

# NOVATO SANITARY DISTRICT

Meeting Date: August 8, 2011

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 p.m., Monday, August 8, 2011, at the District Offices, 500 Davidson Street, Novato.**

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

## **AGENDA**

**1. PLEDGE OF ALLEGIANCE:**

**2. AGENDA APPROVAL:**

**3. PUBLIC COMMENT (Please observe a three-minute time limit):**

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

**4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the July 25, 2011 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 expenditure of up to \$125,000 to apply biosolids to the dedicated land disposal site and clean two sludge lagoons.
- b. Approve fund transfer from Capital Improvement Fund to the Operating Fund of \$264,225.65.
- c. Approve regular disbursements.

**6. MARIN COUNTY COUNCIL OF MAYORS AND COUNCILMEMBERS ADHOC COMMITTEE ON PENSIONS AND OTHER POST EMPLOYMENT BENEFITS REFORM:**

- a. Presentation of final report.

**7. FINANCE:**

- a. Review of Draft Preliminary Official Statement and Notice of Sale for Certificate of Participation (COP).
- b. Consider approval of issuing a request for proposals for Trustee.
- c. Review of COP Sale Schedule.
- d. Presidential appointment of Ad hoc Finance Committee.

**8. STAFF REPORTS:**

- a. Algebra Academy.

**9. BOARD MEMBER REPORTS:**

**10. MANAGER'S ANNOUNCEMENTS:**

**11. ADJOURN:**

Next resolution no. 3033

**Next meeting date: Monday, August 22, 2011, 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.***

July 25, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, July 25, 2011, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, Jean Mariani, George C. Quesada 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  
Suzanne Crow, Novato resident  
Jerry Peters, Novato resident  
Jo Heffelfinger, Novato resident  
Rick Holliday, San Rafael  
Steve McCaffrey, Director of Governmental Affairs, Novato Disposal

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: *On motion of Member Quesada, seconded by Member Mariani and carried unanimously, the agenda was approved.*

PUBLIC COMMENT:

Steve McCaffrey, Director of Governmental Affairs, Novato Disposal, showed the Board their new proposed North Bay Corporation mascot, *Curbie*, which was designed after the food waste recycling program. In addition, Mr. McCaffrey stated that the Novato Disposal entry won first place at the Novato Fourth of July parade.

REVIEW OF MINUTES:

- Consider approval of minutes of the July 11<sup>th</sup>, 2011 meeting.

Member Quesada stated that the July 11<sup>th</sup> meeting was not a legal Board meeting because the meeting was not properly noticed due to an error on the July 11<sup>th</sup> agenda. He stated that the minutes should not be approved for this reason.

*On motion of Member Di Giorgio, seconded by Member Mariani and carried with the following vote, the minutes of the July 11<sup>th</sup>, 2011 meeting were approved as written. Ayes: Di Giorgio, Long, Mariani, Welsh. Noes: Quesada*

CONSENT CALENDAR:

The Manager reviewed a memo from District Counsel Kent Alm which addressed the question of whether or not the July 11<sup>th</sup> Board meeting violated the Brown Act. The Manager read from the memo which stated that Counsel believed “the July 11 agenda as posted substantially complied with the Brown Act’s agenda requirements, that therefore the meeting did not violate the Brown Act, and that the actions taken at the meeting are not void. Nevertheless, out of an abundance of caution it would be prudent for the District Board to simply ratify the actions that were taken at that meeting.” The Manager stated that the consent calendar included ratification of the five items approved at the July 11<sup>th</sup> meeting.

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

- a. *Ratify approval of minutes of the June 27, 2011 meeting.*
- b. *Ratify approval of disbursements of the July 11, 2011 meeting.*
- c. *Ratify adoption of Ordinance No. 114 establishing sewer service charge rates.*
- d. *Ratify adoption of Resolution 3032 confirming sewer service charge report and electing to collect on tax rolls.*
- e. *Ratify approval of Stanley Caldwell for California Special District Association Director.*
- f. *Approval of regular disbursements in the amount of \$716,343.00, project account disbursements in the amount of \$87,965.4, and payroll and payroll related disbursements in the amount of \$237,253.51.*

#### WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. The Manager gave an overview of the Monthly Operations Report from June 2011. She discussed the treatment plant performance summary, noting that there were no NPDES permit exceedances in June. She noted that the District transitioned from Bay Discharge to Reclamation on June 1<sup>st</sup>, and then switched from Reclamation to Bay Discharge on June 14<sup>th</sup>. She stated that the District received permission from the Regional Board to discharge to the bay until July 1, 2011 due to the high water levels in storage.

The Manager discussed the Collection System Operations Report for June and noted that there were no stoppages for the month. She gave an overview of the Reclamation facilities.

- Odor control staff report. John Bailey, Plant Manager, Veolia Water, discussed the odor control meters and devices the District is using to capture and identify fugitive odors in the plant and neighborhoods surrounding the treatment facility.

President Long commented on the Wastewater Operations Committee monthly report and stated the report was of great value and very well done. He suggested the report

be a topic of discussion/training at a future CASA meeting so other agencies could utilize our reporting methods.

Member Quesada questioned if the ponds at the reclamation facility were left with some amount of standing water to ensure odors from the decaying solid matter did not escape. The Manager stated that the District maintains a three foot depth of water at all times in the ponds.

#### ANNUAL RECLAMATION FACILITIES IMPROVEMENTS PROJECT 72804:

- Consider approval of a proposal from Nute Engineering to prepare the design bid documents and permit applications for culvert repair. The Deputy Manager-Engineer explained that staff has discovered several culverts throughout the Reclamation Facilities that have failed due to age and corrosion and need to be replaced. He noted that the culverts are located in Site 2, Site 3 and Site 7. The Deputy Manager-Engineer stated that Nute Engineering has proposed to complete the permitting process and prepare sketches for bidding purposes at a cost of \$34,500. He noted that the preliminary construction cost estimate is \$190,000.

*On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board approved the proposal from Nute Engineering to prepare the design bid documents and permit applications for culvert repair at the Reclamation Facilities.*

#### ADMINISTRATIVE:

- Consider approval of revised Purchasing Procedures. The Manager noted that the Board last adopted Purchasing Procedures in August, 2004. She reviewed with the Board the revised procedures as outlined on the document titled: "Novato Sanitary District Purchasing Procedures, July 22, 2011". She stated that the revisions were formatted in blue ink and strike-out.

Member Quesada discussed Item 2, Section C, which referred to quotes being obtained "preferably from three suppliers". After discussion, the Board modified Item 2, Section C to the following: "Competitive quotes shall be obtained on new or unfamiliar items to insure relative cost and availability." The phrase "preferably from three suppliers" was deleted.

*On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board approved the Novato Sanitary District Purchasing Procedures, July 22, 2011, as revised and modified.*

-Consider authorization to establish a new account at Westamerica Bank for receipt of ARRA (American Recovery and Reinvestment Act) funds for Recycled Water Project. The Manager noted that the US Bureau of Reclamation requires the District to open a

separate account for receipt of the ARRA funds received for the Recycled Water Project.

*On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board authorized the Manager to establish a new account at Westamerica Bank for receipt of ARRA funds for the Recycled Water Project.*

- Consider approval of Annual Statement of Investment Policy. The Manager summarized for the Board the changes to the Statement of Investment Policy and reviewed the Policy in depth.

*On motion of Member Mariani, seconded by Member Di Giorgio, and carried unanimously, the Board adopted the Statement of Investment Policy for Novato Sanitary District which includes the revised California Government Code Section 53600.*

**BOARD OF DIRECTORS:**

- Presidential appointment of Committee members for 2011-12: The President noted that the committee members were appointed at the July 11<sup>th</sup> Board meeting, but due to the question of legality of that meeting, in an abundance of caution, the Board would reaffirm their appointments.

President Long appointed the following **Standing Committee** members:

Joint City/District Solid Waste Committee:

George C. Quesada  
Jean Mariani  
William C. Long, Alternate

Wastewater Operations Committee:

Michael Di Giorgio  
Dennis Welsh  
George C. Quesada, Alternate

New Facilities Committee:

William C. Long  
Jean Mariani  
Dennis Welsh, Alternate

President Long appointed the following **Regular Committee** members:

California Association of Sanitation Agencies:

William C. Long, Delegate  
Michael Di Giorgio, Alternate

California Sanitation Risk Management Authority:  
Beverly B. James, Delegate  
William C. Long, Alternate

North Bay Water Reuse Authority:  
William C. Long, Delegate  
Michael Di Giorgio, Alternate

North Bay Watershed Association:  
Michael Di Giorgio, Delegate  
Beverly B. James, Alternate

President Long made the following **Ad Hoc Committee** Assignments:

Marin County Council of Mayors and Councilmembers Ad Hoc Committee on Pensions and OPEB:

William C. Long  
Michael Di Giorgio

Audit Committee:

Dennis Welsh  
Jean Mariani

Labor Negotiations Committee:

William C. Long  
Michael Di Giorgio

**STAFF REPORTS:**

- North Bay Water Reuse Authority: The Manager gave an overview of the North Bay Water Reuse Authority (NBWRA) Technical Advisory Committee meeting which she attended on July 18<sup>th</sup>. She noted that the Committee discussed Phase I and Phase II of the NBWRA projects.

**BOARD MEMBER REPORTS:**

- Marin County Council of Mayors and Councilmembers Adhoc Committee on Pensions and Other Post Employment Benefits Reform Final Report. President Long, Adhoc Committee member, reported that Larry Chu, Committee Chairman, would be at the August 8<sup>th</sup> District Board meeting to discuss the Adhoc Committee's Final Report in detail. President Long discussed the Pensions Reform Final Report and suggested the District assess their pension liability in light of the current financial circumstances.

Member Di Giorgio, Adhoc Committee member, commented that the report was well done. He gave an overview of the report and discussed the District's future pension liability.

Member Mariani noted that she attended the Sanitary District's Public Tour on July 16<sup>th</sup>. She commended the Deputy Manager-Engineer and John Bailey, Plant Manager, Veolia Water, for their efforts and commented that the tour was very good.

Member Welsh commented that he wished Gail Meyers a speedy recovery.

MANAGER'S ANNOUNCEMENTS:

The Manager stated that the Novato Sanitary District will hold a public tour of the treatment facility on Saturday, August 13<sup>th</sup> at 10AM.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Beverly B. James, Secretary

Julie Swoboda, recording

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Reclamation Facility Biosolids Disposal</b>	<b>MEETING DATE: August 8, 2011</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Consider a proposal from Custom Tractor Services (CTS) to: (a) dispose of District biosolids into the District's Dedicated Land Disposal Area at the Reclamation Facility, and (b) clean out sludge lagoons 1 & 2 on a time-and-materials basis to a maximum amount of \$125,000; and authorize the Manager-Engineer to execute a contract for the same.	
<b>SUMMARY AND DISCUSSION:</b>  <p>Under the terms of its discharge permit, the District is required to dispose of digested biosolids generated from its treatment facilities at its dedicated land disposal (DLD) site off of Highway 37, in accordance with Title 40 Code of Federal Regulations (CFR) Part 503. Options for final disposal historically have been either by spreading or by injection into the DLD in summer.</p> <p>For the past several years the District has contracted with Custom Tractor Service (CTS) of Petaluma to perform this work. CTS has been performing this work satisfactorily for the Las Gallinas Valley Sanitary District for the past several years as well, and they are the only contractor in this area that has the type of equipment to adequately perform this work. CTS performed this work last season for the District for 0.034 cents per gallon.</p> <p>Staff requested and received a proposal from CTS to perform these services this year. Under their proposal, CTS proposes to provide the biosolids disposal services for 0.034 cents per gallon plus a one-time setup fee of \$2,500, the same as last year. The setup fee will be waived if one million gallons are disposed this season. Staff estimates that close to 1.75 million gallons will be disposed of and the amount of the work should not exceed \$59,500.00.</p> <p>Also, biosolids typically accumulate and compact in the bottom of the sludge lagoons in a manner such that they cannot be completely removed by pumping, and thereby reduce the overall capacity of the lagoons. Staff requested a proposal from CTS to excavate and spread these solids in the DLD using manure spreaders. This work must be done immediately after a sludge lagoon is emptied in order to place it back into service. CTS performed this work last year on Lagoons 3 &amp; 4 for \$61,000.00. CTS estimates that it will cost around \$31,000.00 per lagoon this year to clean out Lagoons 1 &amp; 2, for a total of \$62,000.00. Work would be done on a time and materials basis upto the maximum proposed amount due to the unknown quantities to be removed. Both work items would be funded from Account No. 63115 – Sludge Disposal.</p> <p>Staff recommends that the Board accept the CTS proposal, and authorize the Manager-Engineer to execute a contract with CTS for (a) a not-to-exceed amount of \$60,000.00 for sludge injection and (b) a maximum amount of \$62,000.00 for cleaning out the sludge lagoons.</p>	
<b>ALTERNATIVES: NA</b>	
<b>BUDGET INFORMATION:</b> This work is budgeted in the FY11-13 Preliminary Budget under Account No. 63115 - Sludge Disposal in an amount of \$148,000.00.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<b>TITLE</b> Consent Calendar: Fund transfer from Capital Account to Operating Account	<b>MEETING DATE:</b> August 8, 2011  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Approve transfer of funds from the Capital Improvement Fund to the Operating Fund for staff time spent on Capital Projects.	
<b>SUMMARY AND DISCUSSION:</b>  <p>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. Expenses are based on actual time spent at hourly rate, plus an allowance of 35% for overhead and supervision.</p> <p>Engineering expenses for fiscal year 2010-11 amount to \$195,722.70 plus overhead of \$68,502.95 for a total of \$264,225.65. The attached spreadsheet gives a breakdown of staff time by project.</p> <p>Last year's fund transfer was \$186,641.00.</p>	
<b>ALTERNATIVES:</b> Do not authorize fund transfer	
<b>BUDGET INFORMATION:</b> Reclassifies expenses from Operating Fund to Capital Improvement Fund	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

Fund Transfer 2010-11																					
Activity	hrs	Bill	41.72	hrs	Steve	55.91	hrs	Craig	54.58	hrs	Kevin	36.94	hrs	Sandeep	73.14	hrs	Bev	80.83	Total	Total	+ Overhead
Capital Projects																			Hours	\$	35%
04-03 BMK Pump Station Rehab	0	0.00	0.00	33	1,845.03	0	0.00	0	0.00	0	0.00	11.00	804.54	0.00	0.00	44.0	0.00	2,649.57	3,576.92		
05-08 N. Bay Water Recycling Auth	0	0.00	0.00	5	279.55	0	0.00	0	0.00	0	0.00	17.00	1,243.38	6.00	484.98	28.0	484.98	2,007.91	2,710.68		
06-07 WWTP Upgrade Contract A1	0	0.00	0.00	33	1,845.03	92	5,021.36	0	0.00	0	0.00	0.00	0.00	0.00	0.00	125.0	0.00	6,866.39	9,269.63		
06-09 WWTP Upgrade Contract B	0	0.00	0.00	94.5	5,283.50	365.5	19,948.99	0	0.00	0	0.00	343.50	25,123.59	30.00	2,424.90	833.5	2,424.90	71,254.32			
06-11 Bayside Sewer	0	0.00	0.00	13	726.83	0	0.00	0	0.00	0	0.00	1.00	73.14	0.00	0.00	14.0	0.00	799.97	1,079.96		
07-06 '08 Collect Sys. Improvements	1270.5	53,005.26	0.00	181.5	10,147.67	0	0.00	0	0.00	0	0.00	127.00	9,288.78	2.00	161.66	1,581.0	161.66	72,603.37	98,014.54		
07-07 Ham. Wetland/OF mon. & plan.	0	0.00	0.00	7	391.37	0	0.00	0	0.00	0	0.00	3.00	219.42	0.00	0.00	10.0	0.00	610.79	824.57		
07-08 Cogeneration	0	0.00	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00		
08-08 Strategic Plan Update	0	0.00	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00		
09-01 Annual Minor Projects	0	0.00	0.00	2	111.82	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	2.0	0.00	111.82	150.96		
09-02 Annual Sewer Adj. for City Proj.	0	0.00	0.00	2	111.82	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	10.0	0.00	407.34	549.91		
09-03 Annual Collection Sys. Repairs	1	41.72	0.00	202.5	11,321.78	0	0.00	0	0.00	8	295.52	0.00	0.00	0.00	0.00	485.0	0.00	25,056.31	33,826.01		
09-04 Annual Rec. Fac. Improvements	0	0.00	0.00	43	2,404.13	0	0.00	0	0.00	0	0.00	18.00	1,316.52	0.00	0.00	61.0	0.00	3,720.65	5,022.88		
09-05 Annual TP & PS Improvements	0	0.00	0.00	83	4,640.53	0	0.00	0	0.00	66	2,438.04	21.00	1,535.94	0.00	0.00	170.0	0.00	8,614.51	11,629.59		
10-00 WWTP Upgrade - Contract C				24.5	1,369.80	3	163.74					41.00	2,998.74	0.00	0.00	68.5	0.00	4,532.28	6,118.57		
10-01 WWTP Upgrade - Contract D				0	0.00	5.5	300.19					189.50	13,860.03	9.00	727.47	204.0	727.47	14,887.69	20,098.38		
10-03 Admin Building Upgrade												1.00	73.14			1.0		73.14	98.74		
<b>SUBTOTAL</b>	1,271.50	53,046.98	724.00	40,478.84	466.00	25,434.28	264.50	9,770.63	864.00	63,192.96	47.00	3,799.01	3,637.0	195,722.70	264,225.65						
PLUS 35% Overhead	^	\$18,566.44	^	\$14,167.59	^	\$8,902.00	^	\$3,419.72	^	\$22,117.54		\$1,329.65		\$68,502.95							
<b>TOTAL:</b>		\$71,613.42		\$54,646.43		\$34,336.28		\$13,190.35		\$85,310.50		\$5,128.66		\$264,225.65							

**Novato Sanitary District**  
**Check Register**  
 August 8, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
08/08/2011	53127	Anderson Pacific Engineering, Inc	257,397.48
08/08/2011	53192	Veolia Water North America, Inc.	157,260.56
08/08/2011	53175	Pacific, Gas & Electric	70,895.24
08/08/2011	53178	PSC	46,485.81
08/08/2011	53198	WECO	27,000.00
08/08/2011	53129	Arntz Builders, Inc.	22,995.00
08/08/2011	53132	Barg, Coffin, Lewis & Trapp	19,100.26
08/08/2011	53196	W.R. Forde	18,080.57
08/08/2011	53182	Shape Incorporated	15,119.48
08/08/2011	53128	Aqua Science	10,327.74
08/08/2011	53163	Marin County Office	7,572.00
08/08/2011	53172	Novato, City	7,084.39
08/08/2011	53142	Cantarutti Electric, Inc	7,008.00
08/08/2011	53188	U.S. Bank Card (2)(June)	4,384.06
08/08/2011	53158	Johnson, Dee	4,217.89
08/08/2011	53180	Royal Petroleum Company	3,788.53
08/08/2011	53177	Preferred Benefit	3,556.56
08/08/2011	53161	Lincoln Financial Group	3,403.54
08/08/2011	53141	Caltest Analytical Lab Inc.	3,350.30
08/08/2011	53153	Dearborn National	2,812.99
08/08/2011	53183	Siemens Industry, Inc.	2,655.25
08/08/2011	53185	Stiles Construction Company	2,589.82
08/08/2011	53191	US Bank Corporate Trust	2,310.00
08/08/2011	53162	Linscott Engineering Contractors Inc	2,218.32
08/08/2011	53169	North Bay Truck Service	2,135.84
08/08/2011	53143	CASA	2,125.00
08/08/2011	53156	IDEXX Distributing Corp.	2,050.67
08/08/2011	53134	Bartle Wells Assoc, Inc	2,025.00
08/08/2011	53168	Monterey Mechanical, Inc.	1,800.00
08/08/2011	53199	Wollborg/Michelson Personnel Service, Inc	1,733.75
08/08/2011	53146	Charles Z. Fedak & Company Corp.	1,620.00
08/08/2011	53197	Water Components & Building, Inc.	1,554.02
08/08/2011	53160	Lateral-Jayne, Beverly Jo	1,500.00
08/08/2011	53149	Comet Building Maintenance, Inc.	1,453.05
08/08/2011	53157	Industrial Scientific, Corp	1,148.54
08/08/2011	53167	Millipore Corp, Lab H2O Division	1,092.78
08/08/2011	53189	Underground Service Alert, Inc.	1,089.00
08/08/2011	53148	Cintas Corporation	1,017.51
08/08/2011	53125	Able Tire & Brake Inc.	1,004.20
08/08/2011	53138	Ca Dept of Fish and Game	1,000.00
08/08/2011	53136	Black Box Network Services	984.10
08/08/2011	53155	Heusser Neweigh	774.28
08/08/2011	53184	State Water Resources Control Bd(2)	640.00
08/08/2011	53194	Vision Service Plan	622.72
08/08/2011	53144	CDW Government, Inc.	571.30
08/08/2011	53145	CED Santa Rosa, Inc	569.47
08/08/2011	53137	BoundTree Medical, LLC	564.42
08/08/2011	53126	Air Technology West	476.00
08/08/2011	53179	Reliance Standard Life	475.00
08/08/2011	53159	Koffler Electrical Mech, Inc.	407.96

# Novato Sanitary District Check Register

August 8, 2011

Date	Num	Name	Credit
08/08/2011	53152	CWEAmembers	396.00
08/08/2011	53164	Marin Mechanical II, Inc.	343.95
08/08/2011	53139	Cagwin & Dorward Inc.	329.00
08/08/2011	53133	Barnett Medical LLC	295.00
08/08/2011	53195	VWR International Inc.	284.49
08/08/2011	53130	AT&T Mobility	282.21
08/08/2011	53173	Occumetric Inc.	225.00
08/08/2011	53147	Chem-Dry of Marin, Inc.	217.00
08/08/2011	53166	Miller Pacific Engineering, Inc.	199.00
08/08/2011	53124	3T Equipment Company Inc.	191.07
08/08/2011	53150	ControlCo Automation	178.34
08/08/2011	53135	Beecher Engineering	150.00
08/08/2011	53193	Verizon California	134.59
08/08/2011	53154	Foster Flow Control	103.68
08/08/2011	53176	Petty Cash	103.00
08/08/2011	53174	One Stop Auto Service Inc.	99.64
08/08/2011	53131	Barber Sign Company, Inc.	85.90
08/08/2011	53181	Schwaab Inc.	65.50
08/08/2011	53151	Cook Paging	57.72
08/08/2011	53140	California Diesel & Power	45.00
08/08/2011	53190	United Parcel Service	43.05
08/08/2011	53171	North Marin Water District	35.81
08/08/2011	53186	T-Mobile	22.65
08/08/2011	53187	U.S. Bank Card (1)(Bev)	18.98
08/08/2011	53170	North Marin Auto Parts	13.33
08/08/2011	53165	void	0.00
			<b><u>735,968.31</u></b>

Aug 7 - 8, 11

**Novato Sanitary District**  
**Operating Check Register Detail**  
**08/08/11**

	Date	Num	Account	Debit
<b>3T Equipment Company Inc.</b>				
	07/26/2011	55917	60150 · Repairs & Maintenance	191.07
Total 3T Equipment Company Inc.				<u>191.07</u>
<b>Able Tire &amp; Brake Inc.</b>				
	07/21/2011	173712	65150 · Repairs & Maintenance	923.20
	07/27/2011	173969	60150 · Repairs & Maintenance	81.00
Total Able Tire & Brake Inc.				<u>1,004.20</u>
<b>Air Technology West</b>				
	07/20/2011	13488	72805 · Annual Trtmt Plnt/Pump St Impr	476.00
Total Air Technology West				<u>476.00</u>
<b>Anderson Pacific Engineering, Inc</b>				
	08/01/2011	Western Oaks #3	72403 · Pump Station Rehabilitation	257,397.48
Total Anderson Pacific Engineering, Inc				<u>257,397.48</u>
<b>Aqua Science</b>				
	07/18/2011	NSD-29	64160 · Research & Monitoring	9,977.74
	07/19/2011	NSD-30	64160 · Research & Monitoring	350.00
Total Aqua Science				<u>10,327.74</u>
<b>Arntz Builders, Inc.</b>				
	06/30/2011	1104-01	72804 · Annual Reclamation Fac Imp	5,628.00
	06/30/2011	72804-10-13	72804 · Annual Reclamation Fac Imp	17,367.00
Total Arntz Builders, Inc.				<u>22,995.00</u>
<b>AT&amp;T Mobility</b>				
	07/26/2011	06/17/11-07/16/11	66193 · Telephone	155.01
	07/26/2011	06/17/11-07/16/11	60193 · Telephone	35.60
	07/26/2011	06/17/11-07/16/11	65193 · Telephone	35.60
	07/26/2011	06/17/11-07/16/11	61000-4 · Water/Permits/Telephone	56.00
Total AT&T Mobility				<u>282.21</u>
<b>Barber Sign Company, Inc.</b>				
	07/25/2011	V51232	66150 · Repairs & Maintenance	85.90
Total Barber Sign Company, Inc.				<u>85.90</u>
<b>Barg, Coffin, Lewis &amp; Trapp</b>				
	06/30/2011	27247	66122 · Attorney Fees	19,100.26
Total Barg, Coffin, Lewis & Trapp				<u>19,100.26</u>
<b>Barnett Medical LLC</b>				
	06/20/2011	62044	64170 · Pollution Prevention/Public Ed	125.00
	06/30/2011	June invoices 2011	64170 · Pollution Prevention/Public Ed	170.00
Total Barnett Medical LLC				<u>295.00</u>
<b>Bartle Wells Assoc, Inc</b>				
	06/30/2011	BWA028T-1009	66123 · O/S Contractual	2,025.00
Total Bartle Wells Assoc, Inc				<u>2,025.00</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
08/08/11

	Date	Num	Account	Debit
<b>Beecher Engineering</b>				
	07/07/2011	0711-27	66123 · O/S Contractual	150.00
Total Beecher Engineering				<u>150.00</u>
<b>Black Box Network Services</b>				
	07/12/2011	550773	72403 · Pump Station Rehabilitation	984.10
Total Black Box Network Services				<u>984.10</u>
<b>BoundTree Medical, LLC</b>				
	07/12/2011	80613327	64170 · Pollution Prevention/Public Ed	188.14
	07/13/2011	80613950	64170 · Pollution Prevention/Public Ed	376.28
Total BoundTree Medical, LLC				<u>564.42</u>
<b>Ca Dept of Fish and Game</b>				
	08/03/2011	Permit fees	72804 · Annual Reclamation Fac Imp	1,000.00
Total Ca Dept of Fish and Game				<u>1,000.00</u>
<b>Cagwin &amp; Dorward Inc.</b>				
	07/01/2011	413361	66150 · Repairs & Maintenance	329.00
Total Cagwin & Dorward Inc.				<u>329.00</u>
<b>California Diesel &amp; Power</b>				
	06/30/2011	84762	66090 · Office Expense	45.00
Total California Diesel & Power				<u>45.00</u>
<b>Caltest Analytical Lab Inc.</b>				
	07/11/2011	397540	64160 · Research & Monitoring	3,350.30
Total Caltest Analytical Lab Inc.				<u>3,350.30</u>
<b>Cantarutti Electric, Inc</b>				
	07/12/2011	2639	63150 · Repairs & Maintenance	5,350.00
	07/12/2011	2640	72805 · Annual Trtmt Plnt/Pump St Impr	1,658.00
Total Cantarutti Electric, Inc				<u>7,008.00</u>
<b>CASA</b>				
	07/27/2011	CASA San Diego Aug11	66170 · Travel, Meetings & Training	2,125.00
Total CASA				<u>2,125.00</u>
<b>CDW Government, Inc.</b>				
	07/15/2011	XZN1235	66124 · IT/Misc Electrical	571.30
Total CDW Government, Inc.				<u>571.30</u>
<b>CED Santa Rosa, Inc</b>				
	07/11/2011	7956-489960	65150 · Repairs & Maintenance	569.47
Total CED Santa Rosa, Inc				<u>569.47</u>
<b>Charles Z. Fedak &amp; Company Corp.</b>				
	06/30/2011	June 2011	66121 · Accounting & Auditing	1,620.00
Total Charles Z. Fedak & Company Corp.				<u>1,620.00</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
08/08/11

	Date	Num	Account	Debit
<b>Chem-Dry of Marin, Inc.</b>				
	07/26/2011	25622	66150 · Repairs & Maintenance	217.00
Total Chem-Dry of Marin, Inc.				<u>217.00</u>
<b>Cintas Corporation</b>				
	08/01/2011	July 2011	64100 · Operating Supplies	183.09
	08/01/2011	July 2011	66100 · Engineering Supplies	399.54
	08/01/2011	July 2011	60100 · Operating Supplies	434.88
Total Cintas Corporation				<u>1,017.51</u>
<b>Comet Building Maintenance, Inc.</b>				
	07/21/2011	83944	66150 · Repairs & Maintenance	1,242.50
	07/21/2011	83944	73002 · WWTP Up - Cont D - Rec- ARRA	152.50
	07/21/2011	83944	66150 · Repairs & Maintenance	58.05
Total Comet Building Maintenance, Inc.				<u>1,453.05</u>
<b>ControlCo Automation</b>				
	07/13/2011	029914	65150 · Repairs & Maintenance	178.34
Total ControlCo Automation				<u>178.34</u>
<b>Cook Paging</b>				
	08/01/2011	8398509	61000-4 · Water/Permits/Telephone	24.00
	08/01/2011	8398509	65193 · Telephone	22.26
	08/01/2011	8398509	60193 · Telephone	11.46
Total Cook Paging				<u>57.72</u>
<b>CWEAmembers</b>				
	07/15/2011	Deasy #6976 for 2012	66080 · Memberships	132.00
	07/15/2011	Vega for 2012 year	66080 · Memberships	132.00
	07/15/2011	Sandoval for yr2012	66080 · Memberships	132.00
Total CWEAmembers				<u>396.00</u>
<b>Dearborn National</b>				
	07/16/2011	8/1/2011-8/31/2011	66020 · Employee Benefits	2,812.99
Total Dearborn National			Life Ins/L/T Disability Insurance	<u>2,812.99</u>
<b>Foster Flow Control</b>				
	07/15/2011	11-1232	63150 · Repairs & Maintenance	103.68
Total Foster Flow Control				<u>103.68</u>
<b>Heusser Neweigh</b>				
	07/12/2011	11-1346	64150 · Repairs & Maintenance	774.28
Total Heusser Neweigh				<u>774.28</u>
<b>IDEXX Distributing Corp.</b>				
	07/26/2011	252966156	64100 · Operating Supplies	2,050.67
Total IDEXX Distributing Corp.				<u>2,050.67</u>

# Novato Sanitary District Operating Check Register Detail

08/08/11

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Debit</u>
<b>Industrial Scientific, Corp</b>	07/11/2011	1264471	60150 · Repairs & Maintenance	12.86
	07/11/2011	1264471	60150 · Repairs & Maintenance	561.41
	07/15/2011	1266390	60150 · Repairs & Maintenance	17.86
	07/15/2011	1266390	60150 · Repairs & Maintenance	499.00
	07/15/2011	1266390	60150 · Repairs & Maintenance	57.41
<b>Total Industrial Scientific, Corp</b>				<u>1,148.54</u>
<b>Johnson, Dee</b>	08/01/2011	HHWPERM148DLJ148	67400 · Consulting Services	2,624.83
	08/01/2011	MV93920111201DLJ50	67400 · Consulting Services	1,087.94
	08/01/2011	UOBG119/DLJ119	67400 · Consulting Services	505.12
<b>Total Johnson, Dee</b>				<u>4,217.89</u>
<b>Koffler Electrical Mech, Inc.</b>	07/13/2011	0062278-IN	65150 · Repairs & Maintenance	407.96
<b>Total Koffler Electrical Mech, Inc.</b>				<u>407.96</u>
<b>Lateral-Jayne, Beverly Jo</b>	07/13/2011	Lateral Grant	72706 · 2008 Collection System Improv	1,500.00
<b>Total Lateral-Jayne, Beverly Jo</b>				<u>1,500.00</u>
<b>Lincoln Financial Group</b>	07/01/2011	July 2011	66020 · Employee Benefits	2,958.54
	07/01/2011	July 2011	64020 · Employee Benefits	225.25
	07/01/2011	July 2011	60020 · Employee Benefits	219.75
<b>Total Lincoln Financial Group</b>				<u>3,403.54</u>
<b>Linscott Engineering Contractors Inc</b>	07/22/2011	72803-10-10	72803 · Annual Collection Sys Repairs	2,218.32
<b>Total Linscott Engineering Contractors Inc</b>				<u>2,218.32</u>
<b>Marin County Office</b>	07/18/2011	Lafoo	66075 · Agency Dues	7,572.00
<b>Total Marin County Office</b>				<u>7,572.00</u>
<b>Marin Mechanical II, Inc.</b>	07/18/2011	72805-11-01	72805 · Annual Trtmt Plnt/Pump St Impr	343.95
<b>Total Marin Mechanical II, Inc.</b>				<u>343.95</u>
<b>Miller Pacific Engineering, Inc.</b>	07/25/2011	11564	72803 · Annual Collection Sys Repairs	199.00
<b>Total Miller Pacific Engineering, Inc.</b>				<u>199.00</u>
<b>Millipore Corp, Lab H2O Division</b>	07/14/2011	5752827	64100 · Operating Supplies	1,092.78
<b>Total Millipore Corp, Lab H2O Division</b>				<u>1,092.78</u>
<b>Monterey Mechanical, Inc.</b>	07/19/2011	NSD4-6	73002 · WWTP Up - Cont D - Rec- ARRA	900.00
	07/19/2011	NSD4-6	60153 · Outside Services	900.00
<b>Total Monterey Mechanical, Inc.</b>				<u>1,800.00</u>

# Novato Sanitary District Operating Check Register Detail

08/08/11

	Date	Num	Account	Debit
<b>North Bay Truck Service</b>				
	07/25/2011	6288	60150 · Repairs & Maintenance	300.00
	07/25/2011	6299	60150 · Repairs & Maintenance	399.84
	07/25/2011	6298	60150 · Repairs & Maintenance	733.29
	07/25/2011	6300	60150 · Repairs & Maintenance	702.71
Total North Bay Truck Service				<u>2,135.84</u>
<b>North Marin Auto Parts</b>				
	07/27/2011	540214	60150 · Repairs & Maintenance	13.33
Total North Marin Auto Parts				<u>13.33</u>
<b>North Marin Water District</b>				
	08/01/2011	8/22/11	61000-4 · Water/Permits/Telephone	35.81
Total North Marin Water District				<u>35.81</u>
<b>Novato, City</b>				
	06/30/2011	1891 Fuel charges	60060 · Gas, Oil & Fuel	1,887.55
	06/30/2011	1891 Fuel charges	61000-4 · Water/Permits/Telephone	2,059.29
	06/30/2011	1891 Fuel charges	63060 · Gasoline & Oil	604.02
	06/30/2011	1891 Fuel charges	64060 · Gasoline & Oil	264.26
	06/30/2011	1891 Fuel charges	65060 · Gasoline & Oil	377.51
	06/30/2011	1891 Fuel charges	66060 · Gasoline & Oil	641.76
	07/15/2011	GIS 2011/12_01	60091 · Software Maint	1,250.00
Total Novato, City				<u>7,084.39</u>
<b>Occumetric Inc.</b>				
	07/25/2011	105	66090 · Office Expense	225.00
Total Occumetric Inc.				<u>225.00</u>
<b>One Stop Auto Service Inc.</b>				
	07/19/2011	210719017	66150 · Repairs & Maintenance	45.96
	07/20/2011	210720011	60150 · Repairs & Maintenance	53.68
Total One Stop Auto Service Inc.				<u>99.64</u>
<b>Pacific, Gas &amp; Electric</b>				
	06/30/2011	5/27/11-7/07/11	61000-5 · Gas & Electricity	50,658.05
	06/30/2011	5/27/11-7/07/11	63191 · Gas & Electricity	11,413.52
	06/30/2011	5/27/11-7/07/11	65191 · Gas & Electricity	8,823.67
Total Pacific, Gas & Electric				<u>70,895.24</u>
<b>Petty Cash</b>				
	07/01/2011	July 2011	60100 · Operating Supplies	19.53
	07/01/2011	July 2011	66170 · Travel, Meetings & Training	50.00
	07/01/2011	July 2011	64170 · Pollution Prevention/Public Ed	33.47
Total Petty Cash				<u>103.00</u>
<b>Preferred Benefit</b>				
	08/01/2011	CS21425	66020 · Employee Benefits	3,360.24
	08/01/2011	CS21425	21074 · Health Insurance Payable	196.32
Total Preferred Benefit				<u>3,556.56</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
**08/08/11**

	Date	Num	Account	Debit
<b>PSC</b>				
	05/31/2011	04000387159	67500 · Household Hazardous Waste	27,160.71
	06/30/2011	04000400652	67500 · Household Hazardous Waste	<u>19,325.10</u>
Total PSC				46,485.81
<b>Reliance Standard Life</b>				
	07/27/2011	10/01/11-10/01/12	66070 · Insurance	<u>475.00</u>
Total Reliance Standard Life				475.00
<b>Royal Petroleum Company</b>				
	07/21/2011	486917	60100 · Operating Supplies	1,993.20
	07/26/2011	487171	60060 · Gas, Oil & Fuel	897.67
	07/26/2011	487171	63060 · Gasoline & Oil	287.25
	07/26/2011	487171	64060 · Gasoline & Oil	125.67
	07/26/2011	487171	65060 · Gasoline & Oil	179.53
	07/26/2011	487171	66060 · Gasoline & Oil	<u>305.21</u>
Total Royal Petroleum Company				3,788.53
<b>Schwaab Inc.</b>				
	07/06/2011	773746	66090 · Office Expense	<u>65.50</u>
Total Schwaab Inc.				65.50
<b>Shape Incorporated</b>				
	06/30/2011	116119	65150 · Repairs & Maintenance	<u>15,119.48</u>
Total Shape Incorporated				15,119.48
<b>Siemens Industry, Inc.</b>				
	07/07/2011	900258574	64150 · Repairs & Maintenance	272.00
	07/19/2011	900270442	64150 · Repairs & Maintenance	350.25
	07/20/2011	900271897	72604 · Laboratory Improvements	<u>2,033.00</u>
Total Siemens Industry, Inc.				2,655.25
<b>State Water Resources Control Bd(2)</b>				
	08/03/2011	Permit fees	72804 · Annual Reclamation Fac Imp	<u>640.00</u>
Total State Water Resources Control Bd(2)				640.00
<b>Stiles Construction Company</b>				
	07/25/2011	2220004	72805 · Annual Trtmt Plnt/Pump St Impr	<u>2,589.82</u>
Total Stiles Construction Company				2,589.82
<b>T-Mobile</b>				
	08/01/2011	8/11/11	65193 · Telephone	<u>22.65</u>
Total T-Mobile				22.65
<b>U.S. Bank Card (1)(Bev)</b>				
	08/01/2011	8/28/2011	66170 · Travel, Meetings & Training	<u>18.98</u>
Total U.S. Bank Card (1)(Bev)				18.98

**Novato Sanitary District**  
**Operating Check Register Detail**  
**08/08/11**

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Debit</u>
<b>U.S. Bank Card (2)(June)</b>	08/01/2011	July 2011	66090 · Office Expense	543.44
	08/01/2011	July 2011	66170 · Travel, Meetings & Training	1,344.00
	08/01/2011	July 2011	66150 · Repairs & Maintenance	151.90
	08/01/2011	July 2011	63150 · Repairs & Maintenance	1,212.00
	08/01/2011	July 2011	64160 · Research & Monitoring	262.76
	08/01/2011	July 2011	65150 · Repairs & Maintenance	174.61
	08/01/2011	July 2011	66124 · IT/Misc Electrical	55.32
	08/01/2011	July 2011	72805 · Annual Trtmt Plnt/Pump St Impr	640.03
<b>Total U.S. Bank Card (2)(June)</b>				<u>4,384.06</u>
<b>Underground Service Alert, Inc.</b>				
	07/20/2011	11070655	66075 · Agency Dues	1,089.00
<b>Total Underground Service Alert, Inc.</b>				<u>1,089.00</u>
<b>United Parcel Service</b>				
	07/16/2011	90000608Y9A291	66090 · Office Expense	22.25
	07/23/2011	0000608Y9A301	66090 · Office Expense	20.80
<b>Total United Parcel Service</b>				<u>43.05</u>
<b>US Bank Corporate Trust</b>				
	07/25/2011	2910957	21045 · Novato Heights Deposits	2,310.00
<b>Total US Bank Corporate Trust</b>				<u>2,310.00</u>
<b>Veolia Water North America, Inc.</b>				
	07/21/2011	5306	61000-1 · Fixed Fee	153,063.95
	07/25/2011	5556	61000-2 · Insurance & Bonds	4,196.61
<b>Total Veolia Water North America, Inc.</b>				<u>157,260.56</u>
<b>Verizon California</b>				
	07/16/2011	011935118822320907	65193 · Telephone	134.59
<b>Total Verizon California</b>				<u>134.59</u>
<b>Vision Service Plan</b>				
	07/21/2011	August 2011	66020 · Employee Benefits	622.72
<b>Total Vision Service Plan</b>				<u>622.72</u>
<b>VWR International Inc.</b>				
	07/12/2011	46248388	64100 · Operating Supplies	66.61
	07/12/2011	46248386	64100 · Operating Supplies	36.91
	07/12/2011	46247110	64100 · Operating Supplies	33.35
	07/13/2011	46263286	64100 · Operating Supplies	47.94
	07/14/2011	46278979	64100 · Operating Supplies	99.68
<b>Total VWR International Inc.</b>				<u>284.49</u>
<b>W.R. Forde</b>				
	07/19/2011	Job 23-11, 72804-11-	72804 · Annual Reclamation Fac Imp	18,080.57
<b>Total W.R. Forde</b>				<u>18,080.57</u>

**Novato Sanitary District  
Operating Check Register Detail**

08/08/11

	Date	Num	Account	Debit
<b>Water Components &amp; Building, Inc.</b>				
	07/13/2011	30278462	63150 · Repairs & Maintenance	227.43
	07/13/2011	30278462	63150 · Repairs & Maintenance	849.00
	07/13/2011	30278462	63150 · Repairs & Maintenance	130.65
	07/15/2011	30278674	63150 · Repairs & Maintenance	227.08
	07/22/2011	30279244	63150 · Repairs & Maintenance	<u>119.86</u>
Total Water Components & Building, Inc.				<u>1,554.02</u>
<b>WECO</b>				
	06/30/2011	0025458-IN	72803 · Annual Collection Sys Repairs	<u>27,000.00</u>
Total WECO				<u>27,000.00</u>
<b>Wollborg/Michelson Personnel Service, Inc</b>				
	07/19/2011	434331	60010 · Salaries & Wages	<u>1,733.75</u>
Total Wollborg/Michelson Personnel Service, Inc				<u>1,733.75</u>
<b>TOTAL</b>				<u><u>735,968.31</u></u>

08/05/11

# Novato Sanitary District Check Register

August 8, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Aug 8, 11</b>			
8/8/2011	2195	California Diesel & Power	2,630.32
8/8/2011	2194	Bartle Wells Assoc, Inc	1,365.00
<b>Aug 8, 11</b>			<b><u>3,995.32</u></b>

**Novato Sanitary District  
Project Check Detail  
August 8, 2011**

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Debit</u>
<b>Bartle Wells Assoc, Inc</b>				
	06/30/2011	BWA0280-1002	72609 · WWTP Upgrade - Contract B	<u>1,365.00</u>
Total Bartle Wells Assoc, Inc				<u>1,365.00</u>
<b>California Diesel &amp; Power</b>				
	07/16/2011	85098	72609 · WWTP Upgrade - Contract B	<u>2,630.32</u>
Total California Diesel & Power				<u>2,630.32</u>
<b>TOTAL</b>				<u><u>3,995.32</u></u>

08/05/11

# Novato Sanitary District Check Register

August 5, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Aug 5, 11</b>			
8/5/2011	3112	Di Giorgio, Michael	1,121.04
8/5/2011	1685	Long, William C	768.97
8/5/2011	3113	Mariani, Jean M	396.58
8/5/2011	3111	Welsh, Dennis J	296.57
<b>Aug 5, 11</b>			<b>2,583.16</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Finance	<b>MEETING DATE:</b> August 8, 2011 <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Authorize the Manager-Engineer to issue a Request for Proposals for a Trustee for the Certificate of Participation.	
<b>SUMMARY AND DISCUSSION:</b> <p>On June 27<sup>th</sup> the Board authorized initiating the process to sell Certificates of Participation (COP) to finance the Recycled Water Treatment Facility and the balance of the Wastewater Treatment Plant Upgrade Project that was not financed by a SRF loan. Bartle Wells has been preparing a schedule for the sale of the Certificates of Participation a copy of which is attached to this memo. They are also preparing a Preliminary Official Statement (POS), which provides the required disclosures for the investors.</p> <p>Tom Gaffney and Catherine Tseng will present the draft POS to the Board at the meeting on Monday. There will be time for the Board to review it and provide comments before considering approval of the final POS at the meeting on August 22, 2011. No action will be taken on the POS at this meeting.</p> <p>The District will need to select a Trustee to hold the bond funds and track the payments. It is planned to do this through a competitive bid process. Bartle Wells will prepare the RFP pending board authorization to issue the RFP.</p> <p>It is generally advisable to have a board committee appointed to work with the Financial Consultant and Bond Counsel through the COP sale. Staff recommends that the President appoint an Adhoc Finance Committee.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> The cost of the trustee will be included in the COP.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**NOVATO SANITARY DISTRICT**  
**COP Sale Schedule – DRAFT 7/29/11**  
**2011 Revenue Certificate of Participation**  
**Planned Sale Date: Wednesday, September 28, 2011**

<b>Action</b>	<b>Date</b>	<b>Responsibility</b>
Select Financial Consultant/Bond Counsel	Jan 2006	NSD
Authorization to Proceed	Jun. 27, 2011	NSD
First draft POS circulated for review	Aug. 9, 2011	BWA
First draft NOS circulated for review	Aug. 9, 2011	JH
RFP for Trustee	Aug. 9, 2011	BWA / NSD
Finalize POS for Board Packet	Aug. 22, 2011	BWA
Finalize NOS for Board Packet	Aug. 22, 2011	JH / BWA
Contact rating agency for meeting	Aug. 22, 2011	NSD / BWA
Notify Bond Buyer to place on calendar	Aug. 22, 2011	BWA
Select Trustee	Aug. 24, 2011	NSD /BWA
Board call for sale of COPs	Sept. 12, 2011	NSD /BWA
Rating agency meeting in SF (tentative)	Sept. 14, 2011	NSD/BWA/ S&P
Finalize POS/NOS distributed	Sept. 15, 2011	BWA
Receive bids on COPs, award to low bidder	Sept. 28, 2011	All
Finalize OS	Oct. 5, 2011	BWA
Prepare closing documents/pre-closing	Oct. 17, 2011	NSD / JH
Closing and receipt of funds; fund escrow	Oct. 18, 2011	NSD / JH

Board of Directors' Meeting Dates: 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month

JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			

  

SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8			1	2	3	4	5
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
25	26	27	28	29	30	1	30	31						27	28	29	30			

 - Board Mtgs       - Sale Date

# Algebra Academy adds up for students

BY BRUCE MEADOWS  
*Marinscope Contributor*

Learning math is one thing — applying it to the real world is something else.

Herculean as it may sound, that's the goal of the North Bay Leadership Council's Algebra Academy set to hold a three-week program starting Aug. 1 in Novato. The academy will include

English-learning students from Novato middle schools, as selected by their teachers based on performance as well as need. The first two hours of the 8 a.m.-noon program each day will be devoted to teaching, with longtime San Jose Middle School instructor Cheyl Griffin as the teacher. After two hours of instruction, the 25-30 students will visit various spon-

sor businesses, the stated goal "to help jump-start students' interest in and knowledge of algebra as well as other math and science-related topics," an effort designed to "connect the dots for them on why learning algebra is a linchpin for college and career readiness." Griffin, who has taught math in Novato for 22 years, said visiting businesses each day "will

enable me to show the students just how important math, and specifically algebra, is in doing the work at these businesses." According to NBLC's Cynthia Murray, a former Marin County supervisor, former council member and former mayor of Novato, students will get a chance to meet employees at various businesses

**See MATH A3**

# MATH: Getting students excited about algebra and its applications to the real world

From A1

"and get them excited about math."

The first week, students will spend two days at the North Marin Water District, then two days at the Novato Sanitary District. The fifth day, Redwood Credit Union representatives will provide instruction on financial literacy. The second week, the class will spend five days at Infineon Raceway near Sonoma, and the third week will be at the Buck Institute in Novato.

Students will meet with scientists, engineers, financial experts, designers, and other professionals who will share how

they use math and science in their work and showcase careers that require these skills. Students will also be able to tour the work sites and participate in real work experiences.

There is no cost to students, who receive a notebook and backpack as well as lunch from the participating business each day.

Schools and the NBLC share some costs such as transportation and the council pays for the teacher, according to Murray, adding that grant money also helps fund the program.

"These kids are giving up three weeks of their summer," said Murray,

the future."

Following completion of the three-week academy, students and their parents will take part in a graduation ceremony, with Novato's mayor as well as a keynote speaker expected to participate. Murray said the plan is to track participating students to see how many move on in math in college and beyond.

The NBLC is an employer-led public policy advocacy organization "committed to providing leadership in ways to make the North Bay sustainable, prosperous and innovative."

The council, which recently celebrated its 20th



COURTESY OF NUSD

**Cheryl Griffin** is the math department chair at San Jose Middle School.

council president and CEO who has been with the group the past six years. "We'd like to grow this program in Marin County and include more kids in

anniversary, includes 40 leading employers in the region with members representing a wide variety of businesses, non-profits and educational institutions.

The Novato academy is modeled on the successful Mike Hauser Algebra Academy, run by the Santa Rosa Chamber of Commerce and enjoying its fourth year in Santa Rosa.

The Hauser program started in 2008 and doubled in size to 60 students the second year of existence. Academy sponsors have included Agilent Technologies, JDS Uniphase, Medtronic Cardiovascular and Pacific Gas & Electric as well as the Sonoma County Office of Education and Piner-Olivet, Roseland and Santa Rosa City School districts. "The academics have been very popular in Santa Rosa and the kids and teachers love them, so we anticipate a similar response in Novato," said Murray. "We hope the kids will talk it up because we really do want to grow this program."

Griffin, the math department chair at San Jose Middle School, appears to be a logical choice as instructor, noting that "Algebra is my specialty and I love the opportunity of showing kids how it can be used in real life."