



**REGULAR MEETING AGENDA
VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
6:00 P.M. – CITY COUNCIL CHAMBERS
555 SANTA CLARA STREET, VALLEJO CA 94590
NOVEMBER 1, 2016**

Board of Trustees
Osby Davis, President
Rozzana Verder-Aliga – Vice-President
Pippin Dew-Costa
Erin Hannigan
Jess Malgapo
Robert H. McConnell
Katy Miessner
Bob Sampayan

District Manager
Melissa Morton

Notice: Members of the public shall have the opportunity to address the Board concerning any item listed on this notice before or during consideration of that item. No other items may be discussed during this meeting.

The City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the District Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the District Clerk's office no less than 48 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. Please contact our office at (707) 644-8949.

Any writings or documents related to an agenda item for the open session of this meeting are available for public inspection during normal business hours at the front counter of the District office, located at 450 Ryder Street.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PRESENTATIONS AND COMMENDATIONS**
 - A. NEW STAFF INTRODUCTIONS
5. **COMMENTS ON CONSENT CALENDAR BY MEMBERS OF THE PUBLIC**

*Members of the public wishing to address the Board on Consent Calendar Items are requested to submit a completed speaker card to the District Clerk. Each speaker is limited to **five minutes**. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Board of Trustees. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

6. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

All matters are approved under one motion unless requested to be removed for discussion by the Board, District Manager, or requested for removal by a member of the public, which requires approval by a majority vote of the Board.

- A. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF OCTOBER 11, 2016

PROPOSED ACTION

Approve the minutes from the regular meeting of October 11, 2016.

- B. APPROVAL OF THE DISBURSEMENTS REGISTER FOR OCTOBER 11, 2016

PROPOSED ACTION

Adopt a resolution approving the Disbursements Register for October 11, 2016.

- C. QUARTERLY INVESTMENT REPORT

PROPOSED ACTION

Adopt a resolution approving the quarterly Investment Report for the quarter ending September 30, 2016.

7. PUBLIC HEARING

- A. AMENDMENTS TO ORDINANCE NO. 2016-70A.1 (SANITARY SEWER CONNECTION FEE ORDINANCE)

PROPOSED ACTION

Conduct a public hearing to amend Ordinance No. 2016-70A.1 (Sanitary Sewer Connection Fee Ordinance) and hold the first reading of the Ordinance by title only.

- B. AMENDMENTS TO ORDINANCE NO. 2016-70B.1 (STORM DRAIN CONNECTION FEE ORDINANCE)

PROPOSED ACTION

Conduct a Public Hearing to amend Ordinance No. 2016-70B.1 (Storm Drain Connection Fee Ordinance) and hold the first reading of the Ordinance by title only.

- C. AMENDMENTS TO ORDINANCE NO. 2016-64A – SANITARY SEWER AND UPPER LATERAL USER FEES

PROPOSED ACTION

Conduct a public hearing to amend Ordinance No. 2016-64A to increase the annual registration (Section 9.A.) and per-load fees (Section 9.B.) and hold the first reading of the Ordinance by title only.

8. ADMINISTRATIVE ITEMS

- A. QUARTERLY UPDATE ON DISTRICT GOALS

PROPOSED ACTION

This report is for information only. No board action is required at this time.

9. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

10. DISTRICT MANAGER'S REPORT

11. DISTRICT COUNSEL'S REPORT

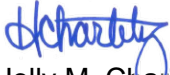
12. COMMUNITY FORUM

*Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Board to resolve, may step to the podium and state his/her name and address for the record. Pursuant to Vallejo Sanitation and Flood Control District Rules of Procedure, Community Forum is limited to 15 minutes, with each speaker limited to **three minutes**.*

13. REPORTS BY PRESIDING OFFICER AND TRUSTEES

14. CLOSED SESSION: *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.*

15. ADJOURNMENT



I, Holly M. Chaléty, District Clerk of Vallejo Sanitation and Flood Control District declare that the foregoing agenda for the November 1, 2016 Regular Meeting was posted and available for review by the required time as prescribed by law at the District office located at 450 Ryder Street, Vallejo, California. This agenda is also available on the District website at www.vsfcd.com.



REGULAR MEETING MINUTES
VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
6:00 P.M. – CITY COUNCIL CHAMBERS
555 SANTA CLARA STREET, VALLEJO CA 94590
OCTOBER 11, 2016

Board of Trustees
 Osby Davis, President
 Rozzana Verder-Aliga – Vice-President
 Pippin Dew-Costa
 Erin Hannigan
 Jess Malgapo
 Robert H. McConnell
 Katy Miessner
 Bob Sampayan

District Manager
 Melissa Morton

1. **CALL TO ORDER-** The regular meeting of the Vallejo Sanitation and Flood Control District was called to order at 6:08 PM with President Davis presiding.
2. **PLEDGE OF ALLEGIANCE-** The Pledge of Allegiance was recited.
3. **ROLL CALL-** On roll call present were: President Davis; Trustees Dew-Costa, Hannigan, Malgapo, McConnell, Miessner, Sampayan, and Verder-Aliga.

Others present were; Melissa Morton, District Manager; Holly Charléty, District Clerk; Shalon Edmondson, Office Assistant; Anna Barnett, Accounting Technician I; Chas Fadrigó, Accountant; Johnson Ho, Director of Plant Operations and Maintenance; Jennifer Kaiser, Community Outreach Coordinator; Mary Morris, Finance Director; Keith Sorsdal, Director of Safety and Risk Management; Dan Tafolla, Director of Environmental Services; Ken Taylor, Field Operations Superintendent; Mark Tomko, Director of Engineering; Gretchen Watkins, HR Administrator; and Gary Heppell, District Legal Counsel.

4. **PRESENTATIONS AND COMMENDATIONS**

- A. **NEW STAFF INTRODUCTIONS** – New employees Anna Barnett, Accounting Technician I; Shalon Edmondson, Office Assistant; and Mariah Wood, Office Assistant were introduced.

5. **COMMENTS ON CONSENT CALENDAR BY MEMBERS OF THE PUBLIC**

*Members of the public wishing to address the Board on Consent Calendar Items are requested to submit a completed speaker card to the District Clerk. Each speaker is limited to **five minutes**. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Board of Trustees. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

6. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

All matters are approved under one motion unless requested to be removed for discussion by the Board, District Manager, or requested for removal by a member of the public, which requires approval by a majority vote of the Board.

President Davis called for a motion to approve the Consent Calendar and Agenda, Trustee Verder-Aliga moved the item, excluding item 6D.

AYES: President Davis; Trustees Dew-Costa, Hannigan, Malgapo, McConnell, Miessner, Sampayan, and Verder-Aliga.
NOES: None
ABSENT: None
ABSTAIN: None

- A. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 13, 2016

PROPOSED ACTION

Approve the minutes from the regular meeting of September 13, 2016.

- B. APPROVAL OF THE DISBURSEMENTS REGISTER FOR OCTOBER 11, 2016

PROPOSED ACTION

Adopt a resolution approving the Disbursements Register for October 11, 2016.

[Resolution 2016-5787](#)

- C. AWARD OF CONTRACT FOR BONITA COURT SANITARY SEWER REPLACEMENT PROJECT, JOB NO. 107416

PROPOSED ACTION

Adopt a resolution awarding the construction contract for the Bonita Court Sanitary Sewer Replacement Project, to Pacific Trenchless, Inc. of Oakland based upon a bid of \$367,507 and authorizing the District Manager to execute the construction contract and change orders up to a total amount not to exceed \$422,633. [Resolution 2016-5788](#)

- D. APPROVAL OF AMENDMENTS TO ADOPTED RECORDS DISCLOSURE AND RETENTION POLICY AND RECORDS RETENTION SCHEDULE

PROPOSED ACTION

Adopt a resolution approving the revisions to the adopted Records Disclosure and Retention Policy and Records Retention Schedule. [Resolution 2016-5789](#)

[President Davis called for a motion to approve, Trustee Verder-Aliga moved the item.](#)

[AYES: President Davis; Trustees Dew-Costa, Hannigan, Malgapo, McConnell, Miessner, Sampayan, and Verder-Aliga.](#)

[NOES: None](#)

[ABSENT: None](#)

[ABSTAIN: None](#)

7. PUBLIC HEARING - None

8. ADMINISTRATIVE ITEMS

- A. STATUS REVIEW OF DISTRICT REBRANDING PROJECT

PROPOSED ACTION

Pass a motion providing direction to staff on next steps with new name, mission statement, elevator speech and slogan.

[President Davis called for a motion, Trustee Verder-Aliga moved a motion directing staff to proceed with the recommendations as presented: Name – Vallejo Flood and Wastewater District; Slogan – Wastewater. Stormwater. Floodwater; Mission Statement – Our mission is to make Vallejo a safe and healthy place to live and work. We do this by keeping the city's wastewater and stormwater free from pollution; Elevator Speech – We collect everything that goes down your drain or toilet. We treat it in our wastewater plant until it's clean. Then we release it into the Mare Island Strait. We also keep rainwater flowing into storm drains so](#)

it doesn't flood streets and buildings.

AYES: President Davis; Trustees Dew-Costa, Hannigan, Malgapo, McConnell, Miessner, Sampayan, and Verder-Aliga.

NOES: None

ABSENT: None

ABSTAIN: None

9. **APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES - None**

10. **DISTRICT MANAGER'S REPORT** – Melissa Morton, District Manager, provided an overview of her attendance and opposition at a Sacramento hearing for proposed ELAP certification changes which would at a minimum require the purchase of software in excess of \$100,000 and hiring an additional full time employee to manage the requirements.

11. **DISTRICT COUNSEL'S REPORT - None**

12. **COMMUNITY FORUM - None**

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13. **REPORTS BY PRESIDING OFFICER AND TRUSTEES - None**

14. **CLOSED SESSION:** *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection. - None*

15. **ADJOURNMENT – 6:34 PM**

This is to certify that the foregoing is the true and correct meeting minutes as approved by the Board of Trustees on November 1, 2016

RESOLUTION NUMBER 2016-**A RESOLUTION TO APPROVE THE DISBURSEMENTS REGISTER NOVEMBER 1, 2016**

BE IT RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District of Solano County, California as follows:

WHEREAS, the District maintains general checking to facilitate operating cash disbursements;

WHEREAS, general checking disbursements must be authorized by the Board of Trustees; and

WHEREAS, claims as enumerated on the attached Disbursements Register and for the respective amounts set opposite the name of each person or firm total \$1,277,542.68.

IT IS, THEREFORE, RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District that the Board approves the Disbursements Register for November 1st 2016; and

BE IT FURTHER RESOLVED, that all claims be paid.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 1st day of November, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and the Seal of said District this 1st day of November, 2016.

HOLLY M. CHARLETY
District Clerk

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: NOVEMBER 1, 2016

Ck Date	Ck No	Vendor Name	Amount	Description
9/28/2016	61014	ANDERS, THAD ERIC	3.36	REFUND: 6146 ASHWELL WAY
	61015	ANDRADE, AMY LORENZANA & CHRIS	15.74	REFUND: 745 ILLINOIS ST
	61016	ATLANTA MARRIOTT MARQUIS	1,209.00	T CHATMAN/CONF #97369718
	61017	BARNES, JEFFREY P & JUDY C	95.11	REFUND: 261 MISTRAL WAY
	61018	CELIA C RUIZ REVOCABLE TRUST	93.64	REFUND: 1407 EUCALYPTUS
	61019	CHAN, MING B & YUEN P	103.05	REFUND: 11 LA VUELTA ST
	61020	TERRY S CHATMAN	284.80	PER DIEM/AIRWATCH CONNECT
	61021	DELOSSANTOS, ELPIDIO & ELISA	93.40	REFUND: 1021 GREENMONT DR
	61022	DILLEY, DENNIS J & CHERITA	596.60	REFUND: 1233 MAPLE AVE
	61023	FERRAO, RICHARD & LYNN	18.94	REFUND: 281 BOLTON WAY
	61024	FRENCH III, WILLIAM C & STACIE	234.93	REFUND: 6150 ASHWELL WAY
	61025	FUERSTENBERG, DAVID J & M C	107.50	REFUND: 1109 FLAGSHIP DR
	61026	GO, NELSON T & BELINDA	11.14	REFUND: 9038 CAMBRIDGE
	61027	GREEN JR, SIDNEY	99.82	REFUND: 110 SUNSET AVE
	61028	HANSTEN JR, ROBERT E & D G	187.65	REFUND: 144 HILBORN ST
	61029	KOSTECKI-CSANYI, LYNN M	95.09	REFUND: 6736 SUNRIVER LN
	61030	LAU, CHI WAI	9.50	REFUND: 609 SHELDON AVE
	61031	MALDONADO, LUIS ANIVAL	400.00	REFUND: 395 COLLEGE AVE
	61032	MURRAY, DON J	112.25	REFUND: 18 ROMINE WAY
	61033	PLAGMAN, ERIC J	102.91	REFUND: 8360 BENNINGTON
	61034	RUTH CALLIHAN FAMILY TRUST	36.04	REFUND: 422 DIANA DR
	61035	SALAZAR, ROSALEE BEATRICE	207.73	REFUND: 117 BELLA VISTA
	61036	SHERME, PANKAJ & SUSHME	553.46	REFUND: 136 KATHY ELLEN
	61037	STIFLE, SHANE R	62.56	REFUND: 211 WEDGEWOOD CT
	61038	TONDA ROC FAMILY LLC	124.90	REFUND: 160 MARI CT
	61039	TRUJILLO, CHRISTOPHER A	8.03	REFUND: 240 SCENIC WAY
	61040	VALLEY FAMILY INVESTORS, LLC	208.85	REFUND: 1023 SHASTA ST
	61041	VANEK-CARRERA TRUST	393.54	REFUND: 1044 HEARTWOOD AV
	61042	YU, RAYMOND W & JOSEPHINE Y	54.33	REFUND: 1119 SYMPHONY WAY
	61043	CHRISTINA MARCH	4,320.00	REPLACEMENT - UPPER LAT
		Subtotal	9,843.87	
10/6/2016	61044	ABM BUILDING SOLUTIONS, LLC	35,920.17	DESIGN/BUILD LAB

Ck Date	Ck No	Vendor Name	Amount	Description
	61045	ACCOUNTING PRINCIPALS INC	1,862.44	TEMP SVCS W/E 9/11/16
	61046	ACCURATE AIR ENGINEERING INC	798.29	INLET HOSE
	61047	ASSOCIATED RIGHT OF WAY SERVICES	2,596.25	PROF SVCS 8/1/16-8/31/16
	61048	AT&T	119.90	8/27/16-9/26/16
	61049	AT&T MOBILITY	2,936.82	8/16/16-9/15/16
	61050	ARVO EDGAR BACKHOLM II	534.12	SINGLE STAGE PUMP REPAIR
	61051	BARBER SIGN CO	65.02	TRUCK STICKERS
	61052	BAY POWER LLC	7,213.00	TECH CONSULTING FEES
	61053	BAYSHORE BUILDING MATERIALS	510.59	BRUSHES/PAINT GUN
	61054	KEVIN J BOOK	170.00	CWEA TEST
	61055	HOWARD S. BOYT	106.80	TRI-STATE SEMINAR
	61056	CAL INC	25,960.00	ASBESTOS REMOVAL
	61057	CALPELRA	1,005.00	CALPELRA CONF/M MORRIS
	61058	CALPERS LONG-TERM CARE PROGRAM	213.49	PAYROLL SUMMARY
	61059	CALTEST LAB	1,342.35	TESTING SEMIANNUAL
	61060	CEM CORPORATION	12,504.83	SMART WWTP/SAMPLE PADS
	61061	CHARLES LOMELI, TAX COLLECTOR	604.34	ASSES.NO.0059-161-060-01
	61062	HOLLY M CHARLETY	258.80	NEW LAW/ELECTIONS
	61063	CINTAS CORPORATION NO 3	1,121.20	LAUNDRY SVC 9/8/16
	61064	CITY CLERKS ASSN OF CALIFORNIA	100.00	ATHENIAN DIAG/H CHARLETY
	61065	CITY OF VALLEJO PUBLIC WORKS DEPT	2,678.00	124 KENTUCKY ST
	61066	CITY OF VALLEJO WATER BILLING	506.78	SOLANO-STEWART
	61067	CLEAN HARBORS ENV SVCS INC	4,944.41	HYDROBLASTING
	61068	COMCAST	151.14	INTERNET/8155300241165646
	61069	CONCENTRA MEDICAL CENTERS	113.50	FIT FOR DUTY EXAM
	61070	CRESCO EQUIPMENT	346.68	ASPHALT ROLLER RENTAL
	61071	DANILO AND TERESITA CRUZ	2,630.00	REPLACEMENT - UPPER LAT
	61072	DELTA DENTAL PLAN	11,210.00	DENTAL PREMIUM/OCT 2016
	61073	DRS MARINE INC	3,413.20	RETENTION #01
	61074	FAVARO LAVEZZO & GILL	6,763.55	FEES/COSTS THRU 8/31/16
	61075	FOSTER LUMBER YARD	396.79	LUMBER SUPPLIES
	61076	GENERAL EQUIPMENT MAINT LLC	1,799.48	DIAGNOSE COOLANT LEAK
	61077	GHD INC	45,842.65	PROGRESS PAYMENT #10
	61078	WW GRAINGER	1,616.70	SHOP SUPPLIES
	61079	GRAYMONT WESTERN US INC	7,001.28	HIGH CALCIUM QUICKLIME
	61080	HADRONEX INC	360.00	3 SITE MONITOR REPAIRS
	61081	HARBOR FREIGHT TOOLS	152.06	POPOP CANOPY
	61082	HARRIS & ASSOCIATES	3,963.94	PROF SVCS JULY 2016
	61083	HELIX LABORATORIES INC	7,894.87	SULFADE CLEAR AIR
	61084	HOLIDAY INN EXPRESS & SUITES DEER P	4,153.50	ARVO BACKHOLM,ETC.

Ck Date	Ck No	Vendor Name	Amount	Description
	61086	HOME DEPOT CREDIT SERVICES	1,264.98	SHOP SUPPLIES
	61087	JERAD HOPE	534.12	SINGLE STAGE PUMP REPAIR
	61088	INDUSTRIAL SAFETY SUPPLY CORP	539.05	COMMUNICATION BRACKET
	61089	INFOSEND INC	150.00	PROGRAMMING FEE
	61090	JING JIANG	3,375.00	REPLACEMENT - UPPER LAT
	61091	JR'S ROAD SERVICE	1,520.52	HEAVY EQUIP REPAIR
	61092	KAISER PERMANENTE MEDICAL GROUP	455.00	PHYSICAL EXAM
	61093	JUSTIN J. KEATING	106.80	TRI-STATE SEMINAR
	61094	ERIC J. KERSTHOLD	534.12	SINGLE STAGE PUMP REPAIR
	61095	KIMBALL MIDWEST	2,626.13	RESTOCK SHOP CONSUMABLES
	61096	MARY M. AND BETTE BOCK	3,025.00	REPLACEMENT - UPPER LAT
	61097	MICHAEL A MILAN	250.00	DELIVERY SVC 7/21/16
	61098	CRAIG MOORE	255.00	CWEA MEMBERSHIP
	61099	MARY A MORRIS	654.72	CALPELRA CONFERENCE
	61100	MELISSA MORTON	115.00	ENGINEERS LICENSE
	61101	MOSCHETTI INC	90.00	COFFEE SVC
	61102	MOSS RUBBER AND EQUIPMENT CORP	1,628.07	HOSES
	61103	MUNICIPAL MAINTENANCE EQUIPMENT	11,556.70	PIPEHUNTER SKATE ASSEM
	61104	NAPA VALLEY PETROLEUM INC	128.82	DRUM-OPEN HEAD
	61105	NACWA	9,980.00	FY2017 MBRSHP DUES 44030
	61106	NATIONAL AUTO FLEET GROUP	65,401.66	VEHICLE
	61107	NEW PIG CORPORATION	1,032.15	SHOP SUPPLIES
	61108	ODELL AND LILLIE HURD	1,850.00	REPLACEMENT - UPPER LAT
	61109	PACIFIC GAS & ELECTRIC	9,444.40	8/18/16-9/18/16
	61110	PLATT ELECTRIC	2,607.49	SHOP SUPPLIES
	61111	PUBLIC UTILT & WATERWRKS MGMT INST	1,497.00	MGMT TRAINING/MEDINA
	61112	QUENVOLD'S SAFETY SHOE MOBILES	146.65	SAFETY SHOES
	61113	REGIONAL GOVERNMENT SVCS AUTHORITY	8,160.00	TEMP SVCS AUG 2016
	61114	RICOH USA, INC.	897.56	8/24/16-9/23/16
	61115	RMC WATER AND ENVIRONMENT	10,970.45	PROGRESS PAYMENT #03
	61116	SAN FRANCISCO ESTUARY INSTITUTE	13,828.00	PROF SVCS 1/1/17-12/31/17
	61117	SEAN SANCHEZ	106.80	TRI-STATE SEMINAR
	61118	SIEMENS INDUSTRY INC	2,296.37	SITRANS LUT400/SUNSHIELD
	61119	SUNGARD PUBLIC SECTOR INC	194.95	TRANS MGR JUL 2016
	61120	SYAR INDUSTRIES INC	528.86	HMA TYPE A/B
	61121	TELEPACIFIC COMMUNICATIONS	889.10	9/23/16-10/22/16
	61122	U.S. BANK - PARS ACCT#6746019200	6,295.33	PAYROLL SUMMARY
	61123	UNIVAR USA INC	11,747.29	SODIUM HYPO
	61124	US BANK CORPORATE PAYMENT SYSTEM	30,260.45	CREDIT CARD CHARGES
	61125	USABLUBOOK	33.44	LAB SUPPLIES

Ck Date	Ck No	Vendor Name	Amount	Description
	61126	VALCORE RECYCLING	500.00	STAFF TIME
	61127	VALLEJO FIRE EXTINGUISHER	66.88	FIRE EXT MAINT
	61128	VALLEY RUBBER & GASKET	2,558.31	FALL WINCH REPAIR
	61129	VWR SCIENTIFIC	1,117.05	BUFFER PH 10/4.01
	61130	WATER WORDS THAT WORK, LLC	1,225.00	BRANDING SERVICES
	61131	WEST YOST & ASSOCIATES	7,605.74	PROGRESS PAYMENT #04
	61132	NICHOLAS WILSON	106.80	TRI-STATE SEMINAR
		Subtotal	<u>422,038.70</u>	
10/13/2016	61133	A+ WATERWORKS	6,547.00	REPLACEMENT - LOWER LAT
	61134	ACCOUNTING PRINCIPALS INC	2,054.25	TEMP SVCS W/E 10/2/16
	61135	ALL-STAR RENTS	33.13	NAILER RENTAL
	61136	APPLIED PEST MANAGEMENT INC	100.00	PEST MGMT SEP 2016
	61137	ARVO EDGAR BACKHOLM II	177.00	ROOT CAUSE ANALYSIS TRN
	61138	BANK OF NEW YORK MELLON TRUST	53,034.46	2011 SERIES A BOND REPMT
	61139	BANK OF NEW YORK MELLON TRUST	687,401.43	2014 SERIES A BOND REPMT
	61140	BAYSHORE BUILDING MATERIALS	73.86	CONCRETE
	61141	BEARING ENGINEERING CO	217.94	V-BELT/PILLOW BLOCK
	61142	BEST WESTERN PLUS DELTA HOUSE	785.33	CONF#1725367844/MEDINA
	61143	BOCIAN, MAREK	95.46	REFUND: 95 DEL SUR ST
	61144	CALTEST LAB	2,502.15	TESTING TUBBS ISLAND SOIL
	61145	HOLLY M CHARLETY	282.80	CALPELRA ANNUAL CONF
	61146	CINTAS CORPORATION NO 3	700.90	LAUNDRY SVC 9/22/16
	61147	CITY OF VALLEJO PUBLIC WORKS DEPT	1,339.00	2601 SPRINGS RD
	61148	CITY OF VALLEJO WATER BILLING	402.85	701 CATALINA CIR
	61149	DALLAS/FORT WORTH AIRPORT MARRIOTT	2,873.12	CONF#89283855/BACKHOLM
	61150	JASON DE MARTINI	3,000.00	COMPUTER LOAN PROGRAM
	61151	DEPENDABLE JANITORIAL SVC & SUPPLY	3,515.00	JANITORIAL SVC SEP 2016
	61152	DOHERTY, JUDY	78.00	REFUND: 130 FLYING CLOUD
	61153	DOUBLE EAGLE PRIVATE SECURITY INC	8,680.00	SECURITY PATROL
	61154	SHALON H. EDMONDSON	324.64	CSDA BOARD SECRETARY CONF
	61155	EMBASSY SUITES MONTEREY HOTEL	497.44	CONF#86765384/EDMONDSON
	61156	FLOYD CORDOVA	2,100.00	REPLACEMENT - UPPER LAT
	61157	GENERAL EQUIPMENT MAINT LLC	1,326.60	EXHAUST REPAIR
	61158	GHD INC	28,944.00	PROGRESS PAYMENT #11
	61159	WW GRAINGER	2,874.52	GRINDER PUMP
	61160	GRAYMONT WESTERN US INC	6,993.45	HIGH CALCIUM QUICKLIME

Ck Date	Ck No	Vendor Name	Amount	Description
	61161	GUNSALUS, DANIEL TR	34.87	REFUND: 1335 DEL MAR AVE
	61162	GUTIERREZ, RICHARD & MARGARET	11.32	REFUND: 920 MINI DRIVE
	61163	HACH COMPANY	872.63	ENV SVCS SUPPLIES
	61164	JERAD HOPE	177.00	ROOT CAUSE ANALYSIS TRN
	61165	JR'S ROAD SERVICE	6,383.76	HEAVY EQUIP REPAIR
	61166	ERIC J. KERSTHOLD	177.00	ROOT CAUSE ANALYSIS TRN
	61167	MCMASTER-CARR SUPPLY COMPANY	109.22	FOPS SUPPLIES
	61168	MDH, INC	6.48	REFUND: 368 ALHAMBRA AVE
	61169	ANGEL A MEDINA	155.00	SUPV SKILLS TRNING
	61170	MICHAEL W. MOORE	570.00	LANDSCAPE MAINT OCT 2016
	61171	MOSCHETTI INC	99.00	COFFEE SVC
	61172	NAPA AUTO PARTS	196.29	AUTO PARTS
	61173	NAPA VALLEY PETROLEUM INC	21.73	PROPANE
	61174	NAPA-VALLEJO WASTE MANAGEMENT	3,331.30	C&D RECYCLING TONS
	61175	NEOPOST USA INC	180.32	INK CARTRIDGE
	61176	NEOPOST USA INC	270.16	10/1/16-10/31/16
	61177	PARK, JESSICA	190.16	REFUND: 161 EDMONT AVE
	61178	PLATT ELECTRIC	478.62	SHOP SUPPLIES
	61179	RAMOS OIL CO	1,661.24	MOBIL PEGASUS 805
	61180	SAND HILL LAW	3,065.77	SVCS THRU 9/30/16
	61181	SHOEMAKER, SCOT	96.72	REFUND: 1715 SONOMA BLVD
	61182	SOLANO COUNTY ASSESSOR/RECORDER	3,840.00	RELEASE UTILITY LIENS(320
	61183	JEFFERY R. TALIAFERRO	155.00	SUPV SKILLS TRNING
	61184	TANDOC, SALVADOR C & CANDACE Y	356.64	REFUND: 131 RON CT
	61185	UNIVAR USA INC	2,558.63	SODIUM HYPO
	61186	USABLUBOOK	86.21	LAB SUPPLIES
	61187	VISION SERVICE PLAN (CA)	3,431.97	VISION PREMIUM/OCT 2016
	61188	VWR SCIENTIFIC	188.74	LAB SUPPLIES
		Subtotal	<u>845,660.11</u>	
		Grand Total	<u><u>1,277,542.68</u></u>	



Consent Item No. 6C

BOARD COMMUNICATION**Date: November 1, 2016****TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES**
FROM: MELISSA MORTON, DISTRICT MANAGER *Melissa Morton*
MARY A. MORRIS, FINANCE DIRECTOR/TREASURER
SUBJECT: QUARTERLY INVESTMENT REPORT**BACKGROUND AND DISCUSSION**

The California Government Code, Section 53646, requires quarterly reporting of investments to the Board of Trustees. The composition of investments must conform to the District's investment policy adopted annually, and must be sufficiently liquid to meet cash flow needs for the next six months. The District adjusts its cash and investment book balances to reflect market value. The condensed investment information below meets applicable reporting requirements.

First quarter condensed investment information for September 30, 2016, is as follows:

Investment Type/Description	Shares/Units	Cost Basis	Market Value	% of
<u>Unrestricted Investments</u>				
U. S. Government Securities	20,500,000.00	\$ 20,498,500	\$ 20,494,915	55.18%
Corporate Bonds and Notes	5,695,000.00	4,155,678	1,621,406	4.37%
Corporate Certificates of Deposit	1,455,000.00	1,455,000	1,471,558	3.96%
Cash & Cash Equivalents	9,630,627.51	9,630,628	9,630,628	25.93%
	<u>37,280,627.51</u>	<u>35,739,805.39</u>	<u>33,218,506.51</u>	<u>89.44%</u>
<u>Restricted Funds</u>				
Debt Service Reserve Funds	3,921,795.98	3,921,796	3,921,796	10.56%
		<u>\$ 39,661,601</u>	<u>\$ 37,140,302</u>	<u>100.00%</u>

The portfolio is designed to provide *safety* through balance, diversification, credit worthiness, and volatility reduction; *liquidity* through short-term pools, callable governments, and investment laddering; and *rate of return* through callable governments, higher yielding corporate notes where safe, and higher yielding certificates of deposit. The portfolio incorporates the principles of the prudent investor standard and follows policy prepared in accordance with the requirements of the California Government Code. These requirements include public investing objectives, authorized investments, maturities, prohibited investments, reporting requirements, and Board approval.

Except for investments in Lehman, the District's investments consist of government investments, FDIC insured CD's, small par value corporates with strong credit worthiness, and liquid pools. The District will continue to hold its defaulted investments in Lehman until resolution of the bankruptcy case and final distribution to creditors. The investment strategy will continue to focus primarily on government investments, while maintaining a few small denomination corporates in investments with strong credit worthiness that are considered safe, and purchasing FDIC insured CD's for safety and higher yield. Investments are purchased based upon conformance with District policy, fit

within a portfolio plan, and broker offerings/recommendations. All investments within the portfolio meet/met the California Government Code requirements for credit quality, maturity dates, and bond class percentages at the time of purchase.

Investment maturities range from 2016 to 2021 for both government and corporate investments. The portfolio currently yields 1.35% on average for approximately 72 basis points above the Local Agency Investment Fund (LAIF) benchmark currently at 0.63%.

Lehman Update

The three Lehman bonds in the portfolio have a market value of \$335,598 or 1% of the unrestricted investment portfolio value. The District's original investments in Lehman bonds totaled \$4,445,000.00. The District has received a total of \$1,737,070.83 in Bankruptcy distributions, and may receive further principal distributions when funds owed to Lehman are collected by the bankruptcy trustee.

The lawsuit against Lehman's auditing/accounting firm in New York federal court has been settled, and the District received its share of the settlement, \$129,467.26, in May 2015.

RECOMMENDATION

Approve the quarterly Investment Report for the quarter ending September 30, 2016 as submitted.

ALTERNATIVES CONSIDERED

None

ENVIRONMENTAL REVIEW

None

FISCAL IMPACT

None

PROPOSED ACTION

Adopt a resolution approving the quarterly Investment Report for the quarter ending September 30, 2016.

DOCUMENTS ATTACHED

- A. Resolution
- B. Definition of Terms
- C. Schedule of Investments Held

CONTACT PERSON

Mary A. Morris, Finance Director/Treasurer, (707) 644-8949, ext. 221

RESOLUTION NUMBER 2016-

**A RESOLUTION TO APPROVE THE QUARTERLY INVESTMENT SCHEDULE
FOR THE QUARTER ENDING SEPTEMBER 30, 2016**

BE IT RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District of Solano County, California as follows:

WHEREAS, the California Government Code requires quarterly investment reporting to the Board of Trustees;

WHEREAS, investments individually and in the aggregate must conform to the requirements of the California Government Code and Generally Accepted Accounting Principles (GASB 31); and

WHEREAS, the Schedule of Investments submitted for the quarter ending September 30, 2016 meets these requirements.

IT IS, THEREFORE, RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District that the Board approves the quarterly Schedule of Investments for the quarter ended September 30, 2016 as submitted.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 1st day of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and the Seal of said District this 1st day of November, 2016.

HOLLY M. CHARLÉTY
District Clerk

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
QUARTERLY INVESTMENTS REPORT
SUPPLEMENTAL INFORMATION

PURPOSE OF REPORT

The main purpose of the quarterly Schedule of Investments report is to provide assurance that the reporting agency can meet its cash flow needs for the next six months.

DEFINITIONS

Adjusted Cost Basis – formerly known as book value, this amount is the original cost, plus or minus total amortization as of the date reported.

Amortization – amortization is a method of pro-ratably allocating premiums or discounts to expense or income, respectively, to achieve the effective yield-to-maturity.

Carrying Value – carrying value is the value at which the sum total of all securities held are shown in the books. Accounting principles require carrying securities in the books at fair value. Thus carrying value and fair value are one in the same.

Coupon Rate – the coupon rate is the interest rate established for a bond at the time of original issuance. This amount is fixed and cannot be changed.

Fair Value – fair value, formerly known as market value, is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

Original Cost – the actual amount paid for a security less purchased interest, if applicable.

Par Value – par value is the face value of a security, usually \$1,000 increments. Usually the par value of a bond is fixed and cannot be changed.

Premiums / Discounts – when buying bonds in the secondary market, meaning not at the time of original issuance, buyers purchase bonds at premium or discount to yield an effective interest rate consistent with current market conditions different than the coupon rate.

Unrealized Fair Value Inc (Dec) – fair values change from month to month with changing market conditions. These changes must be recorded in the books so that aggregate carrying value agrees with aggregate fair value. Only when securities are sold are gains and losses realized. Otherwise, changes in the fair value of securities and the corresponding entries recorded in the books are non-cash entries and are unrealized.

Vallejo Sanitation and Flood Control District
Schedule of Investments
As of September 30, 2016

Investment Type/Description	Yield %	Purchase Date	Maturity Date	CUSIP	Shares/Units	Cost Basis	Market Value	% of Portfolio
<u>Unrestricted Pooled Investments</u>								
<i>U. S. Government Securities</i>								
FFCB	1.420%	12/28/15	12/28/18	3133EFUE5	4,000,000	\$ 4,000,000	\$ 4,004,960	
FHLB	1.080%	06/13/13	06/13/18	313383A68	3,500,000	3,500,000	3,500,105	
FHLB	1.400%	12/28/15	12/28/18	3130A6V79	1,000,000	1,000,000	1,001,450	
FHLB	2.000%	12/30/15	12/30/20	3130A6Y43	1,000,000	1,000,000	1,001,800	
FHLMC	1.500%	06/23/16	06/23/20	3134G9SA6	3,000,000	3,000,000	3,005,880	
FHLMC	1.550%	08/25/16	08/25/21	3134GAAD6	2,000,000	2,000,000	1,991,320	
FNMA	1.000%	01/30/13	01/30/18	3136G1AZ2	2,000,000	1,998,500	2,000,140	
FNMA	1.500%	08/10/16	08/10/21	3136G3U45	2,000,000	2,000,000	1,993,400	
FNMA	1.250%	08/25/16	02/25/20	3136G32V6	2,000,000	2,000,000	1,995,860	
					20,500,000	\$ 20,498,500	\$ 20,494,915	55.18%
<i>Corporate Bonds and Notes</i>								
APPLE INC	1.000%	05/23/13	05/03/18	037833AJ9	500,000	496,990	499,305	
COLGATE PALMOLIVE	1.500%	12/06/13	11/01/18	19416QED8	250,000	249,030	252,383	
LEHMAN BROS	4.250%	01/10/08	01/27/12	525ESCAJ8	945,000	591,151	71,348	
LEHMAN BROS	5.625%	01/30/08	01/24/13	525ESCIB7	3,000,000	1,955,063	226,500	
LEHMAN BROS	3.950%	01/22/08	11/10/09	525ESC6J3	500,000	310,514	37,750	
WAL MART	4.125%	06/13/14	02/01/19	931142CP6	500,000	552,930	534,120	
					5,695,000	4,155,678	1,621,406	4.37%
<i>Corporate Certificates of Deposit</i>								
COMPASS BK C/D	1.700%	07/24/13	07/24/18	20451PBG0	245,000	245,000	249,905	
GE CAPITAL BK C/D	2.000%	09/06/13	09/06/18	36160NVX4	245,000	245,000	249,937	
GOLDMAN SACHS BK C/D	2.000%	10/26/11	10/26/16	38143AAF2	240,000	240,000	240,214	
HIAWATHA NATL CD S/U	1.000%	01/23/13	01/17/20	428548AC5	240,000	240,000	240,050	
SALLIE MAE BK C/D	2.050%	10/16/13	10/16/18	795450QR9	245,000	245,000	250,662	
WORLD FINL CAP BK CD	1.050%	07/27/12	07/27/17	98146QDF5	240,000	240,000	240,790	
					1,455,000	1,455,000	1,471,558	3.96%
<i>Cash & Cash Equivalents</i>								
FUND	0.010%				5,179,180.42	5,179,180	5,179,180	
LAIF	0.460%				4,451,447.09	4,451,447	4,451,447	
					9,630,627.51	9,630,628	9,630,628	25.93%
Unrestricted Pooled Investments					37,280,627.51	\$ 35,739,805	\$ 33,218,507	

Vallejo Sanitation and Flood Control District
 Schedule of Investments
 As of September 30, 2016

Investment Type/Description	Yield %	Purchase Date	Maturity Date	CUSIP	Shares/Units	Cost Basis	Market Value	% of Portfolio
<u>Restricted Funds</u>								
<i>Debt Service Reserve Funds</i>								
BNY - 1993 COPs					3,398,199.62	3,398,200	3,398,200	
BNY - 2011 Revenue Bonds					328,583.53	328,584	328,584	
BNY - 2014 Revenue Bonds					195,012.83	195,013	195,013	
Debt Service Reserve Funds						3,921,796	3,921,796	10.56%
						<u>\$ 39,661,601</u>	<u>\$ 37,140,302</u>	100.00%

Statement of Compliance

The above portfolio of investments is in compliance with the District's Investment Policy, adopted annually, and California Government Code Section 53600. In addition, the District does have the financial ability to meet cash flow requirements for the next six months.



Mary A. Morris, Finance Director/Treasurer



Public Hearing Item No. 7A
Date: November 1, 2016

BOARD COMMUNICATION

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES
FROM: MELISSA MORTON, DISTRICT MANAGER *Melissa Morton*
MARK TOMKO, DISTRICT ENGINEER
SUBJECT: AMENDMENTS TO ORDINANCE NO. 2016-70A.1 (SANITARY SEWER CONNECTION FEE ORDINANCE)

The procedure for the Public Hearing and Reading is as follows:

1. District Clerk will announce the public hearing.
2. Staff report, if any, shall be presented.
3. The presiding officer will open the public hearing.
4. Call for public comment.
5. The presiding officer will close the public hearing.
6. If there are no substantial changes to the Ordinance, the Board may call for the first reading of the Ordinance by title only. Otherwise, the Board will refer the Ordinance to staff for revisions.

BACKGROUND AND DISCUSSION

Ordinance 2017-70A.1 is the annual adjustment of the storm drain fees pursuant to Section 2 of that ordinance. This revision of the fees is based upon a change in the Engineering News Record San Francisco Construction Cost Index. In 2016, the Engineering News Record Construction Cost Index has increased by 3.66% since 2015. The attached proposed Ordinance, 2017-70A.1, reflects a corresponding increase in the storm drain connection fees by providing the revised Section 5, Schedule of Connection Fees.

For an ordinance to become effective, the Board must hold a public hearing regarding the Ordinance and must have two (2) readings of the Ordinance prior to adoption. The Ordinance 2017-70B.1 will go into effect on February 14, 2017, if adopted, according to the schedule listed below:

Public Hearing/First Reading	November 1, 2016
Second Reading/Adoption of Ordinance	December 13, 2016
Effective Date of Ordinance	February 14, 2017

RECOMMENDATION

Conduct a public hearing to amend Ordinance No. 2016-70A.1 (Sanitary Sewer Connection Fee Ordinance) and hold the first reading of the Ordinance by title only.

ALTERNATIVES CONSIDERED

The alternative to these changes is to leave the ordinance as it currently is, without adjusting fees.

ENVIRONMENTAL REVIEW

This is not a project and no environmental review is required.

FISCAL IMPACT

This Ordinance would increase the District's revenues from connection fees to offset inflation in the cost of construction.

PROPOSED ACTION

Conduct a public hearing to amend Ordinance No. 2016-70A.1 (Sanitary Sewer Connection Fee Ordinance) and hold the first reading of the Ordinance by title only.

DOCUMENTS ATTACHED

- A. Ordinance 2016-70A.1 Sanitary Sewer Connection Fee Ordinance (redline)
- B. Ordinance 2017-70A.1 Sanitary Sewer Connection Fee Ordinance (clean)

CONTACT PERSON

Mark Tomko, District Engineer, (707) 644-8949, ext. 231

**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
SANITARY SEWER CONNECTION FEES
ORDINANCE NO. ~~2016~~2017 -70A.1**

AN ORDINANCE ESTABLISHING THE AMOUNTS OF FEES TO CONNECT TO THE DISTRICT SANITARY SEWER SYSTEM, AND RELATED PERMIT AND INSPECTION FEES

The Board of Trustees of the Vallejo Sanitation and Flood Control District does ordain as follows:

SECTION 1. PURPOSE

The purpose of this ordinance is to establish the amounts of fees and charges for connection to the District's sanitary sewer system, and related permit and inspection fees, as established and described in Ordinance No. ~~2011~~2014-70A; District Code section 4.04.200.

SECTION 2. ANNUAL ADJUSTMENT

This ordinance shall be updated annually on or about the first day of January by an adjustment of all fees contained herein, as set forth below.

Said annual adjustment shall, at a minimum, be made by multiplying each fee included in this ordinance by a fraction, the numerator of which is the ENR Construction Cost Index for San Francisco for the most recent October, and the denominator of which is the ENR Construction Cost Index for San Francisco for the next preceding October, as reported by Engineering News-Record, the McGraw-Hill Construction Weekly. The result of said multiplications shall be rounded to the nearest five dollar (\$5.00) increment to become the fee amounts for the ensuing year, effective sixty (60) days after adoption of the revised fee amounts. Additional increases in the connection fees necessary to recover costs of projected capital improvements shall be at the discretion of the Board of Trustees.

Nothing in this ordinance shall preclude the Board of Trustees from adopting fees other than those as provided herein to be effective on any other date.

SECTION 3. SEVERABILITY

If any section, subsection, sentence, clause, and/or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the validity

of the remaining portions of this ordinance. The Board of Trustees of the Vallejo Sanitation and Flood Control District hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses, and/or phrases be declared unconstitutional or invalid.

SECTION 4. REPEAL OF CONFLICTING AUTHORITY

Upon the effective date of this ordinance, any and all ordinances, resolutions, or rules or regulations of this District in conflict with it, shall be repealed and shall have no further force or effect. This ordinance supersedes all prior ordinances of the District to the extent that such ordinances established the amounts of sanitary sewer connection fees and related permit and inspection fees.

SECTION 5. SCHEDULE OF CONNECTION FEES

Inspection Fee	\$155 for each group of five (5) units or -fewer
Permit processing fee	\$50.00
Annexation fee	\$ 235 <u>240</u> per Equivalent Single Family Dwelling Unit (EDU)
Permit Extension Fee	\$75 <u>80</u>
Permit Refund Administration Fee	\$115
Unit Costs:	\$ 0.00 per gallon per day flow
Type of Connection not Specified or Not Typical Sewage Characteristics	\$390.00 <u>405.00</u> per pound of biochemical oxygen demand per day \$305.00 <u>315.00</u> per pound of suspended solids per day
	One day = one calendar day
Car Wash	\$39,040 <u>40,470</u> per 1000 square feet

Church/Assembly Hall	\$ 540 <u>560</u> per 1000 square feet
Commercial	\$ 2,115 <u>2,190</u> per 1000 square feet
Drive-in or Take-out Restaurants	\$ 3,820 <u>3,960</u> per 1000 square feet
Historical Public Building	\$ 2,115 <u>2,190</u> per 1000 square feet
Hospital	\$ 925 <u>960</u> per bed
Hotel with Kitchen	\$ 2,740 <u>2,840</u> per EDU
Hotel without Kitchen	\$ 1,070 <u>1,110</u> per EDU
Laundry	\$ 30,935 <u>32,070</u> per 1000 square feet
Laundromat	\$ 595 <u>615</u> per machine
Mobile Home	\$ 2,740 <u>2,840</u> per EDU
Multiple Family Dwelling with Kitchen	\$ 2,740 <u>2,840</u> per EDU
Multiple Family Dwelling without Kitchen	\$ 1,070 <u>1,110</u> per EDU
Recreation Facility	\$ 1,070 <u>1,110</u> per space
Restaurant	\$ 7,710 <u>7,990</u> per 1000 square feet
School	\$ 490 <u>510</u> per student
Senior Living Center	\$ 1,070 <u>1,110</u> per EDU
Senior Living Center with Private Kitchen	\$ 2,740 <u>2,840</u> per EDU
Single Family Dwelling	\$ 2,740 <u>2,840</u> per EDU
Warehouse	\$ 305 <u>315</u> per 1000 square feet

SECTION 6. PUBLICATION AND MINUTE ENTRY

This ordinance shall be published once in a newspaper of general circulation, printed and published in the District within 15 days from and after its adoption. It shall take effect and be in force on ~~February 10, 2016~~ February 14, 2017. The passage of this ordinance shall be entered in the minutes of the District.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the ~~8th~~-13th day of December, ~~2015~~-2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and Seal of said District this ~~8th~~-13th day of December, ~~2015~~2016.

HOLLY M. CHARLETY
District Clerk

**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
SANITARY SEWER CONNECTION FEES
ORDINANCE NO. 2017 -70A.1**

AN ORDINANCE ESTABLISHING THE AMOUNTS OF FEES TO CONNECT TO THE DISTRICT SANITARY SEWER SYSTEM, AND RELATED PERMIT AND INSPECTION FEES

The Board of Trustees of the Vallejo Sanitation and Flood Control District does ordain as follows:

SECTION 1. PURPOSE

The purpose of this ordinance is to establish the amounts of fees and charges for connection to the District's sanitary sewer system, and related permit and inspection fees, as established and described in Ordinance No. 2014-70A; District Code section 4.04.200.

SECTION 2. ANNUAL ADJUSTMENT

This ordinance shall be updated annually on or about the first day of January by an adjustment of all fees contained herein, as set forth below.

Said annual adjustment shall, at a minimum, be made by multiplying each fee included in this ordinance by a fraction, the numerator of which is the ENR Construction Cost Index for San Francisco for the most recent October, and the denominator of which is the ENR Construction Cost Index for San Francisco for the next preceding October, as reported by Engineering News-Record, the McGraw-Hill Construction Weekly. The result of said multiplications shall be rounded to the nearest five dollar (\$5.00) increment to become the fee amounts for the ensuing year, effective sixty (60) days after adoption of the revised fee amounts. Additional increases in the connection fees necessary to recover costs of projected capital improvements shall be at the discretion of the Board of Trustees.

