

## NOVATO SANITARY DISTRICT

January 26, 2009

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, January 26, 2009, at the District Office, 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.*

### **AGENDA**

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. PUBLIC COMMENT:**

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. BOARD MEMBER REPORTS:**
- 5. REVIEW OF MINUTES:**

- a. Consider approval of minutes of January 12, 2008 meeting.

- 6. 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. Meeting schedule – February 9<sup>th</sup> and 23<sup>rd</sup>, March 9<sup>th</sup> and 23<sup>rd</sup>, April 13<sup>th</sup> and 27<sup>th</sup>.
- b. Approve Oleander Subdivision Sewer Main Extension
- c. Approve disbursements.

- 7. LIABILITY CLAIM:**

- a. Consider rejection of claim from Joseph Speer, 60 Caribe Isle.

**8. ANNUAL RECLAMATION FACILITY IMPROVEMENTS PROJECT 72804:**

- a. Consider approval of proposal to rehabilitate Parcels 21 and 31.

**9. PUMP STATION REHABILITATION PROJECT 72403:**

- a. Progress report on Bel Marin Keys pump station rehabilitation.

**10. MANAGER'S ANNOUNCEMENTS:**

**11. ADJOURNMENT:**

Next resolution no. 3001

***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.***

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Consent Calendar: Oleander Subdivision.  
(SME) Plan Approval**

**MEETING DATE: January 26, 2009**

**Agenda Item # 6b**

**RECOMMENDED ACTION: Re-Approve Plans for Oleander Subdivision. SME)**

**SUMMARY AND DISCUSSION:**

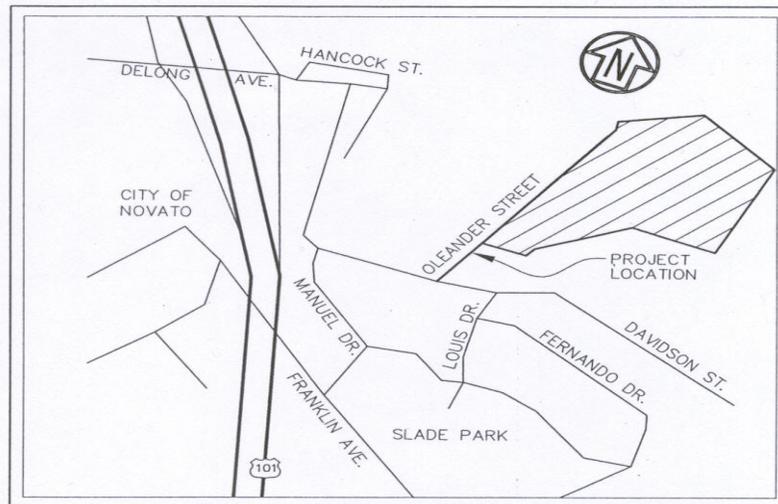
This Sewer Main Extension (SME) project is designed to construct a public sewer to serve a four lot subdivision located at the end of Oleander Street.

The District Board of Directors first approved the project plans on October 9<sup>th</sup>, 2006. The board approval expired on October 9<sup>th</sup>, 2007. The project never started construction. District staff was recently asked to have the board re-approve to project drawings for construction. District staff made recommendations to bring the project plans set up to current District standards. The submitted plans before the board today have been modified to current standards.

The Engineer of record is CSW Stuber-Stroeh Engineering Group Inc, Novato.  
The Developers, Signature Properties of Pleasanton, CA, are the owners of record.

The following items will be constructed to complete this project;

- 1,463 of 8" PVC Sewer Main.
- 14 Manholes
- 110 L.F of 4" PVC Laterals
- 1 EA Remodel existing manhole at point of connection



**VICINITY MAP**

**ALTERNATIVES:** Do not approve Oleander Subdivision Sewer plans.

**BUDGET INFORMATION:** This project will increase the District's assets by approximately \$216,000.00.

**DEPT. MGR.:**

**MANAGER:**

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

|   |   |
|---|---|
| <b>TITLE: Liability Claim: Consider rejection of claim from Joseph Speer – 60 Caribe Isle</b>   | <b>MEETING DATE: January 26, 2009</b><br><br><b>AGENDA ITEM NO.: 7a</b> |
| <b>RECOMMENDED ACTION: Deny claim.</b>  |   |
| <p><b>SUMMARY AND DISCUSSION:</b> On January 16, 2009, the District received a claim in an unspecified amount, from Mr. Joseph Speer, 60 Caribe Isle. The claim follows an incident that occurred on December 17, 2008 when Mr. Speer fell into an open manhole in front of his home.</p> <p>Mr. Speer has indicated Municipal Court as the jurisdiction of this claim (for claims up to \$25,000). Government Code section 910(f) states that if the claim exceeds \$10,000, no dollar amount shall be included in the claim. It appears that Mr. Speer believes his claim is valued at greater than \$10,000 but less than \$25,000.</p> <p>District staff has discussed the matter with the District’s claims adjuster at Carl Warren and Co. and recommends denial of the claim from Mr. Speer.</p> |   |
| <b>ALTERNATIVES: Do not deny the claim.</b>   |   |
| <b>BUDGET INFORMATION:</b> The District’s 2008-09 budget includes an amount for insurance claims. The District also recently decreased its general liability insurance deductible from \$100,000 to \$25,000 per incident.  |   |
| <b>DEPT.MGR.:</b>   | <b>MANAGER:</b>   |

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

|  |  |
|--|--|
| <b>TITLE: Annual Reclamation Facilities Improvements; Project 72804</b>  | <b>MEETING DATE: January 26, 2009</b><br><b>Agenda Item # 8a</b> |
| <b>RECOMMENDED ACTION: Approve proposal to rehabilitate irrigated parcels of the Reclamation Facility.</b>   |  |
| <b>SUMMARY AND DISCUSSION:</b><br><br><p>The District has been operating the Reclamation Facility irrigation pastures for 25 years with only minor improvements. The majority of the parcels are in need of discing, leveling and reseeding due to settlement. The settlement creates areas that pond water killing the grasses and growing mosquitos. The discing will also break up the compaction caused by cattle grazing which over time stunts the growth of the grasses. Staff believes that the District needs to rehabilitate the pastures to extend the life of the Facility.</p> <p>District staff contacted Custom Tractor Service and requested a proposal to disc, level and seed Parcel 21 which is approximately 20 acres of pastureland. Custom Tractor Service performs similar work at the Las Gallinas Valley Sanitary District's Reclamation Area on an annual basis. Custom Tractor Service has also injected sludge into the District's Dedicated Land Disposal (DLD) on Site 2 of the Reclamation Facility for the past two years and also leveled the DLD this past year with great results.</p> <p>Custom Tractor Service has submitted a proposal to the District in the amount of \$19,060.00 or \$953.00 per acre to disc, level and apply District furnished seed to Parcel 21. The proposal is based on performing the work on a time and materials basis due to the unknown quantities of leveling required. Staff has reviewed the proposal and concluded that there is adequate time included in the proposal to level the pasture.</p> <p>Staff desires to expand the project and include the rehabilitation of Parcel 31 this year and complete the rehabilitation of two to three parcels per year. Staff recommends accepting Custom Tractor Service's proposal and authorize expenditure to complete the rehabilitation of Parcels 21 &amp; 31 for an amount not to exceed \$50,000.00.</p> |  |
| <b>ALTERNATIVES: Do not approve the expenditure.</b>   |  |
| <b>BUDGET INFORMATION:</b> This project will funded from the budget for Annual Reclamation Facilities Improvement (Project 72804). As of December 31, 2009 there is a balance of \$286,000.00 remaining in the budget.   |  |
| <b>DEPT. MGR.:</b>   | <b>MANAGER:</b>  |

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

|   |  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
|---|--|---------------------|-------------------|------------------------------|-------------------|----------------------------|--------------|-------------------|---|-----------------------------|-------------------|------------------------------------|--------------|----------------|-------------------|------------------------|-----|----------------------------|-----------|--|-----|---|----------|---------------------------------|------|--|----------|--|------|
| <b>TITLE: Bel Marin Keys (BMK) Pump Stations Rehabilitation Project; Project 72403</b>  | <b>MEETING DATE: August 25, 2008</b><br><br><b>AGENDA ITEM NO.: 9a</b> |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| <b>RECOMMENDED ACTION:</b> Receive progress report.   |  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| <b>SUMMARY AND DISCUSSION:</b><br><br><p>At its June 23, 2008 meeting, the Board awarded the construction contract for this project to JMB Construction (JMB) of South San Francisco in the amount of \$1,894,525. Progress since that time is summarized in the table below.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr><td style="padding: 2px;">• Notice to Proceed</td><td style="padding: 2px;">September 3, 2008</td></tr> <tr><td style="padding: 2px;">• Original Contract Duration</td><td style="padding: 2px;">270 calendar days</td></tr> <tr><td style="padding: 2px;">• Original Completion Date</td><td style="padding: 2px;">May 30, 2009</td></tr> <tr><td style="padding: 2px;">• Time Extensions</td><td style="padding: 2px;">0</td></tr> <tr><td style="padding: 2px;">• Current Contract Duration</td><td style="padding: 2px;">270 calendar days</td></tr> <tr><td style="padding: 2px;">• Current Contract Completion Date</td><td style="padding: 2px;">May 30, 2009</td></tr> <tr><td style="padding: 2px;">• Time Elapsed</td><td style="padding: 2px;">145 calendar days</td></tr> <tr><td style="padding: 2px;">• Percent Time Elapsed</td><td style="padding: 2px;">54%</td></tr> <tr><td style="padding: 2px;">• Progress payment to date</td><td style="padding: 2px;">\$438,072</td></tr> <tr><td style="padding: 2px;">• Current Contract Amount Expended To-Date</td><td style="padding: 2px;">23%</td></tr> <tr><td style="padding: 2px;">• Executed/negotiated Change Orders To-date</td><td style="padding: 2px;">\$15,925</td></tr> <tr><td style="padding: 2px;">• Percent Change Orders To-date</td><td style="padding: 2px;">0.9%</td></tr> <tr><td style="padding: 2px;">• Prospective Additional Changes to-date</td><td style="padding: 2px;">\$35,831</td></tr> <tr><td style="padding: 2px;">• Percent Total Firm &amp; Prospective changes</td><td style="padding: 2px;">2.8%</td></tr> </table> <p>As may be noted from this table, the contractor has fallen behind the original schedule and should they lose additional time, the potential exists that they may overrun the completion date. However, staff and the District's Construction Manager the Covello Group is proactively discussing this issue with the contractor, and opportunities for work acceleration are being identified for implementation. At this time, in terms of the overall schedule, Total Project Substantial Completion is still planned for May 30, 2009.</p> |  | • Notice to Proceed | September 3, 2008 | • Original Contract Duration | 270 calendar days | • Original Completion Date | May 30, 2009 | • Time Extensions | 0 | • Current Contract Duration | 270 calendar days | • Current Contract Completion Date | May 30, 2009 | • Time Elapsed | 145 calendar days | • Percent Time Elapsed | 54% | • Progress payment to date | \$438,072 | • Current Contract Amount Expended To-Date | 23% | • Executed/negotiated Change Orders To-date | \$15,925 | • Percent Change Orders To-date | 0.9% | • Prospective Additional Changes to-date | \$35,831 | • Percent Total Firm & Prospective changes | 2.8% |
| • Notice to Proceed   | September 3, 2008  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Original Contract Duration  | 270 calendar days  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Original Completion Date  | May 30, 2009   |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Time Extensions   | 0  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Current Contract Duration   | 270 calendar days  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Current Contract Completion Date  | May 30, 2009   |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Time Elapsed  | 145 calendar days  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Percent Time Elapsed  | 54%  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Progress payment to date  | \$438,072  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Current Contract Amount Expended To-Date  | 23%  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Executed/negotiated Change Orders To-date   | \$15,925   |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Percent Change Orders To-date   | 0.9%   |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Prospective Additional Changes to-date  | \$35,831   |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| • Percent Total Firm & Prospective changes  | 2.8%   |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| <b>ALTERNATIVES:</b> N/A  |  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| <b>BUDGET INFORMATION:</b> This work is being funded from the budget for the Pump Stations Rehabilitation Project, Project 72403, which has a FY2008-09 budget of \$4,000,000.  |  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |
| <b>DEPT.MGR.:</b>   | <b>MANAGER:</b>  |                     |                   |                              |                   |                            |              |                   |   |                             |                   |                                    |              |                |                   |                        |     |                            |           |  |     |   |          |                                 |      |  |          |  |      |