

NOVATO SANITARY DISTRICT

June 23, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, June 23, 2008, 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 June 9 and 17, 2008 meetings.

6. PUBLIC HEARING – CONSIDER RECOMMENDATIONS OF THE BOARD’S AD HOC RATE REVIEW COMMITTEE FOR MODIFICATIONS TO REFUSE COLLECTION RATES.

- a. Open public hearing.
- b. Review of Committee’s recommendations.
- c. Public comments.
- d. Board comments.
- e. Close public hearing.

Consider action on:

- f. Consider adoption of a Resolution setting the maximum allowable solid waste rates.

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. Meeting schedule –July 14th and 28th, August 11th and 25th, September 8th and 22nd.
- b. Approve disbursements.

8. BOARD OF DIRECTORS:

- a. Election of officers for 2008-09.
- b. Appointment of Secretary/Treasurer and Secretary/Treasurer Pro Tem for 2008-09.
- c. Designate and authorize Board Members to sign checks.

9. PRELIMINARY BUDGET 2008-09:

- a. Consider adoption of the Preliminary Budget for fiscal year 2008-09.

10. PUMP STATION REHABILITATION PROJECT 72403:

- a. Receive report on construction bids
- b. Consider approval of contract award to lowest responsive bidder.

11. WASTEWATER FACILITY UPGRADE PROJECT 72609:

- a. Aeration blower field testing report.

12. PERSONNEL:

- a. Consider authorizing the creation of a new collection system worker position.

13. STAFF REPORTS:

- a. North Bay Water Reuse Authority meeting

14. MANAGER'S ANNOUNCEMENTS:

15. ADJOURNMENT:

Next resolution no. 2984

AGENDA/Board of Directors
June 23, 2008

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: Solid Waste Rates	MEETING DATE: June 23, 2008
	AGENDA ITEM NO.:
RECOMMENDED ACTION: Adopt a resolution setting maximum refuse fees.	
SUMMARY AND DISCUSSION: <p>The Board received the analysis prepared by R3 Consulting of the Novato Disposal request for a rate adjustment at its meeting on May 27, 2008. William Schoen of R3 Consulting will be at the Board meeting to review the results. He concurs with the Company request of a rate increase of 1.12%. This represents an annual rate increase of 0.56% prorated over a six month period.</p> <p>Under the procedure outlined in Section 27.210 of Ordinance No. 110, the District may set the maximum fees to be charged by the Franchisee. A 1.12% rate increase will result in the fee schedule shown in the attached Table 1.</p> <p>These fees remain the lowest in Marin County as shown in the attached Table 2. District staff recommends adopting the attached Resolution increasing the maximum allowable fees.</p> <p>Staff recommends adopting the attached Resolution setting the maximum Refuse Fees for Novato Disposal Company for the period starting July 1, 2008.</p>	
ALTERNATIVES: Do not approve the rate increase	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Bel Marin Keys Pump Stations Rehabilitation Project; Project 72403	MEETING DATE: June 23, 2008 AGENDA ITEM NO.:										
RECOMMENDED ACTION: Review bids received and authorize contract award to the lowest responsive bidder.											
SUMMARY AND DISCUSSION: <p>At its May 12th meeting the District Board made CEQA findings and authorized staff to advertise for bids for the project. On June 4th 2008, 5 bids were received as follows:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="padding-right: 20px;">JMB Construction</td> <td style="text-align: right;">\$1,854,525.00</td> </tr> <tr> <td>Maggiora & Ghilotti</td> <td style="text-align: right;">\$1,987,654.00</td> </tr> <tr> <td>WR Forde & Associates</td> <td style="text-align: right;">\$2,228,087.00</td> </tr> <tr> <td>Team Ghilotti</td> <td style="text-align: right;">\$2,292,446.00</td> </tr> <tr> <td>Michael Paul Company</td> <td style="text-align: right;">\$2,951,600.00</td> </tr> </table> <p>JMB Construction of South San Francisco submitted the lowest responsive bid of \$1,854,525.00 or \$1,017,475 (35%) below the estimate of probable construction cost in the amount of \$2,872,000.00 for this work and \$133,129 (7%) below the next highest bidder. JMB's bid documents have been reviewed and they are in order. JMB's references have also been contacted and they have all provided positive feedback.</p> <p>The FY07-08 budget includes \$1,200,000 for the Bel Marin Keys Pump Stations Rehabilitation Project. To date, \$109,874 has been expended. The FY08-09 preliminary budget proposes that this project be combined with the rehabilitation of the District's existing Gormann-Rupp pump stations as a single "Pump Stations Rehabilitation Project" with the same project number 72403, and establishes an amount of \$4,000,000 for the combined projects. Accordingly, at this time, it is recommended that the Board award the BMK pump station rehabilitation phase of the Pump Stations Rehabilitation Project to JMB Construction with a bid of \$1,854,525.00.</p>		JMB Construction	\$1,854,525.00	Maggiora & Ghilotti	\$1,987,654.00	WR Forde & Associates	\$2,228,087.00	Team Ghilotti	\$2,292,446.00	Michael Paul Company	\$2,951,600.00
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ALTERNATIVES: None											
BUDGET INFORMATION: This work will be funded from the budget for Bel Marin Keys Pump Stations, Project 72403, which has a current FY07-08 budget balance of \$1,090,126. In FY2008-09, the funding will be out of project no. 72403, which has a 2008-09 preliminary budget of \$4,000,000.											
DEPT.MGR.:	MANAGER:										

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Wastewater Facility Upgrade:
Contract B Project 2006-09, Aeration
Blower Package, Factory Testing.**

MEETING DATE: June 23, 2008

AGENDA ITEM NO.:

RECOMMENDED ACTION: Receive report from Deputy Manager-Engineer on witnessed factory testing of aeration blowers.

SUMMARY AND DISCUSSION:

As part of this project, the District's construction contractor Monterey Mechanical Corp., (MMC) will be installing new aeration blowers manufactured by the Turbplex/HV Turbo subsidiary of Siemens Turbomachinery Equipment (STE) GmbH. As part of MMC's supply contract with Turbplex, the District had the option of witnessing the factory testing of the District's blowers at Turbplex's factory in Copenhagen, Denmark. At its April 14, 2008 meeting, the Board decided to avail of this option, and authorized the Deputy Manager-Engineer to witness factory testing of the aeration blowers in Copenhagen, Denmark.

The blower testing took place on May 29 & 30, 2008 at the testing facilities of the HV Turbo factory in Helsingor, Denmark. Both of the District's blowers (ID # 7814 and 7815) were rigorously tested in accordance with the specifications provided. Each blower was tested at 9 points on its individual performance curve, to verify the specified guaranteed power draw. The test duration was set at one hour/point for a total of 9 hours of continuous testing per blower.

As can be seen from a summary of the test results in the table below, both blowers successfully passed the testing, with the results for all points being better than the specified guaranteed horsepower (hp) draw points. A short presentation will also be made during the meeting to illustrate various aspects of the tests.

Test Point	Specified Hp	Blower ID #7815		Blower ID #7814	
		Actual Hp	Difference	Actual Hp	Difference
1	105.0	103.28	-1.72	104.45	-0.5
2	154.2	153.4	-0.80	152.68	-1.5
3	101.5	101.19	-0.31	101.34	-0.2
4	102.7	102.17	-0.53	102.36	-0.3
5	151.4	149.86	-1.54	150.22	-1.2
6	231.7	225.75	-5.95	228.21	-3.5
7	130.6	129.79	-0.81	129.15	-1.4
8	208.9	204.31	-4.59	205.5	-3.4
9	219.4	213.55	-5.85	215.7	-3.7

ALTERNATIVES: NA

BUDGET INFORMATION:

DEPT. MGR.:

MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Personnel: Collection System Worker Position	MEETING DATE: June 23, 2008
AGENDA ITEM NO.:	
RECOMMENDED ACTION: Authorize a new Collection System Worker position	
SUMMARY AND DISCUSSION: As discussed with the Board during the Budget Workshop, the District plans to shift responsibility for the operation and routine maintenance of the pump stations to the Collection System staff in order to free up the Operators to concentrate on the start up of the Novato Wastewater Treatment plant and the operation of the Recycled Water Treatment Plant. An additional Collection System Worker will be needed in order to add this responsibility to the Collection Crew without adversely affecting their ability to maintain the sewers. Staff recommends authorizing the new Collection System Worker position. The recruitment will take about 1 month and the new hire should be on staff by September 1 st .	
ALTERNATIVES: None	
BUDGET INFORMATION: The 2008/09 Preliminary Budget includes funding for an additional Collection System Worker position at a cost of \$47,000.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: North Bay Water Reuse Authority	MEETING DATE: June 23, 2008
AGENDA ITEM NO.:	
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION: The North Bay Water Reuse Authority Coordination Committee met on June 16 th . A summary of the meeting discussion and actions follows: <ol style="list-style-type: none">1. Budget for FY 07-08 and 08-09: The revised 2-year budget was presented. While the total amount budgeted remains the same the allocations were changed as noted in Tables 1, 2, and 3 of the attached memorandum. The Committee approved the reallocation of the unspent Program management and Legislative/Program Development State funds to the Environmental Analysis in order to complete the Biological Assessment required by the Bureau of Reclamation.2. Public Outreach: Martin Rauch reviewed the Public Outreach Work Plan through February 2008. The outreach is designed to precede and support the outreach required by CEQA and NEPA. A key issue that the public outreach will address is recycled water quality and safety.3. Feasibility Study: CDM reviewed the status of the Draft Feasibility Study including the engineering and economic analysis. They have been submitting preliminary drafts in sections and will submit the completed draft by July 1, 2008.4. MOU revisions: A subcommittee will be working to revise the MOU to include a governing board and to define the cost allocation.	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER: