

NOVATO SANITARY DISTRICT

July 12, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 6:30 p.m., Monday, July 12, 2010, at the District Office, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours.

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

3. PUBLIC COMMENT (Please observe a three-minute time limit):

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board at this time as a result of any public comments made.

4. BOARD MEMBER REPORTS:

5. CONSENT CALENDAR:

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

- a. Consider authorizing expenditure for replacement crane truck.
- b. Approval of regular disbursements and ratification of June payroll disbursements.

6. BUDGET:

- a. Consider adoption of the Preliminary Budget for 2010-11.

7. PERSONNEL:

- a. Consider granting a 2.4% cost-of-living increase for management and confidential employees for fiscal year 2010-11, equal to that approved for represented group.

8. COLLECTION SYSTEM IMPROVEMENTS:

- a. Consider accepting a proposal from Nute Engineering to design a replacement sewer on Galli Drive.

9. STAFF REPORTS

- a. North Bay Watershed Association
- b. North Bay Water Reuse Authority
- c. Priority Standard Operating Procedures
- d. Environmental Management System Gap Analysis
- e. Wastewater Operations Transition Planning

10. MANAGER'S ANNOUNCEMENTS:

11. ADJOURNMENT:

Next resolution no. 3026

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

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar; Purchase of Crane Truck	MEETING DATE: July 12, 2010 AGENDA ITEM NO.: 5.a.
RECOMMENDED ACTION: Authorize purchase of a crane truck.	
SUMMARY AND DISCUSSION: <p>The 2009/2010 Budget includes a line item of \$40,000.00 in the Vehicle Replacement Fund to purchase a crane truck to replace the existing 1992 Ford diesel crane truck. Staff contacted the dealership which received the State contract for vehicle purchases for all government agencies and requested a proposal to supply the District with a truck that met the specifications. The District has received a quotation from Downtown Ford Sales of Sacramento in the amount of \$101,193.40 for the truck, \$33,419 for the cab & chassis and \$59,316 for the crane body and equipment plus applicable sales tax and fees.</p> <p>The truck consists of a two ton chassis to support the heavy duty crane body to mount a hydraulic crane. The truck also has a tow package for moving pumps and generators, illuminated tool compartments, storage for confined space equipment, workbench bumper, telescoping work lights, air compressor and generator to run small tools and is fully fitted with safety and traffic control devices. This truck can be used to service pump stations as well as service other smaller pump and motors at Reclamation and at the new treatment plant.</p> <p>This truck is much more maneuverable than the current crane truck and is California Air Resources Board compliant. The existing 1992 crane truck will need to be taken out of service within the next few years or require an expensive emission upgrade to the existing diesel motor. The crane does not require special permits or licenses to operate.</p> <p>The 10-11 preliminary budget has a balance of \$311,765.00. Staff recommends authorizing the Manager-Engineer to sign a purchase order for an amount not to exceed \$110,000.00 for the purchase of a new pump station service truck.</p>	
ALTERNATIVES: Do not approve the purchase.	
BUDGET INFORMATION: The FY 10-11 Budget balance in the vehicle replacement fund is \$311,765.00.	
DEPT.MGR.:	MANAGER:

07/12/10

Novato Sanitary District Check Register

July 12, 2010

Regular Disb.
Item: 5b.

Date	Num	Name	Credit
Jul 12, 10			
7/12/2010	51341	Team Ghilotti	134,459.85
7/12/2010	51316	CSRMA-	114,553.37
7/12/2010	51346	W.R. Forde	74,727.41
7/12/2010	51306	Caltest Analytical Lab Inc.	18,466.55
7/12/2010	51324	Johnson, Dee	6,449.95
7/12/2010	51320	Ghilotti Construction, Inc.	5,400.00
7/12/2010	51311	Central Marin Sanitation District	4,475.45
7/12/2010	51330	Olin Chlor Alkali Products	4,472.44
7/12/2010	51318	E & M Electric & Machinery, I...	4,433.41
7/12/2010	51336	Preferred Benefit	4,088.28
7/12/2010	51310	CDW Government, Inc.	3,867.11
7/12/2010	51305	Cagwin & Dorward Inc.	2,434.00
7/12/2010	ach	Bowens, Kenneth	1,980.00
7/12/2010	51342	Telstar Instruments Inc	1,969.00
7/12/2010	51334	Pini Hardware	1,711.74
7/12/2010	51307	Cantarutti Electric, Inc	1,653.10
7/12/2010	51325	North Bay Truck Service	1,466.35
7/12/2010	51328	Novato Disposal-	1,226.50
7/12/2010	51313	Comet Building Maintenance,...	1,090.00
7/12/2010	51322	IEDA, INC	1,020.00
7/12/2010	51300	3T Equipment Company Inc.	981.00
7/12/2010	51321	Harrington Plastics, Inc.	940.17
7/12/2010	51309	CD & Power	937.67
7/12/2010	51303	Beecher Engineering	900.00
7/12/2010	51329	Novato, City	751.20
7/12/2010	51340	Talley	635.10
7/12/2010	51337	Rain For Rent	607.16
7/12/2010	51344	U.S. Bank Card (2)(June)	564.31
7/12/2010	51312	Cintas Corporation	531.45
7/12/2010	51302	AT&T Mobility	444.81
7/12/2010	51347	Zee Medical Company	413.40
7/12/2010	51338	Stericycle, Inc.	352.37
7/12/2010	51319	Fort Docs	307.60
7/12/2010	51335	Power Industries	279.07
7/12/2010	51323	Johnson Controls, Inc.	263.60
7/12/2010	51345	VWR International Inc.	200.02
7/12/2010	51301	All Star Rents LLP	194.78
7/12/2010	51304	BoundTree Medical, LLC	188.36
7/12/2010	51331	One Stop Auto Service Inc.	182.77
7/12/2010	51326	North Marin Auto Parts	137.85
7/12/2010	51343	U.S. Bank Card (1)(Bev)	90.65
7/12/2010	51339	Stevenson, Jeffrey MD	85.00
7/12/2010	51317	CWEAmembers	84.00
7/12/2010	51332	Orkin Pest Control	80.45
7/12/2010	51333	Pacific, Gas & Electric	72.32
7/12/2010	51314	Cook Paging	57.73
7/12/2010	51315	CSK Auto Inc.	40.31
7/12/2010	51327	North Marin Water District	13.49
7/12/2010	51308	Carquest Auto Parts	6.50
Jul 12, 10			400,287.65

