

## NOVATO SANITARY DISTRICT

October 27, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 4:30 p.m., Monday, October 27, 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 October 13, 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. Accept quarterly investment report for period ending September 30, 2008.
- b. Approve expenditure of \$26,000 for hauling biosolids from Ignacio Treatment Plant to reclamation.
- c. Acceptance of Adrienne Street Sewer Main Extension (Gateway Office complex)
- d. Meeting schedule – November 10<sup>th</sup> and 24<sup>th</sup>, December 8<sup>th</sup> and 22<sup>nd</sup>, January 12<sup>th</sup> and 26<sup>th</sup>.
- e. Approve disbursements.

**7. SOLID WASTE:**

- a. Consider setting a public hearing date for establishing the maximum charges for refuse collection and disposal services.

**8. WASTEWATER FACILITY UPGRADE PROJECT:**

- a. Progress report.
- b. Consider approval of a proposal to prepare an electronic operations and maintenance manual.
- c. Consider approval of a proposal to prepare a start up plan.

**9. PRETREATMENT – BIOMARIN PHARMACEUTICAL:**

- a. Consider approval of application for relief on pH limits for Biomarin's 300 Bel Marin Keys facility.
- b. Consider adoption of a resolution providing relief on pH limits for BioMarin's 300 Bel Marin Keys Blvd facility and setting the revised pH limits.

**10. NPDES PERMIT:**

- a. Consider approval of acceptance and waiver for mandatory minimum penalties.

**11. BIOSOLIDS:**

- a. Consider approval of a letter regarding biosolids use as alternative daily cover.

**12. STAFF REPORTS:**

- a. Health and dental plan premium modifications.
- b. Adhoc Collection System Committee meeting.
- c. NBWA private lateral model ordinance committee.

**13. MANAGER'S ANNOUNCEMENTS:**

**14. ADJOURNMENT:**

Next resolution no. 2994

***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: Consent Calendar: Ignacio Treatment Plant Biosolids Hauling</b>	<b>MEETING DATE: 10/27/2008</b>
<b>AGENDA ITEM NO. :</b>	
<b>RECOMMENDED ACTION:</b> Authorize Manager-Engineer to approve expenditure to transport biosolids from the Ignacio Treatment Plant to the Reclamation Facility for an amount not to exceed \$26,000.	
<b>SUMMARY AND DISCUSSION:</b>	
<p>In the Fall of every year the District empties the biosolids lagoons at the Ignacio Treatment Plant (ITP) and transports the biosolids to the Reclamation Facility to be placed in the Dedicated Land Disposal (DLD) site.</p> <p>Given the variability of biosolids production and storage at the ITP, as well as the ongoing settling of the biosolids lagoons, it is difficult to precisely estimate the sludge quantities that need to be transported each year. In addition, any preliminary cost estimates are also heavily impacted by extraneous factors such as fuel costs. Therefore, the District's historic practice has been to generate a budget amount that the Board approves as part of the fiscal year budget, have staff attempt to perform the work within this amount, and then authorize the overall expenditure amounts.</p> <p>District staff has typically made arrangements with a sludge hauling company to perform this work, and has historically used different firms for this purpose. For the last two years the District has utilized DenBeste Transportation of Windsor to perform this function since they: (a) they have been the most reasonably priced on unit basis, (b) do not charge travel time to the site because they are a local company, and (c) are flexible and work cooperatively with staff to meet the District's needs. Staff expects to transport the sludge this year for a cost not to exceed \$26,000.00</p>	
<b>ALTERNATIVES: None.</b>	
<b>BUDGET INFORMATION:</b> The FY08-09 budget includes \$30,000 for disposal of sludge from the Ignacio Treatment Plant under Account No. 62115 – Biosolids Disposal – Constr.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Adrienne Street Sewer Main Extension Acceptance</b>	<b>MEETING DATE: October 27<sup>th</sup>, 2008</b>  <b>AGENDA ITEM NO.:</b>
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**RECOMMENDED ACTION:** Staff recommends acceptance of sewer main extension improvements for the Adrienne Street Sewer Main Extension project.

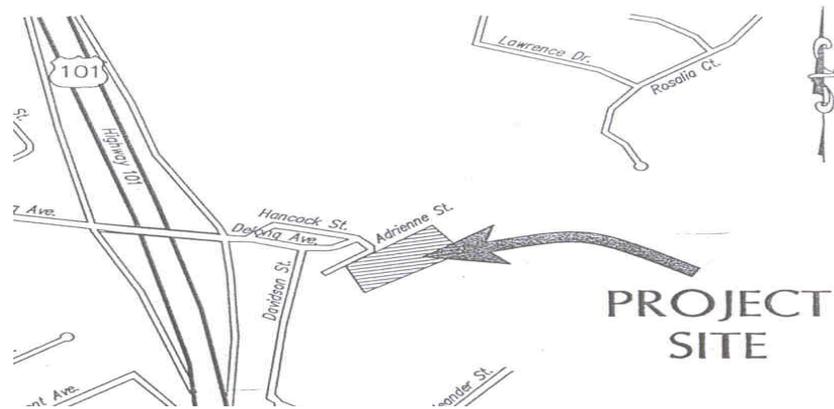
**SUMMARY AND DISCUSSION:**

This agenda item is for project acceptance of Adrienne Street SME permit # 20665

At the time of plan approval the District had agreed to pay for a portion of the construction of the common drop manhole and the sewer main crossing of DeLong Ave with the reconnection of two laterals in a new manhole. The estimated cost to the District was \$11,000.00. The completed cost of construction for these items is estimated to be approximately \$12,000.00

The project has completed the project improvements to the satisfaction of District staff. The items for construction are as follows.

- 2 Manholes ( Standard)
- 1 Manhole ( Drop)
- 175 L.F. of 6" PVC.



**ALTERNATIVES:** Do not accept the project improvements.

**BUDGET INFORMATION:** Increase of District's assets by \$32,530.00 of construction value - \$3,230 of replacement value = \$29,300.00 total assets.

<b>DEPT.MGR.:</b>	<b>MANAGER:</b>
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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Solid Waste Rates</b>	<b>MEETING DATE: October 27, 2008</b>
<b>AGENDA ITEM NO.:</b>	
<b>RECOMMENDED ACTION:</b> Schedule a Public Hearing to consider a solid waste rate increase of 8.0%.	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The franchise agreement between Novato Disposal and the District provides for adjusting the Company's compensation annually based on a detailed rate review for purpose of setting the rates for calendar years 2008 and 2013, and a Refuse Rate Index (RRI) adjustment for purposes of setting the rates for all other years of the Agreement, including 2009.</p> <p>The RRI provides for adjusting the following components of the Company's costs based on changes in specified indices: Labor, Fuel, Vehicle Replacement, Vehicle Repair, and Other Operating Costs. In addition, the RRI provides for an operating ratio (profit) of 90%.</p> <p>Novato Disposal applied for a rate increase of 9.51% for 2009 on August 28, 2008. R3 Consulting reviewed the requested rate increase as shown in the attached draft report and recommends a rate increase of 8.0%. The differences between the two is due to:</p> <ul style="list-style-type: none"> <li>✎ An adjustment to the calculated rate impact of the elimination of free services;</li> <li>✎ Additional costs for providing free trash pick up at parks and from sidewalk containers, valued at \$38,805;</li> <li>✎ The use of FYE 2007 actual revenues rather than the forecasted rate revenues used by the Company as the basis for calculating the required RRI rate adjustment; and</li> <li>✎ The rounding of the RRI indices to one decimal place rather than two as calculated by the Company.</li> </ul> <p>Novato Disposal agreed to the above adjustments.</p> <p><b>Staff Recommendation</b></p> <p>Scheduling a Public Hearing for the regular District Board meeting of December 8, 2008 to consider adjusting the rates for the remainder of 2008 by +8.0% based on the RRI.</p> <p>R3 Consulting has evaluated the Company's request and concur that a rate increase of 8.--% is justified. A copy of R3's report is attached as is Table 1 showing the rates charged by other local agencies.</p>	
<b>ALTERNATIVES:</b> Do not schedule a public hearing	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Wastewater Treatment Plant Upgrade Project 2006-09	<b>MEETING DATE:</b> October 27, 2008  <b>AGENDA ITEM NO.:</b> 8b.
<b>RECOMMENDED ACTION:</b> a. Consider approval of a proposal to prepare an Operations and Maintenance Manual	
<b>SUMMARY AND DISCUSSION:</b>  An Operations and Maintenance manual is needed for the Wastewater Facility Upgrade Project to provide guidance to the staff in operating and maintaining the facilities. This manual is also required by the State Revolving Fund loan. District staff received proposals from three firms: HDR Engineering, Inc., Carollo Engineers, and Brown & Caldwell.  Staff recommends awarding the contract to HDR Engineers, Inc. to prepare and electronic Operations and Maintenance Manual for the Ignacio Transfer Pump Station, the Ignacio Conveyance Force Main, and the Novato Wastewater Treatment Plant upgrade. It will include the following content for each of the unit processes: <ul style="list-style-type: none"><li>• Overview</li><li>• Process theory</li><li>• Schematics</li><li>• Design Criteria</li><li>• Vendor Equipment manuals</li><li>• General operating procedures</li><li>• Control</li><li>• Troubleshooting</li><li>• Alarms</li><li>• Safety</li><li>• General maintenance</li></ul> HDR Engineering, Inc. proposes to perform the above work on a time and materials basis for a not to exceed amount of \$215,000.	
<b>ALTERNATIVES:</b> Deny approval.	
<b>BUDGET INFORMATION:</b> This work will be funded from the budgets for Contracts A1, A2, and B, which have a total 2008-09 budget of \$35,200,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b> Beverly B. James

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Pretreatment – BioMarin Pharmaceutical</b>	<b>MEETING DATE: October 27, 2008</b>
<b>AGENDA ITEM NO.:</b>	
<b>RECOMMENDED ACTION:</b>	
<ul style="list-style-type: none"> <li>a. Approve application for relief on pH limits for BioMarin’s 300 Bel Marin Keys Blvd facility</li> <li>b. Adopt a resolution providing relief on pH limits for BioMarin’s 300 Bel Marin Keys Blvd facility and setting the revised pH limits.</li> </ul>	
<b>SUMMARY AND DISCUSSION:</b>	
<p>At its January 28, 2008 meeting, and upon application by BioMarin Pharmaceutical, Inc. (BioMarin), the District Board approved upper limit relief of pH 10.5 from pH 8.5 for BioMarin’s discharge permit for its 46 Galli Drive facility.</p> <p>BioMarin has now requested similar relief for its 300 Bel Marin Keys (BMK) Boulevard facility. Staff has reviewed the application and recommends granting the relief. The permit language shall read as follows:</p> <p>“pH - the permittee shall maintain the pH within the range of 5.5 to 10.5”</p> <p>The basis of the upper limit relief can be found in section 207 of the District’s Sanitary Code.</p> <p>In addition, staff will continue to use Section 401.17 of Title 40 of the Code of Federal Regulations (40 CFR §401.17) as the basis to exempt excursions from the 5.5 to 10.5 pH range subject to the following limitations:</p> <ul style="list-style-type: none"> <li>(1) The total time during which the pH values are outside the required range of pH values shall not exceed 7 hours and 26 minutes in any calendar month; and</li> <li>(2) No individual excursion from the range of pH values shall exceed 60 minutes</li> </ul> <p>Accordingly, staff recommends that the Board approve granting the requested relief on the pH limits for BioMarin’s 300 BMK facility, and adopt the attached resolution that documents approval and sets the revised pH limits.</p>	
<b>ALTERNATIVES:</b> Deny approval.	
<b>BUDGET INFORMATION:</b> N/A	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: NPDES Permit: Mandatory Minimum Penalties</b>	<b>MEETING DATE: October 27, 2008</b>
	<b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> a. Consider acceptance of the Conditional Resolution and Waiver of Right to Hearing for mandatory minimum penalties of \$39,000 for 13 violations of effluent limits between 1/31/2001 and 2/29/2008	
<b>SUMMARY AND DISCUSSION:</b> <p>The State Water Resources Control Board has initiated a program to expedite assessment and collection of mandatory minimum penalties for violations of NPDES Permit water quality limits. They have identified 12 chronic and 1 serious violation of effluent limits between January 31, 2001 and February 29, 2008 that have not previously received mandatory minimum penalty assessment by the Regional Water Quality Control Board. The violations are shown in the attached Exhibit "A". District staff have reviewed the records and concur with the violations listed.</p> <p>This expedited program does not include the option of using some of the fines to perform a supplemental environmental program.</p>	
<b>ALTERNATIVES:</b> Not waive the right to a hearing and appeal the fines.	
<b>BUDGET INFORMATION:</b> The fines will be paid from the Permit and Fees budget.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Report: Health and Dental Plan Premium Modifications</b>	<b>MEETING DATE:</b> <b>10/27/2008</b>  <b>AGENDA ITEM NO. :</b>																																	
<b>RECOMMENDED ACTION: Information Only</b>																																		
<b>SUMMARY AND DISCUSSION:</b>  Notification of 2009 health and dental plan premiums for the following District policies:  Delta Dental Plan (sub-group of the County of Marin): <table style="margin-left: 40px; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">2008 Rates</th> <th style="text-align: center;">2009 Rates</th> </tr> </thead> <tbody> <tr> <td>Subscriber Only</td> <td style="text-align: center;">62.59/mo.</td> <td style="text-align: center;">62.59/mo.</td> </tr> <tr> <td>Family Rate</td> <td style="text-align: center;">155.07/mo.</td> <td style="text-align: center;">155.07/mo.</td> </tr> </tbody> </table> <p>No increase over last year. 10% increase was projected in the 2008-09 budget.</p> Board Member Kaiser Health Plan (sub-group of the County of Marin): <table style="margin-left: 40px; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">2008 Rates</th> <th style="text-align: center;">2009 Rates</th> </tr> </thead> <tbody> <tr> <td>Subscriber Only</td> <td style="text-align: center;">475.04/mo.</td> <td style="text-align: center;">518.19/mo.</td> </tr> <tr> <td>Subscriber + 1</td> <td style="text-align: center;">950.08/mo.</td> <td style="text-align: center;">1,036.38/mo.</td> </tr> <tr> <td>Family Rate</td> <td style="text-align: center;">1,263.61/mo.</td> <td style="text-align: center;">1,378.39/mo.</td> </tr> </tbody> </table> <p>An increase of 9.08% over last year. The 2008-09 budget projected an increase of 10%.</p> PERS Health Plan (Kaiser North rates): <table style="margin-left: 40px; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">2008 Rates</th> <th style="text-align: center;">2009 Rates</th> </tr> </thead> <tbody> <tr> <td>Subscriber</td> <td style="text-align: center;">470.67/mo.</td> <td style="text-align: center;">508.30/mo.</td> </tr> <tr> <td>Subscriber + 1</td> <td style="text-align: center;">941.34/mo.</td> <td style="text-align: center;">1,016.60/mo.</td> </tr> <tr> <td>Family Rate</td> <td style="text-align: center;">1,223.74/mo.</td> <td style="text-align: center;">1,321.58/mo.</td> </tr> </tbody> </table> <p>This represents an increase of 8% as projected in the fiscal year 2008-09 budget.</p>			2008 Rates	2009 Rates	Subscriber Only	62.59/mo.	62.59/mo.	Family Rate	155.07/mo.	155.07/mo.		2008 Rates	2009 Rates	Subscriber Only	475.04/mo.	518.19/mo.	Subscriber + 1	950.08/mo.	1,036.38/mo.	Family Rate	1,263.61/mo.	1,378.39/mo.		2008 Rates	2009 Rates	Subscriber	470.67/mo.	508.30/mo.	Subscriber + 1	941.34/mo.	1,016.60/mo.	Family Rate	1,223.74/mo.	1,321.58/mo.
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<b>ALTERNATIVES: Information only.</b>																																		
<b>BUDGET INFORMATION: Health and dental plan premiums should be approximately \$5,000 less than budgeted.</b>																																		
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