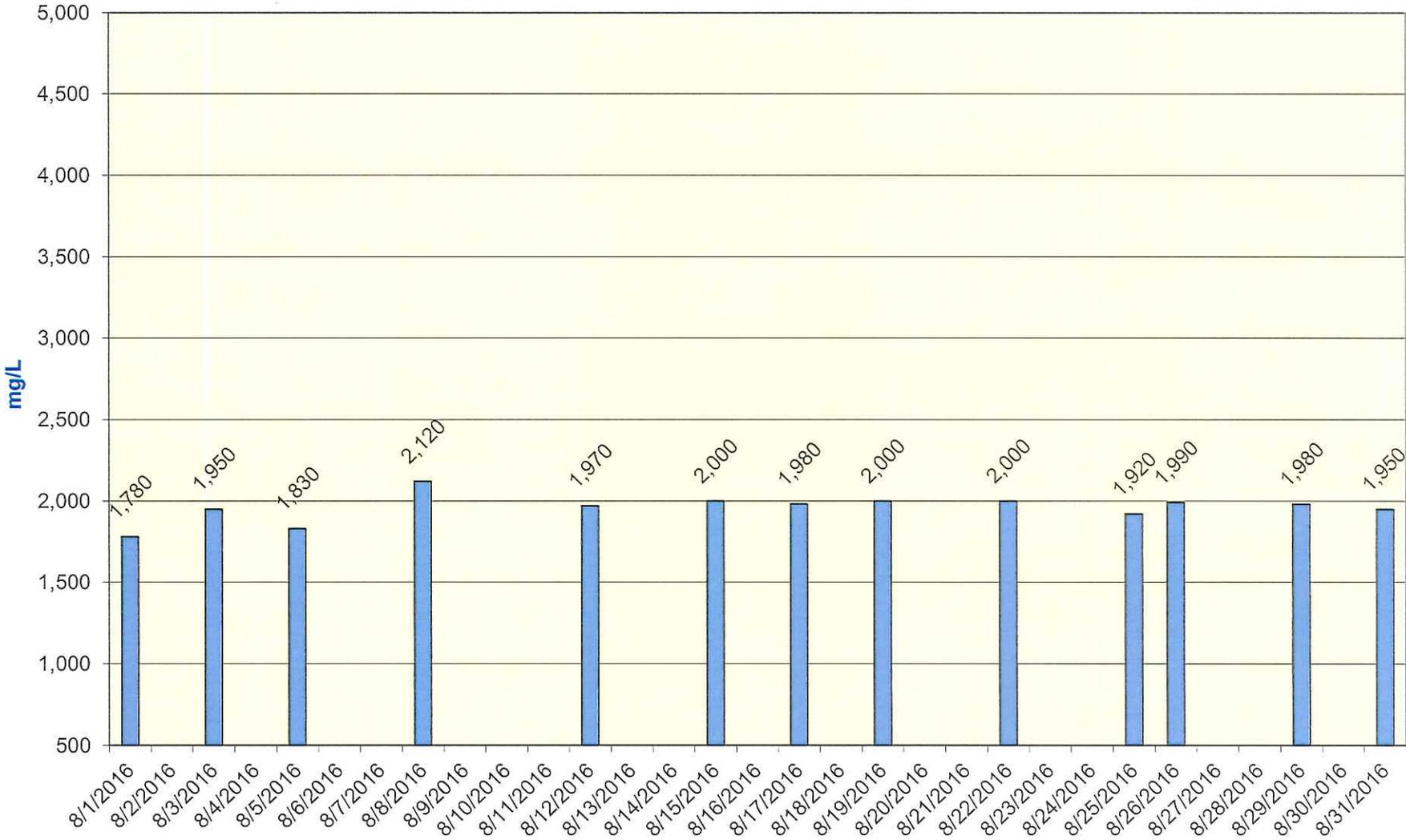
Sludge Volume Index



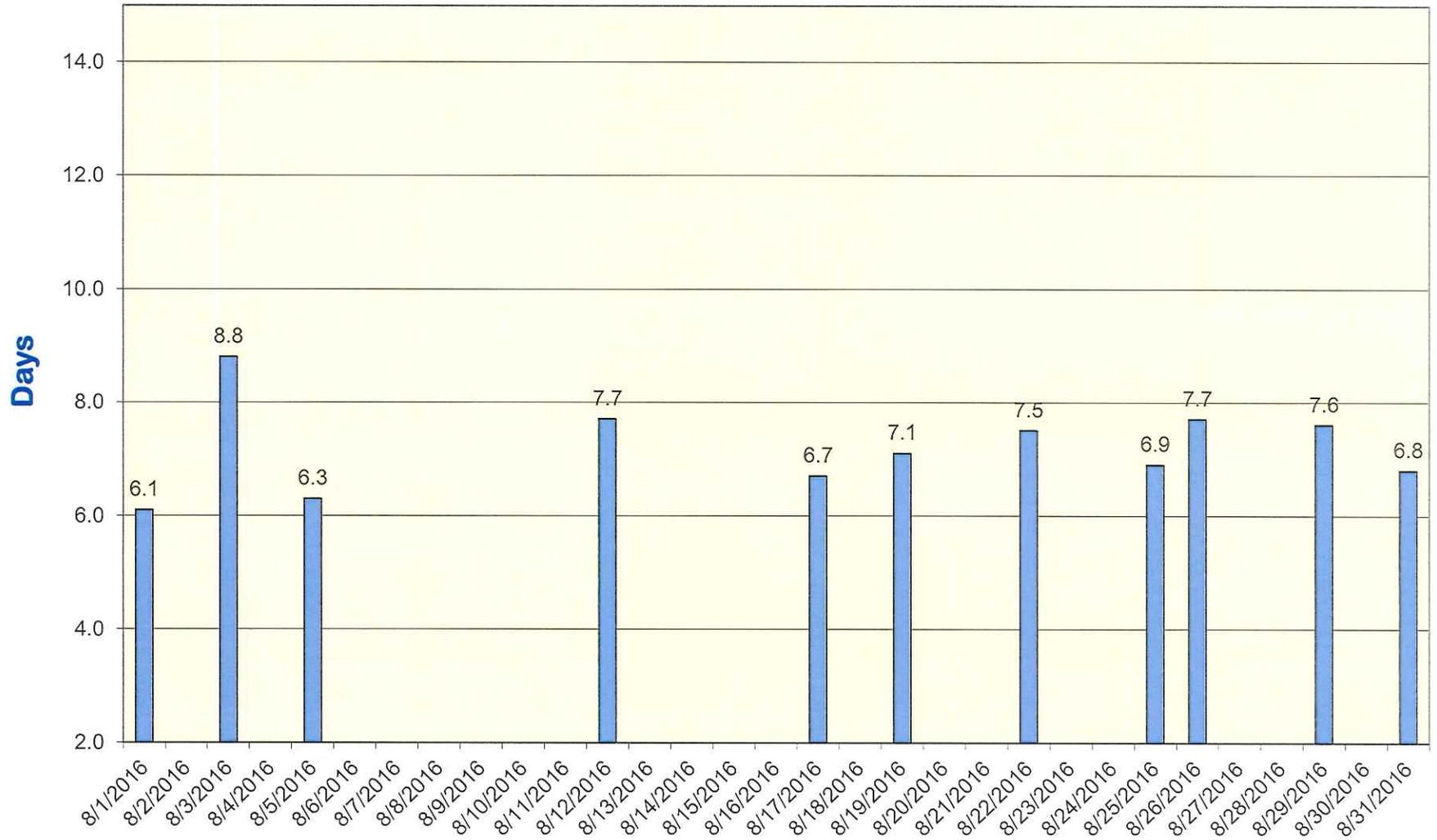
MLSS Inventory



MLSS Concentration



Mean Cell Residence Time

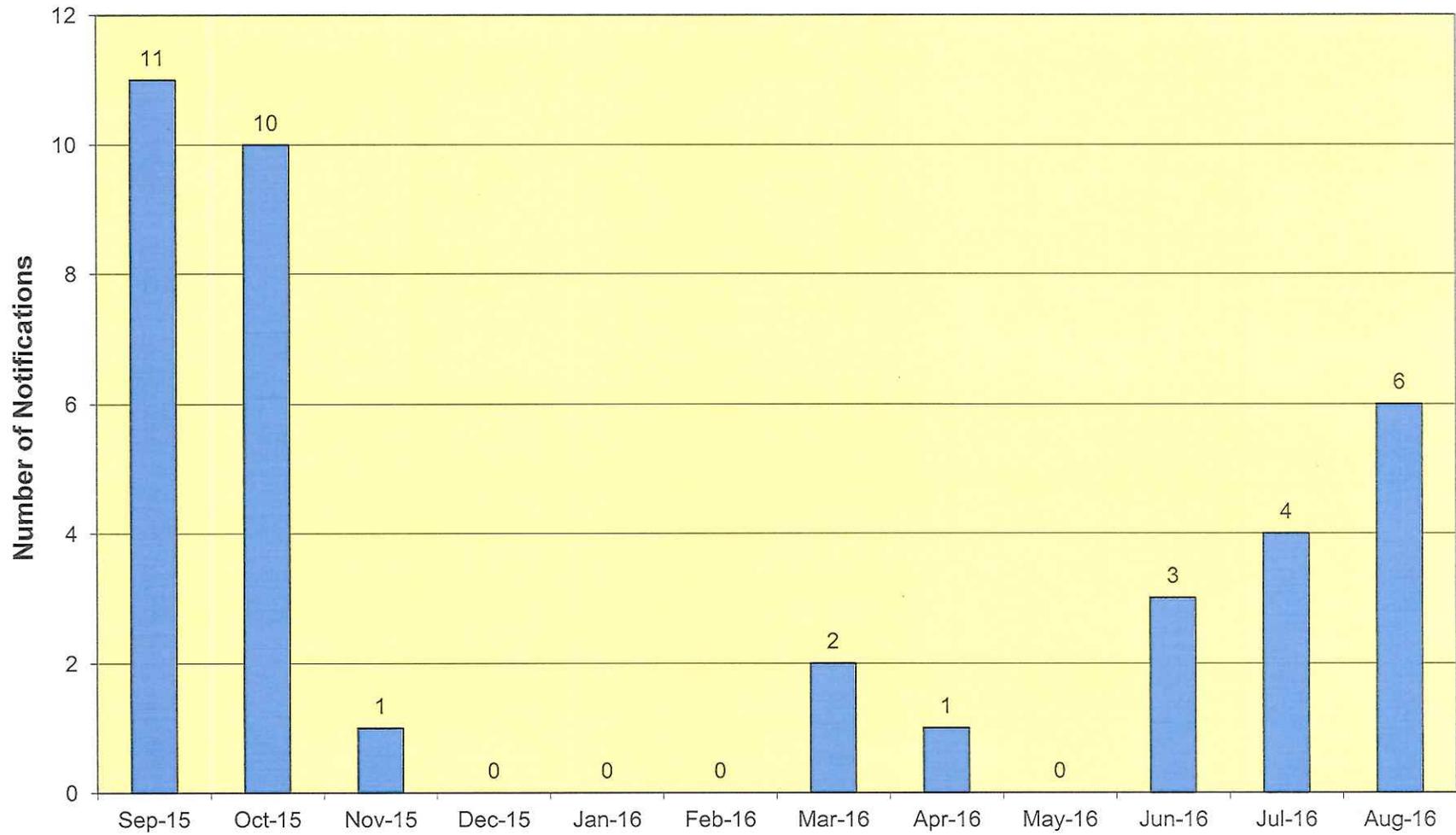


Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
8/1/2016	3.39		1,780	31,709		6.1	
8/2/2016	3.27						
8/3/2016	3.29		1,950	34,738		8.8	
8/4/2016	3.50						
8/5/2016	3.75	180	1,830	32,600		6.3	98
8/6/2016	3.87						
8/7/2016	3.43						
8/8/2016	2.97	210	2,120	37,766			99
8/9/2016	3.19						
8/10/2016	3.68						
8/11/2016	3.33						
8/12/2016	3.42	190	1,970	35,094		7.7	97
8/13/2016	3.41						
8/14/2016	3.38						
8/15/2016	3.70	200	2,000	35,628			100
8/16/2016	3.67						
8/17/2016	3.77	210	1,980	35,272		6.7	107
8/18/2016	3.48						
8/19/2016	3.28		2,000	35,628		7.1	
8/20/2016	3.46						
8/21/2016	3.73						
8/22/2016	3.67	200	2,000	35,628		7.5	100
8/23/2016	3.54						
8/24/2016	3.64						
8/25/2016	3.49		1,920	34,203		6.9	
8/26/2016	3.40		1,990	35,450		7.7	
8/27/2016	3.47						
8/28/2016	3.81						
8/29/2016	3.46		1,980	35,272	0.29	7.6	
8/30/2016	3.45						
8/31/2016	3.59	200	1,950	34,738		6.8	103
Minimum	2.97	180	1,780	31,709	0.29	6.1	97
Maximum	3.87	210	2,120	37,766	0.29	8.8	107
Total	108.49						
Average	3.50	199	1,959	34,902	0.29	7.2	101

NEIGHBORHOOD CONTACTS

Neighborhood Contacts Received



WEEKLY NEIGHBOR CONTACT LOG													
August 1, 2016	August 1, 2016 - August 7, 2016												
NEIGHBOR	Mon 1-Aug	Tue 2-Aug	Wed 3-Aug	Thu 4-Aug	Fri 5-Aug	Sat 6-Aug	Sun 7-Aug						
	Time	Time	Time	Time	Time	Time	Time	Notes					
Neighbor #1													
Neighbor #2													
Neighbor #3			3 5 19:52					"Rotten egg odor, comes and goes"					
Neighbor #4													
Total													

Legend

Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

Hose down and clean scum box on Primary Clarifier #2

WEEKLY NEIGHBOR CONTACT LOG													
August 8, 2016	August 8, 2016 - August 14, 2016												
NEIGHBOR	Mon 8-Aug	Tue 9-Aug	Wed 10-Aug	Thu 11-Aug	Fri 12-Aug	Sat 13-Aug	Sun 14-Aug	Notes					
	Time	Time	Time	Time	Time	Time	Time						
Neighbor #1								None					
Neighbor #2													
Neighbor #3													
Neighbor #4													
Total													

Legend

Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

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WEEKLY NEIGHBOR CONTACT LOG												
August 15, 2016	August 15, 2016 - August 21, 2016											
NEIGHBOR	Mon 15-Aug	Tue 16-Aug	Wed 17-Aug	Thu 18-Aug	Fri 19-Aug	Sat 20-Aug	Sun 21-Aug					Notes
	Time	Time	Time	Time	Time	Time	Time					
Neighbor #1												
Neighbor #2				1 8	unk							Odors off and on
Neighbor #3		6 5	18:12									"Very strong foul odors last few minutes"
Neighbor #4												
Total												

Legend	
Description	Neighbor advised that it was a short term incident and odors were gone within a short time
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

WEEKLY NEIGHBOR CONTACT LOG													
August 22, 2016	August 22, 2016 - August 28, 2016												
NEIGHBOR	Mon 22-Aug	Tue 23-Aug	Wed 24-Aug	Thu 25-Aug	Fri 26-Aug	Sat 27-Aug	Sun 28-Aug						
	Time	Time	Time	Time	Time	Time	Time	Notes					
Neighbor #1	1 3 unk												"Noticing odors off and on"
Neighbor #2													
Neighbor #3			6 1 8:59							7 6 12:07			"Very stinky [sewage smell] all morning Sewage and bio-bed smell"
Neighbor #4													
Total													

