

# NOVATO SANITARY DISTRICT

Meeting Date: September 9, 2013

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, September 9, 2013, at the District Offices, 500 Davidson Street, Novato.**

*Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: [www.novatosan.com](http://www.novatosan.com).*

## **AGENDA**

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):**

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board at this time as a result of any public comments made.

- 4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the August 26, 2013 meeting.

- 5. CONSENT CALENDAR:**

The Manager-Engineer has reviewed the following items. To her knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.

- a. Adopt a resolution providing relief on pH upper limit for BioMarin (95 Digital Drive facilities), and setting the revised pH limit.
- b. Review quarterly investment report.
- c. Approve regular disbursements

- 6. WASTEWATER TREATMENT PLANT UPGRADE CONTRACT C, PROJECT 73001:**

- a. Progress report on Solids Handling Upgrade Project construction.

**7. COLLECTION SYSTEM IMPROVEMENTS PROJECT 72706:**

- a. Review bids received for the Collection System Improvements; Project 72706, Phase H, Center Road – Diablo Avenue to Kristy Court, approve contract award to TerraCon Pipelines, and authorize Manager-Engineer to execute the contract in the bid amount of \$662,778.
- b. Consider approval of a contract with The Covello Group (TCG) for construction management services, and authorize the Manager-Engineer to execute an agreement with TCG on a time and materials basis for an amount not-to-exceed \$63,000.

**8. STAFF REPORTS:**

- a. California Association of Sanitation Agencies (CASA) Annual Conference report.

**9. BOARD MEMBER REPORTS:**

- a. North Bay Watershed Association (NBWA) report.

**10. MANAGER'S ANNOUNCEMENTS:**

**11. ADJOURN:**

Next resolution no. 3063

**Next regular meeting date: Monday, September 23, 2013, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

***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.***

August 26, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, August 26, 2013, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Jerry Peters, and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Finance Officer Laura Creamer and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water  
Brian Exberger, Assistant Project Manager, Veolia Water  
Brant Miller, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of the August 12, 2013 meeting minutes.

Member Mariani stated she would abstain from approval because she was absent from the August 12<sup>th</sup> meeting.

*On motion of Member Long, seconded by Member Peters, and carried with the following vote, the minutes of the August 12, 2013 Board meeting were approved. Ayes: Di Giorgio, Long, Peters and Welsh. Abstain: Mariani.*

CONSENT CALENDAR:

*On motion of Member Long, seconded by Member Mariani and carried unanimously, the following Consent Calendar items were approved:*

- a. Set meeting dates of September 9<sup>th</sup> and 23<sup>rd</sup>, and October 14<sup>th</sup>, 2013.
- b. Approval of regular disbursements in the amount of \$210,883.82, project account disbursements in the amount of \$3,405.00, and payroll and payroll related disbursements in the amount of \$240,065.75.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee report from August 13, 2013 meeting:

The Deputy Manager-Engineer introduced John Bailey, Project Manager, Veolia Water. Mr. Bailey summarized the Committee's July 2013 operations report, noting that the treatment facilities water quality performance was excellent with all parameters well within effluent standards. He discussed the key events that took place at the treatment facility and stated that the recycled water facility delivered 18.5 million gallons of recycled water in July.

The Deputy Manager-Engineer gave an overview of the Collections and Reclamation department's reports for July 2013. He noted that the Collection's System crews cleaned and televised 80,114 feet of sewer line and discussed a small overflow on July 7<sup>th</sup> which resulted in a discharge of less than 10 gallons.

- Odor control, landscaping, and noise report: The Manager discussed the odor issue and Mr. Bailey stated that a mister unit had been installed which sends a low fog with an ingredient for odor coverage. She discussed odor issue complaints that were received but were caused by the Pacheco Pond and not any activity at the treatment facility.

The Manager discussed the landscaping at the Lea Drive neighborhood area and stated that the trees are growing well even in the wet soil conditions.

BOARD OF DIRECTORS:

- Consider approval of a Resolution to participate in the Water Bond Coalition:

President Di Giorgio stated that he thought the District should adopt the Water Bond Coalition Resolution so the District may have an opportunity to influence development of the 2014 water bond, which will protect local Novato water interests. Member Long agreed.

The Manager stated that the approval of this resolution would indicate support from the District for development of future statewide water bonds that include funding for local and regional water projects. She noted that the Resolution designates her as the official representative to the Water Bond Coalition.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board adopted Resolution No. 3061: RESOLUTION OF THE NOVATO SANITARY DISTRICT AGREEING TO PARTICIPATE IN THE WATER BOND COALITION, SUPPORTING THE ACTIVITIES OF THE COALITION, ENDORSING EFFORTS OF THE COALITION TO DEVELOP THE FAIR AND EQUITABLE DISTRIBUTION OF STATE WATER BOND FUNDS FOR PROJECTS THAT WILL BENEFIT THE DISTRICT AND OTHER ENTITIES THROUGHOUT NORTHERN AND COASTAL CALIFORNIA, AND DESIGNATING THE*

*MANAGEER-ENGINEER AS THE OFFICIAL REPRESENTATIVE FOR THE NOVATO  
SANITARY DISTRICT TO THE WATER BOND COALITION.*

- Presidential appointment of an Adhoc Committee to study connection charges:  
President Di Giorgio commented that the Adhoc Committee will be addressing sewer service charges for secondary dwelling units as directed by the Novato City Council. The Manager stated that Tom Gaffney of Bartle Wells will be working with the Committee to review the financial impact to the District if secondary dwelling unit connection charges are modified. President Di Giorgio appointed Member Bill Long and Member Jerry Peters to the Adhoc Connection Charge Review Committee.

