

NOVATO SANITARY DISTRICT

May 11, 2009

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, May 11, 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 April 27, 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. Receive Quarterly Revenue and Expenditure Report for Quarter Ended March 2009.
- b. Authorize the Manager-Engineer to issue a Class I Non-domestic permit for up to 25,000 gallons to Via Service Station, 7474 Redwood Boulevard.
- c. Approve disbursements and ratify April 2009 payroll and payroll related disbursements.

7. REQUEST FOR WAIVER OF DISTRICT POLICY RELATIVE TO PRIVATE FORCE LINE:

- a. Consider waiver of District policy to allow sewerage of a parcel more than one property removed from the public sewer: 100 Wilson Avenue, Novato.

8. JOINT SAFETY PROGRAM:

- a. Consider approval of 2009-10 budget.

9. WASTEWATER FACILITY UPGRADE PROJECT 72609:

- a. Authorize Manager-Engineer to enter into a contract amendment with HDR to review report "Novato Sanitary District Staff and Operations Assessment for New Facility Startup, Transition, and Operation".
- b. Authorize Manager-Engineer to enter into a contract with EMA to review report "Novato Sanitary District Staff and Operations Assessment for New Facility Startup, Transition, and Operation".

10. STAFF REPORTS:

- a. Status of Internet banking fraud activities.
- b. Bel Marin Keys Pump Station Project accident report.
- c. H1N1 Flu epidemic update.
- d. North Bay Water Reuse Authority Environmental Impact Report.

11. LEGAL COUNSEL'S REPORT:

- a. Report on internal investigation of reported 2007 Treatment Plant incidents.

12. MANAGER'S REPORTS:

13. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION:

- Decision to initiate litigation pursuant to Subsection (c) of Government Code Section 54956.9: One case.

14. ADJOURNMENT:

Next resolution no. 3005

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.

April 27, 2009

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, April 27, 2009, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members Arthur T. Knutson, and William C. Long. Member George C. Quesada arrived at 4:42 p.m.

BOARD MEMBERS ABSENT: Member James D. Fritz.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Secretary Julie Borda, and District Counsel Kent Alm. Administrative Services Manager June Penn Brown arrived at 4:42 p.m.

ALSO PRESENT: Sam Renati, Former Board Member, Novato resident
John Quinley, Sustainable Novato, Novato resident
Heidi Heffelfinger, Novato resident
Dean B. Heffelfinger, NSD employee, Novato resident
Dean L. Heffelfinger, Novato resident
Jo Heffelfinger, Novato resident
Art Ribbel, Novato resident
Pat Ribbel, Novato resident
Dennis Welsh, former NSD employee, Novato resident
Pam Welsh, Novato resident
Suzanne Brown Crow, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Knutson, seconded by Member Long, and carried unanimously by those members present, the agenda was approved as mailed.

PUBLIC COMMENT:

John Quinley, Sustainable Novato and Novato resident urged the Board to hire two independent consultants to review the consultants report and for an independent review board.

Heidi Heffelfinger, 30 year Novato resident, stated the publication by Rauch Communications which was sent to Novato residents is overwhelmingly biased towards the option of hiring a private contract operator. She expressed her support for the establishment of an independent review panel to evaluate the information presented in the Eisenhardt Report because she feels the report is biased.

Dean B. Heffelfinger, NSD employee and Novato resident noted Board Member Fritz's comments from a previous meeting when he discussed another wastewater treatment plant that was being operated by a contract operator. Member Fritz had discussed the Facility Manager's use of various computer systems used in the operation of the facility and had commented on the seeming complexity of the computer systems. Mr. Heffelfinger stated that District employees are currently using similar computer systems to operate the District's new equipment and are having no problems.

Jo Heffelfinger, Novato resident, stated she is trying to understand the cost of consultants versus the cost of a private contract operator as outlined in the Eisenhardt Report. She requested more information and the facts which support the \$3 million savings by using a private contract operator as so stated in the Eisenhardt Report. In addition, she stated the Board Minutes were not being recorded accurately and did not reflect all of the details being presented at the Board meetings.

Dean L. Heffelfinger, Novato resident, expressed his concern that the Eisenhardt Report could not be seen as objective. He stated that whoever prepared the initial report should not be given the opportunity to participate in any further actions taken on behalf of the District. Mr. Heffelfinger stated he had contacted other Districts who had gone from private operation back to public operation and briefly discussed the comments they made regarding the transition.

Art Ribbel, Novato resident, presented photographs to the Board showing safety issues at the District's offsite soil storage area. He asked the Board to remedy the issues and the Manager stated the safety issues will be taken care of.

Pat Ribbel, Novato resident, discussed the timeline to contract operations as portrayed by Novato Sanitary District Board Meeting minutes from December 08, 2006 to April 13, 2009. She stated the District appeared to favor the use of a private contract operator as the only suitable alternative for management after the facility upgrade is complete.

Member Quesada reiterated his comment from the April 13th District Board meeting, stating that the District is not committed to any decision and their options remain open as to whether to choose a private contract operator or choose to employ consultants.

Dennis Welsh, former NSD employee and Novato resident, read a letter he presented to the Board Members from the Alliance of Concerned Citizens of Novato (ACCNovato). The letter supported the idea set forth by John Quinley of Sustainable Novato in which he asked the Board to form an independent review panel to openly discuss the proposed contract operations for the new wastewater treatment facility. He pointed out the issues that would be addressed at such a meeting and urged the Board to consider implementing this meeting.

Member Knutson stated he felt the District should use their own staff to review the treatment plant's operation.

District Counsel Kent Alm noted that through the Public Records Act public documents are available for review. He reminded those in attendance that they should call the District office to make an appointment if they wish to review any public documents.

Member Long confirmed that the full Eisenhardt Report is available on the Novato Sanitary District website.

BOARD MEMBER REPORTS:

Member Di Giorgio stated he toured the Fairfield wastewater treatment facility that went back to public operation due to difficulties in retaining trained operators and due to the implementation of new and changing software. He stated that after employee benefits and salaries were paid, the district claimed they saved approximately \$200,000 per year but that didn't include unfunded retirement benefits. Member Di Giorgio commented that the Novato Wastewater Treatment Plant Public Tour presented on April 25th was very successful.

Member Quesada apologized for being late to the Board Meeting. He stated his concern regarding the current health issue with the "Swine Flu". He suggested the District begin an aggressive approach to cleanliness by installing dispensers in each restroom for hand sanitizing. District Counsel Kent Alm pointed out this request is not on the Agenda and if the Board wished to discuss and make a decision on the issue, it would need to be placed on the Agenda as an Urgency Item.

On Motion of Member Quesada, an Urgency Item is requested to be placed on the April 27th Board Meeting Agenda: Discuss and take action on increased cleanliness at the Novato Sanitary District.

There being no second, the motion failed.

President Di Giorgio directed staff to contact the Marin County Health Department to discern any additional information that would be applicable to our District regarding the Swine Flu health issue.

