

NOVATO SANITARY DISTRICT

June 14, 2010

The Board of Directors of Novato Sanitary District will hold a Closed Session at 5:00 p.m., Monday, June 14, 2010, at the District offices, 500 Davidson Street, Novato. (Open session begins after the closed session at approximately 6:30 p.m. See agenda below).

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – ONE CASE:

Existing litigation pursuant to Subsection (c) of Government Code Section 54956.9. County of Marin Superior Court Case Number 1001855. Novato Sanitary District v. Bank of Marin. (Complaint for Refund of \$181,927.54 Plus Interest under Commercial Code §11204)

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION – ONE CASE:

Potential exposure litigation pursuant to Subsection B of Government Code Section 54956.9.

AGENDA

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. REPORT FROM CLOSED SESSIONS:**
- 4. PUBLIC COMMENT (Please observe a three-minute time limit):**

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.

- 5. BOARD MEMBER REPORTS:**
- 6. REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the May 24, 2010 meeting.
- 7. CONSENT CALENDAR:**
 - a. Approve Annual Statement of Investment Policy.

- b. Approval of regular disbursements and ratification of May 2010 payroll and payroll-related disbursements.

8. COLLECTION SYSTEMS IMPROVEMENTS PROJECT 72706, PHASE E – IGNACIO BLVD. SEWER REHABILITATION PROJECT:

- a. Review bids received and authorize contract award to the lowest qualified responsive bidder – Team Ghilotti.

9. BUDGET:

- a. Presentation of Preliminary Budget for fiscal year 2010-11. (Budget documents will be presented at the Board meeting).
- b. Schedule adoption of Preliminary Budget for June 28, 2010.

10. STAFF REPORTS:

- a. North Bay Watershed Association.
- b. Uniform Public Construction Cost Accounting Act Report.

11. MANAGER'S ANNOUNCEMENTS:

12. ADJOURNMENT:

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.

Next Resolution No. 3025

May 24, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, May 24, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members James D. Fritz, William C. Long, and Dennis Welsh. Member George C. Quesada arrived at 6:37 p.m.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James and Administrative Secretary Julie Borda.

ALSO PRESENT: Robin Merrill, Novato Sanitary District employee
Seth Shorett, Novato Leadership participant
Judy Montoya, Novato Leadership participant
Tom Pierce, Novato resident
Deanna Pierce, Novato resident
Colleen Rose, Novato resident
James Erze, Novato resident
Brant Miller, Novato resident
John Bailey, Project Manager, Veolia Water
Steve Clary, RMC Water and Environment

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

RECOGNITIONS:

Recognize staff for public education program award. The Manager discussed the success of the joint public education program which the District participates in with other sewage treatment agencies. She was pleased to announce that the joint education program participants were awarded the 2009 Statewide Public Education Award for Large Budget Agencies. The Manager detailed some of the programs the District jointly participates in and commended the other agencies for their involvement.

Recognize Novato Leadership program graduate. The Manager recognized Robin Merrill, District employee and recent graduate from the Novato Chamber of Commerce Leadership Program. Robin Merrill discussed the Leadership Program and the project he completed with five other Leadership members, two of whom were present: Seth

Shorett and Judy Montoya. Robin, Seth and Judy gave an informative PowerPoint presentation discussing their Leadership Project: Assessment of Novato's Parks and Recreational Facilities.

President Di Giorgio and the Board members expressed their appreciation to Robin, Seth and Judy for their hard work and participation in the Leadership Program.

PUBLIC COMMENT:

James Erze, Novato resident on Lea Court, questioned the work being conducted on Saturdays at the District. He questioned what the completion date for the project is and asked if the District had a contingency plan for operation if Measure F does not pass.

The Manager stated there is occasional Saturday work and that the construction is scheduled for completion in mid-September, 2010. She discussed the new equipment and the upgraded odor system. She stated the District must be prepared for either outcome in regards to Measure F.

Deanna Pierce, Novato resident, questioned what percentage of the treatment facility is currently on-line. She questioned the level of the current operators. Ms. Pierce questioned the training that was offered by the new equipment vendors.

The Manager outlined the new equipment which is currently on-line. The Manager stated the District currently employs the following grades of operators: one Grade II certified, three Grade III certified and two Grade V operators (Grade V operators are Veolia employees). The Manager noted that the free training the equipment vendors offer is equipment specific and does not provide training of full integration of equipment for the facility.

BOARD MEMBER REPORTS:

Member Quesada questioned if the Registrar of Voters had ensured that all Novato residents who are within the District boundaries will receive a correct ballot for the upcoming June 8th election. The Manager responded that Robin Merrill has been working with the Registrar of Voters to verify that all applicable voters will be provided with a proper ballot.

Member Long compared the Petaluma wastewater facility budget with the Novato Sanitary District budget, noting that the District's budget is well below Petaluma's. He discussed an item from Petaluma's budget: "continued development of the Computerized Maintenance Management System (CMMS) and the implementation of maintenance practices to protect the warranties of the equipment at the new plant". He stated he felt the Novato Sanitary District should implement a similar program to protect the new upgraded treatment facility.

Member Welsh rebutted Member Long's comments.

President Di Giorgio commented on the Chamber of Commerce Mixer which was hosted by the Sanitary District on Thursday, May 24th. The Manager commented and thanked the co-sponsors of the event: RMC Water and Environment, Monterey Mechanical, and The Covello Group.

REVIEW OF MINUTES:

Consider approval of minutes of the March 8th, April 26th and May 10th, 2010 meetings.

On motion of Member Quesada, seconded by Member Long, and carried unanimously, the minutes of the March 8th, April 26th and May 10th, 2010 Board meeting minutes were approved.

CONSENT CALENDAR:

President Di Giorgio noted that the Proposition 218 Public Hearing will be held at noon at the regular board meeting of July 12th.

On motion of Member Quesada, seconded by Member Fritz and carried with the following vote, the following Consent Calendar items were approved: Ayes: Di Giorgio, Fritz, Long, Quesada. Noes: Welsh.

Member Welsh stated he could not approve the Consent Calendar due to the Proposition 218 Hearing being scheduled at 12:00 p.m.

- a. Approval of Revenue and Expenditure Report for period ending March 31, 2010.
- b. Approval of the following Board Meeting schedule: June 14th and 28th, July 12th and 26th, August 9th and 23rd.
- c. Approval of regular disbursements in the amount of \$230,222.37 and project account disbursements in the amount of \$139,170.84.

Member Welsh stated that he had still not received a legal opinion from District Counsel on the personnel issue from the May 10th Board meeting: *Consider re-establishing the position of Operations Leadworker.* President Di Giorgio suggested Member Welsh reach District Counsel via email.

NORTH BAY WATER REUSE AUTHORITY:

Progress Report: The Manager announced that the North Bay Water Reuse Authority (NBWRA) has received a federal "Stimulus" grant in the amount of \$7.3 million. She gave a detailed PowerPoint presentation which outlined the Novato Recycled Water Project. She discussed the shared responsibilities between the Novato Sanitary District

and the North Marin Water District. She discussed the project components including costs, funding and the funding schedule. She noted that the construction must be completed by September 2011.

Steve Clary, RMC Water and Environment, discussed details of the project and project funding with the Board.

Consider approval of a proposal to provide design services for the relocation and expansion of the recycled water treatment facility. The Manager noted that RMC Water and Environment was requested to prepare plans and specifications for the Recycled Water Treatment Facility. She stated that RMC's proposal outlines work to be done on a time and materials basis for an amount not to exceed \$803,390. She noted that this work will be eligible for 25% Federal grant funds and that the balance will be funded with a State Revolving Fund (SRF) loan that will be paid back through fees for the recycled water.

Tom Pierce, Novato resident, questioned the financial viability of the recycled water treatment facility. He felt the long-term costs to the District were very high.

The Manager discussed the project with the Board.

On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the Board approved the proposal to RMC Water and Environment to provide design services for the relocation and expansion of the recycled water treatment facility.

COMMITTEE REPORTS:

Solid Waste Committee report: The Manager stated that the Solid Waste Committee, which includes Members Di Giorgio and Quesada, met on May 17, 2010. She noted that the committee reviewed the proposed Solid Waste budget and that it will be presented to the Board as part of the District's draft budget at the June 14, 2010 Board meeting. She discussed hazardous waste and e-waste collections noting that more materials are defined as hazardous waste than in previous years and that these materials require more handling and disposal efforts. The Manager reported on the Novato Disposal first quarter recycled solid waste data. She reported on Novato Disposal's routine donation to local non-profits of garbage bins and debris boxes.

President Di Giorgio called for a six minute recess at 8:00 p.m.

President Di Giorgio reconvened the Board meeting at 8:06 p.m.

Wastewater Operations Committee report. John Bailey, Project Manager, Veolia Water, discussed the Veolia Water Operations Report - April 2010. He discussed the start-up of Process Test Number Three (half of the wastewater treatment plant: aeration basins 1 & 2, secondary clarifiers and UV disinfection system) and gave a current status report

of the new equipment. He discussed violations that occurred in April as a result of wet weather events and blending. He discussed key operation and maintenance events and gave an overview of safety and training that took place during the month.

The Board discussed with Mr. Bailey current facility operations and the new equipment that has been brought on-line.

The Manager discussed the Collection System work order statistics and the Collection System Monthly Report for 2010. She discussed the collection system main lines and common items that clog them such as baby wipes, cleaning cloths and dental floss. The Manager discussed with the Board the outreach efforts the District is taking to notify the public of what not to flush.

PUMP STATION REHABILITATION PROJECT 72403:

Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids for project 72403, unit 2. The Manager stated that Project Unit 2 consists of rehabilitating four sanitary sewer pump stations including partial demolition of the existing structure, construction of wet well & valve pit, and installation of new pumps and control panels at each of the following locations: Rowland Plaza, Vintage Oaks 1, Vintage Oaks 2 and Western Oaks. She stated that the engineer's estimate for the work is \$1.5 million. She noted that District staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt.

On motion of Member Quesada, seconded by Member Long and carried unanimously, the Board approved making CEQA findings, approving plans and specifications, and authorizing advertising for bids for Pump Station Rehabilitation Project, Unit 2: 72403.

ADMINISTRATION:

Consider adoption of District Policy #4060: Committees of the Board of Directors. The Manager stated this policy has been reviewed by District Counsel and sets forth what has been District policy in the past.

Member Long requested paragraph 4060.3 be changed to read "*no later than the Board's **second** regular meeting in July*".

On motion of Member Quesada, seconded by Member Fritz and carried unanimously, the Board adopted District Policy #4060: Committees of the Board of Directors with the changes noted above.

Consider adoption of District Policy #5040: Board Actions and Decisions. The Manager stated that this is a new policy and is essentially what has been Board practice. She noted that this policy is consistent with the District's Personnel Rules and Regulations.

On motion of Member Long, seconded by Member Fritz and carried unanimously, the Board adopted District Policy #5040: Board Actions and Decisions.

STAFF REPORTS:

NPDES Permit renewal. President Di Giorgio congratulated the Manager for her efforts towards completion of the NPDES Permit renewal.

The Manager stated she will hold over the detailed discussion of the NPDES permit until a future board meeting. She briefly discussed some challenging requirements which were imposed with the renewed NPDES permit.

The Board requested a detailed report for review purposes which highlight comparisons of the new and old permit.

MANAGER'S REPORT:

- The North Bay Water Reuse Authority is holding a Plenary Session on June 30th from 9:15 a.m. to 12:15 p.m. The session will be held at the Inn Marin Hotel in Novato.

- Public tours of the treatment facility will be conducted on June 5th, 19th and July 17th. An August tour is anticipated but not yet scheduled. The Manager intends to continue monthly public tours through the fall.

- Central Marin Sanitation Agency is celebrating their 25th anniversary and dedicating their new facilities on July 15th from 3 p.m. to 5 p.m. The celebration will take place at the agency and all Board members are invited to attend.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Statement of Investment Policy	MEETING DATE: 06/14/2010
AGENDA ITEM NO. : 7.a	
RECOMMENDED ACTION: Approve Statement of Investment Policy	
SUMMARY AND DISCUSSION: The Board annually reviews and adopts the District's Statement of Investment Policy in accordance with Government Code Section 5360. The statement of investment was updated on November 9, 2009 due to changing financial institutions. There have been no other changes in the investment policy for this fiscal year.	
ALTERNATIVES: Do not approve Statement of Investment Policy.	
BUDGET INFORMATION: No budget impact.	
DEPT. MGR. :	MANAGER'S APPROVAL:

Novato Sanitary District
STATEMENT OF INVESTMENT POLICY
June 11, 2010

The Statement of Investment Policy for Novato Sanitary District includes the revised California Government Code Section 53600 effective January 1, 1996.

Funds Management

This investment policy applies to all financial assets of Novato Sanitary District, including Operating Funds, Capital Improvement Funds and Bond Funds.

Regular Warrants Account: As cash is received, it is deposited in the District's Money Market Checking Account with Westamerica Bank. Cash on hand is reviewed daily and all inactive or reserve funds above the minimum balance are wire transferred periodically to the LAIF, or invested locally in certificates of deposit. When the District writes checks, for whatever purpose, funds are withdrawn from the LAIF to cover the checks written.

Payroll Account: The District's payroll is prepared in-house. All pay checks and pay vouchers (for direct deposit) are processed through the District's Payroll Account with Westamerica Bank. After the checks and vouchers are reconciled, funds to cover payroll are transferred from the Operating Account to the Payroll Account.

Petty Cash Account. The District maintains a Petty Cash account with a balance not to exceed \$1,000.00. This account is for small purchases.

Project Account: The only funds deposited to the Project Account with Westamerica Bank are Disbursements for the SRF loan. Any excess balance above the minimum balance is wire transferred to LAIF. When the District writes checks, for project expenses, funds are withdrawn from the LAIF to cover the checks written. The funds are transferred from the regular warrants account after this account has been funded by LAIF, for operating and project expenses.

Funds not included in the policy include deferred compensation funds since the assets of the plan are held for the exclusive benefit of plan participants and their beneficiaries.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard as stated in California

Statement of Investment Policy
June 11, 2010

Government Code (CGC) Section 53600.3 and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objectives

As specified in CGC Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

Authority to manage the investment program is derived from CGC Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, Beverly B. James, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The following employees are authorized to telephone instructions for deposits and withdrawals from the District bank account to the State Treasurer and vice versa:

Beverly B. James, Manager-Engineer
June Penn Brown, Administrative Services Manager

Transfers between the District's three Westamerica Bank accounts may be made electronically by Beverly James, Manager-Engineer, June Brown, Administrative Services Manager, and Laura Creamer, Finance Officer.

Statement of Investment Policy
June 11, 2010

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of CGC 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard. In addition, the District maintains a public officials' surety bond in the amount of \$200,000.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Authorized Financial Institutions and Dealers

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

Designated depositories for the deposit of inactive funds are:

Local Banks: Bank of America, Wells Fargo Bank and Westamerica Bank.

Local Savings and Loan Associations: Bay View Bank and Washington Mutual Bank.

State Treasurer's Local Agency Investment Fund (LAIF). The LAIF is made up of pooled funds from California local agencies which are invested by the State Treasurer. The maximum deposit allowed per agency is \$50,000,000 (effective

11/15/09). There is no minimum investment period and interest is earned daily. Money can be withdrawn within 24 hours.

Authorized and Suitable Investments

It is the practice of the District to invest inactive operating and capital improvement funds only with the State Treasurer's Local Agency Investment Fund and/or with local banks and savings and loans.

Prohibited Investments. Under the provisions of CGC Section 53601.6 and 53631.5, the District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

Line of Credit

The following describes the line of credit with Zions Bank. Funds are transferred as needed from the capital improvement fund to cover principal and interest payments.

Line of Credit. This credit line was obtained in May of 2006 to begin the financing of our Wastewater Treatment Plant Upgrade expenses. The interest rate on the principal is 4.34%. The credit line balance comes due April 1, 2011.

State Revolving Fund Loan

The following describes the state revolving fund loan with the State of California through the State Water Resources Control Board. This loan is specifically for the Wastewater Treatment Project Upgrade. Project expenses are reimbursed by this loan shortly after the District pays the contractor for the work performed on the Wastewater Treatment Project Upgrade. The balance of this loan will not be payable until 12/15/11 at 2.4% interest for a time period of 20 years.

Collateralization

All certificates of deposit must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC Section 53601(i)(2).

Safekeeping and Custody

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by CGC Section 53601.

Diversification

The District will diversify its investments by security type and institution. It is the policy of the District to remit money not required for immediate needs to LAIF for purposes of investment. Assets in the pooled money account are diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Reporting

In accordance with CGC Section 53646(b)(1), Treasurer shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the District by third party contracted managers. The report will also include

the source of the portfolio valuation. As specified in CGC Section 53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions.

The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by CGC Section 53646(b)(2) and (3) respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

Investment Policy Adoption

The Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

Novato Sanitary District Check Register

June 14, 2010

Date	Num	Name	Credit
Jun 14, 10			
6/14/2010	51185	W.R. Forde	210,420.00
6/14/2010	51175	Team Ghilotti	115,142.58
6/14/2010	51159	P,G & E -	70,172.17
6/14/2010	51180	Veolia Water North America	33,312.27
6/14/2010	51114	Barg, Coffin, Lewis & Trapp	32,210.38
6/14/2010	51155	Nute Engineering Inc.	31,402.24
6/14/2010	51147	North Bay Construction, Inc.	30,218.56
6/14/2010	51171	Sideman & Bancroft, LLP	15,202.85
6/14/2010	51119	Caltest Analytical Lab Inc.	13,741.16
6/14/2010	51165	PSC	12,822.95
6/14/2010	51167	Rauch Communication Consult...	7,441.42
6/14/2010	51108	Aerotek	6,996.00
6/14/2010	51137	Johnson, Dee	6,372.22
6/14/2010	51152	North Marin Water District 2	5,013.50
6/14/2010	51164	Preferred Benefit	4,441.12
6/14/2010	51187	Mason Investigative Group, Inc.	4,372.90
6/14/2010	51189	Environmental Water Solutions...	3,594.87
6/14/2010	51156	Oakley Water Strategies, Inc.	3,482.75
6/14/2010	51112	Ashland E & PS	3,244.93
6/14/2010	51132	Fort Dearborn Life Insurance	3,213.26
6/14/2010	51135	Harmony Press	3,135.00
6/14/2010	51116	Bowens, Kenneth	3,000.00
6/14/2010	51118	Calcon Systems	2,885.00
6/14/2010	51160	Pan Pacific Supply Co., Inc.	2,750.32
6/14/2010	51170	Shape Incorporated	1,915.27
6/14/2010	51182	Verizon California	1,803.33
6/14/2010	51172	Swanson McNamara Haller	1,800.00
6/14/2010	51141	Lawson Products, Inc.	1,608.21
6/14/2010	51178	Unicorn Group	1,477.47
6/14/2010	51184	VWR International Inc.	1,224.80
6/14/2010	51123	Comet Building Maintenance, I...	1,090.00
6/14/2010	51136	IEDA, INC	1,000.00
6/14/2010	51154	Novato Disposal-	875.06
6/14/2010	51186	Clarence & Dyer LLP	874.50
6/14/2010	51169	San Jose Boiler Works Inc.	870.00
6/14/2010	51134	HACH/American Sigma Inc	774.17
6/14/2010	51143	MarinScope	738.00
6/14/2010	51139	Lampson Tractor	727.77
6/14/2010	51111	American Leak Detection	725.00
6/14/2010	51151	North Marin Water District	714.22
6/14/2010	51183	Vision Service Plan	681.09
6/14/2010	51146	Nextel Communications	645.26
6/14/2010	51107	Able Tire & Brake Inc.	502.70
6/14/2010	51120	CDW Government, Inc.	489.98
6/14/2010	51140	Latham & Watkins, LLP	483.80
6/14/2010	51133	Grainger	473.71
6/14/2010	51168	Royal Petroleum Company	459.76
6/14/2010	51128	Environmental Biotech Internati...	423.85
6/14/2010	51163	Pini Hardware	408.54
6/14/2010	51129	Environmental Resource Assoc	407.01
6/14/2010	51177	U.S. Bank Card (2)(June)	395.29
6/14/2010	51174	Tamor & Tamor	357.50
6/14/2010	51121	Cintas Corporation	354.30
6/14/2010	51113	AT&T Mobility	327.57
6/14/2010	51161	Pareto Co.	320.00
6/14/2010	51122	Claremont EAP	295.00
6/14/2010	51166	Randall Bros. Auto Inc.	287.73
6/14/2010	51162	Petty Cash	270.51
6/14/2010	51127	Electronic Innovations, Inc	270.50
6/14/2010	51125	CSRMA-	259.00
6/14/2010	51109	Alhambra	239.31
6/14/2010	51117	Cagwin & Dorward Inc.	229.00
6/14/2010	51145	McMaster-Carr Supply Co.	225.15
6/14/2010	51138	Lab Safety Supply, Inc.	204.81
6/14/2010	51115	BoundTree Medical, LLC	188.36
6/14/2010	51181	Verizon Business	179.82

06/11/10

Novato Sanitary District Check Register

June 14, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
6/14/2010	51126	Edd Clark & Associates, Inc.	168.75
6/14/2010	51110	All Star Rents LLP	162.96
6/14/2010	51131	First Alarm	111.75
6/14/2010	51148	North Bay Gas & Weld	108.00
6/14/2010	51130	Federal Express	91.06
6/14/2010	51149	North Bay Portables, Inc.	89.70
6/14/2010	51158	Orkin Pest Control	80.45
6/14/2010	51142	Liqui Systems Inc.	68.30
6/14/2010	51179	Van Bebbber Brothers Inc.	64.72
6/14/2010	51124	Cook Paging	57.73
6/14/2010	51153	Novato Brushless Car Wash	42.43
6/14/2010	51157	One Stop Auto Service Inc.	33.80
6/14/2010	51176	U.S. Bank Card (1)(Bev)	24.12
6/14/2010	51173	T-Mobile	22.41
6/14/2010	51144	Maselli & Sons Inc.	21.19
6/14/2010	51150	North Marin Auto Parts	10.90
6/14/2010	51188	Environmental Water Solutions...	
Jun 14, 10			<u>653,344.07</u>

06/10/10

Novato Sanitary District Check Register

June 14, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jun 14, 10			
6/14/2010	Wire	Zions Bank	25,000,000.00
6/14/2010	2056	Monterey Mechanical, Inc.	1,452,669.43
6/14/2010	2057	RMC Water & Environment, Inc.	47,803.71
6/14/2010	2054	HDR EngineeringInc	7,190.54
6/14/2010	2055	ModSpace Corporation	411.50
6/14/2010	2058	U.S. Bank Card (1)(Bev)	77.64
Jun 14, 10			<u>26,508,152.82</u>

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Novato Sanitary District Check Register

June 9, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jun 9, 10			
6/9/2010	51104	Di Giorgio, Mike	947.87
6/9/2010	ach	Long, William C.	806.10
6/9/2010	51105	Fritz, James D.	675.00
6/9/2010	51106	Welsh Dennis J.	450.00
Jun 9, 10			<u>2,878.97</u>

Novato Sanitary District
Check Register -
Payroll and Payroll Related
May 25 - 31, 2010

May 25 - 31, 10	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
			May 2010 Payroll	140,265.06
			May 2010 Retiree Health Benefits - Direct Pay	14,604.62
	05/28/2010	51082	Lincoln Financial Group	5,457.00
	05/28/2010	51083	Lincoln Financial Group-401a Plan	3,950.61
	05/28/2010	51084	Local Union 315	520.00
	05/28/2010	51085	Marin Employ Federal Credit Union	517.00
	05/28/2010	51086	Hampton, Cari	400.00
	05/28/2010	51087	State Street Bank & Trust	3,050.00
	05/28/2010	51088	ACS	80.00
	05/28/2010	51089	North Bay Children's Center	40.00
	05/28/2010	51090	EDD	8,316.51
	05/28/2010	51091	CalPers Health	31,958.61
	05/28/2010	51092	Lincoln Financial Group-401a Plan	3,349.53
	05/28/2010	51093	Local Union 315	80.00
	05/28/2010	51103	PERS Retirement	36,721.20
				<u><u>249,310.14</u></u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Collection System Improvements; Ignacio Boulevard Sewer Rehabilitation Project; Project No. 72706 – Phase E	MEETING DATE: June 14, 2010 AGENDA ITEM NO.: 8.a.												
RECOMMENDED ACTION: Review bids received and authorize contract award to the lowest responsive bidder.													
SUMMARY AND DISCUSSION: <p>At its May 10th meeting the District Board made CEQA findings and authorized staff to advertise for bids for the project. On June 8th, 5 bids were received as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Bidder</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Team Ghilotti:</td> <td style="text-align: right;">\$84,643.00</td> </tr> <tr> <td>Maggiora & Ghilotti:</td> <td style="text-align: right;">\$94,449.00</td> </tr> <tr> <td>GD Neilson Const.</td> <td style="text-align: right;">\$95,042.00</td> </tr> <tr> <td>WR Forde & Associates</td> <td style="text-align: right;">\$95,716.00</td> </tr> <tr> <td>J & M, Inc.</td> <td style="text-align: right;">\$129,171.25</td> </tr> </tbody> </table> <p>Team Ghilotti of Petaluma submitted the lowest responsive bid of \$84,643.00, \$9,806.00 (10%) below the next highest bidder. The Engineer’s Estimate of Probable Cost was \$90,000.00. Team Ghilotti’s bid documents have been reviewed and they are in order. Staff contacted Team Ghilotti to discuss their bid and they are comfortable and confident with their bid.</p> <p>The FY09-10 budget includes \$2,000,000 for the Collection System Improvements. To date, \$1,701,191.00 has been expended. Accordingly, at this time, it is recommended that the Board award the Ignacio Boulevard Sewer Rehabilitation Project of the Collection System Improvements to Team Ghilotti with a bid of \$84,643.00.</p>		<u>Bidder</u>	<u>Amount</u>	Team Ghilotti:	\$84,643.00	Maggiora & Ghilotti:	\$94,449.00	GD Neilson Const.	\$95,042.00	WR Forde & Associates	\$95,716.00	J & M, Inc.	\$129,171.25
<u>Bidder</u>	<u>Amount</u>												
Team Ghilotti:	\$84,643.00												
Maggiora & Ghilotti:	\$94,449.00												
GD Neilson Const.	\$95,042.00												
WR Forde & Associates	\$95,716.00												
J & M, Inc.	\$129,171.25												
ALTERNATIVES: Not award the project and not complete the work.													
BUDGET INFORMATION: This work will be funded from the budget for Collection System Improvements, Project 72706, which has a current FY09-10 budget balance of \$298,808.00. The preliminary FY10-11 budget will be \$3,000,000.00.													
DEPT.MGR.:	MANAGER:												

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Uniform Public Construction Cost Accounting Act Implementation	MEETING DATE: June 14, 2010
AGENDA ITEM NO.: 10.b.	
RECOMMENDED ACTION: Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for fiscal year FY09-10.	
<p>SUMMARY AND DISCUSSION:</p> <p>The District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA or the "Act") to perform certain projects each year. The Act allows local agencies to perform these projects if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission (Commission). The Act is enacted under Public Contracts Code Section 22000 through 22045. The District utilizes this Act under its adopted Resolution No. 2947 dated August 28, 2006.</p> <p>The Act provides for alternative bidding procedures as follows: (a) projects of \$30,000 or less may be performed by negotiated contract or by purchase order, (b) projects of \$125,000 or less may be let to contract by the informal procedures set forth in the Act, and (c) projects of more than \$125,000 are to be let to contract by formal bidding procedures. In short, the Act allows the District to complete projects with less administrative effort while maintaining work quality.</p> <p>For FY09-10, the District utilized the Act provisions under item (a) above to complete work across the following annual maintenance projects/accounts:</p> <ol style="list-style-type: none"> 1. Account No. 72803 (Collection System) - total amount \$176,734, utilizing eight contractors 2. Account No. 72804 (Reclamation facilities) - total amount \$95,641, utilizing four contractors 3. Account No. 72805 (Treatment Plant & Pump Stations) - total amount \$102,223, utilizing five contractors <p>Four projects were also performed under the provision of item (b) above for project Account No. 72706 (Collection System Improvements) - total amount \$278,271.</p>	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER: