

## NOVATO SANITARY DISTRICT

September 8, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, September 8, 2008, at the District Office, 500 Davidson Street, Novato.

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

### AGENDA

**1. PLEDGE OF ALLEGIANCE:**

**2. AGENDA APPROVAL:**

**3. PUBLIC COMMENT:**

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

**4. BOARD MEMBER REPORTS:**

**5. REVIEW OF MINUTES:**

- a. Consider approval of minutes of August 25, 2008 meeting.

**6. CONSENT CALENDAR:**

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

- a. Approve disbursements.

**7. AUTHORIZE EXPENDITURE FOR HAULING SPOILS TO LANDFILL:**

- a. Consider approval of expenditure for hauling spoils from the Novato Treatment Plant to Redwood Sanitary Landfill.

**8. LIABILITY CLAIM SETTLEMENT:**

- a. Announcement of claim settlement – 829 Hayden Drive, Novato, as discussed in closed session at the Board meeting of July 28, 2008.

**9. PERSONNEL:**

- a. Consider adoption of a vesting schedule for participation in a 401(a) Retirement Savings Plan.
- b. Consider adoption of a provision allowing management and confidential employees to opt out of the District's medical plan if coverage is provided from another source.

**10. 2008-09 ANNUAL DISTRICT BUDGET:**

- a. Consider adoption of final District budget and resolution fixing tax allocation.

**11. STAFF REPORTS:**

- a. Report on Special Districts' Institute Finance Seminar, September 3-5, 2008.

**12. MANAGER'S ANNOUNCEMENTS:**

**13. ADJOURNMENT:**

Next resolution no. 2991

***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

<b>TITLE: WWTP Upgrade - Contract B; Disposal of unsuitable materials</b>	<b>MEETING DATE: September 8, 2008</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Approval of expenditure to dispose of unsuitable materials at a local disposal site.	
<b>SUMMARY AND DISCUSSION:</b>  <p>As part of the new treatment plant project, the District is responsible for providing the contractor with a site for the disposal of excess soils removed from the treatment plant project. The site the District had available is at capacity so the District had to find a legal disposal site to place the additional materials. Several sites were located and the most economical site to dispose of the materials was on Binford Road near the Gness Field Airport.</p> <p>The dump site, owned by Black John Ranch LLC, fee was \$50.00 per truckload plus \$28.00 per hour for site security. At the time of negotiation with the dump site it was unknown how much material would be taken to the dump site. Approximately 4100 cubic yards of materials were hauled to the dump site between August 4<sup>th</sup> and August 18<sup>th</sup>. The total fee was \$30,666.00 or \$7.48 per cubic yard. Redwood Landfill north of Novato charges and minimum of \$10.00 per cubic yard.</p> <p>Usually the District would negotiate with the contractor to acquire a dump site in these cases. The contractor would, by specification, charge and additional 15% markup on a change order for arranging the dump site. The District saved \$4,600.00 by contracting with the dump site directly.</p> <p>To date approximately 4100 cubic yards of excess materials have been hauled to the dump site. Staff estimates that an additional 2000 cubic yards will need to be hauled to the dump site for an additional amount of \$15,000.00 for a total cost of \$46,000.00. Staff recommends the Board authorize an expenditure not to exceed \$50,000.00 to dispose of the excess spoils.</p>	
<b>ALTERNATIVES:</b> None.	
<b>BUDGET INFORMATION:</b> This expenditure will be funded from the budget for the WWTP Upgrade – Contract B. The 08-09 Preliminary budget for this project is \$35,000,000.00.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Proposed Vesting Schedule for 401(a) Retirement Savings Plan	<b>MEETING DATE:</b> 9/8/2008  <b>AGENDA ITEM NO. :</b>
<b>RECOMMENDED ACTION:</b> Adoption of vesting schedule for participation in 401(a) Retirement Savings Plan	
<b>SUMMARY AND DISCUSSION:</b>  <p>At their meeting of August 11, 2008, the Board approved the contribution of 2.5% of base salary to a 401(a) Retirement Savings Plan for management and confidential employees. Originally it was intended to restrict the plan to existing employees only but was modified at the August 11<sup>th</sup> Board meeting to include new hires in the management and confidential group.</p> <p>The Plan will be presented to the Board for detailed review when it is finalized. In the meantime, staff recommends that the Board adopt a vesting schedule for inclusion in the Plan agreement.</p> <p>Staff's recommendation is that upon termination of employment or retirement from the District, District contributions may be withdrawn as follows:</p> <ul style="list-style-type: none"> <li>20% of contributions after 1 year of service with the District</li> <li>40% of contributions after 2 years of service with the District</li> <li>60% of contributions after 3 years of service with the District</li> <li>80% of contributions after 4 years of service with the District</li> <li>100% of contributions after 5 years of service with the District</li> </ul>	
<b>ALTERNATIVES:</b> Do not approve vesting schedule.	
<b>BUDGET INFORMATION:</b> N/A	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Personnel: Consider provision to opt out of District's medical plan	<b>MEETING DATE:</b> 9/8/2008
<b>AGENDA ITEM NO. :</b>	
<b>RECOMMENDED ACTION:</b> Allow management and confidential employees to opt out of the District's health plan if coverage is provided from another source.	
<b>SUMMARY AND DISCUSSION:</b>	
<p>During negotiating sessions, it was recommended that employees who have medical coverage from another source may opt out of the District's CalPERS medical plan. Agreement on a Memorandum of Understanding was not reached with union representatives. However, staff recommends that the Board allow management and confidential employees to opt out of the District's medical plan if coverage is provided from another source, such as spouse or domestic partner coverage.</p> <p>Employees with alternative coverage would be required to provide written proof of alternative coverage in order to opt out of the District's plan. Employees who opt out of the plan would be required to provide such written confirmation annually thereafter, by the first day of the CalPERS open enrollment period. If confirmation is not provided, the employee would be required to enroll in the District's CalPERS medical plan. If confirmation is provided, it is recommended that the District pay the employee \$350 per month cash in lieu of payments to CalPERS medical insurance coverage.</p> <p>The District pays CalPERS Kaiser North rates for employee health coverage. Premiums for 2008 are: \$470.67 for employee only; \$941.34 for employee plus one dependent; and \$1,223.34 for family rate. Savings to the District for each employee qualifying to opt out of the plan would range from \$120.67 to \$873.34/month depending on the employees' subscriber rate.</p>	
<b>ALTERNATIVES:</b> Do not approve opt-out provision.	
<b>BUDGET INFORMATION:</b> A small savings in employee benefit costs depending on how many employees qualify.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>