- Presidential appointment of an Adhoc Recycled Water Committee: The Manager stated that the committee would discuss issues associated with the North Bay Water Reuse Authority's Phase 2 project. President Di Giorgio appointed Member Bill Long and himself to the Adhoc Recycled Water Committee.

2013-14 BUDGET:

- Presentation of final 2013-14 annual District budget. The Manager gave a PowerPoint presentation of the highlights of the 2013-14 annual District budget and discussed the consolidation of various reserve funds.

- Consider adoption of final District budget.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board adopted the Final Budget for the Novato Sanitary District for Fiscal Years 2013-14 including Preliminary Budget for Fiscal Year 2014-15.*

- Consider adoption of a resolution establishing appropriations limit for the 2013-14 fiscal year. The Manager stated that the appropriations limit is calculated by a formula of the maximum limit applicable to the appropriation of tax proceeds for the fiscal year 2013-14 and stated the maximum limit will be sum of five million, nine hundred twenty-five thousand, one hundred sixteen dollars.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board adopted Resolution No. 3062: A RESOLUTION OF THE NOVATO SANITARY DISTRICT CORRECTING AND AMENDING PRIOR CALCULATIONS AND MAKING DETERMINATION AND ESTABLISHING THE 2013-14 APPROPRIATION LIMIT.*

President Di Giorgio called a 10 minute recess at 7:00 p.m.

President Di Giorgio reconvened the meeting at 7:12 p.m.

WASTEWATER TREATMENT PLANT UPGRADE PROJECT C:

- Consider approval of a change order for a coating repair on Primary Clarifier No. 2.

The Manager stated that clarifier No. 2 had recently been removed from service and cleaned in preparation for coating the effluent launder. She noted that while inspecting the center mechanism, corrosion was also found and was estimated to be on approximately 20% of the metal.

The Manager discussed all methods available to repair the coating and suggested the Board approve a change order to sandblast and recoat the entire mechanism for a fixed price of \$91,304.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board approved a change order to R.E. Smith General Contractors for the coating repair on Primary Clarifier No. 2 in the amount of \$91,304.*

ADMINISTRATION:

- Consider approval of the revised Reserve Policy. The Manager stated that the Finance Committee has met on three previous occasions to review the District's Reserve and Fund Policies. She noted that the District reserves serve two purposes: 1) to comply with legal requirements, and 2) to provide for extraordinary expenses such as disaster response, litigation, or fines without having to implement an immediate rate adjustment.

She detailed the changes the Committee recommended and stated that the proposed Reserve Policy was provided as part of the Board packet. She discussed the District's existing Reserve funds and those funds the Committee recommended eliminating.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board adopted the Novato Sanitary District Policy Handbook Policy No. 3500: Reserves.*

- Consider approval of the Funds Policy #3510: The Manager stated that the Finance Committee proposed two fund targets: one for an Operating Fund and one for a Capital Fund. She noted that these would not be reserves but instead would be a target amount that is needed as of July 1<sup>st</sup> of each year in order to provide for the District's cash flow needs.

The Manager stated that the Committee recommended the Operating Fund be equal to eight months (67%) of operating expenses or \$6,254,768. She stated that the Capital Fund target would be the debt payments plus the pay-as-you-go capital projects budget for the upcoming fiscal year minus the anticipated December Capital receipts.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board adopted the Novato Sanitary District Policy Handbook Policy No. 3510: Operating and Capital Funds Minimum Beginning Balance for each Fiscal Year.*

#### NORTH BAY WATER REUSE AUTHORITY:

- Phase II Scoping Study update. The Manager stated that the North Bay Water Reuse Authority held a workshop to discuss the Phase 2 Scoping Study and they have identified some conceptual level projects for Novato. She reviewed with the Board the PowerPoint presentation that was given at the workshop.

The Manager stated that the District is being asked to review and prioritize these projects and provide an implementation schedule for them. She noted the District is proposing to convene a meeting of the joint Recycled Water Committee with the North Marin Water District and the County of Marin to coordinate with their priorities.

- Review and prioritize proposed Novato Sanitary District projects. The Manager reviewed with the Board the Phase 2 Potential Project list. She discussed projects involving the Novato Creek and projects with multiple benefits. She stated that the District's share of cost of the feasibility study would be proportional to the project cost.

The Manager suggested the District abandon or place as a low priority the "Potential Long-Term Future Conveyance" project. The Board discussed a tertiary water project, which would integrate more of what is currently being accomplished in the reclamation fields. She noted that she will refine the project priority list with the help of the Recycled Water Committee.

#### BOARD MEMBER REPORTS:

- The North Bay Water Reuse Authority Workshop. Member Long discussed his attendance at this workshop which was held at the Novato City Hall on Monday, August 19<sup>th</sup>.

- California Association of Sanitation Agencies annual conference report. President Di Giorgio and Member Peters were in attendance at the conference held in San Diego on August 21<sup>st</sup> through the 24<sup>th</sup>. They discussed their participation in the sessions at the conference.

#### MANAGER'S ANNOUNCEMENTS:

- The North Bay Watershed Authority will meet at the District office on Friday, September 6<sup>th</sup> at 9:30 a.m.

- The Wastewater Operations Committee will meet on Monday, September 16<sup>th</sup> at 2:00 p.m. at the District office.
- The Solid Waste Committee will meet on Tuesday, October 8<sup>th</sup> at the District office.
- The next Regular Board meeting will be held on Monday, September 9<sup>th</sup> at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

DRAFT

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar; Pretreatment – BioMarin Pharmaceutical Inc.; 95 Digital Dr. facility</b>	<b>MEETING DATE: September 9, 2013</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Adopt a resolution providing relief on pH upper limit for BioMarin Pharmaceutical Inc.'s 95 Digital Dr. facility, and setting the revised pH limit.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District currently regulates BioMarin Pharmaceutical Inc.'s (BioMarin's) three manufacturing facilities under the District's pretreatment program. The District is in the process of issuing a pretreatment discharge permit for BioMarin's 95 Digital Dr., Research and Development, facility. By e-mail dated September 5, 2013, BioMarin has requested relief on its upper pH limit for its 95 Digital Dr. facility. Specifically, BioMarin is requesting upper limit relief of pH 10.5 from pH 8.5.</p> <p>Given that the Board has consistently authorized such relief for BioMarin's discharge locations in current/prior BioMarin permits, (as well as for other dischargers), staff sees no issues in granting the requested relief. The basis of the upper limit relief can be found in Section 207 of the District's Sanitary Code.</p> <p>Accordingly, staff recommends that the Board approve an upper pH limit of 10.5 for BioMarin's 95 Digital Dr. discharge permit, and adopt the attached resolution that documents approval and sets the revised pH limits.</p>	
<b>ALTERNATIVES:</b> Deny approval.	
<b>BUDGET INFORMATION:</b> N/A	
<b>DEPT. MGR.:</b>	<b>MANAGER:</b>

**NOVATO SANITARY DISTRICT**

**RESOLUTION NO. 3063**

**A RESOLUTION APPROVING RELIEF ON pH LIMITS,  
AND SETTING REVISED pH LIMITS  
FOR BIOMARIN, 95 DIGITAL DRIVE, NOVATO, CA**

**WHEREAS**, the District has received application for upper limit relief of pH 10.5 from pH 8.5 for BioMarin's (Permittee) discharge permit for its 95 Digital Drive facilities; and

**WHEREAS**, Section 207 ("Relief on Application") of the Sanitary Code of Novato Sanitary District states that relief from any provision of said Code may be made by Resolution of the Board; and

**NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED** as follows:

- A. The Permittee shall maintain the pH within the range of 5.5 to 10.5.
- B. In addition, District staff will continue to use Section 401.17 of Title 40 of the Code of Federal Regulations (40 CFR §401.17) as the basis to exempt excursions from the 5.5 to 10.5 pH range subject to the following limitations:
  - (1) The total time during which the pH values are outside the required range of pH values shall not exceed 7 hours and 26 minutes in any calendar month; and
  - (2) No individual excursion from the range of pH values shall exceed 60 minutes.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 9<sup>th</sup> day of September, 2013, by the following vote:

AYES, and in favor thereof,  
NOES,  
ABSENT,

Directors:  
None  
None

ATTEST:

