

NOVATO SANITARY DISTRICT

August 9, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District will be held at 6:30 p.m., Monday, August 9, 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. REVIEW OF MINUTES:

- a. Consider approval of minutes of the July 26, 2010 meeting.

6. ENVIRONMENTAL MANAGEMENT SYSTEM

- a. Initial audit report.

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. Consider granting final acceptance and authorizing staff to file the Notice of Completion for the Center Road/Wilson Avenue Sewer Project Phase A.
- b. Consider approval of the quarterly investment report
- c. Approval of disbursements and ratification of July payroll and payroll-related disbursements.

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

- a. Report on options for strengthening junction boxes.
- b. Consider making CEQA findings.
- c. Consider authorizing staff to either approve a change order to strengthen junction boxes or to approve issuing separate contracts for junction boxes 2 and 3.

9. BOARD OF DIRECTORS:

- a. Presidential appointment of Adhoc Recycled Water Committee.

10. ADMINISTRATION:

- a. Consider approval of a proposal from Rauch Communications for public outreach for 2010/11.
- b. Consider approval of a proposal from RMC Water to provide required NPDES permit studies and reports.

11. RECLAMATION FACILITY MAINTENANCE:

- a. Consider approval of a proposal from Custom Tractor Service to transfer biosolids from the storage ponds to the dedicated land disposal site.
- b. Consider approval of a proposal from Custom Tractor Service to complete the rehabilitation of four irrigation parcels at the Reclamation Facility.

12. STAFF REPORTS

- a. North Bay Water Reuse Authority.

13. MANAGER'S ANNOUNCEMENTS:

14. ADJOURNMENT:

Next resolution no. 3027

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.=

July 26, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, July 26, 2010, preceded by a closed session at 6:00 p.m. at the District Office, 500 Davidson Street, Novato.

At 6:00 p.m. President Long announced the Board would meet in closed session to discuss the following matter on the Closed Session Agenda:

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)

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

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James and Geoffrey Spellberg of Meyers Nave.

Closed Session ended at 6:08 p.m.

Open session began at 6:30 p.m.

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

STAFF PRESENT: Manager-Engineer-Secretary Beverly James and Administrative Secretary Julie Borda.

ALSO PRESENT: Brant Miller, Novato resident
Colleen Rose, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested item #13: *Wastewater Treatment Plant Upgrade Project – Contract B, Project 72609* be deleted from the agenda.

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

REPORT FROM CLOSED SESSION:

The Manager reported that the Board approved a tentative agreement with the Bank of Marin and Alliant Insurance Services in the matter of the litigation: *The Novato Sanitary District vs. The Bank of Marin*. She reported that the settlement included \$110,000 from the Bank of Marin and \$71,927.54 from Alliant Insurance Services representing a total recovery of \$181,927.54.

PUBLIC COMMENT: Suzanne Brown Crow, Novato resident, asked if the legal fees for the bank fraud case were included in the settlement agreement. The Manager reported the settlement did not cover the legal fees. Ms. Brown-Crow requested the settlement not be deemed "a total recovery" because the legal fees incurred in the matter were paid by the District.

BOARD MEMBER REPORTS:

Member Di Giorgio commented on the construction activity.

Member Fritz commented on the construction activity and on the high level of interest at the District sponsored CWEA dinner/tour on July 22nd.

Member Quesada requested the Board prepare commendation certificates for those involved with the Yes on F campaign. The Manager responded that the District Board is not allowed to issue such certificates, but will verify with legal counsel.

President Long commented on his participation at the Central Marin Sanitation Agency tour and discussed their new equipment and processing systems.

REVIEW OF MINUTES:

On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the Board approved the minutes of the June 28th, July 12th (noon) and July 12th (evening), 2010 meetings.

CONSENT CALENDAR:

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

- a. *Approve transfer of \$186,641 from the Capital Improvement Fund to the Operation Fund for staff time spent on Capital Projects.*
- b. *Accept improvements for McClay Road Sewer Main Extension – Benesi Land Division.*
- c. *Approve meeting schedule as follows: August 9th and 23rd, September 13th and 27th, October 11th and 25th.*

- d. Approve regular disbursements in the amount of \$593,757.39 and project account disbursements in the amount of \$124,144.07

BOARD OF DIRECTORS:

Presidential appointment of Committee members for 2010-11.

President Long appointed the following **Standing Committee** members:

Joint City/District Solid Waste Committee:

George C. Quesada
William C. Long
Michael Di Giorgio, Alternate

Wastewater Operations Committee:

Michael Di Giorgio
James D. Fritz
George C. Quesada, Alternate

New Facilities Committee:

Dennis Welsh
James D. Fritz
William C. Long, Alternate

President Long appointed the following **Regular Committee** members:

California Sanitation Risk Management Authority:

Beverly B. James, Delegate
William C. Long, Alternate

North Bay Water Reuse Authority:

Beverly B. James, Delegate
William C. Long, Alternate

North Bay Watershed Association:

Michael Di Giorgio, Delegate
Beverly B. James, Alternate

California Association of Sanitation Agencies:

William C. Long, Delegate
James D. Fritz, Alternate

Appointment of Secretary/Treasurer Pro-Tem for 2010-11:

The Manager noted that 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 and the Manager recommended Ms. Borda be appointed Secretary Pro-Tem for fiscal year 2010-11.

On motion of member Quesada, seconded by Member Fritz, and carried unanimously, the Board appointed Administrative Secretary Julie Borda as the Secretary/Treasurer Pro-Tem for 2010-11.

PERSONNEL:

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

Member Fritz noted there was a date error on the Board report and the Manager requested a change be made as follows: *“terms and conditions of the Contract Service Agreement with the District dated September 24, 2009 effective August 7, 2010”*.

The Manager noted that the Teamsters Local 315 was informed on June 28, 2010 of the election results in which Referendum F was passed and 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 Manager stated that the District met and conferred with the Teamsters representatives regarding the effects of this transition on July 14, 2010. She stated that 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. She recommended the Board abolish these positions as of 12 midnight on August 6, 2010 in order to provide for an orderly layoff and smooth transfer to Veolia.

On motion of Member Di Giorgio, seconded by Member Fritz, and carried unanimously, the Board abolished the positions of Wastewater Treatment Plant Operator II and Mechanical Maintenance Technician II.

WASTEWATER OPERATIONS:

Committee report.

The Manager introduced Project Manager John Bailey, Veolia Water. Mr. Bailey noted the Wastewater Operations Committee met on July 19th and discussed the June 2010 Monthly Operations Report. He stated there were no discharge violations during June and he discussed the facility start-up progress, stating that it has gone well.

Member Quesada asked if the treatment facility was still on target for completion on September 11, 2010. The Deputy Manager-Engineer stated that based on the current construction schedule, the facility should be completed by September 11, 2010.

The Manager discussed the Collection System Monthly Report for 2010. She outlined the overflows and stated the District was able to recover a good portion of the spills. She gave a brief overview of the reclamation facility.

President Long requested an additional line item be added to show the percentage of how many gallons are recovered for each overflow incident. In addition, he requested the Collection Systems report include a few lines of commentary to allow the Board to better interpret the information provided.

PUMP STATION REHABILITATION PROJECT 72403:

Consider rejecting all bids for Pump Station Rehabilitation Project Unit 2. The Manager requested the Board adopt 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.*

The Manager stated that the District had received 5 bids on July 8th with JMB Construction being the lowest bid at \$1,540,200. She stated, however, that after receiving the bids, the District was made aware of the current plans for the Hanna Ranch area, which is tributary to two of the pump stations in the project. She stated that due to this new development, staff is recommending that the District reject all bids and delay the project until the development plans for the tributary area are finalized.

On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously, the Board adopted 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.

COLLECTION SYSTEM IMPROVEMENTS PROJECT 72706, PHASE F:

Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids. The Deputy Manager explained the details of the Collection System Improvements project and noted that District staff had completed the CEQA documentation and determined the project to be categorically exempt. He stated that staff recommends making CEQA findings, approve plans and specifications and authorize advertising for bids. He noted that bids are to be received on August 19th, 2010 and will be presented to the Board at the August 23rd or September 13th meeting.

On motion of Member Fritz, seconded by Member Di Giorgio, and carried unanimously, the Board authorized staff to make CEQA findings, approve plans and specifications and authorize the advertising for bids for the Collection System Improvements Project 72706, Phase F.

STAFF REPORTS:

North Bay Water Reuse Authority (NBWRA). The NBWRA met on July 19th. The Manager discussed current and proposed actions of the organization and discussed the recycled water use project.

California Water Environment Association tour and meeting. The Manager reported that approximately 30 people participated in the CWEA Redwood Empire Section Dinner/Tour at the Novato Sanitary District on July 22nd. She stated that the District's presentation at the dinner following the tour was very informative.

MANAGER'S ANNOUNCEMENTS:

- California Association of Sanitation Agencies (CASA) annual conference will be held in Monterey, August 19th through the 21st.
- The Novato City Council meeting is on July 27th and they will discuss Solid Waste and a Zero Waste Proposal. The Manager plans to attend.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the meeting at 7:28 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Center Road/Wilson Avenue Sewer Project; Project No. 72706, Phase A	MEETING DATE: August 9, 2010 AGENDA ITEM NO.:																		
RECOMMENDED ACTION: Consider granting Final Acceptance of the Project and authorize staff to file the Notice of Completion.																			
SUMMARY AND DISCUSSION: <p>On August 31, 2009 the District Board of Directors awarded the Contract for the Center Road Wilson Avenue Sewer Project to California Trenchless, Inc. for a low bid amount of \$459,359.00. The work began on the project on November 2, 2009 and substantial completion was on April 15, 2010.</p> <p>The Contractor has completed the project and the project is ready for final acceptance. The final cost of the project is \$443,589.29 or \$15,769.71 below the bid amount. This is due to the offsetting amounts of additive and deductive change orders on the project. Change orders descriptions and amounts are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 20%;">Add</th> <th style="width: 20%;">Deduct</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Deduction for damaging slurry seal payable to the City of Novato.</td> <td></td> <td>\$753.57</td> </tr> <tr> <td style="text-align: left;">Additional compensation for installation of drop manhole connections.</td> <td>\$4,116.34</td> <td></td> </tr> <tr> <td style="text-align: left;">Removal of construction materials in the street right-of-way prior to storm events by District forces.</td> <td></td> <td>\$1,600.00</td> </tr> <tr> <td style="text-align: left;">Unused portion of bid amount for changed site condition allowance</td> <td></td> <td>\$17,532.48</td> </tr> <tr> <td style="text-align: left;">Totals:</td> <td>\$4,116.34</td> <td>\$19,886.05</td> </tr> </tbody> </table> <p>It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion.</p>		Description	Add	Deduct	Deduction for damaging slurry seal payable to the City of Novato.		\$753.57	Additional compensation for installation of drop manhole connections.	\$4,116.34		Removal of construction materials in the street right-of-way prior to storm events by District forces.		\$1,600.00	Unused portion of bid amount for changed site condition allowance		\$17,532.48	Totals:	\$4,116.34	\$19,886.05
Description	Add	Deduct																	
Deduction for damaging slurry seal payable to the City of Novato.		\$753.57																	
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Unused portion of bid amount for changed site condition allowance		\$17,532.48																	
Totals:	\$4,116.34	\$19,886.05																	
ALTERNATIVES: None																			
BUDGET INFORMATION: This project was funded under the Collection Systems Improvements Project for 2009-10 which had a budget of \$2,000,000.																			
DEPT.MGR.:	MANAGER:																		

QUARTERLY INVESTMENT REPORT -- For Quarter Ended June 2010

INVESTMENT	ACTIVITY	April	May	June	QTR TOTAL
STATE TREASURER'S	Total deposits/transfers in	11,637,601	0	640,000	12,277,601
INVESTMENT FUND	Total transfers out	2,405,000	2,001,000	20,233,000	24,639,000
	Minimum daily balance	23,519,104	30,750,706	11,157,706	11,157,706
Current Yield	Maximum daily balance	32,751,706	32,751,706	30,750,706	32,751,706
0.56%	Interest earned	0	0	38,464	38,464
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
CHECKING ACCOUNTS					
Interest Rate	Regular Warrants Account				
0.05%	Total deposits & transfers in	2,150,193	14,135,610	21,056,927	37,342,730
	Total checks & transfers out	2,230,082	13,961,761	20,996,512	37,188,355
	Minimum daily balance	48,779	49,849	28,081	28,081
	Maximum daily balance	415,361	6,232,055	704,812	6,232,055
	Interest earned	6	16	10	32
	<u>Payroll Account</u>				
	Total transfers in	147,000	150,000	153,200	450,200
	Total checks & transfers out	150,380	155,093	154,009	459,482
	Minimum daily balance	1,413	1,478	244	244
	Maximum daily balance	140,510	151,478	150,808	151,478
	Interest Earned	0	0	0	0
	<u>Project Account</u>				
	Total transfers in	1,225,600	7,148,458	26,646,588	35,020,646
	Total checks & transfers out	1,217,460	7,143,832	26,647,324	35,008,616
	Minimum daily balance	5,096	3,751	5,028	3,751
	Maximum daily balance	1,091,613	5,861,583	26,513,516	26,513,516
	Interest earned	3	5	59	67

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy submitted to the District Board of Directors on June 11, 2010

The District has the ability to meet six months cash needs.