07/12/10

Novato Sanitary District Check Register

July 12, 2010

Project Acct. Disb.
Item 5b.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jul 12, 10			
7/12/2010	2064	Monterey Mechanical, Inc.	904,996.50
7/12/2010	2065	RMC Water & Environment, I...	112,925.19
7/12/2010	2063	HDR EngineeringInc	12,029.80
7/12/2010	2062	Grainger	859.85
Jul 12, 10			<u><u>1,030,811.34</u></u>

07/12/10

Novato Sanitary District Check Register

July 13, 2010

Board Member Disb.
Item 5b.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jul 13, 10			
7/13/2010	ach	Long, William C.	1,257.10
7/13/2010	51348	Di Giorgio, Mike	947.87
7/13/2010	51349	Fritz, James D.	675.00
7/13/2010	51350	Welsh Dennis J.	450.00
Jul 13, 10			<u><u>3,329.97</u></u>

Novato Sanitary District
Payroll and Payroll Related Check Register
 June 29 - 30, 2010

Date	Name	Credit
Jun 29 - 30, 10		
06/30/2010	June P/R Checks and Vouchers	143,596.29
06/29/2010	ACS	80.00
06/29/2010	Lincoln Financial Group	6,047.00
06/29/2010	Lincoln Financial Group-401a Plan	3,950.61
06/29/2010	Local Union 315	480.00
06/29/2010	Marin Employ Federal Credit Union	517.00
06/29/2010	Hampton, Cari	400.00
06/29/2010	State Street Bank & Trust	3,050.00
06/29/2010	North Bay Children's Center	40.00
06/29/2010	Bowens, Kenneth	1,830.00
06/29/2010	CalPers Health	31,959.89
06/29/2010	Lincoln Financial Group-401a Plan	3,349.53
06/29/2010	Local Union 315	80.00
06/29/2010	PERS Retirement	36,732.95
06/29/2010	Retiree Health Benefits	14,604.62
06/29/2010	Vision Service Plan	681.09
06/29/2010	PERS Retirement	6,020.10
06/30/2010	EDD	8,839.60
06/30/2010	United States Treasury	28,695.62
Jun 29 - 30, 10		<u>290,954.30</u>



NOVATO SANITARY DISTRICT

500 DAVIDSON STREET • NOVATO • CALIFORNIA 94945 • PHONE (415) 892-1694 • FAX (415) 898-2279
www.novatosan.com

PRELIMINARY BUDGET

FOR

FISCAL YEAR 2010-11

Adopted July 2010

Novato Sanitary District 2010-11 Budget	2010-11 PRELIMINARY BUDGET										Today:		09-Jul-10
	Treatment Facilities	Recl	L-M	Pump Stations	Collection System	A-E	Total	Percent	Over/ Under PY Budget	% Over/ Under PY Budget			
-010	Salaries and Wages	43,335	29,219	250,579	293,416	493,264	939,134	2,048,947	23.02%	(459,342)	-18.31%		
-020	Employee Benefits	27,926	14,396	131,112	153,438	290,030	414,797	1,031,699	11.59%	(102,699)	-9.05%		
-021	Retiree Health Benefits						370,653	370,653	4.17%	(114,077)	-23.53%		
-030	Directors' Fees						50,000	50,000	0.56%	0	0.00%		
-040	Election Expense						0	0	0.00%	(136,145)	-100.00%		
-060	Gasoline, Oil & Fuel	1,743	5,000	2,000	4,000	15,000	5,000	32,743	0.37%	(46,257)	-58.55%		
-070	Insurance						154,000	154,000	1.73%	0	0.00%		
-071	Ins Claims Expense						25,000	25,000	0.28%	(25,000)	-50.00%		
-075	Agency Dues						45,000	45,000	0.51%	0	0.00%		
-080	Memberships						9,000	9,000	0.10%	3,000	50.00%		
-090	Office Expense						32,000	32,000	0.36%	(3,000)	-8.57%		
-091	Software Maint	36,000	2,500	13,000	10,000	20,000	0	81,500	0.92%	31,500	63.00%		
-100	Operating Supplies	2,905	3,500	43,000	10,000	18,000	9,000	86,405	0.97%	(28,095)	-24.54%		
-101	Operating Chemicals	10,000	0	0	4,000	0	0	14,000	0.16%	(290,000)	-95.39%		
-112	Janitorial Services	28,000			0	2,500		30,500	0.34%	(9,500)	-23.75%		
-113	Grounds Maintenance	2,500						2,500	0.03%	500	25.00%		
-115	Sludge Disposal-Contractual	50,000	65,000					115,000	1.29%	10,000	9.52%		
-121	Accounting & Auditing						24,500	24,500	0.28%	(500)	-2.00%		
-122	Attorney						350,000	350,000	3.93%	(850,000)	-70.83%		
-123	Outside Consulting						200,000	200,000	2.25%	(72,000)	-26.47%		
-124	IT/Misc. Electrical						40,000	40,000	0.45%	0	0.00%		
-130	Printing & Publication						17,000	17,000	0.19%	5,000	41.67%		
-150	Repairs & Maintenance	10,790	90,000	8,800	90,000	40,000	13,000	252,590	2.84%	(142,910)	-36.13%		
-151	Unusual Equipment Maint	0	50,000		0	0		50,000	0.56%	(25,000)	-33.33%		
-152	Small Tools	200	1,500		2,500	2,500		6,700	0.08%	(2,300)	-25.56%		
-153	Outside Services					0		0	0.00%	(70,000)	-100.00%		
-157	Ditch/Dike Maintenance		20,000					20,000	0.22%	(5,000)	-20.00%		
-160	Research & Monitoring			200,000				200,000	2.25%	83,390	71.51%		
-170	Travel, Mfgs & Training						45,000	45,000	0.51%	(30,000)	-40.00%		
-170(2)	Pollution Prevention/Pub. Ed.			25,000				25,000	0.28%	500	2.04%		
-191	Gas & Electricity	64,000	115,000		85,000			264,000	2.97%	(666,000)	-71.61%		
-192	Water	332	15,000		10,000	4,000		29,332	0.33%	5,332	22.22%		
-193	Telephone	1,245			25,000	2,000	12,000	40,245	0.45%	(10,755)	-21.09%		
-200	Other - Operational Assistance	51,000			2,500	2,500	0	53,500	0.60%	(731,170)	-93.18%		
-201	Permits & Fees	10,732	2,000	3,000	2,500	10,000		28,232	0.32%	(97,268)	-77.50%		
-202	Co. Collection Fees						70,000	70,000	0.79%	13,000	22.81%		
-250	Ser. Chg. System Exp						8,000	8,000	0.09%	0	0.00%		
-290	Vehicle Replacement	0	7,000	1,400	10,000	35,000	5,600	59,000	0.66%	(21,200)	-26.43%		
-300	Capital Outlay	0	0	0	0	0		0	0.00%	(21,419)	-100.00%		
-400	AB 939 Solid Waste Programs						343,338	343,338	3.86%	12,800	3.87%		
-500	Contract Operations	2,643,778						2,643,778	29.71%	2,214,063	515.24%		
	Total	2,984,485	420,115	677,891	699,854	934,794	3,182,022	8,899,161	100.00%	(1,580,553)	-15.08%		

