

NOVATO SANITARY DISTRICT

September 22, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, September 22, 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 September 8, 2008 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. Meeting schedule – October 13th and 27th, November 10th and 24th, December 8th and 22nd.
- b. Approve disbursements.

7. HOUSEHOLD HAZARDOUS WASTE AND RECYCLING:

- a. Consider approval of Marin County Hazardous and Solid Waste Grant Agreement for 2008-09.

8. COLLECTION SYSTEM IMPROVEMENT PROJECT 72706

- a. Consider approval of a proposal for engineering services for the preparation of plans and specifications and services during construction.

9. MARIN SANITARY AGENCIES JOINT SAFETY PROGRAM

- a. Consider approval of a proposal to audit the Joint Safety Program and prepare recommendations.

10. STAFF REPORTS:

- a. North Bay Water Reuse Authority meeting.
- b. Joint District-City Solid Waste Committee meeting.

11. MANAGER'S ANNOUNCEMENTS:

12. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Subdivision(b) of Section 54956.9: One case: Riverwatch 60-day Notice.

13. ADJOURNMENT:

Next resolution no. 2992

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: Household Hazardous Waste: Consider Approval of HHW Grant Agreement	MEETING DATE: September 22, 2008 AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve the Household Hazardous Waste Grant Agreement with the Marin County Hazardous & Solid Waste Joint Powers Authority for 2008-09	
SUMMARY AND DISCUSSION: <p>This agreement is the result of discussions with the Marin County Hazardous and Solid Waste Joint Powers Agreement to convey to the District the funds collected by the JPA for the household hazardous waste program from Novato residents who self-haul to the landfill. The JPA has committed \$33,503.00 for the fiscal year 2008-09.</p> <p>This represents the 6th year the District has entered into an agreement with the County. Previous payments are as follows:</p> <p>2003-04: <u>\$46,455.00</u> (\$31,452 current year fees + \$15,003 portion of prior years' fees)</p> <p>2004-05: <u>\$51,993.00</u> (\$36,990 current year fees + \$15,003 portion of prior years' fees)</p> <p>2005-06: <u>\$42,934.00</u> (\$27,931 current year fees + \$15,003 portion of prior years' fees)</p> <p>2006-07: <u>\$32,962.00</u> (\$17,959 current year fees + \$15,003 portion of prior years' fees)</p> <p>2007-08: <u>\$32,628.20</u> (\$18,500 current year fees + \$15,003 portion of prior years' fees)</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: The 2008-09 District Budget includes anticipated JPA reimbursement fees of approximately \$33,000.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Collection System Improvements; Project 72706; Sewer Replacement Projects at Various Locations	MEETING DATE: September 22, 2008 AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve proposal for engineering services for the preparation of plans and specifications and services during construction.	
SUMMARY AND DISCUSSION: District staff has identified several areas of the collection system which require improvements to address surcharge/overflow problems and areas that have reached the end of their service lives. The description of work needed in these areas is described as follows: <ol style="list-style-type: none"> 1. Rehabilitate or replace 300 feet of 8" sewer on San Ramon Way between San Felipe Way and San Benito Way, 2. Rehabilitate or replace 300 feet of 6" sewer on Louis Drive between Manual Drive and Fernando Drive, 3. Rehabilitate or replace 1200 feet of 8" sewer on State Access Road between Nave Drive and "C" Street, 4. Rehabilitate or replace 3,150 feet of various size sewers on Olive Street, Chase Street and in the Peach Street easement, 5. Install 1550 feet of relief sewer on Wilson Avenue and Center Road. <p>Staff requested proposals from Nute Engineering to provide engineering services during design and construction for the work. Nute Engineering has been preparing plans and specifications for collection system projects for many years in the County of Marin and the District and is the most familiar with the District's requirements and is always the most reasonable. The District has received the proposal and Nute Engineering proposes to provide design services for the above work for a total cost of \$135,000.00 and \$57,000.00 for services during construction for a total cost of \$192,000 or 9% of the preliminary construction cost of \$2,145,000.00. Nute Engineering's proposal is reasonable and accurate and staff recommends accepting Nute Engineering's proposal.</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: The 2008-09 District Budget for collection system improvements is \$2,000,000.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Marin Sanitary Agencies Safety Program	MEETING DATE: September 22, 2008 AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve the proposal to audit the Joint Safety Program for the Marin Sanitary Agencies	
SUMMARY AND DISCUSSION: <p>Six Marin Sanitary Agencies have pooled resources and have jointly developed a Safety Program since 1992. The agencies that currently participate are Central Marin Sanitation Agency, Las Gallinas Valley Sanitary District, Novato Sanitary District, Ross Valley Sanitary District, Sausalito-Marín City Sanitary District and Tiburon Sanitary District No. 5. Sewerage Agency of Southern Marin and San Rafael Sanitation District have recently asked to be added to the program.</p> <p>The long time Safety Director retired almost two years ago and her replacement did not work out. The agencies are now seeking to have an outside audit of the program in order to develop a strategic plan for the future. They have requested proposals from six firms and received four responses. Staff from each of the agencies have reviewed the responses and checked the references of the proposers. They recommend Du-All Safety Services.</p> <p>The Scope of Work includes the following tasks:</p> <ol style="list-style-type: none"> 1. Evaluate existing safety programs. 2. Compare the program to a "Best of Class" Safety Program. 3. Evaluate alternatives to improve the program. 4. Develop a plan for its future management. 5. Prepare a report on the findings. <p>The total estimated project cost is \$44,505. The cost will be allocated among the participating agencies in proportion to the number of employees. Novato Sanitary District will serve as the contracting agency.</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: The 2008-09 District Budget includes \$45,000 for the Joint Safety Program. Novato Sanitary District share of the cost for this project will be approximately \$12,000.	
DEPT.MGR.:	MANAGER: