

# NOVATO SANITARY DISTRICT

July 26, 2010

**The Board of Directors of Novato Sanitary District will hold a Closed Session at 6:00 p.m., Monday, July 26, 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).**

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

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

Existing litigation pursuant to Subsection (a) 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 SESSION:**
- 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 28, July 12 (noon) and July 12 (evening), 2010 meetings.

**7. CONSENT CALENDAR:**

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

- a. Approve fund transfer to Operating Fund for staff time spent on Capital Projects.
- b. Consider acceptance of McClay Road (Benesi) sewer main extension.
- c. Meeting schedule – August 9<sup>th</sup> and 23<sup>rd</sup>, September 13<sup>th</sup> and 27<sup>th</sup>, October 11<sup>th</sup> and 25<sup>th</sup>.
- d. Approval of disbursements.

**8. BOARD OF DIRECTORS:**

- a. Presidential appointment of Committee members for 2010-11.
- b. Appointment of Secretary/Treasurer Pro Tem for 2010-11.

**9. PERSONNEL:**

- a. Consider abolishing the positions of Wastewater Treatment Plant Operator II, and Mechanical Maintenance Technician II.

**10. WASTEWATER OPERATIONS**

- a. Committee report.

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

- a. Consider rejecting all bids for Pump Station Rehabilitation Project Unit 2.

**12. COLLECTION SYSTEM IMPROVEMENTS PROJECT 72706, PHASE F**

- a. Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids.

**13. WASTEWATER TREATMENT PLANT UPGRADE PROJECT – CONTRACT B, PROJECT 72609:**

- a. Consider making CEQA findings, approving plans and specifications and authorizing advertising for bids for project 72609: Junction Boxes.

**14. STAFF REPORTS**

- a. North Bay Water Reuse Authority.
- b. California Water Environment Association tour and meeting.

**15. MANAGER'S ANNOUNCEMENTS:**

**16. 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.***

June 28, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, June 28, 2010, preceded by a closed session beginning at 5:00 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:00 p.m. President Di Giorgio announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

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).

BOARD MEMBERS PRESENT FOR CLOSED SESSION: 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 and Geoffrey Spellberg, Attorney with Meyers Nave.

The closed Session ended at 5:30 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 James and Administrative Secretary Julie Borda.

ALSO PRESENT: John O'Hare, Veolia Water  
John Bailey, Project Manager, Veolia Water  
Steve McCaffrey, Novato Disposal  
Dee Johnson, Household Hazardous Waste Coordinator

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

REPORT FROM CLOSED SESSION:

The Manager reported that the Board gave direction to District Counsel.

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS:

In response to a question by Member Welsh, the Manager reported that former employee, Marvin Miller, passed away on June 9<sup>th</sup> at the age of 79. She reported he worked for the District from 1972 to 1988.

Member Quesada apologized for comments he made at the regular Board meeting of June 12<sup>th</sup>.

REVIEW OF MINUTES:

Consider approval of minutes of the June 14, 2010 Board meeting.

Member Long requested a change be made to page five of the minutes: "...for a portion of the cost to be paid through the federal Bureau of **Reclamation**."

*On motion of Member Long, seconded by Member Quesada and carried unanimously, the June 14, 2010 Board meeting minutes were approved as amended.*

CONSENT CALENDAR:

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

- a. Accept improvements for Hangar Avenue Sewer Main Extension (SME) – The Landing Subdivision project.
- b. Approve meeting schedule as follows: July 12<sup>th</sup> (Public Hearing at 12:00 p.m. and regular meeting at 6:30 p.m.), July 26<sup>th</sup>, August 9<sup>th</sup> and 23<sup>rd</sup>, September 13<sup>th</sup> and 27<sup>th</sup>.
- c. Approval of regular disbursements in the amount of \$288,781.53 and project account disbursements in the amount of \$138,229.30.

SOLID WASTE:

Receive report on Solid Waste Program. Dee Johnson, Household Hazardous Waste Coordinator, provided a solid and hazardous waste program update and discussed the 2009/2010 program accomplishments. She spoke about the 2010/2011 program projections and discussed the household hazardous waste summaries. She discussed the Joint Powers Authority's (JPA) proposed Zero Waste Program and the 2010/2011 Solid Waste budget.

President Di Giorgio expressed his interest in having the JPA Director come before the Board with a presentation regarding the Zero Waste Programs.

Member Fritz questioned the Zero Waste concept and questioned if zero waste would be attainable.

Dee Johnson noted that the JPA staff is scheduled to make a presentation to the Novato City Council at their regular Council meeting on July 27<sup>th</sup> in regards to the Zero Waste Programs.

Steve McCaffrey discussed Novato Disposal's partnership with Lucas Films who used the company's garbage trucks and recycling center facility for visual and sound effects in the new Disney Pixar's 2010 movie "Toy Story 3".

Consider approval of a contract for consulting services with DLJ Associates for the Household Hazardous Waste and AB 939 programs. The Manager briefly discussed the breakdown of the proposed services, noting that the contract increased by approximately 6% from the previous year.

*On motion of Member Quesada, seconded by Member Long, and carried unanimously, the Board approved the Consulting Services Contract with DLJ Associates for the Household Hazardous Waste and AB 939 programs.*

#### WASTEWATER OPERATIONS:

Wastewater Operations Committee report. John Bailey, Project Manager, Veolia Water, presented the Veolia Water Operations Report – May 2010. Mr. Bailey noted there were no violations and that the plant was performing very well. He discussed the key events at the District during May, 2010. Mr. Bailey discussed the completion of the construction at the District and the open work orders as shown in the report. He stated he would prepare a more detailed work order report for the following month's presentation to the Board.

Member Welsh questioned the status of the Standard Operating Procedure (SOP) manuals. He asked how many manuals have been completed and how many are yet to be finished. Mr. Bailey stated that approximately 21 manuals have been completed to the first submittal stage but none have been finalized with a total of 38 manuals due under the current Emergency Services Agreement contract. Member Welsh requested a report showing which equipment has had an SOP manual prepared and which equipment is still awaiting a manual. The Manager stated that Member Welsh's request could be reported at the July 12<sup>th</sup> Board meeting.

The Manager reviewed and commented on the Collection System Report which was included with the Wastewater Operations Report.

COLLECTION SYSTEM IMPROVEMENT PROJECT 72706:

Consider granting Final Acceptance of the State Access Road Sewer Project: No. 72706, Phase B. The Manager discussed the scope of the project and reported it was substantially complete on January 13, 2010. She stated the final cost was \$245,485.55 which was \$2,278.65 below the bid amount. She requested the Board grant final acceptance on the project and authorize staff to file the Notice of Completion.

*On motion of Member Quesada, seconded by Member Fritz and carried unanimously, the Board granted Final Acceptance of the State Access Road Sewer Project and authorized staff to file the Notice of Completion.*

Review bids received and consider authorizing contract award to J & M, Inc., the lowest responsive bidder. The Manager briefly outlined the need for the project and noted that J&M, Inc. of Livermore, CA submitted the lowest responsive bid of \$1,805,843.60. The Manager stated that this contract will implement a grant program to assist homeowners in their lateral replacement and stated she will bring the final program materials to the Board at the July 12<sup>th</sup> board meeting.

Member Quesada requested a motion be made at the July 12<sup>th</sup> board meeting to allow the elderly and disadvantaged residents first priority when the lateral repair grant program is implemented.

*On motion of Member Fritz, seconded by Member Quesada and carried unanimously, the Board awarded the Collection System Improvements; Olive/Chase/Orange Sewer Project: 72706-Phase C to J&M, Inc.*

NORTH BAY WATER REUSE PROJECT 72508:

Progress report. The Manager gave an update on the joint Novato Sanitary District/North Marin Water District Joint Recycled Water Project under the North Bay Water Reuse Authority. The Manager related to the Board the scope of the recycled water project and detailed the allocation of funds.

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.

*On motion of Member Long, seconded by Member Fritz, and carried unanimously, the Board authorized 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.*

ADMINISTRATION:

Consider authorizing staff to contract with Charles Z. Fedak & Company to perform the financial audits for the 2009-10, 2010-11, and 2011-12 fiscal years. The Manager outlined the District's intentions to begin using the audit firm of Charles Z. Fedak & Company.

Member Welsh questioned if the District is required to change audit firms. The Manager replied that it is a policy of other Districts to rotate auditors every five to eight years to assure an economical and objective audit. Member Welsh stated he feels the District should retain the current auditor who is familiar with the District's past and current financial circumstances. He stated that in light of the pending contract with Veolia Water which will affect the District's finances, the current auditor should be retained.

*On motion of Member Quesada, seconded by Member Fritz, and carried with the following vote, the Board authorized staff to contract with Charles Z. Fedak & Company to perform the financial audits for 2009-10, 2010-11, and 2011-12. Ayes: Di Giorgio, Fritz, Long, Quesada. No: Welsh.*

BOARD OF DIRECTORS:

Election of officers for 2010-11.

Member Fritz nominated Member Long as President. Vote: all ayes.  
Member Di Giorgio nominated Member Fritz as President Pro-Tem. Vote: all ayes.

Appointment of Secretary/Treasurer and Secretary/Treasurer Pro-tem for 2010/11.

Member Quesada nominated Manager Beverly James as Secretary/Treasurer. Vote: all ayes.

Member Long nominated Administrative Services Manager June Penn Brown as Secretary/Treasurer Pro-Tem.

Member Welsh questioned the appointment of June Penn Brown to the position of Secretary/Treasurer Pro-Tem due to her part-time employment status with the District and requested the decision be postponed until legal counsel could be consulted.

The Manager stated that the decision to appoint June Penn Brown to the position of Secretary/Treasurer Pro-tem for 2010/11 would be postponed to a later board meeting.

Designate and authorize Board Members to sign District checks.

Member Long nominated the following individuals as check signers: Michael Di Giorgio, William C. Long, and James D. Fritz. Vote: all ayes.

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION:

Provide direction to staff regarding California Special Districts Association (CASA):  
Bylaws Amendments.

*On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the Board directed staff to vote in favor to adopt the 2010 proposed California Special Districts Association (CSDA) Bylaws Amendments.*

Provide direction to staff regarding the CSDA Board of Directors Election.

The Manager and the Board briefly discussed the candidates: incumbent Sherry M. Sterrett and Kathryn Slater-Carter.

Member Welsh stated he casts his vote for candidate Kathryn Slater-Carter, a long-term board member of the Montara Water and Sanitary District.

*On motion of Member Fritz, seconded by Member Long, and carried with the following vote, the Board directed staff to cast a vote for Sherry M. Sterrett for the CSDA Board of Directors. Ayes: Di Giorgio, Fritz, Long, Quesada. No: Welsh.*

STAFF REPORT:

Grand jury report on the cost of governance. The Manager discussed the Grand Jury Report titled "The Cost of Governance: Local Control Comes at a Price" which was released on June 18, 2010.

Member Welsh requested a report from the Manager detailing Board compensation for meetings, travel, and medical.

MANAGER'S ANNOUNCEMENTS:

North Bay Water Reuse Authority is hosting a Plenary session on Wednesday, June 30<sup>th</sup> at 9 a.m. at Inn Marin in Novato.

ADJOURNMENT IN MEMORY OF FORMER DISTRICT EMPLOYEES ROBERT BOLICK AND MARVIN MILLER: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:40 p.m. in memory of Robert Bolick and Marvin Miller.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording

DRAFT

July 12, 2010

A public hearing of the Board of Directors of the Novato Sanitary District was held at 12:00 p.m., Monday, July 12, 2010, at the District Office, 500 Davidson Street, Novato.

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Secretary Julie Borda and District Counsel Kent Alm.

ALSO PRESENT: Brant Miller, Novato resident  
Norman Stone, Novato resident  
Jo Heffelfinger, Novato resident  
Todd Smith, Novato resident  
Richard Di Marco, former District employee and Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

PUBLIC COMMENT: None.

PUBLIC HEARING PURSUANT TO ARTICLE 13(D) OF THE CALIFORNIA CONSTITUTION-INCREASED SEWER SERVICE CHARGES:

President Long opened the Public Hearing at 12:03 p.m.

Staff Report:

The Manager noted that the Board authorized and the District published the Proposition 218 Notice and subsequently mailed the notice to all District property owners within the required 45 day advance notice. She stated that this notice alerted property owners of the potential rate increase. She stated that due to the approval of the referendum election reinstating the contract between the District and Veolia Water, no rate increase would be necessary. She stated that the financial information confirming that the rate increase was unnecessary was contained in the preliminary budget and would be discussed at the regular board meeting at 6:30 p.m.

The Manager discussed the written protests that were received.

District Counsel Kent Alm discussed the hearing procedures and noted it was not necessary for the District to issue a Proposition 218 hearing because no rate increase was going to be requested. He noted, however, the District had determined a rate increase would have been necessary if the referendum election had failed but at the time of beginning the Proposition 218 process, the outcome of the election was unknown.

Public Comment:

Richard Di Marco, Novato resident, commented on the Manager and Deputy Manager's ability to manage the District. He questioned why the District had not trained the current employees to operate the upgraded treatment facility.

Member Quesada rebutted Mr. Di Marco's comments regarding the employee training.

Receive and tally written protests.

The Manager stated that a total of 70 protest letters were received by the District with 28 from single family dwelling property owners, 1 from a commercial property owner and 41 from apartment tenants. She stated that the 70 letters received constituted less than 1% of the 21,000 total connections serviced by the District.

President Long closed the public hearing at 12:25 p.m.

PUBLIC HEARING – 2010-11 SEWER SERVICE CHARGE REPORT:

President Long opened the public hearing at 12:25 p.m.

The Manager noted that this hearing was to provide for the collection of sewer service charges on the Marin County Property tax rolls. District Counsel clarified the process of the public hearing in this matter.

There was no public comment and President Long closed the public hearing at 12:27 p.m.

RECOMMENDED SEWER SERVICE CHARGE ORDINANCE NO. 113:

Consider adoption of Ordinance No. 113 establishing sewer service charge rate. The Manager explained to the Board that a new ordinance was necessary even though the sanitary sewer rates will remain the same because the previous ordinance addressed only the fiscal years 2005/06 through 2009/10.

Member Welsh questioned the sewer service charge schedule for non-residential properties, particularly supermarkets. The Manager explained the method used to determine the non-residential rate.

President Long stated that he would like to examine further the three tier rating system the District utilizes to determine the residential sewer service charges. He questioned if the District could adjust the rate jump between the tier two and tier three water users.

*On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously, Ordinance No. 113 was adopted.*

**RESOLUTION CONFIRMING REPORT ON SEWER SERVICE CHARGES:**

Consider adoption of Resolution No. 3025: A Resolution Prescribing and Providing for the Collection of Sewer Service Charges for Novato Sanitary District on the Tax Rolls of the County of Marin for the Fiscal Year 2010-2011. Member Quesada questioned alternative methods for sewer service charge collection. District Counsel Kent Alm explained alternative collection methods and costs to Member Quesada.

*On motion of Member Di Giorgio, seconded by Member Fritz and carried unanimously, the Board adopted Resolution No. 3025: A Resolution Prescribing and Providing for the Collection of Sewer Service Charges for Novato Sanitary District on the Tax Rolls of the County of Marin for the Fiscal Year 2010-2011.*

**ADJOURNMENT:** There being no further business to come before the Board, President Long adjourned the meeting at 12:36 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording

July 12, 2010

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

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Secretary Julie Borda and District Counsel Kent Alm.

ALSO PRESENT: Brant Miller, Novato resident  
Jo Heffelfinger, Novato resident  
Dean L. Heffelfinger, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS: None.

CONSENT CALENDAR:

The Manager requested a change be made to the staff report Item no. 5.a. as follows:  
*The **2010/2011** budget includes a line item of **\$110,000** in the Vehicle Replacement Fund to purchase...*

Member Welsh questioned Veolia's use of District vehicles. The Manager noted that the crane truck being authorized for purchase would most likely be used at the pump stations by the Collection Systems crew.

*On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the following consent calendar items were approved:*

- a. Authorize expenditure for replacement of crane truck for an amount not to exceed \$110,000.*

- b. *Approve regular disbursements in the amount of \$400,287.65, project account disbursements in the amount of \$1,030,811.34, board member disbursements in the amount of \$3,329.97 and payroll and payroll related expenses in the amount of \$290,954.30.*

BUDGET:

Consider adoption of the Preliminary Budget for 2010/11.

The Manager reviewed the preliminary budget. President Long requested the Manager point out areas in which the preliminary budget differed from the previous preliminary budget. The Manager reported that the primary difference was reflected in the operations budget numbers due to the fact that the Novato Sanitary District Contract Service Agreement for Operation, Maintenance and Management of Wastewater Treatment Facilities with Veolia Water will go into effect on August 7, 2010.

The Board discussed details of the budget with the Manager.

The Manager noted that the final budget should be available for Board approval at the August 23<sup>rd</sup> board meeting.

*On motion of Member Di Giorgio, seconded by Member Fritz and carried unanimously, the Board adopted the Novato Sanitary District Preliminary Budget for 2010/11.*

PERSONNEL:

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

The Manager noted that the Memorandum of Understanding (MOU) between the District and Teamsters Local 315 included an across-the-board wage increase, effective July 1, 2010, to reflect the 2.4% increase in the Consumer Price Index. She requested the Board grant an equivalent wage increase of 2.4% for management and confidential employees, effective July 1, 2010.

President Long opened this item for public comment.

Dean L. Heffelfinger, Novato resident, discussed the 2.4% increase for management and confidential employees, stating that he feels the increase is premature. He stated that if Veolia Water does operate the treatment facility, the District management and confidential employee's salaries should be reduced to reflect the reduction in their responsibilities.

Member Welsh asked if the 401A Plan the District offers their non-represented employees will be made available to the represented employees. The Manager stated

that the 401A Plan was not requested by the represented employees and is not included in their MOU.

*On motion of Member Fritz, seconded by Member Di Giorgio, and passed with the following vote, the Board granted a 2.4% cost-of-living increase to management and confidential employees for fiscal year 2010/11. Ayes: Long, Di Giorgio, Fritz, Quesada. No: Welsh.*

#### COLLECTION SYSTEM IMPROVEMENTS:

Consider accepting a proposal from Nute Engineering to design a replacement sewer on Galli Drive. The Deputy Manager-Engineer discussed the project, noting that the District had received a proposal in the amount of \$82,000 from Nute Engineering to provide engineering services. He stated that Nute understands the urgency of the work and will make the project a priority in order to bid the work in the Fall of 2010.

Member Welsh asked what material the current pipe is made of. The Deputy Manager-Engineer stated it is an asbestos concrete pipe and will be replaced with a 10" diameter pipe to better facilitate the flow in that area.

Member Quesada questioned Nute's role in the project and the Deputy Manager-Engineer stated that they would be providing design phase and support services during the construction of the project.

*On motion of Member Fritz, seconded by Member Di Giorgio and passed unanimously, the Board approved a proposal for engineering services for Design and Construction from Nute Engineering in the amount of \$82,000 for the Collection System Improvements; Galli Drive Sewer Replacement Project, No. 72706, Phase G.*

#### STAFF REPORTS:

North Bay Watershed Association (NBWA). The Manager noted that the NBWA meeting was held at the Marin Community Foundation on Friday, July 9<sup>th</sup>. She gave an overview of the meeting, the guest speakers and the information covered. The next NBWA meeting will be held in September.

North Bay Water Reuse Authority (NBWRA). President Long gave an overview of the Plenary Session that was held on June 30<sup>th</sup> at the Inn Marin in Novato. He noted that all District Board members attended as well as the District's Manager and Deputy Manager. Member Di Giorgio commented on the recycled water project that was discussed at the session. The Manager discussed the completion of Phase 1 of the recycled water project under the State Revolving Fund (SRF) loan. She discussed financing with the Board and stated that payback of the recycled water expenses would come from end users. The Manager noted that the next NBWRA meeting would be held on July 19<sup>th</sup>.

Priority Standard Operating Procedures. The Deputy Manager-Engineer presented the Board and audience with a report listing the twenty-one Standard Operating Procedures (SOP) manuals that were delivered to the District on or before July 1, 2010. He noted there were another seventeen SOP's still in the draft phase pending office and field verification. The Deputy Manager-Engineer discussed the SOP list with the Manager and the Board members.

Member Welsh asked why the SOP's were not available for public and board review. Member Di Giorgio stated there may be reasons related to homeland security and the information contained in the SOP's may need to be kept confidential.

Member Welsh discussed homeland security issues with District Counsel and asked for Counsel's opinion on the public release of the District's SOP manuals. District Counsel Kent Alm gave general comments regarding Homeland Security requirements and stated he was not familiar with specific requirements that would apply to the District's SOP's. He stated there are restrictions that may apply to some of the SOP's.

President Long stated that if there were documents the Board members wished to review, these should be made available promptly, inline with the Freedom of Information Act.

Environmental Management System Gap Analysis. The Manager stated that the ISO 14001 Environmental Management System (EMS) scoping study which the Board authorized at the April board meeting has been prepared. She will schedule board review of this study at a future Board meeting.

Wastewater Operations Transition Planning. The Manager briefly discussed a letter to the District from Veolia Water stating their intent to resume operations at the District under the terms and conditions of the Contract Service Agreement dated September 24, 2009. She stated the Agreement will become effective August 7, 2010.

#### MANAGER'S ANNOUNCEMENTS:

- Wastewater Operations Committee meeting at 2 p.m. on Monday, July 19<sup>th</sup>.
- Central Marin Sanitation Agency is hosting an open house for their new primary treatment facility on July 15<sup>th</sup> at 3 p.m.
- MAR Sanitary District Symposium on July 15<sup>th</sup> at 10 a.m.
- CWEA Redwood Empire Section Dinner Tour will be hosted by the District on July 22<sup>nd</sup>; facility tour at 4 p.m. and dinner presentation at the Cacti Restaurant at 6:30 p.m.
- As of the current date, California has not approved a State budget, but this is not affecting the District.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording

DRAFT

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE</b> Consent Calendar: Fund transfer from Capital Account to Operating Account	<b>MEETING DATE:</b> July 26, 2010  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Approve transfer of funds from the Capital Improvement Fund to the Operating Fund for staff time spent on Capital Projects.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At the end of each fiscal year, the Operating Fund is reimbursed from the Capital Improvement Fund for staff time spent on Capital Improvement Projects. Expenses are based on actual time spent at hourly rate, plus an allowance of 35% for overhead and supervision.</p> <p>Engineering expenses for fiscal year 2009-10 amount to \$138,252.59 plus overhead of \$48,388.41 for a total of \$186,641.00. The attached spreadsheet gives a breakdown of staff time by project.</p> <p>Last year's fund transfer was \$163,731.46.</p>	
<b>ALTERNATIVES:</b> Do not authorize fund transfer	
<b>BUDGET INFORMATION:</b> Reclassifies expenses from Operating Fund to Capital Improvement Fund	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

<b>Fund Transfer 2009-10</b>	<b>Bill</b>		<b>Steve</b>		<b>Craig</b>		<b>Mel</b>		<b>Kevin</b>		<b>Robin</b>		<b>Sandeep</b>		<b>Bev</b>		<b>Total</b>	<b>Total</b>	<b>+ Overhead</b>	
<b>Activity</b>	hrs	40.74	hrs	54.60	hrs	50.76	hrs	39.77	hrs	36.07	hrs	32.72	hrs	71.63	hrs	80.83	Hours	\$	35%	
<b>Capital Projects</b>																				
00-11 Admin. Bldg. Remodel	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	1.00			0.00		0.00
01-08 BMK 5 Pump Station Rehab	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-11 SCADA Phase II & IIA	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-13 Pump Station Facility Plan	16.5	672.21	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	16.50	672.21	907.48	
01-16 Novato Heights SAD	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-03 Collection System Repairs	1.5	61.11	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2.00	143.26	0.00	0.00	3.50	204.37	275.90	
03-06 Marin Village PS Rehab	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07 Olive St. PS Controls	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-03 BMK Pump Station Rehab	0	0.00	118.5	6,470.10	2	101.52	0	0.00	0	0.00	0	0.00	69.00	4,942.47	0.00	0.00	187.50	11,412.57	15,406.97	
04-07 Facilities Detailed Plan	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-03 WWTF Upgrade Final Design	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-06 Biosolids Master Plan	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-07 Stonetree Recycled Water	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-08 N. Bay Water Recycling Auth	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	4.00	323.32	4.00	323.32	436.48	
05-09 NTP Soil & Groundwater Invest	0	0.00	1	54.60	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	1.00	54.60	73.71	
06-04 Laboratory Improvements	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-07 WWTP Upgrade Contract A1	0	0.00	5	273.00	0	0.00	0	0.00	0	0.00	0	0.00	15.00	1,074.45	0.00	0.00	20.00	1,347.45	1,819.06	
06-08 WWTP Upgrade Contract A2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1.00	71.63	0.00	0.00	1.00	71.63	96.70	
06-09 WWTP Upgrade Contract B	0	0.00	132	7,207.20	695.5	35,303.58	27	1,073.79	0	0.00	0	0.00	491.50	35,206.15	126.00	10,184.58	749.50	52,597.93	71,007.20	
06-10 '07 Collect Sys Improv	454	18,495.96	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	21.00	1,504.23	0.00	0.00	475.00	20,000.19	27,000.26	
06-11 Bayside Sewer	6	244.44	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	6.00	244.44	329.99	
06-12 Southgate	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
07-01 Minor Projects	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07-02 Sewer Adj. for City Projects	0	0.00	0	0.00	0	0.00	0	0.00	11	396.77	0	0.00	0.00	0.00	0.00	0.00	11.00	396.77	535.64	
07-03 '08 Collect Sys. Spot Repairs	8	325.92	0	0.00	0	0.00	0	0.00	8	288.56	0	0.00	17.00	1,217.71	0.00	0.00	33.00	1,832.19	2,473.46	
07-04 '08 Reclam. Fac Spot Repair	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	7.00	501.41	0.00	0.00	7.00	501.41	676.90	
07-05 '08 TP & PS Spot Repairs	0	0.00	2	109.20	0	0.00	0	0.00	0	0.00	0	0.00	5.00	358.15	0.00	0.00	7.00	467.35	630.92	
07-06 '08 Collect Sys. Improvements	305.5	12,446.07	224	12,230.40	0	0.00	0	0.00	0	0.00	0	0.00	119.00	8,523.97	0.00	0.00	648.50	33,200.44	44,820.59	
07-07 Ham. Wetland/OF mon. & plan.	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
07-08 Cogeneration	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
08-08 Strategic Plan Update	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09-01 Annual Minor Projects	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09-02 Annual Sewer Adj. for City Proj.	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09-03 Annual Collection Sys. Repairs	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09-04 Annual Rec. Fac. Improvements	0	0.00	76	4,149.60	0	0.00	0	0.00	0	0.00	0	0.00	7.00	501.41	0.00	0.00	83.00	4,651.01	6,278.86	
09-05 Annual TP & PS Improvements	0	0.00	148	8,080.80	0	0.00	0	0.00	0	0.00	0	0.00	29.50	2,113.09	0.00	0.00	177.50	10,193.89	13,761.74	
<b>SUBTOTAL</b>	791.50	32,245.71	706.50	38,574.90	697.50	35,405.10	27.00	1,073.79	19.00	685.33		0.00	784.00	56,157.92	131.00	10,507.90	2,431.00	138,171.76	186,531.88	
PLUS 35% Overhead		\$11,286.00		\$13,501.22		\$12,391.79		\$375.83		\$239.87		\$0.00		\$19,655.27		\$3,677.77		\$48,360.12		
<b>TOTAL:</b>		\$43,531.71		\$52,076.12		\$47,796.89		\$1,449.62		\$925.20		\$0.00		\$75,813.19		\$14,185.67		\$186,531.88		

# Novato Sanitary District Check Register

July 26, 2010

Date	Num	Name	Credit
<b>Jul 26, 10</b>			
7/26/2010	51399	Pacific, Gas & Electric	145,473.88
7/26/2010	51361	California Trenchless Inc.	86,947.46
7/26/2010	51359	Benesi, Steve C.	47,667.00
7/26/2010	51412	Veolia Water North America	46,630.03
7/26/2010	51369	Covello Group, The	45,515.48
7/26/2010	51408	Sideman & Bancroft, LLP	41,866.50
7/26/2010	51358	Barg, Coffin, Lewis & Trapp	34,444.18
7/26/2010	51375	Ghilotti Bros. Inc.	17,989.00
7/26/2010	51382	Meyers, Nave, Riback, Silver &...	14,847.45
7/26/2010	51403	PSC	13,995.48
7/26/2010	51405	Rauch Communication Consult...	13,636.85
7/26/2010	51351	Aerotek	10,997.50
7/26/2010	51407	SC Live Inc.	9,163.89
7/26/2010	51396	Novato, City	6,159.90
7/26/2010	51406	Renati, Emil	6,000.00
7/26/2010	51352	Alameda Electrical Distributors...	5,691.61
7/26/2010	51362	Cantarutti Electric, Inc	5,524.00
7/26/2010	51392	North Marin Water District 2	5,438.56
7/26/2010	51368	County of Marin-public works	3,960.00
7/26/2010	51355	Aqua Science	3,400.00
7/26/2010	51415	W.R. Forde	2,814.38
7/26/2010	51388	North Bay Pensions	2,000.00
7/26/2010	51360	Bowens, Kenneth	1,830.00
7/26/2010	51414	Verizon California	1,771.52
7/26/2010	51374	G & K Services	1,767.33
7/26/2010	51364	CED Santa Rosa, Inc	1,493.30
7/26/2010	51354	American Express-22062	1,276.15
7/26/2010	51365	Central Marin Sanitation District	1,260.00
7/26/2010	51417	Willis Professional Land Surve...	1,189.50
7/26/2010	51404	Rain For Rent	1,064.00
7/26/2010	51380	Kaiser Permanente-Cobra	1,042.41
7/26/2010	51416	WasteManagement	963.50
7/26/2010	51363	CD & Power	900.00
7/26/2010	51378	Independent Journal	821.35
7/26/2010	51381	Marin Mechanical II, Inc.	820.00
7/26/2010	51386	Nextel Communications	620.02
7/26/2010	51379	Johnson Controls, Inc.	607.00
7/26/2010	51376	Golden Egg Omlet House	500.00
7/26/2010	51401	Pitney Bowes Reserve Account	400.00
7/26/2010	51373	Edd Clark & Associates, Inc.	388.75
7/26/2010	51356	AT&T-SAC	376.00
7/26/2010	51366	Cintas Corporation	354.30
7/26/2010	51402	Power Industries	330.81
7/26/2010	51411	Turblex, Inc.	329.55
7/26/2010	51371	CWEA-Redwood Empire Secti...	320.00
7/26/2010	51383	MME	302.12
7/26/2010	51367	Core Utilities, Inc.	300.00
7/26/2010	51377	Ikon Office Solutions	276.93
7/26/2010	51400	Petty Cash	273.26
7/26/2010	51398	Pace Supply, Inc.	236.52
7/26/2010	51353	Alhambra	221.27
7/26/2010	51394	Novato Builders Supply	176.08
7/26/2010	51413	Verizon Business	167.33
7/26/2010	51372	Datco Billing Inc.	163.80
7/26/2010	51390	North Marin Auto Parts	149.49
7/26/2010	51395	Novato Chevrolet	135.00
7/26/2010	51418	Zee Medical Company	110.68
7/26/2010	51387	North Bay Gas & Weld	108.00
7/26/2010	51389	North Bay Portables, Inc.	89.70
7/26/2010	51409	Staples Business Adv	80.53
7/26/2010	51391	North Marin Water District	60.07
7/26/2010	51370	CWEA	60.00
7/26/2010	51397	One Stop Auto Service Inc.	53.80
7/26/2010	51385	National Notary Association	52.00
7/26/2010	51384	MSA Redwood Empire Chapter	50.00
7/26/2010	51357	B.W.S. Distributors, Inc.	39.71

07/23/10

# Novato Sanitary District Check Register

July 26, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
7/26/2010	51410	Talley	36.08
7/26/2010	51393	Novato Brushless Car Wash	26.38
<b>Jul 26, 10</b>			<b><u>593,757.39</u></b>

07/23/10

# Novato Sanitary District Check Register

July 26, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jul 26, 10</b>			
7/26/2010	2066	Covello Group, The	122,142.72
7/26/2010	2068	Grainger	859.85
7/26/2010	2067	Empire Mini Storage - Novato	730.00
7/26/2010	2069	ModSpace Corporation	411.50
<b>Jul 26, 10</b>			<b><u>124,144.07</u></b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Board of Directors: Committee Appointments</b>	<b>MEETING DATE: July 26, 2010</b> <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Presidential appointment of committee members	
<b>SUMMARY AND DISCUSSION:</b>  <i>Standing Committee Assignments 2009-10:</i>  Joint City/District Solid Waste Committee: George C. Quesada Michael Di Giorgio, Alternate  California Association of Sanitation Agencies: Michael Di Giorgio, Delegate William Long, Alternate  California Sanitation Risk Management Authority: Beverly B. James, Delegate. Michael Di Giorgio, Alternate  North Bay Water Reuse Authority: Beverly B. James, Delegate William C. Long, Alternate  North Bay Watershed Association: Beverly B. James, Delegate George C. Quesada, Alternate  Wastewater Operations Committee (appointed 9/21/09): George C. Quesada James D. Fritz	
<b>DEPT. MGR:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Appointment of Secretary Pro-Tem for fiscal year 2010-11	<b>MEETING DATE:</b> 7/26/2010 <b>AGENDA ITEM NO. :</b>
<b>RECOMMENDED ACTION:</b> Consider appointment of Administrative Secretary to serve as Secretary Pro-Tem	
<b>SUMMARY AND DISCUSSION:</b>  The position of District Secretary/Treasurer is held by the District Manager-Engineer and the position of Secretary Pro-Tem is usually held by the Administrative Secretary who regularly attends Board meetings to record minutes and otherwise serve as Secretary to the Board.  The position of Administrative Secretary is held by Julie Borda who has been attending meetings and recording minutes for the past several years. It is therefore recommended that Julie be appointed Secretary Pro Tem for fiscal year 2010-11.	
<b>ALTERNATIVES:</b> Do not appoint Secretary Pro Tem.	
<b>BUDGET INFORMATION:</b>	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Personnel: Abolish positions	<b>MEETING DATE:</b> July 26, 2010
<b>AGENDA ITEM NO.:</b>	
<b>RECOMMENDED ACTION:</b> Abolish the positions of Wastewater Treatment Plant Operator II, and Mechanical Maintenance Technician II as of 12 midnight, August 6, 2010.	
<b>SUMMARY AND DISCUSSION:</b>	
<p>On May 11, 2009, the District and the Teamsters signed a Memorandum of Agreement (MOA) covering the transition of employees to the "Vendor". On August 25, 2009, Veolia signed the MOA and on September 3<sup>rd</sup> and 4<sup>th</sup>, 2009 the District employees that are represented by the Teamsters and choosing to transition to Veolia also signed the agreement. The Contract Service Agreement with Veolia was put on hold pending the outcome of the referendum of June 8, 2010. The referendum affirmed the District's decision to contract for the treatment plant operation and maintenance.</p> <p>The Teamsters were informed on June 28, 2010 of the election results. On July 6, 2010, Veolia formally notified the District of its intent to resume operations under the terms and conditions of the Contract Service Agreement with the District dated September 24, 2010 effective August 7, 2010. The District met and conferred with the Teamsters representatives regarding the effects of this transition on July 14, 2010. The employees impacted were also sent letters on July 14, 2010, notifying them individually of the transition date and the District's intent to lay them off as of August 6, 2010.</p> <p>Following the commencement of the contract the District positions of Wastewater Treatment Plant Operator II, and Mechanical Maintenance Technician II will no longer be needed. Staff is recommending that the Board abolish these positions as of 12 midnight on August 6, 2010, in order to provide for an orderly layoff and transfer to Veolia.</p>	
<b>ALTERNATIVES:</b> None.	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**MONTHLY OPERATIONS REPORT  
June 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)**

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**TREATMENT PLANT PERFORMANCE SUMMARY:**

**June 2010:**

Parameter	Monthly Performance June 2010	
	Novato WWTP	Ignacio WWTP
Flow, MGD (monthly average)	4.33	
Influent BOD <sub>5</sub> , mg/L (monthly average)	184	
Influent TSS, mg/L (monthly average)	218	
Effluent BOD <sub>5</sub> , mg/L (monthly average)	15	
Effluent TSS, mg/L (monthly average)	11	
Effluent BOD <sub>5</sub> - % Removal	92	
Effluent TSS - % Removal	95	
Ammonia mg/L (monthly average)	0.18	
<b>Total Permit Exceedances NPDES</b>	<b>0</b>	

WDR EXCEEDANCE (RECLAMATION)	PARAMETER	RESULT	DATE
E-004	pH	9.5	6/01/2010
E-004	pH	9.6	6/14/2010
E-004	pH	9.3	6/22/2010
E-005	pH	9.6	6/14/2010
E-005	pH	9.2	6/22/2010
E-008	pH	9.4	6/01/2010

**Discussion of Violations / Excursions:**

**pH Wildlife and Reclamation Ponds:** A wide fluctuation in pH is normal for pond operations. This is a naturally occurring condition due primarily to photosynthesis and the oxygen / carbon dioxide cycle.

Note - An online technical article describing this cycle can be found at:

[http://aquanic.org/publicat/usda\\_rac/efs/srac/464fs.pdf](http://aquanic.org/publicat/usda_rac/efs/srac/464fs.pdf) . No discharge from this location occurs.

**OPERATIONS & MAINTENANCE STATUS / REVIEW:**

**Key events for the period:**

**General:**

- Digester #1 start-up began
- Flare – start-up began
- Flushed SBS lines and tank @ Ignacio
- Drained Hypo tank – leaking, into temporary tank
- Digester Mixing Pump @ Ignacio
- Primary Clarifier #1 – motor change out

- Veolia project manager and assistant project manager are attending 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
- Discharge extension to June 21, 2010 was granted by RWQCB.
- Administration Building new standby generator on-line.

### **CONSTRUCTION UPDATE:**

- Grading and paving of the Novato treatment plant site will take place in July & August

### **ADMINISTRATION:**

- June 2010 Consulting Services Invoice submitted on July 3, 2010
- June 2010 Technical Services Invoice submitted on July 19, 2010

### **SAFETY AND TRAINING:**

#### Safety & Regulatory Training

- Monthly plant safety inspections for Novato WWTF completed on June 28, 2010
- No lost time accidents reported during the month of June 2010.
- Workers Comp Claim, back injury, physical therapy prescribed. No lost time.
- Five Minute Tailgate training is held daily with the O&M staff.
- Bloodborne Pathogens – 6/2/10 & 6/8/10
- Forklift Training – 6/15/10
- Hot Work Training – 6/16/10

#### Skills & Technical Training

- Digester Cover Training - 6/8/10
- SCADA – Digester Training – 6/8/10
- Ultra-Violet Transmittance Meter Training

### **PUBLIC RELATIONS:**

- Plant tours on June 5, 2010 & June 18, 2010

**VWWOS EMERGENCY AGREEMENT:**

- Operations ongoing under the Emergency Agreement

**MISCELLANEOUS**

- Online Risk Solutions completed development of selected SOPs, 6/30/10

**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**

**June 1, 2010 - June 30, 2010**

	<b>Open Work Orders Due Prior to 6/1/10</b>	<b>Open Work Orders 6/1/10 - 6/30/10</b>	<b>Total Open Work Orders</b>
Preventative	6	236	
Corrective	17	15	
Total	23	251	274

	<b>Closed Work Orders in June 2010 (Due Prior to 6/1/10 and after 6/30/10)</b>	<b>Closed Work Orders 6/1/10 - 6/30/10</b>	<b>Total Closed Work Orders</b>
Preventative	48	158	
Corrective	8	9	
Total	56	167	223

<b>Total Outstanding Work Orders as of July 1, 2010</b>	<b>51</b>
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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
<b>Employee Hours Worked</b>														
Number of Employees	7	7	7	5	5	6								
Regular Time Worked on Coll. Sys.	664	586	683	571	533	650							3,687	
Regular Time Worked on Pump Sta	332	253	266	277	210	183							1,521	
Regular Time Worked on Other	6	25	56	5	13	0							105	
Vacation/Sick Leave/Holiday	356	354	481	24	106	122							1,442	
Overtime Worked on Coll. Sys.	16	15	22	29	46	47							174	
Overtime Worked on Pump Sta	50	22	42	40	50	28							232	
Overtime Worked on Other	0	8	17	0	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	
<b>Productivity</b>														
Rodder 3203 Ft. Cleaned	4,781	13,489	1,757	4,311	1,749	6,346							32,433	5,406
Truck 3205V Ft. Cleaned	638	16,422	22,889	61,242	23,116	24,276							148,583	24,764
Truck 3206V Ft. Cleaned	38,870	39,448	51,850	8,051	16,341	20,086							174,646	29,108
Camera Ft. Videod														
Work Orders Completed	133	267	230	219	119	145							1,113	
Total Footage Cleaned	44,290	70,218	76,496	73,604	41,206	50,708							356,522	59,420
<b>Stoppages</b>														
Minor	0	0	1	1	3	1							6	
Major	3	3	1	0	0	1							8	
Overflow Gallons	5,675	9,380	109	50	35	10,000							25,249	
<b>Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	65	117	109	123	71	78								
Total Stoppages/100 Miles	1.3	1.3	0.8	0.4	1.3	0.8								
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	21							123	
Overflow Gallons/100 Miles	2522	4169	48	22	16	4444							11221.40	1,870

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Pump Station Rehabilitation Project; Project Unit 2, Rowland Plaza, Vintage Oaks 1 & 2 and Western Oaks Pump Stations; Project No. 72403	<b>MEETING DATE:</b> July 26, 2010  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Adopt a resolution rejecting all bids.	
<b>SUMMARY AND DISCUSSION:</b>  At its May 24th meeting the District Board made CEQA findings and authorized staff to advertise for bids for the project. On July 8th, 5 bids were received as follows:  JMB Construction \$1,540,200.00 Anderson Pacific \$1,650,930.00 Team Ghilotti \$1,696,242.50 WR Forde & Associates \$1,794,576.73 Maggiora & Ghilotti \$1,794,794.00  JMB Construction of South San Francisco submitted the lowest bid of \$1,540,200.00. The low bidder was challenged on the basis of its safety record and they responded that their record met the bid requirements.  However, after receiving the bids, the District was made aware of the current plans for the Hanna Ranch area, which is tributary to three of the pump stations in the project. They are proposing a development that includes a hotel, which would require the pump stations to be larger. Accordingly, staff is recommending that the District delay this project.  Section 20166 of the Public Contract Code states: "In its discretion, the legislative body may reject any bids presented and readvertise".  Accordingly, staff is recommending that the District reject all bids and delay the project until the development plans for the tributary area are finalized.	
<b>ALTERNATIVES:</b> Award contract	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**RESOLUTION NO. 3026**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NOVATO SANITARY DISTRICT**

**REJECTING ALL BIDS FOR THE 2009 PUMP STATION REHABILITATION  
PROJECT UNIT 2 - ROWLAND PLAZA, VINTAGE OAKS NO. 1 and NO. 2  
and WESTERN OAKS PUMP STATIONS**

**PROJECT NO. 72403-02**

**WHEREAS**, the Novato Sanitary District ("District") solicited bids for the 2009 Pump Station Rehabilitation Project Unit 2 - Project 72403-02, and the District received five bids; and

**WHEREAS**, upon further review, staff would like to add additional elements/pump station work to this project and re-bid the project at a later date; and

**WHEREAS**, pursuant to Public Contract Code Section 20166, a public entity retains the discretion to reject all bids it receives on a given project and to put the project back out to bid; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Novato Sanitary District hereby rejects all bids for the 2009 Pump Station Rehabilitation Project Unit 2 - Project 72403-02, and directs staff to reconfigure the project and re-advertise for bids.

**PASSED, APPROVED AND ADOPTED** this 26th day of July, 2010.

AYES:

NOES:

ABSENT:

ABSTAIN:

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President, Board of Directors

ATTEST:

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Secretary

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Collection System Improvements; Project 72706, Phase F; Center Road – Rica Vista to Western Drive Sewer Project</b>	<b>MEETING DATE: July 26, 2010</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION: Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>Nute Engineering has completed the plans and specifications for this project and the project is ready for bid. This project consists of replacing 938 feet of sewer main in Center Road between Rica Vista and Western Drive. The purpose of this project is to relieve surcharge conditions in the existing sewer at Western Drive.</p> <p>The Engineer's Estimate for this work is \$520,000.00. District staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work consists of reconstruction of an existing facility where the new facility will be located on the same site as the facility replaced and will have substantially the same purpose and capacity of the facility replaced.</p> <p>Staff recommends making CEQA findings, approving plans and specifications and authorizing advertising for bids. Bids are expected to be received on August 19<sup>th</sup>, 2010 and be presented to the Board at the August 23<sup>rd</sup> meeting.</p>	
<b>ALTERNATIVES: Do not bid the project.</b>	
<b>BUDGET INFORMATION: This work will be funded from the budget for Collection System Improvements, Project 72706, which has a FY10-11 preliminary budget of \$3,000,000.00.</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>