

# NOVATO SANITARY DISTRICT

Meeting Date: July 8, 2013

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, July 8, 2013, 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](http://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 June 24, 2013 meeting.

5. **CONSENT CALENDAR:**

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

- a. Approve regular disbursements.
6. **PUBLIC HEARING – 2013-14 SEWER SERVICE CHARGE REPORT:**
    - a. Sewer Service Charge Report.
    - b. Open hearing.
    - c. Consider protests regarding sewer service charge report.
    - d. Close hearing.

7. **RESOLUTION CONFIRMING REPORT ON SEWER SERVICE CHARGES:**
  - a. Consider adoption of resolution confirming sewer service charge report and electing to collect on tax rolls.
8. **ADMINISTRATION:**
  - a. Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for FY2012-13.
  - b. Consider setting date of August 12, 2013 for Public Hearing on updating Ordinance No. 109, Relating to Bid Cost Thresholds and Bidding Procedures for Construction Services.
9. **BOARD OF DIRECTORS:**
  - a. Presidential appointment of Committee members for 2013-14.
10. **OPERATIONS:**
  - a. Consider approval of a proposal from Shape, Inc. to replace the rotating assemblies on two conveyance pumps at the Ignacio Transfer Pump Station (ITPS), and authorize the Manager-Engineer to issue a purchase order for an amount not-to-exceed \$70,800.
11. **STAFF REPORTS:**
  - a. July 4<sup>th</sup> parade participation.
12. **BOARD MEMBER REPORTS:**
13. **MANAGER'S ANNOUNCEMENTS:**
14. **ADJOURN:**

Next resolution no. 3059

**Next regular meeting date: Monday, August 12, 2013, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

***In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.***

June 24, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, June 24, 2013, preceded by a closed session beginning at 5:30 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:32 p.m. President Di Giorgio announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS:

- District designated representatives: Beverly James, Sandeep Karkal  
Employee organization: International Brotherhood of Teamsters Local 315.
- District designated representative: Beverly James  
Unrepresented employees: Deputy Manager-Engineer, Finance Officer, Field Services Superintendent, Collection System Superintendent, Senior Engineer, Environmental Services Supervisor, Administrative Secretary.

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Jerry Peters and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James and Deputy-Manager Engineer Sandeep Karkal.

The closed Session ended at 6:16 p.m. with no reportable action.  
Open session began at 6:22 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Jerry Peters and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly James, Deputy Manager-Engineer Sandeep Karkal, Finance Officer Laura Creamer, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Dee Johnson, Household Hazardous Waste Manager  
John Bailey, Project Manager, Veolia Water  
Dasse de longh, Novato resident, NSD employee

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the June 10, 2013 Board meeting.

Member Welsh requested a change be made to the minutes to clarify his comments regarding the contract with Dukes's Root Control as noted in the Consent Calendar. The minutes were changed as follows: "*In respect to item (a), he **requested additional information regarding the contract with Duke's Root Control.***"

*On motion of Member Peters, seconded by Member Long and carried unanimously, the June 10<sup>th</sup> Board meeting minutes were approved as amended.*

CONSENT CALENDAR:

Member Welsh requested more information regarding the disbursement to Stiles Construction. The Manager stated that the disbursement was to cover costs for the medium replacement in the odor control beds. Member Welsh discussed the provisions of the contract with Veolia Water and questioned whether Veolia Water should be financially responsible for the cost of the medium replacement.

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

- a. Granted Final Acceptance of the Pump Station Improvement Project-Unit 4, Project No. 72403-04 and authorized staff to file the Notice of Completion.
- b. Authorized an expenditure of \$153,098.63 for the purchase of a Continuous Mechanical Rodding Unit from Municipal Maintenance Equipment.
- c. Approved Board meeting dates of July 8<sup>th</sup>, August 12<sup>th</sup> and 26<sup>th</sup> and canceled the meeting of July 22<sup>nd</sup>.
- d. Approved regular disbursements in the amount of \$308,257.78, capital project disbursements in the amount of \$14,273.96, and payroll and payroll-related disbursements in the amount of \$238,279.49.

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. The Deputy Manager-Engineer introduced John Bailey, Project Manager, Veolia Water. Mr. Bailey gave an overview of the Committee report for May 2013 and stated that water quality performance was excellent with all parameters well within effluent standards. The Deputy Manager-Engineer reviewed the Collection Systems and the Reclamation Systems reports. He summarized the monthly and year-to-date Collections department performance and outlined the work performed for the month. He also gave an overview of the activities at the District's reclamation facility.

Member Long suggested the reports include the water quality parameters for the recycled water.

- Treatment Plant odor control, noise, and landscaping report. The Manager outlined the activities that took place in May and June to address neighborhood concerns regarding odor control, noise and landscaping.

SOLID WASTE:

- Joint City/District Solid Waste Committee report. The Manager introduced Dee Johnson, Household Hazardous Waste Coordinator. Ms. Johnson gave an overview of the Solid Waste Committee meeting which was held at the District on May 21<sup>st</sup>. She discussed outreach events and the steps being taken to encourage recycling at multi-family and commercial facilities to ensure that zero waste goals are met. She discussed food waste and how the recycling of commercial food waste is moving forward. She reviewed the calendar/timetable in which zero waste programs are to be implemented in compliance with the franchise agreement.

Ms. Johnson discussed the E-Waste Collection event that was held from April 27<sup>th</sup> through April 29<sup>th</sup>. She stated that 728 Novato residents participated in the event and that 39,963 pounds of electronic waste were collected.

- Consider approval of contract with DLJ Associates to provide Household Hazardous Waste and AB939 services for 2013-14. The Manager stated that Dee Johnson manages the following programs on behalf of the District: Household Hazardous Waste, AB 939 services, Zero Waste outreach and AB 341 solid waste requirements. She noted that Ms. Johnson's contract proposal for 2013/14 was provided and recommended the Board approve the consulting services contract in an amount not-to-exceed of \$120,000.

*On motion of Member Long, seconded by Member Mariani and carried unanimously, the Board approved the contract with DLJ Associates in an amount not-to-exceed \$120,000 to provide Household Hazardous Waste and AB939 services for 2013-14.*

At 7:23 p.m., President Di Giorgio called a 10 minute recess.

At 7:30 p.m. President Di Giorgio reconvened the meeting.

FINANCIAL:

- Consider approval of the Preliminary Budget for fiscal years 2013/14 and 2014/15. The Manager stated that the budget being presented contained only minor changes from the previous Preliminary Budget presented at the prior Board meeting. She reviewed the budget and noted that the District's sewer service charge rates are competitive in comparison to other Districts.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board approved the Preliminary budget for fiscal years 2013/14 and 2014/15.*

PERSONNEL:

- Consider approval of salaries for management and confidential personnel effective July 1, 2013. The Manager stated that the District is in negotiations with the represented employees for compensation adjustments and anticipates that the Memorandum of Understanding (MOU), once negotiated, to go into effect retroactively to July 1, 2013. She stated that it is customary for the represented and the non-represented group to share the same CPI increase but that the non-represented group (management and confidential personnel) cannot be given retroactive pay increases. She requested the Board approve a salary increase for the non-represented group of 3.2% effective July 1, 2013. She noted that the increase is calculated as the Consumer Price Index (CPI) increase of 2.2% plus 1% for the employee's anticipated increase in the CalPERs contribution.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved a 3.2% salary increase for management and confidential personnel effective July 1, 2013.*

- Consider adoption of a Resolution amending Lincoln National Life Insurance Company 401(a) Plan. The Manager gave an overview of the District's 401(a) Profit Sharing Defined Contribution Plan for management and confidential employees. She stated that the District's Plan has been amended as required to comply with the Pension Protection Act of 2006 and other legislative and regulatory changes.

*On motion of Member Long, seconded by Member Mariani and carried unanimously, the Board adopted Resolution No. 3058: A Resolution of the Board of Directors of the Novato Sanitary District, Amending the District's 401(a) Plan with Lincoln National Life Insurance Company to Reflect Certain Provisions of the Pension Protection Act of 2006.*

BOARD OF DIRECTORS:

- Election of officers for 2013-14: President Di Giorgio stated that he would like to follow District tradition and remain as Board President for a second term. There was no objection from the Board.

President Di Giorgio asked that if any Board Members wished to change their committee assignments, they contact him prior to the July 8<sup>th</sup> board meeting.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board elected Michael Di Giorgio, Board President, and Jean Mariani, President Pro Tem, for the fiscal year 2013/14.*

- Appointment of Secretary/Treasurer and Secretary/Treasurer Pro Tem for 2013-14: President Di Giorgio requested the board re-appoint the current officers to the new fiscal year.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the Board re-appointed General Manager-Engineer Beverly James as Secretary/Treasurer and re-appointed Administrative Secretary Julie Swoboda as Secretary/Treasurer Pro Tem for the fiscal year 2013/14.*

- Consider authorization of the check signers for 2013-14: President Di Giorgio requested the board re-appoint the current check signers to the new fiscal year.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board authorized the following individuals to sign Novato Sanitary District checks: President Michael Di Giorgio, President Pro Tem Jean Marinai, Member Dennis Welsh, Manager-Engineer Beverly James, and Deputy Manager-Engineer Sandeep Karkal.*

STAFF REPORTS:

- Treatment Plant Tour: The Manager stated that a Novato Sanitary District treatment facility tour was planned for June 22<sup>nd</sup>. She noted that several residents had called in expressing an interest in attending the tour, but that no one showed up at the appointed time.

BOARD MEMBER REPORTS:

Member Long discussed a recent article from *The Economist* regarding retirement benefits. He provided copies to the Board members.

MANAGER'S ANNOUNCEMENTS:

- A Public Hearing for sewer service charges will be held at the July 8<sup>th</sup> Board meeting.
- The District will be participating in the Downtown Novato July Fourth Parade.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:10 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

# Novato Sanitary District Operating Check Register

July 8, 2013

Date	Num	Name	Credit
<b>Jul 8, 13</b>			
7/8/2013	55829	Duke's Root Control, Inc	71,109.66
7/8/2013	55835	J.W.C. Environmental Int'l	30,235.62
7/8/2013	55849	PSC	28,970.60
7/8/2013	55827	Covello Group, The	18,166.86
7/8/2013	55852	Shape Incorporated	10,191.50
7/8/2013	55818	Caltest Analytical Lab Inc.	8,202.30
7/8/2013	55858	Veolia Water North America, ...	6,599.61
7/8/2013	55836	Johnson, Dee	6,449.93
7/8/2013	55838	Meyers, Nave, Riback, Silver ...	4,985.75
7/8/2013	55848	Preferred Benefit	3,299.08
7/8/2013	55845	Occumetric Inc.	3,150.00
7/8/2013	55843	North Marin Water District	3,068.73
7/8/2013	55839	MME	2,841.84
7/8/2013	55846	Pacific, Gas & Electric	2,745.63
7/8/2013	55828	Dearborn National	2,607.18
7/8/2013	55820	CASA	2,375.00
7/8/2013	55857	U.S. Bank Card (2)(June)	2,056.29
7/8/2013	55812	Associated Corrosion Engine...	1,890.00
7/8/2013	55819	Cantarutti Electric, Inc	1,820.00
7/8/2013	55821	CDW Government, Inc.	1,799.48
7/8/2013	55824	Comet Building Maintenance,...	1,395.00
7/8/2013	55822	Cintas Corporation	1,363.44
7/8/2013	55816	Brown & Caldwell, Inc.	1,251.25
7/8/2013	55833	Inner Workings, Inc.	1,234.31
7/8/2013	55817	Cagwin & Dorward Inc.	1,087.25
7/8/2013	55832	IEDA, INC	1,051.00
7/8/2013	55815	Beecher Engineering	900.00
7/8/2013	55840	Monterey Mechanical, Inc.	900.00
7/8/2013	55811	Arntz Builders, Inc.	871.00
7/8/2013	55809	Adamson, Robert D.	812.50
7/8/2013	55851	RMC Water & Environment, I...	645.00
7/8/2013	55850	Restoration Management Co...	567.56
7/8/2013	55860	Vision Service Plan	531.15
7/8/2013	55825	Control Systems West, Inc.	465.00
7/8/2013	55837	Journey	368.02
7/8/2013	55834	Irvine Consulting Services Inc.	300.00
7/8/2013	55823	Claremont EAP, Inc.	295.00
7/8/2013	55810	American Sentry Systems, Inc.	270.00
7/8/2013	55859	Verizon - 5143	208.61
7/8/2013	55813	AT&T Mobility	192.08
7/8/2013	55847	Pini Hardware	178.17
7/8/2013	55854	Staples Business Adv Inc.	176.72
7/8/2013	55831	Grainger	174.47
7/8/2013	55808	Able Tire & Brake Inc.	149.69
7/8/2013	55841	North Bay Portables, Inc.	92.20
7/8/2013	55830	First Alarm	77.48
7/8/2013	55853	Siemens Industry Inc. - Lab	75.00
7/8/2013	55826	Cook Paging	66.30
7/8/2013	55844	Novato Car Wash	65.94
7/8/2013	55842	North Marin Auto Parts	42.04
7/8/2013	55814	B.W.S. Distributors, Inc.	36.62
7/8/2013	55855	T-Mobile	22.97
7/8/2013	55856	U.S. Bank Card (1)(Bev)	14.46
<b>Jul 8, 13</b>			<b><u>228,445.29</u></b>

**Novato Sanitary District**  
**Check Register Detail**  
**July 8, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Able Tire &amp; Brake Inc.</b>	06/14/2013	60150 · Repairs & Maintenance	149.69
Total Able Tire & Brake Inc.			<u>149.69</u>
<b>Adamson, Robert D.</b>	06/30/2013	64160 · Research & Monitoring	812.50
Total Adamson, Robert D.			<u>812.50</u>
<b>American Sentry Systems, Inc.</b>	07/01/2013	66150 · Repairs & Maintenance	270.00
Total American Sentry Systems, Inc.			<u>270.00</u>
<b>Arntz Builders, Inc.</b>	06/27/2013	66150 · Repairs & Maintenance	871.00
Total Arntz Builders, Inc.			<u>871.00</u>
<b>Associated Corrosion Engineers</b>	06/19/2013	66123 · O/S Contractual	1,890.00
Total Associated Corrosion Engineers			<u>1,890.00</u>
<b>AT&amp;T Mobility</b>	06/16/2013	66193 · Telephone	90.60
	06/16/2013	65193 · Telephone	50.74
	06/16/2013	60193 · Telephone	50.74
Total AT&T Mobility			<u>192.08</u>
<b>B.W.S. Distributors, Inc.</b>	07/01/2013	63100 · Operating Supplies	36.62
Total B.W.S. Distributors, Inc.			<u>36.62</u>
<b>Beecher Engineering</b>	06/25/2013	66123 · O/S Contractual	900.00
Total Beecher Engineering			<u>900.00</u>
<b>Brown &amp; Caldwell, Inc.</b>	06/14/2013	66122 · Attorney Fees	1,251.25
Total Brown & Caldwell, Inc.			<u>1,251.25</u>
<b>Cagwin &amp; Dorward Inc.</b>	06/28/2013	63157 · Ditch/Dike Maintenance	950.00
	06/28/2013	66150 · Repairs & Maintenance	137.25
Total Cagwin & Dorward Inc.			<u>1,087.25</u>
<b>Caltest Analytical Lab Inc.</b>	06/18/2013	64160 · Research & Monitoring	8,202.30
Total Caltest Analytical Lab Inc.			<u>8,202.30</u>
<b>Cantarutti Electric, Inc</b>	06/05/2013	63150 · Repairs & Maintenance	226.00
	06/05/2013	60150 · Repairs & Maintenance	226.00
	06/13/2013	65153 · Outside Services, Electrical	690.00
	06/19/2013	63150 · Repairs & Maintenance	678.00
Total Cantarutti Electric, Inc			<u>1,820.00</u>
<b>CASA</b>	06/27/2013	66170 · Travel, Meetings & Training	2,375.00
Total CASA			<u>2,375.00</u>
<b>CDW Government, Inc.</b>	06/11/2013	66124 · IT/Misc Electrical	1,560.51
	06/11/2013	66124 · IT/Misc Electrical	238.97
Total CDW Government, Inc.			<u>1,799.48</u>
<b>Cintas Corporation</b>	06/30/2013	64100 · Operating Supplies	162.12
	06/30/2013	66100 · Engineering Supplies	491.86
	06/30/2013	60100 · Operating Supplies	709.46
Total Cintas Corporation			<u>1,363.44</u>
<b>Claremont EAP, Inc.</b>	07/01/2013	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>

**Novato Sanitary District**  
**Check Register Detail**  
**July 8, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Comet Building Maintenance, Inc.</b>			
	06/21/2013	66150 · Repairs & Maintenance	1,090.00
	06/21/2013	60150 · Repairs & Maintenance	152.50
	06/21/2013	65150 · Repairs & Maintenance	152.50
Total Comet Building Maintenance, Inc.			<u>1,395.00</u>
<b>Control Systems West, Inc.</b>			
	06/26/2013	65153 · Outside Services, Electrical	465.00
Total Control Systems West, Inc.			<u>465.00</u>
<b>Cook Paging</b>			
	07/01/2013	61000-4 · Water/Permits/Telephone	24.00
	07/01/2013	65193 · Telephone	30.83
	07/01/2013	60193 · Telephone	11.47
Total Cook Paging			<u>66.30</u>
<b>Dearborn National</b>			
	07/01/2013	66020 · Employee Benefits	2,607.18
Total Dearborn National			<u>2,607.18</u>
<b>Duke's Root Control, Inc</b>			
	06/26/2013	60153 · Outside Services	71,109.66
Total Duke's Root Control, Inc			<u>71,109.66</u>
<b>Grainger</b>			
	06/04/2013	65100 · Operating Supplies	145.32
	06/24/2013	66085 · Safety	9.15
	06/24/2013	60085 · Safety	10.00
	06/24/2013	65085 · Safety Expenses	10.00
Total Grainger			<u>174.47</u>
<b>IEDA, INC</b>			
	07/01/2013	66123 · O/S Contractual	1,051.00
Total IEDA, INC			<u>1,051.00</u>
<b>Inner Workings, Inc.</b>			
	03/08/2013	64170 · Pollution Prevention/Public Ed	1,234.31
Total Inner Workings, Inc.			<u>1,234.31</u>
<b>Irvine Consulting Services Inc.</b>			
	06/26/2013	66124 · IT/Misc Electrical	300.00
Total Irvine Consulting Services Inc.			<u>300.00</u>
<b>J.W.C. Environmental Int'l</b>			
	06/21/2013	61000-3 · Major Repair/Replacement	30,235.62
Total J.W.C. Environmental Int'l			<u>30,235.62</u>
<b>Johnson, Dee</b>			
	06/30/2013	67530 · Used Oil Program	310.84
	06/30/2013	67400 · Consulting Services	2,020.46
	06/30/2013	67400 · Consulting Services	4,118.63
Total Johnson, Dee			<u>6,449.93</u>
<b>Journey</b>			
	06/14/2013	65150 · Repairs & Maintenance	368.02
Total Journey			<u>368.02</u>
<b>Meyers, Nave, Riback, Silver &amp; Wilson</b>			
	06/25/2013	66122 · Attorney Fees	4,985.75
Total Meyers, Nave, Riback, Silver & Wilson			<u>4,985.75</u>
<b>MME</b>			
	06/10/2013	60150 · Repairs & Maintenance	2,841.84
Total MME			<u>2,841.84</u>
<b>Monterey Mechanical, Inc.</b>			
	06/20/2013	60153 · Outside Services	900.00
Total Monterey Mechanical, Inc.			<u>900.00</u>
<b>North Bay Portables, Inc.</b>			
	06/18/2013	63100 · Operating Supplies	92.20
Total North Bay Portables, Inc.			<u>92.20</u>

**Novato Sanitary District**  
**Check Register Detail**  
**July 8, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>North Marin Auto Parts</b>			
	06/20/2013	60152 · Small Tools	15.25
	06/25/2013	65150 · Repairs & Maintenance	26.79
Total North Marin Auto Parts			<u>42.04</u>
<b>North Marin Water District</b>			
	06/20/2013	61000-4 · Water/Permits/Telephone	2,888.85
	06/20/2013	65192 · Water	179.88
Total North Marin Water District			<u>3,068.73</u>
<b>Novato Car Wash</b>			
	06/30/2013	65150 · Repairs & Maintenance	10.99
	06/30/2013	66150 · Repairs & Maintenance	43.96
	06/30/2013	63150 · Repairs & Maintenance	10.99
Total Novato Car Wash			<u>65.94</u>
<b>Occumetric Inc.</b>			
	06/24/2013	66070 · Insurance	3,150.00
Total Occumetric Inc.			<u>3,150.00</u>
<b>Pacific, Gas &amp; Electric</b>			
	06/22/2013	63191 · Gas & Electricity	2,745.63
Total Pacific, Gas & Electric			<u>2,745.63</u>
<b>Pini Hardware</b>			
	06/30/2013	65100 · Operating Supplies	13.59
	06/30/2013	60100 · Operating Supplies	42.47
	06/30/2013	64150 · Repairs & Maintenance	122.11
Total Pini Hardware			<u>178.17</u>
<b>Preferred Benefit</b>			
	07/01/2013	66020 · Employee Benefits	3,197.72
	07/01/2013	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,299.08</u>
<b>PSC</b>			
	05/30/2013	67500 · Household Hazardous Waste	15,317.10
	05/31/2013	67500 · Household Hazardous Waste	13,653.50
Total PSC			<u>28,970.60</u>
<b>Restoration Management Company</b>			
	06/19/2013	66071 · Insurance Claim Expense	567.56
Total Restoration Management Company			<u>567.56</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	06/19/2013	64160 · Research & Monitoring	645.00
Total RMC Water & Environment, Inc.			<u>645.00</u>
<b>Shape Incorporated</b>			
	06/13/2013	65150 · Repairs & Maintenance	9,350.00
	06/13/2013	65150 · Repairs & Maintenance	841.50
Total Shape Incorporated			<u>10,191.50</u>
<b>Siemens Industry Inc. - Lab</b>			
	06/13/2013	64100 · Operating Supplies	75.00
Total Siemens Industry Inc. - Lab			<u>75.00</u>
<b>Staples Business Adv Inc.</b>			
	06/20/2013	66090 · Office Expense	53.39
	06/20/2013	66090 · Office Expense	90.00
	06/24/2013	66090 · Office Expense	33.33
Total Staples Business Adv Inc.			<u>176.72</u>
<b>T-Mobile</b>			
	06/14/2013	65193 · Telephone	22.97
Total T-Mobile			<u>22.97</u>
<b>U.S. Bank Card (1)(Bev)</b>			
	06/30/2013	66085 · Safety	14.46
Total U.S. Bank Card (1)(Bev)			<u>14.46</u>

**Novato Sanitary District**  
**Check Register Detail**  
**July 8, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>U.S. Bank Card (2)(June)</b>			
	06/28/2013	60200 - Other(Garbage Coll)	102.80
	06/28/2013	63150 - Repairs & Maintenance	399.00
	06/28/2013	65100 - Operating Supplies	91.69
	06/28/2013	66085 - Safety	70.36
	06/28/2013	66170 - Travel, Meetings & Training	20.00
	06/28/2013	66124 - IT/Misc Electrical	828.82
	06/28/2013	66150 - Repairs & Maintenance	490.63
	06/28/2013	66193 - Telephone	40.00
	06/28/2013	66090 - Office Expense	12.99
Total U.S. Bank Card (2)(June)			<u>2,056.29</u>
<b>Veolia Water North America, Inc.</b>			
	05/24/2013	68101 - Operating Chemicals	3,517.78
	06/28/2013	61000-2 - Insurance & Bonds	3,081.83
Total Veolia Water North America, Inc.			<u>6,599.61</u>
<b>Verizon - 5143</b>			
	06/10/2013	66193 - Telephone	208.61
Total Verizon - 5143			<u>208.61</u>
<b>Vision Service Plan</b>			
	07/01/2013	66020 - Employee Benefits	531.15
Total Vision Service Plan			<u>531.15</u>
<b>TOTAL</b>			<u><u><b>210,200.95</b></u></u>

# Novato Sanitary District Capital Projects Check Register

July 8, 2013

Date	Num	Name	Credit
<b>Jul 8, 13</b>			
7/8/2013	2547	R E Smith Contractor, Inc.	132,050.00
7/8/2013	2539	Covello Group, The	29,909.91
7/8/2013	2546	Covello Group, The	18,166.86
7/8/2013	2543	Nute Engineering Inc.	13,617.24
7/8/2013	2544	RMC Water & Environment, I...	10,419.96
7/8/2013	2537	Cagwin & Dorward Inc.	7,426.00
7/8/2013	2542	North Marin Water District Jo...	3,542.23
7/8/2013	2536	Arntz Builders, Inc.	2,854.00
7/8/2013	2538	Copy Station, Inc.	1,365.97
7/8/2013	2545	U.S. Bank Card (2)(June)	1,294.00
7/8/2013	2540	Miller Pacific Engineering, Inc.	1,093.00
7/8/2013	2541	Monterey Mechanical, Inc.	900.00
<b>Jul 8, 13</b>			<b>222,639.17</b>

**Novato Sanitary District**  
**Capital Projects**  
**Check Register Detail**  
**For July 8, 2013**

	Date	Account	Open Balance
<b>Arntz Builders, Inc.</b>			
	06/27/2013	72403 · Pump Station Rehabilitation	2,854.00
Total Arntz Builders, Inc.			<u>2,854.00</u>
<b>Cagwin &amp; Dorward Inc.</b>			
	06/26/2013	72403 · Pump Station Rehabilitation	7,296.00
	06/26/2013	72609 · WWTP Upgrade - Contract B	130.00
Total Cagwin & Dorward Inc.			<u>7,426.00</u>
<b>Copy Station, Inc.</b>			
	06/05/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	1,365.97
Total Copy Station, Inc.			<u>1,365.97</u>
<b>Covello Group, The</b>			
	06/01/2013	72403 · Pump Station Rehabilitation	29,909.91
	06/30/2013	73001 · WWTP Upgrade - Contract C	2,477.50
	06/30/2013	73001 · WWTP Upgrade - Contract C	14,396.00
	06/30/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	1,293.36
Total Covello Group, The			<u>48,076.77</u>
<b>Miller Pacific Engineering, Inc.</b>			
	06/14/2013	72804 · Annual Reclamation Fac Imp	1,093.00
Total Miller Pacific Engineering, Inc.			<u>1,093.00</u>
<b>Monterey Mechanical, Inc.</b>			
	06/20/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	900.00
Total Monterey Mechanical, Inc.			<u>900.00</u>
<b>North Marin Water District Jobsite</b>			
	06/26/2013	72706 · 2008 Collection System Improv	3,542.23
Total North Marin Water District Jobsite			<u>3,542.23</u>
<b>Nute Engineering Inc.</b>			
	06/13/2013	72706 · 2008 Collection System Improv	2,205.00
	06/13/2013	72706 · 2008 Collection System Improv	2,439.00
	06/13/2013	72706 · 2008 Collection System Improv	479.50
	06/13/2013	72706 · 2008 Collection System Improv	1,120.24
	06/13/2013	72403 · Pump Station Rehabilitation	2,296.50
	06/13/2013	72403 · Pump Station Rehabilitation	5,077.00
Total Nute Engineering Inc.			<u>13,617.24</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	06/19/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	792.01
	06/19/2013	73001 · WWTP Upgrade - Contract C	9,627.95
Total RMC Water & Environment, Inc.			<u>10,419.96</u>
<b>R E Smith Contractor, Inc.</b>			
	06/30/2013	73001 · WWTP Upgrade - Contract C	132,050.00
R E Smith Contractor, Inc.			<u>132,050.00</u>
<b>U.S. Bank Card (2)(June)</b>			
	06/28/2013	73001 · WWTP Upgrade - Contract C	1,294.00
Total U.S. Bank Card (2)(June)			<u>1,294.00</u>
<b>TOTAL</b>			<u><u>222,639.17</u></u>

07/02/13

# Novato Sanitary District Board Fees for June 2013

July 3, 2013

Date	Num	Name	Credit
<b>Jul 3, 13</b>			
7/3/2013	2636	Long, William C	954.55
7/3/2013	3171	Di Giorgio, Michael	696.30
7/3/2013	2638	Peters, A. Gerald	459.15
7/3/2013	2637	Mariani, Jean M	414.81
7/3/2013	3172	Welsh, Dennis J	288.57
<b>Jul 3, 13</b>			<b><u>2,813.38</u></b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Public Hearing: 2013-14 Sewer Service Charge Report</b>	<b>MEETING DATE: July 8, 2013</b>  <b>AGENDA ITEMS NO.: 6.a.b., 7.a</b>
<b>RECOMMENDED ACTION:</b> <b>Public Hearing followed by adoption of resolution confirming sewer service charge report and electing to collect on tax rolls</b>	
<b>SUMMARY AND DISCUSSION:</b>  The public hearing is to receive protests on individual sewer service charges on the sewer service charge report.  Following the Hearing the Board will consider adopting a resolution to collect the sewer service charges on the Marin County tax rolls. District staff will have a computerized database at the meeting so that anyone may request what their individual sewer service rate will be in the coming year and have an opportunity to protest.  The public hearing was noticed twice in the Marin IJ. Following the public hearing the board will consider adoption of resolution no. 3059, "A Resolution Prescribing and Providing for the Collection of Sewer Service Charges for Novato Sanitary District on the Tax Rolls of the County of Marin for the Fiscal Year 2013-14".	
<b>ALTERNATIVES: NA</b>	
<b>BUDGET INFORMATION: No impact</b>	
	<b>MANAGER:</b>

**RESOLUTION NO. 3059**

**A RESOLUTION PRESCRIBING AND PROVIDING FOR THE COLLECTION OF SEWER  
SERVICE CHARGES FOR NOVATO SANITARY DISTRICT  
ON THE TAX ROLLS OF THE COUNTY OF MARIN  
FOR THE FISCAL YEAR 2013-2014**

**NOVATO SANITARY DISTRICT**

**RESOLVED**, by the Board of Directors of the Novato Sanitary District, Marin County,  
California, that:

**WHEREAS**, The District does hereby elect, pursuant to Section 5473 of the Health and Safety Code of the State of California, to have the sewer service charges for the fiscal year 2013-14, established by said District, collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Sections 5471 through 5473.11 of the Health and Safety Code of the State of California.

**WHEREAS**, Monday, the 8<sup>th</sup> day of July, 2013, at the hour of 6:00 p.m. at the regular meeting place of said District, Novato Treatment Plant, 500 Davidson Street, Novato, California, was fixed as the time and place for hearing on the sewer service charge report filed with the Secretary of this District, pursuant to law, and the Secretary published a notice of said hearing and of the filing of said report, once a week for two successive weeks with at least five days intervening between the respective publication dates, with the first publication being at least fourteen days prior to the date set for said hearing, in the Independent Journal, a newspaper of general circulation printed and published in the County.

**WHEREAS**, notice was given of the time therein stated in the manner provided by law as appears by the affidavits of publication on file in the office of the Secretary of said District;

**WHEREAS**, said matter came on regularly for hearing at the time fixed; and

**WHEREAS**, there were no written or oral protests in placing the sewer service charges on the tax roll;

**NOW, THEREFORE, IT IS ORDERED**, as follows:

1. That objections to and protests against said report were not made by the owners of a majority of the separate parcels of property described in the report against which charges for the services and facilities provided by the District were fixed.

2. No objections to, or protests against, said report were made at the hearing.

3. That said report be, and it is hereby, adopted in full as revised, changed, reduced or modified by the Board, and that said charges shall be collected on the tax roll of the County of Marin, in the manner provided by law.

4. That the Secretary of this District be, and she is hereby, directed to file a copy of said report with the Director of Finance of Marin County on or before the 10<sup>th</sup> day of July, 2013, upon which shall be endorsed, over her signature, a statement that the report has been finally adopted by the Board of Directors of the Novato Sanitary District.

5. The Director of Finance of Marin County shall, upon receipt of said report, enter the amounts of the charges against the respective lots or parcels as they appear on the assessment roll for the fiscal year 2013-14.

6. For all premises connected to the sewer system of the District, the sewer service rate per Service Unit for fiscal year 2013-14 shall be **FIVE HUNDRED AND FOURTEEN AND 00/100 DOLLARS (\$514.00)** as established by Novato Sanitary District Ordinance No. 116, adopted June 25, 2012. Said rate shall be subject to modification and change, from time to time, as may be required to permit the District to meet State and Federal revenue program guidelines and as the total number of Service Units and the budgetary requirements of the District change. Service Units shall be calculated for various types of sewer users as described in Novato Sanitary District Ordinance No. 116 adopted June 25, 2012.

Said charges are established pursuant to Article 13B of the Constitution, as amended and statutory provisions relating thereto.

For all users whose service charges are collected on the Marin County tax roll, the fiscal year 2013-14 sewer service rate of Five Hundred and Fourteen and 00/100 Dollars (\$514.00) includes a collection fee amounting to **TWO AND 00/100 DOLLARS (\$2.00)** per County Assessor's parcel billed.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 8th day of July 2013, by the following vote:

AYES, and in favor thereof, Directors: Di Giorgio, Long, Mariani, Peters, Welsh

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
President, Novato Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Report on Uniform Public Construction Cost Accounting Act (UPCCAA) Implementation for FY12-13</b>	<b>MEETING DATE: July 8, 2013</b>  <b>AGENDA ITEM NO.: 8.a.</b>
<b>RECOMMENDED ACTION:</b> Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for FY2012-13.	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>The District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the "Act") to perform certain projects each year. The Act allows local agencies to perform these projects if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission (Commission). The Act is enacted under Public Contracts Code Sections 22000 through 22045. The District utilizes this Act under its Resolution No. 2947 adopting Ordinance No. 109 dated August 28, 2006.</p> <p>The Ordinance No. 109 currently provides for alternative bidding procedures as follows: (a) projects of \$30,000 or less may be performed by negotiated contract or by purchase order, (b) projects of \$125,000 or less may be let to contract by the informal procedures set forth in the Act, and (c) projects of more than \$125,000 are to be let to contract by formal bidding procedures. In short, the Act allows the District to complete projects with less administrative effort while maintaining work quality.</p> <p>For FY2012-13, the District utilized the Act provisions under item (a) and (b) above to complete work across the following projects/accounts:</p> <ol style="list-style-type: none"> <li>1. Account No. 72803 (Collection System Repairs) - total amount \$208,295, six contractors.</li> <li>2. Account No. 72804 (Reclamation Facilities) - total amount \$130,884, nine contractors.</li> <li>3. Account No. 72805 (Treatment Plant &amp; Pump Stations) - total amount \$135,771, six contractors.</li> <li>4. Account No. 72609 (Novato Treatment Plant Improvements) – total amount \$55,984, two contractors.</li> </ol> <p>The total amount of work performed under the UPCCAA in 2012-13 was \$530,933. Of this, three projects were over \$30,000 but less than \$125,000: 2012 Sewer Repairs, Group 2 (\$83,535.68); Hill Road Pipeburst Project (\$66,441); &amp; Reclamation Culvert Replacement Project, Site 3 (\$68,249.97).</p>	
<b>ALTERNATIVES:</b> NA.	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Uniform Public Construction Cost Accounting Act (UPCCAA) Set Date for Public Hearing</b>	<b>MEETING DATE: July 8, 2013</b>  <b>AGENDA ITEM NO.: 8.b.</b>
<b>RECOMMENDED ACTION:</b> Set date of August 12, 2013 for Public Hearing on updating Ordinance No. 109, Relating to Bid Cost Thresholds and Bidding Procedures for Construction Services.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the "Act") to perform certain projects each year. The Act allows local agencies to perform these projects if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission (Commission). The Act is enacted under Public Contracts Code Sections 22000 through 22045. The District utilizes this Act under its adopted Ordinance No. 109 adopted August 28, 2006.</p> <p>The Act has been updated to provide for alternative bidding procedures as follows: (a) projects of \$45,000 or less may be performed by negotiated contract or by purchase order, (b) projects of \$175,000 or less may be let to contract by the informal procedures set forth in the Act, and (c) projects of more than \$175,000 are to be let to contract by formal bidding procedures. In short, the Act allows the District to complete projects with less administrative effort while maintaining work quality.</p> <p>Staff recommends updating the ordinance to be consistent with the UPCA. The notice of the Public Hearing for the updated Ordinance must be published in the newspaper. Staff recommends setting the date for the Public Hearing for the regularly scheduled meeting on August 12, 2013.</p>	
<b>ALTERNATIVES: NA.</b>	
<b>BUDGET INFORMATION: NA</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**Novato Sanitary District**

**Presidential appointment of Committee members for 2012-13**

**Standing Committees:**

Joint City/District Solid Waste Committee:

Michael Di Giorgio  
Dennis Welsh  
William C. Long, Alternate

Wastewater Operations Committee:

William C. Long  
Jerry Peters  
Jean Mariani, Alternate

Strategic Planning and New Facilities Committee:

Michael Di Giorgio  
Jean Mariani  
Dennis Welsh, Alternate

Finance Committee:

William C. Long  
Jean Mariani  
Dennis Welsh, Alternate

**Regular Committees:**

California Association of Sanitation Agencies:

Michael Di Giorgio, Delegate  
Jean Mariani, Alternate

California Sanitation Risk Management Authority:

Beverly James, Delegate  
Michael Di Giorgio, Alternate

North Bay Water Reuse Authority:

William C. Long, Delegate  
Jerry Peters, Alternate

North Bay Watershed Association:  
Michael Di Giorgio, Delegate  
Beverly James, Alternate

**Ad Hoc Committee Assignments:**

Adhoc Labor Negotiations Committee: 2012 Negotiations  
Michael Di Giorgio  
Jerry Peters

Adhoc Labor Negotiations Committee: 2013 Negotiations  
Bill Long  
Jerry Peters

Ad Hoc Wastewater Service Agreement Update Committee:  
Jean Mariani  
Jerry Peters

DRAFT

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Operations: Major Repair/Replacement, Account No. 61000-3</b>	<b>MEETING DATE: July 8, 2013</b>  <b>AGENDA ITEM NO. 10.a.</b>
<b>RECOMMENDED ACTION:</b> Approve a proposal from Shape, Inc. to replace the rotating assemblies on two conveyance pumps at the Ignacio Transfer Pump Station (ITPS), and authorize the Manager-Engineer to issue a purchase order for an amount not-to-exceed \$70,800.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The Ignacio Transfer Pump Station (ITPS) is equipped with three large 90 Hp conveyance pumps and one smaller 25 Hp equalization pump. The pump station has been in continuous operation since about late 2007. All pumps are submersible type pumps manufactured by Xylem, Inc/Flygt. Given the service conditions and that the pumps have been in service over five years, the rotating assemblies on the 90 Hp pumps are judged to require replacement or an extensive retrofit.</p> <p>At the time the pump station was designed (about 2005-06), the most efficient available rotating assembly design for the 90 Hp pumps was Flygt's standard C-style assembly. Since then, Flygt has developed the innovative N-style assembly which has numerous advantages over the C-style assembly, including a non-ragging design, enhanced durability, better solids handling capabilities, and greater energy efficiency. Since 2009, the District has standardized on the N-style design for the replacement of all of its smaller pump stations. Additionally, in 2010, the District made a decision to install N-style pumps in the influent pump station at the Novato Treatment (NTP). Both decisions have resulted in the District seeing the benefits of lower power consumption and, more importantly, drastically reduced maintenance needs (primarily dramatically reduced de-ragging operations). Retrofitting the ITPS C-style pumps to N-style units will also result in potential elimination of the channel grinder upstream of the conveyance pumps due to the non-ragging N-style design.</p> <p>Given all of these reasons, staff recommends that the Board consider a retrofit of the 90 Hp ITPS pumps from the C-style to the N-style design. Also, after considering potential timing and budget impacts, staff recommends that the retrofit be carried out in a phased manner. Therefore, staff recommends initially retrofitting the rotating assemblies of two of the existing C-style units to N-style units in the FY13-14 budget year, with the expectation that the third unit will be retrofitted in FY14-15.</p> <p>Accordingly, it is recommended that the Board approve the proposal from Shape, Inc., to replace the rotating assemblies for two 90 Hp ITPS conveyance pumps, and authorize the Manager-Engineer to issue a purchase order in an amount not-to-exceed \$70,800 for such work.</p>	
<b>ALTERNATIVES:</b> Do not approve the agreement.	
<b>BUDGET INFORMATION:</b> The preliminary FY13-14 budget amount for this account is \$109,200.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>