

NOVATO SANITARY DISTRICT

May 24, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 6:30 p.m., Monday, May 24, 2010, at the District offices, 500 Davidson Street, Novato.

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

3. RECOGNITIONS

- a. Recognize staff for public education program award.
- b. Recognize Novato Leadership program graduate.

4. 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.

5. BOARD MEMBER REPORTS:

6. REVIEW OF MINUTES:

- a. Consider approval of minutes of the March 8th, April 26th, and May 10, 2010 meetings.

7. CONSENT CALENDAR:

- a. Approval of Revenue and Expenditure Report for period ending March 31, 2010.
- b. Meeting schedule – June 14th and 28th, July 12th and 26, August 9th and 23rd.
- c. Approval of regular disbursements.

8. NORTH BAY WATER REUSE AUTHORITY:

- a. Progress report.
- b. Consider approval of a proposal to provide design services for the relocation and expansion of the recycled water treatment facility.

9. COMMITTEE REPORTS:

- a. Solid Waste Committee report.
- b. Wastewater Operations Committee report.

10. PUMP STATION REHABILITATION PROJECT 72403

- a. Consider making CEQA findings, approving plans and specifications and authorizing advertising for bids for project 72403, unit 2.

11. ADMINISTRATION

- a. Consider adopting Policy #4060, "Committees of the Board of Directors".
- b. Consider adopting Policy #5040, "Board Actions and Decisions".

12. STAFF REPORTS:

- a. NPDES Permit Renewal.

13. MANAGER'S REPORT:

14. ADJOURNMENT:

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.

Next Resolution No. 3025

March 8, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, March 8, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members James D. Fritz, William C. Long and Dennis Welsh. Member George C. Quesada arrived at 6:35 p.m.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Administrative Secretary Julie Borda and Attorney Sky Woodruff of Meyers Nave.

ALSO PRESENT: Delyn Kies, Novato resident
Brant Miller, Novato resident
Tom Pierce, Novato resident
Deanna Pierce, Novato resident
Dean Heffelfinger, Novato resident
Leon Calker, Novato resident
Colleen Rose, Novato resident
Suzanne Crow, Novato resident
Tony Silva, Novato resident
Steve McCaffrey, Director of Governmental Affairs, Novato Disposal Service

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS:

Member Long commented on the court hearing for the election contest litigation and happily reported the case was dismissed. He reported briefly on his recent trip to Washington D.C. for the North Bay Water Reuse Authority (NBWRA) Recycled Water Project.

Member Welsh commented on a letter which was authored by four Novato Sanitary District employees and was sent to all Board members regarding a personnel issue. He

expressed his concern that the District was not resolving the issue brought forth in the letter.

The Manager pointed out that personnel issues with Teamsters Union Local 315 employees are procedurally discussed with Local 315 representatives. She stated that she had brought the matter to Union representatives and that they were agreeable to following the appropriate resolution process as outlined in the Memo of Understanding (MOU). She stated personnel issues are not discussed in open sessions.

Member Welsh requested this matter be added to the Closed Session Board Meeting that was scheduled for March 9th.

The Manager reported that the March 9th Closed Session Agenda was already posted as per requirements of the Brown Act and no other agenda items could be added.

Sky Woodruff, Meyers Nave, clarified that discussion on this matter may not be allowed in a closed session, based on requirements of the Brown Act.

Member Long suggested that this personnel issue be reviewed by the Ad Hoc Personnel Committee and the Manager-Engineer prior to the next Board meeting on March 22nd to determine if this issue could be brought before the Board during a regular Board meeting.

The Manager stated she would be happy to meet with the Ad Hoc Personnel Committee on this issue.

REVIEW OF MINUTES:

Consider approval of minutes of the January 11, 2010 meeting.

Member Quesada made a motion to approve the minutes of the January 11th Board meeting and Member Long seconded the motion.

Member Welsh requested the Board not approve the Minutes pending his review of the audio tape.

After Member Welsh's comment, Member Long withdrew his second to Member Quesada's motion. The motion did not move forward and the following motion was made:

On motion of Member Welsh, seconded by Member Long, and carried with the following vote, the Board moved to postpone approval of the January 11, 2010 Board meeting minutes. Ayes: Di Giorgio, Fritz, Long, Welsh. Abstain: Quesada.

CONSENT CALENDAR:

On motion of Member Quesada, seconded by Member Long and carried unanimously, the following Consent Calendar item was approved:

- a. Approval of regular disbursements in the amount of \$310,588.48, project account disbursements in the amount of \$1,206,633.52, and Board member disbursements in the amount of \$5,129.97.

SOLID WASTE:

- Receive report on solid waste rates for 2010: The Manager introduced Steve McCaffrey of Novato Disposal. Mr. McCaffrey stated that R3 Consulting had completed a rate review for solid waste collection and had determined that a .68% rate increase would be appropriate. He stated that due to the economic conditions and other circumstances, Novato Disposal has decided not to raise their disposal rates. He referenced a document which was presented to the Board and to the public which showed Novato Disposal having the lowest rates when compared to surrounding communities.

President Di Giorgio expressed his appreciation for Novato Disposal's decision to not raise garbage rates.

Member Long complimented Novato Disposal on their progressive efforts in green waste and food waste composting programs.

CONTINUATION OF DISCUSSION OF ITEM 2.A. FROM THE REGULAR BOARD OF DIRECTORS' ADJOURNED MEETING OF MARCH 8, 2010:

- Consider approval of a Resolution requesting the Board of Supervisors of the County of Marin to conduct said election; authorizing the District Manager-Engineer to carry out all the necessary procedures for said election; and submitting to the voters a referendum measure to repeal a contract service agreement: President Di Giorgio read versions of the ballot wording as prepared by the District Ad Hoc Ballot Language Committee, and alternate versions prepared by Member Quesada and by Member Welsh.

Sky Woodruff, Meyers Nave, stated that the ballot wording as prepared by the District's Ad Hoc Committee had been reviewed by District Counsel Kent Alm, however the ballot language suggestions prepared by Member Quesada and Member Welsh had not been reviewed.

Member Welsh stated he felt both the Ad Hoc Committee and Member Quesada's statements were prejudicial because of use of the word "unanimous". The Board members discussed the ballot language options being presented.

Member Fritz requested the words “unanimous approval” and “September 21, 2009” be deleted from the Ad Hoc Committee’s ballot wording so the ballot would read: “Shall Novato Sanitary District’s approval of the contract entitled “Novato Sanitary District Contract Service Agreement for Operation, Maintenance, and Management of Wastewater Treatment Facilities,” be adopted?”

Sky Woodruff stated that an impartial analysis of the ballot language for the measure must be submitted to the Registrar of Voters and that this analysis would be prepared by the District’s Counsel, Meyers Nave.

Suzanne Brown Crow, Novato resident, commented on the grammar used in the ballot wording, stating some of the grammar was not correct.

Sky Woodruff explained that under these circumstances, the grammatical requirements are being balanced with the formal legislative requirements.

Brant Miller, Novato resident, discussed the referendum language and agreed with Member Fritz’s comments, stating that a minimalist statement is preferred.

Deanna Pierce, Novato resident, stated she feels Director Welsh’s proposition is the most accurate and clarifies what people are voting for or against.

President Di Giorgio closed public comment.

President Di Giorgio discussed the ballot language, agreeing with Member Fritz’s deletions and requested the ballot language for the measure read as follows: “Shall Novato Sanitary District’s approval of the contract entitled “Novato Sanitary District Contract Service Agreement for Operation, Maintenance, and Management of Wastewater Treatment Facilities” be adopted?”

Member Quesada discussed the wording with the Board, stating he felt Member Welsh’s ballot language was more concise.

Member Long and President Di Giorgio felt using the words “Veolia West Operating Systems” in the ballot language was prejudicial.

Sky Woodruff stated the wording as proposed by President Di Giorgio met the legal requirements.

On motion of Member Long, seconded by Member Fritz, and carried with the following vote, the Board approved the following ballot language: “Shall Novato Sanitary District’s approval of the contract entitled “Novato Sanitary District Contract Service Agreement for Operation, Maintenance, and Management of Wastewater Treatment Facilities” be adopted?” Ayes: Di Giorgio, Fritz, Long, Quesada. Noes: Welsh.

President Di Giorgio and Sky Woodruff discussed in detail who would be authorized to prepare the election argument and the rebuttal argument. President Di Giorgio stated that the Ad Hoc Committee met and determined that the two individuals who would be writing the rebuttal to the election argument would be Member Jim Fritz and Phil Brown.

The Manager discussed with the Board the preparation of the ballot language and Resolution No. 3022, noting number 5.g. of the resolution would read as follows:

(g) The District Board hereby selects Jim Fritz and Phil Brown to prepare a written argument in favor of the proposed measure, not to exceed 300 words, on behalf of the Board. The two persons listed above may also authorize up to three additional persons to sign the ballot argument. These may be members of the District Board or bona fide associations or individual voters who are eligible to vote. In the event that an argument is filed against the measure, Jim Fritz is also authorized to prepare a rebuttal argument on behalf of the Board, which may also be signed by up to four other individuals representing bona fide associations or by individual voters who are eligible to vote.

On motion of Member Long, seconded by Member Fritz and carried with the following vote, the Board passed Resolution No. 3022, A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIN TO CONDUCT SAID ELECTION; AUTHORIZING THE DISTRICT MANAGER-ENGINEER TO CARRY OUT ALL THE NECESSARY PROCEDURES FOR SAID ELECTION; AND SUBMITTING TO THE VOTERS A REFERENDUM MEASURE TO ADOPT APPROVAL OF A CONTRACT SERVICE AGREEMENT with the language change to 5.g. as noted above. Ayes: Di Giorgio, Fritz, Long, Quesada. Noes: Welsh.

PERSONNEL:

- Receive Ad Hoc Personnel Committee recommendations for 2009-10 salary adjustments for represented, management and confidential employees.
- Consider approval of Memorandum of Understanding (MOU) between Novato Sanitary District and Teamsters Local 315 for the period July 1, 2009 through December 31, 2010.
- Consider approval of 2009-10 salaries for management and confidential employees, effective July 1, 2009.

The Manager gave an overview of the employee compensation rates as determined by the Ad Hoc Personnel Committee. She stated that on February 24, 2010, the represented employees ratified their Memorandum of Understanding (MOU) which extends from July 1, 2009 to December 31, 2010.

- She discussed the proposed across the board Cost of Living wage increase of 3.5% for the represented group and noted it would cover the period between July 1, 2009 and June 2010.
- She discussed the across the board wage increase determined by the movement of the CPI SF-Bay Area from April 2009 to April 2010 with a minimum increase of two percent and up to a maximum increase of five percent effective July 2010.
- She discussed the one-time payment of \$500 for each employee on payroll as of the Board of Directors approval date of the MOU.
- She noted there is also a commitment to complete a Salary Survey by September 1, 2010 and begin new contract negotiations with the Union by October 1, 2010.

The Manager stated that the Personnel Committee recommended a pay adjustment to the Management and Confidential employees of 0.3% retroactive to July 1, 2009 and a matching \$500 one-time payment to equal the pay adjustment offered to the represented employees.

President Di Giorgio stated he was glad to see a current Memorandum of Understanding in place and was glad to see the employees getting a well deserved pay raise.

On motion of Member Fritz, seconded by Member Long and carried unanimously, the Board approved the Memorandum of Understanding between Novato Sanitary District and Teamsters Local 315 for the period July 1, 2009 through December 31, 2010.

On Motion of Member Fritz, seconded by Member Welsh and carried unanimously, the Board approved the 2009-10 salaries for management and confidential employees, effective July 1, 2009.

ADMINISTRATIVE:

- Consider adoption of revised 2009-10 annual District budget. The Manager stated that the Draft Revised Budget was originally presented to the Board at the February 22nd board meeting. She discussed the major issues that have affected the Revised Budget: transition of the treatment facilities from contract operations; increased legal fees; election expense; and projected revenue being substantially lower than anticipated due to plummeting interest rates.

The Manager stated that the Revised 2009-10 Expenditure budget is \$1,395,385 (15.36%) more than the 2009-10 budget adopted in September 2009. She stated this revised budget shows the District will be operating at a deficit; however, she noted that the District does have sufficient working capital reserves to cover the shortfall this year. In addition she also stated the District has a rate stabilization reserve that will cover a portion of the deficit. She stated this deficit will potentially impact next year's rates. She reported that Tom Gaffney with Bartle Wells Associates will be doing a revenue program analysis to determine future sewer service charge rates based on the two scenarios the District is working with: using an outside contract operator or not using an outside contract operator.

Member Welsh disputed the Eisenhardt Report and stated it was not appropriate for the Manager to provide the financial numbers from this report as a basis for the Bartle Wells analysis.

The Board discussed the details of the Budget with the Manager.

President Di Giorgio requested the Board not approve the Revised Budget at this time and stated he would like to review the budget in more detail. He advised his fellow Board members to review the Budget in detail and requested this item be brought before the Board at their March 22nd regular meeting.

MANAGER'S REPORT:

- The Manager stated she spoke at the CA Foundation for Energy and the Environment.
- The Deputy Manager-Engineer spoke at the Ignacio Rotary Club meeting regarding recycled water.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording

April 26, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, April 26, 2010, preceded by a closed session beginning at 5:00 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:03 p.m. President Di Giorgio announced the Board would meet in closed session to discuss the following matter on the Closed Session Agenda:

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION – ONE POTENTIAL CASE.

Significant exposure to litigation, EPA Clean Water Act Investigation, pursuant to Subsection (b) of Government Code Section 54956.9

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Michael Di Giorgio, Members James D. Fritz, William C. Long, George C. Quesada and Dennis Welsh.

STAFF PRESENT: District Counsel Kent Alm was asked to join the meeting at 5:17 p.m.

ALSO PRESENT: Davina Pujari, Attorney with Barg, Coffin, Lewis and Trapp.

The closed Session ended at 6:20 p.m.

Open session began at 6:30 p.m.

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

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

ALSO PRESENT: John P. O'Hare, Technical Manager, Veolia Water
John Bailey, Project Manager, Veolia Water
Aaron Winer, District Manager, No. CA., Veolia Water
Tom Pierce, Novato resident
Brant Miller, Novato resident
Phil Tucker, CA Healthy Communities Network
Suzanne Crow, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the agenda was approved as mailed.

REPORT FROM CLOSED SESSION:

District Counsel Kent Alm stated there was no reportable action and stated instruction was given to counsel.

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS:

Member Long commented on his participation in the public tour of the Novato treatment facility on Saturday, April 24th. He complimented Manager-Engineer Beverly James for her PowerPoint presentation prior to the plant tour. He also commended John Bailey, Project Manager with Veolia Water, for his awareness of safety issues and his diligence in keeping the public safe.

President Di Giorgio commented on his participation in the Chamber of Commerce Business Showcase event on Wednesday, April 21st at the Stonetree Golf Club. He also commented on his participation at a Fireman's Fund Earth Day event on Friday, April 23rd. He noted that public participation was very high and he was pleased with the events. He stated that the District's website (www.novatosan.com) has a link for a virtual tour of the District's upgraded facility.

REVIEW OF MINUTES:

Consider approval of minutes of the February 22nd and April 12th, 2010 Board meetings.

On motion of Member Quesada, seconded by Member Long and carried with the following vote, the February 22nd and April 12th Board meeting minutes were approved. Ayes: Di Giorgio, Quesada, Welsh. Abstention due to absence from the meetings: Fritz and Long.

CONSENT CALENDAR:

On motion of Member Long, seconded by Member Fritz, and carried unanimously, the following consent calendar items were approved:

- a. Adopt Resolution No. 3023, *A Resolution Approving Relief on pH Limits, and Setting Revised pH limits and Time Limitations For Dye Guy, 46 Digital Drive, #3, Novato.*
- b. Approval of Board meeting schedule as follows: May 10th and 24th, June 14th and 28th, July 12th and 26th.
- c. Approval of regular disbursements in the amount of \$465,649.27, project related disbursements in the amount of \$130,942.08, board member disbursements in the amount of \$6,029.97 and ratification of March payroll expenses in the amount of \$187,111.66.

WASTEWATER OPERATIONS:

Consider approval of an amendment to Agreement for Emergency Consulting Services with Veolia Water.

The Manager stated that at the March 22nd Board meeting the Board unanimously voted to direct staff to negotiate a proposal from Veolia Water West Operating Services for a scoping study for ISO 14001 Environmental Management System development and to provide a proposal for preparation of thirty-eight Standard Operation Procedure Manuals (SOP's). She noted that staff had requested and received proposals from HDR and Veolia Water West Operation Services for preparation of the SOP's. HDR's proposal was \$56,200 plus expenses and Veolia's proposal was \$32,300.

The Manager stated that staff had also requested a proposal from Veolia Water West Operating Services to prepare an Environmental Management System Scoping Study or "Gap Analysis". She reported that the estimated cost for this report is \$8,000 plus expenses and that a report of their findings will be delivered to the Board of Directors.

She requested the Board approve an amendment to the Emergency Services Contract with Veolia Water West Operating Services, Inc. in the amount of \$50,000 for preparation of thirty-eight Standard Operation Procedure Manuals (SOP's) and to prepare an Environmental Management System Scoping Study or "Gap Analysis".

Member Long asked about additional SOP's that are needed. The Manager stated that this proposal is for the most critical SOP's which are necessary at this time. In addition she stated the District would require approximately 200 SOP's this year and approximately 100 SOP's in 2011.

Member Long asked if the original contract with Veolia included the preparation of all of these SOP's and if Veolia's proposal of \$32,300 for the SOP preparation could be taken out of the original operational contract with Veolia.

President Di Giorgio opened the item for public comment.

A member of the public commented that from his past experiences, SOP's are generally prepared in-house and stated he does not feel outsourcing the SOP's makes good sense. He stated that a Gap Analysis should be produced in-house as well.

A member of the public commented that she feels a contract amendment of this amount should be released for more bid proposals. She stated that an ISO 14001 is not usually required for a District of this size. She feels the ISO 14001 and preparation of the SOP's should be completed in-house.

Phil Tucker, CA Healthy Communities Network, stated that the preparation of the SOP's and the Gap Analysis by Veolia Water through an amendment to the Emergency Services Contract could be a violation of the law considering the current referendum restrictions against the Veolia contract. He recommended this amendment be withheld until after the referendum vote.

The Manager responded that due to the construction underway at the District, she does not feel District staff has available time to prepare the SOP's. She stated that the District is required by law to have an O&M manual and SOP's specific to District equipment.

District Counsel Kent Alm, stated that he does not feel the amendment to the Emergency Services Agreement with Veolia Water is in violation of the referendum rules. He stated it was his opinion that work that is required to be completed to facilitate the District's operations is allowed to be accomplished.

President Di Giorgio stated that due to the new processes in place and the new equipment being brought on-line, the District must have the manuals soon.

Norm Stone, noted that the SOP preparation does not appear to be an emergency because the Board has known for a long period of time that SOP's would be needed.

President Di Giorgio stated the District did have a plan in place to prepare the SOP's and they were included in the original contract with Veolia Water. However this contract was suspended due to the referendum and the District must seek other options for the SOP's preparation.

Brant Miller, stated he was in favor of the District seeking an outside source to prepare the SOP's.

Norm Stone requested an opportunity to rebut Mr. Miller's comments. His request was denied.

President Di Giorgio closed public comment.

Member Welsh stated he felt the ISO 14001 is unnecessary and he is opposed to it. He also stated that he is opposed to any further commitments to Veolia Water until after June 8th and the referendum vote.

On motion of Member Fritz, seconded by Member Quesada and carried with the following vote, the Board approved an amendment to the Emergency Operations Contract with Veolia Water West Operating Services, Inc. in the not to exceed amount of \$50,000 for preparation of thirty-eight Standard Operation Procedure manuals and for the preparation of an Environmental Management System Scoping Study report. Ayes: Di Giorgio, Fritz, Long and Quesada. Noes: Welsh.

COLLECTION SYSTEM IMPROVEMENTS PROJECT 72706:

Consider approval of a proposal for design services for Meyers Subdivision Easement Sewer Rehabilitation. The Manager outlined the services requested from Nute Engineering for the above project. She noted that part of the original Meyers Subdivision Easement project was to replace the sewers within the streets and easements of the area. She stated that the easement portion of the project was not completed with the original construction and has requested the Board approve a proposal for design engineering services for the easement portion. She reported that Nute Engineering has provided a proposal in the amount of \$53,000 and recommended the Board approve the proposal.

Member Quesada discussed with the Manager the easement area in relationship to the residents' fences.

Member Welsh noted this project was originally brought before the Board several years back. He stated he felt \$53,000 was a high cost for engineering services for a project that would potentially cost a total of \$100,000. The Manager stated that the proposed \$53,000 includes the easement acquisition and construction management for the project.

Member Welsh stated he would withhold his vote from this item until further information could be provided to him. He stated he felt \$53,000 was excessive.

On motion of Member Long, seconded by Member Fritz and carried with the following vote, the Board approved a proposal for design engineering services from Nute Engineering in the amount of \$53,000 for the Meyers Subdivision Easement Sewer Replacement Project, No. 72706. Ayes: Di Giorgio, Fritz, Long and Quesada. Noes: Welsh.

Consider adopting Resolution No. 3024, A Resolution Approving Plans and Specifications, Making Determinations on Environmental Impact, Establishing Prevailing Wage Scale, Calling For Proposals, and Providing for Notice Thereof for the Collection System Improvements Project: 72706, Phase C – Olive/Chase/Orange Sewer Project.

The Manager stated that the purpose of this project is to replace various sizes and lengths of aged vitrified clay pipe, replace a failing section of Techite fiberglass sewer pipe and eliminate one freeway crossing between Orange Avenue and West Orange Avenue. The Manager stated that once the repairs are completed, the District will collect flow-monitoring data to compare with data prior to the repairs to determine the full benefit of the project.

On motion of Member Long, seconded by Member Fritz and carried unanimously, the Board approved Resolution No. 3024.

STAFF REPORTS:

NPDES Permit Renewal. The Manager stated that the District's NPDES permit renewal will be on the agenda of the San Francisco Regional Water Quality Control Board's meeting on

May 12th and will be placed on the uncontested calendar. The Manager reported that Linda Candelaria, Monica Oakley and herself met with the Regional Board on Wednesday, April 22nd, to review the District's permit prior to the Regional Board's final decision. The Manager discussed the discharge requirements as required by the Regional Board.

District Counsel Kent Alm gave an overview of the Regional Board's permit renewal process and discussed how the District could proceed in this process.

Independent Auditor's Financial Audit Reports for 2008-09: The Manager briefly discussed the Single Audit report, noting that this report was necessary to remain in compliance with the District's State Revolving Fund Loan. She clarified the auditors findings regarding the unreported depreciation and stated the District's asset management program will be reviewed.

Earth Week events. The Manager stated the District participated in the Novato Chamber of Commerce Business Showcase at the Stonetree Golf Course on Wednesday, April 21st. She noted this was an opportunity for the District to engage in outreach to small businesses in Novato. She noted there was an event at the Fireman's Fund on Thursday, April 22nd. She stated that attendance at both events was quite good. The Manager commended Dee Johnson, Household Hazardous Waste Facility Coordinator, for her efforts at both events. In addition, she noted Dee Johnson was also coordinating and working at the very successful E-Waste event which began on Friday, April 23rd and continued through Monday, April 26th.

The Manager noted that Sandeep Karkal and Steve Krautheim attended the California Water Environment Association (CWEA) conference and the District was recognized for its participation with other Marin agencies in joint public education. The Marin County joint agencies were awarded the winner of the Public Education Program of the Year for Medium Sized Agencies.

MANAGER'S REPORT:

A Waste Water Operations Committee meeting will be held on Thursday, April 29th at 2PM.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 7:30 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording

May 10, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, May 10, 2010, preceded by a closed session beginning at 5:00 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:03 p.m. President Di Giorgio announced the Board would meet in closed session to discuss the following matter on the Closed Session Agenda:

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – ONE CASE.

Existing litigation pursuant to Subsection (c) of Government Code Section 54956.9, (Case Number 1001855: Complaint for Refund of \$181,927.54 Plus Interest under Commercial Code §11204).

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Michael Di Giorgio, Members James D. Fritz, William C. Long, George C. Quesada and Dennis Welsh.

STAFF PRESENT: Manager-Engineer Beverly B. James.

ALSO PRESENT: Geoffrey Spellberg, Attorney, Meyers Nave.

The closed Session ended at 5:30 p.m.

Open session began at 6:30 p.m.

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

STAFF PRESENT: Manager-Engineer-Secretary Beverly James, Deputy Manager-Engineer Sandeep Karkal, Administrative Secretary Julie Borda, and Sky Woodruff, Attorney, Meyers Nave.

ALSO PRESENT: Patty Bennett, Novato resident
Marie Hoch, Novato resident
Brant Miller, Novato resident
Tom Gaffney, Bartle Wells Associates, Inc.
Steve Clary, RMC Water & Environment, Inc.
Jim Henderson, Novato resident
Phil Tucker, CA Healthy Communities Network

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the agenda was approved as mailed.

REPORT FROM CLOSED SESSION:

There was no reportable action.

PUBLIC COMMENT:

Jim Henderson, Novato resident, commented on the District project that is taking place near his home and outlined the details that have resulted in delays of this project. Mr. Henderson commented on the proposed electrical savings of 40% due to the new treatment equipment and the possible sanitary sewer rate increase. He requested detailed information of the proposed savings of \$7.2 million if Veolia Water is allowed to operate the treatment facility.

The Manager responded with the details and timeline for the project near Mr. Henderson's residence. She reported on the engineering processes and the temporary construction easements that are necessary. The Manager discussed the proposed electrical savings.

President Di Giorgio discussed the County of Marin's deadlines for placing sewer service charge collection on the County property tax rolls.

Phil Tucker, CA Healthy Communities Network, referenced a letter as prepared by Shute, Mihaly & Weinberger in which they requested the District not enter into any contracts with Veolia Water West Operating Services. Mr. Tucker requested the Board rescind their earlier decision (April 26, 2010 meeting: Board approved an amendment to Agreement for Emergency Consulting Services) to avoid litigation.

Sky Woodruff, Attorney, Meyers Nave, reported that his firm did not believe the District was opening itself to any future litigation in regards to the aforementioned matter.

BOARD MEMBER REPORTS: None.

REVIEW OF MINUTES:

Consider approval of minutes of the March 1st and April 26th, 2010 Board meetings.

Member Quesada made a motion to approve the March 1st and April 26th Board meeting minutes and Member Long seconded the motion. Member Welsh requested the Board not approve the April 26th minutes and asked the Secretary to review the audio version of the minutes to record comments made by Member Long regarding payment of the Standard Operating Procedure Manuals as prepared by Veolia West Operating Systems.

On motion of Member Welsh, seconded by Member Fritz and carried with the following vote, the Board approved the March 1, 2010 Board meeting minutes and requested the April 26, 2010 minutes be revised and presented for approval at the May 24th Board meeting. Ayes: Fritz, Long, Welsh. Noes: Di Giorgio, Quesada.

SEWER SERVICE CHARGES:

Receive Service Charge Report. The Manager reported that the District had requested Bartle Wells Associates to review revenue and expense projections for the next fiscal year and to recommend the level of service charges to adequately fund operation and maintenance, replacements, capital and borrowing costs. She gave a PowerPoint presentation detailing the District's projected budget costs with Contract Operations and with Direct Operations.

Tom Gaffney, Bartle Wells Associates, discussed the District's cost for maintenance and the District's options for additional revenue using State Revolving Fund Loans and Municipal Bonds. He stated Bartle Wells final analysis was that if the District were to use contract operations for Operation Maintenance, no service charge rate increase would be necessary due to the financial savings inherent in the contract. He stated that if the District were to operate the treatment facility with their current employees and consultants, a \$40 service charge rate increase would be necessary.

Member Quesada requested the service charge rate increase be placed at \$45. Mr. Gaffney stated that an increase of an additional \$5 was not necessary based on his findings.

Member Welsh stated the savings analysis by Bartle Wells Associates was greatly overstated in order to justify contract operations. Director Welsh read a letter he prepared titled, "Statement on NSD Direct Operations Budget by Dennis Welsh, Director". Member Welsh discussed with the Board the cost areas he felt could be cut so the District could realize savings in the next fiscal year. Member Welsh stated he believes the costs are inflated and the budget should be lower.

The Manager explained in detail the need for the staffing requirements as outlined in Tables A-1, A-2, A-3 and A-4 of the Bartle Wells Service Charge Report.

Consider setting the maximum rate increase, setting Public Hearing date for July 12, 2010, and authorize mailed notice pursuant to Proposition 218. The Manager outlined the deadlines and requirements for Special Districts to submit sewer service charges to the County of Marin Department of Finance. She requested the Board set the date for the Public Hearing on Sewer Service Charges and authorize the mailing of the Proposition 218 Notice for a maximum rate increase of \$40 per equivalent dwelling unit.

President Di Giorgio opened this item for public comment.

Suzanne Crow, Novato resident, discussed numerous budget issues, commenting on the high garbage costs, the proposed need for two Grade V operators, the proposed need for 14 employees to run the new facility, the high software maintenance costs and the permit and fee costs.

The Manager pointed out that the budget item for Permits and Fees was included in both budgets (District direct operation and operation with a contract operator) and the calculation applies both to permits and past District fines.

Marie Hoke, Novato resident, suggested the software maintenance cost is adequate and the IT salary appears too low.

Phil Tucker, CA Healthy Communities Network, rebutted the statement of the previous speaker, stating the IT salary should be lower. He stated he felt it was blackmail for the District to report that a contract commitment with Veolia Water would produce lower sewer service charge rates.

Brant Miller, Novato resident, requested the Board present a user-friendly budget and have it available for public review on the District web site. He stated he did not want the District's new \$90 million treatment facility to be run poorly due to others' attempts to cut necessary costs.

President Di Giorgio closed public comment.

President Di Giorgio commented on the timing of the following three events: the Bartle Wells analysis, a proposed sewer service charge increase, and the reinstatement of the contract with Veolia Water West Operating Services. He stated the District needs to prudently plan and prepare for the operation of the treatment facility under both scenarios: operation by a private contractor or operation by District employees with consultants.

Member Welsh commented that the District should be able to operate one new facility with less money than it took to operate the two older facilities (Ignacio and Novato Main).

Member Quesada stated he would like to see the sewer service charge increase raised to \$45 instead of the proposed \$40.

On motion of Member Fritz, seconded by Member Long and carried with the following vote, the Board set the date for the Public Hearing on Sewer Service Charges for July 12, 2010 and authorized the mailing of the Proposition 218 Notice for a maximum rate increase of \$40 per equivalent dwelling unit. Ayes: Di Giorgio, Fritz, Long, Quesada. Noes: Welsh.

CONSENT CALENDAR:

Member Long requested clarification of the charge to the City of Novato, as listed on the disbursements, in the amount of \$11,771.59. The Manager explained that this charge was for reimbursement of the District's fuel (gasoline) charges and was for a period of six months.

On motion of Member Fritz, seconded by Member Long and carried unanimously, the following consent calendar items were approved:

- a. Accept quarterly investment report for period ending March 31, 2010.
- b. Approve regular disbursements in the amount of \$416,448.84, project account disbursements in the amount of \$1,086,517.63, Board member disbursements in the amount of \$2,429.97 and ratification of April payroll and payroll related expenses in the amount of \$284,132.90.

COLLECTION SYSTEMS IMPROVEMENT PROJECT 72706:

Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids for the Ignacio Blvd. Sewer Rehabilitation Project. The Manager discussed the project area noting that Nute Engineering has completed the plans and specifications for this project. She stated the project consists of replacing 163 feet of 8" sewer main and is a high priority repair. She noted that the Engineer's Estimate for the work is \$90,000.00 and recommends the Board make CEQA findings, approve plans and specification and authorize advertising for bids. She stated bids are expected to be received on June 8, 2010 and be presented to the Board at the June 14th meeting.

On motion of Member Fritz, seconded by Member Quesada and carried unanimously, the Board approved making CEQA findings, approving plans and specifications and authorized advertising for bids for the Collection System Improvements Project 72706, Phase E – Ignacio Boulevard Sewer Rehabilitation Project.

WASTEWATER TREATMENT PLANT UPGRADE PROJECT 72609:

Consider approval of a proposal from RMC Water Environment to prepare pre-design and design documents for the re-use or demolition of the existing Novato Treatment Plant units. The Manager noted that the demolition of the existing facilities was not addressed in the original contract pending a final look at any re-use opportunities for the facilities. She stated RMC was asked for a proposal due to their previous work with the treatment facility and discussed the two components of the proposal presented from RMC. She noted the three tasks outlined in the contract and the costs: Project Management, \$44,300; Final Design of Digester #2 and Solids Conditioning Bldg. Improvements, \$299,000; Preliminary Design and Evaluation of Site Improvements, \$177,500. The Manager requested that the Board authorize her to negotiate and execute a contract with RMC for \$525,000 for the above noted tasks.

On motion of Member Fritz, seconded by Member Quesada and carried unanimously, the Board authorized the Manager-Engineer to execute an agreement with RMC Water Environment in an amount not to exceed \$525,000 to provide consulting engineering services for the Wastewater Treatment Facilities Upgrade Project – Contract C: Improvements at Novato Treatment Plant – Phase 1.

Member Long left the Board meeting at 8:00 p.m.

PERSONNEL:

Consider re-establishing the position of Operations Leadworker. The Manager outlined the events that led to the Operations Leadworker position being abolished and the subsequent events that led to the position's reinstatement. She noted that Teamsters Local 315 had pointed out to her that the District had not formally re-established the Leadworker position. She requested the Board re-establish the position for the current Operations Leadworker Dasse de longh.

Member Welsh asked legal counsel Sky Woodruff if it would be necessary for the District to seek outside employment candidates for the position. Mr. Woodruff stated he was unsure if this was a requirement and would need to review the District policies before being able to make a final consideration on the matter.

The Manager stated that the District Policy states the Manager-Engineer is responsible for filling positions which the Board creates.

On motion of Member Quesada, seconded by Member Fritz and carried with the following vote, the District re-established the position of Operations Leadworker with a pay range of \$5,810 - \$7,062/month. Ayes: Di Giorgio, Fritz, Quesada. Noes: Welsh. Absent: Long.

ADMINISTRATION:

Consider adopting a policy on "Fixed Asset Capitalization". The Manager stated that the purpose of this policy was to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

President Di Giorgio explained in further detail prior auditors recommendations and the current auditors requests for the District to adopt a policy of depreciation for the fixed assets. The Manager stated that the General Accounting Standards Board (GASB) adopted a policy titled GASB 35 to address this issue.

On motion of Member Quesada, seconded by Member Fritz, and carried unanimously by those members present, the Board adopted Novato Sanitary District Policy Number 3032: Fixed-Asset Capitalization.

WASTEWATER OPERATIONS:

Report from the Wastewater Operations Committee. The Manager reported that the Wastewater Operations Committee met on April 29, 2010 noting that the report from the Committee was being provided as part of the Board packet materials. She discussed the Collection System Monthly Report for 2010 as provided by Collection Systems Superintendent Tim O'Connor.

President Di Giorgio commented on the Veolia Water Operations Report – March 2010, and highlighted the training and other services being provided by Veolia stating he was pleased with Veolia's performance.

Member Welsh commented that he felt the training outlined in the report was being provided by the vendors of the new equipment and would be provided regardless of who was operating the treatment facility.

John Bailey, Project Manager, Veolia Water, discussed the March report, noting that on April 12th, the old treatment facility was removed from operations and the new, upgraded equipment was put into service. He stated the new equipment has performed very well. He discussed the March violations and commented on the very high flows due to wet weather in the first week of the month which resulted in the noted violations.

STAFF REPORTS:

North Bay Watershed Association meeting. The Manager attended the NBWA meeting on May 7th. She discussed the NBWA budget noting that the District supports this organization with a contribution of \$6,500 per year. She stated that the NBWA made a final decision to reduce their budget by 5%. She discussed the S.T.R.A.W. project (Student and Teachers Restoring A Watershed) which NBWA will be funding and suggested the District support this program through their public education program.

California Association of Sanitation Agencies meeting. The Deputy Manager-Engineer discussed his attendance at the California Association of Sanitation Agencies (CASA) Spring conference which was held in Newport Beach from April 28-30, 2010. He discussed the programs he participated in during the conference. Member Long attended the CASA conference as well.

Member Welsh left the meeting at 8:20 p.m.

MANAGER'S ANNOUNCEMENTS:

The Manager noted that the Wastewater Operations Committee will meet on Monday, May 17th at 2 p.m. and the Wastewater Solids Committee will meet at 4:30 p.m., also on Monday, May 17th.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:24 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording

DRAFT

MEMORANDUM

May 24, 2010

TO: District Board of Directors

FROM: Beverly B. James, Manager-Engineer
June Penn Brown, Administrative Services Manager
Laura M. Creamer, Finance Officer

SUBJECT: Revenue and Expenditure Report for Quarter Ended March 2010

This memo presents a summary of revenues and expenditures for the operating and capital funds through the third quarter of Fiscal Year 2009-10 (see attached detail). The report also presents a brief analysis of items that vary significantly from the final budget.

OPERATING FUND

OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Total Operating Revenues	\$5,186,702	\$8,931,310	\$3,744,608	58.1%

Discussion

Overall, operating revenues are approximately 58.1% of the total budget amount with 75% of the year complete. The operating income accounts are within normal range for this time of year.

OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenses	\$ 7,475,118	\$10,479,714	\$3,004,596	71.3%

Discussion

Overall, operating expenses are approximately 71.3% of budget at 75% of the year complete. The following explains significant variances in expense accounts.

Collection System

Operating Supplies. 77.6%. This budget is \$500 over the 75% mark. No unusual items were noted during review of this account. Overall, the account is expected to stay within budget.

Outside Services. 99.7%. This budget item is right on target and there should be no more expenses charged to this account. The expenses are for root control and the work is complete for this fiscal year.

Telephone. 122.8%. This overage of \$500 is due to increased usage of cell phones. No unusual items were noted upon review of this account. We are reviewing our account to determine if we need to make changes in the plan.

Garbage Collection. 119.6%. Actual expenses for this item exceed estimated costs after the first complete year of garbage collection charges. The budget should be increased to reflect the charge of \$224 per month which would increase this budget item from \$1,500 to \$2,700 for this fiscal year.

Treatment Facilities

Salaries & Wages. 83.3%. Salaries and wages were affected by cash out payments of vacation, compensation time earned, and floating holidays to employees retiring or transitioning to contract employment with Veolia Water. In addition, the change back from contract operations to an interim consulting agreement resulted in increased costs due to rehiring of treatment plant operators. This account should be within budget by the end of the fiscal year.

Grounds Maintenance. 95.1%. Significant variances are due to the additional work outside the scope of the original agreement for landscape maintenance due in part of the construction.

Telephone. 83%. As noted above, the account and usage are being reviewed to see if changes in the plan would reduce costs.

Reclamation/Disposal Facilities

Employee Benefits 88.6%. This account is anticipated to be within budget for the full fiscal year.

Sludge Disposal 96.7%. Sludge disposal services are complete for this fiscal year and no further expenditures are anticipated.

Small Tools 85.3%. No additional expenditures are expected in the fourth quarter of the fiscal year.

Water - Reclamation. 165.5%. A portion of the cost for fresh water will be reimbursed by the rancher who leases the Reclamation Facilities for cattle grazing. The billings for this will be mailed next quarter.

Laboratory/Monitoring

Operating Supplies. 78.2%. The slight variance is due to additional media purchases for start up testing for the new treatment plant in the amount of approximately \$1,600 which is approximately 6% of this budget item.

Repairs & Maintenance. 131.1%. The significant variance is due to unexpected dishwasher repairs in the lab of approximately \$1,300 (17% of this budget item). The remainder of the overage is due to the servicing of lab equipment (distilled water filtration system) at the Ignacio site in the amount of \$1,600 which is 21.4% of this budget item. In addition, in this last quarter the BOD bioassay incubator required repair in the amount of \$300 which is an additional 4% of this small budget item.

Pump Stations

Repairs & Maintenance. 77.4%. No significant items were noted during review of this budget item. It will be monitored through the end of the fiscal year.

Small Tools. 107.5%. No remaining expenditures for this fiscal year.

Gas & Electricity. 81.4%. Power costs are higher during the winter due to high wet weather flows. This account should be within budget for the fiscal year.

Administration and Engineering

Salaries & Wages. 79.4%. This account is slightly over budget as a result of a one-time payment of \$500 for each employee on payroll as of the date of approval of the Memorandum of Understanding with Teamsters Local 315, and by cash out payment of vacation to a retiring employee.

Employee Benefits. 85.1%. This variance is primarily due to extended unemployment benefits which are higher than budgeted.

Insurance. 90.5%. This account is within range. The variance is due to the timing of insurance premiums, all of which have been paid for this fiscal year.

Memberships. 133.2%. Actual expenditures for this account were \$8,000 in 2008/2009. Current expenditures are comparable to the prior year in the amount of \$7,900. However, the budget was reduced to \$6,000 in the 2009/10 fiscal year which doesn't reflect the actual expenditures. Therefore, this budget item will be reviewed again in the 2010/11 budget to appropriately reflect membership costs.

Accounting & Auditing. 110.6%. Apparently, a portion of our first billing should have been allocated to prior year 2007/08 which was not indicated on the invoice we received. The portion allocable to 2007/08 is \$2,650, which is the amount we were under budget in 2007/08. The amount applicable to the prior year is approximately 10% of this budget item, thus the overage. This item has been paid in full for this fiscal year.

Attorney Fees. 89.2%. Overage due to attorney fees for the EPA investigation, election contest, unauthorized bank activity, and other legal challenges. Some of these costs will be recouped through the District's liability insurance coverage; however, these expenditures will continue to impact this account for the remainder of the fiscal year.

IT/Miscellaneous Electrical 90.4%. Significant increase due to fees paid to Fishnet Security in prior quarters in the amount of \$12,000. This will continue to impact this budget throughout the fiscal year. No other significant expenditures are anticipated for the remainder of the fiscal year.

Printing & Publications 98.4%. Significant overage due to services for duplicating documents seized by the EPA. The cost was approximately \$4,600 which is 38% of this small budget item (\$12,000). This will continue to impact this account throughout the fiscal year.

Telephone 83.8%. As with the other telephone accounts, this is being reviewed to see if it is possible to lower costs.

AB 939 Solid Waste Programs

Consulting Services. 79.2%. Increase of 4% in this budget item is due to the increase in volume of household hazardous waste, particularly batteries, fluorescent tubes, and electronics.

05/21/10
Accrual Basis

Novato Sanitary District Revenues & Expenditures Budget vs. Actual July 2009 through March 2010

	<u>Jul '09 - Mar 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
41000 · OPERATING INCOME				
41010 · Sewer Service Charges	4,694,570.00	8,006,814.00	(3,312,244.00)	58.6%
41030 · Plan Check & Inspection Fee	7,239.10	7,500.00	(260.90)	96.5%
41040 · Permit & Inspection Fee	9,135.50	25,000.00	(15,864.50)	36.5%
41060 · Interest Income	96,550.05	150,000.00	(53,449.95)	64.4%
41080 · Engineering & Admin Charg...	0.00	175,000.00	(175,000.00)	0.0%
41090 · Non-domestic Permit Fees	4,155.22	4,000.00	155.22	103.9%
41100 · Garbage Franchise Fees	45,000.00	45,000.00	0.00	100.0%
41105 · AB 939 Collector Fees	277,299.00	277,299.00	0.00	100.0%
41107 · Oil/Bev/Tire Grants	0.00	63,080.00	(63,080.00)	0.0%
41110 · Sludge Disposal Charges	0.00	100.00	(100.00)	0.0%
41130 · Ranch Income	0.00	82,517.00	(82,517.00)	0.0%
41135 · Recycle Water Facility Reve...	0.00	20,000.00	(20,000.00)	0.0%
41140 · Other Revenue	52,752.75	75,000.00	(22,247.25)	70.3%
Total 41000 · OPERATING INCOME	<u>5,186,701.62</u>	<u>8,931,310.00</u>	<u>(3,744,608.38)</u>	<u>58.1%</u>
Total Income	<u>5,186,701.62</u>	<u>8,931,310.00</u>	<u>(3,744,608.38)</u>	<u>58.1%</u>
Gross Profit	<u>5,186,701.62</u>	<u>8,931,310.00</u>	<u>(3,744,608.38)</u>	<u>58.1%</u>
Expense				
60000 · COLLECTION SYSTEM				
60010 · Salaries & Wages	279,746.67	423,941.00	(144,194.33)	66.0%
60020 · Employee Benefits	140,204.49	186,982.00	(46,777.51)	75.0%
60060 · Gas, Oil & Fuel	8,083.67	15,000.00	(6,916.33)	53.9%
60091 · Software Maint	8,888.83	25,000.00	(16,111.17)	35.6%
60100 · Operating Supplies	13,186.20	17,000.00	(3,813.80)	77.6%
60150 · Repairs & Maintenance	29,615.53	55,000.00	(25,384.47)	53.8%
60152 · Small Tools	761.52	2,500.00	(1,738.48)	30.5%
60153 · Outside Services	69,819.90	70,000.00	(180.10)	99.7%
60192 · Water	2,584.07	4,000.00	(1,415.93)	64.6%
60193 · Telephone	1,228.48	1,000.00	228.48	122.8%
60200 · Other(Garbage Coll)	1,794.64	1,500.00	294.64	119.6%
60201 · Permits & Fees	8,454.90	8,000.00	454.90	105.7%
60290 · Vehicle Replacement	0.00	35,000.00	(35,000.00)	0.0%
Total 60000 · COLLECTION SYSTEM	<u>564,368.90</u>	<u>844,923.00</u>	<u>(280,554.10)</u>	<u>66.8%</u>
61000 · TREATMENT FACILITIES				
61500 - Contract Operations				
61501 · Contract Op - Fixed Fee	349,715.19	429,715.00	(79,999.81)	81.4%
Total 61500 - Contract Operations	<u>349,715.19</u>	<u>429,715.00</u>	<u>(79,999.81)</u>	<u>81.4%</u>
61010 · Salaries & Wages	500,729.50	600,922.00	(100,192.50)	83.3%
61020 · Employee Benefits	204,482.70	262,163.00	(57,680.30)	78.0%
61060 · Gasoline & Oil	14,179.90	40,000.00	(25,820.10)	35.4%
61091 · Software Maintenance	1,204.24	7,000.00	(5,795.76)	17.2%
61100 · Operating Supplies	18,542.65	45,000.00	(26,457.35)	41.2%
61101 · Operating Chemicals	199,262.75	300,000.00	(100,737.25)	66.4%
61112 · Janitorial Services	19,760.78	40,000.00	(20,239.22)	49.4%
61113 · Grounds Maintenance	1,901.75	2,000.00	(98.25)	95.1%
61115 · Sludge Disposal - Contract	23,205.00	45,000.00	(21,795.00)	51.6%
61150 · Repairs & Maintenance	98,097.54	130,000.00	(31,902.46)	75.5%
61152 · Small Tool Purchase	1,601.10	3,000.00	(1,398.90)	53.4%
61191 · Gas & Electricity	467,418.32	700,000.00	(232,581.68)	66.8%
61192 · Water	1,696.92	4,000.00	(2,303.08)	42.4%

05/21/10
Accrual Basis

Novato Sanitary District Revenues & Expenditures Budget vs. Actual July 2009 through March 2010

	Jul '09 - Mar 10	Budget	\$ Over Budget	% of Budget
61193 · Telephone	10,783.71	13,000.00	(2,216.29)	83.0%
61200 · Operational Assistance	296,275.85	783,170.00	(486,894.15)	37.8%
61201 · Permits & Fees	54,463.05	110,000.00	(55,536.95)	49.5%
61290 · Vehicle Replacement	0.00	21,200.00	(21,200.00)	0.0%
Total 61000 · TREATMENT FACILITIES	2,263,320.95	3,536,170.00	(1,272,849.05)	64.0%
63000 · RECLAMATION/DISPOSAL				
63010 · Salaries & Wages	8,607.80	20,656.00	(12,048.20)	41.7%
63020 · Employee Benefits	7,961.51	8,985.00	(1,023.49)	88.6%
63060 · Gasoline & Oil	4,967.94	10,000.00	(5,032.06)	49.7%
63091 · Software Maintenance	0.00	2,500.00	(2,500.00)	0.0%
63100 · Operating Supplies	2,210.66	3,500.00	(1,289.34)	63.2%
63115 · Sludge Disposal	58,000.03	60,000.00	(1,999.97)	96.7%
63150 · Repairs & Maintenance	65,194.04	90,000.00	(24,805.96)	72.4%
63151 · Unusual Equipment Mainte...	27,413.00	75,000.00	(47,587.00)	36.6%
63152 · Small Tools	1,279.43	1,500.00	(220.57)	85.3%
63157 · Ditch/Dike Maintenance	1,728.00	25,000.00	(23,272.00)	6.9%
63191 · Gas & Electricity	94,610.58	145,000.00	(50,389.42)	65.2%
63192 · Water - Reclamation	9,931.38	6,000.00	3,931.38	165.5%
63201 · Permits & Fees	1,683.00	2,000.00	(317.00)	84.2%
63290 · Vehicle Replacement	0.00	7,000.00	(7,000.00)	0.0%
Total 63000 · RECLAMATION/DISPOS...	283,587.37	457,141.00	(173,553.63)	62.0%
64000 · LABORATORY/MONITORING				
64010 · Salaries & Wages	177,932.55	251,748.00	(73,815.45)	70.7%
64020 · Employee Benefits	85,245.98	112,142.00	(26,896.02)	76.0%
64060 · Gasoline & Oil	1,330.13	2,000.00	(669.87)	66.5%
64091 · Software Maintenance	7,231.49	13,000.00	(5,768.51)	55.6%
64100 · Operating Supplies	23,453.29	30,000.00	(6,546.71)	78.2%
64150 · Repairs & Maintenance	9,829.74	7,500.00	2,329.74	131.1%
64160 · Research & Monitoring	84,521.51	116,610.00	(32,088.49)	72.5%
64170 · Pollution Prevention/Public ...	16,765.35	24,500.00	(7,734.65)	68.4%
64201 · Permits & Fees	2,811.00	3,000.00	(189.00)	93.7%
64290 · Vehicle Replacement	0.00	1,400.00	(1,400.00)	0.0%
64300 · Capital Outlay	1,419.23	1,419.00	0.23	100.0%
Total 64000 · LABORATORY/MONITO...	410,540.27	563,319.00	(152,778.73)	72.9%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	136,011.79	208,807.00	(72,795.21)	65.1%
65020 · Employee Benefits	63,187.12	90,831.00	(27,643.88)	69.6%
65060 · Gasoline & Oil	2,105.93	4,000.00	(1,894.07)	52.6%
65091 · Software Maintenance	0.00	2,500.00	(2,500.00)	0.0%
65100 · Operating Supplies	6,894.37	10,000.00	(3,105.63)	68.9%
65101 · Operating Chemicals	0.00	4,000.00	(4,000.00)	0.0%
65150 · Repairs & Maintenance	77,421.48	100,000.00	(22,578.52)	77.4%
65152 · Small Tools	2,150.84	2,000.00	150.84	107.5%
65191 · Gas & Electricity	69,179.97	85,000.00	(15,820.03)	81.4%
65192 · Water	5,893.35	10,000.00	(4,106.65)	58.9%
65193 · Telephone	15,744.54	25,000.00	(9,255.46)	63.0%
65201 · Permits & Fees	1,109.50	2,500.00	(1,390.50)	44.4%
65290 · Vehicle Replacement	0.00	10,000.00	(10,000.00)	0.0%
Total 65000 · PUMP STATIONS	379,698.89	554,638.00	(174,939.11)	68.5%
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	795,879.38	1,002,215.00	(206,335.62)	79.4%
66020 · Employee Benefits	402,970.54	473,295.00	(70,324.46)	85.1%
66021 · Retiree Health Benefits	451,548.32	484,730.00	(33,181.68)	93.2%

05/21/10
Accrual Basis

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
July 2009 through March 2010

	<u>Jul '09 - Mar 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
66030 · Director's Fees	38,475.00	50,000.00	(11,525.00)	77.0%
66040 · Election Expense	59,394.90	136,145.00	(76,750.10)	43.6%
66060 · Gasoline & Oil	3,707.23	8,000.00	(4,292.77)	46.3%
66070 · Insurance	139,404.25	154,000.00	(14,595.75)	90.5%
66071 · Insurance Claim Expense	14,140.17	50,000.00	(35,859.83)	28.3%
66075 · Agency Dues	33,315.02	45,000.00	(11,684.98)	74.0%
66080 · Memberships	7,990.52	6,000.00	1,990.52	133.2%
66090 · Office Expense	22,532.89	35,000.00	(12,467.11)	64.4%
66100 · Engineering Supplies	5,610.77	9,000.00	(3,389.23)	62.3%
66121 · Accounting & Auditing	27,650.00	25,000.00	2,650.00	110.6%
66122 · Attorney Fees	1,070,712.26	1,200,000.00	(129,287.74)	89.2%
66123 · O/S Contractual	158,439.24	272,000.00	(113,560.76)	58.2%
66124 · IT/Misc Electrical	36,168.14	40,000.00	(3,831.86)	90.4%
66130 · Printing & Publications	11,807.58	12,000.00	(192.42)	98.4%
66150 · Repairs & Maintenance	8,044.18	13,000.00	(4,955.82)	61.9%
66170 · Travel, Meetings & Training	27,649.03	75,000.00	(47,350.97)	36.9%
66193 · Telephone	10,057.57	12,000.00	(1,942.43)	83.8%
66202 · County Fees - Property Taxes	14,698.50	28,000.00	(13,301.50)	52.5%
66203 · County Fees - Sewer Servic...	21,450.00	29,000.00	(7,550.00)	74.0%
66250 · Service Charge Sys Exp	240.00	8,000.00	(7,760.00)	3.0%
66290 · Vehicle Replacement	0.00	5,600.00	(5,600.00)	0.0%
66300 · Capital Outlay	802.94	20,000.00	(19,197.06)	4.0%
Total 66000 · ADMIN/ENGINEERING	3,362,688.43	4,192,985.00	(830,296.57)	80.2%
67000 · AB 939 SOLID WASTE PROG...				
67400 · Consulting Services	65,747.53	82,964.00	(17,216.47)	79.2%
67500 · Household Hazardous Waste	143,806.09	207,000.00	(63,193.91)	69.5%
67520 · Permanent HHW Facility	731.13	9,000.00	(8,268.87)	8.1%
67530 · Used Oil Program	628.00	16,574.00	(15,946.00)	3.8%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE P...	210,912.75	330,538.00	(119,625.25)	63.8%
Total Expense	7,475,117.56	10,479,714.00	(3,004,596.44)	71.3%
Net Ordinary Income	(2,288,415.94)	(1,548,404.00)	(740,011.94)	147.8%
Net Income	(2,288,415.94)	(1,548,404.00)	(740,011.94)	147.8%

CAPITAL FUND

CAPITAL REVENUE

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Capital Revenue	\$5,152,008	\$8,390,414	\$3,238,406	61.4%

CAPITAL EXPENSES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenses	\$21,495,389	\$31,224,033	\$9,728,644	68.8%

The list of capital projects is shown in the attached report. Overall expenses are 68.8% of budget.

**Novato Sanitary District
Revenues & Expenditures - Capital**

Accrual Basis

July 2009 through March 2010

	<u>Jul '09 - Mar 10</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Income				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	2,905,367.54	5,157,414.00	(2,252,046.46)	56.3%
51015 · Property Taxes	1,115,092.35	2,275,000.00	(1,159,907.65)	49.0%
51020 · Connection Charges	1,054,913.69	450,000.00	604,913.69	234.4%
51030 · Collector Sewer Charges	3,366.31	4,000.00	(633.69)	84.2%
51040 · Special Equalization Charge	11,596.89	4,000.00	7,596.89	289.9%
51060 · Interest	61,671.25	500,000.00	(438,328.75)	12.3%
Total 51000 · CAPITAL IMPROVEMENT IN...	<u>5,152,008.03</u>	<u>8,390,414.00</u>	<u>(3,238,405.97)</u>	<u>61.4%</u>
Total Income	<u>5,152,008.03</u>	<u>8,390,414.00</u>	<u>(3,238,405.97)</u>	<u>61.4%</u>
Gross Profit	<u>5,152,008.03</u>	<u>8,390,414.00</u>	<u>(3,238,405.97)</u>	<u>61.4%</u>
Expense				
72000 · CAPITAL IMPROVEMENT PROJE...				
72110 · Drainage PS 3&7 Outfall Rehab	0.00	150,000.00	(150,000.00)	0.0%
72111 · SCADA Phase II	5,793.12	40,000.00	(34,206.88)	14.5%
72403 · Pump Station Rehabilitation	713,984.91	2,000,000.00	(1,286,015.09)	35.7%
72406 · Dechlor. Station Relocation	0.00	5,000.00	(5,000.00)	0.0%
72508 · N. Bay Water Recycling Auth	104,559.00	363,763.00	(259,204.00)	28.7%
72509 · NTP Soil & Groundwater Inv	7,796.25	9,000.00	(1,203.75)	86.6%
72604 · Laboratory Improvements	0.00	25,000.00	(25,000.00)	0.0%
72607 · WWTP Upgrade-Contract A1	25,508.94	36,000.00	(10,491.06)	70.9%
72608 · WWTP Upgrade - Contract A2	0.00	20,000.00	(20,000.00)	0.0%
72609 · WWTP Upgrade - Contract B	17,268,514.86	24,000,000.00	(6,731,485.14)	72.0%
72611 · Bayside Sewer	0.00	10,000.00	(10,000.00)	0.0%
72612 · Southgate Sewer-	0.00	3,000.00	(3,000.00)	0.0%
72706 · 2008 Collection System Improv	1,621,319.71	2,000,000.00	(378,680.29)	81.1%
72707 · Hamilton Wetlands/Outfall Monit	0.00	5,000.00	(5,000.00)	0.0%
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72801 · Annual Minor Projects	0.00	50,000.00	(50,000.00)	0.0%
72802 · Annual Sewer Adj. for City Proj	16,872.64	60,000.00	(43,127.36)	28.1%
72803 · Annual Collection Sys Repairs	179,258.42	200,000.00	(20,741.58)	89.6%
72804 · Annual Reclamation Fac Imp	127,490.57	260,000.00	(132,509.43)	49.0%
72805 · Annual Trtmt Plnt/Pump St Impr	121,085.93	260,000.00	(138,914.07)	46.6%
72808 · Strategic Plan Update	934.65	375,000.00	(374,065.35)	0.2%
78500 · Interest - Zions Bank	1,302,270.42	1,302,270.00	0.42	100.0%
Total 72000 · CAPITAL IMPROVEMENT P...	<u>21,495,389.42</u>	<u>31,224,033.00</u>	<u>(9,728,643.58)</u>	<u>68.8%</u>
Total Expense	<u>21,495,389.42</u>	<u>31,224,033.00</u>	<u>(9,728,643.58)</u>	<u>68.8%</u>
Net Ordinary Income	<u>(16,343,381.39)</u>	<u>(22,833,619.00)</u>	<u>6,490,237.61</u>	<u>71.6%</u>
Net Income	<u>(16,343,381.39)</u>	<u>(22,833,619.00)</u>	<u>6,490,237.61</u>	<u>71.6%</u>

Novato Sanitary District Check Register

May 17 - 24, 2010

Date	Num	Name	Credit
May 17 - 24, 10			
5/24/2010	51038	Covello Group, The	51,040.19
5/24/2010	51061	Oakley Water Strategies, Inc.	15,490.50
5/24/2010	51048	Ikon Office Solutions	14,463.28
5/24/2010	51029	Brown & Caldwell, Inc.	13,666.05
5/24/2010	51067	PSC	13,042.00
5/24/2010	51068	Rain For Rent	10,138.58
5/24/2010	51058	Novato, City	10,000.00
5/24/2010	51051	Meyers, Nave, Riback, Silver &...	8,257.95
5/24/2010	51027	Bartle Wells Assoc, Inc	7,029.73
5/24/2010	51021	Aerotek	6,996.00
5/24/2010	51031	Cantarutti Electric, Inc	6,539.00
5/24/2010	51023	American Express-22062	6,238.26
5/24/2010	51057	North Marin Water District 2	5,738.00
5/24/2010	51059	Novato,City2	5,200.00
5/24/2010	51041	EMA, Inc.	4,670.00
5/24/2010	51076	US Bank Corporate Trust	4,620.00
5/24/2010	51071	Semple Appraisals, Inc.	3,500.00
5/24/2010	51072	SFE Global Inc.	3,500.00
5/24/2010	51045	Harmony Press	3,320.00
5/24/2010	51063	Pacific EcoRisk	3,320.00
5/24/2010	51024	Aqua Science	3,302.00
5/24/2010	51052	MME	3,135.77
5/24/2010	51036	Clarence & Dyer LLP	3,003.05
5/24/2010	51075	Unicorn Printing Specialists	2,875.00
5/24/2010	51028	Bowens, Kenneth	2,100.00
5/24/2010	51054	North Bay Pensions	2,000.00
5/24/2010	51032	CD & Power	1,775.00
5/24/2010	51043	G & K Services	1,396.43
5/24/2010	51078	Verizon California	1,359.47
5/24/2010	51033	CDW Government, Inc.	1,152.00
5/24/2010	51049	Kaiser Permanente	1,142.51
5/24/2010	51020	Able Tire & Brake Inc.	1,113.59
5/24/2010	51042	Fire King Fire Protection, Inc.	1,040.00
5/24/2010	51047	IEDA, INC	1,000.00
5/24/2010	ACH	Karkal, Sandeep	767.83
5/24/2010	51080	WasteManagement	729.03
5/24/2010	51079	VWR International Inc.	529.44
5/24/2010	51081	Zenith Instant Printing, Inc.	479.81
5/24/2010	51044	Grainger	439.47
5/24/2010	51026	AT&T-SAC	373.55
5/24/2010	51060	Nute Engineering Inc.	372.00
5/24/2010	51035	Cintas Corporation	354.30
5/24/2010	51077	USA BlueBook	293.71
5/24/2010	51019	3T Equipment Company Inc.	283.12
5/24/2010	51073	Siemens Water Tech Corp.	255.24
5/17/2010	Ach	Long, William C.	252.29
5/24/2010	51065	Pan Pacific Supply Co., Inc.	226.93
5/24/2010	51069	Randall Bros. Auto Inc.	223.96
5/24/2010	51039	CT Promotions	171.91
5/24/2010	51022	Air Dale Compressors Inc.	168.91
5/24/2010	51025	Aquatic Biosystems Inc.	140.50
5/24/2010	51070	Roy's Sewer Service, Inc.	140.00
5/24/2010	51040	CWEAmembers	132.00
5/24/2010	51066	Power Industries	117.14
5/24/2010	51055	North Bay Portables, Inc.	89.70
5/24/2010	51030	Buck's Saw Service, Inc.	76.89
5/24/2010	51062	Orkin Pest Control	75.90
5/24/2010	51050	Lawson Products, Inc.	62.16
5/24/2010	51056	North Marin Water District	59.30
5/24/2010	51037	Cook Paging	57.73
5/24/2010	51034	CED Santa Rosa, Inc	49.00
5/24/2010	51046	Harrington Plastics, Inc.	46.76
5/24/2010	51074	Sunshine Filters of Pinellas, Inc.	41.65
5/24/2010	51053	National Notary Association	33.00
5/24/2010	51064	Pacific, Gas & Electric	14.78

05/21/10

Novato Sanitary District Check Register

May 17 - 24, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
May 17 - 24, 10			<u><u>230,222.37</u></u>

05/21/10

Novato Sanitary District Check Register

May 24, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
May 24, 10			
5/24/2010	2050	Covello Group, The	136,992.71
5/24/2010	2053	Unicorn Printing Specialists	1,261.74
5/24/2010	2051	Empire Mini Storage - Novato	730.00
5/24/2010	2052	Grainger	186.39
May 24, 10			139,170.84

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: North Bay Water Reuse Program: Progress Report	MEETING DATE: May 24, 2010 AGENDA ITEM NO. :
RECOMMENDED ACTION: No action. Information only	
SUMMARY AND DISCUSSION: <p>The North Bay Water Reuse Authority (NBWRA) is moving into the next phase with the recent announcement of a "Stimulus" grant of \$7.3 million. The EIR/EIS is now complete and it is time to start design and construction of the recycled water facilities so that they can be completed by August 2011, as required by the grant conditions.</p> <p>The Novato Sanitary District portion of the project consists of a 1.7 mgd tertiary treatment facility and recycled water pumping station. North Marin Water District would build 12.44 miles of recycled water pipeline and reuse an existing 1 million gallon storage tank. (See the attached Figure).</p> <p>The NBWRA Coordinating Committee has also been working to revise the Memorandum of Understanding (MOU) under which they operate to address governance and cost and benefit sharing. A draft copy of the revised MOU has been approved by the Committee for circulation to the individual agencies for review and approval. District Counsel is currently reviewing the MOU and will confer with the legal counsels for the other agencies in June. NBWRA plans to review the MOU with all of the agencies at the Plenary Session to be held on June 30, 2010 here in Novato. The final draft of the MOU will then be presented to each of the agency's Board of Directors for review and approval.</p> <p>Next Steps</p> <p>The tight schedule requirements for the grant require the District to move ahead with design of the recycled water facility. The proposal for these design services is addressed under the next agenda item. It also underscores the need to complete the review and adoption of the revised NBWRA MOU.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: The 2009-10 budget for the NBWRA project has a balance of \$259,204.	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: North Bay Water Reuse Program: Progress Report	MEETING DATE: May 24, 2010 AGENDA ITEM NO. :
RECOMMENDED ACTION: Approve a proposal from RMC Water to provide design services for the relocation and expansion of the recycled water treatment facility.	
SUMMARY AND DISCUSSION: <p>As directed by the Adhoc Wastewater Facility Upgrade Committee, District staff requested a proposal from RMC Water to prepare plans and specifications for the Recycled Water Treatment Facility. RMC Water was selected because they designed the current tertiary treatment facility and the new wastewater treatment plant both of which have been very successful projects. Their knowledge of the District's facilities will enable them to economically integrate the recycled water facility into the existing site.</p> <p>In summary, the Scope of Work includes:</p> <ol style="list-style-type: none"> 1. Project management 2. Preliminary design and funding coordination 3. Final design including design review 4. Engineering services during bidding. <p>A copy of the proposal is attached with a more detailed description of each task and the estimated cost. It is proposed to do the work on a time and materials basis for an amount not to exceed \$803,390. This work will be eligible for 25% Federal grant funding. The balance will be funded with an SRF loan that will be paid back through the fees for the recycled water.</p> <p>District staff recommends approval of the proposal.</p>	
ALTERNATIVES: Do not approve the proposal	
BUDGET INFORMATION: The 2009-10 budget for the NBWRA project has a balance of \$259,204 which will be sufficient to begin work on the design. The balance will be funded in the 2010-11 budget.	
DEPT. MGR. :	MANAGER'S APPROVAL:

Exhibit A Scope of Services

Novato Sanitary District Wastewater Facility Upgrade Project Contract D: Improvements at Novato Treatment Plant - Phase 3

APPROACH

The Novato Sanitary District (District) recently implemented a Wastewater Facility Upgrade Project to address aging infrastructure at the treatment plants, to meet regulatory requirements, and to provide capacity for the projected buildout of the service area in accordance with the adopted City of Novato General Plan. RMC Water and Environment (RMC) completed the Wastewater Treatment Plant Facility Design (December 2006) for the first two portions of the facility upgrade, referred to as Contract A (Improvements at Ignacio Treatment Plant and Conveyance Pipe Line) and Contract B (Improvements at Novato Treatment Plant – Phase 1). Contract A facilities have already been constructed and put into service. Final construction and start-up of Contract B facilities is estimated to be completed in mid-2010. Work on Contract C (Improvements at Novato Treatment Plant – Phase 2) are expected to begin in May 2010 and involved upgrades to the existing Digester 2 as well as site planning for areas of the facility that have been decommissioned.

The Wastewater Facility Upgrade Project Contract D: Improvements at Novato Treatment Plant - Phase 3 (Project) will include the evaluation and final design documents for a new Title 22 recycled water facility at the Novato Treatment Plant site. The following are included in this scope of work:

Contract D: Improvements at Novato Treatment Plant – Phase 3

- Recycled Water Production Evaluation and Final Design

TEAM

RMC, in association with ArcSine Engineering, and a variety of specialty consultants including TJC and Associates, Inc. will perform the services associated with this project. See Exhibit D for a summary of the subconsultant responsibilities.

The following designations are used throughout the Scope of Work:

- DISTRICT, which refers to the Novato Sanitary District
- CONSULTANT, which refers to RMC and incorporates the consultant team, including staff from RMC and its subconsultants.
- PROJECT TEAM, which refers to the DISTRICT and CONSULTANT

SCOPE OF WORK

This Scope of Work defines the tasks that CONSULTANT will perform in completing the Project: The major task headings are as follows:

- Task 1 Project Management
- Task 2 Recycled Water Evaluation and Final Design

Task 1 Project Management

CONSULTANT will be responsible for managing the overall project to completion of the final design. The purpose of this task is to establish and maintain effective project management and communication for the project for a period of up to twelve (12) months.

Subtask 1.1 PROJECT WORK PLAN

A Project Work Plan will be prepared and distributed to all Project personnel. The Work Plan will include the following:

- Project Purpose and Objectives
- This Scope of Work
- Organization Chart. The roles and responsibilities of the PROJECT TEAM will be presented.
- Project Directory. The contact information (address, phone, fax, email) will be identified for each entity and individual listed on the Organization Chart
- Project Schedule. The schedule will be updated monthly and submitted to the DISTRICT as part of the Monthly Report package
- Quality Assurance and Quality Control Plan describing the overall QA/QC measures for the project; identifying the procedures purpose, if applicable, and the assignment of responsibilities for quality assurance and control of work products

Deliverables:

- Project Work Plan (5 copies)

Subtask 1.2 PROJECT PROGRESS MEETINGS

Project progress meetings between CONSULTANT and the DISTRICT will communicate progress on the project, obtain review comments, discuss upcoming work activities, identify and resolve project issues, obtain endorsement for the design decisions, and/or discuss permits.

CONSULTANT will prepare for and conduct four (4) project progress meetings with the DISTRICT. The meetings will be held at the DISTRICT's offices. The meeting date will be scheduled for a specific date to be documented in the Project Work Plan. CONSULTANT will present a summary of the monthly progress reports, prepared under Subtask 1.3, and discuss outstanding or upcoming project issues with the DISTRICT. Other participants may be invited by the DISTRICT or CONSULTANT (with the DISTRICT's pre-approval) to attend these meetings when appropriate.

CONSULTANT will also prepare for and give up to one (1) presentation to external parties (DISTRICT Board, etc.).

Assumptions:

- Up to four meetings are assumed for the budget estimate
- Selected representatives from all PROJECT TEAM members will attend the meetings

Deliverables:

- Agenda, Preparation Materials, and Minutes for Project Meetings

Subtask 1.3 PROJECT CONTROL AND COMMUNICATIONS

CONSULTANT will prepare and maintain a budget tracking worksheet and project schedule for a duration of twelve (12) months.

CONSULTANT will prepare and manage subconsultant contracts. CONSULTANT will manage subconsultant activities and conduct monthly teleconference meetings among subconsultants to maintain communication and coordination throughout the duration of the project.

Assumptions:

CONSULTANT will manage the subconsultants that comprise the design team and will conduct team coordination teleconference meetings as required.

Subtask 1.4 MONTHLY PROGRESS REPORTS

CONSULTANT will furnish monthly progress reports to the DISTRICT to keep the DISTRICT informed regarding the project work progress, issues, and financial status. These reports will include:

- Scope Report - A narrative progress report of specific accomplishments during the reporting period, problems encountered or anticipated, project decision log, and work scheduled for the next reporting period.
- Cost Report - A report that shows the current period and accumulated expenditures to date by subtask, the approved not to exceed fee, the estimated cost of completion, and a comparison of the latter two to show any variation. The planned expenses will be provided for comparison.
- Schedule Report - A report that compares actual progress to planned performance. The report will include a description of known or possible impacts on the schedule, a presentation of deliverable submittal dates and a two-month calendar of upcoming events (e.g., meetings and deliverables). The schedule graphic will be updated monthly.
- Invoices by task

Assumptions:

CONSULTANT will prepare twelve (12) progress reports.

Deliverables:

- Monthly progress report
- Monthly invoice by task and by individual

Subtask 1.5 QUALITY ASSURANCE AND QUALITY CONTROL REVIEWS

Quality assurance and quality control activities will include detailed review of project design documents, drawings, and calculations. CONSULTANT will be responsible for the overall project QA/QC, which will be performed by Steve Clary, Project Manager, with the assistance of senior technical staff at RMC. CONSULTANT Project Engineers or Task Leads will perform a detailed review of deliverables and work products of their respective areas. The quality management procedures will adhere to the QA/QC plan included in the Project Work Plan.

Task 2 Recycled Water Treatment

This task includes the evaluation of the production of the Title 22 recycled water at the Novato Treatment Plant site. The focus of the evaluation will be on requirements relative to the treatment and production of recycled water by the DISTRICT.

Subtask 2.1 PRODUCTION EVALUATION AND PRELIMINARY DESIGN

This task includes the evaluation of the production of the Title 22 recycled water at the Novato Treatment Plant site. The focus of the evaluation will be on requirements relative to the treatment and production of recycled water by the DISTRICT.

Meetings to discuss and review the recycled water production evaluation will be combined with the project meeting discussed under Task 1. This task includes the following subtasks.

