

NOVATO SANITARY DISTRICT

August 25, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, August 25, 2008, 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 August 11, 2008 meeting.

6. MARIN – CALIFORNIA COMMUNITY CHOICE AGGRETATION.

- a. Presentation by Chris DeGabriele.

7. NORTH BAY FAMILY HOMES:

- a. Presentation on employee housing assistance program.

8. 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. Accept the Vintage Way Sewer Main Extension.
- b. Approve disbursements.

9. 2008-09 APPROPRIATIONS LIMIT:

- a. Consider adoption of resolution establishing appropriations limit for 2008-09 fiscal year.

10. BOARD OF DIRECTORS:

- a. Consider appointing an Adhoc Collection System Committee.

11. NORTH BAY WATER REUSE AUTHORITY:

- a. Staff report on August 18, 2008 meeting.
- b. Consider approval of a revised Memorandum of Understanding with North Marin Water District.

12. SOLID WASTE:

- a. Give direction to staff regarding public agency solid waste service.

**13. BEL MARIN KEYS (BMK) PUMP STATIONS REHABILITATION PROJECT;
PROJECT 72403:**

- a. Consider approval of a contract with Nute Engineering for engineering services during construction for a not-to-exceed amount of \$50,000.

14. RECLAMATION FACILITY BIOSOLIDS DISPOSAL, ACCOUNT NO. 63115:

- a. Consider approval of an amendment to the Contract with Custom Tractor Service (CTS) to accommodate an increase in the amount of biosolids to be injected into the Dedicated Land Disposal (DLD) Area at the District's Reclamation Facility.

15. STAFF REPORTS:

- a. California Association of Sanitation Agencies meeting.
- b. Schedule for 2008-09 Final Budget.

16. MANAGER'S ANNOUNCEMENTS:

17. ADJOURNMENT:

Next resolution no. 2987

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-

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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

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| TITLE: Consent Calendar: Acceptance of Vintage Way Sewer Main Extension | MEETING DATE: August 25, 2008 AGENDA ITEM NO. : 8 a. |
| RECOMMENDED ACTION: Accept the Vintage Way Sewer Main Extension. | |
| SUMMARY AND DISCUSSION: This item is for acceptance of a sewer main extension within the Vintage Oaks Shopping Center that allowed for the abandonment of the District's sewer main in front of the Novato Costco store. The existing sewer main conflicted with the design to expand the Costco Warehouse. Vintage Oaks Shopping Center partnered with Costco to relocate the District's sewer main further to the west. The construction items that were required to complete this project are as follows: 1.) 8 Standard Manholes 2.) 758 feet of 8" PVC sewer main pipe, 3.) 122 feet of 6" PVC private sewer lateral 4.) 634 feet of Sanitary Sewer Easement to be accepted @ \$28.00 per sq ft. Items that were abandoned for the project are as follows: 1.) 515 feet of 6" PVC 2.) 2 Standard Manholes 3.) 592 feet of Sanitary Sewer Easement to be abandoned @ \$28.00 per sq ft. District staff estimated the cost of construction to be \$160,475.00 Bonding for this project was for \$176,600.00 | |
| ALTERNATIVES: Do not accept the Sewer Main Extension for Vintage Way. | |
| BUDGET INFORMATION: Increase District assets by \$57,960.00 before easement value. | |
| DEPT. MGR. :  | MANAGER'S APPROVAL:  |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

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| TITLE: Bel Marin Keys (BMK) Pump Stations Rehabilitation Project; Project 72403 | MEETING DATE: August 25, 2008 AGENDA ITEM NO.: 13a. |
| RECOMMENDED ACTION: Consider approval of a contract with Nute Engineering for engineering services during construction for a not-to-exceed amount of \$50,000. | |
| SUMMARY AND DISCUSSION: At its April 9, 2007 meeting, the Board accepted the proposal from Nute engineering to provide design services for the Bel Marin Keys Pump Stations Rehabilitation project. The proposal for services during construction was not accepted at that time. At its June 23, 2008 meeting, the Board awarded the construction contract for the project to JMB Construction (JMB) of South San Francisco in the amount of \$1,894,525. District staff recently requested an updated proposal from Nute Engineering for engineering services during construction. Services requested were for submittal review, meeting attendance as needed, review of change orders, assistance with start up of the pump stations, O&M manual review and the preparation of record drawings. On August 15, 2008 the District received Nute Engineering's proposal for services during construction in the amount of \$50,000.00 Staff is of the opinion that the fee amounts are appropriate for a project of this nature, and recommends that the Board approve a contract with Nute Engineering in a not-to-exceed contract amount of \$50,000.00, and authorize the Manager-Engineer to execute this contract. | |
| ALTERNATIVES: Do not approve contract. | |
| BUDGET INFORMATION: This work will be funded from the budget for the Pump Stations Rehabilitation Project, Project 72403, which has a FY2008-09 preliminary budget of \$4,000,000. | |
| DEPT.MGR.:  | MANAGER:  |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

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| TITLE: Reclamation Facility Biosolids Disposal, Account No. 63115 | MEETING DATE: August 25, 2008 AGENDA ITEM NO.: 14a. |
| RECOMMENDED ACTION: Consider approval of an amendment to the Contract with Custom Tractor Service (CTS) to accommodate an increase in the amount of biosolids to be injected into the Dedicated Land Disposal (DLD) Area at the District's Reclamation Facility. | |
| SUMMARY AND DISCUSSION: <p>At their meeting of July 14th the Board accepted a proposal from Custom Tractor Service (CTS) to inject biosolids into the Dedicated Land Disposal (DLD) Area at the District's Reclamation Facility off of Highway 37. The initial contract was for injecting one million gallons of biosolids.</p> <p>CTS has reached the one million gallon amount of injected biosolids and a considerable amount of biosolids remains in the storage lagoons. The excess biosolids is due to a combination of not emptying the lagoons last year from a short injection season, and the excess biosolids generated last year due to: (a) the digester cleaning at the Ignacio Treatment Plant, and (b) the secondary digester cleaning at the Novato Treatment Plant prior to its demolition. District staff recommends increasing the biosolids injection Contract with CTS to two million gallons.</p> <p>The existing contract is for an amount of \$35,000.00 plus an amendment for \$4,160.00 for leveling and disking the dedicated land disposal area for a current total of \$39,160.00. The million gallon increase will increase the Contract to \$71,160.00 based on 0.032 cents per gallon per the contract. The previously approved set up fee will be waived because Custom Tractor has reached the initial one million gallon milestone per the contract. Staff recommends amending the current contract to two million gallons and authorize the Manager-Engineer to enter into an agreement with CTS for a not-to-exceed amount of \$72,000.00</p> | |
| ALTERNATIVES: NA | |
| BUDGET INFORMATION: This work is budgeted in the FY08-09 Preliminary Budget under Account No. 63115 - Reclamation Facilities (Biosolids Disposal) at an amount of \$55,000.00, the final budget will be increased to \$75,000.00 for this item. | |
| DEPT.MGR.:  | MANAGER:  |