

NOVATO SANITARY DISTRICT

Meeting Date: February 11, 2013

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, February 11, 2013, 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.

AGENDA

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. PUBLIC COMMENT (Please observe a three-minute time limit):**

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

- 4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the January 28, 2013 meeting.

- 5. CONSENT CALENDAR:**

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

- a. Authorize Manager-Engineer to dispose of excess equipment.
- b. Approve regular disbursements.

- 6. ANNUAL COLLECTION SYSTEM REPAIRS PROJECT NO. 72706:**

- a. Review bids received, accept the lowest responsive bid and authorize Manger-Engineer to execute a contract for the Hill Road pipe-bursting project.

- 7. ADMINISTRATION:**

- a. Consider approval of a Safety Incentive and Wellness Program.
- b. Consider approval of Policy 4099, "Board Meeting Technology".
- c. Approve quarterly revenue and expenditure report.
- d. Review Accounts Receivable Report

AGENDA/Board of Directors
Meeting Date: February 11, 2013

8. BOARD MEMBER REPORTS:

- a. North Bay Watershed Association Meeting.

9. MANAGER'S ANNOUNCEMENTS:

10. ADJOURN:

Next resolution no. 3054

Next regular meeting date: Monday, February 25, 2013, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

January 28, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 28, 2013, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brant Miller, Novato resident
Dasse de longh, NSD employee, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the January 14, 2013 meeting.

On motion of Member Peters, seconded by Member Mariani, and carried unanimously, the minutes of the January 14, 2013 Board meeting were approved.

CONSENT CALENDAR:

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

- a. Approval of the District's quarterly investment report.
- b. Approval of regular disbursements in the amount of \$303,330.57, project account disbursements in the amount of \$40,483.57, and payroll and payroll related disbursements in the amount of \$224,776.44.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee report for December 2012: The Manager stated that the Committee met on January 14th at 2:00 p.m. at the District office. John Bailey, Project Manager, Veolia Water, summarized the Committee's report, noting that the treatment facility performed well during the month of December. He stated that

during the rain event on December 23rd the treatment facility sustained flows of approximately 30 million gallons (MGD) and that the facility performed without incident. Mr. Bailey reviewed the Novato and Ignacio facilities operations and maintenance.

The Manager gave an overview of the Collections and Reclamation department's reports for December 2012.

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY (CSRMA):

- Presentation of the CSRMA Workers' Compensation Excellence Award: The Manager presented the CSRMA Workers' Compensation Excellence Award and stated that the District had no lost-time injuries for the 2011/12 fiscal year. She thanked the Board for their commitment to the District's Safety and Wellness program and stated that the District has achieved over 680 accident-free days.

- CSRMA Report: The Manager gave a PowerPoint presentation of the CSRMA Risk Management Seminar which took place at the California Association of Sanitation Agencies (CASA) conference earlier in the month. She outlined the topics covered which included: Planning for a Force Main Failure; Employee Turnover; Return to Work Policies. She stated that a presentation titled "Practical Wellness" was given by Don Freeman, DC, of ESM Solutions, Inc. (Occumetric) which highlighted the District's wellness program which took place from February 2012 to June 2012.

The Manager discussed the CSRMA Board of Director's meeting and noted that the Board declared a dividend of \$711,912 for the pooled liability program and that the District's dividend will be \$12,753.

President Di Giorgio called a 10 minute recess at 6:44 p.m.

President Di Giorgio reconvened the meeting at 6:54 p.m.

ADMINISTRATION:

- Consider approval of public outreach proposal from Rauch Communications and authorize Manager-Engineer to execute contract. The Manager stated that Rauch Communications Consultants propose to assist the District in preparing newsletters, updating the website, using social media, and preparing outreach materials for events. She stated that the goals of the program are to inform customers about their role in protecting water quality, support the water recycling program, solicit public input, and build support for solid waste recycling. The Manager stated that Rauch presented a proposal to do the work on a time and materials basis for a not-to-exceed amount of \$57,500 for the 2013 calendar year. She requested the Board accept the proposal and authorize the Manager-Engineer for an expenditure up to \$60,000.

On motion of Member Mariani, seconded by Member Peters, and carried unanimously, the Board approved the proposal to provide public outreach services for 2013 from Rauch Communications on a time and materials basis for a not-to-exceed amount of \$60,000 and authorized the Manager-Engineer to execute the contract.

- Consider approval of the salary range of 43.5 for the Collection System III position and promote Javier Vega from Collection System Worker II, Step E to Collection System Worker III, Step C. The Manager stated that the Collection System Worker (CSW) III position is meant to recognize the evolution within the Collection Systems Department work force as well as provide for a leadership position within the Collection Systems Workers series that lower tier positions in the series can aspire to. She stated that Javier Vega will be the first employee to be approved for this position. The Manager stated that Mr. Vega is well deserving, has received the necessary additional certification, and has recently completed leadership classes. The Manager recommended Mr. Vega be promoted to the CSW III position effective February 1, 2013.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board approved the promotion of Javier Vega to the position of Collection System Worker III, salary range 43.5, Step C, effective February 1, 2013.

HAMILTON WETLANDS OUTFALL RELOCATION PROJECT 72707:

- Consider approval of a budget amendment for account 72707 for 2012-13 of \$50,000.

The Manager gave a PowerPoint presentation which detailed the District's consideration of an alternative to the existing outfall pipeline. Her presentation outlined the two considerations: (1) truncate the outfall pipeline and redirect year-round flow to tidal channels, or (2) truncate the outfall and redirect flow into a recycled water storage pond, which would also provide seasonal flow to tidal channels. The Manager discussed these two alternatives and noted that the District will need to complete 18 months of studies prior to submitting an NPDES permit renewal.

The Manager stated that the District will be cost-sharing the expense for the outfall relocation with the Coastal Conservancy on a 50/50 basis and that the project will extend into the 2013-14 fiscal year. She noted that currently there is no money budgeted for this work so requested the Board approve an increase in the 2012-13 budget of \$50,000.

On motion of Member Long, seconded by Member Mariani and carried unanimously, the Board approved a 2012-13 Fiscal Year budget amendment in the amount of \$50,000 for account 72707.

- Consider approval of a proposal from RMC for Outfall Reconfiguration Permitting Assistance and authorize Manager-Engineer to execute contract. The Manager stated that the proposed reconfiguration of the District's outfall and discharge will be subject to review and consideration by the Regional Water Quality Control Board (RWQCB) prior to authorization of a renewed NPDES Permit. She noted that a number of water quality analyses must be provided to RWQCB by the District. The Manager stated that RMC has provided the District with a proposal for the development of the necessary analyses for an amount not to exceed \$180,000. She recommends the Board accept RMC's proposal.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved a proposal from RMC for Outfall Relocation Permitting Assistance for an amount not to exceed \$180,000 and authorized the Manager-Engineer to execute the contract.

STAFF REPORTS:

- California Association of Sanitation Agencies (CASA) mid-year conference report. The Manager reported on her attendance at the CASA conference which was held in Indian Wells, CA, from January 15th through January 18th. She gave a report on "Water-Energy Nexus" and stated that all of the presentations from the conference are available through the CASA website.

- Bay Area Clean Water Agencies (BACWA) Annual meeting report. The Manager reported on her attendance at the BACWA meeting which was held on January 24th. She reported that the topics of future anticipated regulations and nutrient removal were discussed.

BOARD MEMBER REPORTS:

- The North Bay Water Reuse Authority Workshop. President Di Giorgio, Members Long, Mariani and Peters were in attendance at the workshop which was held at 9:30 a.m. on January 28th at Novato City Hall. President Di Giorgio commented that the meeting was informative and that the collaboration between the various agencies was encouraging.

- California Association of Sanitation Agencies mid-year conference report. President Di Giorgio, Members Long, Mariani and Peters were in attendance at the CASA conference in Indian Wells, CA, from January 15th to January 18th. They commented on the presentations which included water discharge from various CASA member treatment facilities and the importance of water recycling.

Member Welsh stated that during his weekly examinations of neighboring apartment dumpster collection areas, he is seeing large amounts of debris outside of the dumpster because the receptacle is over-filled. He suggested that more frequent garbage

collections be mandated by Novato Disposal and that stricter enforcement be placed on the apartment complexes.

MANAGER'S ANNOUNCEMENTS:

- The next Regular Board Meeting will be held on Monday, February 11th at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

DRAFT

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Disposal of Surplus Equipment	MEETING DATE: February 11, 2013
	AGENDA ITEM NO.: 5.a.
RECOMMENDED ACTION: Authorize the Manager-Engineer to dispose of surplus vehicles and equipment.	
SUMMARY AND DISCUSSION: District staff has identified several vehicles and other equipment that has been replaced by newer equipment or is no longer needed and is considered surplus. The vehicles and equipment are as follows: <ul style="list-style-type: none">• 2001 Dodge 1 Ton Utility Truck• 2004 Chevrolet ½ Ton Pickup• 1987 75kW Portable Generator• 1986 Bobcat Tractor• 1985 8" Portable Pump• 1996 Chicago Pneumatic Portable Air Compressor• 2004 John Deere Tractor with Mower Attachments• 1986 Strong Boy Trailer (for the Bobcat Tractor)• 2005 Utility Trailer• 2 - Small 5' X 8' Utility Trailers Staff proposes to sell the vehicles and equipment by placing it on Craigslist or other advertising flyer or paper, sending it to auction or negotiating sales with local contractors, depending on the type, age or usefulness of the vehicle or equipment.	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: N/A	
DEPT.MGR.:	MANAGER:

Novato Sanitary District Operating Check Register

February 11, 2013

Date	Num	Name	Credit
Feb 11, 13			
2/11/2013	55349	Veolia Water North America, ...	161,294.86
2/11/2013	55332	Johnson, Dee	6,449.93
2/11/2013	55322	Central Marin Sanitation Distr...	5,576.50
2/11/2013	55326	Custom Tractor Service	4,422.50
2/11/2013	55348	U.S. Bank Card (2)(June)	3,464.05
2/11/2013	55342	Preferred Benefit	2,959.32
2/11/2013	55347	U.S. Bank Card (1)(Bev)	2,623.49
2/11/2013	55321	Cantarutti Electric, Inc	2,520.68
2/11/2013	55327	Dearborn National	2,402.30
2/11/2013	55329	Eaton Corporation	2,250.00
2/11/2013	55318	Alameda Electrical Distributo...	1,631.25
2/11/2013	55339	Pareto Co.	1,593.00
2/11/2013	55324	Comet Building Maintenance,...	1,498.89
2/11/2013	55334	MME	1,462.58
2/11/2013	55343	Rauch Communication Cons...	1,200.98
2/11/2013	55346	U.S. Bank (Sandeep)	1,094.88
2/11/2013	55323	Cintas Corporation	959.28
2/11/2013	55336	North Marin Water District	942.78
2/11/2013	55344	Redler, Gary & Colleen	900.00
2/11/2013	55352	Water Components & Buildin...	527.15
2/11/2013	55319	Bay Area Barricade Service, I...	515.48
2/11/2013	55351	Vision Service Plan	494.52
2/11/2013	55345	Ricoh USA, Inc.	487.82
2/11/2013	55330	Environmental Resource Ass...	417.66
2/11/2013	55320	Cagwin & Dorward Inc.	329.00
2/11/2013	55317	AirGas USA, LLC.	197.93
2/11/2013	55350	Verizon Wireless-	181.05
2/11/2013	55340	Petty Cash	176.78
2/11/2013	55328	Di Giorgio, Mike	80.89
2/11/2013	55325	Cook Paging	66.30
2/11/2013	55341	Pini Hardware	56.72
2/11/2013	55331	Grainger	51.59
2/11/2013	55316	Able Tire & Brake Inc.	43.48
2/11/2013	55335	North Marin Auto Parts	33.05
2/11/2013	55333	Mariani, Jean	21.00
2/11/2013	55337	Novato Builders Supply	14.13
2/11/2013	55338	Novato Car Wash	10.99
Feb 11, 13			208,952.81

Novato Sanitary District
Operating Check Register Detail
For February 11, 2013

	Date	Account	Amount
Able Tire & Brake Inc.			
	01/17/2013	63150 · Repairs & Maintenance	43.48
Total Able Tire & Brake Inc.			43.48
AirGas USA, LLC.			
	01/23/2013	65100 · Operating Supplies	197.93
Total AirGas USA, LLC.			197.93
Alameda Electrical Distributors, Inc.			
	01/21/2013	66124 · IT/Misc Electrical	815.63
	01/21/2013	63150 · Repairs & Maintenance	815.62
Total Alameda Electrical Distributors, Inc.			1,631.25
Bay Area Barricade Service, Inc.			
	01/29/2013	60100 · Operating Supplies	515.48
Total Bay Area Barricade Service, Inc.			515.48
Cagwin & Dorward Inc.			
	01/01/2013	66150 · Repairs & Maintenance	329.00
Total Cagwin & Dorward Inc.			329.00
Cantarutti Electric, Inc			
	01/28/2013	63150 · Repairs & Maintenance	2,520.68
Total Cantarutti Electric, Inc			2,520.68
Central Marin Sanitation District			
	01/11/2013	64170 · Pollution Prevention/Public Ed	5,576.50
Total Central Marin Sanitation District			5,576.50
Cintas Corporation			
	01/31/2013	64100 · Operating Supplies	103.07
	01/31/2013	66100 · Engineering Supplies	317.71
	01/31/2013	60100 · Operating Supplies	538.50
Total Cintas Corporation			959.28
Comet Building Maintenance, Inc.			
	01/21/2013	66150 · Repairs & Maintenance	1,090.00
	01/21/2013	60150 · Repairs & Maintenance	152.50
	01/21/2013	65150 · Repairs & Maintenance	152.50
	01/21/2013	66090 · Office Expense	103.89
Total Comet Building Maintenance, Inc.			1,498.89
Cook Paging			
	02/01/2013	61000-4 · Water/Permits/Telephone	24.00
	02/01/2013	65193 · Telephone	30.83
	02/01/2013	60193 · Telephone	11.47
Total Cook Paging			66.30
Custom Tractor Service			
	01/12/2013	63157 · Ditch/Dike Maintenance	4,422.50
Total Custom Tractor Service			4,422.50
Dearborn National			
	01/15/2013	66020 · Employee Benefits	2,402.30
Total Dearborn National			2,402.30
Di Giorgio, Mike			
	01/21/2013	66170 · Travel, Meetings & Training	80.89
Total Di Giorgio, Mike			80.89
Eaton Corporation			
	01/28/2013	66124 · IT/Misc Electrical	2,250.00
Total Eaton Corporation			2,250.00
Environmental Resource Assoc			
	01/17/2013	64100 · Operating Supplies	417.66
Total Environmental Resource Assoc			417.66
Grainger			
	01/01/2013	60100 · Operating Supplies	27.35
	01/28/2013	65150 · Repairs & Maintenance	24.24
Total Grainger			51.59

Novato Sanitary District
Operating Check Register Detail
For February 11, 2013

	Date	Account	Amount
Johnson, Dee			
	02/01/2013	67400 · Consulting Services	4,507.18
	02/01/2013	67400 · Consulting Services	1,787.33
	02/01/2013	67530 · Used Oil Program	155.42
Total Johnson, Dee			6,449.93
Mariani, Jean			
	01/21/2013	66170 · Travel, Meetings & Training	21.00
Total Mariani, Jean			21.00
MME			
	01/04/2013	60150 · Repairs & Maintenance	1,462.58
Total MME			1,462.58
North Marin Auto Parts			
	01/25/2013	65100 · Operating Supplies	33.05
Total North Marin Auto Parts			33.05
North Marin Water District			
	01/17/2013	60201 · Permits & Fees	570.00
	01/24/2013	65192 · Water	31.81
	02/18/2013	61000-4 · Water/Permits/Telephone	46.00
	02/18/2013	65192 · Water	294.97
Total North Marin Water District			942.78
Novato Builders Supply			
	01/03/2013	65100 · Operating Supplies	14.13
Total Novato Builders Supply			14.13
Novato Car Wash			
	01/01/2013	66150 · Repairs & Maintenance	10.99
Total Novato Car Wash			10.99
Pareto Co.			
	01/30/2013	65150 · Repairs & Maintenance	1,593.00
Total Pareto Co.			1,593.00
Petty Cash			
	02/01/2013	60060 · Gas, Oil & Fuel	15.00
	02/01/2013	65100 · Operating Supplies	16.31
	02/01/2013	66060 · Gasoline & Oil	10.00
	02/01/2013	66124 · IT/Misc Electrical	39.96
	02/01/2013	66170 · Travel, Meetings & Training	85.00
	02/01/2013	66090 · Office Expense	10.51
Total Petty Cash			176.78
Pini Hardware			
	01/31/2013	60100 · Operating Supplies	56.72
Total Pini Hardware			56.72
Preferred Benefit			
	02/01/2013	66020 · Employee Benefits	2,857.96
	02/01/2013	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			2,959.32
Rauch Communication Consultants. Inc.			
	01/31/2013	67540 · Beverage Container Grant	1,200.98
Total Rauch Communication Consultants. Inc.			1,200.98
Redler, Gary & Colleen			
	01/24/2013	60150 · Repairs & Maintenance	900.00
Total Redler, Gary & Colleen			900.00
Ricoh USA, Inc.			
	01/03/2013	66090 · Office Expense	487.82
Total Ricoh USA, Inc.			487.82
U.S. Bank (Sandeep)			
	02/01/2013	66170 · Travel, Meetings & Training	1,094.88
Total U.S. Bank (Sandeep)			1,094.88

Novato Sanitary District
Operating Check Register Detail
For February 11, 2013

	Date	Account	Amount
U.S. Bank Card (1)(Bev)			
	02/01/2013	66150 · Repairs & Maintenance	169.92
	02/01/2013	66060 · Gasoline & Oil	53.78
	02/01/2013	66170 · Travel, Meetings & Training	2,399.79
Total U.S. Bank Card (1)(Bev)			2,623.49
U.S. Bank Card (2)(June)			
	02/01/2013	64100 · Operating Supplies	158.71
	02/01/2013	65091 · Software Maintenance	543.17
	02/01/2013	66090 · Office Expense	143.14
	02/01/2013	66124 · IT/Misc Electrical	891.10
	02/01/2013	21016 · U.S. Bank Visa	1,727.93
Total U.S. Bank Card (2)(June)			3,464.05
Veolia Water North America, Inc.			
	01/07/2013	61000-1 · Fixed Fee	158,258.03
	01/25/2013	61000-2 · Insurance & Bonds	3,036.83
Total Veolia Water North America, Inc.			161,294.86
Verizon Wireless-			
	01/15/2013	60193 · Telephone	58.08
	01/15/2013	65193 · Telephone	38.72
	01/15/2013	66193 · Telephone	84.25
Total Verizon Wireless-			181.05
Vision Service Plan			
	01/18/2013	66020 · Employee Benefits	494.52
Total Vision Service Plan			494.52
Water Components & Building, Inc.			
	10/15/2012	63100 · Operating Supplies	233.06
	01/25/2013	66100 · Engineering Supplies	294.09
Total Water Components & Building, Inc.			527.15
TOTAL			208,952.81

Novato Sanitary District Capital Projects Check Register

February 11, 2013

Date	Num	Name	Credit
Feb 11, 13			
2/11/2013	2478	Veolia Water North America, ...	301,950.00
2/11/2013	2477	Nute Engineering Inc.	15,602.50
2/11/2013	2475	Linscott Engineering Contrac...	12,512.41
2/11/2013	2474	Cantarutti Electric, Inc	9,230.00
2/11/2013	2476	Marin Mechanical II, Inc.	4,460.00
Feb 11, 13			<u>343,754.91</u>

**Novato Sanitary District
Capital Projects Check Register Detail
February 11, 2013**

	Account	Amount
Cantarutti Electric, Inc		
	72804 · Annual Reclamation Fac Imp	6,161.00
	72804 · Annual Reclamation Fac Imp	3,069.00
Total Cantarutti Electric, Inc		9,230.00
Linscott Engineering Contractors Inc		
	72803 · Annual Collection Sys Repairs	12,512.41
Total Linscott Engineering Contractors Inc		12,512.41
Marin Mechanical II, Inc.		
	72805 · Annual Trtmt Plnt/Pump St Impr	4,460.00
Total Marin Mechanical II, Inc.		4,460.00
Nute Engineering Inc.		
	72403 · Pump Station Rehabilitation	877.00
	72706 · 2008 Collection System Improv	6,565.50
	72706 · 2008 Collection System Improv	5,435.00
	72706 · 2008 Collection System Improv	2,580.00
	72706 · 2008 Collection System Improv	145.00
Total Nute Engineering Inc.		15,602.50
Veolia Water North America, Inc.		
	72805 · Annual Trtmt Plnt/Pump St Impr	301,950.00
Total Veolia Water North America, Inc.		301,950.00
TOTAL		343,754.91

Novato Sanitary District Board Check Register

February 8, 2013

Date	Num	Name	Credit
Feb 8, 13			
2/8/2013	2438	Long, William C	752.56
2/8/2013	3161	Di Giorgio, Michael	696.30
2/8/2013	2439	Mariani, Jean M	600.61
2/8/2013	2440	Peters, A. Gerald	274.36
2/8/2013	3162	Welsh, Dennis J	103.78
Feb 8, 13			2,427.61

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects - Annual Collection System Repairs – Hill Road Pipeburst Project; Project 72706-12-01	MEETING DATE: February 11, 2013 AGENDA ITEM NO.:
RECOMMENDED ACTION: Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with Team Ghilotti in the amount of \$66,441.00.	
SUMMARY AND DISCUSSION: Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors in 2006, District staff requested bids for the rehabilitation of a segment of sewer main on Hill Road that has experienced two sewer overflows over the last few years caused by root intrusion. On February 5, 2013, 3 bids were received as follows: <ol style="list-style-type: none"> 1. Team Ghilotti: \$66,441.00 2. Maggiora & Ghilotti: \$69,169.00 3. WR Forde & Associates: \$88,468.00 <p>Team Ghilotti of Petaluma submitted the lowest responsive bid of \$66,441.00. The Engineer's Estimate of Probable Cost was \$50,000. Team Ghilotti's bid has been reviewed and is in order. Staff contacted Team Ghilotti to discuss their bid and they are comfortable and confident with their bid. Team Ghilotti is on the District's Informal Contract Contractor List. Staff compared the Engineer's Estimate with the bids received and determined that the cost per lineal foot for pipebursting has remained relatively the same but the other costs associated with the work have gone up in the past few months.</p> <p>The FY12-13 budget includes an anticipated budget amount of \$1,220,000 for the Collection System Improvements. Accordingly, it is recommended that the Board award the Hill Road Pipeburst Project to Team Ghilotti for the bid of \$66,441, and authorize the Manager-Engineer to execute a contract with Team Ghilotti for his amount.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: The FY 11-12 Budget for Account No. 72706 includes a budget amount of \$1,220,000.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Safety Incentive and Wellness Program	MEETING DATE: February 11, 2013 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: .Approve the Safety Incentive and Wellness Program for 2013 and authorize an expenditure of \$22,842.	
SUMMARY AND DISCUSSION: The District had a very successful Safety Incentive and Wellness Program in 2012 with strong employee participation and a “no lost time accident” safety record. The District benefits from the improved safety and wellness performance through lower insurance premiums for workers compensation, which is reflected in the dividends received from the insurance pool, CSRMA. CSRMA also recognizes the benefits to the pool from improved wellness and encourages a proactive approach through a wellness grant program. This year the District received a \$20,842 dividend from the CSRMA workers’ compensation program and plans to apply for a \$1,200 wellness grant. The proposed Safety Incentive and Wellness Program will recognize employees for following safe work practices and taking a pro-active approach to fitness. A description of the program is attached. It has been reviewed by the Joint Safety Coordinator for consistency with best practices. Staff recommends approval.	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: The program will be funded from the Workers Compensation dividend of \$20,842 and wellness grant of \$1,200 from CSRMA for a total budget of \$22,842.	
DEPT.MGR.:	MANAGER:

**Novato Sanitary District
Safety Incentive and Wellness Program
2013**

Purpose

The Novato Sanitary District's Safety Incentive and Wellness Program is intended to encourage all employees to work safely, to build a better safety culture, and to reduce workplace injuries.

Goals

- Zero injuries;
- Prompt identification and correction of safety hazards;
- Full participation in safety training;
- Consistent demonstration of safe work practices;
- Employee wellness;

Program Implementation

The program period is January 1, 2013 through December 31, 2013. It will be funded from the Worker's Compensation dividend received on September 17, 2012 of \$20,842.

Safety Incentive Program Point Criteria

The Safety Award will recognize achievement of individuals and the entire staff in attaining the above goals. Employees will gain points toward receiving the award based on the points in the attached Table. Each point will be worth \$0.50. The maximum award is: \$500.

Wellness Program

The Wellness Program will be a reprise of last year's successful program with a 3-month intensive program including:

- **Monthly Challenges:** collect biometrics at the beginning of the month - create an individual and team contest - return at the end of the month to re-measure and recommit behavior modifications until the next monthly visit. Include an option to participate in the rest of the program but not the measurements.
- **Flexibility:** Monthly joint presentation to participants emphasizing different health aspects, i.e. how to manage heat in the summer, safe lifting / how to survive the cubicle, nutrition.
- Weekly emails to keep people engaged with health and safety tips.

This will be followed up with a quarterly check-in and refresher over the rest of the year.

Table: Safety Incentive Program Award Points Criteria

Action or Activity	Points per Session/Occurrence	Max Annual Points
Injury Rate		300
No lost time injuries	50 /quarter	
No injuries beyond first aid	25 /quarter	
Safety Hazard Identification		200
File verified Safety Hazard or Near Miss Report	20 /verified report	
Identify acceptable solution to safety hazard or near-miss	20 /verified witnessed report	
Clean Annual Safety Audit	100 /department	
Participate in Safety Training		250
Attend Safety tailgate	2 /meeting	
Lead Safety tailgate	10 /meeting	
Attend District Safety training	5 /training	
Attend Outside Safety training	5 /training	
Serve on Safety Committee	5 /meeting	
Safe Work Practices		150
Score 5 on Performance Evaluation for Safety Consciousness	50 /year	
Score 6 on Performance Evaluation for Safety Consciousness	100 /year	
Score 7 or higher on Performance Evaluation for Safety Consciousness	150 /year	
Wellness		100
Participate in District wellness program with measurement	20 /month	
Participate in District wellness program without measurement	10/month	
Complete an annual physical	50 /year	
Participate in a weekly exercise program verified by instructor signature.	10 /month	
Participate in Health Insurer Wellness program verified by physician signature	10/month	

NOVAO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Board Meeting Technology Policy	MEETING DATE: February 11, 2013 AGENDA ITEM NO.: 7.b
RECOMMENDED ACTION: Adopt District Policy No. 4099 – Board Meeting Technology.	
SUMMARY AND DISCUSSION: At their February 27, 2012 meeting the Board of Directors adopted Policy No. 4099 Board Meeting Technology in concept and requested that the District Counsel investigate the legality of allowing internet access during board meetings. District Counsel continues to recommend that internet access be restricted during board meetings to maintain transparency and avoid Brown Act violations. Staff recommends adoption of the attached policy.	
ALTERNATIVES: Do not adopt policy	
BUDGET INFORMATION: No impact.	
DEPT.MGR.:	MANAGER:

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Technology
POLICY NUMBER: 4099

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

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

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

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

February 5, 2013

MEMORANDUM

TO: District Board of Directors

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

SUBJECT: Revenue and Expenditure Report for Quarter Ended December 2012
Debt Service Schedule as of December 31, 2012

This memo presents a summary of revenues and expenditures for the operating and capital funds through the second quarter of Fiscal Year 2012-13 (see attached detail). The report also presents a brief analysis of items that vary significantly from the final budget.

OPERATING FUND

OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Total Operating Revenues	\$4,845,366	\$9,149,171	\$4,303,805	53.0%

Discussion

Overall, operating revenues are approximately 53% of the total budget amount with 50% of the year complete. The operating income accounts are within normal range for this time of year.

OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenses	\$ 4,324,847	\$9,316,303	\$4,991,456	46.4%

Discussion

Overall, operating expenses are approximately 46.4% of budget at 50% of the year complete. The following explains significant variances in expense accounts.

Collection System (44.1%)

Gasoline & Oil. 60.8%. Per review of account, the continued rise in the cost of gasoline continues to place this item over budget for all of our departments. We will continue to monitor the gas and oil accounts for each department; a budget amendment may be advisable if costs continue to rise.

Software Maintenance. 68.0%. Per review of account, no unusual items noted, expected to stay within budget.

Repairs and Maintenance. 25.1%. Per review of account, planned vector expenditures of approximately \$24k will occur in the next quarter, thus bringing this account back on target for next quarter.

Outside Services. 2.7%. Planned root abatement services have not been performed yet but will be performed soon.

Other(Garbage Coll). 69.5%. Per review of account no unusual items noted, expected to stay within budget.

Treatment Facilities - Contract Operations (45.8%)

Permits & Fees. 94.4%. Significant variance due to allocation of the State Water Resources Control Board fees to the treatment facilities paid for the entire year. Thus we will continue to monitor this budget for possible future amendment.

Reclamation/Disposal Facilities (63.8%)

Gasoline & Oil. 60.6%. Please see explanation under Collection System department.

Operating Supplies. 69.0%. The significant variance is due to the fact that most of the expenditures occur in the dry months or the first two quarters of the year. There are no anticipated expenditures in the next quarter thus expenditures will be within budget for the fiscal year.

Sludge Disposal. 76%. There is one more of these expenditures expected and then the project will close out at approximately 85% of budget.

Ditch/Dike Maintenance. 7.2%. Further expenditures are expected due to recent and planned ditch cleaning activities.

Gas & Electricity. 58.1%. Most of the electricity used for irrigation pumps during summer and fall. Thus, lower expenditures expected in second half of budget year.

Water – Reclamation. 136.4%. The overage is due to a fresh water leak in Site 2 that was not detected until the meter was checked by the water district. Water has since been shut off and the leak will be repaired in the Spring. Only minor expenditures are expected through the next quarter.

Laboratory/Monitoring (40.0%)

Gasoline & Oil. 61.4%. Please see explanation under Collection System department.

Operating Supplies. 24.7%. The variance due to less lab testing in recent past; however the lab does expect this to change. The lab plans to have more testing thus more supplies will be needed and this budget item should stay within budget.

Repairs & Maintenance. 28.3%. This account is low due to lack of any significant lab equipment repairs in the past two quarters. The only expenditures have been for normal maintenance costs, thus keeping this item well within budget.

Permits & Fees. 78.6%. Permits and fees fully paid for lab for this fiscal year.

Pump Stations (40.6%)

Gasoline & Oil. 61.9%. Please see explanation under Collection System department.

Operating Supplies. 21.6%. Per review of account, expected to pick up in next quarter but projected to stay within budget for this fiscal year.

Telephone. 57.1%. Per review of account, no significant items noted account expected to stay within budget for the fiscal year.

Permits & Fees. 99.1%. Expenditures for permits typically occur at beginning of fiscal year, all permits have been paid for this fiscal year.

Administration and Engineering (50.4%)

Retiree Health Benefits. 53.6%. Per review of account, there were no significant items noted.

Gasoline & Oil. 67.4%. Please see explanation under Collection System department.

Insurance. 86.7% Insurance premiums have been paid for the current fiscal year.

Agency Dues. 95.1%. Agency dues have been paid for current fiscal year.

Accounting & Auditing. 70.2%. Variance appears reasonable based on the progress of the audit, our annual audit is complete and we still have our Single Audit in process for June 30, 2012. We are currently awaiting an update from our auditors as to when this work will be completed.

Printing & Publications. 52.2%. Per review of detailed, no significant items noted expected to stay within budget for current fiscal year.

Repairs & Maintenance. 58.9%. Per review of detailed, no significant items noted expected to stay within budget for current fiscal year.

Travel & Training. 73.0%. This includes pre-paying for travel and training in the second and third quarter of the year including the NBWRA Washington DC trip and the management training at the joint AWWA/WEF Program. We will need to monitor it for the rest of the year but expect to stay within budget.

AB 939 Solid Waste Program (43.6%)

Outreach/Publicity/Education. 62.4%. This account is new for this department, previously included in Lab Budget and Solid Waste Budget. We will continue to monitor this budget for amendment throughout the year and adjust accordingly for our next budget cycle.

CAPITAL FUND

CAPITAL REVENUE

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under)Budget	Pct. Received
Sewer Service Charges	\$3,327,984	\$6,149,430	(\$2,821,446)	54.1%
Property Taxes	\$ 901,700	\$1,780,000	(\$ 878,300)	50.7%
Connection Charges	\$ 97,276	\$ 447,500	(\$ 350,224)	21.7%
Collector sewer/Special Equalization Charges	\$ 0	\$ 6,000	(\$ 6,000)	0%
Interest	\$ 29,158	\$ 20,000	\$ 9,158	145.8%
Other Revenue	\$ 448,354	\$ 300,440	\$ 147,914	149.2%
Grant Revenue	\$ 601,119	\$ 601,370	(\$ 251)	99.9%
Total Revenue	\$5,405,591	\$9,304,740	(\$3,899,149)	58.1%

Overall capital revenues are 58.1% of budget at the close of the second quarter.

CAPITAL EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenditures	\$7,800,898	\$15,023,469	(\$7,222,571)	51.9%

The list of capital projects is shown in the attached report. Overall expenses are 51.9% of budget.

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
 July through December 2012

	Jul - Dec 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · OPERATING INCOME				
41010 · Sewer Service Charges	4,603,556.73	8,345,700.00	(3,742,143.27)	55.2%
41030 · Plan Check & Inspection Fee	0.00	500.00	(500.00)	0.0%
41040 · Permit & Inspection Fee	2,960.00	7,500.00	(4,540.00)	39.5%
41060 · Interest Income	9,012.87	12,500.00	(3,487.13)	72.1%
41080 · Engineering & Admin Charges	0.00	175,000.00	(175,000.00)	0.0%
41090 · Non-domestic Permit Fees	2,795.73	15,000.00	(12,204.27)	18.6%
41100 · Garbage Franchise Fees	1,170.00	47,370.00	(46,200.00)	2.5%
41105 · AB 939 Collector Fees	148,793.00	297,586.00	(148,793.00)	50.0%
41107 · Oil/Bev/Tire Grants	38,283.00	63,015.00	(24,732.00)	60.8%
41110 · Sludge Disposal Charges	(1.96)	0.00	(1.96)	100.0%
41130 · Ranch Income	29,016.22	60,000.00	(30,983.78)	48.4%
41135 · Recycle Water Facility Revenue	0.00	75,000.00	(75,000.00)	0.0%
41140 · Other Revenue	9,780.17	40,000.00	(30,219.83)	24.5%
41142 · Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
Total 41000 · OPERATING INCOME	4,845,365.76	9,149,171.00	(4,303,805.24)	53.0%
Total Income	4,845,365.76	9,149,171.00	(4,303,805.24)	53.0%
Expense				
60000 · COLLECTION SYSTEM				
60010 · Salaries & Wages	265,906.36	583,833.00	(317,926.64)	45.5%
60020 · Employee Benefits	131,277.35	277,512.00	(146,234.65)	47.3%
60060 · Gas, Oil & Fuel	15,198.65	25,000.00	(9,801.35)	60.8%
60085 · Safety	0.00	5,000.00	(5,000.00)	0.0%
60091 · Software Maint	17,000.00	25,000.00	(8,000.00)	68.0%
60100 · Operating Supplies	10,848.35	30,000.00	(19,151.65)	36.2%
60150 · Repairs & Maintenance	20,572.23	82,000.00	(61,427.77)	25.1%
60152 · Small Tools	31.43	1,000.00	(968.57)	3.1%
60153 · Outside Services	2,025.00	75,000.00	(72,975.00)	2.7%
60192 · Water	3,080.48	6,000.00	(2,919.52)	51.3%
60193 · Telephone	875.16	2,000.00	(1,124.84)	43.8%
60200 · Other(Garbage Coll)	694.61	1,000.00	(305.39)	69.5%
60201 · Permits & Fees	169,584.42	291,000.00	(121,415.58)	58.3%
60290 · Vehicle Replacement	0.00	40,000.00	(40,000.00)	0.0%
Total 60000 · COLLECTION SYSTEM	637,094.04	1,444,345.00	(807,250.96)	44.1%
61000 · TREATMENT FACILITIES				
61000-0 · Contract Operations				
61000-1 · Fixed Fee	949,548.18	1,945,000.00	(995,451.82)	48.8%
61000-2 · Insurance & Bonds	25,669.66	55,000.00	(29,330.34)	46.7%
61000-3 · Major Repair/Replacement	0.00	104,000.00	(104,000.00)	0.0%
61000-4 · Water/Permits/Telephone	66,097.77	70,000.00	(3,902.23)	94.4%
61000-5 · Gas & Electricity	215,855.78	570,000.00	(354,144.22)	37.9%
Total 61000-0 · Contract Operations	1,257,171.39	2,744,000.00	(1,486,828.61)	45.8%

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
 July through December 2012

	Jul - Dec 12	Budget	\$ Over Budget	% of Budget
63000 · RECLAMATION/DISPOSAL				
63010 · Salaries & Wages	15,746.28	30,758.00	(15,011.72)	51.2%
63020 · Employee Benefits	5,898.36	12,655.00	(6,756.64)	46.6%
63060 · Gasoline & Oil	2,425.90	4,000.00	(1,574.10)	60.6%
63085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
63091 · Software Maintenance	0.00	2,000.00	(2,000.00)	0.0%
63100 · Operating Supplies	1,379.88	2,000.00	(620.12)	69.0%
63115 · Sludge Disposal	163,980.00	215,000.00	(51,020.00)	76.3%
63150 · Repairs & Maintenance	40,438.88	80,000.00	(39,561.12)	50.5%
63152 · Small Tools	0.00	1,000.00	(1,000.00)	0.0%
63157 · Ditch/Dike Maintenance	1,440.00	20,000.00	(18,560.00)	7.2%
63191 · Gas & Electricity	69,705.46	120,000.00	(50,294.54)	58.1%
63192 · Water - Reclamation	13,639.68	10,000.00	3,639.68	136.4%
63201 · Permits & Fees	21,006.31	21,000.00	6.31	100.0%
63290 · Vehicle Replacement	0.00	7,000.00	(7,000.00)	0.0%
Total 63000 · RECLAMATION/DISPOSAL	335,660.75	526,413.00	(190,752.25)	63.8%
64000 · LABORATORY/MONITORING				
64010 · Salaries & Wages	89,146.20	201,512.00	(112,365.80)	44.2%
64020 · Employee Benefits	36,254.07	79,328.00	(43,073.93)	45.7%
64060 · Gasoline & Oil	1,534.57	2,500.00	(965.43)	61.4%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	7,360.00	23,000.00	(15,640.00)	32.0%
64100 · Operating Supplies	6,177.59	25,000.00	(18,822.41)	24.7%
64150 · Repairs & Maintenance	2,826.12	10,000.00	(7,173.88)	28.3%
64160 · Research & Monitoring	111,991.78	290,000.00	(178,008.22)	38.6%
64170 · Pollution Prevention/Public Ed	12,879.22	40,000.00	(27,120.78)	32.2%
64201 · Permits & Fees	2,359.00	3,000.00	(641.00)	78.6%
64290 · Vehicle Replacement	0.00	1,400.00	(1,400.00)	0.0%
Total 64000 · LABORATORY/MONITORING	270,528.55	676,740.00	(406,211.45)	40.0%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	128,035.33	331,138.00	(203,102.67)	38.7%
65020 · Employee Benefits	66,737.34	164,724.00	(97,986.66)	40.5%
65060 · Gasoline & Oil	2,474.92	4,000.00	(1,525.08)	61.9%
65085 · Safety Expenses	716.97	2,000.00	(1,283.03)	35.8%
65091 · Software Maintenance	0.00	10,000.00	(10,000.00)	0.0%
65100 · Operating Supplies	1,940.70	9,000.00	(7,059.30)	21.6%
65101 · Operating Chemicals	13,317.49	50,000.00	(36,682.51)	26.6%
65150 · Repairs & Maintenance	52,081.08	115,000.00	(62,918.92)	45.3%
65152 · Small Tools	55.36	2,000.00	(1,944.64)	2.8%
65153 · TV Inspection	13,313.27	70,000.00	(56,686.73)	19.0%
65191 · Gas & Electricity	41,325.56	90,000.00	(48,674.44)	45.9%
65192 · Water	2,635.64	5,000.00	(2,364.36)	52.7%
65193 · Telephone	11,420.32	20,000.00	(8,579.68)	57.1%
65201 · Permits & Fees	41,620.19	42,000.00	(379.81)	99.1%
65290 · Vehicle Replacement	0.00	10,000.00	(10,000.00)	0.0%
Total 65000 · PUMP STATIONS	375,674.17	924,862.00	(549,187.83)	40.6%

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
 July through December 2012

	Jul - Dec 12	Budget	\$ Over Budget	% of Budget
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	467,105.65	994,388.00	(527,282.35)	47.0%
66020 · Employee Benefits	204,562.42	399,308.00	(194,745.58)	51.2%
66021 · Retiree Health Benefits	104,952.79	195,847.00	(90,894.21)	53.6%
66030 · Director's Fees	20,475.00	45,000.00	(24,525.00)	45.5%
66060 · Gasoline & Oil	5,388.28	8,000.00	(2,611.72)	67.4%
66070 · Insurance	125,722.07	145,000.00	(19,277.93)	86.7%
66071 · Insurance Claim Expense	0.00	45,000.00	(45,000.00)	0.0%
66075 · Agency Dues	39,940.21	42,000.00	(2,059.79)	95.1%
66080 · Memberships	3,249.36	7,500.00	(4,250.64)	43.3%
66085 · Safety	12.60	1,000.00	(987.40)	1.3%
66090 · Office Expense	12,537.48	30,000.00	(17,462.52)	41.8%
66100 · Engineering Supplies	2,741.55	9,000.00	(6,258.45)	30.5%
66121 · Accounting & Auditing	14,735.00	21,000.00	(6,265.00)	70.2%
66122 · Attorney Fees	73,449.28	160,000.00	(86,550.72)	45.9%
66123 · O/S Contractual	83,439.37	220,000.00	(136,560.63)	37.9%
66124 · IT/Misc Electrical	26,118.87	50,000.00	(23,881.13)	52.2%
66130 · Printing & Publications	8,828.55	15,000.00	(6,171.45)	58.9%
66150 · Repairs & Maintenance	20,705.45	40,000.00	(19,294.55)	51.8%
66170 · Travel, Meetings & Training	36,517.12	50,000.00	(13,482.88)	73.0%
66193 · Telephone	7,111.70	15,000.00	(7,888.30)	47.4%
66202 · County Fees - Property Taxes	12,547.00	31,000.00	(18,453.00)	40.5%
66203 · County Fees - Sewer Service Chg	21,555.76	30,000.00	(8,444.24)	71.9%
66250 · Service Charge Sys Exp	0.00	5,000.00	(5,000.00)	0.0%
66290 · Vehicle Replacement	0.00	5,600.00	(5,600.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	1,291,695.51	2,564,643.00	(1,272,947.49)	50.4%
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	43,448.37	106,764.00	(63,315.63)	40.7%
67500 · Household Hazardous Waste	104,966.15	207,500.00	(102,533.85)	50.6%
67520 · Outreach/Publicity/Education	5,303.89	8,500.00	(3,196.11)	62.4%
67530 · Used Oil Program	1,826.19	13,536.00	(11,709.81)	13.5%
67540 · Beverage Container Grant	1,477.50	9,000.00	(7,522.50)	16.4%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE PROGRAMS	157,022.10	360,300.00	(203,277.90)	43.6%
68000 · Recycled Water				
68010 · O & M Services	0.00	50,000.00	(50,000.00)	0.0%
68100 · Operating Supplies	0.00	1,000.00	(1,000.00)	0.0%
68101 · Operating Chemicals	0.00	15,000.00	(15,000.00)	0.0%
68150 · Repairs & Maintenance	0.00	5,000.00	(5,000.00)	0.0%
68191 · Gas & Electricity	0.00	3,000.00	(3,000.00)	0.0%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
Total 68000 · Recycled Water	0.00	75,000.00	(75,000.00)	0.0%
Total Expense	4,324,846.51	9,316,303.00	(4,991,456.49)	46.4%
Net Ordinary Income	520,519.25	(167,132.00)	687,651.25	(311.4%)
	520,519.25	(167,132.00)	687,651.25	(311.4%)

Novato Sanitary District
Revenues & Expenditures - Capital
July through December 2012

	<u>Jul - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
51000-CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	3,327,983.71	6,149,430.00	(2,821,446.29)	54.12%
51015 · Property Taxes	901,699.81	1,780,000.00	(878,300.19)	50.66%
51020 · Connection Charges	97,276.65	447,500.00	(350,223.35)	21.74%
51030 · Collector Sewer Charges	0.00	2,000.00	(2,000.00)	0.0%
51040 · Special Equalization Charge	0.00	4,000.00	(4,000.00)	0.0%
51060 · Interest	29,158.25	20,000.00	9,158.25	145.79%
51070 · Other Revenue	448,354.00	300,440.00	147,914.00	149.23%
51072 · Grant Revenue - ARRA/Prop 84	601,119.00	601,370.00	(251.00)	99.96%
Total 51000-CAPITAL IMPROVEMENT INCOME	5,405,591.42	9,304,740.00	(3,899,148.58)	58.1%
Total Income	5,405,591.42	9,304,740.00	(3,899,148.58)	58.1%
Expense				
72000-CAPITAL IMPROVEMENT PROJECTS				
72110 · Drainage PS 3&7 Outfall Rehab	0.00	50,000.00	(50,000.00)	0.0%
72111 · SCADA Phase II	0.00	10,000.00	(10,000.00)	0.0%
72403 · Pump Station Rehabilitation	367,838.04	1,600,000.00	(1,232,161.96)	22.99%
72508 · N. Bay Water Recycling Auth	365,375.50	380,440.00	(15,064.50)	96.04%
72604 · Laboratory Improvements	0.00	10,000.00	(10,000.00)	0.0%
72607 · WWTP Upgrade-Contract A1	0.00	10,000.00	(10,000.00)	0.0%
72609 · WWTP Upgrade - Contract B	11,687.45	50,000.00	(38,312.55)	23.38%
72611 · Bayside Sewer	0.00	3,000.00	(3,000.00)	0.0%
72612 · Southgate Sewer-	0.00	1,000.00	(1,000.00)	0.0%
72706 · 2008 Collection System Improv	99,656.37	1,250,000.00	(1,150,343.63)	7.97%
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72802 · Annual Sewer Adj. for City Proj	1,900.00	25,000.00	(23,100.00)	7.6%
72803 · Annual Collection Sys Repairs	172,644.32	200,000.00	(27,355.68)	86.32%
72804 · Annual Reclamation Fac Imp	173,370.05	300,000.00	(126,629.95)	57.79%
72805 · Annual Trtmt Plnt/Pump St Impr	171,165.88	500,000.00	(328,834.12)	34.23%
72808 · Strategic Plan Update	4,113.51	10,000.00	(5,886.49)	41.14%
73001 · WWTP Upgrade - Contract C	103,235.04	2,500,000.00	(2,396,764.96)	4.13%
73002 · WWTP Up - Cont D - Rec- ARRA Fu	946,901.97	900,000.00	46,901.97	105.21%
73003 · Admin Bldg/Maint.Bldg Upgrades	4,053.21	250,000.00	(245,946.79)	1.62%
78500 · P & I Payments - Capital Projects\	5,378,956.19	6,924,029.00	(1,545,072.81)	77.69%
Total 72000-CAPITAL IMPROVEMENT PROJECTS	7,800,897.53	15,023,469.00	(7,222,571.47)	51.93%
Total Expense	7,800,897.53	15,023,469.00	(7,222,571.47)	51.93%
Net Ordinary Income	(2,395,306.11)	(5,718,729.00)	3,323,422.89	41.89%
	(2,395,306.11)	(5,718,729.00)	3,323,422.89	41.89%

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

State Revolving Fund Loan

SRF Loan Payable Balance 6/30/12	81,307,946
Principal Payment 2012-13	(3,431,967)
Interest payments 2012-13	(1,946,989)
	1,946,989
SRF Loan Payable Balance 12/31/12.....	77,875,979

COP Bond Financing Issued October 2011

COP Payable BALANCE 6/30/12	21,750,000
Principal Payment 2012-13	-
Interest payments 2012-13	(442,849)
	442,849
Cop Payable Balance at 12/31/12	21,750,000

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Accounts Receivable Aging Summary	MEETING DATE: February 11, 2013 AGENDA ITEM NO: 7.d.
RECOMMENDED ACTION: Information Only	
SUMMARY AND DISCUSSION: <p>The attached Accounts Receivable Summary shows the following receivables:</p> <p><u>1 – 60 days - \$91,215.41:</u> Not delinquent. All less than 30 days old.</p> <p><u>61 - 90 days – (\$4,821.25):</u> This is a ranch lease overpayment of \$5,000.00 and a septic tank hauling bill of \$178.75.</p> <p><u>90+ days - \$13,426.67:</u> \$9,061.34 is for semi-annual sewer service charges for non-taxed properties. \$4,584.33 is for one septic tank hauler. \$2,000 was received from this hauler in October. He currently does not have privileges to use District dumping facilities until the obligation is satisfied. Past due statements were sent in November 2012 and February 2013. If no response is received, staff will follow up by telephone. The remaining credit of \$219.00 is comprised of an additional ranch lease overpayment of \$144.00, an AB 939 overpayment of \$160.00, and \$85.00 owed for a septic hauling permit which has not been renewed by a hauler who has not used District facilities for several months.</p> <p><u>Summary:</u> Receivables over 90 days old amount to \$13,426.67. This represents 0.145% of the District's total budgeted operating revenue of \$9,149,171.00 for fiscal year 2012/13.</p>	
ALTERNATIVES: N/A – Information only.	
BUDGET INFORMATION: N/A	
DEPT.MGR.:	MANAGER:

2:03 PM
02/07/13

Novato Sanitary District A/R Aging Summary As of February 7, 2013

Name	Description	Current	31 - 60	61 - 90	91 - 120	> 120	TOTAL
AT & T	Semi-Annual Sewer Service Charges	0.00	0.00	0.00	2,257.94 (1)	0.00	2,257.94
Hayden, Ron	Overpayment Ranch Lease	0.00	0.00	-5,000.00	0.00	-144.00	-5,144.00
Joese Farmers Septic	Septic Tank Hauling	0.00	0.00	0.00	0.00	4,584.33 (2)	4,584.33
Marin Municipal Water District-	Semi-Annual Sewer Service Charges	0.00	0.00	0.00	6,803.40 (1)	0.00	6,803.40
Novato Disposal	HHW/AB 939 Fees - Quarterly Billing	74,396.50	0.00	0.00	0.00	-160.00	74,236.50
Quality Septic Systems	Septic Tank Hauling	3,492.73	0.00	0.00	0.00	0.00	3,492.73
United Site Services	Septic Tank Hauling	0.00	0.00	0.00	0.00	85.00	85.00
USCG	Sewer Service Charges	12,736.00	0.00	0.00	0.00	0.00	12,736.00
Vineyard Septic	Septic Tank Hauling	590.18	0.00	178.75	0.00	0.00	768.93
TOTAL		<u>91,215.41</u>	<u>0.00</u>	<u>-4,821.25</u>	<u>9,061.34</u>	<u>4,365.33</u>	<u>99,820.83</u>

Note (1): Sewer service charges, reminders sent January 2013.

Note (2): Joe Farmers Septic last payment October 2012. Past due statement sent in November 2012 and February 2013.