

NOVATO SANITARY DISTRICT

Meeting Date: April 9, 2012

The Board of Directors of Novato Sanitary District will hold a closed session at 6:00 p.m. followed by a regular meeting at 6:30 p.m., Monday, *April 9, 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

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: 1 potential case

- 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 March 26, 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. Approve regular disbursements.
- b. Approve an application from Kitchell Construction Co. and authorize the Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of non-domestic water from the construction of Central Plant work at Building #3 at the Buck Institute.

6. COLLECTION SYSTEM IMPROVEMENTS, PROJECT 72706:

- a. Consider approval of an engineering contract for collection system improvements with Nute Engineering for an amount not to exceed \$40,000.
- b. Consider granting final acceptance of the Bel Marin Keys Force Main Project and authorize staff to file the Notice of Completion.

7. SOLID WASTE:

- a. Consider adopting a resolution authorizing the Manager-Engineer to represent the District in administering the Solid Waste Franchise Agreement.

8. 2012-13 ANNUAL DISTRICT BUDGET:

- a. Consider approval of budget adoption schedule.

9. STAFF REPORTS:

- a. 2012-13 Workers Compensation Experience Modification Factor.
- b. E-waste event report.
- c. Integrated Regional Water Management Program.
- d. Public Education program award.

10. BOARD MEMBER REPORTS:

11. MANAGER'S ANNOUNCEMENTS:

12. ADJOURNMENT IN MEMORY OF MARY ELLEN QUESADA:

Next resolution no. 3042

Next regular meeting date: Monday, April 23, 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.

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, March 26, 2012, at the District offices, 500 Davidson Street, Novato. A closed session immediately followed the open session.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, 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: Brant Miller, Novato resident
Dasse de longh, District employee and Novato resident
John P. O'Hare, Veolia Water
John Bailey, Veolia Water
Tom Gaffney, Principal, Bartle Wells Associates

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

President Long approved the agenda as mailed.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the February 27th, 2012 Board meeting.

Member Welsh stated that the February 27th minutes (page 3, last paragraph) should be corrected as follows: ***"The Board discussed this statement from the brochure. ("Public-Private Partnership Saves Millions. The treatment plant is managed through a contract with Veolia, a nationally recognized firm specializing in public utilities. This public-private partnership is saving our ratepayers millions of dollars.") President Long and Member Di Giorgio discussed the statement and considered the language appropriate."***

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the February 27th, 2012 Board meeting minutes were approved as corrected.

- Consider approval of minutes of the March 12th, 2012 Board meeting.

On motion of Member Di Giorgio, seconded by Member Peters and carried with the following vote, the March 12th, 2012 Board meeting minutes were approved. Ayes:

Members Di Giorgio, Mariani, Peters and Welsh. President Long abstained. He was not present at the March 12th meeting.

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$297,461.10, project account disbursements in the amount of \$676,399.69, payroll and payroll related disbursements in the amount of \$224,180.31 and Board member disbursements in the amount of \$424.58.
- b. Authorized the Manager-Engineer to execute a purchase order in the amount of \$85,000 with R.P. Adams Co. for the refurbishment of two automatic irrigation water strainers.
- c. Approval of Finance Officer Laura Creamer's attendance at Government Finance Officers' Association Seminar in Portland, Oregon.
- d. Granted Final Acceptance of the Michele Circle Sewer Project and authorized staff to file the Notice of Completion.
- e. Approval of a Consulting Services Agreement with AquaScience Laboratory in an amount of up to \$36,000.

FACILITY OPERATIONS:

- Wastewater Operations Committee report for February, 2012. The Deputy Manager-Engineer gave an overview of the report, stating that water quality performance for the month was excellent with all parameters well within effluent standards. He commented that safety performance was excellent with an accident-free month for a total of 637 accident-free days. He stated that Bioxide was still being added at the outlying pump stations.

The Deputy Manager-Engineer gave a summary report of the Collection System's performance for February, 2012. He noted that the crews cleaned a total of 62,736 feet of sewer line and experienced a small 26 gallon overflow in a sewer line on Reichert Ave. due to root intrusion.

- Receive progress report on odor control, noise abatement, and visual screening. The Manager gave a progress report on odor control and noted that the District will continue to prioritize locating and responding to sources of odors. She discussed the workshop conducted by Dr. Scofield at the District office on March 21st. She stated that Dr. Scofield's report concluded that while odor concentrations were perceptible in the Lea Drive neighborhood, the exposure levels were well below those at which health effects would be expected. The Manager stated that Jim Joyce is scheduled to return to the District on May 15th for additional air flow testing.

- Consider authorizing the Manager-Engineer to request a proposal from Veolia Water North America to amend the service agreement to include operation and maintenance of the Recycled Water Facility. The Manager gave an overview of the completion dates of the recycled water facility and commented on Veolia's performance in the operation and maintenance of the wastewater facility. She requested authorization to request a proposal from Veolia Water to amend their service agreement to include the operation and maintenance of the Recycled Water Facility. She stated that contract costs would be paid out of the fees collected from the end users of the recycled water.

On motion of Member Peters, seconded by Member Welsh, and carried unanimously, the Board authorized the Manager-Engineer to request a proposal from Veolia Water North America to amend the Contract Service Agreement to include operating and maintaining the new Recycled Water Treatment Facility.

- Presidential appointment of an Adhoc Wastewater Service Agreement Update Committee. The Manager recommended that President Long appoint an Adhoc Contract Update Committee to address the scope of work for the proposed contract amendment.

President Long appointed Members Peters and Mariani to be on the Adhoc Wastewater Service Agreement Update Committee. Both members accepted the appointment.

SEWER SERVICE CHARGES:

- Presentation on draft revised Sewer Service Charge Ordinance. The Manager presented to the Board a revised version of the Draft Sewer Service Charge Ordinance, noting that minor corrections were made to reflect the correct year and to state the correct Ordinance No. 111.

- Set Public Hearing date for June 11, 2012 and authorize mailed notice pursuant to Proposition 218. The Manager outlined the necessary process to comply with the Proposition 218 Notice requirements.

Tom Gaffney, Principal, Bartle Wells Associates, provided a document to the Board dated March 26, 2012 titled "Financing Plan Update". The Update included the latest information on borrowing costs, capital costs, replacement costs and operating expenses. Mr. Gaffney discussed the tables included in the Update which summarized the plan for ongoing District financing and showed the potential impacts to future sewer service charges. The Board discussed with Mr. Gaffney the maximum rate increases from 2012/13 through 2015/16.

The Manager requested the Board set the Public Hearing for June 11th at 6:30 p.m. She stated that the Board would then consider whether or not to adopt the proposed rates at their regular Board meeting on June 25, 2012.

On motion of Member Di Giorgio, seconded by Member Peters and passed unanimously, the Board set the date for the Public Hearing on Sewer Service Charges for June 11, 2012 and authorized the mailing of the Proposition 218 Notice for a maximum rate increase of 6.7% in 2012/13, 3.8% in 2013/14, 3.7% in 2014/15, and 3.6% in 2015/16.

Mr. Gaffney left the Board meeting at 7:25 p.m.

AMENDMENT TO THE CONTRACT BETWEEN CALPERS AND NOVATO SANITARY DISTRICT:

- Consider adoption of a Resolution of Intention to Approve an Amendment to the Contract Between the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of Novato Sanitary District to Provide Section 20475 (Different Level of Benefits) Section 21353 (2% @ 60 Full formula) and Section 20037 (Three-Year Final Compensation) Providing a Second Tier of Different Level of Benefits for New Miscellaneous Members. The Manager discussed the District's intentions to amend the CalPERS retirement contract to provide a second tier level of benefits for new employees. She noted that the employer contribution rate for FY 2011-12 will be 7.733% of reportable earnings for employees entering membership for the first time after the effective date of the contract amendment. She stated that the employer contribution rate of FY 2012-13 is projected to be 7.846% and that employee contributions will be 7% of reportable earnings.

On motion of Member Mariani, seconded by Member Di Giorgio and carried unanimously, the Board adopted a Resolution of Intention to approve an amendment to the contract between the Board of Administration of CalPERS and the Board of Directors of Novato Sanitary District to provide Section 20475, Section 21353 and Section 20037 for new miscellaneous members.

- Authorize Manager-Engineer to execute required CalPERS Certifications:

- i. Certification of Governing Body's Actions – CON-12
- ii. Certification of Compliance with Government Code Section 7507 – CON-12A
- iii. Certification of Compliance with Government Code Section 20475 – CON-39

On motion of Member Mariani, seconded by Member Di Giorgio and carried unanimously, the Board authorized the Manager-Engineer to execute the above required CalPERS Certifications.

PERSONNEL:

- Consider approval of an increase in the deferred compensation contribution for the Deputy Manager-Engineer. The Manager stated that the Adhoc Labor Relations Committee had met to consider an increase to the Deputy Manager-Engineer's deferred compensation contributions. She reported that a salary survey for the Deputy Manager's position was reviewed by the committee. The Board requested copies of this document and the Board Recorder provided the document to the Board. The Manager discussed the Deputy Manager-Engineer's current level of responsibility and his current pay scale. She stated that the committee recommends increasing his deferred compensation from the current 2.5% to 8% effective 1/1/2012.

Member Welsh discussed the salary survey document and stated that he felt the comparisons were not accurate.

On motion of Member Di Giorgio, seconded by Member Mariani and carried with the following vote, the Board approved increasing the Deputy Manager-Engineer's deferred compensation from the current 2.5% to 8% effective 1/1/2012. Ayes: Di Giorgio, Long, Mariani, Peters. Noes: Welsh.

STAFF REPORTS:

- Employer Rate Impacts due to CalPERS Discount Rate Change. The Manager stated that CalPERS has lowered the discount rate assumption from 7.75 to 7.50 percent. She stated that it is estimated that public agency employer contribution rates will increase by 1.0 to 2.0 percent and will take effect in the 2013/14 fiscal year.

BOARD MEMBER REPORTS:

Member Mariani encouraged Board members to attend the Spring CASA conference in Napa from April 25th through April 27th.

President Long and Members Di Giorgio, Mariani and Peters reported that they would be attending the conference.

President Long discussed his recent trip to the Bureau of Reclamation in Washington D.C. on behalf of the North Bay Water Reuse Authority (NBWRA). (NBWRA has obtained authorization from Congress to receive \$25 million (25% match) and is working with the U.S. Bureau of Reclamation to acquire federal funding that will provide a 25% federal match toward the first \$100 million of project construction costs. The Authority supported the efforts of Congressman Thompson and his Bill P.L. 102-575 that provides for Reclamation's continued participation in the implementation phase of the project.) President Long stated the trip was successful and very well organized.

MANAGER'S ANNOUNCEMENTS:

- The Manager announced that she will be on vacation beginning April 19th through May 10th. She stated that she will not be present for the April 23rd Board meeting but that Deputy Manager-Engineer Sandeep Karkal will be present as Board Secretary.

At 7:54 p.m. President Long concluded open session and announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957:

Public employee performance evaluation:
Title: Manager-Engineer.

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

STAFF PRESENT: None.

The closed Session ended at 9:00 p.m.

REPORT FROM CLOSED SESSION:

There was no reportable action.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the Board meeting at 9:01 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

Novato Sanitary District

Operating Check Register - April 9, 2012

Date	Num	Name	Credit
Apr 9, 12			
04/09/2012	54304	PSC	18,312.29
04/09/2012	54284	Caltest Analytical Lab Inc.	12,438.13
04/09/2012	54306	RMC Water & Environment, Inc.	10,372.23
04/09/2012	54296	Johnson, Dee	9,481.50
04/09/2012	54312	Unicorn Group	5,281.19
04/09/2012	54313	Veolia Water North America, Inc.	4,368.50
04/09/2012	54303	Preferred Benefit	3,230.56
04/09/2012	54293	Harmony Press	3,225.00
04/09/2012	54305	Rauch Communication Consultants. Inc.	2,357.64
04/09/2012	54311	U.S. Bank Card (2)(June)	2,077.37
04/09/2012	54291	EOA, Inc.	1,939.78
04/09/2012	54297	MarinScope Inc.	1,500.25
03/27/2012	Dir Dep	Long, Bill	1,375.52
04/09/2012	54287	Comet Building Maintenance, Inc.	1,242.50
04/09/2012	54292	Grainger	1,058.92
04/09/2012	54302	Pini Hardware	992.14
04/09/2012	54282	BoundTree Medical, LLC	971.51
04/09/2012	54286	Cintas Corporation	944.70
04/09/2012	54285	Central Marin Sanitation District	771.43
04/09/2012	54314	Verizon	602.70
04/09/2012	54294	Hertz Corporation	589.90
04/09/2012	54315	Vision Service Plan	559.33
04/09/2012	54317	WECO	558.77
04/09/2012	54308	Siemens Industry Inc. - Lab	537.25
04/09/2012	54299	North Marin Water District	406.87
04/09/2012	54283	Cagwin & Dorward Inc.	386.49
04/09/2012	54278	American Concrete Institute	375.00
04/09/2012	54281	Beecher Engineering	300.00
04/09/2012	54279	American Sentry Systems, Inc.	270.00
04/09/2012	54289	CWEAmembers	264.00
04/09/2012	54290	Environmental Resource Assoc	263.51
04/09/2012	54307	Sears Commercial One	232.04
04/09/2012	54318	WEF Membership	220.00
04/09/2012	54295	Ikon Office Solutions, Inc.	204.01
04/09/2012	54301	Orkin Pest Control, Inc.	105.45
04/09/2012	54316	VWR International Inc.	81.69
04/09/2012	54288	Cook Paging	66.30
04/09/2012	54310	U.S. Bank Card (1)(Bev)	59.42
04/09/2012	54280	Barnett Medical LLC	45.00
04/09/2012	54300	One Stop Auto Service Inc.	33.68
04/09/2012	54309	T-Mobile	23.01
04/09/2012	54298	North Marin Auto Parts	11.92
Apr 9, 12			<u>88,137.50</u>

Novato Sanitary District
Operating Check Register Detail
 April 9, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
American Concrete Institute			
	04/05/2012	66170 · Travel, Meetings & Training	375.00
Total American Concrete Institute			375.00
American Sentry Systems, Inc.			
	04/01/2012	66150 · Repairs & Maintenance	270.00
Total American Sentry Systems, Inc.			270.00
Barnett Medical LLC			
	02/22/2012	64170 · Pollution Prevention/Public Ed	45.00
Total Barnett Medical LLC			45.00
Beecher Engineering			
	03/25/2012	66123 · O/S Contractual	300.00
Total Beecher Engineering			300.00
BoundTree Medical, LLC			
	03/15/2012	64170 · Pollution Prevention/Public Ed	971.51
Total BoundTree Medical, LLC			971.51
Cagwin & Dorward Inc.			
	03/16/2012	66150 · Repairs & Maintenance	386.49
Total Cagwin & Dorward Inc.			386.49
Caltest Analytical Lab Inc.			
	03/13/2012	64160 · Research & Monitoring	12,438.13
Total Caltest Analytical Lab Inc.			12,438.13
Central Marin Sanitation District			
	03/29/2012	66123 · O/S Contractual	771.43
Total Central Marin Sanitation District			771.43
Cintas Corporation			
	04/01/2012	64100 · Operating Supplies	98.37
	04/01/2012	66100 · Engineering Supplies	265.16
	04/01/2012	60100 · Operating Supplies	581.17
Total Cintas Corporation			944.70
Comet Building Maintenance, Inc.			
	03/21/2012	66150 · Repairs & Maintenance	1,242.50
Total Comet Building Maintenance, Inc.			1,242.50
Cook Paging			
	04/01/2012	61000-4 · Water/Permits/Telephone	24.00
	04/01/2012	65193 · Telephone	30.83
	04/01/2012	60193 · Telephone	11.47
Total Cook Paging			66.30
CWEA members			
	04/04/2012	66080 · Memberships	264.00
Total CWEA members			264.00
Environmental Resource Assoc			
	03/26/2012	64100 · Operating Supplies	263.51
Total Environmental Resource Assoc			263.51
EOA, Inc.			
	03/20/2012	64160 · Research & Monitoring	1,939.78
Total EOA, Inc.			1,939.78
Grainger			
	03/19/2012	65100 · Operating Supplies	60.93
	03/28/2012	66090 · Office Expense	997.99
Total Grainger			1,058.92
Harmony Press			
	03/13/2012	66130 · Printing & Publications	3,225.00
Total Harmony Press			3,225.00

Novato Sanitary District
Operating Check Register Detail
 April 9, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
Hertz Corporation			
	03/28/2012	67500 · Household Hazardous Waste	589.90
Total Hertz Corporation			<u>589.90</u>
Ikon Office Solutions, Inc.			
	03/20/2012	66090 · Office Expense	204.01
Total Ikon Office Solutions, Inc.			<u>204.01</u>
Johnson, Dee			
	04/01/2012	67400 · Consulting Services	1,670.77
	04/01/2012	67530 · Used Oil Program	155.42
	04/01/2012	67500 · Household Hazardous Waste	7,655.31
Total Johnson, Dee			<u>9,481.50</u>
Long, Bill			
	03/27/2012	66170 · Training/Travel	1,375.52
Total Long, Bill			<u>1,375.52</u>
MarinScope Inc.			
	03/23/2012	64170 · Pollution Prevention/Public Ed	496.75
	03/23/2012	67500 · Household Hazardous Waste	1,003.50
Total MarinScope Inc.			<u>1,500.25</u>
North Marin Auto Parts			
	03/19/2012	65100 · Operating Supplies	11.92
Total North Marin Auto Parts			<u>11.92</u>
North Marin Water District			
	03/22/2012	61000-4 · Water/Permits/Telephone	37.00
	03/22/2012	65192 · Water	369.87
Total North Marin Water District			<u>406.87</u>
One Stop Auto Service Inc.			
	03/26/2012	60150 · Repairs & Maintenance	33.68
Total One Stop Auto Service Inc.			<u>33.68</u>
Orkin Pest Control, Inc.			
	03/19/2012	66150 · Repairs & Maintenance	105.45
Total Orkin Pest Control, Inc.			<u>105.45</u>
Pini Hardware			
	03/01/2012	65152 · Small Tools	32.51
	04/01/2012	60100 · Operating Supplies	142.56
	04/01/2012	65100 · Operating Supplies	636.60
	04/01/2012	65150 · Repairs & Maintenance	175.51
	04/01/2012	66090 · Office Expense	4.96
Total Pini Hardware			<u>992.14</u>
Preferred Benefit			
	04/01/2012	66020 · Employee Benefits	3,129.20
	04/01/2012	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,230.56</u>
PSC			
	02/29/2012	67500 · Household Hazardous Waste	18,312.29
Total PSC			<u>18,312.29</u>
Rauch Communication Consultants. Inc.			
	03/20/2012	66123 · O/S Contractual	2,357.64
Total Rauch Communication Consultants. Inc.			<u>2,357.64</u>
RMC Water & Environment, Inc.			
	03/19/2012	64160 · Research & Monitoring	10,372.23
Total RMC Water & Environment, Inc.			<u>10,372.23</u>

Novato Sanitary District
Operating Check Register Detail
 April 9, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
Sears Commercial One			
	03/21/2012	65152 · Small Tools	232.04
Total Sears Commercial One			<u>232.04</u>
Siemens Industry Inc. - Lab			
	03/21/2012	64150 · Repairs & Maintenance	537.25
Total Siemens Industry Inc. - Lab			<u>537.25</u>
T-Mobile			
	04/01/2012	65193 · Telephone	23.01
Total T-Mobile			<u>23.01</u>
U.S. Bank Card (1)(Bev)			
	04/05/2012	66060 · Gasoline & Oil	56.42
	04/05/2012	66170 · Travel, Meetings & Training	3.00
Total U.S. Bank Card (1)(Bev)			<u>59.42</u>
U.S. Bank Card (2)(June)			
	04/05/2012	66090 · Office Expense	62.89
	04/05/2012	21016 · U.S. Bank Visa - Verizon Phone bill	1,663.47
	04/05/2012	65150 · Repairs & Maintenance	351.01
Total U.S. Bank Card (2)(June)			<u>2,077.37</u>
Unicorn Group			
	04/04/2012	66090 · Office Expense	5,281.19
Total Unicorn Group			<u>5,281.19</u>
Veolia Water North America, Inc.			
	03/23/2012	61000-0 · Contract Operations	4,368.50
Total Veolia Water North America, Inc.			<u>4,368.50</u>
Verizon			
	03/28/2012	65193 · Telephone	602.70
Total Verizon			<u>602.70</u>
Vision Service Plan			
	03/21/2012	66020 · Employee Benefits	559.33
Total Vision Service Plan			<u>559.33</u>
VWR International Inc.			
	03/16/2012	64100 · Operating Supplies	81.69
Total VWR International Inc.			<u>81.69</u>
WECO			
	03/09/2012	60100 · Operating Supplies	558.77
Total WECO			<u>558.77</u>
WEF Membership			
	04/01/2012	66080 · Memberships	220.00
Total WEF Membership			<u>220.00</u>
TOTAL			<u><u>88,137.50</u></u>

Novato Sanitary District Capital Project Check Register

April 9, 2012

Date	Num	Name	Credit
Apr 9, 12			
4/9/2012	2285	Team Ghilotti, Inc.	71,773.96
4/9/2012	2280	Linscott Engineering Contrac...	36,773.75
4/9/2012	2284	Rauch Communication Cons...	6,405.62
4/9/2012	2283	Nute Engineering Inc.	5,660.00
4/9/2012	2279	Edd Clark & Associates, Inc.	4,961.70
4/9/2012	2281	Maggiora & Ghilotti Inc.	2,027.64
4/9/2012	2282	Novato, City	750.00
4/9/2012	2277	Air Technology West	634.40
4/9/2012	2286	WC's Locks & Keys	315.25
4/9/2012	2278	Comet Building Maintenance,...	152.50
Apr 9, 12			129,454.82

Novato Sanitary District
Capital Projects Check Detail
 April 9, 2012

	<u>Date</u>	<u>Account</u>	<u>Open Balance</u>
Air Technology West			
	11/28/2011	72805 · Annual Trtmt Plnt/Pump St Impr	634.40
Total Air Technology West			<u>634.40</u>
Comet Building Maintenance, Inc.			
	03/21/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	152.50
Total Comet Building Maintenance, Inc.			<u>152.50</u>
Edd Clark & Associates, Inc.			
	02/29/2012	72706 · 2008 Collection System Improv	4,961.70
Total Edd Clark & Associates, Inc.			<u>4,961.70</u>
Linscott Engineering Contractors Inc			
	03/09/2012	72803 · Annual Collection Sys Repairs	5,304.84
	03/12/2012	72803 · Annual Collection Sys Repairs	10,764.37
	03/12/2012	72803 · Annual Collection Sys Repairs	12,252.67
	03/20/2012	72803 · Annual Collection Sys Repairs	8,451.87
Total Linscott Engineering Contractors Inc			<u>36,773.75</u>
Maggiora & Ghilotti Inc.			
	03/31/2012	72803 · Annual Collection Sys Repairs	2,027.64
Total Maggiora & Ghilotti Inc.			<u>2,027.64</u>
Novato, City			
	04/05/2012	72803 · Annual Collection Sys Repairs	750.00
Total Novato, City			<u>750.00</u>
Nute Engineering Inc.			
	03/16/2012	72403 · Pump Station Rehabilitation	4,515.00
	03/16/2012	72706 · 2008 Collection System Improv	1,145.00
Total Nute Engineering Inc.			<u>5,660.00</u>
Rauch Communication Consultants. Inc.			
	03/20/2012	72808 · Strategic Plan Update	6,405.62
Total Rauch Communication Consultants. Inc.			<u>6,405.62</u>
Team Ghilotti			
	04/01/2012	72706 · 2008 Collection System Improv	71,773.96
Total Team Ghilotti		Bel Marin Keys - Phase D	<u>71,773.96</u>
WC's Locks & Keys			
	03/26/2012	72609 · WWTP Upgrade - Contract B	315.25
Total WC's Locks & Keys			<u>315.25</u>
TOTAL			<u><u>129,454.82</u></u>

**Novato Sanitary District
Board Check Register fpr March 2012**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Apr 6, 12			
4/6/2012	3141	Di Giorgio, Michael	1,308.67
4/6/2012	2009	Mariani, Jean M	819.88
4/6/2012	2008	Long, William C	754.46
4/6/2012	3140	Welsh, Dennis J	677.15
4/6/2012	2010	Peters, A. Gerald	586.86
Apr 6, 12			<u>4,147.02</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Buck Institute-Kitchell Construction Co., temporary discharge of non-domestic water	MEETING DATE: April 9, 2012 AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve an application from Kitchell Construction Co. and authorize the Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of non-domestic water from the construction of Central Plant work at Building #3 at the Buck Institute.	
SUMMARY AND DISCUSSION: <p>The District received a permit application from Kitchell Construction Co. on April 4, 2012, for a temporary, Class I non-domestic discharge permit. The application is to discharge approximately 15,000 gallons of water. The primary constituent of this water is a cleaning product (“Formula GC9400”) that was used to clean/passivate piping systems at the Central Plant for the newly constructed Building #3 at the Buck Institute. The applicant has submitted laboratory testing information on the water to be discharged. Staff evaluated the test results and found two parameters of concern: (a) the primary constituent of the cleaning product, sodium tolyltriazole (or TTA), at 39 mg/l, and (b) the pH of the water at 9.06 s.u. Also, the applicant’s testing lab noted that the pH sample hold time had exceeded the permissible 15-minute value.</p> <p>Upon researching the TTA product, staff’s opinion is that although the reported level may appear high, given its properties and the relatively low volume of the requested discharge, (i.e. 15,000 gal), that this will not constitute a threat to District facilities or effluent quality.</p> <p>Since the applicant’s lab had commented on hold time exceedance for their pH sample, District staff independently tested the pH of the water and found it to be 8.98 s.u. In terms of pH, the District’s Sewer Use Ordinance (SUO) specifies an upper limit of 8.5 s.u. for discharges into the District’s system. The applicant has requested relief from this upper limit. In the past, the District has granted pH upper limit relief to 10.5 s.u. to non-domestic dischargers (for example, to the Buck Institute) on the basis of Section 207 of the SUO, and consistent with Federal pretreatment regulations..</p> <p>Therefore, staff recommends that the Board approve the subject application, and authorize the Manager –Engineer to issue a one time, temporary Class I non-domestic discharge permit to Kitchell Construction Co., to include the following conditions:</p> <ol style="list-style-type: none"> 1. The total discharge shall not exceed 15,000 gallons, 2. The discharger shall not exceed a maximum discharge rate of 50 gpm, 3. Sets an upper limit of 10.5 s.u. on the discharge, and 4. The discharger is required to have a 45 micron sediment filter on its discharge. 	
ALTERNATIVES: Do not approve the discharge. No alternatives were submitted by the requestor.	
BUDGET INFORMATION: Permit, monitoring, and discharge fees will offset the cost of preparing the permit and monitoring the discharge.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Collection System Improvements; 2012 Pipebursting Project; Project 72706 H	MEETING DATE: April 9, 2012 AGENDA ITEM NO.:
RECOMMENDED ACTION: Accept a proposal for engineering services during project design and construction from Nute Engineering, and authorize the Manager-Engineer to execute an Agreement in an amount not to exceed \$40,000.	
SUMMARY AND DISCUSSION: <p>As part of the District's ongoing video inspections of its collection system, District staff has identified several sections of sewer mains that are cracked, full of roots and near the end of their service lives and need to be rehabilitated. Because these sewers benefit from good grade the best method to rehabilitate them is by pipebursting. Currently, 1,375 LF of sewer main at six different locations have been identified as good candidates for pipebursting.</p> <p>Staff requested and received a proposal from Nute Engineering (Nute) to prepare plans and specifications and provide construction support for the proposed project. Nute has provided similar services to various sewer agencies around the County and also provided the District assistance during the development of the pipebursting project on De Long Avenue in 2009 and is well versed in pipebursting technology.</p> <p>Nute proposal includes design services for \$22,500 and construction services for \$15,000 for a total of \$37,500. The preliminary construction estimate for this work is \$205,000.00. Staff recommends the Board accept Nute's proposal and authorize the Manager-Engineer to execute an Agreement for design services for a cost not to exceed \$40,000.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: This project will be funded under Account 72706, Collection Systems Improvements Project. The FY2011-12 budget for this Account is \$2,000,000. As of March 1 st , \$183,709 has been expended from this budget.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Collection System Improvements – Bel Marin Keys Force Mains; Project 72706	MEETING DATE: April 9, 2012 AGENDA ITEM NO.:
RECOMMENDED ACTION: Consider granting Final Acceptance of the Bel Marin Keys Force Main Project, and authorize staff to file the Notice of Completion.	
SUMMARY AND DISCUSSION: The District issued a Notice to Proceed on April 19, 2010 to Team Ghilotti to replace failing force mains from the pump stations in Bel Marin Keys. Work on the project was completed on December 16, 2010. The Contractor has completed the project and the project is ready for final acceptance. It is recommended that final acceptance be granted, and staff authorized to file the Notice of Completion.	
ALTERNATIVES: None	
BUDGET INFORMATION: This project was funded under Account 72706, Collection Systems Improvements Project. The FY2011-12 budget for this Account is \$2,000,000. As of April 1 st , \$293,452 has been expended from this budget.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Solid Waste: Delegate authority to Manager-Engineer	MEETING DATE: April 9, 2012 AGENDA ITEM NO.:
RECOMMENDED ACTION: Delegate the authority to the Manager-Engineer as the responsible officer to represent the District in matters concerning the franchise agreement with Novato Disposal Service, Inc.	
SUMMARY AND DISCUSSION: <p>The District Board of Directors adopted the Agreement at their meeting on March 14, 2011. The Agreement has a number of clauses that prescribe administrative or technical actions by the "District". Section 11.16 of the Agreement states:</p> <p style="padding-left: 40px;">"References in this Agreement to the "District" shall mean the Board of Directors and all actions to be taken by the District shall be taken by the Board of Directors except as provided below. The Board of Directors may delegate, in writing, authority to the District Manager-Engineer, and/or to other District officials or employees and may permit such officials or employees, in turn, to delegate in writing some or all of such authority to subordinate officers."</p> <p>The Manager-Engineer is recommending that the Board adopt the attached Resolution in order to facilitate administration of the Franchise Agreement.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: No budget impact	
DEPT.MGR.:	MANAGER:

RESOLUTION NO. 3042

**A RESOLUTION OF THE BOARD OF DIRECTORS OF NOVATO SANITARY DISTRICT
DELEGATING AUTHORITY TO THE DISTRICT MANAGER-ENGINEER
TO ACT ON BEHALF OF THE DISTRICT IN ACCORDANCE WITH
SECTION 11.16 OF THE AMENDED AND RESTATED AGREEMENT
BETWEEN NOVATO SANITARY DISTRICT AND
NOVATO DISPOSAL SERVICE, INC. FOR
SOLID WASTE COLLECTION, PROCESSING,
DIVERSION AND DISPOSAL**

WHEREAS, the Board of Directors of Novato Sanitary District did on the 14th day of March, 2011, adopt an Amended and Restated Agreement between Novato Sanitary District and Novato Disposal Service, Inc. for Solid Waste Collection, Processing, Diversion and Disposal; and

WHEREAS, Section 11.16 (Representatives of the Parties) of said Agreement states that references in this Agreement to the "District" shall mean the Board of Directors and all actions to be taken by the District shall be taken by the Board of Directors except as provided below. The District Board of Directors may delegate, in writing, authority to the District Manager-Engineer, and/or to other District officials or employees and may permit such officials or employees, in turn, to delegate in writing some or all of such authority to subordinate officers, and the Company (Novato Disposal Service) may rely upon actions taken by such delegates if they are within the scope of the authority properly delegated to them;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

That the Board of Directors of Novato Sanitary District hereby delegates to the District Manager-Engineer the authority to act on behalf of the District in matters relating to administrative or technical actions necessary to facilitate administration of the Solid Waste Agreement.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof held on the 9th day of April, 2012, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

President, Board of Directors

ATTEST:

Secretary

Novato Sanitary District

SCHEDULE FOR APPROVAL OF 2012-13 PRELIMINARY AND FINAL BUDGET, APPROPRIATIONS LIMIT, AND SEWER SERVICE CHARGES

March 26, 2012	<u>Regular Board Meeting</u> : Determination of maximum rate increase, authorization to prepare and publish a Proposition 218 Notice, and scheduling of public hearing for June 11 th .
April 9, 2012	<u>Regular Board Meeting</u> : Approval of schedule for adoption of 2012-13 Preliminary and Final Budget, Appropriations Limit, and Sewer Service Charges.
April 26, 2012	<u>Deadline for publishing and mailing Proposition 218 Notice</u> for public hearing on sewer service charge increase.
April/May	Staff prepares proposed 2012-13 Preliminary Budget.
May 14, 2012	<u>Regular Board Meeting</u> . Budget workshop.
May 25, 2012	First publication of public hearing notice in Marin IJ. (Must be at least 14 days before public hearing).
June 1, 2012	Second publication of public hearing notice in Marin IJ.
June 11, 2012	<u>Regular Board Meeting</u> . Initial presentation of 2012-13 Preliminary Budget. Public Hearing on rate increase under Proposition 218.
June 25, 2012	<u>Regular Board Meeting</u> : Board considers whether or not to adopt proposed rate increase. Adoption of sewer service charge ordinance. Board considers adoption of Preliminary Budget for 2012-2013.
June 29, 2012	Publication of sewer service charge ordinance.
July 9, 2012	<u>Regular Board Meeting</u> . Public hearing on individual service charges and collection on County tax rolls.
July 31, 2012	State Department of Finance provides growth factors for calculation of the District's 2012-13 appropriations limit.
August 10, 2012	Deadline for providing sewer service charge information to County of Marin.
August 27, 2012	<u>Regular Board Meeting</u> : Board establishes 2012-13 appropriations limit, approves Final Budget, and adopts resolution fixing tax allocation for 2012-13.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: Workers' Compensation Insurance Report	MEETING DATE: 4/9/2012 AGENDA ITEM NO. :
RECOMMENDED ACTION: None - information only	
SUMMARY AND DISCUSSION: <p>We have been informed by our Workers' Compensation Insurance carrier, CSRMA, that there will be an increase in the District's Experience Modification Factor for policy year 2012-13, from 1.76% to 1.95%.</p> <p>Experience modification is a factor that is applied to the workers' compensation insurance premium and is based on loss experience. Each covered entity starts out with a neutral experience modifier of 1.0 and adjustments are made depending on experience. An experience modification factor lower than 1.0 means losses lower than industry average and a modification factor higher than 1.0 means the opposite. Therefore, the District's loss experience is 95% higher than industry average.</p> <p>It should be noted that Experience Rating is based on an "Expected Loss Rate" as a percentage of the prior 3 years payroll. The District's "Expected Loss Rate" based on payroll for fiscal years 2008-09 through 2010-11 was \$81,952.00. The total Actual Incurred Losses for that time period were \$348,295.00. However, the majority of the losses (\$299,729.00) occurred in fiscal year 2008-09. That year will drop off the calculation next year and the District's loss experience should improve significantly.</p> <p>A copy of CSRMA's Experience Rating Form for the District is attached.</p> <p>Workers' compensation rates for 2012-13 have not yet been published so we are unaware of actual costs at this time.</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: The 2012-13 Preliminary budget will reflect an estimated premium based on projected payroll. Actual premium will be included in the Final budget to be adopted in August 2012.	
DEPT. MGR. :	MANAGER'S APPROVAL:

Experience Rating Form

Novato Sanitary District

Member Agency

	Class Code	2008-09 Payroll	2009-10 Payroll	2010-11 Payroll	Total Payroll (3-years)	Expected Loss Rate	Expected Losses (payroll x rate) (d)	D Ratio	Primary Expected Losses (expected x (e))	Expected Excess (d) - (e) (f)
	EXPECTED	7580	1,617,240	1,288,739	952,559	3,858,538	1.99	76,785	0.18	13,821
8810		493,788	518,184	499,729	1,511,701	0.19	2,872	0.23	661	2,212
6307						3.92		0.17		
8742		378,866	379,822	388,632	1,147,320	0.20	2,295	0.22	505	1,790
0251						2.02		0.19		
7520						1.66		0.24		
9424						3.20		0.22		
8601			0		0	0.17	0	0.21	0	0
	Total	2,489,894	2,186,745	1,840,920	6,517,559		81,952		14,987	66,965

	Claim Number	2008-09 Actual Incurred Losses	2008-09 Primary Actual Losses	2008-09 Excess Actual Losses	2009-10 Actual Incurred Losses	2009-10 Primary Actual Losses	2009-10 Excess Actual Losses	2010-11 Actual Incurred Losses	2010-11 Primary Actual Losses	2010-11 Excess Actual Losses
	ACTUAL	1	76	76	0	485	485	0	3,962	3,962
2		107	107	0	673	673	0	17,076	7,000	10,076
3		524	524	0	1,136	1,136	0	21,894	7,000	14,894
4		608	608	0	3,341	3,341	0			
5		3,864	3,864	0						
6		10,650	7,000	3,650						
7		75,932	7,000	68,932						
8		95,495	7,000	88,495						
9		112,471	7,000	105,471						
10										
11										
12										
13										
14										
15										
		Total	299,729	33,180	266,548	5,635	5,635	0	42,932	17,962

Total Actual Incurred Losses (3-years)	Total Actual MLV Limited Losses (b) + (c)	Total Actual Primary Losses (3-years)	Total Actual Excess Losses (3-years)
	(a)	(b)	(c)
348,295	348,295	56,777	291,518

Rating Procedure

Primary Expected Losses (3-years) (e)	Excess Expected Losses (3-years) (f)	Primary Actual Losses (3-years) (b)	Excess Actual Losses (3-years) (c)	Credibility Primary Value Cp	Credibility Excess Value Ce	Cred Wtd Primary Losses Cp x (b) + (1 - Cp) x (e)	Cred Wtd Excess Losses Ce x (c) + (1 - Ce) x (f)	Cred Wtd Total Actual Losses (g)
14,987	66,965	56,777	291,518	1.00	0.16	56,777	102,894	159,670

Total Expected Losses (3-years) (d)	Experience Modification (g) / (d)
81,952	195%

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Staff Report: E-Waste Event	MEETING DATE: April 9, 2012
	AGENDA ITEM NO.:
RECOMMENDED ACTION: Information only	
SUMMARY AND DISCUSSION: <p>Novato's fifteenth E-Waste event was held from Saturday, March 24 through Monday, March 26 at the Novato Recycling Center from 10:00am – 3:00pm. This year we reduced the number of days from 4 to 3 and modified some of our advertising to reduce costs and consolidate our outreach and publicity.</p> <p>Over the 3 days, a total of 810 residents dropped off 39,567 pounds of E-Waste. On a very rainy, blustery Saturday, we had 320 cars – our highest single day participation since April 2010. With some re-arranging of our traffic pattern we were able to keep most of the staff and all the material dry.</p> <p>Information on costs and details on waste received and publicity will be available in a complete E-Waste report in the next 30 days. Many thanks to Novato Disposal staff, ECS Recycling (our E-Waste recycler) and to Pat Eklund, who volunteered all day on Saturday. Overall it was another very successful event.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: Budget information will be included in the final report.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Staff Report: Integrated Regional Water Management Program	MEETING DATE: April 9, 2012 AGENDA ITEM NO.:
RECOMMENDED ACTION: Information only	
SUMMARY AND DISCUSSION: Grant Update <p>The joint Novato Sanitary District/North Marin Water District Recycled Water Project was awarded a portion of the San Francisco Bay Area Integrated Regional Water Management Program (IRWMP) Grant in August 2011. The IRWMP grant was a block grant of \$30,666,667 to the San Francisco Bay Area for recycled water, water conservation, stormwater, and habitats and floodplains. The allocation of the grant was left up to the coalition of agencies included in the application. Recycled water was allocated a total of \$6 million for the entire SF Bay Area. The Bay Area Clean Water Agencies (BACWA) Recycled Water Committee then distributed the \$6 million by geographic area so that \$2.5 million was allocated to the North Bay. This was then divided evenly between the 4 NBWRA participants and MMWD resulting in a \$500,000 grant for each project.</p> <p>At the April 4, 2012 BACWA Recycled Water Committee meeting, it was announced that MMWD has again decided not to proceed with the Peacock Gap project so they would not be accepting the grant. The Recycled Water Committee decided to divide the \$500,000 equally among the four remaining North Bay participants. If the Department of Water Resources (DWR) agrees to this change then the grant coming to Novato will increase by \$125,000 to \$625,000.</p> <p>Grant Agreement Approval BACWA will serve as the administrative agency for the grant and has been negotiating with DWR since last August on the terms of the grant agreement. They have also been working with all of the agencies that will be receiving grants to develop an agreement template for the agreements between BACWA and the grant recipients. The BACWA Board will be considering approval of the agreement with DWR and the Agreement template at a special meeting on April 16th. If they approve it, the Novato SD Board will be considering approval of the BACWA – Novato Sanitary District agreement on April 23, 2012.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER: