

# NOVATO SANITARY DISTRICT

Meeting Date: October 13, 2025

**The Board of Directors of the Novato Sanitary District will hold a regular in-person meeting at 5:30 p.m., Monday, October 13, 2025, at the District office, 500 Davidson Street, Novato.**

*Materials related to items on this agenda that are public records are available for public inspection at the District Office, 500 Davidson Street, Novato, during normal business hours. This agenda packet is also available on the District's website: [www.novatosan.com](http://www.novatosan.com). Note: All times and/or order of consideration for agenda items are for reference only. Times may vary and the Board of Directors may consider item(s) in a different order than set forth herein.*

## REGULAR MEETING AGENDA

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

*This item is to allow anyone wishing to address the Board of Directors on matters within the District's jurisdiction but not on the posted agenda\*. Each individual will be limited to a three-minute presentation. The Board President may refer any matter to staff for follow-up, or elect to have the matter placed on a future agenda. No action will be taken by the Board at this time as a result of any public comments made.*

*\*Note: Raise your hand and the Board President will recognize and notify you when it is your turn to speak.*

**4. REVIEW OF MINUTES:**

- a. Approve minutes of the regular meeting of September 8, 2025.

**5. CONSENT CALENDAR:**

*The General Manager-Chief Engineer has reviewed the following items. To his knowledge, there is no opposition to the consent action. The 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/ratify regular disbursements, September 9 – October 13, 2025.
- b. Ratify payroll and payroll related disbursements, September 2025.
- c. Receive deposit summary, September 2025.
- d. Receive Accounts Receivable (A/R) Summary Report as of September 30, 2025.
- e. Receive Environmental Programs Manager's report; North American Hazardous Materials Management Association Annual Conference, September 21 - 25, 2025 - information only.
- f. Authorize General Manager-Chief Engineer to approve Sewer Main Extension (SME) plans, Ma Family residence, 1690 Hill Road.

**6. SOLID/HOUSEHOLD HAZARDOUS WASTE (S/HHW) OPERATIONS:**

- a. Receive and review R3 Consulting Group, Inc. (R3) draft report titled "Review of Recology Sonoma-Marin's Requested Rate Adjustment for Rate Year 2026", and its recommendations, including a Calendar Year (CY) 2026 maximum solid waste rate adjustment of up to +5.18% (information only – no action at this time).
- b. Confirm public hearing date of November 10, 2025 to establish Calendar Year (CY) 2026 maximum solid waste rates (by acclamation).

**7. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Report for September 2025 – information only:
  - i. Collection Systems
  - ii. Treatment Facilities
  - iii. Reclamation Facilities

**8. CAPITAL PROJECTS:**

- a. *Pump Station Rehabilitation (Ignacio Transfer Pump Station Electrical Upgrade Project), Account No. 72403:* Approve a contract with Dudek, Inc. in the not-to-exceed amount of \$441,800 for professional engineering services related to the Phase 2 Design of the Ignacio Transfer Pump Station Electrical Upgrades Project and authorize the General Manager-Chief Engineer to execute it.
- b. *Pump Station Rehabilitation (Olive Ave. Pump Station Improvements), Account No. 72403:* Review bids received, and authorize the General Manager-Chief Engineer to award to, and execute the construction contract with, Fort Bragg Electric, Inc. in the bid amount of \$4,792,483.00.
- c. *Pump Station Rehabilitation (Olive Avenue Pump Station Improvements Project), Account No. 72403:* Approve a contract with Psomas, Inc. in the not-to-exceed amount of \$485,486 for construction management services for the Olive Avenue Pump Station Improvements Project and authorize the General Manager-Chief Engineer to execute it.
- d. *Annual Reclamation Facility Improvements, Account No. 72804 (Effluent Pond Two Levee Repair Project), Project No. 72804-2024-01:* Authorize the General Manager-Chief Engineer to execute one change order totaling \$49,770.00 for a new contract amount of \$220,570.00 with Maggiora and Ghilotti, Inc.; grant Final Acceptance of the Project and authorize staff to file a Notice of Completion.
- e. Receive Capital Projects Update Report through September 2025 – information only.

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

- a. Receive report: North Bay Watershed Association (NBWA) meeting, September and October 2025 – information only.

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

- a. Receive verbal report and announcements.

**11. ADJOURN:**

Next Resolution No. 3207.

**Next regular meeting: Monday, November 10, 2025, 5:30 p.m.**

**Meeting location: 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

Draft Board Meeting Minutes

Meeting Date: September 8, 2025

A regular meeting of the Board of Directors of the Novato Sanitary District was held and called to order at 5:30 p.m., on Monday September 8, 2025, at the District Office, 500 Davidson Street, Novato.

**BOARD MEMBERS PRESENT:** President Jerry Peters, Directors: Dennis Bentley, Carole Dillon-Knutson, Tim Fuelle, and Jean Mariani.

**STAFF PRESENT:** General Manager-Secretary Sandeep Karkal, Deputy General Manager Erik Brown, General Counsel/Administrative Services Manager Rachel Hundley, Field Services Manager Jeff Boheim, Environmental Programs Manager Casey Poldino, Information Technology & Security Officer Aaron Sternad, Finance Manager Tony Clark, Administrative Services Technician Mayra Leon, Administrative Services Analyst II Lynda Farmery.

**ALSO PRESENT:** Derek Dill, Project Leader, Veolia Water  
Satu Taari, Waste Zero Specialist, Recology Sonoma-Marín  
Celia Furber, Waste Zero Manager, Recology Sonoma-Marín  
Dee Johnson, District Solid and Hazardous Waste Program Coordinator

### **ROLL-CALL & PLEDGE OF ALLEGIANCE:**

**AGENDA APPROVAL (BY ACCLAMATION):** The agenda was approved by acclamation.

**PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):** No public comments were submitted via email or regular mail prior to the meeting, and there were no public comments made during the public comment period.

### **CEREMONIAL MATTER – RECOGNITION ON RETIREMENT:**

**-Adopt Resolution No. 3206: A Resolution Commending Ms. Dee Johnson for Distinguished Service to Novato Sanitary District.**

The General Manager stated that Resolution No. 3206 was being presented for Board approval to recognize Ms. Dee Johnson, who has faithfully served the District for almost 29 years as Solid/Household Waste Coordinator. He thanked her for her hard work and dedication and acknowledged her valuable contributions to the District.

*On motion of Director Mariani, seconded by Director Fuelle, and carried unanimously, the Board adopted Resolution No. 3206: A Resolution Commending Ms. Dee Johnson for Distinguished Service to Novato Sanitary District.*

Ms. Johnson thanked the Board for the opportunity to work on the solid waste/household hazardous waste program for the past 29 years. She noted some of the accomplishments that had been achieved throughout the years, and expressed how much she appreciated the Board, above anything else, for always looking at what is best for the community. She stated that this is the highest standard for the Board, which is important for the community.

The Board expressed their sincere appreciation and gratitude to Ms. Johnson for her dedicated service to the District.

**BREAK:** The Board took a short break to celebrate Ms. Johnson at 5:40 p.m.  
The meeting resumed at 6:04 p.m.

#### CEREMONIAL MATTER – NEW EMPLOYEE:

##### -Welcome Anthony Clark, Finance Manager, to the District.

The General Manager stated he was pleased to formally welcome Mr. Tony Clark as the District's new Finance Manager. Mr. Clark introduced himself and was warmly welcomed by the Board.

#### REVIEW OF MINUTES:

##### -Approve minutes of the regular meeting of August 11, 2025.

*On motion of Director Fvette, seconded by Director Mariani, and carried unanimously, the August 11, 2025 regular meeting minutes were approved.*

#### CONSENT CALENDAR:

- a. Approval of Board Member disbursements for the month of August 2025 in the amount of \$1,451.40. Approval and ratification of operating check disbursements as follows: August 2025 second half in the amount of \$254,378.25 and September 2025 first half in the amount of \$354,145.26. Approval and ratification of capital check disbursements as follows: August 2025 second half in the amount of \$70,140.19 and September 2025 first half in the amount of \$284,810.24.
- b. Ratification of payroll and payroll related disbursements, August 2025 in the amount of \$360,800.82.
- c. Receive deposit summary, August 2025.
- d. Receive copy of Platinum13 Peak Performance Award Certificate from the National Association of Clean Water Agencies (NACWA).
- e. Approve the General Manager-Chief Engineer to attend the National Association of Clean Water Agencies (NACWA) 2025 Fall Strategic Leadership and Board of Directors Meeting, November 17 - 18, 2025, Nashville, TN.
- f. Receive Environmental Programs Manager's report: California Resource Recovery Association Annual Conference, August 3-6, 2025 – information only.
- g. Approve promotion of Raul Macias from Collection System Worker I to Collection System II, Salary Range R 40.5, Step "C" (\$8,236/month), effective September 1, 2025.
- h. Ratify Memorandum of Understanding (MoU) between Novato Sanitary District and Teamsters Local 315, June 1, 2025 to June 30, 2030.

*On motion of Director Mariani, seconded by Director Fvette, and carried unanimously, the Board approved the above-listed Consent items.*

The Board extended their congratulations to Raul Macias on his promotion – item g., and noted the 5-year Union contract in item h., stating it was a good contract for the employees and extended their good will to the staff in negotiating a 5-year contract.

#### SOLID/HOUSEHOLD HAZARDOUS WASTE (S/HHW) OPERATIONS:

##### -Receive Recology Sonoma Marin (RSM) 2<sup>nd</sup> Quarter 2025 report.

The General Manager introduced Environmental Programs Manager Casey Poldino, who then invited Ms. Satu Taari, Waste Zero Specialist, Recology. Ms. Taari reviewed RSM's 2<sup>nd</sup> Quarter 2025 operations report by way of highlights of the written report provided in the agenda packet.

##### -Receive 2<sup>nd</sup> Quarter 2025 Disposal/Diversion report.

The Environmental Programs Manager reviewed the 2<sup>nd</sup> quarter 2025 disposal/diversion report by way of highlights of the written report provided in the agenda packet.

##### -Receive 2<sup>nd</sup> Quarter 2025 HHW and E-waste report and activities to date.

The Environmental Programs Manager reviewed the 2<sup>nd</sup> quarter 2025 HHW and E-waste report and activities to date by way of highlights of the written report provided in the agenda packet.



She noted that they are still receiving compliments on the elimination of the appointment system at the household hazardous waste facility and that facility clean-up efforts are ongoing.

-Receive report on Marin County JPA and Local Task Force activities to date.

The Environmental Programs Manager reviewed JPA and Local Task Force activities by way of highlights of the written report provided in the agenda packet, noting that the Zero Waste Marin JPA Board and Local Task Force Board each met once since last quarter and have published their annual report for fiscal year 24/25 and also the budget for 2026. She also provided highlights on upcoming events in Novato.

-Receive update on Senate Bill SB 1383 activities to date.

Ms. Poldino provided an update on Senate Bill SB 1383 activities by way of highlights of the written report provided in the agenda packet. She noted that efforts continue on edible food recovery with the Conservation Corps North Bay to provide food to Novato residents in need.

-Receive status of Calendar Year (CY) 2026 solid waste rate adjustment request from Recology Sonoma-Marín (RSM), (information only – no action at this time).

The General Manager noted that he would address items 7.f. & 7.g. together.

He stated that the District had timely received the CY 2026 Solid Waste Adjustment Request from Recology, and as in the past, the District had retained the services of R3 Consulting Group (R3) to prepare a rate review report. He stated that the draft R3 report will be presented at the October Board meeting for review and comments. Any Board and staff comments will be incorporated into the final report to be presented at the November Board meeting.

-Review proposed Schedule and draft Notice of Intent and Public Hearing, and set public hearing date of November 10, 2025, to consider modifications and establish maximum solid waste service charges for Calendar Year (CY) 2026.

The General Manager recommended that the Board review the proposed schedule and set a Public Hearing date of November 10, 2025 to consider modifications and to establish the maximum solid waste service charges for calendar year 2026.

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board reviewed proposed Schedule and draft Notice of Intent and Public Hearing, and set public hearing date of November 10, 2025, to consider modifications and establish maximum solid waste service charges for Calendar Year (CY) 2026*

WASTEWATER OPERATIONS:

-Receive Wastewater Operations Report for August 2025 – information only:

The Wastewater Operations Reports were presented by way of highlights of the written reports provided in the agenda packet.

- Collection Systems: Field Services Manager Jeff Boheim presented the August 2025 Collection System Report.
- Treatment Facilities: Veolia Project Leader Derek Dill presented the August 2025 Treatment Facilities Monthly Operations Report.
- Reclamation Facilities: Field Services Manager Jeff Boheim presented the August 2025 Reclamation Facilities Report.

CAPITAL PROJECTS:

-Collection System Improvements (HWY 101 Crossings Near Ignacio Blvd. Project), Account No. 72706: Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15302 Class 2 (Replacement or Reconstruction); and approve the Project – HWY 101 Crossings Near Ignacio Boulevard Project; Project No. 72706-2020-05.

*On motion of Director Fuette, seconded by Director Dillon-Knutson, and carried unanimously, the Board found that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15302 Class 2 (Replacement or Reconstruction); and approved the Project – HWY 101 Crossings Near Ignacio Boulevard Project; Project No. 72706-2020-05.*

-Approve a Water Service Facility Construction Agreement with North Marin Water District (NMWD) in the amount of \$82,215 for construction of new water service facilities at the Ignacio Pump Station and authorize the General Manager-Chief Engineer to execute it.

Director Fuette declared a conflict of interest with Agenda item 10.b., recused himself, and left the meeting at 6:45 p.m.

The General Manager stated that NMWD will install a new water service with meters at the Ignacio Pump Station site for new potable and fire protection water facilities on the property. He noted that at the August Board Meeting, the Board authorized a grant of easement to NMWD for the location of their water service infrastructure. He also noted that in order to construct the new water service, NMWD requires the proposed Agreement which establishes the terms and costs for construction. District Counsel and staff have reviewed the Draft Water Facilities Construction Agreement and recommend that the Board approve the Agreement and authorize the General Manager-Chief Engineer to execute it on behalf of the District.

*On motion of Director Bentley, seconded by Director Mariani, and carried by the following vote, the Board approved a Water Service Facility Construction Agreement with North Marin Water District (NMWD) in the amount of \$82,215 for construction of new water service facilities at the Ignacio Pump Station and authorized the General Manager-Chief Engineer to execute it.*

*Ayes: Bentley, Dillon-Knutson, Mariani, Peters. Director Fuette abstained.*

*Director Fuette rejoined the meeting at 6:48 pm.*

-Receive Capital Projects Update Report through August 2025 – information only.

The Deputy General Manager provided a brief update of the Capital Improvement Program projects for August 2025 by way of highlights of the written report in the agenda packet.

#### BOARD MEMBER REPORTS AND REQUESTS:

-Receive report: North Bay Watershed Association (NBWA) meeting, September 2025 – information only.

Director Mariani reported that the NBWA meeting is scheduled for Friday, September 12, 2025 and will be held at the Napa Sanitation District. She noted that the agenda includes a presentation on their collection system rehabilitation program and the small grant and scholarship program. She also noted that the annual conference will be held in April 2026 and will include celebration of NBWA's 25<sup>th</sup> anniversary, announcing the awards for the small grant scholarship program, and hearing from the award recipients.

#### GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

-Receive verbal report and announcements.

- The Ad-Hoc Centennial Committee met on Monday, August 25, 2025 with staff & Martin Rauch. A number of items were discussed, including:
  - Centennial fall festival/open house timing - Saturday, October 18<sup>th</sup>, 10am - 2pm.
  - Stakeholder event timing - Thursday, October 30<sup>th</sup>, 3pm – 5pm.
  - Site planning and activities for both events
  - Options for a refresh of the District logo
  - Information on invitations (fliers and postcards) to be mailed out.

- An additional Ad-Hoc Committee meeting may be scheduled for later this month, as needed.

The committee members noted that they appreciated the work that staff and Mr. Rauch have put into planning the events.

- The next regular Board meeting is currently scheduled for 5:30 pm, Monday, October 13, 2025 and will be held in person.
- He informed the Board that he would be taking some time-off for 2-3 weeks in late December/early January, and may miss the January 2026 Board meeting.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:03 pm.

Respectfully submitted,

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Sandeep Karkal  
Board Secretary

Lynda Farmery, Recording

Novato Sanitary District  
Board Fees Check Register  
September 2025

Date	Num	Name	Credit
Oct 8, 25			
10/08/2025	10059	Bentley, Dennis E	207.79
10/08/2025	10060	Dillon-Knutson, Carole K.	207.78
10/08/2025	10061	Fuette, Timothy G	207.79
10/08/2025	10062	Mariani, Jean M	512.44
10/08/2025	10063	Peters, Arthur Gerald	107.79
Oct 8, 25			1,243.59

**Novato Sanitary District  
Operating Check Register  
September Second Half**

Name	Credit
CalPers Financial Reporting	350.00
Chase - Visa	1,713.97
Elan Financial Services	4,986.23
Pacific, Gas & Electric	188,068.06
Eventful Events, Inc.	4,000.00
Able Tire & Brake Inc.	38.82
Alpha Analytical Lab, Inc.	3,712.50
Amazon Business	419.88
Bay Alarm Company	1,004.73
Bay Area Air Quality	1,759.00
Cappstone, Inc	2,732.00
Conservation Corps North Bay	6,392.00
CWEA	631.00
Diego Truck Repair Inc.	369.00
Evoqua Water Technologies LLC	682.52
Fisher-Scientific	1,213.72
Grainger	151.14
IEDA, INC	1,580.92
Landesign Construction & Mainte...	3,175.00
Leete Generators	608.62
Matrix	930.33
McMaster-Carr Supply Co.	168.02
Microtech Scientific	1,028.16
NACWA	2,500.00
North Marin Water District	422.19
Owen Equipment, Inc	1,401.53
Pacific, Gas & Electric	13.90
Pini Hardware	107.83
Reliance Standard Life	600.00
Trugrit Traction Inc	803.00
UBEO West, LLC	633.90
UniFirst Corporation	979.63
Veolia Water North America, Inc.	669,285.33
Veolia Water North America, Lab	111,510.75
VWR International Inc.	209.97
WECO	175.64
<b>September 2025 Second Half</b>	<b>1,014,359.29</b>

**Novato Sanitary District**  
**Capital Projects Check Register**  
**September Second Half**

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Name	Credit
Amazon Business	2,730.30
Daniel Macdonald AIA ...	1,185.00
Dudek	12,455.79
Gierlich Mitchell	31.80
Nute Engineering Inc.	15,687.00
Pac Machine Company ...	87,489.00
TeamLogic IT	4,704.00
TerraVerde Energy	5,610.00
Marin County Clerk	50.00
<b>September 2025 Second Half Total</b>	<b>129,942.89</b>

**Novato Sanitary District  
Operating Check Register  
October First Half**

Name	Credit
Anthony Rotolo	35.02
Brown, Erik	56.82
Leon, Mayra	39.46
Macias, Raul	37.12
Poldino, Casey	831.51
Vega, Javier	239.00
Able Tire & Brake Inc.	1,705.60
Alliant Insurance Services, Inc	648.00
Alpha Analytical Lab, Inc.	2,695.25
American Society of Civil Engineers	331.00
Aqua Science	8,049.00
B.W.S. Distributors, Inc.	792.06
Bank of New York Mellon-fee	2,530.00
Bay Area Air Quality	6,174.00
Bay Area Air Quality (2)	38,634.00
Caltest Analytical Lab Inc.	5,493.80
Cappstone, Inc	3,275.70
CDW Government, Inc.	589.79
CleanEarth formerly Stericycle	32,201.09
Comcast Business	1,050.55
Conservation Corps North Bay	5,038.00
Datco Billing Inc.	225.75
Dearborn Life	2,861.44
EEC	1,557.96
Evoqua Water Technologies LLC	465.00
GovInvest Inc.	3,000.00
Grainger	166.65
Herc Corporation	1,209.67
IEDA, INC	1,580.92
Integrity Shred LLC	55.00
JRL Machine & Driveline, Inc.	680.15
Landesign Construction & Maintenance Inc.	1,090.00
Marin Lock and Safe Service Inc	514.96
Matrix	410.00
McMaster-Carr Supply Co.	176.47
Municipal Resource Group LLC	1,000.00
North Marin Water District	2,595.86
North Marin Water District Payroll	2,259.00
Novato Builders Supply	111.73
Novato Toyota Corp	103.63
O'Reilly Auto Parts	18.55
Oliver Automotive	1,066.02
Pacific, Gas & Electric-non energy	13.90
Pini Hardware	602.11
Redwood Public Law, LLP	4,800.07
SRS Private Investigations, Inc	170.00
Staples Advantage	88.46
SWRCB-DWOC	140.00
TeamLogic IT	4,903.13
The Sign Works	382.08
Thomson Reuters	291.36
Trugrit Traction Inc	789.88
UBEO West, LLC	712.20
UniFirst Corporation	731.49
Veolia Water North America, Inc.	2,602.66
Veolia Water Recycled Water Oper.	37,560.59
Vision Service Plan	467.19
WECO	710.11
Woodard & Curran formerly RMC	19,046.25
YSI Inc.	1,175.73
<b>October 2025 First Half Total</b>	<b>206,782.74</b>

**Novato Sanitary District**  
**Capital Projects Check Register**  
**October First Half**

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Name	Credit
4Leaf, Inc.	534.00
CDM Smith, Inc.	25,136.75
CDW Government, Inc.	130.00
ClientFirst Consulting Group, LLC	705.00
Environmental Dynamics	8,551.05
Kierisolutions	5,200.00
Lateral-Comous	2,750.00
McMaster-Carr Supply Co.	473.42
Meyers Nave, A Professional Cor...	784.00
North Marin Water District	82,215.00
Psomas formerly Covello Group	4,700.00
TeamLogic IT	42,311.06
TerraVerde Energy	1,566.25
Water Systems Consulting, Inc.	2,996.00
<b>October 2025 First Half Total</b>	<b>178,052.53</b>



**Novato Sanitary District  
Payroll and Payroll Related Disbursements  
September-2025**

Date	Description	Amount
09/30/2025	Payroll	177,771.73
09/30/2025	CalPERS 457 Plan	14,364.55
09/30/2025	CalPERS Health	40,367.52
09/30/2025	Delta Dental	2,516.04
09/30/2025	Expert Pay-Child Support	1,472.00
09/30/2025	Local Union 315	350.00
09/30/2025	Lincoln Financial Group-401a Plan-EE	6,795.37
09/30/2025	Lincoln Financial Group-401a Plan-ER	6,659.09
09/30/2025	Lincoln Financial Group 457	5,375.00
09/30/2025	MissionSquare ICMA-RC-Vantagepoint	3,285.30
09/30/2025	CALPERS Retirement EE	19,430.61
09/30/2025	CALPERS Retirement ER	23,901.10
09/30/2025	Retirees Health Reimbursement	14,401.44
09/30/2025	Eft-State P/R Taxes	12,840.58
09/30/2025	Eft-Federal P/R Taxes	38,077.22
<b>Total</b>		<b>367,607.55</b>

**Novato Sanitary District  
Deposit Detail  
September 2025**

Item 5.c.

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>09/10/2025</b>			
		NorthBay Children's Center	51020 · Connection Charges	29,776.80
		Hardiman Construction	41040 · Permit & Inspection Fee	40.00
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
<b>TOTAL</b>				<b>\$29,896.80</b>
<b>Deposit</b>	<b>09/15/2025</b>			
		USCG	11200 · Accounts Receivable (1)	18,893.26
<b>TOTAL</b>				<b>\$18,893.26</b>
<b>Deposit</b>	<b>09/18/2025</b>			
		Titan Davis	41040 · Permit & Inspection Fee	60.00
		Auburn Ravine Ranch	11200 · Accounts Receivable (2)	7,645.91
<b>TOTAL</b>				<b>\$7,705.91</b>
<b>Deposit</b>	<b>09/19/2025</b>			
		Alpha Trenchless	41040 · Permit & Inspection Fee	40.00
		Thomas Builders Corporation	41040 · Permit & Inspection Fee	60.00
		Thomas Builders Corporation	51020 · Connection Charges	34,104.00
		Zaragoza Plumbing	41040 · Permit & Inspection Fee	40.00
		Roto Rooter	11200 · Accounts Receivable (3)	812.32
<b>TOTAL</b>				<b>\$35,056.32</b>
<b>Deposit</b>	<b>09/24/2025</b>			
		Larry Tashjian	41040 · Permit & Inspection Fee	40.00
		Lucky Cat Bistro	51020 · Connection Charges	4,263.00
		Robert Postlewaite	41040 · Permit & Inspection Fee	40.00
		Verily Life Sciences	11200 · Accounts Receivable (4)	1,950.00
<b>TOTAL</b>				<b>\$6,293.00</b>
<b>Deposit</b>	<b>09/30/2025</b>			
		Jeremie DeZwirek	41040 · Permit & Inspection Fee	60.00
		Nave Enterprises	41040 · Permit & Inspection Fee	60.00
		Nave Enterprises	51020 · Connection Charges	710.50
		Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
		Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
		Loud and Clear Inc.	72112 · Network and SCADA Upgrades	15.00
		County of Marin	51015 · Property Taxes	382.74
		County of Marin	41015 · Property Tax allocation	148.84
		Verily Life Sciences	11200 · Accounts Receivable (5)	1,950.00
<b>TOTAL</b>				<b>\$3,407.08</b>
<b>Total Deposits for September</b>				<b>\$101,252.37</b>
(1) Collection of USCG June 2025 sewer charges				
(2) Collection of April thru June 2025 for fresh water billing for sites 2, 3, & 7				
(3) Collection of May thru June 2025 billings for liquid waste hauling				
(4) Collection of July 2025 stipend samples billing				
(5) Collection of August 2025 stipend samples billing				

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: Accounts Receivable Aging Summary for the Period Ended September 30, 2025.	<b>MEETING DATE:</b> October 13, 2025  <b>AGENDA ITEM NO.:</b> 5.d.
<b>RECOMMENDED ACTION:</b> Receive Accounts Receivable (A/R) Report as of September 30, 2025.	
<b>SUMMARY AND DISCUSSION:</b>  The attached Accounts Receivable Summary shows the following receivables as of September 30, 2025:  <u><b>1-45 days - \$29,320:</b></u> Current.  <u><b>46-120 days - \$18,090:</b></u> Considered collectible.  <u><b>120+ days - \$122,694:</b></u> Considered collectible.	
<b>ATTACHMENTS:</b> 1. Accounts Receivable (A/R) Aging Summary.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>Prepared by:</b> tc	<b>Reviewed by General Manager:</b> SSK

Novato Sanitary District  
A/R Aging Summary  
As of September 30, 2025

Item 5.d.  
Attachment 1

Customer	Current	46 - 120	> 120	TOTAL
Auburn Ravine Ranch	4,997.21 *	0.00	0.00	4,997.21 (1)
Dickinson Corporation	0.00	0.00	210.00	210.00 (2)
Pacific Gas and Electric Company	1,240.00	0.00	0.00	1,240.00 (3)
Recology	4,000.00	0.00	0.00	4,000.00 (4)
Roto Rooter	189.89	0.00	0.00	189.89 (5)
USCG	18,893.26	18,089.80	122,484.45	159,467.51 (6)
<b>TOTAL</b>	<b>\$29,320.36</b>	<b>\$18,089.80</b>	<b>\$122,694.45</b>	<b>\$170,104.61</b>

**Fresh Water Billing**

- (1) Auburn Ravine Ranch - \$6,513.76: Billed for freshwater usage across sites 2, 3, and 7 from June 3 to August 5, 2025.  
\* \$1,516.55 – Credit Memo applied for overbilling of freshwater charges at Site 7

**Permit Renewals**

- (2) Dickenson Corporation - \$210: Renewal of Class III Permit  
(3) PG&E - \$1,240: Renewal of Temporary Non-Domestic Discharge Permit

**Rate Adjustments & Reimbursements**

- (4) Recology - \$4,000: Reimbursed for rate adjustment expenses for FY25.

**Liquid Waste Hauling**

- (5) Roto Rooter - \$189.89: Hauling services to Novato Treatment Plant for July & August 2025.

**Sewer Service Charges**

- (6) United States Coast Guard (USCG) at Hamilton Field:  
o August 2025 - \$18,893.26:  
o June 2025 - \$18,089.80:  
o Historical Charges - \$122,484.45

*Finance is currently working with the USCG to remit payment on past due balances and bring the account current.*

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: The 40 <sup>th</sup> North American Hazardous Materials Management Association Annual Conference, September 21-25, 2025 – Information only.	<b>MEETING DATE:</b> October 13, 2025  <b>AGENDA ITEM NO.:</b> 5.e.
<b>RECOMMENDED ACTION:</b> Receive Environmental Programs Manager’s report: North American Hazardous Materials Management Association Annual Conference, September 21-25, 2025 - <u>information only</u> .	
<b>SUMMARY AND DISCUSSION:</b>  The District’s Environmental Programs Manager attended the North American Hazardous Materials Management Association Annual Conference, held in Chicago, Illinois, September 21-25, 2025.  Hazardous Materials Management professionals from around the country attended the 40 <sup>th</sup> annual conference. This event featured a wide array of trainings, general sessions, speed networking, and the annual awards luncheon. Key speakers included Heidi Sanborn, the Executive Director of the National Stewardship Action Council, Nate Pelczar from the California Product Stewardship Council, and David Nightingale, CHMM, a subject matter expert in facility design and operations. Sessions included evolving issues with battery management, Extended Producer Responsibility (EPR) Programs, managing vape pens, and facility design.  The California Product Stewardship Council session on EPR focused on three bills: AB 864, AB 762, and AB 80. Governor Newsom will be signing or vetoing all bills in the current cycle by October 12, 2025. AB 864 aims to increase recycling of solar photovoltaic modules in California. Currently, there is only one organization in the state that recycles solar panels. Most panels are being shipped to Nevada and Arizona. AB 762 was a bill to ban single-use vaping devices. Some California counties have already created their own bans successfully. This bill died in appropriations but the CPSC plans to keep working on this ban. AB 80 includes an increase in product stewardship for carpets and imposing fines on carpet manufacturers. There are three primary manufacturers of carpet and they will be liable for submitting plans for recycling and including specified elements of their carpet.  David Nightingale offered a training on facility design and showcased the design of the new HHW Facility in Sonoma County. Zero Waste Sonoma is currently designing a 20,000 square foot brand new state-of-the-art facility in Windsor to be open in early 2027. This training provided specific guidance on how design affects the operational needs of a facility. Discussion included industry methodology for providing metrics around the success of a facility, occupancy classifications, and state versus federal regulations.  The North American Hazardous Materials Management Association is a non-profit, membership-based association of businesses, government officials, academia, and non-profit organizations dedicated to reducing hazardous components entering the municipal waste streams. It was established in 1993 to reduce and properly manage household hazardous materials	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Staff) and Goal 4 (Outreach) of the latest Strategic Plan.	
<b>Prepared by:</b> clp	<b>Reviewed by General Manager:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<p><b>TITLE: Consent Calendar:</b>  <b>Ma Family Residence - Approval of Sewer Main Extension (SME) project plans.</b></p>	<p><b>MEETING DATE: October 13, 2025</b></p> <p><b>AGENDA ITEM NO.: 5.f.</b></p>
<p><b>RECOMMENDED ACTION(S):</b> Authorize General Manager-Chief Engineer to approve Sewer Main Extension (SME) plans, Ma Family residence, 1690 Hill Road.</p>	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>This sewer main extension (SME) project is located one parcel East of the intersection of Hill Road and Tamalpais Avenue. The project is to connect the residence at 1690 Hill Rd to the NSD sewer system. The proposed SME will extend through an existing Sanitary Sewer Easement, (SSE) and terminate 10-ft into the subject property. A new District SSE has been provided for on the SME plans.</p> <p>The Construction Elements of the proposed Sewer Main Extension are as follows:</p> <ul style="list-style-type: none"> <li>• 1 ea. new standard rodding inlet.</li> <li>• 1 ea. new standard manhole.</li> <li>• 127 lineal feet of new 6" PVC Public sewer</li> </ul> <p>Staff recommends the Board authorize the General Manager-Chief Engineer to approve the Sewer Main Extension Plans – Ma Family SME</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div data-bbox="126 1087 812 1570" data-label="Image"> <p style="text-align: center;"><b>Vicinity Map (Not-to-Scale).</b></p> </div> <div data-bbox="857 1087 1510 1570" data-label="Figure"> <p style="text-align: center;"><b>Location Map (Not-to-scale)</b></p> </div> </div>	
<p><b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 4 (Outreach) of the latest Strategic Plan.</p>	
<p><b>BUDGET INFORMATION:</b> It is estimated that this SME project will increase the District's net assets (exclusive of easements) by approximately \$51,110.00 (in current year dollars).</p>	
<p><b>Prepared by:</b> mb, eb</p>	<p><b>Reviewed by General Manager:</b> SSK</p>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Solid/Household Hazardous Waste (S/HHW) Operations: Calendar Year (CY) 2026 Maximum Solid Waste Rates.</b>	<b>MEETING DATE: October 13, 2025</b>  <b>AGENDA ITEM NO.: 6.a.-b.</b>
<b>RECOMMENDED ACTION(S):</b> a. Receive and review R3 Consulting Group, Inc. (R3) draft report titled “ <i>Review of Recology Sonoma-Marin’s Requested Rate Adjustment for Rate Year 2026</i> ”, and its recommendations, including a Calendar Year (CY) 2026 maximum solid waste rate adjustment of up to +5.18% ( <u>information only – no action at this time</u> ). b. Confirm public hearing date of November 10, 2025 for establishing Calendar Year (CY) 2026 maximum solid waste rates (by acclamation).	
<b>SUMMARY AND DISCUSSION:</b> <p>As noted at the September 8, 2025 Board meeting, the District has timely received the Solid Waste Adjustment Request for Calendar Year (CY) 2026 from Recology Sonoma-Marin (RSM). As in previous years, the District retained R3 Consulting Group, Inc. (Sacramento) or R3, to assist with the rate review, and prepare their own, independent analysis for a proposed rate adjustment for CY 2026. Accordingly, R3 has prepared a draft report (see Attachment 1) analyzing RSM’s request. In summary, the draft R3 report recommends that the District grant a rate adjustment of +5.18%. RSM has indicated agreement with R3’s recommendations.</p> <p>Upon review, staff concurs with the draft R3 report and its recommendations. Therefore, staff recommends that the Board accept R3’s recommendations including a CY 2026 maximum solid waste rate adjustment of up to +5.18 percent. In addition, staff also recommends that the Board grant the full pass-through disposal cost of \$63.00 per Freon appliance, up from the \$58/item charge of the previous year to reflect actual disposal costs for RSM at the Republic Services facility in Petaluma.</p> <p>Also, note that the most common solid waste can sizes utilized by single family residential users served by RSM under the District’s franchise agreement are either the 20-gallon can, or the 32-gallon can (both collected weekly). Therefore, in practical terms, the recommended +5.18 percent increase (if adopted) would result in a \$1.00/month increase for a typical 20-gallon can (to \$20.22/mo.), or a \$1.59/month increase for the 32-gallon can (to \$32.31/mo.). For comparison purposes, the equivalent increases for CY 2025 were \$0.92/month (20-gal can), and \$1.47/month (32 gal can).</p> <p>A public hearing to set the rates is required if the Board considers adjusting rates consistent with these recommendations. At its September 2025 meeting, the Board reviewed a proposed Notice of Intent and Public Hearing language and set the date for the public hearing to establish the CY 2026 maximum solid waste rates for its meeting of November 10, 2025.</p> <p>Therefore, it is recommended that the Board receive and review R3’s recommendations including a maximum CY 2026 rate increase of up to +5.18 percent, and confirm the public hearing date of November 10, 2025.</p>	
<b>ATTACHMENTS:</b> 1. R3 Consulting Group DRAFT report titled “ <i>Review of Recology Sonoma-Marin’s Requested Rate Adjustment for Rate Year 2026</i> ”.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Organizational Excellence) and Goal 4 (Outreach) of the latest Strategic Plan.	
<b>Prepared by.:</b> cp, ssk	<b>Reviewed by General Manager:</b> SSK

<b>To:</b>	Sandeep Karkal, <i>General Manager, Novato Sanitary District</i> Casey Poldino, <i>Environmental Programs Manager, Novato Sanitary District</i>
<b>From:</b>	Jordan Muratsuchi, <i>Project Manager, R3 Consulting Group</i> Libby Costello, <i>Associate Consultant, R3 Consulting Group</i>
<b>Date:</b>	October 8, 2025
<b>Subject:</b>	Review of Recology Sonoma-Marin's Requested Rate Adjustment for Rate Year 2026

### Purpose and Objectives

R3 Consulting Group, Inc. (R3) was engaged by the Novato Sanitary District (District) to assist with a review of Recology Sonoma-Marin's (Company's) requested rate adjustment for Rate Year 2026 (January 1, 2026 – December 31, 2026).

Specifically, R3's role was to confirm whether 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 was mathematically accurate. R3's review also included evaluating the accuracy of the Company's calculated change in franchise, AB 939, and JPA fees as well as repair costs to the Novato Recycling Center.

The objectives of R3's review, consistent with the scope approved by the District, were to:

- » Verify that the Company's requested rate adjustment is mathematically accurate.
- » Confirm consistency with the terms and conditions of the Agreement.
- » Assess whether the basis of the Company's calculations and projections are reasonable and supported by documentation.
- » Review the Company's calculated increases to franchise, AB 939, and JPA fees, as well as supplemental charges.
- » Recommend the appropriate Rate Year 2026 adjustment based on the results of this review.

### Summary of Findings

The Company's Rate Application (Attachment 1) calculated an overall rate increase of 5.18% which is based on a 2.80% RRI increase plus an additional 1.48% increase from an adjustment in fees and an additional 0.90% increase resulting from repair costs to the Novato Recycling Center. Through our review and analysis, R3 has confirmed the accuracy of Company's rate adjustment application and finds that no adjustments are necessary.

### Background

The Agreement provides for an annual adjustment to the Company's rates based on the specified RRI with the option to conduct a detailed rate review not more frequently than once every three (3) years. 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 labor, fuel, vehicle replacement, vehicle maintenance, and “all other” costs. The RRI methodology also provides for adjusting the Disposal Fee and Organic Waste Processing Fee based on the change in the associated tipping fees.

Section 6.3 of the Agreement specifies that RRI applications are due by September 1 annually and are to be accompanied by financial information as required by the District. The Company submitted an electronic copy of its Rate Application to the District on August 29, 2025, prior to the established deadline.

## Methodology and Analysis

R3’s review of the Company’s 2026 rate application included a thorough review of the underlying calculations for the RRI adjustment. In addition to the requested RRI rate adjustment, the Company also requested that rates be adjusted for:

- 》 Changes in the amounts of Franchise, AB 939, and JPA Fees
- 》 New one-time costs for repairs to the Novato Recycling Center
- 》 Changes in the costs of freon disposal from certain appliances

R3’s review process included:

- 》 Verification of all RRI index calculations against published sources for labor, fuel, vehicle replacement, vehicle maintenance, and other categories.
- 》 Cross-checking of fee adjustments (Franchise, AB 939, JPA) against adopted District and JPA schedules.
- 》 Review of supporting documentation provided by the Company, including invoices for freon appliance disposal and bid documentation for Recycling Center repairs.
- 》 Application of the Franchise Agreement requirements regarding timing and format of the submission.
- 》 This structured methodology ensured that findings were consistent with the Agreement and based on reliable, documented evidence.

The subsections below provide further detail regarding our review of the supplemental adjustments to the RRI calculations.

### Franchise, AB 939, and JPA Fees

The Agreement with the Company stipulates the payment of JPA fees, AB 939 fees, and franchise fees, all of which are considered “pass-through” costs which are not to generate profit for the Company. These fees were included in the original rates starting in the first rate year, and, like all portions of the rates, have been adjusted in accordance with the annual RRI process since. This process has been inexact because the fees are set annually by the District and JPA and not specifically based on the District RRI. Historically, the adjustments to the fees modeled the RRI adjustments closely enough for the Company to not request a fee-specific adjustment. Since 2023, however, the JPA has adjusted fees significantly and inconsistently each year, which have not been in alignment with the RRI adjustment. Since 2024, AB 939 Fees which are set by the District have also increased significantly and have not been in alignment with RRI percentage adjustments.

In 2024, the Company noted that these fees may be changing inconsistently enough with the calculated RRI to justify providing a separate adjustment based on the actual change in fees, to be applied to the calculated RRI. The Company noted the actual increase in fees is estimated to be \$263,038, whereas a 2.80% calculated RRI adjustment would result in a fee increase of \$24,431. Therefore, applying the RRI increase would result in an estimated \$238,607 in under-generation of revenue to pay fees.

To account for this under-generation, the Company calculated a separate fee adjustment by dividing the \$238,607 difference in fees by the estimated CY2025 revenue of \$16,112,795, resulting in a fee adjustment of 1.48% to be added to the RRI rate increase of 2.80%. Should the District continue to accept this methodology moving forward, any adjustment to the fees would be separate from the operational costs of the RRI and would not include an operating margin. R3 finds that this administrative adjustment to the RRI calculation process is appropriate in that it compensates the Company for changes in fee costs that it does not control, without being more than necessary to fund the changes in fees.

### **Recycling Center Repairs**

The Company included an additional 0.90% increase in the rates for repair costs to the Novato Recycling Center, which is based on a cost of \$500,000 amortized over four years (amount of time remaining in the Agreement) at an interest rate of 6.27%. These costs should be completely removed from the rates as soon as the four-year amortized period is completed. The Company provided documentation of multiple bids supporting the capital cost, as well as documentation and reasoning supporting the 6.27% interest rate. R3 understands that the District has previously discussed this expense with the Company and that both parties are in agreement. R3 confirmed that the Company's calculations of the rate adjustment to fund these repair costs are accurate and that the approach is reasonable, but we note that the inclusion of these costs should cease after four years (e.g., sunset at the end of 2029).

The Agreement does not explicitly prohibit such costs from being recovered by Recology through the rate structure. Section 4.9.4 assigns full financial responsibility to Recology for any future relocation, expansion, or operation of a new recycling facility, and repairs to the current facility can be viewed as a smaller-scale, analogous cost. Additionally, Article 6 affirms that Recology's compensation covers all required services under the Agreement and that cost recovery for such required services is achieved through rates set by the District. As such, recovery of repair costs through rates is not precluded.

### **Appliances Containing Freon**

The Company previously reported that Redwood Landfill is no longer accepting appliances containing freon, and therefore the Company is taking freon-containing appliances to Republic Services' facility in Petaluma. The actual cost to dispose of freon appliances may adjust at a different rate than what the RRI stipulates. At the District's October 9, 2023, public meeting, the Board of Directors agreed to begin honoring the full actual charge to the company for freon appliances. The Company does not apply an operating margin to this charge.

The Company currently charges \$58.00 per item when collecting freon-containing bulky items such as air conditioners, which is applied to the cost of responsible freon extraction. As part of the RRI, the Company has requested a specific and individual increase in the freon collection charge from \$58.00 to \$63.00 to be in alignment with the actual cost of disposal at Republic Services' facility. The Company presented an invoice from Republic Services' Petaluma facility from August 2024, which shows a charge of \$63.00 per freon appliance, confirming the requested cost increase.

## Deliverables and Next Steps

Consistent with the approved scope of work, R3 has provided this memorandum as the draft reporting deliverable. Following District review and feedback, a final electronic memorandum will be prepared. R3 staff will also be available to present findings and answer questions at the full Board of Directors meetings and the Public Hearing.

DRAFT

## Summary

**Novato Sanitary District - Refuse Rate Index Increase**  
**Summary**  
**Rates Effective 1/1/2026**

<b>Cost Category</b>	<b>AFS FY 2024 RSM Op. Expenses</b>	<b>Expense % Weight</b>	<b>Index % Change 12 mo. Annual Average July 2024 to June 2025 vs. prior year</b>	<b>Weighted Percentage</b>
Labor	\$ 5,011,958	36.08%	5.5500%	2.00%
Fuel	853,440	6.14%	-11.2900%	-0.69%
Vehicle Replacement/Lease	1,271,631	9.15%	4.3000%	0.39%
Vehicle Maintenance	717,795	5.17%	1.9100%	0.10%
Disposal Fee	2,003,892	14.42%	2.4800%	0.36%
Organic Waste Processing Fee	751,043	5.41%	2.4700%	0.13%
All Other	3,283,176	23.63%	2.1500%	0.51%
<b>Total Allowed Operating Costs</b>	<b>\$ 13,892,935</b>	<b>100.00%</b>	<b>RRI before Fee Chg &amp; Repairs</b>	<b>2.80%</b>
Increase/(Decrease) Franchise Fees <sup>(1)</sup>				1.48%
Novato Recycling Center Repairs <sup>(2)</sup>				0.90%
<b>Refuse Rate Adjustment (RRI)<sup>(3)</sup></b>				<b>5.18%</b>

(1) Reflects change in franchise fees as varies from anticipated change based on RRI before Franchise Fee change. See Summary FF tab for detail.

(2) Reflects the cost of repairs at the Novato Recycling Center. See the Recycling Center Repairs tab for detail.

(3) Rates not currently listed on the table will increase by RRI rate of 5.18%.

	<b><u>Effective</u></b>	<b><u>Effective</u></b>	<b><u>Change</u></b>
<b>Residential</b>	<b><u>1/1/25</u></b>	<b><u>1/1/26</u></b>	
20 Gal.	\$ 19.22	\$ 20.22	\$ 1.00
32 Gal.	30.72	32.31	1.59
64 Gal.	61.38	64.56	3.18
96 Gal.	92.11	96.88	4.77
<b>Commercial</b>			
2 yard	\$ 317.23	\$ 333.66	16.43
3 yard	400.15	420.88	20.73
4 yard	521.00	547.99	26.99
6 yard	762.68	802.19	39.51

## RRI Percentage Calculation

## Novato Sanitary District - Refuse Rate Index Increase

## Index Change Calculations

Rates Effective 1/1/2026

<b>Labor Index</b>													
BLS Series ID: ceu6056210008 Production Workers-Waste Collection													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2021	21.61	21.89	21.74	23.01	22.95	23.27	23.30	23.30	23.93	23.67	23.58	23.85	22.3958
2022	23.95	23.98	23.83	23.67	23.77	23.95	24.08	24.47	24.45	24.07	24.24	24.54	23.7317
2023	24.87	25.44	25.62	26.02	26.10	26.06	26.30	26.61	26.57	27.12	27.63	27.62	24.9967
2024	27.82	28.30	27.91	28.28	28.38	28.42	28.79	28.81	28.53	28.27	28.77	28.95	27.5800
2025	29.51	29.37	29.35	29.76	29.60	29.63							29.1117
Percentage change			5.55%		Weight	36.08%		Weighted percentage		2.00%			
<b>Fuel</b>													
California No. 2 Ultra Low Sulfur Diesel - Monthly <a href="http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp">http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp</a>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2021	3.439	3.607	3.931	3.980	4.024	4.095	4.195	4.291	4.324	4.481	4.745	4.776	3.5587
2022	4.803	5.018	6.133	6.260	6.479	6.874	6.587	6.123	6.149	6.330	6.121	5.558	5.1983
2023	5.467	5.423	5.263	4.990	4.842	4.760	4.907	5.518	6.043	6.094	5.684	5.320	5.6344
2024	5.130	5.214	5.216	5.239	5.078	4.927	4.901	4.758	4.733	4.714	4.667	4.606	5.3642
2025	4.734	4.825	4.795	4.780	4.783	4.809	4.936						4.7588
Percentage change			-11.29%		Weight	6.14%		Weighted percentage		-0.69%			
<b>Vehicle Replacement</b>													
BLS Series ID: pcu336211336211 Truck, bus, car and other vehicle bodies, for sale separately.													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2021	264.6	266.8	267.2	267.9	269.1	272.3	276.5	279.2	280.6	283.3	283.6	284.4	265.1500
2022	293.0	296.7	297.9	303.8	316.0	318.5	319.5	321.9	323.2	327.5	327.6	327.9	292.7997
2023	330.9	333.2	334.8	336.4	336.7	337.0	338.4	338.6	338.9	342.1	342.2	344.2	329.7215
2024	346.7	346.8	348.0	348.4	347.5	347.6	351.2	356.8	356.9	357.0	356.5	356.4	344.1048
2025	359.2	360.4	362.0	363.3	363.4	363.5	363.9						358.8846
Percentage change			4.30%		Weight	9.15%				0.39%			
<b>Vehicle Maintenance</b>													
BLS Series ID: pcu333924333924 Parts and attachments for Industrial work trucks													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2021	265.6	265.9	266.9	268.1	272.3	278.2	280.0	281.8	284.1	287.7	292.5	294.7	264.3833
2022	297.9	298.9	299.7	311.5	312.5	312.9	314.2	314.3	314.5	315.7	323.6	323.7	296.1838
2023	326.5	329.2	329.4	329.4	331.1	332.9	333.3	333.3	332.9	333.0	333.9	333.9	323.7052
2024	335.1	335.1	335.2	335.2	335.2	335.1	335.0	335.0	335.0	336.0	336.9	336.9	334.2684
2025	338.4	338.5	338.9	345.4	351.8	360.0	364.6						340.6455
Percentage change			1.91%		Weight	5.17%		Weighted percentage		0.10%			
<b>Disposal</b>													
The per-Ton tip fee charged at the Approved Disposal Site.													
				Feb-24		Feb-25							
			Redwood Landfill	\$ 73.41		\$ 75.23							
Percentage change			2.48%		Weight	14.42%		Weighted percentage		0.36%			
<b>Organic Waste Processing Fee</b>													
The per-Ton tip fee charged at the Approved Disposal Site.													
				Feb-24		Feb-25							
			Redwood Landfill	\$ 50.22		\$ 51.46							
Percentage change			2.47%		Weight	5.41%		Weighted percentage		0.13%			
<b>All Other</b>													
Series ID: CUURS49BSA0 Consumer Price Index, All Urban Consumers, All Items, San Francisco-Oakland-Hayward, CA <sup>(1)</sup>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2021		304.387		309.419		309.497		311.167		313.265		315.805	304.6948
2022		320.195		324.878		330.539		328.871		332.062		331.222	319.3082
2023		337.173		338.496		340.056		340.094		341.219		339.915	334.6467
2024		345.151		351.247		351.064		349.290		349.370		348.001	344.7817
2025		354.432		355.707		356.460							352.2100
Percentage change			2.15%		Weight	23.63%		Weighted percentage		0.51%			
(1) Note: Series ID CUURA422SA0, contractually defined for All Other RRI increase, was changed by the Bureau of Labor Statistics to CUURS49BSA0 in 2018.													
<b>Total Weighted Percentage Increase</b>												<b>2.80%</b>	

## RRI Financials

**Novato Sanitary District - Refuse Rate Index Increase**  
**RRI Financials-Audited Financial Statement FY24**  
**Rates Effective 1/1/2026**

<b>Total Expenses</b>	<b>AFS FY24</b>	<b>Categorized Expenses</b>	<b>AFS FY24</b>	<b>% of Total</b>
Payroll & Related; and Temp Labor	5,011,958	Labor	\$ 5,011,958	36.08%
Liability Insurance	277,807	Fuel	853,440	6.14%
Disposal	2,754,935	Replacement	1,271,631	9.15%
Recycling Processing Fee	1,205,156	Maintenance	717,795	5.17%
Rent & lease	59,955	Disposal	2,003,892	14.42%
Supplies	282,318	Organic Processing	751,043	5.41%
Repairs & Maintenance	717,795	Other	3,283,176	23.63%
Fuel & Oil	853,440		\$ 13,892,935	100.00%
Buildings & Facilities	48,029			
Licenses & Permits	65,866			
Utilities	14,861			
Freight	26,067			
		<b>Contra Revenue Accounts (Previously In Expenses)</b>		
Recycling & COGS*	517	JPA Fees <sup>(1)</sup>	\$ 195,350	
Professional Services	53,886	AB939 Fees <sup>(2)</sup>	598,600	
Bad Debt	104,683	Franchise Fees	63,977	
Travel, meals & entertainment	4,605	Total Fees	\$ 857,927	
Office expenses	77,831			
Taxes	50,585	Buyback Recycling Purchases	\$ 626,356	
Regional Allocations	148,189			
Corporate Allocations	455,238			
Other Operating Expenses	111,354			
Depreciation & Depletion	181,781			
Amortization	297,770			
(Gain)/loss on sale	(1,538)			
I/C equipment & property	1,089,850			
<b>Total Expenses</b>	<b>13,892,935</b>			

(1) JPA fees for 23-24 as paid in FY24 financials.

(2) AB939 fees for 23-24 as paid in FY24 financials.

**Novato Sanitary District - Refuse Rate Index Increase**

Rate Table

Rate Tables

Rates Effective 1/1/2026

Rate Classification	Maximum Monthly Fee	RRI	Maximum Monthly Fee
	<i>Effective 1/1/25</i>	<b>5.18%</b>	<i>Effective 1/1/26</i>
<b>Single Family Residential: <sup>(1)</sup></b>			
20 Gal. can collected weekly	\$ 19.22	\$ 1.00	\$ 20.22
32 Gal. can collected weekly	30.72	1.59	32.31
64 Gal. can collected weekly	61.38	3.18	64.56
96 Gal. can collected weekly	92.11	4.77	96.88
Special Trips - Can not set out	\$ 19.15	\$ 0.99	\$ 20.14
Special Rate - Containers >50 feet from street (each 50 feet)	8.86	0.46	9.32
Special Equipment - PAL Truck	19.15	0.99	20.14
Extra Pickups	9.42	0.49	9.91
Additional 95 gl. Green Waste Carts after 2	29.23	1.51	30.74
<b>Multi-family, Mobile Home Parks, Commercial/Industrial: <sup>(1) (2)</sup></b>			
<b>20 Gallon:</b>			
1 x week	\$ 20.80	\$ 1.08	\$ 21.88
<b>32 Gallon:</b>			
1 x week	\$ 33.25	\$ 1.72	\$ 34.97
2 x week	70.95	3.68	74.63
3 x week	108.53	5.62	114.15
4 x week	133.03	6.89	139.92
5 x week	166.28	8.61	174.89
6 x week	221.37	11.47	232.84
<b>64 Gallon:</b>			
1 x week	\$ 63.86	\$ 3.31	\$ 67.17
2 x week	136.12	7.05	143.17
3 x week	208.14	10.78	218.92
4 x week	255.42	13.23	268.65
5 x week	319.28	16.54	335.82
6 x week	424.66	22.00	446.66
<b>96 Gallon:</b>			
1x week	\$ 95.77	\$ 4.96	\$ 100.73
2 x week	204.13	10.57	214.70
3 x week	312.21	16.17	328.38
4 x week	383.04	19.84	402.88
5 x week	478.81	24.80	503.61
6 x week	636.99	33.00	669.99
Extra Pickups	\$ 9.42	\$ 0.49	\$ 9.91

**Novato Sanitary District - Refuse Rate Index Increase**

Rate Table

Rate Tables

Rates Effective 1/1/2026

Rate Classification	Maximum Monthly Fee	RRI	Maximum Monthly Fee
	<i>Effective 1/1/25</i>	<b>5.18%</b>	<i>Effective 1/1/26</i>
<b>Debris Box Service:</b>			
<b>2 Cu. Yd. Containers:</b>			
1 x week	\$ 317.23	\$ 16.43	\$ 333.66
2 x week	556.82	28.84	585.66
3 x week	796.32	41.25	837.57
4 x week	1,035.69	53.65	1,089.34
5 x week	1,275.13	66.05	1,341.18
6 x week	1,514.59	78.46	1,593.05
Above rates include container rental as follows:	77.82	4.03	81.85
Extra Pickups	86.62	4.49	91.11
<b>3 Cu. Yd. Containers:</b>			
1 x week	400.15	20.73	420.88
2 x week	696.33	36.07	732.40
3 x week	992.90	51.43	1,044.33
4 x week	1,289.04	66.77	1,355.81
5 x week	1,585.52	82.13	1,667.65
6 x week	1,881.80	97.48	1,979.28
Above rates include container rental as follows:	103.86	5.38	109.24
Extra Pickups	86.62	4.49	91.11
<b>4 Cu. Yd. Containers:</b>			
1 x week	\$ 521.00	\$ 26.99	\$ 547.99
2 x week	914.03	47.35	961.38
3 x week	1,307.29	67.72	1,375.01
4 x week	1,700.31	88.08	1,788.39
5 x week	2,093.51	108.44	2,201.95
6 x week	2,486.64	128.81	2,615.45
Above rates include container rental as follows:	103.86	5.38	109.24
Extra Pickups	103.86	5.38	109.24
<b>6 Cu. Yd. Containers:</b>			
1 x week	\$ 762.68	\$ 39.51	\$ 802.19
2 x week	1,349.44	69.90	1,419.34
3 x week	1,936.15	100.29	2,036.44
4 x week	2,522.78	130.68	2,653.46
5 x week	3,109.57	161.08	3,270.65
6 x week	3,696.28	191.47	3,887.75
Above rates include container rental as follows:	103.86	5.38	109.24
Extra Pickups	173.23	8.97	182.20
<b>20 Cu. Yd. Containers:</b>			
1 x week	\$ 3,790.08	\$ 196.33	3,986.41
2 x week	7,489.68	387.97	7,877.65
3 x week	11,181.59	579.21	11,760.80
Above rates include container rental as follows:	103.86	5.38	109.24
Extra Pickups	859.04	44.50	903.54



**Novato Sanitary District - Refuse Rate Index Increase**

Rate Table

**Rate Tables****Rates Effective 1/1/2026**

<b>Rate Classification</b>	<b>Maximum Monthly Fee</b>	<b>RRI</b>	<b>Maximum Monthly Fee</b>
	<i>Effective 1/1/25</i>	<i>5.18%</i>	<i>Effective 1/1/26</i>
<b>Cleanup Bins:</b>			
3 yd. - 2 days	\$ 279.62	\$ 14.48	\$ 294.10
3 yd. - weekend	279.62	14.48	294.10
6 yd. - 2 days	471.43	24.42	495.85
6 yd. - weekend	471.43	24.42	495.85
20 yd. up to 3 tons - one week	866.94	44.91	911.85
30 yd. up to 4 tons - one week	1,446.58	74.93	1,521.51
Additional/ton charge for cleanup bins	93.62	4.85	98.47
feet	9.42	0.49	9.91
Special collections other than debris box - plus regular rate	39.89	2.07	41.96
Special collections for debris boxes - plus regular rate	86.66	4.49	91.15
Monthly charge for special collection conditions	18.79	0.97	19.76
<b>MSW Compactor</b>			
<b>2 Cu. Yd. Containers:</b>			
1 x week	\$ 558.58	\$ 28.93	\$ 587.51
2 x week	1,042.48	54.00	1,096.48
3 x week	1,536.98	79.62	1,616.60
4 x week	2,014.57	104.35	2,118.92
5 x week	2,556.06	132.40	2,688.46
6 x week	3,049.57	157.97	3,207.54
Extra Pickups	139.66	7.23	146.89
<b>3 Cu. Yd. Containers:</b>			
1 x week	\$ 771.94	\$ 39.99	\$ 811.93
2 x week	1,394.89	72.26	1,467.15
3 x week	2,112.81	109.44	2,222.25
4 x week	2,781.85	144.10	2,925.95
5 x week	3,445.20	178.46	3,623.66
6 x week	4,103.65	212.57	4,316.22
Extra Pickups	192.99	10.00	202.99
<b>4 Cu. Yd. Containers:</b>			
1 x week	\$ 1,082.24	\$ 56.06	\$ 1,138.30
2 x week	1,900.98	98.47	1,999.45
3 x week	2,941.14	152.35	3,093.49
4 x week	4,003.08	207.36	4,210.44
5 x week	4,866.20	252.07	5,118.27
6 x week	5,886.90	304.94	6,191.84
Extra Pickups	270.57	14.02	284.59

**Novato Sanitary District - Refuse Rate Index Increase**

Rate Table

Rate Tables

Rates Effective 1/1/2026

Rate Classification	Maximum Monthly Fee	RRI	Maximum Monthly Fee
	<i>Effective 1/1/25</i>	<b>5.18%</b>	<i>Effective 1/1/26</i>
15 yard per haul (including 3 tons MSW)	\$ 772.53	\$ 40.02	\$ 812.55
20 yard per haul (including 3 tons MSW)	866.94	44.91	911.85
30 yard per haul (including 4 tons MSW)	1,446.60	74.93	1,521.53
40 yard per haul (including 4 tons MSW)	1,446.60	74.93	1,521.53
<b>RCY &amp; Cardboard Compactors</b>			
20 Yard per haul	381.05	19.74	400.79
30 Yard per haul	419.14	21.71	440.85
40 Yard per haul	419.14	21.71	440.85
<b>Services</b>			
Bin Overflow Charge	\$ 73.17	\$ 3.79	\$ 76.96
Return for Service 2yd - 6yd (Bin Inaccessible)	69.83	3.62	73.45
Cart/Bin Cleaning (after 1st free)	136.33	7.06	143.39
Cart Replacement (1 free/year)	67.54	3.50	71.04
Bin Replacement (after 1st free)	217.09	11.25	228.34
Tire in Debris Box	\$ 36.76	1.90	38.66
<b>10 yard and larger Service Fees</b>			
Trip Charge 10+yd (Empty Bin; Inaccessible Bin)	\$ 168.88	8.75	\$ 177.63
Compactor Cleaning	\$ 506.62	26.24	532.86
Monthly Box Rental (>=10yds; if no pick up in month)	\$ 168.88	8.75	177.63
Relocation Fee (if required on non-service day)	\$ 168.88	8.75	177.63

(1) Weekly service required in Novato Sanitary District, and includes recycling and organics service for all customers. On-call trash and a la cart recycling and organics services are not available.

(2) Food Waste charges are not currently applicable. Any future renewal of food waste charges will continue previously established pricing for this service at 75% of comparable MSW service rates.

**Novato Sanitary District - Refuse Rate Index Increase**

Rate Table

Rate Tables

Rates Effective 1/1/2026

Rate Classification	Maximum Monthly Fee	RRI	Maximum Monthly Fee
	<i>Effective 1/1/25</i>	<b>5.18%</b>	<i>Effective 1/1/26</i>
<b>Bulky Items: *</b>			
Residential Customers receive <b>4 free bulky item pick ups/year</b> ; charges for freon or excess waste above 3 cu. yds. will apply each pick up limited to 3 cubic yards;no liquids or hazardous waste;			
<b>Mattresses</b>			
Twin Bed	\$ 22.75	\$ 1.18	\$ 23.93
Double/Full	27.37	1.42	28.79
Queen	34.53	1.79	36.32
King	39.61	2.05	41.66
<b>Box Springs</b>			
Twin Bed	\$ 25.27	\$ 1.31	\$ 26.58
Double/Full	32.44	1.68	34.12
Queen	39.61	2.05	41.66
<b>Furniture</b>			
Bed Frame	\$ 13.49	\$ 0.70	\$ 14.19
Couch (under 6 feet)	81.32	4.21	85.53
Upholstered Chair	34.53	1.79	36.32
Wooden Chair	6.31	0.33	6.64
Dinette Table	36.22	1.88	38.10
<b>Household Items</b>			
Rug (9' X 12')	\$ 20.65	\$ 1.07	\$ 21.72
Vacuum	8.86	0.46	9.32
<b>Appliances</b>			
Water Heater (32 Gal)	\$ 36.22	\$ 1.88	\$ 38.10
Water Heater (40-50 Gal)	54.36	2.82	57.18
Water Heater (up to 100 gallons}	81.32	4.21	85.53
Oven	27.37	1.42	28.79
Oven (stove top)	18.12	0.94	19.06
Oven-Stove unit	18.12	0.94	19.06
Microwave	42.14	2.18	44.32
Garbage Compactor	27.37	1.42	28.79
Dishwasher	45.07	2.33	47.40
Refrigerator	143.27	7.42	150.69
Freezer	106.61	5.52	112.13
Air Conditioner	72.05	3.73	75.78
Freon Extraction	58.00	5.00	63.00
Washing Machine	54.36	2.82	57.18
Dryer	35.42	1.83	37.25
Wheelchairs	58.98	3.06	62.04
Bathtub - Fiberglass	33.70	1.75	35.45
Bathtub - Cast Iron	50.56	2.62	53.18

**Novato Sanitary District - Refuse Rate Index Increase**

Rate Table

Rate Tables

Rates Effective 1/1/2026

Rate Classification	Maximum Monthly Fee	RRI	Maximum Monthly Fee
	<i>Effective 1/1/25</i>	<i>5.18%</i>	<i>Effective 1/1/26</i>
<b>Bulky Items (cont'd):</b>			
<b>Building Materials</b>			
Household Door	\$ 5.48	\$ 0.28	\$ 5.76
Sink	15.59	0.81	16.40
Toilet	9.26	0.48	9.74
<b>Yard &amp; Garden</b>			
Gas Mower (must be drained)	\$ 17.29	\$ 0.90	\$ 18.19
BBQ	10.94	0.57	11.51
Ping Pong Table	36.22	1.88	38.10
Exercise Bike	27.37	1.42	28.79
Swing Set	25.27	1.31	26.58
Bicycle	13.49	0.70	14.19
<b>Electronics</b>			
TV & PC Monitors cannot be picked up, they are considered hazardous waste.			

\* pickups occur on Service Day

Summary Fees

Novato Sanitary District - Refuse Rate Index Increase  
Summary of Franchise, AB 939 Collector, and JPA Fees  
Rates Effective 1/1/2026

	Franchise Fees		AB939 Collector Fees		JPA Fees	
	Amount	Increase	Amount	Increase	Amount	Increase
2020	\$ 60,113	NA	\$ 434,260	NA	\$ 41,535	NA
2021	59,613	-0.8%	452,303	4.2%	35,650	-14.2%
2022	61,196	2.7%	471,250	4.2%	59,145	65.9%
2023	63,032	3.0%	498,684	5.8%	123,052	108.1%
2024	63,977	1.5%	598,600	20.0%	195,350	58.8%
2025	65,682	2.7%	697,870	16.6%	108,982	-44.2%
2026	67,652	3.0%	882,002	26.4%	185,918	70.6%
2026 Rate Year Change in Fees			263,038			
Anticipated Change in Fees based on RRI			24,431			
Difference			238,607			
CY2025E Revenue			16,112,795			
Rate Impact of Difference			1.48%			

## Novato Vehicle List

**Novato Sanitary District**  
**Vehicle List**  
**Rates Effective 1/1/2026**

<b>Veh #</b>	<b>Lic #</b>	<b>VIN</b>	<b>Equipment Type</b>	<b>Year Model</b>	<b>Description</b>	<b>Replacement Status</b>	<b>Route</b>
10535	20946B3	3ALACXFE2MDMK6152	RL	21	21 FREIGHTLINER M2106 CHASSIS	Spare truck	49
10555	91804P3	1FVACWFC7PHUE7730	RL	23	2023 FREIGHTLINER M2106		49
11475	03710Z1	5V CDC6MFX6H202948	FL	06	06 AUTOCAR FRONT LOADER		562
11471	07470C2	5V CDC6MF76H202485	FL	06	06 AUTOCAR FRONT LOADER		582
11679	42967A4	5VCACLAF4PC247372	FL	23	2023 AUTOCAR CHASSIS		584
11554	11790W2	5VCACLAF4LC231313	FL	20	20 AUTOCAR CHASSIS		561
11575	37222K3	5VCACLAF8NC235755	FL	22	22 AUTOCAR CHASSIS		560
11601	87899U3	5VCACLAFXPC240829	FL	23	2023 AUTO CHASSIS		565
12446	27735M2	5VCACLAF4JC226772	RO	18	18 AUTOCAR CHASSIS		701
12481	81172B3	5VCACLAF4MC234178	RO	21	21 AUTOCAR CHASSIS		719
13256	09077A1	5VCACD8F2AH211427	SA1	10	10 AUTOCAR CHASSIS		61
13455	8M78289	5V CDC6BE27H205063	SA1	07	07 AUTOCAR SIDELOADER		60
13785	42964A4	5VCACDAF5PC247337	SA1	23	2023 AUTOCAR CHASSIS		57
13461	8A07225	1NPZL00X65D716227	SA1	05	05 Peterbilt SIDELOADER		56
13779	42961A4	5VCACDAF3PC247336	SA1	23	2023 AUTOCAR CHASSIS		58
13491	14886S1	5V CDC6MFX7H204037	SA1	07	07 AUTOCAR SIDELOADER		107
13573	03602M2	5VCACDAFXJC226801	SA1	18	18 AUTOCAR CHASSIS		54
13630	16455Y2	5VCACDAF8LC231210	SA1	20	20 AUTOCAR CHASSIS		51
13640	16456Y2	5VCACDAFXLC231211	SA1	20	20 AUTOCAR CHASSIS		50
13661	52625G3	5VCACDAFXNC235763	SA1	22	22AUTOCAR CHASSIS		59
13662	55073F3	5VCACDAF6NC235758	SA1	22	22 AUTOCAR CHASSIS		52
13664	52636G3	5VCACDAF8NC235762	SA1	22	22 AUTOCAR CHASSIS		55
13668	52627G3	5VCACDAF4NC235757	SA1	22	22 AUTOCAR CHASSIS		53
13669	52635G3	5VCACDAF8NC235759	SA1	22	22 AUTOCAR CHASSIS	Spare truck	56

Recology ensures that all vehicles stay in compliance with all Federal, State and Local standards. Recology replaces vehicles that do not meet standards, as needed.

\*A replacement truck has been ordered. Upon delivery, a newer truck will be used in Novato, but that replacement for Novato may or may not be the newly delivered truck.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

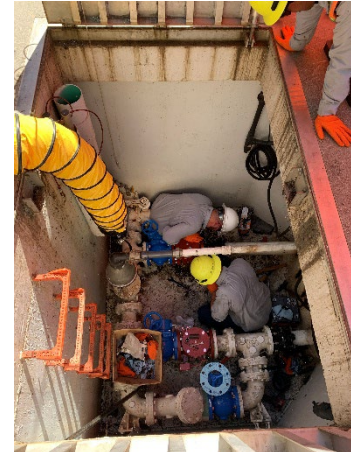
<b>TITLE:</b> Wastewater Operations Report, September 2025.	<b>MEETING DATE:</b> October 13, 2025 <b>AGENDA ITEM NO.:</b> 7.a.
<b>RECOMMENDED ACTIONS:</b> Receive Wastewater Operations Report for September 2025 – <u>information only</u> : <ul style="list-style-type: none"><li>i. Collection System</li><li>ii. Treatment Facilities</li><li>iii. Reclamation Facilities</li></ul>	
<b>SUMMARY AND DISCUSSION:</b> <p>The September 2025 Wastewater Operations Report incorporating operations reports for the collection system, wastewater treatment facilities, and the reclamation facilities is attached.</p> <p>District and Veolia staff will be present at the meeting to provide overviews of the reports for their operational areas, and will be available to discuss the reports or respond to any questions.</p>	
<b>ATTACHMENTS:</b> 1. Wastewater Operations Reports for the month of September 2025.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Facilities) of the latest Strategic Plan.	
<b>Prepared by:</b> dd (Veolia), ja, jjb	<b>Reviewed by General Manager:</b> SSK

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
September 2025**

## 1.0 General:

The equivalent of about five (5) full-time employees (FTEs) worked on collection system maintenance activities during the month. The breakdown of staff time for the month in terms of equivalent FTE hours utilized, works out approximately as follows:

- 1.0 FTE for Sewer Maintenance (main line cleaning)
- 1.2 FTE for Pump Station Maintenance
- 1.1 FTE for Closed Circuit Television (CCTV) work
- 0.0 FTE for Underground Service Alerts (USA's)
- 0.8 FTE for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to the activities listed above, or special activities (for example, smoke testing of mainlines), and
- 0.9 FTE for vacation, holiday, or sick leave.



**Figure 1: Redwood Pump station valve replacement project.**

## 2.0 Collection System Maintenance:

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

Line Cleaning Performance: The Computerized Maintenance Management System (CMMS) generated 406 work orders for the month. Collections staff completed 224 work orders leaving 182 work orders outstanding. The outstanding work orders are expected to be completed over the next few months. Completed work orders resulted in 44,422 feet of sewer pipelines being cleaned by staff with 8,433 feet inspected by CCTV equipment in lieu of flushing.

### Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for fifteen (15) working days and televised a total of 29,382 feet of sewer main.

### CCTV Findings:

- Infrastructure-related: CCTV-work found a screwdriver lodged in a 6" clay pipe located in an easement between Clausen Way and Redwood Blvd. The CCTV crew were able to dislodge and remove this item.
- O&M related: Condition assessment through CCTV-work did not identify any areas that would require a change in sewer line maintenance operations.

## 3.0 Pump Station (PS) Maintenance:

Collections staff conducted 166 lift station inspections this month. Of these, 48 inspections were generated through the District's JobsCal Plus CMMS system. There are zero (0) outstanding work orders for the month. A Pump Stations Statistics summary is attached.

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

Staff completed maintenance inspections of nine (9) air relief/vacuum valves this month.



**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
September 2025**

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## **5.0 Safety and Training:**

### General:

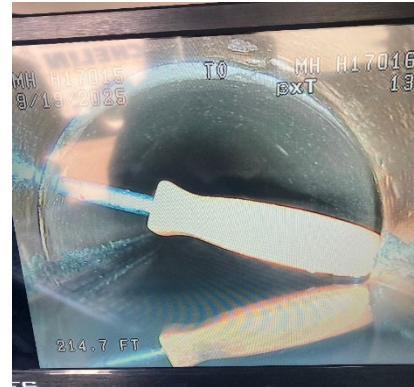
Collections staff attended four (4) tailgate meetings in September.

### Specialized Training:

- Annual Hearing Tests
- Hydrovac and CCTV Safety (DKF Solutions)
- Annual Public Safety Power Shutoff (PSPS) training.
- Pump Workshop (CWEA)

### Safety performance:

There were zero (0) lost time accidents in September.



**Figure 2: Lodged  
screwdriver discovered  
and removed by the CCTV**

## **6.0 Miscellaneous Projects/Repairs:**

- Scheduled power outage at Bahia Main, Bahia 2, and Bahia 4 pump stations.
- BMK 10 PS: Low-Low Level float and ultra-sonic level sensor re-adjustment.
- Cypress PS: Mission RTU installed for improved communication capabilities.
- Camera head sent to vendor to address high humidity/lens fogging issues.
- 3211 Vactor 500-hour service completed.
- 9/8/25 responded to a power outage at East Hamilton PS and Hamilton Meadows PS.
- East Hamilton air compressor repaired.
- East Hamilton P2 drive shaft replaced. Old shaft sent in for balancing and repair.
- Redwood PS: Replaced 2 check valves and 3 plug valves.
- 9/17/25 responded to power outage at Bahia Main, Bahia 1, 2, and 4, and Blackpoint.
- 3210 Vactor: Front driver's side tire replaced.
- 3212 Pump Truck: Auxiliary starter switch replaced.
- 3135 CCTV Van: Main cable re-terminated by vendor.
- BMK 6 PS: Pressure gauge replaced.
- Marin Village PS: Locks re-keyed.

## **7.0 Sanitary Sewer System Spills:**

The Novato Sanitary District Collection System had zero (0) Sanitary Sewer System Spills in September 2025. The No Spill certification confirmation number is 2702051.

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**Novato Sanitary District**  
**Collection System Monthly Report For September 2025 (as of September 30, 2025)**

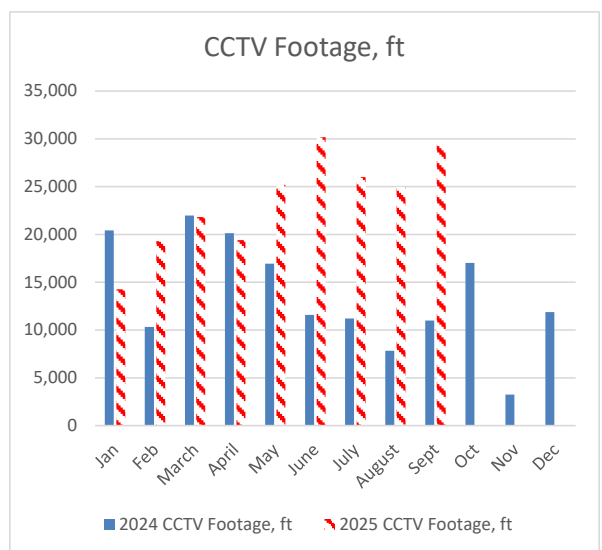
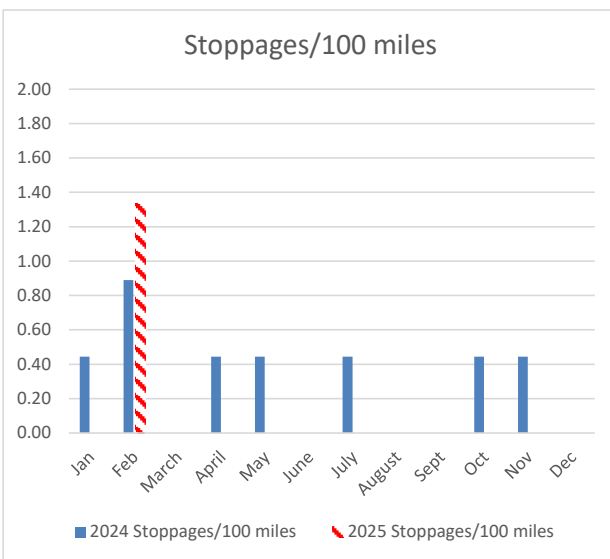
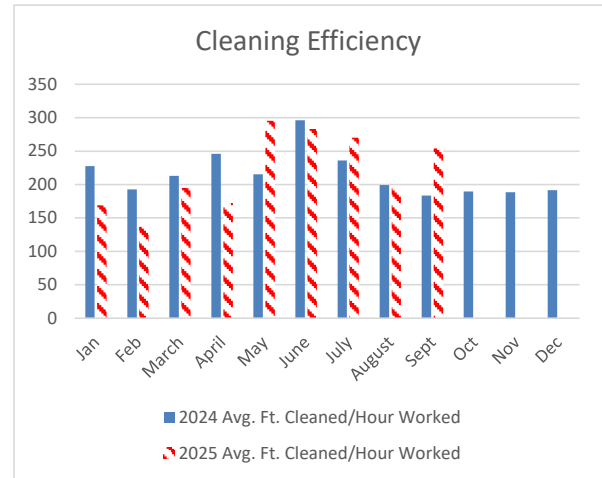
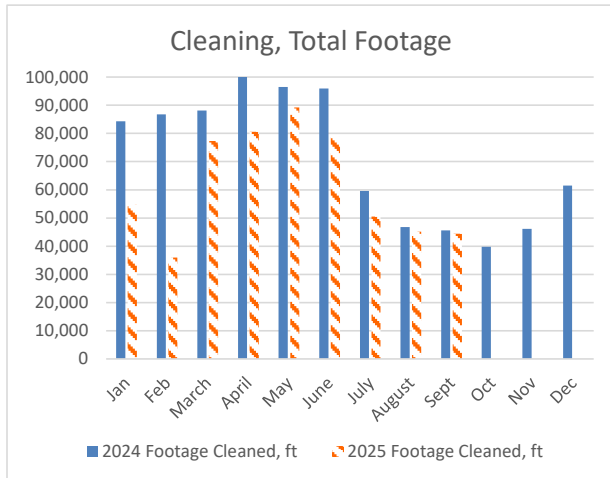
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning)	1.8	1.6	2.3	2.6	1.7	1.6	1.0	1.4	1.0	0.0	0.0	0.0	NA	1.7
Number of FTEs (other)	0.9	0.8	0.9	0.8	0.8	0.8	0.6	0.7	0.8	0.0	0.0	0.0	NA	0.8
Number of FTEs (USAs)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Number of FTEs (CCTV)	0.8	1.4	1.3	0.6	1.2	1.2	1.0	1.5	1.1	0.0	0.0	0.0	NA	1.1
Total, FTEs	3.6	3.8	4.5	4.1	3.7	3.6	2.6	3.6	2.9	0.0	0.0	0.0	NA	3.6
Regular Time Worked, (main line cleaning), hrs	325	263	396	468	302	278	187	230	175				2,622	291
Regular Time Worked on Other, hrs <sup>(1)</sup>	167	130	155	151	153	130	115	109	155				1,264	140
Regular Time Worked on USAs	0	0	0	0	0	0	0	0	0				0	0
Regular Time Worked on CCTV (2)	136	219	217	104	207	199	179	233	191				1,684	187
Total Regular time, worked, hrs	628	612	768	722	662	607	481	571	520	0	0	0	5,569	619
Total Vacation/Sick Leave/Holiday, hrs	179	110	50	177	222	122	231	108	160				1,359	151
Vacation/Sick Leave/Holiday, FTEs	1.0	0.7	0.3	1.0	1.3	0.7	1.2	0.7	0.9	0.0	0.0	0.0	7.8	0.9
Overtime Worked on Coll. Sys., hrs	0	0	0	0	0	10	0	0	0				10	4.9
Overtime Worked on Other, hrs (1)	5	36	1	4	1	0	0	6	0				51	8.5
Overtime Worked on USAs, hrs	0	0	0	0	0	0	0	0	0				0	0.0
Overtime Worked on CCTV <sup>(2)</sup>	0	0	0	0	0	0	0	0	0				0	0.0
Total Overtime , hrs	5	36	1	4	1	10	0	6	0	NA	NA	NA	61	8.7
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	25	54	59	96	45	49	63	72	91				554	62
Rodder 3208 ft. cleaned	0	1,182	491	0	0	0	0	0	0				1,673	186
Rodder - outside services and handrodding, ft cleaned	56	1,742	714	1,552	642	0	0	0	215				4,921	547
Flusher Work Orders generated	329	306	424	442	582	516	378	374	315				3,666	407
Truck 3209F ft. cleaned	3,254	0	744	3,632	11,214	7,260	7,616	0	7,581				41,301	4,589
Truck 3210V ft. cleaned	23,923	18,159	31,116	28,176	29,100	38,812	30,710	16,024	12,424				228,444	25,383
Truck 3211V ft. cleaned	27,708	13,852	43,744	43,429	12,273	8,238	12,163	25,816	15,984				203,207	22,579
Flusher - outside services, ft. cleaned , foamed	0	0	0	0	27,168	21,884	0	0	0				49,052	5,450
CCTV Truck + Hand Cam in lieu of cleaning	2,603	1,064	486	5,374	8,832	2,541	0	3,296	8,433				32,629	3,625
Total Footage cleaned <sup>(3)</sup>	54,885	35,999	77,295	80,611	89,229	78,735	50,489	45,136	44,422	0	0	0	556,801	61,867
Work Orders completed	315	169	370	410	443	401	208	240	224				2,780	309
Work Orders backlog	39	191	113	128	199	164	233	206	182				1,455	162
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0				0	0
CCTV Truck 3135, ft. videoed	14,213	18,243	21,424	11,496	24,546	28,884	26,009	24,952	23,467				193,234	21,470
CCTV (hand cam), ft. videoed	58	1,064	402	7,918	642	1,286	0	0	5,915				17,285	1,921
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0				0	0
Total CCTV footage <sup>(3)</sup>	14,271	19,307	21,826	19,414	25,188	30,170	26,009	24,952	29,382	0	0	0	210,519	23,391
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Lower Lateral/less than 50gal. (Category IV)	0	3	0	0	0	0	0	0	0				3	NA
Minor (Category III)	0	0	0	0	0	0	0	0	0				0	NA
Major (Category II)	0	1	0	0	0	0	0	0	0				1	NA
Major (Category I)	0	0	0	0	0	0	0	0	0				0	NA
Major (Category I)	0	2	0	0	0	0	0	0	0				2	NA
Overflow Gallons	0	3,916	0	0	0	0	0	0	0				3,916	NA
Volume Recovered	0	40	0	0	0	0	0	0	0				40	NA
Percent Recovered	NA	1%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>D. Service Calls (non-SSO related)</b>														
Service Calls, (SCs), normal hours, #	2	1	4	4	2	1	4	4	3				25	3
Normal hours SC response time, mins (avg.)	24.5	20	19	17.75	26.5	15	26.25	27.5	21.66				198	22
Service Callouts, after hours, #	0	0	0	2	0	1	0	1	0				4	0
After Hours SC response time, mins (avg.)	0	0	0	22	34	34	0	48	0	0	0	0	138	11
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	169	137	195	172	295	283	270	197	254	NA	NA	NA	NA	219
Total Stoppages/100 Miles	0.0	1.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	NA
Average spill response time (mins)	0	0	0	0	0	0	0	0	0	0	0	0	NA	0
Callouts/100 Miles	0.0	0.0	0.0	0.9	0.0	0.4	0.0	0.4	0.0	0.0	0.0	0.0	1.7	0.1
Overtime hours/100 Miles	0	0	0	0	0	4	0	0	0	0	0	0	4.33	0
Overflow Gallons/100 Miles	0	1703	0	0	0	0	0	0	0	0	0	0	1,703	851

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

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

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

## Collection System: 2024 & 2025 Graphs



Novato Sanitary District

Pump Station Monthly Report For September 2025 (as of September 30, 2025)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>														
Number of Employees (FTEs)	1.5	1.5	1.2	0.9	1.0	0.7	1.2	0.8	1.2	0.0	0.0	0.0	N/A	1.1
Regular Time Worked on Pump Sta	262	238	197	169	179	118	216	122	210				1,708	190
Overtime Worked on Pump Sta	11	42	22	14	17	25	29	20	19				196	22
After Hours Callouts	4	1	4	4	2	2	2	0	4				23	3
Average Callout response time (mins)	28	16	22	28	28	31	38	0	22				212	27
<b>Work Orders</b>														
Number generated in month	35	38	45	38	38	49	38	38	48				367	40.8
Number closed in month	17	38	45	38	38	49	38	38	48				349	38.8
Backlog	18	0	0	0	0	0	0	0	0	0	0	0	18	18



October 8, 2025

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

**Subject: Veolia Water Operations Report – September 2025**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations Report for September 2025.

As always, please give me a call at 707-378-3974 should you have any questions.

Best regards,

A handwritten signature in blue ink, appearing to read 'Derek Dill'.

Derek Dill  
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT  
September 2025**

**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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- G: MISCELLANEOUS

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- 3) Recycled Water Report
- 4) Annual Performance Summary - Graphs
- 5) Process Control Data / Graphs
- 6) Neighborhood Complaints Received
- 7) Jerome Meter Readings and Locations

**A: TREATMENT PLANT PERFORMANCE SUMMARY Reclamation September 1, San Pablo Bay September 2-30, 2025**

Table 1.0

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	3.57	4.50	N/A	
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	11,680	12,552	N/A	
TSS, lb/day (monthly ave/max)	12,080	15,307	N/A	
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<5	<5	15	30
TSS, mg/L (monthly ave/max weekly ave)	<4	6	10	20
BOD <sub>5</sub> - % Removal, Average	99		85 Minimum	
TSS - % Removal, Average	99		85 Minimum	
Ammonia, mg/L – (monthly ave/daily max)	0.91	0.91	5.9	21
pH, su (min / max)	6.8	7.0	6.5	8.5
Enterococcus, MPN/100 ml (6 week rolling geomean, min and max)	3.1	3.3	30	
Enterococcus, MPN/100 ml (90 <sup>th</sup> percentile – highest value)	10.8		110	
Fecal Coliform, MPN/100 ml (monthly median)	40.2		140	
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> percentile)	40.2	40.2	430	
Total Coliform, MPN/100 ml (5 sample median) (monthly maximum)	N/A		240	
Total Coliform, MPN/100 ml (monthly maximum)	N/A		10,000	
Reclamation Discharge				

Monthly Total Rainfall = 0.00 inches

**Title 22 - Recycled Water Production and Quality – Table 2.0**

Description	Units	Value	Limit
Potable Water Provided	Million Gallons	1.558	N/A
Recycled Water Volume Produced	Million Gallons	22.728	N/A
Average Turbidity	NTU	0.7	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	50	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Maximum Total Coliform	MPN/100 ml	<1	240
Maximum Total Coliform (2 Samples 30 days)	MPN/100 ml	<1	23
Total Coliform (7 Sample Median)	MPN/100 ml	<1	2.2





**Discussion of Violations / Excursions**

- National Pollutant Discharge Elimination System Permit (NPDES) Limits - None
- Recycled Water Statewide Permit – None
- Reclaimed Water (WDR) – None
- Bay Area Air Quality Management District (BAAQMD) – None

**B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station completed.
- No safety incidents for the month of September 2025.
- Monthly Safety Topics: September 2025 – International Health and Safety Week- September 15th-19th-Stop Work Authority. Universal Waste Storage and Handling Training

**C: OPERATIONS & MAINTENANCE STATUS / REVIEW:****Key events for the period:****Wastewater Treatment Plant Power Outages**

- No power interruptions in September 2025

**Novato Wastewater Treatment Plant (NTP)**

- Routine rounds, readings, adjustments, and preventative and corrective maintenance.
- Work Orders Completed – A total of 119 work orders were completed in September 2025.
- RAS modulating actuator #1 was replaced.
- Local display for RAS Flowmeter #1 was mounted with newly routed conduit.
- Mechanical seal on sludge recirculation pump #4 was replaced.
- Leaks identified on the hypochlorite chemical board were repaired.
- Additional parts ordered for IPS pump #1 rebuild-expected return to facility in October.

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

- Aeration Basin #1 & #3
- Primary Clarifier #2
- Secondary Clarifier #1

**Ignacio Transfer Pump Station (ITPS) Power Outages**

- No Power Outages for the month of September 2025.

**Ignacio Transfer Pump Station**

- Routine rounds, readings, adjustments, and preventative maintenance.
- Annual conveyance pump inspection and preventative maintenance was coordinated with Shape 9/22-9/23.
- The District proceeded with purchasing a replacement grinder for the pump station. Expected to arrive in 10-12 weeks.

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

- Sodium Hypochlorite System – Standby



**Recycled Water Plant (RWP)**

- RWP fully online May 7<sup>th</sup>.

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

- None

**Sludge Lagoons (and Reclamation Area)**

- Conducted routine checks and management of the feed sludge and decant piping.

**D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY**

**Discharge to Reclamation September 1, 2025 only. Discharge to the Bay September 2-30**

**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 started in July and continued through September. The data collected will be compiled and reported in the 2027 triennial Irrigated Pasture Report.

**Total Coliforms**

When effluent is discharged to reclamation the bacteriological requirement is for Total Coliforms. No samples were collected in September.

**Enterococcus**

When effluent is discharged to the Bay, the bacteriological requirement is for *Enterococcus*. Ten samples were taken in September. All samples were below the regulatory limits.

**Fecal Coliforms**

Fecal Coliform sampling is required once per quarter during Bay discharge only. One Fecal Coliform sample was taken in September and was below the regulatory limit.

**Whole Effluent Toxicity Testing**

Quarterly Acute and Chronic Toxicity is required during Bay discharge, and both were performed in September for the July through September quarter. The Acute test had 100% survival. The Chronic Toxicity test results for survival and growth were very good at <1.0 (Toxicity Unit-chronic) TUC each. See historic Chronic Toxicity results below.

## MONTHLY OPERATIONS REPORT

September 2025

Test Date	1/24		5/24		10/24		1/25		4/25		9/25	
EC <sub>25</sub> (%)	Survival >100	Growth >100	Survival >100	Growth >100	Survival >100	Growth >100	Survival >100	Growth >100	Survival >100	Growth >100	Survival >100	Growth >100
NOEC (%)	100	100	100	100	100	100	100	100	100	100	100	100
TUc(100/EC <sub>25</sub> )	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0

### Public Education/Outreach

Derek Dill revitalized discussion with Karen Madden of San Rafael City Schools about Veolia being a community partner with the Marin School of Environmental Leadership. The internship officially started in September and will continue until graduation in Spring of 2026.

Derek Dill participated in Coastal Cleanup Day September 20th with the Novato Sunrise Rotary Club to volunteer picking up trash at Scottsdale Pond and along Novato Creek.

### SARS-CoV-2 in the Bay Area

We continued sending three influent composite samples per week to Verily. The website to see data from Novato is [http://publichealth.verily.com/?v=SC2\\_N&l=Novato%2C+CA](http://publichealth.verily.com/?v=SC2_N&l=Novato%2C+CA). All Marin County COVID and information can be found at <https://coronavirus.marinhhs.org/surveillance#keyindicators> (scroll down for the wastewater information).

A dashboard specifically for Novato information is here [WastewaterSCAN Dashboard](#).

### Pretreatment

#### Inspections and Documentation

- Received support documentation from one industrial user
- Received support documentation confirming compliance from two Food Service Establishments (FSEs).

### E: ADMINISTRATION:

- August 2025 Self-Monitoring Report (Monthly SMR - State of California) was submitted on September 30th.

### F: ODORS & LANDSCAPING:

- Jerome meter (H<sub>2</sub>S) parts per million (ppm) readings performed in adjacent neighborhood.
- Values reported averaged 0.000-0.009 ppm.

### G: MISCELLANEOUS:

- Process Control Management Plan (PCMP) meetings held weekly with the Veolia staff.



**Veolia Support Staff Onsite/Remote (Various Times)**

Rodney Lance, Veolia West Region, Vice President (Remote)

Art Fagerström, PE, BCEE, Veolia Technical Manager, Corporate Technical Support (Remote)

Mark Higginbottom, Veolia Energy Efficiency Manager- Rotating Equipment (Remote)

Joe Hart, Veolia, Regional Asset Manager (Remote)

Roger Bolton, Veolia Regional Asset Manager (Remote)

Kumar Upendrakumar, Veolia Business Operations Center, Director of Engineering • Technical / Studies / Engineering (Remote)

Chandrasekar Venkatraman, Veolia President, Capital Program Management (West) • General Management (Remote)

Rodrigo Vignau, Veolia Director of Capital Program Management - West (Remote/In-person))

Jordan Hamil, Veolia Lead Talent Advisor, Municipal Water Contract Operations West (Remote)

Calvin Carnegie, Veolia Sr. Director, Technical & Performance West Region (Remote/In-person)

Yahayra Levesque, Veolia, Talent Acquisition (Remote/In-person)

Mikael Amar, Veolia, Senior Manager, Decarbonization Strategies (Remote/In-person)

Aaditya Ramen, Veolia West Region, President (Remote)

Scott Connor, Veolia Water Technologies Services, (Remote/In-person)

Joshua Sytsma, Veolia West Region, Environmental Health and Safety (EHS) Director (Remote/In-person)

## ***1) PHOTOS***



## PLANT OPERATION AND MAINTENANCE September 2025



Top Left – Steve-“Smile for Safety”  
Top Right -“Does it Pertain to the Chicanes?”  
Bottom Left – “Slightly Cloudy over the CCT”  
Bottom Right – “Forklift Facelift”

## ***2) LABORATORY DATA***

## Novato Sanitary District BOD/TSS Report



**September, 2025**

Date	Influent Flow MGD	Influent				Effluent				BOD % Removal	TSS % Removal
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
09/01/25	3.51										
09/02/25	3.35	360	10,058	346	9,667	<5	<81	<3	<49	98.6	99.1
09/03/25	3.43					<5	<79	<3	<47		
09/04/25	3.48										
09/05/25	3.46										
09/06/25	3.64										
09/07/25	3.55										
09/08/25	3.43										
09/09/25	3.82										
09/10/25	3.50	430	12,552	472	13,778	<5	<128	3	77	98.8	99.4
09/11/25	3.51										
09/12/25	3.48										
09/13/25	3.48										
09/14/25	3.74										
09/15/25	3.53										
09/16/25	3.24	460	12,430	354	9,566	<5	<107	6	129	98.9	98.3
09/17/25	3.57										
09/18/25	4.50										
09/19/25	4.50										
09/20/25	3.57										
09/21/25	3.47										
09/22/25	3.30										
09/23/25	3.35										
09/24/25	3.45			532	15,307			<3	<86		99.4
09/25/25	3.47										
09/26/25	3.41										
09/27/25	3.41										
09/28/25	3.51										
09/29/25	3.85										
09/30/25	3.46										
Weekly Averages											
09/06/25	Week 1	360	10,058	346	9,667	5	80	3	48		
09/13/25	Week 2	430	12,552	472	13,778	5	128	3	77		
09/20/25	Week 3	460	12,430	354	9,566	5	107	6	129		
09/27/25	Week 4			532	15,307			3	86		
	Week 5										
Monthly											
Minimum	3.24	360	10,058	346	9,566	<5	<79	<3	<47	99	98
Maximum	4.50	460	12,552	532	15,307	<5	<128	6	129	99	99
Total	106.97										
Average	3.57	417	11,680	426	12,080	<5	<99	<4	<78	99	99



Novato Sanitary District  
Conventional Pollutants Report



September, 2025

Date	INFLUENT INF-001			EFFLUENT EFF-001								
	Flow	pH	Ammonia	Bacteria			Coliform		pH	Ammonia	Temp	Rainfall
	Total			Fecal	Enteroc	Enteroc 6wk Geo Running	Total	5 Day Median				
	MGD	SU	mg/L	MPN/100 mL			MPN/100mL		SU	mg/L	Deg C	Inches
09/01/25	3.51								6.9		24.6	0.00
09/02/25	3.35		38.3		1.4				7.0		24.7	0.00
09/03/25	3.43	7.3			7.3				7.0	0.91	24.5	0.00
09/04/25	3.48				1.0				7.0		25.3	0.00
09/05/25	3.46								6.9		24.6	0.00
09/06/25	3.64											0.00
09/07/25	3.55											0.00
09/08/25	3.43				6.7				7.0		24.5	0.00
09/09/25	3.82				<1.0				6.9		25.2	0.00
09/10/25	3.50	7.5	41.2		6.2				6.9		24.6	0.00
09/11/25	3.51				10.8				6.9		24.8	0.00
09/12/25	3.48								6.9		24.7	0.00
09/13/25	3.48					3.3						0.00
09/14/25	3.74											0.00
09/15/25	3.53				1.7				7.0		24.7	0.00
09/16/25	3.24		38.4						6.9		26.3	0.00
09/17/25	3.57								6.9		25.5	0.00
09/18/25	4.50								6.9		25.3	0.00
09/19/25	4.50			40.2					6.9		24.8	0.00
09/20/25	3.57					3.1						0.00
09/21/25	3.47											0.00
09/22/25	3.30				5.1				7.0		24.5	0.00
09/23/25	3.35								6.9		24.5	0.00
09/24/25	3.45	7.4	40.8						6.9		24.5	0.00
09/25/25	3.47								6.9		24.7	0.00
09/26/25	3.41								6.8		24.5	0.00
09/27/25	3.41					3.2						0.00
09/28/25	3.51											0.00
09/29/25	3.85								7.0		24.1	0.00
09/30/25	3.46				<1.0				6.9		24.3	0.00
Minimum	3.24	7.3	38.3	40.2	<1.0	3.1			6.8		24.1	0.00
Maximum	4.50	7.5	41.2	40.2	10.8	3.3			7.0		26.3	0.00
Total	106.97											0.00
Average	3.57	7.4	39.7						6.9	0.91	24.8	0.00
90%					7.3							



### ***3) RECYCLED WATER REPORT***

**NOVATO SANITARY DISTRICT  
RECYCLED WATER  
COMPLIANCE SUMMARY REPORT**

	Filter Influent Flow	Recycled Water Flow to Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Filter Effluent Total Coliform	Disinfection CT Value
Date	MGD	MGD	MGD	NTU	(m)	NTU	MPN/100ml	mg-min/l
9/1/2025	1.420	1.397	0.000	1.2	0	1.0	<1	>450.000
9/2/2025	1.420	1.409	0.000	1.9	0	0.8	<1	>450.000
9/3/2025	1.560	1.541	0.000	1.4	2	0.8	<1	>450.000
9/4/2025	1.190	1.161	0.000	1.1	0	0.7	<1	>450.000
9/5/2025	1.300	1.277	0.000	1.6	0	0.7	<1	>450.000
9/6/2025	1.260	1.170	0.000	1.3	15	0.9	<1	>450.000
9/7/2025	1.130	1.135	0.000	1.0	0	0.4	<1	>450.000
9/8/2025	1.140	0.956	0.000	1.1	0	0.7	<1	>450.000
9/9/2025	1.230	0.978	0.000	1.7	50	1.1	<1	>450.000
9/10/2025	1.090	0.430	0.000	2.1	21	0.2	<1	>450.000
9/11/2025	1.160	0.626	0.000	2.1	0	1.2	<1	>450.000
9/12/2025	1.150	0.673	0.000	2.3	0	1.3	<1	>450.000
9/13/2025	1.150	0.550	0.000	2.2	0	0.4	<1	>450.000
9/14/2025	1.220	0.641	0.000	2.7	13	0.6	<1	>450.000
9/15/2025	1.210	0.541	0.000	3.1	0	0.4	<1	>450.000
9/16/2025	1.240	0.666	0.000	3.2	0	0.4	<1	>450.000
9/17/2025	1.260	0.475	0.000	2.6	0	0.5	<1	>450.000
9/18/2025	1.380	0.724	0.000	0.5	0	0.9	<1	>450.000
9/19/2025	0.940	0.906	0.000	2.1	50	1.3	<1	>450.000
9/20/2025	1.280	0.701	0.000	2.9	1	0.8	<1	>450.000
9/21/2025	1.320	0.507	0.000	2.5	0	0.6	<1	>450.000
9/22/2025	1.400	0.525	0.000	2.8	0	0.5	<1	>450.000
9/23/2025	1.180	0.000	0.832	1.4	0	0.1	<1	>450.000
9/24/2025	1.110	0.000	0.726	0.7	0	0.1	<1	>450.000
9/25/2025	1.180	0.997	0.000	3.8	0	0.8	<1	>450.000
9/26/2025	1.110	0.526	0.000	2.4	0	0.7	<1	>450.000
9/27/2025	1.170	0.651	0.000	2.1	8	1.0	<1	>450.000
9/28/2025	1.320	0.224	0.000	0.9	0	0.9	<1	>450.000
9/29/2025	1.140	0.832	0.000	2.2	0	1.0	<1	>450.000
9/30/2025	1.200	0.509	0.000	2.6	0	0.8	<1	>450.000
Total	36.860	22.728	1.558					
Minimum	0.940	0.000	0.000	0.5	0	0.1	<1	>450.0
Maximum	1.560	1.541	0.832	3.8	50	1.3	<1	>450.0
Average	1.229	0.758	0.052	2.0	5	0.7	<1	>450.0

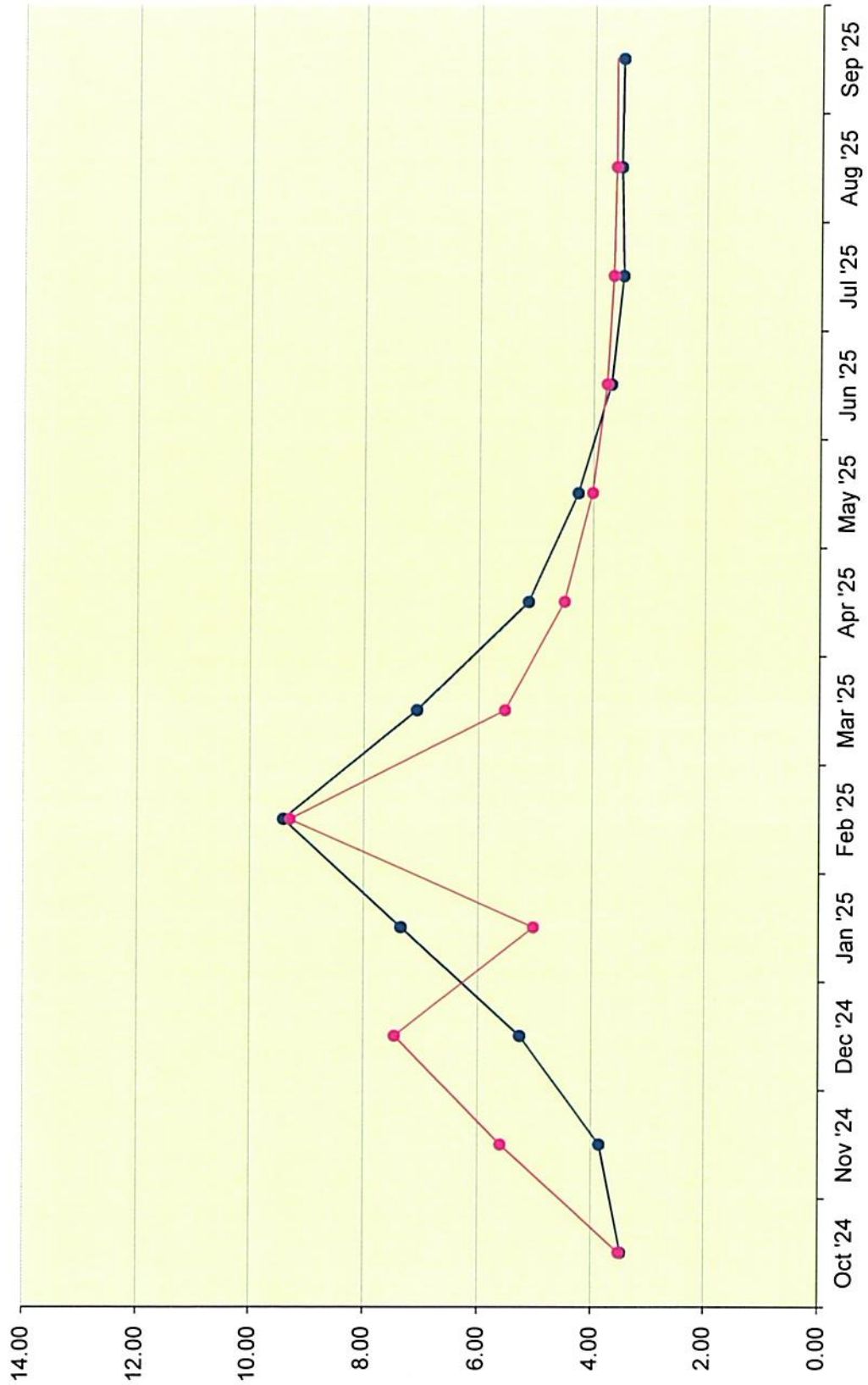
The Filter Feed pumps will shut down and be locked out by any of these criteria:

1. Turbidity >10.0 NTU for 10 seconds
2. Turbidity >5.0 NTU for 72 minutes in a 24 hour period
3. Turbidity 24 hour average >2.0 NTU

## ***4) ANNUAL PERFORMANCE SUMMARY – GRAPHS***

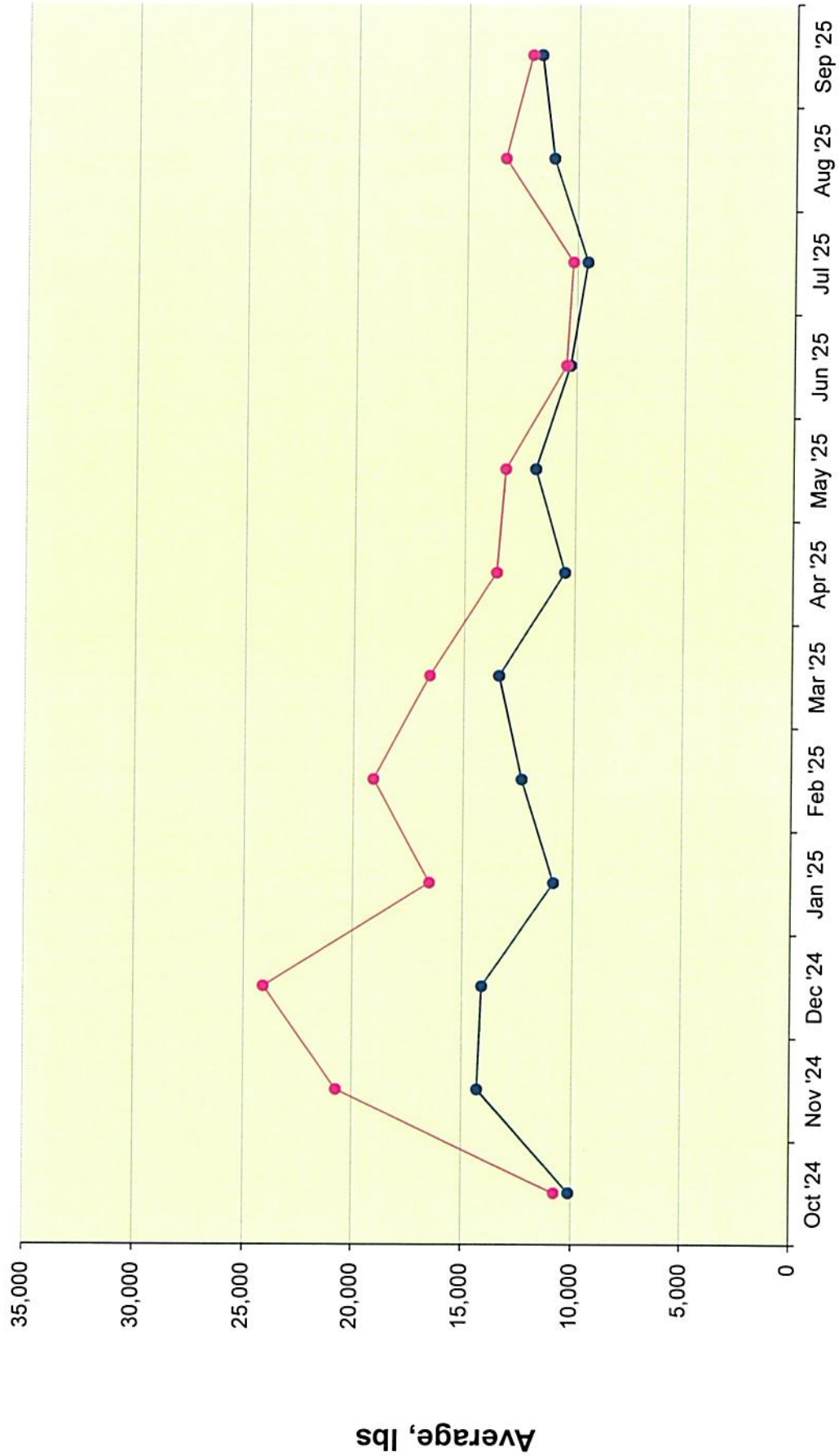
# Wastewater Influent Flow Comparison

—●— Previous 12 Months —●— Last 12 Months



# Influent Load BOD / TSS lbs

—●— BOD lbs —●— TSS lbs

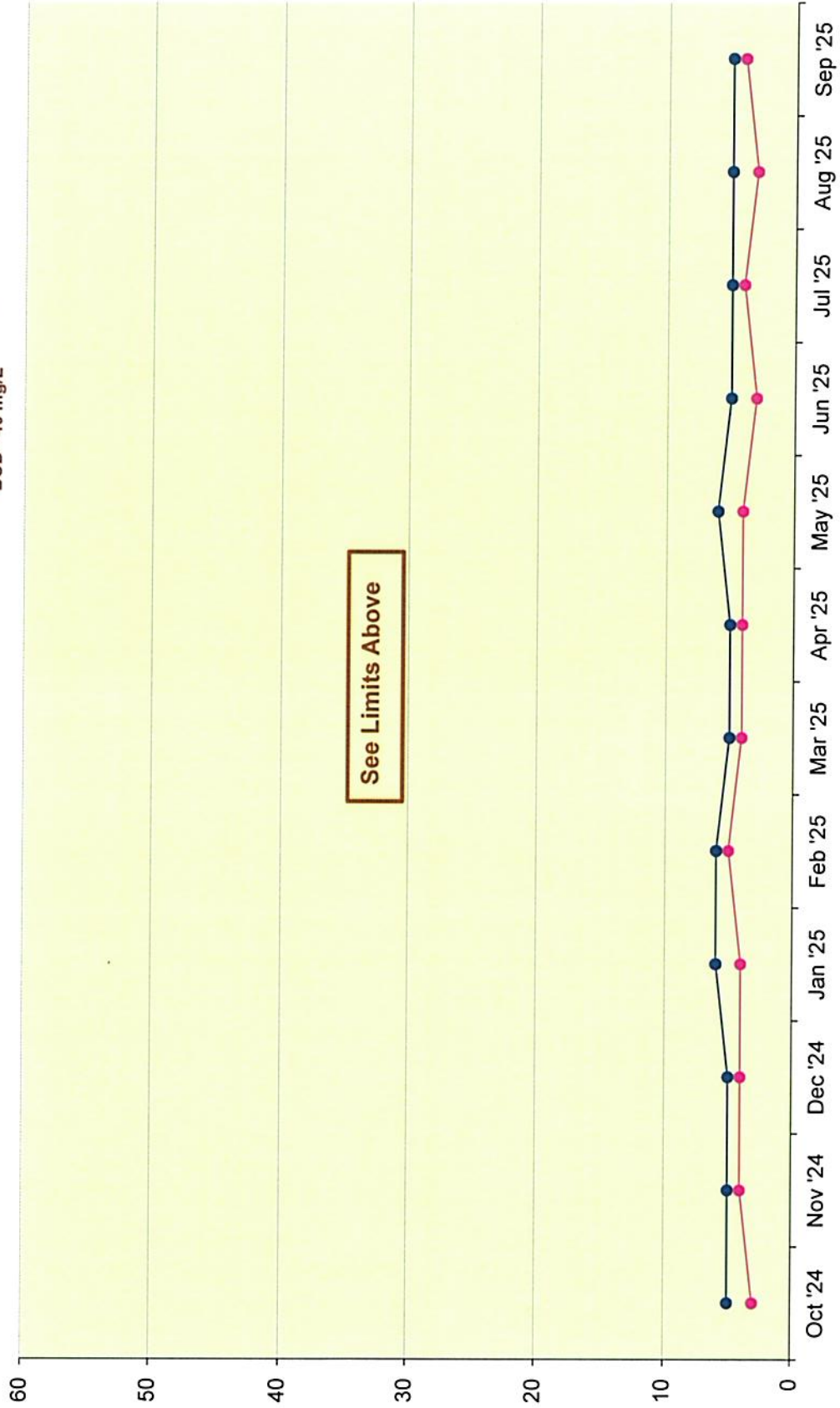


# Effluent BOD / TSS Concentration

NPDES LIMITS WET SEASON  
BOD & TSS - 25 mg/L Monthly Ave. 40 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

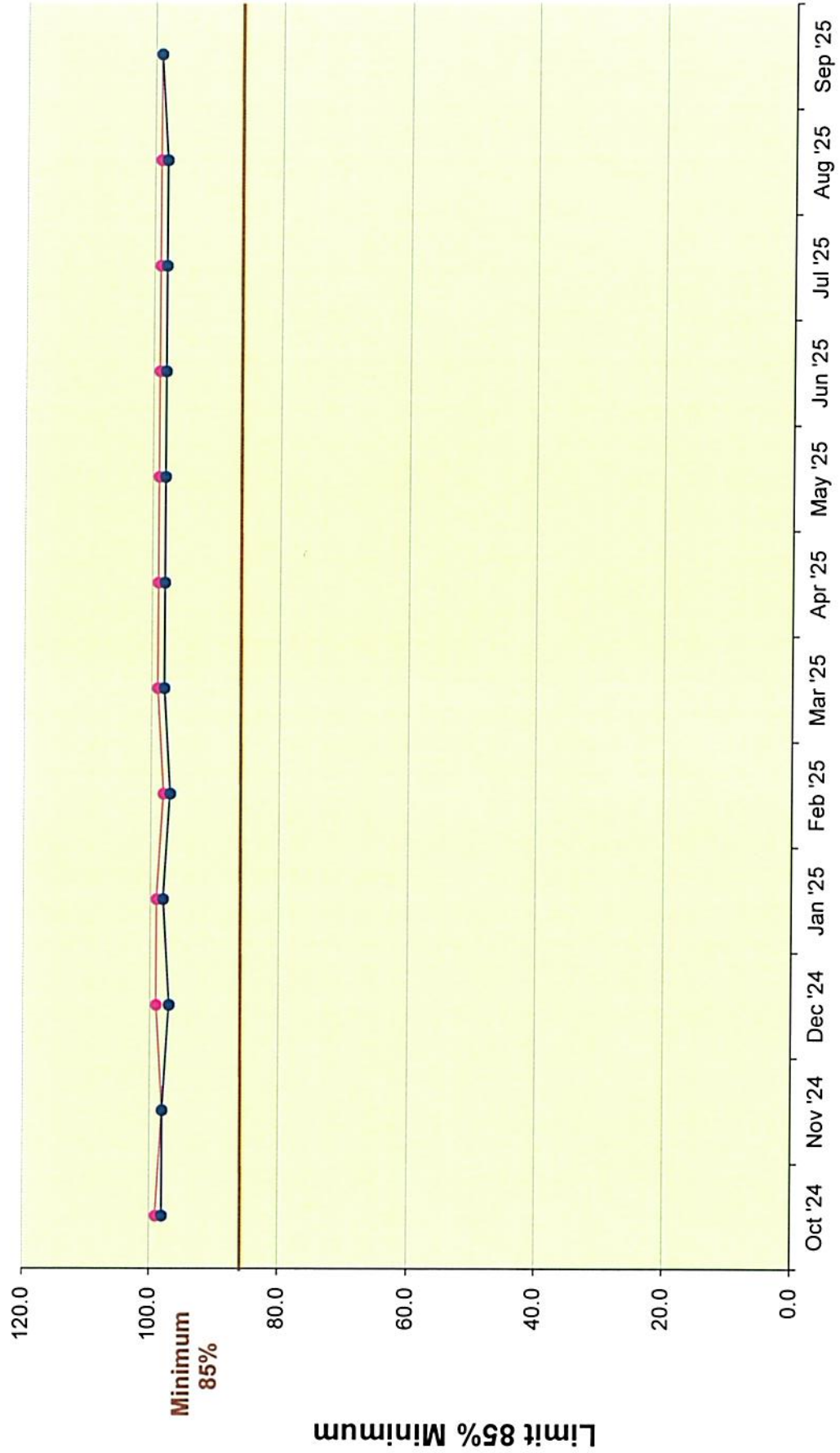
—●— BOD —●— TSS

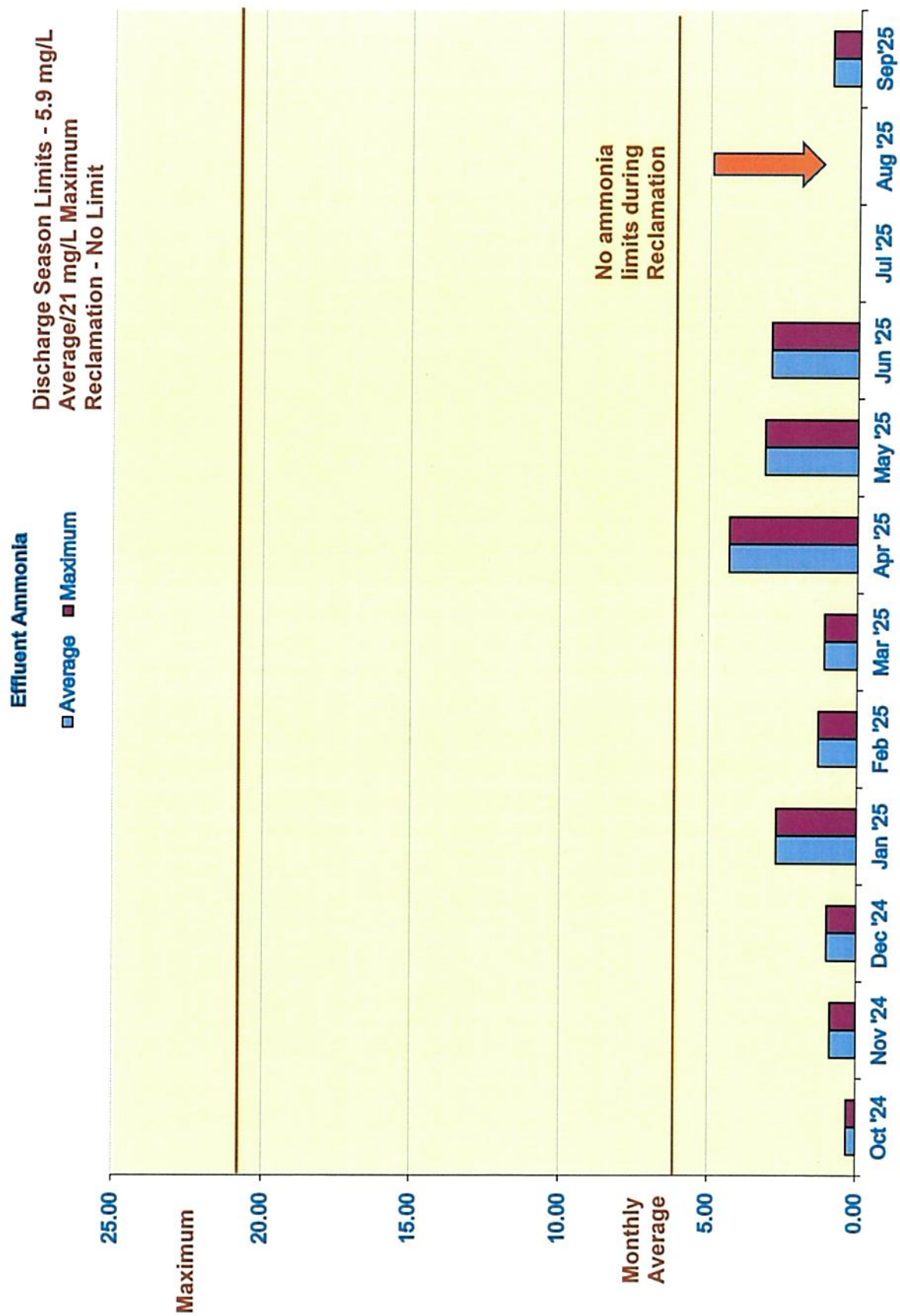




# BOD / TSS Percent Removal

—●— TSS —●— BOD



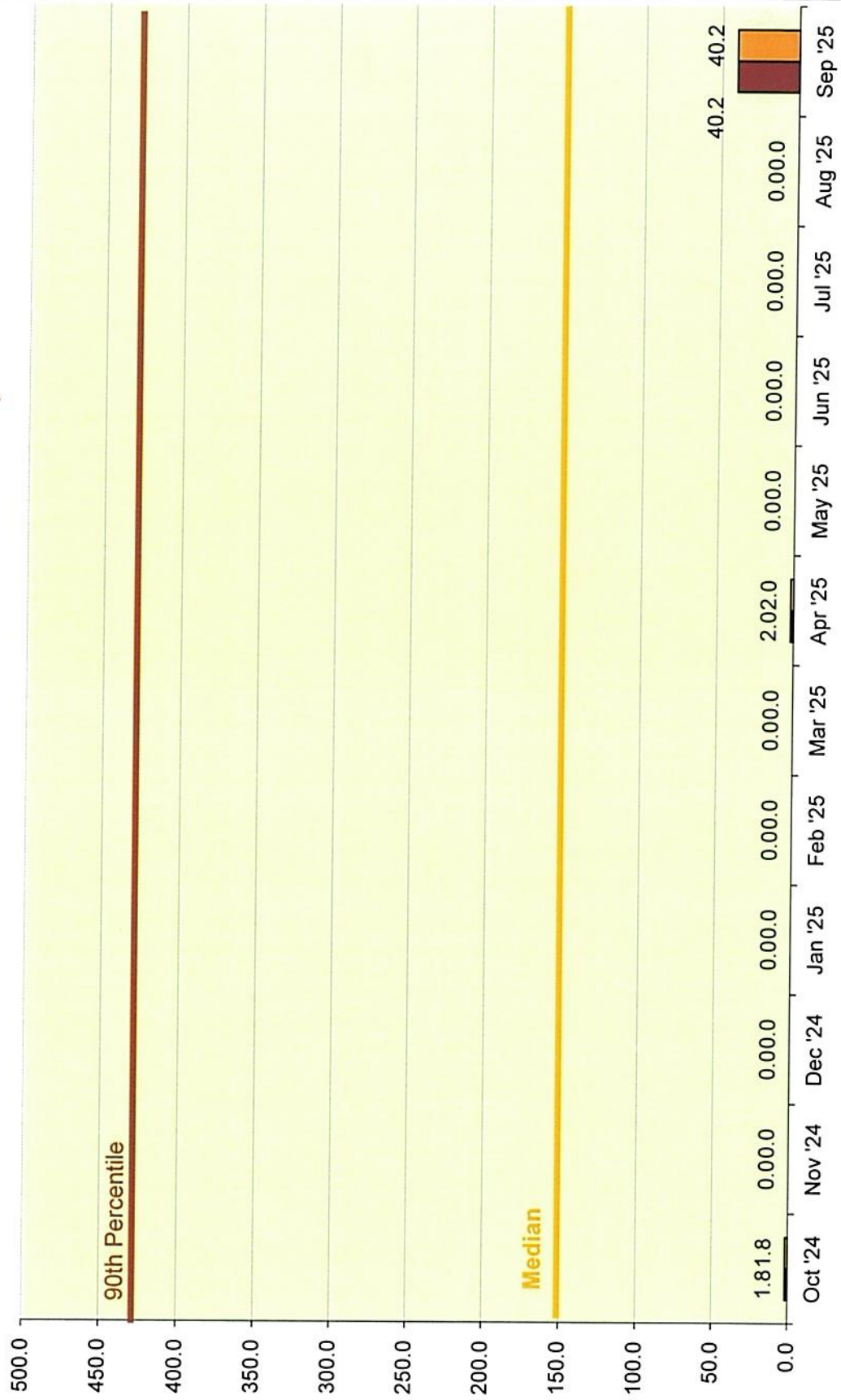




# Disinfection - Fecal Coliform

**LIMITS - NPDES**  
**Fecal 140 MPN Monthly Median**  
**Fecal 430 MPN 90th Percentile**  
**30 Day**

■ 90th % ile ■ 30 day med

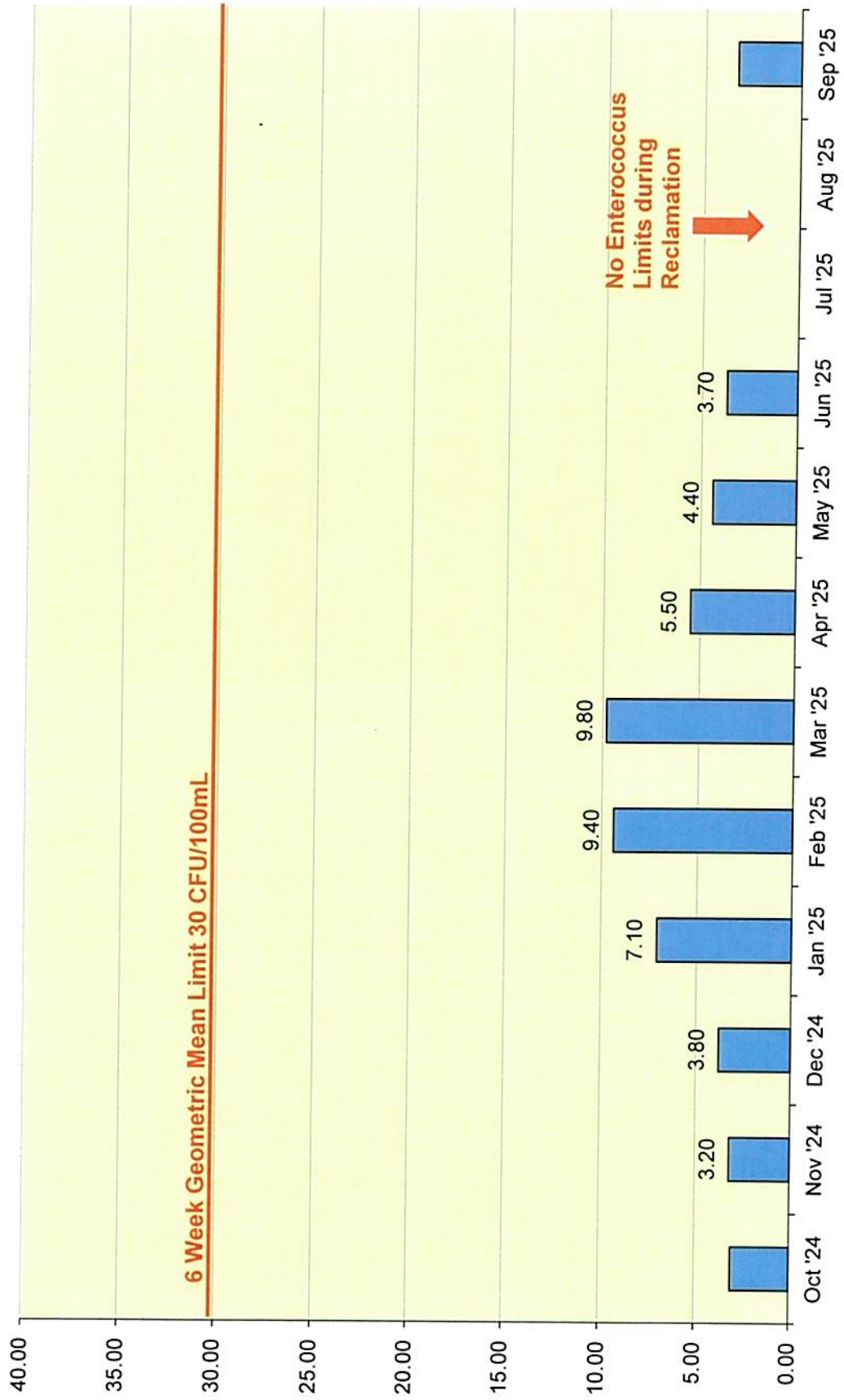


## Disinfection - Enterococcus

### LIMITS - NPDES

Entero - Six week geometric mean  
not to exceed 30 CFU/100mL

6 Week Geo Mean

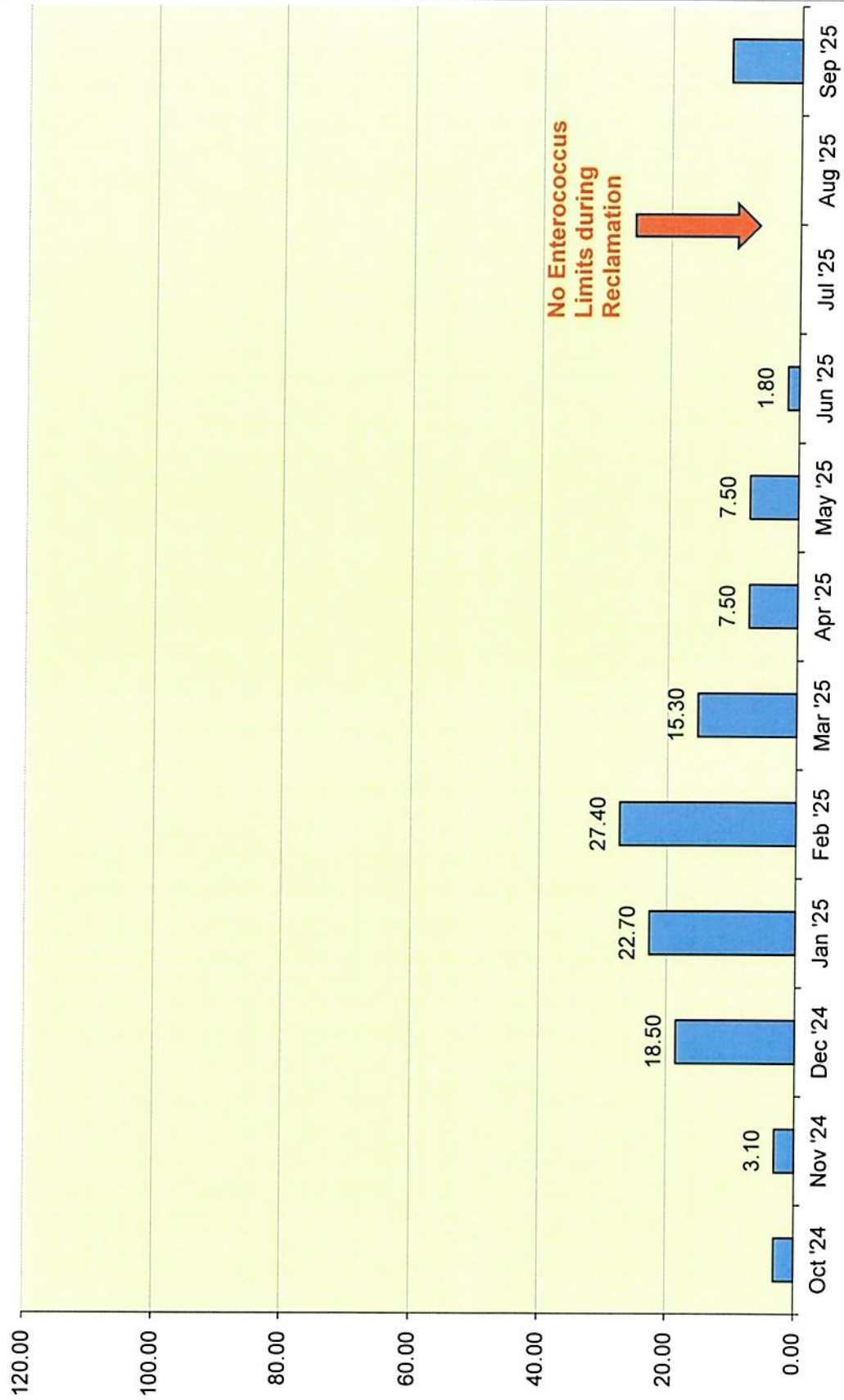


## Disinfection - Enterococcus

### LIMITS - NPDES

Enterococcus - No more than 10% of all values in a calendar year shall exceed 10 CFU/100mL.

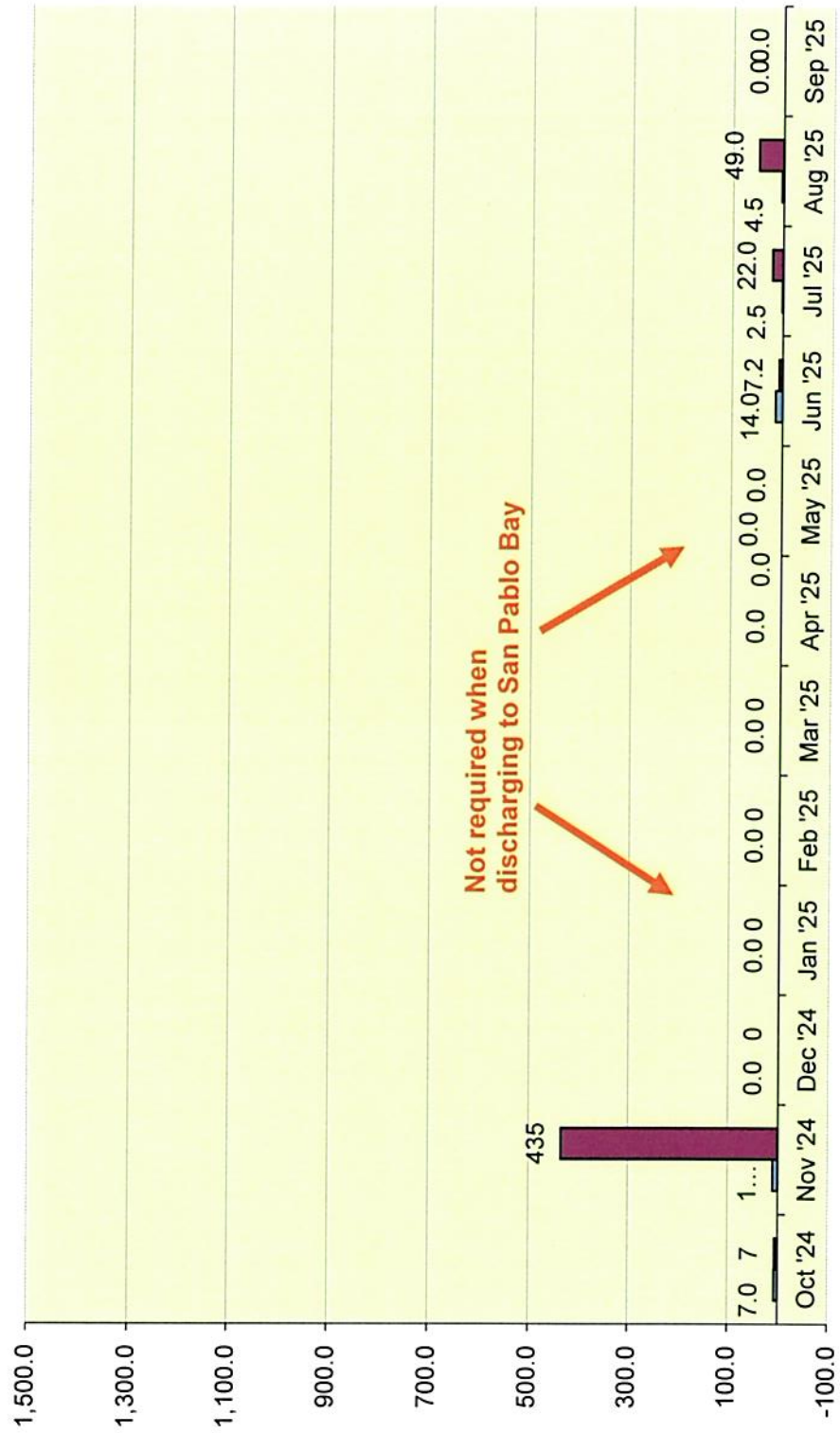
■ 90th Percentile



## Disinfection - Total Coliform

**TOTAL COLIFORM LIMITS - WDR**  
**5 Sample Median - 240 MPN/100mL**  
**Maximum - 10,000 MPN/100mL**

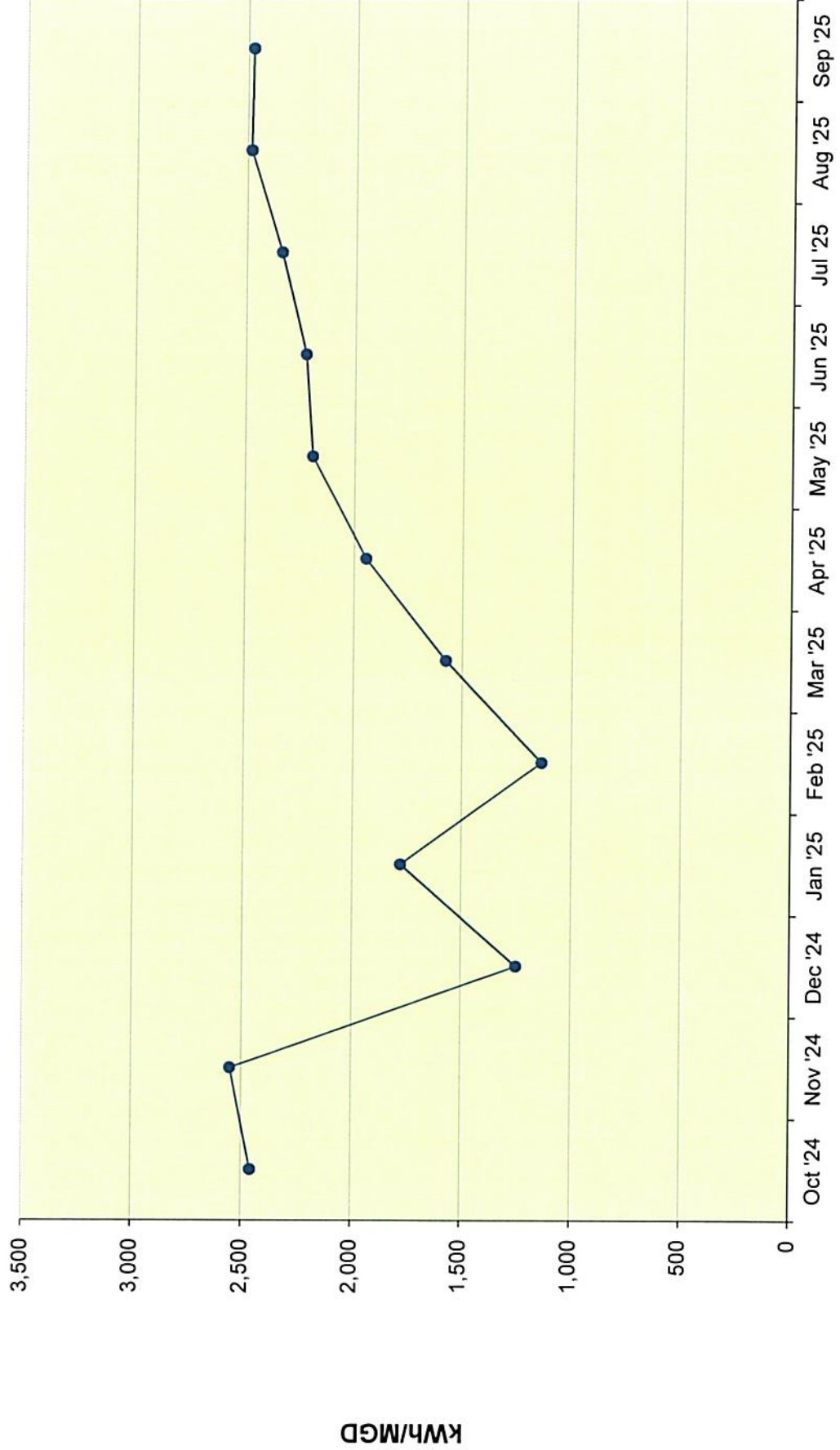
■ 5 Sample Med ■ Monthly Max





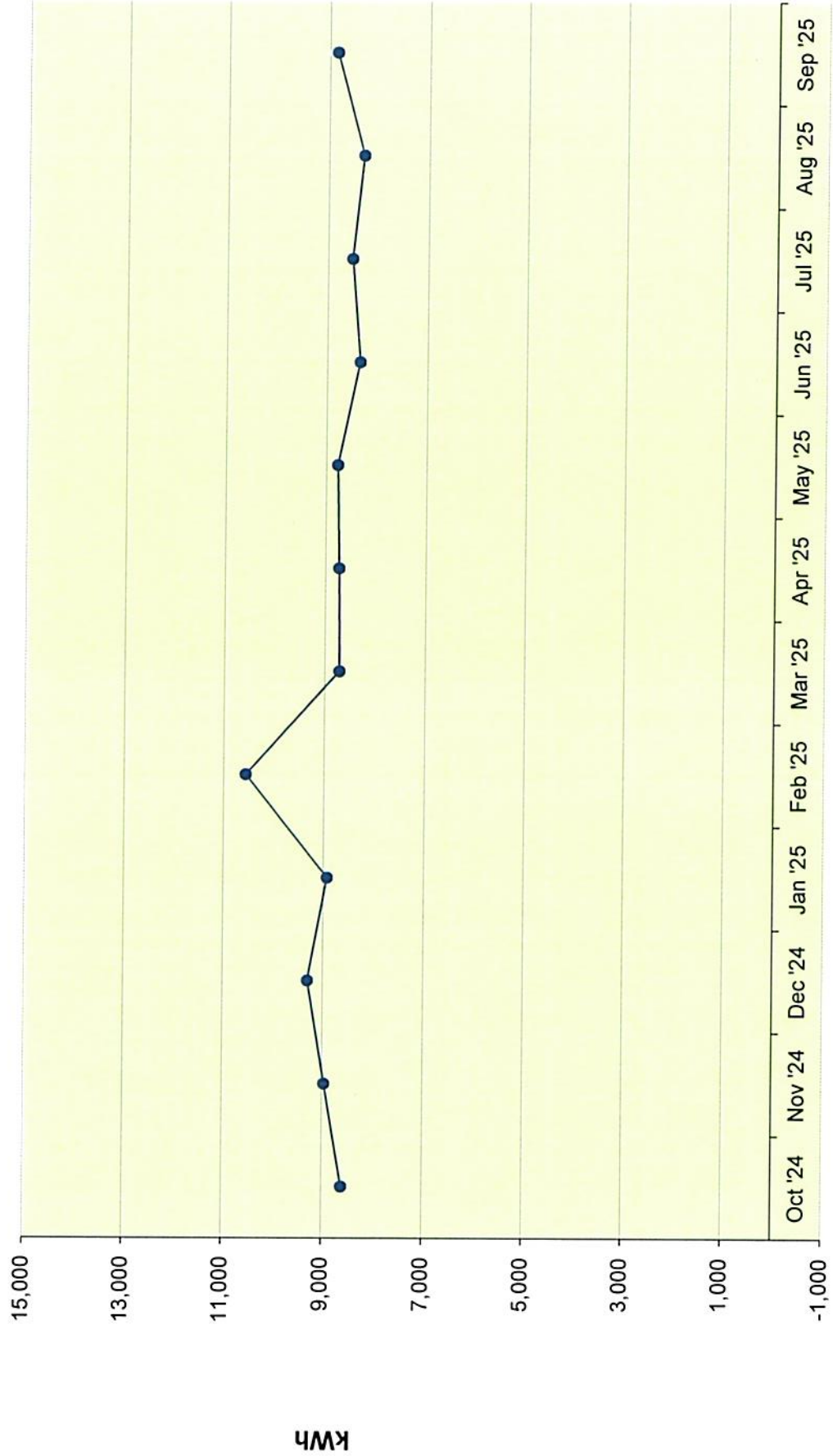
# Energy kWh/MGD

—●— kWh/MG

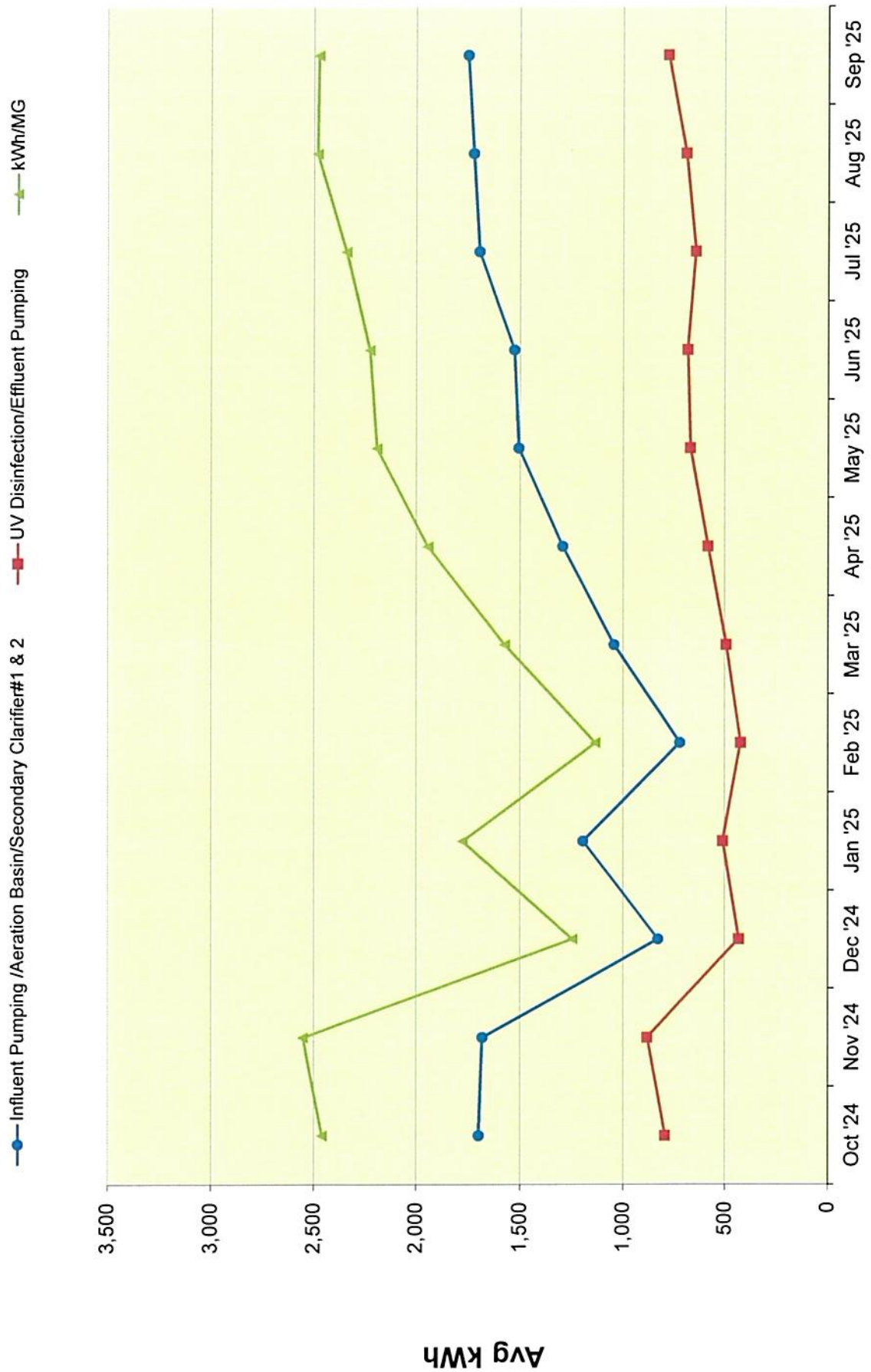


## Energy Usage, kWh (Daily Average)

—●— kWh

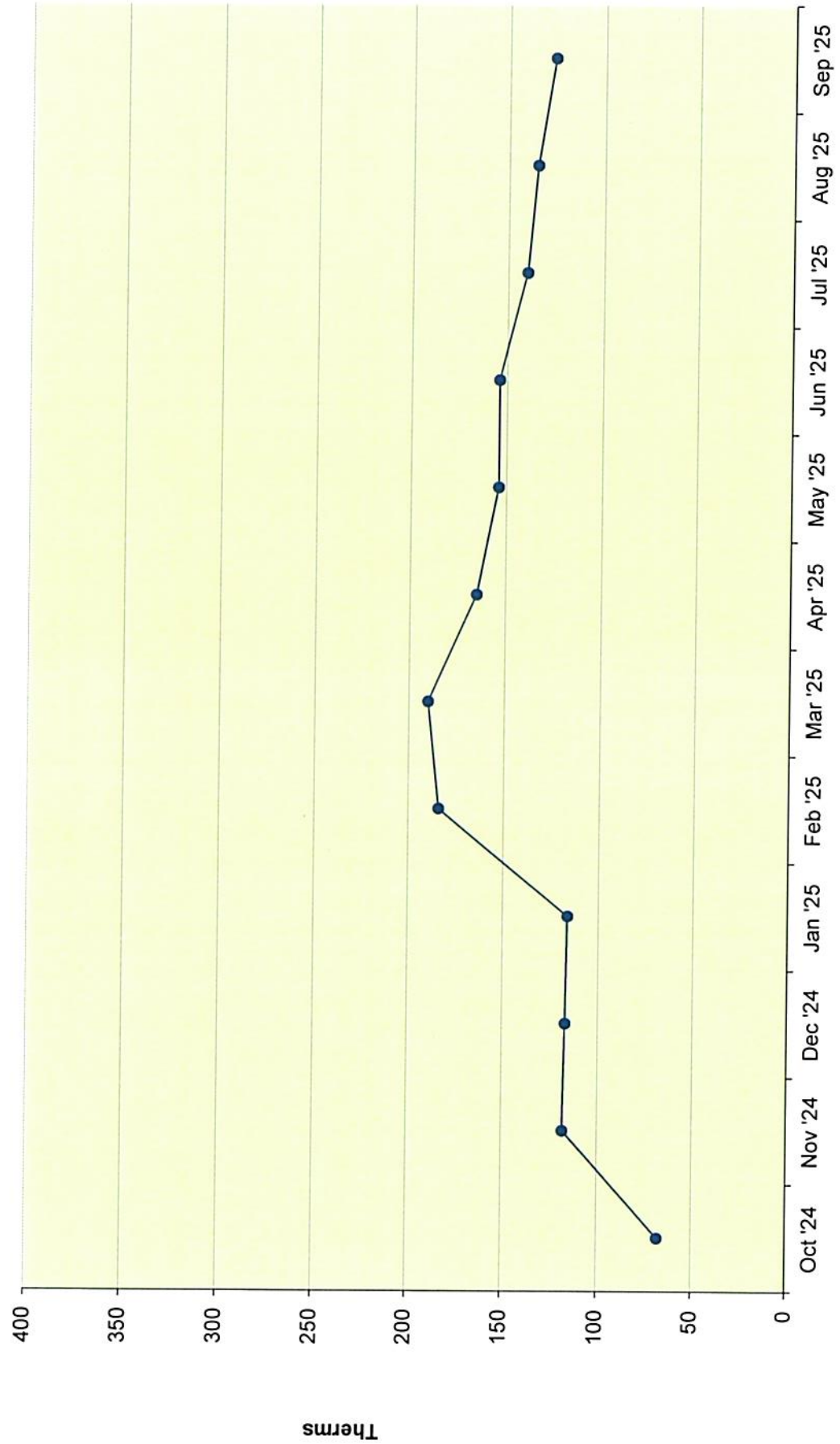


# Average Usage, kWh/MG



## Natural Gas Use Therms per Day

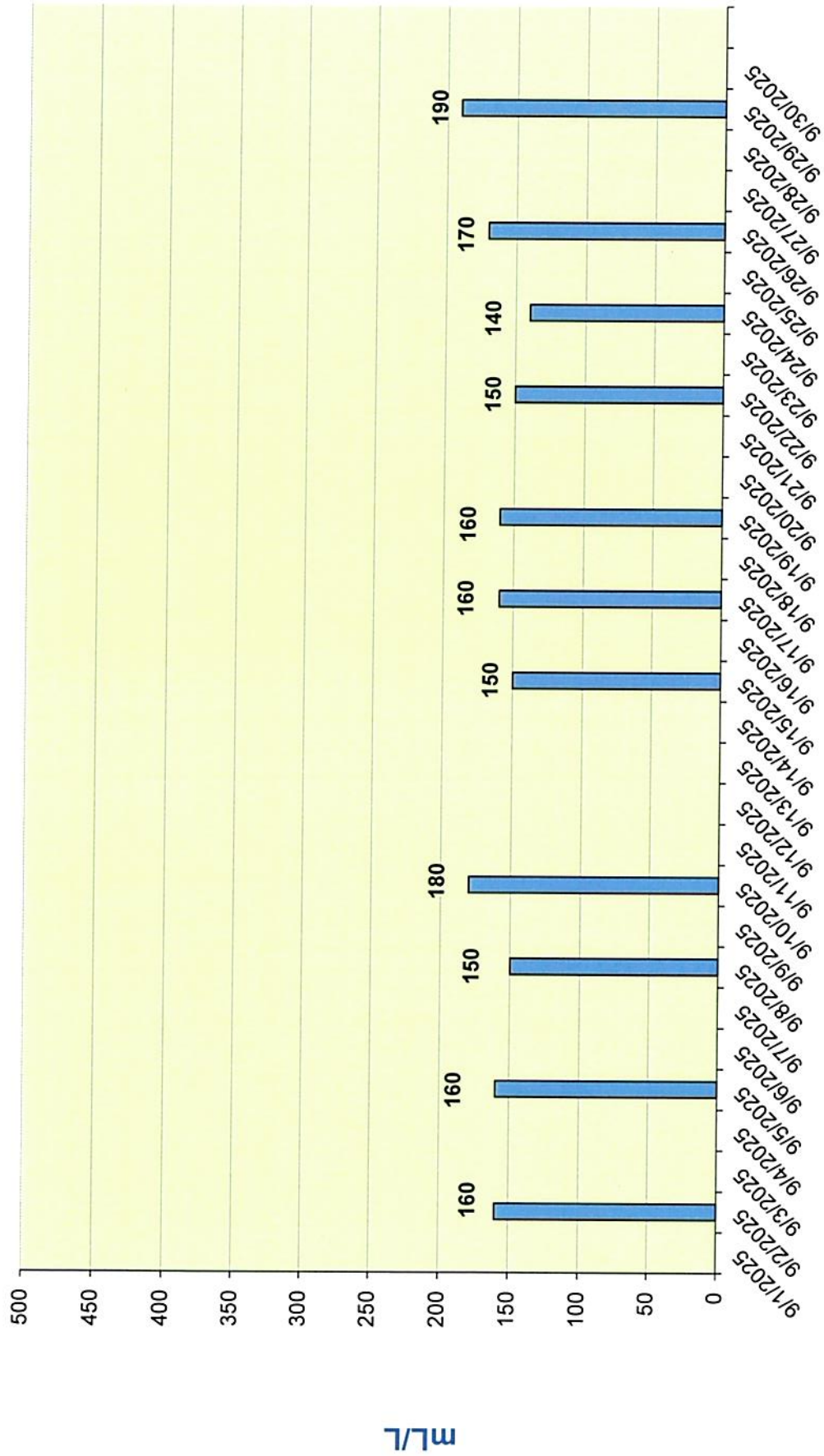
—●— Natural Gas



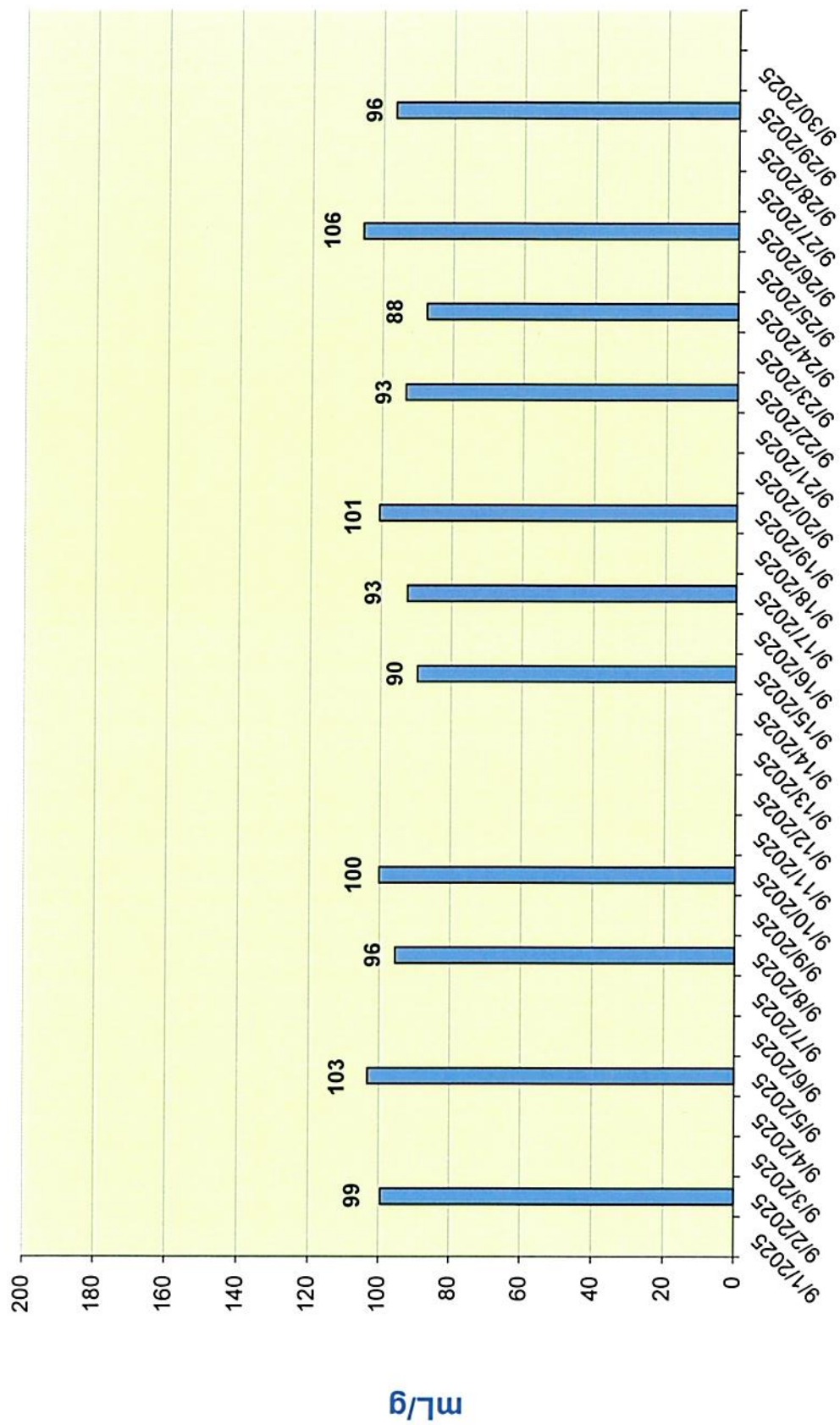


## ***5) PROCESS CONTROL DATA / GRAPHS***

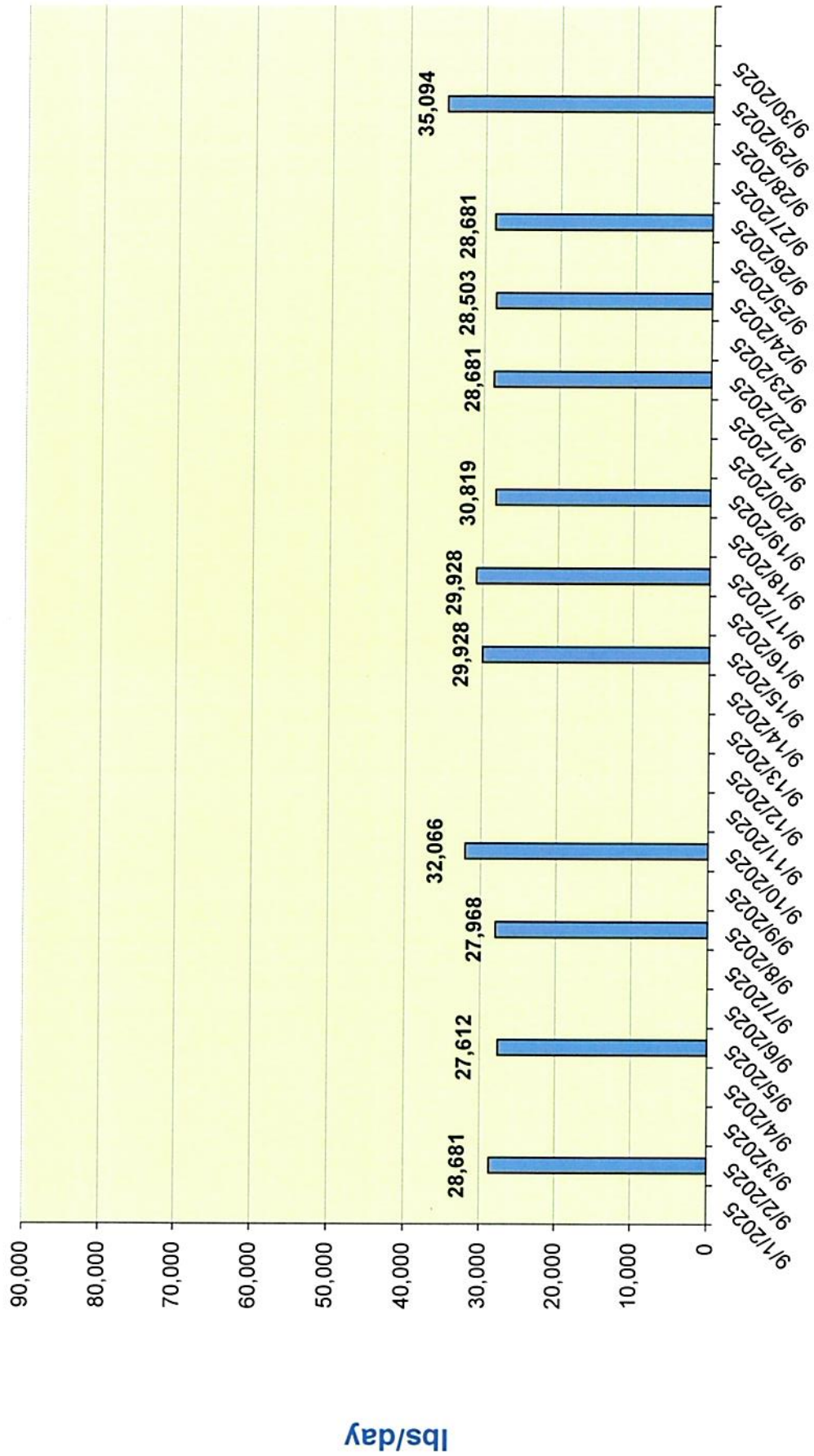
# Settleability



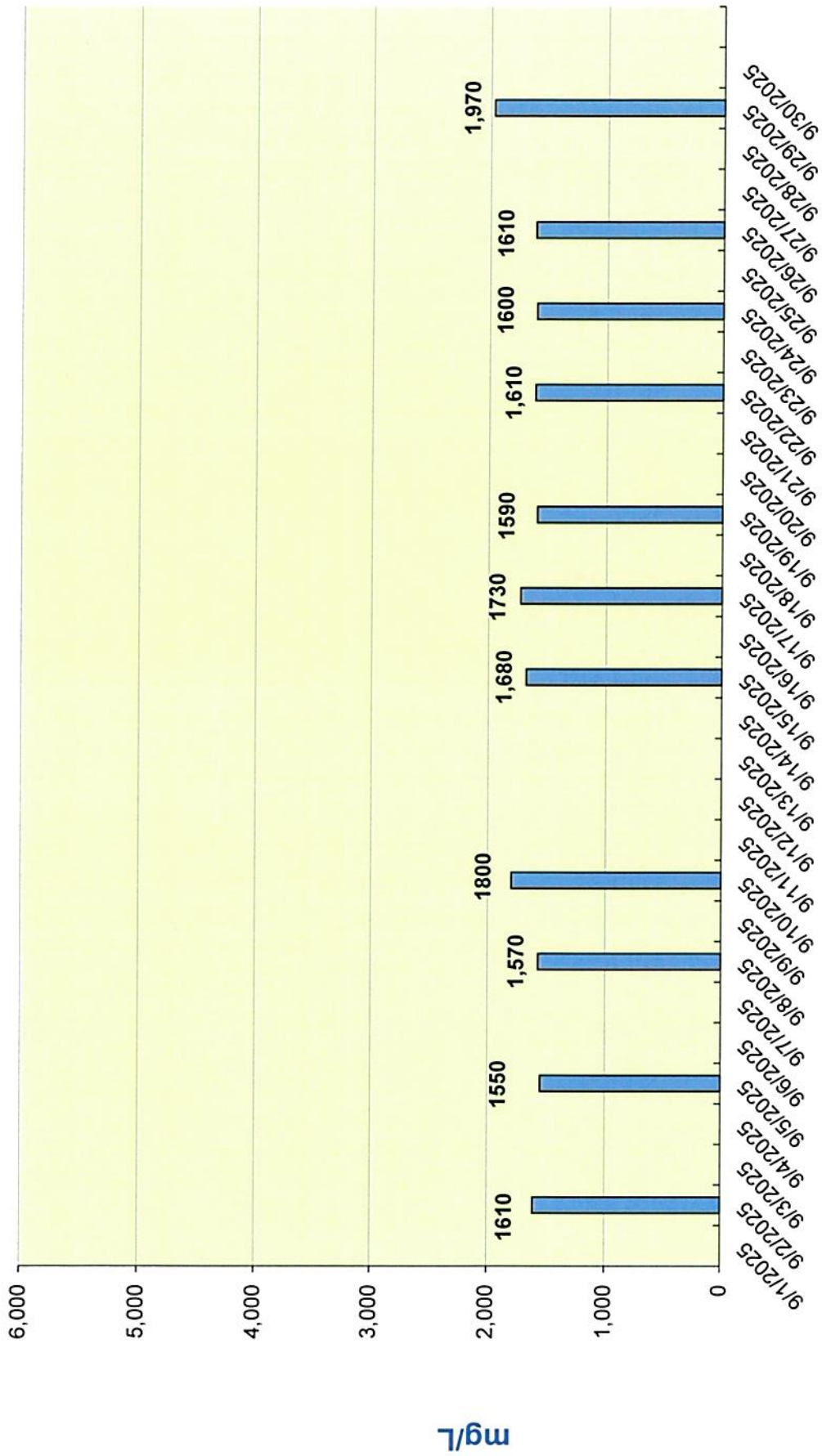
## Sludge Volume Index



# MLSS Inventory

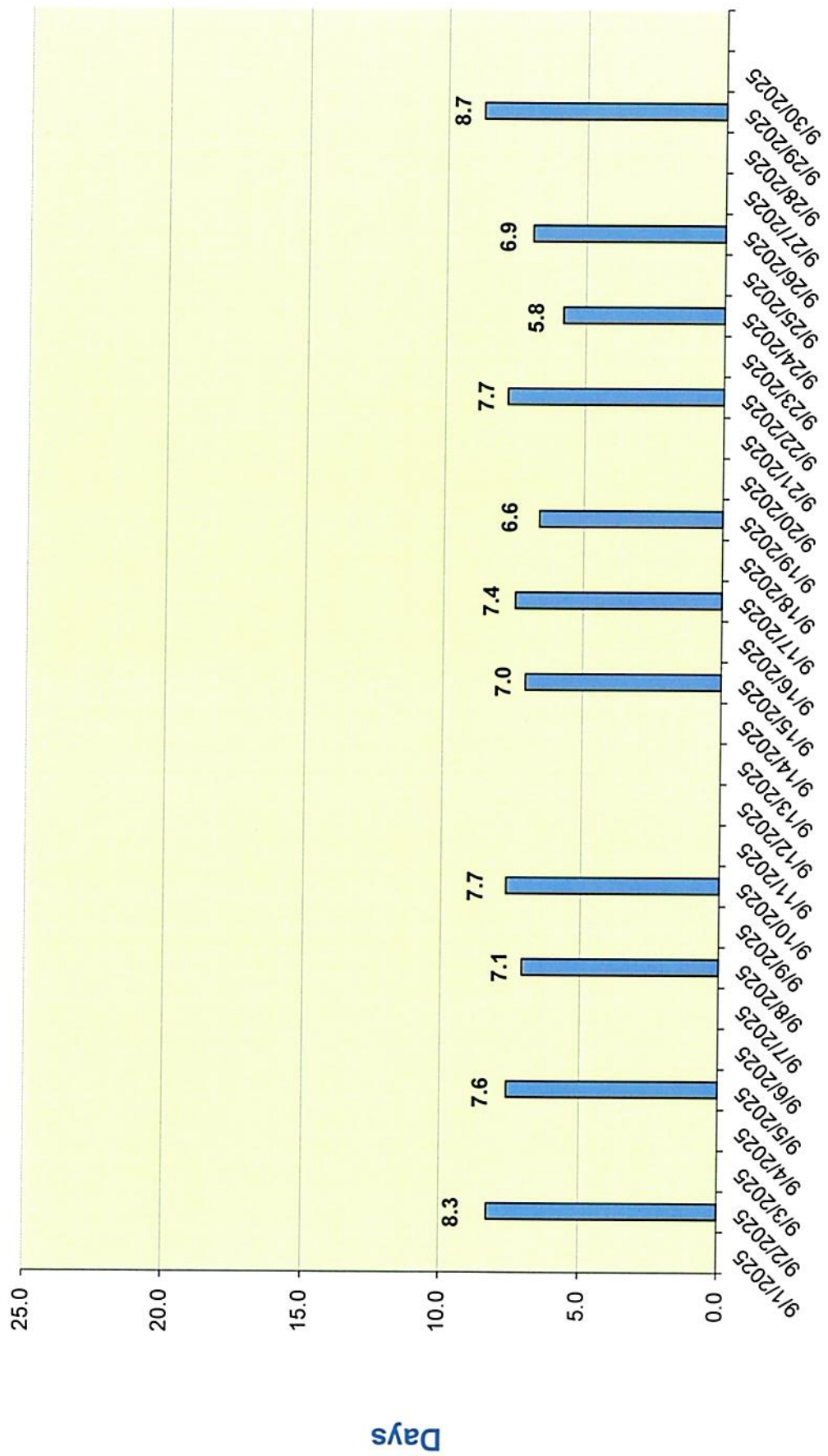


# MLSS Concentration

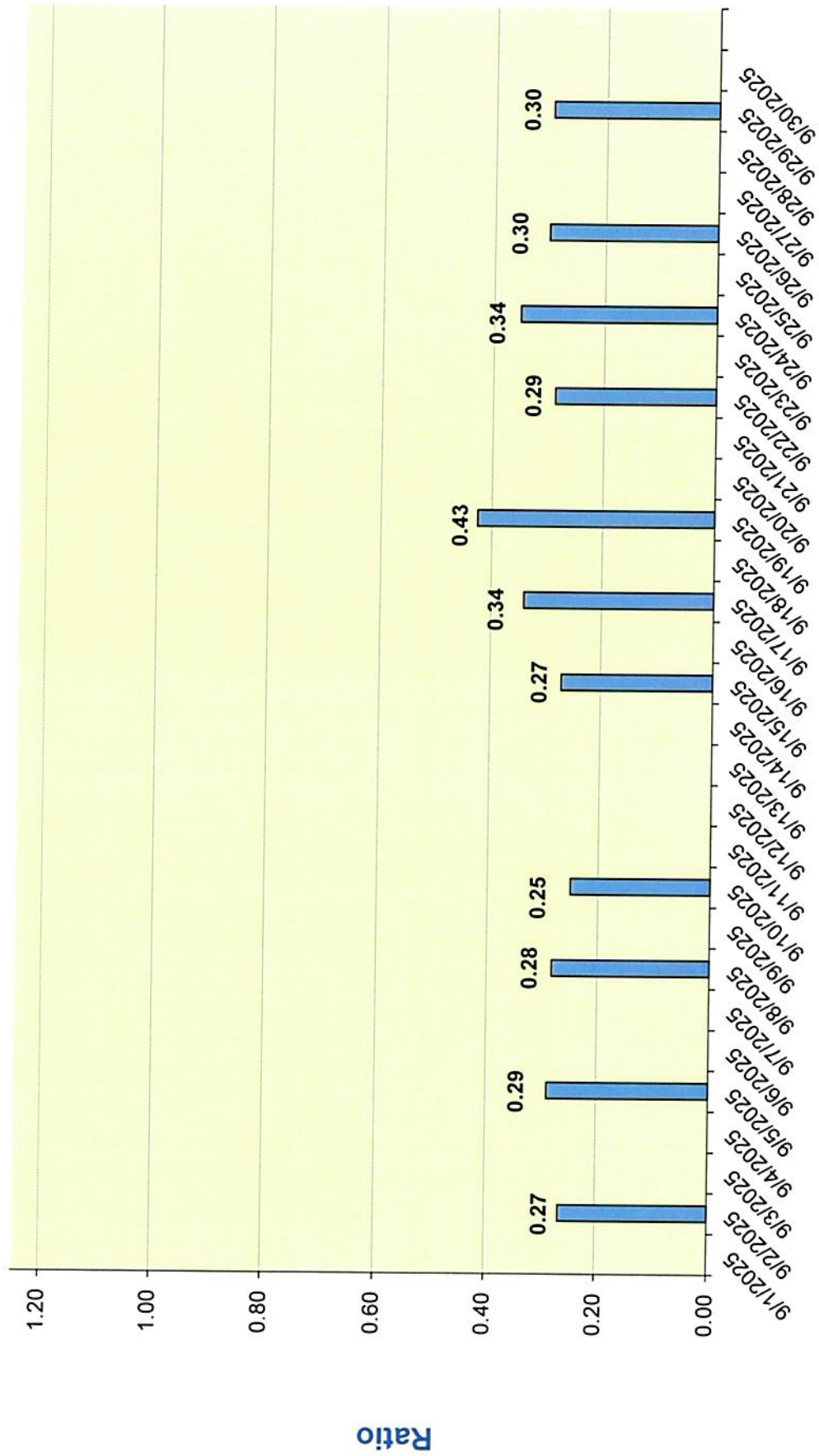




## Mean Cell Residence Time



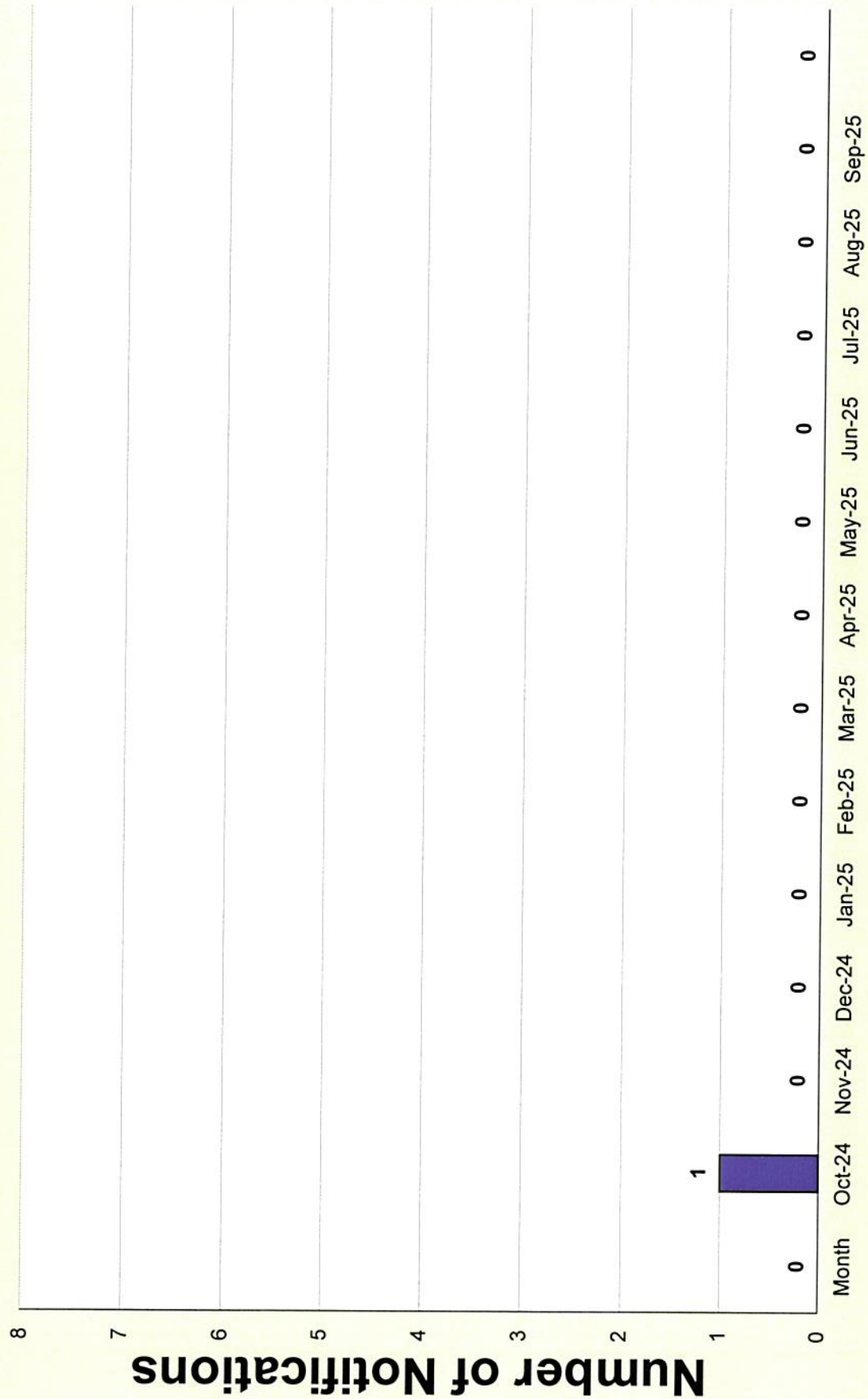
## Food : Microorganism (F/M Ratio)



## ***6) NEIGHBORHOOD COMPLAINTS RECEIVED***



# Neighborhood Complaints Received

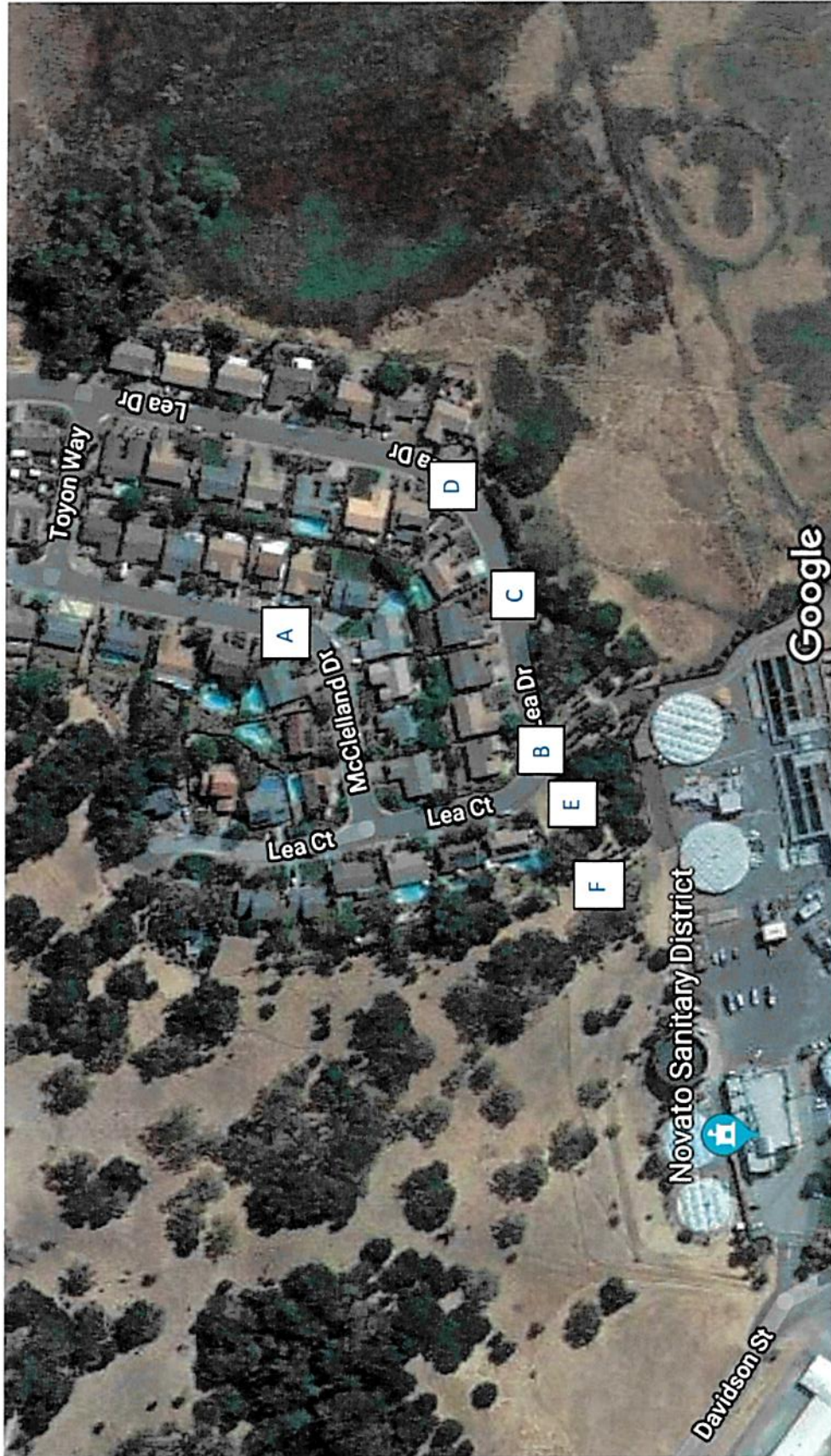


## ***7) JEROME METER READINGS & LOCATIONS***

JEROME METER READINGS - September 2025				
Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.000	0.000	Neighborhood
B: Lea 1	0.000	0.000	0.000	Neighborhood
C: Lea 2	0.000	0.000	0.000	Neighborhood
D: Lea 3	0.000	0.000	0.000	Neighborhood
E: Lea 4	0.000	0.009*	0.000	Neighborhood
F: Lea 5	0.000	0.000	0.000	Neighborhood

\*Isolated reading-IPS chlorination implemented for odor control.

**NEIGHBORHOOD JEROME METER LOCATIONS – Lea Drive and McClelland Drive**





**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**September 2025**

---

**1.0 Summary:**

- 1.1 During September 2025, approximately 2.1 million gallons of treated effluent flowed from the treatment plant to the storage ponds at the Reclamation Facility.

**2.0 Ranch Operations:**

- 2.1 Drainage Pump Stations #3 (DPS 3) and #7 (DPS 7) pumped no water in September 2025.

**3.0 Irrigation Parcels:**

- 3.1 Irrigation of the pastures continued through September 2025. Approximately 16.0 million gallons of effluent were re-used and applied to the pastures.
- 3.2 Auburn Ravine Ranch continues to rotate cattle through the pastures at Sites 3 and 7.
- 3.3 PG&E and their contractors continued tower construction at Site 2 as part of the project to replace six (6) PG&E transmission towers.

**4.0 Irrigation Pump Station:**

- 4.1 Wildlife Pond fill pump operation was stopped in late August, and the Wildlife Pond level gradually dropped to 4.4 feet in September 2025.
- 4.2 The 400 HP motor that drives Irrigation Pump #3 was removed from service and transported to a pump and motor repair facility for repairs.
- 4.3 The Reclamation Facility Monthly Statistics spreadsheet for September 2025 is attached.

**5.0 Biosolids (Sludge) Handling & Disposal:**

- 5.1 No biosolids activities occurred in September 2025.



**400 HP motor removal operation from  
Pump #3 at Irrigation Pump Station.**

NOVATO SANITARY DISTRICT														
Reclamation Facility - Monthly Statistics/Estimates for Calendar Year 2025, as of September 30, 2025														
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0.0	0.0	0.0	0.0	0.0	51.6	77.1	72.4	2.1				203.2	16.9
Irrigation (MG)	0.0	0.0	0.0	0.0	0.0	13.4	54.25	72.3	16				155.9	13.0
Irrigation Pump 1 Hours	0.0	0.0	0.0	0.0	0.0	24.5	115.2	182.1	53.1				374.9	31.2
Irrigation Pump 2 Hours	0.0	0.0	0.0	0.0	0.0	29.5	101.9	185.3	51.9				368.6	30.7
Irrigation Pump 3 Hours	0.0	0.0	0.0	0.0	0.0	27.0	120.4	60.8	0				208.2	17.4
Washdown Water Pump Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0	0.0
Wildlife Feed Pump Hours	0.0	0.0	0.0	0.0	744.0	720.0	744	744	0.0				2,952.0	246.0
Water Circulated through Wildlife Pond (MG)	0.0	0.0	0.0	0.0	48.5	46.9	48.5	48.5	0.0				192.4	16.0
Strainer No. 1 Hours	0.0	0.0	0.0	0.0	0.0	9.9	41.3	52	12.9				116.1	9.7
Strainer No. 2 Hours	0.0	0.0	0.0	0.0	0.0	10.9	42.1	53.4	13.2				119.6	10.0
Pond 1 Gauge @ Beginning of Month (feet)	3.6	3.8	4.7	4.8	4.5	3.6	4.8	4.8	4					
Pond 1 Gauge @ End of Month (feet)	3.8	4.7	4.8	4.5	3.6	4.8	4.8	4	3					
Pond 1 Gallons Stored @ End of Month(MG)	26	34	35	32	25.0	38.0	38.0	28	20					
Pond 2 Gauge @ Beginning of Month (feet)	3.6	3.8	4.7	4.8	4.5	3.6	4.8	4.8	4					
Pond 2 Gauge @ End of Month (feet)	3.8	4.7	4.8	4.5	3.6	4.8	4.8	4	3					
Pond 2 Gallons Stored @ End of Month(MG)	34	44	45	41	32.0	45.0	45.0	36	25					
Total Irrigation Water Stored (MG), end of mo.	60	78	80	73	57	83	83	64	45					
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	310.7	216.9	0.3	0.0	0.0	0.0	0.0	0.0	0.0				527.9	58.7
Drainage Pump No. 2 Hours	0.0	551.9	540.7	0.0	0.0	0.0	0.0	0.0	0.0				1092.6	121.4
Drainage Pump No. 3 Hours	0.0	291.6	140.8	178.5	11.7	0.0	0.0	0.0	0.0				622.6	69.2
Total Gallons Stormwater Pumped (MG)	93.2	318.1	204.5	53.6	3.5	0.0	0.0	0.0	0.0				672.9	74.8
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0	0.0
Drainage Pump No. 2 Hours	81.3	346.0	103.0	49.0	10.1	0.0	0.0	0.0	0.0				589.4	65.5
Drainage Pump No. 3 Hours	0.0	147.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0				147.3	16.4
Total Gallons Stormwater Pumped (MG)	36.6	222.0	46.4	22.1	4.5	0.0	0.0	0.0	0.0				331.5	36.8

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects: Pump Station Rehabilitation (Ignacio Transfer Pump Station Electrical Upgrade Project), Account No. 72403.	<b>MEETING DATE:</b> October 13, 2025  <b>AGENDA ITEM NO.:</b> 8.a.
<b>RECOMMENDED ACTION:</b> Approve a contract with Dudek, Inc. in the not-to-exceed amount of \$441,800 for professional engineering services related to the Phase 2 Design of the Ignacio Transfer Pump Station Electrical Upgrades Project and authorize the General Manager-Chief Engineer to execute it.	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The FY25-26 Capital Improvement Program (CIP) Budget, Account No. 72403 includes provisions to rehabilitate portions of the Ignacio Transfer Pump Station (ITPS) Electrical System at the Ignacio Facility. The electrical service equipment, main switchboard, automatic transfer switch and diesel generator were constructed in 1984 as part of a treatment plant upgrade project. These components were then repurposed to power the ITPS which was constructed in 2006 as part of the decommissioning of the Ignacio Treatment Plant. The electrical distribution and standby power systems are now 40 years old and in need of replacement due to age and obsolescence of critical components. Additionally, the 2006 era programmable logic controller (PLC) and variable frequency drives (VFD's) are now approximately 18 years old and no longer in production.</p> <p>The proposed Phase 2 Design will include final design of the following:</p> <ul style="list-style-type: none"> <li>• New standby power system equipment including generator, integrated fuel tank, automatic transfer switch, and associated equipment.</li> <li>• New electrical service equipment and main switchboard with in a new modular electrical building.</li> <li>• New PLC and VFD components.</li> <li>• Demolition of existing structures.</li> <li>• Preparation of full bid package and engineer's estimate.</li> </ul> <p>District staff requested a proposal from Dudek, Inc. of Oakland, CA, (Dudek) to provide professional engineering services for the Phase 2 Design of the Ignacio Transfer Pump Station Electrical Upgrades Project. Dudek has performed professional engineering services for the District in the past, including the Phase 1 Design for ITPS Electrical Upgrades Project. Dudek submitted a proposal in the amount of about \$441,800 to complete the design of the improvements. The preliminary estimate for the Project from the Phase I Design yielded a range between \$4M to \$5.5M. Staff has reviewed Dudek's Proposal and believes it is reasonable in relation to the preliminary estimate, at approximately 8-11% of the total Project cost.</p> <p>The FY 25-26 Final Budget includes \$4,130,000 in Account No. 72403 – Pump Station Rehabilitation. Therefore, it is recommended that the Board approve a contract with Dudek for professional engineering services on a time and materials basis in the not to exceed amount of \$441,800 and authorize the General Manager-Chief Engineer to execute it.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> This work will be funded under Account No. 72403 – Pump Station Rehabilitation. The FY 25-26 Final Budget includes \$4,130,000 for this Account with an available balance of \$3,350,000 as of September 30, 2025.	
<b>Prepared by:</b> jb/eb	<b>Reviewed by General Manager:</b> SSK



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects: Pump Station Rehabilitation (Olive Ave. Pump Station Improvements), Account No. 72403.	<b>MEETING DATE:</b> October 13, 2025  <b>AGENDA ITEMS NO.:</b> 8.b.																
<b>RECOMMENDED ACTION:</b> Review bids received, and authorize the General Manager-Chief Engineer to award to, and execute the construction contract with Fort Bragg Electric, Inc. in the bid amount of \$4,792,483.																	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>At its July 14, 2025, regular meeting, the District Board authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids on this project. On September 11, 2025, seven (7) bids were received as follows:</p> <table data-bbox="155 632 1031 919"> <thead> <tr> <th><u>Bidder</u></th><th><u>Amount</u></th></tr> </thead> <tbody> <tr> <td>Fort Bragg Electric, Inc.</td><td>\$ 4,792,483.00</td></tr> <tr> <td>Pacific Infrastructure, Inc.</td><td>\$ 4,955,000.00</td></tr> <tr> <td>GSW Construction, Inc.</td><td>\$ 5,102,110.00</td></tr> <tr> <td>Myers &amp; Sons Construction LLC</td><td>\$ 5,132,000.00</td></tr> <tr> <td>Innovative Construction Solutions</td><td>\$ 5,413,500.00</td></tr> <tr> <td>GSE Construction</td><td>\$ 5,524,000.00</td></tr> <tr> <td>Corcus Construction</td><td>\$ 5,942,000.00</td></tr> </tbody> </table> <p>As seen above, Fort Bragg Electric, Inc. (Fort Bragg, CA) submitted the apparent lowest bid of \$4,792,483.00. The Engineer's Estimate of Probable Cost was \$3,595,103. The high-cost bids received seem to indicate we are in an unpredictable bidding environment for pump station projects which include large amounts of technical hardware to procure. The pump station motor control electrical centers include imported technology, which could likely be impacted by tariffs at some point and contractors are preparing for this. Electrical hardware costs have still been climbing since the pandemic, but more slowly. Additionally, because of the long material lead times for the electrical controls, these projects end up taking several years to complete. In today's market Contractors cannot reliably predict the cost of labor. Currently, in the Bay Area, there is a labor shortage for skilled workers which also drives up the cost of labor.</p> <p>Staff contacted Fort Bragg Electric, Inc. to discuss their bid, and they are comfortable with it. Fort Bragg Electric, Inc.'s bid documents were reviewed, and they appear to be in order and that they meet the qualifications requirements. Therefore, at this time, it is recommended that the Board review the bids received and authorize the General Manager-Chief Engineer to award to, and execute the construction contract with Fort Bragg Electric, Inc., in the amount of \$4,792,483.</p>		<u>Bidder</u>	<u>Amount</u>	Fort Bragg Electric, Inc.	\$ 4,792,483.00	Pacific Infrastructure, Inc.	\$ 4,955,000.00	GSW Construction, Inc.	\$ 5,102,110.00	Myers & Sons Construction LLC	\$ 5,132,000.00	Innovative Construction Solutions	\$ 5,413,500.00	GSE Construction	\$ 5,524,000.00	Corcus Construction	\$ 5,942,000.00
<u>Bidder</u>	<u>Amount</u>																
Fort Bragg Electric, Inc.	\$ 4,792,483.00																
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Myers & Sons Construction LLC	\$ 5,132,000.00																
Innovative Construction Solutions	\$ 5,413,500.00																
GSE Construction	\$ 5,524,000.00																
Corcus Construction	\$ 5,942,000.00																
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Facilities) of the latest Strategic Plan.																	
<b>BUDGET INFORMATION:</b> This work will be funded under Account No. 72403 – Pump Station Rehabilitation. The FY 25-26 Final Budget includes \$4,130,000 for this Account with an available balance of \$3,350,000, which is more than adequate to cover the first year of construction.																	
<b>Prepared by:</b> ep	<b>Reviewed by General Manager:</b> SSK																

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects: Pump Station Rehabilitation (Olive Avenue Pump Station Improvements Project), Account No. 72403.	<b>MEETING DATE:</b> October 13, 2025  <b>AGENDA ITEMS NO.:</b> 8.c.
<b>RECOMMENDED ACTION:</b> Approve a contract with Psomas, Inc. in the not-to-exceed amount of \$485,486 for construction management services for the Olive Avenue Pump Station Improvements Project and authorize the General Manager-Chief Engineer to execute it.	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The Olive Pump Station Improvements Project will upgrade several critical systems of the pump station, originally built in 1972, including power distribution, standby power, and control systems. The original standby emergency generator was determined to be unreliable during public safety power shutdowns and was subsequently determined to be in a failed state. The pump station has relied on a portable diesel generator since 2020, which will be replaced by a permanent generator. The project will also install a new PG&amp;E service, a new motor control center, a new programmable logic controller for pump controls, new lighting, ventilation, and odor control improvements.</p> <p>The District received bids from contractors for construction of these improvements in September, and staff is recommending award of the contract to the apparent low bidder under a separate item on the current agenda.</p> <p>The District will need to contract with a construction management firm to provide inspection and construction management services through the project's final acceptance. The District previously contracted with Psomas on the Olive Avenue Pump Station Improvements Project to provide constructability review services and has been closely involved with the project throughout the final design phase.</p> <p>District staff requested a proposal from Psomas, Inc. to provide construction management services for the project. Psomas' proposal has been received and upon careful review, staff recommend approving a contract with Psomas, Inc. to provide construction management services for the Olive Avenue Pump Station Improvements Project in a not-to-exceed amount of \$485,486.</p> <p>The FY 25-26 Budget includes \$4,130,000 in Account No. 72403 – Pump Station Rehabilitation. Therefore, it is recommended that the Board approve a contract with Psomas, Inc. for construction management services on a time and materials basis in the not-to-exceed amount of \$485,486 and authorize the General Manager – Chief Engineer to execute it.</p>	
<b>BUDGET INFORMATION:</b> Construction Management services would be funded under the FY 25-26 budget under Account No. 72403 – Pump Station Rehabilitation. The FY 25-26 budget includes \$4,130,000 for this Account.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Facilities) of the latest Strategic Plan.	
<b>Prepared by:</b> ep	<b>Reviewed by General Manager:</b> SSK

# NOVATO SANITARY DISTRICT

## BOARD AGENDA ITEM SUMMARY

**TITLE:** Capital Projects: Annual Reclamation Facility Improvements, Account No. 72804 (Effluent Pond Two Levee Repair Project), Project No. 72804-2024-01.

**MEETING DATE:** October 13,  
**2025 AGENDA ITEMS NO.:** 8.d.

**RECOMMENDED ACTIONS:** Authorize the General Manager-Chief Engineer to execute one change order totaling \$49,770.00 for a new contract amount of \$220,570.00 with Maggiora and Ghilotti, Inc.; grant Final Acceptance of the Project and authorize staff to file a Notice of Completion.

### SUMMARY AND DISCUSSION:

At its August 11, 2025 meeting, the Board awarded the Contract for the construction of the Effluent Pond Two Levee Repair Project to Maggiora & Ghilotti, Inc. (Contractor) for a low bid amount of \$170,800.00. The Notice to Proceed was issued on September 9, 2025, and the work achieved substantial completion on September 30, 2025. Final Completion was attained on October 3, 2025.

There is one proposed Change Order described below. There are no other anticipated change orders for the project.

Change Order No. 001: During the repair of the Effluent Pond Two levee, an additional section was discovered to have a deteriorated slope, located at the northwest corner of Effluent Pond One. Staff requested a proposal from the Contractor to complete the repair, which consisted of removal and replacement of a section of deteriorated levee measuring 158' x 14'. The Contractor's estimate was \$49,770.00 for the repair which staff found to be fair and reasonable. This also represented a considerable savings opportunity over design and bidding of a separate future project given that the Contractor was already mobilized at the site.

The amount of the proposed change order is \$49,770.00, which would result in a revised total contract amount of \$220,570.00, or a 29% increase. Staff recommends that the Board approve Change Order No. 001 in the amount of \$49,770.00, and authorize the General Manager-Chief Engineer to execute it, resulting in a new total contract amount of \$220,570.00

At this time, the Contractor has completed the Contract work, and the project is ready for final acceptance. It is recommended that the Board grant Final Acceptance of the Project and authorize staff to file a Notice of Completion (NoC).

**STRATEGIC PLAN INFORMATION:** This item addresses Goal 2 (Facilities) of the latest Strategic Plan.

**BUDGET INFORMATION:** This work will be funded under Account No. 72804 – Annual Reclamation Facility Improvements. The FY 25-26 budget includes \$995,000 for this Account.

**Prepared by:** ep

**Reviewed by General Manager:** SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects Update, September 2025.	<b>MEETING DATE:</b> October 13, 2025 <b>AGENDA ITEM NO:</b> 8.e.
<b>RECOMMENDED ACTIONS:</b> Receive Capital Projects Update through September 2025 – <u>information only.</u>	
<b>SUMMARY AND DISCUSSION:</b>  The September 2025 Capital Projects Update is attached.  District staff will be present at the meeting to provide an overview of the memo and be available to discuss the status of the various projects or respond to any questions.	
<b>ATTACHMENTS:</b> 1. Capital Projects Update, September 2025.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Facilities) of the latest Strategic Plan.	
<b>Prepared by:</b> eb	<b>Reviewed by General Manager:</b> SSK

Novato Sanitary District  
Capital Improvement Program (CIP)  
Capital Projects Update  
September 2025

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**Account No. 72112: Network and SCADA Upgrades.**

This account was established to address the need for significant upgrades to the District's Information Technology (IT) infrastructure and Supervisory Control and Data Acquisition (SCADA) systems. The account provides for implementation of the Information Technology (IT) Assessment/Master Plan completed in Fiscal Year (FY) 21-22.

1. **Plant SCADA Project**
  - New system build-out continues to move forward and is expected to be on-line before the end of the year.
  - Next steps include testing, validation and migration.
2. **Cybersecurity & Infrastructure Modernization:**
  - The District maintains a proactive and strategic approach to cybersecurity, with current initiatives focused on infrastructure lifecycle replacements and upgrades. These efforts are designed to align with industry best practices, enhance operational resilience, and ensure the organization remains well-positioned to address evolving security threats.
3. **Enterprise Resource Planning (ERP) Software:**
  - Initial ERP implementation meetings have begun with the District's consultant, Finance Manager and stakeholders.
  - Workshops and discovery meetings will be held in the coming months, with a kickoff meeting in early October.
4. **Computerized Maintenance Management System (CMMS) Software:**
  - The District received several proposals from CMMS vendors in late September. Staff will review, rank and schedule qualifying vendors for interviews/demonstrations.

**Account No. 72403: Pump Station Improvements**

This ongoing, long-term account seeks to replace the District's underground-type pump stations with submersible pump-type pump stations or upgrade existing pump stations.

1. **Marin Village Pump Station:** Project to replace the existing wet-well/dry-pit underground type pump station with a new submersible pump-type station and replace the standby diesel generator.
    - The new pump station is substantially complete. The Contractor continues to work on punch list items.
  2. **Olive Pump Station:** Project to replace the existing natural gas standby generator with a new diesel standby generator and upgrade electrical switchgear and related electrical equipment.
    - A request to authorize the General Manager-Chief Engineer to award and execute the construction contract is presented as a separate agenda item.
  3. **Ignacio Transfer Pump Station Electrical Upgrades:** Project to replace the existing standby generator with a new diesel standby generator and upgrade electrical switchgear and related electrical equipment.
    - A request to approve a contract for professional engineering design services is presented as a separate agenda item.
  4. **Bahia Pump Station Upgrades:** The initial project consists of a scoping study and preliminary design for pump station upgrades.
    - A revised proposal for condition assessment, alternatives analysis and preliminary design work was received in March. Staff are evaluating the timing for moving this effort forward in relation to other active projects and budget.
  5. **Pump Station Corrosion Improvements:** Project to replace conduits and other upgrades to resist corrosion at the BMK 5, Black Point, and Automart Pump Stations.
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- Staff received a draft report in May and issued comments. A revised report was received in September and is currently under review.
- 6. Force Mains Condition Assessment: Project includes performing condition assessments on the District's sewer force mains and prioritization of repairs/replacement based on the results of the assessments.
  - The final draft RFP documents were received by staff in August and are being reviewed prior to release of the RFP.
- 7. Pump Stations Condition Assessment: Project includes performing condition assessments on the District's pump stations and prioritization of repairs/replacement based on the results of the assessments.
  - Project is in the planning stage.

**Account No. 72508: North Bay Water Reuse Authority (NBWRA)**

The District is a member agency of the North Bay Water Reuse Authority (NBWRA). FY 25-26 is the twelfth year of the multi-year Phase 2 program, including continuing environmental work for currently over \$75 million in recycled water projects across all NBWRA agencies for funding under the US Bureau of Reclamation Title XVI (WaterSMART) program.

- No update this period.

**Account No. 72706: Collection System Improvements**

1. Collection System Master Plan (CSMP): This account includes funds for follow up work associated with the Collection System Master Plan including additional flow monitoring.
  - Staff are working on identifying areas for targeted flow monitoring to identify Inflow and Infiltration (I&I) in the collection system.
2. Novato Blvd Trunk Sewer Improvements: Installation of new parallel trunk sewer in Novato Blvd. from Grant Avenue to Diablo Avenue.
  - Staff continue to attend the design coordination call with the City of Novato's consultant as needed.
  - PG&E continues utility relocation construction.
  - Staff continue to attend the biweekly construction meeting with PG&E.
  - District's consultant is working to complete the final plans and specifications.
  - It is anticipated that construction on the new sewer will commence in Spring, 2026.
3. Highway 101 Crossings: Replacement of two gravity sewer crossings under HWY 101 and abandonment of the Enfrente Pump Station to convert to gravity flow via an underground crossing to the east side of 101.
  - Consultant is working on the permit application package for Caltrans that includes all three crossings.
  - District's staff submitted the CEQA Notice of Exemption to the County of Marin in September. The CEQA documentation is needed to complete the CalTrans permit application process.
  - Estimated start of construction, Summer of 2026.
4. Arthur Street Sewer Improvements: Replacement of approximately 1,200 feet of sewer main in Arthur Street with a new 15-inch PVC pipe from west of Hayes Street to S. Novato Blvd.
  - The Board granted final acceptance of the Project and authorized staff to file a Notice of Completion at their January, 2025 regular meeting.
5. Hamilton Trunk Sewer Replacement - Roblar Dr. to BMK Blvd: Replacement of approximately 1,470 feet of sewer main with new 18-inch PVC pipe from Roblar Dr. to the easement area between the railroad right-of-way and the Humane Society off of Bel Marin Keys Blvd.
  - Survey work in the SMART right-of-way was performed in July. Additional survey work downstream of the project limits to verify pipe sizes was performed in September.
  - Geotechnical work is pending further information about alignment and utility conflicts.

- Additional flow monitoring and hydraulic modeling is being performed to inform the design process.
- 6. **High Priority Structural Rehab Projects:** Includes high priority structural rehabilitation projects identified in the 2019 Collection System Master Plan.
  - Main Interceptor 2 Repair at Novato Creek - Replacement of manhole, rerouting of associated piping and slip-lining of approximately 890 linear feet of pipeline at the main interceptor siphon crossing Novato Creek, across from the fire station on Redwood Blvd.
    - A preconstruction meeting was held in September and a Notice to Proceed with the Work was issued.

#### **Account No. 72706-1: Lateral Replacement Program**

The District established this program as a sub-account within Account No. 72706, as part of a long-term approach to reducing infiltration and inflow from private residential laterals into the District's collection system.

- The FY 25-26 budget for this account is \$80,000. As of September 30, one (1) grant totaling \$2,500 has been distributed in FY 25-26.

#### **Account No. 72707: Hamilton Wetlands/Outfall Integration**

As noted in prior reports, the State Coastal Conservancy's (SCC) goal for their project is to utilize the District's highly treated effluent as a reliable, long-term fresh water source to establish and maintain a brackish marsh habitat at the SCC's BMK Unit V Wetlands Restoration project.

- A portion of the District's outfall was relocated, in September 2021 as part of the Phase 1 project.
- SCC is in the design phase for Phase 2 of the project with surveying and Geotech studies slated for this fall.
- District staff met with Army Corps and SCC staff in March to discuss how the design will address the District's outfall.

#### **Account No. 72708: Cogeneration/Alt. Energy**

**Energy Recovery and Efficiency Project:** Project to upgrade self-generated biogas utilization with a combined heat and power (cogeneration) facility, new solar PV system, and upgrades to electrical equipment resulting in reduced grid demand, improved energy efficiency, and energy/climate resiliency.

- Interviews of the top three Respondents to the RFQ for Progressive Design Build Services for the Project are scheduled for early October. Staff anticipate making a recommendation to the Board at the November 2025 meeting.
- Staff continue to explore funding options including a loan from the US EPA's Water Infrastructure Finance and Innovation Act (WIFIA) program.

#### **Account No. 72803: Annual Collection System Repairs**

Collection system repairs are generally reported monthly in the Collection System Operations report, and annually in the Uniform Public Construction Cost Accounting Act (UPCCAA) staff report.

#### **Account No. 72804: Annual Reclamation Facilities Improvements**

Reclamation facilities improvements are generally reported monthly in the Reclamation Facilities Operations report, and annually in the UPCA staff report.

- Effluent Pond No. 2 Levee Repair Project- repair of approximately a 200-foot section of levee roadway on the north side of storage pond 2. The Project achieved substantial completion in late September. A request to grant final acceptance of the project and to authorize staff to file a notice of completion is presented as a separate agenda item.
- Outfall Improvements - As a result of the Outfall Emergency Repair project, staff identified several projects to improve access for inspection, facilitate isolating flows and follow on projects to the repair. Additionally, there are a number of projects that were identified in the recommendations of the report of the outfall condition assessment work



completed in 2022. A contract for engineering services for the Outfall Pipe Repairs and Rehabilitation Project was approved by the Board at their regular August meeting. A kickoff meeting was held in September.

**Account No. 72805: Annual Treatment Plant Improvements**

Treatment plant improvements are generally reported monthly as part of the Wastewater Operations report and annually in the UPCCAA staff report.

**Account No. 72805-1: Treatment Plant Major Repairs and Replacements**

This new account includes funds to address major repairs and replacements over \$10,000 at the Novato Treatment Plant and Ignacio Transfer Pump Station. Historically, these activities were accounted for in the Operating Budget- Treatment Facilities under 61000-3 Major Repairs and Replacements, and fund major repairs/replacements that exceed the \$10,000 cap established in the contract for Operations, Maintenance and Management of the Wastewater Treatment Facilities. Due to the nature of these repairs/replacements and the \$10,000 threshold, Treatment Plant Major Repairs and Replacements will be included in the CIP budget moving forward. The following Major Repairs/Replacements have been approved to date for FY 25-26:

- Influent Pump #4 Rebuild- \$28,192.08
- RAS Pump #1 Replacement- \$45,822.75
- Ignacio Channel Grinder Replacement \$60,754.25

**Account No. 72806: Annual Pump Station Improvements**

Pump station repairs are generally reported monthly as part of the Collection System Operations report, and annually in the UPCCAA staff report.

**Account No. 72807: Annual Ignacio Facility Improvements**

Annual Ignacio facility improvements are generally reported monthly as part of the Collection System Operations report, and annually in the UPCCAA staff report.

- This account includes funds for new water and fire service lines and hydrants at the Ignacio Facility. The Board approved award of the construction contract at its August regular meeting. A preconstruction meeting was held in September and a Notice to Proceed with the Work was issued.

**Account No. 72808: Strategic Plan Update**

The 2024 Strategic Plan was completed in May 2024. This account includes “placeholder” amounts for Strategic Plan implementation and annual updates.

**Account No. 72809: Novato Creek Watershed**

This account and its budget were established as a result of an agreement with the Marin County Flood Control District (MCFCD). Under this agreement, the District participates in a program with the County of Marin, the City of Novato, and the North Marin Water District (NMWD) to explore alternatives to reduce flooding potential in the lower Novato Creek portion where all of these agencies have facilities that are prone to flood damage.

- No update this month.

**Account No. 73003: Administration Building Upgrades/Maintenance Building**

This account includes allowances for minor improvements to the Administration Building and temporary Maintenance Building.

- The District’s Architect and Construction Management Consultant have concluded their evaluation of the cause/source of one remaining intermittent leak in the roof.
- The Contractor performed a patch on the roof in early September.

**Account No. 73004: Odor and Landscaping Improvements**

This account budgets for further work by District and operations staff and the District's Odor Specialist consultant(s) to address and manage any odor issues raised by the District's neighbors. It also includes an allowance to address any landscaping items.

- No activity this month.

**Account No. 73006: NTP Corrosion Control**

This account includes funds for corrosion control projects at the Novato Treatment Plant site. As the recently constructed facilities age, the effects of the aggressive nature of wastewater corrosion start to appear and need to be addressed.

- Secondary Clarifier No. 1 Coating: The coating work was completed in late July. District staff conducted a walkthrough with the Contractor, Coating Inspector and Veolia Construction Management staff in August. There are no outstanding items and the Project has been closed out.

**Account No. 73007: Solids Management**

This budget account, established in FY 21-22, includes funds and seeks to address major maintenance or capital projects associated with the District's treatment plant solids processing capabilities. Additionally, a "placeholder" amount is budgeted to initiate studies to investigate the feasibility of processing the District's biosolids further to create a Class A fertilizer or similarly marketable product.

1. Biosolids Dewatering Facility: This account includes funds for an alternatives analysis/preliminary design and engineering design in FY 25-26 for a biosolids dewatering facility located at the Novato Treatment Plant (NTP). Processing the biosolids at NTP would replace the current practice of piping digested sludge out to the Deer Island facility sludge lagoons and returning the decanted sludge back to NTP.
  - The Final Draft Biosolids Management and Solids Dewatering Report was received in August and is being reviewed by staff.
2. Final Digested Sludge and Decant Pipeline Major Repairs: As the District navigates the process for design, construction, and commissioning of the NTP Biosolids Processing Facility, there is still a need to maintain the existing system. This account includes \$300,000 in FY 25-26 for major repairs.
3. Advanced Biosolids Processing: A "placeholder" amount is budgeted to initiate studies to investigate the feasibility of processing the District's biosolids further to create a Class A fertilizer or similarly marketable product.
  - Staff continue to explore technologies and opportunities to further process the District's biosolids to create a marketable product.
4. Struvite Control System: This account includes funds for implementation of a struvite control system at the Deer Island Facility, consisting of a skid mounted ferric-chloride dosing system to alleviate struvite formation in the return decant pipeline.
  - Staff are evaluating a solution.
  - As an interim measure, Veolia has placed one of the old Sodium Hypochlorite tanks near the sludge lagoons to be repurposed as a water tank. The water will be used to flush the decant return line to aid in mitigating the formation of struvite.

**Account No. 73008: Treatment Plant Electrical System Improvements**

This account was established in FY 22-23 and includes funds to address major maintenance, or capital projects associated with the District's plant electrical systems.

- Plant Power Systems Study: The study had stalled at approximately 40% complete. The Consultant re-commenced the study in July. Completion of the study is anticipated Q2 FY 25-26.

**Account No. 73009: Climate Adaptation Improvements**

This account was established in FY 22-23 and includes funds to evaluate potential risks for District facilities associated with climate change including more frequent extreme weather events, flooding, fire, and sea level rise and identify capital projects and improve climate resiliency. A placeholder amount is budgeted for initiating any Climate Adaptation Studies.

- In January, staff attended a meeting with Marin County staff and their consultants to discuss participation in a County funded Sea Level Rise study. Participation in the study may fulfill requirements of SB 272 (Sea Level Rise - Planning and Adaptations) for local agencies to develop Sea Level Rise Adaptation Plans.

**Account No. 73090: Vehicle Replacement**

This account includes a FY 25-26 budget amount for the purchase of two medium duty trucks, one of which may be an electric vehicle (EV), and miscellaneous equipment.

- The District received a new portable pump in September that was purchased in FY 24-25.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> North Bay Watershed Association Meeting, September and October 2025.	<b>MEETING DATE:</b> October 13, 2025 <b>AGENDA ITEM NO.:</b> 9.a.
<b>RECOMMENDED ACTION(S):</b> Receive report: North Bay Watershed Association (NBWA) meeting, September and October 2025 – <u>information only</u> .	
<b>SUMMARY AND DISCUSSION:</b> <p>The North Bay Watershed Association (NBWA) Board of Directors meeting for September 2025 was held at Napa Sanitation District. Board member Mariani attended in her capacity as District representative; she is also the President of the NBWA Board of Directors.</p> <p>The meeting included a Host Member Presentation: Napa Sanitation District's Collection System Rehabilitation Overview Andrew Damron, General Manager, Napa Sanitation District</p> <p>Agenda materials for the meeting (including presentations) are available at: <a href="https://nbwatershed.org/wp-content/uploads/2025/04/NBWA-September-12-Agenda_Final.pdf">https://nbwatershed.org/wp-content/uploads/2025/04/NBWA-September-12-Agenda_Final.pdf</a></p> <p>The North Bay Watershed Association (NBWA) Board of Directors meeting for October 2025 was held at City of Petaluma Ellis Creek Treatment Plant. Board member Mariani again attended in her capacity as District representative; she is also the President of the NBWA Board of Directors</p> <p>The meeting included a guest presentation: Industrial Beekeeping and Its Impacts on Wild Honeybees and Native Pollinator Communities Michael Joshin Thiele, Executive Director, Apis Arborea</p> <p>Agenda materials for the meeting (including presentations) are available at: <a href="https://nbwatershed.org/wp-content/uploads/2025/10/NBWA-October-10-Agenda_FINAL.pdf">https://nbwatershed.org/wp-content/uploads/2025/10/NBWA-October-10-Agenda_FINAL.pdf</a></p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Organizational Excellence) and Goal 4 (Outreach) of the latest Strategic Plan.	
<b>Prepared by:</b> Board Member Mariani	<b>Reviewed by General Manager:</b> SSK