Nothing in this ordinance shall preclude the Board of Trustees from adopting fees other than those as provided herein to be effective on any other date.

SECTION 3. SEVERABILITY

If any section, subsection, sentence, clause, and/or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Trustees of the Vallejo Sanitation and Flood Control District hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses, and/or phrases be declared unconstitutional or invalid.

SECTION 4. REPEAL OF CONFLICTING AUTHORITY

Upon the effective date of this ordinance, any and all ordinances, resolutions, or rules or regulations of this District in conflict with it, shall be repealed and shall have no further force or effect. This ordinance supersedes all prior ordinances of the District to the extent that such ordinances established the amounts of sanitary sewer connection fees and related permit and inspection fees.

SECTION 5. SCHEDULE OF CONNECTION FEES

Inspection Fee	\$155 for each group of five (5) units or -fewer
Permit processing fee	\$50.00
Annexation fee	\$ 240 per Equivalent Single Family Dwelling Unit (EDU)
Permit Extension Fee	\$ 80
Permit Refund Administration Fee	\$115
Unit Costs:	\$ 0.00 per gallon per day flow
Type of Connection not Specified or Not	\$ 405.00 per pound of biochemical oxygen demand per day
Typical Sewage Characteristics	\$ 315.00 per pound of suspended solids per day
	One day = one calendar day

Car Wash	\$ 40,470 per 1000 square feet
Church/Assembly Hall	\$ 560 per 1000 square feet
Commercial	\$ 2,190 per 1000 square feet
Drive-in or Take-out Restaurants	\$ 3,960 per 1000 square feet
Historical Public Building	\$ 2,190 per 1000 square feet
Hospital	\$ 960 per bed
Hotel with Kitchen	\$ 2,840 per EDU
Hotel without Kitchen	\$ 1,110 per EDU
Laundry	\$ 32,070 per 1000 square feet
Laundromat	\$ 615 per machine
Mobile Home	\$ 2,840 per EDU
Multiple Family Dwelling with Kitchen	\$ 2,840 per EDU
Multiple Family Dwelling without Kitchen	\$ 1,110 per EDU
Recreation Facility	\$ 1,110 per space
Restaurant	\$ 7,990 per 1000 square feet
School	\$ 510 per student
Senior Living Center	\$ 1,110 per EDU
Senior Living Center with Private Kitchen	\$ 2,840 per EDU
Single Family Dwelling	\$ 2,840 per EDU
Warehouse	\$ 315 per 1000 square feet

SECTION 6. PUBLICATION AND MINUTE ENTRY

This ordinance shall be published once in a newspaper of general circulation, printed and published in the District within 15 days from and after its adoption. It shall take effect and be in force on February 14, 2017. The passage of this ordinance shall be entered in the minutes of the District.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 13th day of December, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and Seal of said District this 13th day of December, 2016.

HOLLY M. CHARLETY
District Clerk



Public Hearing Item No. 7B

BOARD COMMUNICATION**Date: November 1, 2016**

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES

FROM: MELISSA MORTON, DISTRICT MANAGER *Melissa Morton*
MARK TOMKO, DISTRICT ENGINEER

SUBJECT: AMENDMENTS TO ORDINANCE NO. 2016-70B.1 (STORM DRAIN CONNECTION FEE ORDINANCE)

The procedure for the public hearing and reading is as follows:

1. District Clerk will announce the public hearing
2. Staff report, if any, shall be presented
3. The presiding officer will open the public hearing
4. Call for public comment
5. The presiding officer will close the public hearing
6. If there are no substantial changes to the Ordinance, the Board may call for the first reading of the Ordinance by title only. Otherwise, the Board will refer the Ordinance to staff for revisions.

BACKGROUND AND DISCUSSION

Ordinance 2017-70B.1 is the annual adjustment of the storm drain fees pursuant to Section 2 of that ordinance. This revision of the fees is based upon a change in the Engineering News Record San Francisco Construction Cost Index. In 2016, the Engineering News Record Construction Cost Index has increased by 3.66% since 2015. The attached proposed Ordinance, 2017-70B.1, reflects a corresponding increase in the storm drain connection fees by providing the revised Section 5, Schedule of Connection Fees.

For an ordinance to become effective, the Board must hold a public hearing regarding the Ordinance and must have two (2) readings of the Ordinance prior to adoption. The Ordinance 2017-70B.1 will go into effect on February 14, 2017, if adopted, according to the schedule listed below:

Public Hearing/First Reading	November 1, 2016
Second Reading/Adoption of Ordinance	December 13, 2016
Effective Date of Ordinance	February 14, 2017

RECOMMENDATION

Conduct a Public Hearing to amend Ordinance No. 2016-70B.1 (Storm Drain Connection Fee Ordinance) and hold the first reading of the Ordinance by title only.

ALTERNATIVES CONSIDERED

The alternative to these changes is to leave the ordinance as it currently is, without adjusting fees.

ENVIRONMENTAL REVIEW

This is not a project and no environmental review is required.

FISCAL IMPACT

This modified and amended Ordinance would increase the District's revenues from connection fees to offset inflation in the cost of construction.

PROPOSED ACTION

Conduct a Public Hearing to amend Ordinance No. 2016-70B.1 (Storm Drain Connection Fee Ordinance) and hold the first reading of the Ordinance by title only.

DOCUMENTS ATTACHED

- A. Ordinance 2016-70B.1 Storm Drain Connection Fee Ordinance (redline)
- B. Ordinance 2017-70B.1 Storm Drain Connection Fee Ordinance (clean)

CONTACT PERSON

Mark Tomko, District Engineer, (707) 644-8949, Ext. 231

**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
STORM DRAIN CONNECTION FEES
ORDINANCE NO. ~~2016-2017~~ -70B.1**

AN ORDINANCE ESTABLISHING THE AMOUNTS OF FEES TO CONNECT TO THE DISTRICT STORM DRAIN SYSTEM, AND RELATED PERMIT AND INSPECTION FEES

The Board of Trustees of the Vallejo Sanitation and Flood Control District Does Ordain as Follows:

SECTION 1. PURPOSE

The purpose of this ordinance is to establish the amounts of fees and charges for connection to the District's storm drainage system, and related permit and inspection fees, as established and described in Ordinance No. 2011-70B; District Code section 6.04.180.

SECTION 2. ANNUAL ADJUSTMENT

This ordinance shall be updated annually on or about the first day of January by an adjustment of all fees contained herein, as set forth below. Said annual adjustment shall, at a minimum, be made by multiplying each fee included in this ordinance by a fraction, the numerator of which is the ENR Construction Cost Index for San Francisco for the most recent October, and the denominator of which is the ENR Construction Cost Index for San Francisco for the next preceding October, as reported by Engineering News-Record, the McGraw-Hill Construction Weekly. The result of said multiplications shall be rounded to the nearest five dollar (\$5.00) increment to become the fee amounts for the ensuing year, effective sixty days after adoption of the revised fee amounts. Additional increases in the connection fees necessary to recover costs of projected capital improvements shall be at the discretion of the Board of Trustees.

Nothing in this ordinance shall preclude the Board of Trustees from adopting fees other than those as provided herein to be effective on any other date.

SECTION 3. SEVERABILITY

If any section, subsection, sentence, clause and/or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the validity of the

remaining portions of this ordinance. The Board of Trustees of the Vallejo Sanitation and Flood Control District hereby declares that it would have passed this ordinance, and each section, subsection, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and/or phrases be declared unconstitutional or invalid.

SECTION 4. REPEAL OF CONFLICTING AUTHORITY

Upon the effective date of this ordinance, any and all ordinances, resolutions, or rules or regulations of this District in conflict with it, shall be repealed and shall have no further force or effect.

SECTION 5. SCHEDULE OF CONNECTION FEES

Inspection fee	\$155 per each group of five (5) units or fewer
Permit Processing Fee	\$50
Permit Extension Fee	\$7580
Permit Refund Administration Fee	\$115
Single Family Dwelling	\$5,8556,070 per unit
Multiple Dwelling	\$35,17036,460 per acre of impervious area
Commercial	\$46,81548,530 per acre of impervious area
Annexation fee	\$235240 per Equivalent Single Family Dwelling Unit

SECTION 6. PUBLICATION AND MINUTE ENTRY

This ordinance shall be published once in a newspaper of general circulation, printed and published in the District within 15 days from and after its adoption. It shall take effect and be in force on February ~~10, 2016~~14, 2017. The passage of this ordinance shall be entered in the minutes of the District.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the

8th-13th day of December, **2015-2016** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and Seal of said District this **8th-13th** day of December, **2015-2016**.

HOLLY M. CHARLEY
District Clerk

**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
STORM DRAIN CONNECTION FEES
ORDINANCE NO. 2017 -70B.1**

AN ORDINANCE ESTABLISHING THE AMOUNTS OF FEES TO CONNECT TO THE DISTRICT STORM DRAIN SYSTEM, AND RELATED PERMIT AND INSPECTION FEES

The Board of Trustees of the Vallejo Sanitation and Flood Control District Does Ordain as Follows:

SECTION 1. PURPOSE

The purpose of this ordinance is to establish the amounts of fees and charges for connection to the District's storm drainage system, and related permit and inspection fees, as established and described in Ordinance No. 2011-70B; District Code section 6.04.180.

SECTION 2. ANNUAL ADJUSTMENT

This ordinance shall be updated annually on or about the first day of January by an adjustment of all fees contained herein, as set forth below. Said annual adjustment shall, at a minimum, be made by multiplying each fee included in this ordinance by a fraction, the numerator of which is the ENR Construction Cost Index for San Francisco for the most recent October, and the denominator of which is the ENR Construction Cost Index for San Francisco for the next preceding October, as reported by Engineering News-Record, the McGraw-Hill Construction Weekly. The result of said multiplications shall be rounded to the nearest five dollar (\$5.00) increment to become the fee amounts for the ensuing year, effective sixty days after adoption of the revised fee amounts. Additional increases in the connection fees necessary to recover costs of projected capital improvements shall be at the discretion of the Board of Trustees.

Nothing in this ordinance shall preclude the Board of Trustees from adopting fees other than those as provided herein to be effective on any other date.

SECTION 3. SEVERABILITY

If any section, subsection, sentence, clause and/or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Trustees of the Vallejo Sanitation and Flood Control District hereby declares that it would have passed this ordinance, and each section, subsection, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and/or phrases be declared unconstitutional or invalid.

SECTION 4. REPEAL OF CONFLICTING AUTHORITY

Upon the effective date of this ordinance, any and all ordinances, resolutions, or rules or regulations of this District in conflict with it, shall be repealed and shall have no further force or effect.

SECTION 5. SCHEDULE OF CONNECTION FEES

Inspection fee	\$155 per each group of five (5) units or fewer
Permit Processing Fee	\$50
Permit Extension Fee	\$80
Permit Refund Administration Fee	\$115
Single Family Dwelling	\$6,070 per unit
Multiple Dwelling	\$36,460 per acre of impervious area
Commercial	\$48,530 per acre of impervious area
Annexation fee	\$240 per Equivalent Single Family Dwelling Unit

SECTION 6. PUBLICATION AND MINUTE ENTRY

This ordinance shall be published once in a newspaper of general circulation, printed and published in the District within 15 days from and after its adoption. It shall take effect and be in force on February 14, 2017. The passage of this ordinance shall be entered in the minutes of the District.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 13th day of December, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and Seal of said District this 13th day of December, 2016.

HOLLY M. CHARLETY
District Clerk



Public Hearing Item No. 7C

BOARD COMMUNICATION

Date: November 1, 2016

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES

FROM: MELISSA MORTON, DISTRICT MANAGER *Melissa Morton*
DAN TAFOLLA, ENVIRONMENTAL SERVICES DIRECTOR

SUBJECT: AMENDMENTS TO ORDINANCE NO. 2016-64A – SANITARY SEWER AND UPPER LATERAL USER FEES

The procedure for the Public Hearing is as follows:

1. District Clerk will announce the public hearing.
2. Staff report, if any, shall be presented.
3. The presiding officer will open the public hearing.
4. Call for public comment.
5. The presiding officer will close the public hearing.
6. If there are no substantial changes to the Ordinance, the Board may call for the first reading of the Ordinance by title only. Otherwise, the Board will refer the Ordinance to staff for revisions.

BACKGROUND AND DISCUSSION

The District provides facilities for the discharge of domestic septage by mobile waste haulers on a fee basis to cover the cost of treatment and program administration. Haulers are required to register each truck annually and are required to pay registration fees as well as per-load fees. Ordinance No. 2016-64A, the current Sanitary Sewer and Upper Lateral Fee Ordinance, establishes that registration and per-load fees shall be automatically adjusted each November based upon the Engineering News Record (ENR) published rate of change in construction costs.

The attached Ordinance reflects proposed rate adjustments as follows:

- 1) Section 9.A., "Sewer Service Fee – Septage Haulers", increase the annual registration fee from \$595 to \$615.
- 2) Section 9.B., "Sewer Service Fee – Septage Haulers", increase the per-load fee from \$115 to \$120.

For an amendment to the ordinance to become effective, the Board must hold a public hearing regarding the Ordinance. Ordinance No. 2017-64A will go into effect on February 14, 2017, if adopted, according to the schedule listed below:

Public Hearing/First Reading	November 1, 2016
Adoption of Ordinance/Second Reading	December 13, 2016
Effective Date of Ordinance	February 14, 2017

RECOMMENDATION

Conduct a public hearing to amend Ordinance No. 2016-64A to increase annual registration (Section 9.A.) and per-load fees (Section 9.B.) and hold the first reading of the Ordinance by title only.

ALTERNATIVES CONSIDERED

The alternative to these changes is to leave the ordinance as it currently is, without adjusting fees.

ENVIRONMENTAL REVIEW

This is not a project and no environmental review is required.

FISCAL IMPACT

The District will receive additional funds for each truck permitted and for every load discharged to the treatment plant. The annual revenues are estimated to be \$9,225 in registration fees and \$199,998 in per-load fees, based on 2015 discharge records.

PROPOSED ACTION

Conduct a public hearing to amend Ordinance No. 2016-64A to increase the annual registration (Section 9.A.) and per-load fees (Section 9.B.) and hold the first reading of the Ordinance by title only.

DOCUMENTS ATTACHED

- A. Ordinance No. 2016-64A (Redline)
- B. Ordinance No. 2017-64A (Clean)

CONTACT PERSON

Dan Tafolla, Environmental Services Director, (707) 644-8949, ext. 261

**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
SANITARY SEWER AND UPPER LATERAL FEE ORDINANCE
ORDINANCE NO. ~~2016~~2017-64A**

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**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
SANITARY SEWER AND UPPER LATERAL FEE
ORDINANCE NO. ~~2016-2017~~ -64A**

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF WASTEWATER/SEWER SERVICE CHARGES FOR SERVICES AND FACILITIES FURNISHED BY DISTRICT, THE UPPER LATERAL PROGRAM, AND COLLECTION PROCEDURES OF SUCH CHARGES, PENALTIES FOR DELINQUENCY IN PAYMENT OF SUCH CHARGES, RESTRICTION ON USE OF FUNDS DERIVED

The Board of Trustees of the Vallejo Sanitation and Flood Control District does ordain as follows:

SECTION 1. PURPOSE

The purpose of the wastewater/sewer service fee and upper lateral fee is to raise revenue for the cost of maintenance, operation and replacement, and capital requirement of the Vallejo Sanitation and Flood Control District Sewerage Facilities used for collection, treatment and disposal of all residential, commercial and industrial wastewater generated within the District boundaries. The funds derived from the wastewater/sewer service fee and upper lateral fees shall be used for only those purposes provided for in the District's Enabling Act (Stat 1st Ex Session 1952 ch 17 p 351, effective May 19, 1952, as amended; see Deering's Uncodified Water Acts, Sec 8934; West's Uncodified Water Acts, sec 67). ~~The rates stated within this Ordinance shall adjust on July 1, 2015.~~ The rates in this Ordinance shall remain in effect unless a new Ordinance, regarding rates, is approved by the District Board. The Board reserves the right by resolution to authorize lesser fixed rates than those shown. The maximum annual increase percentage between years shall not exceed those shown in this Ordinance.

SECTION 2. DEFINITIONS

Unless the context specifically indicates otherwise, the meanings of terms used in this Ordinance are applicable for this Ordinance only and do not necessarily correspond to definitions that may be used by City or County zoning, planning or assessment designations and shall be as follows:

- A. **"Billing Agent"** shall be the District or other billing service as shall be determined by the District.

- B. "**Billing Period**" shall be a monthly, bimonthly, or yearly cycle as established by the District for the customer or user classification.
- C. "**Biochemical Oxygen Demand (BOD)**" shall mean the results obtained by using an approved laboratory procedure to measure the quantity of oxygen utilized in the biochemical oxidation of organic matter or in satisfying the oxygen demand of other materials present.
- D. "**Ccf**" means one hundred cubic feet of water which is taken to equal 748 gallons.
- E. "**Commercial/Industrial**" shall mean any premises used for *commercial retail*, manufacturing, processing, or other commercial/industrial purposes that discharge waste, sanitary waste, and sewage by reason of the manufacturing, processing, or other commercial/industrial purpose involved, or discharged chemicals or putrescent materials allowable by law.
- F. "**Commercial**" shall mean any premises used for commercial, civic, religious, business, or governmental purposes and that discharges a quality of sewage as defined in this Ordinance.
- G. "**County**" shall mean County of Solano.
- H. "**Customer**" shall mean the record owner of a parcel served by one or more sewer connections; the record owner is, and shall be, primarily liable for all charges for sewer service to the parcel.
- I. "**Customer Service Agreement**" is an agreement between a Commercial Customer and the District in which the Customer designates a person(s) ("Customer-Designee") to be billed for sewer service in addition to the Customer; the Customer and the Customer-Designee shall remain jointly and severally liable for the service charges.
- J. "**Disconnected**" shall mean the actual physical disconnection from sewer service to a parcel of improved real property by plugging or capping off the sewer lines.
- K. "**District**" shall mean Vallejo Sanitation and Flood Control District.

- L. **"Equivalent Dwelling Unit"** shall mean each unit of sanitary sewer flow equivalent to that typically contributed by a Single-Family Dwelling.
- M. **"Minimum Rate"** shall mean the wastewater fixed fee charged for a classification.
- N. **"Multiple-Family Dwelling"** shall mean any premises designed, improved or used as a residence for two or more families living independently of each other in two or more structurally joined dwelling units with separate entrances; this term shall include apartment houses and duplexes.
- O. **"Properly Metered"** shall mean the use of a City of Vallejo or a District authorized water flow measuring device, properly installed and operating, so as to measure at least the flow of waters that could enter the sewer system, whether from wells, pumps, portable water sources, and/or municipal water systems, or devices that measure sanitary sewer flows directly.
- P. **"Residential"** shall mean single -family and multi-family dwellings.
- Q. **"Schools"** - Any public, private, or commercial institution for teaching or education purposes.
- R. **"Single-Family Dwelling"** shall mean premises designed, improved or used as a residence for one family.
- S. **"Suspended Solids (S.S.)"** shall mean the total suspended matter that floats on the surface of, or is suspended in water, wastewater, or other liquids, and which is removable by laboratory filtering.
- T. **"User Classification"** shall be appropriate groups of customers as determined by District for the purpose of administering this Ordinance.
- U. **"Winter Time Usage"** shall mean the average monthly, properly metered, water usage for the months of January, February, March, and April; or if properly metered information does not exist for all the named months, the monthly average meter reading for three of the named months shall be averaged if available; or if adequate metered information is not available, the discharge for non-metered users shown in

Table "A" attached to this Ordinance may be used; or other flow as the District Manager shall determine, appropriately based upon a review of the estimated water and sewerage flows.

SECTION 3. BASIS OF CHARGES - SANITARY SEWER FEE

Each customer shall be charged a sewer service fee for the applicable billing period. The fee shall be based on actual or estimated costs of District operation and maintenance, debt service, insurance, and replacement or improvements of capital facilities, related to sanitary sewer activities of the District. Unit costs of BOD, S.S., and flow shall be determined on an annual basis and these unit costs shall be applied to the actual or estimated sewage flow quantities and qualities associated with each User Classification to determine the sewer service fee per billing period for each customer classification.

The amount of sewer service fees shall be determined from time to time. The fees shall be analytically determined based upon unit costs of service applied to estimated or actual quantity and quality of discharge associated with each user classification. In addition to a fixed fee, all commercial and commercial/industrial customers shall be charged a dollar amount per hundred cubic feet of water consumption based on the winter time water usage determined for the user classification. The fee per increment of water consumption is discrete for each Commercial and Commercial/Industrial user classification.

Each commercial unit within a structure is considered as individual business operations whether or not each commercial unit has individual rest room facilities. Each individual business operation within a structure will be charged a sewer service fee. No separate sewer service fee will be charged for a recreation, laundry or other common use building space provided for the exclusive use of the residents of an apartment complex, condominium development, mobile home park, or similar complex.

SECTION 4. SEWER SERVICE FEE - RESIDENTIAL CUSTOMERS

There shall be one residential classification. Each residential unit shall pay sewer service fee as contained in Table "A" of this Ordinance, Each unit providing separate kitchen

facilities shall be considered a separate dwelling unit. A residence that is also utilized by the owner/occupant as a business or an office for his own business will be charged as a residential use only, providing there are no non-resident employees working in the building or there is no use of the sewer in connection with the business.

SECTION 5. SEWER SERVICE FEE - COMMERCIAL AND INDUSTRIAL CUSTOMERS

The minimum fee for classes of commercial and commercial/industrial customers utilizing the sanitary sewer system shall be as shown in Table "A" of this Ordinance and shall apply in accordance with Section 3. In addition to the minimum fee, a fee based upon wintertime water consumption shall be charged per hundred cubic feet of water consumption, or portion thereof. Based upon the determination of wintertime usage for the prior year in Section 2, each July 1, a wintertime water consumption amount shall become effective for one year and shall be the basis for fee calculation. The estimated water consumption unit fees are shown in Table "A" of this Ordinance and may be modified by resolution of the Board from year-to-year as necessary, to assure that the amount paid, based upon average wintertime water use for a user class, is as indicated in Table "A".

User Group Classifications I, II, III, and IV are based upon quality of wastewater discharge as indicated.

<p><u>USER CLASSIFICATION</u> (WASTEWATER QUALITY)</p>	<p><u>TYPICAL BUSINESS TYPE</u></p>
<p><u>Group I Commercial</u> (BOD + S.S. ≤ 400mg/l)</p>	<p>Commercial/retail, offices, bars, take-out restaurants, hospitals, convalescent home, religious meeting places, and governmental agencies.</p>
<p><u>Group II Commercial</u> (400mg/l < BOD + S.S. < 2000mg/l)</p>	<p>Auto repair shops, hotels and motels without dining, commercial laundries, bottling companies, and newspaper publishers.</p>
<p><u>Group III Commercial</u> (2000mg/l < BOD + S.S. < 4000mg/l)</p>	<p>Auto steam cleaning, wholesale bakeries, markets with disposals, mortuaries, restaurants, hotels and motels with restaurants.</p>
<p><u>Group IV Commercial/Industrial (Special)</u> (BOD + S.S. > 4000mg/l)</p>	<p>As assigned by the District Manager. As assigned by flows greater than 25 mgd and /or strength.</p>

If, in the opinion of the District Manager, a customer discharges wastewater of a quality or quantity not indicated by User Classifications I, II, or III, the District Manager shall assign customer to the Commercial/Industrial (Special) Classification IV, and shall calculate the fee based on strength and quantity of wastewater discharge using the three factors shown below and the unit cost shown in Table "A":

1. Flow in terms of hundred cubic feet
2. BOD in terms of pounds
3. S.S. In terms of pounds

Customers assigned to Group IV shall be required to produce documentation of wastewater quality and comply with all requirements of the District's current Non-Domestic Sewer Use Ordinance.

SECTION 6. SEWER SERVICE FEE - SCHOOLS

Yearly a fee per annual average daily attendance, plus a fixed fee per school site, shall apply. Table "A" specifies these fees. The average daily attendance for fee purposes shall be the figure for the previous period July 1st through June 30th, and shall be reported to the District by July 20th of each year. In cases of multiple uses of a site as a school and another use, the site may be billed based on the classification which most completely encompasses all uses of the site.

SECTION 7. SEWER SERVICE FEE - USERS OUTSIDE DISTRICT

Service shall be extended to users outside the District by special contract only. The contract shall specify the maximum sewer fees allowed at the time of the execution of the contract. The minimum service charge to outside users shall be that charged to users within the District, plus any costs associated with providing said service to users outside the District.

SECTION 8. SEWER SERVICE FEE - LOW INCOME

Low income users shall receive a ten percent (10%) reduction in the Sewer Service Fee for Residential Customers. To be considered a low-income user, a user must be the party to whom the sanitary sewer bill is addressed, and a participant in the Pacific Gas and Electric

Company California Alternate Rates for Energy (CARE) program. A user shall demonstrate that he or she is a participant in the CARE program by completing a Low Income Fee request form and attaching to the form a current Pacific Gas and Electric Bill showing participation in the CARE program. The form shall be delivered to the District at its offices at 450 Ryder Street. Upon approval by the District Manager, or his designee, the Low Income User Fee shall be charged for a period of two years, or until the applicant is no longer the billed party, whichever is sooner. In order to remain eligible to be charged only the Low Income User Fee, a Low Income Fee request form, with a current Pacific Gas and Electric bill showing participation in the CARE program attached, must be completed each twenty-four (24) months. The entitlement for the Low Income User Service Fee shall not be transferable between addresses or persons.

SECTION 9. SEWER SERVICE FEE - SEPTAGE HAULERS

~~A.~~ Trucks utilized for septage hauling will be registered annually with, and meet requirements of, the County Health Department. Additionally, all trucks shall be registered with the District and will pay an annual registration fee of ~~\$595615~~.00. Registration fees shall be due January 1 of each year and must be paid before the truck will be permitted to dump septage at District facilities. Each registered truck shall be issued a permit sticker that must be clearly displayed as required by the District. The annual registration fee will be prorated by one quarter of the annual registration fee on the first day of April, July, and October of each year. Registration fees shall automatically be adjusted each November to be effective on or about January 1 based upon the Engineering News Record (ENR) published rate of change in construction costs as of the previous October. ~~The base index shall be October 2013.~~

~~B.A.~~ B. In addition to the registration fee stipulated above, a per-load fee of ~~\$445120~~.00 per truck for the first of 1000 gallons or less will be charged. For trucks with capacities greater than 1000 gallons, a surcharge of \$.10 per each additional gallon, or portion thereof, above 1000 gallons of capacity will be charged.

Per load fees shall automatically be adjusted each January 1 based upon the ENR published rate of change in construction costs as of the previous ~~March~~October.

- C. Gate key cards shall be issued with the registration of each truck. Gate key cards are considered a part of the registration sticker. Gate key cards remain the property of the District and must be returned when the registration of the assigned truck lapses or upon the demand of the District. If a gate key card is lost, or if the key is deactivated for any reason, a fee of \$15.00 will be assessed for replacement or reactivation.
- D. If a truck enters District facilities by using the key of another, the company owning the truck will be subject to a \$250.00 fine and the loss of dumping privileges for the violating truck for a period of six months. For a second offense, by any truck owned by the company, the company will be subject to a \$500.00 fine and the loss of dumping privileges for the violating truck for a period of one year. Under both situations, the registration of the offending truck will be revoked, without a return of any fees paid, and would have to be re-registered prior to again entering the District's facilities. Continued violation of this Ordinance may subject the violating company to a permanent loss of dumping privileges for all company trucks.
- E. If more than one truck enters District facilities when another truck opens the gate the company(s) owning the truck(s) will be subject to a \$250.00 fine and the loss of dumping privileges, for the violating truck(s), for a period of six months. For a second offense, by any truck(s) owned by the company(s), the company(s) will be subject to a \$500.00 fine and the loss of dumping privileges for the violating truck(s) for a period of one year. Under both situations, the registration of the offending truck(s) will be revoked, without a return of any fees paid, and would have to be re-registered prior to again entering the District's facilities. Continued violation of this Ordinance may subject the violating company(s) to a permanent loss of dumping privileges for all company trucks.

SECTION 10. BASIS FOR UPPER LATERAL FEE

The upper lateral fee of \$1.38 per month for each upper lateral connection to the District's collection system shall continue in effect.

The upper lateral fee is determined by dividing the total cost of the program by the total number of physical connections of upper laterals to the District's collection system. The charge for a common use area, such as condominium areas, mobile home parks, commercial parks, or development shall be one charge for the single upper lateral connection regardless of the number of actual buildings, residences, or commercial establishments served and sanitary sewer fees paid.

SECTION 11. METHOD OF BILLING AND COLLECTION

The District shall determine method of billing and collection for each user classification for the sanitary sewer fee and upper lateral fees.

SECTION 12. POWER TO INSPECT PREMISES

In order to effect the powers of this Ordinance pursuant to Section 6523.2 of the Health and Safety Code of the State of California, and the District's Enabling Act, the District Manager, or his authorized representative(s) is hereby given the power and authority to enter upon private property for the purpose of inspection and maintenance of storm, sanitary and waste facilities, including but not limited to, ascertaining the nature of such premises, reading water meters, the type of activities carried on therein, the number of plumbing fixtures situate therein, the number of units, and any other facts or information reasonably necessary to ascertain the applicability of any sewer service fees or upper lateral fees or to such premises, or the amount of such fees.

SECTION 13. VACANCY

No credit, adjustment, or refund of the sewer service fee will be made to any customer because the premises or any part thereof are vacant unless said premises are disconnected from the sewer system or are prevented from occupancy by State, County, or Municipal Code Violation of Health Department Enforcement for one month or more. Facilities under construction and connected to the water system, but not wishing to pay fees stated in this

Ordinance, shall allow a District plug to be placed in the sewer lateral to prevent drainage of the sewer lateral. The District shall decide the location of the plug within the upper or lower lateral. A fee specified by District Resolution shall apply to installation and removal of the plug. Application for a sewer service fee adjustment or refund shall be on a form provided by District and filed with District. The application must be filed within one year from the date the premises were so disconnected or prevented from occupancy. The District shall have the right to inspect the premises to verify the circumstances of the application. There will not be any adjustment or refund of any portion of the upper lateral fee.

SECTION 14. REFUNDS

When any sewer service fee or upper lateral fee refund becomes due and owing by virtue of action of the District Board or by virtue of any error made in ascertaining the fee applicable to any customer, the District Manager or his designee is authorized to make payable such monies from the specific fund established for the deposit of sewer service fees, either by check or credit to the customer's account. An application for refund shall be subject to any applicable statute of limitations established by law.

SECTION 15. ADJUSTMENTS

It is the intent of the provisions of this Article, in establishing different sewer service fees for different categories of customers, to reflect the benefit from such service to each customer so that those who impose heavier burden upon the system because of higher flow or quality of the discharge of sewer flows pay a higher charge. If, in respect to any customer, the District Board should find that the sewer service fee, or portion thereof, is inequitable or unfair because of unusual circumstances, it may establish a special sewer fee for each Customer, differing from those otherwise established which will bear a closer relationship to the benefit received from use of the District facilities. The special sewer service fee may be revoked at any time by the Board whenever it finds that continuation thereof would be inequitable or unfair under the circumstances then prevailing.

The Owner and/or Customer-Designee (if any), of any premises, who by reason of special circumstances, finds that the applicable fee is unjust or inequitable as applied to the premises may make written application to the District Board of Trustees, stating the circumstances and requesting a different basis of charges for such premises. If such application be approved, the District Board of Trustees, may by resolution, fix and establish fair and equitable fees for such premises to be effective as of the date of such application and continuing during the period of such special circumstances.

SECTION 16. WHERE PAYABLE

All service fees shall be payable at the office of the District, or as noted on the billing.

SECTION 17. GOVERNMENTAL OR PUBLIC PREMISES

The provisions of this Ordinance shall apply to governmental or public premises as well as to premises which are not governmental or public premises. As used herein the terms "governmental or public premises" means and includes premises which are owned, controlled or used by (1) the United States Government or any department or agency thereof, (2) the State of California or any department thereof, (3) any City, County, town or any of their departments or agencies, (4) any school District, (5) and other governmental or public entities.

This section is merely explanatory and declaratory of the existing provisions of this Ordinance.

SECTION 18. SEWER FEE AND UPPER LATERAL FEE BILLING

All sewer fees and upper lateral fees may be billed in advance, monthly, bi-monthly, or quarterly as determined by the District Manager. The billing statement may be combined with statements for other services, and may be combined with billing for other utilities. All billings for sewer fees and upper lateral fees for a property shall be in the name(s) of the Owner and/or Customer-Designee (if any), for the property as shown on the District's billing records.

The record owner of the property is the party ultimately responsible for the payment of such sewer fees and upper lateral fees. The record owner and/or the Customer-Designee (if any) shall be notified at the time of delinquency of any bill. The owner of the property shall be

as reflected on the last equalized assessment roll for the County or as reflected in any deed or other satisfactory evidence of change of ownership recorded with the County Recorder since the date of the last equalized assessment roll.

SECTION 19. PAYMENT OF CHARGES; DELINQUENCIES

All charges and fees made pursuant to the provisions of this Ordinance or any subsequent Ordinance of the District, or any amendment thereto, shall be due and payable upon receipt of notice thereof, or upon any other due date specified therein. All such charges and fees shall become delinquent thirty (30) days after mailing or delivery of notice thereof, or after the due date if specified therein. Any charge or fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the charge or fee that became delinquent and shall bear interest at 1-1/2% per month on the basic charge and the penalty. Any non-sufficient fund (NSF) checks received or funds not honored by a financial institution shall have a penalty charge of \$25.00 added to the account. Any payment made toward an outstanding delinquency shall be applied against the oldest portion of the total amount delinquent.

SECTION 20. DELINQUENT CHARGES AS DEBT TO AGENCY: COURT ACTION

Any charges or fees established or set by this Ordinance or any subsequent Ordinances enacted by this District, and all amendments thereto, which become delinquent pursuant to the terms of the Ordinance establishing same, and all penalties or delinquent charges accrued thereon, shall constitute a debt due to the District, for which the District may sue the party or parties responsible therefor, in any competent civil court for collection of same. If the District prevails in such civil action, it shall be awarded reasonable fees for attorney to be fixed by the court, in addition to any other relief granted or other costs awarded.

Any remedy of this section is in addition to any other remedy provided in this Ordinance.

SECTION 21. DELINQUENT CHARGES TO CONSTITUTE LIEN

Any charges or fees established or set by this Ordinance or any subsequent Ordinances enacted by the District, and all amendments thereto, which become delinquent pursuant to the

terms of the Ordinance establishing them, and all penalties or delinquent charges accrued thereon, shall constitute a lien upon the real property served (except publicly owned property), and such lien shall continue until the charge or fee and all penalties thereon are fully paid or until the property is sold therefor.

SECTION 22. COLLECTION OF DELINQUENT CHARGES ON TAX ROLL

Pursuant to the provisions of Sections 5470 through 5474.10 of the California Health and Safety Code, this District hereby elects, as an alternative procedure for the collection of delinquent charges or fees established by this Ordinance or any subsequent Ordinance of the District, or any amendments thereto, to have all such delinquent charges or fees for each fiscal year from and after July 1, 1989, collected on the tax roll in the same manner, by the same persons, and at the same time as, and together with and not separately from, the collection of general property taxes. The District shall prepare and file the written report on the parcels of real property for which there are delinquent charges or fees greater than one billing cycle, and give notice and hold the public hearing thereon, all pursuant to the aforesaid provisions of the Health and Safety Code. Any delinquent charge or fee collected on the tax roll, shall have added to it a processing fee of \$50.00 per parcel and a release of public lien recording fee(s) based on the County Assessor-Recorder's fee schedule.

SECTION 23. COURT ACTION TO ENFORCE LIEN

As a separate, distinct and cumulative remedy for collection of said delinquent charges or fees, and any penalties thereon, an action may be brought in the District's name in any court of competent jurisdiction to enforce or foreclose the lien provided for in Section 21 herein above. If the District prevails in any such civil action, it shall be awarded a reasonable attorney's fees, to be fixed by the court, in addition to any other relief granted or other costs awarded.

SECTION 24. COLLECTION OF PAYOFF DEMAND PROCESSING FEE

A payoff demand document contains information on amounts due for utility charges and liens (if any) usually in connection with the transfer of property ownership. Amounts include unpaid balances to the close-of-escrow date and processing fees as applicable. All requestors

of payoff demands will be required to pay a payoff demand processing fee of \$50.00 per payoff demand.

SECTION 25. DISCONNECTION OF SEWER LINE

Any person, firm or corporation who is the Owner and/or Customer-Designee (if any), of property receiving sewer services from the District, who fails or refuses to pay any charge or fee as provided by District Ordinance within the time limit prescribed for the payment thereof shall, upon prior notice and opportunity for appeal, be subject to having the sewer line disconnected, and thereafter no such sewer service which has been disconnected for the nonpayment of such charge or fee shall be reconnected until the owner, and Customer-Designee (if any), of such property shall have paid all delinquent charges or fees owed the District and all actual expenses incurred by the Agency in causing such disconnection and reconnection.

The District Manager shall notify the owner and/or Customer-Designee (if any); of the property by certified mail of the delinquency and the need to bring the account current within forty-five (45) days of the date of the notice or the property will be subject to disconnection. The Owner and/or Customer- Designee (if any) shall have twenty (20) calendar days from the date of the notice to file a written appeal stating why the property should not be subject to disconnection. The District shall respond to the appeal in writing within fourteen (14) days and prior to sending a second notice. A second notice shall be forwarded to the owner and/or Customer-Designee (if any), of the property on the 31st day informing them of the disconnection in Fifteen (15) days or anytime thereafter, if the outstanding fees owed are not brought current. No other notice shall be given.

SECTION 26. SEVERABILITY

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, unconstitutional or unenforceable, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board of Trustees hereby declares that it would have passed the provisions of this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, sentences,

clauses or phrases be declared invalid, unconstitutional or unenforceable.

SECTION 27. PUBLICATION AND MINUTE ENTRY/EFFECTIVE DATE

This Ordinance shall be published once in a newspaper of general circulation, printed and published in the District within 15 days from and after its adoption. It shall take effect and be in force on February ~~10~~14, ~~2016~~2017. The passage of this Ordinance shall be entered in the minutes of the District. Each year the District will evaluate the financial need for any rate increase.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 13~~8~~th day of December ~~2015~~2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and Seal of said District this 13~~8~~th day of December ~~2015~~2016.

HOLLY M. CHARLETY
District Clerk

Table A – Sewer Service Rates

Description	Current	Projected Fiscal Year		
	2011-12	2012-13	2013-14	2014-15
Maximum annual increase %		2.5%	2.5%	2.5%
Residential monthly service charge per dwelling unit	\$40.26	\$41.26	\$42.29	\$43.35
Commercial / Industrial				
Monthly service charge per Account, plus	\$27.21	\$27.89	\$28.59	\$29.30
*Water Usage Charge (\$ per Ccf Winter time usage)				
Commercial I – low strength	\$1.96	\$2.01	\$2.06	\$2.11
Commercial II – medium strength	\$2.62	\$2.68	\$2.75	\$2.82
Commercial III – high strength	\$6.92	\$7.09	\$7.27	\$7.45
Unit Wastewater Charge Rates for Significant Named Dischargers / Others				
Comm Spec Serv Chg per Acct, plus	\$26.82	\$27.49	\$28.18	\$28.88
*Flow (\$/million gallons), or	\$1,729.20	\$1,772.43	\$1,816.74	\$1,862.16
#Flow (\$/Ccf)	\$1.29	\$1.32	\$1.35	\$1.38
#BOD (\$/lbs.)	\$0.56	\$0.57	\$0.58	\$0.59
#TSS (\$/lbs.)	\$0.38	\$0.39	\$0.40	\$0.41
School Charge (\$ per ADA – year)	\$0.45	\$0.46	\$0.47	\$0.48

Wastewater strengths: Comm I combined strength < 400 mg/l for BOD+TSS < Comm II combined strength < 700 mg/l for BOD+TSS < Comm III combined strength.

Certain commercial accounts have no commodity charges. Non-residential accounts are billed one monthly service charge plus a commodity charge. All projected water usage charges are based on four month's wintertime water usage.

Rates exclude upper lateral program service charges. Proposed commercial commodity rates have no free water use allotment.

Non-metered Winter Time water usage in CCf /day/unit

Commercial I = 0.47

Commercial II = 0.57

Commercial III = 1.78

Other = District determination

* These rates subject to adjustment to assure that actual average per unit water usage for a class collects an amount approximately equal to the non-metered winter time usage allowances times the Table A stated per CCf charge for a class.

These rates subject to adjustment by up to 10% from stated rates to reflect District's calculated unit costs for these items.

**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
SANITARY SEWER AND UPPER LATERAL FEE ORDINANCE
ORDINANCE NO. 2017-64A**

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**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
SANITARY SEWER AND UPPER LATERAL FEE
ORDINANCE NO. 2017 -64A**

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF WASTEWATER/SEWER SERVICE CHARGES FOR SERVICES AND FACILITIES FURNISHED BY DISTRICT, THE UPPER LATERAL PROGRAM, AND COLLECTION PROCEDURES OF SUCH CHARGES, PENALTIES FOR DELINQUENCY IN PAYMENT OF SUCH CHARGES, RESTRICTION ON USE OF FUNDS DERIVED

The Board of Trustees of the Vallejo Sanitation and Flood Control District does ordain as follows:

SECTION 1. PURPOSE

The purpose of the wastewater/sewer service fee and upper lateral fee is to raise revenue for the cost of maintenance, operation and replacement, and capital requirement of the Vallejo Sanitation and Flood Control District Sewerage Facilities used for collection, treatment and disposal of all residential, commercial and industrial wastewater generated within the District boundaries. The funds derived from the wastewater/sewer service fee and upper lateral fees shall be used for only those purposes provided for in the District's Enabling Act (Stat 1st Ex Session 1952 ch 17 p 351, effective May 19, 1952, as amended; see Deering's Uncodified Water Acts, Sec 8934; West's Uncodified Water Acts, sec 67). The rates in this Ordinance shall remain in effect unless a new Ordinance, regarding rates, is approved by the District Board. The Board reserves the right by resolution to authorize lesser fixed rates than those shown. The maximum annual increase percentage between years shall not exceed those shown in this Ordinance.

SECTION 2. DEFINITIONS

Unless the context specifically indicates otherwise, the meanings of terms used in this Ordinance are applicable for this Ordinance only and do not necessarily correspond to definitions that may be used by City or County zoning, planning or assessment designations and shall be as follows:

- A. **"Billing Agent"** shall be the District or other billing service as shall be determined by the District.

- B. "**Billing Period**" shall be a monthly, bimonthly, or yearly cycle as established by the District for the customer or user classification.
- C. "**Biochemical Oxygen Demand (BOD)**" shall mean the results obtained by using an approved laboratory procedure to measure the quantity of oxygen utilized in the biochemical oxidation of organic matter or in satisfying the oxygen demand of other materials present.
- D. "**Ccf**" means one hundred cubic feet of water which is taken to equal 748 gallons.
- E. "**Commercial/Industrial**" shall mean any premises used for *commercial retail*, manufacturing, processing, or other commercial/industrial purposes that discharge waste, sanitary waste, and sewage by reason of the manufacturing, processing, or other commercial/industrial purpose involved, or discharged chemicals or putrescent materials allowable by law.
- F. "**Commercial**" shall mean any premises used for commercial, civic, religious, business, or governmental purposes and that discharges a quality of sewage as defined in this Ordinance.
- G. "**County**" shall mean County of Solano.
- H. "**Customer**" shall mean the record owner of a parcel served by one or more sewer connections; the record owner is, and shall be, primarily liable for all charges for sewer service to the parcel.
- I. "**Customer Service Agreement**" is an agreement between a Commercial Customer and the District in which the Customer designates a person(s) ("Customer-Designee") to be billed for sewer service in addition to the Customer; the Customer and the Customer-Designee shall remain jointly and severally liable for the service charges.
- J. "**Disconnected**" shall mean the actual physical disconnection from sewer service to a parcel of improved real property by plugging or capping off the sewer lines.
- K. "**District**" shall mean Vallejo Sanitation and Flood Control District.

- L. **"Equivalent Dwelling Unit"** shall mean each unit of sanitary sewer flow equivalent to that typically contributed by a Single-Family Dwelling.
- M. **"Minimum Rate"** shall mean the wastewater fixed fee charged for a classification.
- N. **"Multiple-Family Dwelling"** shall mean any premises designed, improved or used as a residence for two or more families living independently of each other in two or more structurally joined dwelling units with separate entrances; this term shall include apartment houses and duplexes.
- O. **"Properly Metered"** shall mean the use of a City of Vallejo or a District authorized water flow measuring device, properly installed and operating, so as to measure at least the flow of waters that could enter the sewer system, whether from wells, pumps, portable water sources, and/or municipal water systems, or devices that measure sanitary sewer flows directly.
- P. **"Residential"** shall mean single -family and multi-family dwellings.
- Q. **"Schools"** - Any public, private, or commercial institution for teaching or education purposes.
- R. **"Single-Family Dwelling"** shall mean premises designed, improved or used as a residence for one family.
- S. **"Suspended Solids (S.S.)"** shall mean the total suspended matter that floats on the surface of, or is suspended in water, wastewater, or other liquids, and which is removable by laboratory filtering.
- T. **"User Classification"** shall be appropriate groups of customers as determined by District for the purpose of administering this Ordinance.
- U. **"Winter Time Usage"** shall mean the average monthly, properly metered, water usage for the months of January, February, March, and April; or if properly metered information does not exist for all the named months, the monthly average meter reading for three of the named months shall be averaged if available; or if adequate metered information is not available, the discharge for non-metered users shown in

Table "A" attached to this Ordinance may be used; or other flow as the District Manager shall determine, appropriately based upon a review of the estimated water and sewerage flows.

SECTION 3. BASIS OF CHARGES - SANITARY SEWER FEE

Each customer shall be charged a sewer service fee for the applicable billing period. The fee shall be based on actual or estimated costs of District operation and maintenance, debt service, insurance, and replacement or improvements of capital facilities, related to sanitary sewer activities of the District. Unit costs of BOD, S.S., and flow shall be determined on an annual basis and these unit costs shall be applied to the actual or estimated sewage flow quantities and qualities associated with each User Classification to determine the sewer service fee per billing period for each customer classification.

The amount of sewer service fees shall be determined from time to time. The fees shall be analytically determined based upon unit costs of service applied to estimated or actual quantity and quality of discharge associated with each user classification. In addition to a fixed fee, all commercial and commercial/industrial customers shall be charged a dollar amount per hundred cubic feet of water consumption based on the winter time water usage determined for the user classification. The fee per increment of water consumption is discrete for each Commercial and Commercial/Industrial user classification.

Each commercial unit within a structure is considered as individual business operations whether or not each commercial unit has individual rest room facilities. Each individual business operation within a structure will be charged a sewer service fee. No separate sewer service fee will be charged for a recreation, laundry or other common use building space provided for the exclusive use of the residents of an apartment complex, condominium development, mobile home park, or similar complex.

SECTION 4. SEWER SERVICE FEE - RESIDENTIAL CUSTOMERS

There shall be one residential classification. Each residential unit shall pay sewer service fee as contained in Table "A" of this Ordinance, Each unit providing separate kitchen facilities shall be considered a separate dwelling unit. A residence that is also utilized by the owner/occupant as a business or an office for his own business will be charged as a residential use only, providing there are no non-resident employees working in the building or there is no use of the sewer in connection with the business.

SECTION 5. SEWER SERVICE FEE - COMMERCIAL AND INDUSTRIAL CUSTOMERS

The minimum fee for classes of commercial and commercial/industrial customers utilizing the sanitary sewer system shall be as shown in Table "A" of this Ordinance and shall apply in accordance with Section 3. In addition to the minimum fee, a fee based upon wintertime water consumption shall be charged per hundred cubic feet of water consumption, or portion thereof. Based upon the determination of wintertime usage for the prior year in Section 2, each July 1, a wintertime water consumption amount shall become effective for one year and shall be the basis for fee calculation. The estimated water consumption unit fees are shown in Table "A" of this Ordinance and may be modified by resolution of the Board from year-to-year as necessary, to assure that the amount paid, based upon average wintertime water use for a user class, is as indicated in Table "A".

User Group Classifications I, II, III, and IV are based upon quality of wastewater discharge as indicated.

<p><u>USER CLASSIFICATION</u> (WASTEWATER QUALITY)</p>	<p><u>TYPICAL BUSINESS TYPE</u></p>
<p><u>Group I Commercial</u> (BOD + S.S. ≤ 400mg/l)</p>	<p>Commercial/retail, offices, bars, take-out restaurants, hospitals, convalescent home, religious meeting places, and governmental agencies.</p>
<p><u>Group II Commercial</u> (400mg/l < BOD + S.S. < 2000mg/l)</p>	<p>Auto repair shops, hotels and motels without dining, commercial laundries, bottling companies, and newspaper publishers.</p>
<p><u>Group III Commercial</u> (2000mg/l < BOD + S.S. < 4000mg/l)</p>	<p>Auto steam cleaning, wholesale bakeries, markets with disposals, mortuaries, restaurants, hotels and motels with restaurants.</p>
<p><u>Group IV Commercial/Industrial (Special)</u> (BOD + S.S. > 4000mg/l)</p>	<p>As assigned by the District Manager. As assigned by flows greater than 25 mgd and /or strength.</p>

If, in the opinion of the District Manager, a customer discharges wastewater of a quality or quantity not indicated by User Classifications I, II, or III, the District Manager shall assign customer to the Commercial/Industrial (Special) Classification IV, and shall calculate the fee based on strength and quantity of wastewater discharge using the three factors shown below and the unit cost shown in Table "A":

1. Flow in terms of hundred cubic feet
2. BOD in terms of pounds
3. S.S. In terms of pounds

Customers assigned to Group IV shall be required to produce documentation of wastewater quality and comply with all requirements of the District's current Non-Domestic Sewer Use Ordinance.

SECTION 6. SEWER SERVICE FEE - SCHOOLS

Yearly a fee per annual average daily attendance, plus a fixed fee per school site, shall apply. Table "A" specifies these fees. The average daily attendance for fee purposes shall be the figure for the previous period July 1st through June 30th, and shall be reported to the District by July 20th of each year. In cases of multiple uses of a site as a school and another use, the site may be billed based on the classification which most completely encompasses all uses of the site.

SECTION 7. SEWER SERVICE FEE - USERS OUTSIDE DISTRICT

Service shall be extended to users outside the District by special contract only. The contract shall specify the maximum sewer fees allowed at the time of the execution of the contract. The minimum service charge to outside users shall be that charged to users within the District, plus any costs associated with providing said service to users outside the District.

SECTION 8. SEWER SERVICE FEE - LOW INCOME

Low income users shall receive a ten percent (10%) reduction in the Sewer Service Fee for Residential Customers. To be considered a low-income user, a user must be the party to whom the sanitary sewer bill is addressed, and a participant in the Pacific Gas and Electric Company California Alternate Rates for Energy (CARE) program. A user shall demonstrate that he or she is a participant in the CARE program by completing a Low Income Fee request form and attaching to the form a current Pacific Gas and Electric Bill showing participation in the CARE program. The form shall be delivered to the District at its offices at 450 Ryder Street. Upon approval by the District Manager, or his designee, the Low Income User Fee shall be charged for a period of two years, or until the applicant is no longer the billed party, whichever is sooner. In order to remain eligible to be charged only the Low Income User Fee, a Low Income Fee request form, with a current Pacific Gas and Electric bill showing participation in the CARE program attached, must be completed each twenty-four (24) months. The entitlement for the Low Income User Service Fee shall not be transferable between addresses or persons.

SECTION 9. SEWER SERVICE FEE - SEPTAGE HAULERS

- A. Trucks utilized for septage hauling will be registered annually with, and meet requirements of, the County Health Department. Additionally, all trucks shall be registered with the District and will pay an annual registration fee of \$615.00. Registration fees shall be due January 1 of each year and must be paid before the truck will be permitted to dump septage at District facilities. Each registered truck shall be issued a permit sticker that must be clearly displayed as required by the District. The annual registration fee will be prorated by one quarter of the annual registration fee on the first day of April, July, and October of each year. Registration fees shall automatically be adjusted each November to be effective on or about January 1 based upon the Engineering News Record (ENR) published rate of change in construction costs as of the previous October.
- B. In addition to the registration fee stipulated above, a per-load fee of \$120.00 per truck for the first of

1000 gallons or less will be charged. For trucks with capacities greater than 1000 gallons, a surcharge of \$.10 per each additional gallon, or portion thereof, above 1000 gallons of capacity will be charged. Per load fees shall automatically be adjusted each January 1 based upon the ENR published rate of change in construction costs as of the previous October.

- C. Gate key cards shall be issued with the registration of each truck. Gate key cards are considered a part of the registration sticker. Gate key cards remain the property of the District and must be returned when the registration of the assigned truck lapses or upon the demand of the District. If a gate key card is lost, or if the key is deactivated for any reason, a fee of \$15.00 will be assessed for replacement or reactivation.
- D. If a truck enters District facilities by using the key of another, the company owning the truck will be subject to a \$250.00 fine and the loss of dumping privileges for the violating truck for a period of six months. For a second offense, by any truck owned by the company, the company will be subject to a \$500.00 fine and the loss of dumping privileges for the violating truck for a period of one year. Under both situations, the registration of the offending truck will be revoked, without a return of any fees paid, and would have to be re-registered prior to again entering the District's facilities. Continued violation of this Ordinance may subject the violating company to a permanent loss of dumping privileges for all company trucks.

E. If more than one truck enters District facilities when another truck opens the gate the company(s) owning the truck(s) will be subject to a \$250.00 fine and the loss of dumping privileges, for the violating truck(s), for a period of six months. For a second offense, by any truck(s) owned by the company(s), the company(s) will be subject to a \$500.00 fine and the loss of dumping privileges for the violating truck(s) for a period of one year. Under both situations, the registration of the offending truck(s) will be revoked, without a return of any fees paid, and would have to be re-registered prior to again entering the District's facilities. Continued violation of this Ordinance may subject the violating company(s) to a permanent loss of dumping privileges for all company trucks.

SECTION 10. BASIS FOR UPPER LATERAL FEE

The upper lateral fee of \$1.38 per month for each upper lateral connection to the District's collection system shall continue in effect.

The upper lateral fee is determined by dividing the total cost of the program by the total number of physical connections of upper laterals to the District's collection system. The charge for a common use area, such as condominium areas, mobile home parks, commercial parks, or development shall be one charge for the single upper lateral connection regardless of the number of actual buildings, residences, or commercial establishments served and sanitary sewer fees paid.

SECTION 11. METHOD OF BILLING AND COLLECTION

The District shall determine method of billing and collection for each user classification for the sanitary sewer fee and upper lateral fees.

SECTION 12. POWER TO INSPECT PREMISES

In order to effect the powers of this Ordinance pursuant to Section 6523.2 of the Health and Safety Code of the State of California, and the District's Enabling Act, the District Manager, or his authorized representative(s) is hereby given the power and authority to enter upon private property for the purpose of inspection and maintenance of storm, sanitary and waste facilities, including but not limited to, ascertaining the nature of such premises, reading water meters, the type of activities carried on therein, the number of plumbing fixtures situate therein, the number of units, and any other facts or information reasonably necessary to ascertain the applicability of any sewer service fees or upper lateral fees or to such premises, or the amount of such fees.

SECTION 13. VACANCY

No credit, adjustment, or refund of the sewer service fee will be made to any customer because the premises or any part thereof are vacant unless said premises are disconnected from the sewer system or are prevented from occupancy by State, County, or Municipal Code Violation of Health Department Enforcement for one month or more. Facilities under construction and connected to the water system, but not wishing to pay fees stated in this Ordinance, shall allow a District plug to be placed in the sewer lateral to prevent drainage of the sewer lateral. The District shall decide the location of the plug within the upper or lower lateral. A fee specified by District Resolution shall apply to installation and removal of the plug. Application for a sewer service fee adjustment or refund shall be on a form provided by District and filed with District. The application must be filed within one year from the date the premises were so disconnected or prevented from occupancy. The District shall have the right to inspect the premises to verify the circumstances of the application. There will not be any adjustment or refund of any portion of the upper lateral fee.

SECTION 14. REFUNDS

When any sewer service fee or upper lateral fee refund becomes due and owing by virtue of action of the District Board or by virtue of any error made in ascertaining the fee applicable to any customer, the District Manager or his designee is authorized to make payable such monies from the specific fund established for the deposit of sewer service fees, either by check or credit to the customer's account. An application for refund shall be subject to any applicable statute of limitations established by law.

SECTION 15. ADJUSTMENTS

It is the intent of the provisions of this Article, in establishing different sewer service fees for different categories of customers, to reflect the benefit from such service to each customer so that those who impose heavier burden upon the system because of higher flow or quality of the discharge of sewer flows pay a higher charge. If, in respect to any customer, the District Board should find that the sewer service fee, or portion thereof, is inequitable or unfair because of unusual circumstances, it may establish a special sewer fee for each Customer, differing from those otherwise established which will bear a closer relationship to the benefit received from use of the District facilities. The special sewer service fee may be revoked at any time by the Board whenever it finds that continuation thereof would be inequitable or unfair under the circumstances then prevailing.

The Owner and/or Customer-Designee (if any), of any premises, who by reason of special circumstances, finds that the applicable fee is unjust or inequitable as applied to the premises may make written application to the District Board of Trustees, stating the circumstances and requesting a different basis of charges for such premises. If such application be approved, the District Board of Trustees, may by resolution, fix and establish fair and equitable fees for such premises to be effective as of the date of such application and continuing during the period of such special circumstances.

SECTION 16. WHERE PAYABLE

All service fees shall be payable at the office of the District, or as noted on the billing.

SECTION 17. GOVERNMENTAL OR PUBLIC PREMISES

The provisions of this Ordinance shall apply to governmental or public premises as well as to premises which are not governmental or public premises. As used herein the terms "governmental or public premises" means and includes premises which are owned, controlled or used by (1) the United States Government or any department or agency thereof, (2) the State of California or any department thereof, (3) any City, County, town or any of their departments or agencies, (4) any school District, (5) and other governmental or public entities.

This section is merely explanatory and declaratory of the existing provisions of this Ordinance.

SECTION 18. SEWER FEE AND UPPER LATERAL FEE BILLING

All sewer fees and upper lateral fees may be billed in advance, monthly, bi-monthly, or quarterly as determined by the District Manager. The billing statement may be combined with statements for other services, and may be combined with billing for other utilities. All billings for sewer fees and upper lateral fees for a property shall be in the name(s) of the Owner and/or Customer-Designee (if any), for the property as shown on the District's billing records.

The record owner of the property is the party ultimately responsible for the payment of such sewer fees and upper lateral fees. The record owner and/or the Customer-Designee (if any) shall be notified at the time of delinquency of any bill. The owner of the property shall be as reflected on the last equalized assessment roll for the County or as reflected in any deed or other satisfactory evidence of change of ownership recorded with the County Recorder since the date of the last equalized assessment roll.

SECTION 19. PAYMENT OF CHARGES; DELINQUENCIES

All charges and fees made pursuant to the provisions of this Ordinance or any subsequent Ordinance of the District, or any amendment thereto, shall be due and payable upon receipt of notice thereof, or upon any other due date specified therein. All such charges and fees shall become delinquent thirty (30) days after mailing or delivery of notice thereof, or after the due date if specified therein. Any charge or fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the charge or fee that became delinquent and shall bear interest at 1-1/2% per month on the basic charge and the penalty. Any non-sufficient fund (NSF) checks received or funds not honored by a financial institution shall have a penalty charge of \$25.00 added to the account. Any payment made toward an outstanding delinquency shall be applied against the oldest portion of the total amount delinquent.

SECTION 20. DELINQUENT CHARGES AS DEBT TO AGENCY: COURT ACTION

Any charges or fees established or set by this Ordinance or any subsequent Ordinances enacted by this District, and all amendments thereto, which become delinquent pursuant to the terms of the Ordinance establishing same, and all penalties or delinquent charges accrued thereon, shall constitute a debt due to the District, for which the District may sue the party or parties responsible therefor, in any competent civil court for collection of same. If the District prevails in such civil action, it shall be awarded reasonable fees for attorney to be fixed by the court, in addition to any other relief granted or other costs awarded.

Any remedy of this section is in addition to any other remedy provided in this Ordinance.

SECTION 21. DELINQUENT CHARGES TO CONSTITUTE LIEN

Any charges or fees established or set by this Ordinance or any subsequent Ordinances enacted by the District, and all amendments thereto, which become delinquent pursuant to the terms of the Ordinance establishing them, and all penalties or delinquent charges accrued thereon, shall constitute a lien upon the real property served (except publicly owned property), and such lien shall continue until the charge or fee and all penalties thereon are fully paid or

until the property is sold therefor.

SECTION 22. COLLECTION OF DELINQUENT CHARGES ON TAX ROLL

Pursuant to the provisions of Sections 5470 through 5474.10 of the California Health and Safety Code, this District hereby elects, as an alternative procedure for the collection of delinquent charges or fees established by this Ordinance or any subsequent Ordinance of the District, or any amendments thereto, to have all such delinquent charges or fees for each fiscal year from and after July 1, 1989, collected on the tax roll in the same manner, by the same persons, and at the same time as, and together with and not separately from, the collection of general property taxes. The District shall prepare and file the written report on the parcels of real property for which there are delinquent charges or fees greater than one billing cycle, and give notice and hold the public hearing thereon, all pursuant to the aforesaid provisions of the Health and Safety Code. Any delinquent charge or fee collected on the tax roll, shall have added to it a processing fee of \$50.00 per parcel and a release of public lien recording fee(s) based on the County Assessor-Recorder's fee schedule.

SECTION 23. COURT ACTION TO ENFORCE LIEN

As a separate, distinct and cumulative remedy for collection of said delinquent charges or fees, and any penalties thereon, an action may be brought in the District's name in any court of competent jurisdiction to enforce or foreclose the lien provided for in Section 21 herein above. If the District prevails in any such civil action, it shall be awarded a reasonable attorney's fees, to be fixed by the court, in addition to any other relief granted or other costs awarded.

SECTION 24. COLLECTION OF PAYOFF DEMAND PROCESSING FEE

A payoff demand document contains information on amounts due for utility charges and liens (if any) usually in connection with the transfer of property ownership. Amounts include unpaid balances to the close-of-escrow date and processing fees as applicable. All requestors of payoff demands will be required to pay a payoff demand processing fee of \$50.00 per payoff demand.

SECTION 25. DISCONNECTION OF SEWER LINE

Any person, firm or corporation who is the Owner and/or Customer-Designee (if any), of property receiving sewer services from the District, who fails or refuses to pay any charge or fee as provided by District Ordinance within the time limit prescribed for the payment thereof shall, upon prior notice and opportunity for appeal, be subject to having the sewer line disconnected, and thereafter no such sewer service which has been disconnected for the nonpayment of such charge or fee shall be reconnected until the owner, and Customer-Designee (if any), of such property shall have paid all delinquent charges or fees owed the District and all actual expenses incurred by the Agency in causing such disconnection and reconnection.

The District Manager shall notify the owner and/or Customer-Designee (if any); of the property by certified mail of the delinquency and the need to bring the account current within forty-five (45) days of the date of the notice or the property will be subject to disconnection. The Owner and/or Customer- Designee (if any) shall have twenty (20) calendar days from the date of the notice to file a written appeal stating why the property should not be subject to disconnection. The District shall respond to the appeal in writing within fourteen (14) days and prior to sending a second notice. A second notice shall be forwarded to the owner and/or Customer-Designee (if any), of the property on the 31st day informing them of the disconnection in Fifteen (15) days or anytime thereafter, if the outstanding fees owed are not brought current. No other notice shall be given.

SECTION 26. SEVERABILITY

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, unconstitutional or unenforceable, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board of Trustees hereby declares that it would have passed the provisions of this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, sentences, clauses or phrases be declared invalid, unconstitutional or unenforceable.

SECTION 27. PUBLICATION AND MINUTE ENTRY/EFFECTIVE DATE

This Ordinance shall be published once in a newspaper of general circulation, printed and published in the District within 15 days from and after its adoption. It shall take effect and be in force on February 14, 2017. The passage of this Ordinance shall be entered in the minutes of the District. Each year the District will evaluate the financial need for any rate increase.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 13th day of December 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and Seal of said District this 13th day of December 2016.

HOLLY M. CHARLETY
District Clerk

Table A – Sewer Service Rates

Description	Current	Projected Fiscal Year		
	2011-12	2012-13	2013-14	2014-15
Maximum annual increase %		2.5%	2.5%	2.5%
Residential monthly service charge per dwelling unit	\$40.26	\$41.26	\$42.29	\$43.35
Commercial / Industrial				
Monthly service charge per Account, plus	\$27.21	\$27.89	\$28.59	\$29.30
*Water Usage Charge (\$ per Ccf Winter time usage)				
Commercial I – low strength	\$1.96	\$2.01	\$2.06	\$2.11
Commercial II – medium strength	\$2.62	\$2.68	\$2.75	\$2.82
Commercial III – high strength	\$6.92	\$7.09	\$7.27	\$7.45
Unit Wastewater Charge Rates for Significant Named Dischargers / Others				
Comm Spec Serv Chg per Acct, plus	\$26.82	\$27.49	\$28.18	\$28.88
*Flow (\$/million gallons), or	\$1,729.20	\$1,772.43	\$1,816.74	\$1,862.16
#Flow (\$/Ccf)	\$1.29	\$1.32	\$1.35	\$1.38
#BOD (\$/lbs.)	\$0.56	\$0.57	\$0.58	\$0.59
#TSS (\$/lbs.)	\$0.38	\$0.39	\$0.40	\$0.41
School Charge (\$ per ADA – year)	\$0.45	\$0.46	\$0.47	\$0.48

Wastewater strengths: Comm I combined strength < 400 mg/l for BOD+TSS < Comm II combined strength < 700 mg/l for BOD+TSS < Comm III combined strength.

Certain commercial accounts have no commodity charges. Non-residential accounts are billed one monthly service charge plus a commodity charge. All projected water usage charges are based on four month's wintertime water usage.

Rates exclude upper lateral program service charges. Proposed commercial commodity rates have no free water use allotment.

Non-metered Winter Time water usage in CCf /day/unit

Commercial I = 0.47

Commercial II = 0.57

Commercial III = 1.78

Other = District determination

* These rates subject to adjustment to assure that actual average per unit water usage for a class collects an amount approximately equal to the non-metered winter time usage allowances times the Table A stated per CCf charge for a class.

These rates subject to adjustment by up to 10% from stated rates to reflect District's calculated unit costs for these items.



Administrative Item No. 8A

BOARD COMMUNICATION

Date: November 1, 2016

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES

FROM: MELISSA MORTON, DISTRICT MANAGER *Melissa Morton*

SUBJECT: QUARTERLY UPDATE ON DISTRICT GOALS

BACKGROUND AND DISCUSSION

On October 22, 2014, District staff and the Board of Trustees participated in a goal setting session covering the next four years. The Action Plan compiled from the goal setting session is focused on the District’s objectives. It is anticipated that this information will evolve and grow as the District works further into completion of the goals set. In order to keep the Board apprised of its progress, the District has committed to providing an update on status on a quarterly basis. This is the seventh report to the Board, and provides a status as of October 26, 2016.

RECOMMENDATION

This report is for information only. No board action is requested at this time.

ALTERNATIVES CONSIDERED

None

ENVIRONMENTAL REVIEW

None is required.

FISCAL IMPACT

None

PROPOSED ACTION

This report is for information only. No board action is requested at this time.

DOCUMENTS ATTACHED

- A. VSFCD 2014/2017 Action Plan

CONTACT PERSON

Melissa Morton, District Manager, (707) 644-8949 ext. 211

VSFCD 2014/2017 ACTION PLAN

Updated as of October 26, 2016

MISSION STATEMENT: The Vallejo Sanitation and Flood Control District's Purpose is to Provide Quality and Cost-Effective Wastewater and Flood Control Services to our Community to Protect the Public's Health, Safety, and Environment.

VISION STATEMENT: The Vallejo Sanitation and Flood Control District will continue to be a model of customer service, environmental sensitivity, innovation, and regional cooperation.

GOAL 1.1: SUCCESSION PLANNING: Staff Succession Plan – Manage and preserve organizational knowledge through a formal staff succession plan

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
On going	All Managers	<p>CSRMA (California Sanitation Risk Management Authority) has a business continuity template on-line for member use. Each department head to review site and populate the information requested</p> <p>Updated Input: Begin the development of the District's Business Continuity Plan through the process outlined by FEMA & Dept. of Homeland Security.</p> <ol style="list-style-type: none"> 1. Conduct a Business Impact Analysis to identify the operational and financial impacts resulting from the disruption of business functions and processes. 2. Develop Recovery Strategies: <ul style="list-style-type: none"> - Internal Recovery - Vendor Supported Recovery - IT Recovery Strategies - Data Backup 3. Develop Plan based on Strategies Test & Exercise Plan 			x	NA	<p>Comment: After reviewing CSRMA's site and BCP template, it does not provide the ground work needed to develop a comprehensive plan. It does provide a method to build a "Vanilla" plan, but not in the same construct as outlined and recommended by the Dept. of Homeland Security & FEMA.</p> <p>Recommendation: Follow the recommended construct for developing a BCP by conducting a Business Impact analysis, Identify Recovery Strategies, develop Plan, then test and exercise the plan. There are consultants that assist organizations in this process, I recommend we take that approach.</p>

On going	All Managers	All managers will prepare documentation of background information/history of major issues/projects for future employees to be able to research the history of an issue		X		NA	The Field Operations Superintendent retired August 20 th and the management team met with him, as well as the supervisors reporting to him to instill his knowledge with other leaders in both the FOPS Department and the organization as a whole. The Environmental Services Director is retiring in December 2016 and several of his goals for the year encompass documentation of legacy programs and projects to assure longevity.
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GOAL 1.2: SUCCESSION PLANNING: Recruitment – Partner with educational institutions within the area to develop and attract employees, interns and apprentices

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
On going	HR Manager, Field Maintenance Superintendent, Director of O&M	Work with CWEA (California Water Environment Association) in helping public agencies educate the public about work in the water/wastewater industry	X			100%	Added jobs available outreach to our customer service surveys. Will continue to place an ad in the Vallejo Times-Herald for the first Sunday of the month.
On going	HR Manager, Field Maintenance Superintendent, Director of O&M	Work with local colleges and universities to tailor curricula to develop local talent for District positions		X		50%	Continue to participate in the ROP program to develop operators, and are hosting a career dialogue with high school students in February about professions and jobs in the wastewater field

GOAL 1.3: SUCCESSION PLANNING: Workforce Development – Training and matriculation for new and existing employees

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
On going	Safety/Risk Manager	Develop training program that provides leadership and management training	X			100%	Completed; additional training has been pursued when it becomes available
On going	Management Team	Provide opportunities for staff to work in an acting capacity during absences with focused training before and after the event		X		80%	Ongoing

GOAL 2.1: CAPITAL IMPROVEMENT AND INFRASTRUCTURE VIABILITY: Capital Improvements – Develop a long term capital improvements plan to replace aging infrastructure with initial assessment and continued monitoring

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
Feb 2015	Director of Engineering	Develop prioritized list of needed infrastructure projects with cost estimates for use in completing the FY15-17 budgets		X		35%	Completed for this budget cycle. The 3-year Asset Management project will provide valuable information for the FY17-19 budgets
Revised: Mar 2017	Director of Engineering, Director of O&M	Using the information derived from the asset management plan, prepare an updated ten year CIP based on condition and life cycle data		X		35%	Phase 1 of the 3-year Asset Management project is completed. The completed project will provide valuable information for the long range planning of maintenance and replacement of critical capital infrastructure.

GOAL 2.2: CAPITAL IMPROVEMENT AND INFRASTRUCTURE VIABILITY: Master Asset Management Plan – Develop a long term asset replacement and modernization plan

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
Feb 2015	Director of O&M	Complete a Request for Proposals for an infrastructure condition assessment for completion of an asset management plan	X			100%	Complete
April 2015 thru December 2015	O&M Staff	Provide information to consultant regarding existing facilities for incorporation in asset management plan		X		35%	Ongoing. The Phase I pilot project yielded a maintenance and operation report for the solids building and established standards for condition assessment and criticality for the entire infrastructure system the District operates and maintains. Phase II will complete analysis for the rest of the treatment plant and Phase III will incorporate all of the data derived for both the plant and collection systems and develop routine maintenance protocols and system replacement schedules that correlate to the long term financial plan and reserve limits.

GOAL 2.3: CAPITAL IMPROVEMENT AND INFRASTRUCTURE VIABILITY: Financial Plan – Long term financial planning

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
Revised: October 2016	Director of Finance	Develop long term projections for revenue and expenditures for completion of the budget			X	45%	Projections were completed for the current budget, but will be modified based on the sanitary sewer rate study and adopted rate schedule. NBS is completing the rate study. Data is currently being compiled for the study.
Revised: February 2017	Director of Finance	Modify the budget format to create a more transparent document for the Board of Trustees			X	15%	Preparing for completion during the next budget cycle
Revised: October 2016	Director of Finance	Develop a ten-year long-term financial plan that allows evaluation of a variety of scenarios to assess the impact to O&M as well as CIP.		X		90%	The District is utilizing MuniCast as the internal long-term financial plan model and will provide data to NBS as part of the sanitary sewer rate study.

GOAL 3.1: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Communication Strategy - Develop a plan to educate the public on regulatory issues and pollution prevention at the household level

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
June 2015 thru July 2016	Public Information Officer	Develop a calendar for regular presentations in the community discussing the work of the District and future projects to insure the longevity of sewer and flood control infrastructure		X		85% Much of this goal is ongoing	To date, outreach has been performed through school tours, the watershed alliance, Earth Day, Coastal Cleanup Day, and Visions of the Wild. A calendar is being developed for additional outreach opportunities.

GOAL 3.2: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Collaboration with local agencies to inform and educate the public on relevant issues

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
On going	District Manager, Environmental Services Director, and PIO	Continue to attend collaboration meetings at the executive and staff levels and examine opportunities to achieve savings for the community		X		NA	On going

GOAL 3.3: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Communication between staff and Board through monthly email newsletters

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
On going	District Manager, Leadership Team, PIO	Continue to provide a Trustee Newsletter monthly and a Community Newsletter bi-monthly in bills and on the website		X		NA	On going

GOAL 3.4: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Rebranding Initiative - Identify new name, logo, and craft messages with focus on value to the community

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
July 2015 thru June 2016	District Manager, Leadership Team, PIO	Work with a professional firm to simplify the District's logo and messaging to insure a clear view of the District's role in the community		X		30%	Using the approved changes to written statements and the District name, graphic artists will develop new logos for consideration.

GOAL 4.1: INNOVATION: Resource Recovery – Pursue recycled water opportunities

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
July 2015 thru June 2017	District Manager, Director of O&M, Environmental Services Director	Develop a guidance document for pursuing recycled water opportunities and develop grant proposals to receive funding		X		45%	With information provided by the City of Vallejo on water usage, the consultant is mapping potential recycled water uses in the City.

GOAL 4.2: INNOVATION: Investigate new ways to provide services through technology

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
July 2015	Director of O&M and Information Technology	Develop a business continuity plan for technology used by the District and provide a maintenance and replacement estimate for the next five years that meets plan requirements		X		35%	Preliminary information was included as part of the budget document, but a more robust replacement schedule is underway.
July – November 2016	Director of Finance and Information Technology	Evaluate electronic time reporting and scheduling systems to improve work flow and consolidate varied work scheduling systems.		X		60%	Executime Workforce Management Software is currently being configured to the District's specifications. Testing will occur prior to implementation.

GOAL 4.3: INNOVATION: Conduct regulatory forecasting for impacts to the District

WHEN	WHO	WHAT	STATUS				COMMENTS
			Done	On Target	Rev	% Complete	
On going	District Manager, Environmental Services Director,	When technical permitting information becomes available regarding any changes in requirements for wastewater or stormwater, convene a staff panel of experts to discuss needed improvements to adhere to potential modifications and prepare financial estimate for Trustee briefing		X		45%	RMC has completed the Report of Waste Discharge and submitted it for review by the SFBRWQCB.



VALLEJO SANITATION &
FLOOD CONTROL DISTRICT

*Protecting public health
and the San Francisco Bay
since 1952.*

450 Ryder Street
Vallejo, California 94590
phone 707-644-8949

BOARD OF TRUSTEES

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DISTRICT MANAGER

Melissa A. Morton

October 20, 2016

Via email: commentletters@waterboards.ca.gov

Jeanine Townsend
Clerk to the Board
State Water Resources Control Board
1001 I St, 24th Floor (95814)
Sacramento, CA 95814

Dear Board Members and Staff,

The Vallejo Sanitation and Flood Control District has provided written comments prior to these, and provided testimony at the hearing. Now in a last attempt to reach you, we are providing further comment. While we applaud ELAP's efforts to improve their internal processes and controls, the message received at the hearing was that because ELAP was having difficulties with its own certifications, there must be similar issues with the laboratories under its review. This is entirely untrue.

ELAP had problems with uninformed inspectors, inconsistent findings between inspectors and not meeting TNI standards, which led to TNI no longer recognizing ELAP as an accrediting body. How will requiring all labs to switch to TNI address these issues? It is misguided to think that requiring regulated laboratories to adhere to an unnecessary quality management system will fix all of ELAP's problems.

In addition, ELAP has been unresponsive when laboratories have asked for substantive data on the deficiencies that TNI is supposed to correct. With State agencies' nebulous demands on one side; and laboratories' need to run accurate, but cost effective testing programs to achieve regulatory compliance in real time, on the other; ELAP by definition is dulling the process by not providing concrete data to either side in this process. Instead of accepting the role of mediator, ELAP is shunting its responsibility to administer a fair program that achieves the necessary compliance results to an unwieldy off the shelf solution, TNI.

The Board and staff heard numerous laboratories testify that their labs could be shut down as a result of these changes. This would be a huge loss to both the water and wastewater utilities. Real time data from onsite laboratories catch issues in treatment processes that can often be amended before there is any danger to the public or the environment. Even in the best of circumstances, a lot can occur in the time it takes to get results back from a private laboratory. In addition, there are several tests that can only be done in house due to their timing.

Labs are not opposed to enhancing and improving their documentation or QC; we are constantly striving to make sure we are following current methods, keeping up with updates to regulations and maintaining rigorous QC. Laboratories are opposed to meaningless busywork with no direct correlation to meaningful data quality improvements, which is what is being proposed by ELAP. We urge you to consider a two tier system similar to the one adopted in Virginia that would allow you to provide the option of TNI to labs that need that level of QA/QC for commercial purposes, yet not force small municipal labs to choose between meeting certification requirements or closing.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Morton". The signature is fluid and cursive, with a large initial "M" and a long, sweeping tail.

MELISSA MORTON
District Manager