REVIEW OF MINUTES:

Consider approval of minutes of the April 13th Regular Board meeting:

On motion of Member Long, seconded by Member Quesada, and carried unanimously by those members present, the minutes of the April 13th regular Board meeting were approved as written.

CONSENT CALENDAR: *On motion of Member Quesada, seconded by Member Long, and carried unanimously by those members present, the following consent calendar items were approved:*

- a. Approval of Meeting schedule as follows: May 11th and 26th, June 8th and 22nd, July 13th and 27th.
- b. Acceptance of Hamilton Landing Sewer Main Extension.
- c. Review of Quarterly Investment Report for Quarter ending March 2009.
- d. Approval of regular disbursements in the amount of \$194,038.17 and upgrade project disbursements in the amount of \$321,464.84.

DISTRICT BOARD MEMBER ELECTION:

Discuss schedule for Board Member election and adopt Resolution No. 3004: Proposing an Election and Requesting Election Services by the Registrar of Voters: The Manager noted that the terms for three Board Members will end in 2009: Michael Di Giorgio, Arthur Knutson and William Long. She stated the filing period is July 13th to August 7th, 2009 and requested the Board adopt Resolution No. 3004, proposing that an election be held and that it be consolidated with other elections. She stated this resolution must be filed with the Marin County Registrar of Voters by May 6, 2009.

On motion of Member Quesada, seconded by Member Long, and carried unanimously by those members present, the Board adopted Resolution No. 3004: Proposing an Election be Held in its Jurisdiction; Requesting the Board of Supervisors to Consolidate with any Other Election Conducted on Said Date, and Requesting Election Services by the Registrar of Voters.

RECYCLED WATER:

Consider approval of the Revised Interagency Agreement for Recycled Water between Novato Sanitary District and North Marin Water District. The Manager briefly discussed the interagency agreement between the North Marin Water District (NMWD) and the Novato Sanitary District which was entered into for the purpose of jointly constructing and operating a Recycled Water System serving the Stonetree Golf Course and other users along Atherton Avenue. She stated it was necessary to modify the existing agreement due to State Revolving Fund (SRF) program requirements which do not allow the North Marin Water District to transfer ownership of the recycled water treatment plant to the Novato Sanitary District. She recommended the Board approve the Interagency Agreement noting the following points:

- NMWD is the permittee with regulatory responsibility for the Recycled Water treatment and distribution
- NMWD owns the Recycled Water Treatment Facility
- The technology used for producing the recycled water more closely resembles that for water treatment, not wastewater treatment.

On motion of Member Long, seconded by Member Quesada, and carried unanimously by those members present, the Revised Interagency Agreement for Recycled Water between Novato Sanitary District and North Marin Water District was approved.

LOCAL AGENCY FORMATION COMMISSION (LAFCO):

Review fiscal year 2009-10 draft LAFCO budget. The Manager stated the proposed LAFCO budget was lower this year by over \$49,000. She noted that the Public Hearing for the LAFCO budget will be held on May 14th 2009 and invited the Board members to contact her if they needed any additional information or had any comments.

BUDGET WORKSHOP:

Discussion of long-term capital improvement plan. The Manager gave a Powerpoint presentation outlining the District's long-term capital improvement plan. She discussed with the Board the District's Strategic Plan and gave a brief overview of the treatment plant's construction upgrade. She also outlined the Collection System's draft Action Plan and discussed local and regional recycled water projects.

Discussion of 2009-10 Capital Improvement Budget. The Manager discussed with the Board the District's 2009-10 Capital Improvement Budget noting the Draft Preliminary Budget would be presented to the Board at their Regular Board meeting on June 8th. She discussed the District's expected revenue in light of the State of California's budget situation.

President Di Giorgio discussed the lateral repair/replacement program and the need for having a reserve fund in place for the implementation of this program. He noted that the Tamalpais Valley Community Services District had funded a private lateral loan program.

STAFF REPORTS:

Corrosion protection at Reclamation Facility. The Deputy-Manager gave the Board an update on the Cathodic Protection (CP) systems at the Reclamation facilities. Associated Corrosion Engineers (ACE) has completed an analysis of the District's corrosion protection systems at its Reclamation facilities and the District has followed through with the recommended repairs. The Deputy-Manager stated that at this time, additional funding is requested in the amount of \$7,308 to cover two additional repair items. He stated that this issue is being brought before the Board as an informational item only as the amount requested falls within the limits of the Manager-Engineer's authority for approval.

North Bay Water Reuse Authority Meeting: The Manager reported on her attendance at the North Bay Water Reuse Authority (NBWRA) Meeting on April 16th. Member Bill Long attended also. She discussed with the Board the agenda items covered at the meeting including budget items for the 2009-10 fiscal year.

MANAGER'S ANNOUNCEMENTS:

The Manager discussed the upcoming Spring CASA conference which will be held on Thursday, April 30th through Saturday, May 2nd in Napa. She stated all Members will be attending except Member Fritz who will be out of town.

The Manager discussed the Novato Wastewater Treatment Facility Tour which took place on April 25th, beginning at 10 a.m. She stated it was a successful presentation and tour and noted that District Field Services Superintendent Steve Krautheim and Wastewater Facilities Manager Edward Mann assisted with the tours.

At 6:02 p.m. President Di Giorgio called for a five minute break.

The Board meeting reconvened at 6:08 p.m.

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION:

At 6:09 p.m. President Di Giorgio announced the Board would meet in Closed Session to discuss the item on the Closed Session Agenda: Decision to initiate litigation pursuant to Subsection (c) of Government Code Section 54956.9: One case.

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

There was no reportable action.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording

MEMORANDUM

May 11, 2009

TO: District Board of Directors

FROM: Beverly B. James, Manager-Engineer
June Penn Brown, Administrative Services Manager
Laura M. Creamer, Finance Officer

SUBJECT: Revenue and Expenditure Report for Quarter Ended March 2009

This memo presents a summary of revenues and expenditures for the operating and capital funds through the third quarter of Fiscal Year 2008-09 (see attached detail). The report also presents a brief analysis of items that vary significantly from the final budget.

OPERATING FUND

OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Total Operating Revenues	\$4,885,191	\$8,757,098	\$3,871,907	55.8%

Discussion

Overall, operating revenues are approximately 55.8% of the total budget amount with 75% of the year complete. The operating income accounts are within normal range for this time of year.

OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenses	\$ 5,434,889	\$8,542,238	\$3,107,349	63.6%

Discussion

Overall, operating expenses are approximately 63.6% of budget at 75% of the year complete. The following explains significant variances in expense accounts.

Collection System

Permits & Fees. 359.9%. Significant variances due to new allocation of permit fees on State Water Resources Control Board invoice for this fiscal year. Collection has its own billing which was approximately \$6,500 rather than the \$2,000 that was budgeted. Next year we will amend this budget item to reflect the increase in charges and allocation.

Novato Treatment Plant

Repairs & Maintenance. 91.1%. Significant variances due to unexpected expenditure of approximately \$23k (15.6% of budget item) to Wastewater Solids Inc. We were having ragging issues with the mixers at the digester. Wastewater Solids Inc. came in and deragged the sludge in the mixers. We had new screens installed and this is no longer an issue. There are no other significant expenditures expected before the end of the fiscal year.

Ignacio Treatment Plant

Software Maintenance 96.4%. During the quarter, the District purchased the planned Wonderware software for Ignacio, Reclamation and the Pump Stations. These software accounts are expected to stay within budget for the fiscal year.

Sludge Disposal. 152.9%. Significant increase due to a final settlement payment to Industrial Carting in the amount of \$16.3k which was a disputed item for the past two years. Final settlement was paid through this account and previously budgeted in a prior year.

Telephone. 167.5%. Significant overage due to excess usage on long distance line. This line has been discontinued and this item should stay within budget for the remainder of the fiscal year.

Reclamation/Disposal Facilities

Software Maintenance. 96.4%. During this quarter, the District purchased the budgeted software (see explanation in Ignacio Treatment Plant Software Maintenance).

Water - Reclamation. 188.9%. A portion of the cost for fresh water will be reimbursed by the ranchers who lease the Reclamation Facilities for cattle grazing. The billings for these will be mailed next quarter.

Laboratory/Monitoring

Salaries & Wages. 79.1%. The overage is due to vacation and compensatory time paid out in August of approximately \$3,500. There are no expected expenditures of this nature remaining in the current fiscal year.

Pump Stations

Software Maintenance. 96.4%. During this quarter, the District purchased the budgeted software (see explanation in Ignacio Treatment Plant Software Maintenance).

Repairs & Maintenance. 84.8%. Significant overage due to previous one-time purchases during the first quarter of the year. These expenditures are continuing to affect the budget percentage and similar expenditures are not expected in the next quarter.

Water. 96.5%. The significant overage is due to increased usage due to two leaks at Hamilton and at Topaz pump stations, in the amount of approximately \$2k (23% of budget item) which is a significant impact on such a small budget item.

Telephone. 82.5%. Slight overage noted. The account was reviewed and no significant items detected.

Recycled Water

Operating Chemicals. 126.0%. Significant overage due to limited information available when preparing budget and first full year of running facility. Budget does not accurately reflect the actual costs necessary to run the recycling facility. Operating costs for this facility are reimbursed by North Marin Water District.

Administration and Engineering

Insurance. 94%. Billings for insurance premiums are generally paid at the beginning of the year. Therefore, this item is appropriate for this time of year.

Insurance Claim Expense. (24.3%). Due to a prior year over estimation by our insurance company of our ending year claims expense, the amount was overstated by approximately \$25,000. There are still some open and unresolved claims for this fiscal year which haven't yet been reflected in the expenditures. Thus this item should remain within budget for the fiscal year.

CAPITAL FUND

CAPITAL REVENUE

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Capital Revenue	\$4,462,534	\$8,043,841	\$3,581,307	55.5%

CAPITAL EXPENSES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenses	\$26,723,036	\$43,970,270	\$17,247,234	60.8%

The list of capital projects is shown in the attached report. Overall expenses are 60.8% of budget.

MEMORANDUM

May 11, 2009

TO: District Board of Directors

FROM: Beverly B. James, Manager-Engineer
June Penn Brown, Administrative Services Manager
Laura M. Creamer, Finance Officer

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Novato Sanitary District
Revenue & Expenditures - Budget vs. Actual - Operations
July 2008 through March 2009

	<u>Jul '08 - Mar 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
41000 · OPERATING INCOME				
41010 · Sewer Service Charges	3,256,482.51	5,693,197.00	(2,436,714.49)	57.2%
41020 · County Collection Charges	0.00	47,200.00	(47,200.00)	0.0%
41030 · Plan Check & Inspection Fee	11,814.55	2,500.00	9,314.55	472.58%
41040 · Permit & Inspection Fee	8,592.00	25,000.00	(16,408.00)	34.37%
41050 · Property Taxes	1,079,836.75	1,841,000.00	(761,163.25)	58.66%
41060 · Interest Income	136,388.82	250,000.00	(113,611.18)	54.56%
41080 · Engineering & Admin Charges	0.00	175,000.00	(175,000.00)	0.0%
41090 · Non-domestic Permit Fees	596.30	2,000.00	(1,403.70)	29.82%
41100 · Garbage Franchise Fees	45,000.00	45,000.00	0.00	100.0%
41105 · AB 939 Collector Fees	271,862.00	271,862.00	0.00	100.0%
41107 · Oil/Bev/Tire Grants	27,342.00	59,278.00	(31,936.00)	46.13%
41130 · Ranch Income	0.00	82,517.00	(82,517.00)	0.0%
41135 · Recycle Water Facility Revenue	0.00	102,544.00	(102,544.00)	0.0%
41140 · Other Revenue	47,276.20	160,000.00	(112,723.80)	29.55%
Total 41000 · OPERATING INCOME	4,885,191.13	8,757,098.00	(3,871,906.87)	55.79%
Total Income	4,885,191.13	8,757,098.00	(3,871,906.87)	55.79%
Gross Profit	4,885,191.13	8,757,098.00	(3,871,906.87)	55.79%
Expense				
60000 · COLLECTION SYSTEM				
60010 · Salaries & Wages	236,585.14	334,145.00	(97,559.86)	70.8%
60020 · Employee Benefits	108,232.34	145,353.00	(37,120.66)	74.46%
60060 · Gas, Oil & Fuel	8,114.71	15,000.00	(6,885.29)	54.1%
60091 · Software Maint	18,899.02	75,000.00	(56,100.98)	25.2%
60100 · Operating Supplies	9,916.08	17,000.00	(7,083.92)	58.33%
60150 · Repairs & Maintenance	39,053.76	55,000.00	(15,946.24)	71.01%
60152 · Small Tools	1,558.93	2,500.00	(941.07)	62.36%
60153 · Outside Services	39,579.35	70,000.00	(30,420.65)	56.54%
60192 · Water	2,419.30	4,000.00	(1,580.70)	60.48%
60193 · Telephone	666.72	2,000.00	(1,333.28)	33.34%
60200 · Other(Garbage Coll)	1,246.26	2,495.00	(1,248.74)	49.95%
60201 · Permits & Fees	7,198.60	2,000.00	5,198.60	359.93%
60290 · Vehicle Replacement	0.00	35,000.00	(35,000.00)	0.0%
60300 · Capital Outlay	8,406.04	12,500.00	(4,093.96)	67.25%
Total 60000 · COLLECTION SYSTEM	481,876.25	771,993.00	(290,116.75)	62.42%
61000 · NOVATO TREATMENT PLANT				
61010 · Salaries & Wages	607,794.81	835,362.00	(227,567.19)	72.76%
61020 · Employee Benefits	268,290.51	363,382.00	(95,091.49)	73.83%
61060 · Gasoline & Oil	16,320.21	30,000.00	(13,679.79)	54.4%
61091 · Software Maintenance	2,410.30	5,000.00	(2,589.70)	48.21%
61100 · Operating Supplies	18,331.39	30,000.00	(11,668.61)	61.11%
61101 · Operating Chemicals	132,230.55	184,000.00	(51,769.45)	71.86%
61112 · Janitorial Services	10,196.50	20,000.00	(9,803.50)	50.98%

Novato Sanitary District
Revenue & Expenditures - Budget vs. Actual - Operations
July 2008 through March 2009

	Jul '08 - Mar 09	Budget	\$ Over Budget	% of Budget
61113 · Grounds Maintenance	920.00	3,000.00	(2,080.00)	30.67%
61150 · Repairs & Maintenance	136,589.43	150,000.00	(13,410.57)	91.06%
61151 · Unusual Equipment Maintenance	0.00	20,000.00	(20,000.00)	0.0%
61152 · Small Tool Purchase	685.59	1,000.00	(314.41)	68.56%
61191 · Gas & Electricity	320,276.21	500,000.00	(179,723.79)	64.06%
61192 · Water	1,605.03	3,000.00	(1,394.97)	53.5%
61193 · Telephone	6,089.98	8,000.00	(1,910.02)	76.13%
61200 · Other(Garbage Coll)	2,988.57	4,756.00	(1,767.43)	62.84%
61201 · Permits & Fees	28,248.75	50,000.00	(21,751.25)	56.5%
61290 · Vehicle Replacement	0.00	16,000.00	(16,000.00)	0.0%
61300 · Capital Outlay	0.00	23,000.00	(23,000.00)	0.0%
Total 61000 · NOVATO TREATMENT PLANT	1,552,977.83	2,246,500.00	(693,522.17)	69.13%
62000 · IGNACIO TREATMENT PLANT				
62010 · Salaries & Wages	145,118.06	197,449.00	(52,330.94)	73.5%
62020 · Employee Benefits	63,230.69	85,890.00	(22,659.31)	73.62%
62060 · Gasoline & Oil	11,143.42	12,500.00	(1,356.58)	89.15%
62091 · Software Maintenance	2,410.30	2,500.00	(89.70)	96.41%
62100 · Operating Supplies	15,647.97	20,000.00	(4,352.03)	78.24%
62101 · Operating Chemicals	95,579.01	125,000.00	(29,420.99)	76.46%
62113 · Grounds Maintenance	0.00	2,000.00	(2,000.00)	0.0%
62115 · Sludge Disposal - Contract	45,856.00	30,000.00	15,856.00	152.85%
62150 · Repairs & Maintenance	43,418.37	100,000.00	(56,581.63)	43.42%
62151 · Unusual Equipment Maintenance	10,479.88	50,000.00	(39,520.12)	20.96%
62152 · Small Tools	1,770.09	2,500.00	(729.91)	70.8%
62191 · Gas & Electricity	133,330.80	220,000.00	(86,669.20)	60.61%
62192 · Water	104.59	1,000.00	(895.41)	10.46%
62193 · Telephone	1,674.98	1,000.00	674.98	167.5%
62200 · Other - Operational Assistance	1,470.59	2,496.00	(1,025.41)	58.92%
62201 · Permits & Fees	17,241.75	18,000.00	(758.25)	95.79%
62290 · Vehicle Replacement	0.00	5,200.00	(5,200.00)	0.0%
62300 · Capital Outlay	0.00	13,000.00	(13,000.00)	0.0%
Total 62000 · IGNACIO TREATMENT PLANT	588,476.50	888,535.00	(300,058.50)	66.23%
63000 · RECLAMATION/DISPOSAL				
63010 · Salaries & Wages	33,488.79	45,565.00	(12,076.21)	73.5%
63020 · Employee Benefits	14,591.86	19,821.00	(5,229.14)	73.62%
63060 · Gasoline & Oil	8,377.72	12,500.00	(4,122.28)	67.02%
63091 · Software Maintenance	2,410.30	2,500.00	(89.70)	96.41%
63100 · Operating Supplies	2,943.48	6,000.00	(3,056.52)	49.06%
63101 · Operating Chemicals	0.00	2,500.00	(2,500.00)	0.0%
63115 · Sludge Disposal	54,979.05	75,000.00	(20,020.95)	73.31%
63150 · Repairs & Maintenance	39,094.65	120,000.00	(80,905.35)	32.58%
63151 · Unusual Equipment Maintenance	36,368.38	100,000.00	(63,631.62)	36.37%
63152 · Small Tools	491.76	2,500.00	(2,008.24)	19.67%
63157 · Ditch/Dike Maintenance	0.00	25,000.00	(25,000.00)	0.0%
63191 · Gas & Electricity	96,862.73	120,000.00	(23,137.27)	80.72%
63192 · Water - Reclamation	11,332.68	6,000.00	5,332.68	188.88%
63201 · Permits & Fees	1,584.00	1,500.00	84.00	105.6%

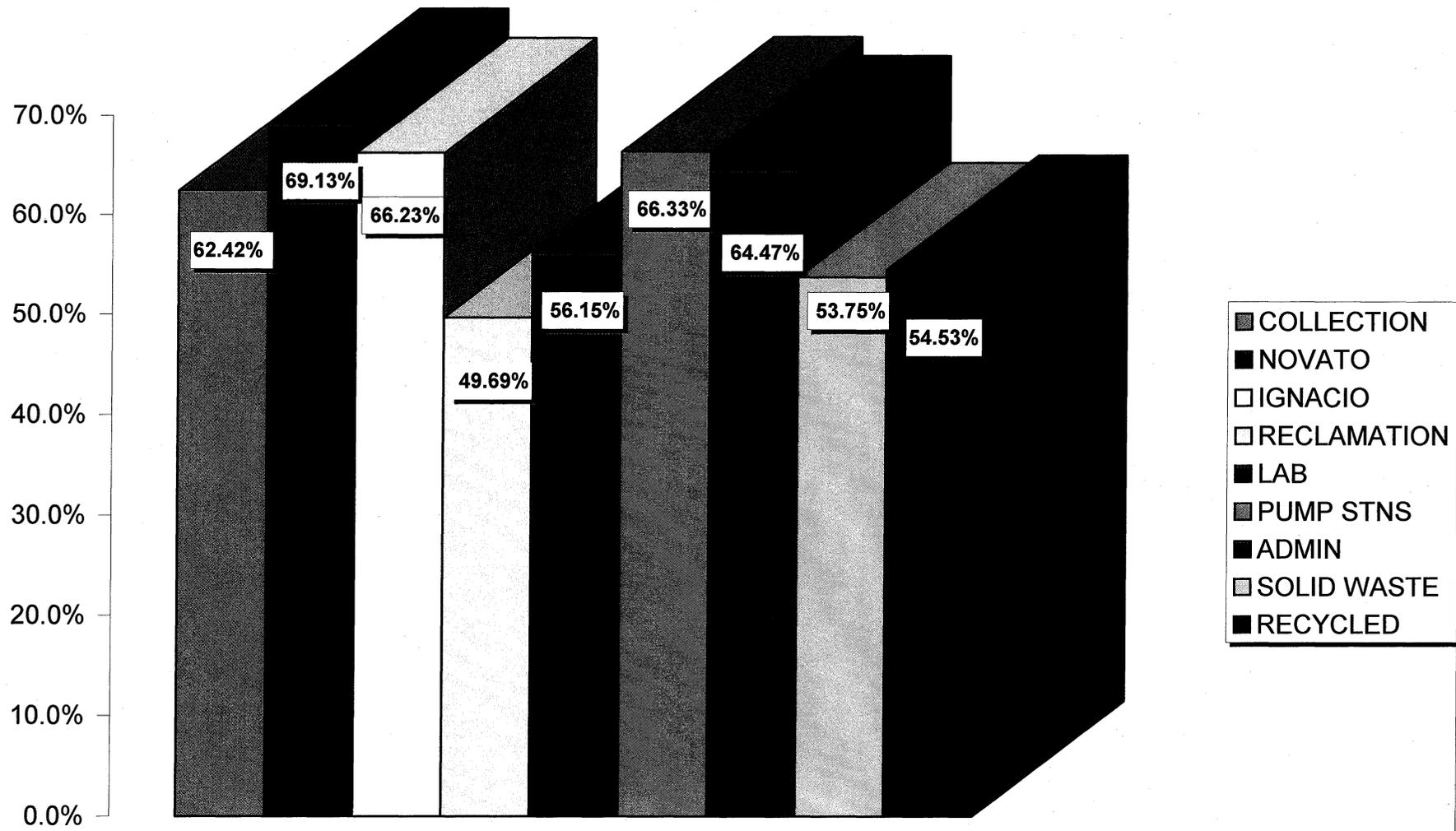
Novato Sanitary District
Revenue & Expenditures - Budget vs. Actual - Operations
July 2008 through March 2009

	<u>Jul '08 - Mar 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
63290 · Vehicle Replacement	0.00	7,000.00	(7,000.00)	0.0%
63300 · Capital Outlay	0.00	63,000.00	(63,000.00)	0.0%
Total 63000 · RECLAMATION/DISPOSAL	302,525.40	608,886.00	(306,360.60)	49.69%
64000 · LABORATORY/MONITORING				
64010 · Salaries & Wages	174,394.70	220,363.00	(45,968.30)	79.14%
64020 · Employee Benefits	72,104.25	95,858.00	(23,753.75)	75.22%
64060 · Gasoline & Oil	1,428.31	2,625.00	(1,196.69)	54.41%
64091 · Software Maintenance	0.00	5,000.00	(5,000.00)	0.0%
64100 · Operating Supplies	17,767.36	35,000.00	(17,232.64)	50.76%
64150 · Repairs & Maintenance	5,306.59	7,500.00	(2,193.41)	70.76%
64160 · Research & Monitoring	45,651.49	96,610.00	(50,958.51)	47.25%
64170 · Pollution Prevention/Public Ed	7,187.87	105,000.00	(97,812.13)	6.85%
64201 · Permits & Fees	2,359.00	3,000.00	(641.00)	78.63%
64290 · Vehicle Replacement	0.00	1,400.00	(1,400.00)	0.0%
64300 · Capital Outlay	6,410.72	20,000.00	(13,589.28)	32.05%
Total 64000 · LABORATORY/MONITORING	332,610.29	592,356.00	(259,745.71)	56.15%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	55,814.65	75,942.00	(20,127.35)	73.5%
65020 · Employee Benefits	24,319.78	33,035.00	(8,715.22)	73.62%
65060 · Gasoline & Oil	2,338.25	4,000.00	(1,661.75)	58.46%
65091 · Software Maintenance	2,410.29	2,500.00	(89.71)	96.41%
65100 · Operating Supplies	7,164.34	12,000.00	(4,835.66)	59.7%
65101 · Operating Chemicals	0.00	4,000.00	(4,000.00)	0.0%
65150 · Repairs & Maintenance	84,785.68	100,000.00	(15,214.32)	84.79%
65151 · Unusual Equipment Maintenance	0.00	10,000.00	(10,000.00)	0.0%
65152 · Small Tools	763.50	5,000.00	(4,236.50)	15.27%
65191 · Gas & Electricity	54,654.81	90,000.00	(35,345.19)	60.73%
65192 · Water	8,201.29	8,500.00	(298.71)	96.49%
65193 · Telephone	16,507.66	20,000.00	(3,492.34)	82.54%
65201 · Permits & Fees	2,376.50	3,000.00	(623.50)	79.22%
65290 · Vehicle Replacement	0.00	10,000.00	(10,000.00)	0.0%
65300 · Capital Outlay	0.00	13,000.00	(13,000.00)	0.0%
Total 65000 · PUMP STATIONS	259,336.75	390,977.00	(131,640.25)	66.33%
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	757,435.18	1,032,529.00	(275,093.82)	73.36%
66020 · Employee Benefits	319,056.39	480,150.00	(161,093.61)	66.45%
66021 · Retiree Health Benefits	107,799.57	175,745.00	(67,945.43)	61.34%
66030 · Director's Fees	30,031.26	37,800.00	(7,768.74)	79.45%
66060 · Gasoline & Oil	6,019.25	11,000.00	(4,980.75)	54.72%
66070 · Insurance	131,016.08	139,367.00	(8,350.92)	94.01%
66071 · Insurance Claim Expense	(24,324.38)	100,000.00	(124,324.38)	(24.32%)
66075 · Agency Dues	37,908.76	40,000.00	(2,091.24)	94.77%
66080 · Memberships	6,229.00	9,000.00	(2,771.00)	69.21%
66090 · Office Expense	15,426.01	27,000.00	(11,573.99)	57.13%
66100 · Engineering Supplies	6,031.04	8,000.00	(1,968.96)	75.39%
66121 · Accounting & Auditing	22,150.00	25,000.00	(2,850.00)	88.6%

Novato Sanitary District
Revenue & Expenditures - Budget vs. Actual - Operations
July 2008 through March 2009

	<u>Jul '08 - Mar 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
66122 · Attorney Fees	101,197.97	160,000.00	(58,802.03)	63.25%
66123 · O/S Contractual	52,128.73	142,000.00	(89,871.27)	36.71%
66124 · IT/Misc Electrical	13,529.29	54,000.00	(40,470.71)	25.05%
66130 · Printing & Publications	3,474.47	8,000.00	(4,525.53)	43.43%
66150 · Repairs & Maintenance	8,094.74	13,000.00	(4,905.26)	62.27%
66170 · Travel, Meetings & Training	51,371.92	75,000.00	(23,628.08)	68.5%
66193 · Telephone	8,214.85	11,500.00	(3,285.15)	71.43%
66202 · County Collection Fees	35,231.00	56,100.00	(20,869.00)	62.8%
66250 · Service Charge Sys Exp	0.00	7,500.00	(7,500.00)	0.0%
66290 · Vehicle Replacement	0.00	5,600.00	(5,600.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	1,688,021.13	2,618,291.00	(930,269.87)	64.47%
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	57,139.89	81,184.00	(24,044.11)	70.38%
67500 · Household Hazardous Waste	114,837.67	200,000.00	(85,162.33)	57.42%
67520 · Permanent HHW Facility	1,759.50	12,000.00	(10,240.50)	14.66%
67530 · Used Oil Program	1,126.80	17,125.00	(15,998.20)	6.58%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE PROGRAMS	174,863.86	325,309.00	(150,445.14)	53.75%
68000 · Recycled Water				
68010 · Salaries	22,325.85	30,377.00	(8,051.15)	73.5%
68020 · Employee Benefits	9,727.93	13,214.00	(3,486.07)	73.62%
68060 · Gas, Oil & Fuel	260.90	600.00	(339.10)	43.48%
68091 · Software Maintenance	0.00	5,000.00	(5,000.00)	0.0%
68100 · Operating Supplies	165.34	1,000.00	(834.66)	16.53%
68101 · Operating Chemicals	18,900.27	15,000.00	3,900.27	126.0%
68150 · Repairs & Maintenance	2,820.76	25,000.00	(22,179.24)	11.28%
68191 · Gas & Electricity	0.00	8,000.00	(8,000.00)	0.0%
68201 · Permits & Fees	0.00	1,200.00	(1,200.00)	0.0%
Total 68000 · Recycled Water	54,201.05	99,391.00	(45,189.95)	54.53%
Total Expense	5,434,889.06	8,542,238.00	(3,107,348.94)	63.62%
Net Ordinary Income	(549,697.93)	214,860.00	(764,557.93)	(255.84%)
	(549,697.93)	214,860.00	(764,557.93)	(255.84%)

Novato Sanitary District Expenditures as of March 31, 2009



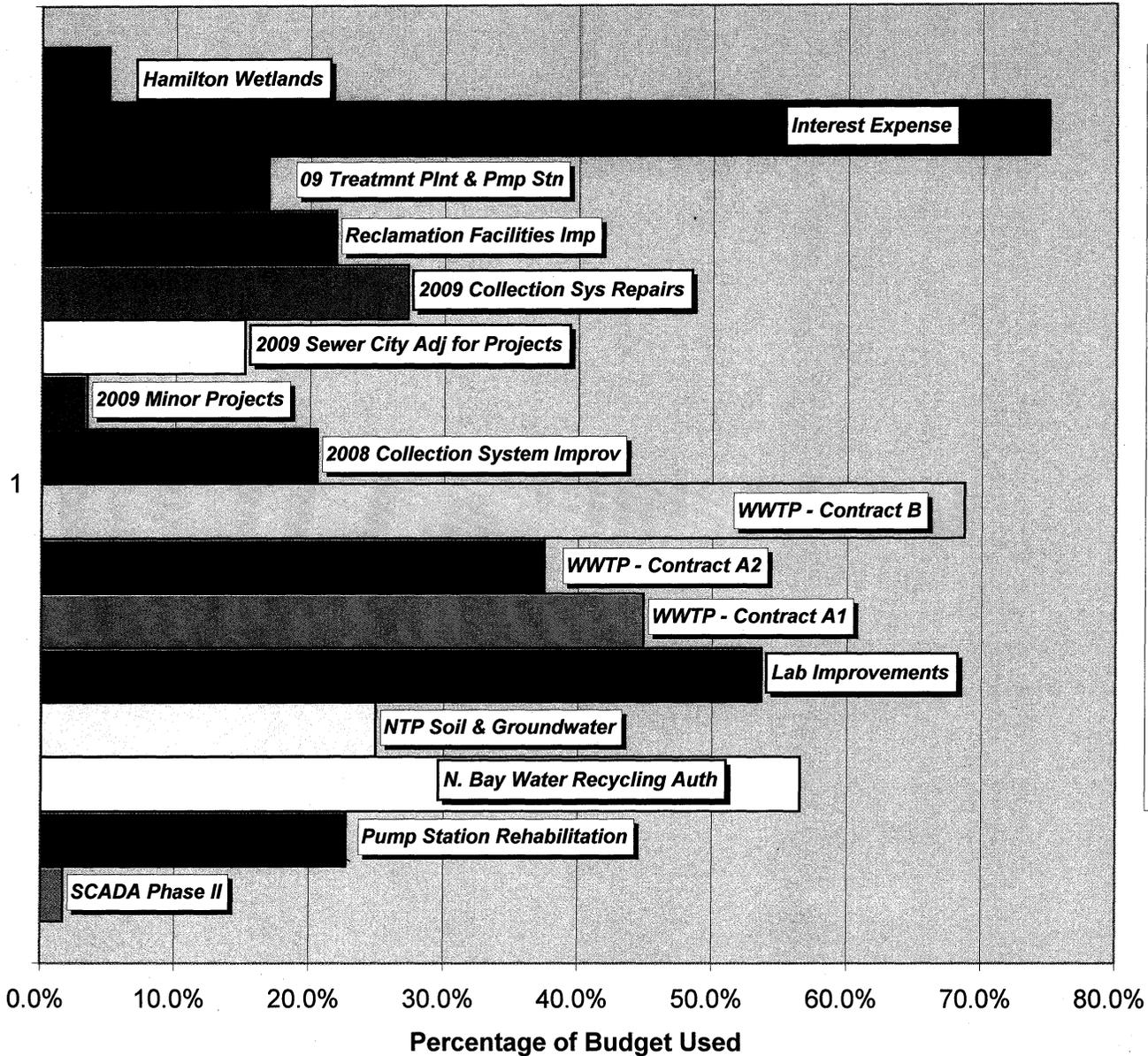
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Percentage of Budget Used

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual - Capital
July 2008 through March 2009

	<u>Jul '08 - Mar 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	3,668,746.58	6,433,341.00	(2,764,594.42)	57.03%
51020 · Connection Charges	487,917.64	1,102,500.00	(614,582.36)	44.26%
51030 · Collector Sewer Charges	0.00	4,000.00	(4,000.00)	0.0%
51040 · Special Equalization Charge	1,058.40	4,000.00	(2,941.60)	26.46%
51060 · Interest	285,265.96	500,000.00	(214,734.04)	57.05%
51070 · Other Revenue	19,545.00	0.00	19,545.00	100.0%
Total 51000 · CAPITAL IMPROVEMENT INCOME	4,462,533.58	8,043,841.00	(3,581,307.42)	55.48%
Total Income	4,462,533.58	8,043,841.00	(3,581,307.42)	55.48%
Gross Profit	4,462,533.58	8,043,841.00	(3,581,307.42)	55.48%
Expense				
72000 · CAPITAL IMPROVEMENT PROJECTS				
72011 · Admin Bldg Remodel	0.00	25,000.00	(25,000.00)	0.0%
72110 · Drainage PS 3&7 Outfall Rehab	0.00	150,000.00	(150,000.00)	0.0%
72111 · SCADA Phase II	669.69	40,000.00	(39,330.31)	1.67% 1
72403 · Pump Station Rehabilitation	910,332.34	4,000,000.00	(3,089,667.66)	22.76% 2
72508 · N. Bay Water Recycling Auth	79,150.25	140,000.00	(60,849.75)	56.54% 3
72509 · NTP Soil & Groundwater Inv	4,986.71	20,000.00	(15,013.29)	24.93% 4
72604 · Laboratory Improvements	10,735.68	20,000.00	(9,264.32)	53.68% 5
72607 · WWTP Upgrade-Contract A1	67,338.41	150,000.00	(82,661.59)	44.89% 6
72608 · WWTP Upgrade - Contract A2	18,741.60	50,000.00	(31,258.40)	37.48% 7
72609 · WWTP Upgrade - Contract B	24,051,515.33	35,000,000.00	(10,948,484.67)	68.72% 8
72611 · Bayside Sewer	0.00	10,000.00	(10,000.00)	0.0%
72612 · Southgate Sewer-	0.00	3,000.00	(3,000.00)	0.0%
72706 · 2008 Collection System Improv	410,715.82	2,000,000.00	(1,589,284.18)	20.54% 9
72707 · Hamilton Wetlands/Outfall Monit	500.00	10,000.00	(9,500.00)	5.0% 10
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72801 · 2009 Minor Projects	1,690.65	50,000.00	(48,309.35)	3.38% 10
72802 · 2009 Sewer Adj. for City Proj	11,364.00	75,000.00	(63,636.00)	15.15% 11
72803 · 2009 Collection System Repairs	68,142.84	250,000.00	(181,857.16)	27.26% 12
72804 · Annual Reclamation Fac Imp	76,697.75	350,000.00	(273,302.25)	21.91% 13
72805 · 2009 Trtmt Plant/ Pump St Impr	33,752.19	200,000.00	(166,247.81)	16.88% 14
72808 · Strategic Plan Update	0.00	75,000.00	(75,000.00)	0.0%
78500 · Interest - Zions Bank	976,702.81	1,302,270.00	(325,567.19)	75.0% 15
Total 72000 · CAPITAL IMPROVEMENT PROJ	26,723,036.07	43,970,270.00	(17,247,233.93)	60.78%
Total Expense	26,723,036.07	43,970,270.00	(17,247,233.93)	60.78%
Net Ordinary Income	(22,260,502.49)	(35,926,429.00)	13,665,926.51	61.96%
	(22,260,502.49)	(35,926,429.00)	13,665,926.51	61.96%

Capital Expenditures As of March 31, 2009



- Hamilton Wetlands - 5%
- Interest Expense - 75%
- 2009 Treatment Plant & Pmp Stn Improv - 16.88%
- Reclamation Facilities Imp - 21.91%
- 2009 Collection Sys Repairs - 27.26%
- 2009 Sewer City Adj for Projects - 15.15%
- 2009 Minor Projects - 3.38%
- 2008 Collection System Improv - 20.54%
- WWTP - Contract B - 68.72%
- WWTP - Contract A2 - 37.48%
- WWTP - Contract A1 - 44.89%
- Lab Improvements - 53.68%
- NTP Soil & Groundwater - 24.93%
- N. Bay Water Recycling Auth - 56.54%
- Pump Station Rehabilitation - 22.76%
- SCADA Phase II

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Request for Temporary Sewer Discharge Permit at 7474 Redwood Blvd.	MEETING DATE: May 11, 2009 AGENDA ITEM NO.:
RECOMMENDED ACTION: Authorize the Manager-Engineer to issue a Class I Non-domestic permit for up to 25,000 gallons to Via Service Station, 7474 Redwood Boulevard.	
SUMMARY AND DISCUSSION: <p>Edd Clark and Associates (ECA) is requesting a temporary discharge permit to discharge treated petroleum hydrocarbon-impacted groundwater to the District's sanitary sewer system as part of a 5-10 day high vacuum dual-phase extraction (HVDPE) event at 7474 Redwood Boulevard (site).</p> <p>ECA will use the HVDPE process for extracting the groundwater and removal of volatile organics. The groundwater will be pumped through two 500 pounds carbon canisters in series, then stored in a 20,000-gallon water storage tank to allow sediment to settle out prior to discharging to the sanitary sewer. Prior to discharge to the sanitary sewer, the treated groundwater will be sampled to meet all Discharge pretreatment requirements.</p> <p>The District has successfully issued permits for previous projects to this discharge location with the following conditions:</p> <ol style="list-style-type: none"> 1. The discharger obtains a permit from the District that specifies the conditions under which the District will accept the groundwater. 2. The discharger pretreats the groundwater and stores the treated groundwater in tanks onsite while it is tested. 3. The treated water is tested for the full scan of metals, low-level mercury, and organics and must meet District pretreatment requirements prior to discharge to the sewer. <p>Staff recommends that the Board authorize the Manager-Engineer to issue a Class I Non-domestic permit for up to 25,000 gallons to Via Service Station, and authorize the Manager-Engineer to approve the discharge of the treated groundwater on a batch basis subject to staff review and approval of the testing results of the water prior to discharge.</p>	
ALTERNATIVES: Do not issue temporary non-domestic discharge permit	
BUDGET INFORMATION:	
DEPT.MGR.:	MANAGER:

Novato Sanitary District Check Register

May 11, 2009

Date	Num	Name	Credit
May 11, 09			
5/11/2009	42305	3T Equipment Company Inc.	93.07
5/11/2009	42306	Aabet Business Systems	587.54
5/11/2009	42307	Able Tire & Brake Inc.	425.38
5/11/2009	42308	Alhambra	238.20
5/11/2009	42309	All Star Rents LLP	75.76
5/11/2009	42310	Alliance Industrial	534.75
5/11/2009	42311	Ashland E & PS	4,859.53
5/11/2009	42312	AT&T Mobility	298.88
5/11/2009	42313	BakerCorp	1,038.23
5/11/2009	42314	Basic Chemical Solutions	5,069.75
5/11/2009	42315	Borges & Mahoney Inc.	247.23
5/11/2009	42316	Buck's Saw Service, Inc.	39.54
5/11/2009	42317	Cagwin & Dorward Inc.	14,822.50
5/11/2009	42318	California Diesel & Power	4,349.76
5/11/2009	42319	CalPacific Equipment	771.99
5/11/2009	42320	Cantarutti Electric, Inc	2,558.07
5/11/2009	42321	CASA	2,337.50
5/11/2009	42322	CD-Data	1,712.81
5/11/2009	42323	CDW Government, Inc.	708.08
5/11/2009	42324	Central Marin Sanitation District	3,716.12
5/11/2009	42325	Comet Building Maintenance, I...	1,090.00
5/11/2009	42326	Cook Paging	49.44
5/11/2009	42327	CWEA	180.00
5/11/2009	42328	Emedco Inc.	2,308.08
5/11/2009	42329	Grainger	655.63
5/11/2009	42330	Hertz Corporation	16,464.45
5/11/2009	42331	Johnson Controls, Inc.	303.50
5/11/2009	42332	Johnson, Richard	79,403.00
5/11/2009	42333	Knutson, Arthur T.	55.59
5/11/2009	42334	Krauthaim, Steve	755.58
5/11/2009	42335	Lab Safety Supply	639.98
5/11/2009	42336	MarinScope	816.00
5/11/2009	42337	McGrane, Brian	150.00
5/11/2009	42338	McMaster-Carr Supply Co.	2,235.97
5/11/2009	42339	National Notary Association	33.00
5/11/2009	42340	Nextel Communications	1,309.16
5/11/2009	42341	North Bay Gas & Weld	108.00
5/11/2009	42342	North Bay Homes	10,470.00
5/11/2009	42343	North Marin Water District	13.39
5/11/2009	42344	Novato Disposal-	648.66
5/11/2009	42345	Nute Engineering Inc.	51,270.56
5/11/2009	42346	Olin Chlor Alkali Products	8,486.59
5/11/2009	42347	One Stop Auto Service Inc.	36.52
5/11/2009	42348	Orkin Pest Control	69.00
5/11/2009	42349	Pacific, Gas & Electric	65,938.43
5/11/2009	42350	Pape Material Handling	132.71
5/11/2009	42351	Pini Hardware	928.01
5/11/2009	42352	Preferred Benefit	4,782.90
5/11/2009	42353	Roy's Sewer Service, Inc.	1,627.50
5/11/2009	42354	Royal Petroleum Company	7,818.82
5/11/2009	42355	SFE Global Inc.	1,500.00
5/11/2009	42356	Shape Incorporated	2,465.45
5/11/2009	42357	Siemens Water Tech Corp.	177.78
5/11/2009	42358	Sport & Spine Therapy of Mari...	555.00
5/11/2009	42359	State Water Resources Contro...	360.00
5/11/2009	42360	Stevenson, Jeffrey MD	170.00
5/11/2009	42361	T-Mobile	21.85
5/11/2009	42362	Team Ghilotti	13,955.46
5/11/2009	42363	Telstar Instruments Inc	274.70
5/11/2009	42364	U.S. Bank Card (1)(Bev)	47.56
5/11/2009	42365	U.S. Bank Card (2)(June)	2,735.99
5/11/2009	42366	USA BlueBook	1,160.95
5/11/2009	42367	Verizon Business	158.13
5/11/2009	42368	Verizon California	1,767.56
5/11/2009	42369	Vision Service Plan	802.28
May 11, 09			329,417.87

05/08/09

Novato Sanitary District Check Register

May 11, 2009

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
May 11, 09			
5/11/2009	1358	Federal Express	76.14
5/11/2009	1359	Guarantee Mailing Services, Inc.	666.54
5/11/2009	1360	ModSpace Corporation	361.38
5/11/2009	1361	Monterey Mechanical, Inc.	1,322,915.00
5/11/2009	1362	RMC Water & Environment, Inc.	146,950.59
May 11, 09			<u>1,470,969.65</u>

Novato Sanitary District Payroll and Payroll Related Check Register

April 28 - 30, 2009

Date	Name	Credit
Apr 28 - 30, 09		
04/29/2009	April Payroll	165,115.59
04/30/2009	PERS Retirement	43,279.44
04/29/2009	CalPers Health	37,119.13
04/30/2009	United States Treasury	30,502.68
04/30/2009	EDD	8,195.71
04/30/2009	Lincoln Financial Group	4,890.00
04/30/2009	Lincoln Financial Group-401a Plan	4,288.35
04/30/2009	Lincoln Financial Group-401a Plan	3,776.97
04/30/2009	State Street Bank & Trust	1,500.00
04/28/2009	Retiree-Coates	1,220.58
04/28/2009	Retiree-Griffin	1,220.58
04/28/2009	Retiree-Cordeiro	915.60
04/28/2009	Retiree-Dimarco	915.60
04/28/2009	Retiree-Goldfarb	915.60
04/28/2009	Retiree-Perucchi	915.60
04/28/2009	Retiree-Welsh	915.60
04/28/2009	Retiree-Healon	902.18
04/28/2009	Retiree-Bayles	687.46
04/28/2009	Retiree-Green	687.46
04/30/2009	Local Union 315	618.00
04/30/2009	Marin Employ Federal Credit Union	542.00
04/28/2009	Retiree-Bolick	459.32
04/28/2009	Retiree-Macleod	459.32
04/28/2009	Retiree-Neighbors	459.32
04/28/2009	Retiree-O'Shea	459.32
04/28/2009	Retiree-Sproul	459.32
04/28/2009	Retiree-Gibby	179.16
04/28/2009	Retiree-Jackson	179.16
04/28/2009	Retiree-Murphy	179.16
04/28/2009	Retiree-Rotnicki	179.16
04/30/2009	ACS	80.00
04/30/2009	North Bay Children's Center	40.00
Apr 28 - 30, 09		<u>312,257.37</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Waiver of District Policy-Scott Property.	MEETING DATE: May 11, 2009
AGENDA ITEM NO.:	
RECOMMENDED ACTION: Staff recommends approval of waiver with conditions.	
SUMMARY AND DISCUSSION:	
<p>This Board item is to approve a waiver of the District's policy to allow the sewerage of a subject parcel more than one property removed from the public sewer. This District policy was established at the March 28th, 1977 Board meeting.</p> <p>The proposed routing of the private force line will result in an excessively long private force line of approximately 1,065 feet. (See "Conceptual Sewer Route" drawing attached.)</p> <p>District staff recommends approval of the Board waiver with special conditions as follows:</p> <ol style="list-style-type: none"> 1.) The property owner shall record an acknowledgement that will be recorded with the subject property. The acknowledgement will state the properties owners are aware that the private force line proposed to be constructed is excessively long which will make access and maintenance difficult. Within said acknowledgment the property owner shall establish a schedule of physical inspection and cleaning maintenance to insure against a sanitary sewer spill. 2.) The property owner will acknowledge in advance, that if a public sewer system is ever made available to the Indian Valley area, the property will disconnect and abandon this proposed private force line. 3.) The property will record a hold harmless agreement indemnifying the Novato Sanitary District from any and all litigation that may result from the permitting of this proposed private force line. 	
ALTERNATIVES: Do not allow waiver of current policy.	
BUDGET INFORMATION: None	
DEPT.MGR.:	MANAGER: