

NOVATO SANITARY DISTRICT

Meeting Date: April 13, 2015

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, April 13, 2015, at the District Offices, 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. They are also available on the District's website: www.novatosan.com.

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. **REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the March 23, 2015 meeting.

5. **CONSENT CALENDAR:**

The Manager-Engineer has reviewed the following items. To his 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 regular disbursements.
- b. Receive Accounts Receivable Report.
- c. Adopt a resolution providing relief on pH limits for the Buck Institute, and setting the revised pH limit.

6. **ADMINISTRATION**

- a. Receive Schedule for Approval of 2015-17 Preliminary and Final Budget, Appropriations Limit, and Sewer Service Charges.

7. CAPITAL PROJECTS:

- a. *Drainage Pump Station No. 3 & No. 7 Improvements; Account No. 72110:* Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion, (NOC).

8. ADHOC PERSONNEL COMMITTEE:

- a. Receive report from meeting to discuss Technical Services Manager recruitment.

9. STAFF REPORTS:

- a. Receive Workers' Compensation Insurance Report.

10. BOARD OF DIRECTORS:

- a. Receive Local Agency Formation Commission (LAFCO) materials for Election for Special District Member, and provide direction.
- b. Presidential appointment of Adhoc Personnel Committee to discuss Manager-Engineer Performance Evaluation.

11. BOARD MEMBER REPORTS AND REQUESTS:

12. MANAGER'S ANNOUNCEMENTS:

Next resolution no. 3083

Next regular meeting date: Monday, May 11, 2015, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA. (NOTE: the meeting of Monday, April 27, 2015 is cancelled).

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 Meeting Minutes

Meeting Date: March 23, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, March 23, 2015, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Jerry Peters and Gary Butler. Directors William Long and Brant Miller were absent.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Laura Creamer, Finance Officer, Novato Sanitary District
John Bailey, Project Manager, Veolia
John O'Hare, Pretreatment Programs Manager, Veolia
Sarah Blum, BioMarin Pharmaceutical

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager-Engineer pointed out an error on item 6.a: "*Receive Wastewater Operations Committee Report, February 2014 2015*". The agenda was approved as revised.

PUBLIC COMMENT: None

REVIEW OF MINUTES:

Consider approval of minutes of the March 9, 2015 meeting.

On motion of Director Peters, seconded by Director Butler, and carried unanimously by those Directors present, the March 8, 2015 Board meeting minutes were approved.

CONSENT CALENDAR:

President Mariani requested that item 5.c.: "*Adopt a resolution providing relief on pH limits for the Buck Institute, and setting the revised pH limit*", be removed from the Consent Calendar and reviewed at the April 13th Regular Board meeting. She stated that she would have to recuse herself from the vote and in so doing, the remaining two voting Board members would not constitute a quorum.

President Mariani called for a motion on the following Consent Calendar items as follows:

- a. Approval of regular disbursements in the amount of \$102,072.89, and capital project disbursements in the amount of \$51,284.43.

- b. Approval of March payroll and payroll related expenses in the amount of \$190,870.97

On motion of Director Peters, seconded by Director Butler and carried unanimously by those Directors present, the above Consent Calendar items were approved.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee Report, February 2015. The Manager-Engineer stated that the Wastewater Operations Committee met on March 16, 2015 at 2:00 p.m. at the District office. John Bailey, Veolia Plant Manager, provided an overview of the Monthly Operations Report for February 2015 as presented to the Wastewater Operations Committee. He stated that the monthly average flow for February was 5.78 MGD (million gallons per day) and that water quality performance was excellent. He stated that the Recycled Water Facility produced 0.59 MG (million gallons) in February. He outlined the monthly safety and training activities and stated that in February no odor or noise complaints were received.

The Manager-Engineer provided a summary of the odor control and landscaping report.

In lieu of a full report of the remainder of the February Wastewater Operations Committee items, President Mariani asked if Board members had any questions which could be addressed specifically. Director Butler requested clarification on aspects of the procedure used for sanitary sewer overflow reporting, and the Manager-Engineer responded with the requested information.

- Receive Wastewater Treatment Facilities 2014 Annual Operations and Maintenance Report (Report). The Manager-Engineer stated that the final version of the Report was presented and approved by the Wastewater Operations Committee at their March 16th meeting. The Plant Manager gave an overview of the Report and discussion followed. The Directors present received the Report.

STAFF REPORTS:

- Report on tour of treatment facilities by California Water Environment Association (CWEA) – Redwood Section on March 19, 2015. The Manager-Engineer discussed the CWEA Meeting/Tour of the District's facilities on March 19th. He stated that the tour went very well and that approximately 60 to 70 individuals were present. The Plant Manager stated that he led one tour group and noted that their comments about the District's facility were very positive.

- Report on attending "Investment and Financial Management Forum" in Sacramento, CA, on March 18, 2015. The Manager-Engineer stated that in keeping with staying current with public finance and investment trends, Finance Officer Laura Creamer attended an investment forum hosted by PFM Asset Management, LLC. The Finance Officer then provided an overview of topics discussed at the forum.

BOARD OF DIRECTORS:

- Receive Local Agency Formation Commission (LAFCO) materials for Election for Special District Member, and provide direction. President Mariani requested that discussion and action on this item be deferred to the April 13th Board meeting. The Directors present agreed. No action was taken and the item will be placed on the April 13, 2015, Regular Board meeting agenda.

- Presidential appointment of Ad-Hoc Personnel Committee to discuss Technical Services Manager recruitment. The Manager-Engineer stated that recruitment for the Technical Services Manager position had begun and that an initial review of applications began on March 8th. He requested that the President appoint an Ad-Hoc Personnel Committee to discuss the recruitment. President Mariani agreed, and appointed Director Long and herself as the Ad-Hoc Personnel Committee. She noted that Director Long was not present at the meeting. The Manager-Engineer stated that he would verify the appointment with Director Long.

BOARD MEMBER REPORTS AND REQUESTS:

- Tour of the Novato Disposal Services Recycling Facility in Santa Rosa. Director Butler discussed his attendance at a tour he and Director Miller attended on March 12th with District Manager-Engineer Sandeep Karkal and Household Hazardous Waste Facility Manager Dee Johnson. He commented positively about the facility and expressed his appreciation to the Manager-Engineer for the opportunity.

MANAGER'S ANNOUNCEMENTS:

- The next regular Board meeting will be held on Monday, April 13th at 6:00 p.m. at the District office.

- The California Association of Sanitation Agencies (CASA) will hold a Public Policy Forum in Sacramento on April 27 and 28th titled 'The Power of Water'. All Directors are invited to attend.

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

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording

**Novato Sanitary District
Board Check Register**

For March 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Apr 10, 15			
04/10/2015	3203	Miller, Brant	974.25
04/10/2015	3954	Peters, A. Gerald	760.15
04/10/2015	3952	Long, William C	558.68
04/10/2015	3953	Mariani, Jean M	432.14
04/10/2015	3951	Butler, Gary	
Apr 10, 15			<u>2,725.22</u>

Novato Sanitary District Operating Check Register

For April 13, 2015

Date	Num	Name	Credit
Apr 1 - 13, 15			
04/13/2015	58080	Veolia Water North America, Inc.	164,327.77
04/13/2015	58081	Veolia Water North America, Lab	52,842.43
04/13/2015	58067	PSC	25,134.54
04/13/2015	58054	Koffler Electrical Mech, Inc.	13,934.00
04/13/2015	58053	Johnson, Dee	6,750.00
04/13/2015	58058	North Bay Petroleum	6,011.30
04/13/2015	58069	RMC Water & Environment, Inc.	5,669.50
04/13/2015	58042	Eaton Corporation	4,194.15
04/06/2015	58025	Unicorn Group	3,887.89
04/13/2015	58047	Grainger	3,560.39
04/13/2015	58077	Treemasters Tree & Garden Care...	3,420.00
04/13/2015	58048	Hertz Corporation	3,336.59
04/13/2015	58035	Caltest Analytical Lab Inc.	2,918.40
04/13/2015	58028	Aqua Science	2,750.00
04/13/2015	58043	EOA, Inc.	2,632.38
04/06/2015	ach	CALPERS Retirement	2,550.00
04/13/2015	58060	North Marin Water District	2,298.30
04/13/2015	58082	Veolia Water Recycled Water Oper.	2,284.11
04/13/2015	58062	Novato Chevrolet	2,178.13
04/13/2015	58057	Meyers, Nave, Riback, Silver & W...	2,089.71
04/13/2015	58041	Dearborn National	2,052.72
04/13/2015	58063	Novato Disposal-	1,869.86
04/13/2015	58036	CASA	1,375.00
04/13/2015	58071	Shape Incorporated	1,324.35
04/13/2015	58038	Cintas Corporation	1,078.17
04/13/2015	58050	IEDA, INC	1,072.00
04/13/2015	58051	Jan-Pro Cleaning Systems	1,005.00
04/13/2015	58033	BoundTree Medical, LLC	898.84
04/13/2015	58030	B.W.S. Distributors, Inc.	884.56
04/13/2015	58061	North Marin Water District - Lab	880.00
04/13/2015	58079	U.S. Bank Card (3)Craig	785.14
04/13/2015	58072	SMART	711.08
04/13/2015	58040	CWEAmembers	624.00
04/13/2015	58083	Verizon EQ	589.01
04/13/2015	58044	Evoqua Water Technologies - Lab	512.78
04/13/2015	58032	Bay Area Barricade Service, Inc.	506.86
04/13/2015	58086	VWR International Inc.	478.57
04/13/2015	58085	Vision Service Plan	468.45
04/13/2015	58066	Pini Hardware	383.12
04/13/2015	58055	Leak Detection Pros Inc	350.00
04/13/2015	58037	CED Santa Rosa, Inc	338.91
04/13/2015	58039	Claremont EAP, Inc.	295.00
04/13/2015	58031	Barnett Medical LLC	270.00
04/13/2015	58029	AT&T Wireless	256.96
04/13/2015	58075	Steven Engineering Inc.	236.42
04/13/2015	58076	Thomas & Associates, Inc.	235.77
04/13/2015	58074	Staples Business Adv Inc.	187.28
04/13/2015	58059	North Marin Auto Parts	151.01
04/13/2015	58068	Red Cloud Voice & Wireless, Inc.	147.32
04/13/2015	58064	Orkin Pest Control, Inc.	131.42
04/13/2015	58084	Verizon Wireless-	125.98
04/13/2015	58073	SRS Private Investigations, Inc	120.00
04/13/2015	58027	All Star Rents LLP	116.07
04/13/2015	58026	3T Equipment Company Inc.	96.63
04/13/2015	58049	Honey Bucket	92.21
04/13/2015	58065	Petty Cash	89.82
04/13/2015	58056	Leonardi Automotive & Electric, Inc.	76.03
04/13/2015	58078	U.S. Bank (Sandeep)	74.50
04/13/2015	58070	Schonstedt Instrument Company	70.48
04/13/2015	58052	Jim-n-i Rentals Inc.	58.46
04/13/2015	58046	First Alarm	38.74
04/13/2015	58045	Federal Express	18.58
04/13/2015	58034	Buck's Saw Service, Inc.	17.33
Apr 1 - 13, 15			<u>333,864.02</u>

Novato Sanitary District Capital Projects Check Register

April 13, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Apr 13, 15			
04/13/2015	2842	Argonaut Constructors Corp.	532,170.63
04/13/2015	2849	W.R. Forde	34,295.00
04/13/2015	2847	Nute Engineering Inc.	27,197.25
04/13/2015	2846	Maggiora & Ghilotti Inc.	20,692.21
04/13/2015	2845	Linscott Engineering Contracto...	19,747.97
04/13/2015	2848	Stiles Construction Company	3,876.46
04/13/2015	2844	Covello Group, The	1,271.00
04/13/2015	2843	Brown & Caldwell, Inc.	1,052.97
Apr 13, 15			<u>640,303.49</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Consent Calendar: Accounts
Receivable Report**

MEETING DATE: April 13, 2015

AGENDA ITEM NO.: 5.b.

RECOMMENDED ACTION: Receive report.

SUMMARY AND DISCUSSION:

The attached Accounts Receivable Summary shows the following receivables:

1 – 45 days - \$136,378: Current.

46 – 90 days - \$21,873: A major portion of the \$21,873 is considered collectible from the long time rancher for the lease and water usage at the District's reclamation facilities.

90+ days – (\$1,015): Overpayment by USCG.

DEPT. MGR.: lc, ssk

MANAGER-ENGINEER: SSK

**Novato Sanitary District
A/R Aging Summary
As of April 9, 2015**

		<u>Current</u>	<u>46 - 90</u>	<u>91 - 120</u>	<u>> 120</u>	<u>TOTAL</u>
AT &T	(4)	0.00	1,006.25	0.00	0.00	1,006.25
Foged, Larry -		185.90	0.00	0.00	0.00	185.90
Hayden, Ron	(1)	27,184.99	20,866.88	0.00	0.00	48,051.87
North Marin Water District-	(6)	6,192.70	0.00	0.00	0.00	6,192.70
Novato Disposal	(2)	74,396.50	0.00	0.00	0.00	74,396.50
Petaluma Septic	(5)	691.14	0.00	0.00	0.76	691.90
Quality Septic Systems	(5)	380.44	0.00	0.00	0.00	380.44
USCG	(3)	27,169.50	0.00	0.00	-1,015.50	26,154.00
USCG-Finance Center	(3)	177.00	0.00	0.00	0.00	177.00
TOTAL		<u>136,378.17</u>	<u>21,873.13</u>	<u>0.00</u>	<u>-1,014.74</u>	<u>157,236.56</u>

- (1) For our ranch lease and the ranch's water usage for the first two quarters.
- (2) For our quarterly billing of our AB939 Fees.
- (3) USCG- Monthly sewer service charge fees.
- (4) Sewer services charges for 1st half of 2014/15.
- (5) For our bimonthly septic hauler fees.
- (6) Recycled water operations reimbursement for January 2015.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Consent Calendar;
Pretreatment – The Buck Institute**

MEETING DATE: April 13, 2015

AGENDA ITEM NO.: 5.c.

RECOMMENDED ACTION: Adopt a resolution providing relief on pH limits for the Buck Institute, and setting the revised pH limit.

SUMMARY AND DISCUSSION:

The District has received an application for renewal of its non-domestic discharge permit from the Buck Institute for Research on Aging. By letter request dated March 10, 2015, the Buck Institute has requested continuing relief on its upper pH limit. Specifically, the request is to raise the upper pH limit to 10.5 from the current District local limit of 8.5.

Given that the Board has consistently authorized such relief for the Buck Institute (as well as for other dischargers who have requested pH relief) in the past, staff sees no issues in granting the requested relief. The basis of the upper limit relief can be found in Section 207 (Relief on Application) of the District's Sanitary Code.

Accordingly, staff recommends that the Board approve an upper pH limit of 10.5 for the Buck Institute's renewed discharge permit, and adopt the attached resolution that documents approval and sets the revised pH limits.

DEPT. MGR.: lf, ssk

MANAGER-ENGINEER: SSK

NOVATO SANITARY DISTRICT

RESOLUTION NO. 3083

**A RESOLUTION APPROVING RELIEF ON pH LIMITS,
AND SETTING REVISED pH LIMITS
FOR BUCK INSTITUTE, 8001 REDWOOD BLVD., NOVATO**

WHEREAS, the District has received application for upper limit relief of pH 10.5 from pH 8.5 for Buck Institute's (Permittee) discharge permit for its 8001 Redwood Blvd. facility; and

WHEREAS, Section 207 of the Sanitary Code of Novato Sanitary District states that relief from any provision of said Code may be made by Resolution of the Board; and

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

- A. The Permittee shall maintain the pH within the range of 5.5 to 10.5.
- B. In addition, District 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:
 - (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
 - (2) No individual excursion from the range of pH values shall exceed 60 minutes.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 13th day of April, 2015, by the following vote:

AYES, and in favor thereof, Directors: _____

NOES, _____

ABSENT, _____

President, Board of Directors
Novato Sanitary District

ATTEST:

Secretary
Novato Sanitary District

Novato Sanitary District

SCHEDULE FOR APPROVAL OF 2015-17 PRELIMINARY AND FINAL BUDGET, APPROPRIATIONS LIMIT, AND SEWER SERVICE CHARGES

April 13, 2015	<u>Regular Board Meeting</u> : Receive schedule for adoption of 2015-17 Preliminary and Final Budget, and Appropriations Limit.
April 17, 2015	First three quarters of revenues and expenditures report for 2014-15 preliminary estimate of annual expenditures for 2014-15 and fill in column for new budget projections goes to supervisors for their review.
May 5, 2015	Budget projections from supervisors due to Finance Officer.
May 18, 2015	Department budgets for 2015-16 and 2016-17 to Manager-Engineer for review.
May 26, 2015	<u>Regular Board Meeting</u> : Budget workshop, present updated 5-year CIP.
June 8, 2015	<u>Regular Board Meeting</u> : Initial presentation of 2015-17 Preliminary Budget. Set date for public hearing on sewer service charges and collection on County tax rolls.
June 22, 2015	Publish first public hearing notice in Marin I.J.
June 22, 2015	<u>Regular Board Meeting</u> : Board considers adoption of 2015-17 Preliminary Budget.
June 29, 2015	Publish second public hearing notice in Marin I.J.
July 13, 2015	<u>Regular Board Meeting</u> : Public Hearing on 2015-16 sewer service charges and collection on County tax rolls.
July 13, 2015	Deadline for providing sewer service charge information to County of Marin.
July 31, 2015	State Department of Finance provides growth factors for calculation of the District's 2015-16 appropriations limit.
August 24, 2015	<u>Regular Board Meeting</u> : Board establishes 2015-16 appropriations limit, approves Final Budget, and adopts resolution fixing tax allocation for 2015-16.

Public Hearing and Service Charge Ordinance Noticing Procedures

Hearing Notice published once a week for two successive weeks with at least 5 days intervening between the respective publication dates. First publication to be at least 14 days prior to the date set for hearing. (Publish in Marin IJ)
Ordinance to be published once in the IJ and posted in 3 public places for one week, to take effect upon the conclusion of the hearing.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Capital Projects – Drainage
Pump Station No. 3 & No. 7
Improvements; Account No. 72110**

MEETING DATE: April 13, 2015

AGENDA ITEM NO.: 7.a.

RECOMMENDED ACTION: Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion.

SUMMARY AND DISCUSSION:

On August 11, 2014 the District's Board of Directors awarded the Contract for the Drainage Pump Station No. 3 & No. 7 Improvements to WR Forde & Associates for a low bid amount of \$222,000.00. The Notice to Proceed was issued on October 13, 2014, and work was completed by the end of March, 2015.

In summary, the Contractor has completed the contract work and the project is ready for final acceptance. The final cost of the project is \$220,000, the original bid amount. There were no change orders on this project.

It is recommended that final acceptance be granted and staff be authorized to file the Notice of Completion.

DEPT. MGR.: SRK

MANAGER-ENGINEER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Adhoc Personnel Committee – Technical Services Manager recruitment.	MEETING DATE: April 13, 2015 AGENDA ITEM NO.: 8.a.								
RECOMMENDED ACTION: Receive report on discussion of recruitment effort for Technical Services Manager position.									
SUMMARY AND DISCUSSION: <p>On April 6, 2015, the Adhoc Personnel Committee met to discuss the recruitment for the Technical Services Manager position. The Committee reviewed the recruitment effort and applications received to date.</p> <p>Upon review, the Committee concluded that it would be to the District’s benefit to have a larger applicant pool than currently available. The Committee recognized that the current effort included an “open until filled” provision, and discussed options to augment the recruitment effort, including retaining an outside recruitment or search firm.</p> <p>Upon further discussion, the Committee recommended that the Manager-Engineer consider retaining an outside recruitment firm that is familiar with, and experienced in, working with Marin wastewater agencies. In addition, the Committee discussed retitling several positions at the District as the current titles may be archaic, or may not be consistent with the District’s current operational structure, and may, in fact, inhibit future recruitment efforts. The Committee recommended that the Manager-Engineer consider the below job titles for retitling as follows:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Current Job Title</u></th> <th style="text-align: left; padding: 5px;"><u>Reclassification</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. Manager-Engineer</td> <td style="padding: 5px;">General Manager-Chief Engineer</td> </tr> <tr> <td style="padding: 5px;">2. Technical Services Manager</td> <td style="padding: 5px;">Deputy Manager, Engineering and Technical Services</td> </tr> <tr> <td style="padding: 5px;">3. Field Services Manager</td> <td style="padding: 5px;">Deputy Manager, Field Services</td> </tr> </tbody> </table> <p>The Committee noted that any retitling or reclassification would not impact job descriptions or salary ranges for these positions, which would remain unchanged.</p>		<u>Current Job Title</u>	<u>Reclassification</u>	1. Manager-Engineer	General Manager-Chief Engineer	2. Technical Services Manager	Deputy Manager, Engineering and Technical Services	3. Field Services Manager	Deputy Manager, Field Services
<u>Current Job Title</u>	<u>Reclassification</u>								
1. Manager-Engineer	General Manager-Chief Engineer								
2. Technical Services Manager	Deputy Manager, Engineering and Technical Services								
3. Field Services Manager	Deputy Manager, Field Services								
BUDGET INFORMATION: The FY14-15 budget includes funds for retaining a recruitment firm under Account No. 66123 – O/S Contractual Services. This account has an overall budget amount of \$275,000, of which about <u>\$121,838</u> has been spent as of March 31, 2015.									
DEPT. MGR.: ssk	MANAGER-ENGINEER: SSK								

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: Workers' Compensation Insurance Report	MEETING DATE: April 13, 2015 AGENDA ITEM NO. : 9.a.
RECOMMENDED ACTION: Receive report.	
SUMMARY AND DISCUSSION:	
<p>The District has been informed by its Workers' Compensation Insurance carrier, California Sanitation Risk Management Authority (CSRMA), that there will be a decrease in the District's Experience Modification Factor for Policy Year (PY) 2015-16, from 1.61% to 0.97%.</p> <p>Experience modification is a factor that is applied to the workers' compensation insurance premium and is based on loss experience. Each covered entity starts out with a neutral experience modifier of 1.0 and adjustments are made depending on experience. An experience modification factor lower than 1.0 means losses lower than industry average and a modification factor higher than 1.0 means the opposite. Therefore, the District's loss experience is 3% below the industry average, a decrease from last year's loss experience which was 61% higher than industry average.</p> <p>Experience Rating is based on an "Expected Loss Rate" as a percentage of the prior 3 years payroll. The District's "Expected Loss Rate" based on payroll for fiscal years 2011-12 through 2013-14 was \$48,005.00. The total actual incurred losses for that time period amounted to \$33,567.00. The decrease is primarily due to less expected or actual incurred losses in the prior three years.</p> <p>A copy of CSRMA's Experience Rating Form for the District is attached, together with a history of the District's Workers' Compensation rates.</p> <p>Workers' compensation rates for 2015-16 have not yet been published, so actual costs are not available at this time. However, it is projected that there will be an increase of approximately 10% in workers' compensation classification rates. That increase, coupled with the decrease in modification factor, will likely decrease the District's workers' compensation insurance premium for 2015-16 by approximately \$26,000.00, from \$74,788.00 to \$48,800.00, or a reduction of 34.7 percent from the prior year.</p>	
BUDGET INFORMATION: The FY 2015-16 Preliminary Budget will reflect an estimated premium based on projected payroll. The actual premium will be included in the Final FY15-16 Budget to be adopted in August 2015.	
DEPT. MGR. : lc, ssk	MANAGER'S APPROVAL: SSK

CSRMA California Sanitation Risk Management Authority



c/o ALLIANT INSURANCE SERVICES, INC.
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Tel: 415.403.1400

Insurance License No.: 0C36861
Fax: 415.874.4813

OFFICERS:

Paul Bushee, *President*
760.753.0155
Greg Baatrup, *Vice President*
707.429.8930

PAST PRESIDENTS:

Russ Baggerly
2010-2014
Robert Reid
2006-2010

Mr. Sandeep Karkal
Novato Sanitary District
500 Davidson Street
Novato, CA 94945

March 25, 2015

CSRMA Workers' Compensation Program Experience Modification Factor July 1, 2015 – July 1, 2016

Dear Sandeep:

We are currently working with CSRMA's actuary to develop the funding requirements for the Workers' Compensation Program renewal and are pleased to provide you with Novato Sanitary District's 2015 Experience Modification Factor (Ex-Mod). Last year, Novato Sanitary District's Ex-Mod was **1.61**. This year, the ex-mod is **.97**, which is a decrease of **-.64**.

Please make note of the change in your Ex-Mod when budgeting for your workers' compensation premium for the upcoming fiscal year. If you have any questions or would like to discuss this decrease further, please do not hesitate to contact us.

Sincerely,

Myron Leavell
Alliant Insurance Services
Program Administrators
(415) 403-1404 Direct
(415) 874-4813 Fax
mleavell@alliant.com

Encl.

RECEIVED
MAR 30 2015

NOVATO SANITARY DISTRICT

Experience Rating Form

Novato Sanitary District

Member Agency

	Class Code	2011-12 Payroll	2012-13 Payroll	2013-14 Payroll	Total Payroll (3-years)	Expected Loss Rate	Expected Losses (payroll x rate) (d)	D Ratio	Primary Expected Losses (expected x ratio) (e)	Expected Excess (d) - (e) (f)
	EXPECTED	7580	788,806	788,806	783,205	2,360,817	1.82	42,967	0.17	7,304
8810		512,070	512,070	558,058	1,582,198	0.17	2,690	0.22	592	2,098
6307						4.99		0.17		
8742		405,285	402,285	428,429	1,235,999	0.19	2,348	0.19	446	1,902
0251						2.49		0.20		
7520						1.60		0.22		
9424						3.47		0.22		
8601						0.15		0.20		
Total		1,706,161	1,703,161	1,769,692	5,179,014		48,005		8,342	39,663

	Claim Number	2011-12 Actual Incurred Losses	2011-12 Primary Actual Losses	2011-12 Excess Actual Losses	2012-13 Actual Incurred Losses	2012-13 Primary Actual Losses	2012-13 Excess Actual Losses	2013-14 Actual Incurred Losses	2013-14 Primary Actual Losses	2013-14 Excess Actual Losses
	ACTUAL	1	63	63	0	1,160	1,160	0	304	304
2					32,040	7,000	25,040			
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Total	63	63	0	33,200	8,160	25,040	304	304	0	

Total Actual Incurred Losses (3-years)	Total Actual MLV Limited Losses (b) + (c)	Total Actual Primary Losses (3-years)	Total Actual Excess Losses (3-years)
	(a)	(b)	(c)
33,567	33,567	8,527	25,040

Rating Procedure

Primary Expected Losses (3-years) (e)	Excess Expected Losses (3-years) (f)	Primary Actual Losses (3-years) (b)	Excess Actual Losses (3-years) (c)	Credibility Primary Value Cp	Credibility Excess Value Ce	Cred Wtd Primary Losses Cp x (b) + (1 - Cp) x (e)	Cred Wtd Excess Losses Ce x (c) + (1 - Ce) x (f)	Cred Wtd Total Actual Losses (g)
8,342	39,663	8,527	25,040	1.00	0.12	8,527	37,908	46,435

Total Expected Losses (3-years) (d)	Experience Modification (g) / (d) (h)
48,005	97%

Novato Sanitary District
WORKERS' COMPENSATION INSURANCE COSTS
Ten Years of Historical Rates

Policy Year	Rates	Payroll	Annual Premium	Exp Mod	Addl Premium/ Retro Adjust	Modified Premium
FY 2015-16		Estimated				
Sanitation	3.9574708	764,087	30,239			
O/S Sales	0.4273325	587,741	2,512			
Clerical	0.3406274	788,524	2,686			
Public Officials						
		2,140,352	35,436	97%	10,000	48,811
FY 2014-15		Estimated				
Sanitation	3.9574708	854,512	33,817			
O/S Sales	0.4273325	462,170	1,975			
Clerical	0.3406274	596,983	2,033			
Public Officials						
		1,913,665	37,826	161%	13,888	74,788
FY 2013-14		Actual				
Sanitation	4.2932002	783,205	33,625			
O/S Sales	0.4666522	558,058	2,604			
Clerical	0.3533224	428,429	1,514			
Public Officials			250			
		1,769,692	37,992	129%	2,641	51,769
FY 2012-13		Actual				
Sanitation	4.3279710	780,784	33,792			
O/S Sales	0.4034549	416,554	1,681			
Clerical	0.3594417	526,020	1,891			
Public Officials			250			
		1,723,358	37,613	195%	(1,179)	72,202
FY 2011-12		Actual				
Sanitation	4.3228430	788,806	34,099			
O/S Sales	0.3682750	405,285	1,493			
Clerical	0.3068950	512,070	1,572			
Public Officials			250			
		1,706,161	37,413	176%		65,877
FY 2010-11		Actual				
Sanitation	3.9883256	952,559	37,991			
O/S Sales	0.4608732	388,632	1,791			
Clerical	0.3899696	499,729	1,949			
Public Officials			250			
		1,840,920	41,981	149%		62,552
FY 2009-10		Actual				
Sanitation	3.5896597	1,288,739	46,261			
O/S Sales	0.4148050	379,822	1,576			
Clerical	0.3509890	518,184	1,819			
Public Officials			250			
		2,186,745	49,906	126%	(7,495)	55,387
FY 2008-09		Actual				
Sanitation	3.760	1,681,852	63,238			
O/S Sales	0.544	426,884	2,322			
Clerical	0.474	505,779	2,397			
Board			250			
		2,614,515	68,208	85%	789	58,766
FY 2007-08		Actual				
Sanitation	3.903	1,565,717	61,115			
O/S Sales	0.645	415,878	2,682			
Clerical	0.564	459,469	2,591			
Board			250			
		2,441,064	66,639	77%	(15,841)	35,471
FY 2006-07		Actual				
Sanitation	4.622	1,499,728	69,320			
O/S Sales	0.837	374,714	3,138			
Clerical	0.783	403,711	3,161			
Board			250			
		2,278,153	75,870	71%	(35,719)	18,152
FY 2005-06		Actual				
Sanitation	5.357	1,565,767	83,870			
O/S Sales	1.148	352,999	4,052			
Clerical	1.044	311,200	3,249			
Board			250			
		2,229,966	91,423	77%	(22,620)	47,775

MARIN LAFCO

Political Subdivision of the State of California

DATE: February 18, 2015

TO: Presiding Officers, Marin Independent Special Districts

FROM: Candice Bozzard, Clerk to the Commission

RE: Election for LAFCO Special District Member

The nomination period for special district member election to the Marin Local Agency Formation Commission closed on February 13, 2015. LAFCO staff received six nominations for the seat currently held by Dennis Rodoni. This term of office will end in May of this year. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019. The nominees for regular member are John Carapiet, Sanitary District #5 (Tiburon); Lew Kious, Almonte Sanitary District; Justin Kai, Marinwood Community Services District; Brad Beedle, Novato Fire Protection District; Jack Baker, North Marin Water District; Pamela Meigs, Ross Valley Sanitary District.

Enclosed are the ballot and candidate qualification forms for participation in the selection process. Please rank your first, second and third choices on the ballot form to enable an "instant runoff". **Your ranking of second and third choices for use in the instant runoff process is required in elections such as this, where there are more than two nominees.** If ballots are received without rankings for first, second and third choices the ballot will be deemed invalid.

Selection Schedule

The final date the LAFCO office will receive ballots will be **5:00pm on Monday, April 18, 2015**. Ballots will be accepted by mail to the LAFCO office, fax to (415) 446-4410 or by email to staff@marinlafco.org. The newly-elected special district member will be seated at the June 2015 LAFCO meeting.

If your district has questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

RECEIVED
FEB 23 2015

NOVATO SANITARY DISTRICT

Chairperson: Jeffrey Blanchfield / *Vice Chairperson:* Dennis J. Rodoni
Regulars: Susan Adams, Judy Arnold, Carla Condon, Craig K. Murray, Gary Phillips
Alternates: Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner
Executive Officer: Keene Simonds

Marin Local Agency Formation Commission

555 Northgate Drive, Suite 230 • San Rafael, California 94903
 Telephone (415) 446-4409 • Facsimile (415) 446-4410 • General E-Mail: staff@marinlafco.org
www.marinlafco.org

BALLOT FORM

MARIN LAFCO AGENCY FORMATION COMMISSION

SPECIAL DISTRICT REPRESENTATIVE

REGULAR

Purpose of Election: Selection of **Regular Special District Member** to serve until May 2019. Seat currently left vacant.

Voting Procedure: Vote shall be one per district. Ballot may be signed by the District Presiding Officer or a designee appointed by the Board of the District.

Choice of Candidate:

(AS THERE ARE SEVERAL CANDIDATES - PLEASE INDICATE FIRST, SECOND AND THIRD CHOICE TO ENABLE AN "INSTANT RUNOFF" IF NECESSARY.)

- _____ John Carapiet – Sanitary District #5 (Tiburon)
- _____ Lew Kious – Almonte Sanitary District
- _____ Justin Kai – Marinwood Community Services District
- _____ Brad Beedle – Novato Fire Protection District
- _____ Jack Baker – North Marin Water District
- _____ Pamela Meigs – Ross Valley Sanitary District

District

Signature

RETURN FORM TO MARIN LAFCO AFTER THE DISTRICT'S VOTE,
NO LATER THAN APRIL 18, 2015

Ballot may be transmitted by facsimile to (415) 446-4410 or
Emailed to staff@marinlafco.org

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

Name of District: SANITARY DISTRICT NO. 5 OF MARIN COUNTY

1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee:

JOHN CARARIET

*District of Nominee:

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

2. Board did not act.

*Attach completed qualification form.

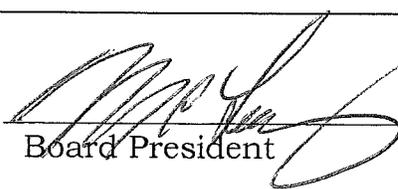
BOARD ACTION:

Ayes: 5 

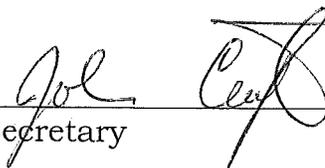
Noes: 0

Absent: 0

Abstain: 0


Board President

Attest:


Board Secretary

Date: 1/23/15

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.

Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: John Carapiet

Name of Special District: SANITARY DISTRICT NO. 5 OF MARIN COUNTY

Telephone: (Home) (415) 435-8476 (Work) (415) 575-4840 ^{cel}

Email Address: johncarapiet@gmail.com

Home Address: 4 Lagoon Rd
Belvedere 94920

Work Address: N/A

Present Occupation: Retired

➤ Summary of Qualifications for Position:

➤ Reasons for Applying:

➤ Please list any organizations of which you are an officer or an employee:

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

Name of District: ALMONTE SANITARY DISTRICT

X 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: LEW KIOPS

*District of Nominee: ALMONTE SANITARY DISTRICT

_____ 2. Board did not act.

*Attach completed qualification form.

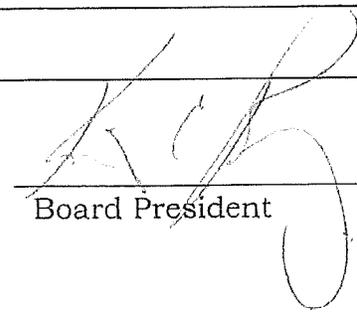
BOARD ACTION:

Ayes: 5

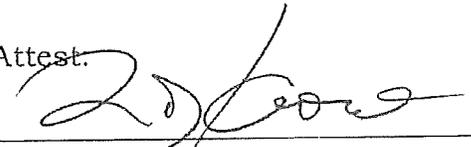
Noes: 0

Absent: _____

Abstain: _____



Board President

Attest: 

Board Secretary

Date: 1/26/15

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

Name of District: HOMESTEAD VALLEY SANITARY DISTRICT

X 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee:

LEW KIOUS

*District of Nominee:

ALMONTE SANITARY DISTRICT

_____ 2. Board did not act.

*Attach completed qualification form.

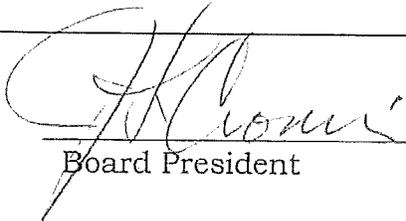
BOARD ACTION:

Ayes: 5

Noes: 0

Absent: _____

Abstain: _____


Board President

Attest:

Burnett Tregouing
Board Secretary

Date: 1-27-15

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: LEW KIOUS

Name of Special District: ALMONTE SANITARY DISTRICT

Telephone: (Home) 415-383-8950 (Work) 415-389-6112

Email Address: LPKIOUS@SBCGLOBAL.NET

Home Address: 233 PRINCETON AVE.
MILL VALLEY, CA 94941

Work Address: 900 DOLITTLE DR, SUITE 8A
SAN LEANDRO, CA 94577

Present Occupation: SALES MANAGER

➤ Summary of Qualifications for Position:
SEE ATTACHED

➤ Reasons for Applying:
SEE ATTACHED

➤ Please list any organizations of which you are an officer or an employee:
SEE ATTACHED

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Marin Local Area Formation Commission
Nominee Qualifications- Lew Kiou
Regular Special District Member

- As the President of the SASM Board of Commissioners since 2011 (elected in the last 4 annual elections), member of the Almonte Sanitary District Board since 2008, and resident of Mill Valley since 1983, I am confident in my ability to represent the constituents and issues affecting Southern Marin. I have spoken before the LAFCO Board, and met with its members on many occasions. I strongly feel that Southern Marin needs a voice on LAFCO, a board on which Southern Marin is currently un-represented.

Summary of qualifications for Position:

- President of Board of Commissioners for Sewerage Agency of Southern Marin (SASM) since 2011. In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). As President, I seek the responsible input from all parties and then encourage the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the water treatment plant on behalf of SASM.
- Secretary/Treasurer and Board member of Almonte Sanitary District. I implemented the District's website and expanded our outbound communication. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30+ years. Lifelong Bay Area resident.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for Applying:

- I believe that with my election to LAFCO, I will be the only representative from Southern Marin, and I believe that representation is critical and vitally important.
- I have seen Marin LAFCO in action, and am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, as opposed to actions that may be viewed by its Board as a legislative mandate. I believe that I can help to maintain that balance to the benefit of all of Marin.
- I have worked with LAFCO's staff and Board and believe I can develop good relationships within LAFCO to immediately provide positive results.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to Marin residents, and specifically the Special Districts of Marin.

Please list any organizations of which you are an officer or an employee:

- Secretary/Treasurer- Almonte Sanitary District
- President: Board of Commissioners- Sewerage Agency of Southern Marin (SASM)

NOTE: While my preference and focus is on becoming the Regular Special District Member of LAFCO, I have been nominated for both the Regular and Alternate positions so that in the event that I am not elected as the Regular Member I would still have an opportunity to represent Southern Marin in the Alternate position. This is completely within the election guidelines. Should I be elected as the Regular member, I would be removed as a candidate for the Alternate position.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

Name of District: MARINWOOD COMMUNITY SERVICES DISTRICT

1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: JUSTIN KAI

*District of Nominee: MARINWOOD COMMUNITY SERVICES DISTRICT

2. Board did not act.

*Attach completed qualification form.

BOARD ACTION:

Ayes: READ, SHEA, HANSELL, KAI

Noes: _____

Absent: DEARBORN

Abstain: _____

Tony Read
Board President

Attest:
Carolyn Sullivan
Board Secretary

Date: 2.11.2015

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.

Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Justin Kai

Name of Special District: Marinwood Community Services District

Telephone: (Home) 415.215.7865 (Work) Same as home

Email Address: kai.justin@gmail.com

Home Address: 240 Cobblestone Drive
San Rafael, CA 94903

Work Address: Same as home

Present Occupation: Real Estate Agent

➤ **Summary of Qualifications for Position:**

Through my interactions with various county residents, my community involvement and time as an elected official, I've developed an understanding that what's best for the public majority isn't always easy to implement, but it is necessary that it is done. These are often the hard choices LAFCO deals with, to execute difficult decisions responsibly for the best interests of the public, which I'm prepared to do.

➤ **Reasons for Applying:**

After attending a recent LAFCO primer workshop, I gained a greater understanding of LAFCO's purpose to promote orderly growth, while ensuring the preservation of Marin's prime agricultural lands. As a resident and local official, I have a strong interest in LAFCO and would be honored to offer my time and serve as the regular special district member.

➤ **Please list any organizations of which you are an officer or an employee:**

N/A

Please return to: **Marin LAFCO**
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

Name of District: Novato Fire Protection District

X 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Brad Beedle

*District of Nominee: Novato Fire Protection District

 2. Board did not act.

*Attach completed qualification form.

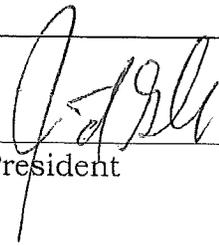
BOARD ACTION:

Ayes: Directors Galli, Fenner, Jr., and Silverman

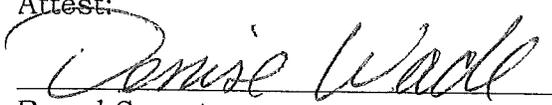
Noes: Director Kaselionis

Absent: President Beedle

Abstain: None



Board President

Attest:


Board Secretary

Date: 1/7/15

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: BRAD BEEDLE

Name of Special District: NOVATO FIRE Protection District

Telephone: (Home) 415 898-1843 (Work) 415 309-7442

Email Address: BRAD.BEEDLES@OL.COM

Home Address: 59 ORCHARD WAY
NOVATO CA 94947-3071

Work Address: 936 B 7th STREET SUITE 246
NOVATO CA 94945

Present Occupation: BUSINESS OWNER - EVENT MEDIC SERVICES - FIRST AID / SAFETY PRODUCT RESE.

➤ Summary of Qualifications for Position:

- SERVE ON NOVATO FIRE DISTRICT BOARD 3 TERMS!
- COMMUNITY INVOLVEMENT
- BORN AND RAISED IN MARIN WITH A CLEAR UNDERSTANDING OF THE COUNTY POLITICS AND ACTI

➤ Reasons for Applying:

CURRENT LAFCO BOARD LACKS FIRE DISTRICT REPRESENTATION.

➤ Please list any organizations of which you are an officer or an employee:

BOARD MEMBER CURRENT PRESIDENT 2015
NOVATO FIRE PROTECTION
DISTRICT

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

Name of District: North Marin Water District

 ^x 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee:

Jack Baker

*District of Nominee:

North Marin Water District

 2. Board did not act.

*Attach completed qualification form.

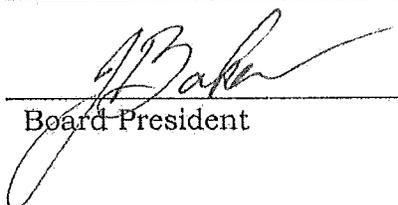
BOARD ACTION:

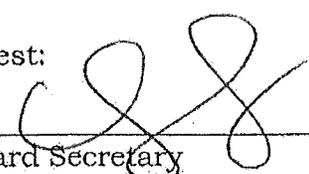
Ayes: Directors Baker, Fraitas, Petterle, Rodoni, Schoonover

Noes: None

Absent: None

Abstain: None


Board President

Attest: 
Board Secretary

Date: 2/3/15

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

Name of District: Bel Marin Keys CSD

1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: JACK BAKER

*District of Nominee: No. Marin Water District

2. Board did not act.

*Attach completed qualification form.

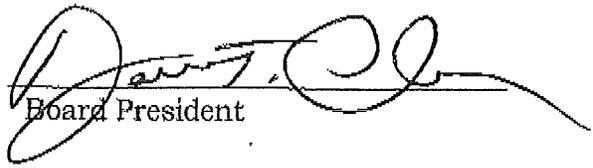
BOARD ACTION:

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0


Board President

Attest:

Board Secretary

Date: 1/13/2015

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Jack Baker

Name of Special District: North Marin Water District

Telephone: (Home) (415) 382-3332 (Work) N/A

Email Address: jckbaker@gmail.com

Home Address: 425 Corte Norte Novato, CA 94949

Work Address: _____

Present Occupation: Registered Civil Engineer (Retired)

➤ **Summary of Qualifications for Position:**

- 1- Served as LAFCO Alternate Special District Member (2013-present)
- 2- Over 30 years service as Director for North Marin Water District
- 3- Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) in the design and construction of public facilities.
- 4- Served one term as Director for Novato Sanitary District (1978 - 1982).

➤ **Reasons for Applying:**

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interactions with Marin County Special Districts as well as the eleven Cities/Towns. Familiarity with these entities and their respective services has enabled me to effectively contribute as a member of the LAFCO decision making process.

➤ **Please list any organizations of which you are an officer or an employee:**

North Marin Water District (Director)

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR SPECIAL DISTRICT MEMBER

(1)

Name of District: Ross Valley Sanitary District

1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Pamela Meigs

*District of Nominee: #7

2. Board did not act.

*Attach completed qualification form.

BOARD ACTION:

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0

Thomas Goffney
Board President

Attest:
[Signature]
Board Secretary

Date: 2/10/15

MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.
Forms may be mailed to the LAFCO Office, faxed to (415) 445-4410 or sent electronically to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Pamela Meigs

Name of Special District: Ross Valley Sanitary District (1)

Telephone: (Home) 258 2882 (Work) 302 0805

Email Address: pamela.meigs@sbcglobal.net

Home Address: 310 Cypress Dr.
FAIRFAX CA, 94930

Work Address: 250 Bon Air Rd. Greenbrae, Ca

Present Occupation: Registered Nurse Master in
Community Health

> Summary of Qualifications for Position:

* see attached copy

> Reasons for Applying:

* see attached copy

> Please list any organizations of which you are an officer or an employee:

Director - Ross Valley Sanitary District
CM SA Commission, North Bay Watershed Assc.
* please attached information

Please return to: Marin LAFCO
655 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Local Agency Formation Commission
555 Northgate Drive, Suite 230
San Rafael, CA. 94903

Reasons for Applying for LAFCO:

I have a great love of the land and the community. My passion to serve the community stems from the philosophy to serve "the greatest good for the greatest number" while weighing each community member's needs and requests.

I understand the critical importance of planning effectively for a sustainable future. I enjoy and have the ability to look ahead at the "big picture" when approaching planning.

I enjoy working collaboratively with others (public and private) so that all government agencies are the best they can be. I am a strong team member who is able to evaluate and solve problems efficiently. I recently have created better working relationships with CMSA and RVSD. I have also created liaison and outreach to other municipalities (Fairfax, San Anselmo, Larkspur) for RVSD.

Since young adulthood, I continue to have a great affinity to care for and understand how government promotes and coordinates local lands, especially open space and local government land practices.

My service reflects many years to serve the community especially as a Planning Commissioner for the Town of Fairfax (8 years). The General Plan of Fairfax was drafted and implemented during that time (10 years).

I feel very much at home to continue my service for the community in regards to planning as LAFCO has designated such as: developing spheres of influence for a planned service area boundary, applications of municipal service reviews, approving/reviewing boundary changes if needed, annexations, formation/amending JPA's, and other regulatory planning as ascribed in the policies including most recent 2015 strategic plans for LAFCO.

My experience as a Planning Commissioner for the Town of Fairfax and being a Ross Valley Sanitary District Director (4.5 years) has given me the knowledge to understand regulatory municipal planning, in various ways.

I enjoy working with the public in many ways such as: liaison with community leaders and the public for creating trust and transparency of policy making, education for a means to understand what local governments do, and supporting the public process as open and transparent while allowing the public to weigh in with their input in a respectful/inviting manner. I advocate transparency, integrity and honesty.

One of my interests on LAFCO issues includes mapping urban planning boundaries and urban service boundaries so it is clear to all who is or should be the public service provider, such as unincorporated areas adjacent to special districts, cities, and towns.

I feel strongly that special districts play an important role in Marin's governance. I would be a devoted and diligent voice for all special districts as well as the community at large for LAFCO. I respectfully request your support and vote so I can continue to serve the community as a LAFCO board member.

Pamela Meigs, RN, MSN
pamelameigs@sbcglobal.net
415-302-0805

Marin Local Agency Formation Commission
555 Northgate Drive, Suite 230
San Rafael, CA. 94903

- Bay Area native, and a Ross Valley resident for over 25 years
- A health professional (Registered Nurse) in the community for over 30 years
- Masters in Community Health
- An Advocate of Community Health, the Environment and Fiscal Responsibility
- Over 20 years of community leadership experience
- Past Chair and past member (8 years) of the Fairfax Planning Commission
- Past Co-Chair and initiator of the Fairfax Open Space Committee
- Fairfax Advisory Committee for the Fairfax General Plan
- North Bay Watershed Association, voting member for RVSD
- Former Finance Committee for RVSD, current Finance Committee for CMSA
- Supports Friends of Corte Madera Creek
- Supports RVSD Lateral Grant Program and Lateral Loan Program
- Larkspur Landing Development Committee for RVSD
- Former Secretary for RVSD
- Former RVSD LAFCO Representative
- Past adjunct Professor (Registered nursing) at local Colleges/Universities in the Bay Area
- Long term Sierra Club member
- Environmental Forum Leadership Program
- Director for Ross Valley Sanitary District since 2010 (second term, high vote getter for 2014 election)
- Current Central Marin Sanitary Agency Commission Board member (JPA)
- Graduate of Napa College (AA), Dominican University (BSN) , Holy Names University (MSN), and Diamond Light Massage School (CMT)

I am a registered nurse with a Masters degree in Community Health. I currently work at a local hospital, and have worked there for 30 years. I have been a part-time adjunct professor and faculty member at various Nursing Colleges and Universities in the Bay Area. I volunteered in Lafayette, LA in the aftermath of hurricane Katrina.

I am an activist and leader in the Town of Fairfax. I have served on the Fairfax Planning Commission for over seven years and served as the Chair of the Planning Commission for two years. As a Commissioner, I worked on the Mixed Use Overlay Zone Draft (as a means to promote affordable housing), the recently revised Tree Ordinance, Circulation, Land Use, Safety, and the Open Space Elements for the General Plan (GP) for the Town of Fairfax. My committee work on the GP elements included zoning, municipal ordinances/regulations if required by state and local laws, and all criteria required for creating/updating a GP including mapping. The Fairfax General Plan was completed (2010) with my involvement of many hours with community leaders and the general public. I am the initiator of and past Chair of the Fairfax Open Space (2004) Committee. In the past I have been the Secretary for the Marin County Green Party. I have participated in successful fund raising to acquire nine acres of pristine open space for the people and Town of Fairfax. I have been a volunteer at the annual creek cleanup for the Fairfax Creek. I have been a past member of the General Plan Advisory Committee for the Town of Fairfax and the Tree Committee, which evaluates the hazard and health of trees in the community. I have worked on campaigns for local elections, special tax measures and the campaign for President Obama.

I am a member of Sigma Theta Tau International Honor Society of Nursing, the Sierra Club, Daughters of the Golden West, Young Ladies Institute, the California Nurses Association, the Fairfax Chamber of Commerce, Sustainable Fairfax, Marin Conservation League and the Marin County Women's Political

Caucus. I have also served as a Girl Scout Leader. I am a mother, grandmother and world adventure traveler.



LAK ASSOCIATES, LLC

3030 Bridgeway, Suite 103, Sausalito, CA 94965
tel: (415) 331-4551 fax: (415) 331-4573 info@lakassociates.com

February 6, 2015

Jeff Blanchfield
Marin County Local Agency Formation Commission
555 Northgate Drive, Suite 230
San Rafael, CA 94903

Subject: **Endorsement for Pam Meigs for the Marin LAFCO**

Dear Jeff,

As the principal planning consultant to the Town of Fairfax for the last 15 years I have worked directly with Pam Meigs on a variety of levels related to land use planning. First, when she served the Town as an appointed member of the General Plan Advisory Committee, and then as a member and Chair of the Town's Planning Commission.

It is with great enthusiasm that I endorse Pam for the Marin LAFCO representing the Ross Valley Sanitary District. Pam has proven to be a conscientious student of land use planning issues and will certainly contribute well to LAFCO's deliberations from an informed perspective.

Please feel free to contact me directly if you have any questions regarding my endorsement of Pam Meigs. I can be reached at 415/272-2780 or larry@lakassociates.com.

Respectfully,

Larry Kennings

Marin LAFCO Staff

From: Lawrence Bragman <bragman@msn.com>
Sent: Monday, February 09, 2015 3:17 PM
To: Marin LAFCO Staff
Subject: Pam Meigs for LAFCO Representative

To whom it may concern:

I am writing to recommend Pam Meigs to fill the open position on the LAFCO Board.

I have known and worked with Pam for over twelve years. Pam is a competent and caring public servant who will take all points of view into account when considering an issue or making a decision. Pam has tirelessly devoted many hours of her time to Fairfax and the greater Ross Valley community. Her background and training as a Registered Nurse is also an added benefit that she brings to bear. Hence, in my estimation, Pam will be a great choice for LAFCO.

Please feel free to call or write to me if you need any additional information about Pam Meigs or her qualifications for this office. Thank you very much for your time and consideration.

Larry Bragman
Representative for Division 3
Marin Municipal Water District Board of Directors

Marin LAFCO Staff

From: barbara coler <barbaracolер@gmail.com>
Sent: Monday, February 09, 2015 7:42 PM
To: Marin LAFCO Staff
Subject: Pamela Meigs for LAFCO Board of Directors

To whom it may concern:

I am writing to support and recommend Pamela Meigs for the open position on the LAFCO Board.

I have known Pamela for the last several years. She is a truly dedicated public servant, caring and committed to all positions she has served in. She has demonstrated effective leadership and a spirit of collaboration. She is able to consider all sides and perspectives before making decisions which affect organizations and citizens. Her background and work as a Registered Nurse and her Master's degree in community health provide her a unique perspective and a strong background to address many varied challenges. As you know, she is currently a Director of the Ross Valley Sanitary District and previously ably served as a Planning Commissioner for the Town of Fairfax for eight years.

Pam will be a great choice for the position on the LAFCO Board.

Please feel free to call or write to me if you any questions. Thank you very much for your consideration.

Sincerely,

**Barbara Coler, Mayor
Town of Fairfax**

Marin LAFCO Staff

From: fjegger@gmail.com on behalf of Frank Egger <fegger@pacbell.net>
Sent: Wednesday, February 11, 2015 1:36 PM
To: Marin LAFCO Staff
Subject: Pamela Meigs, candidate for LAFCO Special District appointment

Pam Meigs has been a member of the Ross Valley Sanitary District Board of Directors since her election in 2010. As a registered nurse currently working at Marin General Hospital, she has a keen sense about health and welfare issues affecting the residents of Marin. Those issues are fire, emergency medical, water, sewer, garbage collection, mosquito abatement and hospital services.

She knows and understands the issues from health to politics to growth and development and will be a great advocate for Marin's Special Districts. Pam knows well the vital role of special districts in the delivery of services here in Marin County.

I urge your vote for Pam Meigs for the Marin LAFCO representative from the special districts.

Thank you, Frank Egger
Ross Valley Sanitary Disitric

Marin LAFCO Staff

From: Mimi Newton <mimi.newton@gmail.com>
Sent: Thursday, February 12, 2015 11:51 AM
To: Marin LAFCO Staff
Subject: Recommending Pamela Meigs for LAFCO Board of Directors

To: Marin LAFCO

I strongly recommend Pamela Meigs for appointment to LAFCO's Board.

I've had the opportunity to work with Pam on a number of different community projects and observed her tireless commitment to public service for almost a decade. She was a gracious and supportive member of the Fairfax Open Space Committee when I was appointed to that organization shortly after I moved to Fairfax in 2006. As a newbie to the Town, and with no land preservation experience, I found Pam's advice and counsel invaluable. Since then, I've watched her tackle numerous difficult issues on behalf of our community and the environment with seemingly unlimited energy.

In addition to her experience and energy, Pam has the intellectual curiosity that enables her to delve into the complex details of a variety of different subjects. She is cautious but acts decisively when action is called for. One of her great strengths is an open mind that allows her to patiently investigate all sides of an issue.

At her core, Pam is somebody who cares deeply about people, as evidenced by her nursing career. She is also a strong advocate for a healthy environment and has a keen understanding of the connections between our environment and our health. And, fortunately for all of us, Pam's commitment to serve the Marin community is unswerving.

If she is chosen to sit on the LAFCO Board, I know Pam's contributions will greatly benefit both the other Board members and our County. She would be a great choice!

Please call or email me if you have any questions.

Thank you,

Mimi Newton, Chair
Fairfax Open Space Committee
(415) 845-6464

Informational Item
Following:



**NORTH MARIN
WATER DISTRICT**

April 3, 2015

NMWD Account # 4073601

*****SCH 5-DIGIT 94945 16219 P3 T68 68

Novato Sanitary
500 Davidson St
Novato, CA 94945-3328



999 Rush Creek Place
P.O. Box 146
Novato, CA 94948

Re: Notice of Proposed Water Rate Increase

PHONE
415.897.4133

Dear Customer:

EMAIL
info@nmwd.com

The North Marin Water District's mission is to provide an adequate supply of safe, reliable and high-quality water to our customers at reasonable cost consistent with good conservation practices and minimum environmental impact. To fulfill this mission, NMWD must generate revenue sufficient to cover its cost of operations.

WEB
www.nmwd.com

Accordingly, the North Marin Water District is proposing an increase in the cost of water which averages 3% for the typical Novato customer, effective June 1 of 2015. This letter provides details on the need for the increase and information about the public hearing where public comment will be taken prior to a vote on the proposed water rate increase by the District Board of Directors.

REASON FOR THE PROPOSED INCREASE

Higher Water Cost: The Sonoma County Water Agency (SCWA), which provides 80% of Novato's water supply, is increasing the rate it charges NMWD for Russian River water by 4.9% effective July 1, 2015. In addition, water purification costs to operate the Stafford Water Treatment Plant, which supplies 20% of Novato's water supply, continue to rise.

Water System Infrastructure Maintenance: The Novato water system includes 315 miles of pipeline, 37 million gallons of finished water storage distributed across 31 tanks, 27 pump stations, 16 pressure regulating stations, over 2,600 fire hydrants and a multitude of valves, all of which require ongoing maintenance. The District is now 67 years old, and much of the pipeline installed in the early years is nearing the end of its useful life requiring future replacement.

RATE COMPARISON

NMWD's rates remain reasonable. You can assess this for yourself by comparing NMWD's cost of water service to 16 counterpart Bay Area water agencies (see Urban Area Water Cost Comparison on page 5 of this letter). The comparison shows that the typical cost of service for a Novato single-family residence is at the median of our counterpart agencies.

RECEIVED
APR 07 2015

DIRECTORS: JACK BAKER • RICK FRAITES • STEPHEN PETERLE • DENNIS RODONI • JOHN SCHOONOVER
General Manager • KATIE YOUNG, Secretary • DAVID L. BENTLEY, Auditor-Controller • DREW MCINTYRE, Chief Engineer

PROPOSED RATE INCREASE

A table showing the existing rates and charges, and the amounts proposed, is included on page 4 of this letter.

Residential Accounts: It is proposed that a commodity rate increase of 4% for all water used be implemented effective June 1, 2015. No increase in the bimonthly service charge is proposed. For the typical Novato single-family residence, the proposed increase in the total cost of water (commodity charge plus bimonthly service charge) is 3%. The proposed increase would add \$1.70 per month (\$3.40 per bimonthly bill) to the cost of water for a typical single-family residence beginning June 2015.

You can determine the increase in your annual water cost based on your personal water use over the past year from our website. Insert your NMWD Account number (included at the top of page 1 of this letter) and the name on your account into the Rate-Increase Model on NMWD's website at <http://www.nmwd.com/accountbalance.php>.

Non-Residential Accounts (Commercial, Institutional & Irrigation): It is proposed that an increase in the commodity rate of 4% for all water used be implemented effective June 1, 2015. No increase in the bimonthly service charge is proposed. The increase for non-residential customers will vary based upon water use. In Novato the median non-residential account uses more water than the median residential account, but would still see an increase in the total cost of water (commodity charge plus bimonthly service charge) of 3%. You can determine the increase in your annual water cost based on your consumption over the past year from our website. See the boxed area above for instructions.

WATER RATE PUBLIC HEARING

A public hearing will be held at the NMWD office (999 Rush Creek Place, Novato) at 7:00 p.m. on Tuesday, May 19, 2015, to consider enactment of an increase averaging 3% effective June 1, 2015.

HOW TO PARTICIPATE

You are invited to present oral or written testimony on the proposal at the public hearing. You have the right to protest this proposed rate increase. If you do, you must submit your protest in writing, even if you plan to attend the public hearing. If written protests are submitted by a majority of the affected property owners or customers, the proposed increases will not be imposed.

Your written protest must be received prior to the close of the May 19, 2015 public hearing. Written protests must be signed by the property owner or customer of record and

Notice of Proposed Water Rate Increase
April 3, 2015
Page 3 of 5

must include a description of the parcel (parcel number) or NMWD account number.
Send or deliver written protests to:

District Secretary
North Marin Water District
PO Box 146
Novato, CA 94948

For more information visit NMWD's website at www.nmwd.com or call the District Secretary at (415) 897-4133

Sincerely,

A handwritten signature in cursive script that reads "Chris DeGabriele".

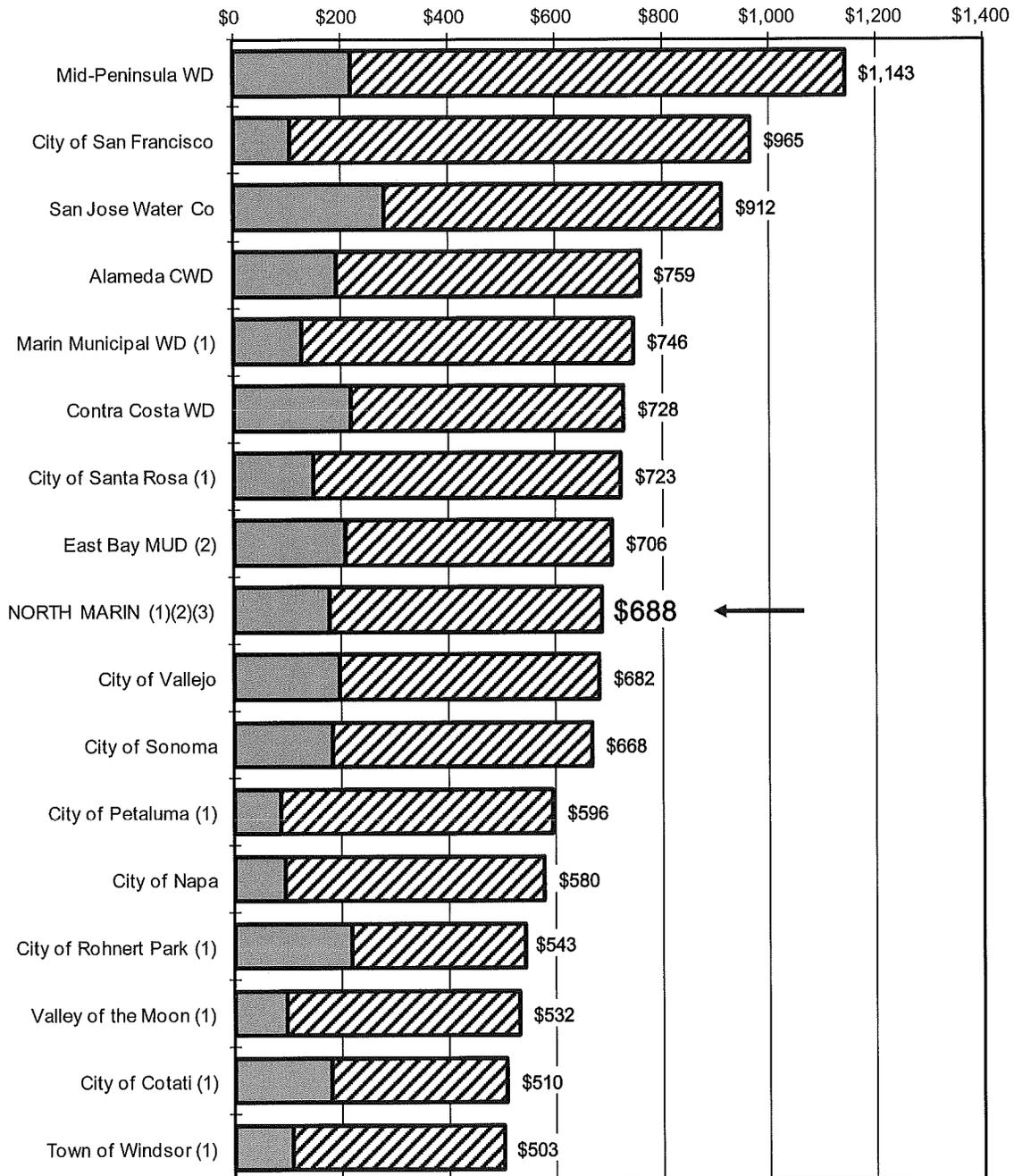
Chris DeGabriele
General Manager

NOVATO WATER CHARGES

	<u>Existing</u>	<u>Proposed</u>	<u>%</u>
	6/1/14	6/1/15	Increase
A BI-MONTHLY SERVICE CHARGE OF:			
STANDARD 5/8-INCH METER	\$30.00	\$30.00	0%
1 -inch residential meter for fire sprinklers	\$34.00	\$34.00	0%
1 -inch meter	\$60.00	\$60.00	0%
1.5 -inch meter	\$73.00	\$73.00	0%
2 -inch meter	\$114.00	\$114.00	0%
3 -inch meter	\$227.00	\$227.00	0%
4 -inch meter	\$364.00	\$364.00	0%
6 -inch meter	\$761.00	\$761.00	0%
8 -inch meter	\$1,134.00	\$1,134.00	0%
PLUS A QUANTITY RATE OF:			
<u>Residential rate for each 1,000 gallons</u>			
	<u>Rate</u>	<u>Rate</u>	
First 615 gallons per day	\$4.29	\$4.46	4%
616 - 1,845 gallons per day	\$6.84	\$7.11	4%
Use in excess of 1,845 gallons per day.....	\$11.90	\$12.38	4%
<u>Rate for each 1,000 gallons for all other potable water accounts</u>			
Commercial, institutional & irrigation accounts - 11/1-5/31.....	\$4.73	\$4.92	4%
Commercial, institutional & irrigation accounts - 6/1-10/31.....	\$5.08	\$5.28	4%
<u>Rate for each 1,000 gallons for non-potable water</u>			
Recycled Water	\$4.73	\$4.92	4%
Raw (Untreated) Water	\$1.95	\$2.03	4%
PLUS AN ELEVATION ZONE RATE FOR EACH 1,000 GALLONS OF:			
<u>Zone</u> <u>Elevation</u>	<u>Rate</u>	<u>Rate</u>	
A 0 through 60 feet.....	\$0.00	\$0.00	-
B 60 feet - 200 feet.....	\$0.51	\$0.53	4%
C 200 feet +.....	\$1.64	\$1.71	4%
Hydrants or Temporary Service.....	\$6.72	\$6.99	4%

2/10/15

**2015 URBAN AREA
 TOTAL ANNUAL WATER COST COMPARISON**
 Typical Detached Single-Family Home Annual Consumption = 107,700 Gallons



LEGEND

Service
 Commodity

(1) Sonoma County Water Agency Prime Contractor.
 (2) Based on weighted average commodity charge - all zones.
 (3) Excludes West Marin rates and charges.