

NOVATO SANITARY DISTRICT

Meeting Date: September 10, 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, September 10, 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.

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

Existing litigation pursuant to subdivision (a) of Government Code Section 54956.9: Administrative Civil Liability No. R2-2010-0102

AGENDA

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. PRESENTATION OF CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING:**
- 4. REPORT FROM CLOSED SESSION:**
- 5. 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.

- 6. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the August 27, 2012 meeting.

- 7. 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.

8. CAPITAL PROJECTS:

- a. Progress report on Recycled Water Treatment Plant construction.
- b. Review invitation for the North Novato Recycled Water Project dedication.
- c. Consider granting Final Acceptance of the Galli Drive Sewer Project, and authorize staff to file the Notice of Completion.

9. BOARD OF DIRECTORS:

- a. Consider canceling the meeting of September 24, 2012.
- b. Consider adopting a resolution revising Policy 5010 for the Board of Directors regular meeting time.
- c. Board President to consider setting a special meeting for 1:30 PM, Thursday, October 11, 2012 joint with North Marin Water District to include the dedication of the North Novato Recycled Water Project.

10. ADMINISTRATION:

- a. Consider authorizing the Deputy Manager-Engineer to attend the 2013 Water and Wastewater Leadership Center Training program.

11. DISTRICT COUNSEL REPORT:

12. BOARD MEMBER REPORTS:

- a. North Bay Watershed Association

13. MANAGER'S ANNOUNCEMENTS:

14. ADJOURNMENT:

Next resolution no. 3051

Next regular meeting date: Monday, October 8, 2012, 6:30 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

August 27, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, August 27, 2012, at the District offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John Bailey, Plant Manager, Veolia Water
Bob Guinan, Novato resident
Joe Carlomagno, Novato resident
Brant Miller, Novato resident
Dale Thrasher, Director of NSD Joint Safety Program

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested item 5b. *Accept the Zandra Place Sewer Main Extension* be removed from the agenda.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Agenda was approved as modified.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 13, 2012 Board meeting.

On motion of Member Peters, seconded by Member Long and carried unanimously, the minutes of the August 13, 2012 Board meeting were approved.

CONSENT CALENDAR:

Member Welsh requested *Item c: Disbursement Approval*, be removed for further discussion. The Manager provided details of the disbursements in question and Member Welsh was in agreement with the disbursements.

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

- a. Adopt Resolution No. 3049, approving relief on pH limits, and setting revised pH limits for BioMarin, 46 Galli Drive and 300 Bel Marin Keys Blvd., Novato.

- c. Approval of regular disbursements in the amount of \$96,053.48, capital project disbursements in the amount of \$319,609.98 and payroll and payroll related disbursements in the amount of \$231,785.84.

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. The Deputy Manager-Engineer reviewed the Wastewater Operations Committee Report for July, 2012 which included the Veolia Water Operations Report, the Collection System Operations Report and the Reclamation Facilities Report.

Member Peters commented on the District's commendable safety record.

Member Long commented on the monitoring of the aeration basins and on Veolia's PCMP (Process Control Management Plan) Unit Process report. John Bailey, Veolia Water, detailed the data and discussed the reporting requirements.

- Staff report on odor control and landscaping. The Manager gave an update of the activities the District is currently engaging in to address neighborhood concerns regarding odors and visual screening.

- Staff report on Safety program. The Manager introduced Dale Thrasher, Joint Safety Program Director. Mr. Thrasher gave a PowerPoint presentation outlining the District's Health and Safety Program. He discussed the program's vision, mission and strategy. He outlined how the District implements its safety program and discussed the success of the program.

2012-13 BUDGET:

- Presentation of final 2012-13 annual District budget. The Manager discussed in detail the District's Final Budget for Fiscal Years 2012-14. She stated that the changes to the Transmittal Letter were substantial and the Board expressed their appreciation for the changes and the additional information outlined. The Board thanked Finance Officer Laura Creamer and commended her for her work on preparation of the budget.

- Consider adoption of final District budget.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board adopted the Novato Sanitary District Final Budget for Fiscal Years 2012-14.

- Consider adoption of Resolution No. 3050 establishing the District's Appropriations Limit for 2012-13. The Manager stated that the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. She noted that for fiscal year 2012-13, staff anticipates that the District's appropriations subject to limitation will be \$5,899,391.00.

On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board adopted Resolution No. 3050: A RESOLUTION OF THE NOVATO SANITARY DISTRICT CORRECTING AND AMENDING PRIOR CALCULATIONS AND MAKING DETERMINATION AND ESTABLISHING THE 2012-13 APPROPRIATION LIMIT.

CAPITAL PROJECTS:

- Grant final acceptance of the 2012 Miscellaneous Manhole Repairs Project and authorize staff to file the Notice of Completion. The Deputy Manager-Engineer stated that Maggiora & Ghilotti began work on the project on May 9, 2012 and substantial completion was on June 7, 2012. He stated that the final cost to complete the project, including change orders, was \$44,164.52. He recommended that final acceptance be granted and staff be authorized to file the Notice of Completion.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board granted final acceptance of the 2012 Miscellaneous Manhole Repairs project and authorized staff to file the Notice of Completion.

- Grant final acceptance of the 2012 Miscellaneous Sewer Repairs Group 1 Project and authorize staff to file the Notice of Completion. The Deputy Manager-Engineer stated that Maggiora & Ghilotti began work on the project on May 18, 2012 and substantial completion was on June 6, 2012. He stated that the final cost to complete the project, including change orders, was \$84,331.78. He recommended that final acceptance be granted and staff be authorized to file the Notice of Completion.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board granted final acceptance of the 2012 Miscellaneous Sewer Repairs Group 1 project and authorized staff to file the Notice of Completion.

- Make CEQA findings, approve plans and specifications, and authorize advertising for bids for the 2012 Pipe Bursting Project. The Deputy Manager-Engineer stated that Nute Engineering has completed the plans and specifications for the project and that the project is ready for bid. He discussed the scope of the work to be completed and noted that staff has completed the California Environmental Quality Act (CEQA) documentation and has determined that the project is categorically exempt. The Deputy Manager-Engineer requested the Board approve the CEQA findings, approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board made CEQA findings, approved plans and specifications and authorized the advertising for bids for the Collection System Improvements Project 72706, 2012 Pipe Bursting Project.

- Review bids received for Bahia Pump Station Drainage Improvements and consider accepting the lowest responsive bid and authorize the Manager-Engineer to execute a

Contract with Maggiora & Ghilotti in the amount of \$31,600.00. The Deputy Manager-Engineer stated that staff requested bids for this project and noted that Maggiora & Ghilotti submitted the lowest responsive bid of \$31,600.00. He requested the Board award the Bahia Pump Station Improvements project to Maggiora & Ghilotti and authorize the Manager-Engineer to execute a contract for the bid amount.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board reviewed the bids received and accepted Maggiora & Ghilotti as the lowest responsive bid. The Board authorized the Manager-Engineer to execute a Contract with Maggiora & Ghilotti in the amount of \$31,600.00 for the Annual Treatment Plant/Pump Station Improvements Project: Bahia Pump Station Drainage Improvements; Project 72805-12-01.

- Review bids received for Reclamation Culvert Replacement Project and consider accepting the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with C.V. Larsen in the amount of \$68,249.97. The Deputy Manager-Engineer stated that staff requested bids for this project and noted that C.V. Larsen submitted the lowest responsive bid of \$68,249.97. He requested the Board award the Reclamation Culvert Replacement project to C.V. Larsen and authorize the Manager-Engineer to execute a contract for the bid amount.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board reviewed the bids received and accepted C.V. Larsen as the lowest responsive bid. The Board authorized the Manager-Engineer to execute a Contract with C.V. Larsen in the amount of \$68,249.97 for the Annual Reclamation Facility Improvements-Reclamation Culvert Replacement Project-Site 3; Project 72804-11-03.

At 8:07 p.m. President Di Giorgio adjourned the meeting for a 5 minute recess.

At 8:14 p.m. President Di Giorgio reconvened the Board meeting.

ADMINISTRATION:

- Consider continuing to abide by the Brown Act. The Manager affirmed the District's intention to continue to follow the tenets of "The Brown Act" in the interest of conducting the District's business transparently. She estimated the approximate costs for Brown Act compliance and stated that although the state will not reimburse the District for these costs, the District budget will not be adversely impacted.

On the motion of Member Long, seconded by Member Peters and carried unanimously, the Board agreed to continue to follow the tenets of "The Brown Act" in the interest of conducting the District's business transparently.

STAFF REPORTS:

- CalPERS Health Plan premium modifications for 2013. The Manager discussed the CalPERS Health Plan (Kaiser North) rates. She stated that for calendar year 2013 there will be an increase of approximately 9.5% for regular health coverage and a 3.8% increase in Medicare rates.

- California Association of Sanitation Agency (CASA) Annual Meeting synopsis. The Manager gave a PowerPoint presentation of the annual CASA conference which took place from August 8th through the 11th in Monterey. She noted that in attendance were the Deputy Manager-Engineer and Board members Di Giorgio, Long, Peters and Mariani.

BOARD MEMBER REPORTS:

Member Long commented on the metal structure in the overhead area of the District entrance.

MANAGER'S ANNOUNCEMENTS:

- Solid Waste Committee meeting on Tuesday, August 28th at 3:00 p.m. at the District office.

- North Marin Water District will hold a dedication ceremony for their Solar Energy Project at Stafford Lake on Friday, August 31st at 11:00 a.m.

- Las Gallinas Valley Sanitary District will hold a dedication of their New Recycled Water Treatment Facility on Tuesday, September 25th at 1:30 p.m.

- The Novato Sanitary District will hold a dedication of their Recycled Water Treatment Facility on Thursday, October 11th at 3:00 p.m.

- The next regular Board meeting will be held on Monday, September 10th.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:45 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

Novato Sanitary District Operating Check Register

For September 10, 2012

Date	Num	Name	Credit
Sep 1 - 10, 12			
9/10/2012	54837	Veolia Water North America, ...	157,520.45
9/10/2012	54829	Pacific, Gas & Electric	70,866.22
9/10/2012	54817	Johnson, Dee	8,349.41
9/10/2012	54812	CT Promotions	6,635.14
9/10/2012	54823	North Bay Watershed Assoc.	6,192.21
9/10/2012	54814	Foster Flow Control	3,930.96
9/10/2012	54825	Novato Development LLC	3,500.00
9/10/2012	54830	Preferred Benefit	3,197.72
9/1/2012	54807	Long, William C.	1,844.00
9/10/2012	54815	HACH/American Sigma Inc	1,760.00
9/10/2012	54833	Soil and Plant Laboratory, Inc.	1,687.70
9/10/2012	54832	Real Estate Strategies & Solu...	1,575.00
9/10/2012	54824	North Marin Water District	1,367.20
9/10/2012	54809	Cintas Corporation	1,291.14
9/10/2012	54810	Comet Building Maintenance,...	1,242.50
9/10/2012	54820	Miller Pacific Engineering, Inc.	1,235.00
9/10/2012	54816	IEDA, INC	1,020.00
9/10/2012	54805	3T Equipment Company Inc.	918.24
9/10/2012	54839	Vision Service Plan	524.81
9/10/2012	54813	CWEA	497.00
9/10/2012	54838	Verizon Wireless-	428.72
9/10/2012	54806	Aqua Science	350.00
9/10/2012	54818	Journey	271.25
9/10/2012	54834	Staples Business Adv Inc.	270.30
9/10/2012	54819	Levy, Larry	250.00
9/10/2012	54807	BoundTree Medical, LLC	247.81
9/10/2012	54821	Nextel Communications	192.24
9/10/2012	54822	North Bay Truck Service	163.55
9/10/2012	54828	Orkin Pest Control, Inc.	116.00
9/10/2012	54811	Cook Paging	66.30
9/10/2012	54826	Novato Disposal-	50.18
9/10/2012	54831	Quill Corporation	27.06
9/10/2012	54836	Thomas & Associates, Inc.	25.19
9/10/2012	54827	O'Reilly Auto Parts	25.09
9/10/2012	54835	T-Mobile	22.91
9/10/2012	54808	CalRecycle	7.10
Sep 1 - 10, 12			277,668.40

Novato Sanitary District
Operating Check Register Detail
 September 10, 2012

	Date	Num	Account	Amount
3T Equipment Company Inc.				
	08/29/2012	58143	60150 · Repairs & Maintenance	918.24
Total 3T Equipment Company Inc.				<u>918.24</u>
Aqua Science				
	08/27/2012	NSD-42	64160 · Research & Monitoring	350.00
Total Aqua Science				<u>350.00</u>
BoundTree Medical, LLC				
	08/28/2012	80864980	67500 · Household Hazardous Waste	247.81
Total BoundTree Medical, LLC				<u>247.81</u>
CalRecycle				
	08/23/2012	OPP Unspent Funds	67500 · Household Hazardous Waste	7.10
Total CalRecycle				<u>7.10</u>
Cintas Corporation				
	08/31/2012	August 2012	64100 · Operating Supplies	122.87
	08/31/2012	August 2012	66100 · Engineering Supplies	367.73
	08/31/2012	August 2012	60100 · Operating Supplies	800.54
Total Cintas Corporation				<u>1,291.14</u>
Comet Building Maintenance, Inc.				
	08/21/2012	90779	66150 · Repairs & Maintenance	1,242.50
Total Comet Building Maintenance, Inc.				<u>1,242.50</u>
Cook Paging				
	09/01/2012	8801777	61000-4 · Water/Permits/Telephone	24.00
	09/01/2012	8801777	65193 · Telephone	30.83
	09/01/2012	8801777	60193 · Telephone	11.47
Total Cook Paging				<u>66.30</u>
CT Promotions				
	08/17/2012	53455	64170 · Pollution Prevention/Public Ed	6,635.14
Total CT Promotions				<u>6,635.14</u>
CWEA				
	08/31/2012	Modesto event 2012	66170 · Travel, Meetings & Training	298.00
	08/31/2012	Modesto 2012	66170 · Travel, Meetings & Training	199.00
Total CWEA				<u>497.00</u>
Foster Flow Control				
	08/27/2012	12-1490	63150 · Repairs & Maintenance	3,930.96
Total Foster Flow Control				<u>3,930.96</u>
HACH/American Sigma Inc				
	08/23/2012	7910232	64091 · Software Maintenance	1,760.00
Total HACH/American Sigma Inc				<u>1,760.00</u>
IEDA, INC				

Novato Sanitary District
Operating Check Register Detail
 September 10, 2012

	Date	Num	Account	Amount
	09/01/2012	September 2012	66123 · O/S Contractual	1,020.00
Total IEDA, INC				<u>1,020.00</u>
Johnson, Dee				
	09/01/2012	UOBG132/DLJ132	67530 · Used Oil Program	893.67
	09/01/2012	NV93920121301DLJ63	67400 · Consulting Services	3,339.01
	09/01/2012	HHWPERM161DLJ161	67400 · Consulting Services	4,116.73
Total Johnson, Dee				<u>8,349.41</u>
Journey				
	08/29/2012	142664	65100 · Operating Supplies	271.25
Total Journey				<u>271.25</u>
Levy, Larry				
	08/21/2012	8/21/2012	66123 · O/S Contractual	250.00
Total Levy, Larry				<u>250.00</u>
Long, William				
	08/21/2012	8/21/2012	66020- Employee Benefits	1,844.00
Total Long, William				<u>1,844.00</u>
Miller Pacific Engineering, Inc.				
	08/23/2012	12592	66123 · O/S Contractual	1,235.00
Total Miller Pacific Engineering, Inc.				<u>1,235.00</u>
Nextel Communications				
	08/20/2012	506571524-101	60193 · Telephone	32.04
	08/20/2012	506571524-101	65193 · Telephone	17.26
	08/20/2012	506571524-101	66193 · Telephone	142.94
Total Nextel Communications				<u>192.24</u>
North Bay Truck Service				
	08/21/2012	6702	65150 · Repairs & Maintenance	163.55
Total North Bay Truck Service				<u>163.55</u>
North Bay Watershed Assoc.				
	08/21/2012	2012-13 Fiscal Year	66075 · Agency Dues	6,192.21
Total North Bay Watershed Assoc.				<u>6,192.21</u>
North Marin Water District				
	08/23/2012	Deer Island/Credit	63192 · Water - Reclamation	-537.32
	08/23/2012	6/21/12-8/15/12	61000-4 · Water/Permits/Telephone	1,719.57
	08/23/2012	6/21/12-8/15/12	65192 · Water	184.95
Total North Marin Water District				<u>1,367.20</u>
Novato Development LLC				
	08/31/2012	Manhole Deposit Rfnd	21041 · Cash in Lieu of Bond	3,500.00
Total Novato Development LLC				<u>3,500.00</u>
Novato Disposal-				
	09/01/2012	1648519	60200 · Other(Garbage Coll)	50.18
Total Novato Disposal-				<u>50.18</u>

Novato Sanitary District
Operating Check Register Detail
 September 10, 2012

	Date	Num	Account	Amount
O'Reilly Auto Parts				
	08/06/2012	2641-264733	65150 · Repairs & Maintenance	25.09
Total O'Reilly Auto Parts				<u>25.09</u>
Orkin Pest Control, Inc.				
	08/28/2012	77059426	66150 · Repairs & Maintenance	116.00
Total Orkin Pest Control, Inc.				<u>116.00</u>
Pacific, Gas & Electric				
	08/24/2012	5/30/12-8/05/12	61000-5 · Gas & Electricity	43,760.44
	08/24/2012	5/30/12-8/05/12	63191 · Gas & Electricity	18,236.31
	08/24/2012	5/30/12-8/05/12	65191 · Gas & Electricity	7,819.59
	08/24/2012	5/30/12-8/05/12	61000-5 · Gas & Electricity	776.91
	08/24/2012	5/30/12-8/05/12	63191 · Gas & Electricity	272.97
Total Pacific, Gas & Electric				<u>70,866.22</u>
Preferred Benefit				
	09/01/2012	CS21903	66020 · Employee Benefits	3,096.36
	09/01/2012	CS21903	21074 · Health Insurance Payable	101.36
Total Preferred Benefit				<u>3,197.72</u>
Quill Corporation				
	08/29/2012	5449008	66090 · Office Expense	27.06
Total Quill Corporation				<u>27.06</u>
Real Estate Strategies & Solutions Inc.				
	08/22/2012	120803	66123 · O/S Contractual	1,575.00
Total Real Estate Strategies & Solutions Inc.				<u>1,575.00</u>
Soil and Plant Laboratory, Inc.				
	08/27/2012	37791	64160 · Research & Monitoring	1,687.70
Total Soil and Plant Laboratory, Inc.				<u>1,687.70</u>
Staples Business Adv Inc.				
	08/27/2012	7000122795	66090 · Office Expense	270.30
Total Staples Business Adv Inc.				<u>270.30</u>
T-Mobile				
	09/01/2012	7/15/12-8/14/12	65193 · Telephone	22.91
Total T-Mobile				<u>22.91</u>
Thomas & Associates, Inc.				
	08/30/2012	26520	65150 · Repairs & Maintenance	25.19
Total Thomas & Associates, Inc.				<u>25.19</u>
Veolia Water North America, Inc.				
	08/24/2012	18915	61000-0 · Contract Operations	153,063.95
	08/27/2012	19085	61000-2 · Insurance & Bonds	4,456.50
Total Veolia Water North America, Inc.				<u>157,520.45</u>
Verizon Wireless-				
	09/01/2012	1114186285	60193 · Telephone	143.97
	09/01/2012	1114186285	65193 · Telephone	77.52
	09/01/2012	1114186285	66193 · Telephone	207.23
Total Verizon Wireless-				<u>428.72</u>

Novato Sanitary District
Operating Check Register Detail
September 10, 2012

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Amount</u>
Vision Service Plan				
	08/20/2012	September 2012	66020 - Employee Benefits	524.81
Total Vision Service Plan				<u>524.81</u>
TOTAL				<u><u>277,668.40</u></u>

**Novato Sanitary District
Capital Projects Check Register**

September 10, 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Sep 10, 12			
9/10/2012	2391	Nute Engineering Inc.	15,496.98
9/10/2012	2386	Cagwin & Dorward Inc.	4,533.00
9/10/2012	2388	Custom Tractor Service	4,530.00
9/10/2012	2390	Novato, City	3,692.96
9/10/2012	2389	Foster Flow Control	1,095.85
9/10/2012	2387	Comet Building Maintenance,...	152.50
Sep 10, 12			29,501.29

**Novato Sanitary District
Capital Projects Detail
September 10, 2012**

	<u>Date</u>	<u>Account</u>	<u>Open Balance</u>
Cagwin & Dorward Inc.			
	08/31/2012	72609 · WWTP Upgrade - Contract B	4,353.00
	08/31/2012	72609 · WWTP Upgrade - Contract B	180.00
Total Cagwin & Dorward Inc.			<u>4,533.00</u>
Comet Building Maintenance, Inc.			
	08/21/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	152.50
Total Comet Building Maintenance, Inc.			<u>152.50</u>
Custom Tractor Service			
	09/06/2012	72804 · Annual Reclamation Fac Imp	4,530.00
Total Custom Tractor Service			<u>4,530.00</u>
Foster Flow Control			
	08/27/2012	72804 · Annual Reclamation Fac Imp	1,095.85
Total Foster Flow Control			<u>1,095.85</u>
Novato, City			
	07/25/2012	72706 · 2008 Collection System Improv	192.96
	08/27/2012	72706 · 2008 Collection System Improv	3,500.00
Total Novato, City			<u>3,692.96</u>
Nute Engineering Inc.			
	08/16/2012	72706 · 2008 Collection System Improv	4,814.43
	08/16/2012	72805 · Annual Trtmt Plnt/Pump St Impr	5,604.83
	08/16/2012	72706 · 2008 Collection System Improv	2,075.70
	08/16/2012	72706 · 2008 Collection System Improv	1,690.02
	08/16/2012	72403 · Pump Station Rehabilitation	745.00
	08/16/2012	72706 · 2008 Collection System Improv	567.00
Total Nute Engineering Inc.			<u>15,496.98</u>
TOTAL			<u><u>29,501.29</u></u>

09/07/12

Novato Sanitary District Board Check Register

September 7, 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Sep 7, 12			
9/7/2012	3150	Di Giorgio, Michael	922.09
9/7/2012	2211	Long, William C	754.46
9/7/2012	2212	Mariani, Jean M	629.59
9/7/2012	2213	Peters, A. Gerald	586.86
9/7/2012	3151	Welsh, Dennis J	486.86
Sep 7, 12			<u><u>3,379.86</u></u>

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Collection Systems Improvement Project, Phase G, Account No. 72706; Galli Drive Sewer Improvement Project	MEETING DATE: September 10, 2012 AGENDA ITEM NO.: 8.c.
RECOMMENDED ACTION: Consider granting Final Acceptance of the Project, and authorize staff to file the Notice of Completion.	
SUMMARY AND DISCUSSION: On February 13, 2012 the District's Board of Directors awarded the contract for the Galli Drive Sewer Improvement Project to W.R. Forde Associates for a low bid amount of \$418,078. The work began on the project on March 26, 2012 and substantial completion was granted on June 14, 2012. The Contractor has completed the contract work and the project is ready for final acceptance. The final cost of the project is \$408,678.39 or \$9,399.61 below the bid amount. At this time, the project has met the provisions of Public Contract Code Section 7107, and it would be appropriate to file the Notice of Completion to start the 35-day Retention Release period. It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion.	
ALTERNATIVES: None	
BUDGET INFORMATION: The Collection Systems Improvements Project (Account no. 72706) has a FY12-13 budget amount of \$1,220,000, of which \$30,541.16 has been expended as of August 31, 2012.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Board of Directors: September 24 Meeting	MEETING DATE: September 10, 2012 AGENDA ITEM NO.: 9.a.
RECOMMENDED ACTION: Consider cancelling the regular meeting scheduled for September 24, 2012.	
SUMMARY AND DISCUSSION: The Board of Directors has a regular meeting scheduled for Monday, September 24, 2012 at 6:30 PM. However, at least two board members will be attending the California Special Districts training in San Diego on that date and the Manager-Engineer will also be out of town at a meeting. The first meeting in October is very early in the month on October 8 th and District business will not be adversely affected by cancelling the second meeting in September. In addition, an extra meeting is scheduled in October in order to meet jointly with the North Marin Water District to review joint District projects. Accordingly, staff recommends cancelling the meeting.	
ALTERNATIVES: Re-schedule the meeting or leave it at the scheduled date.	
BUDGET INFORMATION:. Cancelling the meeting will save approximately \$1,250 in direct costs.	
DEPT.MGR.:	MANAGER:

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Board of Directors: Policy 5010 Revision	MEETING DATE: September 10, 2012 AGENDA ITEM NO.: 9.b.
RECOMMENDED ACTION: Consider adopting a resolution revising Policy 5010 for the regular meeting time.	
SUMMARY AND DISCUSSION: The Board of Directors regular meeting date and time was set by Resolution No. 95 adopted December 29, 1952. The regular meeting date and time has been changed by resolutions, most recently the meeting time was changed from 4:30 pm to 6:30 pm on August 24, 2009. The length of board meetings has increased making it difficult to complete the business by a reasonable hour when starting at 6:30 PM. Staff suggests scheduling the start of the meetings one hour earlier at 5:30 PM so as to still provide good opportunities for public participation while avoiding late night meetings.	
ALTERNATIVES: Re-schedule the meeting time or leave it at the scheduled time.	
BUDGET INFORMATION: Rescheduling the meetings to 5:30 PM will save approximately \$1,200 in staff overtime costs.	
DEPT.MGR.:	MANAGER:

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the second and fourth Mondays of each calendar month at ~~6:30~~ **5:30** p.m. in the Conference Room of Novato Sanitary District at 500 Davidson Street, Novato, CA.

5010.2 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

5010.2.1 All Directors, the Manager-Engineer, the Deputy Manager-Engineer, District Counsel and other staff members as appropriate shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall receive written notice by any means that ensures receipt at least 24 hours prior to the meeting.

5010.2.3 There is no express agenda requirement for special meetings, but the notice of the meeting effectively serves as the agenda and limits the business that may be conducted.

5010.3 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Manager-Engineer, Board President or President Pro Tem in the President's absence.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall be notified by at least one hour prior to the emergency special meeting, as long as such notification would not endanger the public health or safety, as determined by a majority of the Board. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Manager-Engineer, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of

the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 The Board may meet in closed session during an emergency special meeting only for the purposes of consulting with law enforcement or security officials, and only if agreed to by a two-thirds vote of the Board, or, if less than two-thirds of the Board members are present, by a unanimous vote of the Board members present. All other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Manager-Engineer or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may adjourn any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Manager-Engineer may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above. If a meeting is adjourned to a date within five calendar days and no new items are to be introduced, no new agenda will be posted. A copy of the order of adjournment will be posted within 24 hours after the adjournment, at or near the door of the place where the meeting was held.

5010.5 Election of Officers. At its second meeting in June of each year, the Board of Directors shall elect a President and President Pro Tem to serve during the coming fiscal year, and will appoint the Manager-Engineer as the Board's Secretary/Treasurer and the Administrative Services Manager as the District's Secretary/Treasurer Pro Tem.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the Manager-Engineer shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

RESOLUTION NO. 3051

**A RESOLUTION CHANGING TIME
OF REGULAR DISTRICT BOARD OF DIRECTORS' MEETINGS**

NOVATO SANITARY DISTRICT

RESOLVED, by the Board of Directors of Novato Sanitary District, Marin County, California that

WHEREAS, the Board of Directors of Novato Sanitary District, in Resolution No. 95, adopted December 29, 1952, provided for the regular date of meetings of said District;

WHEREAS, said regular meeting date and time has been changed by Resolutions from time to time;

WHEREAS, the Board of Directors of Novato Sanitary District desires to further change the regular meeting time of said District;

NOW, THEREFORE, IT IS ORDERED, as follows:

Sec. 1 of said Resolution No. 95, adopted December 29, 1952, shall be, and it is hereby, amended to read as follows:

"Sec. 1. REGULAR MEETINGS: The regular meetings of the Novato Sanitary District, Marin County, California, shall hereafter be held on the **second Monday and the fourth Monday of each and every calendar month, at five thirty (5:30) o'clock P.M.**"

* * * * *

I hereby certify that the foregoing resolution was passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a regular meeting held on the 24th day of August, 2009, by the following vote of the members thereof:

AYES, and in favor thereof, Members

NOES, Members:

ABSENT, Members:

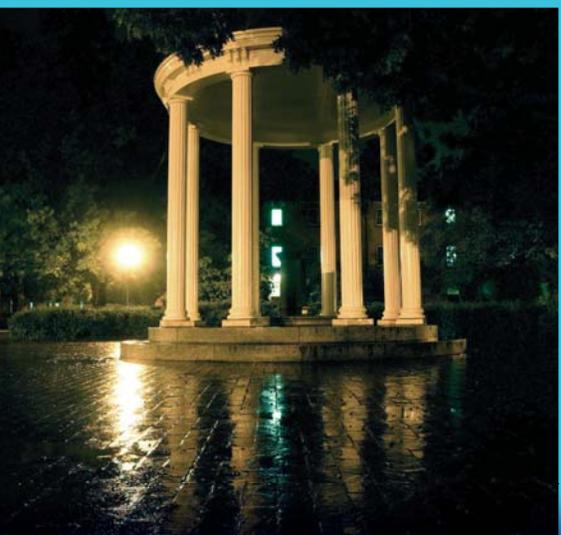
President, Board of Directors
Novato Sanitary District

ATTEST:

Secretary

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

<p>TITLE: Administration: Water and Wastewater Leadership Training</p>	<p>MEETING DATE: September 10, 2012</p> <p>AGENDA ITEM NO.: 10.a.</p>
<p>RECOMMENDED ACTION: Consider authorizing the Deputy Manager-Engineer to attend the 2013 Water and Wastewater Leadership Training program.</p>	
<p>SUMMARY AND DISCUSSION:</p> <p>About ten years ago the major professional organizations in the water and wastewater utilities recognized the need to prepare and develop the future leaders of the water and wastewater utilities so as to meet the public's demand for clean, safe waters and well run organizations. The resulting annual Water and Wastewater Leadership Training program has become highly regarded and most of the water and wastewater utilities in the Bay Area now send their senior management. It is the only program of its kind in the country and all of the organizations have worked together to make it an excellent one.</p> <p>The topics covered align with Novato Sanitary District's Strategic Plan goal of achieving operational and organizational excellence. A copy of the program brochure is attached. This is an eleven-day program so it represents a significant commitment on the part of the District to succession planning and staff development.</p> <p>The Manager-Engineer recommends approval of the travel to Chapel Hill, North Carolina and attendance at the training program.</p>	
<p>ALTERNATIVES: Do not approve</p>	
<p>BUDGET INFORMATION: The cost is \$12,750 which includes tuition, housing and meals for the eleven-day program. It would be funded from Account #66170 which has a budget \$50,000.</p>	
<p>DEPT.MGR.:</p>	<p>MANAGER:</p>



2013

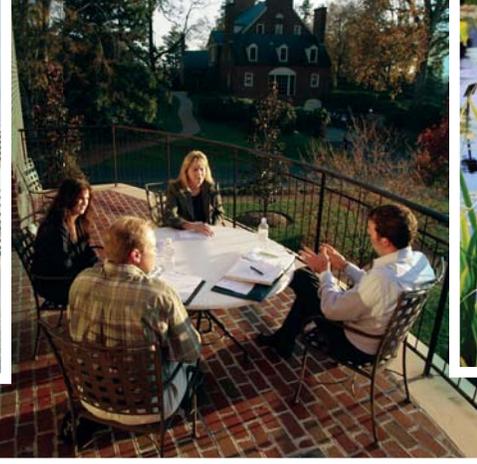
Water & Wastewater Leadership Center

February 24 — March 8, 2013

Executive Education Designed for Utilities Leaders at the Kenan-Flagler Business School,
University of North Carolina–Chapel Hill

NACWA





2013 Water & Wastewater Leadership Center

Exceptional leadership is essential for today's water and wastewater utilities to thrive. In support of water and wastewater utilities nationwide — both public and private — the National Association of Clean Water Agencies (NACWA), the Association of Metropolitan Water Agencies (AMWA), the American Water Works Association (AWWA), the Water Environment Federation (WEF), the National Association of Water Companies (NAWC) and the American Public Works Association (APWA) have joined together to advance the Water & Wastewater Leadership Center.

Celebrating more than a decade of executive leadership training, the goal of the Leadership Center is to prepare and develop leaders and management executives at water and wastewater utilities throughout the United States, so these organizations can meet customers' current and future demands with the highest level of service, quality and efficiency.

The Leadership Center consists of an extensive 11-day residential leadership development program, unlimited peer networking, an online resource center, and optional faculty mentoring.

“ The Leadership Center provided a forum to raise awareness of the issues facing investor owned utilities and the opportunity to network and interact with leaders from some of the largest water and wastewater utilities in the country was invaluable. I know that I am a more effective leader because of my experience at the Water and Wastewater Leadership Center.”

► **Craig Blanchette**

2012 Alumnus, Vice President/Operations Manager,
Aqua Illinois, Inc., IL.

“ The instructors are top-notch. Everything about the program exceeded my expectations.”

► **Karen Pallansch**

2004 Alumna, General Manager,
Alexandria Renew Enterprises, VA.



The Water & Wastewater Leadership Center curriculum will equip students with enhanced leadership and management skills and the knowledge to develop strategic goals that deliver measurable results.

TRAINING THAT BENEFITS YOU AND YOUR UTILITY

Participants will enhance their management skills and further develop their leadership style. Students will:

- Learn how to think and act like a leader
- Enhance their ability to make decisions and lead confidently
- Develop strategic thinking skills
- Learn to provide leadership in challenging situations
- Understand the changing global economic environment
- Enlarge their perspective on what is possible for their utility
- Increase the focus on results, productivity, and higher levels of achievement
- Broaden their understanding of the evolving utility and its changing business environment

WHO SHOULD ATTEND?

The Leadership Center's curriculum is designed for current and up-and-coming water and wastewater utility leaders including CEOs, General Managers, Senior Managers and upper-level management.

KEY COURSE ELEMENTS DEMONSTRATE LEADERSHIP STRATEGIES THROUGH:

- Utility business assessment, personal performance evaluation and improvement planning
- Self-awareness and assessment
- Preparation of individual action plans
- Examination of challenges facing public utilities in the future
- Discussions on water and wastewater industry topics

ONLINE INFORMATION RESOURCE

Participants have access to the Leadership Center website, which serves as an information network for alumni. The site provides contact information for Center professors and handy program information.

CURRICULUM FOCUSED ON IMPORTANT LEADERSHIP ISSUES SUCH AS:

- Business Culture and Industry Analysis
 - Megatrends, business environment and leadership challenges
 - Potential futures for the water and wastewater industry
 - External challenges to public utilities and the industry
- Leadership and Personal Assessments
- Speaking the Language of Leadership—Effective Communications
- Service Quality
- Crisis Management
- Leveraging Technology
- Leading Change
- Developing Negotiation Skills
- Finance Fundamentals and Innovative Investment Strategies
- The Human Side of Human Resources – Organizational Issues
- Empowerment and Strategic Leadership
- Power and Influence

“ The Leadership Program provided me invaluable management and leadership tools and allowed me to build new relationships and friendships with many of my industry peers from across the country.”

► Adel H. Hagekhalil, P.E., BCEE

2002 Alumnus, Assistant Director
Bureau of Sanitation - City of Los Angeles, CA.



Water & Wastewater Leadership Center
1816 Jefferson Place, NW
Washington, DC 20036-2505

TUITION

Tuition for the Water & Wastewater Leadership Center is \$12,750. Included with tuition are 11 full days of instruction, curriculum materials, residential accommodations and most meals.

Tuition must be paid in full no later than January 13, 2012.

APPLICATION PROCESS

Applicants should complete and submit the program application and application fee by October 26, 2012. Complete applications include the following:

1. Application form
2. Current resume
3. Letter of intent
4. \$1,000 application fee

Letters of intent should outline the student's reasons for applying to and attending the Leadership Center, describe the applicants current leadership role within his/her agency and outline his/her goals for the future. Completed applications and fees should be sent to **Kelly Brocato, Water & Wastewater Leadership Center, 1816 Jefferson Place, NW, Washington, DC 20036-2505** or e-mailed to kbrocato@nacwa.org.

EARLY APPLICATION IS ENCOURAGED

Students are strongly encouraged to apply early due to the high level of interest in the Leadership Center. Applications are considered in the order in which they are received; however, please note that preference is given to applicants from municipalities based in the United States.

CANCELLATIONS & SUBSTITUTIONS

If a candidate is accepted to the Leadership Center and is unable to attend, an alternate candidate may be nominated before January 11, 2013. Please notify Kelly Brocato, Water & Wastewater Leadership Center Program Manager, at 202-833-1449 immediately if a candidate change is necessary. Cancellations received after October 26, 2012, but before January 11, 2013, will incur 50 percent of the total tuition fees. Substitutions will not be allowed after January 11, 2013. Cancellations after January 11, 2013 will be charged full tuition.

TOP-NOTCH FACILITIES

All classes are held in state-of-the-art facilities at the Paul J. Rizzo Conference Center's Executive Education program at the Kenan-Flagler Business School, University of North Carolina—Chapel Hill.

COMFORTABLE ACCOMMODATIONS

Hotel accommodations will be reserved for all participants at the Paul J. Rizzo Conference Center in Chapel Hill, NC. Participants will have access to laundry facilities, a fully equipped health club, as well as other recreational activities.

TRAVEL PLANNING

Leadership Center participants are responsible for their own transportation costs. The Rizzo Conference Center is approximately 30 minutes from the Raleigh-Durham International Airport and two miles from the main campus of the University of North Carolina. Participants should plan to arrive in Chapel Hill the afternoon of Sunday, February 24, 2013. Departure should be scheduled after 7:00 pm on Thursday, March 7, 2013 or in the morning of Friday, March 8, 2013.

MORE INFORMATION

Kelly A. Brocato
Leadership Center Program Manager
Phone: 202-833-1449
E-Mail: kbrocato@nacwa.org

The Leadership Center is a cooperative venture of the following associations; for additional information please visit:

NACWA

National Association
of Clean Water Agencies

www.nacwa.org

AMWA

Association of Metropolitan
Water Agencies

www.amwa.net

WEF

Water Environment
Federation

www.wef.org

AWWA

American Water
Works Association

www.awwa.org

APWA

American Public
Works Association

www.apwa.net

NAWC

National Association
of Water Companies

www.nawc.org

Water & Wastewater Leadership Center

2013 SESSION APPLICATION

Executive Education at the Kenan-Flagler Business School
University of North Carolina - Chapel Hill
February 24 - March 8, 2013

ELEMENTS OF THE LEADERSHIP CENTER

The Leadership Center's curriculum is designed for current and up-and-coming water and wastewater utility CEOs, General Managers, Senior Managers, and upper-level management – both public and private. The Center is comprised of an intensive 11-day residential training program including a 360 degree assessment of your leadership style, unlimited peer networking and enhanced leadership curriculum tailored specifically to the water and wastewater industry.

TUITION

\$12,750	11-Day Residential Program
\$1,500	Optional Faculty Mentor

Tuition includes 11 full days of instruction, all curriculum materials, residential accommodations (12 nights), most meals (11 buffet breakfasts, 11 lunches, 7 dinners and morning and afternoon break service).

A \$1,000 application fee is required upon applying to the Leadership Center. This application fee will be applied to the cost of tuition upon acceptance to the program. If a student is not accepted, the fee will be refunded. Tuition must be paid in full no later than January 11, 2013.

The faculty mentor option provides for one-on-one coaching following the 11-day residential program. Mentors typically provide an additional three hours of coaching via telephone or e-mail.

ACCOMMODATIONS

Hotel accommodations will be reserved for all participants from February 24 - March 8, 2013 at the Paul J. Rizzo Conference Center in Chapel Hill, N.C. Participants should plan to arrive in Chapel Hill the afternoon of Sunday, February 24. Departure should be scheduled after 7:00 pm on Thursday, March 7, 2013 or in the morning of Friday, March 8, 2013.

APPLICATION

Application packages must include a completed application form, which is to be accompanied by a current resume and a letter of intent from the applicant. The letter of intent should detail the reasons for applying and to attend the Leadership Center, describe the applicant's current leadership role within the agency and outline his/her goals for the future. Completed application packages along with the \$1,000 application fee* (made payable to the Water and Wastewater Leadership Center) should be sent to:

Water & Wastewater Leadership Center
Attn: Kelly A. Brocato
1816 Jefferson Place, N.W.
Washington, D.C. 20036

Early application is encouraged. Application packages and deposits must be received by **Friday, October 26, 2012**. Full payment must be received no later than Friday, January 11, 2013.

Cancellation and Substitution Policy

If a candidate is accepted to the Leadership Center and is unable to attend, an alternate candidate may be nominated before January 11, 2013. Enrollment is limited and participants will be required to do a self-assessment survey in advance; therefore, it is important that any cancellations and candidate changes be made no later than January 11, 2013. Please notify Kelly Brocato at 202/833-1449 immediately if a candidate change is necessary.

Cancellations and Substitutions are subject to the following:

- Substitutions of enrollment will be accepted on or before January 11, 2013.
- Cancellations before October 26, 2012 will receive a full refund, with the exception of the \$1,000 deposit.
- Cancellation after October 26, 2012 will be charged 50% of the tuition fee.
- Cancellation after January 11, 2013 will be charged full tuition.
- Substitutions of enrollment will not be allowed after January 11, 2013.

If you receive a duplicate mailing of Leadership Center materials, please pass it along to a colleague.

Water & Wastewater Leadership Center Application (continued)

REGISTRANT INFORMATION

NAME (MR./MS.)	FIRST NAME/NICKNAME	MIDDLE	LAST
AGENCY		TITLE	
BUSINESS ADDRESS (PLEASE, NO P.O. BOXES)		CITY/STATE/ZIP	
CITY	STATE	ZIP	
PHONE	FAX	E-MAIL ADDRESS	

EDUCATION

COLLEGE OR UNIVERSITY	HIGHEST DEGREE OBTAINED
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PRIMARY RESPONSIBILITIES

Please provide a brief description of primary responsibilities at the utility.

EMPLOYMENT INFORMATION

Length of time in current position _____

Length of time with current utility _____

Number of personnel in utility _____

Number of your direct reports _____

Utility's service area population _____

MEMBERSHIP (check all that apply)

I or my utility am/are a member of the following:

- American Public Works Association
- American Water Works Association
- Association of Metropolitan Water Agencies
- National Association of Clean Water Agencies
- National Association of Water Companies
- Water Environment Federation
- None of the Above

APPLICATION MATERIALS

Enclosed with this completed application form are the following:

- Letter of Intent form the applicant
- Current Resume
- \$1,000 Application Deposit (unless otherwise indicated)

PAYMENT INFORMATION

Please note: credit cards are not accepted.

- Check Enclosed
- Check Request Submitted
- Please Send an Invoice to:

NAME (MR./MS.)	FIRST/MIDDLE/LAST
AGENCY	TITLE
ADDRESS	
CITY/STATE/ZIP	

SIGNATURE

By signing this application, I agree to the policies of this program and the validity of the information contained in this application.

SIGNATURE OF APPLICANT	DATE
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FOR OFFICE USE ONLY

APPLICATION & DEPOSIT RECEIVED	CHECK NUMBER	
INVOICE SENT	APPLICATION FEE PAID	FULL TUITION PAID