

NOVATO SANITARY DISTRICT

October 11, 2010

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 P.M., Monday, October 11, 2010, 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. They are also available on the District's website: www.novatosan.com.

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:

5. REVIEW OF MINUTES:

- a. Consider approval of minutes of the September 13 and 27, 2010 meetings.

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. Approval of disbursements and ratification of payroll and payroll-related disbursements.

7. ADMINISTRATION BUILDING UPGRADE PROJECT 73003:

- a. Presentation of solar evaluation.
- b. Give direction to staff.

8. SPECIAL DISTRICT REPRESENTATION ON MARIN COUNTY LOCAL AGENCY FORMATION COMMISSION:

- a. Consider nomination of candidates for alternate Special District representation on Marin LAFCO to fill unexpired term of Fred Hannahs.

9. BOARD OF DIRECTORS:

- a. Appointment of an Ad Hoc audit committee.
- b. Appointment of an Ad Hoc labor negotiations committee.

10. TREATMENT PLANT UPGRADE PROJECT 72609:

- a. Treatment Plant ribbon cutting program – give direction to staff

11. STAFF REPORTS:

- a. Regional Monitoring Program

12. MANAGER'S ANNOUNCEMENTS:

13. ADJOURNMENT IN MEMORY OF ARTHUR KNUTSON, DIRECTOR 1982 TO 2009:

Next resolution no. 3028

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.

September 13, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, September 13, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, George C. Quesada and Dennis Welsh.

BOARD MEMBERS ABSENT: Member James D. Fritz.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Secretary Julie Borda and District Counsel Kent Alm.

ALSO PRESENT: Tom & Deanna Pierce, Novato
John Bailey, Project Manager, Veolia Water
Brant Miller, Novato resident
Steve Wrightson, P.E., The Covello Group

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

PUBLIC COMMENT:

A Novato resident questioned whether or not employees who attended the Measure F election recount were paid by the District for the time in which they observed the recount. The Manager confirmed that the employees were paid for the time they were at the Civic Center observing the recount.

Member Welsh followed-up on the question and asked District Counsel Kent Alm for a legal opinion on the matter. District Counsel stated that it was acceptable for the District to pay the employees their regular wages during the time in question because they were taking part in a matter that was of District interest.

BOARD MEMBER REPORTS:

Member Di Giorgio commented on his participation in a webinar titled "Environmental Management Systems for Water Utilities" on September 8th. He also commented on his first attendance as a committee member at the North Bay Watershed Association meeting which was held on August 6th.

REVIEW OF MINUTES:

Consider approval of minutes of the August 23, 2010 meeting.

President Long noted two changes to the August 23rd meeting minutes: page 2, third paragraph: "**Member** Fritz and Member Di Giorgio..." and page 4, fifth paragraph: "a presentation by **Mark** Wade in regards to...".

On motion of Member Quesada, seconded by Member Di Giorgio, and carried unanimously by those members present, the minutes of the August 23, 2010 Board meeting were approved as amended.

CONSENT CALENDAR:

Member Di Giorgio requested item a. *Approval of Agreement between Sanitary/Sanitation Districts in Marin County for the Cooperative Use of a Safety Director* be pulled from the Consent Calendar for further discussion.

Member Di Giorgio discussed the cooperative agreement for a joint Safety Director and how the new agreement would affect District and Veolia employees. The Manager explained that the cooperative agreement would only cover Novato Sanitary District employees and not Veolia employees. She noted that Veolia operates their own safety program under District supervision.

Member Welsh questioned the budgeted cost for this program and asked if the District reviewed other safety programs which may be offered at a lower cost. The Manager responded that the District did look into other programs and determined that the cooperative agreement was the most cost effective. Member Welsh requested the Board table this item until a future meeting to allow the Board to receive additional feedback from the agencies that opted not to participate in this agreement. The Manager noted that time is of the essence with the approval of this agreement.

On motion of Member Di Giorgio, seconded by Member Quesada and carried with the following vote, the Board approved the Agreement Between Sanitary/Sanitation Districts in Marin County for the Cooperative Use of a Safety Director: Ayes: Di Giorgio, Long, Quesada. Noes: Welsh. Absent: Fritz

On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously by those members present, the following Consent Calendar item was approved:

- b. Approval of regular disbursements in the amount of \$784,736.77, project account disbursements in the amount of \$1,224,314.54, Board member

disbursements in the amount of \$2,879.97 and ratification of payroll and payroll related expenses for August, 2010 in the amount of \$276,054.78.

DISTRICT COUNSEL REPORT:

- Update on EPA investigation: District Counsel Kent Alm presented a letter from Barg, Coffin, Lewis and Trapp (Barg Coffin) to the Board and to those individuals present. This letter confirmed that the US Attorney's Office of the Northern District of CA had declined to file criminal charges against the District or any of its officers or employees relating to allegations of unlawful discharges to San Pablo Bay in 2007. Mr. Alm then read a short Novato Sanitary District press statement.

Member Welsh questioned if Barg Coffin would still need to be retained by the District. Mr. Alm stated that the termination of their services would be a Board decision but noted that there was a referral of this matter from the US Attorney's Office to the State Regional Water Quality Control Board. For this reason, he stated it may be in the District's best interest to retain Barg Coffin's services for any future enforcement actions that may arise from the Regional Board.

The Board discussed the final outcome of the EPA investigation.

President Long expressed his regret for the stress this investigation caused to the District staff. He noted that the Board had been notified at the time of the initial incident and when water escaped to the adjacent pasture. A Novato resident questioned the validity of President Long's statement and stated that the Board had previously stated that they were unaware of the alleged discharge which led to the EPA investigation. President Long stated that the Board was informed at the time of the incidents as noted in previous Board meeting minutes.

2010-11 BUDGET:

- Presentation of final 2010-11 annual District budget: The Manager gave a detailed overview of the District's 2010-11 annual budget and discussed the significant changes from last year's budget. The Board discussed the details of the budget with the Manager.

- Consider adoption of final District budget.

On motion of Member Di Giorgio, seconded by Member Welsh and carried unanimously by those members present, the District's 2010-11 annual budget was adopted.

- Consider adoption of Resolution No. 3027 establishing appropriations limit for the 2010-11 fiscal year.

On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously by those members present, Resolution No. 3027: A Resolution of the Novato Sanitary District Correcting and Amending Prior Calculations and Making Determination and Establishing the 2010-11 Appropriation Limit was adopted.

NORTH BAY WATER REUSE AUTHORITY:

- Status report. The Manager gave a brief overview of the Memorandum of Understanding (MOU) establishing the North Bay Water Reuse Authority and discussed the Authority's second amendment to the MOU. She discussed the primary issues the second amendment will address.

- Consider approval of the North Bay Water Reuse Authority Second Amended Memorandum of Understanding (MOU). District Counsel Kent Alm discussed the amended MOU and stated that changes to the document were still being discussed. For this reason, he requested the Board substantially accept the document "North Bay Water Reuse Authority Second Amended Memorandum of Understanding" as it was presented to them at this meeting.

On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously by those members present, the North Bay Water Reuse Authority Second Amended Memorandum of Understanding was substantially approved as presented.

President Long commended the Manager for her hard work on the finalization of the North Bay Water Reuse Authority amended MOU. The Manager expressed her appreciation to Chuck Weir, Executive Director of NBWRA, for his efforts.

COLLECTION SYSTEM IMPROVEMENTS PROJECT NO. 72706:

- Consider approval of a contract in the amount of \$240,000 with the Covello Group for construction management services on a time and materials basis for FY 2010-11 collection system projects, and authorize the Manager-Engineer to execute the contract. The Board discussed with the Deputy Manager Engineer and with Steve Wrightson the collection system projects and the management services that The Covello Group would provide.

On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously by those members present, the Board approved a contract in the amount of \$240,000 with the Covello Group for construction management services on all of the current FY 10-11 phases of the Collection System Improvements Project; No. 72706.

- Approve two change orders in the amounts of \$28,886.65 and \$28,140.60 with Team Ghilotti on the Bel Marin Keys (BMK) Force Mains replacement phase. The Manager discussed the Bel Marin Keys Force Mains Replacement phase of the Collection System Improvements; Project 72706. She discussed the current conditions of the

project and noted that there was a consequent change in the construction “means-and-methods” which resulted in change orders to the original bid amount. For this reason she requested the Board approve the two change orders as presented.

The Board discussed the project with Steve Wrightson.

On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously by those members present, the Board approved two change orders in the amounts of \$28,886.65 and \$28,140.60 with Team Ghilotti on the Bel Marin Keys Force Mains Replacement phase of the Collection System Improvements Project 72706 .

STAFF REPORTS:

- North Bay Watershed Association. The Manager gave an overview of the NBWA meeting she attended on Friday, September 10th.

- Presentation of NBWA Laterals video. The Manager showed a short video on lateral repair which Martin Rauch prepared on behalf of the NBWA to educate the public in regards to their lateral sewer lines.

MANAGER'S ANNOUNCEMENTS:

- Waste Water Operations Committee meeting will be held on Monday, September 20th at 2PM at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the regular meeting at 8:10 p.m.

The Board immediately proceeded to closed session to discuss the item on the Closed Session agenda.

Closed session began at 8:15 p.m.

CLOSED SESSION:

- Conference with labor negotiators – Government Code Section 54957.6.

BOARD MEMBERS PRESENT: President Long, Members Di Giorgio, Quesada and Welsh.

BOARD MEMBERS ABSENT: Member Fritz.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James.

Closed session ended at 8:23 p.m.

REPORT FROM CLOSED SESSION:

The Board authorized the Manager-Engineer to negotiate a settlement agreement with District employee James Lynch.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording

DRAFT

September 27, 2010

A regular meeting of the Board of Directors of Novato Sanitary District was held at 6:30 p.m., Monday, September 27, 2010, at the District office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: Members Michael Di Giorgio, James D. Fritz, George C. Quesada, and Dennis J. Welsh.

BOARD MEMBERS ABSENT: President William C. Long.

STAFF PRESENT: Deputy Manager-Engineer Sandeep Karkal and Administrative Services Manager June Brown. Attorney Sabrina Wolfson of Meyers, Nave was present at 6:45 p.m. for the Closed Session agenda item.

ALSO PRESENT: Steve Wrightson, The Covello Group.
Sigrid Boehm, Novato resident.

PRESIDENT PRO-TEM: President Pro-Tem James Fritz chaired the meeting in the absence of President William Long.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: *On motion of Member Quesada, seconded by Member Di Giorgio, the agenda was approved as written.*

PUBLIC COMMENT: Ms. Sigrid Boehm, owner of a property at 2042 Feliz Road, Novato, addressed the Board to request a reduction of the high usage sewer service charge of \$833.60 on her property tax bill. Ms. Boehm explained that the property is rented to a 5-member family and that two water line breaks had occurred during the prior winter period when water usage is measured for calculating sewer service charges. Ms. Boehm further explained that the North Marin Water District had made a water bill adjustment after the leaks were repaired. She had contacted District staff who explained that sewer service charges are billed retroactively and that next year's bill would be adjusted if necessary. Staff also explained the District's 3-tier system of low, average, and high water use for determining sewer service charges and that, even with an adjustment for the water line breaks, the property would still fall in the high water use category. Ms. Boehm proposed that the District adjust the current system and consider creation of a 4th tier for high water usage.

The Deputy Manager-Engineer agreed to review Ms. Boehm's sewer service charges to determine if any adjustment is indicated.

Ms. Boehm left the meeting at 6:38 p.m.

BOARD MEMBER REPORTS: None.

CONSENT CALENDAR: At the request of Member Quesada, President Pro Tem Fritz read the consent calendar items:

- a. Approve travel to Tucson, Arizona for Board member attendance at the National Association of Water Companies Annual meeting.
- b. Meeting schedule – October 11th and 25th, November 8th and 22nd, December 13th and 27th.
- c. Approval of regular disbursements in the amount of \$297,960.89 and project account disbursements in the amount of \$116,828.34

Member Di Giorgio reported that he has been invited to speak at the National Association of Water Companies Annual meeting in October, at the request of Veolia Water, on the Measure F election process the District experienced earlier this year. The details of financing the trip have yet to be determined. Member Di Giorgio will not be paid an honorarium and there was no objection to his attendance.

On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously by those Members present, the consent calendar was approved.

WASTEWATER FACILITY UPGRADE PROJECT B:

- Project progress report: Steve Wrightson of The Covello Group gave a report on the progress of the District's Wastewater Facility Upgrade Project at the Novato Treatment Plant. He reported it will take approximately three weeks to complete paving; the contractor has started demobilizing; one of the trailers has been removed; grading and erosion control of the staging area is underway; and the contractor is working on the punch list.

Member Di Giorgio asked about paving of Davidson Street to which Steve responded that discussions will be held with the City of Novato. Member Fritz asked about the stability of the hill used for the staging area. Steve reported that it will be graded and reseeded.

Member Quesada enquired about the number of change orders and extras. Steve stated that there is approximately \$1 million in executed change orders, or 1.8% of the contract price. He indicated there will be more for work that is underway but, all in all, change orders are well within the percentage expected for a project this size.

There was some discussion about snails affecting the UV equipment. The Deputy Manager-Engineer explained that the cleaning process of the UV equipment has been modified to address the issue.

- Set date for ribbon cutting: The Deputy Manager-Engineer reported that October 26th has been tentatively scheduled for the ribbon cutting ceremony for the new facilities.

COMMITTEE REPORTS:

- Wastewater Operations Committee report: A copy of the Monthly Operations Report for August 2010 was included in the agenda packet. Member Welsh asked if any coliform exceedance has been experienced since that reported for August 31st. The Deputy Manager-Engineer reported there was one exceedance on September 2nd but none since then. The violation was tied back to the snail issue and construction dust.

Member Welsh asked if the District's Dechlorination Station is still functional. The Deputy Manager-Engineer responded that it is mothballed but can be used if necessary.

Member Di Giorgio commented on the Collection Systems O & M Report and noted that it was the recommendation of the Board of Realtors that a lateral replacement program be in place within a year. There was some discussion about the process of instituting the program and the Board agreed it would be a difficult and expensive process.

STAFF REPORTS:

- North Bay Water Reuse Authority meeting: A written staff report was included with the Board agenda packet and there were no questions from the Board.

- State Legislative and CalPERS update with regard to public employee compensation and pensions: A written staff report was included with the Board agenda packet along with copies of proposed legislation and a number of documents from the California Association of Sanitation Agencies and CalPERS, stemming from the recent publicity about compensation packages for officials in the City of Bell in Los Angeles County. Member Di Giorgio expressed his objection to the high cap proposed by AB 194 that may be used to calculate pension benefits. AB 194 sets the cap at 125 percent of the governor's salary. Member Di Giorgio stated it should not be any higher than the governor's salary.

MANAGER'S ANNOUNCEMENTS: None.

CLOSED SESSION: At 7:15 p.m., President Pro Tem Fritz announced that the Board would meet in closed session to discuss the item on the Closed Session agenda

CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (SUBDIVISION (A) OF SECTION 54956.9).

COMPLAINT NO. R2-2010-0102 ADMINISTRATIVE CIVIL LIABILITY IN THE MATTER OF SANITARY SEWER OVERFLOWS NOVATO SANITARY DISTRICT MARIN COUNTY.

REPORT FROM CLOSED SESSION: The Board met in closed session and gave direction to legal counsel. There was no other reportable action.

ADJOURNMENT: There being no further business to come before the Board, President Pro Tem Fritz declared the meeting adjourned at 7:58 p.m.

Respectfully submitted,

Sandeep Karkal
Deputy Manager-Engineer

June Brown, Recording

DRAFT

10/08/10

Novato Sanitary District Check Register

October 11, 2010

Date	Num	Name	Credit
Oct 11, 10			
10/11/2010	51785	J&M Inc.	323,876.47
10/11/2010	51810	Team Ghilotti	93,418.65
10/11/2010	51802	Pacific, Gas & Electric	89,280.06
10/11/2010	51806	PSC	26,205.70
10/11/2010	51774	Charles Z. Fedak & Company	12,266.00
10/11/2010	51796	North Marin Water District Jo...	11,959.81
10/11/2010	51773	Central Marin Sanitation Distr...	11,571.02
10/11/2010	51815	W.R. Forde	10,015.75
10/11/2010	51788	Johnson, Dee	6,003.95
10/11/2010	51792	Maggiora & Ghilotti Inc.	5,730.07
10/11/2010	51807	Rauch Communication Cons...	4,263.75
10/11/2010	51800	Novato, City	4,000.00
10/11/2010	51805	Preferred Benefit	3,388.26
10/11/2010	51767	Borok, Ben	2,762.00
10/11/2010	51784	Ikon Office Solutions	2,529.88
10/11/2010	51790	Kaiser Permanente-Cobra	2,377.75
10/11/2010	ACH	Bowens, Kenneth	2,250.00
10/11/2010	51779	Farwest Corrosion Control, Inc.	1,988.72
10/11/2010	51772	CED Santa Rosa, Inc	1,984.01
10/11/2010	51808	Sideman & Bancroft, LLP	1,694.25
10/11/2010	51764	Bay Area Air Quality	1,594.00
10/11/2010	51793	MarinScope	1,501.00
10/11/2010	51778	DW Pumps LLC	1,339.34
10/11/2010	51797	North Marin Water District Pa...	1,260.00
10/11/2010	51789	Kaiser Permanente	1,142.55
10/11/2010	51775	Comet Building Maintenance,...	1,117.80
10/11/2010	51771	CDW Government, Inc.	1,020.00
10/11/2010	51783	IEDA, INC	1,020.00
10/11/2010	51762	Aerotek	1,007.00
10/11/2010	51781	Grainger	987.67
10/11/2010	51813	Verizon California	977.97
10/11/2010	51765	Beecher Engineering	900.00
10/11/2010	51769	Cagwin & Dorward Inc.	871.85
10/11/2010	51787	Johnson Controls, Inc.	811.05
10/11/2010	51770	CalPacific Equipment	776.24
10/11/2010	51799	Novato Disposal-	626.50
10/11/2010	51777	Di Giorgio, Mike	589.15
10/11/2010	51798	Novato Chevrolet	408.75
10/11/2010	51811	Verizon	386.34
10/11/2010	51786	Jim-n-i Rentals	378.43
10/11/2010	51763	AT&T Mobility	369.51
10/11/2010	51816	Zee Medical Company	338.56
10/11/2010	51804	Pini Hardware	271.83
10/11/2010	51795	North Marin Water District	253.50
10/11/2010	51814	VWR International Inc.	243.55
10/11/2010	51780	Glenn Craft Enterprises	185.00
10/11/2010	51768	BoundTree Medical, LLC	171.35
10/11/2010	51812	Verizon Business	126.80
10/11/2010	51791	Karkal, Sandeep	125.99
10/11/2010	51803	Petty Cash	115.13
10/11/2010	51794	North Bay Gas & Weld	65.19
10/11/2010	51776	Cook Paging	57.73
10/11/2010	51801	One Stop Auto Service Inc.	53.80
10/11/2010	51766	Black Box Network Services	53.48
10/11/2010	51809	Staples Business Adv Inc.	46.11
10/11/2010	51782	H&J Tire	30.00
Oct 11, 10			638,789.27

10/08/10

Novato Sanitary District Check Register

October 11, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Oct 11, 10			
10/11/2010	2096	Monterey Mechanical, Inc.	534,469.90
10/11/2010	2097	RMC Water & Environment, I...	91,248.38
10/11/2010	2095	Groeniger & Company	4,930.23
10/11/2010	2093	DW Pumps LLC	4,409.54
10/11/2010	2094	Federated Indians of Graton ...	363.00
Oct 11, 10			<u>635,421.05</u>

10/08/10

Novato Sanitary District Check Register

October 8, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Oct 8, 10			
10/8/2010	51817	Di Giorgio, Mike	947.87
10/8/2010	51818	Fritz, James D.	450.00
10/8/2010	51819	Welsh Dennis J.	450.00
10/8/2010	ach	Long, William C.	357.10
Oct 8, 10			<u>2,204.97</u>

**Novato Sanitary District
Payroll and P/R Related**

September 2010

<u>Date</u>	<u>Name</u>	<u>Amount</u>
Sep 29 - 30, 10		
09/30/2010	September P/R Checks and Vouchers	120,715.36
09/30/2010	Retirees health Benefits	14,563.78
09/29/2010	CalPers Health	32,064.32
09/29/2010	Dearborn National	3,213.26
09/29/2010	Lincoln Financial Group-401a Plan	3,413.84
09/29/2010	Local Union 315	40.00
09/29/2010	PERS Retirement	31,236.49
09/29/2010	Vision Service Plan	681.09
09/29/2010	ACS	80.00
09/29/2010	EDD	7,226.24
09/29/2010	Lincoln Financial Group	4,174.80
09/29/2010	Lincoln Financial Group-401a Plan	3,950.61
09/29/2010	Local Union 315	360.00
09/29/2010	Marin Employ Federal Credit Union	517.00
09/29/2010	Hampton, Cari	400.00
09/29/2010	State Street Bank & Trust	3,050.00
09/29/2010	United States Treasury	22,635.82
09/29/2010	North Bay Children's Center	40.00
		<u>248,362.61</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: LAFCO Alternate	MEETING DATE: October 11, 2010
	AGENDA ITEM NO.:
RECOMMENDED ACTION: Nominate a candidate for the alternate special district seat on LAFCO	
SUMMARY AND DISCUSSION: The recent death of Commissioner Fred Hannahs has left the alternate special district seat vacant. LAFCO is requesting nominations before November 22, 2010 for candidates to fill the position until May 2011. Further information on the procedure for selection is attached.	
ALTERNATIVES: NA	
BUDGET INFORMATION: No impact	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Adhoc Committee Appointments	MEETING DATE: October 11, 2010 AGENDA ITEM NO.:
RECOMMENDED ACTION: Presidential appointment of committee members to Adhoc Committees for Audit and Labor Negotiations	
SUMMARY AND DISCUSSION: Adhoc committees are appointed by the President of the Board to serve a single special purpose. They are dissolved after presenting their final report to the Board of Directors. <i>Adhoc Audit Committee</i> The draft audit report has been prepared for the 2009-10 fiscal year. The Adhoc Audit Committee would meet with the auditor to go over the report in detail and report to the Board of Directors. The auditor would also present the final report to the full board. <i>Labor Negotiation Committee</i> The current Memorandum of Understanding (MOU) with Teamsters expires on December 31, 2010. The District is entering into negotiations for the new MOU.	
DEPT. MGR:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Treatment Plant Upgrade Project	MEETING DATE: October 11, 2010
AGENDA ITEM NO.:	
RECOMMENDED ACTION: Give direction to staff	
<p>SUMMARY AND DISCUSSION:</p> <p>The treatment plant ribbon cutting is scheduled for Tuesday, October 26, 2010 at 2 PM. The date has been sent out to stakeholders and will be advertised in the Pacific Sun and the Novato Advance. The proposed program includes:</p> <ul style="list-style-type: none"> • Recognition and comments from elected officials including State Assembly, Senate, County Supervisors, District Board, and City Council members present. • Recognition of the Design Engineer, Contractor, Construction Manager, and District staff who worked on the project. • Presentation of PG&E Savings by Design Award. • Refreshments • Plant tours <p>Staff proposes to rent a tent and chairs to set up west of the Administration Building. The participating companies have volunteered to assist with the funding of the refreshments, tents, and chairs. Based on the attendees of the Central Marin Sanitation Agency open house an estimated 75 people will attend.</p>	
ALTERNATIVES:	
BUDGET INFORMATION: It is anticipated that the cost to the District will be less than \$1,000.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: Regional Monitoring Program	MEETING DATE: October 11, 2010
AGENDA ITEM NO.:	
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION: <p>Novato Sanitary District participates in the Regional Monitoring Program through the Bay Area Clean Water Agencies. The Regional Monitoring Program is a joint effort to monitor the impacts of wastewater discharges to the bay. Sampling and analysis is done by San Francisco Estuary Institute (SFEI). Each year SFEI publishes a summary of their findings in a report "Pulse of the Estuary" and presents their findings at an annual meeting. A copy of the report is attached. Further copies and information about their work is available on their website: www.SFEI.org.</p> <p>This year the annual report focuses on the work being done to reduce the pollution loads from runoff. It discusses the linkages between local creeks and the bay as well as the status of mercury, PCBs, and contaminants of emerging concern.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: No impact	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Adjournment in memory of former Board member Arthur T. Knutson	MEETING DATE: 10/11/2010
AGENDA ITEM NO. :	
RECOMMENDED ACTION: Information only.	
SUMMARY AND DISCUSSION:	
<p>District staff learned that former Board Member Arthur Knutson passed away on Wednesday, October 6, 2010.</p> <p>Art was first elected to the District Board of Directors in June 1982 and served for over 27 years, until November 2009. He served 9 terms as President of the Board as well as serving on numerous committees over the years.</p> <p>A long time supporter of recycled water, Art was instrumental in the District's participation in North Bay Water Reuse Authority and lobbied in Washington for federal support of the project. An effort that recently came to fruition with the receipt of the ARRA funding for the Novato North Recycled Water Project.</p> <p>Services for Art will be held at 2:00 p.m. on Sunday, October 17, 2010, at St. Francis Episcopal Church, 967 5th Street, Novato.</p> <p>Art was well known in the community and will be sadly missed by many people. Staff suggests that the Board meeting of October 11th be adjourned in Art's memory.</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: N/A	
DEPT. MGR. :	MANAGER'S APPROVAL: