

July 14, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:34 p.m., Monday, July 14, 2008, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Pro-tem William C. Long, Members Arthur Knutson, and George C. Quesada. President James D. Fritz and Member Michael Di Giorgio were absent

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Assistant Julie Borda, Information Systems Specialist, Robin Merrill and District General Counsel, Kent Alm.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager-Engineer requested the agenda be amended with the following changes: defer item #8, Committee appointments for 2008-09, until a later Board Meeting; and remove item #14, Closed Session Conference with Legal Counsel – Anticipated Litigation.

*On motion of Member Quesada, seconded by Member Knutson, and carried unanimously by those members present, the agenda was approved as amended.*

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS:

Member Quesada made a personal announcement. In addition, he requested that an agenda item be included for a subsequent Board meeting: discussion regarding the Cost of Living Adjustment (COLA). He would like the Board to review other District's policies with regard to an annual COLA increase with a 2% minimum and a 5% maximum.

Member Long noted that he did not travel to Washington DC on July 7<sup>th</sup>. President Fritz went in his place and was accompanied by Marin County Supervisor Judy Arnold for North Bay Water Reuse Authority Lobbying efforts.

REVIEW OF MINUTES:

- Consider approval of minutes for the June 23, 2008 meeting:

*On motion of Member Quesada, seconded by Member Knutson, and carried unanimously by those members present, the June 23, 2008 Board meeting minutes were approved as written.*

PUBLIC HEARING: CONSIDER THE COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLLS OF THE COUNTY OF MARIN PURSUANT TO SECTION 5473 OF THE HEALTH AND SAFETY CODE OF THE STATE OF CALIFORNIA.

President Pro-tem Long opened the Public Hearing at 4:42 p.m. According to Kent Alm, District General Counsel, state law requires that a public hearing be held prior to the decision to collect sewer service charges on the county tax roll.

The Manager-Engineer gave an overview of the current sewer service charges, which are \$382 annually for a single family dwelling with average usage. The proposed charge will be \$422 annually for a single family dwelling with average usage.

There being no public comment and no Board comment, the public hearing was closed at 4:45 p.m.

- Consider adoption of Resolution No. 2981 to collect sewer service charges on the tax rolls.

*On motion of Member Quesada, seconded by Member Knutson, and carried unanimously by those members present, Resolution No. 2981 was adopted.*

CONSENT CALENDAR: *On motion of Member Quesada, seconded by Member Knutson, and carried unanimously by those members present, the following consent calendar items were approved:*

- a. Approval of the Cherry Hill Subdivision sewer main extension plans.
- b. Approval of the time extension for the Somerston Height Sewer Main Extension Permit.
- c. Approval of regular disbursements in the amount of \$380,543.12, and project disbursements in the amount of \$2,935,579.33.

CASA:

- Consider authorizing an expenditure to support development of the Statewide Recycled Water Policy: The Manager-Engineer noted the State Water Resources Control Board proposes to adopt a Statewide Policy that will establish uniform guidelines for the use of recycled water throughout California. Currently the Regional Boards and California Department of Public Health share the responsibility for regulating recycled water. Their initial proposal met with resistance from the Water and Wastewater Agencies, Recycled Water users, and the environmental community. These groups offered to get together and draft a proposed policy that was acceptable to all parties. They have been working for the past three months and have reached agreement on a number of key issues.

Since this effort was not included in the CASA budget they are requesting that agencies affected by the proposed policy contribute \$5,000 to cover the cost of the attorneys and

facilitator. She recommends that Novato Sanitary District contribute \$3,000 to support the Recycled Water Policy Development Project.

*On motion of Member Quesada, seconded by Member Knutson, and carried unanimously by those members present, the Board authorized a contribution to CASA of \$3,000 to support the Recycled Water Policy Development Project.*

#### PUMP STATION REHABILITATION PROJECT 72403:

- Consider approval of a contract with the Covello Group for construction management services on a time and materials basis for an estimated \$198,714:

The Deputy Manager-Engineer gave an overview of the Rehabilitation Project #72403. He stated that at its June 23, 2008 meeting, the Board awarded the construction contract for the project to JMB Construction. At this time, staff has negotiated a fee estimate and scope of services with The Covello Group to provide construction management services during the construction of the Bel Marin Keys Pump Stations Rehabilitation project. At this time, the Deputy Manager-Engineer recommends that the Board approve a contract with The Covello Group in a not-to-exceed contract amount of \$198,714 and authorize the Manager-Engineer to execute this contract.

*On motion of Member Quesada, seconded by Member Knutson, and carried unanimously by those members present, the Board approved the contract with the Covello Group for construction management services on a time and materials basis for an estimated \$198,714.*

#### RECLAMATION FACILITY:

- Consider authorizing the purchase of replacement irrigation valves and actuators:

The Deputy Manager-Engineer pointed out that at the start of the irrigation season at the District's Reclamation Facility, staff found that six zones in various parcels would not irrigate when called for by the irrigation timer. Further investigation found that either the valve or actuator were worn or damaged.

He stated that the valves for each zone have been in service since 1984 when the Reclamation Facility was put into service. The actuators were installed in 1994 as part of a retrofit project. When looking for replacement parts staff found that the actuator motors or valves were no longer available. In addition, the valve dimensions are not standard and pipe spool modifications will be necessary.

Staff has requested quotes from two different valve suppliers and the quote received from Foster Flow Control was the most reasonable. Foster Flow Control recommends replacing the non-functioning valves and actuators with Dezurik valves and Auma actuators. The District has at least two examples of this combination in service and they have worked well

for the last 2 years. Foster Flow Control proposes to supply 3 – 4” valves and actuators, 4 – 6” valves and actuators and 2 – 8” valve and actuators for \$26,627.00 plus tax and shipping. One valve and actuator of each size is for stock. Including tax and shipping, staff estimates that the total cost to purchase the valves and actuators should be around \$30,000.00.

District Counsel Kent Alm noted that in spite of the high cost, this purchase did not need to be adopted by Resolution because the new valves will replace existing valves and no new modifications are taking place.

*On motion of Member Quesada, seconded by Member Knutson, and carried unanimously by those members present, the Board authorized the purchase of replacement irrigation valves and actuators for a cost of approximately \$30,000.*

- Consider adoption of a contract to apply biosolids to the dedicated land disposal site:

The Deputy Manager-Engineer discussed the total scope of the project including different options available to the District. He noted that the District has had success in the past utilizing the spreading option which incorporates injection type technology. The staff has received a proposal from Custom Tractor Service (CTS) of Petaluma to perform the full-scale injection this year. Under their proposal, CTS proposes to inject the biosolids for 0.032 cents per gallon plus a one-time setup fee of \$2,500. The setup fee will be waived if one million gallons are injected this season. Staff estimates that one million gallons will be pumped and the work should not exceed \$35,000.00. Staff recommends accepting the CTS proposal, and authorizing the Manager-Engineer to enter into an agreement with CTS for a not-to-exceed amount of \$35,000.00.

President Pro-tem Long asked if it was possible for the District to perform this type of work in-house. The Deputy Manager-Engineer pointed out that the equipment costs are prohibitive and we would only utilize the equipment for a few weeks throughout the year.

Member Quesada asked if any other bidders came forward who provided this type of service. The Manager-Engineer said there were none.

*On motion of Member Knutson, seconded by Member Quesada, and carried unanimously by those members present, the Board authorized the Manager-Engineer to enter into an agreement with Custom Tractor Service to inject waste biosolids into the Dedicated Land Disposal Area at the Reclamation Facility for an amount not to exceed \$35,000.*

## STAFF REPORTS

- North Bay Watershed Association Lateral Meeting: The Manager-Engineer noted that the committee was working on a model ordinance for sewer laterals in Marin County. At this time, it appeared that Las Gallinas Valley Sanitary District was the only other District that was interested in forming an Oversight Committee to look into residential laterals. She felt that only the Novato Sanitary District and Las Gallinas Valley Sanitary District will be

discussing the issue. In addition, she stated the model ordinance is projected to be completed in December of 2008 or early in 2009.

MANAGER'S ANNOUNCEMENTS:

- Administrative Services Manager, June Brown, will be returning on Thursday, July 17<sup>th</sup>.

ADJOURNMENT: There being no further business to come before the Board, President Pro-tem Long adjourned the meeting at 5:23 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording