

NOVATO SANITARY DISTRICT

Meeting Date: March 11, 2013

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, March 11, 2013, at the District Offices, 500 Davidson Street, Novato.

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

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 February 25, 2013 meeting.

5. CONSENT CALENDAR:

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

- a. Approve regular disbursements.

6. COMMITTEE REPORTS:

- a. Strategic Planning and New Facilities Committee
- b. Finance Committee

7. ADMINISTRATION AND ENGINEERING:

- a. Consider approving a proposal from DKF Solutions Group to prepare contingency plans for 35 pump stations and authorizing Manager-Engineer to execute Agreement.

- b. Consider ranking the Novato Sanitary District's first, second, and third choices for the Marin LAFCO Commission.

8. WASTEWATER FACILITY UPGRADE CONTRACT C, PROJECT 73001:

- a. Consider approving plans and specifications, and authorizing Manager-Engineer to advertise for bids.

9. STAFF REPORTS:

- a. International Water Association Conference on Odor and Air Emissions.

10. BOARD MEMBER REPORTS:

- a. North Bay Watershed Association meeting.

11. MANAGER'S ANNOUNCEMENTS:

12. ADJOURN:

Next resolution no. 3055

Next regular meeting date: Monday, April 8, 2013, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

February 25, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, February 25, 2013, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James and Administrative Secretary Julie Swoboda. Deputy Manager-Engineer Sandeep Karkal was absent.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brant Miller, Novato resident
Dasse de longh, NSD employee, Novato resident
Joe Carlomagno, Novato resident
Bob Guinan, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the February 11, 2013 meeting.

On motion of Member Mariani, seconded by Member Peters, and carried unanimously, the minutes of the February 11, 2013 Board meeting were approved.

CONSENT CALENDAR:

Member Welsh requested **item a:** “Consent for Boundary Change and Waiver of Conducting Authority” for Lands of Hodge, and **item d:** Approve disbursements, be removed from the Consent Calendar for further discussion.

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

- b. Cancel the Board meetings for March 25th and May 27th.
- c. Approve Board meeting dates of March 11th, April 8th and April 22nd, May 13th, June 10th and June 24th.

Member Welsh questioned consent calendar item (a) and asked if there was a fee to the District for the Lands of Hodge to annex to the Novato Sanitary District. The Manager replied that there was no fee.

On motion of Member Mariani, seconded by Member Long and carried unanimously, "Consent for Boundary Change and Waiver of Conducting Authority" for Lands of Hodge was approved.

Member Welsh questioned consent calendar item (d) and asked for clarification of the disbursement to Diesel Emissions Service. The Manager stated that the invoice was for a repair to a District vactor truck. She stated the repair was necessary to bring the vehicle to compliance with State regulations.

On motion of Member Peters, seconded by Member Welsh and carried unanimously, the District approved regular disbursements in the amount of \$228,656.37, project account disbursements in the amount of \$497,176.88, and payroll and payroll related disbursements in the amount of \$223,195.85.

COMMITTEE REPORTS:

- Receive Wastewater Operations Committee report for January 2013: The Manager stated that the Committee met on February 19th at 2:00 p.m. at the District office. John Bailey, Project Manager, Veolia Water, summarized the Committee's report, noting that January was a very dry month. Mr. Bailey stated that all operations were normal. He discussed the boiler repairs that were completed in January.

The Manager gave an overview of the Collections and Reclamation department's reports for January 2012. She discussed the two sanitary sewer overflows that occurred in January. She noted that there was one lost time accident due to a minor vehicle accident. She stated that the individual involved has not returned to work.

The Manager noted that the seven miles of levees which are a part of the reclamation facility are the responsibility of the District.

- Receive Solid Waste Committee report: The Manager stated that the Solid Waste Committee held its quarterly meeting on February 19th. She gave an overview of the Public Outreach events that are planned from April through July, 2013. She noted that the Spring E-Waste event will be April 27th - 29th from 10:00 AM to 3:00 PM at the Household Hazardous Waste facility, 7576 Redwood Blvd.

President Di Giorgio discussed commercial food waste and noted that Novato Disposal had delivered 30 tons of commercial food waste to its food waste diversion facility.

ADMINISTRATION:

- Consider adopting Resolution #3054: A Resolution Declaring March 17 - March 22, 2013 Zero Waste Week. The Manager stated that the Solid Waste Committee recommends the adoption of Resolution #3054.

On motion of Member Peters, seconded by Member Welsh, and carried unanimously, the Board adopted Resolution #3054: A Resolution Declaring March 17 - March 22, 2013 Zero Waste Week.

BOARD MEMBER REPORTS:

- California Special District's webinar "Understanding Board Member & District Liability Issues". President Di Giorgio discussed his participation in the webinar and stated it was informative. Members Welsh, Peters and Mariani also participated.

- Member Long discussed his involvement with the North Bay Water Reuse Authority (NBWRA) and stated they traveled to Sacramento to discuss recycling legislation.

MANAGER'S ANNOUNCEMENTS:

- The North Bay Watershed Association (NBWA) will meet on Friday, March 1st at 9:30 AM at the District office.

- The Strategic Planning and New Facilities Committee will meet on Tuesday, March 4th at 4:00 PM at the District office.

- The Finance Committee will meet on Friday, March 8th at 10:00 AM at the District office.

- The North Bay Water Reuse Authority (NBWRA) will host a forum titled "Stormwater and Wastewater Regulations - Costs of Compliance for the North Bay" on Thursday, April 18th at 9:30 AM at the Novato City Hall.

- The North Bay Water Reuse Authority (NBWRA) will host a workshop on Monday, March 25th at 9:30 AM at the Novato City Hall.

- The next Regular Board Meeting will be held on Monday, March 11th at 6:00 PM.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:14 PM.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

DRAFT

Novato Sanitary District Operating Check Register

March 11, 2013

Date	Num	Name	Credit
Mar 11, 13			
3/11/2013	55462	Veolia Water North America, ...	175,763.86
3/11/2013	55421	Aqua Science	12,552.48
3/11/2013	55454	Shape Incorporated	9,660.21
3/11/2013	55440	Johnson, Dee	7,778.31
3/11/2013	55461	U.S. Bank Card (2)(June)	3,995.03
3/11/2013	55451	Preferred Benefit	3,129.20
3/11/2013	55429	Control Systems West, Inc.	2,644.23
3/11/2013	55432	Dearborn National	2,510.34
3/11/2013	55426	Cantarutti Electric, Inc	2,354.50
3/11/2013	55452	Rauch Communication Cons...	2,111.25
3/11/2013	55422	BakerCorp	1,789.42
3/11/2013	55445	North Marin Water District	1,614.19
3/11/2013	55428	Comet Building Maintenance,...	1,395.00
3/11/2013	55420	Alliant Insurance Services, Inc	1,169.00
3/11/2013	55424	BoundTree Medical, LLC	1,099.70
3/11/2013	55443	MME	1,062.77
3/11/2013	55435	IEDA, INC	1,020.00
3/11/2013	55427	Cintas Corporation	887.12
3/11/2013	55459	T & B Sports	790.86
3/11/2013	55460	U.S. Bank Card (1)(Bev)	680.19
3/11/2013	55446	North Marin Water District - L...	660.00
3/11/2013	55433	Fisher-Scientific	624.82
3/11/2013	55463	Verizon EQ	597.78
3/11/2013	55442	MarinScope Inc.	550.00
3/11/2013	55453	School Fuel	500.00
3/11/2013	55464	Vision Service Plan	494.52
3/11/2013	55419	Alameda Electrical Distributo...	473.06
3/11/2013	55423	Beecher Engineering	450.00
3/11/2013	55447	Occumetric Inc.	380.00
3/11/2013	55455	Siemens Industry Inc. - Lab	293.30
3/11/2013	55431	CWEAmembers	280.00
3/11/2013	55456	SRS Private Investigations, Inc	240.00
3/11/2013	55425	Cagwin & Dorward Inc.	179.34
3/11/2013	55449	Petty Cash	159.98
3/11/2013	55441	Levy, Larry	150.00
3/11/2013	55437	IOBP,LLC	117.00
3/11/2013	55436	International Code Council Inc	100.00
3/11/2013	55444	North Bay Portables, Inc.	92.19
3/11/2013	55448	One Stop Auto Service Inc.	88.84
3/11/2013	55457	Staples~in store purchases	86.99
3/11/2013	55434	Grainger	81.22
3/11/2013	55430	Cook Paging	66.30
3/11/2013	55450	Pini Hardware	64.65
3/11/2013	55438	Jackson's Hardware Inc.	54.35
3/11/2013	55439	James, Beverly-	42.32
3/11/2013	55458	T-Mobile	22.96
Mar 11, 13			240,857.28

Novato Sanitary District
Operating Check Register Detail
March 11, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Alameda Electrical Distributors, Inc.	03/01/2013	66150 · Repairs & Maintenance	473.06
Total Alameda Electrical Distributors, Inc.			<u>473.06</u>
Alliant Insurance Services, Inc	03/01/2013	66070 · Insurance	1,169.00
Total Alliant Insurance Services, Inc		(Master Crime Policy)	<u>1,169.00</u>
Aqua Science	02/12/2013	64160 · Research & Monitoring	9,775.00
	02/20/2013	64160 · Research & Monitoring	2,777.48
Total Aqua Science			<u>12,552.48</u>
BakerCorp	02/28/2013	60100 · Operating Supplies	1,789.42
Total BakerCorp			<u>1,789.42</u>
Beecher Engineering	02/25/2013	66123 · O/S Contractual	450.00
Total Beecher Engineering			<u>450.00</u>
BoundTree Medical, LLC	02/20/2013	67500 · Household Hazardous Waste	377.15
	02/22/2013	67500 · Household Hazardous Waste	722.55
Total BoundTree Medical, LLC			<u>1,099.70</u>
Cagwin & Dorward Inc.	02/21/2013	66150 · Repairs & Maintenance	179.34
Total Cagwin & Dorward Inc.			<u>179.34</u>
Cantarutti Electric, Inc	02/05/2013	66150 · Repairs & Maintenance	1,390.00
	02/05/2013	66150 · Repairs & Maintenance	677.00
	02/26/2013	65153 · Outside Services, Electrical	287.50
Total Cantarutti Electric, Inc			<u>2,354.50</u>
Cintas Corporation	03/01/2013	64100 · Operating Supplies	106.11
	03/01/2013	66100 · Engineering Supplies	323.39
	03/01/2013	60100 · Operating Supplies	457.62
Total Cintas Corporation			<u>887.12</u>
Comet Building Maintenance, Inc.	02/21/2013	66150 · Repairs & Maintenance	1,090.00
	02/21/2013	60150 · Repairs & Maintenance	152.50
	02/21/2013	65150 · Repairs & Maintenance	152.50
Total Comet Building Maintenance, Inc.			<u>1,395.00</u>
Control Systems West, Inc.	02/22/2013	65153 · Outside Services, Electrical	2,339.23
	02/22/2013	65153 · Outside Services, Electrical	305.00
Total Control Systems West, Inc.			<u>2,644.23</u>
Cook Paging	03/01/2013	61000-4 · Water/Permits/Telephone	24.00
	03/01/2013	65193 · Telephone	30.83
	03/01/2013	60193 · Telephone	11.47
Total Cook Paging			<u>66.30</u>
CWEAmembers	03/01/2013	66080 · Memberships	140.00
	03/01/2013	21020 · Accounts Payable	
	03/01/2013	66080 · Memberships	140.00
Total CWEAmembers			<u>280.00</u>
Dearborn National	02/15/2013	66020 · Employee Benefits	2,510.34
Total Dearborn National			<u>2,510.34</u>

Novato Sanitary District
Operating Check Register Detail
March 11, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Fisher-Scientific			
	02/25/2013	64100 · Operating Supplies	624.82
Total Fisher-Scientific			<u>624.82</u>
Grainger			
	02/22/2013	60100 · Operating Supplies	81.22
Total Grainger			<u>81.22</u>
IEDA, INC			
	03/01/2013	66123 · O/S Contractual	1,020.00
Total IEDA, INC			<u>1,020.00</u>
International Code Council Inc			
	02/21/2013	66080 · Memberships	100.00
Total International Code Council Inc			<u>100.00</u>
IOBP,LLC			
	02/12/2013	66085 · Safety	117.00
Total IOBP,LLC			<u>117.00</u>
Jackson's Hardware Inc.			
	02/28/2013	60100 · Operating Supplies	54.35
Total Jackson's Hardware Inc.			<u>54.35</u>
James, Beverly-			
	02/15/2013	66170 · Travel, Meetings & Training	42.32
Total James, Beverly-			<u>42.32</u>
Johnson, Dee			
	03/01/2013	67400 · Consulting Services	2,732.84
	03/01/2013	67400 · Consulting Services	4,890.05
	03/01/2013	67530 · Used Oil Program	155.42
Total Johnson, Dee			<u>7,778.31</u>
Levy, Larry			
	03/04/2013	66123 · O/S Contractual	150.00
Total Levy, Larry			<u>150.00</u>
MarinScope Inc.			
	02/25/2013	67520 · Outreach/Publicity/Education	550.00
Total MarinScope Inc.			<u>550.00</u>
MME			
	02/20/2013	60150 · Repairs & Maintenance	1,062.77
Total MME			<u>1,062.77</u>
North Bay Portables, Inc.			
	02/26/2013	63100 · Operating Supplies	92.19
Total North Bay Portables, Inc.			<u>92.19</u>
North Marin Water District			
	02/21/2013	61000-4 · Water/Permits/Telephone	1,480.82
	02/21/2013	65192 · Water	104.97
	02/21/2013	65192 · Water	28.40
Total North Marin Water District			<u>1,614.19</u>
North Marin Water District - Lab			
	03/01/2013	64160 · Research & Monitoring	660.00
Total North Marin Water District - Lab			<u>660.00</u>
Occumetric Inc.			
	02/26/2013	66090 · Office Expense	380.00
Total Occumetric Inc.			<u>380.00</u>
One Stop Auto Service Inc.			
	03/01/2013	60150 · Repairs & Maintenance	53.74
	03/01/2013	66150 · Repairs & Maintenance	35.10
Total One Stop Auto Service Inc.			<u>88.84</u>

Novato Sanitary District
Operating Check Register Detail
March 11, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Petty Cash			
	03/01/2013	60060 · Gas, Oil & Fuel	40.00
	03/01/2013	66124 · IT/Misc Electrical	19.98
	03/01/2013	66170 · Travel, Meetings & Training	55.00
	03/01/2013	66090 · Office Expense	45.00
Total Petty Cash			<u>159.98</u>
Pini Hardware			
	03/01/2013	65152 · Small Tools	64.65
Total Pini Hardware			<u>64.65</u>
Preferred Benefit			
	03/01/2013	66020 · Employee Benefits	3,027.84
	03/01/2013	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,129.20</u>
Rauch Communication Consultants. Inc.			
	02/28/2013	67540 · Beverage Container Grant	956.25
	02/28/2013	64170 · Pollution Prevention/Public Ed	1,155.00
Total Rauch Communication Consultants. Inc.			<u>2,111.25</u>
School Fuel			
	02/27/2013	64170 · Pollution Prevention/Public Ed	250.00
	02/27/2013	67540 · Beverage Container Grant	250.00
Total School Fuel			<u>500.00</u>
Shape Incorporated			
	02/19/2013	65150 · Repairs & Maintenance	8,951.21
	02/19/2013	65150 · Repairs & Maintenance	709.00
Total Shape Incorporated			<u>9,660.21</u>
Siemens Industry Inc. - Lab			
	02/19/2013	64100 · Operating Supplies	293.30
Total Siemens Industry Inc. - Lab			<u>293.30</u>
SRS Private Investigations, Inc			
	02/28/2013	66090 · Office Expense	240.00
Total SRS Private Investigations, Inc			<u>240.00</u>
Staples~in store purchases			
	02/16/2013	66124 · IT/Misc Electrical	86.99
Total Staples~in store purchases			<u>86.99</u>
T-Mobile			
	02/22/2013	65193 · Telephone	22.96
Total T-Mobile			<u>22.96</u>
T & B Sports			
	01/18/2013	60100 · Operating Supplies	790.86
Total T & B Sports			<u>790.86</u>
U.S. Bank Card (1)(Bev)			
	03/04/2013	66170 · Travel, Meetings & Training	680.19
Total U.S. Bank Card (1)(Bev)			<u>680.19</u>
U.S. Bank Card (2)(June)			
	03/01/2013	60150 · Repairs & Maintenance	538.00
	03/01/2013	63152 · Small Tools	722.25
	03/01/2013	65100 · Operating Supplies	668.23
	03/01/2013	65150 · Repairs & Maintenance	230.09
	03/01/2013	66090 · Office Expense	94.51
	03/01/2013	66124 · IT/Misc Electrical	16.00
	03/01/2013	21016 · U.S. Bank Visa	1,725.95
Total U.S. Bank Card (2)(June)			<u>3,995.03</u>

Novato Sanitary District
Operating Check Register Detail
March 11, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Veolia Water North America, Inc.			
	02/07/2013	61000-1 · Fixed Fee	158,258.03
	02/25/2013	68010 · O & M Services-November	1,211.00
	02/25/2013	68010 · O & M Services-October	3,892.00
	02/25/2013	68010 · O & M Services-September	7,601.00
	02/25/2013	68010 · O & M Services-August	716.00
	02/25/2013	68010 · O & M Services-July	475.00
	02/25/2013	68010 · O & M Services-June	605.00
	02/25/2013	61000-2 · Insurance & Bonds	<u>3,005.83</u>
Total Veolia Water North America, Inc.			175,763.86
Verizon EQ			
	02/28/2013	65193 · Telephone	597.78
Total Verizon EQ			<u>597.78</u>
Vision Service Plan			
	02/20/2013	66020 · Employee Benefits	494.52
Total Vision Service Plan			<u>494.52</u>
TOTAL			<u><u>240,857.28</u></u>

Novato Sanitary District Capital Project Check Register

March 11, 2013

Date	Num	Name	Credit
Mar 11, 13			
3/11/2013	2495	North Marin Water District Jo...	47,612.42
3/11/2013	2497	Stiles Construction Company	24,796.00
3/11/2013	2494	Linscott Engineering Contrac...	20,385.85
3/11/2013	2496	Nute Engineering Inc.	17,626.10
3/11/2013	2493	LeBallister's Inc	2,858.85
3/11/2013	2489	Arntz Builders, Inc.	1,621.00
3/11/2013	2490	Lateral-Chen	1,500.00
3/11/2013	2491	Lateral-Chi	1,500.00
3/11/2013	2492	Lateral-Gazdik	1,500.00
Mar 11, 13			119,400.22

**Novato Sanitary District
Capital Projects
Check Register Detail for March 11, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Arntz Builders, Inc.			
	02/19/2013	72805 · Annual Trtmt Plnt/Pump St Impr	1,621.00
Total Arntz Builders, Inc.			<u>1,621.00</u>
Lateral-Chen			
	03/01/2013	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Chen			<u>1,500.00</u>
Lateral-Chi			
	03/01/2013	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Chi			<u>1,500.00</u>
Lateral-Gazdik			
	03/01/2013	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Gazdik			<u>1,500.00</u>
LeBallister's Inc			
	02/26/2013	72804 · Annual Reclamation Fac Imp	1,493.85
	02/28/2013	72804 · Annual Reclamation Fac Imp	1,365.00
Total LeBallister's Inc			<u>2,858.85</u>
Linscott Engineering Contractors Inc			
	02/22/2013	72706 · 2008 Collection System Improv	6,622.50
	03/04/2013	72706 · 2008 Collection System Improv	13,763.35
Total Linscott Engineering Contractors Inc			<u>20,385.85</u>
North Marin Water District Jobsite			
	02/12/2013	72403 · Pump Station Rehabilitation	47,612.42
Total North Marin Water District Jobsite			<u>47,612.42</u>
Nute Engineering Inc.			
	02/19/2013	72706 · 2008 Collection System Improv	1,450.00
	02/19/2013	72803 · Annual Collection Sys Repairs	1,102.50
	02/19/2013	72706 · 2008 Collection System Improv	6,529.80
	02/19/2013	72706 · 2008 Collection System Improv	4,739.50
	02/19/2013	72403 · Pump Station Rehabilitation	3,804.30
Total Nute Engineering Inc.			<u>17,626.10</u>
Stiles Construction Company			
	02/28/2013	72403 · Pump Station Rehabilitation	24,796.00
Total Stiles Construction Company			<u>24,796.00</u>
TOTAL			<u><u>119,400.22</u></u>

Novato Sanitary District Board Fees

For February 2013

Date	Num	Name	Credit
Mar 1 - 8, 13			
3/8/2013		Di Giorgio, Michael	904.09
3/8/2013		Long, William C	746.77
3/8/2013		Welsh, Dennis J	474.37
3/8/2013		Mariani, Jean M	414.81
3/8/2013		Peters, A. Gerald	274.37
Mar 1 - 8, 13			<u>2,814.41</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Pump Station Contingency Planning	MEETING DATE: March 11, 2013 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Consider approving Proposal from DKF Solutions Group to prepare contingency plans for 35 pump stations and authorizing Manager-Engineer to execute Agreement.	
SUMMARY AND DISCUSSION: <p>In accordance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2006-003, Agencies operating and maintaining sewer pump stations must develop emergency response plans (contingency plans) for use by District staff as guidelines for operating pump stations in case of pump station failure. District Staff began working on the plans last year but has been unable to make adequate progress due to other projects related to sanitary sewer repairs and Capital projects.</p> <p>The District requested a proposal from David Patzer of DKF Solutions Group to assist District staff in completing the plans using guidelines set forth by the State Water Resources Control Board and California Sanitation Risk Management Authority (CSRMA) Best Practices. DKF Solutions Group has prepared these plans for various other Agencies in the Bay Area and prepared the District's Sanitary Sewer Overflow & Backup Response Plan.</p> <p>DKF Solutions submitted their Proposal and staff reviewed the Proposal and determined that DKF Solutions Group proposes to prepare thirty-seven (37) Emergency Response Plans, provide classroom training and a hands on drill for District staff, prepare a customized, interactive training module on CD and on CSRMA's website and prepare a hardcopy emergency response plan for each pump station for an estimated \$74,700.00 or approximately \$2,020.00 per station. Staff recommends entering into an Agreement in the amount of \$80,000.00 to cover the costs of any incidentals that might arise during the development of the documents.</p> <p>Staff requests that the Board of Directors accept the Proposal submitted by DKF Solutions Group and authorize the District Manager-Engineer to execute an Agreement between the District and DKF Solutions Group in the amount of \$80,000.</p>	
ALTERNATIVES: Do not enter into the Agreement.	
BUDGET INFORMATION: This work will be funded from budget 66123 O/S Contractual. The FY2012-13 budget for 66123 is \$220,000. As of February 19, 2013, \$99,293 has been expended from the project budget, leaving an available budget of \$120,706 for the remainder of FY12-13.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration and Engineering, LAFCO election	MEETING DATE: March 11, 2013 AGENDA ITEM NO.: 7.b.
RECOMMENDED ACTION: Consider ranking the Novato Sanitary District's first, second, and third choices for the LAFCO Commission.	
SUMMARY AND DISCUSSION: Nominations have now closed for the LAFCO Commission seat currently held by Einar Asbo. Four nominations were received: <ul style="list-style-type: none">• Lew Kious, Almonte Sanitary District• Jack Baker, North Marin Water District• Richard Snyder, Sanitary District No. 5 (Tiburon and Belvedere)• Craig Murray, Las Gallinas Valley Sanitary District <p>The District has one vote and is asked to indicate their first, second, and third choices to enable an "instant runoff" if necessary.</p> <p>The ballot information and nominee qualification statements are attached. Ballots are due back to LAFCO by May 6, 2013.</p>	
ALTERNATIVES: Do not submit a ballot	
BUDGET INFORMATION: None	
DEPT.MGR.:	MANAGER:

DATE: March 4, 2013

TO: Presiding Officers, Marin Independent Special Districts

FROM: Peter Banning, Executive Officer

RE: Election for LAFCO Special District Member

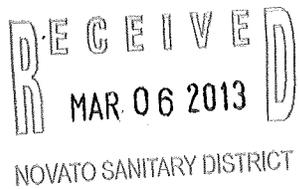
The nomination period for special district member election to the Marin Local Agency Formation Commission closed on March 1, 2013. LAFCO staff received four nominations for the seat currently held by Einar Asbo. This term of office will end in May of this year. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2017. The nominees for regular member are Lew Kious of Almonte Sanitary District, Richard Snyder of Sanitary District 5, Jack Baker of North Marin Water District and Craig Murray of Las Gallinas Valley Sanitary District.

Attached is a copy of the approved policy and procedures for Special District Member selection. Also enclosed are the ballot and candidate qualification forms for participation in the selection process. Please rank your first, second and third choices on the ballot form to enable an "instant runoff," if necessary, as described in item 7 of the adopted procedures. Your ranking of second and third choices for use in the instant runoff process is required in elections such as this, where there are more than two nominees. If ballots are received without rankings for first, second and third choices the ballot will be deemed invalid.

Selection Schedule

The final date the LAFCO office will receive ballots will be **5:00pm on Monday, May 6, 2013**. Ballots will be accepted by mail or facsimile to (415) 446-4410. The newly-elected special district member will be seated at the May 2013 LAFCO meeting.

If your district has questions or comments, please contact the Marin LAFCO office at (415) 446-4409.



Chairperson: Jeffrey Blanchfield
Members: Susan Adams, Judy Arnold, Einar Asbo, Barbara Heller, Carla Condon, Dennis J. Rodoni,
Alternates: Christopher Burdick, Craig K. Murray, Kathrin Sears, Herb Weiner
Executive Officer: Peter V. Banning

Marin Local Agency Formation Commission

555 Northgate Drive, Suite. 230 • San Rafael, California 94903
 Telephone (415) 446-4409 • Facsimile (415) 446-4410 • Email staff@marinlafco.org
 Website <http://lafco.marin.org>

Except from Marin Local Agency Formation Commission's "Adopted Policies, Procedures & Guidelines", Chapter II, Section 1.B.:

Procedure for Special District Member Selection

1. The Executive Officer shall initiate the mail ballot selection process for special district members 180 days prior to the expiration of the term of a special district member or immediately upon notification that the service of a special district member on LAFCO will end prior to the expiration of his or her term.
2. The Executive Officer shall initiate the mail ballot process by distributing to each independent special district a call for nominations, including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations. The submittal of a nomination must include a statement of the candidate's qualifications.
3. Within five working days of the close of the nomination period, the Executive Officer shall distribute by certified mail one ballot to each independent special districts. The distribution of ballots shall include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile within 60 days of distribution of the ballots.
5. A majority of independent special district must cast ballots in order to select a special district member. Selection shall be made by majority of votes cast and a majority of independent special districts in Marin County.
6. Ballots cast by each special district must bear the signature of the district's presiding officer. If the presiding officer is unavailable, the district board may authorize another member of the board to cast the district's vote. Ballots may be returned to the LAFCO office by mail or by facsimile.
7. All ballots and other records of each selection process shall be retained in the LAFCO office for at least four years and shall be available for public inspection.

When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

- a) Each district casting a vote shall rank the candidates in order of their preference. District boards would simply indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice etc.
- b) In counting the votes by the Executive Officer, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.
- c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority and is selected as special district member.

BALLOT FORM

MARIN LAFCO AGENCY FORMATION COMMISSION

REGULAR SPECIAL DISTRICT REPRESENTATIVE

Purpose of Election: Selection of Regular Special District Member to serve from May 2013 until May 2017. Seat currently held by Einar Asbo.

Voting Procedure: Vote shall be one per district. Ballot may be signed by the District Presiding Officer or a designee appointed by the Board of the District.

CHOICE OF CANDIDATES:
(Please indicate first, second and third choice to enable an "instant runoff" if necessary.)

- Lew Kiou - Almonte Sanitary District
- Jack Baker - North Marin Water District
- Richard Snyder - Sanitary District 5
- Craig Murray - Las Gallinas Valley Sanitary District

District

Signature

RETURN FORM TO MARIN LAFCO AFTER THE DISTRICT'S VOTE,
NO LATER THAN MAY 6, 2013

Ballot may be transmitted by facsimile to (415) 446-4410

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: LEW KIOUS

Telephone: (Home) 415-383-8750 (Work) 707-773-3373

Email Address: LDKIOUS@3BCGLOBAL.NET

Home Address:

233 PRINCETON AVE
MILL VALLEY, CA 94941

Employer's Name and Address:

VENTEK INTERNATIONAL
1260 HOLM RD, SUITE A
PETAUMA, CA 94954

Present Occupation: SALES MANAGER

> Summary of Qualifications for Position:

SEE ATTACHED SHEET

> Reasons for Applying:

SEE ATTACHED SHEET

> Please list any organizations of which you are an officer or an employee:

SEE ATTACHED SHEET.

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903

*Additional information may be attached.

Marin Local Area Formation CommissionNominee QualificationsRegular Special District Member

Summary of qualifications for Position:

- President of Board of Commissioners for Sewerage Agency of Southern Marin (SASM). In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). I seek the responsible input from all parties and then drive the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the water treatment plant on behalf of SASM.
- Secretary/Treasurer and Board member of Almonte Sanitary District. I implemented the District's website and expanded and improved our outbound communication. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30 years. Lifelong Bay Area resident.
- Frequent speaker before the Board of Marin LAFCO.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for Applying:

- I believe that, with my addition to LAFCO, I will be the only representative from Southern Marin, and I believe that representation is critical and vitally important.
- I have seen Marin LAFCO in action, and am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, as opposed to actions that may be viewed by its Board as a legislative mandate. I believe that I can help to maintain that balance to the benefit of all of Marin.
- I have worked with LAFCO's staff and Board and believe I can develop good relationships within LAFCO to immediately provide positive results.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to Marin residents, and the Special Districts of Marin.

Please list any organizations of which you are an officer or an employee:

- Secretary/Treasurer- Almonte Sanitary District
- Board Member- Almonte Sanitary District
- President of Board of Commissioners- Sewerage Agency of Southern Marin (SASM)

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

Special District Representative

Nominated for: Alternate Representative _____ Regular Representative X

Name: John (Jack) Baker

Telephone: (Home) (415) 382-3332 (Work) _____

Email Address: jckbaker@gmail.com

Home Address:	Employer's Name and Address:
<u> 425 Corte Norte </u>	_____
<u> Novato, CA 94949 </u>	_____
_____	_____

Present Occupation: Registered Civil Engineer (Retired)

➤ Summary of Qualifications for Position:

- Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) with design and construction of public facilities.
- Served one term as Director for Novato Sanitary District (1978-1982).

➤ Reasons for Applying:

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interaction with Marin County Special Districts as well as with the eleven municipalities. Familiarity with these entities and their respective services and jurisdictions would enable me to effectively contribute as a member of the LAFCO decision making process.

➤ Please list any organizations of which you are an officer or an employee:

North Marin Water District (Director) 1983-present.

Please return to: Marin LAFCO
165 N. Redwood Drive, Suite 160
San Rafael, CA 94903

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: RICHARD NEIL SNYDER

Telephone: (Home) 415-789-1814 mobile 415-717-1830
(Work)

Email Address: pomander@mac.com

Home Address:

P.O. BOX 989
BELVEDERE, CA, 94920

Employer's Name and Address:

SELF.

Present Occupation: ATTORNEY

> Summary of Qualifications for Position:

MEMBER OF BOARD OF MARIN
SANITATION DISTRICT 5

> Reasons for Applying:

TO PARTICIPATE WITH OTHER SPECIAL
DISTRICTS IN POLICIES RE MARIN
COUNTY SPECIAL DISTRICTS.

> Please list any organizations of which you are an officer or an employee:

MARIN COUNTY SANITATION DISTRICT
N. 5

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONSREGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Craig K. Murray *CKM*Telephone: (Home) 499-9899 (Work) 510-307-8188Email Address: District: cmurray@lgsd.org; Work: Craig Murray@ci.richmond.ca.us

Home Address:

Employer's Name and Address:

443 Montecillo RoadCity of Richmond, Engineering Dept.San Rafael, CA 94903450 Civic Center Plaza, Richmond, CA 94804Present Occupation: Development Project Manager II

- Summary of Qualifications for Position:
 - Current *Alternate* Special District Representative to LAFCO
 - Participated as the Marin LAFCO member at the 2012 Annual Statewide LAFCO Conf.
 - BA, UC Berkeley, Master Public Administration, CSULB, Certif.in Econ.Dec., UCR
 - Senior Right of Way, SR/WA Designation, Intl.Right of Way Association
 - Local Government Real Property Experience, 1985 to present
 - Experience with a variety of intergovernmental administration matters
 - Marin County Emergency Operations Center, Plg/Intel Section Volunteer
 - City of Long Beach Real Estate Technician managed property matters including Annexation interests under then Cortese-Knox Act
 - Managed 1,783 Acre Redevelopment Project Area Amendment for Richmond
 - Reviewed, as community member, & now as a LGVSD Director, LAFCO related Sanitary District Sphere of Influence matters
- Reasons for Applying:
 - LGVSD Board Representative Candidate
 - Interest in effective use of property, limits on Urban Sprawl and development of reliable local government agencies
 - Raised in Central Marin as a member of a 4th Generation Marin County Family based in community service.
- Please list any organizations of which you are an officer or an employee:
 - Director, Las Gallinas Valley Sanitary District
 - Secretary, Terra Linda Homeowners Association
 - Scoutmaster, San Rafael Boy Scout Troop 101

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: WASTEWATER FACILITIES UPGRADE, CONTRACT C (SOLIDS HANDLING), PROJECT NO. 73001	MEETING DATE: March 11, 2013 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Approve plans and specifications, and authorizing the Manager-Engineer to advertise for bids.	
SUMMARY AND DISCUSSION: Background <p>The District has been constructing the Wastewater Treatment Facility Improvements in phases in order to allow the continued operation of key processes during construction. The next phase, Contract C—Solids Handling is now ready to go to bid. Contract C includes:</p> <ol style="list-style-type: none"> 1. Rehabilitation of Digester No. 2 and the Solids Handling Building. 2. Demolition of old filter feed pump station. 3. Site grading and paving. 4. Effluent storage pond and old chlorine contact basin drainage improvements. 5. Protective coatings in headworks and primary clarifier effluent channels. <p>Discussion The District’s design engineering consultant for this project, RMC Water Environment, and its sub-consultants, have completed the plans and specifications for this project, and the project is ready for bidding. Based on the current plans the Engineer’s Construction Cost Estimate is \$2.7 million for this Project.</p> <p>The FY 2012-13 budget for this project phase/contract is \$2,500,000, and should be adequate to meet the projected cash flow requirements for the remainder of the current FY12-13 fiscal year. Also, it should be noted that: (a) the construction phase for this project will be spread out over FY13-14 (and potentially into FY14-15), and (b) the Capital Improvement Projects (CIP) budget amounts for this project for these years will be adjusted within the overall CIP budget to allow construction of this contract to proceed, upon evaluation of bids received.</p> <p>The Strategic Planning and New Facilities Committee reviewed the plans and recommends that the Board approve the plans and specifications and authorize the Manager-Engineer to advertise for bids.</p>	
ALTERNATIVES: Do not bid the project.	
BUDGET INFORMATION: The proposed FY2012-13 budget for Contract C is \$2,500,000. As of January 31, 2013, \$103,235 has been expended from the project budget, leaving an available budget of \$2,396,765 for the remainder of FY12-13. The Preliminary 2013-14 budget is \$700,000.	
DEPT.MGR.:	MANAGER: