

NOVATO SANITARY DISTRICT

November 24, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, November 24, 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 November 10, 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. Authorize Manager-Engineer to attend WERF Research Forum in Clearwater, Florida.
- b. Receive asset deletion report for fiscal year 2007-08.
- c. Approve improvement plans for Mill Road Sewer Main Extension.
- d. Meeting schedule – December 8th and 22nd, January 12th and 26th, February 9th and 23rd.
- e. Approve disbursements.

7. PERSONNEL:

- a. Consider authorizing promotion of Javier Vega from Collection System Worker I to Collection System Worker II.

8. DISTRICT POLICY HANDBOOK:

- a. Consider adoption of Policy No. 3060 – Easement Acceptance.

9. BOARD OF DIRECTORS:

- a. Review annual calendar.

10. WASTEWATER FACILITY UPGRADE PROJECT 72609:

- a. Consider approval of a change order for blower controls.
- b. Consider approval of a change order to upgrade electrical equipment.

11. STAFF REPORTS:

- a. North Bay Water Reuse Authority Meeting.
- b. North Bay Watershed Association Clean Green Laterals Program.

12. MANAGER'S ANNOUNCEMENTS:

13. ADJOURNMENT:

Next resolution no. 2996

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: WERF meeting attendance	MEETING DATE: November 24, 2008 AGENDA ITEM NO.: 6a
RECOMMENDED ACTION: Authorize Manager-Engineer to travel to WERF Research Forum in Clearwater, Florida	
SUMMARY AND DISCUSSION: The Water Environment Research Foundation Forum is holding their annual Research Forum in Clearwater, Florida on December 2 nd and 3 rd this year. The Forum will present research on a number of topics relevant to Novato Sanitary District including Trace Organic Compounds, Aging Collection Systems, Pathogens, Emergency Preparedness, and Management. The District Personnel Policy requires Board approval for out-of-state travel. There is no charge for the Forum attendance. The travel and lodging costs will be approximately \$960.	
ALTERNATIVES: Do not approve travel.	
BUDGET INFORMATION: This will be funded from the Travel, Meetings, and Training budget of \$75,000.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Asset Deletion Report for Fiscal Year 2007-08	MEETING DATE: 11/24/08 AGENDA ITEM NO. : 6b
RECOMMENDED ACTION: No action required.	
SUMMARY AND DISCUSSION: As part of the District's annual audit process, staff prepares fixed asset reports including reports of items added or deleted during the fiscal year. The attached asset deletion report is provided for fiscal year 2007-08. The first page is a summary of all items deleted, followed by a detailed description of each component.	
ALTERNATIVES: N/A	
BUDGET INFORMATION: No budget impact.	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Plan Approval for Mill Road SME Improvements	MEETING DATE: 11/24/2008 AGENDA ITEM NO. : 6c
RECOMMENDED ACTION: Approve sewer improvement plans for the Mill Road SME project	
SUMMARY AND DISCUSSION: Construction Plans for the Mill Road Sewer Main Extension Project have been completed to the satisfaction of District staff. The project proposes to extend the sewer main within Mill Road near its intersection of Trumbull Avenue. The Mill Road Sewer Main Extension project will extend the public sewer approximately sixty one feet to provide service to one property located at 2086 Mill Road. The project will be extending the existing six-inch sewer main as far as the District's construction standards will allow. At the point of the SME terminus the sewer main will run out of allowable cover, and can not be extended any further. The items for acceptance are as follows; 1.) 1 ea Standard Manholes 2.) 61 L.F of 6" PVC sewer main pipe SDR 26. District staff estimates the cost of construction to be \$17,900.00	
ALTERNATIVES: Do not approve Mill Road Sewer Main Extension plans	
BUDGET INFORMATION: Increase District's assets \$17,900.00	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Personnel: Promotion of Javier Vega from Collection System Worker I to Collection System Worker II	MEETING DATE: November 24, 2008 AGENDA ITEM NO.: 7a
RECOMMENDED ACTION: Approve the promotion of Javier Vega from Collection System Worker I to Collection System Worker II.	
SUMMARY AND DISCUSSION: Mr. Javier Vega was initially hired by the District in November 2006, as a Collection System Worker I (CSW I). He has demonstrated both his capabilities as a CSW I, and his functional readiness to be promoted to the next level in the CSW series, which is Collection System Worker II (CSW II). Currently, he is at Salary Range 38.5, Step C, \$4,089.00/month. The proposed new range will be Salary Range 40.5, Step B, \$4,293.00/month. If this promotion is approved, Mr. Vega will serve a minimum six-month probationary period in the CSW II position. All provisions of the District's Rules and Regulations and the Memorandum of Understanding (MOU) with the represented employees group apply to this position. If approved, the effective date of Mr. Vega's promotion will be November 1, 2008. It is recommended that the Board approve Mr. Vega's promotion to Collection System Worker II (CSW II), at Step B of the CSW II salary range.	
ALTERNATIVES: Do not approve the promotion	
BUDGET INFORMATION: The FY08-09 Budget included an allowance for the increase, which will result in a total salary adjustment of \$1,632 for the remainder of FY08-09.	
DEPT. MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Policy Handbook - Easement Acceptance Policy No. 3060	MEETING DATE: 11/24/2008 AGENDA ITEM NO. : 8a
RECOMMENDED ACTION: Adopt Easement Acceptance Policy	
SUMMARY AND DISCUSSION: <p>In the past, the District has accepted contributed easements by execution of a certificate of acceptance signed by the Manager-Engineer and recorded in the Office of the Marin County Recorder.</p> <p>Abandoned easements that are no longer necessary to District operations have been deeded back to the property owner by resolution adopted by the Board and recorded by the Marin County Recorder.</p> <p>In order to make the process more uniform and to satisfy audit recommendations, it is proposed to also accept contributed easements by resolution of the Board of Directors. The certificate of acceptance will continue to be signed by the Manager-Engineer.</p>	
ALTERNATIVES: Do not adopt Easement Acceptance policy.	
BUDGET INFORMATION: N/A	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Facility Upgrade: Contract B, Project 2006-09, Change Order – Control System for Aeration Blowers.	MEETING DATE: November 24, 2008 AGENDA ITEM NO.: 10a
RECOMMENDED ACTION: Approve a change order for \$132,412 for an alternative control system for the new single stage blowers, and authorize the Manager-Engineer to execute it.	
SUMMARY AND DISCUSSION: <p>At its May 27, 2008 meeting the District Board authorized staff to negotiate a change order of up to \$160,000 for an alternative control system for the new single stage aeration blowers to be installed as part of this project. The change order was based on a proposal from Turblex, Inc (the blower manufacturer) to provide a more turnkey product that incorporated its own alternative control system to that developed by the District’s consultant RMC Water Environment (RMC), in conjunction with District staff. At that time, RMC and staff had concurred that the Turblex proposal presented two significant advantages: (1) It resulted in even higher cost savings in terms of power usage, and (2) the turnkey element of the proposal transferred risk away from the District in that Turblex assumed most of the responsibility for the proper initial installation and functioning of the aeration blower system.</p> <p>Subsequently, staff has been able to negotiate a change order in the amount of \$132,412. At its January 8, 2007 meeting, the Board adopted a policy that requires Board approval of change orders exceeding \$50,000 (in cases where delay would not impact schedule). Accordingly, it is being requested that the Board consider this change order, approve it, and authorize the Manager-Engineer to execute it.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: The FY08-09 budget for this project is \$35,000,000 of which \$11,620,460 has been expended to date.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Facility Upgrade: Contract B, Project 2006-09, Change Order – Anaerobic Digester Areas	MEETING DATE: November 24, 2008 AGENDA ITEM NO.: 10b
RECOMMENDED ACTION: Approve a change order for \$63,071 for alternative routing of conduits, and modifying equipment as required to accommodate revised Classified Area boundaries at the existing Solids Conditioning Building and new digester facility, and authorize the Manager-Engineer to execute it.	
SUMMARY AND DISCUSSION: <p>During the design phase of this project a decision was made to afford a lower level of hazardous classification to electrical equipment in certain sub-areas of the main anaerobic digester areas that are potentially exposed to digester gas. This initial decision resulted in a limited number of these sub-areas being classified as Class I, Division 1, or Class I Division 2.</p> <p>Subsequently, the design engineer and staff have re-evaluated these areas in the context of the relevant sections of the National Fire Protection Act (NFPA) Code 820 and are of the opinion that a more stringent interpretation should be applied in these areas, strictly from the perspectives of electrical safety and personnel health and safety. The resulting miscellaneous changes to electrical equipment, conduit and wiring, as well as the incorporation of additional ventilation and combustible gas monitoring and alarm systems will result in a change order of \$63,071.</p> <p>At its January 8, 2007 meeting, the Board adopted a policy that requires Board approval of change orders exceeding \$50,000 (in cases where delay would not impact schedule). Accordingly, it is being requested that the Board consider this change order, approve it, and authorize the Manager-Engineer to execute it.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: The FY08-09 budget for this project is \$35,000,000 of which \$11,620,460 has been expended to date.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: North Bay Water Reuse Authority	MEETING DATE: November 24, 2008
	AGENDA ITEM NO.: 11a
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION: The North Bay Water Reuse Authority met on Monday, November 17, 2008. The primary focus of the meeting was a presentation of the preliminary Administrative Draft of the EIR for review. The individual agencies will be reviewing the draft over the next few weeks and getting comments back to the consultant. The federal legislation will not be addressed in this session of Congress. The federal legislative representative is very confident that it will be introduced and passed early in the next session. In other business, the group authorized the Program Manager to issue a request for qualifications to state lobbyists.	
ALTERNATIVES:	
BUDGET INFORMATION:	
DEPT. MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: North Bay Watershed Association Clean Green Laterals Program	MEETING DATE: November 24, 2008 AGENDA ITEM NO.: 11b
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION: Novato Sanitary District has been working with the other Marin County Agencies to develop a Model Ordinance for lateral inspection and repair. This effort has included: <ul style="list-style-type: none">• Assembling a coalition of agencies which now includes those in southern, central, and northern Marin,• Preparing an engineering report that addresses the issues of cost, benefit, inspection triggers, inspection methods, passing criteria, and program cost. This report is in process with the draft report anticipated to be completed in January.• Developing a public outreach program to educate property owners about private sewer laterals and solicit input on an ordinance for inspection and repair. Outreach materials are being developed and reviewed by staff. This material will be presented to each of the participating agency boards prior to going out to the public. The Clean Green Laterals Program is described more fully in the attached overview.	
ALTERNATIVES:	
BUDGET INFORMATION:	
DEPT. MGR.:	MANAGER: