

NOVATO SANITARY DISTRICT

Meeting Date: August 27, 2012

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 p.m., Monday, August 27, 2012, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

1. **PLEDGE OF ALLEGIANCE:**
2. **AGENDA APPROVAL:**
3. **PUBLIC COMMENT (Please observe a three-minute time limit):**

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

4. **REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the August 13, 2012 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 limits for BioMarin, and setting the revised pH limit.
 - b. Accept the Zandra Place Sewer Main Extension.
 - c. Approve regular, payroll, and payroll-related disbursements.
6. **WASTEWATER OPERATIONS:**
 - a. Wastewater Operations Committee report.
 - b. Staff report on odor control and landscaping.
 - c. Staff report on Safety program.

7. 2012-13 BUDGET:

- a. Presentation of final 2012-13 annual District budget.
- b. Consider adoption of final District budget.
- c. Consider adoption of resolution establishing appropriations limit for the 2012-13 fiscal year.

8. CAPITAL PROJECTS:

- a. Grant final acceptance of the 2012 Miscellaneous Manhole Repairs, and authorize staff to file the Notice of Completion.
- b. Grant Final Acceptance of the 2012 Miscellaneous Sewer Repairs Group 1, and authorize staff to file the Notice of Completion.
- c. Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids for the 2012 Pipebursting Project.
- d. Review bids received for Bahia Pump Station Drainage Improvements and consider accepting the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with Maggiora & Ghilotti in the amount of \$31,600.00.
- e. Review bids received for Reclamation Culvert Replacement Project and consider accepting the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with CV Larsen in the amount of \$68,249.97.

9. ADMINISTRATION:

- a. Consider continuing to abide by the Brown Act.

10. STAFF REPORTS:

- a. CalPERS Health Plan premium modifications for 2013.
- b. California Association of Sanitation Agency Annual Meeting synopsis.

11. BOARD MEMBER REPORTS:

12. MANAGER'S ANNOUNCEMENTS:

13. ADJOURNMENT:

Next resolution no. 3049

Next regular meeting date: Monday, September 10, 2012, 6:30 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 13, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, August 13, 2012, at the District offices, 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 James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Veolia Water
Bob Guinan, Novato resident
Martin Rauch, Rauch Communication Consultants

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: President Di Giorgio approved the agenda as presented.

PUBLIC COMMENT: Bob Guinan, Novato resident, requested a recap of the July 23rd Board meeting that was adjourned to the Lea Drive neighborhood. President Di Giorgio stated that the weather was a little breezy and that no odors were detected. Mr. Guinan questioned when the Jim Joyce report would be available. The Manager reported that Mr. Joyce has been delayed and will provide the finished report as soon as he is able.

REVIEW OF MINUTES:

Consider approval of minutes of the July 23, 2012 Board meeting.

On motion of Member Peters, seconded by Member Long and carried unanimously, the minutes of the July 23, 2012 Board meeting were approved.

CONSENT CALENDAR:

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

- a. Approval of a temporary discharge permit for North Marin Water District Olive Avenue Recycled Water Pipeline project.
- b. Approval of Valley Memorial Park Sewer Main Extension.
- c. Review quarterly investment report.
- d. Approval of regular disbursements in the amount of \$419,368.01, capital project disbursements in the amount of \$118,570.22 and Board member disbursements in the amount of \$2,789.01.

STRATEGIC PLANNING:

- Presentation of the 2012 Strategic Plan. The Manager introduced Martin Rauch, Rauch Communication Consultants. Mr. Rauch gave a PowerPoint presentation of the District's 2012 Strategic Plan. He noted that the original draft was presented to the Board in March, 2012 and that changes received after that time had been incorporated into the presented Draft copy. The Board discussed elements of the strategic plan as well as implementation and monitoring recommendations. The Board requested language be included in the Plan that would clarify the District's continued adherence to the Brown Act. Mr. Rauch recorded changes to the document and to the Mission Statement as directed by the Board.

The Board expressed a strong interest in tracking the Plan's implementation as it relates to the District's long and short term goals. The Manager discussed with the Board methods to track the progress of the Plan's implementation. She stated that the Strategic Plan should be organized in accordance with the District's fiscal year budget.

The Board expressed their appreciation and commended Mr. Rauch on his preparation of the Strategic Plan.

- Consider approval of the 2012 Strategic Plan. The Manager requested the Board approve the Strategic Plan as modified. She stated that the Strategic Plan was intended to be a flexible document that would be adapted as the District moves forward. For this reason, she requested the Board approve the Draft Strategic Plan and allow Mr. Rauch to make the changes as discussed. The Manager stated that the Strategic Plan will be posted on the District webpage as soon as it is available.

On motion of Member Peters, seconded by Member Mariani and passed unanimously, the Board accepted the Novato Sanitary District 2012 Strategic Plan as presented with noted changes and any changes which may be determined by staff after Board approval.

At 7:46 p.m. President Di Giorgio adjourned the meeting for a 10 minute recess.

At 7:55 p.m. President Di Giorgio reconvened the Board meeting.

NORTH BAY WATER REUSE AUTHORITY (NBWRA):

- Staff report on the FY 2012/13 NBWRA budget, cost allocation, and Phase II schedule. The Manager discussed her participation on the NBWRA's committee and Technical Advisory Committee (TAC). She outlined the TAC's recommendations to the NBWRA Board which will be considered at their meeting on August 20th. She noted that the proposed changes would increase the Novato Sanitary District's contribution from

\$69,530 to \$87,077. In addition, she stated there would be additional costs of approximately \$25,000 in 2012/13 for the Phase II Scoping Study, if it is authorized.

- Consider authorizing NSD representative to NBWRA (Member Long) to approve the modification to the NBWRA 2012/13 budget. The Manager requested the Board approve Novato Sanitary District's contribution to NBWRA in the amount of \$87,077. In addition, she requested the Board authorize Member Long to approve the NBWRA 2012/13 budget, subject to amendments that will be discussed at the NBWRA Board meeting on August 20th.

On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board authorized Member Long to approve the District's contribution to NBWRA in the amount of \$87,077 and modifications to the NBWRA 2012/13 budget.

- Consider approval of the date for the dedication of the North Novato Recycled Water Project. The Manager proposed that the Board approve the date of October 11, 2012 for a dedication ceremony to be held jointly with North Marin Water District for the North Novato Recycled Water Project.

On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board set the date for the dedication of the North Novato Recycled Water Project as October 11, 2012.

ADMINISTRATION:

- Consider authorizing the Manager-Engineer to attend the International Water Association Biennial meeting at her own expense on District time. The Manager stated that the International Water Association holds an international conference every two years in Busan, South Korea. She noted that she will be traveling to S. Korea and requested the District allow her to attend the biennial conference at her own expense but on District time.

Members of the Board stated that the District should pay the registration fee for the conference as well.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board authorized the Manager-Engineer to attend the International Water Association Biennial meeting on District time. Furthermore, they authorized the registration fees be paid by the District.

- Consider approval of transfer of \$197,310.17 from the Capital Improvement Fund to the Operating Fund for staff time spent on capital projects. The Manager explained that at the end of each fiscal year, the Operating Fund is reimbursed from the Capital Improvement Fund for staff time spent on Capital Improvement Projects.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the transfer of \$197,310.17 from the Capital Improvement Fund to the Operating Fund for staff time spent on capital projects.

STAFF REPORTS:

- Algebra Academy. The Manager gave an overview of the North Bay Leadership Council Algebra Academy that took place at the District on July 30th and 31st. She noted that this is the second year that Veolia Water and Novato Sanitary District have hosted the Academy. The Manager stated that the graduation ceremony would take place on August 15th at 11 a.m. at the Buck Center in Novato.

BOARD MEMBER REPORTS:

- California Association of Sanitation Agency (CASA) Annual Meeting. President Di Giorgio and Members Long, Mariani and Peters discussed their attendance at the CASA Conference which was held in Monterey from August 8th through the 11th.

MANAGER'S ANNOUNCEMENTS:

- California Special Districts Association (CSDA) will be holding their annual conference in San Diego on September 24th through the 27th.

- CSDA will be offering Governance Webinars in October and Governance classes locally in November.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:42 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar; Pretreatment – The BioMarin Pharmaceutical Inc.; 300 BMK and Galli facilities	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 5.a
RECOMMENDED ACTION: a. Adopt a resolution providing relief on pH limits for the BioMarin Pharmaceutical Inc.'s 300 Bel Marin Keys (BMK) and 46 Galli Drive facilities, and setting the revised pH limit.	
SUMMARY AND DISCUSSION: <p>BioMarin Pharmaceutical Inc. (BioMarin) is currently a permitted discharger into the District's system under the District's pretreatment program. The District regulates BioMarin's discharge from their 46 Galli Drive facility under discharge permit No. 14, and the discharge from their 300 BMK facility under discharge permit No. 20. The District is in the process of updating and issuing renewed pretreatment discharge permits for these two facilities. By e-mail dated August 22, 2012, BioMarin has requested continuing relief on its upper pH limit for both discharge locations. Specifically, BioMarin is requesting upper limit relief of pH 10.5 from pH 8.5 for both locations.</p> <p>Given that the Board has consistently authorized such relief for both BioMarin discharge locations in the 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 both of BioMarin's renewed discharge permits, and adopt the attached resolution that documents approval and sets the revised pH limits.</p>	
ALTERNATIVES: Deny approval.	
BUDGET INFORMATION: N/A	
DEPT. MGR.:	MANAGER:

.NOVATO SANITARY DISTRICT

RESOLUTION NO. 3049

**A RESOLUTION APPROVING RELIEF ON pH LIMITS,
AND SETTING REVISED pH LIMITS
FOR BIOMARIN, 46 GALLI DRIVE and 300 BEL MARIN KEYS BLVD., NOVATO**

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 46 Galli Drive and 300 Bel Marin Keys Blvd. facilities; and

WHEREAS, Section 207 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 27th day of August, 2012, 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

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Approval of the Zandra Place Sewer Main Extension.	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 5.b.
RECOMMENDED ACTION: Staff recommends acceptance of the Zandra Place sewer main extension.	
SUMMARY AND DISCUSSION: The Zandra Place Sewer Main Extension is a portion of the Rudnick Estates Sewer Main Extension. District staff is recommending accepting the Zandra Place portion at this time because it is needed to convey drainage from the Plum Street Recycled Water Tank to the District sewer in order to start up the North Novato Recycled water project. The sewer main has been inspected and only minor items remain on the Zandra Place sewer, including raising manholes to grade after final paving. Zandra Place is located at the end of Plum Street. The items included in this SME are: 2 Standard Manhole, 1 Standard Rodding Inlet, 230 lineal feet of 8" PVC sewer main, 295 lineal feet of 4" PVC lateral stub 86 lineal feet of 6" PVC lateral stub. Acceptance of this SME will increase District assets by \$61,945.00	
ALTERNATIVES:	
BUDGET INFORMATION: Increase of District's assets by \$.61,945.00	
DEPT.MGR.:	MANAGER:

Novato Sanitary District Operating Check Register

August 27, 2012

Date	Num	Name	Credit
Aug 27, 12			
8/27/2012	54799	PSC	17,112.57
8/27/2012	54772	Bay Area Air Quality	15,123.00
8/27/2012	54776	Caltest Analytical Lab Inc.	11,798.01
8/27/2012	54769	American Express-22062	9,147.90
8/27/2012	54770	Barg, Coffin, Lewis & Trapp	7,017.00
8/27/2012	54782	East Bay Muni Utility District	5,881.00
8/27/2012	54790	Marin/Sonoma Mosquito Dist	4,235.41
8/27/2012	54801	RMC Water & Environment, I...	4,133.45
8/27/2012	54793	North Marin Water District	3,078.05
8/27/2012	54800	Rauch Communication Cons...	2,155.00
8/27/2012	54791	Meyers, Nave, Riback, Silver ...	2,139.50
8/27/2012	54794	North Marin Water District - Lab	1,870.50
8/27/2012	54789	Marin Mechanical II, Inc.	1,711.76
8/27/2012	54778	CASA	1,275.00
8/27/2012	54779	CDW Government, Inc.	917.32
8/27/2012	54795	North Marin Water District Pa...	914.78
8/27/2012	54773	Bay Area Barricade Service, I...	875.15
8/27/2012	Ach	Long, William C.	855.30
8/27/2012	54775	California Diesel & Power	806.76
8/27/2012	54783	Empire Mini Storage - Novato	779.00
8/27/2012	54804	Willis Professional Land Surv...	725.00
8/27/2012	54785	Harris & Associates, Inc	687.50
8/27/2012	54781	CWEA	420.00
8/27/2012	54798	Pitney Bowes Reserve Account	400.00
8/27/2012	54774	Cagwin & Dorward Inc.	329.00
8/27/2012	54780	Claremont EAP, Inc.	295.00
8/27/2012	Ach	Karkal, Sandeep	268.44
8/27/2012	54768	AirGas USA, LLC.	213.22
8/27/2012	54777	Cantarutti Electric, Inc	165.00
8/27/2012	54788	Marin Independent Journal	124.30
8/27/2012	54796	Orkin Pest Control, Inc.	116.00
8/27/2012	54784	First Alarm	111.75
8/27/2012	54797	Petty Cash	90.14
8/27/2012	54802	Staples Business Adv Inc.	70.21
8/27/2012	54786	James, Beverly-	63.45
8/27/2012	54803	United Parcel Service	61.04
8/27/2012	54771	Barnett Medical LLC	45.00
8/27/2012	54787	Mariani, Jean	37.65
8/27/2012	54792	North Marin Auto Parts	4.32
Aug 27, 12			96,053.48

Novato Sanitary District
Operating Check Register Detail
August 27, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
AirGas USA, LLC.			
	08/02/2012	65100 · Operating Supplies	213.22
Total AirGas USA, LLC.			<u>213.22</u>
American Express-22062			
	08/13/2012	60100 · Operating Supplies	108.00
	08/13/2012	64170 · Pollution Prevention/Public Ed	1,050.00
	08/13/2012	66080 · Memberships	60.00
	08/13/2012	66090 · Office Expense	525.70
	08/13/2012	66124 · IT/Misc Electrical	793.31
	08/13/2012	66170 · Travel, Meetings & Training	5,492.60
	08/13/2012	21015 · American Express	1,118.29
Total American Express-22062			<u>9,147.90</u>
Barg, Coffin, Lewis & Trapp			
	08/14/2012	66122 · Attorney Fees	7,017.00
Total Barg, Coffin, Lewis & Trapp			<u>7,017.00</u>
Barnett Medical LLC			
	07/18/2012	67500 · Household Hazardous Waste	45.00
Total Barnett Medical LLC			<u>45.00</u>
Bay Area Air Quality			
	08/03/2012	65201 · Permits & Fees	898.00
	08/03/2012	63201 · Permits & Fees	2,116.00
	08/07/2012	61000-4 · Water/Permits/Telephone	12,109.00
Total Bay Area Air Quality			<u>15,123.00</u>
Bay Area Barricade Service, Inc.			
	08/07/2012	60100 · Operating Supplies	285.40
	08/07/2012	60150 · Repairs & Maintenance	589.75
Total Bay Area Barricade Service, Inc.			<u>875.15</u>
Cagwin & Dorward Inc.			
	08/01/2012	66150 · Repairs & Maintenance	329.00
Total Cagwin & Dorward Inc.			<u>329.00</u>
California Diesel & Power			
	08/14/2012	65150 · Repairs & Maintenance	806.76
Total California Diesel & Power			<u>806.76</u>
Caltest Analytical Lab Inc.			
	08/14/2012	64160 · Research & Monitoring	11,798.01
Total Caltest Analytical Lab Inc.			<u>11,798.01</u>
Cantarutti Electric, Inc			
	08/09/2012	65150 · Repairs & Maintenance	165.00
Total Cantarutti Electric, Inc			<u>165.00</u>
CASA			
	08/17/2012	66170 · Travel, Meetings & Training	1,275.00
Total CASA			<u>1,275.00</u>
CDW Government, Inc.			
	08/08/2012	66124 · IT/Misc Electrical	917.32
Total CDW Government, Inc.			<u>917.32</u>
Claremont EAP, Inc.			
	08/16/2012	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>

Novato Sanitary District
Operating Check Register Detail
August 27, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
CWEA			
	08/15/2012	66080 · Memberships	420.00
Total CWEA			<u>420.00</u>
East Bay Muni Utility District			
	08/15/2012	66075 · Agency Dues	5,881.00
Total East Bay Muni Utility District			<u>5,881.00</u>
Empire Mini Storage - Novato			
	08/14/2012	66123 · O/S Contractual	779.00
Total Empire Mini Storage - Novato			<u>779.00</u>
First Alarm			
	08/15/2012	66150 · Repairs & Maintenance	111.75
Total First Alarm			<u>111.75</u>
Harris & Associates, Inc			
	08/09/2012	21045 · Novato Heights Deposits	687.50
Total Harris & Associates, Inc			<u>687.50</u>
James, Beverly-			
	08/15/2012	66170 · Travel, Meetings & Training	63.45
Total James, Beverly-			<u>63.45</u>
Karkal, Sandeep			
	08/15/2012	66170 · Travel, Meetings & Training	228.42
	08/15/2012	66060 · Gasoline & Oil	40.02
Total Karkal, Sandeep			<u>268.44</u>
Long, William C.			
	08/15/2012	66170 · Travel, Meetings & Training	855.30
Total Long, William C.			<u>855.30</u>
Mariani, Jean			
	08/15/2012	66170 · Travel, Meetings & Training	37.65
Total Mariani, Jean			<u>37.65</u>
Marin Independent Journal			
	07/31/2012	66130 · Printing & Publications	124.30
Total Marin Independent Journal			<u>124.30</u>
Marin Mechanical II, Inc.			
	08/16/2012	65150 · Repairs & Maintenance	809.10
	08/20/2012	63150 · Repairs & Maintenance	902.66
Total Marin Mechanical II, Inc.			<u>1,711.76</u>
Marin/Sonoma Mosquito Dist			
	08/14/2012	63150 · Repairs & Maintenance	4,235.41
Total Marin/Sonoma Mosquito Dist			<u>4,235.41</u>

Novato Sanitary District
Operating Check Register Detail
August 27, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
Meyers, Nave, Riback, Silver & Wilson			
	08/14/2012	66122 · Attorney Fees	2,139.50
Total Meyers, Nave, Riback, Silver & Wilson			<u>2,139.50</u>
North Marin Auto Parts			
	08/06/2012	65150 · Repairs & Maintenance	4.32
Total North Marin Auto Parts			<u>4.32</u>
North Marin Water District			
	08/09/2012	63192 · Water - Reclamation	2,878.15
	08/09/2012	65192 · Water	199.90
Total North Marin Water District			<u>3,078.05</u>
North Marin Water District - Lab			
	08/08/2012	64160 · Research & Monitoring	1,870.50
Total North Marin Water District - Lab			<u>1,870.50</u>
North Marin Water District Payroll			
	08/06/2012	64010 · Salaries & Wages	914.78
Total North Marin Water District Payroll			<u>914.78</u>
Orkin Pest Control, Inc.			
	07/24/2012	66150 · Repairs & Maintenance	116.00
Total Orkin Pest Control, Inc.			<u>116.00</u>
Petty Cash			
	08/15/2012	66090 · Office Expense	5.42
	08/15/2012	66170 · Travel, Meetings & Training	65.00
	08/15/2012	66060 · Gasoline & Oil	19.72
Total Petty Cash			<u>90.14</u>
Pitney Bowes Reserve Account			
	08/14/2012	66090 · Office Expense	400.00
Total Pitney Bowes Reserve Account			<u>400.00</u>
PSC			
	07/31/2012	67500 · Household Hazardous Waste	17,112.57
Total PSC			<u>17,112.57</u>
Rauch Communication Consultants. Inc.			
	08/20/2012	66123 · O/S Contractual	330.00
	08/20/2012	67520 · Permanent HHW Facility	1,495.00
	08/20/2012	67520 · Permanent HHW Facility	330.00
Total Rauch Communication Consultants. Inc.			<u>2,155.00</u>
RMC Water & Environment, Inc.			
	08/15/2012	64160 · Research & Monitoring	4,133.45
Total RMC Water & Environment, Inc.			<u>4,133.45</u>
Staples Business Adv Inc.			
	08/16/2012	66090 · Office Expense	70.21
Total Staples Business Adv Inc.			<u>70.21</u>
United Parcel Service			
	08/11/2012	66090 · Office Expense	61.04
Total United Parcel Service			<u>61.04</u>
Willis Professional Land Surveying			

08/24/12

Novato Sanitary District
Operating Check Register Detail
August 27, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
	08/14/2012	66123 · O/S Contractual	725.00
Total Willis Professional Land Surveying			725.00
			<u><u>96,053.48</u></u>

Novato Sanitary District Capital Project Check Register

August 27, 2012

Date	Num	Name	Credit
Aug 27, 12			
8/27/2012	2378	Gateway Pacific Contractors, ...	170,151.30
8/27/2012	2376	Covello Group, The	57,286.02
8/27/2012	2384	RMC Water & Environment, L...	54,624.54
8/27/2012	2377	Gateway Pacific Contractors -...	18,905.70
8/27/2012	2380	Linscott Engineering Contract...	11,029.28
8/27/2012	2375	County of Marin-public works	1,900.00
8/27/2012	2379	Lateral-Landphere	1,500.00
8/27/2012	2381	Maggiora & Ghilotti Inc.	1,444.10
8/27/2012	2374	Cagwin & Dorward Inc.	1,443.85
8/27/2012	2383	Rauch Communication Cons...	660.00
8/27/2012	2382	North Marin Water District Jo...	492.97
8/27/2012	2385	Verizon - 5143	172.22
Aug 27, 12			319,609.98

Novato Sanitary District
Capital Projects Check Detail
August 27, 2012

	Date	Account	Amount
Cagwin & Dorward Inc.			
	07/31/2012	72803 · Annual Collection Sys Repairs	1,443.85
Total Cagwin & Dorward Inc.			<u>1,443.85</u>
County of Marin-public works			
	08/14/2012	72802 · Annual Sewer Adj. for City Proj	1,900.00
Total County of Marin-public works			<u>1,900.00</u>
Covello Group, The			
	08/01/2012	72403 · Pump Station Rehabilitation	3,300.00
	08/01/2012	72706 · 2008 Collection System Improv	1,827.50
	08/01/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	52,158.52
Total Covello Group, The			<u>57,286.02</u>
Gateway Pacific Contractors - Escrow			
	08/23/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	18,905.70
Total Gateway Pacific Contractors - Escrow			<u>18,905.70</u>
Gateway Pacific Contractors, Inc.			
	08/23/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	170,151.30
Total Gateway Pacific Contractors, Inc.			<u>170,151.30</u>
Lateral-Landphere			
	08/23/2012	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Landphere			<u>1,500.00</u>
Linscott Engineering Contractors Inc			
	08/20/2012	72803 · Annual Collection Sys Repairs	1,280.54
	08/20/2012	72803 · Annual Collection Sys Repairs	1,052.40
	08/20/2012	72803 · Annual Collection Sys Repairs	5,608.12
	08/20/2012	72803 · Annual Collection Sys Repairs	3,088.22
Total Linscott Engineering Contractors Inc			<u>11,029.28</u>
Maggiora & Ghilotti Inc.			
	08/16/2012	72804 · Annual Reclamation Fac Imp	1,444.10
Total Maggiora & Ghilotti Inc.			<u>1,444.10</u>
North Marin Water District Jobsite			
	08/09/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	492.97
Total North Marin Water District Jobsite			<u>492.97</u>
Rauch Communication Consultants. Inc.			
	08/20/2012	72808 · Strategic Plan Update	660.00
Total Rauch Communication Consultants. Inc.			<u>660.00</u>
RMC Water & Environment, Inc.			
	08/09/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	47,926.66
	08/09/2012	72609 · WWTP Upgrade - Contract B	1,816.00
	08/15/2012	73001 · WWTP Upgrade - Contract C	4,881.88
Total RMC Water & Environment, Inc.			<u>54,624.54</u>
Verizon - 5143			
	08/10/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	172.22
Total Verizon - 5143			<u>172.22</u>
			<u><u>319,609.98</u></u>

Novato Sanitary District
Payroll and Payroll Related Check Register

<u>Date</u>	<u>Name</u>	<u>Credit</u>
Aug 23 - 31, 12		
08/31/2012	August Payroll	111,289.67
08/31/2012	August Retiree Health Benefits	15,111.64
08/23/2012	CalPers Health	30,200.14
08/23/2012	CALPERS Retirement	23,939.97
08/31/2012	United States Treasury	22,603.26
08/31/2012	EDD	6,278.74
08/23/2012	Lincoln Financial Group-401a Plan	4,146.15
08/23/2012	State Street Bank & Trust	4,016.66
08/23/2012	Lincoln Financial Group-401a Plan	3,887.23
08/23/2012	Lincoln Financial Group	3,626.38
08/23/2012	Dearborn National	2,720.88
08/23/2012	CALPERS Retirement	2,400.75
08/23/2012	Local Union 315	736.00
08/23/2012	Marin Employ Federal Credit Union	517.00
08/23/2012	Operating Engineers Local 3 RHSP	311.37
Aug 23 - 31, 12		<u>231,785.84</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report for July 2012	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 6.a.
RECOMMENDED ACTION: Information. Receive report.	
SUMMARY AND DISCUSSION: <p>The July 2012 operations reports for the wastewater treatment, collection, and reclamation facilities are attached.</p> <p>Wastewater Treatment Facility</p> <p>Water quality performance for July 2012 was excellent with all parameters well within effluent standards. There were no significant maintenance issues. Safety performance was excellent with an accident-free month for a total of 790 accident-free days. For process control reasons at the treatment plant, addition of the odor control chemical Bioxide® at the District's outlying pump stations continued to be curtailed, however, this does not seem to have impacted operations with respect to odor control. Aeration Basin #1 was drained as part of planned summer maintenance and put back into service. The District received some more odor complaints which are presented in the attached operations report. The Manager-Engineer provided a verbal update on further landscaping improvements and provided an update on the forthcoming report by James Joyce.</p> <p>Collection System</p> <p>The Collection System report summarizes the monthly and year-to-date performance, and a comparison of these performances against the prior year. For July 2012, the crews cleaned and televised a total of 53,181 feet of sewer line. The District had two (2) Sewer System Overflows (SSOs) in July 2012, both with full (100%) recovery of the overflow amounts for each event: (a) 3,375 gallon event at Oliva Drive and Raposa Vista, and (b) a 10 gal event at Hamilton Parkway. Safety performance was excellent with no lost time accidents for a total of 473 accident-free days at the end of July 2012.</p> <p>Reclamation Facility</p> <p>Hay cutting operations were completed in July and cattle were moved onto all Sites. Staff completed testing the control system in each parcel of the irrigation fields and repairs were made as problems were found. A large sinkhole developed in Parcel 21. Excavation revealed that a 3-inch manifold main had failed and caused the sinkhole. Repairs were made and the parcel was placed back into service. The motor for Irrigation Pump No. 2 failed, and staff evaluated options for repairing or replacing it. 134.39 MG of recycled water was used for irrigation during the month of July. The Dedicated Land Disposal (DLD) site surface is dry and the underlying subsurface continues to dry out.</p>	
DEPT.MGR.:	MANAGER-ENGINEER:



August 16, 2012

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

Subject: Veolia Water Operations Report – July 2012

Dear Ms. James:

We are pleased to provide this updated activity report for July 2012.

As always, please give me a call at 707-208-4491 should you have any questions.

Regards,

A handwritten signature in blue ink that reads "John Bailey".

John Bailey
Project Manager

**MONTHLY OPERATIONS REPORT
July 2012**

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

TABLE OF CONTENTS

TREATMENT PLANT PERFORMANCE SUMMARY	2
OPERATIONS AND MAINTENANCE STATUS / REVIEW	2
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ODORS.....	3
MISCELLANEOUS.....	3

TREATMENT PLANT PERFORMANCE SUMMARY: July 2012:**Reclamation**

Parameter	Monthly Performance			
	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.00	4.33	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	8249	9098	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	11177	14639	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	5	8	40	N/A
Effluent TSS, mg/L (monthly ave/weekly max)	<5	<5	N/A	N/A
Effluent BOD ₅ - % Removal, Minimum	98	N/A	N/A	N/A
Effluent TSS - % Removal, Minimum	98	N/A	N/A	N/A
pH, su (min / max)	7.1	7.3	6.0	9.0
Total Coliform, mpn (5 Sample median / max)	17	130	240	10000
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE**OPERATIONS & MAINTENANCE STATUS / REVIEW:****Key events for the period:****Novato**

- Flygt performed annual 21 point inspection on Mixers
- Routine rounds, readings and maintenance
- Flushed Decant Return Line
- Drained Aeration Basin #1 – repairs to cable wire
- Aeration Basin #1 back in service

Ignacio Transfer Pump Station

- Routine rounds, readings, and maintenance

CONSTRUCTION UPDATE:

- Attended weekly construction meetings.

ADMINISTRATION:

- Electronic Self Monitoring Report for June 2012, submitted on 7/18/12

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTF completed on 7/3/12
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of July 2012.
- Accident Free: 6/1/10 – 7/31/12: 790 days / 36,024 hours.
- Monthly Safety Training: Hot Works: Cutting, Brazing, Welding 7/31/12
Emergency Action Plan Policy 7-31-12
- HACH/WIMS Training in Pleasant Hill – 1 employee 7/19/12
- Thermo Camera Training in Discovery Bay – 1 employee 7/24/12
- O&M Training Day in Vallejo – Redwood Empire Section CWEA – 2 employees 7/25/12
- Floway Pump – Filter Feed & Effluent Pumps – Recycled Water Plant 7/23/12
- Backwash Pumps – Recycled Water Plant 7/31/12

ODORS:

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant.

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.
- Presentation to Board – EMS – by Dan Ryan

Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Chris McAuliffe	District Manager
John Herron	Northern California Area Manager
Dan Ryan	EH&S Director (EMS)
Bryce Behnke	Technical Support via conference call & web exchange

WORK ORDER STATISTICS

July 1, 2012 - July 30, 2012

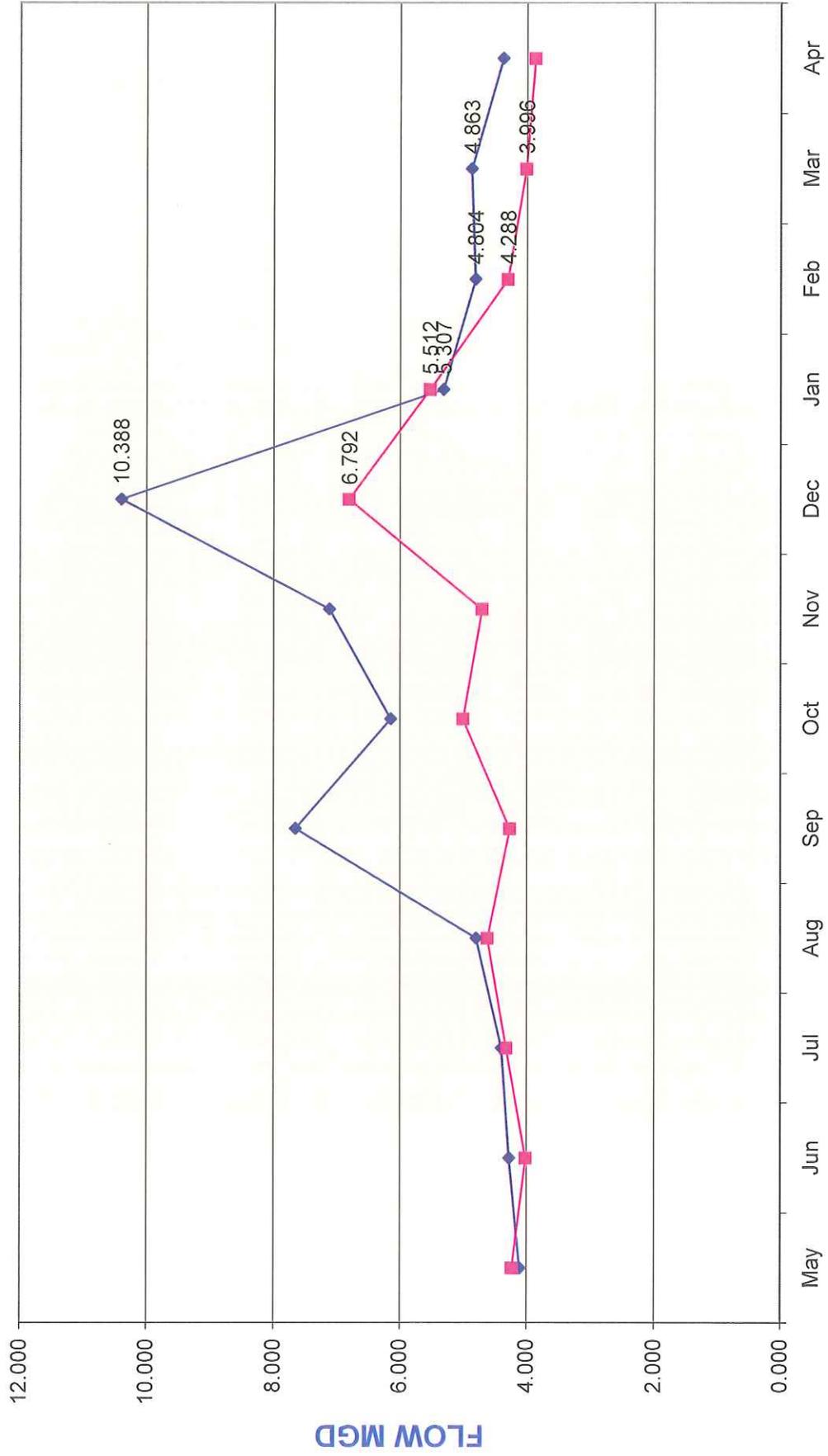
	Open Work Orders Due Prior to 7/1/12	Open Work Orders 7/1/12 - 7/31/12	Total Open Work Orders
Preventative	12	281	293
Corrective	5	15	20
Total	17	296	313

	Closed Work Orders 7/1/12 - 7/31/12
Preventative	262
Corrective	15
Total	277

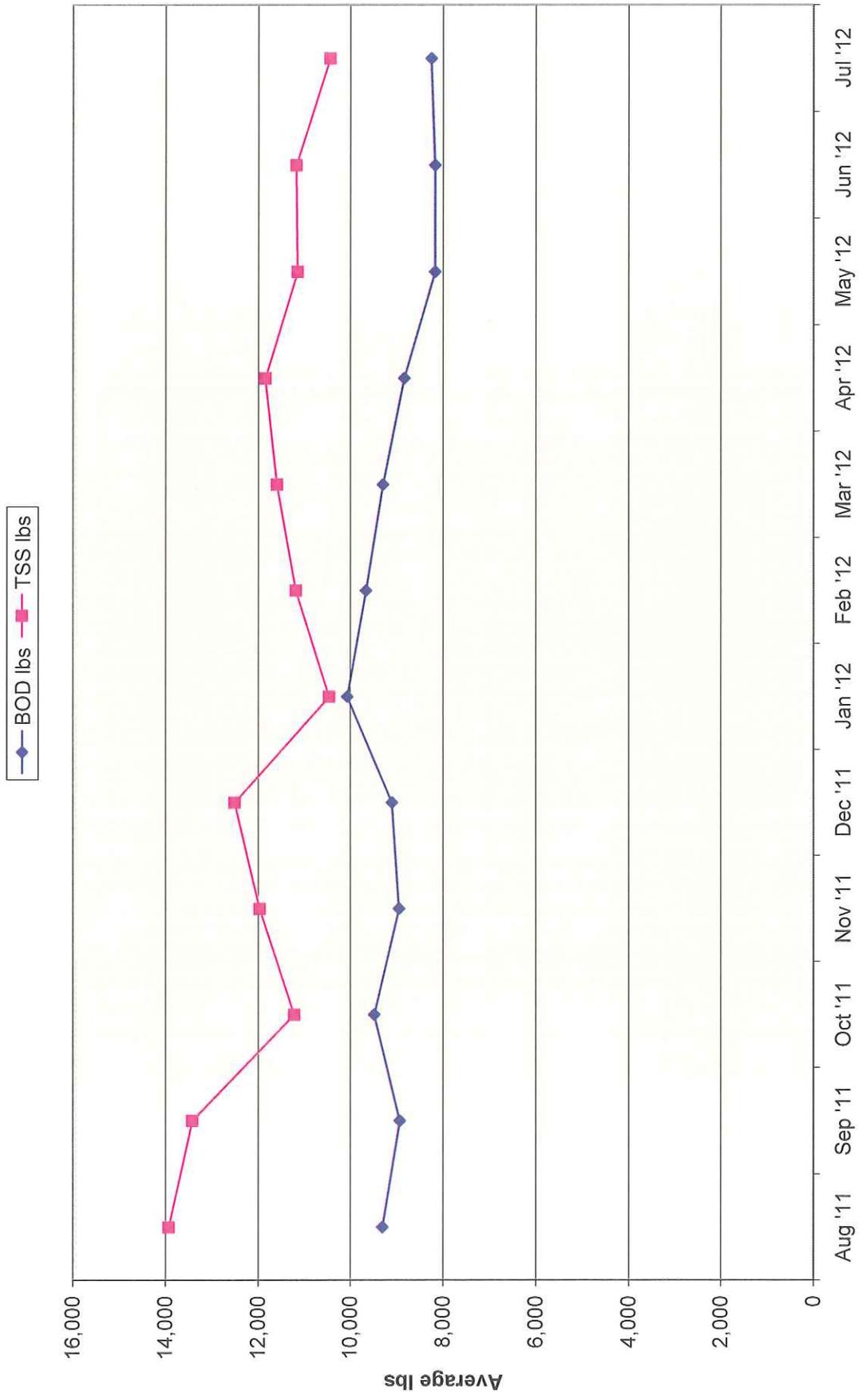
Total Outstanding Work Orders as of August 1, 2012	36
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FLOW COMPARISON

—◆— 2011 —■— 2012

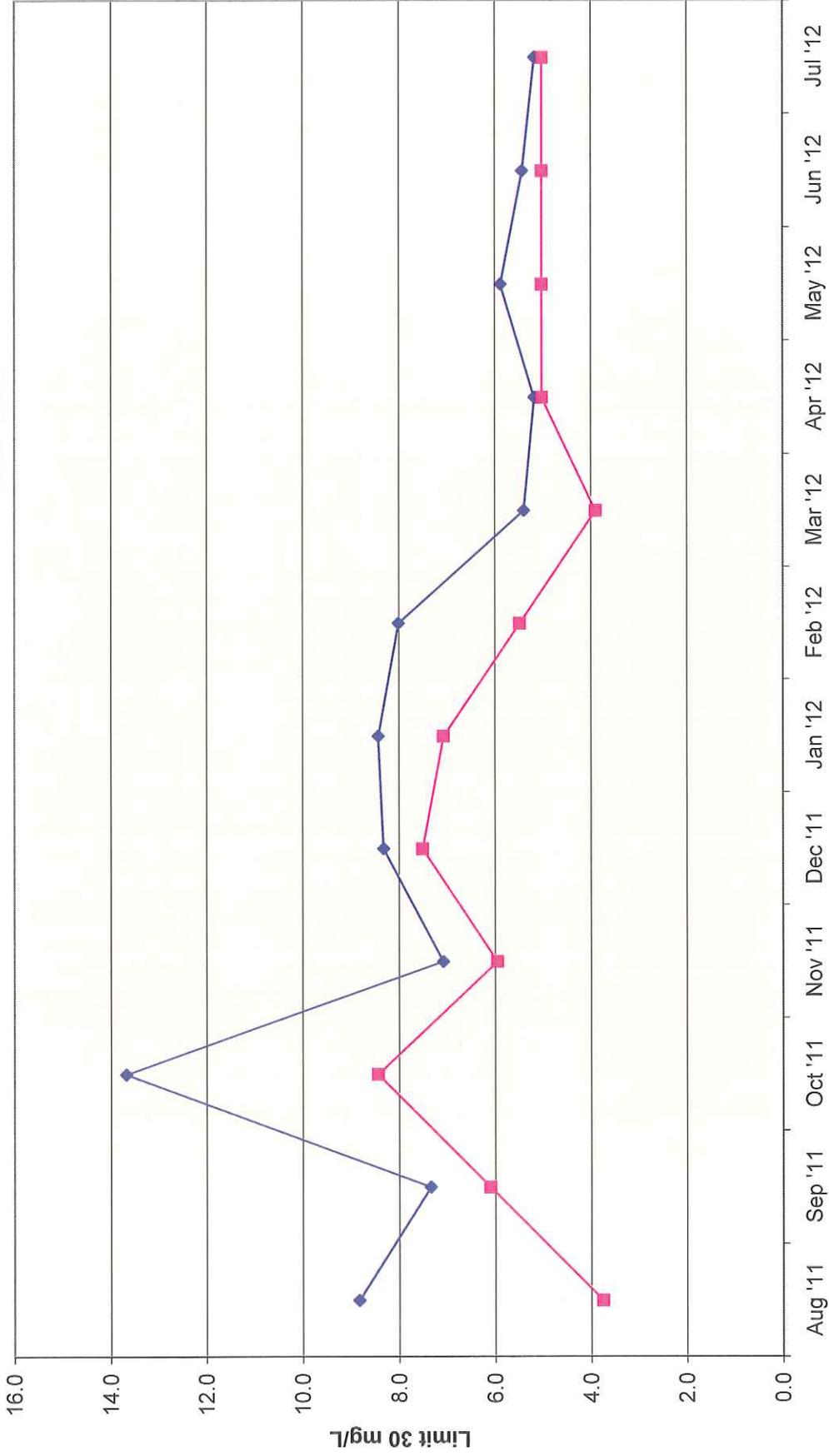


Influent Load BOD / TSS lbs



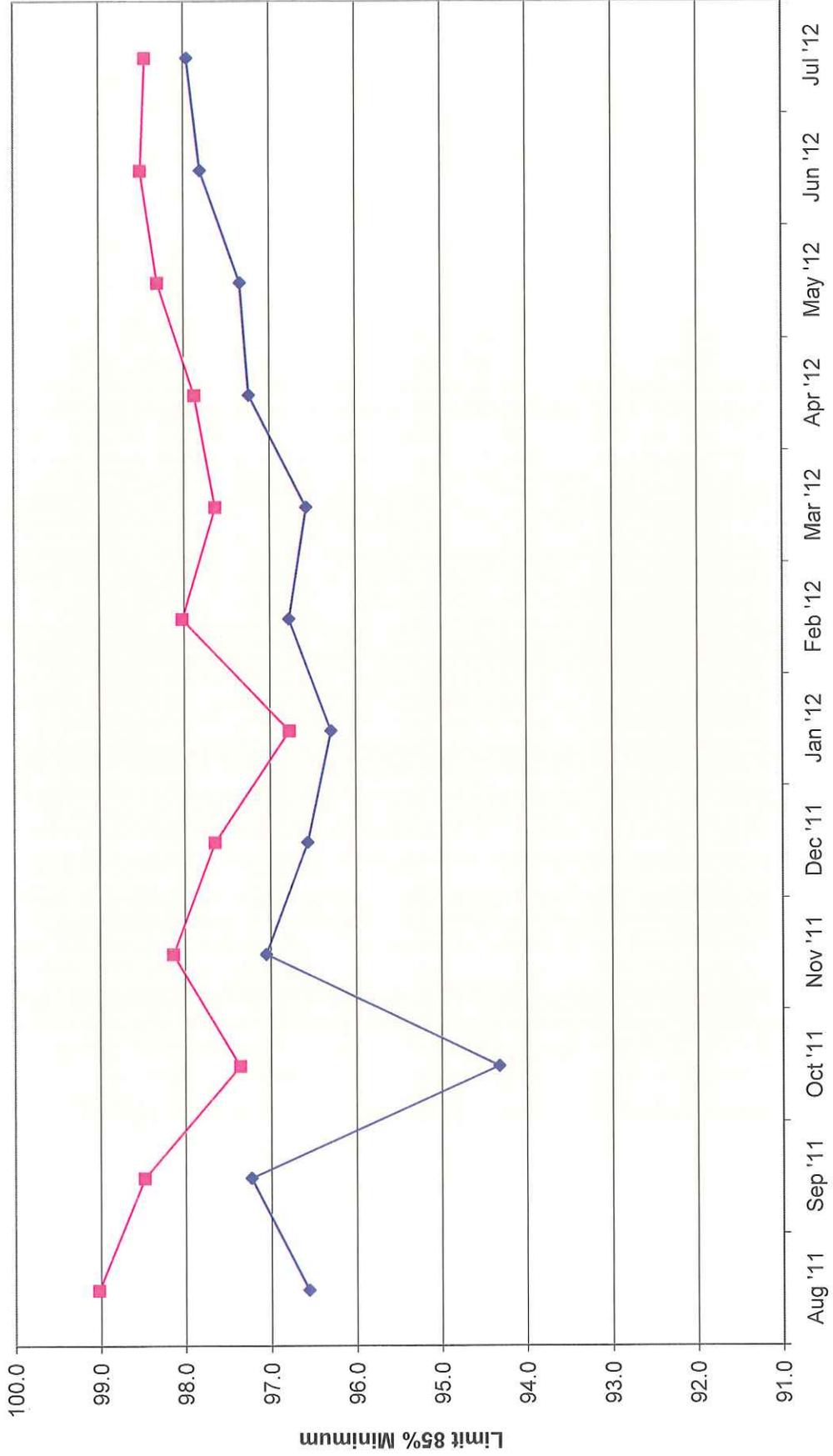
Effluent BOD / TSS Concentration

NPDES LIMITS WET SEASON
 BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave
NPDES LIMITS DRY SEASON
 BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave
 TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave
 WDR (Waste Discharge Requirements) RECLAMATION
 BOD - 40 mg/L

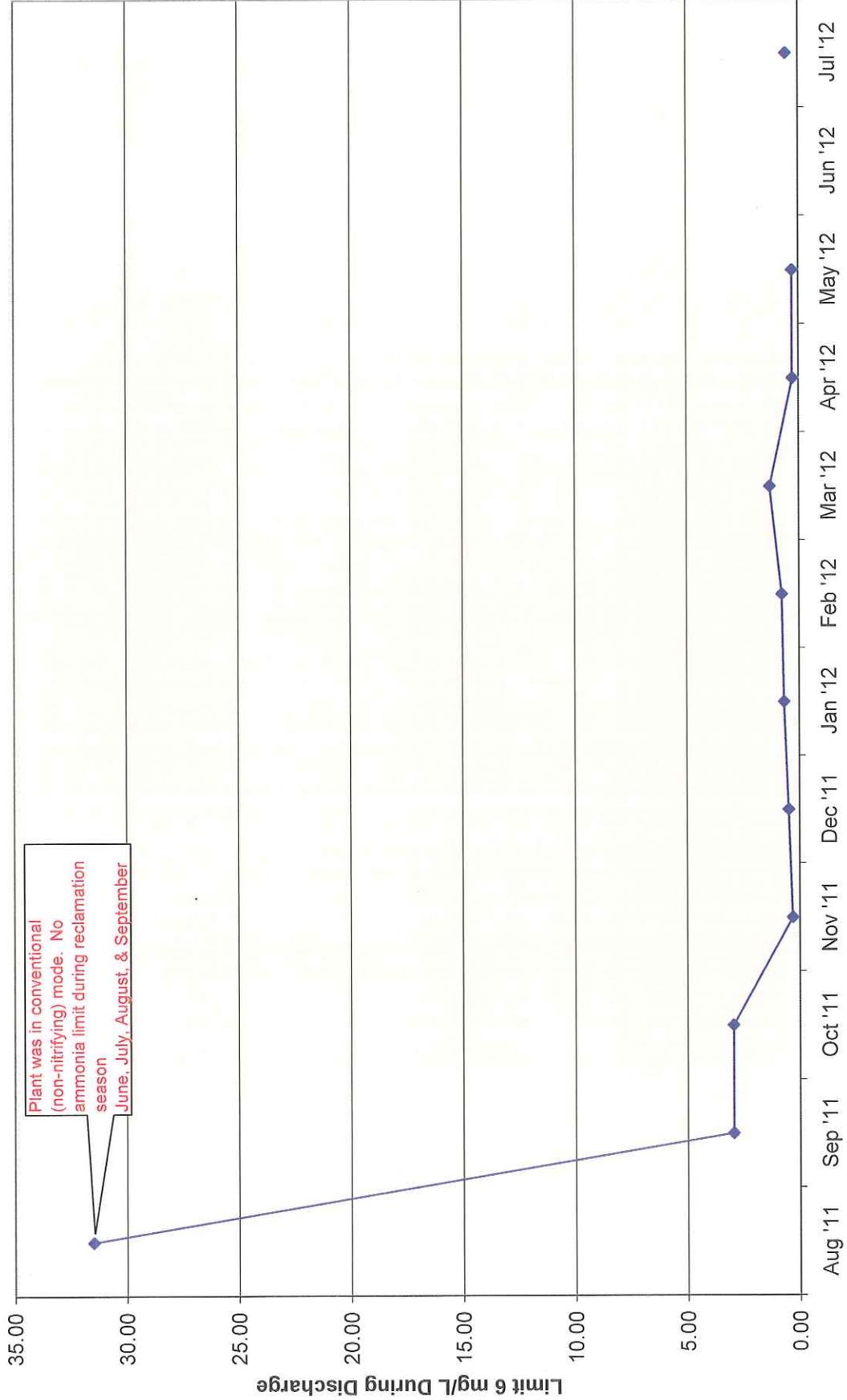


BOD / TSS Percent Removal

—◆— BOD —■— TSS



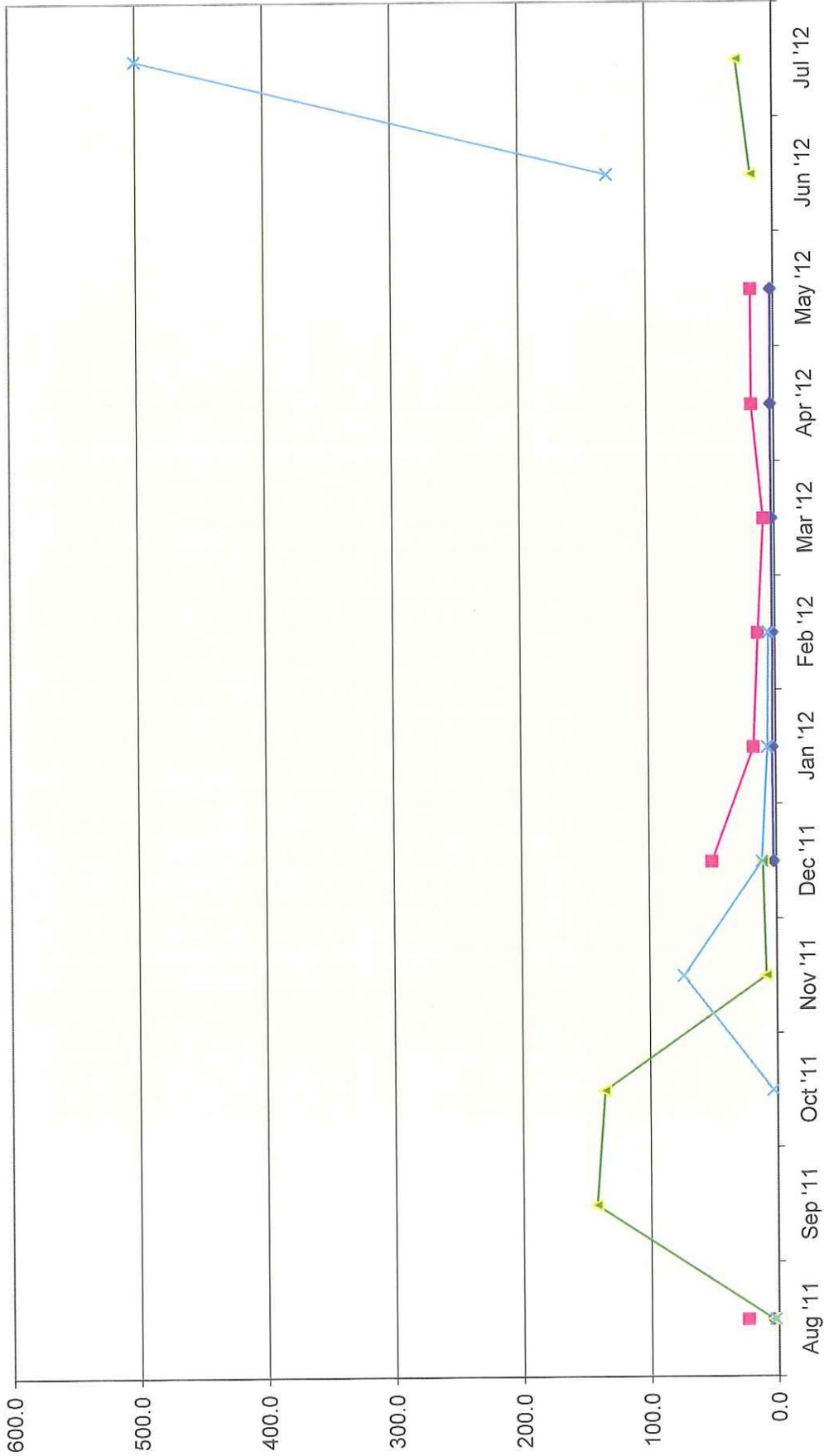
Effluent Ammonia



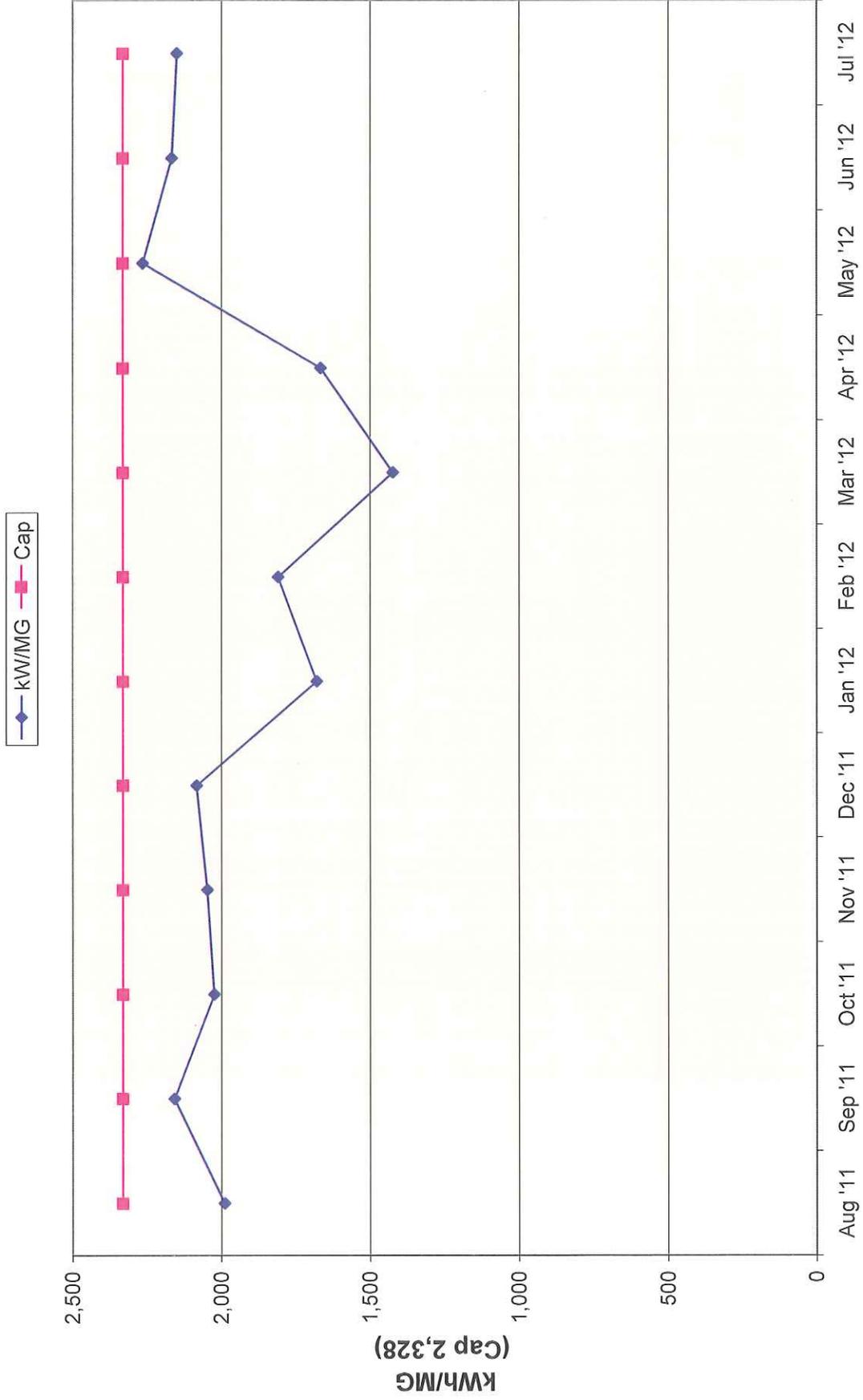
Disinfection

LIMITS - NPDES
 Entero 30 day geo mean 35 mpn /100ml
 Fecal 140 mpn monthly median
 Fecal 430 mpn 90th percentile 30 day
LIMITS - RECLAMATION
 Total Coliform 240 mpn 5 sample median
 Total Coliform maximum 10,000 mpn/100 ml

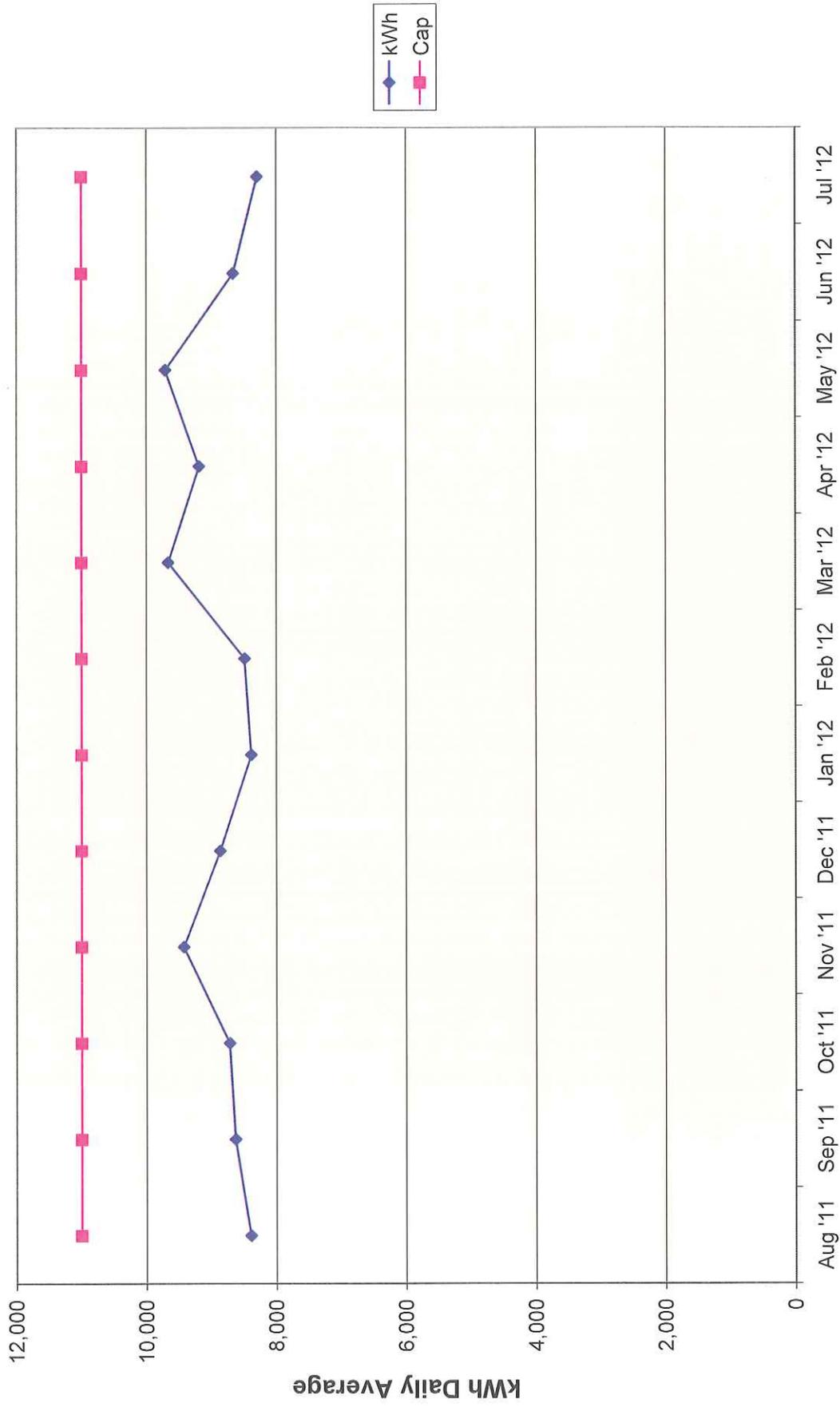
—◆— Entero —■— Fecal —▲— Median 5 —×— Maximum



Energy kWh/MG

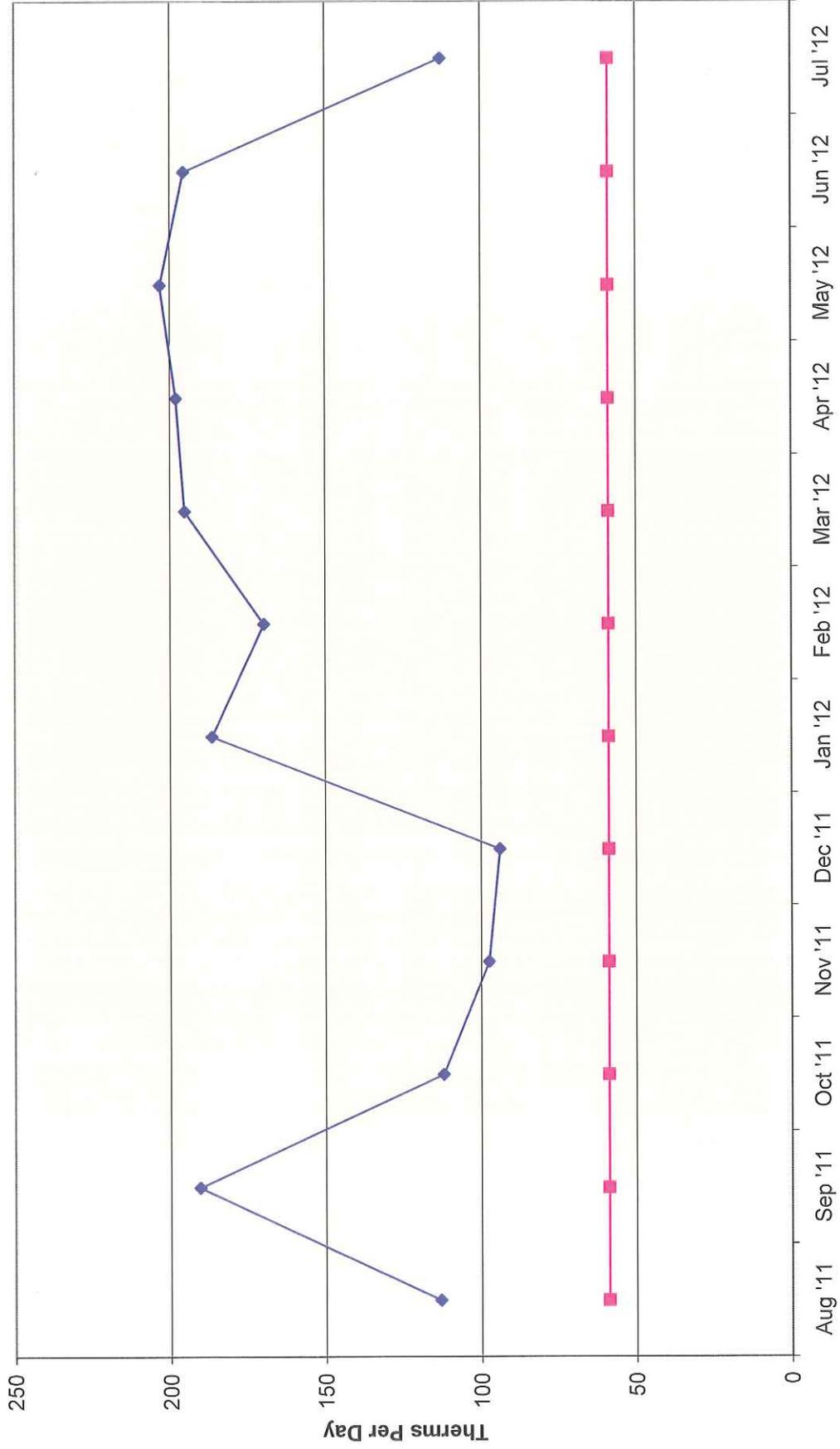


Energy kWh

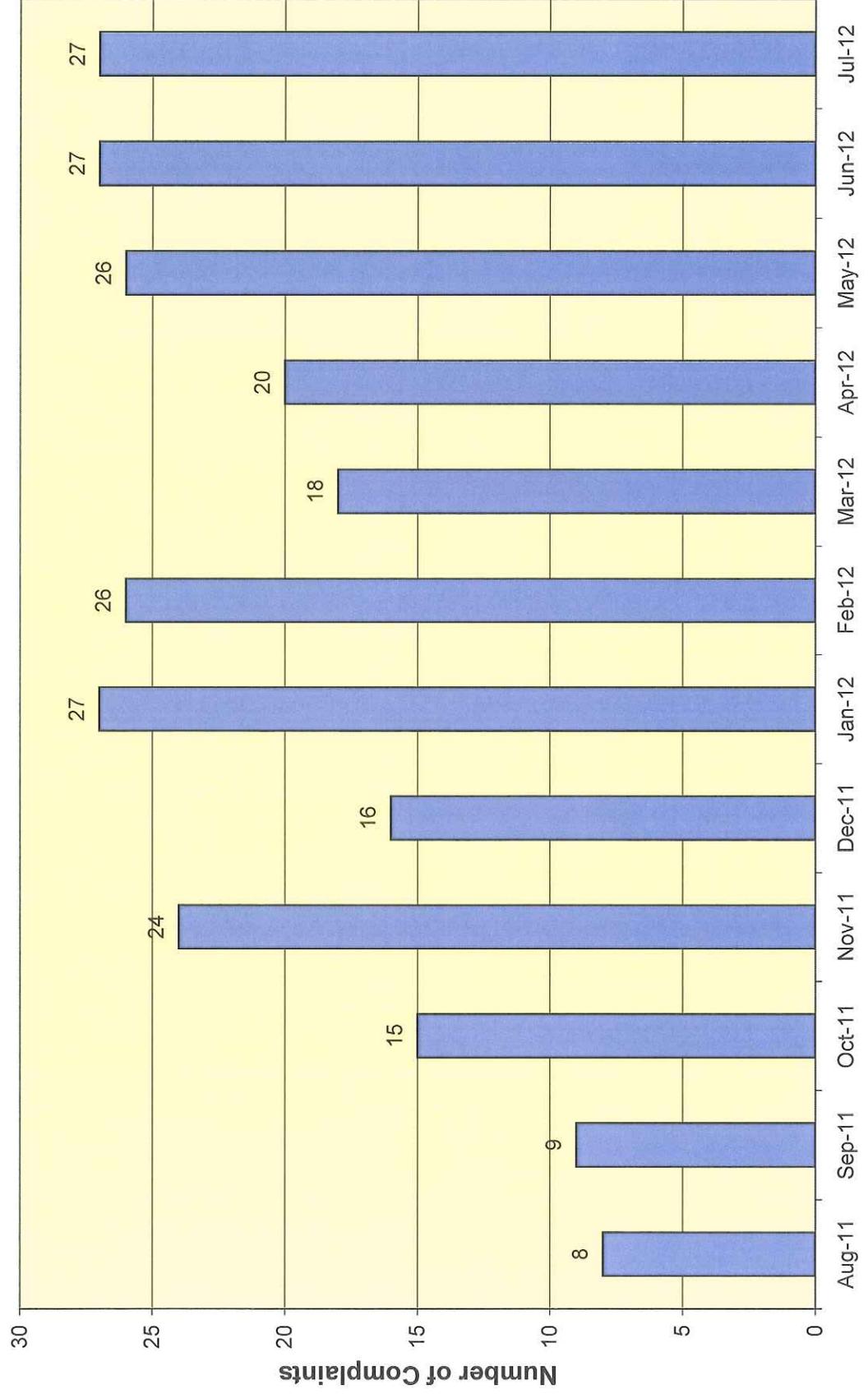


Natural Gas Use

—◆— Natural Gas —■— Cap



Complaints Received



Aeration Basins Unit Process Report

Start Date: 07/01/12
End Date: 07/31/12

Report Date: 08/17/12

#	Parameter	Units	Total	Average	Min	Max	Trend	Flag	LCL	LWL	Target	UWL	UCL	# Samples
1021	Aeration Basin #1 MLSS	mg/L					0	LCL	800	1100	2000	2500	3000	0
1022	Aeration Basin #2 MLSS	mg/L	37,652	1,982	1,758	2,133	-12		800	1100	2000	2500	3000	19
1023	Aeration Basin #3 MLSS	mg/L	34,025	1,791	1,444	1,971	-12		800	1100	2000	2500	3000	19
1024	Aeration Basin #4 MLSS	mg/L	39,522	2,080	1,889	2,240	-6		800	1100	2000	2500	3000	19
1025	Aeration Basin #1 MLVSS	mg/L					0	LCL	700	900	1700	2200	2300	0
1026	Aeration Basin #2 MLVSS	mg/L	16,429	1,643	1,507	1,749	-17		700	900	1700	2200	2300	10
1027	Aeration Basin #3 MLVSS	mg/L	14,844	1,484	1,425	1,586	-17		700	900	1700	2200	2300	10
1028	Aeration Basin #4 MLVSS	mg/L	17,140	1,714	1,610	1,837	-6		700	900	1700	2200	2300	10
1050	Aeration Basin #1 MLSS Inventory	lbs					0	LCL	8000	13000	16000	19000	20000	0
1051	Aeration Basin #2 MLSS Inventory	lbs	335,371	17,651	15,659	18,999	-106		8000	13000	16000	19000	20000	19
1052	Aeration Basin #3 MLSS Inventory	lbs	303,065	15,951	12,862	17,556	-104		8000	13000	16000	19000	20000	19
1053	Aeration Basin #4 MLSS Inventory	lbs	352,027	18,528	16,826	19,952	-55		8000	13000	16000	19000	20000	19
1112	Aeration Basin #1 SVI	mL/g					0	LCL	50	75	120	200	250	0
1113	Aeration Basin #2 SVI	mL/g	1,909	112	97	125	0		50	75	120	200	250	17
1114	Aeration Basin #3 SVI	mL/g	2,102	124	101	139	0		50	75	120	200	250	17
1115	Aeration Basin #4 SVI	mL/g	1,824	107	93	115	-0		50	75	120	200	250	17
1071	Aeration Basin #1 F:M Ratio	Ratio					0.00	LCL	.08	.10				0
1072	Aeration Basin #2 F:M Ratio	Ratio	1.08	0.12	0.09	0.18	-0.00		.08	.10				9
1073	Aeration Basin #3 F:M Ratio	Ratio	1.20	0.13	0.10	0.20	-0.00		.08	.10				9
1074	Aeration Basin #4 F:M Ratio	Ratio	1.04	0.12	0.09	0.17	-0.00		.08	.10				9
							0							
							0							
1085	Aeration Basin #1 Sludge Age						0							0
							0							
							0							
							0							
							0							

Notes / Comments:

Process Control Signature: _____

Date: _____

PCMP COMPLIANCE

Start Date: 07/01/12
End Date: 07/31/12

Report Date: 08/17/12

#	Parameter	Units	Total	Average	Min	Max	Trend	Flag	LCL	LWL	Target	UWL	UCL	# Samples
1	Influent Flow, Total in MG	A-00MGD	120	3.86	3.55	4.19	0.00		1	2	5	12	18	31
2	BOD, A-002	MG/L	3,060	255	231	331	2		100	120	220	300	350	12
5001	BOD, E-002	mg/L	62	5	5	6	-0				10	12	15	12
5002	BOD Load, E-002	lbs/day	2,003	167	156	192	-0							12
5004	BOD % Removal, E-002	PERCENT	1,175	98.0	97.4	98.5	0		86	90	95			12
5012	TSS, E-002	mg/L	60	5	5	5	0							12
5013	TSS Load, E-002	lbs/day	1,908	159	128	175	1							12
5015	TSS % Removal, E-002	PERCENT	1,181	98.4	98.2	98.8	-0		86	90	95			12
5031	Ammonia, E-002	mg/L	0.53	0.53	0.53	0.53	0.00				2	4	5	1
5046	Enterococcus Coliform, E-002	MPN/100mL					0	UCL			10	20	30	0
5099	Fecal Coliform, E-002	MPN/100mL					0	UCL			23	130	240	0
2420	Total Coliform	MPN/100ml	593	49	2	500	5				23	130	240	12
0							0							
0							0							
0							0							
0							0							
0							0							
0							0							
0							0							
0							0							

Notes / Comments:

Process Control Signature: _____

Date: _____

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
July 2012**

General:

For the month of July 2012, the Collection System Department spent about 63% of its time on sewer maintenance, and 37% of its time on pump station maintenance.

After accounting for all leaves for the month of July, the Collection System had the equivalent of: (a) 3.5 full time field workers for on Sewer Maintenance, and (b) 2.0 full time field workers on Pump Station Maintenance.

Sewer Maintenance:

A total of 53,181 feet of sewer pipelines were cleaned for the month. Staff completed 291 maintenance work orders generated by the ICOMMM3 CMMS system, with 16 outstanding work orders. The footage cleaned per hour, line cleaned/month, and outstanding work orders are within established parameters for the department. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month is attached.

Pump Station Maintenance:

Approximately 227 lift station inspections were conducted for the month of July 2012, with 103 of the visits generated through the JobCal Plus CMMS system. The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 1 time per month, 9 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. There were no maintenance issues of note for the month of July 2012.

Sanitary Sewer Overflows (SSOs):

For the month of July 2012, there were two (2) SSO's, with full (100%) recovery of the overflow amounts for each event:

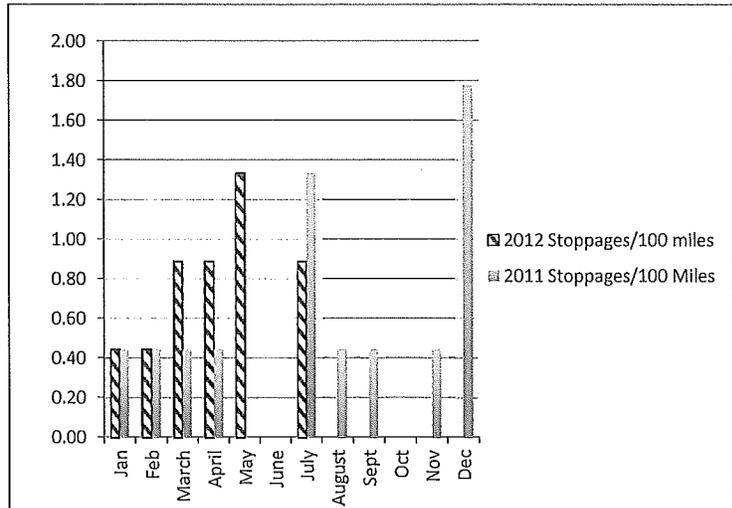
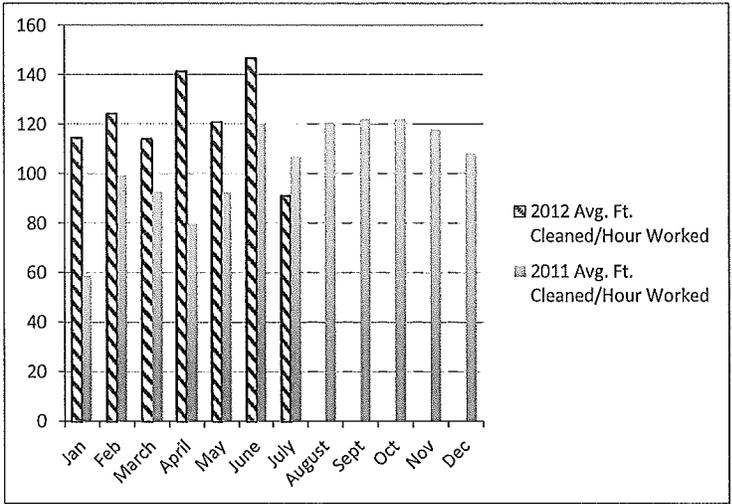
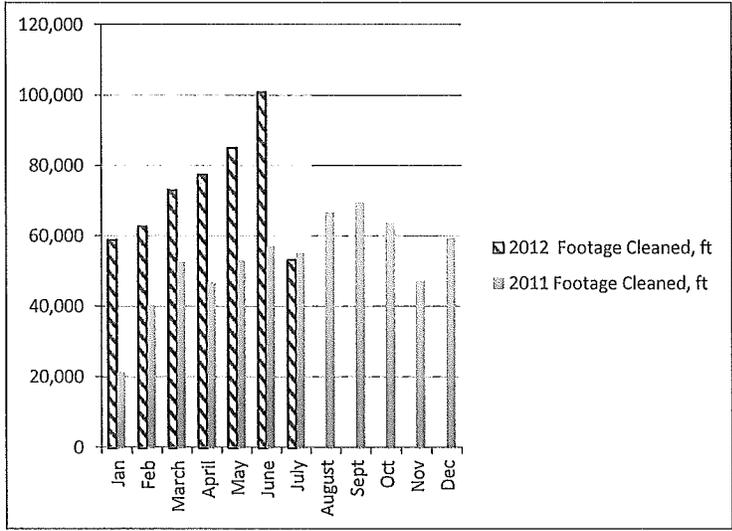
No.	Date	Location	Amount, gal	Cause
1	7/13/2012	Oliva Dr. at Raposa Vista	3,375	Roots/Grease
2	7/26/2012	0 Hamilton Pkwy	10	Operator Error

**Novato Sanitary District
Collection System Monthly Report For 2012**

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	547	549	689	575	709	723	611	0	0	0	0	0	4,403	
Number of Employees	3.2	3.2	4.0	3.3	4.1	4.2	3.5	0.0	0.0	0.0	0.0	0.0	4,181	
Regular Time Worked on Coll. Sys., hrs	514	505	640	547	703	688	584						1,306	
Regular Time Worked on Other, hrs (1)	69	148	174	189	153	232	341						1,877	
Vacation/Sick Leave/Holiday, hrs	221	357	292	365	371	77	194						223	
Overtime Worked on Coll. Sys., hrs	33	44	49	29	6	35	27						26	
Overtime Worked on Other, hrs (1)	1	0	3	13	1	7	1						4	
After Hours Callouts, #	1	2	0	0	0	1	0						42	
Service calls, normal hours, #	7	3	8	4	6	6	8						141	
Average S.C. response time, mins	29	30	23	13	14	14	18						20	
Productivity														
Rodder Work Orders Generated, ft	16	18	3	54	92	75	56						314	
Rodder 3203 Ft. Cleaned	1,626	1,064	708	10,369	12,117	12,886	8,995						47,765	6,824
Flusher Work Orders Generated	275	286	299	344	428	452	235						2,319	
Truck 3205V Ft. Cleaned	7,667	23,744	0	2,364	2,125	0	6,892						42,792	6,113
Truck 3206V Ft. Cleaned	49,636	37,928	59,307	64,640	70,815	88,100	37,294						407,720	58,246
Camera Ft. Videod	5,274	1,031	13,000	1,565	8,545	17,237	23,790						70,442	10,063
Work Orders Completed	291	304	302	398	520	527	291		NA	NA	NA	NA	2,633	376
Work Orders backlog	14	42	67	41	27	28	16						235	34
Total Footage Cleaned	58,929	62,736	73,015	77,373	85,057	100,986	53,181		0	0	0	0	511,277	42,606
Stoppages														
Minor	1	1	2	2	3	0	2						11	
Major	0	1	2	2	3	0	1						9	
Overflow Gallons	75	26	398	316	68	0	3,385						4,268	
Volume Recovered	0	26	108	93	63	0	3,385						3,675	
Percent Recovered	0%	100%	27%	29%	93%	NA	100%		NA	NA	NA	NA	86%	
Benchmarks														
Average Ft. Cleaned/Hour Worked	115	124	114	142	121	147	91		NA	NA	NA	NA	NA	122
Total Stoppages/100 Miles	0.4	0.4	0.9	0.9	1.3	0.0	0.9		0.0	0.0	0.0	0.0	4.9	NA
Average spill response time (mins)	8	9	20	20	28	0	14		NA	NA	NA	NA	NA	14
Callouts/100 Miles	0.4	0.9	0.0	0.0	0.0	0.4	0.0		NA	NA	NA	NA	1.8	0.3
Overtime hours/100 Miles	15	20	22	13	3	16	12		NA	NA	NA	NA	99	14
Overflow Gallons/100 Miles	33	12	177	140	30	0	1504		0	0	0	0	1897	

(1) This category includes time spent on: Data input, Training, Service Calls, Overflow Response, as well as any other activity that does not directly relate to main line cleaning or CCTV work.

Collection System 2011-12 Graphs



Novato Sanitary District

Pump Station Monthly Report For 2012

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	334	263	336	276	401	331	352	0	0	0	0	0	2,293	
Number of Employees	1.9	1.5	1.9	1.6	2.3	1.9	2.0	0.0	0.0	0.0	0.0	0.0	1,868	1.1
Regular Time Worked on Pump Sta	254	236	280	246	281	277	294						425	
Overtime Worked on Pump Sta	80	27	56	30	120	54	58						25	
After Hours Callouts	4	2	6	2	3	4	4						193	28
Average Callout response time (mins)	23	25	38	27	34	22	24							
Work Orders														
Number generated in month	114	154	112	105	119	119	130	0	0	0	0	0	853	
Number closed in month	87	73	88	80	92	93	103							
Backlog	27	81	24	25	27	26	27							

NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
July 2012

Summary:

Hay cutting operations were completed this month and cattle have been moved onto all Sites. Staff completed testing the control system in each parcel of the irrigation fields. Repairs were made when problems were found. The motor for Irrigation Pump No. 2 failed and must be repaired or replaced. 134.39 MG of recycled water was irrigated during the month of July. The Dedicated Land Disposal is dry but not ready for use due to subsurface moisture conditions.

Ranch Operations:

The hay farmer completed baling and removing all hay from the Parcels. The dry spring weather this year produced a good quality hay crop and the Rancher is selling hay at a steady rate. The rancher began moving cattle into all three Sites as Parcels became available.

The rancher located a fresh water leak in Parcel 3 of Site 2 and made repairs.

Staff contracted with a local landscape contractor to eradicate the cattails using an herbicide in the ditch between Parcel 1 & 2 in Site 2 as a test section. Cattails are choking the ditches in many locations hampering drainage and making treatment difficult for the control of mosquitos. Excavation and disposal methods employed in the past to rid the ditches of cattails is no longer feasible because dump sites are not readily available and digging the ditches deeper to remove the roots is a hazard for livestock as they cannot get out of the ditches if they fall in.

Irrigation Systems:

Site 2: Staff found a large underground irrigation leak in Parcel 1. Excavation revealed that a three inch irrigation manifold main had failed creating a large sinkhole in the Parcel. The manifold was repaired and the Parcel placed into service. A bad control board was found in Zone 31 caused by a frog shorting out the control board. The control board was replaced and the Zone placed back into service. Staff is experiencing sporadic controller failures in Zone 1 of Parcel 5 and is troubleshooting it. Valves and actuators in Parcel 6 have failed and need to be replaced. Staff has ordered the replacement components. This is also the case for Zone 1 in Parcel 7. The motor on the actuator for Zone 2 in Parcel 7 was replaced because the existing motor failed. Zone 2 in Parcel 8 is also malfunctioning, and a new control panel will be installed and rewired in an attempt to resolve the problem.

Site 3: Staff is experiencing sporadic timer failures in Parcel 1 and is troubleshooting the cause. The failed valve actuator replaced late last month in Parcel 3 was connected to the electrical system, tested and put into service. The valve for Zone 2 in Parcel 4 is not closing all the way and will be adjusted. Staff found the control board in Zone 2 of Parcel 5 not wired to the electrical system and it was corrected (the control board was replaced late last year but work had not been completed). A failed open timer in Zone 1 of Parcel 6 was replaced. Work started last year to replace the control box in Zone 3 of Parcel 7 was completed and placed into service. A new control board was also put in control box for Zone 2 in Parcel 8 (the old board had been

NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
July 2012

removed late last year but not replaced because a replacement board was not on hand). All Parcels have been placed into service.

Site 7: The Control Box was replaced on Zone 3 of Parcel 3. The existing box was damaged by the weather and livestock and needed to be replaced. Zone 3 in Parcel 7 and Zone 3 in Parcel 8 were left off as these two Zones are in an area that gets too wet. All Parcels have been placed into service.

Irrigation Pump Station:

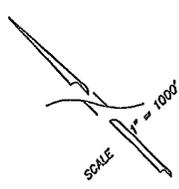
The Wildlife Pond level was raised to six feet for the summer.

The 400 Hp motor for Pump 2 failed this month and staff is in the process of requesting quotes to repair or replace the motor.

134.39 MG of recycled water (4.33 MG per day average) was irrigated during the month of July.

Sludge Handling & Disposal:

The Dedicated Land Disposal (DLD) surface is dry and the underlying sub-surface continues to dry out. The DLD will need to be re-contoured to provide proper drainage; this effort is scheduled to be completed in August.



SAN PABLO BAY

SAN PABLO BAY

RANCH LEASE

ANTENNA AVE

STATE HIGHWAY 37

SITE 7 ACCESS ROAD

EFFLUENT STORAGE POND #2

OLD

SITE 2 PASTURE
161.3 AC

P-1 P-2 P-3 P-4 P-5 P-6 P-7 P-8

EFFLUENT STORAGE POND #1

SITE 3 PASTURE
233.5 AC

P-1 P-2 P-3 P-4 P-5 P-6 P-7 P-8

SITE 7 PASTURE
436.4 AC

P-1 P-2 P-3 P-4 P-5 P-6 P-7 P-8

ANTENNA FARM

DRAINAGE PUMP STATION

CALYPSO SHORES

MONTEBO REY

CHASSA ISLE

DEL MAR VEGAS BLVD

DEL ORO LAGOON

DOLPHIN ISLE

BAHAMA REEF

EXHIBIT A
NOVATO SANITARY DISTRICT
RECLAMATION FACILITY

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Facility Upgrade Project: Odor Control and Landscaping	MEETING DATE: August 27, 2012 AGENDA ITEM NO. : 6.b.
SUMMARY AND DISCUSSION: The District's current activities to address neighborhood concerns about odors and visual screening are updated below. Odors The testing of the odor control biofilters was completed but the report is still pending due to Mr. Joyce's injury. However, the verbal report was that the biofilters were functioning well and meeting his specifications. In general, the headworks and primary clarifier odors that were impacting the Lea Drive neighborhood have been abated with the exception of sporadic incidents during maintenance or other activities. The District continues to receive almost daily notifications of aeration basin odors generally characterized as "mild" and "intermittent" as noted in the monthly report. The operations staff have been draining one aeration basin at a time for maintenance. Visual Screening Two dozen approximately 15 foot high redwood trees were installed in 48" boxes along the border of the treatment plant to screen the aeration basins from view from the bend on Lea Drive. Purchase orders have been issued for the installation of landscaping to screen the primary clarifier. These should be installed in the next few weeks.	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Appropriations Limit for 2012-13	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 7.c.
RECOMMENDED ACTION: Adopt a Resolution Establishing the District's Appropriations Limit for 2012-13.	
SUMMARY AND DISCUSSION: <p>Under the Gann Spending-Limitation Initiative (Article XIII B of the State Constitution) adopted as Proposition 4 in June 1979 (and subsequently modified by Proposition 111 in June 1990), the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. For 2012-13, staff projects that the District's appropriations subject to limitation will be \$5,899,391.</p> <p>The Gann spending-Limitation Initiative provides for the limitation of state and local government appropriations and is actually a limitation on tax revenues rather than a direct limitation on appropriations.</p> <p>Appropriations subject to limitation may not exceed appropriations made in 1978-79 except as adjusted for increases in the cost of living, population and service responsibility transfers.</p> <p>Appropriations financed through service fees (to the degree that they do not exceed the cost of performing the service), grant programs, and other specified "non-tax" sources are not subject to the appropriations limit.</p> <p>Originally, the Gann Initiative was self-executing, requiring no formal review; however, Proposition 111 requires that the annual calculation be reviewed as part of the annual financial audit.</p> <p>The annual adjustment factors for changes in population and cost of living for the appropriations limit calculation must be selected by a recorded vote of the Board.</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION:	
DEPT.MGR.:	MANAGER:

RESOLUTION NO. 3050
A RESOLUTION OF THE NOVATO SANITARY DISTRICT
CORRECTING AND AMENDING PRIOR CALCULATIONS
AND MAKING DETERMINATION AND ESTABLISHING
THE 2012-13 APPROPRIATION LIMIT

RESOLVED, by the Board of Directors of the Novato Sanitary District, Marin County, California, that in order to conform to modifications in the appropriation limit calculation as provided by Proposition 111 amending Article XIII B of the Constitution of the State of California and regulations adopted thereunder and by Senate Bill No. 88, Chapter 60 of Statutes of 1990 and especially the amendment of Section 7901 relating to the calculations of appropriation limits and the addition of Section 7914 defining "qualified capital outlay project" of the Government Code of the State of California, and in order to correct and adjust earlier calculations to comply with constitutional changes and with regulations adopted thereunder, the previously calculated limits for the District shall be amended in accordance with the appropriation limit calculations which have been on file and available in the office of the Secretary of the Novato Sanitary District. The District has calculated the maximum limit applicable to the appropriation of tax proceeds for the fiscal year 2012-13 to be the sum of **FIVE MILLION EIGHT HUNDRED NINETY- NINE THOUSAND THREE HUNDRED NINETY- ONE AND NO/100 (\$5,899,391.00)**. The basis of said calculations are available and on file in the office of the Secretary and the Board of Directors does hereby determine that for said fiscal year the calculations are based on the percentage change in the local assessment roll due to the addition of non-residential new construction and the population change of the County of Marin within which the District is situated, and that this resolution shall be posted by the Secretary at the official places of posting and shall be effective immediately.

* * * * *

I hereby certify that the foregoing resolution was passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof held on the 27th day of August, 2012, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

President
Board of Directors

APPROVED:

Secretary

s:\board resolutions\appropriationres.doc

MEMORANDUM

August 27, 2012

TO: Board of Directors

FROM: Beverly B. James, Manager-Engineer
Laura Creamer, Finance Officer

SUBJECT: 2012-13 Appropriations Limit

It is necessary to determine the District's appropriations limit for 2012-13 based on growth factors provided by the State Department of Finance.

Price Factor

Proposition 111, adopted in 1990, specifies that each entity of local government select its cost of living factor by a vote of its governing body. The District may select either (a) the percentage change in the California per capita personal income (CPCPI), or (b) the percentage change in the local assessment roll due to the addition of non-residential new construction.

The CPCPI percentage change over the prior year is 3.77% according to the State Department of Finance. Information obtained from the County Auditor-Controller's office shows the change in assessment due to new non-residential construction amounts to -.056%. We have used the percentage change in the local assessment roll due to the addition of new non-residential new construction for setting our 2012-13 appropriations limit.

Change in Population

Senate Bill 88, implementing Proposition 111, provides that a special district shall select its change in population annually by a recorded vote of the governing body. The Board may choose to use the change in population within its jurisdiction or within the county in which it is located. If a special district is wholly within a county, the county population shall be used unless the district requests a special census from the Department of Finance.

2012-13 Appropriations Limit

It is recommended that the 2012-13 appropriations limit be set at \$5,899,391 using the change in assessment due to non-residential construction percentage change and the annual percentage change in population for Marin County.

Attached is a worksheet with the adjustment factors to obtain the 2012-13 limit.

Attachments

t:\personnel\june's word files\adm\apprlim.rtf

**Novato Sanitary District
APPROPRIATIONS LIMIT**

2012-13

Today: 21-Aug-12

APPROPRIATION LIMIT ADJUSTMENT FACTORS

Under law (Proposition 111), the District's appropriations limit may increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or the change in the local assessment roll due to local non-residential construction:

May use Per Capita Change:	3.77	
or		
Change due to non-residential construction (1):	-0.056	Use for 2012-13 Calculation
Population Change for Marin County:	1.05	
Per Capita converted to a ratio:	0.9994	
Population converted to a ratio:	1.0105	

Calculation of Factor for FY 2012-13 :

Price factor (.9994) x Population Factor (1.0105) = 1.009936258

The change factor is applied to last year's appropriation limit to obtain this year's limit:

Appropriation Limit prior FY	2011-12	\$5,841,350
Change Factor for this FY	2012-13	<u>1.00993626</u>

APPROPRIATION LIMIT FOR 2012-13 \$5,899,391

(1) The following information was provided by Dana Proctor at the County Auditor-Controller's Office:

Change in AV due to Construction Growth from 03-01-10 to 03-01-11	<u>3,979,137</u>	=	(0.05578844)
Increase in total AV (+exemptions) from 2010-11 to 2011-12	(71,325,490)		

Comparison of Limit to Tax Revenue

Year Ended June 30	Approp. Limit	Increase Over PY	Appropriations Subject to Limitation		Amount Under Limit
			Tax Revenue	Increase Over PY	
99	3,113,293	7.10%	962,326	7.50%	2,150,967
00	3,376,331	8.45%	1,061,125	10.27%	2,315,206
01	3,638,890	7.78%	1,251,503	17.94%	2,387,387
02	3,951,700	8.60%	1,252,939	0.11%	2,698,761
03	4,186,081	5.93%	1,344,630	7.32%	2,841,451
04	4,355,831	4.06%	1,392,792	3.58%	2,963,039
05	4,611,180	5.86%	1,279,567	-8.13%	3,331,613
06	4,872,715	5.67%	1,763,422	37.81%	3,109,293
07	5,103,161	4.73%	1,796,003	1.85%	3,307,158
08	5,380,409	5.43%	1,995,120	11.09%	3,385,289
09	5,663,413	5.26%	2,527,507	26.68%	3,135,906
10	5,744,684	1.44%	1,874,691	-25.83%	3,869,993
11	5,792,485	0.83%	1,774,216	-5.36%	4,018,269
12	5,841,350	0.84%	1,795,489	1.20%	4,045,861
(1) 13 15-Year Average	5,899,391	0.99% 4.86%	1,780,000	-0.86% 5.68%	4,119,391

Notes: (1) As provided in Proposition 111, the change in assessment roll due to local non-residential construction factor was used to calculate appropriations limit.

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

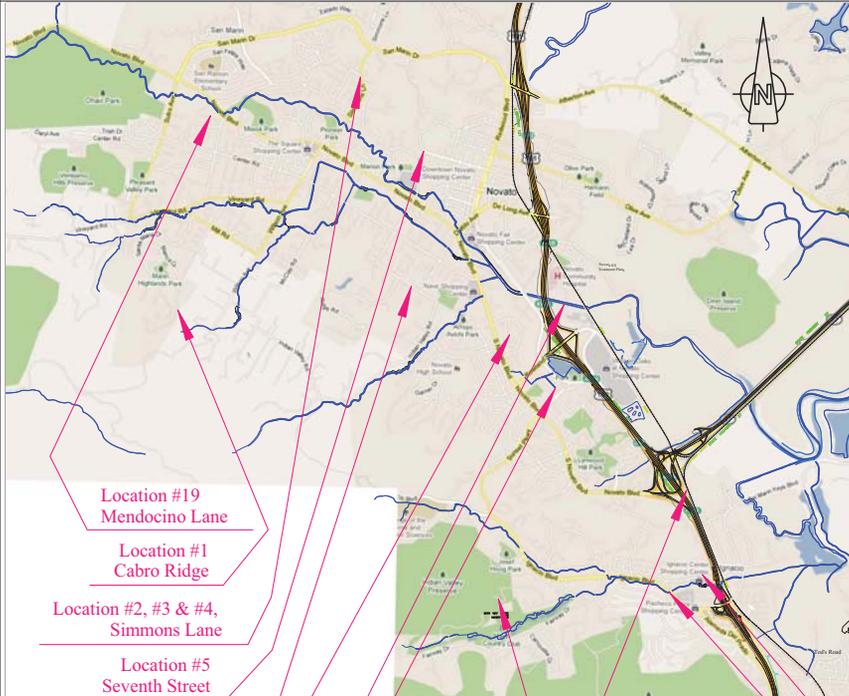
TITLE: Collection System Improvements; Project 72706: Annual Collection System Repairs – Miscellaneous Manhole Repairs; Project 72803-04	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Consider granting Final Acceptance of the 2012 Miscellaneous Manhole Repairs, and authorize staff to file the Notice of Completion.	
SUMMARY AND DISCUSSION: <p>On April 23, 2012 the District Board of Directors awarded the Contract for the 2012 Miscellaneous Manhole Repairs to Maggiora & Ghilotti for a low bid amount of \$38,251.00. The work began on the project on May 9, 2012 and substantial completion was on June 7, 2012.</p> <p>The Contractor has completed the project and the project is ready for final acceptance. The final cost to complete the project including change orders is \$44,164.52. The overage was the result of staff adding work at two locations due to their proximity to the planned work. It is recommended that final acceptance be granted, and staff authorized to file the Notice of Completion.</p>	
ALTERNATIVES: None	
BUDGET INFORMATION: This project was funded under Account 72706, Collection Systems Improvements Project.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT

Marin County, California
PLANS

2012 MISC. MAN HOLE REPAIRS
NOVATO, CALIFORNIA
Project # 72803-04

#	Street
1	Cabro Ridge
2	Simmons Lane
3	Simmons Lane
4	Simmons Lane
5	Seventh Street
6	Hill Road
7	Hill Road
8	Donna Street
10	Rowland Way
11	Rowland Way
12	Leafwood Drive
13	Highway 101
15	Olympia Way #41)
16	Olympia Way #35)
17	Entrada Drive
18	Ignacio Blvd
19	Mendocino Lane



Location #19
Mendocino Lane

Location #1
Cabro Ridge

Location #2, #3 & #4,
Simmons Lane

Location #5
Seventh Street

Location #6 & #7
Hill Road

Location #8
Donna Street

Location #10 & #11
Rowland Way

Location #12
Leafwood Drive

Location #13
Highway 101

Location #15 & #16
Olympia Drive

Location #17
Entrada Drive

Location #18
Ignacio Blvd

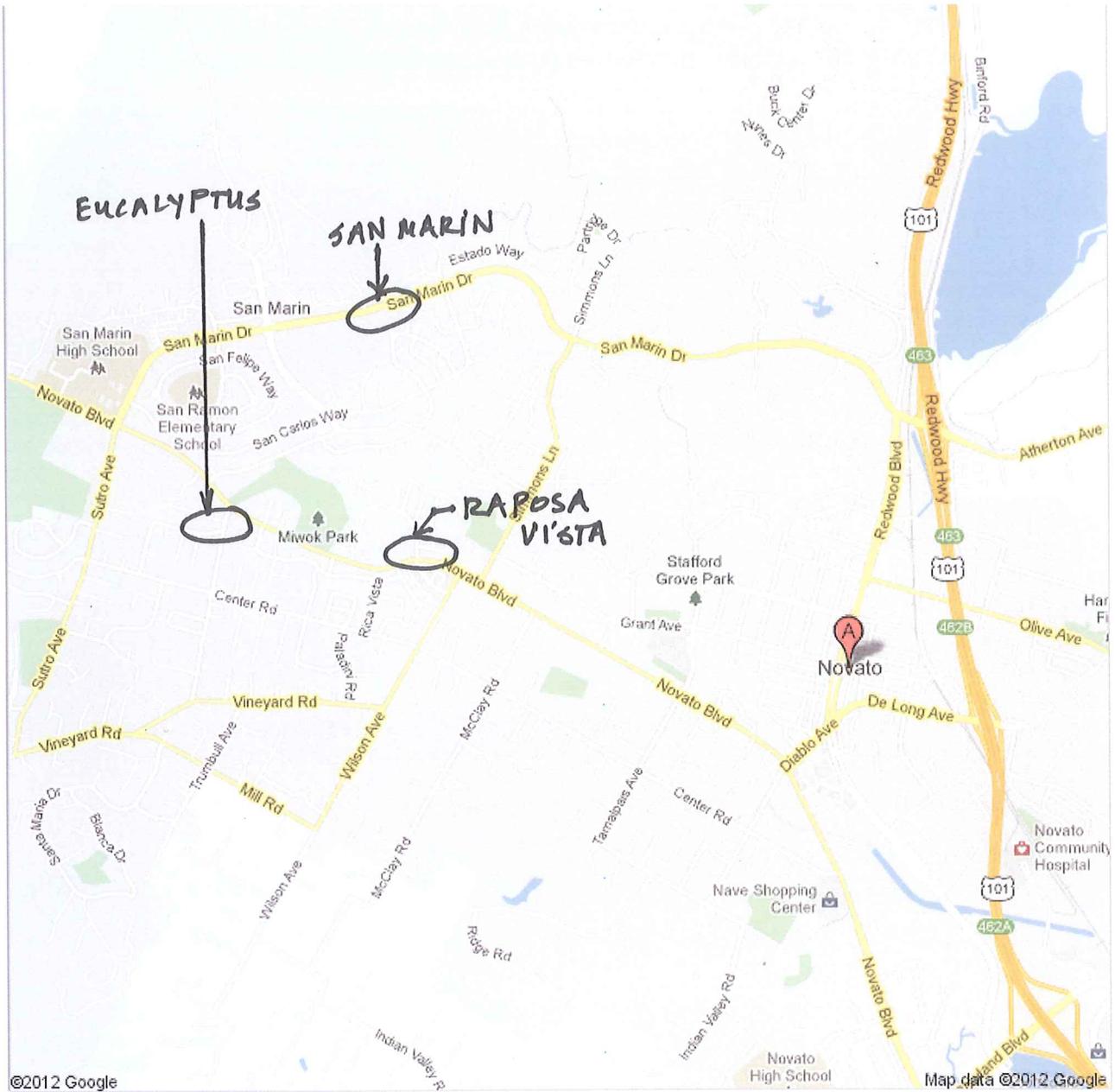
Vicinity Map, Novato, CA

USA North



**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Capital Projects: Annual Collection System Repairs – 2012 Miscellaneous Sewer Repairs Group 1; Project 72803-11-04	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 8.b.
RECOMMENDED ACTION: Consider granting Final Acceptance of the 2012 Miscellaneous Sewer Repairs Group 1, and authorize staff to file the Notice of Completion.	
SUMMARY AND DISCUSSION: <p>On May 14, 2012 the District Board of Directors awarded the Contract for the 2012 Miscellaneous Sewer Repairs Group 1 to Maggiora & Ghilotti for a low bid amount of \$79,479.00. The work began on the project on May 18, 2012 and substantial completion was on June 6, 2012. The work included repairs to sewer mains on the following streets (see attached sketch), Eucalyptus Avenue, San Marin Drive, and Raposa Vista</p> <p>The Contractor has completed the project and the project is ready for final acceptance. The final cost to complete the project including change orders is \$84,331.78. The overage was the result of a change in the scope of work on a segment of sewer main on Eucalyptus Avenue and the placement of an additional lateral wye on the San Marin Drive repair, which was not anticipated prior to the project. It is recommended that final acceptance be granted, and staff authorized to file the Notice of Completion.</p>	
ALTERNATIVES: None	
BUDGET INFORMATION: This project was funded under Account 72803, Annual Collection System Repairs.	
DEPT.MGR.:	MANAGER:



PROJECT VICINITY MAP

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Collection System Improvements; Project 72706, 2012 Pipebursting Project	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 8.c.
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 project and the project is ready for bid. This project consists of rehabilitating approximately 3,500 feet of sewer main at various locations around the District. The purpose of this project is to rehabilitate existing Vitriified Clay Pipe (VCP) pipe sewers that have caused overflows due to severe root intrusion or have multiple structural failures with good grade and are estimated to have reached the end of their service lives.</p> <p>The Engineer's Estimate for this work is \$447,000. 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 consists of reconstruction of an existing facility where the new facility will be located on the same site as the facility replaced and will have substantially the same purpose and capacity as the facility being replaced.</p> <p>Staff recommends that the Board approve the CEQA findings, approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids. Bids are expected to be received on September 18, 2012 and be presented to the Board at the subsequent Board meeting.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: This work will be funded from the budget for Collection System Improvements, Project 72706, which has an anticipated FY12-13 budget of \$1,220,000.	
DEPT.MGR.:	MANAGER:



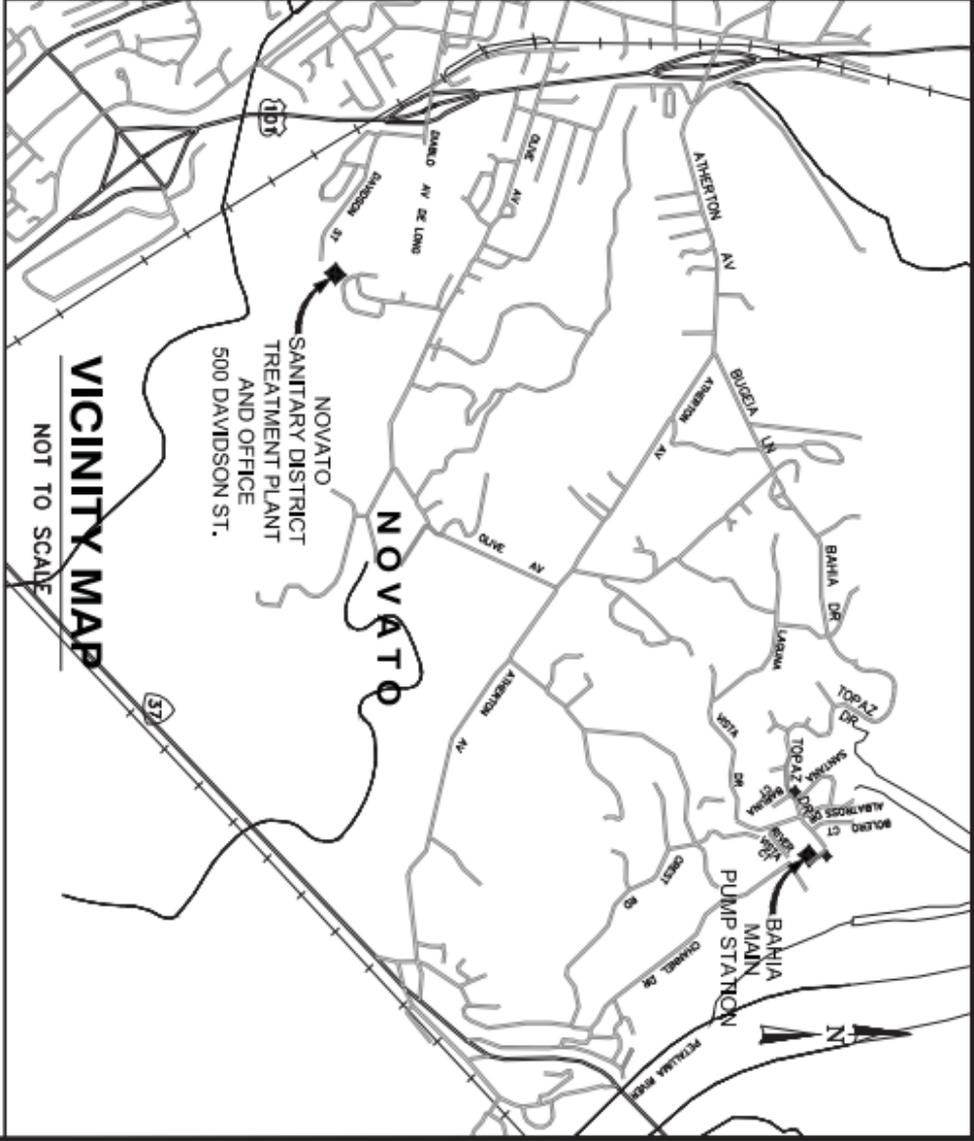
PROJECT LOCATION MAP

NTS

SAN

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Annual Treatment Plant/Pump Station Improvements – Bahia Pump Station Drainage Improvements; Project 72805-12-01	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 8.d.								
RECOMMENDED ACTION: Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with Maggiora & Ghilotti in the amount of \$31,600.00.									
SUMMARY AND DISCUSSION: Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors in 2006, District staff requested bids for the construction of certain improvements. The objective of these improvements is to reconfigure areas of the Bahia Pump Station site which may be susceptible to sewage overflows, so as to contain these overflows within the pump station site and prevent them from leaving the site into the neighboring wetlands. On August 21, 2012, 4 bids were received as follows: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-left: 20px;">1. Maggiora & Ghilotti:</td> <td style="padding-left: 20px;">\$31,600.00</td> </tr> <tr> <td style="padding-left: 20px;">2. Linscott Engineering:</td> <td style="padding-left: 20px;">\$44,700.00</td> </tr> <tr> <td style="padding-left: 20px;">3. WR Forde & Associates:</td> <td style="padding-left: 20px;">\$47,650.00</td> </tr> <tr> <td style="padding-left: 20px;">4. CV Larsen:</td> <td style="padding-left: 20px;">\$48,467.00</td> </tr> </table> <p>Maggiora & Ghilotti of San Rafael submitted the lowest responsive bid of \$31,600.00. The Engineer's Estimate of Probable Cost was \$25,000.00. Maggiora & Ghilotti's bid has been reviewed and is in order. Staff contacted Maggiora & Ghilotti to discuss their bid and they are comfortable and confident with their bid. Maggiora & Ghilotti is on the District's Informal Contract Contractor List.</p> <p>The FY12-13 budget includes an anticipated budget amount of \$300,000 for the Annual Treatment Plant & Pump Station Improvements. Accordingly, it is recommended that the Board award the Bahia Pump Station Drainage Improvements of the Annual Treatment Plant & Pump Station Improvements to Maggiora & Ghilotti for the bid of \$31,600, and authorize the Manager-Engineer to execute a contract with Maggiora & Ghilotti for his amount.</p>		1. Maggiora & Ghilotti:	\$31,600.00	2. Linscott Engineering:	\$44,700.00	3. WR Forde & Associates:	\$47,650.00	4. CV Larsen:	\$48,467.00
1. Maggiora & Ghilotti:	\$31,600.00								
2. Linscott Engineering:	\$44,700.00								
3. WR Forde & Associates:	\$47,650.00								
4. CV Larsen:	\$48,467.00								
ALTERNATIVES: N/A.									
BUDGET INFORMATION: The FY 12-13 Budget for Account No. 72804 includes an anticipated budget amount of \$300,000.									
DEPT.MGR.:	MANAGER:								

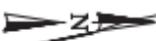


NOVATO
SANITARY DISTRICT
TREATMENT PLANT
AND OFFICE
500 DAVIDSON ST.

BAHIA
MAIN
PUMP STATION

VICINITY MAP

NOT TO SCALE



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Annual Reclamation Facility Improvements – Reclamation Culvert Replacement Project – Site 3; Project 72804-11-03	MEETING DATE: August 27, 2012 AGENDA ITEM NO.: 8.e.
RECOMMENDED ACTION: Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with CV Larsen in the amount of \$68,249.97.	
SUMMARY AND DISCUSSION: Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors in 2006, District staff requested bids for the replacement of ditch culverts at three different locations at the Reclamation Facility. Two of the projects were bid earlier and construction is complete. The third and final location is on the main ditch that runs through Site 7 located south of the Stone Tree Golf Course. On August 15, 2012, three (3) bids were received for this third culvert project as follows: <ol style="list-style-type: none"> 1. CV Larsen: \$68,249.97 2. WR Forde: \$97,600.00 3. Team Ghilotti: \$99,485.00 <p>CV Larsen of Santa Rosa submitted the lowest responsive bid of \$68,249.97. The Engineer's Estimate of Probable Cost was \$125,000. CV Larsen's bid has been reviewed and is in order. Staff contacted CV Larsen to discuss their bid and they are comfortable and confident with their bid. CV Larsen is on the District's Informal Contract Contractor List and has performed work for the District in the past, installing rip-rap around the perimeter of the Irrigation Water Storage Ponds approximately 20 years ago.</p> <p>The FY12-13 budget includes an anticipated amount of \$300,000 for the Annual Reclamation Facilities Improvements. Accordingly, it is recommended that the Board award the Reclamation Culvert Replacement Project – Site 3 of the Annual Reclamation Facilities Improvements to CV Larsen for the bid of \$68,249.97, and authorize the Manager-Engineer to execute a contract with CV Larsen for his amount.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: The FY 12-13 Budget for Account No. 72804 includes an anticipated budget amount of \$300,000.	
DEPT.MGR.:	MANAGER:



Marin Audubon

ATHERTON AVE. ACCESS -
SIMMONS SLOUGH CULVERT
REPLACEMENT

*Stone Tree Golf
Course*

Black Point

Novato Sanitary District Reclamation Lands

Simmons Slough

SIMMONS SLOUGH SIDE
DRAINAGE CULVERT/GATE
REPLACEMENT

SITE 7 BRANCHED CULVERT
REPLACEMENT

Novato Creek

Bel Marin Keys

Image © 2011 TerraMetrics

©2010 Google

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Brown Act	MEETING DATE: August 27, 2012								
	AGENDA ITEM NO.: 9.a								
RECOMMENDED ACTION: Consider affirming the District's intention to continue to follow the tenets of "The Brown Act" in the interest of conducting the District's business transparently.									
SUMMARY AND DISCUSSION:									
<p>"The Brown Act" (Government Code sections 54950 et seq) was adopted to require that all meetings of the legislative body at local agencies (with certain very limited exceptions) shall be open to the public and all persons be permitted to attend. The intent was to provide transparent government decision-making. The legislation provided for the reimbursement of the local agencies for the costs of compliance.</p> <p>The District last reimbursed for Brown Act compliance costs in May 2007 in the amount of \$3,527 for fiscal year 2005-06 costs. The District has since requested reimbursement for the following but has not received reimbursement:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">FY 2006/07</td> <td>\$3,383</td> </tr> <tr> <td>FY 2007/08</td> <td>\$3,923</td> </tr> <tr> <td>FY 2008/09</td> <td>\$4,027</td> </tr> <tr> <td>FY 2009/10</td> <td>\$6,861</td> </tr> </table> <p>Based on this it is estimated that continued Brown Act compliance costs will be approximately \$6,500 and that continued non-reimbursement of these expenses by the state will not adversely impact the District budget.</p>		FY 2006/07	\$3,383	FY 2007/08	\$3,923	FY 2008/09	\$4,027	FY 2009/10	\$6,861
FY 2006/07	\$3,383								
FY 2007/08	\$3,923								
FY 2008/09	\$4,027								
FY 2009/10	\$6,861								
ALTERNATIVES: None									
BUDGET INFORMATION: Brown Act compliance will continue to be funded under the Administrative and Engineering budget.									
DEPT.MGR.:	MANAGER:								

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: CalPERS Health Plan Premium Modifications	MEETING DATE: 08/27/2012 AGENDA ITEM NO.: 10.a																		
RECOMMENDED ACTION: Information Only																			
SUMMARY AND DISCUSSION: Notification of health plan premiums has been received for calendar year 2013: CalPERS Health Plan (Kaiser North rates): <table style="margin-left: 40px; width: 80%; border: none;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">2012 Rates</th> <th style="text-align: center;">2013 Rates</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Subscriber</td> <td style="text-align: center;">610.44/mo.</td> <td style="text-align: center;">668.63/mo.</td> </tr> <tr> <td style="text-align: left;">Subscriber +1</td> <td style="text-align: center;">1,220.88/mo.</td> <td style="text-align: center;">1,337.26/mo.</td> </tr> <tr> <td style="text-align: left;">Family Rate</td> <td style="text-align: center;">1,587.14/mo.</td> <td style="text-align: center;">1,738.44/mo.</td> </tr> </tbody> </table> Medicare Eligible Retiree: <table style="margin-left: 40px; width: 80%; border: none;"> <tbody> <tr> <td style="text-align: left;">Single Supplemental Medicare</td> <td style="text-align: center;">277.81/mo.</td> <td style="text-align: center;">\$288.37/mo.</td> </tr> <tr> <td style="text-align: left;">2-Party Supplemental Medicare</td> <td style="text-align: center;">555.62/mo.</td> <td style="text-align: center;">\$576.74/mo.</td> </tr> </tbody> </table> This represents an increase of approximately 9.5% for regular health coverage and 3.8% increase in Medicare rates. These increases were projected in the fiscal year 2012-13 budget.			2012 Rates	2013 Rates	Subscriber	610.44/mo.	668.63/mo.	Subscriber +1	1,220.88/mo.	1,337.26/mo.	Family Rate	1,587.14/mo.	1,738.44/mo.	Single Supplemental Medicare	277.81/mo.	\$288.37/mo.	2-Party Supplemental Medicare	555.62/mo.	\$576.74/mo.
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ALTERNATIVES: Information Only																			
BUDGET INFORMATION: The increases were anticipated in the 2012-13 annual District budget.																			
DEPT.MGR.:	MANAGER'S APPROVAL:																		