(2) LAIF interest rate continues to be .56% currently and in March 2010, however this is a significant decrease from .60% in December 2009, and .90% in September 2009.

Bill Lockyer, State Treasurer

Inside the State Treasurer's Office

Local Agency Investment Fund (LAIF)



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
7/15/2010	0.52	0.53	209
7/16/2010	0.52	0.54	208
7/17/2010	0.52	0.54	208
7/18/2010	0.52	0.54	208
7/19/2010	0.52	0.54	205
7/20/2010	0.52	0.54	203
7/21/2010	0.52	0.54	203
7/22/2010	0.52	0.54	203
7/23/2010	0.52	0.54	203
7/24/2010	0.52	0.54	203
7/25/2010	0.52	0.54	203
7/26/2010	0.52	0.53	202
7/27/2010	0.51	0.53	202
7/28/2010	0.51	0.53	200

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

Quarter ending 6/30/2010

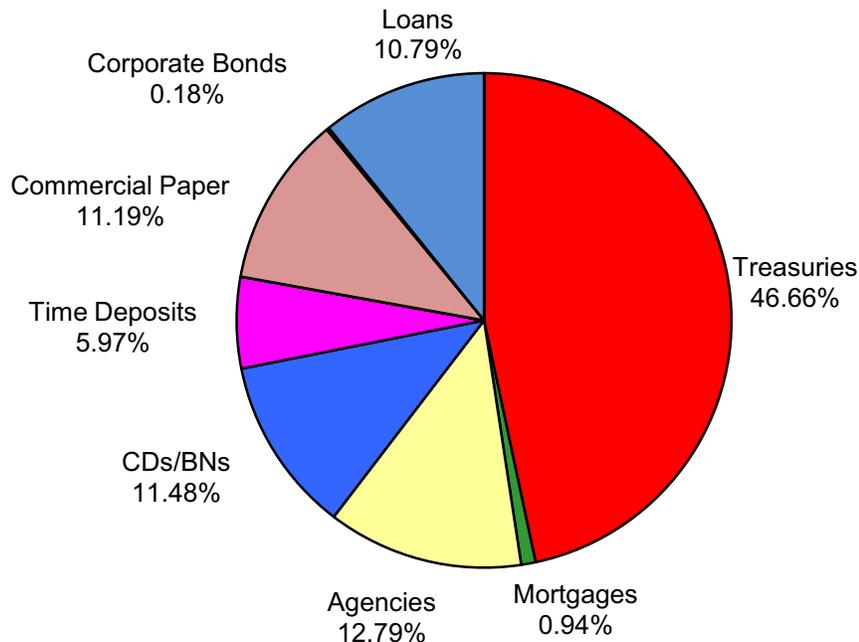
Apportionment Rate: 0.56%
 Earnings Ratio: .00001523807623153
 Fair Value Factor: 1.001643776
 Daily: 0.51%
 Quarter To Date: 0.56%
 Average Life: 203

PMIA Average Monthly Effective Yields

JUN 2010 0.528%
 MAY 2010 0.560%
 APR 2010 0.588%

Pooled Money Investment Account Portfolio Composition

**\$69.4 Billion
 06/30/10**



PAR VALUES MATURING BY DATE AND TYPE
Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,645	\$ 3,000	\$ 1,850	\$ 950	\$ 1,200	\$ 3,200	\$ 2,700	\$ 4,950	\$ 10,225	\$ 550	\$ 2,200		
REPO													
TDs	\$ 1,999	\$ 737	\$ 1,179	\$ 95	\$ 21	\$ 116							
AGENCY	\$ 2,084	\$ 900	\$ 315		\$ 200			\$ 303	\$ 5,157	\$ 889	\$ 775	\$ 333	\$ 0
BAs													
CP	\$ 5,038	\$ 1,201	\$ 830	\$ 700									
CDs + BNs	\$ 4,095	\$ 825	\$ 2,595	\$ 450									
CORP BND		\$ 25	\$ 100										
TOTAL													
\$ 63,431	\$ 14,860	\$ 6,688	\$ 6,869	\$ 2,195	\$ 1,421	\$ 3,316	\$ 2,700	\$ 5,253	\$ 15,382	\$ 1,439	\$ 2,975	\$ 333	\$ 0
PERCENT	23.4%	10.5%	10.8%	3.5%	2.2%	5.2%	4.3%	8.3%	24.3%	2.3%	4.7%	0.5%	0.0%

Notes:

1. SBA Floating Rate Securities are represented at coupon change date.
2. Mortgages are represented at current book value.
3. Figures are rounded to the nearest million.
4. Does not include AB55 and General Fund loans.

State of California
Pooled Money Investment Account
Market Valuation
6/30/2010

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
United States Treasury:				
Bills	\$ 25,723,850,496.54	\$ 25,768,990,114.47	\$ 25,789,125,900.00	NA
Notes	\$ 6,652,333,782.46	\$ 6,652,151,462.02	\$ 6,707,940,500.00	\$ 10,971,765.50
Federal Agency:				
SBA	\$ 553,637,055.79	\$ 553,637,055.79	\$ 548,176,923.45	\$ 601,009.04
MBS-REMICs	\$ 650,242,108.58	\$ 650,242,108.58	\$ 689,811,108.29	\$ 3,070,608.31
Debentures	\$ 349,948,369.05	\$ 349,948,369.05	\$ 351,422,500.00	\$ 959,799.50
Debentures FR	\$ 200,000,000.00	\$ 200,000,000.00	\$ 200,150,000.00	\$ 81,966.89
Discount Notes	\$ 7,471,882,059.69	\$ 7,480,057,498.58	\$ 7,482,012,100.00	NA
GNMA	\$ 71,094.71	\$ 71,094.71	\$ 79,244.92	\$ 703.39
IBRD Deb FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 300,852,000.00	\$ 297,429.00
CDs and YCDs FR	\$ -	\$ -	\$ -	\$ -
Bank Notes	\$ 400,000,000.00	\$ 400,000,000.00	\$ 400,013,706.00	\$ 157,500.00
CDs and YCDs	\$ 7,565,022,999.42	\$ 7,565,012,999.42	\$ 7,564,826,146.55	\$ 1,717,588.91
Commercial Paper	\$ 7,763,458,330.82	\$ 7,765,999,127.47	\$ 7,765,904,501.10	NA
Corporate:				
Bonds FR	\$ 125,119,550.90	\$ 125,119,550.90	\$ 125,061,250.00	\$ 43,494.81
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	NA
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,146,150,000.00	\$ 4,146,150,000.00	\$ 4,146,150,000.00	NA
AB 55 & GF Loans	\$ 7,484,250,710.44	\$ 7,484,250,710.44	\$ 7,484,250,710.44	NA
TOTAL	\$ 69,385,966,558.40	\$ 69,441,630,091.42	\$ 69,555,776,590.75	\$ 17,901,865.35

Fair Value Including Accrued Interest

\$ 69,573,678,456.10

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (**1.001643776**). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,032,875.52 or \$20,000,000.00 x **1.001643776**.

Novato Sanitary District Check Register

August 9, 2010

Date	Num	Name	Credit
Aug 9, 10			
8/9/2010	51502	W.R. Forde	210,687.78
8/9/2010	51483	RMC Water & Environment, Inc.	62,326.37
8/9/2010	51488	Sonoma County Water Agency	61,256.00
8/9/2010	51466	Maggiora & Ghilotti Inc.	47,088.46
8/9/2010	51474	Nute Engineering Inc.	45,917.43
8/9/2010	51451	Central Marin Sanitation District	24,972.55
8/9/2010	51465	Latham & Watkins, LLP	16,856.00
8/9/2010	51467	Marin County Office	7,464.00
8/9/2010	51449	Caltest Analytical Lab Inc.	7,375.95
8/9/2010	51442	Aerotek	6,916.50
8/9/2010	51463	Johnson, Dee	5,478.56
8/9/2010	51457	East Bay Muni Utility District	4,747.00
8/9/2010	51491	Swanson McNamara Haller	4,700.00
8/9/2010	51478	Preferred Benefit	4,345.92
8/9/2010	51456	Dearborn National	3,213.26
8/9/2010	51458	Environmental Water Solutions...	2,334.40
8/9/2010	51498	US Bank Corporate Trust	2,310.00
8/9/2010	51447	Bowens, Kenneth	2,100.00
8/9/2010	51479	PSC	1,163.16
8/9/2010	51454	Comet Building Maintenance, I...	1,162.49
8/9/2010	51495	Underground Service Alert	1,087.56
8/9/2010	51460	Grainger	1,048.69
8/9/2010	51482	Reliable Crane & Rigging	1,040.00
8/9/2010	51486	San Jose Boiler Works Inc.	1,015.00
8/9/2010	51472	Novato Disposal-	976.85
8/9/2010	51494	U.S. Bank Card (2)(June)	961.04
8/9/2010	51477	Pan Pacific Supply Co., Inc.	785.00
8/9/2010	51473	Novato, City3	753.57
8/9/2010	51459	Foster Flow Control	681.89
8/9/2010	51448	Cagwin & Dorward Inc.	635.00
8/9/2010	51461	Heusser Neweigh	627.97
8/9/2010	51462	Johnson Controls, Inc.	552.20
8/9/2010	51481	Randall Bros. Auto Inc.	497.57
8/9/2010	51464	Labworks Equipment, Inc.	405.09
8/9/2010	51450	CED Santa Rosa, Inc	387.48
8/9/2010	51443	AT&T Mobility	370.71
8/9/2010	51489	Southland Electrical Supply, Inc.	356.68
8/9/2010	51452	Cintas Corporation	354.30
8/9/2010	51501	Verizon California	319.78
8/9/2010	51444	B.W.S. Distributors, Inc.	311.50
8/9/2010	51453	Claremont EAP	295.00
8/9/2010	51487	Siemens Water Tech Corp.	272.00
8/9/2010	51471	North Marin Water District	234.93
8/9/2010	51468	Mettler-Toledo, Inc	222.28
8/9/2010	51485	Royal Petroleum Company	211.73
8/9/2010	51446	BoundTree Medical, LLC	207.11
8/9/2010	51475	One Stop Auto Service Inc.	174.95
8/9/2010	51499	Verizon Business	157.14
8/9/2010	51445	Beecher Engineering	150.00
8/9/2010	51484	Rotary Club of Novato	150.00
8/9/2010	51500	Verizon CA Pump Stations	140.05
8/9/2010	51496	United Blower	123.30
8/9/2010	51469	North Bay Truck Service	98.54
8/9/2010	51480	Quill Corporation	96.12
8/9/2010	51476	Orkin Pest Control	80.45
8/9/2010	51493	U.S. Bank Card (1)(Bev)	69.17
8/9/2010	51490	Staples Business Adv Inc.	60.87
8/9/2010	51455	Cook Paging	57.73
8/9/2010	51497	United Parcel Service	36.90
8/9/2010	51492	T-Mobile	22.41
8/9/2010	51470	North Marin Auto Parts	16.06
Aug 9, 10			538,460.45

08/05/10

Novato Sanitary District Check Register

August 9, 2010

Date	Num	Name	Credit
Aug 9, 10			
8/9/2010	2070	Monterey Mechanical, Inc.	658,354.50
8/9/2010	2071	RMC Water & Environment, I...	48,320.83
Aug 9, 10			<u>706,675.33</u>

08/02/10

Novato Sanitary District Payroll and Payroll Related Check Register

July 29 - 31, 2010

Date	Name	Credit
Jul 29 - 31, 10		
07/30/2010	June P/R Checks and Vouchers	154,310.85
07/29/2010	PERS Retirement	38,719.73
07/29/2010	CalPers Health	32,385.02
07/30/2010	United States Treasury	29,704.78
07/30/2010	EDD	9,336.90
07/29/2010	Lincoln Financial Group-401a Plan	3,950.61
07/29/2010	Lincoln Financial Group-401a Plan	3,349.53
07/29/2010	State Street Bank & Trust	3,050.00
07/29/2010	Vision Service Plan	681.09
07/29/2010	Marin Employ Federal Credit Union	517.00
07/29/2010	Local Union 315	480.00
07/29/2010	Hampton, Cari	400.00
07/29/2010	Retiree Health Benefits	16,234.07
07/29/2010	ACS	80.00
07/29/2010	Local Union 315	80.00
07/29/2010	North Bay Children's Center	40.00
Jul 29 - 31, 10		<u>293,319.58</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Treatment Plant Upgrade Project 72609	MEETING DATE: August 9, 2010 AGENDA ITEM NO.:
RECOMMENDED ACTION: 1. Make CEQA findings. 2. Authorize staff to either approve a change order with Monterey Mechanical or issue separate contracts to strengthen Junction Boxes 2 and 3	
SUMMARY AND DISCUSSION: <p>As will be explained in more detail at the meeting, outfall junction boxes 2 and 3 have been determined to not be strong enough to withstand the water pressures that could be generated under peak flow conditions. Both of the boxes are located in relatively inaccessible locations surrounded by seasonal wetlands. The District has now completed the environmental review and obtained the necessary permits to perform the construction to strengthen the boxes. That has left a very tight window in which to perform the work. It must be completed by October 15, 2010.</p> <p>At this point there are two viable options for completing the work:</p> <ol style="list-style-type: none"> 1. Authorize staff to approve a change order from Monterey Mechanical. 2. Authorize staff to obtain quotes from the contractors on the bidders list under the Uniform Construction Cost Accounting procedures for a separate contract for each of the boxes. <p>The time constraints do not allow staff to make a final determination on which of these options best serve the District. Therefore staff is recommending that the Board authorize staff to proceed with either option 1 or 2 at their discretion.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: This work would be funded under Capital Improvements Budget item 72609, Wastewater Treatment Plant Upgrade which has a preliminary budget of \$500,000. This budget will be adjusted in the Final Budget to account for a carryover from 2009-10.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Public Outreach Proposal	MEETING DATE: August 9, 2010 AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve proposal from Rauch Communication Consultants to provide public outreach services for the 2010-11 fiscal year.	
SUMMARY AND DISCUSSION: <p>Rauch Communication Consultants has provided a proposal to provide ongoing public outreach services for the 2010-11 fiscal year. These services include:</p> <ol style="list-style-type: none"> 1. Develop an outreach plan and update it periodically that coordinates outreach for Solid Waste and Wastewater activities. 2. Prepare and publish three newsletters. 3. Update the District's website and add social network links. 4. Develop bi-monthly ads for solid waste events and wastewater outreach. 5. Develop a general purpose brochure. 6. Assist with targeted outreach to individuals and key community groups as needed. 7. Develop 4 video shorts to use for public outreach on such topics as food waste recycling, what not to flush, private lateral repair, how treatment works. 8. Create Fact Sheets and FAQ Sheets 9. On-call outreach support. 10. Measure District Outreach performance. 11. Help the District prepare for community events, fairs, and tours. <p>They propose to do this work on a time and materials basis for an estimated \$68,250. A copy of their proposal is attached. District staff recommends the Board authorize staff to negotiate a contract for an amount not to exceed \$70,000.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: This work would be funded under the budget for Outside Contractual which has a preliminary budget for 2010-11 of \$200,000 and under the Solid Waste Program Budget.	
DEPT.MGR.:	MANAGER:



Rauch Communication Consultants Inc.

936 Old Orchard Rd – Campbell, CA 95008
PH 408-374-0977
FX 408-374-2197
E info@rauchcc.com

P R O P O S A L

DATE: August 3, 2010

NO OF PAGES: 4

TO: Beverly James

FROM: Martin Rauch

RE: Proposal for Outreach

Background and General Qualifications

Please find below a proposal as requested to provide public outreach services for Novato Sanitary District.

Public Need for Outreach

In recent years, Sanitary Districts throughout Marin County and the state have become more and more visible and of greater interest to the public for a variety of reasons, including:

- Heightened regulations and quality standards that increase cost, and require the agencies to engage the public in helping to avoid sewer problems by not dumping inappropriate materials like wipes and grease, to repair laterals and take other actions.
- Greater environmental awareness that increases the public’s interest in wastewater treatment, proper household hazardous waste disposal, microconstituents, etc.
- Rising customer expectations. In the internet age, the public can learn about quality service anywhere in the world. They know more and expect more than in the past.
- Increased need for recycled water as potable supplies grow increasingly stressed.
- Heightened awareness of local government in general and the importance of both good governance and cost effective local government operations.

To respond to the public interests and concerns listed above, local governments in general and sanitary districts in particular have found it increasingly important to communicate regularly and effectively with their customers.

Strategic Approach:

PROVIDE BOTH GENERAL OUTREACH AND TARGETED OUTREACH. The public is not composed of a single block; rather it is composed of a continuum of people, all with unique public information needs and interests. As a starting point, we would target our outreach in the following ways:

General Outreach: We would ensure there is information being provided at a general interest level to both residential and business customers.

Targeted Outreach: There are many stakeholders that have shown an interest in the District and its activities, including political, business, environmental and community leaders as well as individual local residents and business people. This category also may include communication with peer agencies, regulators and other special interest groups.

Goals

The initial goals of the outreach program are to:

- Inform customers and others about how they can help protect public health and the environment by participating in household hazardous waste programs, no pharmaceuticals down the drain, the lateral program, etc.
- Support the water recycling program
- Increase public understanding and support for District policies and activities.
- Provide opportunities for the public to provide input to the District in a timely way so the Board and staff can utilize that input in its decision-making. Increase understanding of the community

Proposed Outreach Activities

The following preliminary task list contains the elements that are likely to be included in the outreach program. This list represents a comprehensive program. All of the material may not be needed and the District may select some or all of these elements.

Public outreach programs, to be successful, must be flexible enough to respond to changing circumstances and public reaction. Therefore, at the start of the program, we will develop a detailed outreach plan and timeline for the program, and refine it over time.

1. DEVELOP AN OUTREACH PLAN AND TIMELINE. The beginnings of a plan are incorporated in this proposal. This category includes identifying individuals and groups in the community with special communication interests or needs and maintaining up-to-date mail and e-mail lists.
2. PUBLISH THE DISTRICT NEWSLETTER THREE TIMES PER YEAR. This is a primary outreach tool that reaches every household and business in the community both single family and multi-unit.
3. REVIEW AND UPDATE THE DISTRICT'S WEBSITE. The website was updated this year, but requires ongoing attention to keep it up to date. It should be updated as needed and also reviewed thoroughly each quarter. Develop a Facebook page and create links between the website and the Facebook, as well as allow easy sharing and linking with other social networks
4. ENGAGE IN AN ACTIVE PRESS PROGRAM, INCLUDING NEWSPAPER ADS. This would involve monthly news releases, periodic op-ed newspaper articles, visits as appropriate with newspaper editors, and bi-monthly advertisements.
5. PRODUCE A GENERAL PURPOSE BROCHURE. Provide a brochure that summarizes the services of the District, both solid waste and sanitary. It would be used at public events, be available at the front desk, downloadable from the website, etc. Consider printing it in quantities that would last about one year so that it could be updated periodically with the most current information.
6. TARGETED OUTREACH TO INDIVIDUALS AND KEY COMMUNITY GROUPS. Set a schedule to reach out to key community groups including service clubs, special interest and business groups, as well as the City Council and peer agencies. This would include making

presentations, attending meetings, inviting them on tours and meeting one-on-one where appropriate.

7. DEVELOP VIDEO SHORTS. Develop, over time, a series of short, perhaps 30 second video modules on various subjects, for example: *How We Protect the Environment*, *What You Can Do to Help*, etc. These can be shown on the web, sent as links to people, posted on You Tube and added to presentations.
8. CREATE FACT SHEETS, AND Q&A sheets as needed.
9. MAINTAIN ON-CALL OUTREACH SUPPORT BY THE CONSULTANT to respond to challenges, write letters, formulate ways of approaching key constituents, prepare special graphics, and help solve problems.
10. MEASURE PROGRAM PERFORMANCE AND SUMMARIZE PUBLIC INPUT.
 - Annually review the performance of the program and present a report to the District. Some straightforward steps that we recommend include: identifying whether the deliverables outlined in the plan completed in a timely way; collect and summarize press coverage, review and report on website activity and visits.
 - An additional step that would provide additional insight into public understanding, attitudes and support would be to conduct an annual mini survey, in which the District asks a mix of customers and key stakeholders about their opinion of the District and its communication program. We have found that simply asking people for their opinions (and listening) helps build support while providing substantial insight into public opinion for the District. Everyone who responds would receive a thank you note and those that are not currently on the stakeholder mail list would be added.
 - Consider a statistically valid customer survey of District customers. Review key messages at this time and reset them. This can serve as something of a performance review from the people the District is accountable to: increase understanding of what the public thinks of the District and its service, learn what they want from the District, and develop perspective on what regular customers think. Consider redoing every other year to track trends over time. We did not include scope for this in the current fiscal year, but leave the description here for consideration.
11. PARTICIPATE IN COMMUNITY EVENTS AND FAIRS, AND SPONSOR TOURS. The district already participates in a variety of public events. Review the booth materials and make periodic upgrades as appropriate. Also, review which community events the District participates in and refresh the list. The District should incorporate periodic tours of the treatment plant and even its pasture and wetlands as part of this category. The District should promote, where appropriate, customers filling out a survey at public events. This can be promoted with simple prizes for participants.

Experienced Team to Serve You

The outreach services described in this proposal would be provided by the same experienced and dedicated team that has been serving Novato Sanitary District. It would include the following members of Rauch Communication Consultants, Inc. and its team of affiliates: Martin Rauch, Alice Demushkin Dow, Joe Graziano, Chris Crimi, Jay and Mike Zeballos and Lynda Boyd.

Sincerely,



Martin Rauch

#	Actions	Consulting
1	Develop an Outreach plan and Timeline and Update Periodically	1,500
2	Publish the District Newsletter Three Times Per Year. Concept development, writing, editing, graphic design. Mail coordination. Print supervision. Production management.	\$16,500
3	Review and Update the District's Website and Add Social Network Links	\$7,000
4	Engage in an Active Press Program, Including Bi-monthly Ads	\$10,000
5	Produce a General Purpose Brochure	\$7,500
6	Targeted Outreach to Individuals and Key Community Groups	\$3,000
7	Develop Video Shorts. 4 modules, two minutes total	\$4,500
8	Create Fact Sheets, and Q&A Sheets.	\$2,500
9	Maintain on-Call Outreach Support by the Consultant	\$7,000
10	Measure Program Performance and Summarize Public Input.	\$2,000
	Questionnaire	\$4,000
	Professional survey	NA
11	Participate in Community Events and Fairs and Sponsor Tours	\$2,000
12	Misc. Expenses, Copying, Shipping, Photos, Travel 7 trips, Sales Tax, etc	\$750
TOTAL ESTIMATED COST		\$68,250

Because an outreach program needs to respond to changing circumstances, changes to the plan may occur as well as changes to the cost of individual activities to meet public and District needs. We recommend a program of approximately this scale would meet the needs of Novato Sanitary District.

***Estimate Details.** This is a not-to-exceed time and materials proposal. The Agency will only be charged for work actually done. It is possible that final costs will be less. No out-of-scope work will be undertaken without prior written approval from the Agency. Out-of-scope work includes additional new tasks, or extra work (hours in excess of those estimated hours that are not due to inefficiencies on our part) on existing tasks, which is requested for reasons beyond RCC's control. Rauch Communication Consultants rate for the senior consultants (Senior) is \$165 per hour, associate consultants (Assoc.) \$115 per hour, consultants \$90 per hour, graphic designers (Graphics) \$100 per hour, media and writing specialist (Writer) \$85 per hour, and administrative assistance (Admin.) \$65 per hour. Hourly rates are subject to change. For meetings involving travel, the minimum charge is four hours. **Expenses.** Major material costs, including: printing, mailing and advertising expense are billed directly to the client by the vendor without markup by Rauch Communication Consultants, and may vary. Basic expenses, including, travel expense, office printing, use of file photos and sales tax are additional, and are passed on at cost. Minor costs, less than \$15 each are not itemized.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Permit Assistance Proposal	MEETING DATE: August 9, 2010 AGENDA ITEM NO.:
RECOMMENDED ACTION: Approve proposal from RMC Water to provide required NPDES permit studies and reports.	
SUMMARY AND DISCUSSION: <p>Monica Oakley of Oakley Water assisted the District in providing the information and negotiating the terms of the new NPDES Permit that went into effect on July 1, 2010. The new permit requires a number of special studies and reports that the District staff will need assistance in preparing. Oakley Water has now merged with RMC Water and they have provided a proposal to do the following:</p> <ol style="list-style-type: none"> 1. Prepare a Receiving Water Ammonia Study Work Plan due to the Regional Board on September 29, 2010. 2. Develop Best Management Practices and Pollution Minimization Program to address organic constituents of concern in the receiving water. 3. Provide assistance with Collection System permitting issues. 4. Provide general technical assistance on permit issues. <p>RMC proposes to do the work described above on a time and materials basis for an amount not to exceed \$53,080.</p> <p>Due to the uncertain scope for items 3 and 4 District staff recommends that the Board approve a time and materials contract for an amount not to exceed \$55,000 for permit assistance.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: This work would be funded under the Laboratory Budget for Research and Monitoring which has a preliminary budget for 2010-11 of \$200,000.	
DEPT.MGR.:	MANAGER:

Novato Sanitary District
Professional Services by Oakley Water Strategies / RMC
NPDES Permit Activities Implementation

SCOPE OF WORK

August 5, 2010

Introduction

Oakley Water Strategies / RMC (Oakley Water / RMC) will assist the Novato Sanitary District (District) in the implementation of several activities required under the National Pollutant Discharge Elimination System (NPDES) permit. The District's NPDES permit was renewed by the Regional Water Board as Order No. R2-2010-0074, and became effective on July 1, 2010. The Regional Water Board simultaneously issued the District a Cease and Desist Order (No. R2-2010-0075) (CDO). Both the NPDES permit and the CDO contain requirements for special studies, reports, and notifications. Several of these activities have been identified for inclusion in this scope of work and are organized into the following tasks.

Task 1. Receiving Water Ammonia Study Work Plan

Oakley Water / RMC will prepare a receiving water study work plan sufficient to characterize the impact of the District's effluent on unionized ammonia concentrations in the receiving water. Near-field receiving water sampling will be included in the study work plan. Fluctuating water levels and extensive mud flats surrounding the District's outfall have precluded any near-field receiving water sampling in the past. Oakley Water / RMC will meet with District staff to discuss options for constituents to be sampled, sampling locations, sampling frequency, and accessibility, among other considerations. A draft work plan will be prepared and submitted to District staff for review. Oakley Water / RMC will then revise the work plan as necessary and coordinate submittal of the document to Regional Water Board staff by the deadline of September 29, 2010.

Task 2. Best Management Practices and Pollutant Minimization Program

Oakley Water / RMC will develop pollution prevention information for new constituents with effluent limits in the recently adopted permit, such as dieldrin and carbon tetrachloride. The information will be developed at the same level of detail to fit into the annual Pollution Prevention Report prepared by District staff. Oakley Water / RMC will also discuss the proposed language with District staff during development. Draft language will be provided and revised as appropriate based on District staff comments. The annual Pollution Prevention Report is due to the Regional Water Board on February 28, 2011.

Task 3. Copper Action Plan Implementation

The District has prepared and submitted to the Regional Water Board an inventory of potential copper sources and a plan to reduce copper discharges, as required under Order No. R2-2008-0026. Oakley Water / RMC will assist the District with the on-going implementation of this Copper Control Program. This work will include a review of copper concentrations in treatment plant effluent and a determination if additional source control activities are appropriate. The

work may also include coordination with the Bay Area Clean Water Agencies (BACWA) on regional efforts for copper control. Work will be conducted as directed by District staff and as budget permits.

Task 4. Assistance with Collection System Activities

Oakley Water / RMC will assist the District with collection system activities on an as-needed basis. Potential work tasks include review of the Sewer System Management Plan (SSMP), and initiation of implementation of new requirements under an anticipated Cease and Desist Order for sanitary sewer overflows (SSOs). Work will be conducted under this task as requested by District staff and as budget permits.

Task 5. General Technical and Regulatory Assistance

Oakley Water / RMC will assist the District with a variety of technical and regulatory issues that arise with the wastewater treatment plant. Examples of these activities could include interpretations of existing and potential future NPDES permit requirements; investigation of how other permittees are implementing specific permit provisions (Oakley Water / RMC maintains a database of all wastewater treatment plant NPDES permits in the Bay Area); and investigation of detection limits, quality assurance procedures, and other laboratory issues including optionally negotiation of a laboratory contract for procurement of laboratory services. Activities under this task will also include project management, and tasks will be work tasks will be completed as directed by District staff and as budget permits.

Schedule

An estimated schedule, based on current requirements, is shown in Attachment A (next page).

Attachment A
Estimated Schedule for Novato Sanitary District
NPDES Permit Activities Implementation

(based on current NPDES and CDO requirements)
As of August 5, 2010

Estimated Dates	Activity
Aug 2010	Contract execution
Aug 2010	Meet with District staff to discuss Receiving Water Ammonia Study Work Plan
Aug – Sep 2010	Develop draft Ammonia Study Work Plan
Sep. 15, 2010	Submit draft Ammonia Study Work Plan to District staff for review
Sep. 29, 2010 (latest)	Submit final Receiving Water Ammonia Study Work Plan to Regional Water Board
Feb. 28, 2011	Submit annual Pollution Prevention Report to Regional Water Board, to include information on new effluent limits for organics, and Copper Action Plan Implementation

Novato Sanitary District
Professional Services by Oakley Water / RMC

Estimated Cost for NPDES Permit Activities Implementation (1)
August 5, 2010

Task	Description	Labor Hours (2)				Total Hours	Total Labor Cost	Other Direct Costs	Total Cost
		Monica Oakley	RMC Principal	Project Engineer	Project Assistant				
		\$190	\$230	\$160	\$95				
1	Receiving Water Ammonia Study Work Plan								
	• Review materials developed for NPDES permit renewal, including map of receiving water and ammonia data already available.	1		4		5	\$ 830		\$ 830
	• Develop annotated outline for draft Receiving Water Ammonia Study work plan. Determine options for near-field ambient monitoring locations.	6		16		22	\$ 3,700		\$ 3,700
	• Prepare for and meet with District staff to discuss draft outline for Receiving Water Ammonia Study and obtain comments.	4		8		12	\$ 2,040	\$ 100	\$ 2,140
	• Prepare full work plan and submit draft document for District staff review. Work plan will include (at a minimum) sampling locations, sampling and analysis protocols, sampling parameters, data interpretation methods to be used, and a proposed implementation schedule. Work plan is due to Regional Water Board staff by September 29, 2010.	4		20	6	30	\$ 4,530		\$ 4,530
	• Incorporate comments from District staff, finalize work plan, and prepare for transmittal to Regional Water Board.	2		6		8	\$ 1,340		\$ 1,340
	Subtotal, Task 1	17	-	54	6	77	\$ 12,440	\$ 100	\$ 12,540
2	Best Management Practices and Pollutant Minimization Program								
	• Obtain and review District's 2009 annual Pollution Prevention Report.			4		4	\$ 640		\$ 640
	• Evaluate effluent data for new organic constituents. Assess requirements, needs, and options for source control for these constituents.	2		12		14	\$ 2,300		\$ 2,300
	• Prepare draft language for insertion into 2010 annual Pollution Prevention Report for new organic constituents.	2		16	2	20	\$ 3,130		\$ 3,130
	• Review District comments and revise as appropriate for final report.	1		4		5	\$ 830		\$ 830
	Subtotal, Task 2	5	-	36	2	43	\$ 6,900	\$ -	\$ 6,900
3	Copper Action Plan Implementation								
	• Review copper concentrations in treatment plant effluent. Develop scatter plots to compare effluent data with numeric effluent limits.	2		12		14	\$ 2,300		\$ 2,300
	• Identify additional copper source control measures and discuss options with District staff. Make recommendations for future activities as appropriate.	4		16		20	\$ 3,320		\$ 3,320
	• Participate with regional BACWA efforts as needed to fulfill requirements in District's NPDES permit.	2		12		14	\$ 2,300		\$ 2,300
	• Develop draft and final copper source control language for insertion into 2010 annual Pollution Prevention Report. Revise draft language after District staff review.	2		12	2	16	\$ 2,490		\$ 2,490
	Subtotal, Task 3	10	-	52	2	64	\$ 10,410	\$ -	\$ 10,410
4	Assistance with Collection System Activities								
	• Assist with technical and regulatory aspects of collection system activities, which could include for example review of Sewer System Management Plan (SSMP) and assistance with enforcement action, as-needed and as budget permits.	16		40	10	66	\$ 10,390	\$ 100	\$ 10,490
5	General Technical and Regulatory Assistance								
	• Assist with technical and regulatory issues for wastewater treatment plant, such as interpretation of NPDES permit requirements, comparison with other permittees, investigation of detection limits, quality assurance procedures, and other laboratory issues, and other activities as needed and as budget permits. This task also includes project management.	8	4	40	40	92	\$ 12,640	\$ 100	\$ 12,740
TOTAL		56	4	222	60	342	52,780	300	53,080

Notes:

(1) This cost estimate is based in part on existing NPDES permit requirements. This scope could change based on actions by the Regional Water Board, USEPA, or other parties.

(2) Rates shown are effective through June 2011. Rates are subject to increase for increased costs and salary adjustments.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Reclamation Facility Biosolids Disposal	MEETING DATE: August 9, 2010 AGENDA ITEM NO.:
RECOMMENDED ACTION: Consider acceptance of a Proposal to dispose of waste biosolids into the Dedicated Land Disposal Area at the Reclamation Facility.	
SUMMARY AND DISCUSSION: <p>Under the terms of its discharge permit, the District is required to dispose of digested biosolids generated from each treatment plant at its dedicated land disposal (DLD) site off of Highway 37, in accordance with Title 40 Code of Federal Regulations (CFR) Part 503. Options for final disposal historically have been either by spreading or by injection into the DLD in summer.</p> <p>The past several years the District contracted with Custom Tractor Service (CTS) of Petaluma to perform this work. CTS has been performing this work satisfactorily for the Las Gallinas Valley Sanitary District for the past several years, and they are the only contractor in this area that has the type of equipment to adequately perform this work. CTS performed this work last season for 0.033 cents per gallon.</p> <p>Staff requested and received a proposal from CTS to perform the full-scale injection this year. Under their proposal, CTS proposes to inject the biosolids for 0.034 cents per gallon plus a one time setup fee of \$2,500. The setup fee will be waived if one million gallons are injected this season. Staff estimates that close to 1.5 million gallons will be injected and the amount of the work should not exceed \$51,000.00. Staff estimates that additional work such as ripping and leveling will be necessary for a cost not to exceed \$5,000.00.</p> <p>In addition to biosolids injection, solids have accumulated in the bottom of the sludge lagoons that cannot be removed by pumping and are reducing the capacity of the lagoons. Staff requested a proposal from CTS to excavate and spread the solids in the DLD using manure spreaders. This work must be done immediately after a sludge lagoon is empty in order to place it back into service. CTS estimates that this will cost around \$30,500.00 per lagoon with a two lagoon minimum for a total of \$61,000.00. Work would be done on a time and materials basis due to the unknown quantities to be removed.</p> <p>Staff would like to clean all four lagoons but time may be an issue. Staff will revisit cleaning all four lagoons when the first two are being cleaned and report back to the Board of Directors and if time will allow request authorization to clean the additional two large lagoons. This work will be funded from the Reclamation Repairs and Maintenance budget (63150) and the Annual Reclamation Facilities Improvements budget (72804).</p> <p>Staff recommends accepting the CTS proposals and authorize the Manager-Engineer to enter into an agreement with CTS for a not-to-exceed amount of \$65,000.00 for sludge injection and an agreement not to exceed \$65,000.00 for cleaning out the sludge lagoons.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: This work is budgeted in the FY09-10 Preliminary Budget under Account No. 63115 - Reclamation Facilities (Biosolids Disposal) at an amount of \$65,000.00 and Account No. 63150 – Reclamation Facilities (Repairs & Maintenance) at an amount of \$90,000.00.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Annual Reclamation Facilities Improvements; Project 72804	MEETING DATE: August 9, 2010 Agenda Item #
RECOMMENDED ACTION: Approve proposal to rehabilitate irrigated parcels of the Reclamation Facility.	
SUMMARY AND DISCUSSION:	
<p>On January 26, 2009 the Board of Directors authorized staff to enter into an Agreement with Custom Tractor Service (CTS) in the amount not to exceed \$50,000.00 to rehabilitate several parcels at the District's Reclamation Facilities. This work is necessary because the District has been operating the Reclamation Facility irrigation pastures for 25 years with only minor improvements. CTS is the only contractor in this area that performs this type of farming work and performs similar work at the Las Gallinas Valley Sanitary District's Reclamation Area on an annual basis.</p> <p>The majority of the parcels are in need of discing, leveling and reseeding due to settlement. The settlement creates areas that pond water killing the grasses and producing mosquitoes. The disking will also break up the compaction caused by cattle grazing which over time stunts the growth of the grasses. Staff believes that the District needs to rehabilitate the pastures to extend the life of the Facility.</p> <p>During the work the contractor discovered that the fescue planted in the fields had large root balls which prevented leveling of the parcels without generating hundreds of yards of root balls to be disposed of. The contractor recommended turning them into the field to let them rot over a year and plant rye in lieu of the planned seed mix. A total of four parcels were turned over and seeded with rye last Fall at a cost of \$36,675.00</p> <p>Custom Tractor Service has submitted a proposal to the District in the amount of \$1,030.00 per acre to disc, level, apply lime as needed and plant District furnished seed to the parcels. The proposal is based on performing the work on a time and materials basis due to the unknown quantities of leveling and lime required. Staff estimates that the four parcels turned over last year are just under 90 acres. Staff has reviewed the proposal and concluded that there is adequate time included in the proposal to level the pasture.</p> <p>Staff recommends accepting Custom Tractor Service's proposal and authorize expenditure to complete the rehabilitation of Parcels 21, 25, 34 & 38 for an amount not to exceed \$90,000.00.</p>	
ALTERNATIVES: Do not approve the expenditure.	
BUDGET INFORMATION: This project will be funded from the budget for Annual Reclamation Facilities Improvement (Project 72804). The preliminary budget for this account is \$200,000.00.	
DEPT. MGR.:	MANAGER: