

NOVATO SANITARY DISTRICT

February 9, 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 26, 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. Approve travel by Board members and senior staff for out of state attendance at various meetings and events.
- b. Receive quarterly Investment Report for period ending December 31, 2008.
- c. Approve disbursements.

7. SPECIAL DISTRICT REPRESENTATION ON MARIN LOCAL AGENCY FORMATION COMMISSION:

- a. Consider selection of candidate for Regular Special District representation on LAFCO.

8. RAILROAD AVENUE SEWER AGREEMENT

- a. Consider approval of the Railroad Avenue Sewer Agreement.

9. RECLAMATION FACILITY:

- a. Consider making a determination allowing a blanket maximum lease term of up to ten (10) years.
- b. Consider making a determination that the property is not needed for District purposes during the term of the 10-year lease
- c. Set a Public Hearing date to consider a proposed lease agreement document.

10. STAFF REPORTS

- a. North Bay Watershed Association Meeting

11. MANAGER'S ANNOUNCEMENTS:

12. 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: Attendance at Out-of-State Meetings	MEETING DATE: February 9, 2009
AGENDA ITEM NO. : 6a	
RECOMMENDED ACTION: Authorize travel by board members and senior staff for out-of-state attendance at various meetings and events	
SUMMARY AND DISCUSSION:	
<p>As in the last several years, the North Bay Water Reuse Authority (NBWRA) will be meeting with Senate and House staff and legislators in Washington DC in March to pursue federal funding of recycled water projects in Novato as well as other areas in Marin, Sonoma, and Napa Counties. The NBWRA has been represented by a member of the District Board, generally accompanied by a senior staff member. Previously, members of the District's ad-hoc Recycled Water and Personnel committee have fulfilled this obligation. Member(s) of these committees and senior staff will also represent the District at meetings in the Portland Oregon area in February, which will include presentations in strategic planning and implementation related to the start-up, commissioning, and operations and maintenance of the District's wastewater treatment facilities. In addition, the California Association of Sanitation Agencies (CASA) is holding its annual Washington DC conference in March at the Hotel Monaco in Washington DC. A copy of the preliminary program is attached.</p> <p>The District travel policy requires Board approval for any out-of-state travel.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: The District's budget for Travel, Meetings, & Training had a balance of \$39,963 as of 12/31/2008.	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: LAFCO: Special District Representation	MEETING DATE: February 9, 2009
AGENDA ITEM NO.: 7a	
RECOMMENDED ACTION: Rank the Board's top three choices for Special District representation on LAFCO	
<p>SUMMARY AND DISCUSSION:</p> <p>The nomination period for Special District representation on LAFCO has closed. There are three candidates:</p> <ol style="list-style-type: none"> 1. Einar Asbo, Homestead Valley Sanitary District, incumbent 2. Peter Sullivan, Ross Valley Sanitary District 3. Craig Murray, Las Gallinas Valley Sanitary District. <p>LAFCO procedures require that the District rank their First, Second, and Third choices for use in the instant runoff process.</p> <p>The candidate statements from each candidate are attached.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Railroad Avenue Sewer Agreement	MEETING DATE: February 9, 2009
AGENDA ITEM NO.: 8a	
RECOMMENDED ACTION: Approve the agreement with Downtown Novato Investors LLC to share the cost of the Railroad Avenue Sewer Replacement	
<p>SUMMARY AND DISCUSSION:</p> <p>On March 26, 2007, the Board agreed with the concept of equitably splitting the cost of replacing the sewer serving the Whole Foods development with the developer because the sewer is already surcharged during high flows. The Board approved the plans for the sewer work at its meeting on August 8, 2009. The work will include:</p> <ul style="list-style-type: none"> • 77 feet of 6" PVC Sewer Main. • 472 feet of 10" PVC Sewer Main. • 1,472 feet of 12" PVC Sewer main. • 8 Manholes • 2 Drop Manholes • 10 Reconstruction of existing 4" Laterals • 1 Jack & Bore Railroad Crossing <p>The Developer, Downtown Novato Investors, has now obtained bids for the project construction with a low bid of \$487,583. They have also worked with District Counsel and staff to draft an agreement to split the costs based on the relative number of existing equivalent dwelling units and the number of equivalent dwelling units in the Whole Foods development. A copy of the draft agreement is attached for your review.</p> <p>Staff recommends approval of the agreement.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Reclamation: Pasture lease	MEETING DATE: February 9, 2009
AGENDA ITEM NO.: 9	
<p>RECOMMENDED ACTION:</p> <ol style="list-style-type: none"> a. Make a determination allowing a blanket maximum lease term of up to ten (10) years b. Make a determination that the property is not needed for District purposes during the term of the 10-year lease c. Schedule a Public Hearing for March 9, 2009 to consider a proposed lease agreement document. 	
<p>SUMMARY AND DISCUSSION:</p> <p>The District currently leases a total of 820 acres of irrigated pasture to two ranchers. The same two ranchers have leased the property for more than 15 years. The District has a 40-year lease from the Marin County Flood Control District for the property that expires in 2023.</p> <p>At the December 22, 2008 Board Meeting the Board directed to staff to prepare a notice inviting bids to lease the irrigated pasture area as one unit exclusive of the field to be leased for a golf driving range.</p> <p>The California State Sanitary Code which governs the District's operations sets forth the following procedures for leasing property:</p> <ul style="list-style-type: none"> • The Board must make a determination that the property is not needed for District purposes during the term of the lease • The District must publicly notice a hearing at which the lease will be considered. • For leases of ten years or less the Board must make the following findings at the above hearing that (a) the property use will be used for District compatible uses, and (b) will serve the public interest. <p>Potential Subsequent Actions:</p> <ol style="list-style-type: none"> 1. Conduct Public Hearing 2. Authorize staff to prepare a notice inviting bids for the balance of the property for use as pasture under a lease agreement of ten-year duration. 	
ALTERNATIVES: Do not schedule a public hearing	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER: