

NOVATO SANITARY DISTRICT

June 28, 2010

The Board of Directors of Novato Sanitary District will hold a Closed Session at 5:00 p.m., Monday, June 28, 2010, at the District offices, 500 Davidson Street, Novato. (Open session begins after the closed session at approximately 6:30 p.m. See agenda below).

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – ONE CASE:

Existing litigation pursuant to Subsection (c) of Government Code Section 54956.9. County of Marin Superior Court Case Number 1001855. Novato Sanitary District v. Bank of Marin. (Complaint for Refund of \$181,927.54 Plus Interest under Commercial Code §11204)

AGENDA

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. REPORT FROM CLOSED SESSIONS:**
- 4. 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.

- 5. BOARD MEMBER REPORTS:**
- 6. REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the June 14, 2010 meeting.
- 7. CONSENT CALENDAR:**
 - a. Accept the improvements for the Hangar Avenue Sewer Main Extension.
 - b. Meeting schedule – July 12th (Public Hearing at 12:00 PM) and 26th, August 9th and 23rd, September 13th and 27th.
 - c. Approval of disbursements.
- 8. SOLID WASTE:**
 - a. Receive report on Solid Waste Program.
 - b. Consider approval of a contract for consulting services with DLJ Associates for the Household Hazardous Waste and AB 939 programs.

9. WASTEWATER OPERATIONS:

- a. Wastewater Operations Committee report.

10. COLLECTION SYSTEM IMPROVEMENT PROJECT 72706:

- a. Consider granting Final Acceptance of the State Access Road Sewer Project and authorizing staff to file the Notice of Completion.
- b. Review bids received and consider authorizing contract award to the lowest responsive bidder, J&M, Inc.

11. NORTH BAY WATER REUSE PROJECT 72508:

- a. Progress report.
- b. Consider authorizing staff to negotiate, and the Manager-Engineer to execute, a contract with a ceiling of \$500,000 with The Covello Group for design constructability review and construction management services on a time and materials basis.

12. ADMINISTRATION:

- a. Consider authorizing staff to contract with Charles Z. Fedak & Company to perform the financial audits for 2009-10, 2010-11, and 2011-12.

13. BOARD OF DIRECTORS:

- a. Election of officers for 2010-11.
- b. Appointment of Secretary/Treasurer and Secretary/Treasurer Pro Tem for 2010-11.
- c. Designate and authorize Board Members to sign District checks.

14. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

- a. Give direction to staff regarding proposed bylaws amendments.
- b. Give direction to staff regarding Board of Directors candidate selection.

15. STAFF REPORT

- a. Grand jury report on the cost of governance.

16. MANAGER'S ANNOUNCEMENTS:

17. ADJOURNMENT IN MEMORY OF FORMER DISTRICT EMPLOYEES ROBERT BOLICK AND MARVIN MILLER:

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

AGENDA/Board of Directors
June 28, 2010

enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

Next Resolution No. 3025

June 14, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, June 14, 2010, preceded by two closed sessions beginning at 5:00 p.m., at the District Office, 500 Davidson Street, Novato.

At 5:10 p.m. President Di Giorgio announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

FIRST CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – ONE CASE:

Existing litigation pursuant to Subsection (c) of Government Code Section 54956.9. County of Marin Superior Court Case Number 1001855: Complaint for Refund of \$181,927.54 Plus Interest under Commercial Code §11204).

BOARD MEMBERS PRESENT FOR FIRST CLOSED SESSION: President Michael Di Giorgio, Members James D. Fritz, William C. Long, George C. Quesada, and Dennis Welsh.

STAFF PRESENT: Manager-Engineer Beverly B. James.

ALSO PRESENT: Geoffrey Spellberg, Attorney, Meyers Nave Riback Silver & Wilson.

The first Closed Session ended at 5:23 p.m.

SECOND CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION – ONE CASE:

Potential exposure to litigation pursuant to Subsection B of Government Code Section 54956.9.

BOARD MEMBERS PRESENT FOR SECOND CLOSED SESSION: President Michael Di Giorgio, Members James D. Fritz, William C. Long, George C. Quesada, and Dennis Welsh.

STAFF PRESENT: Manager-Engineer Beverly B. James.

ALSO PRESENT: Sky Woodruff, Attorney, Meyers Nave Riback Silver & Wilson.

The second Closed Session ended at 6:13 p.m.

Open session began at 6:30 p.m.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members James D. Fritz, William C. Long, George C. Quesada, and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Services Manager June Brown, and attorney Sky Woodruff.

ALSO PRESENT: Phil Tucker, California Healthy Communities Network, Martinez
John F. O'Hare, Veolia Water North America
John Bailey, Veolia Water North America
Brant Miller, Novato resident
Dean L. Heffelfinger, Novato resident
Jo Heffelfinger, Novato resident
Jerry Peters, Novato resident
Deanna Pierce, Novato resident
Tom Pierce, Novato resident
Sonia Tanner, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Quesada, seconded by Member Long, and carried unanimously, the agenda was approved as mailed.

REPORT FROM CLOSED SESSIONS: Attorney Sky Woodruff stated that the Board met in closed session and gave direction to legal counsel. No other reportable action was taken.

PUBLIC COMMENT:

Dean Heffelfinger, Novato resident, stated he received a notice from the District regarding the public hearing at noon on July 12th to consider a potential sewer service charge increase. Mr. Heffelfinger indicated that while he understood the time constraints faced by the District in transmitting necessary information to the County of Marin for the collection of sewer service charges on the tax rolls, he recommended that the District change the time of the hearing to another date and time that would be convenient to the general public.

BOARD MEMBER REPORTS:

There were no Board Member reports.

REVIEW OF MINUTES:

Consider approval of minutes of the May 24th, 2010 meeting.

On motion of Member Quesada, seconded by Member Long, and carried unanimously, the minutes of the May 24th, 2010 Board meeting were approved.

CONSENT CALENDAR:

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

- a. Approval of Annual Statement of Investment Policy.
- b. Approval of regular disbursements in the amount of \$653,344.07, project account disbursements in the amount of \$25,508,152.82, Board Member disbursements in the amount of \$2,878.97, and ratification of May payroll and payroll related disbursements in the amount of \$249,310.14.

In response to a question by Member Long, the Administrative Services Manager confirmed that there were no changes to the Annual Statement of Investment Policy.

COLLECTION SYSTEMS IMPROVEMENTS PROJECT 72706, PHASE E – IGNACIO BLVD. SEWER REHABILITATION PROJECT:

- Review bids received and authorize contract award to the lowest qualified responsive bidder – Team Ghilotti: The Manager reported that bids were received for the Ignacio Blvd. Sewer Rehabilitation Project on June 8th. She reported on the bid results as follows:

Team Ghilotti	\$ 84,643.00
Maggiora & Ghilotti	\$ 94,449.00
GD Neilson Construction	\$ 95,042.00
WR Forde & Associated	\$ 95,716.00
J & M, Inc.	\$129,171.25

The engineer's estimate for the project was \$90,000. Staff recommends that the Board authorize award of the contract to the lowest responsive bidder, Team Ghilotti.

Member Welsh pointed out that the location of the project is in the vicinity of a busy intersection near Alameda del Prado and Ignacio Blvd. He asked if any of the work will be performed at night. The Deputy Manager-Engineer responded that no night work is planned but traffic control will be in place.

On motion of Member Long, seconded by Member Quesada, and carried unanimously, the Board authorized award of the contract for the Ignacio Blvd. Sewer Rehabilitation Project to Team Ghilotti, for their bid amount of \$84,643.00.

BUDGET:

- Presentation of Preliminary Budget for fiscal year 2010-11: The Manager presented the Draft Preliminary Budget for 2010-11. The operating budget is based on District operation of the treatment facilities and includes a proposed sewer service charge increase of \$40. Operating expenses are estimated at \$10,496,937, with operating revenue at \$10,026,789. Expenditures include:

- Funding for future retiree health benefits.
- Increased gas and electricity costs.
- Operational assistance for completion of a number of tasks required for the upgraded treatment facilities, including Standard Operating Procedures (50 are currently under production and an additional 150-200 remain to be produced), and lockout/tagout procedures for approximately 800 pieces of new equipment to comply with CalOSHA requirements.
- Permits and fees have increased significantly for treatment plants. This item also includes fines for past violations.
- The expense item for software maintenance is for costly software licenses and support.
- The cost of operating chemicals is expected to decrease.
- A reduction in cost of operating the District's Reclamation Facilities is also anticipated because much of the responsibility is now passed to the rancher.
- Lab. research and monitoring costs are increasing because of the necessity to undertake a number of special studies as a requirement of the District's new NPDES permit.
- A reallocation of employee time to appropriate cost centers results in an increase in operation costs for pump stations and collection system and a reduction in administration and engineering.

Capital budget revenue is projected to be approximately \$100,000 less than 2009-10. Property taxes are not expected to increase because of property re-assessments. Connection charges will be lower because the Whole Foods build-out is complete and no new developments are projected. Interest earnings are less because rates have dropped and most of the reserves have been used to repay the Zions First Bank line of credit now that State Revolving Loan funds have been received.

Capital improvement projects include Wastewater Facilities Treatment Plant Upgrade Contract 'C', Phase 1, approved by the Board at their May 10th Board meeting. Also budgeted is Wastewater Treatment Plant Upgrade Contract 'D' – Recycled Water Project in the amount of \$3,000,000. The Manager explained that there is potential,

through the North Bay Water Re-Use Authority, for a portion of the cost to be paid through the federal Bureau of Land Management.

The Manager reported that when the upgrade project commenced, it was anticipated that the District would be issuing bonds for \$20 million. It now appears that it will be only \$5 million.

Member Quesada asked about lubricants for the blowers at the new treatment facilities. After brief discussion with John Bailey, Veolia Water, the consensus of the Board was to follow manufacturer's recommendations.

President Di Giorgio opened the meeting for public comment. Receiving no comment, he called for Board comments.

Member Long commented on the budgeted amount for gas and electricity and how it might be reduced. The Manager responded that the budget was based on only one month's experience with the new facilities and it was the best estimate based on the information available.

Adoption of the Preliminary Budget was scheduled for June 28th.

STAFF REPORTS:

- North Bay Watershed Association: The Manager reported that the NBWA Board met at the District Office on June 4th. The budget for the next fiscal year was reviewed. NBWA is attempting to hold their budget close to last year.

Uniform Public Construction Cost Accounting Act Report: The Deputy Manager presented the UPCCA report for fiscal year 2009-10. The report is required as a condition of utilizing cost accounting procedures under Public Contracts Code Section 22000 et seq.

For fiscal year 2009-10 the District utilized the Act provisions to complete 3 projects:

1. Account 72803 – Collection System. Total amount \$176,734, utilizing 8 contractors.
2. Account 72804 – Reclamation Facilities. Total amount \$95,641, utilizing 4 contractors.
3. Account 72805 – Treatment Plant and Pump Stations. Total amount \$102,223, utilizing 5 contractors.

The Manager noted that although the Act allows alternative bidding up to \$125,000, the District generally doesn't use it for projects more than \$50,000.

MANAGER'S ANNOUNCEMENTS:

- The Manager reminded the Board that the North Bay Water Reuse Authority is holding a Plenary Session on June 30th from 9:15 a.m. to 12:15 p.m. The session will be held at the Inn Marin Hotel in Novato.
- A public tour of the treatment facility will be conducted on June 19th at 10:00 a.m. Tours will also be conducted in July and August.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Beverly B. James
Secretary

June Brown, Recording

DRAFT

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Board Acceptance of Hangar Ave SME – The Landing Subdivision	MEETING DATE: 06/28/2010 AGENDA ITEM NO. : 7.a.
RECOMMENDED ACTION: Accept improvements for Hangar Avenue Sewer Main Extension (SME) – The Landing Subdivision project.	
SUMMARY AND DISCUSSION: <p>This Sewer Main Extension (SME) project is designed to construct a public sewer to serve a twenty seven-lot subdivision located near the southerly end of Hangar Avenue. This project is located on a five-acre parcel that is south of the Coast Guard hangars at Hamilton Field. The project proposes to develop a twenty seven-lot subdivision that will be served by an all gravity sewer system. The project was initially proposed to construct a small pump station that would discharge into the District's gravity system within Hangar Ave. During the District's review process, it was determined that the project could make a gravity connection through an easement to the adjoining Southgate Subdivision and utilize that development's pump station. To accomplish the all gravity design alternative, the Barker Pacific Group purchased a property within the Southgate Subdivision. Barker Pacific Group has provided a dedication of a sanitary sewer easement to the District as required for plan approval.</p> <p>The Engineer of record is CSW Stuber-Stroeh Engineering Group Inc, Novato. The Developer is Barker Pacific Group, Novato CA, they are the owners of record.</p> <p>The following items have been constructed to complete this project;</p> <ul style="list-style-type: none"> • 1,234 Linear feet of 8" PVC Sewer Main (to Bay Mud Standards). • 8 Manholes • 775 linear feet of 4" PVC Laterals • 1 each Remodel existing manhole at point of connection <p>District staff estimated the cost of construction to be \$240,045.00</p>	
ALTERNATIVES: Do not accept the Sewer Main Extension for The Landing Subdivision.	
BUDGET INFORMATION: The acceptance of this project will Increase District's assets by \$190,375.00	
DEPT. MGR. :	MANAGER'S APPROVAL:

06/25/10

Novato Sanitary District Check Register

June 28, 2010

Date	Num	Name	Credit
Jun 28, 10			
6/28/2010	51261	Pacific, Gas & Electric	60,389.07
6/28/2010	51258	Nute Engineering Inc.	47,678.26
6/28/2010	51231	Covello Group, The	40,513.50
6/28/2010	51247	Latham & Watkins, LLP	19,783.31
6/28/2010	51220	Barg, Coffin, Lewis & Trapp	11,960.83
6/28/2010	51267	Royal Petroleum Company	11,518.16
6/28/2010	51249	Meyers, Nave, Riback, Silver &...	10,925.65
6/28/2010	51213	Aerotek	8,917.25
6/28/2010	51215	Alliant Insurance Services, Inc	7,590.94
6/28/2010	51224	Cantarutti Electric, Inc	6,218.00
6/28/2010	51217	Aqua Science	4,447.00
6/28/2010	51234	Daniel Macdonald AIA Architec...	3,874.53
6/28/2010	51275	Water Components & Building	3,729.99
6/28/2010	51212	3T Equipment Company Inc.	3,610.46
6/28/2010	51273	Walsingham Associate Inc.	3,600.00
6/28/2010	51256	North Marin Water District	3,527.20
6/28/2010	51235	Dearborn National	3,213.26
6/28/2010	51254	North Bay Construction, Inc.	2,995.99
6/28/2010	51251	Monterey Mechanical, Inc.	2,939.00
6/28/2010	51223	Cagwin & Dorward Inc.	2,795.00
6/28/2010	51221	Bartle Wells Assoc, Inc	2,271.18
6/28/2010	51216	American Express-22062	2,253.61
6/28/2010	51240	Grainger	2,083.29
6/28/2010	51266	Roy's Sewer Service, Inc.	1,800.00
6/28/2010	51271	Veolia Water North America	1,600.00
6/28/2010	51245	Independent Journal	1,376.70
6/28/2010	51239	G & K Services	1,372.75
6/28/2010	51265	Rauch Communication Consult...	1,355.00
6/28/2010	51272	VWR International Inc.	1,174.10
6/28/2010	51260	Pacific Sun	1,048.00
6/28/2010	51238	Frontier Analytical Laboratory, I...	1,000.00
6/28/2010	51225	CD & Power	893.89
6/28/2010	51250	Miller Pacific Engineering, Inc.	883.50
6/28/2010	51237	Environmental Water Solutions...	813.53
6/28/2010	51243	IEDA, INC	799.00
6/28/2010	51253	Nextel Communications	750.17
6/28/2010	51274	WasteManagement	746.37
6/28/2010	51241	HACH/American Sigma Inc	724.58
6/28/2010	51232	CWEA-Redwood Empire Secti...	525.00
6/28/2010	51268	Sideman & Bancroft, LLP	446.55
6/28/2010	51236	Electrical Equipment Company...	438.40
6/28/2010	51230	Control Systems West, Inc.	423.41
6/28/2010	51228	Cintas Corporation	377.29
6/28/2010	51219	AT&T-SAC	374.85
6/28/2010	51229	Claremont EAP	295.00
6/28/2010	51218	Aquatic Biosystems Inc.	256.00
6/28/2010	51244	Ikon Office Solutions	252.64
6/28/2010	51269	Siemens Water Tech Corp.	251.24
6/28/2010	51264	Randall Bros. Auto Inc.	245.19
6/28/2010	51257	Novato Builders Supply	229.70
6/28/2010	51227	CED Santa Rosa, Inc	225.14
6/28/2010	51255	North Bay Truck Service	190.49
6/28/2010	51214	Alhambra	175.13
6/28/2010	51246	Lab Safety Supply, Inc.	145.71
6/28/2010	51226	CDW Government, Inc.	138.29
6/28/2010	51262	Petty Cash	117.50
6/28/2010	51263	Radio Shack	98.08
6/28/2010	51222	C&H Distributors, LLC	95.89
6/28/2010	51248	McMaster-Carr Supply Co.	87.17
6/28/2010	51233	CWEAmembers	74.00
6/28/2010	51259	One Stop Auto Service Inc.	73.15
6/28/2010	51252	National Notary Association	33.00
6/28/2010	51270	T-Mobile	22.41
6/28/2010	51242	Harrington Plastics, Inc.	17.23
6/28/2010	51190-211	void	

06/25/10

Novato Sanitary District Check Register

June 28, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jun 28, 10			<u>288,781.53</u>

06/25/10

Novato Sanitary District Check Register

June 28, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jun 28, 10			
6/28/2010	2059	Covello Group, The	131,773.55
6/28/2010	2061	North Marin Water District 2	5,725.75
6/28/2010	2060	Empire Mini Storage - Novato	730.00
Jun 28, 10			<u>138,229.30</u>

NOVATO SANITARY DISTRICT BOARD MEETING
JUNE 28, 2010

Solid and Hazardous Waste Programs Update

1. 2009/2010 Program Accomplishments and 2010/2011 Program Projections
2. Household Hazardous Waste Summaries
3. AB939 2009 Novato Disposal & Diversion Monitoring & 1997-2009 Comparison Reports
4. SB1016 Per Capita Disposal Rate for 2009
5. Marin Solid and Hazardous Waste JPA Proposed Zero Waste Programs and FY 2010/2011 Budget

AB939 NOVATO DISPOSAL AND DIVERSION MONITORING 1997 - 2009

Haulers: Novato Disposal
Self Haulers

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
A. DIVERSION													
Novato Disposal Recycled (Curbside & Buyback)	10,969	10,981	11,028	11,772	12,238	12,095	12,081	8,645	13,647	8,819	10,006	12,472	12,773
MRRC recovery	352	389	428	612	782	999	1,120	1,092	1,196	1,037	1,759	2,050	1,062
Wood/Yard Waste Composted	0	128	0	779	556	72	0	0	0	1,252	0	0	
Self haul Inerts Diverted Redwood Landfill	7,908	23,946	29,576	29,984	28,337	35,731	51,871	84,829	49,396	40,729	23,813	18,198	8,943
Redwood landfill self haul C&D recycled												7	96
City of Novato Inerts diverted	0	0	386	0	224	0	0	0	0	N/A	N/A	N/A	
ADC from MRRC	196	101	17	0	35	139	154	413	179	400	236	0	0
Compost from MRRC												189	127
ADC & Greenwaste From Redwood Landfill self haul	730	98	1,449	1,617	2,043	1,856	1,828	1,881	1,747	2,333	1,127	1,306	1,040
Novato Disposal Green Waste & Inerts used as ADC	5,348	5,766	6,020	5,440	7,406	9,336	11,228	10,247	13,539	13,727	13,104	4,049	5,063
Novato Disposal Green waste used for compost											3,343	13,349	12,528
Hamilton Diversion	0	0	0		79,866	57,148	29,681	4,742	258	122	0	0	0
TOTAL TONS DIVERTED	21,504	41,280	48,903	50,204	131,487	117,376	107,963	111,848	79,962	68,419	53,387	51,621	41,632
B. DISPOSAL													
MSW& Debris Box/Novato Disposal	26,654	31,880	36,272	36,569	39,377	38,126	38,610	37,624	34,224	37,365	34,430	32,824	29,723
MRRC Residuals	634	603	832	926	953	1,253	1,463	1,349	1,504	1,703	1,472	1,387	649
MRRC Wood/Yard Waste incinerated	287	348	512	1,138	1,473	1,829	1,367	946	1,055	943	307	433	178
Redwood Landfill self haul C&D waste disposed	3,898	3,170	5,477	6,307	5,968	6,781	7,534	8,493	5,386	7,999	6,620	4,951	4,530
Novato waste disposed out-of-county	153	264	33	17	0	0	0	0	0	N/A	N/A	N/A	N/A
Hamilton AFB/Debris	845	1,140	498	252	24,597	5,063	101	485	67	48	0	0	0
Renaissance Fair debris	0	2,052	0	0	0	0	0	0	0	0	0	0	0
TOTAL TONS DISPOSED	32,471	39,456	43,625	45,209	72,369	53,052	49,076	48,897	42,237	48,058	42,829	39,594	35,080
C. TOTAL WASTE GENERATED(TONS)	53,975	80,736	92,527	95,413	203,856	170,427	157,039	160,745	122,198	116,478	96,216	91,215	76,712
D. COMPLIANCE WITH AB939 DIVERSION MANDATE													
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)	45%	51%	52.85%	52.74%	64.57%	68.88%	68.75%	69.58%	65.52%	58.82%	55.52%	56.64%	54.29%

AB939 2009 NOVATO DISPOSAL AND DIVERSION MONITORING

Haulers: Novato Disposal
Self Haulers

Reporting period: January - December 2009

A. 2009 DIVERSION	1st Qtr.	2nd Qtr	3rd Qtr.	4th Qtr.	TOTAL 2009
Novato Disposal Recycled (Curbside & Buyback)	3,341.69	3,078.96	3,107.94	3,244.13	12,772.72
MRRC recovery	417.00	302.00	343.00	N/A	1,062.00
Self haul Inerts Diverted Redwood Landfill	1,464.00	2,752.72	2,821.00	1,905.00	8,942.72
Redwood Landfill self haul C&D recycled	6.00	10.00	43.00	37.00	96.00
City of Novato Inerts diverted	N/A	N/A	N/A		
ADC from MRRC	0.00	0.00	0.00	N/A	0.00
Compost from MRRC	50.00	46.00	31.00	N/A	127.00
Greenwaste From Redwood Landfill self haul/compost	210.00	305.00	299.00	226.00	1,040.00
Novato Disposal Inerts used as ADC	764.83	1,503.53	1,689.55	1,104.94	5,062.84
Novato Disposal Green Waste used for compost	2,598.37	3,311.66	3,379.09	3,238.22	12,527.34
2009 TOTAL TONS DIVERTED	8,851.89	11,309.86	11,713.58	9,755.29	41,630.61
B. 2009 DISPOSAL					
MSW& Debris Box/Novato Disposal	7,429.17	7,671.68	7,339.75	7,282.11	29,722.71
MRRC Residuals	227.00	209.00	213.00	N/A	649.00
MRRC Wood/Yard Waste incinerated	60.00	56.00	62.00	0.00	178.00
Redwood Landfill self haul C&D waste disposed	841.00	1,464.00	1,309.00	916.00	4,530.00
Novato waste disposed out-of-county	N/A	N/A	N/A	N/A	N/A
2009 TOTAL TONS DISPOSED	8,557.17	9,400.68	8,923.75	8,198.11	35,079.71
C. 2009 TOTAL WASTE GENERATED(TONS)	17,409.06	20,710.53	20,637.33	17,953.40	76,710.32
D. COMPLIANCE WITH AB939 DIVERSION MANDATE	50.88%	54.64%	56.79%	54.34%	54.29%
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)					

REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)

	1st Qtr.	2nd Qtr	3rd Qtr.	4th Qtr.	TOTAL 2009
Inerts/ Diverted	1,464.00	2,752.72	2,821.00	1,905.00	8,942.72
Greenwaste Diverted/compost	210.00	305.00	299.00	226.00	1,040.00
C&D/ Disposed	841.00	1,464.00	1,309.00	916.00	4,530.00
C&D Recycled	6.00	10.00	43.00	37.00	96.00
Total	2,521.00	4,531.72	4,472.00	3,084.00	14,608.72

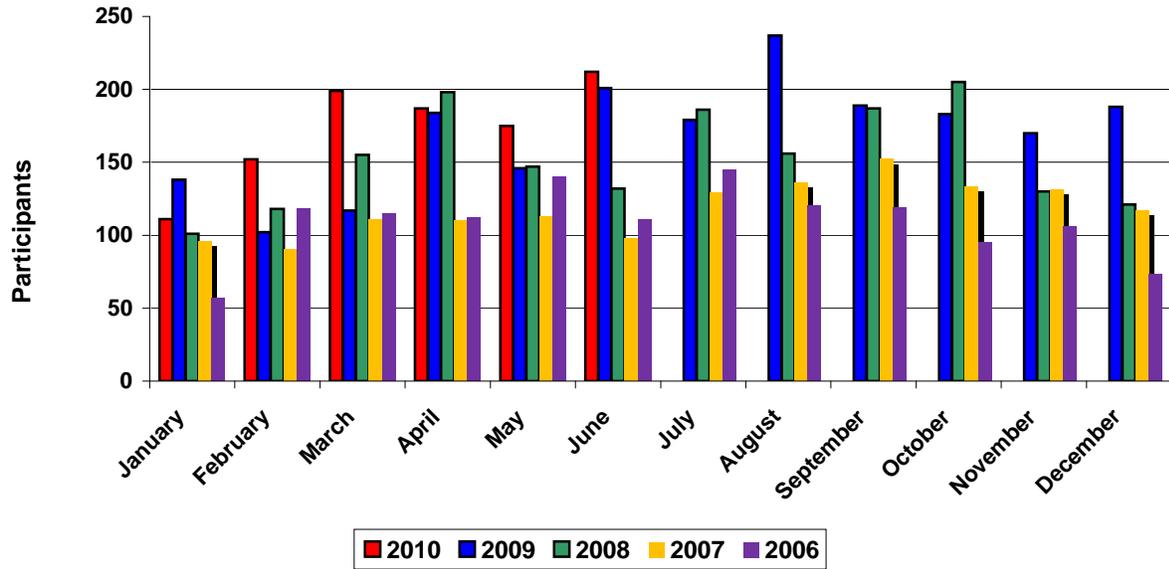
HHW FACILITY SUMMARY 2009	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Total Participants	138	102	117	184	146	201	179	237	189	183	170	188	2,034
Been to events before?(Yes)	90	71	81	127	95	149	120	167	146	131	125	132	1,434
Permanent facility?	68	49	64	91	70	112	88	121	101	90	92	96	1,042
Temporary events?	30	29	24	50	33	53	48	76	51	58	40	49	541
First time user?	48	31	36	57	51	52	59	70	43	52	45	56	600
Type of waste brought in?													
Antifreeze	8	9	8	13	6	6	13	12	8	12	16	13	124
Asbestos	2	0	1	2	2	2	5	2	0	0	0	2	18
Auto products	10	10	15	28	22	36	25	27	29	29	31	24	286
Car batteries	4	4	7	8	4	8	5	9	9	7	5	5	75
Computer monitors	20	14	12	18	8	17	26	25	19	11	13	22	205
Cements, sealers	12	6	11	20	18	17	21	31	23	25	18	12	214
Fluorescent tubes & bulbs	20	8	12	22	12	31	11	25	21	21	22	21	226
Household batteries	31	15	14	37	19	37	33	48	30	32	22	32	350
Household cleaners, polishes	26	18	19	37	34	42	33	49	41	45	39	42	425
Latex paint	41	28	35	82	59	73	64	105	65	66	55	53	726
Mercury Waste				1	0	4	4	2	3	3	4	3	24
Motor oil/filters	11	14	19	22	11	23	24	22	15	29	20	19	229
Old gasoline	6	3	8	6	9	7	7	11	12	15	5	6	95
Oil base paint	34	28	33	69	56	62	57	81	69	62	48	56	655
Paint thinners, solvents	34	29	34	59	41	59	52	74	51	60	48	52	593
Pesticides, herbicides, insecticides	23	9	21	36	31	52	44	37	41	40	36	34	404
Pet care products	3	2	2	5	4	4	3	5	9	6	3	3	49
Photo chemicals	2	2	0	2	2	2	2	1	1	2	0	1	17
Pool Chemicals	1	2	5	7	9	7	4	1	7	5	3	7	58
Propane tanks/helium tanks/fire extinguishers	13	4	16	17	12	15	17	30	22	14	8	22	190
Sharps			1	0	0	2	2	0	0	1	0	0	6
Spray paints	21	15	21	30	22	42	32	37	27	30	34	18	329
Television	37	30	36	30	18	42	31	39	23	22	39	47	394
Thermometers/Thermostats	2	0	2	0	1	3	0	3	30	2	3	2	48
Wood preservatives, stains	16	13	13	36	26	42	28	49	28	36	28	25	340
Other	8	3	7	17	11	22	31	29	22	27	38	35	250
Hear about program?													
Newspaper ad	12	6	10	10	10	12	9	16	22	13	13	24	157
Recycling Center flier	45	30	44	74	57	84	62	93	75	74	73	57	768
Word of mouth	17	14	23	30	25	28	37	38	22	22	22	31	309
Novato Disposal newsletter	60	43	44	74	59	99	81	115	87	92	77	67	898
City/Sanitary District	6	7	6	7	10	6	8	4	1	8	15	6	84
Other	30	18	12	21	11	16	16	30	12	12	13	23	214
Change your own motor oil?													
Yes	19	21	21	29	26	40	26	45	24	41	27	22	341
Novato Recycling Center	12	15	14	21	17	26	13	30	17	28	13	14	220
Kragens	4	7	11	11	8	17	10	22	10	14	15	8	137
Pennzoil	2	0	0	0	1	1	0	0	1	0	0	0	5
Other	2	1	0	1	3	2	3	4	0	1	0	2	19
If yes, want curbside pickup?	10	9	12	11	9	17	12	16	5	18	15	9	143
No	119	81	96	157	120	171	153	192	165	142	143	173	1,712
Comments													
Compliments/Good	46	30	35	56	51	63	61	91	69	57	74	59	692
Complaints	1	0	0	1	5	0	0	1	2	3	0	2	15

29.5%

16.8%

41.9%

HHW Facility Monthly Participation 2006- Current



SB1016 Per Capita Disposal Measurement System Per Capita Disposal Rate for 2009

According to the CA Waste Management Board, the purpose of the new per capita disposal measurement system [Wiggins, [SB 1016](#)] is to make the process of goal measurement as established by AB939, the Integrated Waste Management Act of 1989 simpler, more timely, and more accurate. SB 1016 changes reporting requirements to a **disposal-based indicator**--the per capita disposal rate--which uses only two factors: a jurisdiction's population (or in some cases employment) and its disposal, as reported by disposal facilities.

Old Measurement System

1. Calculated diversion rate based on estimated generation – actual disposal plus diversion (not all diversion “captured”)
2. Often complex and inaccurate
3. “Stakeholders” wanted system changed

New System SB1016 – Per Capita Disposal Measurement System

1. Focus on PROGRAMS rather than numbers
2. Maintains AB939 50% diversion requirement
3. Measures disposal instead of diversion
4. Disposal measurement is only ONE factor in compliance
5. Accounts for growth
6. Eliminates complex formulas
7. CIWMB will evaluate jurisdiction based on how well they are implementing programs as set forth in SRRE and Annual Report

Calculation for Annual per Capita Disposal Rate

To calculate base period target rate:

Average 2003 – 2006 generation rates. Divide by 2 to get disposal for jurisdiction if at 50% diversion

Avg. 2003-2006 generation = $139,115/2 = 69,557 =$ disposal at 50%diversion

Base Period Per Capita Disposal Target = $7.62 \text{ pounds per person per day} / 50\% = \mathbf{3.81 \text{ pounds}}$

Annual Per Capita Disposal Rate

$\text{Disposal Tons} \times 2000 \text{ pounds} / \text{Population} / 365 = \text{Pounds per Person per Day Disposed}$

2009 Disposal Tons = 35,080

$35,080 \times 2000 / 50,000 / 365 = 3.84 \text{ Pounds per Person per Day}$

50% of 3.84 pounds per person per day = **1.92 pounds**– this is **BELOW** the **Base Period target rate**

**Marin Solid and Hazardous Waste JPA
Proposed Zero Waste Programs and FY 2010/2011 Budget**

Background of the JPA

In 1996, the county and cities of Marin created the County of Marin Hazardous and Solid Waste Joint Powers Authority. Its purpose was to comply with all AB939 planning and administration requirements which were multi-jurisdictional in nature, while recognizing that individual members may operate and develop their own programs. Membership in the Authority was limited to the County, cities and towns, even though 11 separate districts hold waste franchise agreements regulating rates and programs in their respective areas. In Novato, although the City is a member of the JPA, it is the Sanitary District that holds the waste franchise and regulates rates and programs.

To account for both the multi-jurisdictional issues and individual member programs, the JPA Agreement sets forth 2 Articles: "Article 6.1 Basic Programs", which include the minimum programs of the Authority to be conducted on a multi-jurisdictional basis, including planning, monitoring, compliance and tracking legislation. All other programs would be considered "Article 6.2 Agency Programs", by which member agencies would voluntarily choose to participate and fund programs by formal action of their individual governing boards.

The JPA contracts with the County to provide staff to administer the Article 6.1 Basic programs. Funding for the programs is established by tip fees on waste disposed by the franchised haulers and solid waste facility operators. Novato participates in all the 6.1 Basic Programs, but elected to develop its own household hazardous waste programs, under the 6.2 Article.

For the past 14 years, the JPA's primary function was to prepare the AB939 planning documents and monitor and report compliance with the AB939 diversion requirements. On a county-wide basis, Marin has achieved a 75% diversion rate, exceeding the state mandated goal of 50%.

Zero Waste

In 2007, the JPA adopted a zero waste resolution, which set a goal of 80% diversion by 2012 and zero waste by 2025. In 2008, the JPA contracted with R3 Consulting Group to prepare a Zero Waste Feasibility Study to implement the JPA zero waste goals and focus on "reducing waste generation and ensuring resources are used to their greatest potential."

The draft Zero Waste Plan was released in August 2009. One public meeting was held at the Civic Center on September 17th to review the plan and receive comments. In addition, the consultant conducted a presentation for the Marin AB939 Local Task Force and the JPA Executive Committee. The

consultants met with the franchised haulers, JPA staff, JPA Executive Committee, Board of Supervisors and Local Task Force. They used data from the disposal/diversion reports from the JPA, the Marin Sanitary Service waste characterization report produced in 2007 and reports provided by franchised haulers.

Sanitary District Solid Waste Committee members were regularly updated regarding the draft plan at Committee meetings. Comments received at the Committee meeting, along with additional staff comments, were forwarded to the JPA for inclusion in the Final Plan. Comments included the District's concern over Plan costs and duplicative programs.

In January, 2010, the JPA Board accepted the Zero Waste Feasibility Study and accepted the consultant's recommendation to reduce disposal by 95%

Summary of Zero Waste Study and Recommendations

The study provided an analysis of all member agency and JPA existing programs. Regional programs consist of the County Green Business program, Green Building programs and AB939 planning and reporting responsibilities conducted by the JPA. The JPA also provides for a web site and some limited public outreach.

Member agency programs are conducted by the haulers, the member agencies and districts. In Novato, these programs are conducted by the Sanitary District, Novato Disposal and HHW and E-Waste contractors and consist of weekly waste, recycling and green waste collection; semi-annual clean-up week collection; household hazardous waste facility services; semi-annual E-Waste collection program; Christmas tree recycling and backyard compost bin distribution. Outreach is provided through the newsletter, fliers and brochures, the Solid Waste Work Plan, and a comprehensive recycling guide.

The report's recommendations are separated into 2 phases: recommendations the JPA should take and recommendations that the JPA member agencies should take. In general, the report recommends:

Phase I – JPA Tasks

1. Increasing communication with other county departments about programs
2. Increasing JPA's administration of member agency and countywide programs
3. Assist with solid waste and waste diversion facilities permitting

Phase II – JPA Member Agency Tasks

4. Member agencies should revise solid waste ordinances and franchise agreements

5. Adopt a construction/demolition ordinance
6. Adopt multi-family/commercial recycling ordinance.
7. Promote disposal bans and encourage reduced consumption
8. Implement a wet/dry collection route system; offer unlimited green waste collection; add new materials to the recycling stream; add food waste to green waste collection services; implement food waste digestion and promote backyard composting

The report indicated that all the recommended programs would cost an estimated \$330,000 for the region on an annual basis, plus a one time cost of up to \$135,000 for each member agency and solid waste rate increases ranging from 1% - 10%.

JPA FY 2010/2011 Budget for Zero Waste Programs

On June 24, 2010, the JPA Board adopted a budget for FY 2010/2011 which includes funding for zero waste programs. The adopted budget includes over **\$768,400** for the following zero waste programs:

- **\$100,000** to contract with a consultant to develop a Zero Waste Tool Kit, to include a model construction & demolition ordinance, a model commercial/multi-family recycling ordinance, model franchise agreement language and implementation assistance
- **\$300,000** to assist local agencies in implementing the Tool Kit programs
- **\$200,000** to contract with an advertising agency to produce a public education program to encourage waste reduction behavior change in the County.
- **\$168,401** to hire a zero waste coordinator to implement the zero waste programs

Novato is a strong supporter of zero waste – the City passed a zero waste resolution in 2007. In addition, Novato has already enacted most of the deliverables included in the proposed Zero Waste Tool Kit, including:

- A construction and demolition ordinance.
- An updated solid waste franchise agreement adopted in 2005
- A Green Building ordinance
- Multifamily and commercial recycling ordinances to be updated and outreach programs to be conducted as part of the state mandated AB32 programs and included in our FY2010/2011 budget
- Food waste composting serving 25% of residential customers with plans to extend it District-wide.

District staff attended the JPA Board meeting and requested the Board to budget these Zero Waste programs as part of their “6.2 member programs,” as outlined in the JPA agreement, rather than “6.1 Basic Programs of the Authority.” (see attached letter). Since the Zero Waste programs are not state mandates, nor are they part of the AB939 required programs, the District felt that the most cost effective and efficient way for Novato to meet the Zero Waste goals was to continue to work on programs at a local level and fund their own successful programs. The District is sensitive to the climate of reduced revenues and “doing more with less.”

Although JPA staff indicated that the Zero Waste programs were considered “6.2 member programs”, the JPA Board adopted their budget with the full \$768,400 additional revenue required for these programs under the 6.1 Article. To fund these programs, the per ton tip fee assessed on solid waste haulers and facilities will increase from \$4.28 per ton to \$6.59 per ton. For Novato, fees assessed against Novato Disposal will increase from \$1.35 per ton to \$2.69 per ton, amounting to an annual increase of over 68% - (\$49,713 to \$83,356.) This does not include any future funding and rate increases that will likely be required in Novato for expansion of food waste composting, increased C&D diversion and outreach programs for mandated commercial and multi-family recycling.

Next Steps

Staff is looking to the Board for some additional direction on these issues. There are several items which your Board could consider, to include:

1. Direct staff to draft the District’s own Zero Waste resolution with an accompanying implementation program. (Already included in the District Solid Waste budget for FY2010/2011 is funding for updating the Solid Waste Work Plan to account for zero waste policies.)
2. Request that JPA staff make a presentation to the District Board regarding the zero waste programs. Currently JPA staff is scheduled to make a presentation to the Novato City Council at their Council meeting on July 27.
3. Request District staff to review the option of funding these programs at the District level, rather than funding the JPA.



NOVATO SANITARY DISTRICT

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www.novatosan.com

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KENTON L. ALM
Legal Counsel

June 23, 2010

Marin County Hazardous & Solid Waste Management Joint Powers Authority
c/o Marin County Department of Public Works
P.O. Box 4186
San Rafael, CA 94913

Dear Board Members:

After reviewing the JPA budget for FY 2010/2011, the Novato Sanitary District recommends that the JPA's Zero Waste Plan programs be budgeted as part of the JPA's "6.2 member programs", as outlined in the JPA agreement, rather than the "6.1 Basic Programs of the Authority."

Novato Sanitary District is the local waste franchiser for the City of Novato and surrounding area. As such, it represents over 25% of the county's population and has been responsible for enacting solid and hazardous waste programs to meet all AB939 requirements. The District and the City formed a Solid and Hazardous Waste Committee in 1995 to work on AB939 programs, including household hazardous waste programs. Although not a member of the JPA, over the years, the Sanitary District, and their franchised hauler Novato Disposal, have provided numerous cost-effective programs and outreach to meet and exceed the County's AB939 goals.

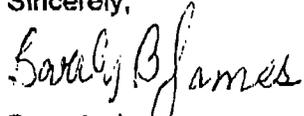
Novato is a strong supporter of Zero Waste – the City passed a Zero Waste resolution in 2007. The District believes that the most effective and efficient way for the Novato area to meet the Zero Waste goals is to continue to work on programs locally. Novato has already enacted many of the deliverables that the JPA "Zero Waste Tool Kit" intends to develop, including:

- A construction and demolition ordinance,
- An updated waste hauler franchise agreement adopted in 2005,
- Green building ordinance,
- Multifamily and commercial recycling ordinances to be updated as part of the state mandated AB32 programs and included in our FY2010/2011 budget
- Food waste composting serving 25% of residential customers with plans to extend it District-wide,

- Commercial/multi-family recycling outreach programs underway and included in the 2010-11 budget to ensure that AB32's mandated commercial/multi-family recycling will be implemented by the July 2012 deadline.

All these programs require additional funding on a local level. Since the Zero Waste programs are not state mandates, nor are they part of the AB939 required programs or Basic Programs of the Authority (6.1), the District requests that the proposed zero waste programs be included in the budget as 6.2 Authority programs, allowing the jurisdictions such as Novato that have active programs of their own to continue to fund their own successful programs.

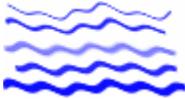
Sincerely,

A handwritten signature in cursive script that reads "Beverly James".

Beverly James
Manager-Engineer

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste: Household Hazardous Waste and AB 939 Programs Administration	MEETING DATE: June 28, 2010 AGENDA ITEM NO.: 8.b.										
RECOMMENDED ACTION: Approve proposal from DLJ to provide consulting services for the administration of the Household Hazardous Waste Programs.											
SUMMARY AND DISCUSSION: <p>Dee Johnson has been serving as the District's coordinator for the Household Hazardous Waste, Used Oil, and AB 939 programs for a number of years.</p> <p>She is proposing to perform the following services on a time and materials basis with the following not-to-exceed limits:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Administer the HHW Facility and Operations</td> <td style="text-align: right; padding: 2px;">\$62,500</td> </tr> <tr> <td style="padding: 2px;">Administer the Used Oil Block Grant</td> <td style="text-align: right; padding: 2px;">\$4,000</td> </tr> <tr> <td style="padding: 2px;">Administer the AB 939 Program</td> <td style="text-align: right; padding: 2px;">\$22,300</td> </tr> <tr> <td style="padding: 2px;">DOC Beverage Container Recycling</td> <td style="text-align: right; padding: 2px;"><u>\$2,964</u></td> </tr> <tr> <td style="padding: 2px;">Total</td> <td style="text-align: right; padding: 2px;">\$91,764</td> </tr> </table> <p>Detailed explanations of each of the above items is included in the attached proposal. The funding for this proposal is included in the budget for the AB 939 Solid Waste programs which was approved by the Joint Solid Waste Committee.</p> <p>The Used Oil Block Grant services are funded by a grant from California Integrated Waste Management Board. The HHW Facility and AB 939 services are funded by AB 939 collector fees and Marin County JPA reimbursement.</p>		Administer the HHW Facility and Operations	\$62,500	Administer the Used Oil Block Grant	\$4,000	Administer the AB 939 Program	\$22,300	DOC Beverage Container Recycling	<u>\$2,964</u>	Total	\$91,764
Administer the HHW Facility and Operations	\$62,500										
Administer the Used Oil Block Grant	\$4,000										
Administer the AB 939 Program	\$22,300										
DOC Beverage Container Recycling	<u>\$2,964</u>										
Total	\$91,764										
ALTERNATIVES: Do not accept the proposal.											
BUDGET INFORMATION: This work will be funded from the 2010-11 budget.											
DEPT.MGR.:	MANAGER:										



DLJ ASSOCIATES
4032 Coolidge Avenue
Oakland, CA 94602

510.530-6048
510.531-4117 fax
email: paloma@well.com

June 8, 2010

COPY SENT VIA EMAIL

Ms. Beverly James
Novato Sanitary District
500 Davidson Street
Novato, CA 94945

Dear Ms. James:

Enclosed is a proposal to provide consulting services to the Novato Sanitary District for the 2010/2011 fiscal year. This includes services for permanent household hazardous waste planning and administration, AB939 program services and grant related services included in the proposed Solid and Hazardous Waste Program Budget for FY 2010/2011 and approved by the Solid and Hazardous Waste Committee meeting on May 17, 2010.

Services to be provided include the following:

- **Household Hazardous Waste Services.** This includes services for staffing, promoting and administering the permanent HHW facility; monitoring and administering the HHW contract ; monitoring and providing for HHW facility maintenance and repairs; coordinating and staffing at least 2 E-Waste events; state and local reporting requirements for E-Waste and grant requirements, planning for potential move of the HHW facility; developing a 2010 annual HHW report; providing for public outreach, ads and brochures on HHW and development of additional HHW programs dealing with specific waste streams, such as pharmaceuticals, sharps, household batteries, fluorescent tubes and bulbs and E-wastes **(\$62,500)**. In addition, it includes expenses for administration and promotion of the used oil payment program (OPP) services and staffing of used oil services at the HHW facility **(\$4,000.)**, which is entirely funded by state grant funds.
- **AB939 Program Services.** These expenses are based upon the program priorities outlined in the Solid Waste Work Plan and discussed at our meeting and by the Committee. This includes the following consulting services:
 - Administrative and technical support (\$11,500.) For staff support for all solid waste committee meetings, staff meetings and general administration. This also includes expenses for special reports and grant applications, updates to the Work Plan, as directed by the committee and additional meetings with the District, the City, Novato Disposal and other regulatory agencies. The item also includes time spent on meetings with the JPA, County Local Task Force and others as required, in addition to reporting on pending legislation, and updating the Work Plan to account for Zero Waste policies adopted by the County and the City.
 - Monitoring & reporting (\$1,300.) This accounts for producing quarterly monitoring reports of Novato's waste disposal and diversion, summary of special disposal/diversion reports, separate accounting of C&D diversion and compost diversion, a 2010 annual report and comparative analysis over the past several years and projections for year 2011. This also includes reports and monitoring for the new per capita disposal monitoring system (SB1016).
 - Business/commercial technical assistance (\$1,500.) This funding provides for increased outreach to small businesses and public agencies regarding hazardous waste disposal, sorting and identification of wastes and preparing hazardous waste inventories. Additional mailings will be conducted to small businesses, along with contacts with public agencies such as the school, water and fire districts and the city. Increased outreach to businesses is also projected to include communication with small businesses and public agencies regarding hazardous waste disposal.

- AB32 Commercial/multi-family recycling workshop. (\$3,000). As a result of AB32, the Climate Change legislation passed in 2008, all commercial and multi-family establishments are mandated to provide recycling services as of January, 2012. In order to provide accurate information to Novato businesses and multi-family owners, a workshop will be developed to provide information on program requirements, to include speakers and/or information from the District, the City, Novato Disposal and the state. This funding will be used to develop materials and planning assistance for building managers and owners.
- Education & Outreach. (\$5,000). Education and outreach is the number one program priority in the Work Plan. This level of funding increases funding for public outreach and education, to include participation at County fairs, farmer's markets, Chamber Business fairs, 4th of July parade, Earth Day events and other prospective community events. A coordinated public outreach/education effort will develop coherent consistent messages in varied media, including print media, websites, social media sites and related outreach. Quarterly meetings will be scheduled with Novato Disposal and Sanitary District staff and consultants to work on specific outreach events and programs and develop an outreach calendar. This funding maintains development, production and reproduction costs for brochures, ads, press releases, signs and or banners, etc. Staff time will continue to be would be involved in development and updating all brochures and guides, such as Novato's Reuse and Recycling Guide, newsletter articles, updating information on websites and promotion of programs.
- School programs. Costs for these programs are now included in the Education and Outreach item.
- Other Services. These programs are funded by a grant from the Department of Conservation. They follow programs as outlined in the Work Plan.
 - DOC Beverage Container Recycling. \$2,964. This item includes expenses for the administration of this grant program, along with public outreach services for public and school beverage container recycling. Grant monies will be targeted at Novato schools, with bins provided for beverage container recycling. This is entirely funded by the DOC Beverage Container Recycling Grant.

Costs for the above services, including indirect overhead, total **\$91,764.** for the 2010/11 fiscal year. Attached is a detailed work program, with tasks and costs for the household hazardous waste services, AB939 program services and Other Services. Costs include all staff services, direct expenses and indirect overhead charges. Payment will be rendered upon the submission of monthly invoices. Also attached is my current certificate of liability insurance.

As always, I will monitor my costs closely over the fiscal year, in order to meet the task and program responsibilities outlined in the contract and fulfill my contract obligations.

I look forward to working with the Novato Sanitary District and the City of Novato on these important community services. I look forward to entering into a contract for these services. Please contact me at (510) 530-6048 if you have any questions.

Very truly yours,

Dee Johnson

DJ:tm
enc:

**TASK AND COST PROPOSAL FOR
HOUSEHOLD HAZARDOUS WASTE SERVICES**

This task list indicates my best estimate of time required to plan, administer and coordinate the **permanent household hazardous facility** and administration of the **state used oil payment program**.

HOUSEHOLD HAZARDOUS WASTE SERVICES

PERMANENT HOUSEHOLD HAZARDOUS WASTE FACILITY

TASKS

PERSON HOURS

<u>Administration, Planning & Regulatory Requirements</u>		
1.	Coordinate with regulatory agencies as required on a regular basis DTSC; CUPA (County); Fire District; City; Air Board; LEA	15
2.	Coordinate with Novato Disposal re: property as required, including building maintenance, work with contractors for floor sealing, striping, pigeon control	35
3.	Plan for potential move of HHW facility, develop timeline and preliminary siting study, workshop with Committee	35
4.	Manage & monitor HHW contract; review pricing, contract requirements, etc. for agreement extension	25
<u>Contractor Administration</u>		
5.	Plan and coordinate with contractor for program operation	20
6.	Hold regular meetings with contractor	15
7.	Review bills, manifests, reports and submit for payment; additional E-Waste bills & reconciliations	25
<u>Program Operation</u>		
8.	Staff HHW and small business hazardous waste program; tally surveys; provide for monthly and annual reports	425
9.	Coordinate, staff, publicize and conduct 2 special E-Waste collection events; work with contractor; tally surveys; prepare reports	120
10.	Provide for hotlines, answer hotline, etc	15
11.	Provide for public outreach, ads, press releases, brochures, as necessary	25
12.	Review and develop additional programs to deal with new regulated wastes, such as pharmaceuticals, household batteries and additional E-Wastes, as required	35
TOTAL HOURS PERMANENT HHW FACILITY COORDINATION		790

PERMANENT HHW FACILITY COORDINATION COSTS

Professional Staff Time 790 hrs. @ \$77.71/hr.	\$ 61,391.
<u>Direct Expenses</u>	
Clerical; reproduction costs for fliers; brochures; handouts	<u>\$ 1,109.</u>
Subtotal Direct Expenses	\$ 1,109.
TOTAL PERMANENT HHW FACILITY COORDINATION COSTS	\$ 62,500.

I. CAL RECYCLE USED OIL PAYMENT PROGRAM

<u>TASKS</u>	<u>PERSON HOURS</u>
1. <u>Publicity & Advertising.</u> Design and place ads in local paper	2
2. <u>Evaluate/audit certified collection centers;</u> site visits; prepare checklist	4
3. <u>Used Oil Collection at HHW facility.</u> Work with used oil collection at HHW facility; design signs and labels for used oil tank; staff facility; work with Evergreen Environmental to clean tank on annual basis	30
4. <u>Brochures & signage.</u> Design brochures for used oil collection and promotion; design point-of purchase signs; place in local retailers	2
5. <u>Administer grant.</u> Prepare reports; payment requests, etc.	<u>10</u>
TOTAL USED OIL PAYMENT PROGRAM	48

USED OIL PAYMENT PROGRAM ADMINISTRATION COSTS

Professional Staff Time 48 hrs. @ \$77.71/hr.	\$ 3,730.
<u>Direct Expenses</u>	
Clerical; reproduction costs	\$ 270.
Subtotal Direct Expenses	\$ 270.
TOTAL USED OIL PAYMENT PROGRAM ADMINISTRATION COSTS	\$ 4,000.

SUMMARY HAZARDOUS WASTE CONSULTING SERVICES

I. PERMANENT HHW FACILITY COORDINATION	\$ 62,500.
II. CALRECYCLE USED OIL PAYMENT PROGRAM	<u>4,000.</u>
TOTAL HAZARDOUS WASTE CONSULTING	\$ 66,500.

TASK AND COST PROPOSAL FOR AB939 PROGRAM SERVICES

This task list indicates my best estimate of time required to provide the administrative support necessary for the District and City; follow-up on Solid Waste Work Plan updates and revisions; maintain waste monitoring and produce reports, provide technical assistance for Novato's businesses and commercial establishments, provide for Education and Outreach support and development of AB32 workshop.

III.	<u>AB 939 PROGRAM SERVICES</u>	<u>PERSON HOURS</u>
	<u>TASKS</u> ADMINISTRATIVE AND TECHNICAL SUPPORT	
1.	Prepare agendas, minutes, reports for staff meetings, District Solid Waste Committee; attend Committee meeting, take minutes (based on 4 per year); mailings	40
2.	Work on updates to Work Plan and implement revised programs; incorporate Zero Waste policies into Work Plan; prepare regular updates and present to Committee and District Board	35
3.	Attend staff, JPA and AB939Local Task Force meetings; report to Committee	30
4.	Monitor state and federal legislation; report to Committee	25
5.	Preparation of staff and committee requested special reports	10
	TOTAL ADMINISTRATIVE AND TECHNICAL SUPPORT	140
	WASTE DISPOSAL & DIVERSION MONITORING	
1.	Obtain disposal/diversion data from county, city, Novato Disposal, Redwood Landfill, and out-of county landfills	2
2.	Prepare quarterly reports for Committee on Novato's disposal & diversion by program; present to committee	3
3.	Compile quarterly reports & prepare an annual diversion/disposal report to measure AB939 compliance;	5
4.	Prepare reports for new per capita disposal monitoring requirement	5
	TOTAL WASTE DISPOSAL/DIVERSION MONITORING	15
	BUSINESS TECHNICAL ASSISTANCE	
1.	Outreach to small businesses & public agencies re: hazardous waste disposal; assist with waste inventory, sorting, pricing & disposal	15
2.	Mailings to small businesses & agencies re: hazardous waste disposal	3
	TOTAL BUSINESS TECHNICAL ASSISTANCE	18
	AB32 COMMERCIAL/MULTI-FAMILY RECYCLING WORKSHOP	
1.	Develop list of participants for AB32 workshop; plan & develop materials to be presented; set workshop date & place; develop list of speakers & invite	8
2.	Conduct outreach to workshop participants; do mailings, ads, etc	8
3.	Prepare for workshop; conduct workshop	10
4.	Follow-up to workshop; provide additional assistance to business owners & property managers as needed	6
	TOTAL AB32 COMMERCIAL/MULTI-FAMILY RECYCLING WORKSHOP	32
	EDUCATION & OUTREACH	
1.	Establish outreach committee to work on coordinated, consistent messages in print,websites, social media; attend quarterly meetings with Novato Disposal, Sanitary District staff & others to work on specific outreach tasks	20
2.	Develop an outreach annual calendar for participation in various local events; participate in local events such as Chamber Business fairs, 4 th of July parade, farmers markets, school events, County fairs, Earth Day events, etc.	20
3.	Coordinate with Novato schools; make presentations at Green School events; coordinate with Novato Disposal for outreach events	5

4.	Maintain and update Reuse & Recycling Guide; distribute in public locations & possibly through Novato Disposal's newsletter & Novato Advance; draft articles for Novato Disposal newsletter; update information in websites; develop & update fliers	12
TOTAL EDUCATION & OUTREACH		57

AB 939 PROGRAM SERVICES COSTS

Professional Staff Time

Administration & Technical Support 140 hrs. @ \$77.71/hr.	\$ 10,880
Monitoring & Reporting 15 hrs. @ \$77.71/hr	1,165
Business Technical Assistance 18 hrs. @ \$77.71/hr.	1,398
AB32 Commercial/multi-family recycling workshop 32 hrs. @\$77.71	2,488
Education & Outreach 57 hrs. @ \$77.71/hr.	<u>4,429</u>

SUBTOTAL PROFESSIONAL STAFF TIME **\$ 20,360.**

Direct Expenses

Clerical; reproduction costs; technical materials development	\$ 1,940
SUBTOTAL DIRECT EXPENSES	\$ 1,940

TOTAL AB 939 PROGRAM SERVICES COSTS **\$ 22,300.**

TASK AND COST PROPOSAL FOR OTHER SERVICES

This task list indicates my best estimate of time to provide services for the DOC Beverage Containers Recycling Grant.

<u>TASKS</u>	<u>DOC BEVERAGE CONTAINER RECYCLING</u>	<u>PERSON HOURS</u>
1.	Provide for beverage container bins at Novato schools; provide educational information	20
2.	Provide outreach at community events	5
3.	Administer grant; write reports	5
	TOTAL DOC GRANT	30

DOC BEVERAGE CONTAINER RECYCLING

Professional Staff Time 30hrs. @ \$77.71/hr.	\$ 2,331.00
Printing charges; educational information	<u>633.00</u>
TOTAL DOC BEVERAGE CONTAINER RECYCLING	\$ 2,964.00

TOTAL TASK & COST PROPOSAL FOR SERVICES

TOTAL HAZARDOUS WASTE CONSULTING	\$ 66,500
TOTAL AB 939 PROGRAM SERVICES COSTS	\$ 22,300
TOTAL DOC BEVERAGE CONTAINER RECYCLING	\$ 2,964
TOTAL COST PROPOSAL FOR SERVICES	\$ 91,764



June 17, 2010

Ms. Beverly James
Manager - Engineer
Novato Sanitary District
500 Davidson Street
Novato, CA 94545

Subject: Veolia Water Operations Report – May 2010

Dear Ms. James:

We are pleased to provide this updated activity report for May 2010.

As always, please give me a call at 415-798-6075 should you have any questions.

Regards,

A handwritten signature in cursive script that reads "John Bailey".

John Bailey
Project Manager

cc: Attachments

**MONTHLY OPERATIONS REPORT
May 2010**

Prepared for

**NOVATO SANITARY DISTRICT (NSD)
WASTEWATER TREATMENT PLANT
500 Davidson Street
Novato, CA 94545**

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

TABLE OF CONTENTS

TREATMENT PLANT PERFORMANCE SUMMARY	3
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PUBLIC RELATIONS	4
VWWOS CONTRACT	4
MISCELLANEOUS	4

TREATMENT PLANT PERFORMANCE SUMMARY:

May 2010:

Parameter	Monthly Performance May 2010	
	Novato WWTP	Ignacio WWTP
Flow, MGD (monthly average)	6.06	
Influent BOD ₅ , mg/L (monthly average)	172	200
Influent TSS, mg/L (monthly average)	200	152
Effluent BOD ₅ , mg/L (monthly average)	12	
Effluent TSS, mg/L (monthly average)	8	
Effluent BOD ₅ - % Removal	93	
Effluent TSS - % Removal	96	
Ammonia mg/L (monthly average)	0.35	
Total Permit Exceedances NPDES	0	N/A

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

General:

- New Influent Pump Station was returned to service.
- Veolia project manager and assistant project manager continue to attend the Tuesday construction meetings to provide input. Construction and training schedule is provided to operations and maintenance staff at the morning meetings, posted, and noted on monthly schedule for staff.
- KPI Report from Job Plus CMMS provided at weekly client meetings
- Chronic toxicity test was completed on May 24th, no toxicity was indicated. This was a follow-up to a failed chronic toxicity test in April 2010.

CONSTRUCTION UPDATE:

- UV Disinfection Process Testing ended May 5, 2010
- Digester & Flare Testing and Pre-startup Completed.

ADMINISTRATION:

- May 2010 Consulting Services Invoice submitted on June 3rd
- May 2010 Technical Services Invoice submitted on June 17th

SAFETY AND TRAINING:

Safety & Regulatory Training

- Monthly plant safety inspections for Novato WWTF completed on May 27, 2010
- No lost time accidents reported during the month of May 2010.
- No lost time injury – One employee placed on limited duty.
- Five Minute Tailgate training is held daily with the O&M staff.
- Digester Gas Flare Training 5/19/10
- Electric Motor Operated Plug Valve Training 5/20/10
- Hot Water Pump Training 5/18/10
- Sludge Recirculation Pump Training 5/10/10
- Gas Handling Equipment Training 5/11/10
- Personal Protective Equipment Training 5/11/10 & 5/13/10
- 3 Way Control Valve Training 5/17/10
- Digester Mixing Pump Training 5/13/10
- Spiral Heat Exchanger Training 5/12/10
- Lock Out Tag Out Training 5/12/10 & 5/26/10

Skills & Technical Training

- Ed Dix provided instructional support and training on Hach WIMS (data base) to District (Laboratory) staff.

PUBLIC RELATIONS:

- Plant tour.
- Odor complaint received in May 24, 2010 responded, logged, and resolved. Odors were a result of solids recycle from primary clarifier #1.

VWWOS CONTRACT:

- Operations ongoing under the Emergency Services Agreement.

MISCELLANEOUS

- Began Development of SOP

Veolia Support Staff On Site (Various Times)

John O'Hare	Technical Support
Ed Dix	Process Control Management Plan
Aaron Winer	Management and Administration
Chris McAuliffe	Startup and SOP
Bryce Behnke	Hach WIMS (remote support)

WORK ORDER STATISTICS

May 1, 2010 - May 31, 2010

	DUE	CLOSED	OPEN
Preventative Work Orders	248	169	79
Corrective Work Orders	27	8	19
Totals	275	177	98
<hr/>			
Preventative Maintenance Hours	106.18		
Corrective Hours	9.2		
Total Hours	115.38		

Novato Sanitary District

Collection System Monthly Report For 2010

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked														
Number of Employees	7	7	7	5	5									
Regular Time Worked on Coll. Sys.	664	586	683	571	533								3,037	
Regular Time Worked on Pump Sta	332	253	266	277	210								1,338	
Regular Time Worked on Other	6	25	56	5	13								105	
Vacation/Sick Leave/Holiday	356	354	481	24	106								1,320	
Overtime Worked on Coll. Sys.	16	15	22	29	46								127	
Overtime Worked on Pump Sta	50	22	42	40	50								204	
Overtime Worked on Other	0	8	17	0	0								24	
After Hours Callouts	1	0	0	0	0								1	
Service calls, normal hours	10	6	11	4	2								33	
Average S. C. response time (mins)	28	18	51	18	18								133	
Productivity														
Rodder 3203 Ft. Cleaned	4,781	13,489	1,757	4,311	1,749								26,087	5,217
Truck 3205V Ft. Cleaned	638	16,422	22,889	61,242	23,116								124,307	24,861
Truck 3206V Ft. Cleaned	38,870	39,448	51,850	8,051	16,341								154,560	30,912
Camera Ft. Videod														
Work Orders Completed	133	267	230	219	119								968	
Total Footage Cleaned	44,290	70,218	76,496	73,604	41,206								305,814	61,163
Stoppages														
Minor	3	3	2	1	3								12	
Major	0	0	1	1	3								5	
Overflow Gallons	3	3	1	0	0								7	
	5,675	9,380	109	50	35								15,249	
Benchmarks														
Average Ft. Cleaned/Hour Worked	65	117	109	123	71									
Total Stoppages/100 Miles	1.3	1.3	0.8	0.4	1.3									
Average spill response time (mins)	5	18	11	0	16								10	
Callouts/100 Miles	5.0	3	5	1.7	0.8								3	
Overtime/100 Miles	29	7	10	13	43								102	
Overflow Gallons/100 Miles	2522	4169	48	22	16								6777.40	1,355

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: State Access Road Sewer Project; Project No. 72706, Phase B	MEETING DATE: June 28, 2010 AGENDA ITEM NO.: 10.a.																											
RECOMMENDED ACTION: Consider granting Final Acceptance of the Project and authorize staff to file the Notice of Completion.																												
SUMMARY AND DISCUSSION: <p>On August 31, 2009 the District Board of Directors awarded the Contract for the State Access Road Sewer Project to North Bay Construction, Inc. for a low bid amount of \$247,764.20. The work began on the project on November 10th and substantial completion was on January 13, 2010.</p> <p>The Contractor has completed the project and the project is ready for final acceptance. The final cost of the project is \$245,485.55 or \$2,278.65 below the bid amount. This is due to the offsetting amounts of additive and deductive change orders on the project. Change orders descriptions and amounts are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 20%;">Add</th> <th style="width: 20%;">Deduct</th> </tr> </thead> <tbody> <tr> <td>Addition of one manhole not included in the Bid Summary but shown on the plans.</td> <td style="text-align: right;">\$7,200.00</td> <td></td> </tr> <tr> <td>Raising an existing manhole above the surrounding grade that was not included in this project</td> <td style="text-align: right;">\$1,008.02</td> <td></td> </tr> <tr> <td>Additional asphalt paving required by the City of Novato</td> <td style="text-align: right;">\$1,758.00</td> <td></td> </tr> <tr> <td>Compensation for delay for a staking error at the start of work</td> <td style="text-align: right;">\$1,098.55</td> <td></td> </tr> <tr> <td>Settlement of a claim for unforeseen conditions</td> <td style="text-align: right;">\$6,300.00</td> <td></td> </tr> <tr> <td>Unused portion of bid amount for curb & gutter replacement</td> <td></td> <td style="text-align: right;">\$4,794.00</td> </tr> <tr> <td>Unused portion of bid amount for changed site condition allowance</td> <td></td> <td style="text-align: right;">\$14,849.22</td> </tr> <tr> <td>Totals:</td> <td style="text-align: right;">\$17,364.57</td> <td style="text-align: right;">\$19,643.22</td> </tr> </tbody> </table>		Description	Add	Deduct	Addition of one manhole not included in the Bid Summary but shown on the plans.	\$7,200.00		Raising an existing manhole above the surrounding grade that was not included in this project	\$1,008.02		Additional asphalt paving required by the City of Novato	\$1,758.00		Compensation for delay for a staking error at the start of work	\$1,098.55		Settlement of a claim for unforeseen conditions	\$6,300.00		Unused portion of bid amount for curb & gutter replacement		\$4,794.00	Unused portion of bid amount for changed site condition allowance		\$14,849.22	Totals:	\$17,364.57	\$19,643.22
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<p>It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion.</p>																												
ALTERNATIVES: None																												
BUDGET INFORMATION: NA																												
DEPT.MGR.:	MANAGER:																											

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Collection System Improvements; Olive/Chase/Orange Sewer Project; Project No. 72706 – Phase C	MEETING DATE: June 28, 2010 AGENDA ITEM NO.: 10.b.																				
RECOMMENDED ACTION: Review bids received and authorize contract award to the lowest responsive bidder, J&M, Inc.																					
SUMMARY AND DISCUSSION: At its April 26 th meeting the District Board made CEQA findings and authorized staff to advertise for bids for the project. On June 15 th , 9 bids were received as follows: <table style="margin-left: 40px; margin-top: 20px;"> <thead> <tr> <th style="text-align: left;"><u>Bidder</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>J & M, Inc.:</td><td style="text-align: right;">\$1,805,843.60</td></tr> <tr><td>KJ Woods:</td><td style="text-align: right;">\$1,978,000.00</td></tr> <tr><td>North Bay Construction:</td><td style="text-align: right;">\$1,989,371.60</td></tr> <tr><td>Argonaut Constructors:</td><td style="text-align: right;">\$2,219,629.00</td></tr> <tr><td>Maggiora & Ghilotti:</td><td style="text-align: right;">\$2,266,266.00</td></tr> <tr><td>McGuire & Hester:</td><td style="text-align: right;">\$2,326,235.00</td></tr> <tr><td>Team Ghilotti:</td><td style="text-align: right;">\$2,488,269.00</td></tr> <tr><td>WR Forde & Associates</td><td style="text-align: right;">\$2,928,516.00</td></tr> <tr><td>Ranger Pipelines:</td><td style="text-align: right;">\$3,006,785.00</td></tr> </tbody> </table> <p style="margin-top: 20px;">J & M, Inc. of Livermore, California submitted the lowest responsive bid of \$1,805,843.60, \$172,157.00 (8.7%) below the next highest bidder. The Engineer's Estimate of Probable Cost was \$1,930,000.00. J & M's bid documents have been reviewed and they are in order. Staff contacted J & M to discuss their bid and they are comfortable and confident with their bid.</p> <p>The FY10-11 preliminary budget includes \$3,000,000 for the Collection System Improvements. Accordingly, at this time, it is recommended that the Board award the Olive/Chase/Orange Sewer Project of the Collection System Improvements to J & M Inc. of Livermore with a bid of \$1,805,843.60.</p>		<u>Bidder</u>	<u>Amount</u>	J & M, Inc.:	\$1,805,843.60	KJ Woods:	\$1,978,000.00	North Bay Construction:	\$1,989,371.60	Argonaut Constructors:	\$2,219,629.00	Maggiora & Ghilotti:	\$2,266,266.00	McGuire & Hester:	\$2,326,235.00	Team Ghilotti:	\$2,488,269.00	WR Forde & Associates	\$2,928,516.00	Ranger Pipelines:	\$3,006,785.00
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WR Forde & Associates	\$2,928,516.00																				
Ranger Pipelines:	\$3,006,785.00																				
ALTERNATIVES: Not award the project and not complete the work.																					
BUDGET INFORMATION: This work will be funded from the budget for Collection System Improvements, Project 72706. The preliminary FY10-11 budget is \$3,000,000.00.																					
DEPT.MGR.:	MANAGER:																				

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: North Bay Water Reuse Project, New Recycled Water Facility; Project No. 72508	MEETING DATE: June 28, 2010 AGENDA ITEM NO.: 11.b.
RECOMMENDED ACTION: Authorize staff to negotiate, and the Manager-Engineer to execute, a contract with a ceiling of \$500,000 with The Covello Group for construction management services on a time and materials basis.	
SUMMARY AND DISCUSSION: <p>The District belongs to the North Bay Water Reuse Authority (NBWRA), which has pursued funding for North Bay regional recycling projects for over the last five years. The District's joint venture recycled water program with the North Marin Water District (NMWD) is one such project. Recently, NBWRA was allocated a \$7.38 million grant under the American Recovery and Reinvestment Act (ARRA). The District/NMWD team has preliminarily been assigned about \$2.5-2.8 million of this amount as a grant. However, grant award is contingent on the District initiating, planning, designing, and constructing a new Recycled Water Facility (RWF) by September 2011 at its Novato Treatment Plant (NTP) site. The anticipated project cost (including NMWD's distribution pipelines) is about \$10.1 million, with the difference to be made up through a combination of State Revolving Fund (SRF) and commercial loan(s).</p> <p>On June 21, the District/NMWD team was informed by NBWRA that under ARRA's "use-it-or lose-it" process, the District has to retain design and construction manager consultants for the project by about July 6, 2010, to remain in the running for the \$2.5-2.8 million ARRA grant money. Last month the Board approved a contract with RMC Water Environment (RMC) for planning and design of the RWF at the NTP site. The Covello Group (TCG) is currently providing construction management services for several District projects including the NTP Upgrade project. Their constructability review early in the design process was a key factor in the successful design and construction. They have an intimate knowledge of the NTP site, and have demonstrated their ability to keep jobs on time and budget and to resolve construction issues efficiently. It is recommended that the Board authorize staff to seek and negotiate a contract with TCG to provide construction management services on the RWF project to a cost ceiling of \$500,000, on a time-and-materials basis, and authorize the Manager-Engineer to execute this contract.</p> <p>This amount will include all sub-consultant costs for required or mandated services, and is anticipated to be about ten percent of the eventual overall estimated project costs, which is consistent with the current range of 8%-12% for construction management services obtained from the BACWA engineering group for agencies in our industry.</p>	
ALTERNATIVES: Do not provide authorization.	
BUDGET INFORMATION: The FY 2010-11 preliminary budget includes a \$3 million amount for this project.	
DEPT.MGR.:	MANAGER:

MEMORANDUM

June 23, 2010

TO: Beverly James, Manager-Engineer

FROM: Laura Creamer, Finance Officer

SUBJECT: District Audit for 2009-10

INTRODUCTION

Since many public agencies have a policy of rotating auditors every five to eight years to assure an economical and objective audit, on April 28, 2010 the District staff sent preliminary letters of interest to qualified firms of certified public accountants, including Vavrinek, Trine, Day & Co., LLP who has conducted the District's audit for the past ten years. The District staff sent a detailed request for proposal and a copy of last year's audited financial statements to eight audit firms who had indicated an interest in performing the District audit for 2009-10.

Proposals were received from seven firms and staff has reviewed and evaluated the submittals. A system of points was established and divided among three categories: expertise and experience (40 points), audit approach (30 points), and total cost (30 points). The ranking process yielded three very well-qualified firms that are discussed in further detail below.

GROUP I

Charles Z. Fedak & Company has been located in Cypress, California since 1981. It is a full service firm providing auditing services for governmental and commercial enterprises, as well as tax services. Currently, over half of the firm's business comes from auditing water districts and special districts, (i.e. North Marin Water District). In addition, this firm has assisted many clients with the completion of their (CAFRs) Comprehensive Annual Financial Reports and submission to the Government Finance Officer Association and California Society of Municipal Finance Officers for the Annual Awards programs. The proposed audit team would consist of a partner, manager, supervising senior, senior and staff accountant who all have the experience required for this engagement. The dollar cost bid includes 122 hours with a range of costs for each year through 2012, as follows: \$18,500 for 2009/10, \$19,250 for 2010/11 and \$20,000 for 2011/12.

GROUP II

James Marta & Company is located a small firm located in Sacramento since 1988 and has been providing audit and accounting services for special districts and other governmental agencies as well as consulting and tax services. Governmental audit engagements are 70% of their business. The proposed audit team would consist of a principal, director, manager, and senior who all have the required government audit

experience. The dollar cost bid includes 220 hours at a total cost of \$19,950.

GROUP III

Cropper Accountancy is locally owned and operated with an office in Walnut Creek and has been serving the Bay Area since 1980. This firm has extensive experience in servicing governmental and not for profit organizations. In the initial year, client service partners perform all work in order to gain a detailed understanding of the client's business and develop important management relationships. The dollar cost bid includes 275 hours at a total cost of \$22,500.

DISCUSSION

All of these firms have extensive audit experience with entities similar to the District and have the professional staff to provide a quality audit. However there are a few differences the projected number of hours and the professional fees charged by each firm. These range from 122 to 275 hours and vary in price from \$18,500 to \$22,500. One further consideration is the time that will be required of District staff during the course of the audit. The selected audit firm will most likely be the one used for the next three years because changing audit firms will result in duplication of the start-up and learning time that is necessary to gain familiarity with a company and its operations and is required for an effective audit.

RECOMMENDATION

Based on the lowest dollar cost bid and the CAFRS implications, staff recommends that the audit firm, Charles Z. Fedak & Company be retained to perform the District audit for 2009-10 through fiscal year 2011/12.

OFFICERS 2009-10:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	June Penn Brown
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

OFFICERS 2008-09:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	June Penn Brown
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

OFFICERS 2007-08:

President:	James D. Fritz
President Pro-Tem:	Michael DiGiorgio
Secretary/Treasurer:	Beverly B. James
Secretary Pro Tem:	June Penn Brown
Check Signers:	James D. Fritz, Michael DiGiorgio, William C. Long, Beverly James, June Penn Brown

OFFICERS 2006-07:

President:	James D. Fritz
President Pro-Tem:	Michael DiGiorgio
Secretary/Treasurer:	Beverly B. James
Secretary Pro Tem:	June Penn Brown
Check Signers:	James D. Fritz, Michael DiGiorgio, William C. Long, Beverly James June Penn Brown

OFFICERS 2005-06:

President:	Arthur T. Knutson
President Pro-Tem:	William C. Long
Secretary/Treasurer:	Beverly B. James
Secretary Pro Tem:	June Penn Brown

OFFICERS 2004-05:

President:	Arthur T. Knutson
President Pro-Tem:	E.A. Renati
Secretary/Treasurer:	Beverly B. James
Secretary Pro Tem:	June Penn Brown

OFFICERS 2003-04:

President:	William C. Long
President Pro-Tem:	E.A. Renati
Secretary/Treasurer:	Beverly B. James
Secretary Pro Tem:	June Penn Brown

OFFICERS 2002-03:

President:	William C. Long
President Pro-Tem:	E.A. Renati
Secretary/Treasurer:	Thomas S. Selfridge
Secretary Pro Tem:	June Penn Brown

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: California Special Districts Association: Bylaws Amendments	MEETING DATE: June 28, 2010
AGENDA ITEM NO.: 14.a	
RECOMMENDED ACTION: Provide direction to staff	
<p>The California Special Districts Association Elections and Bylaws Committee has proposed 6 Bylaws Amendments that redefine CSDA voting members and non-voting associate members, clarifies terms of office, adds a director disqualification section, and includes definition and responsibility of an Audit Standing Committee.</p> <p>A copy of the Major Amendments Summary is attached. Bylaws changes require a majority vote of a quorum of Regular CSDA members. Votes must be cast and received by CSDA before Friday, July 30th.</p>	
ALTERNATIVES: None.	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:



California Special Districts Association
Mail Ballot for Proposed Bylaws Amendment

**Shall the 2010 Proposed CSDA Bylaws
Amendments be Adopted?**

- Yes**
 No

CSDA Member District Name: _____

Authorized Signature: _____
(GM or Board President)

View current 2009 CSDA Bylaws at bylaws.csda.net
View proposed new bylaws also at bylaws.csda.net

(If you require a hard copy of either of the above listed bylaws or have questions, please call Diana Zavala, CSDA Executive Assistant at (877) 924-CSDA.) If approved, bylaws will become effective August 1, 2010.



RECEIVED
JUN 14 2010

NOVATO SANITARY DISTRICT

MEMORANDUM

DATE: June 9, 2010

TO: California Special Districts Association (CSDA) Voting Members

FROM: Mark Bryant, CSDA Board President
Neil McCormick, CSDA Executive Director

SUBJECT: Proposed CSDA Bylaws Amendments

The CSDA Elections and Bylaws Committee and the CSDA Board of Directors have approved changes to the CSDA Bylaws (last amended October 2009). The main reason for the proposed change to the bylaws is to redefine CSDA voting members and non-voting associate members. A few other changes have been made as well and are indicated on the attached "Major Amendments Summary."

The current CSDA Bylaws require a majority vote of a quorum of Regular CSDA members. All documents have been placed online for easy access and viewing. The current CSDA bylaws (October 2009), the proposed 2010 Bylaws in mark-up form and an electronic version of the enclosed "Major Amendments Summary."

Once your district has reviewed the proposed updated bylaws, please use the official ballot with prepaid postage to cast your vote via mail. **Completed ballots need to be received before Friday, July 30, 2010 at 5:00 pm.** An official ballot with return postage is enclosed for your convenience. The results of the Bylaws ballot will be announced in the CSDA E-News and on the CSDA website -- www.csda.net. If approved, the updated bylaws will take effect on August 1, 2010.

If you have any questions or require hard copies of any of these documents, you can contact Diana Zavala, Executive Assistant at dianaz@csda.net or 916.442.7887. Thank you for your participation and continued support of CSDA.

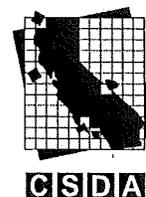
California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.CSDA (2732)
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.CSDA (2732)
f: 916.442.7889



Proposed 2010 CSDA Bylaws Updates Major Amendments Summary

PROPOSED AMENDMENT #1:

Independent Special District (ISD) is changed to "Regular Voting Member" throughout the bylaws.

PROPOSED AMENDMENT #2:

Article II. Membership

CSDA Regular Voting Member and Associate Member definitions were updated. This section was updated in order to clarify that air quality management districts, air pollution control districts, county water agencies or authorities, transit or rapid transit districts, metropolitan water districts, flood control districts and sanitation agencies are voting CSDA members. Associate Member definition was updated to specifically include LAFCOs and Joint Powers Authorities (JPAs).

OLD LANGUAGE:

A. Regular Voting Members:

Shall be those ISDs given authority to perform, under California law, governmental or proprietary functions within limited boundaries. ISDs do not include the state, city, county, school districts or any entity not defined as an ISD under state law. ISD members have voting privileges and may hold seats on the Board of Directors.

B. Associate Non-Voting Members:

Shall be those organizations such as dependent districts, joint power authorities, cities, mutual water companies, improvement associations, and those entities who are not defined as ISDs under California law. Associate members have no voting privileges and may not hold a seat on the Board of Directors.

NEW LANGUAGE:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of "independent special district" set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

B. Associate Non-Voting Members:

Shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges and may not hold a seat on the Board of Directors.

PROPOSED AMENDMENT #3:

Article II. Section 4, A: Voting Designee

This section was updated to state that voting members must be "in good standing."

OLD LANGUAGE:

A. Voting Designee:

In accordance with these Bylaws, only ISD members who hold regular member status may have voting privileges. The governing body of each ISD shall designate by resolution, one representative from their respective district who shall have the authority to exercise the right of the ISD to vote. Such voting designee shall be a Board member or managerial employee of the member ISD. Each member ISD shall file such resolution with CSDA.

NEW LANGUAGE:

A. Voting Designee:

In accordance with these Bylaws, only regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate by resolution, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member. Each regular voting member shall file such resolution with CSDA.

PROPOSED AMENDMENT #4:

Article III, Section 2: Term of Office:

This section updates the date that newly elected CSDA Directors take office. Currently, the new Directors take their seat at the CSDA Annual Conference in September. This update would have new directors as “directors-elect” until January 1 and they would take their seat at that time. New Board Officers are currently selected at the Annual Conference and take office immediately. This also updates them to “officers-elect” until January 1 of the following year. These updates bring all of CSDA to a calendar year – committees, budget, officers, directors, etc.

OLD LANGUAGE:

Section 2 Term of Office:

Directors elected from each of the six (6) regions shall hold staggered three (3) year terms. After the annual election of directors, a meeting of the Board shall be held. The term of office of the newly elected persons shall commence upon being ratified and seated by the Board of Directors, and shall terminate in three (3) years when their successors take office or are appointed and qualified.

NEW LANGUAGE:

Section 2 Term of Office:

Directors elected from each of the six (6) regions shall hold staggered three (3) year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three (3) years.

PROPOSED AMENDMENT #5

Article III, Section 4: Balloting and Election:

This adds “Staff will execute a proof of service certifying the date upon which all regular voting members of each region were mailed a ballot.” It also consolidates Section A and B into one.

OLD LANGUAGE:

B. Balloting:

After the nomination period for directors is closed, a mailed ballot specifying the certified nominees in each region shall be distributed to each ISD regular member in good standing by first class mail. Each such regular member in each region shall be entitled to vote for each of that region’s open seats on the Board.

The ballot shall contain all nominations accepted and approved by CSDA. A certified affidavit from the Elections & Bylaws Committee will be included, stating all current ISD members in each region were sent a mail ballot.

C. Election:

ISD members will be entitled to cast one vote for each of the open seats of directors in their region for which nominations have been accepted and approved by CSDA.

Ballots shall be returned by mail to the principal business address of CSDA prior to the close of business (5 pm) on the designated election date, which shall be at least forty-five (45) days prior to the annual business meeting of the members held at the Annual Conference. Ballots received after the specified date shall not be counted.

All ballots shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee.

NEW LANGUAGE:

B. Balloting and Election:

After the nomination period for directors is closed, a mailed ballot specifying the certified nominees in each region shall be distributed to each regular voting member in good standing by first class mail. Each such regular member in each region shall be entitled to cast one vote for each of that region’s open seats on the Board.

The ballot for each region shall contain all eligible nominees. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region were mailed a mail ballot.

Ballots shall be returned by mail to the principal business address of CSDA prior to the close of business (5 pm) on the designated election date, which shall be at least forty-five (45) days prior to the annual business meeting of the members held at the Annual Conference. Ballots received after the specified date shall not be counted.

All ballots shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee.

PROPOSED AMENDMENT #6:

Article III, Section 7: Director Disqualification:

Adds the following paragraph: "Any officer or director may resign at any time by giving written notice to the President or Executive Director. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein."

OLD LANGUAGE:

Section 7. Director Disqualification:

A director shall become disqualified from further service upon the occurrence of the following:

A director's ISD is no longer a member of the CSDA; a director is no longer a Board member or an employee of a member ISD; and/or a director shall resign.

- A. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director shall fail to attend three (3) consecutive meetings of the Board, without prior notice to the Board President.

NEW LANGUAGE:

Section 7. Director Disqualification:

A director shall become disqualified from further service upon the occurrence of the Following:

A director's voting member district is no longer a member of the CSDA; a director is no longer a Board member or an employee of a regular voting member; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or Executive Director. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- A. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director shall fail to attend three (3) consecutive meetings of the Board, without prior notice to the Board President.

PROPOSED AMENDMENT #7:

Article VI, Section 4: Standing Committees:

The Audit Committee is a standing committee of CSDA and was inadvertently left off of the last bylaws update. Therefore, the Audit committee is added including language defining the committee's responsibilities.

NEW LANGUAGE:

I. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board for action.

All other changes shown in the proposed 2010 Bylaws are grammatical and/or changes making the Bylaws reflect CSDA's current policy (i.e. Past President is an officer, Legislative Committee serves the Legislative Department (we now have three advocates), etc.

You can access the full 2009 bylaws; the 2010 proposed bylaws revisions; this "Major Amendments Summary" page and a sample resolution at bylaws.csda.net.

Contact:

*Diana Zavala, Executive Assistant
California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
(916) 442-7887
dianaz@csda.net*

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: California Special Districts Association: Board of Directors Election	MEETING DATE: June 28, 2010 AGENDA ITEM NO.: 14.b.
RECOMMENDED ACTION: Provide direction to staff	
SUMMARY AND DISCUSSION: California Special Districts Association has an election for the representative to the Board of Directors in Region 3, Seat B. Region 3 covers the coastal area from Monterey to Mendocino County. Each Region has three seats on the Board. The District has one vote. The candidates are: Sherry Sterrett, <i>Incumbent</i> , Trustee, Pleasant Hill Recreation and Park District. Kathryn Slater-Carter, Board member, Montara Water and Sanitary District, Member of San Mateo County Special Districts Association. Statements of qualification from each of the candidates are attached.	
ALTERNATIVES: None.	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:



CSDA BOARD OF DIRECTORS ELECTION 2010

*All Fields Must Be Completed for ballot to be counted.
(Please vote for only one.)*

REGION THREE



*Seat B - term
ends 2013*

- Sherry Sterrett***
Pleasant Hill Recreation & Park District

- Kathryn Slater-Carter**
Montara Water & Sanitary District

** incumbent*

Signature: _____ Date: _____

Member District: _____

Must be received by 5pm, August 6, 2010. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

RECEIVED
JUN 14 2010
NOVATO SANITARY DISTRICT



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2010 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in Region 3, Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 6, 2010**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2010 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Diana Zavala toll-free at 877.924.CSDA or dianaz@csda.net with any questions.



CSDA Regions



Board of Directors by Region

Region 1

Mark Bryant, *Garberville Sanitary District*
 Phil Schoefer, *Western Shasta RCD*
 Alan Schoenstein, *McCloud CSD*

Region 2

Noelle Mattock, *El Dorado Hills CSD*
 Ginger Root, *Tuxedo Country Club FPD*
 Pete Kampa, *Tuolumne Utilities District*

Region 3

Stanley Caldwell, *Mt. View Sanitary District*
 James Kohnen, *Alameda County Mosquito AD*
 Sherry Sterrett, *Pleasant Hill RPD*

Region 4

Adrienne (Ann) Mathews, *Kern County Water Agency*
 Tim Unruh, *Kern County Cemetery District No. 1*
 Vacant

Region 5

Jim Acosta, *Saticoy Sanitary District*
 Jack Curtis, *Ojai Valley Sanitary District*
 John Fox, *Goleta Sanitary District*

Region 6

Dewey Ausmus, *North County Cemetery District*
 Jo MacKenzie, *Vista Irrigation District*
 Arlene Schafer, *Costa Mesa Sanitary District*

Sherry M. Sterrett

Candidate CSDA Board of Directors – Region 3

Please consider voting for me!

Why? I am a strong believer in “Special Districts” and have a track record to prove it.

Why? Because I believe experience counts:

- 2009 Elected President of the Pleasant Hill Recreation and Park District Board of Directors
- 2008 Chair of CSDA Education Committee
- 2007 Elected President of the CSDA, FC and SDRMA Alliance.
- 2006 Elected President of the Pleasant Hill Recreation and Park District Board of Directors
- 2005 Re-elected President of CSDA
- 2004 Elected President of CSDA

I am a graduate of the CSDA Leadership Academy and my district was the first recreation and park district to earn a “District of Distinction” award from the Special District Leadership Foundation.

I have been a very active CSDA Board Member with attendance at every Annual Conference and every CSDA Legislation Day since I was elected to the Pleasant Hill Recreation and Park District.

I have served CSDA in many leadership positions. They include the Membership Committee, the Local Chapter Committee, the Conference Committee, the Budget/Finance Committee, Elections/Bylaws Committee, the Education Committee and the CSDA Executive Committee which included two terms as CSDA President.

In Contra Costa County, I am an active and effective leader. The Pleasant Hill community has elected me their school board member (1980-1987), their city council member (1987-1995) and a trustee to the Pleasant Hill Recreation and Park District (1996-current).

“As your Director from Region 3, I will continue to work hard for you. Together we will continue to educate Sacramento on the value and importance of Special Districts.” You may contact me by e-mail at sherrysterrett@att.net

Please vote for me, Sherry Sterrett.

**Candidate for CSDA Board of Directors
Region 3, Seat B**

Kathryn Slater-Carter

As a board member I can bring my experience as a long-term Montara Water and Sanitary District (MWSD) board member, past president of the San Mateo County Special District Association Chapter, franchise business owner, and treasurer of the 501c/3 Pacifica School Volunteers Board (PSV) to benefit the statewide CSDA.

I know a board member works as part of the team consisting of the organizational members, district executive director and staff and governing board. I have leadership, teambuilding and critical thinking skills. As president of MWSD I led the district accomplishing the community initiated task of making the privately owned water district a part of our sanitary district by passing a \$19,000,000 bond and acquisition effort. As a franchise business owner I was treasurer in charge of a \$12,000,000 budget; as PSV treasurer I have overseen a very modest budget.

If elected to the board of directors I pledge to make CSDA even more important to special districts through its excellent staff and ongoing lobbying efforts, educational programs, and financial alliances. I would like to see CSDA investigate working with high school district or community college boards to institute classes to educate special district employees.

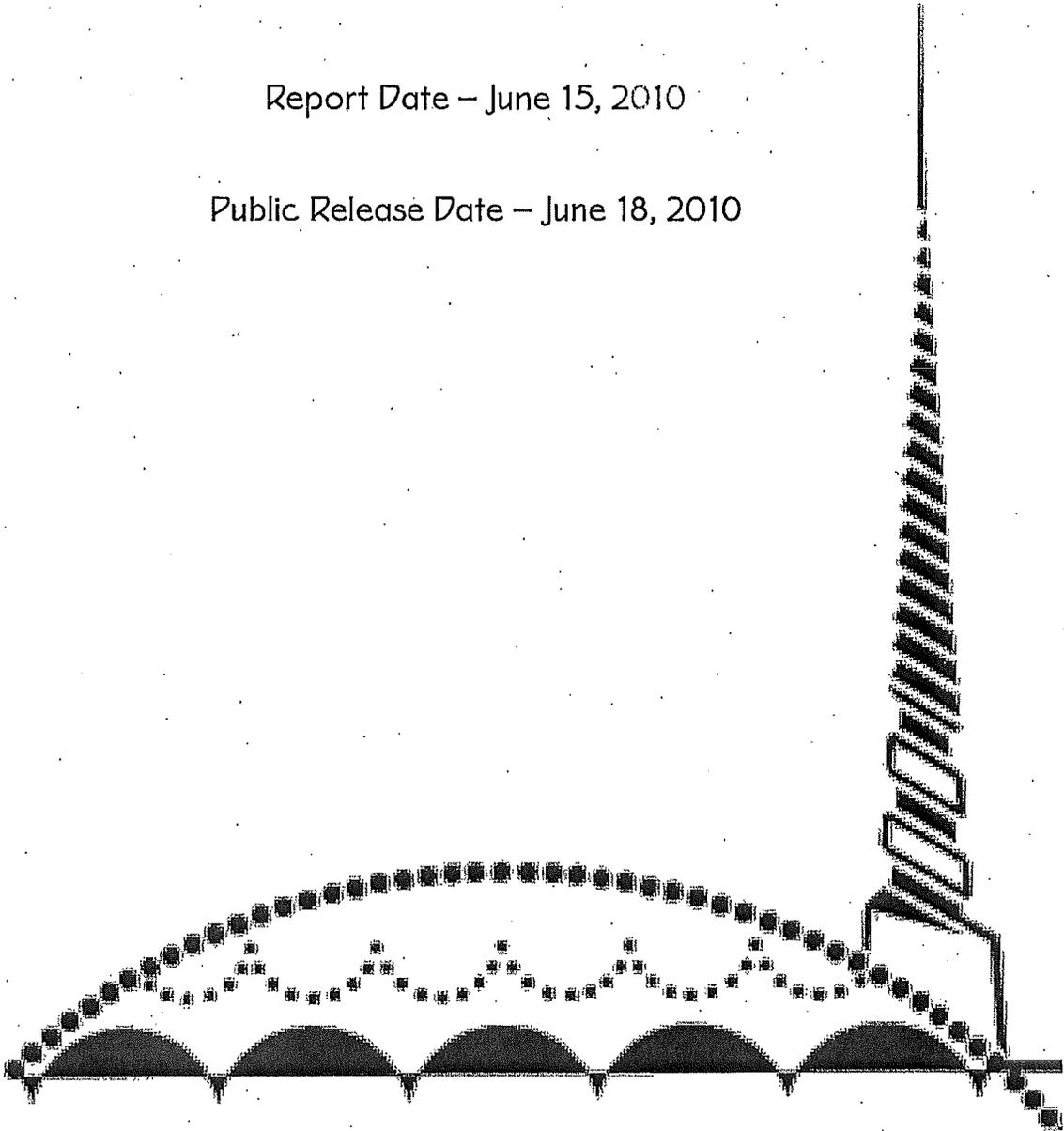
Thank you for your time,
Please vote to elect me to the CSDA governing board.

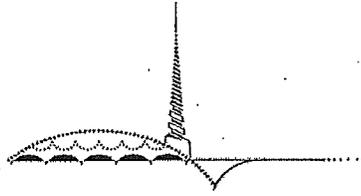
2009-2010 MARIN COUNTY CIVIL GRAND JURY

The Cost of Governance: Local Control Comes at a Price

Report Date – June 15, 2010

Public Release Date – June 18, 2010





THE COST OF GOVERNANCE: Local Control Comes at a Price

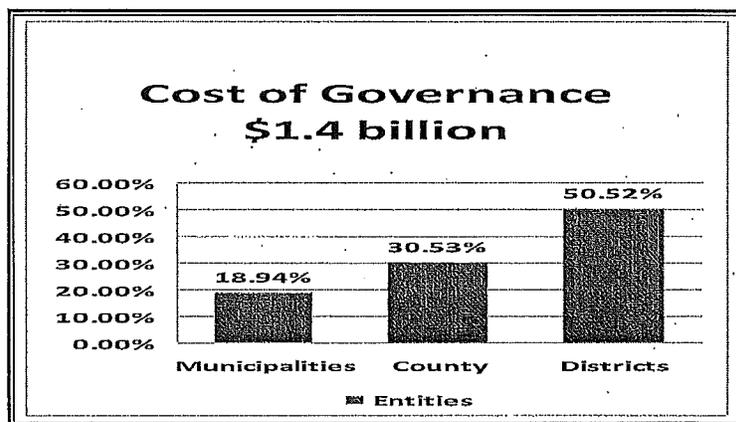
SUMMARY

How many governmental entities are needed to serve the citizens of Marin County? Previous suggestions that some functions be consolidated have not been adopted, with boards and voters favoring local control. These decisions have a cost, and the current financial stress is highlighting these costs.

During the course of our investigation, the Grand Jury found that there is a lack of consolidated information regarding the number of political entities in the county. Issues include the number of similar organizations providing the same services to different areas of the county and the multiple governing bodies and their costs.

Our research concluded that there are 130 governmental entities in Marin County. In addition to county government and the Planning Commission there are 57 advisory boards, 11 municipalities, 19 school districts, the Community College District, 33 special districts, and 7 special purpose districts.

Given the current state of the economy, the Grand Jury questions the number of entities, many of which provide similar services in adjacent service areas, with total annual costs to the population in excess of \$1.4 billion dollars. District budgets amount to 50.52% of this total, the County of Marin accounts for 30.53% and the municipalities 18.94%.



The governing boards representing these 130 governmental entities are composed of 664 members, most of whom receive compensation for their service. Compensation includes salaries and/or payment for meeting attendance plus actual expenses consisting of reimbursement for travel, per diem, and parking. Some members also receive life insurance and health benefits. Although board compensation methods differ, the Grand Jury found no evidence that individual compensation of board members is excessive.

One hundred nine different entities were reviewed as to governance, their service areas, users, and their annual costs. This information was obtained from public records and from a Grand Jury survey.

Each entity has a governing board that develops policy and provides oversight. Some deliver a specific set of services, either directly or indirectly, to a defined population in a designated service area. In some cases the sole purpose is to advise the Marin County Board of Supervisors.

Some of the organizations have developed guiding mission statements and goals. A few have tenure restrictions imposed on governing board members, and most have described their user population by actual number of users or geographic area.

The special districts (which include community service, fire, sanitary, water and public utility) have organizational structures that define both the boundaries and costs of the services they provide. Many of these districts overlap areas of operation which duplicate services and costs, with total annual budgets of \$286,610,042. The special districts are governed by 151 board members.

The special purpose districts include resources conservation, mosquito abatement, recreation, transit, open space, and flood control. They do not overlap boundaries and thereby do not cause duplication of services. They have aggregate total budgets of \$62,392,082.

The Grand Jury's analysis does not go into detail on the 19 Marin County school districts nor the Marin Community College district. Each of the school districts and the college has a governing board. The total adopted expenditure - general fund - budget for these educational districts is \$365,128,547 for fiscal year 2009-2010 of which \$57,819,001 is for the Marin Community College District.

It became evident to us that there are a number of adjacent entities providing like services for citizens within the county, each with separate administrations and overhead costs. To put all of this in perspective, there are 52 governmental entities in Marin County that the Grand Jury analyzed which incur significant operational costs. These include the municipalities, special districts, special purpose districts, and the county.

The County of Marin's annual operating budget is \$431,594,815. The grand total for all respondents including the county, municipalities, special districts, special purpose

districts, schools, and the College of Marin is \$1,413,474,111 for fiscal year 2009-2010. This cost is borne by 260,651 residents of Marin County.

BACKGROUND

There has been ongoing discussion, confusion, criticism, and lack of knowledge among the residents concerning the structure, costs, and functions of the governmental agencies. Questions continue to arise concerning whether or not there is replication of costs, whether the number of entities is actually needed, and whether there is potential for excessive personal gain if board members serve on one or more of these boards. Therefore, the Civil Grand Jury concluded that there is sufficient interest to warrant a review of the governmental agencies.

METHODOLOGY

In October 2009, a request was sent by the Grand Jury to 53 governing boards asking for information related to the structure and function of each organization. The Grand Jury also asked for the annual budget, information about the governing board, and any financial compensation to board members including fringe benefits. Additional information was requested relating to the number of support staff, administrative costs, the community being served, and services provided. Due to a lack of detailed cost information provided by the governmental agencies, the Grand Jury was not able to include specific costs related to support staff and administrative costs.

Fifty-two of the 53 organizations provided information; however, not all of the requested information was received from each of the organizations. Another source for this study was a reference booklet: the *Local Appointments List for 2009* prepared pursuant to California Codes Sections 54970 through 54975 for the Board of Supervisors. This list contains information on 57 advisory boards that exist in Marin County and report to the Board of Supervisors. The information compiled from the GJ survey and the *Local Appointments List* includes board costs and mission statements from which the potential for duplication of services can be determined.

DISCUSSION

There are 130 governmental entities in Marin. Within that number are 57 advisory boards, 11 municipalities, 33 special districts with duplication of services, 7 special purpose districts, the county, the Planning Commission, 19 school districts and the College of Marin.

Marin County has a population of 260,651 and covers an area of 520 square miles. County government has a five-member governing Board of Supervisors. The Board has an annual operating budget for FY 2009/2010 of \$431,594,815. Based on the information obtained from the GJ survey, members of the board received total compensation and benefits of \$778,000 from July 1, 2007 to June 30, 2008. The Board is responsible for implementing state mandated programs and various municipal

programs such as public safety, welfare, mental health, primary care, child support, and preventive health.

Advisory Boards

The 57 advisory boards study issues, develop policy, review information, hear appeals, make recommendations, hold public hearings, raise funds, etc. Functions include: aging, airports, disasters, health, human rights, libraries, retirement, and child-care. Their specific purpose is to provide advisory recommendations to the Board of Supervisors. These entities as a group have a total of 416 board members, averaging seven members per board. Eighteen of the boards reimburse members in various ways, e.g., actual expenses, per meeting stipend, mileage only or per diem. Compensation, which is minimal, is governed by policy and is generally capped to control costs. The advisory boards do not have separate administrative and operational components to carry out programs that require paid staff. None of the 57 entities has a large operational budget.

Municipalities

There are 11 municipalities in the county. Each has a governing council and carries out specific municipal functions which might include the following: police, fire, public works, parks, recreation, economic development, land use, housing, water, sanitary and emergency medical services, redevelopment, and economic development.

The municipal councils are comprised of five members each with a combined total of 55 members. The median annual board compensation in the past fiscal year was \$21,000. The board compensation for all municipalities was \$327,468, less than 1% of their total annual budgets. The costs ranged from zero for the towns of Belvedere and Ross to \$138,000 for San Rafael. The combined annual budget for the eleven municipalities is \$267,748,625.

Municipalities					
Cities/Towns	# Board Members	Annual Board Costs	Board Cost % Budget x	Annual Budget	
Belvedere	5	0	0.00%	\$ 8,423,464	
Corte Madera	5	\$ 1,138	0.01%	\$ 21,835,100	
Fairfax	5	\$ 21,000	0.17%	\$ 12,160,000	
Mill Valley	5	\$ 17,285	0.06%	\$ 29,757,316	
Larkspur	5	\$ 42,943	0.20%	\$ 21,760,082	
Novato	5	\$ 49,383	0.16%	\$ 31,530,422	
San Anselmo	5	\$ 5,940	0.03%	\$ 19,000,000	
San Rafael	5	\$ 138,000	0.16%	\$ 86,700,000	
Sausalito	5	\$ 49,645	0.22%	\$ 22,191,470	
Tiburon	5	\$ 2,134	0.02%	\$ 8,841,760	
Ross	5	0	0.00%	\$ 5,549,011	
Totals	11	55	\$ 327,468	0.13%	\$ 267,748,625

x excludes budgets of towns not reporting board costs

Special Districts

There are 33 special districts in the county each of which has a governing board. The districts were created to provide specific public services to a defined number of people in a designated geographic area. A number of these districts provide the same services within the county. Examples are: sanitation, fire, water, and, emergency medical services.

Most districts pay their board members, and have significant annual budgets. District budgets reported to the GJ are for fiscal year 2009-2010 (except as noted in tables for the Almonte Sanitary District and the Marin County Fire District, which are from fiscal year 2008-2009).

One of the districts did not provide board cost information and this is indicated as "NP" in the following table. Those districts that reported that they do not pay board members in any way and have no board costs are reflected as "0" under annual board costs.

A. Community Service Districts

Six community service districts have governing boards of five members each. One district did not provide data and three others do not reimburse members in any way. The two districts which reimburse board members have combined annual compensation of \$27,260. The six districts provide services such as lighting, land use, parks, recreation, trash removal, fire protection, and sanitary service with combined annual budgets of \$9,862,576.

CSD	COMMUNITY SERVICE DISTRICTS (CSD)			Annual Budget
	# Board Members	Annual Board Cost	Board Cost % Budget x	
Bel Marin Keys	5	\$ 14,219	4.11%	\$ 346,336
Marin City	NP	NP	NP	NP
MarInwood	5	0	0.00%	\$ 4,147,796
Muir Beach	5	0	0.00%	\$ 377,400
Tamalpais	5	\$ 13,041	0.27%	\$ 4,760,161
Tomales Village	5	0	0.00%	\$ 230,883
Totals: 6	25	\$ 27,260	0.53%	\$ 9,862,576

NP - not provided; x excludes budgets of districts not reporting board costs.

B. Fire Protection Districts

Nine fire protection districts have governing boards that average five members each. Two of the districts do not reimburse board members. The Marin County Fire Department reports to the County Board of Supervisors and therefore has no direct board costs. The six districts which reimburse board members have annual board compensation of \$76,492. The districts provide fire protection and emergency medical services with combined annual budgets of \$71,404,486.

It should be noted that in addition to the above, four municipalities maintain their own fire departments: Mill Valley, Corte Madera, Larkspur, and San Rafael. Two Community Service Districts and the Inverness Public Utility District also provide fire services. Based on the data received, it was not possible to separate the cost for these fire departments from the total municipality budgets and the utility budgets. In total 16 governmental entities provide fire services.

FIRE PROTECTION DISTRICTS (FPD)				
FPD	# Board Members	Annual Board Cost	Board Cost % Budget x	Annual Budget
Bolinas	5	0	0.00%	\$ 533,592
Kentfield	5	\$ 36,524	0.58%	\$ 6,309,130
Marin County *	N/A	N/A	N/A	\$ 18,921,091
Novato	5	\$ 12,100	0.05%	\$ 23,485,156
Ross Valley	5	\$ 4,800	0.07%	\$ 6,412,876
Sleepy Hollow	3	\$ 10,598	1.05%	\$ 1,010,675
Southern Marin	7	\$ 8,045	0.09%	\$ 8,576,826
Stinson Beach	5	0	0.00%	\$ 533,800
Tiburon	5	\$ 4,425	0.08%	\$ 5,621,340
Totals:	9	\$ 76,492	0.15%	\$ 71,404,486

* Marin County Fire budget is for fiscal yr 2008-2009; Board of Supervisors functions as the board; x excludes budgets of districts not reporting board costs.

C. Sanitary Districts

Thirteen sanitary districts have governing boards averaging five members each. Three of the districts do not incur board costs. The ten districts reporting board costs have combined annual board compensation of \$170,534. These districts provide sewer services with combined budgets of \$84,547,863. In addition to the thirteen sanitary districts, ten other entities (four municipalities, three community service districts, one public utility district, one water district, and the county), also provide a level of sanitary service. In total 23 governmental entities provide sanitary services.

SANITARY DISTRICTS (SD)				
SD	# Board Members	Annual Board Cost	Board Cost % Budget x	Annual Budget
Almonte *	5	\$ 8,400	2.00%	\$ 419,965
Alto	5	\$ 4,395	2.06%	\$ 213,800
Homestead Valley	5	\$ 4,675	0.74%	\$ 628,600
Las Gallinas x	6	\$ 85,902	0.00%	\$ 5,415,195
Novato	5	\$ 72,862	0.80%	\$ 9,084,330
Richardson Bay	5	\$ 9,550	0.33%	\$ 2,886,654
San Rafael	5	\$ 3,400	0.02%	\$ 13,767,137
Ross Valley	5	\$ 29,757	0.14%	\$ 21,928,618
Dist 2 Corte Madera	5	0	0.00%	\$ 6,339,000
Sausalito	5	\$ 24,480	0.28%	\$ 8,838,131
Dist 5 Tiburon	5	\$ 5,815	0.18%	\$ 3,165,400
Central Marin	5	\$ 7,200	0.09%	\$ 8,462,815
Southern Marin	5	0	0.00%	\$ 3,398,218
Totals:	13	\$ 170,534	0.25%	\$ 84,547,863

* Almonte's budget is fiscal yr 2008-2009;
x excludes budgets of districts not reporting board costs.

* \$85,902.00 FOR MEETINGS, BENEFITS, CONFERENCES.
PLUS \$4,500.00 S.S. CONTRIBUTIONS.

D. Water Districts

Three water districts have governing boards of five members each, with a combined board compensation of \$119,931. These districts have combined annual budgets of \$118,620,982. In addition to the three water districts providing these services, one Community Service District, two Public Utility Service Districts and the county provide water services. In total seven governmental entities provide water services.

WD	WATER DISTRICTS (WD)			Annual Budget
	# Board Members	Annual Board Cost	Board Cost % of Budget	
MMWD	5	\$ 88,769	0.09%	\$ 97,730,397
North Marin	5	\$ 15,362	0.08%	\$ 19,206,000
Stinson Beach	5	\$ 15,800	0.94%	\$ 1,684,585
Totals: 3	15	\$ 119,931	0.10%	\$ 118,620,982

E. Public Utility Districts

The two responding public utility districts have governing boards of five members each. One district reports board compensation of \$15,000 while the other does not compensate board members. These districts provide water, sewer, and fire services with combined annual budgets of \$2,174,135.

PUD	PUBLIC UTILITY DISTRICTS (PUD)			Annual Budget
	# Board Members	Annual Board Cost	Board Cost % Budget x	
Bolinas	5	\$ 15,000	1.20%	\$ 1,246,037
Inverness	5	0	0.00%	\$ 928,098
	10	\$ 15,000	1.20%	\$ 2,174,135

x excludes Inverness' annual budget

To summarize, the responding special districts have 152 governing board members and combined annual budgets of \$286,610,042.

Special Purpose Districts

In addition to special districts, there are seven special purpose districts that provide geographic specific public services including resource conservation, healthcare, mosquito abatement, recreation, transit, open space and flood control. These are unique and functionally do not overlap with other districts. Each of the six reporting entities have governing boards averaging eight members. In total, the special purpose districts have 45 board members with combined total budgets of \$62,392,082. The data does not

include the Marin Healthcare District which asked to be excused from reporting because of transition from Sutter Health.

Combined Budgets of All Entities

District Budgets Combined with County & Municipality Budgets (09-10)				
District	% of Aggregate District Budget	Aggregate Budgets	% of Combined Budgets	
Community Service	1.39%	\$ 9,862,576	0.70%	
Fire Protection	10.03%	\$ 71,404,486	5.06%	
Sanitary	11.88%	\$ 84,547,863	5.99%	
Water	16.67%	\$ 118,620,982	8.41%	
Public Utility	0.31%	\$ 2,174,135	0.15%	
Special Purpose	8.77%	\$ 62,392,082	4.42%	
School/College	50.95%	\$ 362,578,108	25.70%	
Total District Budgets:	100.00%	\$ 711,580,232	50.43%	
Total Municipality Budgets		\$ 267,748,625	18.98%	
Total County Budget		\$ 431,594,815	30.59%	
Total Combined Budgets:		\$ 1,410,923,672	100.00%	

For comparative purposes, data was analyzed on cost per capita for 44 reporting entities, i.e. municipalities and special districts, as there is no potential for overlapping functions. This does not include the special purpose districts. The cost per capita for districts averaged \$509 with a high of \$1,063 and a low of \$144. The municipalities' average cost per capita was \$3,695 with a high of \$21,912 and a low of \$621.

There are 255 governing board members seated on the 50 reporting boards of the municipalities, districts, and special purpose districts. Eight members sit on more than one board. Three of the eight sit on as many as three other boards; while the remaining five sit on one or two other boards. The average annual compensation for being on additional boards is \$1,600 per board member.

An analysis of the governing boards of the municipalities, special districts, and special purpose districts shows that twenty percent have tenure restrictions. Eighty percent have written requirements for serving as a board member.

The Board of Supervisors serves as the governing board for four special districts for which they received no compensation. One of the members serves on an additional board for which there is compensation. Three San Rafael City Council members serve on multiple boards; one member sits on one additional board, and two members serve on

two other boards. One of the additional boards provides compensation, and a second offers fringe benefits. All extra compensation is minimal.

CONCLUSION

Of the responding government entities within Marin County many provide similar services:

- Sixteen districts or municipalities provide fire services
- Twenty three districts or municipalities provide sanitary services

With shrinking tax dollars and a faltering economy, it is definitely time to look at exactly how much it really costs to govern the county. Of the total cost required to run the county, 30% is attributed to county government, 19% to municipalities and 50% to special districts, many of which provide similar services within different areas of the county.

The current annual cost of governance is in excess of \$1.4 billion. This amount is borne by the 260,651 residents, amounting to \$5,422 per person per year.

RESPONSES

This is an informational report only. Responses are neither required nor requested.

BIBLIOGRAPHY

- *Local Appointments List- California Codes. Sections – 54970 through 54975*
- *County of Marin Proposed Budget- 2009/2010*
- *Marin County Office of Education- 2009 /2010 Adopted budget*
- *College of Marin – 2009-2010 Adopted budget*

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person, or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Civil Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

