

NOVATO SANITARY DISTRICT

August 10, 2009

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, August 10, 2009, at the District offices, 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 (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.

4. BOARD MEMBER REPORTS:

- a. Water Education Foundation program on the Russian River Watershed.

5. REVIEW OF MINUTES:

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 fund transfer to Operating Fund for staff time spent on capital projects.
- b. Review Quarterly Investment Report for quarter ending June 30, 2009.
- c. Approve regular disbursements and ratify July 2009 payroll and payroll related disbursements.
- d. Meeting schedule – August 24th and 31st, September 14th and 28th.

**7. WASTEWATER TREATMENT PLANT UPGRADE PROJECT CONTRACT B
PROJECT 72609**

- a. Consider approval of an additional expenditure of \$35,000 for disposal of soils unsuitable for reuse.

8. PUMP STATION REHABILITATION PROJECT 72403

- a. Consider approval of a proposal from Nute Engineering for engineering services to repair/replace the force mains.

9. PERSONNEL:

- a. Consider granting exception to accrued leave policy for Ed Mann, Wastewater Facilities Manager.

10. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

- a. Consider election of a representative to the California Special Districts Association Board of Directors for Seat A, Region 3 (Bay Coastal Region).

11. STAFF REPORTS:

- a. Pump Station Rehabilitation Project progress report.

12. MANAGER'S ANNOUNCEMENTS:

13. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION – ONE MATTER:

Significant exposure to litigation pursuant to Subsection (b) of Government Code Section 54956.9:

14. CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6.

- Confer with District's labor negotiator with regard to represented employees
- Confer with District's labor negotiator with regard to non-represented employee, Wastewater Facility Manager

15. ADJOURNMENT:

Next resolution no. 3007

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

TITLE Consent Calendar: Fund transfer from Capital Account to Operating Account	MEETING DATE: August 10, 2009 AGENDA ITEM NO.: 6.a.
RECOMMENDED ACTION: Approve transfer of funds from the Capital Improvement Fund to the Operating Fund for staff time spent on Capital Projects.	
SUMMARY AND DISCUSSION: At the end of each fiscal year, the Operating Fund is reimbursed from the Capital Improvement Fund for staff time spent on Capital Improvement Projects. Expenses are based on actual time spent at hourly rate, plus an allowance of 35% for overhead and supervision. Engineering expenses for fiscal year 2008-09 amount to \$121,282.56 plus overhead of \$42,448.90 for a total of \$163,731.46. The attached spreadsheet gives a breakdown of staff time by project. Last year's fund transfer was \$165,100.49.	
ALTERNATIVES: Do not authorize fund transfer	
BUDGET INFORMATION: Reclassifies expenses from Operating Fund to Capital Improvement Fund	
DEPT. MGR. :	MANAGER'S APPROVAL:

Fund Transfer 2008-09	Bill		Steve		Kevin		Robin		Sandeep		Bev		Total	Total	+ Overhead
Activity	hrs	39.36	hrs	54.44	hrs	34.85	hrs	30.10	hrs	71.21	hrs	80.83	Hours	\$	0.35
Capital Projects															
00-11 Admin. Bldg. Remodel	0	0.00	0	0.00	0	0.00	0	0.00	3.00	213.63	0.00	0.00	3.00	213.63	288.40
01-08 BMK 5 Pump Station Rehab	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-11 SCADA Phase II & IIA	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-13 Pump Station Facility Plan	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-16 Novato Heights SAD	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-03 Collection System Repairs	16.5	649.44	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	16.50	649.44	876.74
03-06 Marin Village PS Rehab	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07 Olive St. PS Controls	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-03 BMK Pump Station Rehab	0	0.00	102	5,552.88	3	104.55	0	0.00	42.00	2,990.82	0.00	0.00	147.00	8,648.25	11,675.14
04-07 Facilities Detailed Plan	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-03 WWTF Upgrade Final Design	12	472.32	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	12.00	472.32	637.63
05-06 Biosolids Master Plan	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-07 Stonetree Recycled Water	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-08 N. Bay Water Recycling Auth	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2.00	161.66	2.00	161.66	218.24
05-09 NTP Soil & Groundwater Invest	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-04 Laboratory Improvements	0	0.00	0	0.00	1.5	52.28	0	0.00	0.00	0.00	0.00	0.00	1.50	52.28	70.57
06-07 WWTP Upgrade Contract A1	0	0.00	0	0.00	0	0.00	0	0.00	11.00	783.31	0.00	0.00	11.00	783.31	1,057.47
06-08 WWTP Upgrade Contract A2	0	0.00	1	54.44	0	0.00	0	0.00	8.00	569.68	2.00	161.66	11.00	785.78	1,060.80
06-09 WWTP Upgrade Contract B	0	0.00	300	16,332.00	0	0.00	0	0.00	514.00	36,601.94	132.00	10,669.56	946.00	63,603.50	85,864.73
06-10 '07 Collect Sys Improv	191	7,517.76	4	217.76	10	348.50	0	0.00	25.00	1,780.25	3.00	242.49	233.00	10,106.76	13,644.13
06-11 Bayside Sewer	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-12 Southgate	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07-01 Minor Projects	0	0.00	0	0.00	1	34.85	0	0.00	0.00	0.00	0.00	0.00	1.00	34.85	47.05
07-02 Sewer Adj. for City Projects	0	0.00	0	0.00	6	209.10	0	0.00	0.00	0.00	0.00	0.00	6.00	209.10	282.29
07-03 '08 Collect Sys. Spot Repairs	8	314.88	63	3,429.72	68	2,369.80	0	0.00	15.00	1,068.15	0.00	0.00	154.00	7,182.55	9,696.44
07-04 '08 Reclam. Fac Spot Repair	0	0.00	28	1,524.32	0	0.00	0	0.00	4.00	284.84	0.00	0.00	32.00	1,809.16	2,442.37
07-05 '08 TP & PS Spot Repairs	0	0.00	3	163.32	5	174.25	0	0.00	2.00	142.42	0.00	0.00	10.00	479.99	647.99
07-06 '08 Collect Sys. Improvements	226.5	8,915.04	110	5,988.40	56	1,951.60	0	0.00	121.00	8,616.41	0.00	0.00	513.50	25,471.45	34,386.46
07-07 Harn. Wetland/OF mon. & plan.	0	0.00	4	217.76	11.5	400.78	0	0.00	0.00	0.00	0.00	0.00	15.50	618.54	835.02
07-08 Cogeneration	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL	454.00	17,869.44	615.00	33,480.60	162.00	5,645.70	0.00	0.00	745.00	53,051.45	139.00	11,235.37	2,115.00	121,282.56	163,731.46
PLUS 35% Overhead		\$6,254.30		\$11,718.21		\$1,976.00		\$0.00		\$18,568.01		\$3,932.38		\$42,448.90	
TOTAL:		\$24,123.74		\$45,198.81		\$7,621.70		\$0.00		\$71,619.46		\$15,167.75		\$163,731.46	

QUARTERLY INVESTMENT REPORT -- For Quarter Ended June 2009

INVESTMENT	ACTIVITY	April	May	June	QTR TOTAL
STATE TREASURER'S	Total deposits/transfers in	10,397,744	92,000	70,000	10,559,744
INVESTMENT FUND	Total transfers out	1,127,000	2,697,000	2,532,000	6,356,000
	Minimum daily balance	28,528,356	35,194,101	32,732,101	28,528,356
Current Yield	Maximum daily balance	37,799,101	37,799,101	35,194,101	37,799,101
1.51%	Interest earned	0	0	132,387	132,387
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
CHECKING ACCOUNTS					
Interest Rate	<u>Regular Warrants Account</u>				
0.045%	Total deposits & transfers in	14,261,359	2,943,376	3,310,497	20,515,232
	Total checks & transfers out	14,029,845	2,897,924	3,503,763	20,431,532
	Minimum daily balance	(173,678)	43,693	95,470	(173,678)
	Maximum daily balance	2,504,875	812,726	768,239	2,504,875
	Interest earned	27	84	95	206
	<u>Payroll Account</u>				
	Total transfers in	167,700	168,000	172,000	507,700
	Total checks & transfers out	106,388	154,580	164,398	425,366
	Minimum daily balance	2,500	2,584	3,032	2,500
	Maximum daily balance	161,927	170,584	175,032	175,032
	Interest Earned	0	0	0	0
	<u>Project Account</u>				
	Total transfers in	9,765,407	1,562,100	2,365,085	13,692,592
	Total checks & transfers out	10,168,870	1,792,439	2,625,349	14,586,658
	Minimum daily balance	0	967	0	0
	Maximum daily balance	7,306,557	1,471,937	2,199,342	7,306,557
	Interest earned	27	94	85	206

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy submitted to the District Board of Directors on July 9, 2008.

The District has the ability to meet six months cash needs.

(2) LAIF interest rate is currently 1.377 which is a significant decrease from 1.82% in March 2009, 2.35% in December 2008, 2.77% in September 2008, and 3.11% in June 2008.

Bill Lockyer, State Treasurer
Inside the State Treasurer's Office
Local Agency Investment Fund (LAIF)



SAVE THE DATE: LAIF ANNUAL CONFERENCE, OCTOBER 21-22, 2009

PMIA Performance Report

Date	Daily Yield	Quarter to Date Yield	Average Maturity (in days)
7/17/2009	1.01	1.08	211
7/18/2009	1.01	1.07	211
7/19/2009	1.01	1.07	211
7/20/2009	1.01	1.07	209
7/21/2009	1.00	1.06	207
7/22/2009	1.00	1.06	208
7/23/2009	1.00	1.06	207
7/24/2009	1.00	1.06	207
7/25/2009	1.00	1.05	207
7/26/2009	1.00	1.05	207
7/27/2009	1.00	1.05	204
7/28/2009	0.99	1.05	202
7/29/2009	0.97	1.04	201
7/30/2009	0.99	1.04	207

LAIF Performance Report

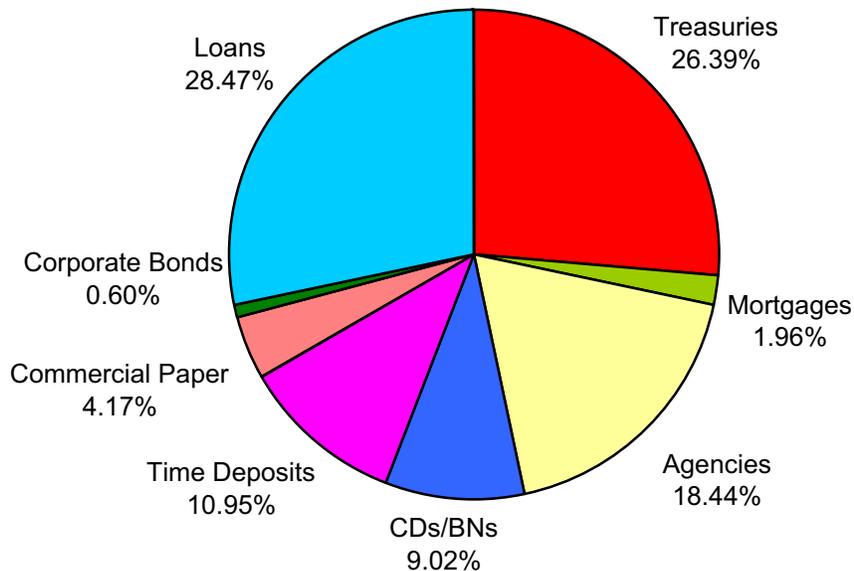
Quarter ending 6/30/2009

Apportionment Rate: 1.51%
 Earnings Ratio: .00004133177972413
 Fair Value Factor: 1.001304743

PMIA Average Monthly Effective Yields

Jun 2009 1.377%
 May 2009 1.530%
 Apr 2009 1.607%

Pooled Money Investment Account
Portfolio Composition
\$50.7 Billion
06/30/09



PAR VALUES MATURING BY DATE AND TYPE
Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out	
TREASURY	\$ 1,750	\$ 1,540	\$ 1,800	\$ 500	\$ 1,100	\$ 600	\$ 100	\$ 200	\$ 3,700	\$ 1,600	\$ 550			
REPO														
TDs	\$ 2,177	\$ 1,383	\$ 1,245	\$ 227	\$ 333	\$ 192								
AGENCY	\$ 2,000	\$ 1,720	\$ 740		\$ 540	\$ 1,051	\$ 290	\$ 1,650	\$ 1,361	\$ 639	\$ 1,075	\$ 333	\$ 0	
BAs														
CP	\$ 750	\$ 100	\$ 1,165	\$ 100										
CDs + BNs	\$ 2,300	\$ 450	\$ 1,350	\$ 475										
CORP BND		\$ 22	\$ 68	\$ 25				\$ 64		\$ 125				
TOTAL	\$ 37,389	\$ 8,977	\$ 5,214	\$ 6,368	\$ 1,327	\$ 1,973	\$ 1,843	\$ 390	\$ 1,914	\$ 5,061	\$ 2,364	\$ 1,625	\$ 333	\$ 0
PERCENT	24.0%	13.9%	17.0%	3.5%	5.3%	4.9%	1.0%	5.1%	13.5%	6.3%	4.3%	0.9%	0.0%	

Notes:

1. SBA Floating Rate Securities are represented at coupon change date.
2. Mortgages are represented at current book value.
3. Figures are rounded to the nearest million.
4. Does not include AB55 and General Fund loans.

**State of California
Pooled Money Investment Account
Market Valuation
6/30/2009**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest Purch.	Amortized Cost		
United States Treasury:				
Bills	\$ 9,424,096,404.86	\$ 9,471,037,778.34	\$ 9,483,166,000.00	NA
Notes	\$ 3,969,614,275.72	\$ 3,963,136,090.42	\$ 3,962,440,362.00	\$ 16,014,185.20
Federal Agency:				
SBA	\$ 550,472,923.43	\$ 550,463,248.69	\$ 538,418,039.01	\$ 571,504.21
MBS-REMICs	\$ 996,073,150.68	\$ 996,073,150.68	\$ 1,029,578,325.78	\$ 4,734,814.03
Debentures	\$ 1,961,747,605.43	\$ 1,961,747,605.43	\$ 1,993,844,060.00	\$ 10,016,635.24
Debentures FR	\$ 4,598,611,595.69	\$ 4,598,611,595.69	\$ 4,602,252,470.00	\$ 4,298,040.52
Discount Notes	\$ 1,948,991,916.73	\$ 1,949,619,361.12	\$ 1,949,735,000.00	NA
FHLMC PC	\$ 138.50	\$ 138.50	\$ 140.66	\$ 2.48
GNMA	\$ 125,161.03	\$ 125,161.03	\$ 139,499.73	\$ 1,236.40
IBRD Deb FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 298,305,000.00	\$ 750,482.00
CDs and YCDs FR	\$ -	\$ -	\$ -	\$ -
Bank Notes	\$ -	\$ -	\$ -	\$ -
CDs and YCDs	\$ 4,575,028,550.79	\$ 4,575,028,550.79	\$ 4,575,024,080.75	\$ 2,035,175.01
Commercial Paper	\$ 2,113,859,787.52	\$ 2,113,937,565.28	\$ 2,113,698,499.99	NA
Corporate:				
Bonds FR	\$ 270,721,149.23	\$ 270,721,149.23	\$ 269,860,903.64	\$ 214,420.67
Bonds	\$ 33,232,164.49	\$ 33,232,164.49	\$ 33,531,827.80	\$ 391,075.00
Repurchase Agreements	\$ -	\$ -	\$ -	NA
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,556,000,000.00	\$ 5,556,000,000.00	\$ 5,556,000,000.00	NA
AB 55 & GF Loans	\$ 14,444,693,556.67	\$ 14,444,693,556.67	\$ 14,444,693,556.67	NA
TOTAL	\$ 50,743,268,380.77	\$ 50,784,427,116.36	\$ 50,850,687,766.03	\$ 39,027,570.76

Fair Value Including Accrued Interest

\$ 50,889,715,336.79

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (**1.001304743**).

As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,026,094.87 or \$20,000,000.00 x **1.001304743**.

Novato Sanitary District Check Register

August 10, 2009

Date	Num	Name	Credit
Aug 10, 09			
8/10/2009	42837	U.S. Bank Corporate	123,075.03
8/10/2009	42823	Pacific, Gas & Electric	81,725.35
8/10/2009	42799	Covello Group, The	19,673.00
8/10/2009	42800	Custom Tractor Service	16,810.00
8/10/2009	42842	W.R. Forde	13,939.92
8/10/2009	42805	Fishnet Security	13,010.00
8/10/2009	42819	Oakley Water Strategies, Inc.	12,401.25
8/10/2009	42820	Olin Chlor Alkali Products	8,576.01
8/10/2009	42812	Marin/Sonoma Mosquito Dist	8,159.09
8/10/2009	42811	Marin County Office	7,551.00
8/10/2009	42833	Swanson McNamara Haller	6,712.20
8/10/2009	42810	Johnson, Dee	6,139.10
8/10/2009	42793	Cagwin & Dorward Inc.	5,537.00
8/10/2009	42789	Ashland E & PS	4,915.90
8/10/2009	42818	Novato Disposal-	4,588.24
8/10/2009	42828	Preferred Benefit	4,565.24
8/10/2009	42786	Alpha Analytical Lab	3,624.00
8/10/2009	42785	Alliance Industrial	3,526.55
8/10/2009	42824	PERS Retirement	3,346.78
8/10/2009	42794	California Diesel & Power	2,518.98
8/10/2009	42804	Eaton Corporation	2,160.00
8/10/2009	42840	Verizon California	1,929.85
8/10/2009	42836	U.S. Bank Card (2)(June)	1,718.15
8/10/2009	42831	Roy's Sewer Service, Inc.	1,180.00
8/10/2009	42845	WaterSavers Irrigation Inc.	1,101.99
8/10/2009	42797	Comet Building Maintenance, I...	1,090.00
8/10/2009	42835	U.S. Bank Card (1)(Bev)	1,002.05
8/10/2009	42809	IEDA, INC	1,000.00
8/10/2009	42830	Retiree-Cordeiro	915.60
8/10/2009	42817	Novato Chamber of Commerce	895.00
8/10/2009	42841	Vision Service Plan	755.62
8/10/2009	42796	Central Marin Sanitation District	732.25
8/10/2009	42802	Downtown Novato Investors, L...	720.00
8/10/2009	42801	CWEA members	660.00
8/10/2009	42826	Pini Hardware	656.25
8/10/2009	42807	Heusser Newweigh	623.61
8/10/2009	42784	All Star Rents LLP	563.64
8/10/2009	42844	Water Environment Federation	525.00
8/10/2009	42795	CASA	425.00
8/10/2009	42827	Pitney Bowes Reserve Account	411.98
8/10/2009	42822	Pacific Power, Inc.	392.00
8/10/2009	42834	Teeters & Schacht Auto Glass ...	327.25
8/10/2009	42816	Northgate Office Equip	311.03
8/10/2009	42815	North Marin Water District	307.30
8/10/2009	42792	Beecher Engineering	300.00
8/10/2009	42783	AirGas-NCN	298.56
8/10/2009	42790	AT&T Mobility	248.91
8/10/2009	42791	B.W.S. Distributors, Inc.	239.80
8/10/2009	42825	Petty Cash	226.54
8/10/2009	42808	Home Depot	202.50
8/10/2009	42787	Anderson, Lynn	200.00
8/10/2009	42839	Verizon Business	163.72
8/10/2009	42832	Royal Petroleum Company	134.39
8/10/2009	42788	Aquatic Biosystems Inc.	130.50
8/10/2009	42846	Zee Medical Company	123.86
8/10/2009	42813	North Bay Gas & Weld	108.00
8/10/2009	42843	Water Education Foundation	60.00
8/10/2009	42798	Cook Paging	49.44
8/10/2009	42806	Grainger	49.04
8/10/2009	42803	East Bay Muni Utility District	38.00
8/10/2009	42814	North Marin Auto Parts	33.68
8/10/2009	42821	One Stop Auto Service Inc.	31.08
8/10/2009	42838	United Parcel Service	26.06
8/10/2009	42829	Quill Corporation	19.59
Aug 10, 09			373,481.88

08/07/09

Novato Sanitary District Check Register

August 10, 2009

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Aug 10, 09			
8/10/2009	1397	Monterey Mechanical, Inc.	2,671,366.83
8/10/2009	1398	RMC Water & Environment, Inc.	71,842.50
8/10/2009	1394	Carollo Engineers, Inc	29,278.50
8/10/2009	1395	Luthy Consulting Inc.	1,724.35
8/10/2009	1396	ModSpace Corporation	361.38
8/10/2009	1399	U.S. Bank Card (1)(Bev)	115.34
Aug 10, 09			<u>2,774,688.90</u>

Novato Sanitary District Payroll and Payroll Related Check Register

July 29 - 31, 2009

Date	Name	Credit
Jul 29 - 31, 09		
7/29/2009	PERS Retirement	45,223.99
7/29/2009	CalPers Health	34,512.14
7/29/2009	United States Treasury	32,936.42
7/29/2009	EDD	9,034.64
7/30/2009	James, Beverly B	8,971.98
7/30/2009	Karkal, Sandeep S	8,683.72
7/30/2009	Mann, Edward M	7,992.08
7/30/2009	O'Connor, Timothy	7,454.74
7/30/2009	Krautheim, Stephen R	7,385.73
7/30/2009	Brown, June P	6,649.53
7/30/2009	Candelaria, Linda E	6,632.65
7/30/2009	Deasy, Craig R	6,351.69
7/30/2009	Northcroft, William W	5,761.41
7/30/2009	Medina, Angel A	5,505.90
7/30/2009	Silva, Anthony	5,401.16
7/30/2009	Delongh, Dasse	5,306.12
7/30/2009	Liebmann, Robert M	5,214.18
7/30/2009	Edington, Mark A	5,072.59
7/30/2009	McGrane, Brian T	4,988.85
7/30/2009	Longman, Norman T	4,950.22
7/30/2009	Ingemansson, Nils E	4,908.42
7/29/2009	Lincoln Financial Group	4,565.00
7/30/2009	Borda, Julie M	4,548.68
7/30/2009	Creamer, Laura	4,499.16
7/30/2009	Heffelfinger, Dean B	4,458.44
7/30/2009	Chirco, Michael	4,452.61
7/29/2009	Lincoln Financial Group-401a ...	4,288.35
7/30/2009	Craig, Kevin D	4,250.57
7/30/2009	Vega, Javier	4,033.54
7/30/2009	Besnia, Kenneth H	4,026.46
7/30/2009	Lynch, James B	4,000.74
7/29/2009	Fort Dearborn Life Insurance	3,819.16
7/29/2009	Lincoln Financial Group-401a ...	3,776.97
7/30/2009	Sandoval, Pascual F	3,720.48
7/30/2009	Barhydt-, Tracy	3,663.68
7/30/2009	Merrill, Robin E	3,661.63
7/30/2009	McAbee, Curtis S	3,657.54
7/30/2009	Northcroft, Ben	3,560.91
7/30/2009	Au, Jonathan	3,486.58
7/30/2009	Foged, Larry	2,425.31
7/29/2009	State Street Bank & Trust	2,200.00
7/30/2009	Dietz, Colin M	2,101.80
7/30/2009	Craig, Karl	1,641.61
7/30/2009	Streett, Daniel R	1,608.14
7/29/2009	Retiree-Coates	1,220.58
7/29/2009	Retiree-Griffin	1,220.58
7/29/2009	Retiree-Cordeiro	915.60
7/29/2009	Retiree-Dimarco	915.60
7/29/2009	Retiree-Goldfarb	915.60
7/29/2009	Retiree-Perucchi	915.60
7/29/2009	Retiree-Welsh	915.60
7/29/2009	Retiree-Healon	749.70
7/29/2009	Retiree-Bayles	687.46
7/29/2009	Retiree-Green	687.46
7/29/2009	Local Union 315	600.00
7/29/2009	Marin Employ Federal Credit U...	542.00
7/29/2009	Retiree-Bolick	459.32
7/29/2009	Retiree-Macleod	459.32
7/29/2009	Retiree-Neighbors	459.32
7/29/2009	Retiree-O'Shea	459.32
7/29/2009	Retiree-Sproul	459.32
7/29/2009	Retiree-Gibby	179.16
7/29/2009	Retiree-Jackson	179.16
7/29/2009	Retiree-Murphy	179.16
7/29/2009	Retiree-Rotnicki	179.16
7/29/2009	ACS	80.00

08/07/09

Novato Sanitary District Payroll and Payroll Related Check Register

July 29 - 31, 2009

<u>Date</u>	<u>Name</u>	<u>Credit</u>
7/29/2009	North Bay Children's Center	40.00
Jul 29 - 31, 09		<u><u>324,804.54</u></u>

08/07/09

Novato Sanitary District Check Register

August 7, 2009

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Aug 7, 09			
8/7/2009	42847	Di Giorgio, Mike	1,625.59
8/7/2009	42849	Long, William C.	1,468.90
8/7/2009	42848	Fritz, James D.	675.00
Aug 7, 09			<u>3,769.49</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: WWTP Upgrade - Contract B; Disposal of unsuitable materials	MEETING DATE: August 10, 2009 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Approval of additional expenditure to dispose of excavated soils that are unsuitable for reuse at a local disposal site.	
SUMMARY AND DISCUSSION: <p>On October 8, 2008 the Board of Directors authorized an expenditure for hauling spoils to a local disposal site on Binford Road not to exceed \$50,000.00. This recommended amount was based on staff's best estimate of unsuitable soils expected to be removed from the site. The contractor excavated a more unsuitable soils than was estimated by staff using the project soils report.</p> <p>As of August 1, 2009, \$53,566.00 has been expended to dump unsuitable soils at the Binford Road dumpsite. Staff met with The Covello Group project managers and determined that additional unsuitable soils have been delivered to the dumpsite and the contractor is still encountering unsuitable soils in the excavation for the second section of the new Aeration Basins. The Covello Group estimates that an additional \$32,000.00 will be necessary to complete the disposal of the unsuitable soils. There is no room at the Reclamation Facility dumpsite for the excess spoils. Staff recommends authorizing an additional expenditure not to exceed \$35,000.00 to dispose of the unsuitable soils.</p>	
ALTERNATIVES: None.	
BUDGET INFORMATION: This expenditure will be funded from the budget for the WWTP Upgrade – Contract B. The 09-10 Preliminary budget for this project is \$18,000,000.00.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Pump Station Rehabilitation – Bel Marin Keys Force Main Project; Project 72403	MEETING DATE: August 10, 2009 AGENDA ITEM NO.:8.a.
RECOMMENDED ACTION: Consider approval of a proposal from Nute Engineering for engineering services to repair/replace the force mains.	
SUMMARY AND DISCUSSION: <p>The work on the Bel Marin Keys Pump Station Project is nearly complete and ready for acceptance. The pump stations are all in service and the District is now experiencing problems with the force mains. On June 13, 2009 sewage began surfacing in the front lawn of 998 Bel Marin Keys Blvd. The District had the pump station contractor excavate to find the problem and found that approximately 10 feet of the top of the force main was rotten. On August 4th the same event occurred in the front yard of 992 Bel Marin Keys Blvd. A similar event occurred several years ago at 240 Montego Key.</p> <p>The force mains are constructed of asbestos cement pipe (ACP) which is susceptible to corrosion from hydrogen sulfide gas. Staff suspects that pockets of hydrogen sulfide gas has been collecting along the force mains in high spots created by the uneven settlement due to bay mud conditions. The new pumps are more efficient than the previous pumps and are causing the rotten parts of the force main to fail.</p> <p>Staff requested a proposal from Nute Engineering to provide engineering services to design a new force main system in the Bel Marin Keys neighborhood. The plan is to use directional drilling and/or cured-in-place technologies to install new and/or rehabilitate the existing force mains where feasible. Nute Engineering proposes to provide engineering services for project design for a cost not to exceed \$74,000.00. They also propose to provide engineering services during construction for a cost not to exceed \$36,000.00.</p> <p>The total cost for engineering services for the project would be \$110,000.00 or 8% of the estimated construction cost of \$1,285,000.00. Staff recommends the board of Directors authorize staff to enter into an Agreement for engineering services for a cost not to exceed \$125,000.00. The additional \$15,000.00 is for potholing that may be required and not included in Nute Engineering's proposal.</p>	
ALTERNATIVES: Not complete the project.	
BUDGET INFORMATION: This expenditure will be funded from the budget for the Pump Station Rehabilitation. The 09-10 Preliminary budget for this project is \$4,000,000.00.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Personnel: Consider granting exception to accrued leave policy.	MEETING DATE: 8/10/2009 AGENDA ITEM NO. : 9.a.
RECOMMENDED ACTION: Approve authorization for Ed Mann to accrue leave in excess of the allowable limit.	
<p>SUMMARY AND DISCUSSION: Ed Mann, Wastewater Facilities Manager, will be terminating employment with the District and transferring to contract operations, effective September 1, 2009, if a contract is entered into with Veolia Water.</p> <p>The District is currently experiencing a shortage of Wastewater Treatment Plant Operators due to vacations and workers' compensation leave. For most of the month of August, the District will be operating with only two or three of its five Operators.</p> <p>As of August 31, 2009, Ed will have an accrued vacation balance of 284.62 hours, 44.62 hours over the allowable limit of 240. Because of workload and scheduling problems, Ed has been unable to keep his accrued vacation below the limit. It will create additional staffing difficulties if Ed takes vacation at this time and staff requests that the Board grant an exception to the payment of accrued leave over the allowable limit for Ed Mann. Compensation for accrued vacation or administrative leave does not increase final year compensation for retirement calculations.</p>	
ALTERNATIVES: Do not approve payment of accrued leave over the allowable limit.	
BUDGET INFORMATION: NA.	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: California Special Districts Association: Board of Directors Election	MEETING DATE: August 10, 2009 AGENDA ITEM NO.: 10.a.
RECOMMENDED ACTION: Provide direction to staff	
SUMMARY AND DISCUSSION: California Special Districts Association has an election for the representative to the Board of Directors in Region 3, Seat A. Each Region has three seats on the Board. The District has one vote. The candidates are: James B. Kohnen, <i>Incumbent</i> , Board member, Alameda County Mosquito Abatement District Vicente C. Ferrante, Commissioner and Chair of the Moss Landing Harbor District, Secretary-Treasurer Monterey County Special Districts Association. Kathryn Slater-Carter, Board member, Montara Water and Sanitary District, President of San Mateo County Special District Association, CSDA Membership Committee member. Statements of qualification from each of the candidates are attached.	
ALTERNATIVES: None.	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2009 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in Region 3, Seat A. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat A and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Wednesday, September 16, 2009**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2009 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Diana Zavala toll-free at 877.924.CSDA or dianaz@csla.net with any questions.

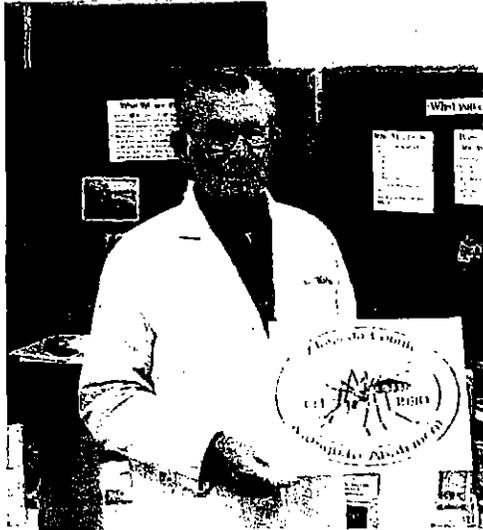
RECEIVED
JUN 30 2009

NOVATO SANITARY DISTRICT

Dr. James B. Kohlen
7303 Ione Court Dublin, CA 94568
925 828-3623 Jim483@aol.com

**Region 3 Representative
CSDA Board of Directors**

Mosquito Abatement



Jim is a political activist in Alameda County who has the political background, academic credentials, and experience to serve as Region 3 representative of the CSDA Board of Directors. His broad background in government, community affairs, and management described here support his earnest desire to serve on the CSDA Board.

Jim is married to Pat, who serves as a Trustee of the Dublin Unified School District, has two sons, William and Mark, and two grand daughters.

He earned a BA in Biology from Ripon College in Wisconsin, a BA in Management, a Master of Science in Procurement and Contract Management, and a Master of Arts in Educational Leadership from St. Mary's College of California in Moraga; and a Masters in Human Resources and Organization Development and Doctorate in Education from the University of San Francisco.

Jim retired from the US Army as a Colonel, after serving 30 years as a reserve officer. He is a graduate of the US Army Command and General Staff College, US Air Force War College and US Army War College.

He also retired from industry where he was a Quality Manager with Quaker Oats, Interstate Brands, McCormick, Globe Products, Foremost, and FMC. He completed his full time active career as a High School Science Teacher serving for eight years. He holds a California Teaching and Administrative Credential.

His current public service consists of serving on the Boards of the Alameda County Mosquito Abatement District (Present) and serving on the Supervisory Committee of Technology Credit Union (Elected). He served as a Director of the Dublin San Ramon Services District (DSRSD) for eight years and Zone 7, Alameda County Water Conservation and Flood Control District, (Elected) for four. He is active in a variety of Dublin, Alameda County, and State organizations. For example, he and Pat were part of the Dublin Sister City Delegation to Jinhua, China. He is an active member of the Alameda County Special Districts Association for at least fifteen years as an elected Special District and is on the Board of the State Special Districts Association. He also serves as Treasurer of the League of Women Voters, Livermore Amador Valley organization and Vice President of the Dublin Historical Preservation Association. He is on the Board of the Senior Support Center serving the Tri-Valley. He is a member of the Valley Spokesmen Bicycle Touring Club and rides at least 100 miles a week.

Jim served on the American Society for Quality (ASQ) Board of Directors for six years representing Region 6 and is a Board member of the Golden Gate ASQ section.

He remains interested in Boy Scouts having serving as a District Commissioner in the San Francisco Bay Area Council, completing various training courses including Wood badge, and being honored with the Silver Beaver Award for Distinguished Service to Youth.

He has completed the CSDA Special District Leadership Academy program with MVCAC credit for his Special District Governance Certificate.

159 5002

Please
Vote for Dr. James Kohlen
For Region 3 of the
California Special Districts Association

- He has been representing Region 3 as an appointee for over a year. He serves on the: Education Committee, Audit Committee and the CSDA Alliance Council.
- He has been nominated by unanimous vote of the Alameda County Mosquito Abatement District of which he is a member serving in his third term.
- He has been endorsed by the Alameda County Special Districts Chapter
- He has a long history with Special Districts, having served for eight years on the Dublin San Ramon Services District (Water, Waste Treatment, and Recycled Water) and four years on the Zone 7, Alameda County Flood Control and Water Management District.
- He has completed the CSDA Special Districts Leadership Academy program with MVCAC credit for his Special Districts Governance Certificate.

Thank You

RECEIVED
MAY 30 2009

NOVATO SANITARY DISTRICT

Jim can be reached at jim483@aol.com or 925 828-3623

June 29, 2009

Attention: CSDA
Diana Zavala
1112 I Street, Suite 200
Sacramento, Ca 95814

Dear Diana Zavala and members of the CSDA Board:

Please consider this my letter of interest for the CSDA, 2010 Board Vacancy Region 3, Seat C, Board of Directors.

I am well qualified for this position, having served as an elected official on the Moss Landing Harbor District Board of Harbor Commissioners since 2003, running unopposed as an incumbent in the last general election. I currently am serving as Chair of the Moss Landing Harbor District Live-aboard Committee and Chair of the Moss Landing Harbor Finance Committee. I was appointed for a second term to the Monterey County Overall Economic Development Commission by the County Board of Supervisors and serves as Vice Chair of its Grants and Finance Committee. By this appointment, I believe the Monterey County Board of Supervisors has demonstrated confidence in my fiscal abilities, experience and insight. I also currently serve on the Special District Association of Monterey County as Secretary/Treasurer. Additionally, I serve as the board Secretary for the Moss Landing Harbor District.

I am retired from the retail food industry where I gained in-depth experience in business economics. I am also an active member of the community, serving on many committees and boards including the Central Coast Federal Credit Union Board of Directors, Vice Chair of the Salinas, California Ichiki-Kushikino Sister City Organization (of which I was named member of the year in 2005), Trustee of Salinas, California Sons of Italy in America Lodge and Chair of the City of Monterey's annual Festa Italia Festival Parade, Salinas Valley Chamber of Commerce, I serve on the Chamber's Government Review Committees, On-Site School Council for Everett Alvarez High School and have just recently retired from coaching high school basketball. I also am involved in the Big Brother-Big Sister organization as a big brother.

I have also completed the CSDA Special District Governance Academy in Governance Foundations, Setting Direction/Community Leadership, Board's Role in Finance and Fiscal Accountability and Board's Role in Human Resources.

I am very experienced in budgeting, project management, report preparation, public speaking, legislative issues and participate in the SDA of Monterey County. I believe my dedication to special districts makes me an excellent choice to represent local government agencies interests at CSDA.

Sincerely,

Vincent C. Ferrante
Commissioner Moss Landing Harbor District

**Kathryn Slater-Carter for CSDA Board
Region 3**

Please vote for me the CSDA Board. Clearly you recognize the importance of a statewide organization for special districts as you are a member of CSDA. If elected I commit to take a very active role in continuing to build the membership and reach of the organization in order to promote the effectiveness of special districts in meeting the needs of communities across the state.

CSDA offers special districts an opportunity to build networks around common areas of interest and concern. As a result we become more effective in delivering our services to our local districts.

CSDA offers districts the opportunity to build bridges to our state legislators. I think the ability of special districts to share a common voice in Sacramento will become even more important in the future as California struggles for solutions to our budget deficit.

I am beginning my fourth term on the Montara Water and Sanitary District. During that time I have watched the importance of our statewide and regional special district organizations grow. This is my second year as president of the San Mateo County Special District Association. I have represented my district there for eight years. I am currently on the CSDA Membership Committee.

At the CSDA events I have met many special districts representatives from all over the state. I have not been surprised to learn that districts have many similar concerns, regardless of their specific function. These are the issues that CSDA is uniquely positioned to address from our knowledgeable staff to the classes and workshops we offer to the readily available on-line support. I will listen and act to improve the accessibility of CSDA to each member organization.

Thank you for your continuing membership in CSDA.

Please vote for me, Kathryn Slater-Carter.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report; Pump Station Rehabilitation Project, Project 72403	MEETING DATE: August 10, 2009
AGENDA ITEM NO.: 11.a.	

RECOMMENDED ACTION: None

SUMMARY AND DISCUSSION:

Nute Engineering is designing replacements for the 14 underground pump stations that staff collectively and colloquially refers to as the “Gorman-Rupp pump stations” that were constructed at various times over the last thirty years. These stations incorporate design concepts dating from the 1960s and present operation, maintenance, access, and safety challenges.

Nute Engineering is currently in the late stages of design of the pump stations. The design of the new stations has been a challenge due to various constraints at each pump station such as differing power availability and limited site sizes. Nute Engineering initially thought the pump station design would be a “cookie cutter” design; the same layout and details for each pump station. Due to the constraints, staff recognized that if the District waited until the design of all of the pump stations was complete the project would not go out to bid until 2010 so staff divided the project up into four projects based on region or if the pump station required an upgrade in power. The project has been divided up as shown in the following table in addition to the percent complete for each pump station and the estimated Board of Director approval dates of the design for each project unit:

Project Unit	Pump Stations	Percent Complete	Expected Board Approval	Comments
Unit 1	Rush Creek Deer Island	100% 100%	September, 2009	Currently in plan review by staff.
Unit 2	Rowland Plaza Vintage Oaks 1 Vintage Oaks 2 Western Oaks	95% 80% 95% 95%	October, 2009	
Unit 3	Digital Drive Los Robles Hamilton 1	75% 75% 95%	January, 2010	
Unit 4	Bel Marin Keys 9 Bel Marin Keys 10 Hamilton 2 Hamilton 3	75% 75% 95% 95%	February, 2010	These pump stations will require conversion to three phase power.

After careful study it was determined that the Cypress Pump Station can be eliminated with planned sewer pipeline projects and it was removed from this project.

ALTERNATIVES:

BUDGET INFORMATION: The 09/10 Capital Improvement budget for the Project is \$4,000,000, none of which has been expended to date.

DEPT.MGR.:	MANAGER:
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