

# NOVATO SANITARY DISTRICT

Meeting Date: April 13, 2026

**The Board of Directors of the Novato Sanitary District will hold a regular in-person meeting at 5:30 p.m., Monday, April 13, 2026, 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 March 9, 2026.

### 5. CONSENT CALENDAR:

*The General Manager–Chief Engineer has reviewed the following item(s) and has determined that they are routine in nature and, to his knowledge, without controversy. 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, March 10 – April 13, 2026.
- b. Ratify payroll and payroll related disbursements, March 2026.
- c. Receive deposit summary, March 2026.
- d. Receive Accounts Receivable (A/R) Summary Report as of March 31, 2026.
- e. Receive report on submittal of 2025 National Association of Clean Water Agencies (NACWA) Peak Performance Award Application to NACWA (information only).

### 6. ANNUAL BUDGET:

- a. Receive draft updated schedule for adoption of Fiscal Year (FY) 2026-27 Final Budget and FY 2027-28 Preliminary Budget, Appropriations Limit, and Sewer Service Charges.
- b. Set the date of June 8, 2026 for a public hearing on the Fiscal Year (FY) 26-27 report of Sewer Service Charges and for the final determination of such charges.
- c. Set the time and date of 3:00 p.m., Thursday, May 14, 2026 for a special Board meeting and workshop to review the Preliminary FY 26-28 Budget.
- d. Receive overview of updated Fiscal Year (FY 26-28) Preliminary Capital Improvements Program (CIP).

### 7. WASTEWATER OPERATIONS:

- a. Receive and accept Wastewater Treatment Facilities Calendar Year (CY) 2025 Annual Operations and Maintenance Report, subject to minor edits.
- b. Receive Wastewater Operations Report for March 2026 – information only:

- i. Collection Systems
- ii. Treatment Facilities
- iii. Reclamation Facilities

**8. CAPITAL PROJECTS:**

- a. *Network and SCADA Upgrades, Account No. 72112; Information Technology (IT) Strategic Plan Implementation, Computerized Maintenance Management System (CMMS):*
  - (i) Approve a contract with Trimble, Inc. for a new Computerized Maintenance Management System (CMMS) for an initial three-year term in a not-to-exceed amount of \$97,650 (at \$32,550/year), subject to allocation of funds each fiscal year, and authorize the General Manager-Chief Engineer to execute it; and
  - (ii) Approve a contract with Centricity GIS, LLC., in a not-to-exceed amount of \$144,900 in one-time costs for implementation of the CMMS system, and authorize the General Manager-Chief Engineer to execute it.
- b. Receive Capital Projects Update Report through March 2026 – information only.

**9. ADMINISTRATION:**

- a. Approve an amendment to the District's Personnel Rules and Regulations adding Section 14.14, authorizing the establishment of a Leave Bank Program.
- b. Receive report and provide direction on update to Board Policy No. 4100, "Compensation, Meetings, and Travel."

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

- a. Receive report: North Bay Watershed Association (NBWA) conference, April 9, 2026 – information only.

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

- a. Receive verbal report and announcements (by the Deputy General Manager in the General Manager's absence)

**12. ADJOURN:**

Next Resolution No. 3213.

**Next regular meeting: Monday, May 11, 2026, 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: March 9, 2026

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 March 9, 2026, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors: Dennis Bentley, Carole Dillon-Knutson, Tim Fvette, 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; Capital Projects Manager Erica Paslay; Information Technology & Security Officer Aaron Sternad; Finance Manager Tony Clark; Administrative Services Analyst II Lynda Farmery.

ALSO PRESENT: Derek Dill, Project Leader, Veolia Water  
Roy Castillo, Deputy Lead, Veolia Water  
Celia Furber, Waste Zero Manager, Recology Sonoma-Marín  
Satu Taari, Waste Zero Specialist, Recology Sonoma-Marín  
P. J. Nave, Member of the Public

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.

REVIEW OF MINUTES:

Approve minutes of the regular meeting of February 9, 2026.

*On motion of Director Bentley, seconded by Director Fvette, and carried unanimously, the Board approved the minutes of the regular meeting of February 9, 2026.*

CONSENT CALENDAR:

- a. Approval of Board Member disbursements for the month of February 2026 in the amount of \$1,246.73. Approval of Safety Recognition Checks first half of FY 25-26 in the amount of \$1,847.80. Approval and ratification of operating check disbursements as follows: February 2026 second half in the amount of \$193,161.17 and March 2026 first half in the amount of \$411,794.81. Approval and ratification of capital check disbursements as follows: February 2026 second half in the amount of \$234,908.26 and March 2026 first half in the amount of \$181,637.16.
- b. Ratification of payroll and payroll related disbursements, February 2026 in the amount of \$388,819.65.
- c. Receive deposit summary, February 2026.
- d. Receive report on the District's Government Compensation in California (GCC) statement for Calendar Year (CY) 2025, as filed with State Controller's Office (SCO).
- e. Review and adopt updated District Statement of Investment Policy, Policy No. 3120 - Investment of District Funds.

- f. Review and approve Board Resolution No. 3212: A Resolution Authorizing Procurement of Goods and Services Through State of California Department of General Services Purchasing Agreements and Programs.

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

SOLID/HOUSEHOLD HAZARDOUS WASTE OPERATIONS:

The General Manager noted that Environmental Programs Manager Casey Poldino was unable to attend, noting that Waste Zero Manager Celia Furber and Waste Zero Specialist Satu Taari from Recology Sonoma-Marine (RSM) were present at the meeting and would be presenting Solid/Household Hazardous Waste Operations reports. He advised that he would also answer questions as best as possible or follow up with staff as needed.

Receive Recology 4<sup>th</sup> Quarter 2025 report - information only.

The General Manager introduced Ms. Satu Taari, Waste Zero Specialist, RSM. Ms. Taari reviewed RSM's 4<sup>th</sup> Quarter 2025 operations report by way of highlights of the written report provided in the agenda packet.

Receive 4<sup>th</sup> Quarter 2025 Disposal/Diversion report - information only.

The General Manager introduced Ms. Celia Furber, Waste Zero Manager, RSM. Ms. Furber reviewed the 4<sup>th</sup> Quarter 2025 Disposal/Diversion report by way of highlights of the written report provided in the agenda packet.

Receive 4<sup>th</sup> Quarter 2025 HHW and E-waste report and activities to date - information only.

Ms. Furber provided an update on the progression of the renovation activities that have been taking place at the Household Hazardous Waste Facility.

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

Ms. Furber reported on the Task Force meeting she and Ms. Poldino attended in January 2026, noting that Zero Waste Management of Marin County provided a presentation on the landfill. She stated that an application has been submitted to the County which while proposing an expansion of the landfill facility, actually provisions a reduction in the volume of landfill waste while increasing the facility's capacity for composting.

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

Ms. Furber provided an update on Senate Bill SB 1383 activities by way of highlights of the written report provided in the agenda packet.

Ms. Furber noted that this year's Zero Waste Symposium will be held on May 7, 2026 at Sally Tomatoes Event Center in Rohnert Park and encouraged Board members to attend.

Approve Amendment No. 5 to Agreement No. 67500-CEE-2023-01 with Clean Earth Environmental Services, Inc. in the not-to-exceed amount of \$101,000 (thereby increasing the overall compensation amount of the Agreement from \$1,006,000 to \$1,107,000) for continuing household hazardous waste (HHW) collection and disposal services at the HHW collection facility from April 1 to June 30, 2026, and authorize the General Manager-Chief Engineer to execute it.

The General Manager provided an overview of the proposed Amendment to the Agreement, noting staff's opinion that the District's interest is best served by the recommended additional 3-month amendment. He noted that this would allow the District to continue negotiating a new contract with Recology Sonoma Marin and their subcontractor Clean Earth, Inc., while allowing time for the State Department of Industrial Relations (DIR) to respond with a prevailing wage determination for the new contract.

*On motion of Director Bentley, seconded by Director Mariani, and carried unanimously, the Board approved Amendment No. 5 to Agreement No. 67500-CEE-2023-01 with Clean Earth Environmental Services, Inc. in the not-to-exceed amount of \$101,000 (thereby increasing the overall compensation amount of the Agreement from \$1,006,000 to \$1,107,000) for continuing household hazardous waste (HHW) collection and disposal services at the HHW collection facility from April 1 to June 30, 2026, and authorized the General Manager-Chief Engineer to execute it.*

#### WASTEWATER OPERATIONS:

Receive Wastewater Operations Report for February 2026 – information only:

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

- Collection Systems: Field Services Manager Jeff Boheim presented the February 2026 Collection Systems Report.
- Treatment Facilities: Veolia Project Leader Derek Dill introduced Veolia Deputy Lead Roy Castillo, who provided a brief overview of himself and was warmly welcomed by the Board. Mr. Dill then presented the February 2026 Treatment Facilities Monthly Operations Report.
- Reclamation Facilities: Field Services Manager Jeff Boheim presented the February 2026 Reclamation Facilities Report.

#### CAPITAL PROJECTS:

Authorize the Deputy General Manager to approve the contract bid documents for the City of Novato's Novato Boulevard Improvements Project, which include the District's Novato Boulevard Trunk Sewer Improvements, pursuant to the Cost Share Agreement for the Sewer Replacement Project in Novato Boulevard (Diablo Avenue to Grant Avenue) Between Novato Sanitary District and the City of Novato.

General Manager Sandeep Karkal declared a conflict of interest with agenda item 8.a., recused himself and left the meeting at 6:07 p.m.

The Deputy General Manager stated that at its February 12, 2024 meeting, the Board approved the Cost Share Agreement for the District Sewer Replacement Project on Novato Blvd. (Agreement) as part of the City of Novato's Roadway Improvements Project to Novato Blvd. between Diablo Avenue and Grant Avenue (Joint Project). District staff, in coordination with Nute Engineering, have completed the plans and specifications for the Sewer Improvements, which are now ready for inclusion in the City of Novato's bid package for the Joint Project. The City anticipates advertising the project for bid in April 2026 following City Council approval. Therefore, staff is recommending that the Board authorize the Deputy General Manager to approve the contract bid documents for the Sewer Improvements and provide written approval to the City.

*On motion of Director Fvette, seconded by Director Dillon-Knutson, and carried by the following vote, the Board authorized the Deputy General Manager to approve the contract bid documents for the City of Novato's Novato Boulevard Improvements Project, which include the District's Novato Boulevard Trunk Sewer Improvements, pursuant to the Cost Share Agreement for the Sewer Replacement Project in Novato Boulevard (Diablo Avenue to Grant Avenue) Between Novato Sanitary District and the City of Novato.*

Ayes: Bentley, Dillon-Knutson, Fvette, Mariani, Peters

Mr. Karkal rejoined the meeting at 6:13 p.m.

Board Member Bentley asked a question regarding item 8.a. and Mr. Karkal again declared a conflict of interest with agenda item 8.a., recused himself and left the meeting at 6:14.p.m.

Deputy Manager Erik Brown addressed the question, and with no further questions from the Board, Mr. Karkal rejoined the meeting at 6:17 p.m.

Receive Capital Projects Update Report through February 2026 – information only.

The Deputy General Manager provided a brief update of the Capital Improvement Program projects for February 2026 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, March 2026 – information only.

Director Mariani reported that she attended the March 6, 2026 meeting that was held virtually and provided highlights of the meeting. She reminded the Board that the NBWA Biannual Conference will be held on April 9, 2026, noting that the Raptor Rescue Program will be part of the reception after the conference. She also reminded the Board to let Administrative Analyst II Lynda Farmery know if they would like to attend and she will take care of the registration. The Board members were encouraged to visit the website at:

<https://nbwatershed.org/event/nbwa-board-meeting-39/>.

Director Mariani requested consideration at a future Board Meeting for the District to allow Board Members' overnight stay at the Annual CASA Conference held in Napa scheduled for August this year.

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

Receive verbal report and announcements.

- Form 700, Statement of Economic Interest filing is coming up. Administrative Analyst II Lynda Farmery emailed the Board members on January 21, 2026, and also on March 5, 2026 with details, please refer to that email or reach out to either her or to the General Manager with any questions.
- At its January 2026 meeting, District Council reviewed SB 707 updates to the Brown Act. Pocket copies of the Updated Brown Act have been provided to the District by the Redwood Public Law Group and were distributed to the Board members by District General Counsel.
- The next regular Board meeting is scheduled for 5:30 p.m., Monday, April 13, 2026 and will be held in person at the District offices. The General Manager stated that he may not be at that meeting as he may be in Washington DC at the NACWA Board Meeting and National Water Policy Week.

**ADJOURNMENT:** There being no further business to come before the Board, President Peters adjourned the meeting at 6:31 p.m.

Respectfully submitted,

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Sandeep Karkal  
Board Secretary

Lynda Farmery, Recording

# Novato Sanitary District Board Fees Check Register

April 8, 2026

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Apr 8, 26</b>			
04/08/2026		Bentley, Dennis E	207.79
04/08/2026		Dillon-Knutson, Carole K.	207.79
04/08/2026		Fuette, Timothy G	207.79
04/08/2026		Mariani, Jean M	515.57
04/08/2026		Peters, Arthur Gerald	107.79
			<hr/>
<b>Apr 8, 26</b>			<b><u>1,246.73</u></b>

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

Name	Credit
Pacific, Gas & Electric	122,151.47
Lorenzo, Travis	500.00
Macias, Raul	300.00
Alpha Analytical Lab, Inc.	1,591.50
Amazon Business	591.65
AT&T internet	160.50
B.W.S. Distributors, Inc.	534.39
Bay Alarm Company	1,559.73
CARB/PERP	735.00
Chase - Visa	169.93
Comcast Business	1,050.55
Conservation Corps North Bay	5,808.00
Elan Financial Services	7,513.19
Frontier California Inc EQ	420.24
Grainger	168.28
Integrity Shred LLC	55.00
Landesign Construction & Maintenance Inc.	4,215.00
Leete Generators	2,378.85
LISRAP-Kaposi	130.20
Marin H2O Inc.	8,000.32
McMaster-Carr Supply Co.	159.67
Microbiologics	563.11
NAPA Auto Parts	105.84
North Marin Water District	444.38
North Marin Water District Payroll	1,646.00
Novato Toyota Corp	383.22
Pacific, Gas & Electric-non energy	13.90
Pini Hardware	383.85
Rauch Communication Consultants. Inc.	19,193.99
Rice Lake, formerly Heusser Neweigh	140.45
Thomson Reuters	491.95
UniFirst Corporation	923.71
Veolia Water North America, Inc.	223,095.11
Veolia Water North America, Lab	37,170.25
WECO	1,683.44
Woodard & Curran formerly RMC	7,403.75
<b>March 2026 Second Half Total</b>	<b>451,836.42</b>

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

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Name	Credit
ClientFirst Consulting Group, LLC	3,172.50
Dudek	15,000.00
Landesign Construction & Mainte...	630.00
Lateral-Shami	2,750.00
North Marin Water District	121.98
Nute Engineering Inc.	23,380.00
Pini Hardware	109.23
Reyff Electric, Inc.	1,680.00
<b>March 2026 Second Half</b>	<b>46,843.71</b>

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

Name	Credit
Alpha Analytical Lab, Inc.	3,061.75
Automation Direct Visa	256.74
Bank of New York Mellon-fee	875.00
Cappstone, Inc	2,732.00
CWEA	233.00
Delta Dental	2,898.22
ERA	867.53
Grainger	224.30
Herc Corporation	1,209.67
IEDA, INC	1,580.92
Landesign Construction & Maintenance Inc.	1,090.00
LISRAP-Graves	72.90
LISRAP-Kaposi	72.90
LISRAP-Rice	72.90
Marin H2O Inc.	277.50
McMaster-Carr Supply Co.	196.92
Mission Communications	311.30
NAPA Auto Parts	136.95
NBS Government Finance Group	10,189.50
North Marin Water District	2,376.75
Novato Builders Supply	434.46
O'Reilly Auto Parts	65.72
Orkin Pest Control, Inc.	280.36
Pacific, Gas & Electric	732.56
Rauch Communication Consultants. Inc.	3,442.32
Reladyne/Nick Barbieri Trucking, LLC	418.66
School Fuel	500.00
Staples Advantage	221.66
TeamLogic IT	5,495.50
Terryberry	1,356.00
Thomas & Associates, Inc.	491.23
UniFirst Corporation	619.83
Veolia Water North America, Inc.	1,301.33
Veolia Water Recycled Water Oper.	1,200.00
Verizon Wireless	874.78
Vision Service Plan	506.80
WECO	3,824.04
<b>April 2026 First Half Total</b>	<b><u>50,502.00</u></b>

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

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Name	Credit
Beecher Engineering, Inc	6,160.00
Psomas formerly Covello Group	9,878.00
<b>April 2026 First Half Total</b>	<b>16,038.00</b>

**Novato Sanitary District  
Payroll and Payroll Related Disbursements  
March 2026**

Date	Description	Amount
03/31/2026	Payroll	181,083.42
03/24/2026	CalPERS 457 Plan-EE	17,792.93
03/24/2026	CalPERS 457 Plan-ER	500.00
03/24/2026	CalPERS Health	45,087.34
03/24/2026	Dearborne Group	3,176.35
03/24/2026	Expert Pay-Child Support	1,472.00
03/24/2026	Local Union 315	416.00
03/24/2026	Lincoln Financial Group-401a Plan-EE	6,815.25
03/24/2026	Lincoln Financial Group-401a Plan-ER	6,778.35
03/24/2026	Lincoln Financial Group 457-EE	7,400.00
03/24/2026	Lincoln Financial Group 457-ER	300.00
03/24/2026	MissionSquare ICMA-RC-Vantagepoint	3,388.98
03/24/2026	CALPERS Retirement EE	20,151.84
03/24/2026	CALPERS Retirement ER	24,639.84
03/24/2026	Retirees Health Reimbursement	15,292.12
03/31/2026	Eft-State P/R Taxes	13,666.84
03/31/2026	Eft-Federal P/R Taxes	36,500.30
<b>Total</b>		<b>384,461.56</b>

## Novato Sanitary District Deposit Detail March 2026

Type	Num	Date	Name	Account	Amount
<b>Deposit</b>		<b>03/05/2026</b>		<b>11113 · Westamerica - Operations</b>	<b>10,668.31</b>
			United States Treasury	51070 · Other Revenue	1,414.73
			Hardiman Construction	41040 · Permit & Inspection Fee	40.00
			Zaragoza Plumbing	41040 · Permit & Inspection Fee	40.00
			Gopher it-Trenchless	41040 · Permit & Inspection Fee	40.00
			Recology	11200-Accounts Receivable (1)	9,133.58
<b>TOTAL</b>					<b>10,668.31</b>
<b>Deposit</b>		<b>03/12/2026</b>			
			County of Marin	51015 · Property Taxes	8.36
			County of Marin	41015 · Property Tax allocation	3.25
<b>TOTAL</b>					<b>11.61</b>
<b>Deposit</b>		<b>03/16/2026</b>			
			County of Marin	51015 · Property Taxes	2,238.80
			County of Marin	41015 · Property Tax allocation	870.65
<b>TOTAL</b>					<b>3,109.45</b>
<b>Deposit</b>		<b>03/18/2026</b>			
			Miguel Gonzalez	41040 · Permit & Inspection Fee	60.00
			Arzi Sandoval	41040 · Permit & Inspection Fee	25.00
			WLGD Daughters, LLC	41040 · Permit & Inspection Fee	40.00
			WLGD Daughters, LLC	51020 · Connection Charges	14,210.00
			Auburn Ravine Ranch	11200-Accounts Receivable (2)	5,060.18
			Verily Life Sciences	11200-Accounts Receivable (3)	1,500.00
<b>TOTAL</b>					<b>20,895.18</b>
<b>Deposit</b>		<b>01/30/2026</b>	USCG	11200-Accounts Receivable (6)	18,893.26
<b>Deposit</b>		<b>03/26/2026</b>			
			Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
			Sewer Connection	41040 · Permit & Inspection Fee	40.00
			Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
			Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
			Dickinson Corporation	11200-Accounts Receivable (4)	210.00
			North Marin Water District	11200-Accounts Receivable (5)	3,090.19
<b>TOTAL</b>					<b>3,460.19</b>
<b>Total Deposits for March</b>					<b>\$ 57,038.00</b>
<b>(1)</b>	Collection of reimbursement for R3 consulting services fees from Recology .				
<b>(2)</b>	Collection of water usage reimbursement from Auburn Ravine Ranch.				
<b>(3)</b>	Collection of reimbursement for Lab sampling from Verily Life Science for January 2026.				
<b>(4)</b>	Collection of permit fee from Dickinson Corporation.				
<b>(5)</b>	Collection of Recycled Water Facility billing for December 2025.				
<b>(6)</b>	Collection of USCG-sewer service charge for December 2025				

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: Accounts Receivable Aging Summary for the Period Ended March 31, 2026.	<b>MEETING DATE:</b> April 13, 2026  <b>AGENDA ITEM NO.:</b> 5.d.
<b>RECOMMENDED ACTION:</b> Receive Accounts Receivable (A/R) Report as of March 31, 2026	
<b>SUMMARY AND DISCUSSION:</b>  The attached Accounts Receivable Summary shows the following receivables as of March 31, 2026:  <b><u>1-45 days</u> - \$162,361:</b> Current.  <b><u>46-120 days</u> - \$7,289:</b> Considered collectible.  <b><u>120+ days</u> - \$142,435:</b> Considered collectible.	
<b>ATTACHMENTS:</b> 1. Accounts Receivable (A/R) Aging Summary.	
<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> lc	<b>Reviewed by General Manager:</b> SSK

**Novato Sanitary District**  
**A/R Aging Summary**  
As of March 31, 2026

Customer	Current	46 - 120	> 120	TOTAL
<b>AT &amp;T</b>	943.72	943.72	0.00	1,887.44 (1)
<b>BioMarin</b>	107,770.65	0.00	0.00	107,770.65 (2)
<b>D.M. Christensen Construction Co</b>	605.88	605.88	0.00	1,211.76 (1)
<b>Frontier California, Inc.</b>	2,194.95	2,194.95	0.00	4,389.90 (1)
<b>Ignacio Hills Owners &amp; Assoc Inc</b>	379.64	379.64	0.00	759.28 (1)
<b>Madera Marin Homeowners Association</b>	364.51	364.51	0.00	729.02 (1)
<b>Marin County Free Library</b>	0.00	1,660.81	0.00	1,660.81 (1)
<b>Marin County Housing Auth</b>	14,580.00	0.00	0.00	14,580.00 (1)
<b>Marin Municipal Water District</b>	6,316.78	0.00	0.00	6,316.78 (1)
<b>Novato Children's Center</b>	632.24	0.00	0.00	632.24 (1)
<b>Redwood Towne Homeowners Assoc Inc</b>	364.50	364.50	0.00	729.00 (1)
<b>Renaissance At Stone Tree Golf Course</b>	131.45	131.45	0.00	262.90 (1)
<b>Scottsdale Lake Condominium &amp; Owners Ass</b>	192.87	192.87	0.00	385.74 (1)
<b>Southern Pacific Transportation</b>	119.16	119.16	0.00	238.32 (1)
<b>USCG</b>	18,893.26	0.00	140,635.00	159,528.26 (3)
<b>Veolia Water</b>	8,540.11	0.00	0.00	8,540.11 (4)
<b>Verily Life Sciences</b>	0.00	0.00	1,800.00	1,800.00 (5)
<b>Western Oaks Village Assn</b>	331.13	331.13	0.00	662.26 (1)
<b>TOTAL</b>	<b>162,360.85</b>	<b>7,288.62</b>	<b>142,435.00</b>	<b>312,084.47</b>

- (1) Non tax roll sewer service charges for first and second half of FY26.
- (2) Monitoring, Analytic and Surcharge fees for BioMarin.
- (3) United States Coast Guard (USCG) at Hamilton Field:
  - o February 2026 - \$18,893.26:
  - o Historical Charges - \$140,635.00

*Finance is currently working with the USCG to remit payment on past due balances and bring the account current.*
- (4) Second quarter billing for reimbursement of Veolia Water pass through costs.
- (5) Verily Life Science billings for September 2025.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: National Association of Clean Water Agencies (NACWA) Peak Platinum14 Award Application.	<b>MEETING DATE:</b> April 13, 2026  <b>AGENDA ITEM NO.:</b> 5.e.
<b>RECOMMENDED ACTION:</b> Receive report on submittal of 2025 National Association of Clean Water Agencies (NACWA) Peak Performance Award Application to NACWA ( <u>information only</u> ).	
<b>SUMMARY AND DISCUSSION:</b>  The District timely submitted its application to the National Association of Clean Water Agencies (NACWA) for NACWA’s Peak Platinum14 Performance Award. The application represents the District’s fourteenth year with no NPDES violations (Peak Platinum14 level). This is the tenth year in a row that the District has applied for this award; required data on the District, including its NPDES permit requirements are on file with NACWA.  As a reminder, only treatment facilities that have no (zero) violations of their National Pollutant Discharge Elimination System (NPDES) permits for five (5) years or greater, are eligible to be considered for NACWA’s Platinum Awards.	
<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> ef (Veolia), eb	<b>Reviewed by General Manager:</b> SSK

## NOVATO SANITARY DISTRICT

### **DRAFT** UPDATED SCHEDULE FOR ADOPTION OF FISCAL YEAR (FY) 2026-27 FINAL BUDGET AND FY 2027-28 PRELIMINARY BUDGET, APPROPRIATIONS LIMIT, AND SEWER SERVICE CHARGES <sup>(1)</sup>

- February 9, 2026 Regular Board Meeting: Receive schedule for adoption of Fiscal Year (FY) 26-27 Final Budget and FY 27-28 Preliminary Budget, Appropriations Limit, and Sewer Service Charges. The Board will also review and potentially approve Board Resolution No. 3211: A Resolution Adjusting Sewer Service Charge Schedule For Fiscal Year 2026-2027 Pursuant To Ordinance No. 123.
- March 2, 2026 First three quarters of revenues and expenditures report for 2025-26 (with estimates for March 2026); preliminary estimate of annual expenditures for 2025-26, and with fill in column for new budget projections goes to supervisory staff for their input and review.
- March 20, 2026 FY 26-28 budget projections from supervisory staff to Finance Manager.
- March 30, 2026 FY 26-28 proposed department budgets to General Manager-Chief Engineer for review.
- April 13, 2026 Regular Board Meeting: Report on updated FY 2026-28 Capital Improvements Program (CIP). Set date for *public hearing* on sewer service charges and collection on tax rolls.
- May 11, 2026 Regular Board Meeting: Initial presentation of FY 26-27 Preliminary Budget. Review Annual Operating and Capital Improvements Program (CIP) Budgets. Separately, Board also receives 3<sup>rd</sup> Quarter Financial Report (Unaudited) including summary preliminary FY 25-26 budgeted to actual revenues and expenditures report.
- May 14, 2026 Special Board meeting to review Preliminary Budget for FY 2026-28.
- May 22, 2026 Publish first *public hearing* notice in Marin I.J.
- May 29, 2026 Publish second *public hearing* notice in Marin I.J.
- June 8, 2026 Regular Board Meeting: **Public Hearing** on FY 2026-27 sewer service charges and collection on County of Marin tax rolls. Board adopts FY 26-28 Preliminary Budget.

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NOVATO SANITARY DISTRICT

**DRAFT** UPDATED SCHEDULE FOR ADOPTION OF FISCAL YEAR (FY) 2026-27  
FINAL BUDGET AND FY 2027-28 PRELIMINARY BUDGET, APPROPRIATIONS LIMIT,  
AND SEWER SERVICE CHARGES <sup>(1)</sup>

- June 26, 2026 Sewer Service Charge information to Marin County (deadline set by County of Marin and is subject to change by County).
- July 27, 2026 (approximate) State Department of Finance provides growth factors for calculation of the District's FY 26-27 appropriations limit.
- August 10, 2026 Regular Board Meeting: Board establishes 2026-27 appropriations limit, approves and adopts FY 26-27 Final Budget and FY 27-28 Preliminary Budget, and adopts resolution fixing tax allocation for FY 26-27.

Notes:

*<sup>(1)</sup> All dates and/or order of consideration for items are for reference only. Dates may change, and the Board of Directors may consider item(s) in a different order than set forth herein.*

Public Hearing Noticing Procedures

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

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Annual Budget: Set Public Hearing - Fiscal Year (FY) 26-27 Sewer Service Charges (SCCs).	<b>MEETING DATE:</b> April 13, 2026  <b>AGENDA ITEMS NO.:</b> 6.b.
<b>RECOMMENDED ACTION:</b> Set the date of June 8, 2026 for a public hearing on the Fiscal Year (FY) 26-27 report of sewer service charges and for the final determination of such charges.	
<b>SUMMARY AND DISCUSSION:</b> <p>Each year, the District holds a public hearing to hear and consider objections to a draft report of that year’s individual sewer service charges. After the public hearing, the Board adopts a resolution determining the final sewer service charge amounts and directing the amounts to be collected on the county tax rolls. This procedure is separate from the Proposition 218 hearing that is held prior to making any rate changes.</p> <p>At its February 2026 regular meeting, the Board adopted Resolution No. 3211: “A Resolution Adjusting Sewer Service Charge Schedule For Fiscal Year 2026-2027 Pursuant To Ordinance No. 123”. This Resolution No. 3211 set the FY 26-27 average residential (EDU) charge at \$760, reflecting a \$31 increase from the FY 2025–26 level of \$729/EDU, and remaining a nominal \$2 below the maximum rate of \$762/EDU allowed under District Ordinance No. 123. All other rate tiers and customer categories would be adjusted commensurately.</p> <p>Staff <u>recommend</u> that the Board set the public hearing to be held on June 8, 2026, at the Board’s June 2026 regular Board meeting. As required by law, the District will publish a notice of the public hearing in the Marin Independent Journal.</p> <p>Separately, staff will work with the District’s sewer service charge billing consultant, NBS Government Finance Group (NBS), to prepare the proposed individual sewer service charges for FY 26-27. A copy of the proposed report of charges will be filed with the District Secretary as required by law. NBS will also have a computerized database available at the June 8, 2026 meeting, so that anyone may request to know what their individual rate will be in the coming year and have an opportunity to protest it.</p>	
<b>ATTACHMENTS:</b> 1. Draft Notice of Public Hearing Notice – Sewer Service Charges Fiscal Year (FY) 2026-27 and Intent to Collect on Tax Rolls.	
<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> rh, ssk	<b>Reviewed by General Manager:</b> SSK

**NOVATO SANITARY DISTRICT**

**DRAFT NOTICE OF PUBLIC HEARING**

**SEWER SERVICE CHARGES FISCAL YEAR (FY) 2026-27**

**NOTICE IS HEREBY GIVEN THAT:**

The Board of Directors of the Novato Sanitary District (District), at its regular meeting at or about 5:30 p.m. on Monday, June 8, 2026, at the District Office, 500 Davidson Street, Novato, California 94945, will hold a public hearing on the following matter:

Pursuant to District Ordinance No. 123, District Resolution No. 3211, and Section 5470 *et seq.* of the California Health and Safety Code, the Board has declared its intention to have the District's Sewer Service Charges for FY 26-27 collected on the Marin County tax roll. Prior to directing collection of the charges, the Board will hear and consider protests and objections at a noticed public hearing. A written report describing each parcel of real property receiving sanitary sewer service from the District and the amount of the Sewer Service Charge proposed for each parcel for FY 26-27 has been filed with the Secretary of the District.

By order of the Board of Directors of the Novato Sanitary District.

Dated: April 13, 2026

/s/ Sandeep Karkal  
Sandeep Karkal  
Secretary, Novato Sanitary District

**Publish: May 22<sup>nd</sup> and May 29<sup>th</sup>, 2026**

# Novato Sanitary District

## MEMORANDUM

**TO:** District Board of Directors

**FROM:** Sandeep Karkal, General Manager-Chief Engineer  
Erik Brown, Deputy General Manager

**BOARD MEETING DATE:** April 13, 2026

**SUBJECT:** FY 26-28 Preliminary Capital Improvements Program (CIP) Budget – Summary of Anticipated Project Work

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### Introduction

This memo presents a summary of the potential or anticipated scope of work for projects and project work included within the various Accounts of the Capital Improvements Program (CIP) budget for FY 26-28.

A copy of the draft preliminary two-year FY 26-28 capital improvement expenditures is included as Table 1: Capital Improvement Budget – CIP Expenditures.

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

This account was established in FY 20-21 to address the need for significant upgrades to the network and Supervisory Control and Data Acquisition (SCADA) systems. The account provides for implementation of recommendations from the Information Technology (IT) Assessment Master Plan completed in FY 21-22.

This account includes funds for Cyber and Physical Security Assessments and implementation, Document Management and Digitization, Workstation Replacements, and implementation of the Enterprise Resource Planning (ERP) and Computerized Maintenance Management (CMMS) Systems in FY 26-27 and follow-on work in these high priority areas in FY 27-28.

### **Account No. 72403: Pump Station Rehabilitation**

This ongoing, long-term account provides for replacing the District's underground-type pump stations with submersible pump-type stations. The lift stations that remain to be replaced include the two Vintage Oaks Pump Stations. However, the District experienced a multiple day power outage in October 2019 from PG&E's Public Safety Power Shutoff events (PSPS) that highlighted the need for several additional short and long-term projects to assure resiliency of District operations, including the following major projects:

1. **Marin Village Pump Station:** Project to replace the existing wetwell/dry pit type pump station with a new submersible pump-type station. Substantial completion was achieved in the 4<sup>th</sup> quarter of FY 24-25. Final completion is anticipated in the 4<sup>th</sup> quarter of FY 25-26. A placeholder amount of \$10,000 is provided in FY 26-27 for any warranty/closeout related items.
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2. Ignacio Transfer Pump Station: Project to replace the generator, upgrade switchgear, and perform other site improvements. Preliminary engineering design work was completed in FY 24-25. Final engineering design work will commence in the 4<sup>th</sup> quarter of FY 25-26 and throughout FY 26-27 with construction anticipated to commence in FY 27-28.
3. Olive Pump Station: Project to replace the existing natural gas generator with a new diesel generator and upgrade electrical switchgear, HVAC, and related electrical and mechanical equipment. Construction commenced in Q3 of FY 25-26; the majority of construction will occur in FY 26-27, extending into FY 27-28.
4. Bahia Pump Station: This account includes funds in FY 27-28 for condition assessment and preliminary design for pump station upgrades.
5. Pump Station Corrosion Improvements: Project to replace conduits and other upgrades to resist corrosion at the BMK 5, Automart and Blackpoint pump stations. Preliminary engineering design and condition assessment work was completed in the 3<sup>rd</sup> quarter of FY 25-26. Final engineering design work will commence in the 4<sup>th</sup> quarter of FY 25-26, extending through FY 26-27 and construction anticipated to commence FY 27-28.
6. Force Mains Condition Assessment: This account includes funds in FY 26-27 and FY 27-28 to perform condition assessments on the District's network of force main pipelines.
7. Pump Stations Condition Assessment: This account includes funds in each of FY 26-27 and FY 27-28 for the planning, prioritization and performance of condition assessments at various pump stations throughout the District.

#### **Account No. 72508: North Bay Water Reuse Authority**

The District is a member agency of the North Bay Water Reuse Authority (NBWRA). FY 26-27 will be the thirteenth year of the multi-year Phase 2 NBWRA program, including continuing 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.

For FY 26-27, the District expects its future Phase 2 participation to be limited to a programmatic level, at least until further recycled water demands are identified by the North Marin Water District (NMWD). Also, any effort to transition the NBWRA program to a more comprehensive North Bay Water Program, would result in a limited role for the District.

Therefore, it is anticipated that the District's future participation in this expanded program will occur at a very modest level. Accordingly, the District's preliminary FY 26-28 CIP budget includes only a "placeholder" budget amount of \$10,000 for each year. The placeholder amount has been increased from \$5,000 in previous years to \$10,000 due to development of a new MOU that may result in an increase in annual dues for Associate members.

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

This account includes budget amounts for continuing work on rehabilitating the District's collection system. This fiscal year's project work includes:

1. Collection System Master Plan: This account includes funds in FY 26-28 for follow up work associated with the Collection System Master Plan including additional flow monitoring.

2. Meyers Subdivision Sewer Replacements: Replacement of about 1,875 feet of 6-inch sewer between Mirabella Avenue and Court Road. A portion of this project (originally entitled Elm Drive to East Court) was identified as a structural rehabilitation project identified with a high priority rating in the CSMP. The project has been expanded to include the portions of sewer that were originally slated for replacement in 2005 but were never completed. This account includes funds in FY 27-28 to update the design for construction in FY 28-29.
3. Novato Blvd. Trunk Sewer: A new parallel trunk sewer in Novato Boulevard Trunk Sewer between Diablo Avenue and Grant Avenue in coordination with the City of Novato's Novato Blvd. Improvements Project. The District's design was completed in FY 25-26 and construction is anticipated in FY 26-27.
4. Highway 101 Crossings: Abandonment of the Enfrente pump station to convert to gravity flow via an underground crossing to the east side of Highway 101 and replacement of two additional Highway 101 crossings between Enfrente and HWY 37. Design work commenced in the third quarter of FY 22-23 and will extend into FY 26-27, with construction potentially starting in late FY 26-27, with the majority of construction in FY 27-28.
5. High Priority Structural Rehab Projects: This account includes funds for high priority structural rehab projects identified in the 2019 Collection System Master Plan. The Main Interceptor 2 Repair project was completed in FY 25-26. A placeholder amount of \$10,000 is provided in FY 26-27 for any warranty/closeout related items.

### **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 program seeks to incentivize individual homeowners financially to replace the entire sewer lateral between their residence and the sewer main, and currently provides a grant for half of the replacement cost up to \$2,750 to replace a residential sewer lateral in the District's service area. In FY 25-26, the District budgeted an overall amount of \$80,000 for this program.

It is expected that about 60% of the budget funds will be expended in FY 25-26. Staff expect the same or higher level of participation in FY 26-27. In FY 25-26 the Board approved increasing the District's share, i.e., the maximum individual grant amount by 10%, from \$2,500 to \$2,750 to encourage participation in the program and to account for increased construction costs. Staff did not observe a notable increase in program participation in FY 25-26. This could be due to many factors including general economic concerns, although inflation and construction prices have been less volatile over the last few years. Staff recommend keeping the individual grant amount at the current \$2,750 level. The overall budget for the program will remain \$80,000 in each of FY 26-28.

As in prior years, the District will continue to monitor and modulate the maximum individual grant and budget amounts on a yearly basis, based on its ongoing experience, and its goal of incentivizing lateral replacement.

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

Previously, the District cooperated with the California State Coastal Conservancy (SCC) in a study to examine alternatives for a long-term SCC project to integrate the District's outfall into the SCC's Hamilton Wetlands project. As noted in prior years, the SCC's goal for their project is to utilize the District's effluent as a reliable, long-term fresh water source to establish and maintain a brackish marsh habitat at the SCC's Wetlands project.

SCC completed construction on Phase I of the BMK Unit V Wetland Restoration Project. While all funding to implement subsequent phases of this project will be provided by the SCC, this account will continue to retain nominal budget amounts in FY 26-28 to meet any minor or unanticipated District expenses for coordination work with SCC staff.

**Account No. 72708: Cogeneration/Alternative Energy**

NTP Energy Recovery & Efficiency Project: This account will fund a progressive design-build project delivery method for a cogeneration project that will utilize digester gas produced in the anaerobic digestion process to produce power that may result in an offset to the District's utility power purchases. Additionally, this project will include installation of a Solar PV System, energy efficiency upgrades and a Microgrid Controller to manage and distribute power generated from the Cogeneration System, Battery Energy Storage System and Utility Power. The Design-Build team was selected in FY 25-26. The Phase I Design process will proceed in late FY 25-26 through FY 26-27 with construction commencing early FY 27-28.

Battery Energy Storage System (BESS): Installation of the BESS was completed in FY 23-24. This account will continue to retain nominal budget amounts in FY 26-28 for third party monitoring of battery performance.

Note that the budgeted amounts do not include any potential grants that may be received through programs such as the State Revolving Fund Green Project Reserve (GPR) or rebates through the California Public Utility Commission's Self Generation Incentive Program (SGIP), or loans through the Water Infrastructure Finance and Innovation Act (WIFIA).

**Account No. 72802: Annual Sewer Adjustment for City Projects**

The budget in this account is established annually to compensate the City of Novato or County of Marin for work performed on District facilities by City or County Capital Improvement Projects.

An example of work funded through this account would be a City or County street paving or repaving project, wherein District manholes are raised to grade.

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

This account is established annually primarily to fund smaller projects to repair District collection system facilities, primarily point and spot repairs, or to replace short reaches of sewer main(s).

Collection system staff generates the repair list during routine maintenance activities including sewer cleaning and CCTV work. The Collection System Superintendent then tracks and prioritizes repair projects in conjunction with the Field Services Manager, the Deputy General Manager, and the Construction Inspector.

**Account 72804: Annual Reclamation Facilities Improvements**

The budget in this account is established annually to fund small projects to repair District facilities at the Reclamation Area. The work typically includes irrigation system repairs for lines larger than 4-inch in diameter, parcel rehabilitation work, and other miscellaneous repairs. Also included in the budget for this year is the removal of fallen eucalyptus trees, irrigation pump station strainer replacements, pasture fencing and road upgrades, drainage pump station telemetry upgrades and condition assessments, and outfall improvements based on the outfall condition assessment performed in 2022.

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

This account is established to fund small projects to repair District treatment related facilities at the Novato Treatment Plant, and seeks to fund minor mechanical & electrical work, water line repairs, pavement repairs, painting, and any other small repairs or improvements.

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

This account was established in FY 25-26 and includes funds to address major repairs and replacements 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, staff recommended Treatment Plant Major Repairs and Replacements be included in the CIP budget moving forward. This account includes funds for replacement of an influent pump in each of FY 26-27 and FY 27-28.

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

This account includes funds for small projects to repair District pumping facilities at the various pump stations throughout the District, including minor mechanical & electrical work, water line repairs, pavement repairs, painting, and any other small repairs or improvements at District pump stations.

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

This includes funds for small projects to maintain the Ignacio facility (excluding the Ignacio Transfer Pump Station) or perform demolition/site clean-up work related to abandoned treatment units of the decommissioned Ignacio Treatment Plant (ITP). Additionally a placeholder amount of \$10,000 is provided in FY 26-27 for any warranty/closeout related items associated with the Ignacio Facility Potable Water Improvements Project.

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

This account includes funds for updating the Strategic Plan. 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.

Under this agreement, the District participates in a program with the County of Marin, the City of Novato, and the North Marin Water District to explore alternatives to reduce flooding potential in the lower Novato Creek portion where all these agencies have facilities that are prone to flood impacts. The budgeted amounts are a minimal amount and function as a “placeholder,” or to meet minimal District commitments to potential, previously unidentified studies, through FY 26-28. Future work (beyond FY 26-28) arising out of these studies may require increased funding, but potential costs are unknown at this point.

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

This account includes allowances for minor improvements to the Administration and Annex Buildings and updates to the Board room and engineering/admin interior. This account includes funds for a Physical Security Assessment and Implementation and Office and Open Workspace Updates in each of FY 26-27 and FY 27-28.

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

This account budgets 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.

It is anticipated that this account will see budgeting of funds on an ongoing basis.

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

This account includes funds for corrosion control projects at the Novato Treatment Plant site. As the facilities age, the effects of the aggressive nature of wastewater corrosion appear and need to be addressed. It is anticipated that this account will see budgeting of funds on an ongoing basis. This account includes funds for the protective coating of the metalwork of Secondary Clarifier No. 2 in FY 26-27 and Primary Clarifier No. 1 in FY 27-28.

**Account No. 73007: Solids Management**

This budget account was established in FY 21-22 and includes funds to address major maintenance, or capital projects associated with the District’s solids processing.

1. **Biosolids Facilities Improvements:** This account includes funds for exploring operational alternatives and upgrading the Biosolids Handling Facilities at Deer Island including the sludge lagoons, final digested sludge and return decanted pipelines and the Dedicated Land Disposal Site (DLD). The Biosolids Management Study and Solids Dewatering Alternatives Analysis was completed in FY 25-26. The recommendations from that analysis were that extending the service life of the existing Biosolids Facilities would be the most economical pathway. This account includes funds for determining the feasibility of removal and placement of accumulated biosolids in the DLD in FY 26-27 and implementation in FY 27-28.

A “placeholder” amount of \$25,000 is being budgeted for each of FY 26-28 to initiate studies to investigate the feasibility of processing the District’s biosolids further to create a Class A fertilizer or similarly saleable product.

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

This budget 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.

1. PLC Upgrades: This account includes funds for a scoping study in FY 26-27 and implementation of PLC Upgrades in FY 27-28 at NTP.
2. Plant Power Systems Study: This account includes funds to conduct a Plant Power Systems Study which will result in an updated software-based power analytics model, revised NFPA 70E labelling plant wide, as well as revised electrical system record drawings that will include all changes made subsequent to the 2010/11 Upgrade Project record drawings such as the recycled water system project and the digester upgrade project (beginning 2012) project, as well as the more recent battery energy storage system (BESS). The study commenced in FY 23-24 and will be completed in FY 26-27.
3. Electrical Raceway Improvements: This project will repair damage to the electrical raceways at the east end of the NTP aeration basins. A physical assessment and circuit identification and labeling will occur in Q4 of FY 25/26, with improvements anticipated in FY 26-27.

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

This budget account was established 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 resilience. A “placeholder” amount of \$20,000 is budgeted for each year of FY 26-28 for initiating any Climate Adaptation studies.

**Account No. 73090: Vehicle Replacement**

This account includes budget amounts in each of FY 26-27 and FY 27-28 for a portable generator, and an EV equivalent replacement for a ¾ ton truck, in FY 27-28.

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**Novato Sanitary District  
2026-2028 Proposed Budget  
Table 1: Capital Improvement Budget - CIP Expenditures**

Capital Improvements Cost Centers - 72000, 73000, & 78500	Adopted <sup>(1)</sup> Budget 2024-25	Adopted <sup>(1)</sup> Budget 2025-26	Expenses as of 3/25/2026	Projected Expenses 2025-26	Preliminary Budget <sup>(2)</sup> 2026-27	Proposed Budget <sup>(2)</sup> 2026-27	Preliminary Budget <sup>(2)</sup> 2027-28
<b>Accounts</b>							
72112 · Network and SCADA Upgrades	456,000	630,700	184,445	350,000	478,208	575,500	300,500
72403 · Pump Station Rehabilitation	3,280,000	4,130,000	391,089	1,060,000	5,070,000	5,670,000	4,970,000
72508 · North Bay Water Reuse Authority (NBWRA)	5,000	5,000	5,000	5,000	5,000	10,000	10,000
72706 · Collection System Improvments	2,855,000	4,340,000	1,064,545	1,360,000	4,040,000	6,170,000	4,775,000
72706-1 · Lateral Replacement Program	80,000	80,000	21,750	63,000	80,000	80,000	80,000
72707 · Hamilton Wetlands/Outfall Integration	30,000	30,000	0	0	30,000	30,000	30,000
72708 · Cogeneration/Alt. Energy <sup>(3)</sup>	512,000	3,002,000	85,096	200,000	3,003,000	2,753,000	1,000,000
72802 · Annual Sewer Adj. for City Projects	50,000	50,000	0	0	50,000	50,000	50,000
72803 · Annual Collection Sys Repairs	120,000	150,000	33,369	130,000	157,500	157,500	162,225
72804 · Annual Reclamation Fac. Improvements	875,000	995,000	527,929	600,000	465,000	635,000	1,040,000
72805 · Annual Treatment Plant Improvements	525,000	180,000	(122,595)	75,000	126,000	100,000	100,000
72805-1 · Treatment Plant Major Repair/Repl <sup>(4)</sup>	0	350,000	155,521	260,000	210,000	300,000	315,000
72806 · Annual Pump Station Improvements	210,000	150,000	115,980	180,000	182,500	275,000	285,000
72807 · Annual Ignacio Facility Improvements	525,000	850,000	641,665	700,000	35,000	460,000	50,000
72808 · Strategic Plan Update	20,000	5,000	0	0	5,000	5,000	5,000
72809 · Novato Creek Watershed	5,000	5,000	0	0	5,000	5,000	5,000
73003 · Admin. Building Upgrade/Maint. Building	850,000	210,000	90,208	150,000	50,000	405,000	205,000
73004 · Odor Control and NTP Landscaping	200,000	55,000	0	0	60,000	60,000	60,000
73006 · NTP Corrosion Control	350,000	380,000	375,333	375,333	50,000	475,000	350,000
73007 · Solids Management	925,000	100,000	12,774	15,000	775,000	225,000	2,575,000
73008 · Treatment Plant Elec. Sys. Improvements	200,000	170,000	16,127	50,000	550,000	550,000	750,000
73009 · Climate Adaption Improvements	20,000	20,000	0	0	20,000	20,000	20,000
73090 · Vehicle Replacement	140,000	45,000	15,240	165,000	65,000	70,000	115,000
<b>Subtotal before Debt Service</b>	<b>12,233,000</b>	<b>15,932,700</b>	<b>3,613,476</b>	<b>5,738,333</b>	<b>15,512,208</b>	<b>19,081,000</b>	<b>17,252,725</b>
78500 · Interest - 2017 Rev. Refunding Bond	408,750	358,250	358,250	358,250	305,250	305,250	249,750
78501 · Principal - 2017 Rev. Refunding Bond	1,010,000	1,060,000	1,060,000	1,060,000	1,110,000	1,110,000	1,160,000
78500 · Interest - 2019 Refunding Bond	1,437,100	1,254,600	1,254,600	1,254,600	1,062,850	1,062,850	861,600
78501 · Principal - 2019 Refunding Bond	3,650,000	3,835,000	3,835,000	3,835,000	4,025,000	4,025,000	4,225,000
<b>Subtotal for Debt Service</b>	<b>6,505,850</b>	<b>6,507,850</b>	<b>6,507,850</b>	<b>6,507,850</b>	<b>6,503,100</b>	<b>6,503,100</b>	<b>6,496,350</b>
<b>Totals</b>	<b>18,738,850</b>	<b>22,440,550</b>	<b>10,121,326</b>	<b>12,246,183</b>	<b>22,015,308</b>	<b>25,584,100</b>	<b>23,749,075</b>

**Comments:**

- <sup>(1)</sup>As amended and trued-up, consistent with section 3512.5 of District Policy No. 3152 "Annual Budget - Non-Personnel Related Changes to Budget Amounts".
- <sup>(2)</sup>Includes amounts committed or encumbered for multi-year contracts awarded (or expenses authorized) in prior fiscal years that may be partially or fully expended in FY 26-28.
- <sup>(3)</sup>The FY 27-28 preliminary budget amount will be adjusted in a future budget document, based on project financing options to be considered and implemented by the fourth quarter (Q4) of FY 26-27.
- <sup>(4)</sup>New sub-account, with expenditures migrated from Account No. 61000-3, to better address cost capitalizations within this category.

**2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT  
FOR THE NOVATO SANITARY DISTRICT**



**2025 ANNUAL OPERATIONS AND MAINTENANCE  
REPORT FOR THE NOVATO SANITARY DISTRICT**



**Prepared by:**

**Veolia Water West Operating Services, Inc.  
500 Davidson Street  
Novato, CA 94945**

**April 8, 2026**

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

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# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Overview

The continued priorities for 2025 were to maintain a safe working environment with zero lost time accidents, zero Occupational Safety Health Act (OSHA) recordable incidents, and zero treatment plant effluent violations. The 2025 calendar year was Veolia’s thirteenth consecutive year of zero effluent violations and fourteenth year of zero recordable incidents. We continue to celebrate this success with the Novato Sanitary District on its vision and commitment to the protection of water quality and the environment.

Key areas of focus throughout the year included:

- Safety Training
- No Safety Incidents (recordable, lost time, or medical)
- Participation in Veolia *Near Miss and Leading Indicator* Reporting Program
- Regulatory Compliance
- Odor Monitoring
- Reporting (internal and external)
- Records Keeping and Data Base Management
- Facility Energy Management Program
- Employee Education and Certification / Professional Advancement
- Community Outreach and Participation
- Effective Asset Management by using Veolia Asset Management System (VAMS) for Maintenance Tracking, Scheduling, Inventory, and Purchasing
- Operation, Management, and Maintenance
- Oversight of Laboratory and Pretreatment Program

## Treatment Plant Design Criteria

Wastewater is collected throughout the Novato Sanitary District service area and conveyed by gravity as well as mechanical means (pump stations) to the Novato Treatment Plant (NTP).

Table 1.0 describes each of the processes’ influent flow design criteria.

Table 1.0

<b>DESIGN CRITERIA</b>		
Condition	Value	Unit
Average Dry Weather Flow	7.0	MGD
Peak Wet Weather Flow (Max Day)	30.7	MGD
Max Peak Wet Weather (1-3 Hour)	47.0	MGD
Average BOD Loading	14,600	lbs/D
Average TSS Loading	17,600	lbs/D

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Preliminary Treatment - Influent Pump Station and Headworks

When the wastewater arrives at the NTP, it is pumped from the influent pump station to the headworks. The headworks provides screening of coarse materials and removal of grit which consists of heavy matter such as sand, silt, eggshells, and gravel.

## Flow and Loading Measurement

Flow at the NTP is measured using a Parshall flume and HydroRanger™ ultra-sonic flow meter in combination. Composite samples for biochemical oxygen demand (BOD) and total suspended solids (TSS) are collected downstream of screening and grit removal. Composite samples are flow proportioned throughout the sampling period (normally 24 hours).

## Primary Treatment – Primary Clarifiers

An efficient primary clarifier typically removes approximately 60 – 70% of the solids from the raw wastewater. Clarifiers are large tanks that slow the flow of water and allow by force of gravity to remove solids. Heavier solids referred to as “sludge” settle to the bottom. Lighter material such as fat, oil, grease and plastic, referred to as “scum” rises to the surface. Both sludge and scum are removed from the waste stream and pumped to a digester for additional treatment. The NTP primary clarifiers are covered to contain air/odor that is associated with raw sewage. Air/odor removal is discharged to odor scrubbing biofilters.

## Secondary Treatment – Aeration Basins & Secondary Clarifiers

After screening, grit, and primary solids removal, all wastewater receives full secondary treatment. Large rectangular tanks with baffled walls, mechanical mixers, air diffusers, and recirculation pumps make up the aeration basins system. The four aeration basins, each with a capacity of more than 850,000 gallons, provides complete secondary treatment under all flow conditions. Each aeration basin has three anoxic (no dissolved oxygen) zones accounting for almost 25% of the tank’s volume. The anoxic zones convert nitrate and nitrite to nitrogen gas to reduce the level of total nitrogen in the effluent. Secondary clarifiers allow for the separation of the biomass that was created in the aeration basins to settle and allow the wastewater to clarify. The clarified wastewater flows to the ultraviolet disinfection process and the settled biomass is returned to the influent of the aeration basins.

## Ultra Violet (UV) Disinfection

Prior to discharging wastewater it must be disinfected. Ultraviolet light disrupts the DNA of pathogens and other life forms leaving them incapable of reproduction.

## Effluent Disposal – Bay Discharge / Reclamation / Storage

The District’s NPDES Permit (National Pollutant Discharge Elimination System) effective September 1<sup>st</sup>, 2020 allows for year-round discharge to San Pablo Bay with stringent effluent limits

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

from May 1<sup>st</sup> through October 31<sup>st</sup>. However, throughout the historical non-discharge season (May 1<sup>st</sup> through October 31<sup>st</sup>), effluent may be stored for future use, primarily for pasture irrigation.

## Effluent Reuse – Recycled Water

Tertiary recycled water was produced in 2025 for irrigation of parks, landscaping, and golf courses. Additionally, a portion of the recycled water was provided to a car wash facility. Recycled water receives added treatment (tertiary filtration & chlorine disinfection) in order to comply with stringent Title 22 regulations.

## Treatment Plant Performance Tables

The tables that follow provide the summary of the plant’s performance, maintenance program, consumables, and energy results for the period of January 1, 2025 through December 31, 2025. The Annual Waste Characteristics & Loading Summaries are provided below in Tables 2.0 – 9.0 and in the attachment section of this report.

**Table 2.0**

<b>2025 Influent Flows and Loading Summary</b>		
Condition	Value	Unit
Average Daily Flow Rate	4.637	MGD
Average Dry Weather Flow (/Aug/Sept/Oct)	3.58	MGD
Peak Wet Weather Flow (Max Day)	20.37	MGD
Max Peak Wet Weather (1-3 Hour)	24.1	MGD
Average Biochemical Oxygen Demand (BOD)	324	mg/L
Average BOD Loading	12,530	lbs/Day
Average Total Suspended Solids (TSS)	381	mg/L
Average TSS Loading	14,734	lbs/Day

**Table 3.0**

<b>2025 Plant Performance</b>		
Parameter	Value	Unit
Total Volume of Wastewater	1,692.67	Million Gallons
Total Volume of Reclaimed Water (Reclamation and California State Coastal Conservancy)	203.227	Million Gallons
Recycled – Title 22 (Novato Sanitary District, North Marin Water District Deer Island)	163.027	Million Gallons
Flow Discharged to San Pablo Bay	1,163.736	Million Gallons
Average BOD Effluent	5.2	mg/L
Total Pounds of BOD Treated	4,573,450	Lbs
Average TSS Effluent	3.9	mg/L
Total Pounds of TSS Treated	5,377,910	Lbs
Total Pounds of Biosolids Treated	3,268,858	Lbs
Total Cubic Feet of Biogas Produced	28,745,848	Cu Ft

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

**Table 4.0**

<b>2025 Violations / Excursions</b>	
Total Number	0
NPDES (Bay Discharge)	0
Waste Discharge Reporting (WDR) (Reclamation)	0

**Table 5.0**

<b>2025 Plant Effluent</b>		
Parameter	Value	Unit
BOD Removal	98	%
TSS Removal	99	%

**Table 6.0**

<b>2025 Consumables and Energy Summary</b>	
Total Million Gallons	1,692.67
*Electricity – kWh / Year	3,199,215
Electricity – kWh / MG	1890.04
*Natural Gas – Therms / Year	56,605
Diesel Fuel – Gallons / Year	1129

\*Excludes Administration Building and Recycled Water Plant

**Table 7.0**

<b>NPDES Wet Season Limits – When Discharging to San Pablo Bay Discharge - November – April</b>			
Parameter	Limit	Units	2025 Violations
BOD Weekly	40	mg/L	0
BOD Monthly	25	mg/L	0
TSS Weekly	40	mg/L	0
TSS Monthly	25	mg/L	0
BOD Removal (minimum)	85	%	0
TSS Removal (minimum)	85	%	0
Enterococcus – 6 Week Rolling Geometric Mean	30	Col/100 ml	0
Enterococcus – No More than 10 Percent All Samples	110	CFU/100mL	0
Fecal Coliform - Median	140	mpn/100 ml	0
Fecal Coliform - 90 <sup>th</sup> Percentile	430	mpn/100 ml	0
Ammonia – Daily Maximum	21	mg/L	0

## 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Table 7.0 – Wet Season Limits - Continued			
Ammonia - Monthly Average	5.9	mg/L	0
pH – High	8.5	s.u.	0
pH – Low	6.5	s.u.	0
Oil & Grease - Daily Maximum	20	mg/L	0
Oil & Grease - Monthly Average	10	mg/L	0

**Table 8.0**

NPDES Dry Season Limits – When Discharging to San Pablo Bay - May through October (January 1 <sup>st</sup> -June 10 <sup>th</sup> , September 2 <sup>nd</sup> -December 31 <sup>st</sup> )			
Parameter	Limit	Units	2025 Violations
BOD Weekly	30	mg/L	0
BOD Monthly	15	mg/L	0
TSS Weekly	20	mg/L	0
TSS Monthly	10	mg/L	0
BOD Removal (minimum)	85	%	0
TSS Removal (minimum)	85	%	0
Enterococcus – 6 Week Rolling Geometric Mean	30	Col/100 ml	0
Enterococcus – No More than 10 Percent All Samples	110	CFU/100mL	0
Fecal Coliform - Median	140	mpn/100 ml	0
Fecal Coliform - 90th Percentile	430	mpn/100 ml	0
Ammonia – Daily Maximum	21	mg/L	0
Ammonia - Monthly Average	5.9	mg/L	0
pH – High	8.5	s.u.	0
pH – Low	6.5	s.u.	0
Oil & Grease - Daily Maximum	15	mg/L	0
Oil & Grease - Monthly Average	5	mg/L	0

\*Parentheses ( ) provides the dates of discharge to San Pablo Bay.

**Table 9.0**

Waste Discharge Limits / Typical Reclamation Season April-October (June 11 <sup>th</sup> - September 1 <sup>st</sup> )*				
Parameter	Limit	Units	2024 Violations	2025 Violations
BOD Monthly Average	40	mg/L	0	0
Total Coliform – 5 Sample Median	240	mpn/100 ml	0	0
Total Coliform - Maximum	10,000	mpn/100 ml	0	0

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Table 9.0 – Waste Discharge Limits - Continued				
pH – High	9.0	s.u.	0	0
pH – Low	6.0	s.u.	0	0

\*Parentheses ( ) provides the dates for the Reclamation Season

## Operational Program

Throughout 2025, the majority of the treatment plant equipment operated full time with the exception of the equipment listed below:

### Novato Treatment Plant - Equipment Out of Service – Due to Planned Servicing, Maintenance, or Replacement

- Aeration Basin #1 & #3 (standby)
- Secondary Clarifier #1 (standby)

## Environmental Services Program and Public Education Activities

### Enterococcus

When effluent is discharged to San Pablo Bay, the bacteriological requirement is for *Enterococcus*. A total of 86 samples were taken from January – December 2025. All results were below the regulatory Limits.

### Total Coliforms

When effluent is discharged to Reclamation, the bacteriological requirement is for Total Coliform. A total of 36 samples were collected and analyzed. All results were below the regulatory limits.

### Retrospective Screening for SARS-CoV-2 in the Bay Area – January-December 2025

During 2025 we continued sending three influent composite samples per week to Verily. The website to see data from all participating sites 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 [Novato Sanitary District](#) .

### Pretreatment Program

All significant industrial and industrial users were inspected and sampled in 2025 as required by the program. All quarterly and self-monitoring reports were received. All Class I through Class III discharge permits were current as of December 31, 2025. Pretreatment reports were submitted to SFRWQCB as required by the District’s NPDES Permit.

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Fats, Oils and Grease (FOG) Program

In 2025, the FOG Program continued to focus on inspection of food service establishments and receiving support documentation confirming compliance with the Districts regulations.

## Public Education and Training

Liz Falejczyk, Veolia Water Environmental Services Supervisor, attended in person Marin County Wastewater Agency Public Education Committee Meetings in 2025. Website: <https://savrbay.org/>. The coordinated effort helps send a unified message across the County.

## Bay Area Clean Water Agencies (BACWA) - 2025

Liz Falejczyk, Veolia Water Environmental Services Supervisor, continued to attend the following virtual meetings; BACWA Laboratory Committee, BACWA Permits Committee, BACWA Pretreatment Committee and the Bay Area Pollution Prevention Group (BAPPG).

## Whole Effluent Toxicity Testing

Quarterly Acute Toxicity testing using fathead minnow (*Pimephales promelas*) is required during Bay discharge, and was performed in January, April, September, and December with survival results of 100% in all four months. The No Observed Effect Concentration (NOEC) for all tests was 100%. Chronic Toxicity, using Inland Silverside (*Menidia beryllina*), is also required during Bay discharge and was performed in January, April, September and December Test results for survival and growth were very good at <1.0 (Toxicity Unit-chronic) TUc each. See the 2025 Chronic Toxicity results below.

**Table 10: Summary of Chronic Toxicity Test Results**

Test Date	1/25		4/25		9/25		12/25	
EC <sub>25</sub> (%)	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
TUc(100/EC <sub>25</sub> )	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0

## Pollution Prevention

The 2025 Annual Pollution Prevention and Minimization Report was submitted as required through the California Integrated Water Quality System (CIWQS).

## Recycled Water Reporting

The Annual Recycled Water Report was submitted as required by the new Water Quality Order 2016-0068-DDW. The volumetric reporting of Influent volumes through the final destination (San Pablo Bay, Reclamation, and Recycled Water) of the treated wastewater, including the level of treatment, was uploaded into the GeoTracker® software program.

## Biosolids

The Annual Biosolids Report was submitted electronically as required by the EPA 40 CFR Part 503 Regulations.

# **2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT**

## **Discharge Monitoring Report-Quality Assurance (DMR-QA) Study**

The DMR-QA Study evaluates the analytical ability of laboratories that routinely perform or support self-monitoring analyses required by NPDES permits. The results include those of NSD and the contract laboratories utilized by the on-site laboratory. The Veolia laboratory employees successfully completed the study with the results being forwarded to the State of California coordinator as required. The 2025 Certificate is provided below for some of the tests performed. The laboratory uses a different provider for bacteriological testing which does not provide a certificate of excellence. The results of all parameters tested were acceptable, which is excellent.

## **NACWA Platinum 13 Award**

The National Association of Clean Water Agencies (NACWA) once again recognized the Novato Sanitary District with a Peak Performance Award. This award constitutes 13 consecutive years of complete and consistent compliance of the National Pollutant Discharge Elimination System (NPDES) permit.

2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT  
FOR THE NOVATO SANITARY DISTRICT

*Platinum 13* AWARD



The National Association of Clean Water Agencies is pleased to recognize

**Novato Sanitary District, CA**  
***Novato Wastewater Treatment Plant***

in recognition of thirteen years of complete and consistent  
National Pollutant Discharge Elimination System permit compliance.

  
\_\_\_\_\_  
NACWA Chief Executive Officer

July 23, 2025  
Date Issued



# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

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## CERTIFICATE OF EXCELLENCE

In recognition of the quality of your laboratory in proficiency testing for

**WP-354**

**Novato Sanitary District Laboratory**

is issued this certificate of achievement by ERA. This laboratory has been recognized as a Laboratory of Excellence for achieving 100% acceptable data in this study which included 1143 participating laboratories. This achievement is a demonstration of the superior quality of the laboratory in evaluation of the standards listed below.

Demand  
Hardness  
pH  
Total Residual Chlorine  
Turbidity



---

Craig Huff  
Senior Technical Manager

N583601

### California Environmental Laboratory Accreditation Program (ELAP)

The laboratory at the Novato Sanitary District wastewater facility is certified under the 2016 TNI-2 standards. All certified environmental laboratories were required to make the appropriate changes implemented by the 2016 TNI-2 Standards by January 1, 2024 and to the new analytical methods by February 1, 2024.



# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

 <p><b>Water Boards</b> STATE WATER RESOURCES DEVELOPMENT BOARD REGIONAL WATER QUALITY CONTROL BOARDS</p>	<b>CALIFORNIA STATE</b>	
<b>ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM</b>		
<b>CERTIFICATE OF ENVIRONMENTAL LABORATORY ACCREDITATION</b>		
Is hereby granted to		
<b>Novato Sanitary District Laboratory</b>		
500 Davidson Street Novato, CA 94945		
Scope of the certificate is limited to the "Fields of Accreditation" which accompany this Certificate.		
Continued accredited status depends on compliance with applicable laws and regulations, proficiency testing studies, and payment of applicable fees.		
This Certificate is granted in accordance with provisions of Section 100825, et seq. of the Health and Safety Code.		
Certificate No.: <b>1092</b>		
Effective Date: <b>2/1/2026</b>		
Expiration Date: <b>1/31/2028</b>		
Sacramento, California subject to forfeiture or revocation		
	Christine Sotelo, Program Manager Environmental Laboratory Accreditation Program	

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## 2025 Public Outreach & Education

The 2025 Public Outreach & Education efforts involved several key activities and events focused on educating the community about wastewater management and environmental topics. These efforts aimed to enhance public understanding of wastewater processes, environmental careers, and sustainability practices:

- **March:**
  - Liz Falejczyk, Derek Dill, and Kurt Hawkyard staffed a booth at the North Bay Science Discovery Day, engaging approximately 1000 attendees with wastewater education and demonstrations.
- **April:**
  - Liz Falejczyk attended the Marin County Public Education Committee Meeting held at Sewerage Agency of Southern Marin on April 10th.
  - Erik Brown and Mack Mckenzie led tours for Leadership Novato on April 16th.
  - Mack Mckenzie attended the quarterly meeting for the CA SWRCB Wastewater Needs Assessment Advisory Group on April 25th.
- **May:**
  - Liz Falejczyk attended the Marin County Public Education Committee Meeting with Michael Brewer, which was held at Central Marin Sanitation Agency May 13th.
  - Mack Mckenzie attended the Russian River Watershed Association tour and discussion of the Santa Rosa Laguna Treatment Plant on May 21st.
- **June:**
  - Liz Falejczyk attended the Marin County Public Education Committee Meeting with Michael Brewer, which was held at Central Marin Sanitation Agency on June 12th.
  - Liz Falejczyk and Kurt Hawkyard, along with members of Central Marin Sanitation Agency (CMSA), the Sewerage Agency of Southern Marin (SASM), Las Galinas Valley Sanitary District (LGVSD) and Sausalito-Marín City Sanitary District (SMCSD) participated in Wetlands Days at SASM on June 5th and 6th.
- **July:**
  - Kurt Hawkyard staffed the Public Education Booth on behalf of NSD at the Marin County Fair on July 5th.
- **August:**
  - 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. He engaged the candidate and confirmed the internship to start in September and conclude in summer of 2026.
- **September:**
  - 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.

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

- **October:**
  - Kurt Hawkyard participated in the Community Carnival at Lynwood Elementary on October 18th, educating attendees on wastewater topics in both English and Spanish.
  - Derek Dill provided a tour of the wastewater treatment plant to 50 industry professionals with the CWEA-Redwood Empire chapter on Oct 9th.
  - Veolia attended the Novato Empower Tomorrow Career Fair October 10th, speaking with over 500 middle school students about careers in the environmental and wastewater sectors.
  - Derek Dill, Liz Falejczyk, Rodrigo Belisario Vignau Loria (CPM Director), Anthony Harper (Discovery Bay Project Manager) and additional Veolia staff participated in Novato Sanitary District's Centennial Open House. Tours were provided to over 500 members of the general public. Rodrigo Belisario Vignau Loria gave a presentation on the coating project managed by the capital projects group over the summer. Administrative staff managed a community partner booth. Veolia put together a sponsorship as a proud ongoing partner and in celebration of the historic milestone.

## Asset Management Program

### Computerized Maintenance Management System (CMMS)

Veolia continued to use Veolia Asset Management System (VAMS) as the Computerized Maintenance Management System (CMMS) in 2025. Key components of the program include:

- VAMS is a paperless asset management system which provides modules for preventive, predictive, and corrective maintenance, inventory control, asset life cycle cost, as well as scheduling and maintenance tracking tools.
- Work orders can be completed digitally via mobile devices including tablets and mobile phones. Real time uploads of completed items instead of data entry from paper forms.
- Preventive maintenance (PM) is a scheduled maintenance activity generally tied to equipment runtime, time periods, site specific conditions. Frequencies can be set for; daily, weekly, monthly, quarterly, semiannual, and annual.
- Equipment inventory is crucial to all phases of asset management. Equipment at the NTP has been entered into the VAMS data base which is obtained from operation and maintenance manuals, equipment specifications, and worker experience.
- Criticality Assessment is typically performed every 5 years. A new assessment was conducted 2023. The next assessment is scheduled for June 2028.

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## District Funded Capital Improvements

Maintenance Repair/Replacement Requests - Year 2025– Over \$10,000			
Vendor	Repair/Replacement Description	Date	Invoice Amount
Frank Olsen	Final Digested Sludge Surge Relief Valves	2/19/25	\$29,440.00
JWC Env.	Ignacio Channel Grinder Replacement	7/16/25	\$60,754.25
Shape	IPS-Influent Pump #1 Refurbishment	8/5/25	\$39,769.11
Flygt	RAS Pump #1 Replacement	8/19/25	\$43,322.75
Martech	Utility Water Pump #3 Rebuild	11/4/25	\$37,564.71
	Total Cost		\$210,850.82

## Novato Wastewater Treatment Plant (NTP), Recycled Water Plant, Sludge Lagoons, and Ignacio Transfer Pump Station:

Daily, Weekly, Monthly, Semi-annual and Annual Tasks: Routine rounds, readings, adjustments, and preventative, predictive and corrective maintenance.

2025 MAINTENANCE ACTIVITIES		
2025		Annual Total = 1,786 WOs Completed
January	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 123 work orders were completed in January 2025.
	Hypochlorite Tank Replacement Project	Completed installation of hypochlorite tank #2.
	UV Disinfection System	Rehabilitation of all 3 UV channels with Veolia Water Technologies-replacement of 300 bulbs, 30 communication cards, 20 fans, 20 batteries, 50 ballasts.
	RAS/WAS Pump Station	RAS Pumps 1-3; WAS Pumps 1-2-Annual inspection and servicing completed
	Influent Pump Station	Influent Pumps 1-3-annual inspection and service completed.
	Influent Pump Station	Influent Pumps 1-6 check valves-cleaned and inspected.
	Odor Control System	Annex odor bed rehabilitation completed and put in service
	<b>Sludge Lagoons (and Reclamation Area)</b>	

## 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
<b>February</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 180 work orders were completed in February 2025.
	Digester Flare	Ladder logic program was changed to allow for automatic re-ignition and the inclusion of additional alarms.
	Primary Clarifier #2	Scum Pump #3-electrical contractor replaced
	Grit Compactor	Uninterruptible power supply replaced
	Odor Control	Rehabilitation project-received replacement wood chips on site –screened to appropriate size for use.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
<b>March</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 274 work orders were completed in March 2025.
	Influent Pump Station	Pumps 4-6-annual inspection service completed.
	Gravity Belt Thickener	Polymer pump for Polymer Blend Unit #2 was replaced.
	UV Generator	Day Tank-PLC, relay and circuit board were replaced.
	Blower #1	Linear actuator and a surge relay were replaced.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
	Lagoon Common Channel	Repurposed tank was delivered on site for routine line flushing using reclaimed water.
<b>April</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 151 work orders were completed in April 2025.
	Odor Control	Rehabilitation project -wood chip media for the remaining beds replaced in coordination with subcontractor.
	Primary Clarifier #1	Drain valve replaced
	Annual Calibrations	Annual plant flowmeter calibrations were

## 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

		coordinated with Calcon.
	Crane Certifications	Plant cranes were inspected and certified.
	Operator Hall/SCADA	Office UPS annual service was coordinated.
	Electrical Inspections	Plant thermography/inspections were completed through the use of ABB/Seam Group.
	Site Inspections	An annual NPDES permit by Regional Water Board Staff took place April 16 <sup>th</sup> .
	<b>Ignacio Transfer Pump Station</b>	
	Influent Pumps	Check valves were inspected and cleaned.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
	Decant Pump Station	Rebuilt Gorman Rupp portable diesel pump-impeller, seals, shaft, coupling
<b>May</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 121 work orders were completed in May 2025.
	Recycled Water Facility	Chlorine analyzer sampling pump rebuilt
	Recycled Water Facility	Seasonal startup procedure completed-plant online as of May 7 <sup>th</sup> . Turbidimeter parts replacement, PAC chemical injection rerouted.
	HVAC	Headworks MCC-temperature sensor replaced.
	Demand Response Auction Mechanism	Participated in DRAM event/standby generator operation May 8 <sup>th</sup> .
	UV Disinfection	8 additional complete modules were relocated from the Ellis Creek Water Recycling Facility for future use.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping
	Decant Pump Station	Disassembled decant discharge piping for inspection and cleaning.
<b>June</b>	<b>Equipment</b>	<b>Activity</b>
	VAMS Work Orders Completed	A total of 172 work orders were completed in June 2025.
	Primary Clarifier #1	Scum Pit level sensor repaired.
	UV Disinfection System	Coordinated module and channel cleaning
	Hot Water Supply	Annual inspection and service completed for boiler coordinated.

## 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

	Secondary Clarifier	Annual service completed for Clarifiers #1 and #2
	Secondary Clarifier #1 Coating Project	Coating project commenced June 2 <sup>nd</sup> .
	<b>Recycled Water Plant</b>	
	Disinfection	A pulsation dampener for Hypochlorite Pump #4 was replaced, additional purchased for inventory.
	Disinfection	Replaced disc check valve on Hypochlorite Tank #1 process piping.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
	Decant Pump Station	Troubleshooting/cleared obstruction in discharge line.
<b>July</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 125 work orders were completed in July 2025.
	Secondary Clarifier #1	Coating project-ongoing-walkthrough and inspection with manufacturer completed July 30 <sup>th</sup> .
	Aeration Basin #1	Basin entry conducted to investigate nature of mud valve repair.
	RAS Pump #1	Refurbishment/replacement considerations pursued and presented.
	Hot Water Supply	Corrective work identified by annual maintenance procedure completed by subcontractor.
	<b>Ignacio Transfer Pump Station</b>	
	Channel Grinder	The grinder was pulled for service for diagnostic and potential repair. Veolia proceeded with presenting costs for a replacement.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
<b>August</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 157 work orders were completed in August 2025.
	Utility Water System	Coordinated repair of spray water lines for the aeration basins.
	RAS	RAS Flowmeter #1 replaced
	Solids Conditioning	Sludge Recirculation Pump #3-mechanical seal replacement.

## 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

	Primary Clarifier #1	Fittings on sludge/scum pump gallery replaced
	Aeration Basin #1	Mudvalve repair completed
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
<b>September</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 119 work orders were completed in September 2025.
	RAS	RAS modulating actuator was replaced.
	Solids Conditioning	Recirculation Pump #4-mechanical seal replacement completed.
	Hypochlorite Disinfection	Leaks on chemical board were identified and repaired.
	Influent Pump Station	Additional parts needed for Pump #1 refurbishment were purchased.
	<b>Ignacio Transfer Pump Station</b>	
	Influent Pump Station	Annual conveyance pump inspection and service completed for all pumps.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
	Piers	Replaced 12 wood planks on lagoon piers.
<b>October</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 82 work orders were completed in October 2025.
	Utility Water System	Utility Water Pump #3 was removed for troubleshooting and delivered to MarTech for refurbishment.
	Odor Control	Odor Fan #1 motor at the Headworks/Primary Clarifier #2 bed was replaced.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
<b>November</b>	<b>Equipment</b>	<b>Activity</b>
	Work Orders Completed	A total of 99 work orders were completed in November 2025.
	Influent Pump Station	Influent Pump #1 was refurbished, reinstalled and returned to service.
	Influent Pump Station	Influent Pump #4 removed from service for repair diagnostic.
	Headworks	HW Channel #2 actuator was rebuilt, tested and returned to service.
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

December	Equipment	Activity
	Work Orders Completed	A total of 183 work orders were completed in December 2025
	Utility Water System	Utility Water Pump #3 was delivered back to the plant following refurbishment, the mechanical seal was replaced and the pump was returned to service.
	Utility Water System	The utility water line for hypochlorite disinfection was replaced.
	RAS	RAS Pump #1 replacement pump delivered
	<b>Sludge Lagoons (and Reclamation Area)</b>	
	Site Inspections	Conducted routine checks and management of the feed sludge and decant piping.
	Decant Pump Station	Gorman Rupp diesel pump-mechanical seal replacement.

## Safety and Training 2025

### OCCUPATIONAL HEALTH AND SAFETY COMMITMENT

Our most valuable resource, and therefore our prime asset, consists of the men and women who make up our company. The ongoing preservation of the health and safety of each and every one of our employees, while protecting our customers and the communities we serve, is our absolute priority: this applies to everyone, without exception.

Our goal is to perform our activities with the lowest possible number of accidents, and without any fatal accident.

Veolia's approach is thus structured around 5 pillars:

1. Involving all our managers, by establishing fundamental prevention rules, applying them and ensuring they are applied;
2. Training and involving all our employees - in order to raise their awareness of the risks associated with each work assignment;
3. Improving communication and dialogue, in order to promote experience sharing and increase synergies between our business lines and geographical areas;
4. Improving the management of risks, by identifying them, assessing and documenting them, in order to avert those which are specific to our activities, with the help of our occupational health and safety management system;
5. Tracking our health and safety performance, through specific indicators and by reinforcing our audits and self-assessments.

## **2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT**

In matters of occupational risks, health and safety, we are targeting excellence. This goal requires everyone's full commitment to the values we uphold:

1. This applies to managers at all levels. They are all responsible for putting in place the required measures to ensure the health and safety of their teams.
2. This also applies to all company employees. They are responsible for respecting all safety measures at all times.

Their behavior must prevent hazardous situations, for themselves and for the people around them.

The implementation of this prevention policy and the use of the required equipment to ensure our employees' physical and mental safety is essential, irrespective of the organizational changes or cost-saving plans underway. No deviation from these rules will be tolerated: Veolia's ethics and its corporate and managerial responsibility are at stake.

Veolia Water has had no incidents from June 1, 2010 to present at the Novato Treatment Plant. 2025 was an incident free year. Each employee continued to receive a cash incentive reward from Veolia Water for the past 15 years with no lost time.

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Life Saving Rules – 2025

The Veolia Environmental Health and Safety team has identified and tracked employee activities that are most likely to result in injury or death across the globe. Using this information the EHS team has created a set of 12 Life Saving Rules that are to always be followed by employees engaging in operational and maintenance activities. All Veolia sites are required to complete training, tailgate meetings and sign safety commitments for each one of these rules. Veolia has also established a series of High Risk Management Standards that go into great detail about the dangers and procedures of activities that have been identified as high risk to personnel. These new safety protocols supplement the current monthly individual safety trainings throughout the year to ensure a strong commitment to safety culture. Below is the list of Life Saving Rules that are required to be adhered to by all staff.

**VEOLIA**

## LIFE SAVING RULES

Before starting a task, I always perform a mental safety assessment and stop if it's unsafe.

<b>TRAFFIC MANAGEMENT</b> I stay out of the path of moving vehicles or energised equipment.	<b>TRAFFIC MANAGEMENT</b> I always drive free from drugs and alcohol. I fasten my seat belt and I do not handle any communication device when driving.
<b>TRAFFIC MANAGEMENT</b> I signal, slow down and check surroundings, before turning and reversing.	<b>WORK AT HEIGHT</b> I keep my harness attached at all times when working at height and I protect others from falling objects.
<b>EXCAVATION &amp; TRENCHING</b> I enter excavations or trenches only if they are protected against collapse.	<b>CONFINED SPACES</b> I test the atmosphere and always have an attendant outside before entering & while working in a confined space.
<b>CONTROL OF HAZARDOUS ENERGY</b> I lock, tag and ensure zero state (mechanical, chemical, electrical, hydraulic, etc...) before any operation.	<b>ELECTRICITY</b> I identify electricity networks and check that electrical equipment or circuits are de-energized/isolated before any operation.
<b>HOT WORKS</b> I perform hot work only if the fire and explosion risks have been eliminated.	<b>LIFTING OPERATIONS</b> I never work or walk under suspended loads.
<b>HAZARDOUS MATERIALS</b> I only handle hazardous material if I understand the hazards and apply proper control measures.	<b>HIGH PRESSURE WATER, HYDROBLASTING, JETTING</b> I ensure the integrity and compatibility of all equipment for the pressure used, and verify the operation of the emergency stop.

alwayssafe

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Veolia Environmental & Compliance

The Veolia Environmental & Compliance Corporate Team provides technical support and guidance on environmental matters and compliance issues for improving regulatory performance at each of our facilities. The team's objectives are; reduce/mitigate risks, improve environmental performance, and enhance employee awareness of environmental issues. Veolia has developed an Environmental Management System (EMS) to focus on our company's environmental goals and objectives. The corporate criteria down to the project level criteria are listed below.

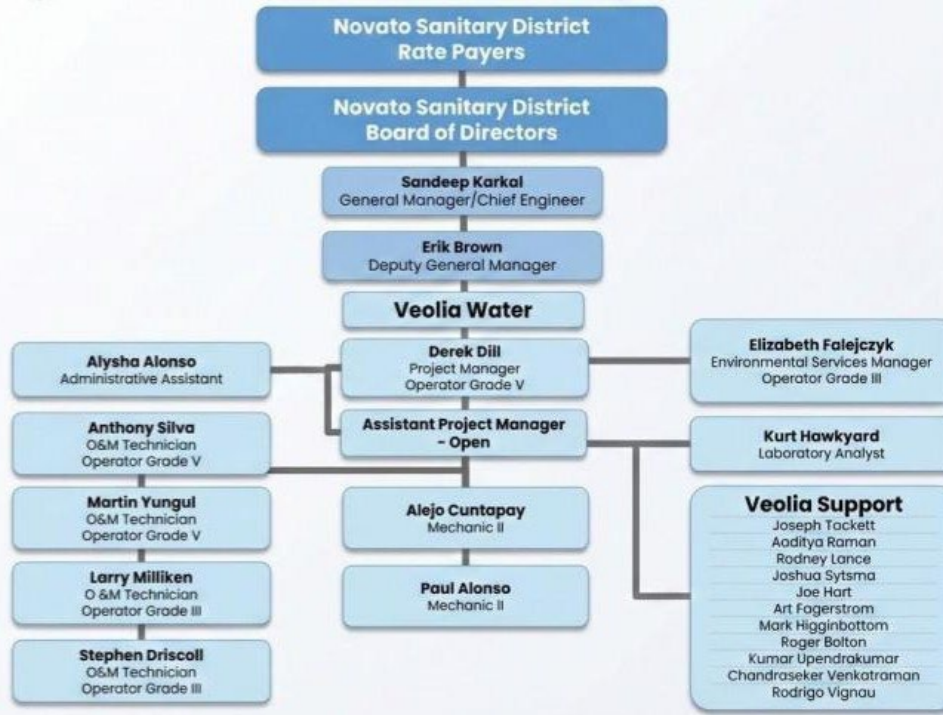
- Establishing policies and procedures
- Monitoring and tracking environmental issues
- Measuring and controlling environmental impacts
- Conducting assessments and reviewing performance
- Identifying environmental interactions and risks
- Informed on legal requirements
- Addressing compliance issues and system non-conformances
- Setting targets for environmental performance improvement.



# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Staffing and Organization

**2025 Organization Chart – Novato Sanitary District/Veolia Water**



## Certification Status (Details)

Mack McKenzie - Project Leader (January-June)

Grade V, SWRCB - California Wastewater Treatment Plant Operator #42519, November 17, 2025

Derek Dill – Project Leader (July-December); Deputy Leader (February-June)

Grade V, SWRCB - California Wastewater Treatment Plant Operator, #28739, October 10, 2028

Grade III, SWRCB - Water Distribution Operator, #38126, January 1, 2027

Grade III, CA SWRCB - Water Treatment Operator, #33615, June 1, 2026

Anthony M. Silva – Operator III

Grade V, SWRCB - California Wastewater Treatment Plant Operator #10973, December 31, 2026

Grade II, CWEA Collection System Maintenance Technician, CWEA #354, January 31, 2027

Larry Milliken – O&M Technician III

Grade III, CA SWRCB - California Wastewater Treatment Plant Operator #41483, August 12, 2026

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Martin Yungul – O&M Technician III

Grade III, CA SWRCB - California Wastewater Treatment Plant Operator #43219, July 17, 2026

Grade II, CA SWRCB - Water Distribution Operator, #48543 January 1, 2026

Grade II, CA SWRCB - Water Treatment Operator, #38976 Sept. 1, 2025

Steve Driscoll – O&M Technician III

Grade III, CA SWRCB - California Wastewater Treatment Plant Operator #27905, Dec. 31, 2026

Elizabeth G. Falejczyk – Environmental Services Supervisor

Grade III, CA SWRCB - California Wastewater Treatment Plant Operator #6334, August 17, 2027

Kurt Hawkyard – Laboratory Technician/Pretreatment Programs Inspector

Grade II, CWEA Laboratory Analyst, CWEA #1308212134, June 30, 2025

Grade II, CWEA Industrial Waste, CWEA #1308211129, June 30, 2025

Grade II, CWEA Environmental Compliance Inspector, CWEA#130821437, March 31, 2025

## Summary of Shifts - 2025

The facility continued to be manned 8 hours per day, 7 days per week with an on call operator available nights and the weekend.

## Additional Veolia Support

- Veolia Support Staff Onsite/Remote (Various Times)
- Rodney Lance, Veolia Northwest Region, VP of Operations (Remote)
- Norman Bigott, Veolia Water West Technical Director (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 Director, Capital Program Management (West) • General Management (Remote)
- Rodrigo Vignau, Veolia Capital Program Management (Remote)
- Jordan Hamil, Talent Acquisition Manager– West Region (Remote)
- Calvin Carnegie, Veolia Sr. Director, Technical & Performance West Region (Remote/In-person)

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Contract Adjustments

The Amended and Restated Novato Operations and Maintenance Service Agreement was renegotiated and adopted May 10, 2021 based on a fixed fee price contract. Included in the base contract fee are management, operation, and maintenance. Exceptions to the fixed price include:

Schedule 13 – Pass through Costs

Section 5.6 – Performance Bond

Schedule 8 – Cost Adjustment and Escalation Indices

Schedule 8 – Flow and Loading Adjustments

Schedule 5 – Operation of Recycled Water Facility

Equipment Repair in excess of \$10,000

Fiscal Year 2024/2025 service fee adjustment was 1.27%.

# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

## Title 22 – Recycled Water Production Report for 2025

Tertiary Recycled Water produced by the Novato Sanitary District (NSD) Recycled Water Facility was distributed by the North Marin Water District (NMWD).

In 2025, compliance testing for coliform was performed at the NMWD laboratory, which is a State of California Environmental Laboratory Accreditation Program certified facility.

Recycled Water Table 6.0 below provides a summary of the quantity and quality of recycled water produced by NSD.

**Table 6.0 Recycled Water Plant**

<b>Novato Sanitary District 2025 Recycled Water Production Data</b>							
Month	Water Delivered (Million Gal)	Effluent Turbidity (NTU)		Effluent CT Value (mg min/L)		Effluent Coliform (mpn/100 ml)	
Criteria		<2		>450		<2.2	
		Max	Ave	Min	Ave	Max	7 Med
January	N/A	N/A	N/A	N/A	N/A	N/A	N/A
February	N/A	N/A	N/A	N/A	N/A	N/A	N/A
March	N/A	N/A	N/A	N/A	N/A	N/A	N/A
April	N/A	N/A	N/A	N/A	N/A	N/A	N/A
May	19.711	1.8	1.2	>450	>450	<1	<1
June	34.510	1.4	0.8	>450	>450	<1	<1
July	35.873	1.4	0.8	>450	>450	<1	<1
August	39.182	1.0	0.8	>450	>450	<1	<1
September	22.728	1.3	0.7	>450	>450	<1	<1
October	8.941	0.8	0.3	>450	>450	2.0	<1
November	2.082	0.6	0.3	>450	>450	27.7	<1
December	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>	163.027	No Deer Island Production in 2025					

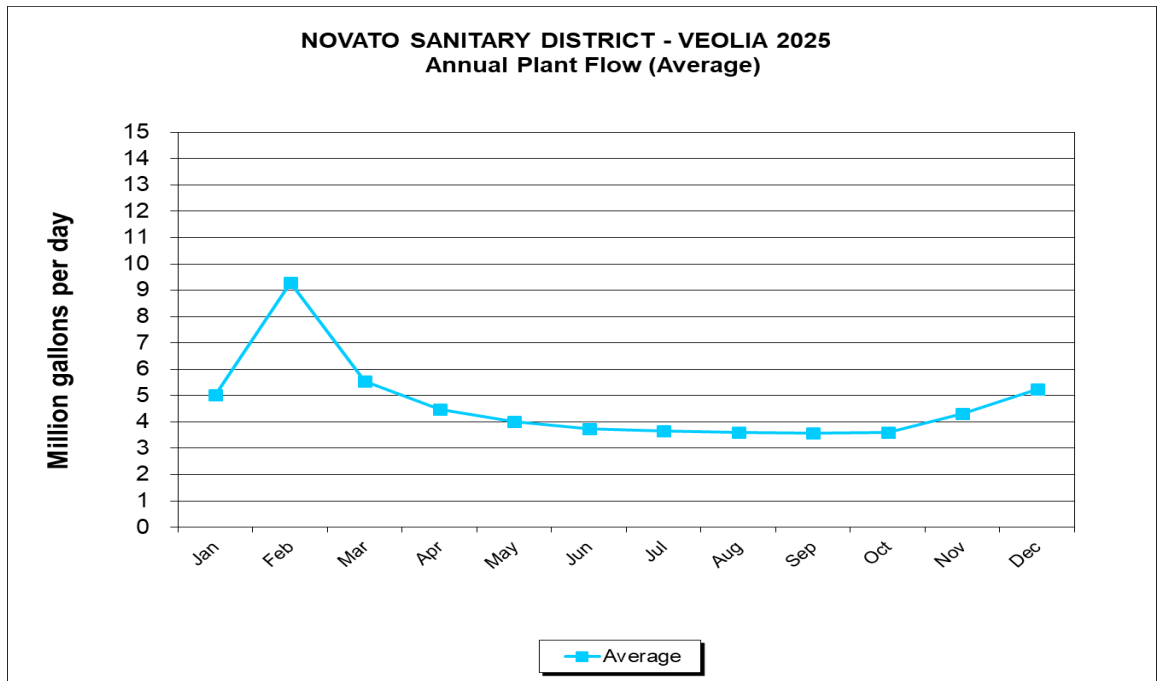
**2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT  
FOR THE NOVATO SANITARY DISTRICT**

**Attachments**

Annual Waste Characteristics & Loading Summary

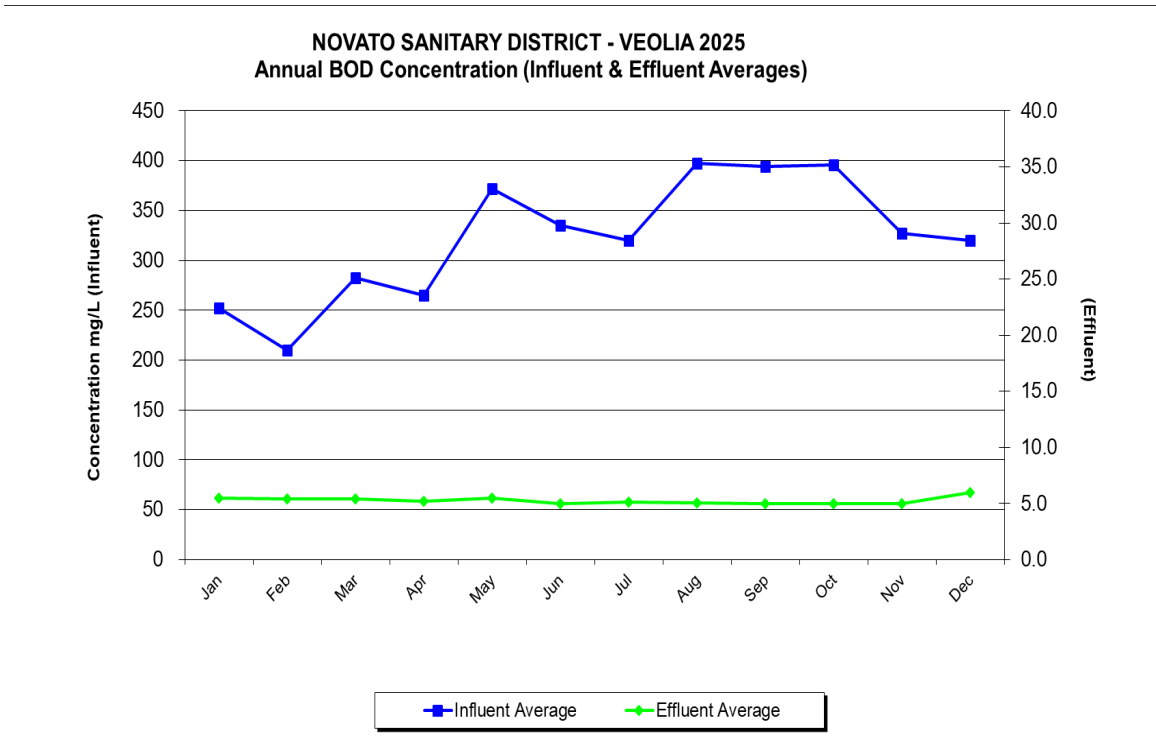
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NOVATO SANITARY DISTRICT - VEOLIA						
PLANT FLOW						
Annual Waste Characteristics & Loading Summary						
(IN GALLONS TIMES 1,000,000)						
<b>YEAR: 2025</b>						PRINT DATE: 7-Apr-2026
	Total Flow	High	Low	Average		
January	155.63	6.86	4.24	5.02	Peak Wet Weather Flow (MAX D: 20.37	
February	260.06	20.37	4.94	9.29	Max Peak Wet Weather (1-3 Hou: 24.10	
March	171.44	8.05	4.43	5.53		
April	134.55	5.84	3.62	4.49		
May	124.14	4.63	3.59	4.00		
June	112.44	4.09	3.42	3.75		
July	112.95	3.94	3.38	3.64		
August	111.61	3.95	3.24	3.60	Three month dry weather averag 3.58	
September	106.97	4.50	3.24	3.57	(August, September,October)	
October	111.25	4.26	2.94	3.59		
November	128.95	7.58	3.38	4.30		
December	162.68	12.79	3.38	5.25		
ANNUAL TOTAL	1692.67					
ANNUAL MAX	260.06	20.37				
ANNUAL MIN.	106.97		2.94			
ANNUAL AVG.	141.06			4.67	Avg. Dry Weather Flow	



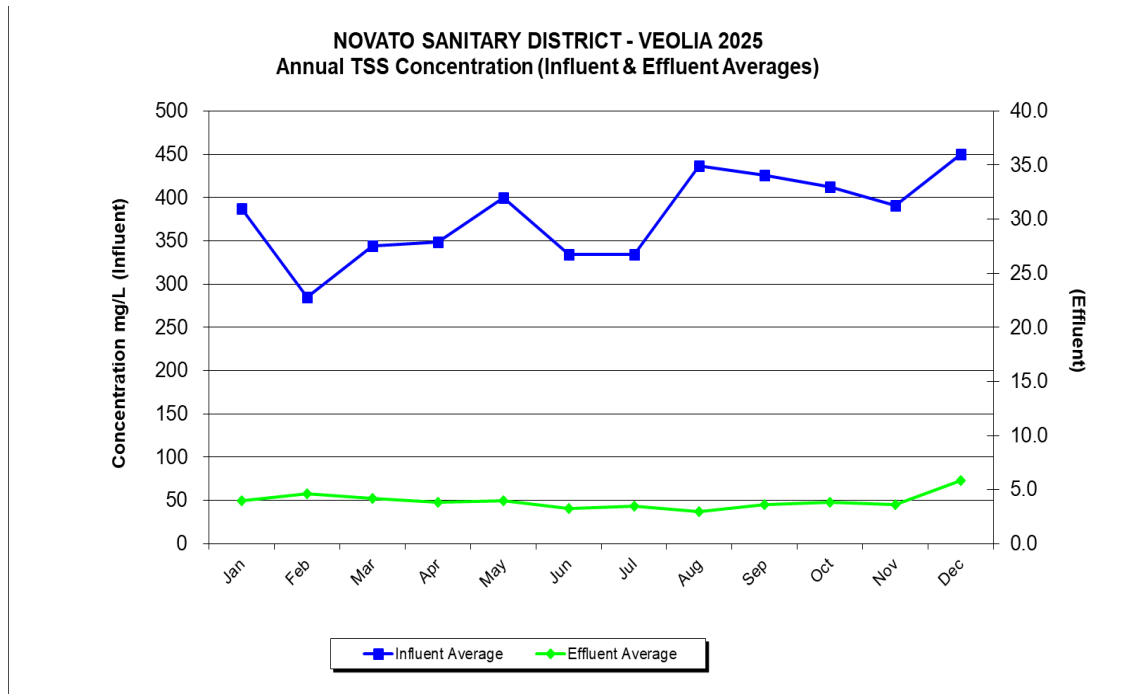
# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

BOD (Influent & Effluent)														
Annual Waste Characteristics & Loading Summary														
YEAR: 2025					PRINT DATE: 7-Apr-2026									
	INFLUENT							EFFLUENT						
	Concentration (mg/L)			No. of Samples	Loading (lb/day)			Concentration (mg/L)			No. of Samples	Loading (lb/day)		
	High	Low	Average		High	Low	Average	High	Low	Average		High	Low	Average
January	300	210	252	5	13921	7566	10721	8.0	5.0	5.5	6	388	177	238
February	330	160	210	4	16587	9951	12783	7.0	5.0	5.4	5	518	214	378
March	310	260	282	4	16717	9866	13420	7.0	5.0	5.4	5	290	190	247
April	340	265	265	4	13129	8363	10448	6.0	5.4	5.2	5	221	182	201
May	420	330	372	5	13626	10293	12305	7.0	5.0	5.5	6	219	126	152
June	360	290	335	4	11079	9795	10477	5.0	5.0	5.0	12	126	78	108
July	360	260	320	5	11172	8110	9758	6.0	5.0	5.1	14	158	86	108
August	490	270	398	4	15406	7746	12104	6.0	5.0	5.1	12	115	82	101
September	430	358	395	4	12552	10002	11146	5.0	5.0	5.0	5	144	79	108
October	430	360	396	5	12543	10766	11853	5.0	5.0	5.0	6	151	124	136
November	400	220	328	4	14935	8825	12582	5.0	5.0	5.0	5	218	189	5
December	360	270	320	0	16191	8174	12159	11.0	5.0	6.0	6	524	146	233
ANNUAL HIGH	490	360	398	5	16717	10766	13420	11.0	5.4	6.0	14	524	214	378
ANNUAL LOW	300	160	210	0	11079	7566	9758	5.0	5.0	5.0	5	115	78	5
ANNUAL AVG.	378	271	323	4	13988	9121	11646	6.5	5.0	5.3	7	256	139	168



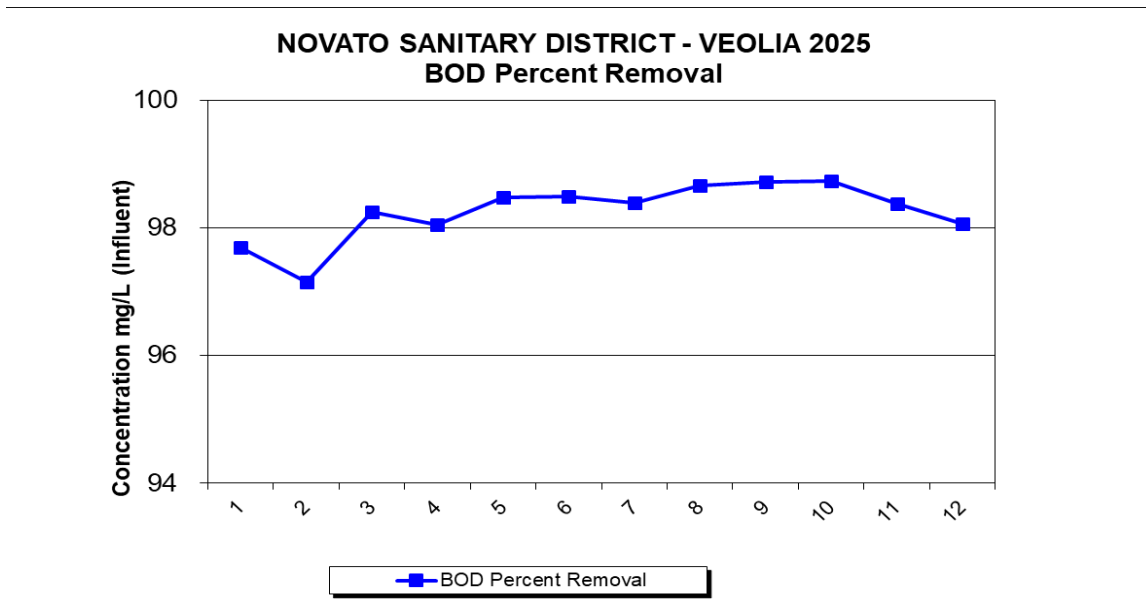
# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

<b>SUSPENDED SOLIDS (Influent &amp; Effluent)</b>														
Annual Waste Characteristics & Loading Summary														
<b>YEAR: 2025</b>					PRINT DATE: 7-Apr-2026									
	INFLUENT							EFFLUENT						
	Concentration (mg/L)			No. of Samples	Loading (lb/day)			Concentration (mg/L)			No. of Samples	Loading (lb/day)		
	High	Low	Average		High	Low	Average	High	Low	Average		High	Low	Average
January	488	334	387	5	20239	12034	16484	8.0	3.0	4.0	5	428	106	179
February	337	190	285	4	31826	9951	19079	3.0	3.0	4.6	4	459	128	316
March	403	275	345	4	20316	10435	16525	4.0	3.0	4.2	4	294	134	195
April	420	302	348	4	15426	11636	13692	6.0	3.0	3.8	4	255	108	146
May	468	311	400	5	15066	11361	13124	0.0	3.0	4.0	5	163	75	105
June	417	286	334	4	12833	8840	10457	0.0	3.0	3.3	4	101	56	70
July	435	281	335	5	12915	8881	10169	0.0	3.0	3.5	5	93	52	72
August	618	294	436	4	18967	8435	13262	3.0	3.0	3.0	4	69	55	60
September	532	346	426	4	15307	9566	12080	6.0	3.0	3.6	4	129	47	78
October	458	331	413	5	14005	10380	12319	7.0	3.0	3.8	5	198	75	106
November	498	290	391	4	21722	11412	15360	4.0	3.0	3.6	4	174	95	136
December	650	300	450	5	20001	12564	16400	15.0	3.0	5.8	5	714	89	235
ANNUAL HIGH	650	346	450	5	31826	12564	19079	15.0	3.0	5.8	5	714	134	316
ANNUAL LOW	337	190	285	4	12833	8435	10169	0.0	3.0	3.0	4	69	47	60
ANNUAL AVG.	477	295	379	4	18219	10458	14079	4.7	3.0	3.9	4	256	85	141



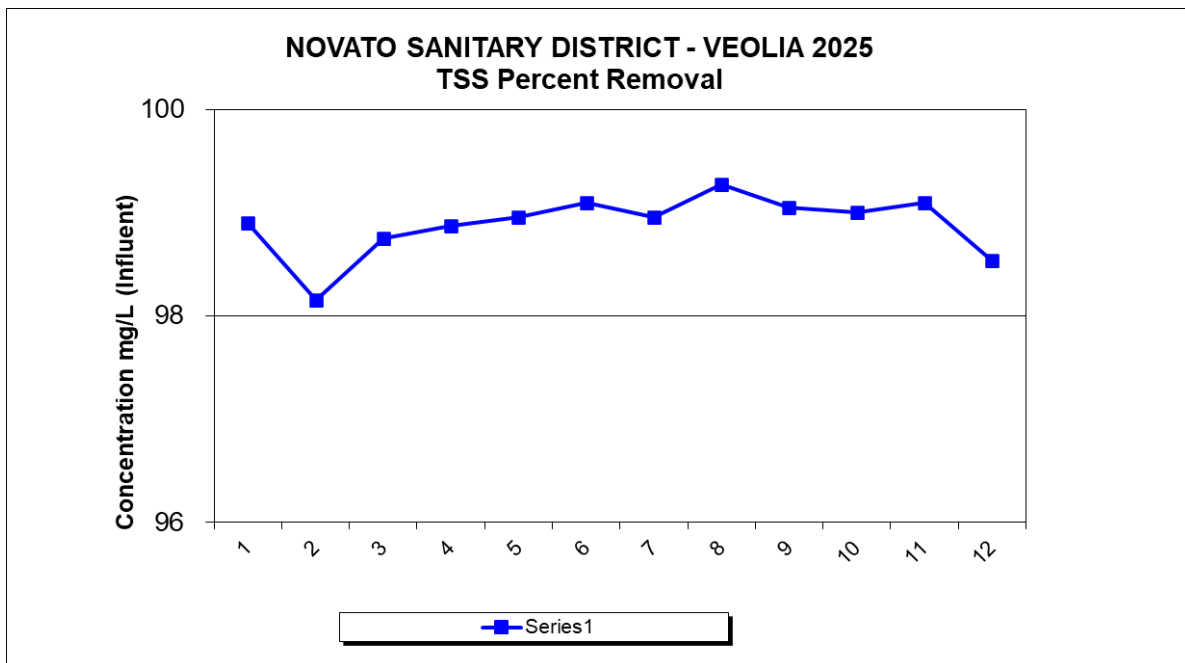
# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

NOVATO SANITARY DISTRICT - VEOLIA						
<b>BOD Removal Percentage (Effluent)</b>						
Annual Waste Characteristics & Loading Summary						
<b>YEAR: 2025</b>						
	High	Low	Average	Number of Samples		
January	98.3	96.4	97.7	5		
February	98.5	96.3	97.2	4		
March	98.4	98.1	98.3	4		
April	98.5	97.8	98.1	4		
May	98.8	98.2	98.5	5		
June	98.8	98.3	98.5	4		
July	98.6	98.1	98.4	5		
August	99.0	98.1	98.7	3		
September	98.8	98.6	98.7	4		
October	98.8	98.6	98.7	5		
November	98.8	97.7	98.4	4		
December	98.6	96.8	98.1	5		
				Number of Samples Total =		52
ANNUAL MAX.			98.7			
ANNUAL MIN.			97.2	1st QTR.	13	3rd QTR. 12
ANNUAL AVG.			98.3	2nd QTR.	13	4th QTR. 14



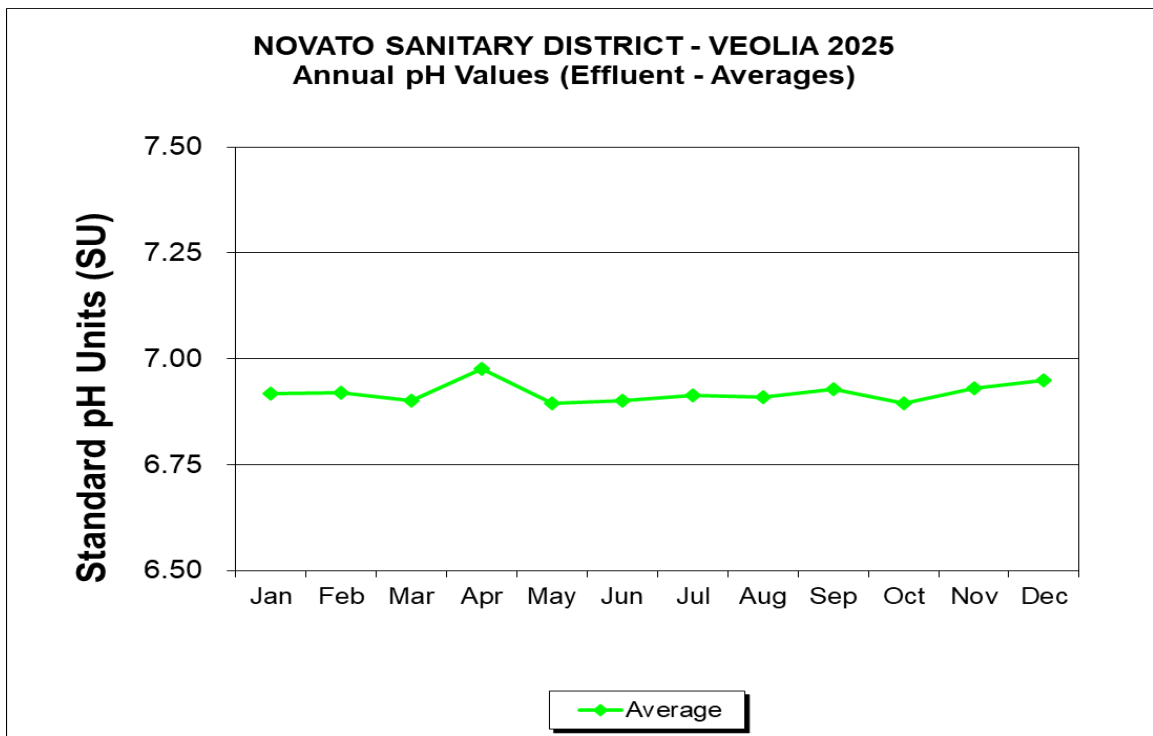
# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

NOVATO SANITARY DISTRICT - VEOLIA						
<b>TSS Removal Percentage (Effluent)</b>						
Annual Waste Characteristics & Loading Summary						
<b>YEAR: 2025</b>						
	High	Low	Average	Number of Samples		
January	99.2	97.9	98.9	5		
February	99.1	96.8	98.2	4		
March	99.1	98.5	98.8	4		
April	99.1	98.3	98.9	4		
May	99.2	98.3	99.0	5		
June	99.3	99.0	99.1	4		
July	99.1	98.7	99.0	5		
August	99.5	99.0	99.3	4		
September	99.4	98.3	99.1	4		
October	99.3	98.2	99.0	5		
November	99.2	99.0	99.1	4		
December	99.4	96.4	98.5	5		
				Number of Samples Total =		53
ANNUAL MAX.			99.3			
ANNUAL MIN.			98.2	1st QTR.	13	3rd QTR. 13
ANNUAL AVG.			98.9	2nd QTR.	13	4th QTR. 14



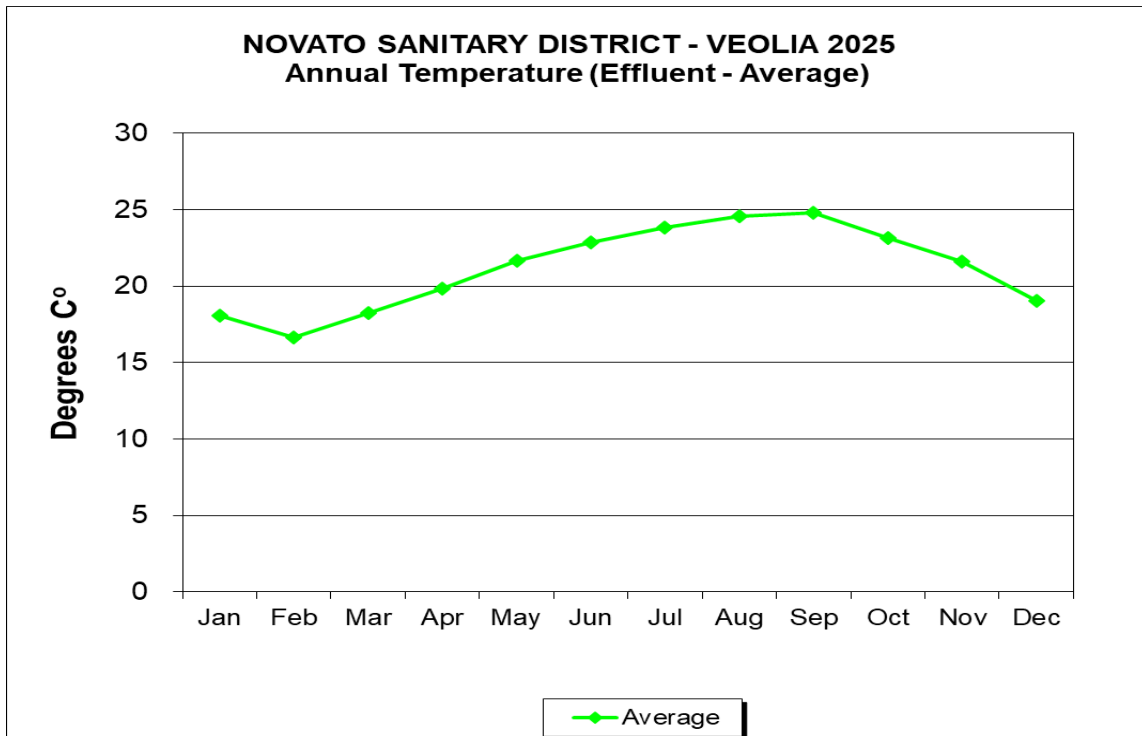
# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

pH (Effluent)					
Annual Waste Characteristics & Loading Summary					
YEAR: 2025		PRINT DATE: 2-Apr-2026			
	High	Low	Average	Number of Samples	
January	7.0	6.8	6.9	22	
February	7.3	6.8	6.9	20	
March	7.0	6.8	6.9	21	
April	7.1	6.9	7.0	22	
May	7.0	6.8	6.9	22	
June	7.0	6.8	6.9	21	
July	7.0	6.8	6.9	23	
August	7.0	6.8	6.9	21	
September	7.0	6.8	6.9	22	
October	7.0	6.8	6.9	23	
November	7.0	6.8	6.9	20	
December	7.2	6.8	7.0	24	
			Number of Samples Total = 261		
ANNUAL MAX.	7.3	6.9	7.0		
ANNUAL MIN.	7.0	6.8	6.9	1st Qtr. 63	2nd Qtr. 65
ANNUAL AVG.	7.1	6.8	6.9	3rd Qtr. 66	4th Qtr. 67



# 2025 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

NOVATO SANITARY DISTRICT - VEOLIA				
TEMPERATURE (Effluent)				
Annual Waste Characteristics & Loading Summary				
<b>YEAR: 2025</b>		PRINT DATE: 2-Apr-2026		
	High	Low	Average	Number of Samples
January	18.8	17.3	18.1	22
February	18.3	14.7	16.6	20
March	20.3	17.0	18.2	21
April	21.7	18.0	19.8	22
May	23.4	20.0	21.7	22
June	24.2	21.8	22.9	21
July	24.2	23.3	23.9	23
August	25.4	23.8	24.6	21
September	26.3	24.1	24.8	22
October	24.5	22.3	23.1	23
November	22.9	20.3	21.6	20
December	20.2	17.3	19.1	24
ANNUAL MAX.				26.3
ANNUAL MIN.				18.3
ANNUAL AVG.				22.5
				Number of Samples Total = 261
				1st Qtr. 63    2nd Qtr. 65
				3rd Qtr. 66    4th Qtr. 67



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Wastewater Operations Report, March 2026.	<b>MEETING DATE:</b> April 13, 2026  <b>AGENDA ITEM NO.:</b> 7.b.
<b>RECOMMENDED ACTIONS:</b> Receive Wastewater Operations Report for March 2026 – <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 March 2026 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 March 2026.	
<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**  
**March 2026**

**1.0 General:**

The equivalent of about six (6) 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:

- 1.6 FTE for sewer maintenance (main line cleaning)
- 1.2 FTE for pump station maintenance
- 1.8 FTE for Closed Circuit Television (CCTV) work
- 0.0 FTE for Underground Service Alerts (USAs)
- 0.7 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
- 0.7 FTE for vacation, holiday, or sick leave.



**Figure 1: Broken VCP line being repaired by a contractor in an easement behind Peach Street.**

**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 336 work orders for the month. Collections staff completed 211 work orders leaving 125 work orders outstanding. The outstanding work orders are expected to be completed over the next few months. Completed work orders resulted in 46,346 feet of sewer pipelines being cleaned by staff, 2,110 feet of which was performed by CCTV in lieu of cleaning.

Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for sixteen (16) working days and televised a total of 25,249 feet of sewer main.

CCTV Findings:

- Infrastructure-related: CCTV-work identified one significant new defect this month. This was a hole in the bottom of an 8-inch Vitrified Clay Pipe located on Alameda Del Prado. The defect was placed on the repair list.
- O&M related: Condition assessment through CCTV-work did not identify any new areas that would require a change in sewer line maintenance operations.

**3.0 Pump Station (PS) Maintenance:**

Collections staff conducted 150 lift station inspections this month. Of these, 45 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 four (4) air relief/vacuum valves this month.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
March 2026**

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**5.0 Safety and Training:**

General:

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

Specialized Training:

- Hydrogen Sulfide (H<sub>2</sub>S) Risks and Treatment (online)
- Makeup Confined Space Training (Classroom+Field)
- Know B4 cybersecurity trainings.

Safety performance:

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

**6.0 Miscellaneous Projects/Repairs:**

- Spot repair completed on a 6-inch VCP easement line due to a hole in the pipe located off Peach Street.
- Tree pruning at Bahia Main pump station.
- Planned power outage 3/4/26 at Bahia Main pump station.
- Replaced the force main pressure gauge at Bel Marin Keys pump station # 1.
- Repaired filter housing on a 40kW towable generator.
- LED camera head returned from repairs.
- Cleaned out Deer Island pump station valve pit.
- Planned power outage 3/20/26 at Vintage Oaks pump station # 1
- Automart pump station- removed a wood shim from the impeller.
- East Hamilton pump station PLC failure. Replaced.
- 3210 Vactor taken in for Power Take-Off (PTO) repairs.
- Cypress pump station communications radio repaired.
- East Hamilton pump station pump #1 de-ragged.
- CCTV tractor out of service for repairs.

**7.0 Sanitary Sewer System Spills:**

The Novato Sanitary District Collection System had zero (0) Sanitary Sewer System Spills in March 2026. The No Spill certification confirmation number is 2712367.

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**Novato Sanitary District**  
**Collection System Monthly Report For March 2026 (as of March 31, 2026)**

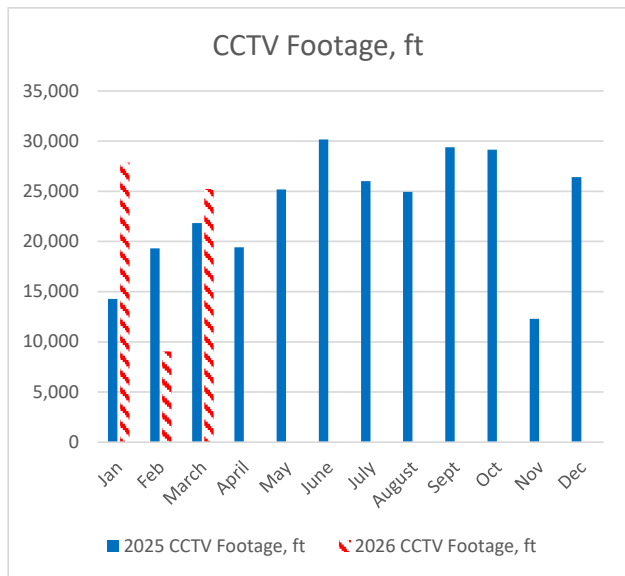
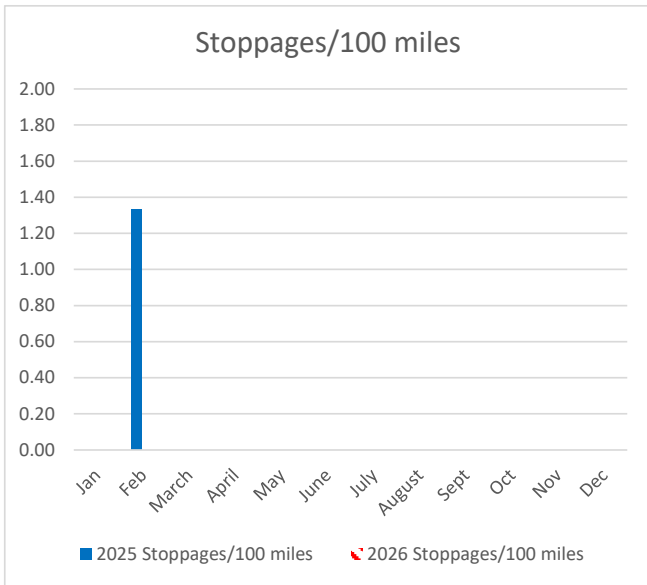
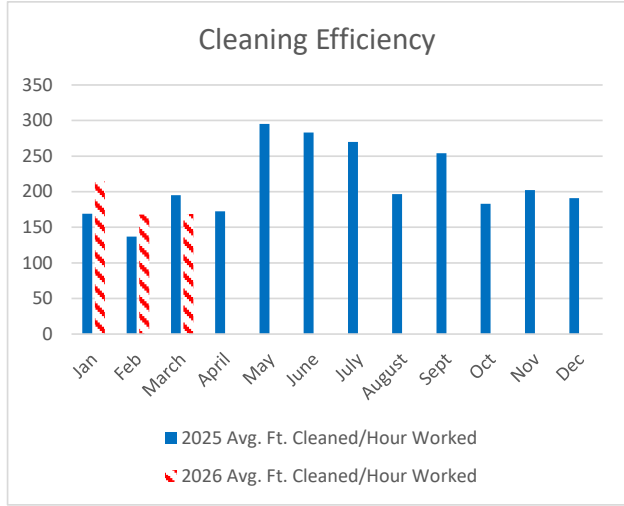
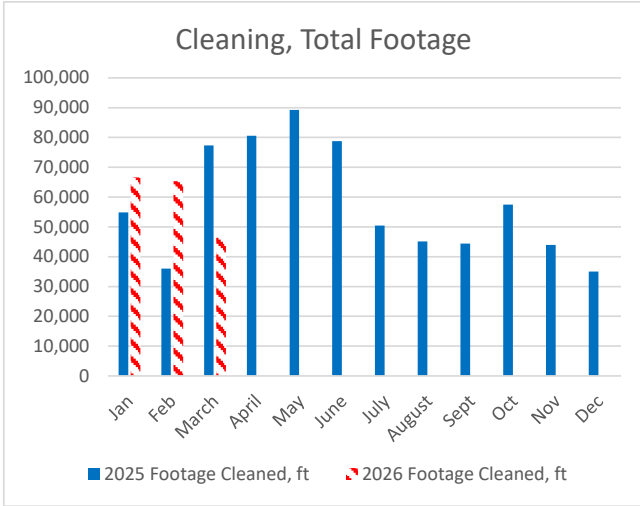
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning)	1.8	2.4	1.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	2.0
Number of FTEs (other)	0.9	1.1	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.9
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)	1.3	0.6	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.2
Total, FTEs	4.1	4.1	4.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	4.1
Regular Time Worked, (main line cleaning), hrs	311	390	275										975	325
Regular Time Worked on Other, hrs (1)	151	177	128										455	152
Regular Time Worked on USAs	0	0	0										0	0
Regular Time Worked on CCTV (2)	228	95	322										644	215
Total Regular time, worked, hrs	690	661	724	0	0	0	0	0	0	0	0	0	2,074	691
Total Vacation/Sick Leave/Holiday, hrs	134	99	126										359	120
Vacation/Sick Leave/Holiday, FTEs	0.8	0.6	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.1	0.7
Overtime Worked on Coll. Sys., hrs	31	0	0										31	31.0
Overtime Worked on Other, hrs (1)	1	20	29										49	16.4
Overtime Worked on USAs, hrs	0	0	0										0	0.0
Overtime Worked on CCTV (2)	0	0	0										0	0.0
Total Overtime, hrs	32	20	29	NA	NA	NA	0	NA	0	NA	NA	NA	80	26.8
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	70	91	48										209	70
Rodder 3208 ft. cleaned	0	0	54										54	18
Rodder - outside services and handrodding, ft cleaned	730	0	0										730	243
Flusher Work Orders generated	537	498	288										1,323	441
Truck 3209F ft. cleaned	437	0	53										490	163
Truck 3210V ft. cleaned	18,897	24,269	8,826										51,992	17,331
Truck 3211V ft. cleaned	32,683	39,261	35,303										107,247	35,749
Flusher - outside services, ft. cleaned, foamed	0	0	0										0	0
CCTV Truck + Hand Cam in lieu of cleaning	13,831	1,834	2,110										17,775	5,925
Total Footage cleaned (3)	66,578	65,364	46,346	0	0	0	0	0	0	0	0	0	178,288	59,429
Work Orders completed	326	326	211										863	288
Work Orders backlog	281	264	125										670	223
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3135, ft. videoed	27,455	7,249	25,249										59,953	19,984
CCTV (hand cam), ft. videoed	423	1,790	0										2,213	738
CCTV Inspection - outside services, ft. videoed	0	0	0										0	0
Total CCTV footage (3)	27,878	9,039	25,249	0	0	0	0	0	0	0	0	0	62,166	20,722
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Lower Lateral/less than 50gal. (Category IV)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Minor (Category III)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Overflow Gallons	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Volume Recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Percent Recovered	NA	NA	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, #	0	2	4										6	2
Normal hours SC response time, mins (avg.)	0	22.5	29										52	17
Service Callouts, after hours, #	0	1	0										1	0
After Hours SC response time, mins (avg.)	0	33	0										33	11
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	214	168	169	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	184
Total Stoppages/100 Miles	0.0	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
Average spill response time (mins)	0	0	0	0	0	0	0	0	0	0	0	0	NA	0
Callouts/100 Miles	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0
Overtime hours/100 Miles	14	0	0	0	0	0	0	0	0	0	0	0	13.78	1
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

# Collection System: 2025 & 2026 Graphs



Novato Sanitary District

Pump Station Monthly Report For March 2026 (as of March 31, 2026)

	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)	1.1	1.3	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	N/A	1.2
Regular Time Worked on Pump Sta	191	201	216										607	202
Overtime Worked on Pump Sta	28	31	26										85	28
After Hours Callouts	2	3	3										8	3
Average Callout response time (mins)	29	36	35										100	33
<b>Work Orders</b>														
Number generated in month	38	38	45										121	40.3
Number closed in month	38	38	45										121	40.3
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0



April 8, 2026

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

**Subject: Veolia Water Operations Report – March 2026**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations Report for March 2026.

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". The signature is fluid and cursive.

Derek Dill  
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT  
March 2026**

**Prepared for**

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

**Prepared by**

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

**TABLE OF CONTENTS**

- A: TREATMENT PLANT PERFORMANCE SUMMARY
- B: SAFETY AND TRAINING
- C: OPERATIONS AND MAINTENANCE STATUS / REVIEW
- D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY
- E: ADMINISTRATION
- F: ODORS & LANDSCAPING
- G: MISCELLANEOUS

**ATTACHMENTS**

- 1) Photos
- 2) Laboratory Data
- 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**

**San Pablo Bay March 1-31, 2026**

**Table 1.0**

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	4.36	5.54	N/A	
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	11,283	12,013	N/A	
TSS, lb/day (monthly ave/max)	13,350	19,050	N/A	
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<5	7	15	30
TSS, mg/L (monthly ave/max weekly ave)	<4	7	10	20
BOD <sub>5</sub> - % Removal, Average	98		85 Minimum	
TSS - % Removal, Average	99		85 Minimum	
Ammonia, mg/L – (monthly ave/daily max)	0.19	0.19	5.9	21
pH, su (min / max)	6.8	7.1	6.5	8.5
Enterococcus, MPN/100 ml (6 week rolling geomean, min and max)	8.1	17.2	30	
Enterococcus, MPN/100 ml (90 <sup>th</sup> percentile – highest value)	26.2		110	
Fecal Coliform, MPN/100 ml (monthly median)	N/A		140	
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> percentile)	N/A	N/A	430	
Total Coliform, MPN/100 ml (5 sample median) (monthly maximum)	N/A		240	
Total Coliform, MPN/100 ml (monthly maximum) Reclamation Discharge	N/A		10,000	

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	7.318	N/A
Recycled Water Volume Produced	Million Gallons	0	N/A
Average Turbidity	NTU	N/A	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	N/A	72
Minimum CT (disinfection)	mg-min/L	N/A	450 minimum
Maximum Total Coliform	MPN/100 ml	N/A	240
Maximum Total Coliform (2 Samples 30 days)	MPN/100 ml	N/A	23
Total Coliform (7 Sample Median)	MPN/100 ml	N/A	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 March 2026.
- Monthly Safety Topics March 2026: Q1 Life Saving Rule: Confined Space Team Commitment Meeting, Ladder Safety

**C: OPERATIONS & MAINTENANCE STATUS / REVIEW:**

**Key events for the period:**

**Wastewater Treatment Plant Power Outages**

- No power interruptions in March 2026

**Novato Wastewater Treatment Plant (NTP)**

- Routine rounds, readings, adjustments, and preventative and corrective maintenance.
- Work Orders Completed – A total of 138 work orders were completed in March 2026.
- Annual plant flowmeter calibrations were completed for 2026.
- Coordinated repair of the HVAC unit at the UV electrical building.
- Replaced HOA switches for pumps 1 and 2 and repaired leaking air relief valve at the Distribution Pump Station.
- Bearing replacement was completed on gravity belt thickener #1
- Conducted replacement of bulbs, ballasts, LCAs and DCAs on UV Channel 1
- Influent sample pump at RWP was replaced/tested.

**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 March 2026.

**Ignacio Transfer Pump Station**

- Routine rounds, readings, adjustments, and preventative maintenance.

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

- Sodium Hypochlorite System – Standby

**Recycled Water Plant (RWP)**

- RWP offline as of November 10



- Conducted start-up activities to prepare for the irrigation season.

**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.
- Personnel worked with Roy’s Sewer Service on March 3rd to snake/flush cleanouts and access points at the decant pump station discharge to dislodge obstructions and struvite accumulation.

**D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY**

**Discharge to the Bay March 1-31**

**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).

**Total Coliforms**

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

**Enterococcus**

When effluent is discharged to the Bay, the bacteriological requirement is for *Enterococcus*. Eight samples were taken in February. 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 February for the January through March Quarter. The result was well below the regulatory limit.

**Wastewater Surveillance 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, Sampling and Documentation**

- Received support documentation from one Industrial User
- Received support documentation confirming compliance from four Food Service Establishments (FSEs)



**E: ADMINISTRATION:**

- The February 2026 Self-Monitoring Report (Monthly SMR - State of California) was submitted on March 10th, 2026.

**F: ODORS & LANDSCAPING:**

- Jerome meter (H<sub>2</sub>S) parts per million (ppm) readings performed in adjacent neighborhood.
- Values reported averaged 0.000-0.000 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 Raman, Veolia West Region, President (Remote)

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

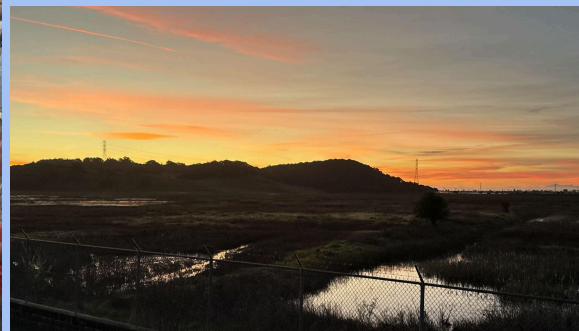
Joshua Sytsma, Veolia West Region, Environmental Health and Safety (EHS) Director (Remote/In-person)



## ***1) PHOTOS***

# PLANT OPERATION AND MAINTENANCE

## March 2026



Top Left –Hawk in Flight at the Lagoons

Top Right -San Marin High School Career Fair-Larry Milliken (Veolia), Erica Pasley (NSD) and Daniel Mikkola (NUSD)

Bottom Left - Liz Falejczyk-North Bay Science Discovery Day Demonstration

Bottom Right –Marin Morning from the UV Pad

**2) LABORATORY DATA**

Novato Sanitary District  
BOD/TSS Report



March, 2026

Date	Influent Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal %
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
03/01/26	5.34										
03/02/26	5.54	260	12,013	258	11,921	<5	<231	<3	<139	98.1	98.8
03/03/26	4.71					<5	<196	<3	<118		
03/04/26	5.35										
03/05/26	5.01										
03/06/26	4.77										
03/07/26	4.57										
03/08/26	4.87										
03/09/26	4.69										
03/10/26	4.28										
03/11/26	4.23	320	11,289	540	19,050	7	247	7	247	97.8	98.7
03/12/26	4.45										
03/13/26	4.44										
03/14/26	4.40										
03/15/26	4.39										
03/16/26	4.20										
03/17/26	3.77	320	10,061	365	11,476	<5	<157	<3	<94	98.4	99.2
03/18/26	4.00										
03/19/26	4.01										
03/20/26	4.04										
03/21/26	4.04										
03/22/26	4.08										
03/23/26	4.06										
03/24/26	4.06										
03/25/26	4.08										
03/26/26	3.92	360	11,769	335	10,952	<5	<163	3	98	98.6	99.1
03/27/26	3.89										
03/28/26	3.98										
03/29/26	3.95										
03/30/26	3.97										
03/31/26	4.21										
<b>Weekly Averages</b>											
03/07/26	Week 1	260	12,013	258	11,921	5	214	3	128		
03/14/26	Week 2	320	11,289	540	19,050	7	247	7	247		
03/21/26	Week 3	320	10,061	365	11,476	5	157	3	94		
03/28/26	Week 4	360	11,769	335	10,952	5	163	3	98		
	Week 5										
<b>Monthly</b>											
Minimum	3.77	260	10,061	258	10,952	<5	<157	<3	<94	98	99
Maximum	5.54	360	12,013	540	19,050	7	247	7	247	99	99
Total	135.30										
Average	4.36	315	11,283	375	13,350	<5	<199	<4	<139	98	99

Novato Sanitary District  
Conventional Pollutants Report



March, 2026

Date	INFLUENT INF-001			EFFLUENT EFF-001								
	Flow	pH	Ammonia	Bacteria			Coliform		pH	Ammonia	Temp	Rainfall
	Total			Fecal	Entero	Enterococci 6wk Geo Running	Total	5 Day Median				
	MGD	SU	mg/L	MPN/100 mL			MPN/100mL		SU	mg/L	Deg C	Inches
03/01/26	5.34											0.00
03/02/26	5.54					14.7			7.1		18.6	0.00
03/03/26	4.71					34.5			7.0		19.6	0.00
03/04/26	5.35	7.5							7.0	0.19	18.8	0.00
03/05/26	5.01								7.0		18.4	0.00
03/06/26	4.77								7.0		18.7	0.00
03/07/26	4.57						8.1					0.00
03/08/26	4.87											0.00
03/09/26	4.69					15.9			7.0		19.6	0.00
03/10/26	4.28								6.9		18.8	0.00
03/11/26	4.23					26.2			6.9		18.8	0.00
03/12/26	4.45	7.8							6.9		19.3	0.00
03/13/26	4.44								6.8		18.7	0.00
03/14/26	4.40						10.0					0.00
03/15/26	4.39											0.00
03/16/26	4.20					13.1			6.9		19.7	0.00
03/17/26	3.77					13.4			6.9		19.5	0.00
03/18/26	4.00								6.9		20.2	0.00
03/19/26	4.01	7.5							7.0		21.2	0.00
03/20/26	4.04								6.9		20.3	0.00
03/21/26	4.04						17.2					0.00
03/22/26	4.08											0.00
03/23/26	4.06					1.7			7.0		20.3	0.00
03/24/26	4.06					1.0			6.9		19.8	0.00
03/25/26	4.08								7.0		20.5	0.00
03/26/26	3.92	7.9							7.0		20.0	0.00
03/27/26	3.89								6.9		20.1	0.00
03/28/26	3.98						12.9					0.00
03/29/26	3.95											0.00
03/30/26	3.97								7.0		20.4	0.00
03/31/26	4.21								7.0		20.4	0.00
Minimum	3.77	7.5				1.0	8.1		6.8		18.4	0.00
Maximum	5.54	7.9				34.5	17.2		7.1		21.2	0.00
Total	135.30											0.00
Average	4.36	7.7							7.0	0.19	19.6	0.00
90%						26.2						

### **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
3/1/2026		0.000	0.000					
3/2/2026		0.000	0.000					
3/3/2026		0.000	0.000					
3/4/2026		0.000	0.000					
3/5/2026		0.000	0.000					
3/6/2026		0.000	0.005					
3/7/2026		0.000	0.000					
3/8/2026		0.000	0.000					
3/9/2026		0.000	0.221					
3/10/2026		0.000	0.319					
3/11/2026		0.000	0.000					
3/12/2026		0.000	0.000					
3/13/2026		0.000	0.267					
3/14/2026		0.000	0.509					
3/15/2026		0.000	0.340					
3/16/2026		0.000	0.001					
3/17/2026		0.000	0.120					
3/18/2026		0.000	0.187					
3/19/2026		0.000	0.309					
3/20/2026		0.000	0.704					
3/21/2026		0.000	0.371					
3/22/2026		0.000	0.364					
3/23/2026		0.000	0.526					
3/24/2026		0.000	0.417					
3/25/2026		0.000	0.461					
3/26/2026		0.000	0.656					
3/27/2026		0.000	0.612					
3/28/2026		0.000	0.322					
3/29/2026		0.000	0.289					
3/30/2026		0.000	0.118					
3/31/2026		0.000	0.200					
<b>Total</b>		0.000	7.318					
<b>Minimum</b>		0.000	0.000					
<b>Maximum</b>		0.000	0.704					
<b>Average</b>		0.000	0.236					

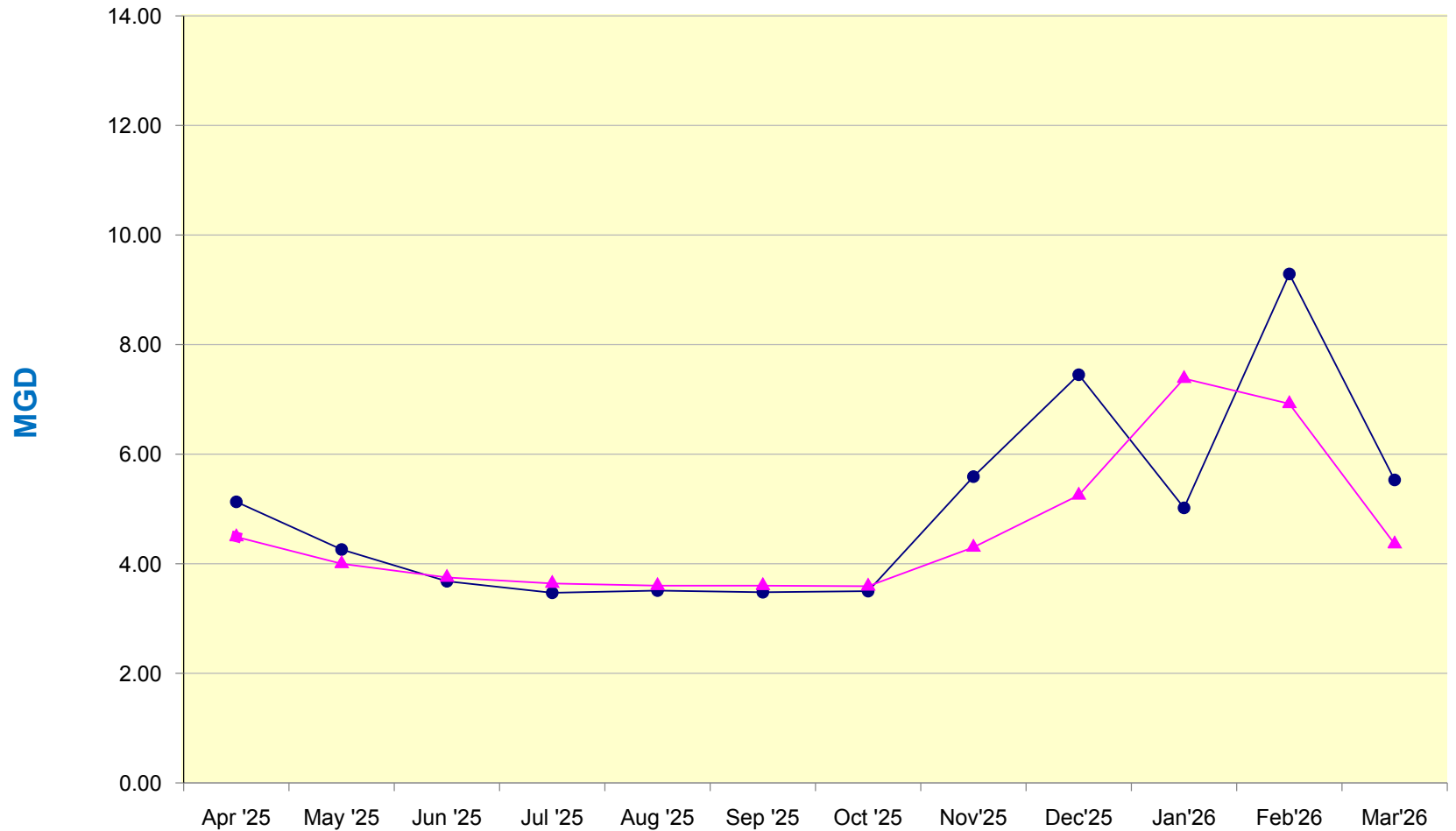
The Filter Feed pumps will shut down and be locked out by any of these criteria:

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***

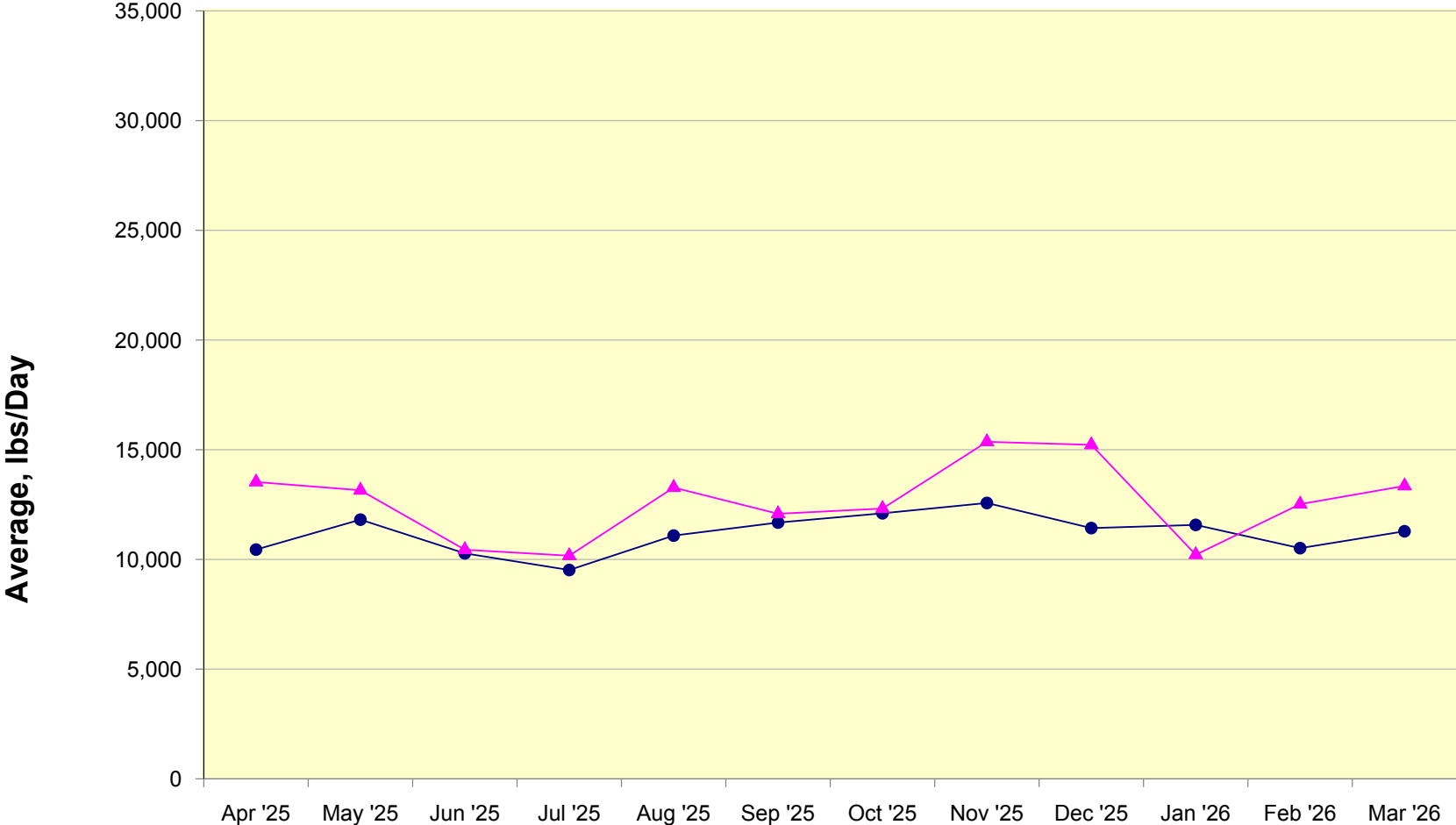
### Wastewater Influent Flow Comparison

● Previous 12 Months ▲ Last 12 Months



### Influent Load BOD / TSS lbs

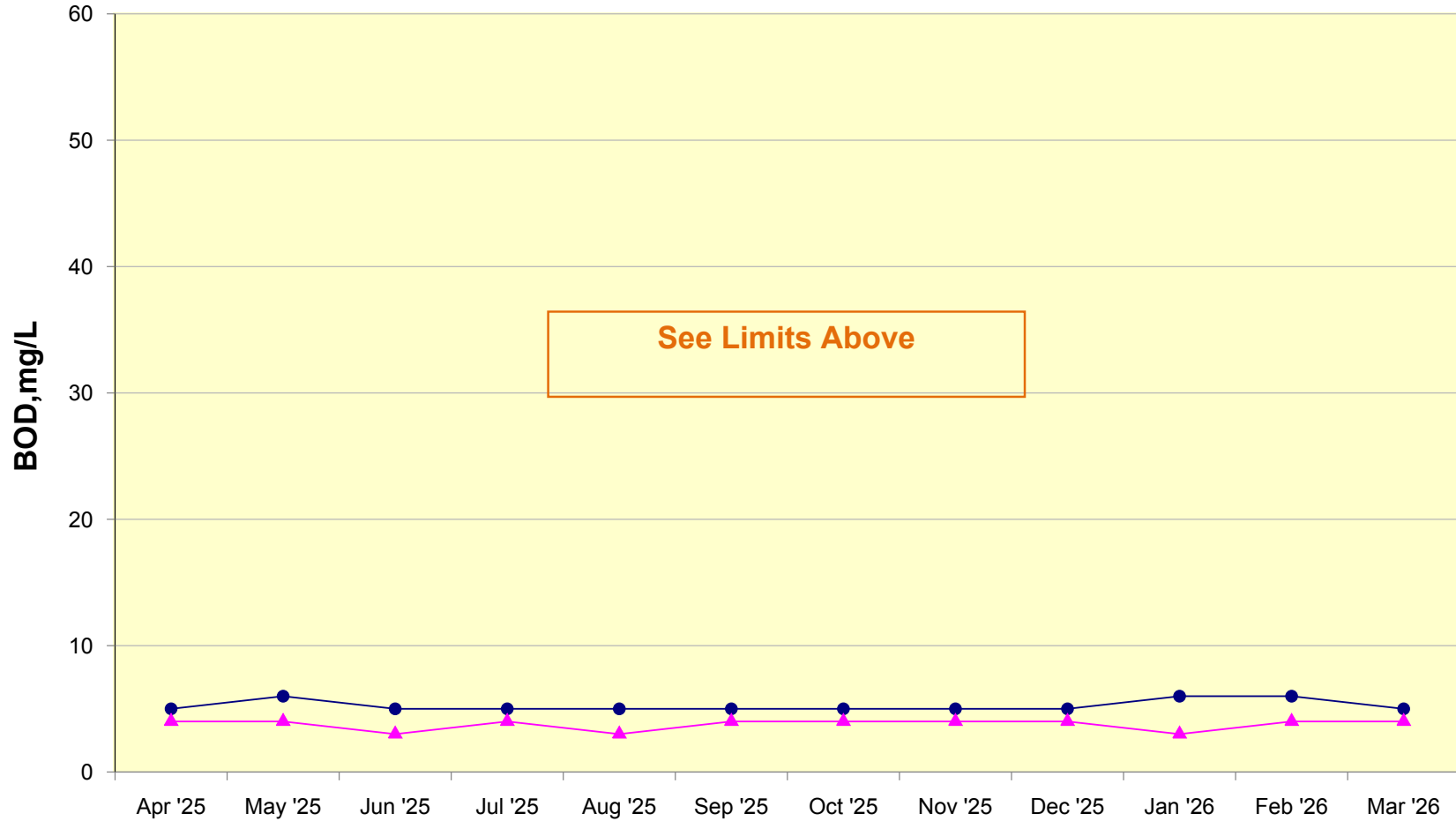
● BOD lbs ▲ TSS lbs



### Effluent BOD / TSS Concentration

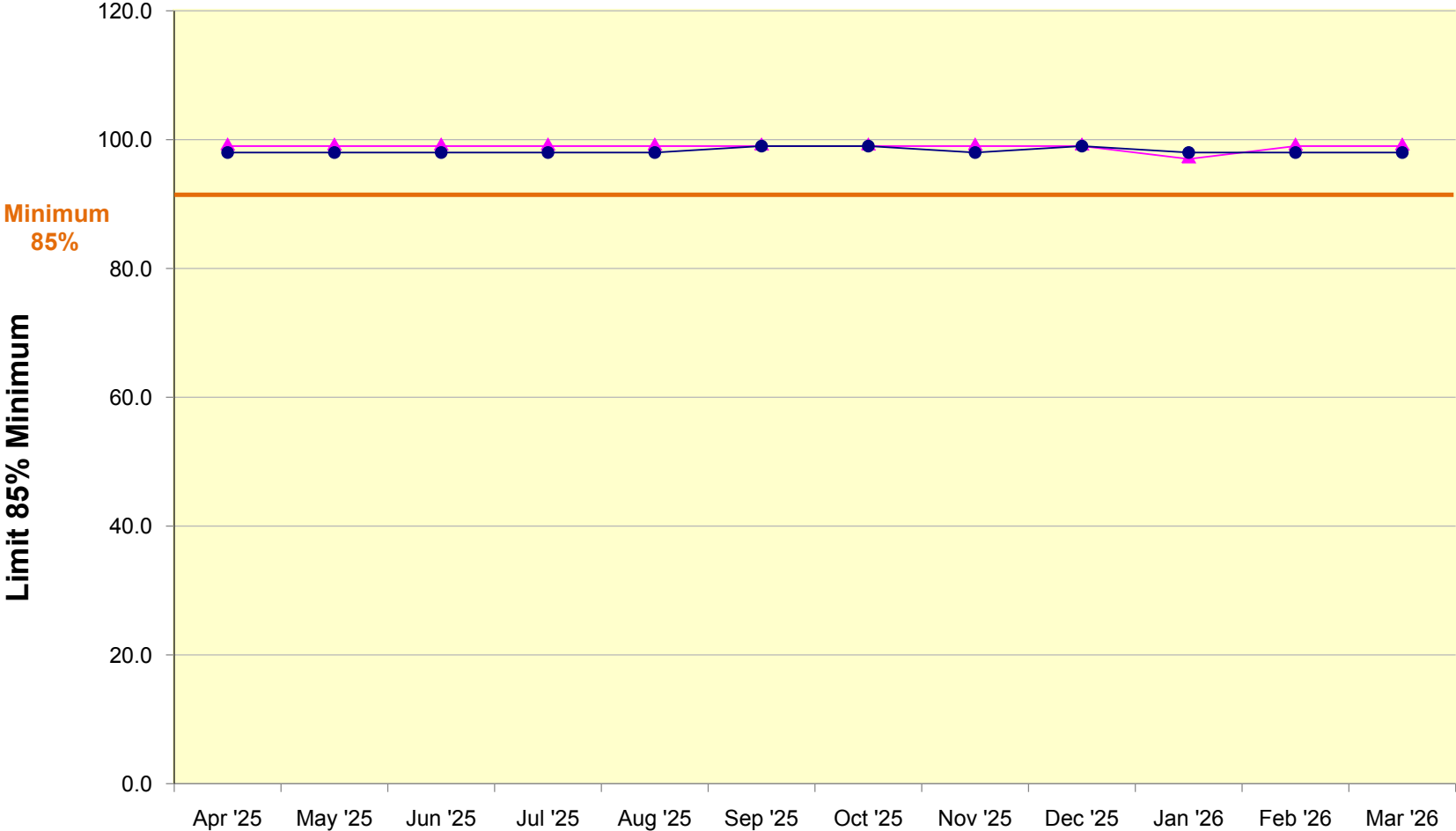
**NPDES LIMITS WET SEASON**  
BOD & TSS -25mg/L Monthly Ave. 40mg/L Weekly Ave  
**NPDES LIMITS DRY SEASON**  
BOD - 15mg/L Monthly Ave, 30mg/L Weekly Ave  
TSS - 10 mg/L Monthly Ave, 20mg/L Weekly Ave  
WDR (Waste Discharge Requirements) RECLAMATION  
BOD - 40 mg/L

● BOD ▲ TSS



### BOD / TSS Percent Removal

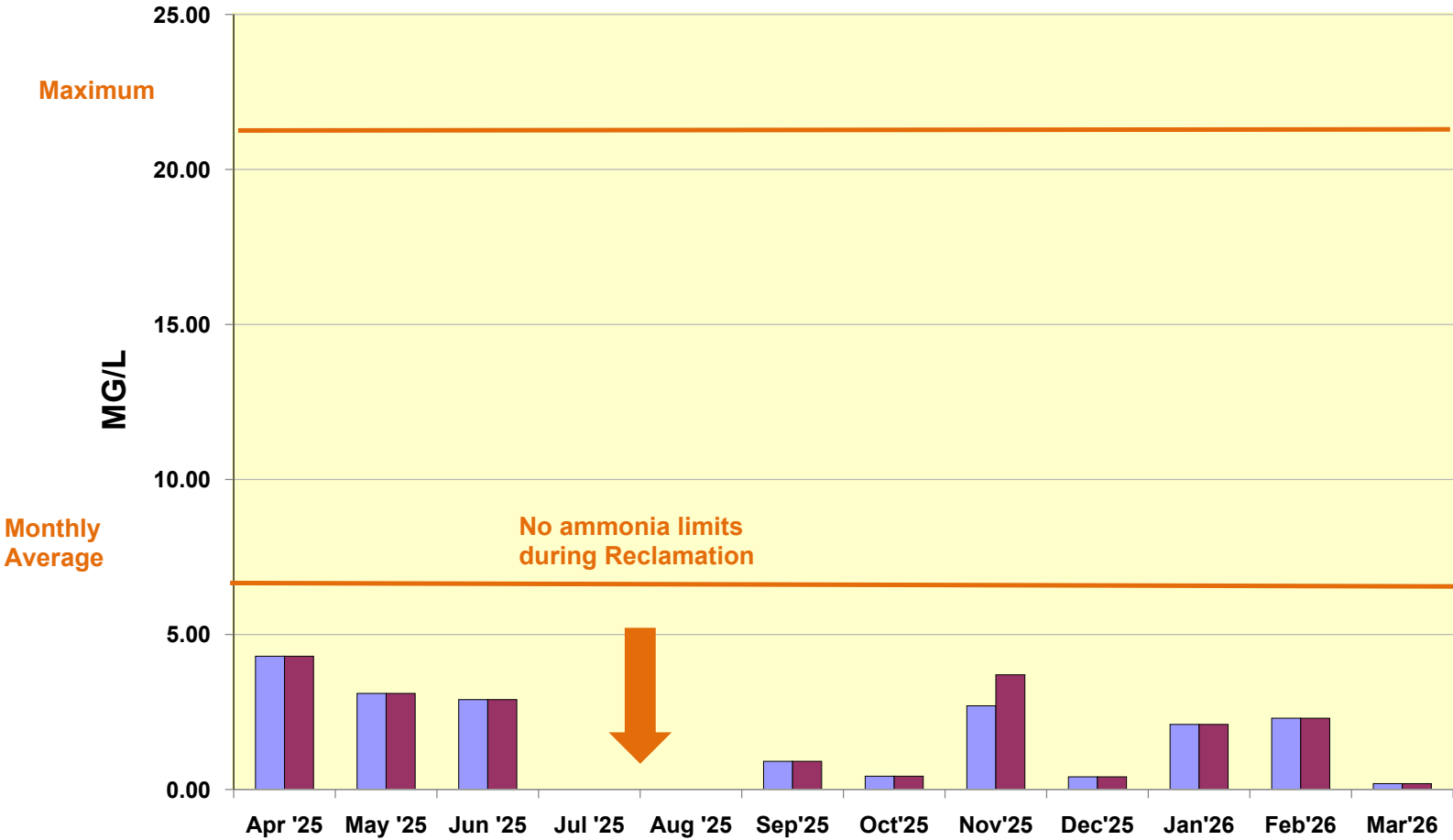
▲ TSS ● BOD



### Effluent Ammonia

Average Maximum

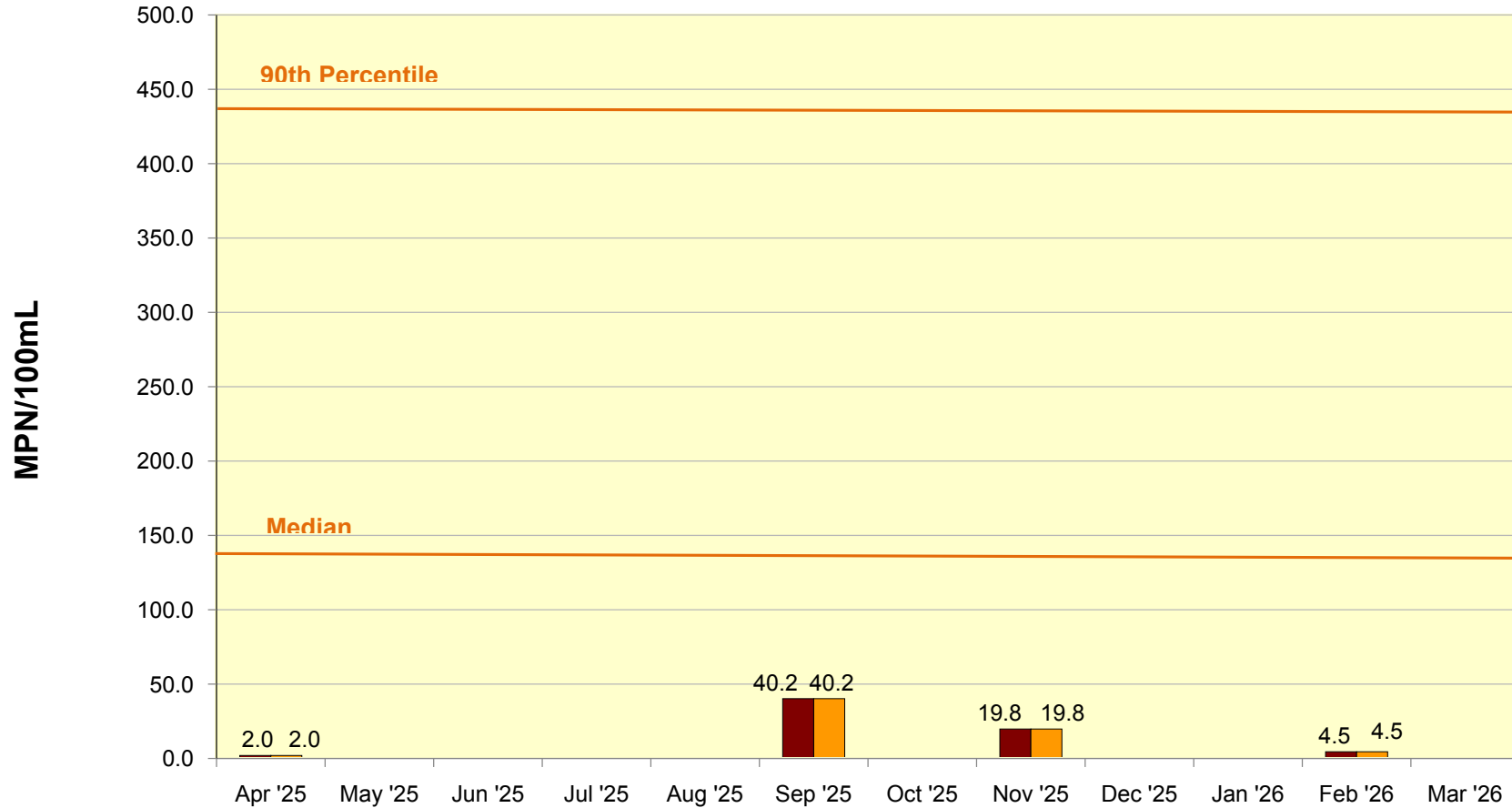
Discharge Season Limits - 5.9 mg/L  
Average-21 mg/L  
Reclamation Maximum - No Limit



# Disinfection - Fecal Coliform

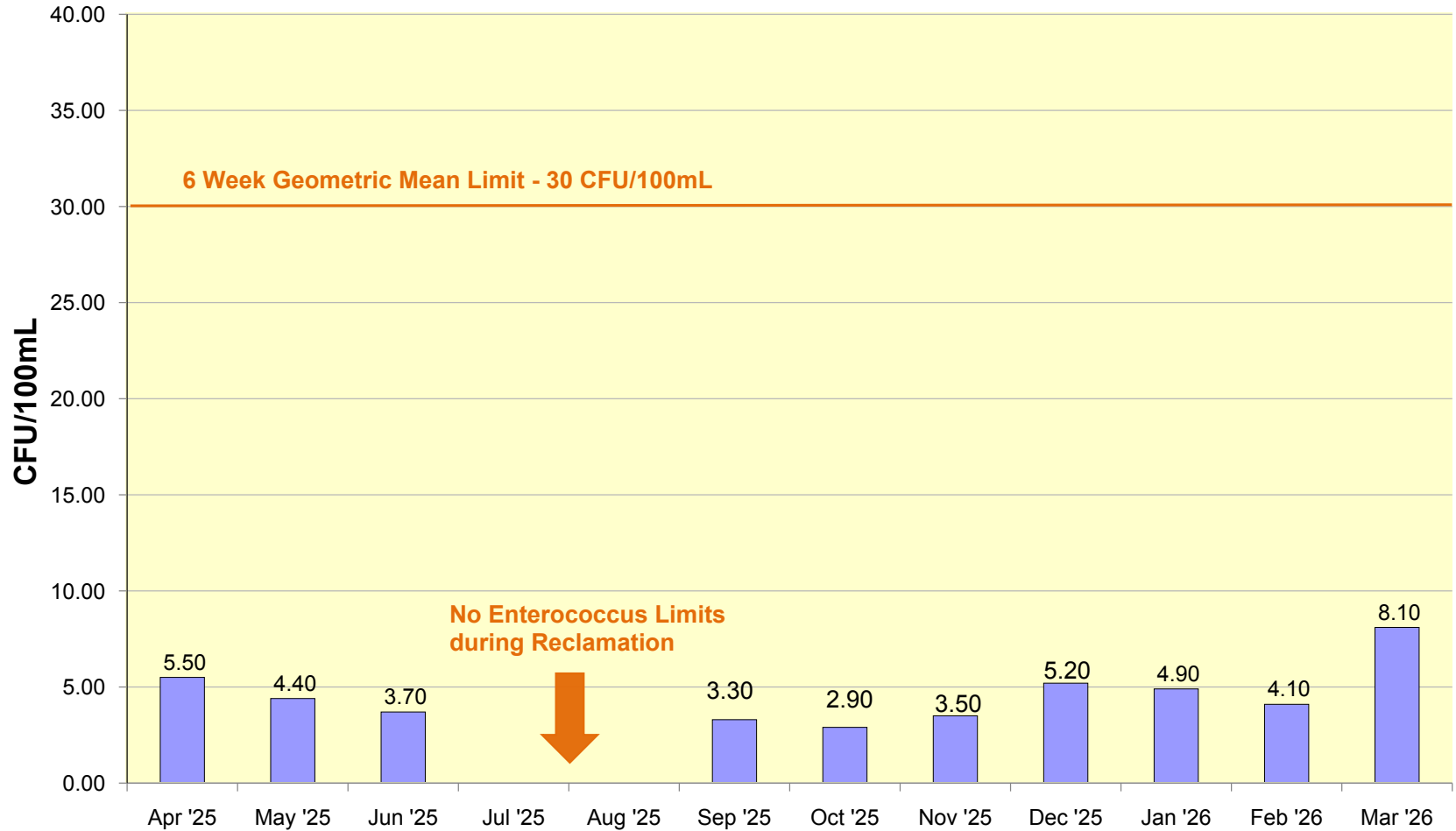
■ 90th % ile ■ 30 day med

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



### Disinfection - Enterococcus

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

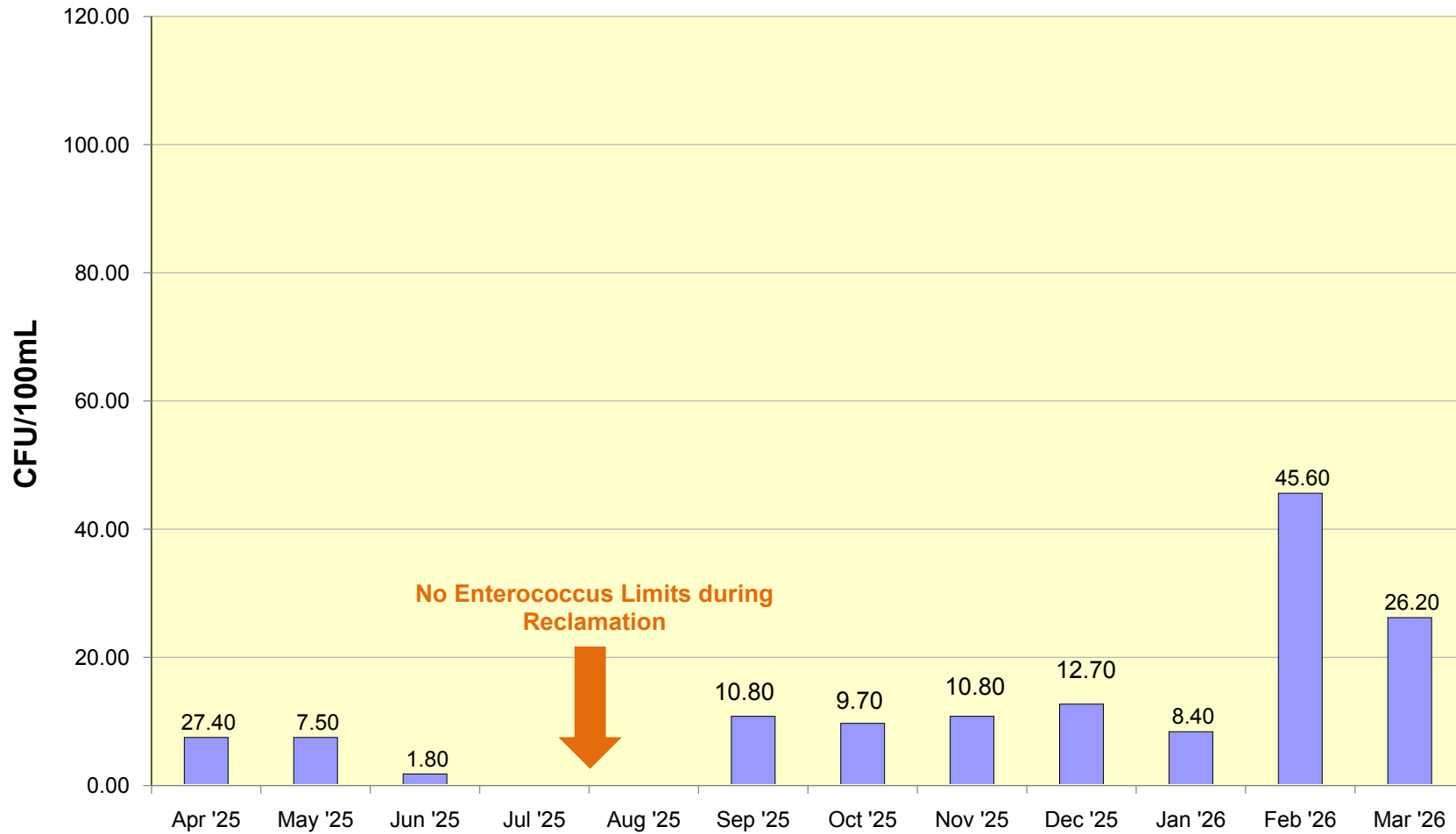


### Disinfection - Enterococcus

### LIMITS - NPDES

Enterococcus - No more than 10% of all values in a calendar month shall exceed 110 CFU/100mL.

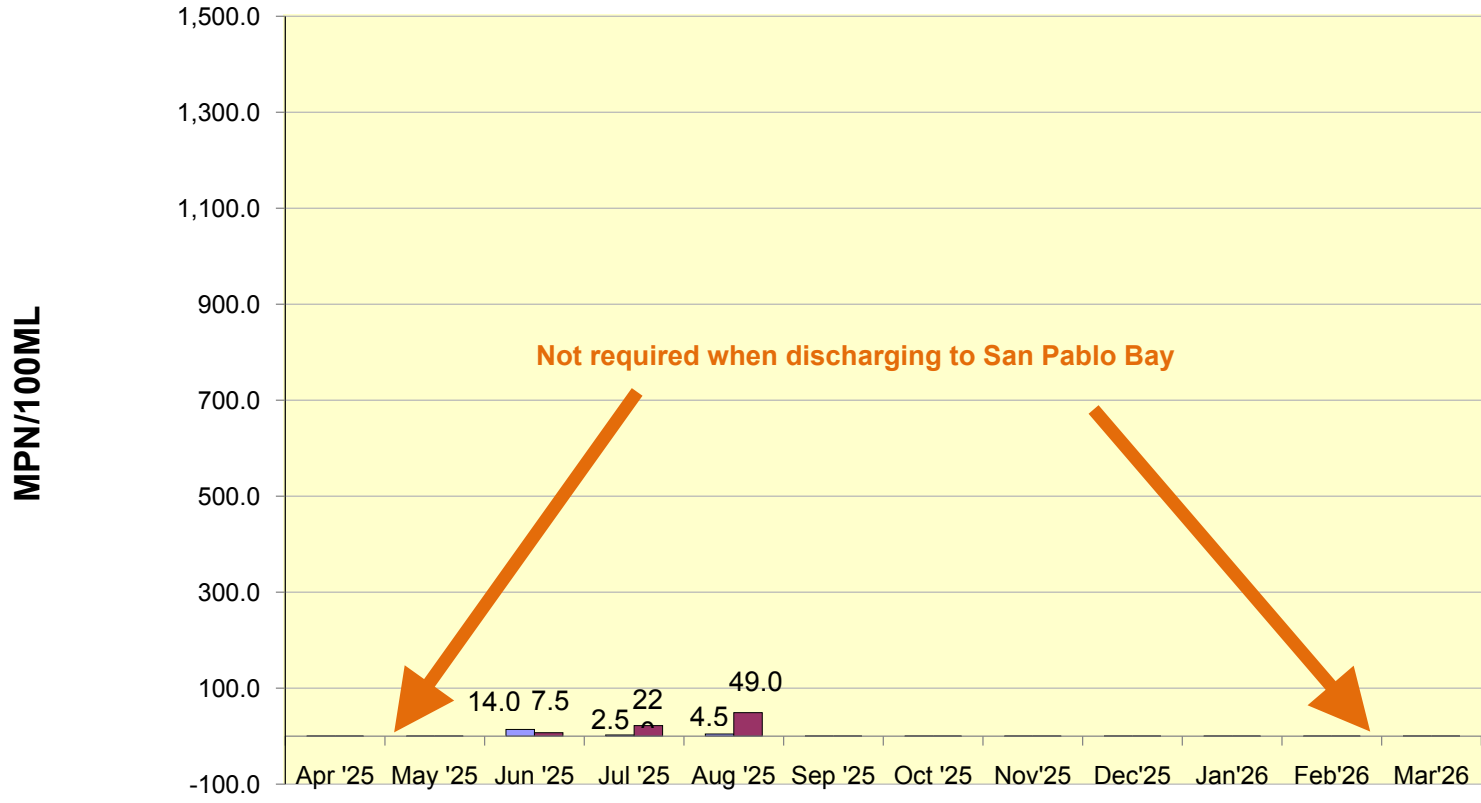
■ 90th Percentile



### Disinfection - Total Coliform

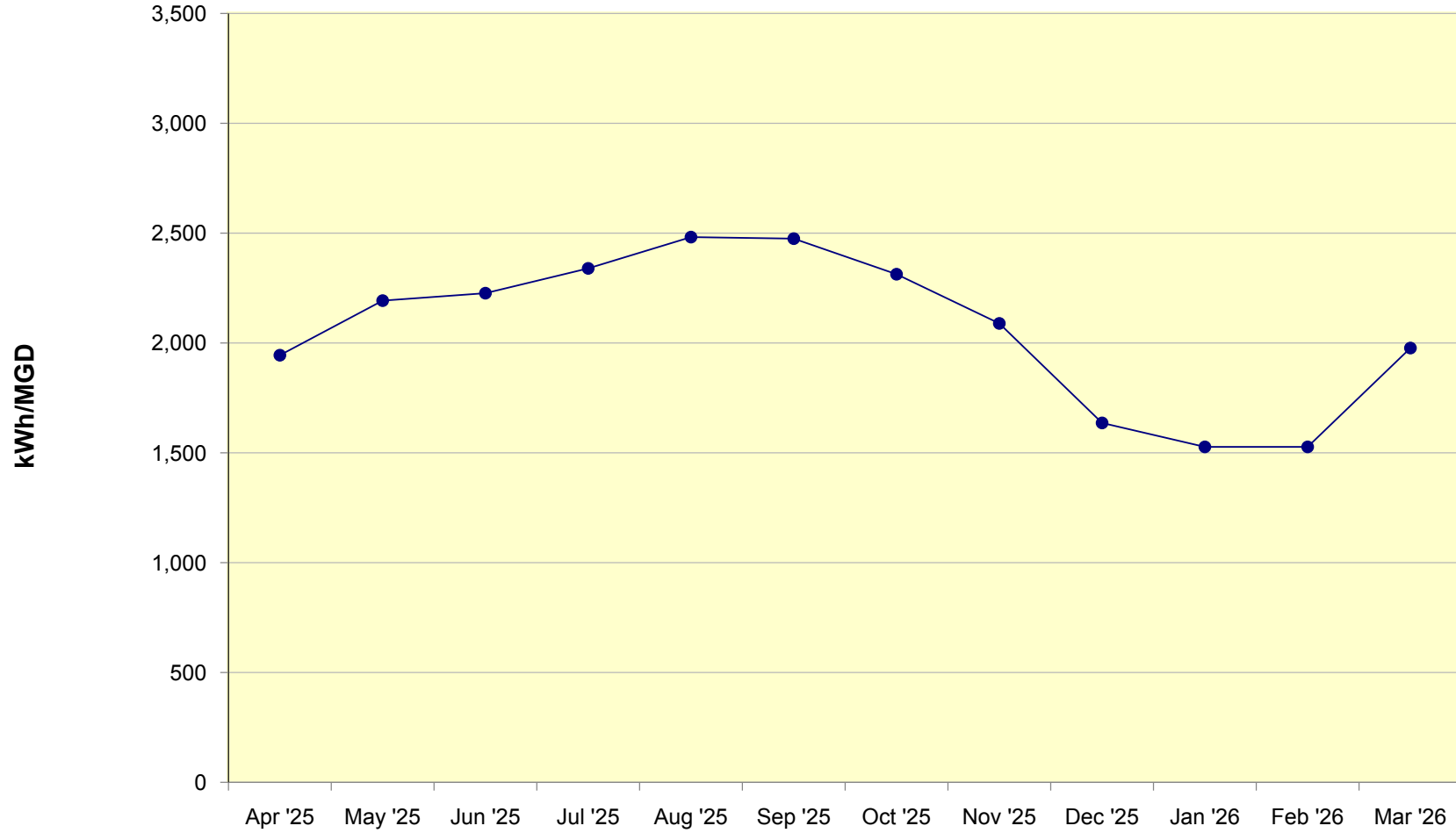
Series 1 Series 2

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

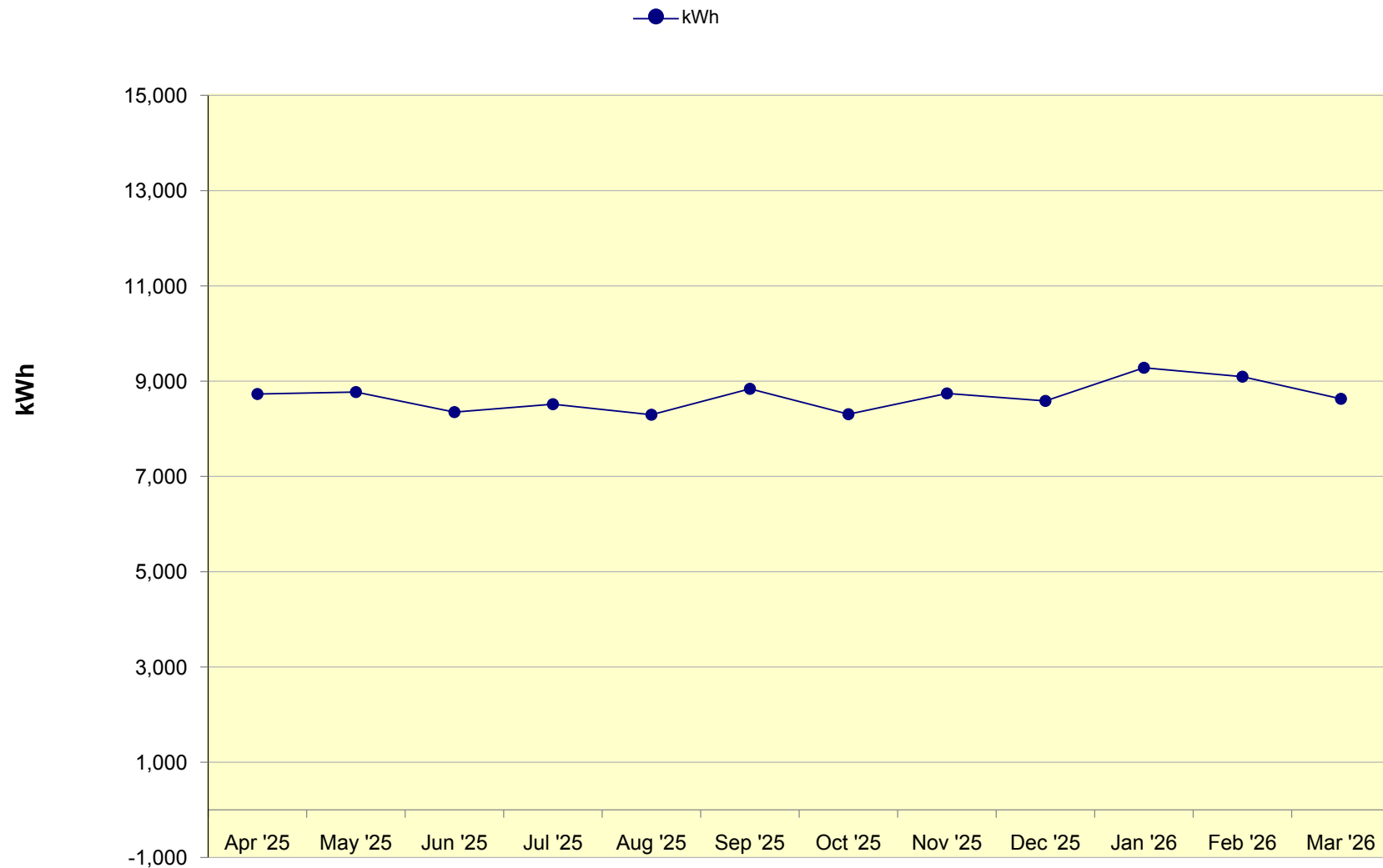


### Energy kWh/MGD

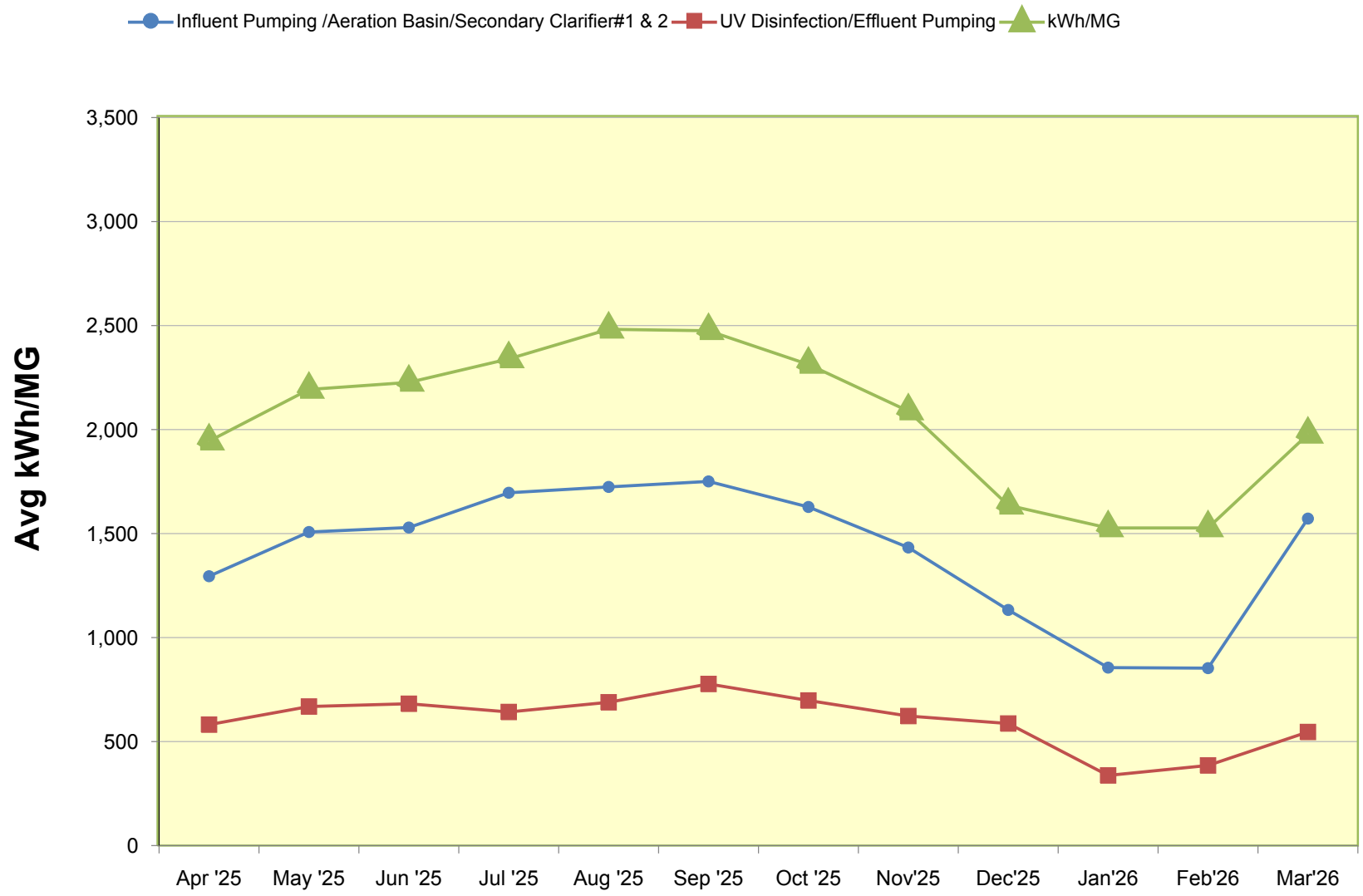
—● kWh/MG



### Energy Usage, kWh (Daily Average)

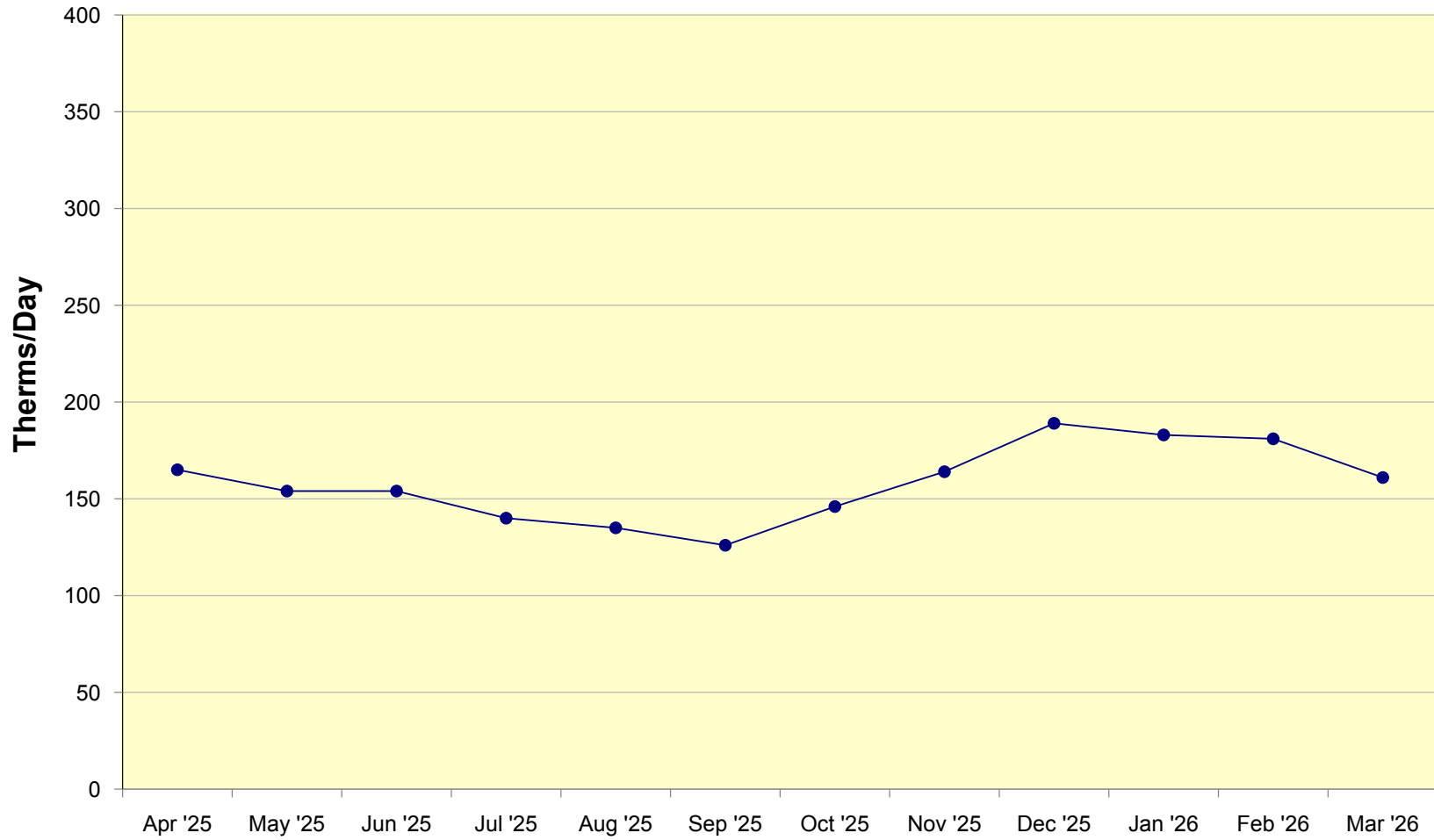


### Average Usage, kWh/MG



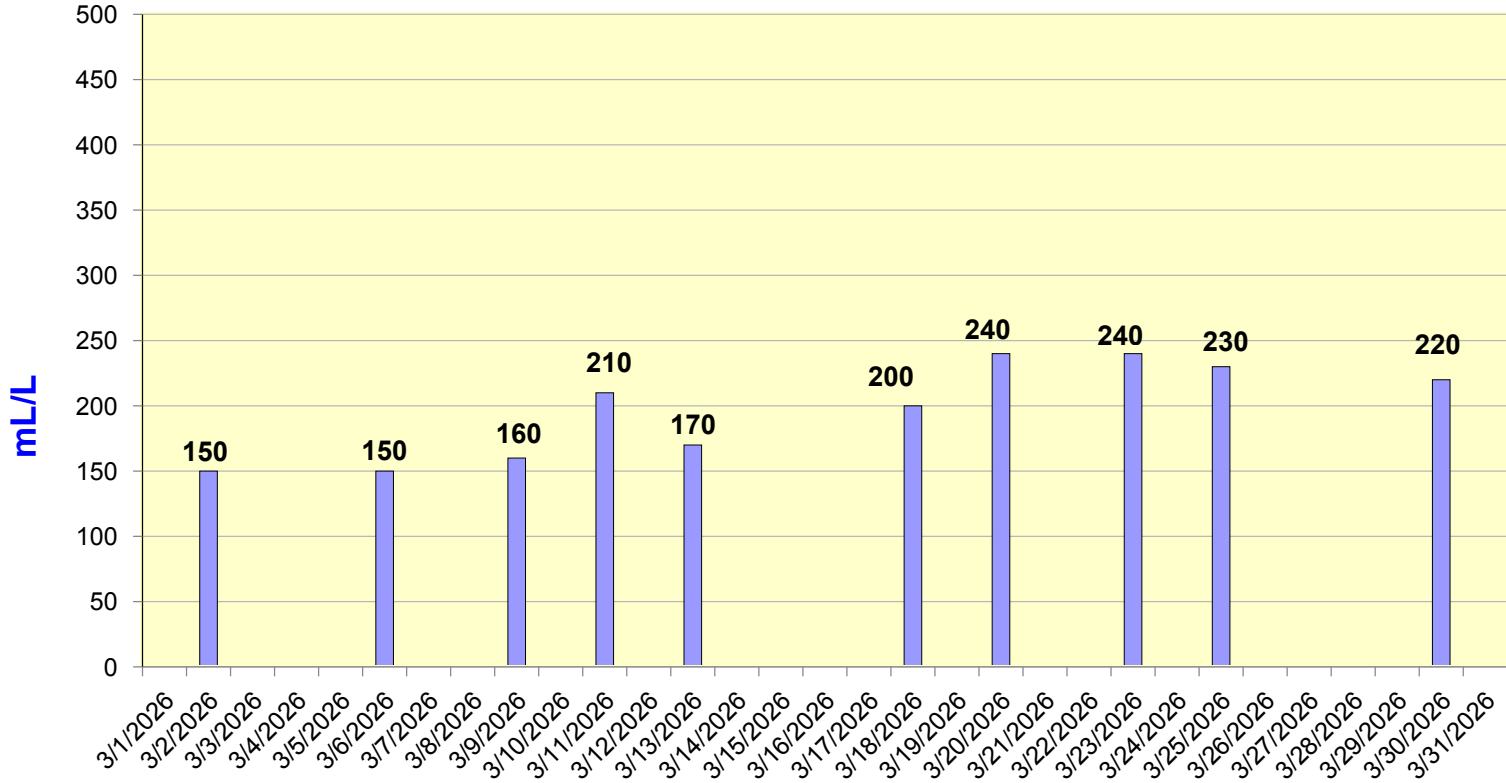
### Natural Gas Use Therms per Day

—●— Natural Gas

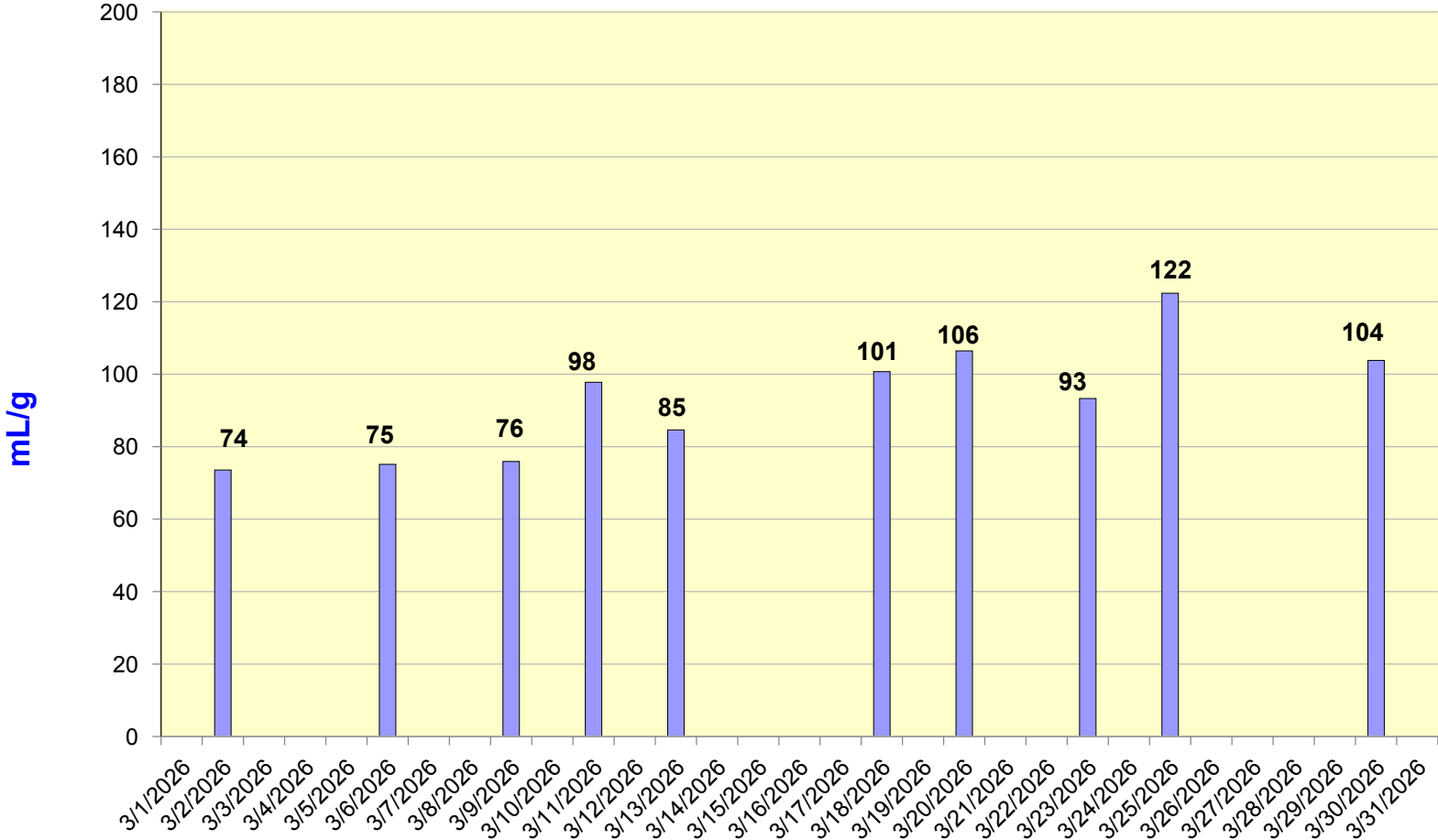


## ***5) PROCESS CONTROL DATA / GRAPHS***

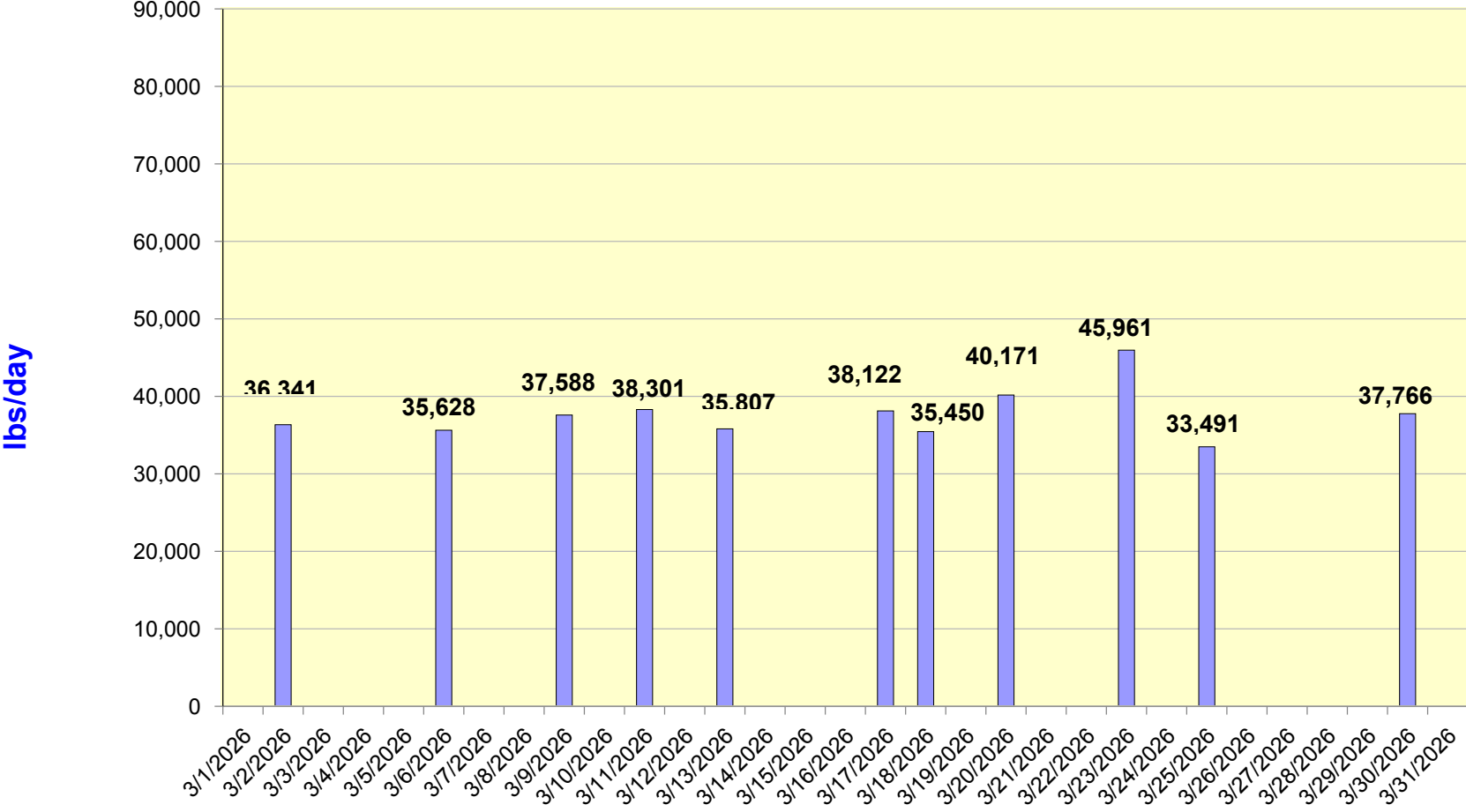
# Settleability



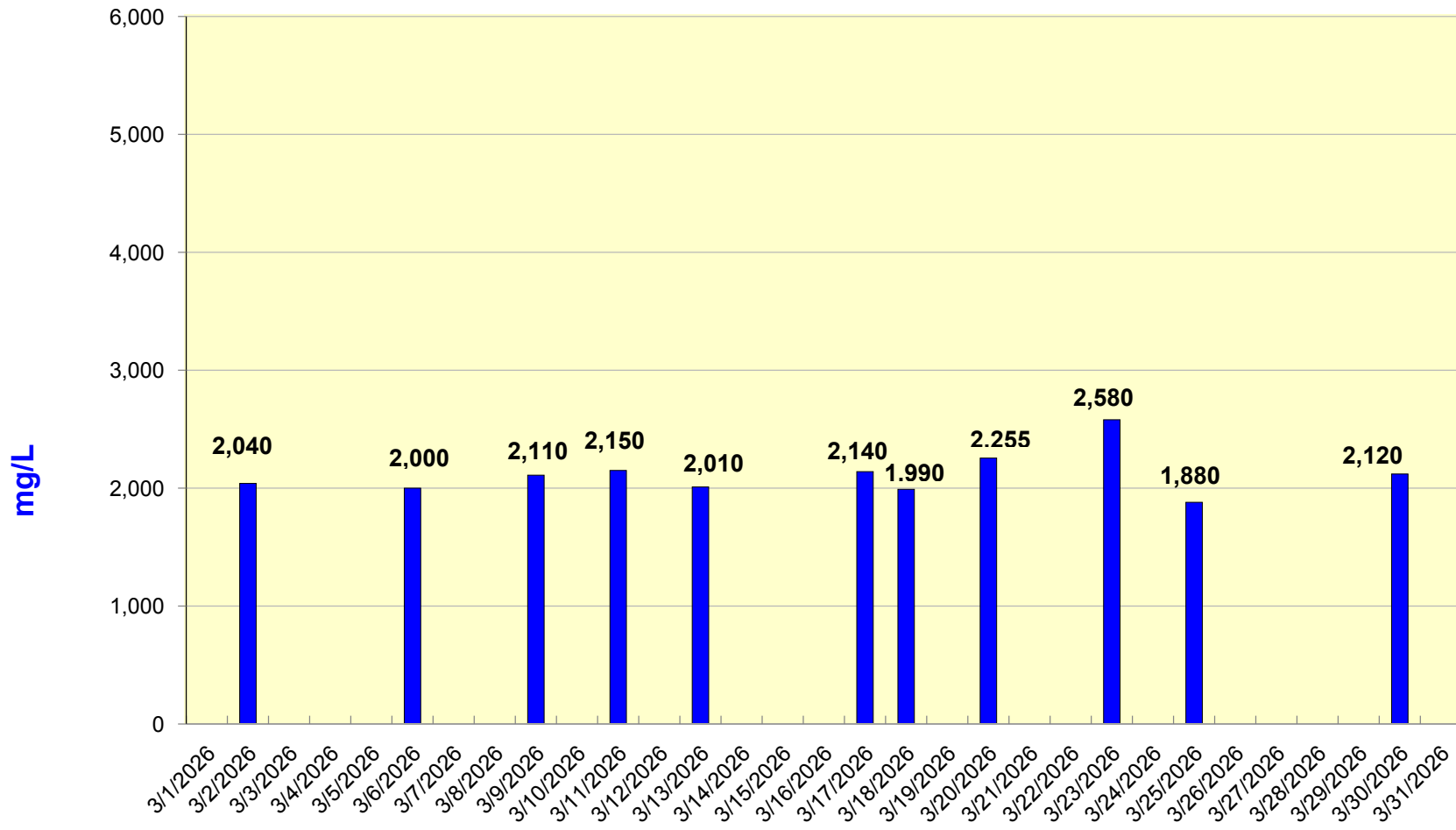
### Sludge Volume Index



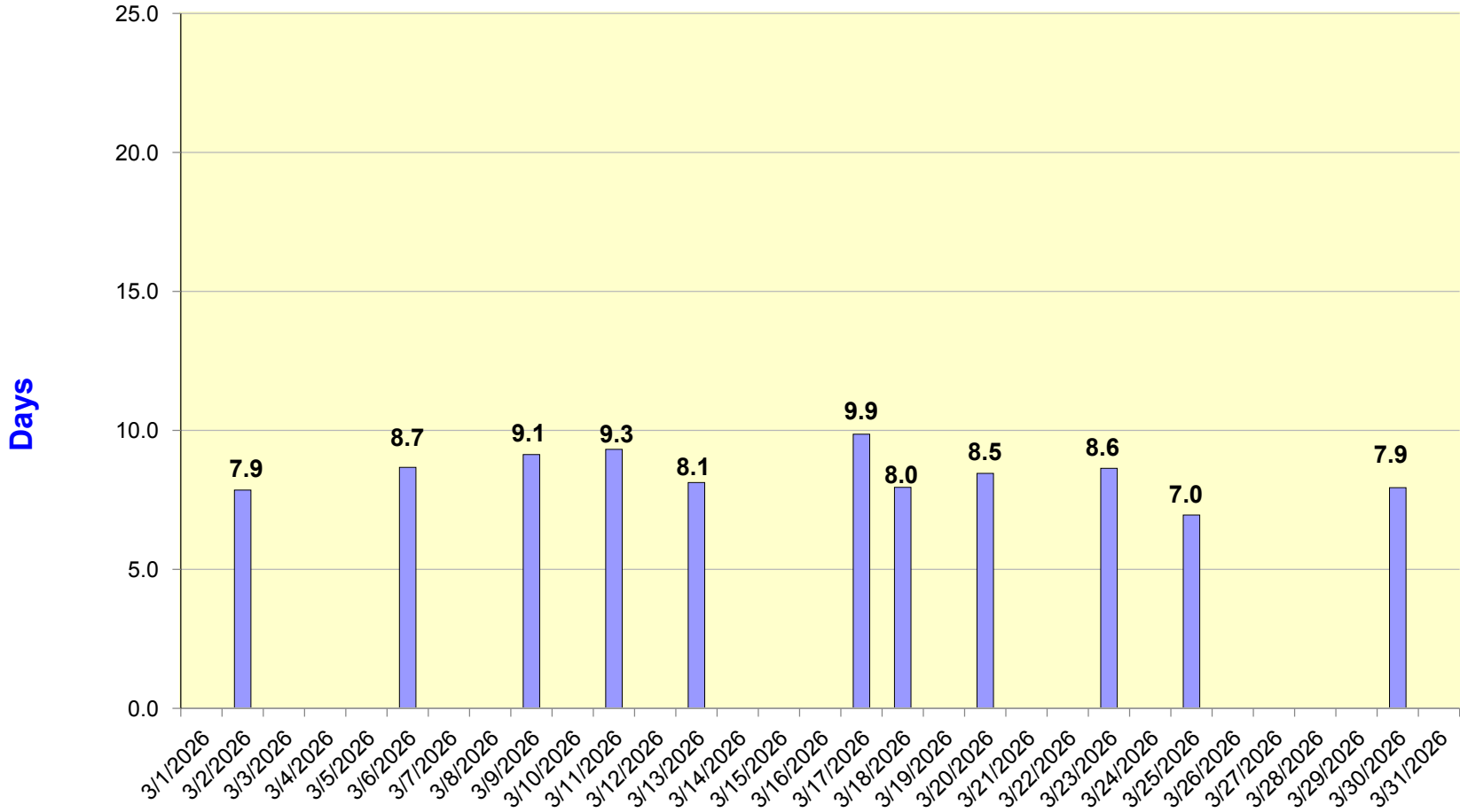
### MLSS Inventory



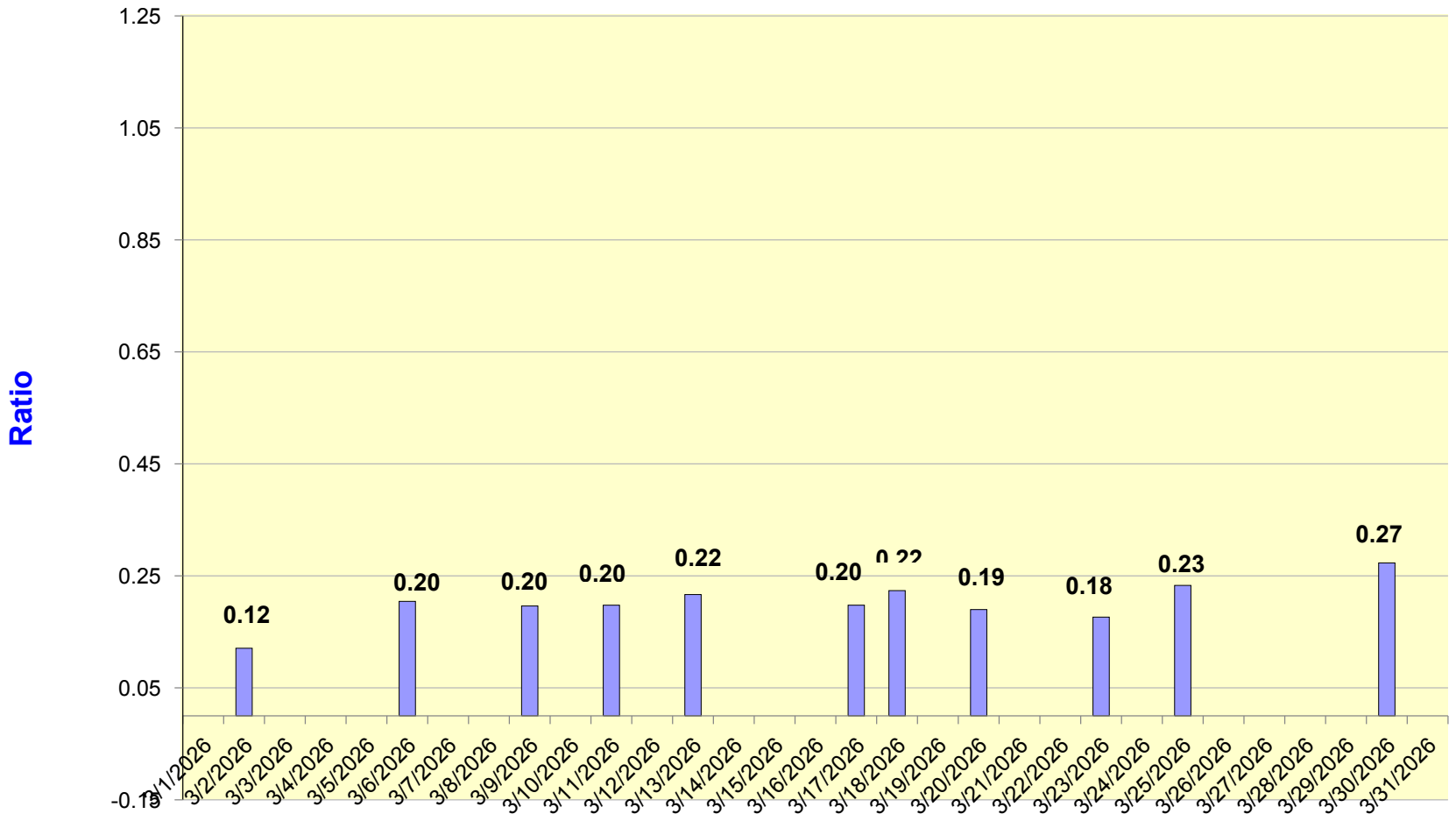
### MLSS Concentration



# Mean Cell Residence Time



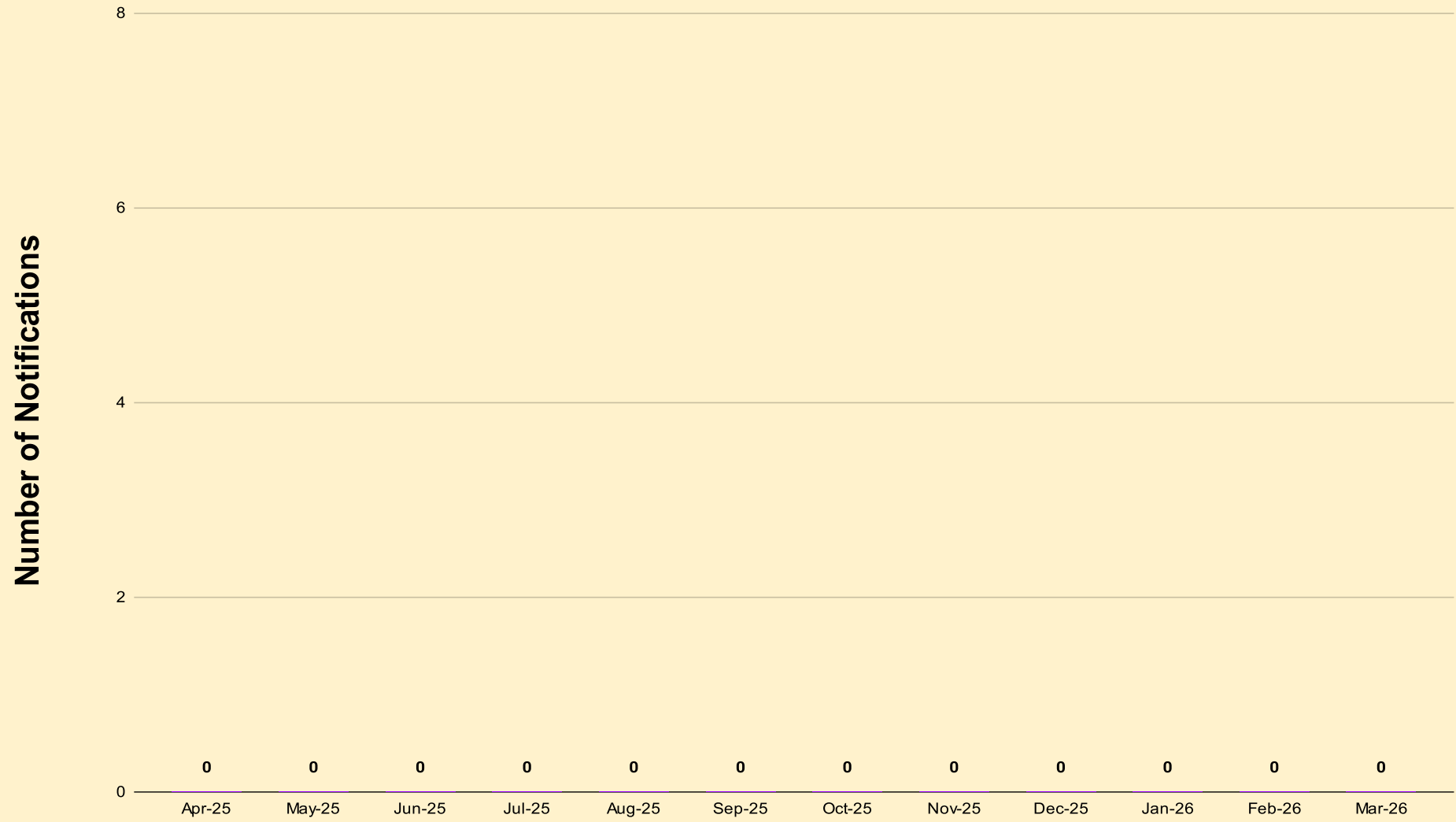
### Food : Microorganism (F/M Ratio)



Process Control Data								
Date	Influent Flow MGD	Settleability ml/L	MLSS Concentration mg/L	MLSS Inventory lbs	F:M Ratio	MCRT days	SVI mL/gram	
3/1/2026	5.34							
3/2/2026	5.54	150	2,040	36,341	0.12	7.9	74	
3/3/2026	4.71							
3/4/2026	5.35							
3/5/2026	5.01							
3/6/2026	4.77	150	2,000	35,628	0.20	8.7	75	
3/7/2026	4.57							
3/8/2026	4.87							
3/9/2026	4.69	160	2,110	37,588	0.20	9.1	76	
3/10/2026	4.28							
3/11/2026	4.23	210	2,150	38,301	0.20	9.3	98	
3/12/2026	4.45							
3/13/2026	4.44	170	2,010	35,807	0.22	8.1	85	
3/14/2026	4.40							
3/15/2026	4.39							
3/16/2026	4.20							
3/17/2026	3.77		2,140	38,122	0.20	9.9		
3/18/2026	4.00	200	1,990	35,450	0.22	8.0	101	
3/19/2026	4.01							
3/20/2026	4.04	240	2,255	40,171	0.19	8.5	106	
3/21/2026	4.04							
3/22/2026	4.08							
3/23/2026	4.06	240	2,580	45,961	0.18	8.6	93	
3/24/2026	4.06							
3/25/2026	4.08	230	1,880	33,491	0.23	7.0	122	
3/26/2026	3.92							
3/27/2026	3.89							
3/28/2026	3.98							
3/29/2026	3.95							
3/30/2026	3.97	220	2,120	37,766	0.27	7.9	104	
3/31/2026	4.21							
Minimum	3.77	150	1,880	33,491	0.12	7.0	74	
Maximum	5.54	240	2,580	45,961	0.27	9.9	122	
Total	135.30				0.20			
Average	4.36	197	2,116	37,693	0.20	8.4	93	
NOTE:								

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

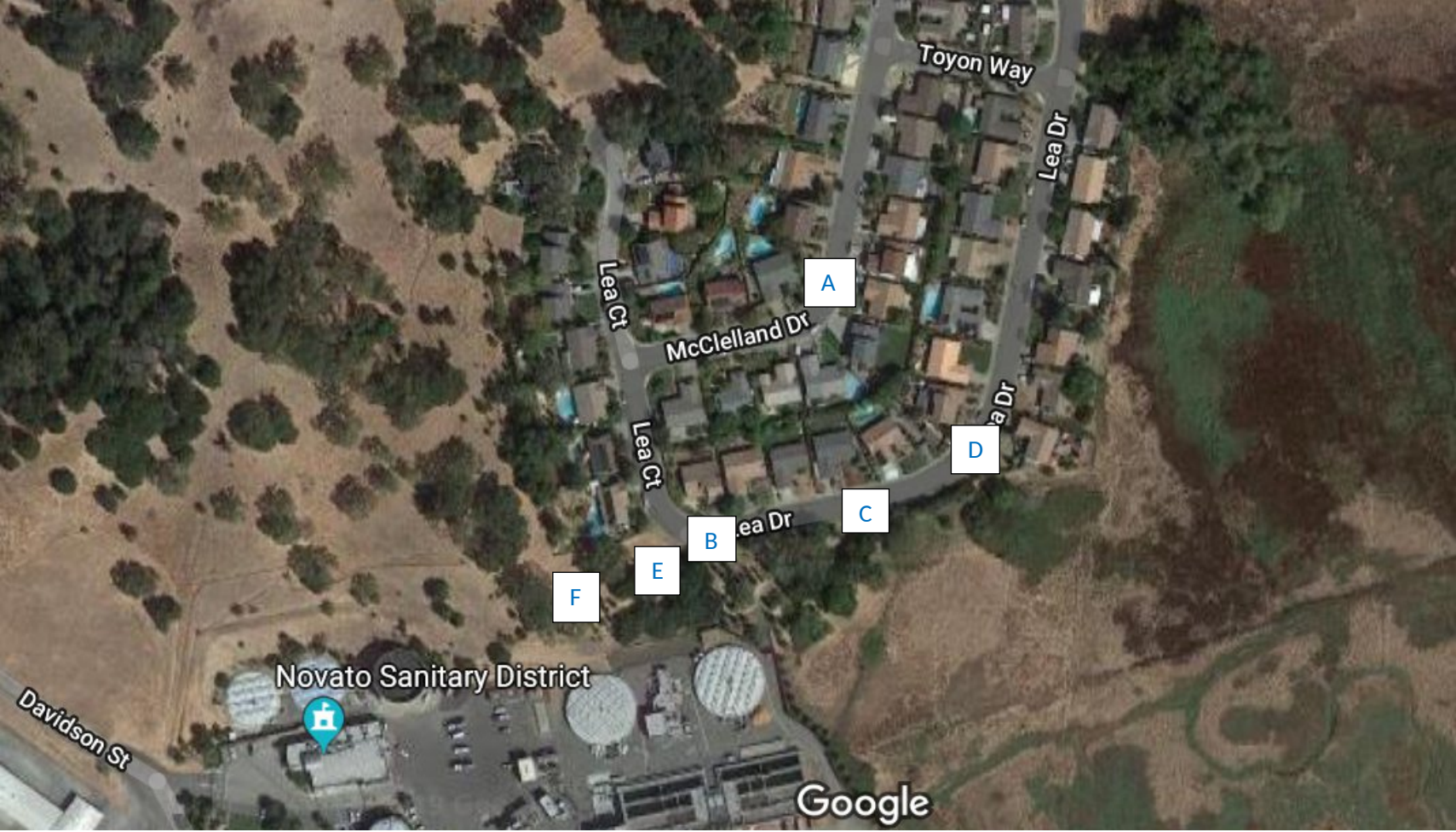
## Neighborhood Complaints Received



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

JEROME METER READINGS - March 2026				
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	0.000	0.000	Neighborhood
F: Lea 5	0.000	0.000	0.000	Neighborhood

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



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**March 2026**

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**1.0 Summary:**

1.1 During March 2026, the plant was in bay discharge mode so no treated effluent flowed from the treatment plant to the storage ponds at the Reclamation Facility.

**2.0 Ranch Operations:**

- 2.1 Drainage Pump Station #3 (DPS 3) pumped approximately 43.1 million gallons of stormwater and Drainage Pump Station 7 (DPS 7) pumped approximately 19.8 million gallons of stormwater in March 2026.
- 2.2 A contractor removed Pump 1 at DPS 3 for assessment and repairs on March 24<sup>th</sup>.

**3.0 Irrigation Parcels:**

3.1 There were no cows at the NSD reclamation facilities in March 2026.

**4.0 Irrigation Pump Station:**

- 4.1 Wildlife Pond fill pump operation was stopped in late August, and the Wildlife Pond level remains at 4.8 feet in March 2026.
- 4.2 The Reclamation Facility Monthly Statistics spreadsheet for March 2026 is attached.

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

5.1 A contractor visited Site 2 in March to collect biosolids samples from the DLD. The samples will be categorized for suitability for dewatering and/or land application.



**Contractor collecting biosolids in the DLD**

**NOVATO SANITARY DISTRICT**

**Reclamation Facility - Monthly Statistics/Estimates for Calendar Year 2026, as of March 31, 2026**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>													0.0	0
Plant flow to ponds (MG)	0.0	0.0	0.0										0.0	0
Irrigation (MG)	0.0	0.0	0.0										0.0	0
Irrigation Pump 1 Hours	0.0	0.0	0.0										0.0	0
Irrigation Pump 2 Hours	0.0	0.0	0.0										0.0	0
Irrigation Pump 3 Hours	0.0	0.0	0.0										0.0	0
Washdown Water Pump Hours	0.0	0.0	0.0										0.0	0
Wildlife Feed Pump Hours	0.0	0.0	0.0										0.0	0
Water Circulated through Wildlife Pond (MG)	0.0	0.0	0.0										0.0	0
Strainer No. 1 Hours	0.0	0.0	0.0										0.0	0
Strainer No. 2 Hours	0.0	0.0	0.0											
Pond 1 Gauge @ Beginning of Month (feet)	3.6	4	4.6											
Pond 1 Gauge @ End of Month (feet)	4	4.6	4.2											
Pond 1 Gallons Stored @ End of Month(MG)	28	33	30											
Pond 2 Gauge @ Beginning of Month (feet)	3.6	4	4.6											
Pond 2 Gauge @ End of Month (feet)	4	4.6	4.2											
Pond 2 Gallons Stored @ End of Month(MG)	36	44	38											
Total Irrigation Water Stored (MG), end of mo.	64	77	68											
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	281.4	233.7	0.0										515.1	42.9
Drainage Pump No. 2 Hours	0.0	88.6	143.8										232.4	19.4
Drainage Pump No. 3 Hours	421.7	122.5	0.0										544.2	45.4
Total Gallons Stormwater Pumped (MG)	210.9	133.4	43.1										387.5	32.3
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	59.9	6.5	0.0										66.4	5.5
Drainage Pump No. 2 Hours	13.8	67.9	44.0										125.7	10.5
Drainage Pump No. 3 Hours	0.0	147.6	0.0										147.6	12.3
Total Gallons Stormwater Pumped (MG)	33.2	99.9	19.8										152.9	12.7

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects: IT Strategic Plan Implementation (CMMS System), Account No. 72112.	<b>MEETING DATE:</b> April 13, 2026  <b>AGENDA ITEMS NO.:</b> 8.a.						
<b>RECOMMENDED ACTIONS:</b> <p>(i) Approve a contract with Trimble, Inc. for a new Computerized Maintenance Management System (CMMS) for an initial three-year term in a not-to-exceed amount of \$97,650 (at \$32,550/year), subject to allocation of funds each fiscal year, and authorize the General Manager-Chief Engineer to execute it, and</p> <p>(ii) Approve a contract with Centricity GIS, LLC in a not-to-exceed amount of \$144,900 in one-time costs for implementation of the CMMS system, and authorize the General Manager-Chief Engineer to execute it.</p>							
<b>SUMMARY AND DISCUSSION:</b> <p>Following a competitive selection process, staff recommends the Unity Maintain© software system by Trimble, Inc., with implementation services performed by Centricity GIS, LLC to meet the District's Computerized Maintenance Management System (CMMS) needs.</p> <p>The proposed system will provide an integrated set of functionalities including inventory, asset management, maintenance work order management, and inspection, while streamlining processes through automation and workflow, and integrating these functions into a mobile enabled Geographic Information (GIS) interface. The system will more efficiently meet the functional asset management and maintenance needs of Collection, Pump Stations/Force Mains, Fleet and Building Maintenance all within one contemporary cloud hosted and GIS/ESRI based interface. Also, if approved, the District will acquire the system under an industry standard annual Software-as-a-Service (SaaS) fee model, which provisions periodic updates to the system at no additional costs.</p> <p>The Unity Maintain© system will replace maintenance work order processes that are currently spread between more than one software system and others that are paper based and are not tracked centrally or digitally. This often leads to lost time and inefficient scheduling and implementation of work orders across the collection system. Legacy systems that will be replaced entirely include JOB Cal Plus for a savings of \$1,789/year; and RedZone Robotics ICOM3/Integrity for a cost savings of \$15,000/year. Both systems are outdated and inefficient for the District's needs.</p> <p>Services that will be provided by Centricity GIS, LLC include software installation, process discovery, training, project management, interface development, data conversion, maintenance, and support.</p> <p>If approved, the initial term of the agreement with Trimble, Inc. will be for three (3) years, after which the agreement will renew for successive one-year terms unless the District terminates the agreement or provides notice that funds have not been allocated for the expenditure. The cost of the system and its implementation are summarized below:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-left: 20px;">1. SaaS Fee (Trimble, Inc.):</td> <td style="text-align: right;">\$97,650 (initial 3-year term at \$32,550/year)</td> </tr> <tr> <td style="padding-left: 20px;">2. <u>Implementation (Centricity GIS, LLC):</u></td> <td style="text-align: right;"><u>\$144,900</u></td> </tr> <tr> <td style="padding-left: 40px;"><b>Total Cost of Initial 3-Year Term:</b></td> <td style="text-align: right;"><b>\$242,550</b></td> </tr> </table>		1. SaaS Fee (Trimble, Inc.):	\$97,650 (initial 3-year term at \$32,550/year)	2. <u>Implementation (Centricity GIS, LLC):</u>	<u>\$144,900</u>	<b>Total Cost of Initial 3-Year Term:</b>	<b>\$242,550</b>
1. SaaS Fee (Trimble, Inc.):	\$97,650 (initial 3-year term at \$32,550/year)						
2. <u>Implementation (Centricity GIS, LLC):</u>	<u>\$144,900</u>						
<b>Total Cost of Initial 3-Year Term:</b>	<b>\$242,550</b>						
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Facilities) and Goal 3 (Organizational Excellence) of the latest Strategic Plan.							
<b>BUDGET INFORMATION:</b> One-time costs of this contract will be funded under Account No. 72112, and annual costs will be funded under Account No. 60091.							
<b>Prepared by:</b> ep	<b>Reviewed by General Manager:</b> SSK						

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Capital Projects Update, March 2026.

**MEETING DATE:** April 13, 2026

**AGENDA ITEM NO:** 8.b.

**RECOMMENDED ACTIONS:** Receive Capital Projects Update Report through March 2026 – information only.

## **SUMMARY AND DISCUSSION:**

The March 2026 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.

**ATTACHMENTS:** 1. Capital Projects Update, March 2026.

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

**Prepared by:** eb

**Reviewed by General Manager:** SSK

**Novato Sanitary District  
Capital Improvement Program (CIP)  
Capital Projects Update  
March 2026**

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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
  - District staff are finalizing a secure infrastructure management solution.
  - Next steps include quality assurance, signoffs, and a transition to the new environment.
  - Expected Go-Live before mid-year.
2. Cybersecurity & Infrastructure Modernization:
  - Over the last several months, a series of critical infrastructure refreshes were successfully completed. These include reinforcing the District's network defenses and modernizing workplace hardware.
  - The District continues to maintain a forward-looking posture around our security and technology strategy to stay ahead of the evolving threat landscape.
3. Enterprise Resource Planning (ERP) Software:
  - District staff and the ERP vendor continue to work closely on alignment, scoping and timelines as the project moves forward.
4. Computerized Maintenance Management System (CMMS) Software:
  - A request to approve a contract for a new CMMS system is presented as a separate agenda item.

**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. Staff and the District's Consultant are working with the Contractor to close out the remaining 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.
  - Demolition work commenced in March.
  - Submittal review is ongoing.
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.
  - The agreement for Phase 2 design was executed in February and the design is proceeding.
4. Bahia Pump Station Upgrades: The initial project consists of a scoping study and preliminary design for pump station upgrades.
  - 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.
  - The Final Technical Memorandum and Condition Assessment Report was received in March.
  - Staff have received and are evaluating a proposal for final design.
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 Board authorized the General Manager-Chief Engineer to award and execute a contract for Force Main Inspection Services at its February 9 regular meeting. Staff are working with the Contractor to finalize the contract and anticipate holding a kickoff meeting in April.

- Staff are also negotiating a contract with our consultant to develop the scope and bidding documents for the next phase of assessments.
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.

- NBWRA is proposing an update to the MOU between member agencies. Staff received a draft in March and are currently reviewing.

**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 and further condition assessments.
2. **Novato Blvd Trunk Sewer Improvements:** Installation of new parallel trunk sewer in Novato Blvd. from Grant Avenue to Diablo Avenue.
  - The District's Consultant completed the plans and specifications in February, and the Board authorized the Deputy General Manager to approve the City of Novato's contract bid documents, which include the District's Trunk Sewer Improvements at their March regular meeting.
  - It is anticipated that the project will be let to bid in April and construction on the new sewer will commence in summer, 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 has completed the permit application package with Caltrans for the three crossings. The application is currently under review and the Consultant continues to respond to Caltrans staff questions.
  - Consultant is working on the SMART Rail license agreement application for the three crossings.
  - Estimated advertisement for bids, Spring of 2027.
4. **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 Bel Marin Keys Blvd.
  - Additional survey work downstream of the project limits to verify pipe sizes was performed in September. The remaining pipes to be verified were completed in March.
  - 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.
5. **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.
    - The Board granted Final Acceptance of the Project and authorized staff to file a Notice of Completion at their February regular meeting.

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

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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 March 31, eight (8) grants totaling \$21,750 were 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.
- Recent communications with Army Corps staff in February revealed that Phase 2 has been on hold since October, 2025. Army Corps staff anticipated reinitiating design work in the coming months.

#### **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.

- The Board authorized awarding a contract for Phase I Progressive Design-Build Services at its November 2025 meeting.
- Staff, in consultation with outside counsel, have completed contract negotiations with the Contractor, and anticipate executing the agreement in early April with a kickoff meeting to follow in late April.
- Staff continue to explore funding options including a loan from the US EPA's Water Infrastructure Finance and Innovation Act (WIFIA) program and the Clean Water State Revolving Fund.

#### **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 UPCAA staff report.

- The Board granted final acceptance of the Storage Pond No. 2 Levee Repair Project and authorized staff to file a Notice of Completion at their September, 2025 regular meeting.
- 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. Work on the preliminary design continues.

#### **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

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approved to date for FY 25-26:

• Influent Pump #4 Rebuild*-	\$2,884
• RAS Pump #1 Replacement-	\$45,823
• Ignacio Channel Grinder Replacement	\$60,754
• Utility Water Pump #3 Rebuild	\$37,565
• Influent Pump #4 Purchase	<u>\$108,975</u>
<b>FY 25/26 Total to Date:</b>	<b>\$256,001</b>

\*Superseded by Pump #4 Purchase. Crane rental for removal of pump charged to this work authorization.

**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 granted final approval and authorized staff to file a Notice of Completion at their February regular meeting.

**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 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 Board granted final acceptance of the Admin. Building Roof and HVAC Replacement Project and authorized staff to file a Notice of Completion at its November, 2025 meeting.

**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 July 2025. There are no outstanding items and the Project has been closed out.
- Secondary Clarifier No. 2 Coating: Staff are working with Veolia to obtain quotes for coating the metal work of Secondary Clarifier No. 2 in summer, 2026.

**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 has been reviewed by staff.
  - Staff are evaluating the recommendations and prioritizing projects for integration into the capital improvement plan.
2. **Final Digested Sludge and Decant Pipeline Major Repairs:** 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 Consultant conducted field verifications in March. Completion of the study is anticipated Q4 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 2025, 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. Recent conversations with Marin County staff revealed that the effort had been put on hold, but is restarting in early 2026.

**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: Administration: Update to Personnel Rules, Leave Bank Program</b>	<b>MEETING DATE: April 13, 2026</b>  <b>AGENDA ITEM NO.: 9.a.</b>
<b>RECOMMENDED ACTION(S):</b> Approve an amendment to the District’s Personnel Rules and Regulations adding Section 14.14, authorizing the establishment of a Leave Bank Program.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District’s Personnel Rules and Regulations (Personnel Rules) establish the District’s leave structure, including sick leave and medical leave.</p> <p>Staff has been evaluating whether District employees would benefit from a formal donated leave/leave bank framework to support employees who experience events resulting in extended or multiple leaves of absence that deplete accrued paid time off. District staff researched similar programs at other agencies and determined that, while these programs share some similar features, they are highly customized to the practices and procedures of each employer.</p> <p>For these reasons, staff recommends that the Board authorize the establishment of a Leave Bank Program by adding a new section to Article 14 (Leaves) of the Personnel Rules. The General Manager-Chief Engineer would then have the flexibility to establish the program through administrative policy within the framework set by proposed Section 14.14 of the Personnel Rules.</p> <p>Staff recommends that the Board approve, by motion, an amendment to the Personnel Rules and Regulations adding proposed Section 14.14 to authorize the establishment of a Leave Bank Program.</p>	
<b>ATTACHMENTS:</b> 1. Attachment A: Novato Sanitary District - Personnel Rules and Regulations, Proposed Section 14.14.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Organizational Excellence) of the latest Strategic Plan.	
<b>Prepared by:</b> rh	<b>Reviewed by General Manager:</b> SSK

## ATTACHMENT A

### Novato Sanitary District Personnel Rules and Regulations

#### **14.14 LEAVE BANK PROGRAM**

The District may establish a Leave Bank Program under which eligible employees may voluntarily donate accrued leave for use by other eligible employees who have exhausted their own paid leave and have an approved absence qualifying for use of sick leave under these Rules; provided that participation is voluntary, donated leave may be used only for purposes authorized for sick leave, and no vested right to receive donated leave is created. The Manager-Engineer is authorized to adopt and administer written administrative policies and procedures governing the program, consistent with these Rules and applicable law, and the District reserves the right to modify, suspend, or discontinue the program at any time.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Update to Board Policy No. 4100 - Compensation, Meetings and Travel Policy.</b>	<b>MEETING DATE: April 13, 2026</b>  <b>AGENDA ITEM NO.: 9.b.</b>
<b>RECOMMENDED ACTION(S):</b> Receive report and provide direction on update to Board Policy No. 4100, Compensation, Meetings, and Travel.	
<b>SUMMARY AND DISCUSSION:</b> <p>Board Policy No. 4100 (Policy) governs Board compensation, qualifying meetings and events, and travel and reimbursement. The Policy, provided as Attachment A, was last revised in 2016.</p> <p>Staff performed an initial review based on current practices, legal requirements, and peer-agency norms. This review was prompted by questions raised at the Board’s prior meeting regarding the requirements for overnight travel and lodging related to official District business, and staff now seeks direction on possible revisions and updates to the policy, which would be brought back to the Board at a future meeting. Additionally, given recent actions by peer agencies on elected officials’ compensation for attendance at qualifying meetings and events, staff also reviewed compensation levels for District Board Member attendance at such meetings and events.</p> <p><u>Travel and Reimbursement.</u> The Policy includes detailed provisions addressing authorization and approval of travel; use of the least expensive available lodging rates; use of government or conference group rates when available; and reimbursement procedures.</p> <p><u>Overnight Lodging.</u> The Policy does not include an explicit standard addressing when an overnight stay is appropriate, such as a distance threshold, time-of-day criteria, or an express “overnight necessity” standard. A survey of travel and reimbursement policies of peer agencies, summarized in Attachment B, found the following:</p> <ul style="list-style-type: none"> <li>• Many policies articulate an explicit rather than implicit eligibility standard for overnight lodging.</li> <li>• Among local districts, most use a reasonableness or overnight-necessity standard.</li> </ul> <p><u>Board Compensation.</u> The Sanitary District Act of 1923 authorizes the Board to establish Board Member compensation on a per-day basis, up to six days per month. The Board’s current \$225 per-day compensation amount is set by Ordinance No. 104 – An Ordinance Adjusting Compensation for Board of Directors of the Novato Sanitary District, adopted April 2005.</p> <p><u>Qualifying Meetings and Events.</u> Within a framework provided by Government Code Section 53232, et seq., the Board has discretion as to which types of meetings and events are compensable, which is currently effected in Section 4100.3 of the Policy.</p> <p><u>Compensation Adjustment.</u> Water Code Section 20200, et seq., authorizes the Board to increase its per-day compensation in an amount not to exceed 5% for each calendar year following the operative date of the last adjustment. Any compensation increase requires the adoption of an ordinance after a public hearing noticed by publication. Since the Board’s last adjustment occurred in 2005, applicable law authorizes an increase of up to 100% of the current amount (5% per year x 20 years since 2005).</p> <p>Attachment B provides the current compensation amounts and date of last adjustment of the surveyed agencies. For context, the District uses 5% tolerance level when evaluating District employee compensation amounts in comparison with “market” benchmarks derived from the mean or median of compensation survey results. Staff recommends that the Board provide direction on updates to the “Overnight Lodging” and “Qualifying Meeting and Events Compensation” policies, as desired.</p>	
<b>ATTACHMENTS:</b> 1. Attachment A: Board Policy No. 4100, Compensation, Travel, and Reimbursement. 2. Attachment B: Summary of Compensation, Travel, and Reimbursement Policy - Survey of Peer Agencies.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Organizational Excellence) of the latest Strategic Plan.	
<b>Prepared by:</b> rh	<b>Reviewed by General Manager:</b> SSK

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# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Compensation, Meetings, and Travel  
**POLICY NUMBER:** 4100

**4100.1** The purpose of this policy is to prescribe the manner in which Novato Sanitary District Directors and employees may be compensated while conducting District related business. The District is committed to wise and prudent use of its entrusted public funds, to conserve District resources, and to keep expenses within community standards. This policy applies to all District Directors and employees. Directors and employees shall only be compensated for performance of official duties, including (but not limited to) attending conferences, seminars, and meetings.

**4100.2 Documentation Requirements and Responsibility:** All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts for preapproved events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense.

Individuals are responsible for maintaining and submitting a record of all expenses incurred on behalf of the District and for documenting said costs by receipts. The Administrative Secretary shall provide and receive expense claims, classify the expenses, verify travel authorization, and verify the completeness and accuracy of the amount claimed. The District General Manager, or his or her designee, is responsible for authorizing expense claims for District staff. The District General Manager, or his or her designee, is responsible for presenting claims from Directors for authorization of payment by the District Board President.

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

**4100.3 Director Compensation:** Directors are eligible to receive compensation for the following:

- a. Meetings of the legislative body (Board meetings).
- b. Meetings of District Standing Committees and Regular Committees
- c. Meetings of Ad Hoc Committees as assigned by the Board President.
- d. Other District-business-related activities pre-approved by the Board.

**4100.4 "Per Diem" Allowance for Meals (including room service) and Incidental Expenses:** The District shall follow the Internal Revenue Service (IRS) Guidelines and reimburse meal and incidental expenses up to the US General Service Administration (GSA) per diem allowance rates for the location of the event, net of any event provided meals, while traveling on District business.

4100 – 1  
Adopted 04/04/2016

**4100.5 Lodging Expenses:** Whenever possible, lodging reservations shall be arranged through the District at the least expensive available rate. Government or group rates shall be used when offered. Lodging costs shall not exceed the maximum group rate published by the event sponsor, provided that such rate is available at the time of booking. If the published rates are not available, reimbursement shall be for lodging expenses incurred at a lodging establishment of comparable quality and cost to the event establishments. If, due to lack of advance notice or other extenuating circumstances, the District cannot arrange lodging, any lodging expenses incurred shall be governed by this section 4100.5.

**4100.6 Transportation (General):** Reasonable efforts shall be made to ensure that the most economical (cost-effective and time-efficient) mode and class of transportation is used, considering the possibility of car-pooling and ride sharing (particularly for out-of-town car rentals or taxis) compared to other forms of transit.

**4100.8 Personal Vehicle Travel:** Reimbursement shall be at the IRS Mileage Rate. For travel by personal vehicle in lieu of air flight(s), reimbursement for use of personal vehicle shall be the lower of the equivalent value of the lowest airfare, or the IRS Mileage Rate.

**4100.9 Car Rental:** Reimbursement shall be for the expense of car rental, so long as such rental rate is at the least expensive available rate for mid-size or smaller vehicle.

**4100.10 Air Travel:** Directors and employees shall be reimbursed for the expense of a roundtrip airplane ticket, as long as such ticket reserves a seat in the least expensive class of seating provided by the airline (i.e. economy class or open-seating) available at the time of booking the reservation. The District will reimburse the cost of one checked baggage item per flight.

**4100.11 Taxis, Shuttles, Transit, Parking and Bridge Tolls:** Reasonable efforts shall be made to obtain the most economical transportation and parking rates. Expenses for these items shall be reimbursed at cost. Use of features such as valet parking is discouraged and may not be reimbursable unless deemed unavoidable.

**4100.112 Seminar/Meeting Registration Fees:** shall be paid by the District as applicable.

**4100.13 Other Expenses:** All other actual and necessary expenses incurred on District related business not described in this Policy shall be approved by the Board of Directors in a public meeting.

**4100.14 Prohibited Expenses:** The District will not pay for the following expenses:

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

**4100.15 District Booking for Spouse or Companion:** District staff may on occasion book reservations for the spouse or companion of an employee or Director who is traveling on District business for the convenience of the employee or Director. All costs associated with any such booking for a spouse or companion shall be assumed by the employee or Director and to the extent any booking cost or deposit is paid by the District, the employee or

Director shall immediately reimburse the District. In no event shall the reimbursement occur more than seven (7) days after the District's payment of the booking or deposit.

**4100.16 Brief Report to Legislative Body:** Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors. Such reports may be verbal or in writing.

**4100.17** This policy shall be consistent with state law (AB 1234 – Ethics Training) and comply with state law as it changes from time to time.

**ATTACHMENT B**  
**Summary Survey of Peer Agencies<sup>1</sup>**

<b>Agency</b>	<b>Standard for authorized overnight lodging</b>	<b>Compensation Amount<sup>2</sup></b>	<b>Last Increase Date</b>
<b>Novato Sanitary District</b>	Policy governs rates, booking, and approvals; does not state when overnight lodging is authorized.	\$225 per meeting	Increase adopted February 14, 2005; effective April 15, 2005
<b>Central Marin Sanitation Agency</b>	Necessity / reasonableness standard only; no distance threshold.	\$250 per day	Increase adopted Nov. 13, 2025; effective Dec. 13, 2025
<b>Fairfield–Suisun Sewer District</b>	Necessary for pre-arranged Board attendance and either: 1. Meeting is 40 miles or more from District offices; or 2: Early or late attendance is required and approved by the General Manager.	\$182.72 per day	CPI formula previously adopted; increase effective July 1, 2025
<b>Las Gallinas Valley Sanitary District</b>	Necessity / reasonableness standard only; no distance threshold.	\$300 per meeting	Increase adopted Oct. 16, 2025; effective Jan. 1, 2026
<b>Marin Municipal Water District</b>	Lodging authorized for conferences and organized educational activities; no distance threshold.	\$250 per day	Increase adopted Nov. 21, 2024; effective January 20, 2025.
<b>North Marin Water District</b>	Overnight lodging authorized for meetings outside Marin or Sonoma Counties.	\$291 per day	CPI formula previously adopted; increase effective Jan. 20, 2020
<b>Ross Valley Sanitary District</b>	Necessity standard only; no distance threshold.	\$314 per event	2017 when CPI formula discontinued
<b>Sausalito–Marin City Sanitary District</b>	Distance and duration considered under a reasonableness standard; no distance threshold specified.	\$200 per day of service	Unclear, but after January 2025
<b>West County Wastewater District</b>	Necessity / reasonableness standard only; no distance threshold.	\$400 per meeting	Increase adopted April 16, 2025, effective June 15, 2025

<sup>1</sup> Survey list is based, in part, on list of comparable agencies used in recent District employee compensation studies and were limited to those with available data for both survey parts. Additional wastewater agencies in Marin County were also included in survey.

<sup>2</sup> For context, the District uses 5% tolerance level when evaluating District employee compensation amounts in comparison with “market” benchmarks derived from the mean or median of compensation survey results.

## Examples of Distance Criteria in Overnight Lodging Policies

The specific policy provisions of three of the agencies surveyed that reference distance, as well as that of the State of California, are provided below. The examples illustrate three ways distance can be used as a factor or threshold for overnight lodging authorization:

1. As a factor within a reasonableness determination (SMCSD);
2. As a bright-line eligibility rule (NMWD; CalHR), or
3. As a bright line eligibility rule paired with a reasonableness exception (FSSD)

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### **Distance as Reasonableness Factor:**

#### *Sausalito–Marin City Sanitary District*

“Lodging expenses are reimbursable only when the travel requires an overnight stay of sufficient distance or duration that return on the same day is unreasonable.”

SMCSD references distance but does not establish a mileage or geographic cutoff. Distance is paired with duration as part of a reasonableness analysis, and eligibility depends on whether same-day return is unreasonable under the circumstances.

### **County Boundary Threshold:**

#### *North Marin Water District*

“When a Director is authorized by prior approval of the Board to attend a meeting out of the immediate area (beyond Marin or Sonoma Counties), the Director may request reimbursement of actual and necessary expenses for travel, meals, lodging and meeting registration....”

NMWD uses an explicit geographic threshold to determine when overnight lodging may be reimbursed. Under this approach, lodging eligibility is conditioned on travel outside specified counties.

### **Distance Based:**

#### *State of California (CalHR)*

“An employee may be reimbursed for lodging expenses when the employee is required to travel at least 50 miles from both the employee’s headquarters and residence.”

The State uses a fixed mileage threshold as a condition of lodging eligibility.

### **Distance Based With Exception:**

#### *Fairfield–Suisun Sewer District*

“Lodging is considered necessary when ... the meeting is 40 miles or farther from the District offices.

Lodging may also be authorized for meetings closer than 40 miles where early or late attendance or other reasonable circumstances make same-day travel impractical.”

FSSD authorizes overnight lodging using a distance threshold of 40 miles. However, this is not a hard rule, and overnight travel may be approved by the General Manager when early or late attendance or other circumstances make same-day travel impractical.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> North Bay Watershed Association Conference, April 2026.	<b>MEETING DATE:</b> April 13, 2026 <b>AGENDA ITEM NO.:</b> 10.a.
<b>RECOMMENDED ACTION(S):</b> Receive report: North Bay Watershed Association (NBWA) Conference, April 2026 – <u>information only</u> .	
<b>SUMMARY AND DISCUSSION:</b>  The North Bay Watershed Association (NBWA) Board of Directors Conference was held on April 9, 2026. Board member Mariani attended in her capacity as District representative; she is also the President of the NBWA Board of Directors.	
<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