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SECTION I

OPERATING FUND SUMMARY SCHEDULES

Operating Budget - REVENUE SUMMARY

Acct Number	Item	Budget 2009-10	Revenues Thru May	Est Rev 2009-10	Actual Rev 2009-10	2010-11 Budget	
						Prelim	Final
41010	Service Chgs (1)	8,006,814	7,643,315	8,006,814		7,910,160	
41020	County Ser Chg Collect Fees	0	0	0		0	
41030	Pub Sewer Plan Chk/Insp Fees	7,500	7,239	7,500		7,500	
41040	Conn Permit/ Insp Fees	25,000	9,786	25,000		25,000	
41050	Property Tax Allocation (2)	0	0	0		0	
41060	Interest Earn	150,000	96,597	150,000		125,000	
41070	Annex Fees Leg/File/Engr	0	0	0		0	
41080	Engr/AdminChgs	175,000	0	175,000		200,000	
41090	Non-Domestic Permit Fees (3)	4,000	4,365	4,365		4,000	
41100	Garbage Franchise Fee	45,000	45,000	45,000		45,000	
41105	AB939 Collector Fees	277,299	277,299	277,299		280,493	
41107	Oil/Bev/Tire Grants/ JPA Reimb. Fees (4)	63,080	0	63,080		62,845	
41110	Sludge Disp Charges(NMWD)	100	0	100		100	
41130	Ranch Income	82,517	76,851	76,851		76,851	
41135	Recycled Water Fac.	20,000	0	20,000			
41140	Other Rev (5)	75,000	65,081	75,000		235,000	
41142	Asset Disposal	0					
TOTALS		8,931,310	8,225,533	8,926,009	0	8,971,949	0

- (1) Service charge revenue is based on operating service charges dropping \$5 to \$276 (estimated at approx. 28,660 EDU's x \$276)
- (2) Property tax revenue is now allocated to the Capital Improvement Project budget.
- (3) Includes application fees, permits, and monitoring charges.
- (4) Oil/Bev/Tire Grants \$22,725; JPA Reimb. Fees \$40,355.
- (5) Other revenue includes septic tank hauling fees, Internet banking fraud recovery, and other miscellaneous revenue.

APPROPRIATIONS LIMITATION

The appropriations limitation, pursuant to Article XIII B of the California Constitution, will be determined prior to submission of the final budget in August.

2010-11 Budget				Page 3
FLOW OF FUNDS - OPERATING AND WORKING CAPITAL RESERVE FUNDS				
		2010-11 Budget		
		Prelim	Final	
OPERATING FUND				
FUND BALANCE 6/30/09		0	0	
Estimated Revenues 2009-10		8,926,009	0	
Estimated Expenditures 2009-10		(10,247,050)	0	
Transfer from Self-Insurance Fund for Claims		20,000	0	
Transfer to Self-Insurance Reserve Fund		(50,000)	0	
Transfer from Working Capital Reserve Fund		1,351,041	0	
FUND BALANCE 6/30/10		0	0	
Anticipated Revenues 2010-11		8,971,949	0	
Anticipated Expenditures 2010-11		(8,899,161)	1	
Anticipated Transfer from Self-Insurance Fund for Claims		25,000	0	
Anticipated Transfer to GASB 45 Fund		0	0	
Anticipated Transfer from Southgate Reserve Fund		0	0	
Anticipated Transfer to/from Working Capital Reserve Fund		(97,788)	(1)	
ANTICIPATED FUND BALANCE 6/30/11		0	0	
WORKING CAPITAL RESERVE FUND				
FUND BALANCE 6/30/09		7,829,747		
Transfer from Operating Fund 2009-10		(1,351,041)	0	
Transfer to Rate Stabilization Reserve		0	0	
Transfer to Emergency Repair Reserve		0	0	
FUND BALANCE 6/30/10		6,478,706	0	
Anticipated Transfer to/from Operating Fund 2009-10		97,788	1	
ANTICIPATED FUND BALANCE 6/30/11		6,576,493	1	
TODAY 09-Jul-10				

SECTION II

OPERATING FUND BUDGET

Operating Budget - TREATMENT FACILITIES

Account Number	Item	Budget 2009-10	Expends Thru May	Est. Expend 2009-10	Actual Expend 2009-10	2010-11 Budget	
						Prelim	Final
61010	Salaries/Wages	600,922	577,547	600,922		43,335	
61020	Employee Benefits	262,163	245,541	262,163		27,926	
61060	Gas, Oil & Fuel	40,000	19,134	21,000		1,743	
61091	Software Maint	7,000	1,204	3,000		36,000	
61100	Oper Supplies	45,000	23,765	35,000		2,905	
61101	Oper Chemicals	300,000	220,795	300,000		10,000	
61112	Janitorial Services	40,000	22,943	30,000		28,000	
61113	Grounds Maint	2,000	2,360	2,500		2,500	
62115	Sludge Disp. - Contract	45,000	23,205	45,000		50,000	
61150	Repairs and Maintenance	130,000	124,003	140,000		10,790	
61151	Unusual Eq Maint	0	0	0		0	
61152	Small Tools	3,000	2,078	3,000		200	
61191	Gas & Elect	700,000	531,214	700,000		64,000	
61192	Water	4,000	2,092	4,000		332	
61193	Telephone	13,000	11,569	13,000		1,245	
61200	Other/Operational Assist.	783,170	411,485	575,000		51,000	
61201	Permits & Fees	110,000	54,463	75,000		10,732	
61290	Vehicle Repl	21,200	0	21,200		0	
61300	Capital Outlay	0	0	0		0	
Total - TREATMENT FACILITIES		3,106,457	2,273,398	2,830,785	0	340,708	0
TODAY	9-Jul-10						

2010-11 Budget

Operating Budget - WASTEWATER RECLAMATION/DISPOSAL FACILITIES

Account Number	Item	Budget 2009-10	Expends Thru May	Est Expend 2009-10	Actual Expend 2009-10	2010-11 Budget	
						Prelim	Final
63010	Salaries/Wages	20,656	8,608	8,608		29,219	
63020	Employee Benefits	8,985	1,499	1,499		14,396	
63060	Gas, Oil & Fuel	10,000	3,385	10,000		5,000	
63091	Software Maint	2,500	0	2,500		2,500	
63100	Oper Supplies	3,500	2,917	3,500		3,500	
63101	Oper Chemicals	0	0	0		0	
63115	Sludge Disposal	60,000	58,000	60,000		65,000	
63150	Repairs & Maintenance	90,000	71,843	90,000		90,000	
63151	Unusual Eq Maint	75,000	27,413	50,000		50,000	
63152	Small Tools	1,500	1,279	1,500		1,500	
63157	Ditch/Dike Maintenance	25,000	1,728	5,000		20,000	
63191	Gas & Elect	145,000	97,365	145,000		115,000	
63192	Water - Recl	6,000	12,656	15,000		15,000	
63201	Permits & Fees	2,000	1,683	2,000		2,000	
63290	Vehicle Repl	7,000	0	7,000		7,000	
63300	Capital Outlay	0	0	0		0	
Total - RECLAMATION/DISP. FACILITIES		457,141	288,376	401,607	0	420,115	0
UNUSUAL EQUIP. MAINT :		Irrigation Strainer Maintenance					
		Wildlife Pond Drain Pump Rebuild					
TODAY		9-Jul-10					

2010-11 Budget
Operating Budget - LABORATORY AND MONITORING

Account Number	Item	Budget 2009-10	Expends Thru May	Est. Expend 2009-10	Actual Expend 2009-10	2010-11 Budget	
						Prelim	Final
64010	Salaries/Wages	251,748	218,535	251,748		250,579	
64020	Employee Benefits	112,142	99,928	112,142		131,112	
64060	Gas, Oil & Fuel	2,000	960	2,000		2,000	
64091	Software Maint	13,000	7,232	10,000		13,000	
64100	Oper Supplies	30,000	35,385	36,000		43,000	
64150	Repairs & Maintenance	7,500	10,357	11,000		8,800	
64160	Research & Monitoring (Contractual)	116,610	120,445	130,000		200,000	
64170	Pollution Prev/Public Ed(24,500	19,258	24,500		25,000	
64200	Other	0	0	0		0	
64201	Permits & Fees	3,000	2,811	3,000		3,000	
64290	Vehicle Repl	1,400	0	1,400		1,400	
64300	Capital Outlay	1,419	1,419	1,419		0	
Total - LABORATORY AND MONITORING		563,319	516,330	583,209	0	677,891	0
SOFTWARE MAINTENANCE:		LINKO (\$8,000); Adobe (\$1,000); Hach Lims (\$4,000)					
RESEARCH AND MONITORING:		Contractual studies (\$15,000 Larry Whitney); Mo. Metals (\$15,000); Non-domestic monitoring (\$16,800); Sludge regs. (\$4,510); Pretreatment (\$4,000); Reclamation monitoring (\$5,100); Priority pollutants (\$19,200);Chronic Toxicity (\$21,000) Local Limits Study (\$30,000); Permit assistance (\$15,000); Lab. Consultant (\$30,000); Redwood Landfill Sch. 2 analysis (\$5,000); Extra sampling (\$7,400);; Consulting fee (\$10,000 - sludge report etc.)					
REPAIRS AND MAINTENANCE:		Air conditioning (\$1,000); Weights and balance (\$1,000); Glassware washer (\$1,000); Microscope maintenance (\$500); Lab. truck (\$1,600); Other lab. equipment (\$3,000); Autoclave preventive maintenance (\$700)					
TODAY	9-Jul-10						

Account Number	Item	Budget 2009-10	Expends Thru May	Est. Expend 2009-10	Actual Expend 2009-10	2010-11 Budget	
						Prelim	Final
65010	Salaries/Wages	208,807	166,017	208,807		293,416	
65020	Employee Benefits	90,831	74,723	90,831		153,438	
65060	Gas, Oil & Fuel	4,000	1,528	4,000		4,000	
65091	Software Maint	2,500	0	2,500		10,000	
65100	Oper Supplies	10,000	8,103	10,000		10,000	
65101	Oper Chemicals	4,000	0	4,000		4,000	
65112	Janitorial Serv	0	0	0		0	
65150	Repairs & Maintenance	100,000	85,867	100,000		90,000	
65151	Unusual Eq Maint	0	0	0		0	
65152	Small Tools	2,000	2,151	2,200		2,500	
65191	Gas & Elect	85,000	76,354	85,000		85,000	
65192	Water	10,000	6,746	10,000		10,000	
65193	Telephone	25,000	18,845	25,000		25,000	
65201	Permits & Fees	2,500	1,680	2,500		2,500	
65290	Vehicle Repl	10,000	0	10,000		10,000	
65300	Capital Outlay	0	0	0		0	
Total - PUMP STATIONS		554,638	442,014	554,838	0	699,854	0
TODAY	9-Jul-10						

2010-11 Budget
Operating Budget - COLLECTION SYSTEM

Account Number	Item	Budget 2009-10	Expends Thru May	Est. Expend 2009-10	Actual Expend 2009-10	2010-11 Budget	
						Prelim	Final
60010	Salaries/Wages	423,941	350,204	423,941		493,264	
60020	Employee Benefits	186,982	164,381	186,982		290,030	
60060	Gas, Oil & Fuel	15,000	5,884	15,000		15,000	
60091	Software Maint	25,000	8,889	10,000		20,000	
60100	Oper Supplies	17,000	15,944	17,000		18,000	
60101	Oper Chemicals	0	0	0		0	
60113	Grounds Maint.	0	0	0		2,500	
60150	Repairs & Maintenance	55,000	35,983	55,000		40,000	
60151	Unusual Eq Maint	0	0	0		0	
60152	Small Tools	2,500	762	2,500		2,500	
60153	Outside Services	70,000	69,820	70,000		0	
60191	Gas & Elect	0	0	0		0	
60192	Water	4,000	3,256	4,000		4,000	
60193	Telephone	1,000	1,967	1,890		2,000	
60200	Other (Garbage Coll.)	1,500	2,243	2,450		2,500	
60201	Permits & Fees	8,000	8,455	8,455		10,000	
60290	Vehicle Repl	35,000	0	35,000		35,000	
60300	Capital Outlay	0	0	0		0	
Total - COLLECTION SYSTEM		844,923	667,788	832,218	0	934,794	0
TODAY	9-Jul-10						

2010-11 Budget							Page 12	
Operating Budget - ADMINISTRATION AND ENGINEERING								
Account Number	Item	Budget 2009-10	Expends Thru May	Est. Expend 2009-10	Actual Expend 2009-10	2010-11 Budget		
						Prelim	Final	
66010	Salaries/Wages	1,002,215	966,730	1,002,215		939,134		
66020	Empl Benefits	473,295	482,592	490,000		414,797		
66021	Retiree Health Benefits	188,730	189,764	206,730		199,253		
66021	GASB 45	296,000	278,000	278,000		171,400		
66030	Director's Fees	50,000	44,325	50,000		50,000		
66040	Election Exp	136,145	59,395	136,145		0		
66060	Gas, Oil & Fuel	8,000	2,562	5,000		5,000		
66070	Insurance	154,000	139,937	145,000		154,000		
66071	Ins Claims Exp	50,000	14,399	20,000		25,000		
66075	Agency Dues	45,000	33,315	45,000		45,000		
66080	M'Ships/Certification	6,000	8,819	9,000		9,000		
66090	Office Expense	35,000	26,309	32,000		32,000		
66091	Software Maint.	0	0	0		0		
66100	Engr Supplies	9,000	6,332	9,000		9,000		
66121	Accounting/Audit	25,000	27,650	27,650		24,500		
66122	Attorney Fees	1,200,000	1,301,485	1,350,000		350,000		
66123	O/S Contractual	272,000	222,067	250,000		200,000		
66124	IT/Misc. Electrical	40,000	40,756	41,000		40,000		
66130	Print & Publ	12,000	15,128	17,000		17,000		
66150	Repairs & Maintenance	13,000	9,312	11,000		13,000		
66170	Trav, Mtgs & Trn	75,000	35,408	45,000		45,000		
66193	Telephone	12,000	12,029	13,000		12,000		
66201	Permits & Fees	0	0	0		0		
66202	Co. Collection Fees	57,000	57,997	69,800		70,000		
66250	Ser Chg Sys Exp	8,000	9,072	10,000		8,000		
66290	Vehicle Repl	5,600	0	5,600		5,600		
66300	Capital Outlay	20,000	15,266	16,000		0		
Total - ADMINISTRATION AND ENGINEERING		4,192,985	3,998,649	4,284,140	0	2,838,664	0	
O/S CONTRACTUAL		Safety (\$68,000); IEDA ongoing services (12,240); IEDA misc. labor relations and comp. study (\$10,000); Misc. engineering (incl. O/S mech/elect) (\$15,000); Public outreach (\$25,000); Stand specs. and drawings (\$25,000); records retention (\$20,000); NPDES permit assistance (\$25,000)						
TODAY	9-Jul-10							

2010-11 Budget

Operating Budget - PERSONNEL DETAIL

Number	Position	Dept.	Pay Range	Total 2010-11 Salaries
1.00	Manager-Engineer.....	A/E		168,132
1.00	Deputy - Manager Engineer.....	A/E	MC122.5	148,572
1.00	Senior Engineer.....	.75AE/.25PS	MC116.5	105,169
1.00	Field Services Superintendent.....	.5AE/.25PS/.25R	MC117	113,568
0.46	Administrative Services Manager.....	A/E	MC117.5	53,550
0.00	Administrative Assistant.....	A/E	MC103.5	0
1.00	Administrative Secretary.....	A/E	MC106	63,240
1.00	Finance Officer.....	A/E	MC112.5	91,212
1.00	Staff Engineer.....	.5A/E/.5CS	47	84,744
1.00	Construction Inspector.....	A/E	44.5	75,036
1.00	Information System Specialist II.....	.5A/E/.5CS	43.5	67,542
1.00	Laboratory Supervisor.....	L/M	MC115.5	105,588
1.00	ECA I.....	L/M	43	59,989
1.00	ECA I.....	L/M	43	69,166
1.00	Instrument Technician/Electrician.....	.75AE/.25PS	46.5	82,728
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	103,008
0.83	Collection System Leadworker.....	.67CS/.33PS	47	70,338
5.50	Collection System Worker II.....	.67CS/.33PS	40.5	331,716
1.00	Collection System Worker I.....	.67CS/.33PS	38.5	47,118
0.17	Operations Leadworker.....	TPF	47	14,406
0.25	WWTP Operator II.....	TPF	44.50	18,759
0.08	Mechanical Maintenance Technician II.....	TPF	43.50	5,931
1.00	Engineering Intern.....	A/E	N/A	7,500
2.00	Collection System Interns.....	C/S	N/A	15,000
1.00	Lab. Intern	L/M	N/A	5,000
0.40	Temporary Electrician	.75AE/.25PS	N/A	40,000
	Allowance for Overtime.....	C/S		20,000
	Allowance for Overtime.....	A/E		7,500
	Allowance for Overtime.....	L/M		4,000
	Allowance for Standby Duty Pay.....	C/S		16,000
	Allowance for Overtime/Standby	TPF		3,300
	CCSR.....	PS		1,500
	Subtotal			1,999,312
	Allowance for Possible COLA - across the board.....	2.40%		41,073
	Allowance for Possible Salary Adjustment - rep. group (eff. 1/1/11).....	1.00%		8,567
				2,048,952
26.69	Administration and Engineering (A/E)	=	939,134	
	Laboratory and Monitoring (L/M)	=	250,579	
	Treatment Facilities	=	43,335	
	Collection System 67%	=	493,264	
	Pump Stations 33%	=	293,416	
	Reclamation Facilities	=	29,219	
	Total/Check		2,048,952	
TODAY	9-Jul-10			

SECTION III

VEHICLE REPLACEMENT FUND

Operating Budget - VEHICLE REPLACEMENT FUND DETAIL

		2010-11 Budget	
		Prelim	Final
<u>FLOW OF FUNDS</u>			
	FUND BALANCE 6/30/09	231,565	231,565
	Sale of Vehicle/s:		
	Contributions from Operating Fund		
	Accounts 2009-10:	80,200	0
	Purchase of Vehicles:		
	FUND BALANCE 6/30/10	311,765	231,565
	Sale of Vehicles:		
	1990 Ford Van	800	
	1992 Ford diesel truck with crane	4,000	
	Anticipated Contributions from Operating		
	Accounts 2010-11	59,000	0
	Planned Purchase of Vehicles:		
	1 Crane truck (10/11)	(110,000)	
	ANTICIPATED FUND BALANCE 6/30/11	265,565	231,565
	TODAY 09-Jul-10		

SECTION IV

SELF-INSURANCE RESERVE FUND

2010-11 Budget

FLOW OF FUNDS - SELF-INSURANCE RESERVE FUND

		2010-11 Budget	
		Prelim	Final
	FUND BALANCE 6/30/09	151,915	151,915
	Interest Earned on Fund		
	Balance	1,918	
	Transfer to Operating Fund to		
	Reimburse Fund for Claims	(20,000)	0
	Transfer from Operating Fund to		
	Self-Insurance Reserve Fund	50,000	
	FUND BALANCE 6/30/10	183,833	151,915
	Anticipated Interest Earned on Fund		
	Balance	1,500	
	Anticipated Transfer to Operating Fund		
	from Insurance Fund for Claims	25,000	0
	ANTICIPATED FUND BALANCE 6/30/11	210,333	151,915
	<p>** The District has general and automobile liability coverage in the amount of \$10,000,000 with a \$25,000 deductible through the California Sanitation Risk Management Authority (CSRMA). Coverage for Errors and Omissions is included in the CSRMA pooled liability insurance program.</p> <p>The District also has a property insurance policy through CSRMA to cover buildings, structures and equipment. This policy provides \$40,000,000 coverage with a \$25,000 deductible.</p> <p>The self-insurance reserve fund has been set up to cover possible District claims falling within the deductible amounts on these policies.</p>		
	TODAY 09-Jul-10		

SECTION V

**RATE STABILIZATION,
EMERGENCY REPAIRS,
AND
SOUTHGATE RESERVE FUNDS**

FLOW OF FUNDS - RATE STABILIZATION AND EMERGENCY REPAIRS RESERVE FUNDS

		2010-11 Budget	
		Prelim	Final
<u>RATE STABILIZATION FUND**</u>			
FUND BALANCE 6/30/09		600,000	600,000
Contribution to/from Operating Fund to Rate Stabilization Fund 2009-10		0	0
FUND BALANCE 6/30/10		600,000	600,000
Anticipated Contribution to/from Operating Fund to Rate Stabilization Account 2010-11		0	0
ANTICIPATED FUND BALANCE 6/30/11		600,000	600,000
<u>EMERGENCY REPAIR RESERVE FUND**</u>			
FUND BALANCE 6/30/09		600,000	600,000
Contribution to/from Operating Fund to Emergency Repair Reserve Fund 2009-10		0	0
FUND BALANCE 6/30/10		600,000	600,000
Anticipated Contribution from Operating Fund to Rate Stabilization Account 2010-11		0	0
ANTICIPATED FUND BALANCE 6/30/11		600,000	600,000
**	In October 2001, the District Board adopted an Operating Reserve Fund Policy that included establishing a Service Charge Rate Stabilization Fund in the amount of \$600,000 and an Emergency Repair Reserve Fund in the amount of \$600,000.		
TODAY	09-Jul-10		

FLOW OF FUNDS - SOUTHGATE RESERVE FUND

		2010-11 Budget	
		Prelim	Final

<u>SOUTHGATE RESERVE FUND</u>			
FUND BALANCE 6/30/09		679,989	679,989
	Contribution from Southgate Reserve Fund to Capital Improvement Fund 2009-10	0	0
FUND BALANCE 6/30/10		679,989	679,989
	Contribution from Southgate Reserve Fund to Capital Improvement Fund 2010-11	0	0
ANTICIPATED FUND BALANCE 6/30/11		679,989	679,989

** In March 2003, as part of the Settlement Agreement for acceptance of the Southgate Subdivision sewers, Southgate Partners deposited the sum of \$890,989 with the District for improvement and continued maintenance and operation of the sewer improvements.

SECTION VI

CAPITAL IMPROVEMENT BUDGET

Acct Number	Item	Budget 2009-10	Revenues Thru May	Est Rev 2009-10	Actual Rev 2009-10	2010-11 Budget	
						Prelim	Final
51010	Service Chgs (1)	5,157,414	4,898,762	5,157,414		5,330,760	
51010	Property Taxes	2,275,000	1,956,570	2,591,600		2,591,000	
51020	Connection Charges	450,000	1,200,166	1,200,000		162,200	
51030	Collector Sewer Charges	4,000	3,366	4,000		4,000	
51040	Special Equal Charges	4,000	11,753	11,597		12,000	
51050	Trunk Sewer Charges	0	0	0		0	
51060	Interest Earn	500,000	61,671	150,000		50,000	
51070	Other Revenue (3)	0		0		109,480	
TOTALS		8,390,414	8,132,288	9,114,611	0	8,259,440	0

(1) Capital service charges increase to \$186. based on 28,660 EDU's.
 (2) Connection fee \$8,110/edu @ 20 new connections
 (3) Other revenue PG&E Grant for \$109,480

CAPITAL IMPROVEMENTS BUDGET Page 20
2010-11 Budget

Project	Item	Budget 0	Expends Thru May	Est Expend 2009-10	Actual Expend 2009-10	2010-11 Budget	
						Prelim	Final
72110	Drainage PS #3 & #7 Outfall Rehabilitation	150,000	0	150,000		100,000	
72111	SCADA Phase II & IIA	40,000	5,793	40,000		25,000	
72403	Pump Station Rehabilitation	2,000,000	843,879	2,000,000		3,700,000	
72406	Dechlor. Station Relocation	5,000	0	5,000		0	
72508	N. Bay Water Recycling Auth.	363,763	63,793	363,763		300,000	
72509	NTP Soil & Groundwater Invest.	9,000	7,796	9,000		5,000	
72604	Laboratory Improvements	25,000	0	25,000		30,000	
72607	WWTP Upgrade - Contract A1	36,000	25,509	36,000		65,000	
72608	WWTP Upgrade - Contract A2	20,000	0	20,000		10,000	
72609	WWTP Upgrade - Contract B	24,000,000	19,711,819	24,000,000		500,000	
72611	Bayside Sewer	10,000	0	10,000		10,000	
72612	Southgate Sewer	3,000	0	3,000		3,000	
72706	Collection System Improvements	2,000,000	1,701,192	2,000,000		3,000,000	
72707	Hamilton Wetlands/Outfall monitoring and planning	5,000	0	5,000		5,000	
72708	Cogeneration	50,000	0	50,000		50,000	
72801	Annual Minor Projects	50,000	195	50,000		25,000	
72802	Annual Sewer Adj. for City Proj.	60,000	16,873	60,000		25,000	
72803	Annual Collection System Repairs	200,000	186,967	200,000		270,000	
72804	Annual Reclamation Facilities Improvements	260,000	135,228	260,000		200,000	
72805	Annual Treatment Plant & Pump Station Improvements	260,000	137,985	260,000		200,000	
72808	Strategic Plan Update	375,000	935	375,000		50,000	
78500	Interest - Zions Bank	1,302,270	1,302,270	1,302,270		170,972	
TOTALS		31,224,033	24,140,234	31,224,033	0	8,743,972	0
TODAY	09-Jul-10						

REVISED

Novato Sanitary District		Page 22	
2010-11 Budget			
FLOW OF FUNDS - CAPITAL IMPROVEMENT AND CAPITAL IMPROVEMENT RESERVE FUNDS			
		2010-11 Budget	
		Prelim	Final
CAPITAL IMPROVEMENT FUND			
FUND BALANCE 6/30/09		0	0
	Estimated Revenues 2009-10	9,114,611	0
	Estimated Expenditures 2009-10	(31,224,033)	0
	Transfer to Zions Bank Credit Line Fund for 2009-10 Interest Payments	(1,212,511)	0
	Transfer from Capital Improvement Reserve Fund 2009-10	23,321,933	0
FUND BALANCE 6/30/10		0	0
	Anticipated Revenues 2010-11	8,259,440	0
	Anticipated Expenditures 2010-11	(12,543,972)	0
	Transfer to Zions Bank Credit Line Fund for 2010-11 Interest Payments	(151,414)	0
	Transfer from Capital Improvement Reserve Fund 2010-11	4,435,946	0
	Transfer from Southgate Reserve Fund	0	0
ANTICIPATED FUND BALANCE 6/30/11		0	0
CAPITAL IMPROVEMENT RESERVE FUND			
FUND BALANCE 6/30/09		(2,419,351)	
	Transfer to Capital Improvement Fund 2009-10	(23,321,933)	0
	Transfer from SRF Loan	24,731,189	0
FUND BALANCE 6/30/10		(1,010,095)	0
	Anticipated Transfer from SRF Loan	7,215,240	0
	Anticipated Transfer to Capital Improvement Fund 2010-11	(4,435,946)	0
ANTICIPATED FUND BALANCE 6/30/11		1,769,199	0
TODAY	12-Jul-10		

SECTION VII

FLOW OF FUNDS –

LINE OF CREDIT & STATE REVOLVING FUND

FLOW OF FUNDS - ZION'S BANK CREDIT LINE and STATE REVOLVING FUND LOAN

		2010-11 Budget	
		Prelim	Final
<u>Zions Bank - Line Of Credit</u>			
FUND BALANCE 6/30/09		30,006,231	30,006,231
Principal Payment 2009-10		(24,773,024)	0
Interest payments 2009-10		(1,212,511)	
Transfer from Capital Improvement Fund 2009-10		1,212,511	0
FUND BALANCE 6/30/10		5,233,207	30,006,231
Principal Payment 2010-11		(5,233,207)	
Est. Interest payments 2010-11		(151,414)	
Transfer from Capital Improvement Fund 2009-10		151,414	
ANTICIPATED FUND BALANCE 6/30/11		0	30,006,231
<u>State Revolving Fund Loan</u>			
FUND BALANCE 6/30/09		0	0
SRF deposits 2009-10		24,731,189	
Anticipated Transfer to Capital Improvement Reserve Fund		(24,731,189)	0
FUND BALANCE 6/30/10		0	0
Anticipated SRF deposits 2010-11		7,215,240	
Anticipated Transfer to Capital Improvement Reserve Fund		(7,215,240)	0
ANTICIPATED FUND BALANCE 6/30/11		0	0
TODAY	09-Jul-10		

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Cost-of-living increase for fiscal year 2010-11	MEETING DATE: 7/12/2010 AGENDA ITEM NO. : 7.a.
RECOMMENDED ACTION: Approve cost-of-living increase of 2.4% for management and confidential employees equal to represented group.	
SUMMARY AND DISCUSSION: <p>The Memorandum of Understanding between the District and Teamsters Local 315 for the period July 1, 2009 through December 31, 2010 includes an across-the-board wage increase, effective July 1, 2010, to be determined by the CPI from April 2009 to April 2010, with a minimum increase of two percent up to a maximum increase of five percent.</p> <p>The April-April Consumer Price Index SF-Bay Area (Wage Earners and Clerical Workers) indicated an increase of 2.4%.</p> <p>Staff is recommending that the Board grant an equivalent wage increase of 2.4% for management and confidential employees, effective July 1, 2010.</p> <p>The Preliminary Budget for fiscal year 2010-11 includes an allowance for the increase for both represented and non-represented groups.</p>	
ALTERNATIVES: Do not approve cost-of-living increase for management and confidential employees.	
BUDGET INFORMATION: The budget includes a total of \$41,073 for the COLA; \$22,259.35 for represented group; \$18,813.65 for management and confidential.	
DEPT. MGR. :	MANAGER'S APPROVAL:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Collection System Improvements; Galli Drive Sewer Replacement Project; Project No. 72706; Phase G	MEETING DATE: July 12, 2010 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Consider approval of Proposal for Engineering Services for Design & Construction from Nute Engineering in the amount of \$82,000.00.	
SUMMARY AND DISCUSSION: <p>During a recent maintenance inspection, the District's Collection System crews found an approximately 1,200 foot run of 8" ACP gravity sewer in Galli Drive that is severely eroded or corroded in at least two sections and has poor grade with substantial sags in other sections, thought to be primarily due to the pipe being located in bay mud. Both conditions severely compromise the pipe's capability to serve its tributary area. Also, the pipe was designed and constructed in the mid-1970s and might trending toward the end of its useful life. For these reasons, District staff made a determination the line needs to be replaced, and requested a proposal from Nute Engineering to provide engineering services for the design of a new sewer main and support during construction.</p> <p>The District has received a proposal from Nute Engineering to provide these engineering services for a total amount of \$82,000, \$55,000 for design and \$27,000 for services during construction. District staff believes Nute Engineering's Proposal is reasonable and accurate and recommends the Board approve the Proposal. Nute Engineering understands the urgency of this work and will make the project a priority in order to bid the work this Fall.</p>	
Alternatives: Do not approve the proposal.	
BUDGET INFORMATION: This design work will be funded from the budget for Collection System Improvements, Project 72706. The FY10-11 preliminary amount of for this budget is \$3,000,000.	
DEPT.MGR.: MANAGE	R:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations: Standard Operating Procedures	MEETING DATE: July 12, 2010 AGENDA ITEM NO.: 9.c.
RECOMMENDED ACTION: Receive report on development of Standard Operating Procedures.	
SUMMARY AND DISCUSSION: Based on Board directions from the March 22, 2010, and the April 26, 2010 Board meetings, staff negotiated a proposal from Veolia Water West Operating Services for a scoping study for ISO 14001 Environmental Management System development and preparation of Standard Operating Procedures. Progress on the Environmental Management System scoping study will be presented separately. On the Standard Operating Procedures, District staff had identified thirty-eight Standard Operating Procedures that needed to be in place by June. Veolia has completed and submitted final draft copies of the initial twenty-one most critical standard operating procedures, while the remaining seventeen items are in draft phase pending office and field verification of select information items therein. Note that these standard operating procedures are in conjunction to about thirty items that were previously developed by Carollo Engineers in conjunction with District engineering staff and the District's design consultant RMC Water Environment (RMC).	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA.	
DEPT.MGR.: MANAGE	R:

P.e.



July 6, 2010

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

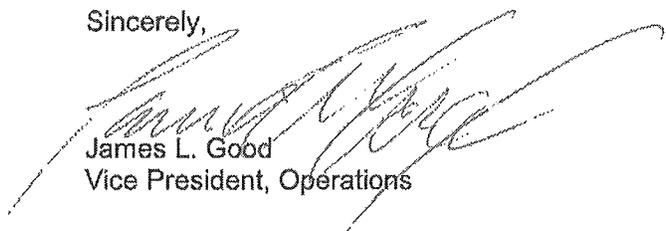
In Re: Resumption of Operations Under the Agreement of September 24, 2009

Dear Ms. James:

By this letter, Veolia Water West Operating Services, Inc. (Veolia Water) provides notification of its intent to resume operations at the Novato Sanitary District (District) under the terms and conditions of the Contract Service Agreement with the District dated September 24, 2009 (Original Agreement), effective August 7, 2010.

On behalf of Veolia Water, I am very pleased to provide you with this letter of intent. We look forward to providing excellent service to our partners at the District and the taxpayers it serves for the next five years! Should you have any questions or comments concerning this notice – or any other item for that matter – do not hesitate to call me at (925) 771-7213.

Sincerely,



James L. Good
Vice President, Operations