

## **NOVATO SANITARY DISTRICT**

December 22, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, December 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 December 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. Consider acceptance of Cherry Hill Subdivision sewer main extension.
- b. Meeting schedule – January 12<sup>th</sup> and 26<sup>th</sup>, February 9<sup>th</sup> and 23<sup>rd</sup>, March 9<sup>th</sup> and 23<sup>rd</sup>.
- c. Approve disbursements.

**7. WASTEWATER TREATMENT PLANT UPGRADE PROJECT :**

- a. Progress report on treatment plant construction project.

**8. PERSONNEL:**

- a. Consider authorizing promotion of Julie Borda from Administrative Assistant to Administrative Secretary.

**9. BOARD OF DIRECTORS:**

- a. Solid Waste Committee report.
- b. Consider adoption of District Policy No. 3012 – Environmental, Health & Safety Program.

**10. RECLAMATION FACILITIES:**

- a. Discuss options for renewing reclamation leases.
- b. Authorize staff to request proposals for reclamation leases.

**11. STAFF REPORTS:**

- a. North Bay Water Reuse Authority meeting.
- b. North Bay Watershed Association Lateral Committee meeting.

**12. MANAGER'S ANNOUNCEMENTS:**

**13. ADJOURNMENT:**

Next resolution no. 2997

***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

<b>TITLE: Consent Calendar:</b> <b>Board Acceptance of the Cherry Hill Homes Subdivision Plans Sewer Main Extension.</b>	<b>MEETING DATE: December 22 th, 2008</b>  <b>AGENDA ITEM NO.: 6a</b>
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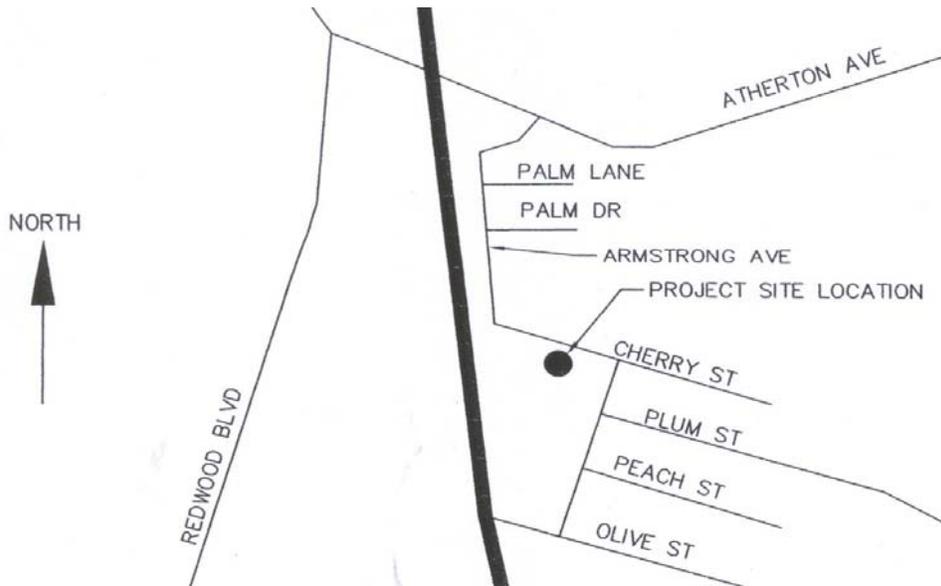
**RECOMMENDED ACTION:** Staff recommends project acceptance of sewer main extension for the Cherry Hill Subdivision project.

**SUMMARY AND DISCUSSION:**

This agenda item is for formal Board acceptance of the Cherry Hill Subdivision Sewer Main Extension. The project had experienced extensive delays in plan check with the City of Novato. The original plan approval for this project was on August 28<sup>th</sup> 2006. No permit was issued at that time. The project completed the City's review and was re-approved by the District Board in July of 2008. The project began construction in August of 2008. The project's sewer infrastructure has now been installed and tested to the satisfaction of District staff.

The project construction items that are ready for acceptance are as follows.

- 5 Manholes
- 476 L.F. of 8" PVC,



**ALTERNATIVES:** Do not accept sewer main improvements.

**BUDGET INFORMATION:** Increase of District's assets by \$72,600.00

<b>DEPT.MGR.:</b>	<b>MANAGER:</b>
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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Personnel: Promotion of Julie Borda from Administrative Assistant to Administrative Secretary</b>	<b>MEETING DATE: December 22, 2008</b>  <b>AGENDA ITEM NO.: 8a</b>
<b>RECOMMENDED ACTION:</b> Approve the promotion of Julie Borda from Administrative Assistant to Administrative Secretary.	
<b>SUMMARY AND DISCUSSION:</b>  <p>Ms. Julie Borda was hired by the District in November 2006 as an Administrative Assistant. She has consistently demonstrated her ability to work above the level of Administrative Assistant by performing work assignments and duties at the Administrative Secretary level. Julie demonstrates initiative and strong dedication and works hard to build authentic relationships with other employees and members of the public. Currently, she is at Salary Range MC103.5, Step D (\$4,652.00/month). The proposed new range will be Salary Range MC106, Step B (\$4,766.00/month). If this promotion is approved, Ms. Borda will serve a minimum six-month probationary period in the Administrative Secretary position.</p> <p>The effective date of Ms. Borda's promotion will be January 1, 2009. It is recommended that the Board approve Ms. Borda's promotion to Administrative Secretary at Step B of Salary Range MC106.</p>	
<b>ALTERNATIVES:</b> Do not approve the promotion	
<b>BUDGET INFORMATION:</b> The FY08-09 Budget includes an allowance for this promotion.	
<b>DEPT. MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Board of Directors: Solid Waste Committee Report</b>	<b>MEETING DATE: December 22, 2008</b>
<b>AGENDA ITEM NO.: 9a</b>	
<b>RECOMMENDED ACTION: NA, Information only</b>	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The Adhoc Solid Waste Committee met on December 15, 2008. The committee received updates on Novato Disposal Service, the Fall e-waste collection event, and the Household Hazardous Waste Facility. The reports are attached.</p> <p><b>Novato Disposal Service</b></p> <p>Novato Disposal Service reported a 6.7% (630 tons) decline in waste delivered to the landfill for the third quarter of 2008 compared to the third quarter 2007. Recycling increased by 979 tons or 28% over the same period. Greenwaste also increased by 132 tons or 3%. They also report a decrease in the number of customers getting a 95 gallon can and an increase in the number of customers with a 20 gallon can. Novato Disposal Service has been active in outreach to commercial, multi-family complexes, and the schools to increase recycling. They also donated to a number of community events including the 4<sup>th</sup> of July parade, the Presbyterian Church, and the Idesi Barbeque.</p> <p><b>Fall E-Waste Collection Event</b></p> <p>The event took place from Friday, Oct. 10<sup>th</sup> – Monday Oct. 13<sup>th</sup>. A total of 909 participants brought in 63,680 pounds of e-waste. The net cost after reimbursement for the CRTs was \$7,204 or \$7.93/participant or \$0.11/pound. Participation and volumes of e-waste are similar for past events.</p> <p><b>Household Hazardous Waste Facility</b></p> <p>Participation in the Household Hazardous Waste Facility continues to increase as people become more aware that they do not need to make an appointment. Paints are still by far the largest number of things brought in followed by pesticides and herbicides. More and more people are bringing in ewaste. They are anticipating an increase in televisions with the coming changeover.</p>	
<b>ALTERNATIVES: NA</b>	
<b>BUDGET INFORMATION: NA</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<b>TITLE:</b> District Policy Handbook	<b>MEETING DATE:</b> December 22, 2008
	<b>AGENDA ITEM NO. :</b> 9b
<b>RECOMMENDED ACTION:</b> Adopt Policy Handbook Policy #3012 - Environmental, Health & Safety Program	