Subtask 2.1.1 Review of Potential Recycled Water Customers and Demands

CONSULTANT will contact NSD, Marin County Water District (MCWD) and North Bay Water Reuse Authority (NBWRA) on past efforts and potential future recycled water uses. It assumed that the estimated recycled water demand estimates from the NBWRA Phase 3 Feasibility Report in the vicinity of the Novato Treatment Plant will be used as the basis for recycled water production requirements. The demand estimate will be the basis for the CONSULTANT's sizing of recycled water components such as clear well storage volumes and peak distribution pump station capacity. End use demands and distance (i.e. recycled water detention time in the distribution system) will also impact the residual chlorination/chloramination requirements and disinfection process selection.

Subtask 2.1.2 Regulatory and Funding Coordination

The CONSULTANT will provide a review of Title 22, Title 17, State Board's General Recycled Water Policy, and other appropriate regulatory requirements for use of recycled water production and distribution for landscape irrigation and industrial uses. Consultant will evaluate potential limitations on the use of recycled water based on regulatory requirements and subsequent impacts on treatment technology selection.

The CONSULTANT will review the existing Title 22 Engineer's Report for Production and Distribution of Recycled Water (Title 22 Report) and the permit for serving recycled water to customers for the DISTRICT's and NMWD's existing Title 22 facility. The CONSULTANT will prepare a Title 22 Report for the new recycled water facility and will assist the DISTRICT in obtaining a revised permit for recycled water production. It is assumed that a previously certified Title 22 process will be used; therefore the Title 22 Report will not include any pilot studies or other additional documentation to support the use of an uncertified treatment process.

CONSULTANT will be responsible for maintaining baseline communication with outside funding agencies (US Bureau of Reclamation (Bureau)) and State Water Resources Control Board (SWRCB) for verifying compliance with grant and state revolving fund (SRF) funding requirements. CONSULTANT will assist the DISTRICT with preparation and submission of SRF funding applications. CONSULTANT will identify Bureau and SRF bidding requirements, which will be incorporated into the final design.

Subtask 2.1.3 Alternative Development and Preliminary Design

CONSULTANT's evaluation will include review of NSD effluent water quality data and recommendations on additional analysis to be performed by the DISTRICT to provide complete information. The evaluation will also include documenting available treatment technologies and establishing appropriate baseline tertiary treatment technology for producing recycled water at the Novato Treatment Plant site. Considerations to include cost (capital and O&M), operating and maintenance requirements, staffing needs, seasonal operation, reliability, and ability to meet Title 22 recycled water quality requirements as well as wet season discharge requirements.

The CONSULTANT will develop and evaluate up to three (3) alternative concepts for recycled water treatment. The three alternatives to be developed will be determined based on meetings and input from the DISTRICT and other stakeholders. The conversion of the existing wet weather filters to a Title 22 filtration facility will be one of the components that make up the alternatives as well as process options such as cloth versus media filtration and ultraviolet versus chlorine disinfection.

Alternatives will include considerations regarding "on-demand" vs. "controlled demand" operation. Preliminary details for each alternative will be developed in order to evaluate the alternatives. The evaluation will include conceptual layout and conceptual level design criteria of required facilities, and estimation of capital costs, O&M costs, unit costs (\$/AF) and benefits provided for each concept. The evaluation will also include a review of the existing 0.5 MGD tertiary facility at the NSD storage ponds for the potential relocation or reuse of equipment.

Based on the evaluation of the three conceptual alternatives a more detailed feasibility-level analysis will be conducted of the preferred alternative as identified by the DISTRICT and the CONSULTANT.

The analysis will include tertiary process layout, configuration and recycled water storage. A structural assessment of the existing wet weather filter building for potential reuse for Title 22 treatment will be performed. A refined capital cost and O&M costs (electrical power, SCADA, solids disposal, chemical storage and consumption, staffing, etc.) will be provided.

The work completed in Task 4.1 will be summarized and compiled into a recycled water preliminary design report. RMC will prepare a draft report for comment by DISTRICT staff. RMC will incorporate relevant DISTRICT comments into a final report.

Deliverables:

- Draft Preliminary Design Report (1 electronic copy; 5 hard copies)
- Final Preliminary Design Report (1 electronic copy; 5 hard copies)

Assumptions:

- DISTRICT will be responsible for process sampling and testing
- Estimated recycled water demands from NBWRA will be used. The development of a full user survey and demand estimate is not included in this scope of work.

Subtask 2.2 TERTIARY TREATMENT FINAL DESIGN

CONSULTANT will prepare the final design for a 1.7 MGD Title 22 Tertiary Treatment Facility at the Novato Treatment Plant site. The tertiary treatment facility will be designed to meet Title 22 requirements for the production of recycled water. The tertiary facility will consist of the following components:

- Tertiary filtration process (e.g. media filtration)
- Disinfection (e.g. UV or chlorine)
- Residual disinfection (e.g. chlorine or chloramines)
- Clearwell storage (using existing abandoned process structures)
- Recycled water distribution pump station

Services provided include engineering analyses, and preparing drawings and specifications representing approximately a mid-point, 95% and 100% level of design completion.

This task includes the technical work necessary to develop biddable plans and specifications for the project. Construction drawings will be prepared using AutoCAD 2006 and specifications will be prepared in the 1995 CSI format using Microsoft Word. This scope assumes that the design team will provide technical specifications Divisions 2 through 16 and the DISTRICT will provide the “Division 0” and “Division 1” specifications.

The scope of work for final design is based on the following assumptions:

Assumptions:

- The design of the tertiary treatment and distribution system will be bid as one combined package.
- Clearwell storage will be provided by existing process structures therefore the design of new storage tank is not included in this scope of work
- The DISTRICT will provide CONSULTANT with a consolidated summary of DISTRICT comments on all review submittals

Subtask 2.2.1 Mid-point Design Preparation

For the purpose of budget estimate, it is assumed that the Mid-point review package will consist of:

Drawings:

- General drawings (abbreviations, legends, symbols)
- Survey control and key map
- Yard piping plans
- Equipment layouts and piping
- Mechanical schematics
- Electrical single line drawings
- Project P&IDs
- Control system architecture block diagram
- Equipment data sheets for all major equipment
- An updated list of drawings remaining to be prepared

Specifications:

- Draft Construction Sequencing and Special Constraints section

- Technical Provision specification sections on selected major equipment.
- An updated list of specification sections remaining to be prepared

- A list of specific items requiring DISTRICT decisions

Drawings and specifications will be submitted on a work-in-progress basis and work to prepare the 95% Design Submittal will continue while the Mid-point Submittals are being reviewed by the DISTRICT. Following DISTRICT review of the Mid-point design review submittal, a half-day workshop will be held involving the PROJECT TEAM and DISTRICT to discuss the DISTRICT's review comments on the submittal.

Mid-point Design Cost Estimate and Construction Schedule – CONSULTANT will update the engineers estimate of construction costs and construction schedule prepared in the Detailed Planning Report.

Assumptions:

CONSULTANT will use the DISTRICT's standard provisions, and DISTRICT's form for preparation of special and technical provisions. CONSULTANT will revise the special provisions to reflect the project needs and be compatible with the technical provisions. Electronic copies of drawings will not be furnished until drawings are final and conformed. Half size drawings will measure 11" by 17".

Deliverables:

- 5 copies of the Mid-point drawings – half size
- 5 copies of the Mid-point specifications
- Memorandum presenting the Mid-point design cost estimate, schedule and equipment data sheets

Subtask 2.2.2 95% Submittal

The 95% submittal package will contain a complete set of all drawings and specifications, updated construction schedule, updated construction cost estimate, and summary of changes from the Mid-point design submittal. Although called the 95% submittal, the design will reflect what CONSULTANT believes to be a final product that is ready to be advertised for bids. Following DISTRICT review of the 95% design review submittal, a half-day workshop will be held involving the PROJECT TEAM and DISTRICT to discuss the DISTRICT's review comments on the submittal.

The major activities of this subtask will be as follows:

- 95% Drawings and Specifications – CONSULTANT will submit a complete set of all drawings and specifications.
- 95% Design Cost Estimate and Construction Schedule – Details as in Mid-point Review.
- 95% Internal Constructability and Quality Review – This review will be completed and the resultant changes will be incorporated into the 95% submittal before it is given to the DISTRICT for review.

Deliverables:

- 5 copies of the 95% drawings – half size

- 5 copies of the 95% specifications
- Memorandum presenting the 95% design cost estimate

Subtask 2.2.3 Final Submittal

CONSULTANT will incorporate appropriate comments from the DISTRICT's review of the 95% submittal into a final set of drawings and specifications that will be stamped and signed by a licensed professional engineer.

Deliverables:

- One copy – Final Plans and Specifications (Electronic Files in Adobe Acrobat format with drawings formatted for half size copying)
- One camera-ready copy – Specifications and Half size drawings

Assumptions:

DISTRICT will be responsible for production and distribution of bid documents to potential bidders.

Subtask 2.2.4 Respond to Value-Engineering (VE) and Constructability Comments

CONSULTANT will distribute mid-point design level submittal to for VE review by a consultant selected by DISTRICT. CONSULTANT will prepare for and attend one 4 hour workshop to describe the project to the VE team and to distribute the Mid-point design submittal. CONSULTANT will prepare for and attend one resolution meeting with the DISTRICT to review the VE team recommendations. PROJECT TEAM will decide which recommendations will be implemented and which will be rejected. Recommendations will be incorporated into the 95% Design Submittal for each Contract.

CONSULTANT will distribute 95% design level submittal for constructability review by a consultant selected by DISTRICT. CONSULTANT will prepare for and attend one resolution meeting with the DISTRICT to review the constructability recommendations. PROJECT TEAM will decide which recommendations will be implemented and which will be rejected. Recommendations will be incorporated into the Final Design Submittal.

Assumptions:

- DISTRICT will secure contracts for VE and constructability services outside of this scope of work
- This review will be performed concurrent with DISTRICT review of the Midpoint Design submittal
- The DISTRICT, with input from CONSULTANT, will be responsible for choosing the VE team.

Deliverables:

- Agenda and presentation materials for initial workshop with VE team
- Follow-up action list documenting results of Resolution Meeting for both VE and constructability reviews.

Subtask 2.2.5 Bidding Services

This task includes technical support to the Novato Sanitary District during the bidding process. CONSULTANT will provide the following services during bidding:

- Attend pre-bid conference
- Conduct pre-bid site tour
- Respond to questions during the bidding period and prepare addenda as necessary.
- Prepare conformed Contract Documents that incorporate revisions from the addendum. These conformed documents will be provided as a convenience to the DISTRICT and the selected bidder without seals and signatures.

Deliverables:

- Written responses to bidders questions
- Addendum
- One camera-ready conformed Contract Document package consisting of specifications and half-size drawings.

Additional Services

If authorized, in writing, CONSULTANT may provide additional services under Task 1. Level of effort and fee for additional services will be negotiated at the time that the services are requested.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Committee Reports: Solid Waste Committee	MEETING DATE: May 24, 2010
AGENDA ITEM NO. :	
RECOMMENDED ACTION: Information only	
SUMMARY AND DISCUSSION:	
<p>The Solid Waste Committee met on May 17, 2010. They reviewed the proposed budget for 2010-11 for the AB939 and Hazardous Waste Program and recommended its approval. This budget will be presented to the Board as part of the draft budget on June 14, 2010. The budget has an expenditure increase of 3.8% in order to fund the increased costs associated with “new” hazardous wastes such as batteries and electrical equipment as well as the increased services for small businesses. The HHW program is funded via AB939 Solid Waste Fees as well as Used Oil block and beverage container grants, and self-hauler fees. Because of the varied funding sources it will only be necessary to raise the AB939 fees by 1% to fund the increased program costs. These fees are collected on the garbage rates.</p> <p>The Spring E-Waste event was very successful, collecting 75,147 pounds of electronics from 1,217 residents. The total E-Waste event costs were \$5,710.88 or 7.6 cents/pound.</p> <p>Participation at the HHW Facility continues to increase as more people realize that appointments are no longer needed.</p> <p>Novato Disposal reported the 1st quarter solid waste data, which reflects a continued drop in tons disposed and an increase in material recycled. The number of customers using the 20 gallon containers also increased which was matched by a decrease in use of the larger containers. Novato Disposal also reported donating garbage bins and debris boxes to local non-profits including Kiwanis, Knights of Columbus, Novato Rotary Club, Novato High’s Baseball team, and Boy Scout Troup #42. They have also been doing Community Education and Outreach to local businesses, schools, and multi-family housing.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT. MGR. :	MANAGER’S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Committee	MEETING DATE: May 24, 2010
	AGENDA ITEM NO. :
RECOMMENDED ACTION: Information only	
SUMMARY AND DISCUSSION: The attached memo describes the operation and maintenance of the wastewater treatment plant for the month of April 2010. The attached table shows the collection system maintenance for the first four months of 2010.	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT. MGR. :	MANAGER'S APPROVAL:



May 14, 2010

Ms. Beverly James
Manager - Engineer
Novato Sanitary District
500 Davidson Street
Novato, CA 94545

Subject: Veolia Water Operations Report – April 2010

Dear Ms. James:

We are pleased to provide this updated activity report for April 2010.

As always, please give me a call at 415-798-6075 should you have any questions.

Regards,

John Bailey
Project Manager

cc: Attachments

**MONTHLY OPERATIONS REPORT
APRIL 2010**

Prepared for

**NOVATO SANITARY DISTRICT (NSD)
WASTEWATER TREATMENT PLANT
500 Davidson Street
Novato, CA 94545**

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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TREATMENT PLANT PERFORMANCE SUMMARY:

April 2010:

Parameter	Monthly Performance April 2010	
	Novato WWTP	Ignacio WWTP
Flow, MGD (monthly average)	6.86	
Influent BOD ₅ , mg/L (monthly average)	146	
Influent TSS, mg/L (monthly average)	182	
Effluent BOD ₅ , mg/L (monthly average)	15	
Effluent TSS, mg/L (monthly average)	8	
Effluent BOD ₅ - % Removal	90	
Effluent TSS - % Removal	96	
Ammonia mg/L (monthly average)	4.92	
Total Permit Exceedances NPDES	2	

The following table represents the reportable violations or excursions experienced in April.

Date	Parameter	Value	Limit	Flow (million gallons/day)	
				Grab (Inst)	Average
4/11	Enterococcus	2419.6 mpn	276 mpn	18 mgd	N/A
4/27	Enterococcus	460 mpn	276 mpn	7.1 mgd	N/A
4/12	Chlorine Residual	0.5 mg/L	0.0 mg/L	16 mgd	N/A
4/19 -25	*Chronic Toxicity	6 TUc	1 TUc	N/A	N/A

Discussion of Violations / Excursions:

Enterococcus is a bacteriological test that determines the effectiveness of the disinfection process. Prior to April 12th disinfection was accomplished by application of chlorine (sodium hypochlorite) to the wastewater. Factors such as solids in the wastewater, contact time, and biological and/or chemical demand impact the process. The Enterococcus violation occurred during the blending event of April 11 - 12. High solids, high demand, high flow, and short contact time were all factors in the April 11th Enterococcus violation.

The ultra violet (UV) disinfection system was put in service on April 12th. Several factors associated with sodium hypochlorite performance also apply to UV disinfection. Particularly water clarity expressed as turbidity and dose mW/cm². The violation of April 27th is not readily explainable. Trends show that the dose was adequate, approximately 35,000 mW/cm², at the time of the sample. The startup technician from Ozonia had been tuning the system which could have impacted performance. The violation occurred during system startup and therefore does not trigger a mandatory minimum penalty. The test results have been submitted to the construction manager.

Chlorine Residual – On April 12, 2010 a chlorine residual hovered just above and below detection for a period of several minutes. Three peaks occurred, two of 0.41 mg/L and one of 0.51 mg/L. Each peak lasted less than one minute. The cause of the excursion was rapidly increasing flow and a slow response by the chemical feed system. Sodium bisulfite stoichiometry will be referenced to demonstrate adequate dechlorination.

Chronic Toxicity is a measure of toxicity in the effluent. The test exposes juvenile test species (*Ceriodaphnia*) to effluent. The analysis looks at life cycle and reproduction. On sample number six of seven, reproduction of the test species was inhibited. As required by our permit, accelerated monitoring will be performed. The failed samples are being analyzed for toxic compounds.

Sewage Spill – During startup of the new facilities a transition between the old influent pump station and new influent pump station occurred. During the transition both pump stations were in service at one time. This resulted in a sewage spill from primary clarifier #2. The spill was estimated to be 2,000 gallons. All required reporting was completed.

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

General:

- High treatment plant flows driven by rain resulted in blending on April 11th and 12th.
- Process test #3, startup of aeration basins 1 & 2, new secondary clarifiers 1 & 2, and the ultra violet (UV) disinfection system began on April 12th.
- Veolia project manager and assistant project manager are attending Tuesday construction meetings to provide input. Construction and training schedule is provided to operations and maintenance staff at the morning meetings, posted, and noted on monthly schedule for staff.
- KPI Report from Job Plus CMMS provided at weekly client meetings

CONSTRUCTION UPDATE:

- Process Test #3 Commenced April 12th

ADMINISTRATION:

- April 2010 Consulting Services Invoice submitted on May 5th
- April 2010 Technical Services Invoice submitted on May 5th

SAFETY AND TRAINING:

Safety & Regulatory Training

- Monthly plant safety inspections for Novato WWTF completed on April 16th
- No lost time accidents reported during the month of April 2010.
- Five Minute Tailgate training is held daily with the O&M staff.
- SCADA Network Operation Training April 7, 2010.
- Automatic Transfer Switch – April 8, 2010.
- Confined Space Training – April 27th & 28th, 2010.

Skills & Technical Training

- Ed Dix provided a process walkthrough and field training with operations and maintenance staff

PUBLIC RELATIONS:

- Plant tour April 3rd, April 10th, April 24th.
- No odor complaints received in April.

VWWOS EMERGENCY AGREEMENT:

- Operations ongoing under the Emergency Agreement

MISCELLANEOUS

Veolia Support Staff On Site (Various Times)

John O'Hare	Technical Support
Ed Dix	Process Control Management Plan
Aaron Winer	Management and Administration
Chris McAuliffe	Startup and SOP
Bryce Behnke	Hach WIMS (remote support)

WORK ORDER STATISTICS

April 1, 2010 - April 30, 2010

	DUE	CLOSED	OPEN
Preventative Work Orders	260	193	67
Corrective Work Orders	22	9	13
Totals	282	202	80
<hr/>			
Preventative Maintenance Hours	111.83		
Corrective Hours	26		
Total Hours	137.83		

Novato Sanitary District

Collection System Monthly Report For 2010

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked														
Number of Employees	7	7	7	5										
Regular Time Worked on Coll. Sys.	664	586	683	571									2,504	
Regular Time Worked on Pump Sta	332	253	266	277									1,128	
Regular Time Worked on Other	6	25	56	5									92	
Vacation/Sick Leave/Holiday	356	354	481	24									1,214	
Overtime Worked on Coll. Sys.	16	15	22	29									81	
Overtime Worked on Pump Sta	50	22	42	40									154	
Overtime Worked on Other	0	8	17	0									24	
After Hours Callouts	1	0	0	0									1	
Service calls, normal hours	10	6	11	4									31	
Average S.C. response time (mins)	28	18	51	18									115	
Productivity														
Rodder 3203 Ft. Cleaned	4,781	13,489	1,757	4,311									24,338	6,085
Truck 3205V Ft. Cleaned	638	16,422	22,889	61,242									101,191	25,298
Truck 3206V Ft. Cleaned	38,870	39,448	51,850	8,051									138,219	34,555
Camera Ft. Videoed														
Work Orders Completed	133	267	230	219									849	
Total Footage Cleaned	44,290	70,218	76,496	73,604									264,608	66,152
Stoppages														
Minor	3	3	2	1									9	
Major	0	0	1	1									2	
Overflow Gallons	3	3	1	0									7	
	5,675	9,380	109	50									15,214	
Benchmarks														
Average Ft. Cleaned/Hour Worked	65	117	109	123										
Total Stoppages/100 Miles	1.3	1.3	0.8	0.4										
Average spill response time (mins)	5	18	11	0									9	
Callouts/100 Miles	5.0	3	5	1.7									4	
Overtime/100 Miles	29	7	10	13									59	
Overflow Gallons/100 Miles	25.22	4169	48	22									6761.40	1,690

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Pump Station Rehabilitation Project; Project Unit 2, Rowland Plaza, Vintage Oaks 1 & 2 and Western Oaks Pump Stations; Project No. 72403	MEETING DATE: May 24, 2010 AGENDA ITEM NO.:
RECOMMENDED ACTION: Consider making CEQA findings, approving plans and specifications and authorizing advertising for bids.	
SUMMARY AND DISCUSSION: <p>Nute Engineering has completed the plans and specifications for this work and it is ready for bid. This work is the second of four sub-projects or project units expected to be bid during the next few months to replace the District's existing small dry pit/wet pit pump stations.</p> <p>Project Unit 2 consists of rehabilitating four sanitary sewer pump stations including partial demolition of the existing structure, construction of wet well & valve pit, installation of new pumps and control panel at each location. The existing pump stations will be taken out of service and replaced with submersible type pump stations in the same location. The goal of the overall project is to replace the existing pump stations with pump stations that meet current industry standards for safety, reliability of performance, and ease of access for operation and maintenance. The pump stations in Project Unit 2 are:</p> <p>Rowland Plaza, 94 Rowland Way, Vintage Oaks 1, 165 Vintage Way, Vintage Oaks 2, 228 Vintage Way, Western Oaks, 76 Rosewood Drive.</p> <p>The Engineer's Estimate for this work is \$1,500,000.00. District staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work relates to the operation or minor alteration of existing public sewerage facilities involving no expansion of an existing use.</p> <p>Staff recommends making CEQA findings, approving plans and specifications and authorizing advertising for bids. Bids are expected to be received on July 8, 2010 and be presented to the Board at the July 12th meeting.</p>	
ALTERNATIVES: Do not approve bidding the project.	
BUDGET INFORMATION: The FY 09-10 Budget for this work is \$2,000,000.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
PRELIMINARY ENVIRONMENTAL ASSESSMENT**

Name of Project:

Pump Station Rehabilitation Project Unit 2 – Rowland Plaza, Vintage Oaks 1 & 2 and Western Oaks Pump Stations; Project No. 72403

Location and Description:

Work will be located at 94 Rowland Way, 165 Vintage Way, 228 Vintage Way & 76 Rosewood Drive located in Novato, California. The project consists of rehabilitating four pump stations. This work is being completed because the existing pump stations are difficult to maintain in their current configuration and have reached the end of their service lives.

Entity or Person Undertaking Project:

Novato Sanitary District

Staff Determination:

The District's staff, having undertaken and completed a preliminary review of this project in accordance with the California Environmental Quality Act, has concluded that this project does not require further environmental assessment because the project is Categorically Exempt:

Applicable Exemption Class, State Guidelines – **Class II** (Section 15302)

This determination is made because the work involves rehabilitating existing facilities that are located in the same area and will have the same purpose and capacity as the existing pump stations.

Date: _____

Authorized Person

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: District Policy Handbook	MEETING DATE: May 24, 2010
	AGENDA ITEM NO. :
RECOMMENDED ACTION: Adopt Policy #4060 - Committees of the Board of Directors; and Policy #5040 - Board Actions and Decisions	
SUMMARY AND DISCUSSION: The attached Policies, "Committees of the Board of Directors" and "Board Actions and Decisions" are presented for Board consideration and adoption as part of the District Policy Handbook. New policies will be presented on a regular basis for Board consideration and adoption.	
ALTERNATIVES: Do not adopt proposed Policy.	
BUDGET INFORMATION: No budget impact.	
DEPT. MGR. :	MANAGER'S APPROVAL:

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following shall be standing committees of the Board:

4060.2.1 Solid Waste Committee;

4060.2.2 Wastewater Operations Committee.

4060.2.3 In addition, appointments of delegates and alternates will be made to the following organizations:

California Association of Sanitation Agencies
California Sanitation Risk Management Authority
North Bay Water Reuse Authority
North Bay Watershed Association

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's first regular meeting in July.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President or a majority vote of the Board. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Solid Waste Committee shall be concerned with overseeing the implementation of local action programs necessary to satisfy the mandates of AB 939, including solid and hazardous waste, education and outreach, school programs, permanent household facility activities, and solid waste recycling.

4060.6 The Board's standing Wastewater Operations Committee shall be concerned with reviewing Operation and Maintenance activities. They will receive reports from District staff, facilities contract operations, and outside experts and make recommendations to the Board of Directors.

DRAFT

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities;

5040.1.5 Hiring and the performance review of the District Manager-Engineer, approval of the addition or deletion of positions, and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.2.1 A member abstaining in a vote is considered as absent for that vote.

5040.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Manager-Engineer.

5040.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Manager-Engineer for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

DRAFT