Legend

Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

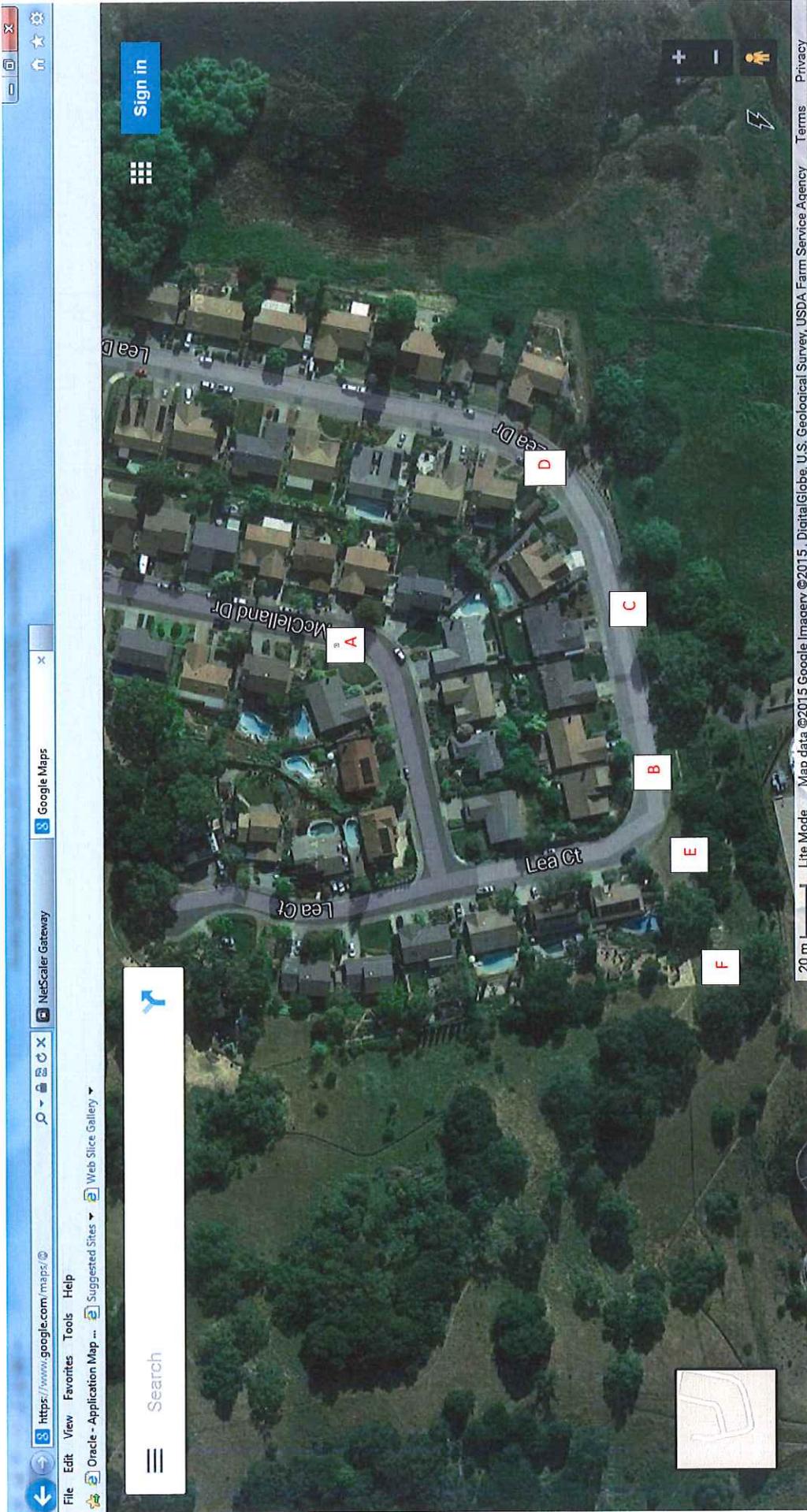
8/22 - Talked to neighbor (phone) to discuss. Confirmed fogger operation.
 8/24 - Grit Dumpster, Grit building open for cleaning and changing out grit dumpster. Contacted neighbor. Short term.
 8/27 - Contacted neighbor, increased dose of fogging product. Cleaned Primary Clarifier Scum box

JEROME METER READINGS & LOCATIONS

JEROME METER READINGS - AUGUST 2016

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.001	0.0000	Neighborhood
B: Lea 1	0.000	0.013	0.0030	Neighborhood
C: Lea 2	0.000	0.003	0.0010	Neighborhood
D: Lea 3	0.000	0.002	0.0000	Neighborhood
E: Lea 4	0.000	0.003	0.0020	Neighborhood
F: Lea 5	0.000	0.003	0.0020	Neighborhood

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
August 2016**

1.0 General:

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

- 1.5 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.1 FTE field workers for Pump Station Maintenance
- 0.5 FTE field workers for Closed Circuit Television (CCTV) work
- 2.2 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work, or pump station maintenance, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 1.7 FTE field workers for vacation, holiday or sick leave.

2.0 Collection System Maintenance:

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

Line Cleaning Performance

A total of 377 work orders were generated for August by the ICOM3 Computerized Maintenance Management System (CMMS), 229 work orders for main line cleaning and 148 for root treatment. Staff completed 229 work orders for main line cleaning of 43,966 feet of sewer leaving zero (0) work orders outstanding.

Root Treatment:

In July, the Collections Department began the annual root treatment program of selected sewer mains and manholes to inhibit root growth to prevent sewer overflows. With the assistance of District staff, this work was completed this month by an outside vendor who foam treated 148 line segments (work orders) totaling 28,092 feet in August.



Hydro-flushing

CCTV Performance:

The District's CCTV van was in the field for ten working days in August and televised 73 line segments totaling 12,498 feet of sewer. Production from the CCTV van has been limited due to breakdowns of the CCTV program. The current program is no longer fully supported by the vendor and staff has been looking at other programs to replace the current program. Staff also inspected 793 feet of sewer main using the push camera.

**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
August 2016**

CCTV Findings:

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

3.0 Pump Station Maintenance:

The Collection System Department conducted 231 lift station inspections this month. 107 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There are 13 outstanding work orders for the month, 6 correctives and 7 preventives. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.



Air Relief Valve Maintenance

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on eight (8) air relief/vacuum valves.

5.0 Safety and Training:

General:

Collection System staff attended five (5) safety tailgate meetings.

Specialized training:

District staff attended Bloodborne Pathogens Training conducted by Safety Director, Dale Thrasher.

Collections Department staff members attended continuing Computerized Maintenance Management System (CMMS) training conducted by an outside vendor.

Safety performance:

There were no lost time accidents this month for a total of 1,996 accident free days since the last lost time accident.



500-gallon Hydro-flusher water tank replacement

6.0 Minor Projects:

Collections Department staff removed and replaced a 500-gallon water tank on one of the hydro-flusher trucks.

Collections Department staff conducted field test comparisons of intrinsically safe hand held radios.

**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
August 2016**

Staff assisted a contractor with the installation of a backup ultrasonic level controller at the Olive Street Pump Station.

Annual preventive maintenance of all emergency standby generators (stationary and portable) was performed by California Diesel and Power.

7.0 Standard Operating Procedures (SOPs):

Collections Department staff generated a draft Pressure Washer SOP and a draft Portable Generator SOP that are currently under review.

8.0 Sanitary Sewer Overflows (SSOs):

There were zero (0) sanitary sewer overflows in August.

Novato Sanitary District
Collection System Monthly Report For August 2016 (as of August 31, 2016)

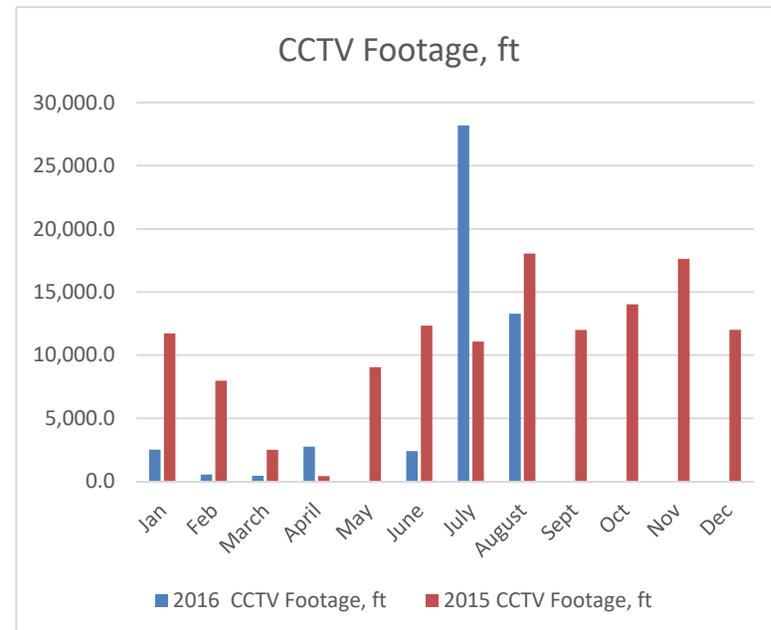
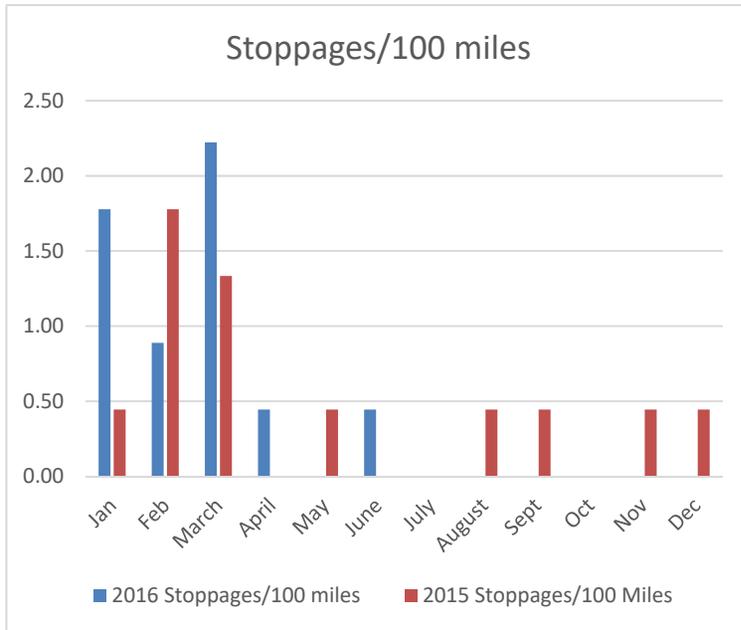
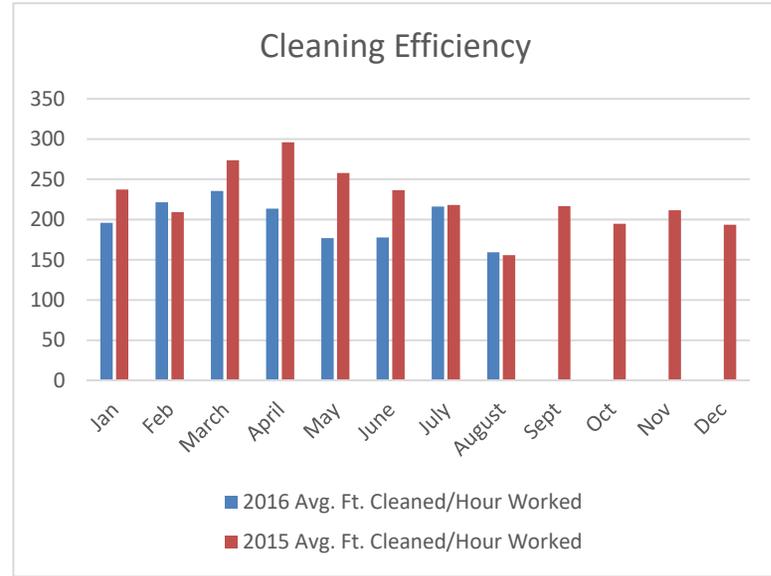
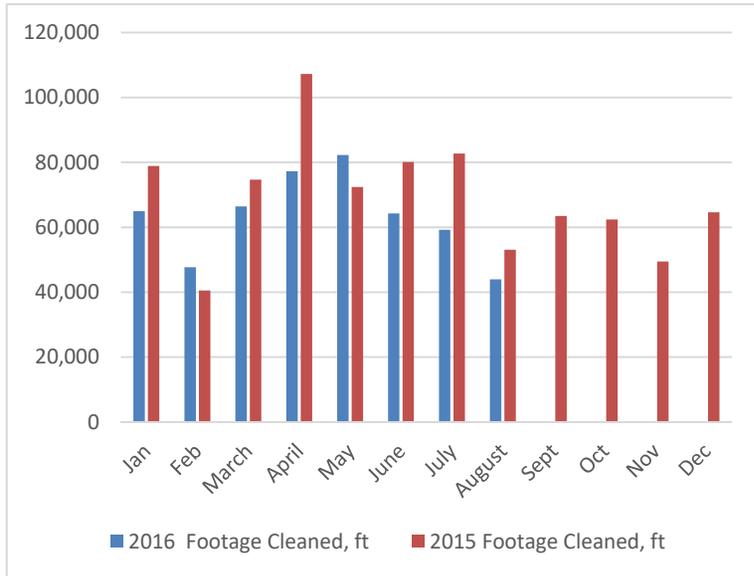
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.3	1.7	2.0	2.7	2.0	1.7	1.5	0.0	0.0	0.0	0.0	NA	1.2
Number of FTEs (other)	2.5	3.5	3.3	2.8	2.2	2.3	3.3	2.2	0.0	0.0	0.0	0.0	NA	1.8
Number of FTEs (CCTV)	0.1	0.1	0.0	0.0	0.0	0.1	0.4	0.5	0.0	0.0	0.0	0.0	NA	0.1
Total, FTEs	4.5	4.9	4.9	4.9	4.9	4.4	5.3	4.2	0.0	0.0	0.0	0.0	NA	3.2
Regular Time Worked, (main line cleaning), hrs	332	216	282	362	465	362	274	276						
Regular Time Worked on Other, hrs (1)	426	556	552	496	388	402	534	417						
Regular Time Worked on CCTV (2)	19	17	0	7	0	16	66	95						
Total Regular time, worked, hrs	776	788	834	865	853	779	874	788	0	0	0	0	6,557	546
Total Vacation/Sick Leave/Holiday, hrs	225	238	262	89	192	156	127	315					1,603	200
Vacation/Sick Leave/Holiday, FTEs	1.3	1.5	1.6	0.5	1.1	0.9	0.8	1.7	0.0	0.0	0.0	0.0	9.3	0.8
Overtime Worked on Coll. Sys., hrs	2	0	0	0	3	8	0	0					13	2
Overtime Worked on Other, hrs (1)	65	6	19	30	6	10	14	16					165	21
Overtime Worked on CCTV (2)	0	0	0	0	0	0	2	0					2	0
Total Overtime, hrs	67	6	19	30	9	18	16	16	NA	NA	NA	NA	180	22
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	59	10	41	45	204	64	87	35					545	68
Rodder 3208 ft. cleaned	11,888	2,289	8,682	9,749	36,994	10,476	13,754	5,308					99,140	12,393
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0					0	0
Flusher Work Orders generated	227	237	307	350	248	221	221	194					2,052	257
Truck 3205V ft. cleaned	14,729	6,341	5,004	5,886	2,776	4,295	0	2,217					41,248	5,156
Truck 3206V ft. cleaned	38,305	39,088	52,713	61,606	42,516	49,467	45,445	36,441					365,581	45,698
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0					0	0
Total Footage cleaned(3)	64,922	47,718	66,399	77,241	82,286	64,238	59,199	43,966	NA	NA	NA	NA	505,969	63,246
Work Orders completed	278	247	348	395	452	332	424	377					2,853	357
Work Orders backlog	8	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	8	8
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0					0	0
CCTV Truck 3126T, ft. videoed	843	540	0	541	0	652	10,374	12,498					25,448	3,181
CCTV (hand cam), ft. videoed	1,669	0	456	2,210	0	1,754	5,487	793					12,369	
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	12,322	0					12,322	
Total CCTV footage(3)	2,512	540	456	2,751	0	2,406	28,183	13,291	NA	NA	NA	NA	50,139	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	4	2	5	1	0	1	0	0					13	NA
Major (Category II)	3	1	4	1	0	0	0	0					9	NA
Major (Category I)	0	1	1	0	0	0	0	0					2	NA
Major (Category I)	1	0	0	0	0	1	0	0					2	NA
Overflow Gallons	482	290,330	2,308	20	0	540	0	0					293,680	NA
Volume Recovered	130	147,250	760	20	0	165	0	0					148,325	NA
Percent Recovered	27%	51%	33%	100%	NA	31%	NA	NA	NA	NA	NA	NA	51%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8	7	8	4	5	9	4	4					49	6
Normal hours S.C. response time, mins (avg.)	20	17	18	17	16	25	13	25					151	19
Service Callouts, after hours, #	5	3	1	1	1	0	0	1					12	2
After Hours S.C. response time, mins (avg.)	17	27	16	60	35	0	0	16					171	21
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	196	221	235	213	177	178	216	159	NA	NA	NA	NA	NA	200
Total Stoppages/100 Miles	1.8	0.9	2.2	0.4	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	5.7	NA
Average spill response time (mins)	15	31	11	11	0	15	0	0					NA	12
Callouts/100 Miles	2.2	1.3	0.4	0.4	0.4	0.0	0.0	0.4	0.0	0.0	0.0	0.0	5.2	0.4
Overtime hours/100 Miles	1	0	0	0	1	4	0	0	0	0	0	0	5.78	0
Overflow Gallons/100 Miles	210	126,230	1,003	9	0	235	0	0	0	0	0	-	127,687	10641

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

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

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

Collection System: 2016 & 2015 Graphs



Novato Sanitary District

Pump Station Report For August 2016 (As of August 31, 2016)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	238	185	252	238	235	251	186	242	0	0	0	0	1,826	
Number of Employees (FTEs)	1.4	1.0	1.2	1.1	1.2	1.2	0.9	1.1	0.0	0.0	0.0	0.0		0.8
Regular Time Worked on Pump Sta	183	157	210	194	202	217	148	207					1,517	
Overtime Worked on Pump Sta	55	28	43	44	33	34	38	35					309	
After Hours Callouts	4	1	8	2	0	1	4	6					26	
Average Callout response time (mins)	30	10	34	28	0	15	31	25					173	22
Work Orders														
Number generated in month	136	106	89	92	115	91	95	107					831	104
Number closed in month	111	106	89	92	115	91	93	107					804	101
Backlog	25	0	0	0	0	0	2	0	0	0	0	0	27	2

**Job Cal CMMS
WORK ORDER STATISTICS
August 1,2016-August 31,2016**

	Open Work Orders Due Prior to 8/1/2016	Open Work Orders 8/1/2016-8/31/2016	Total Open Work Orders
Preventive	7	170	177
Corrective	6	0	6
Total	13	170	183

	Closed Work Orders 8/1/2016 - 8/31/2016
Preventive	170
Corrective	0
Total	170

Total Outstanding Work Orders as of 8/31/2016	13
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NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
August 2016

1.0 Summary:

Rancher worked on sprinkler repair and replacement on Sites 3 & 7. Staff requested bids to replace a chain link fence west of the Storage Pond/Wildlife Pond on Site 2. Several valves & actuators were replaced on Sites 3 & 7 as well as several control boxes. New corral fencing was installed at various locations. To protect the irrigation system from damage from livestock.

2.0 Ranch Operations:

The rancher continues to replace or repair sprinklers on Site 3 & 7. In addition, the rancher made repairs to fresh water leaks at two water troughs, one on Site 2 and the other on Site 7. These leaks were discovered by the monitoring of water usage by District staff.

As previously mentioned, staff inspected the grove of Eucalyptus trees on Site 2 and identified many trees that need to be removed because they are dead and may pose a safety hazard. Staff is preparing the necessary documents to obtain quotes for the proposed tree removal. Staff will also be looking to appropriately replace the trees that will be removed.

In July, staff found a large section of chain link fence laying on the ground along the west side of Storage Pond No. 1 & the Wildlife Pond. The steel posts rotted off as a result of sitting in water every winter & spring over the past 30 plus years. Staff has requested proposals to replace approximately 1,350 feet of chain link fence. Proposals are due in September.

3.0 Irrigation Parcels:

New valves & actuators were installed in Zones 221 & 282 at Site 2, Zones 351 & 364 at Site 3 and Zone 763 at Site 7. The valve and actuator in Zone 351 was changed out to a temporary, manually operated valve on an emergency basis because the valve was stuck open and flooded some of the parcel. A new replacement valve & actuator have to be ordered for that location.



Zone Valve Replacement in Progress

New livestock fencing panels were installed around the valve & actuator manifolds for Zones 351 & 364 at Site 3 and for Zones 753, 763 & 783 at Site 7. Smaller livestock fencing panels were also installed around control wire pull boxes throughout Site 7 where the existing wood fencing rotted out and livestock pushed them over.

NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
August 2016

New control panels & boxes were replaced at Zones 763, 764, 771, 772 & 783 at Site 7.

4.0 Irrigation Pump Station:

Approximately 72.9 MG of treated water was used for irrigation this month.

Approximately 90.7 MG was delivered to the storage ponds from the Novato Treatment Plant this month.

The seal for Irrigation Pump No. 1 was removed by an outside vendor and shipped to the factory for repair.

5.0 Sludge Handling & Disposal:

There were no sludge handling activities this month.

NOVATO SANITARY DISTRICT
Reclamation Facility - Monthly Statistics for Calendar Year 2016, as of August 2016

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)		0	0	0	0	90	86.1	90.72					266.8	22.24
Irrigation (MG)		0	0	0.0	0	33.83	69.51	72.89					176.2	14.69
Irrigation Pump 1 Hours						76.9	86.5	0					163.4	13.62
Irrigation Pump 2 Hours						75.8	134	190.3					400.1	33.34
Irrigation Pump 3 Hours						76.3	117.4	187.9					381.6	31.80
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours		744	696	744	720	744	696	770.5	741.9				5,856.4	488.03
Water Circulated through Wildlife Pond (MG)	46.872	43.848	46.872	45.36	47	44	49	46.74	0	0	0	0	369.0	30.75
Strainer No. 1 Hours						23.9	41.5	47.1					112.5	9.38
Strainer No. 2 Hours						18.8	41.8	47.2					107.8	8.98
Pond 1 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5	5.8	5.7						
Pond 1 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8	5.7	5.7						
Pond 1 Gallons Stored @ End of Month(MG)	27.2	27.2	31.2	28	24	43	42	42						
Pond 2 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5	5.8	5.7						
Pond 2 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8	5.7	5.7						
Pond 2 Gallons Stored @ End of Month(MG)	35	35	40	36	31	55	54	54						
Total Irrigation Water Stored	62.2	62.2	71.2	64	55	98	96	96	0	0	0	0		
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	341.4	0.2	386	15.1	0	0	0	0						
Drainage Pump No. 2 Hours	0	34.7	0	0	0	0	0	0						
Drainage Pump No. 3 Hours	0	1.9	0.1	0	0	0	0	0						
Total Gallons Stormwater Pumped (MG)	102.42	11.04	115.83	4.53	0	0	0	0	0	0	0	0	233.82	19.49
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	131.7	0.2	72.4	3.4	0.2	0	0	0						
Drainage Pump No. 2 Hours	14.2	13	0	0	0.7	0	0	0						
Drainage Pump No. 3 Hours	2.9	0	41.3	12.2	0.6	0	0	0						
Total Gallons Stormwater Pumped (MG)	66.96	6	51	7.02	0.675	0	0	0	0	0	0	0	131.76	10.98

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: Collection System Improvements (Hamilton Trunk Sewer Main Rehabilitation Project), Account No. 72706, Phase J.	MEETING DATE: September 26, 2016 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Approve a final payment of \$95,131 ¹⁹ ; approve release of retainage of \$29,482 ⁴⁰ , and direct the General Manager-Chief Engineer to execute and file a Notice of Completion (NoC) and closeout the Project.	
SUMMARY AND DISCUSSION: <p>At its September 14, 2015 meeting, the District's Board of Directors awarded the Contract for the Hamilton Trunk Sewer Rehabilitation Project (Project) to the Michael Paul Construction Company (MPC or Contractor) for a low bid amount of \$495,728. The project was to rehabilitate 900 feet of 24-inch diameter trunk sewer located in an easement west of Hamilton Drive along the SMART rail bed. While the Notice to Proceed was issued on October 26, 2015, with a 45-day period for completion, the construction phase was not completed within this agreed upon contract duration. However, staff is of the opinion that the work is to a point where the District can close out the Project.</p> <p>To date, the District has assessed and withheld the following from Contractor payments:</p> <ol style="list-style-type: none"> 1. An amount of \$55,000 as liquidated damages, 2. An amount of \$30,060⁷¹ for District costs related to respond to a sewage spill event on February 24, 2016, caused by a failure of the Contractor's temporary bypass pumping system, and 3. Project retainage in the amount of \$29,482⁴⁰, per applicable law. <p>MPC has filed Change Order Requests (CORs) for \$287,884⁸², plus an additional COR for \$26,097²³ for work that has not been performed. The District has evaluated the CORs and determined MPC entitlement to only \$95,131¹⁹. The District's attempts to resolve issues with MPC have been unsuccessful to date. Also, no field work has been performed since on or about April 12, 2016, and MPC has indicated that it will not perform any more work, including District punch list items.</p> <p>At this time, District Counsel and staff are of the opinion that it is in the District's best interest to close out the Project in a prompt and fair manner by effecting the following: (a) Payment of the \$95,131¹⁹ amount, (b) Release of the retainage amount of \$29,482⁴⁰, since given the lack of field work since April, there would be very little risk to its release, and (c) Filing and formal recordation of the Notice of Completion (NOC).</p> <p>Therefore, District Counsel and staff recommend that the Board approve a final payment of \$95,131¹⁹, approve release of retainage of \$29,482⁴⁰, and direct the General Manager-Chief Engineer to execute and file a Notice of Completion and closeout the Project.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
BUDGET INFORMATION: The FY16-17 budget for Account No. 72706 includes a budget amount of \$1,200,000, of which \$5,798 ⁶⁰ has been expended to date.	
DEPT. MGR.: srk	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: NTP Corrosion Control (Primary Clarifier No. 1 Protective Coating Project), Account No. 73006, Rejection of Bid	MEETING DATE: September 26, 2016 AGENDA ITEM NO.: 8.b.
RECOMMENDED ACTION: Reject bid from Advanced Industrial Services, Inc., in the amount of \$192,000 and not perform the work at this time.	
SUMMARY AND DISCUSSION: <p>On July 20, 2016, the District issued a Notice Inviting Bids to seven prequalified contractors for the Primary Clarifier No. 1 Protective Coating Project under the Informal Bid Provisions of the California Uniform Public Construction Cost Accounting Act (UPCCAA) adopted by the District in August, 2006. Bids were to be received by the District prior to 2:00 PM, August 11, 2016. Advanced Industrial Services, Inc. (AISI) out of Los Alamitos, CA was the sole bidder with a bid amount of \$192,000. The Engineer's Estimate for the project was \$102,500.</p> <p>Section 2.06 of the UPCCAA states that: <i>The law allows the public agency, in its discretion, to reject any bids presented, if the agency prior to rejecting all bids and declaring that the project can be more economically performed by employees of the agency, provides a written notice to an apparent low bidder that: 1) informs the lowest responsible bidder of the agency's intention to reject the bid and 2) is mailed at least two business days prior to the hearing at which the agency intends to reject the bid.</i></p> <p><i>If after the first invitation for bids all bids are rejected, the public agency shall have the option after reevaluating its cost estimates of the project, of one of the following:</i></p> <p><i>(1) The public agency may abandon the project or re-advertise for bids in the manner described by this legislation.</i></p> <p><i>(2) By passage of a resolution by a four-fifths vote of its governing body declaring that the project can be performed more economically by the employees of the public agency, may have the project done by force account without further complying with this article.</i></p> <p>Staff has notified the apparent low bidder of the District's intent to reject the bid by certified mail dated August 17, 2016. At this time, there is no intent to perform the work with District employees. However, staff will work with the District's consultant to reevaluate the cost estimate for the work, and may elect to re-advertise the work under either: (a) the provisions of the UPCCAA, or (b) the formal bid procedures of the State Public Contract Code.</p> <p>Therefore, staff recommends rejection of AISI's bid.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
BUDGET INFORMATION: The FY16-17 budget for Account No. 73006 includes \$180,000, of which \$9,093 ¹⁵ has been expended to date. There will be no impact to the FY16-17 budget for Account No. 73006 from the requested action as it only shifts the project's timeline to later in the Fiscal Year.	
DEPT. MGR.: esb	GENERAL MANAGER: SSK



Can Water Rates Be Blocked By Referendum?

CSDA recently filed an [amicus curiae brief](#) in the case of *Monterey Peninsula Taxpayers' Association v. Board of Directors of the Monterey Peninsula Water Management District*. This case is one of several which test whether water and other property related fee increases, passed in accordance with Proposition 218, can be temporarily blocked and placed on the ballot for a majority vote by a popular referendum.

The Monterey case has nearly identical facts to two other cases: *Ebinger v. Yorba Linda Water District* and *Howard Jarvis Taxpayers Association v. Amador Water Agency*. In each case the district sought to increase water rates and went through the Proposition 218 process, including holding a "majority-protest hearing." Each district then passed a formal resolution or ordinance increasing its rates. A group of rate payers then collected signatures on a referendum and presented it to the board of each agency, demanding the formal action increasing rates either be repealed or be put on a ballot to be approved by a majority vote of the electorate. In each case the district refused to take either action arguing that the referendum cannot be used to repeal water rate increases; only an initiative can be used to reduce water rates.

An initiative is the method by which the people place a legislative action on the ballot to be decided by the people. A referendum is the method which allows the people to challenge a legislative action already taken by a legislative body. Both initiatives and referendums generally require signatures of at least 10% of a district's registered voters to be placed on the general election ballot.

The difference between the use of a referendum and an initiative is that with a referendum the water rate increase would be blocked from continuing in effect until an election is held and the rates receive voter approval. With an initiative, the rates would go into effect until the voters approve a measure to reduce them. A referendum could prevent districts from receiving necessary revenues until after the election.

In the *Yorba Linda* case, the trial court held that a referendum could be used to block water rate increases, except in circumstances such as were present in that case where the rates were necessarily increased in response to the statewide drought emergency. The trial court in the *Amador* case held that water rates were not subject to the referendum. The trial court in the *Monterey Peninsula* case did not decide whether or not the referendum could be used, instead deciding for the district due to technical failures in how the referendum was circulated.

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