\_\_\_\_\_  
President, Board of Directors  
Novato Sanitary District

\_\_\_\_\_  
Secretary  
Novato Sanitary District

QUARTERLY INVESTMENT REPORT -- For Quarter Ended June 30, 2013

INVESTMENT	ACTIVITY	April	May	June	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	6,274,884	515,000	644,000	7,433,884
	Total transfers out	647,000	955,000	584,000	2,186,000
	Minimum daily balance	7,957,023	13,144,907	13,144,907	7,957,023
Current Yield 0.267%	Maximum daily balance	13,584,907	13,584,707	13,204,907	13,584,907
	Interest earned	0	0	7,530	7,530
<b>TRUST ACCOUNT</b>					
BANK OF NEW YORK MELLON For COP Bond Funds	Total deposits/transfers in	0	0	0	0
	Total transfers out	0	407,177	0	407,177
	Minimum daily balance	10,010,859	9,610,449	9,610,449	9,610,449
	Maximum daily balance	10,017,612	10,017,612	9,610,464	10,017,612
	Interest earned	6,753	14	15	6,782
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
<b>CHECKING ACCOUNTS</b>					
Interest Rate	<u>Regular Warrants Account</u>				
0.03%	Total deposits & transfers in	7,053,476	1,459,531	1,316,043	9,829,050
	Total checks & transfers out	6,995,988	1,303,027	1,254,085	9,553,100
	Minimum daily balance	23,421	3,717	10,160	3,717
	Maximum daily balance	6,464,894	630,094	682,698	6,464,894
	Interest earned	14	3	3	20
	<u>Payroll Account</u>				
	Total transfers in	126,000	123,300	121,000	370,300
	Total checks & transfers out	125,183	123,942	120,819	369,944
	Minimum daily balance	509	602	374	374
	Maximum daily balance	113,663	109,216	109,029	113,663
	<u>Project Account</u>				
	Total transfers in	82,700	396,200	58,500	537,400
	Total checks & transfers out	159,671	340,172	103,893	603,736
	Minimum daily balance	4,090	2,590	2,599	2,599
	Maximum daily balance	59,510	299,590	60,119	299,590
	Interest earned	1	1	1	3
	<u>ARRA Grant Project Account</u>				
	Total transfers in	0	0	0	0
	Total checks & transfers out	0	0	0	0
	Minimum daily balance	100	100	100	100
	Maximum daily balance	100	100	100	100
	Interest earned	0	0	0	0

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy approved by the board on an annual basis, most recent approval was October 22, 2012.

The District has the ability to meet six months cash needs.

(2) LAIF interest rate is currently .267 which is a decrease from .285% in March 2013, .32% in December 2012, and .35% in September 2012.

# Bill Lockyer, State Treasurer



## Inside the State Treasurer's Office

### Local Agency Investment Fund (LAIF)

#### LAIF CONFERENCE INFORMATION

#### PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
8/1/2013	0.27	0.27	273
8/2/2013	0.27	0.27	272
8/3/2013	0.27	0.27	272
8/4/2013	0.27	0.27	272
8/5/2013	0.27	0.27	268
8/6/2013	0.28	0.27	272
8/7/2013	0.28	0.27	276
8/8/2013	0.28	0.27	280
8/9/2013	0.28	0.27	281
8/10/2013	0.28	0.27	281
8/11/2013	0.28	0.27	281
8/12/2013	0.28	0.27	281
8/13/2013	0.28	0.27	280
8/14/2013	0.28	0.27	278

\*Daily yield does not reflect capital gains or losses

#### LAIF Performance Report

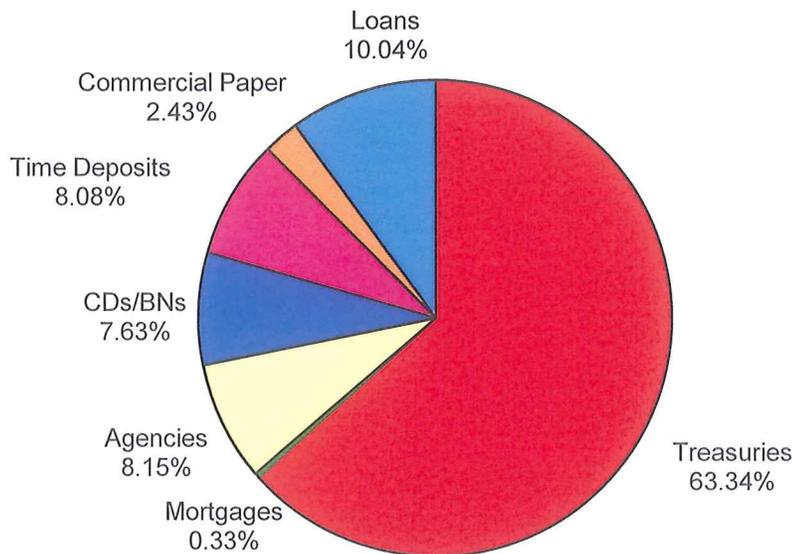
Quarter ending 06/30/2013

Apportionment Rate: 0.24%  
 Earnings Ratio: .00000667321954799  
 Fair Value Factor: 1.000273207  
 Daily: 0.25%  
 Quarter To Date: 0.25%  
 Average Life: 278

#### PMIA Average Monthly Effective Yields

**JULY 2013 0.267%**  
 JUNE 2013 0.244%  
 MAY 2013 0.245%

#### Pooled Money Investment Account Portfolio Composition \$54.7 Billion 07/31/13



**State of California  
Pooled Money Investment Account  
Market Valuation  
6/30/2013**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
United States Treasury:				
Bills	\$ 18,019,781,458.84	\$ 18,031,788,345.99	\$ 18,035,146,300.00	NA
Notes	\$ 17,866,551,757.96	\$ 17,864,039,275.14	\$ 17,866,601,500.00	\$ 14,141,398.00
Federal Agency:				
SBA	\$ 510,792,442.52	\$ 510,792,442.52	\$ 510,253,568.70	\$ 517,567.05
MBS-REMICs	\$ 192,640,776.24	\$ 192,640,776.24	\$ 208,753,614.81	\$ 921,014.69
Debentures	\$ 1,229,014,505.38	\$ 1,227,601,588.70	\$ 1,225,462,000.00	\$ 4,859,598.00
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 2,248,563,445.13	\$ 2,248,994,695.02	\$ 2,249,228,500.00	NA
GNMA	\$ 451.55	\$ 451.55	\$ 454.80	\$ 4.70
IBRD Debenture	\$ 450,053,540.85	\$ 450,053,540.85	\$ 450,282,500.00	\$ 107,637.50
IBRD Deb FR	\$ -	\$ -	\$ -	\$ -
CDs and YCDs FR	\$ 400,000,000.00	\$ 400,000,000.00	\$ 400,000,000.00	\$ 252,251.67
Bank Notes	\$ -	\$ -	\$ -	\$ -
CDs and YCDs	\$ 8,870,129,024.17	\$ 8,870,011,579.74	\$ 8,866,790,803.69	\$ 2,820,216.67
Commercial Paper	\$ 4,253,842,581.96	\$ 4,254,541,430.57	\$ 4,254,012,847.23	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,474,640,000.00	\$ 4,474,640,000.00	\$ 4,474,640,000.00	NA
AB 55 & GF Loans	\$ 287,302,443.82	\$ 287,302,443.82	\$ 287,302,443.82	NA
<b>TOTAL</b>	<b>\$ 58,803,312,428.42</b>	<b>\$ 58,812,406,570.14</b>	<b>\$ 58,828,474,533.05</b>	<b>\$ 23,619,688.28</b>

Fair Value Including Accrued Interest

\$ 58,852,094,221.33

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.000273207). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,005,464.14 or \$20,000,000.00 x 1.000273207.

**PAR VALUES MATURING BY DATE AND TYPE**  
**Maturities in Millions of Dollars**

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY		\$ 1,800	\$ 1,750	\$ 1,545	\$ 2,300	\$ 850	\$ 2,600	\$ 2,750	\$ 8,350	\$ 12,050	\$ 400	\$ 1,500	
REPO													
TDS	\$ 1,715	\$ 934	\$ 887	\$ 207	\$ 373	\$ 360							
AGENCY	\$ 511		\$ 500	\$ 450	\$ 250	\$ 1,450	\$ 100	\$ 700	\$ 50	\$ 433	\$ 1,075		
BAS													
CP	\$ 3,325	\$ 250	\$ 430	\$ 50		\$ 200							
CDs + BNs	\$ 5,300	\$ 1,395	\$ 250	\$ 200	\$ 600	\$ 350	\$ 500	\$ 475	\$ 100	\$ 100			
CORP BND													
TOTAL													
\$ 59,414	\$ 10,851	\$ 4,379	\$ 3,817	\$ 2,452	\$ 3,523	\$ 3,210	\$ 3,200	\$ 3,925	\$ 8,500	\$ 12,583	\$ 1,475	\$ 1,500	\$ -
PERCENT	18.3%	7.4%	6.4%	4.1%	5.9%	5.4%	5.4%	6.6%	14.3%	21.2%	2.5%	2.5%	0.0%

Notes:

1. SBA Floating Rate Securities are represented at coupon change date.
2. Mortgages are represented at current book value.
3. Figures are rounded to the nearest million.
4. Does not include AB55 and General Fund loans.

# Novato Sanitary District Operating Check Register

Date	Num	September 9, 2013 Name	Credit
Sep 9, 13			
09/09/2013	56062	Pacific, Gas & Electric	71,352.36
09/09/2013	56055	Incrementum	20,718.35
09/09/2013	56040	Bay Area Air Quality	12,579.00
09/09/2013	56056	Johnson, Dee	8,100.00
09/09/2013	56044	Caltest Analytical Lab Inc.	6,460.55
09/09/2013	56059	North Bay Watershed Assoc.	6,192.21
09/09/2013	56041	Bay Area Clean Water Agencies	6,101.00
09/09/2013	56065	Preferred Benefit	3,299.08
09/09/2013	56061	Occumetric Inc.	3,150.00
09/09/2013	56070	Veolia Water North America, Inc.	3,043.84
09/09/2013	56060	North Marin Water District	2,699.57
09/09/2013	56051	Dearborn National	2,607.18
09/09/2013	56066	Rauch Communication Consultants. Inc.	1,983.75
09/09/2013	56049	Comet Building Maintenance, Inc.	1,395.00
09/09/2013	56042	Beecher Engineering	1,200.00
09/09/2013	56054	IEDA, INC	1,051.00
09/09/2013	56046	CDW Government, Inc.	980.00
09/09/2013	56058	North Bay Truck Service	744.82
09/09/2013	56045	Cantarutti Electric, Inc	734.50
09/09/2013	56071	Vision Service Plan	531.15
09/09/2013	56047	Central Marin Sanitation District	510.00
09/09/2013	56064	Pitney Bowes	400.00
09/09/2013	56043	Cagwin & Dorward Inc.	350.00
09/09/2013	56048	Claremont EAP, Inc.	295.00
09/09/2013	56068	Staples Business Adv Inc.	275.71
09/09/2013	56067	Roy's Sewer Service, Inc.	190.00
09/09/2013	56039	Barnett Medical LLC	180.00
09/09/2013	56063	Pini Hardware	148.19
09/09/2013	56052	Deasy, Craig	115.00
09/09/2013	ach	Karkal, Sandeep	106.63
09/09/2013	56057	North Bay Portables, Inc.	92.20
09/09/2013	56050	Cook Paging	66.30
09/09/2013	56053	Grainger	29.17
09/09/2013	56069	T-Mobile	22.97
			<b><u>157,704.53</u></b>

**Novato Sanitary District**  
**Operating Check Register Detail**  
For September 9, 2013

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
<b>Barnett Medical LLC</b>			
	07/31/2013	67500 · Household Hazardous Waste	90.00
	07/31/2013	67500 · Household Hazardous Waste	90.00
Total Barnett Medical LLC			<u>180.00</u>
<b>Bay Area Air Quality</b>			
	08/27/2013	61000-4 · Water/Permits/Telephone	12,579.00
Total Bay Area Air Quality			<u>12,579.00</u>
<b>Bay Area Clean Water Agencies</b>			
	08/29/2013	66075 · Agency Dues	6,101.00
Total Bay Area Clean Water Agencies			<u>6,101.00</u>
<b>Beecher Engineering</b>			
	08/25/2013	63150 · Repairs & Maintenance	1,200.00
Total Beecher Engineering			<u>1,200.00</u>
<b>Cagwin &amp; Dorward Inc.</b>			
	08/23/2013	66150 · Repairs & Maintenance	300.00
	08/29/2013	66150 · Repairs & Maintenance	50.00
Total Cagwin & Dorward Inc.			<u>350.00</u>
<b>Caltest Analytical Lab Inc.</b>			
	08/14/2013	64160 · Research & Monitoring	6,460.55
Total Caltest Analytical Lab Inc.			<u>6,460.55</u>
<b>Cantarutti Electric, Inc</b>			
	08/06/2013	63150 · Repairs & Maintenance	452.00
	08/08/2013	65153 · Outside Services, Electrical	282.50
Total Cantarutti Electric, Inc			<u>734.50</u>
<b>CDW Government, Inc.</b>			
	08/29/2013	66124 · IT/Misc Electrical	980.00
Total CDW Government, Inc.			<u>980.00</u>
<b>Central Marin Sanitation District</b>			
	08/27/2013	66170 · Travel, Meetings & Training	510.00
Total Central Marin Sanitation District			<u>510.00</u>
<b>Claremont EAP, Inc.</b>			
	08/15/2013	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>
<b>Comet Building Maintenance, Inc.</b>			
	08/21/2013	66150 · Repairs & Maintenance	1,090.00
	08/21/2013	60150 · Repairs & Maintenance	152.50
	08/21/2013	65150 · Repairs & Maintenance	152.50
Total Comet Building Maintenance, Inc.			<u>1,395.00</u>
<b>Cook Paging</b>			
	09/01/2013	61000-4 · Water/Permits/Telephone	24.00
	09/01/2013	65193 · Telephone	30.83
	09/01/2013	60193 · Telephone	11.47
Total Cook Paging			<u>66.30</u>
<b>Dearborn National</b>			
	08/26/2013	66020 · Employee Benefits	2,607.18
Total Dearborn National			<u>2,607.18</u>
<b>Deasy, Craig</b>			

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For September 9, 2013**

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
	07/01/2013	66080 · Memberships	115.00
Total Deasy, Craig			115.00
<b>Grainger</b>			
	07/08/2013	66085 · Safety	29.17
Total Grainger			29.17
<b>IEDA, INC</b>			
	09/01/2013	66123 · O/S Contractual	1,051.00
Total IEDA, INC			1,051.00
<b>Incrementum</b>			
	08/30/2013	66124 · IT/Misc Electrical	20,718.35
Total Incrementum			20,718.35
<b>Johnson, Dee</b>			
	08/31/2013	67400 · Consulting Services	5,400.00
	08/31/2013	67530 · Used Oil Program	630.00
	08/31/2013	67400 · Consulting Services	2,070.00
Total Johnson, Dee			8,100.00
<b>Karkal, Sandeep</b>			
	09/01/2013	66170 · Travel, Meetings & Training	106.63
Total Karkal, Sandeep			106.63
<b>North Bay Portables, Inc.</b>			
	08/13/2013	63100 · Operating Supplies	92.20
Total North Bay Portables, Inc.			92.20
<b>North Bay Truck Service</b>			
	08/23/2013	60150 · Repairs & Maintenance	545.53
	08/29/2013	60150 · Repairs & Maintenance	199.29
Total North Bay Truck Service			744.82
<b>North Bay Watershed Assoc.</b>			
	09/03/2013	66075 · Agency Dues	6,192.21
Total North Bay Watershed Assoc.			6,192.21
<b>North Marin Water District</b>			
	08/15/2013	61000-4 · Water/Permits/Telephone	2,489.34
	08/15/2013	65192 · Water	210.23
Total North Marin Water District			2,699.57
<b>Occumetric Inc.</b>			
	08/16/2013	66070 · Insurance	3,150.00
Total Occumetric Inc.			3,150.00
<b>Pacific, Gas &amp; Electric</b>			
	08/12/2013	61000-5 · Gas & Electricity	51,733.62
	08/12/2013	63191 · Gas & Electricity	11,044.48
	08/12/2013	65191 · Gas & Electricity	8,574.26
Total Pacific, Gas & Electric			71,352.36
<b>Pini Hardware</b>			
	09/03/2013	60150 · Repairs & Maintenance	85.29
	09/03/2013	65100 · Operating Supplies	23.06
	09/03/2013	60100 · Operating Supplies	39.84
Total Pini Hardware			148.19

**Novato Sanitary District**  
**Operating Check Register Detail**  
For September 9, 2013

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
<b>Pitney Bowes</b>			
	08/13/2013	66090 · Office Expense	400.00
Total Pitney Bowes			<u>400.00</u>
<b>Preferred Benefit</b>			
	09/01/2013	66020 · Employee Benefits	3,197.72
	09/01/2013	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,299.08</u>
<b>Rauch Communication Consultants. Inc.</b>			
	08/20/2013	66123 · O/S Contractual	1,983.75
Total Rauch Communication Consultants. Inc.			<u>1,983.75</u>
<b>Roy's Sewer Service, Inc.</b>			
	08/24/2013	60153 · Outside Services	190.00
Total Roy's Sewer Service, Inc.			<u>190.00</u>
<b>Staples Business Adv Inc.</b>			
	08/15/2013	66090 · Office Expense	117.45
	08/15/2013	66085 · Safety	6.51
	08/28/2013	66090 · Office Expense	140.85
	08/28/2013	66090 · Office Expense	10.90
Total Staples Business Adv Inc.			<u>275.71</u>
<b>T-Mobile</b>			
	08/22/2013	65193 · Telephone	22.97
Total T-Mobile			<u>22.97</u>
<b>Veolia Water North America, Inc.</b>			
	08/23/2013	61000-2 · Insurance & Bonds	3,043.84
Total Veolia Water North America, Inc.			<u>3,043.84</u>
<b>Vision Service Plan</b>			
	08/20/2013	66020 · Employee Benefits	531.15
Total Vision Service Plan			<u>531.15</u>
<b>TOTAL</b>			<u><u>157,704.53</u></u>

# Novato Sanitary District Capital Project Check Register

September 9, 2013

Date	Num	Name	Credit
<b>Sep 9, 13</b>			
09/09/2013	2576	R E Smith Contractor, Inc.	85,612.08
09/09/2013	2577	RMC Water & Environment, Inc.	33,427.55
09/09/2013	2572	Linscott Engineering Contractors Inc	20,927.78
09/09/2013	2573	Maggiora & Ghilotti Inc.	14,441.94
09/09/2013	2574	Novato, City	13,097.50
09/09/2013	2575	Nute Engineering Inc.	7,854.00
09/09/2013	2571	Covello Group, The	180.00
			<b><u>175,540.85</u></b>
<b>Sep 9, 13</b>			

**Novato Sanitary District**  
**Capital Projects Check Detail**  
 September 9, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Covello Group, The</b>			
	09/01/2013	72706 · 2008 Collection System Improv	180.00
Total Covello Group, The			<u>180.00</u>
<b>Linscott Engineering Contractors Inc</b>			
	09/04/2013	72803 · Annual Collection Sys Repairs	8,696.13
	09/04/2013	72803 · Annual Collection Sys Repairs	12,231.65
Total Linscott Engineering Contractors Inc			<u>20,927.78</u>
<b>Maggiora &amp; Ghilotti Inc.</b>			
	09/03/2013	72804 · Annual Reclamation Fac Imp	3,710.07
	09/03/2013	72803 · Annual Collection Sys Repairs	6,434.43
	09/03/2013	72803 · Annual Collection Sys Repairs	4,297.44
Total Maggiora & Ghilotti Inc.			<u>14,441.94</u>
<b>Novato, City</b>			
	08/22/2013	72706 · 2008 Collection System Improv	13,097.50
Total Novato, City			<u>13,097.50</u>
<b>Nute Engineering Inc.</b>			
	08/19/2013	72706 · 2008 Collection System Improv	3,273.00
	08/19/2013	72805 · Annual Trtmt Plnt/Pump St Impr	1,731.00
	08/19/2013	72110 · Drainage PS 3&7 Outfall Rehab	1,274.00
	08/19/2013	72706 · 2008 Collection System Improv	1,576.00
Total Nute Engineering Inc.			<u>7,854.00</u>
<b>R E Smith Contractor, Inc.</b>			
	09/04/2013	73001 · WWTP Upgrade - Contract C	85,612.08
Total R E Smith Contractor, Inc.			<u>85,612.08</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	08/19/2013	73001 · WWTP Upgrade - Contract C	33,427.55
Total RMC Water & Environment, Inc.			<u>33,427.55</u>
<b>TOTAL</b>			<u><u>175,540.85</u></u>

09/05/13

# Novato Sanitary District Board Fees for August 2013

September 6, 2013

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Sep 6, 13</b>	09/06/2013	2720	Long, William C	954.55
	09/06/2013	3175	Di Giorgio, Michael	696.31
	09/06/2013	3176	Welsh, Dennis J	474.36
	09/06/2013	2722	Peters, A. Gerald	274.36
	09/06/2013	2721	Mariani, Jean M	230.02
<b>Sep 6, 13</b>				<u><u>2,629.60</u></u>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Collection System Improvements; Project 72706, Phase H, Center Road – Diablo Avenue to Kristy Court</b>	<b>MEETING DATE: September 9, 2013</b>  <b>AGENDA ITEM NO.:</b>																
<b>RECOMMENDED ACTION:</b> Review bids received, approve contract award to TerraCon Pipelines, and authorize Manager-Engineer to execute the contract in the bid amount of \$662,778.																	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its August 12, 2013 meeting the District Board made CEQA findings and authorized staff to advertise for bids for this Phase H of the project. On September 4, 2013, seven (7) bids were received as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><u>Bidder</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>TerraCon Pipelines:</td> <td style="text-align: right;">\$662,778.00</td> </tr> <tr> <td>Argonaut Constructors:</td> <td style="text-align: right;">\$723,664.00</td> </tr> <tr> <td>Valentine Corporation:</td> <td style="text-align: right;">\$809,369.00</td> </tr> <tr> <td>Maggiore &amp; Ghilotti:</td> <td style="text-align: right;">\$817,811.00</td> </tr> <tr> <td>Bay Pacific Pipeline:</td> <td style="text-align: right;">\$848,334.00</td> </tr> <tr> <td>Ghilotti Construction:</td> <td style="text-align: right;">\$941,469.00</td> </tr> <tr> <td>J&amp;M, Inc.</td> <td style="text-align: right;">\$1,014,441.25</td> </tr> </tbody> </table> <p>As seen from the above table, TerraCon Pipelines of Healdsburg, California submitted the apparent lowest bid of \$662,778. The Engineer's Estimate of Probable Cost was \$650,000. TerraCon's bid documents have been reviewed and they appear to be in order. Staff contacted TerraCon Pipelines to discuss their bid and they are comfortable and confident with their bid.</p> <p>The FY13-14 budget includes \$1,730,000 for the Collection System Improvements project. Therefore, at this time, it is recommended that the Board approve contract award to TerraCon Pipelines, and authorize the Manager-Engineer to execute the contract in the bid amount of \$662,778.</p>		<u>Bidder</u>	<u>Amount</u>	TerraCon Pipelines:	\$662,778.00	Argonaut Constructors:	\$723,664.00	Valentine Corporation:	\$809,369.00	Maggiore & Ghilotti:	\$817,811.00	Bay Pacific Pipeline:	\$848,334.00	Ghilotti Construction:	\$941,469.00	J&M, Inc.	\$1,014,441.25
<u>Bidder</u>	<u>Amount</u>																
TerraCon Pipelines:	\$662,778.00																
Argonaut Constructors:	\$723,664.00																
Valentine Corporation:	\$809,369.00																
Maggiore & Ghilotti:	\$817,811.00																
Bay Pacific Pipeline:	\$848,334.00																
Ghilotti Construction:	\$941,469.00																
J&M, Inc.	\$1,014,441.25																
<b>ALTERNATIVES:</b> Not award the project and not complete the work.																	
<b>BUDGET INFORMATION:</b> This work will be funded from the budget for Collection System Improvements, Project 72706. The FY13-14 budget is \$1,730,000.																	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>																

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Collection System Improvements; Project 72706, Phase H, Center Road – Diablo Avenue to Kristy Court</b>	<b>MEETING DATE: September 9, 2013</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Consider approval of a contract with The Covello Group (TCG) for construction management services, and authorize the Manager-Engineer to execute an agreement with TCG on a time and materials basis for an amount not-to-exceed \$63,000.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its August 12, 2013 meeting the Board made CEQA findings and authorized staff to advertise for bids for this project. Concurrently, staff also requested and obtained a proposal from The Covello Group (TCG) to provide construction management services on this project. The Covello Group is currently providing construction management services for the Wastewater Treatment Facilities Upgrade, Contract C project. They have also provided construction management services for the District on collection system and sewer pump station improvements over the past several years, as well as pipeline projects for the North Marin Water District. Consequently, they have built up the type of positive working relationship with the City of Novato inspection staff that is beneficial to the District. Their prior work for the District has demonstrated a high level of professionalism and project management that has resulted in better projects and cost savings to the District.</p> <p>For this project, TCG has submitted a proposal in the amount of \$62,420.00 to provide construction management services for the Center Road Sewer Project. This fee does not include sub-consultant costs for required materials testing for the project and is about 9.6% of the estimated construction costs for the projects. The proposed amount is consistent with the typical range of 8%-12% for construction management services obtained from the BACWA engineering group for agencies in our industry. Staff recommends that the Board approve the contract with the Covello Group and authorize the Manager-Engineer to execute a contract for an amount not-to-exceed \$63,000.</p>	
<b>ALTERNATIVES:</b> Do not approve the contract.	
<b>BUDGET INFORMATION:</b> This work will be funded from the budget for the Collection System Improvements Project, Project 72706, which has a FY2013-14 budget of \$1,730,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>