

## NOVATO SANITARY DISTRICT

March 9, 2009

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, March 9, 2009, at the District Office, 500 Davidson Street, Novato.

*Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours.*

### AGENDA

**1. PLEDGE OF ALLEGIANCE:**

**2. AGENDA APPROVAL:**

**3. PUBLIC COMMENT:**

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

**4. BOARD MEMBER REPORTS:**

**5. REVIEW OF MINUTES:**

- a. Consider approval of minutes of February 23, 2009 meeting.

**6. CONSENT CALENDAR:**

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

- a. Approve disbursements.

**7. PUBLIC HEARING – CONSIDER PROPOSED LEASE AGREEMENT FOR RANCH AT RECLAMATION FACILITY.**

- a. Open public hearing.
- b. Review of Staff's recommendations.
- c. Public comments.
- d. Board comments.
- e. Close public hearing.

Consider action on:

- f. Consider authorizing staff to negotiate lease agreement for ranch.

**8. WASTEWATER FACILITY UPGRADE PROJECT:**

- a. Consider authorizing staff to issue a Request for Qualifications for operation and maintenance of the wastewater treatment facilities.
- b. Consider approval of a consulting contract with Carollo Engineers.

**9. NORTH BAY WATERSHED ASSOCIATION:**

- a. Consider proposed 2009/10 North Bay Watershed Association budget.

**10. PERSONNEL:**

- a. Consider abolishing the Maintenance Worker positions.

**11. MANAGER'S ANNOUNCEMENTS:**

**12. CLOSED SESSION:**

CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6.

- Confer with District's labor negotiators regarding meet and confer with District's "General" bargaining unit, represented by Teamsters Local 315.

**13. ADJOURNMENT:**

Next resolution no. 3001

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

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Reclamation: Ranch lease	<b>MEETING DATE:</b> March 9, 2009
	<b>AGENDA ITEM NO.:</b> 7
<b>RECOMMENDED ACTION:</b> Authorize staff to negotiate a lease for the Ranch.	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The District currently leases a total of 810 acres of irrigated pasture to two ranchers. The same two ranchers have leased the property for more than 15 years. The District has a 40-year lease from the Marin County Flood Control District for the property that expires in 2023. At their meeting on December 22<sup>nd</sup> the Board directed staff to prepare for leasing the property as one unit for a maximum of ten years with the exception of one field to be reserved for a golf driving range.</p> <p>At the February 9, 2009 Board Meeting the Board made a determination that the Ranch property is not needed for other District purposes and set a date for a Public Hearing to consider leasing the ranch property. A Notice of the Public Hearing was published in the Marin IJ on February 20 and 27, 2009.</p> <p>The Public Hearing is to hear public comment on leasing the property. District staff and Counsel have prepared a draft lease for the property a copy of which is attached.</p> <p>Staff recommends that the Board authorize staff to negotiate a lease for the ranch.</p>	
<b>ALTERNATIVES:</b> Do not authorize negotiate a lease	
<b>BUDGET INFORMATION:</b> Not available pending lease negotiation	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Request for Qualifications (RFQ) for operation and maintenance of wastewater treatment facilities.	<b>MEETING DATE:</b> 3/9/09  <b>AGENDA ITEM NO. :</b> 8a
<b>RECOMMENDED ACTION:</b> Consider authorizing staff to issue a Request for Qualifications (RFQ) for operation and maintenance of the wastewater treatment facilities.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District is constructing a significant (approximately \$70 million) upgrade to its Novato Treatment Plant (NTP). This upgrade will consolidate the functions of its Ignacio Treatment Plant (ITP) and the existing NTP into the upgraded NTP. The new NTP is due to begin partial operation by the end of 2009, and be completed by the end of 2010. Both the old and new plants will be operated simultaneously during the plant's transition and shakedown period. With the complexities of this transition in mind, the District recently completed a staffing and operations assessment for the new facility commissioning, start-up, and operation. The new plant's state-of-the-art construction and complex operation and maintenance requirements call for an initial upsurge in managerial staff and technical experts during the transition, as well as the need to maintain costly equipment warranties that demand new procedures, new skills, additional management oversight, and extensive staff training for ongoing operation. To address this, the District investigated two alternative approaches to operating the new treatment plant relative to a no-change approach:</p> <ol style="list-style-type: none"> <li>1. <u>Contracting with a single firm to assume full responsibility for all operations and maintenance.</u> Several firms have successfully assumed such responsibilities and risks at other treatment plants, particularly during start up. The District would retain ownership of all facilities. All affected employees would be guaranteed jobs with the contractor. This is the lower cost option.</li> <li>2. <u>Employing consultants to augment staff.</u> Mixing current staff with temporary consultants raises concerns about blurred lines of responsibility, accountability, and managing multiple consulting teams, and would require extensive management time and attention. Providing the needed training would be more difficult to coordinate among multiple consultants. This is the higher cost option.</li> </ol> <p>Under the contract option, the District would continue to own and oversee all of the treatment facilities. The remainder of the District staff would continue to carry out all other aspects of utility operations, maintenance, management and administration related to its over 200 mile system of sewer pipes, 40 sewer pump stations, extensive (approximately 810 acres) of reclamation facilities, its garbage collection and disposal franchise, and its household hazardous waste collection and disposal services. Sewer service charges, rate setting responsibility and governance of the District would continue to remain with the District's publicly elected Board of Directors.</p> <p>The Board's ad-hoc personnel committee has reviewed the available options, and is recommending that the Board issue an RFQ that will seek to find out if there are qualified companies that would provide the expertise needed to manage this process in a manner that would allow this new state-of-the-art plant to meet ever more stringent water quality standards while providing cost savings to the District's ratepayers. Accordingly, it is recommended that the Board authorize staff to issue such a Request for Qualifications.</p>	
<b>ALTERNATIVES:</b> Do not authorize the issuance of an RFQ	
<b>BUDGET INFORMATION:</b> The FY08-09 budget for the Wastewater Facility Upgrade Project is \$35,000,000 of which approximately \$18 million remains.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Facility Upgrade Project: Consulting Contract</b>	<b>MEETING DATE: March 9, 2009</b>  <b>AGENDA ITEM NO.: 8b</b>
<b>RECOMMENDED ACTION:</b> Approve a consulting contract task order for Carollo Engineers to provide interim operational assistance and related services on a time-and-materials, as-needed basis, for an amount not to exceed \$184,000.	
<b>SUMMARY AND DISCUSSION:</b> <p>The District brought the new headworks and primary clarifier online in January and February during a time when one operator was on worker's comp. leave. The short staffing left the District vulnerable to not having enough operators on hand during wet weather and with start up issues. Carollo Engineers provided a Grade V Operator, Brian Exberger, on an emergency basis under the existing contract and budget.</p> <p>In addition, District staff anticipates that there will be a need for his continued services during the next several months to assist with the preparation of the electronic Operations &amp; Maintenance Manual, the Standard Operating Procedures, and the Lockout/Tagout program for the new equipment. Further services on an as-available, as-feasible, basis may include Lockout/Tagout programs and Standard Operating Procedures for the District's upgraded Bel Marin Keys Pump Stations (currently under construction), as well as updating procedures for other pump stations. The estimated maximum cost for these services over the next six months is \$184,000.</p> <p>Staff recommends approving the contract task order No. 4 and authorizing the Manager-Engineer to execute it.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> The FY2008-09 Annual Budget for the Wastewater Facility Upgrade Project is \$35,000,000, of which approximately \$18 million remains.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: North Bay Watershed Association: Budget</b>	<b>MEETING DATE: March 9, 2009</b>  <b>AGENDA ITEM NO.: 9a</b>
<b>RECOMMENDED ACTION:</b> Give direction to the Manager-Engineer for the North Bay Watershed Association Budget	
<b>SUMMARY AND DISCUSSION:</b> The North Bay Watershed Association (NBWA) has maintained its budget at \$178,300 for the past two years. They are seeking guidance from the participating agencies for the 2009/10 budget. The District's contribution is \$6,564. NBWA anticipates that it will have a carryover of unspent funds from the 2008/09 fiscal year of \$92,000. They are asking for guidance as to whether they should:  <ol style="list-style-type: none"><li>1. Allocate the entire carryover to new projects.</li><li>2. Split the carryover between reducing the member agency 2009/10 contributions and new projects, which would result in a reduction in membership costs of 25% or \$1,641 for Novato Sanitary District.</li></ol>	
<b>ALTERNATIVES:</b> see above	
<b>BUDGET INFORMATION:</b> The 2009/10 budget would need to be adjusted based on the NBWA decision.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Personnel: Maintenance positions</b>	<b>MEETING DATE: March 9, 2009</b>
<b>AGENDA ITEM NO.: 10a</b>	
<b>RECOMMENDED ACTION:</b> Abolish the two maintenance worker positions.	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The District's Personnel Rules and Regulations dated November 2005 states that the District Board has the sole authority to abolish or establish positions.</p> <p>The District created the first maintenance worker position in September 2004 and the second maintenance worker position in December 2005. These positions have taken care of minor maintenance at the Reclamation Facility, Treatment Facilities, pump stations, and administration building. Over the past year many of their functions have been made redundant by the new treatment plant and pump station construction. There is no longer a significant amount of landscaping to maintain at either treatment facility or most of the pump stations. The District is now arranging to have much of the minor work at the Reclamation Facility be the responsibility of the Rancher as detailed in the draft lease under discussion. The District is also changing its biosolids disposal practices to enhance safety and permit compliance and will no longer need the assistance of the maintenance workers to assist in that function.</p> <p>The Field Services Superintendent has advised the Manager-Engineer that the two Maintenance Worker positions are no longer needed as there is insufficient work available for them to do. The Manager-Engineer therefore recommends that these two positions be abolished.</p>	
<b>ALTERNATIVES:</b> Do not abolish positions	
<b>BUDGET INFORMATION:</b> The 2008-09 annual budget for these positions is \$95,353. Eliminating the positions will save the District approximately \$25,000 from this year's budget.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>