<b>SUMMARY AND DISCUSSION:</b>  The attached policy is recommended for adoption by the Board for inclusion in the Novato Sanitary District Policy Handbook:  Policy #3012 - Environmental, Health & Safety Program  New policies will be presented on a regular basis for Board consideration and adoption.	
<b>ALTERNATIVES:</b> Do not adopt proposed Policy.	
<b>BUDGET INFORMATION:</b> No budget impact.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Reclamation: Pasture lease	<b>MEETING DATE:</b> December 22, 2008
<b>AGENDA ITEM NO.:</b> 10b	
<b>RECOMMENDED ACTION:</b> Authorize staff to request proposals for Reclamation leases	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The District currently leases a total of 820 acres of irrigated pasture to two ranchers. These leases expire on March 31, 2009. The same two ranchers have leased the property for more than fifteen years. The District has received a request from Stonetree Golf Course to lease approximately 7 acres adjacent to the golf course for a driving range. The District has a 40-year lease from the Marin County Flood Control District for the property that expires in 2023.</p> <p>The California State Sanitary Code which governs the District's operations sets forth the following restrictions on leasing property:</p> <ul style="list-style-type: none"> <li>• The Board makes a determination that the property is not needed for District purposes</li> <li>• The District publicly notices a hearing at which the lease will be considered.</li> <li>• For leases of less than ten years the Board must make the following findings at the above hearing that the property use will be compatible with District interests and will serve the public interest.</li> <li>• For leases between 10 and 99 years all of the above plus publish a notice inviting bids, award the bid to the proposer offering the greatest economic benefit to the District, and authorize the lease via an ordinance.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Staff recommends that the Board authorize:</p> <ol style="list-style-type: none"> <li>1. Staff to initiate negotiations with Stonetree Golf Course to lease 7 acres for a driving range for a maximum of 9 years.</li> <li>2. Staff to prepare a notice inviting bids for the balance of the property for use as pasture with a ten-year duration.</li> </ol>	
<b>ALTERNATIVES:</b> 1. Renew the current leases. 2. Divide the property differently.	
<b>BUDGET INFORMATION:</b> Current lease income is \$82,517. It currently costs about \$500,000 to operate and maintain the facility.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Report: North Bay Water Reuse Authority (NBWRA) meeting</b>	<b>MEETING DATE: December 22, 2008</b>
<b>AGENDA ITEM NO.: 11a</b>	
<b>RECOMMENDED ACTION: NA, Information only</b>	
<b>SUMMARY AND DISCUSSION:</b> <p>The Coordinating Committee met on December 15, 2008. They took the following actions:</p> <ol style="list-style-type: none"> <li>1. Authorized Sonoma County Water Agency to issue requests for Statements of Qualifications for State Legislative Program Development Services to five firms. The purpose is to assist the NBWRA in securing state funding for the recycled water projects.</li>   <li>2. Authorized the 2009 Public Outreach Program to support the EIR.</li> </ol> <p>The EIR consultant (ESA) reported that the Draft EIR will be ready to circulate in late February not January as originally scheduled. ESA will be arranging a conference call with the Legal Counsels of each of the agencies to discuss EIR certification and other legal issues.</p> <p>Ginger Bryant, Federal Government Affairs Consultant, reported that the project authorization and an initial appropriation have a very good chance of passing this year. In order to support this effort the individual agencies need to identify the source of the local share of project costs, users, and an implementation schedule. It will also be important to have an agreement on a revised MOU incorporating an oversight board composed of elected officials. A number of subcommittees will be working on these issues and reporting back at the January meeting.</p>	
<b>ALTERNATIVES: NA</b>	
<b>BUDGET INFORMATION: NA</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>