

**AGENDA ITEM: VI.A**  
**DATE: NOV. 7, 2011**

**REVIEW OF APPLICATIONS FOR APPOINTMENT TO THE SAUSALITO-MARIN CITY SANITARY DISTRICT SHORT TERM SEAT TO BE APPOINTED BY THE MARIN COUNTY BOARD OF SUPERVISORS ON NOVEMBER 15, 2011**

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**BACKGROUND:** There is one vacancy for the 2 year term for the Sausalito-Marín City Sanitary District (S-MCSD) Board of Directors. No candidates filed for the open seat in the District during the nominations period for the November 8, 2011 election. Pursuant to Elections Code Section 10515(b), when no candidates file nomination papers for an open seat in a district, the County Board of Supervisors is required to make an appointment to fill the position.

There are three eligible and qualified applications from three people interested in being appointed to the seat on the Board.

The Marin County Board of Supervisors may elect to conduct interviews and make the appointment to the Sausalito-Marín City Sanitary District Board. District 3 Supervisor Katherin Sears will make a recommendation to the Board of Supervisors on Tuesday, November 15<sup>th</sup>. She welcomes SMCS D Board's comments and will take any recommendation under advisement in her own deliberation.

**RECOMMENDATION:** Review the applications, discuss the three applicants; James DeLano, Richard Fortmann, Dan Rheiner and provide a recommendation to Supervisor Sears.

**CONSIDER A RESOLUTION AMENDING THE LEAD OPERATOR JOB CLASSIFICATION AND COMPENSATION ALONG WITH A REVISED OPERATIONS AND MAINTENANCE STAFF STRUCTURE**

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**BACKGROUND:** Staff met with the Personnel Committee on October 25, 2011 to review the proposed changes to the Lead Operator classification and compensation along with a revised operations and maintenance staff structure. The Lead Operator position was created in 2008 in recognition of the advanced operator duties that can be assigned to this position above that of an Operations and Maintenance Technician III classification. Vince Pasquini was promoted to the Lead Operator position in January 2011 and has done an outstanding job.

Staff reported to the Personnel Committee that the current job classification needs to be updated to reflect the new duties, responsibilities and qualifications required of the position to support District operations. The revised Lead Operator job classification includes technical and functional supervision of staff and higher level and more complex work tasks that will prepare them for possible career advancement to a supervisor position. The position will oversee the day to day operation and maintenance activities of the collection, conveyance and treatment plant facilities. Staff proposed to the Personnel Committee a salary range commensurate with the proposed position and other existing District classifications.

Staff discussed with the Personnel Committee a revised operations and maintenance staff structure considering the Lead Operator position change and the recent hiring of an Electrical/Maintenance Technician III. Currently, the Electrical/Maintenance Technician III reports directly to the Operations Superintendent. Staff recommended that the position report to the Lead Operator, which will improve work flow and assignment of day to day work tasks under one person.

The Personnel Committee advised staff to prepare a report on the item and place on the agenda for the Board of Director's consideration at the November 7, 2011 regular meeting.

The Fiscal Year 2011-12 operations and maintenance salary budget is sufficient to cover the cost of the proposed Lead Operator salary range. At top step, the annual salary difference between the existing and proposed classification amounts to \$12,000.

**RECOMMENDATION:** Adopt a Resolution Amending the Lead Operator Job Classification and Compensation along with a Revised Operations and Maintenance Staff Structure.

**ATTACHMENT:** Resolution No. 954

**SEWER SERVICE CHARGE POLICY – EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH HF&H CONSULTANTS, LLC TO ASSIST IN A SEWER SERVICE CHARGE RATE STRUCTURE REVIEW**

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**BACKGROUND:** Staff met with the Budget, Insurance and Finance Committee (Committee) on September 29, 2011 to discuss a proposed review of the District sewer service charge rate structure. A draft proposal from HF&H Consultants, LLC (HFH) was reviewed and discussed. The proposal would provide assistance to the District in conducting a residential customer class water consumption analysis to better understand sewer flows and rates between each user class.

The Committee advised staff to contact HFH for a revised proposal to include a more comprehensive review of the District's residential sewer service charge rate structure. The Committee requested the review be completed in a logical and stepwise fashion to facilitate understanding of the complexities involved. The Committee requested the proposal include sufficient time for meetings with staff and District Counsel following each work task. This will allow for essential coordination and communication with the Board on each work product prior to the consultant moving on to the next task. Based on the Committee's direction, staff worked with HFH to develop the attached proposal. The proposal work tasks are listed below.

1. Background Information
2. Develop Sewer Service Rate Structure Alternatives
3. Update the District Rate and Financial Model
4. Implementation Plan and Schedule Development
5. Implementation Assistance

If approved, the project would start in November 2011. The project schedule shows Task 3 being completed by March 31, 2011. Completion of Task 3 will be a key milestone point for the Board to consider moving to the implementation stage with any changes for next fiscal year customer billing. Any changes would need to be implemented by August 2012 for tax roll billing.

To fund the proposed \$55,700 project agreement, staff is recommending the Fiscal Year 2011-12 General Consulting Service's budget of \$40,000 be used in combination with a transfer of \$15,700 from the Legal Services Budget so there is no net increase in the overall operations and maintenance budget.

**RECOMMENDATION:** Authorize execution of a Professional Service Agreement with HF&H Consultants, LLC for \$55,700 to assist with a review of the District sewer service charge rate structure and approval of the project funding.

**ATTACHMENTS:** Proposal dated November 2, 2011 from HF&H Consultants, LLC

**AGENDA ITEM: VI.D**  
**DATE: Nov. 7, 2011**

**LOCUST STREET PUMP STATION – CHUCK I. DONALD LETTER DATED  
OCTOBER 2, 2011 REGARDING CHANGE IN SOURCE OF ELECTRICAL SERVICE  
TO THE PUMP STATION**

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**BACKGROUND:** In October 2011, the District Board and staff received a letter from Chuck Donald addressed to Jonathon Goldman, City of Sausalito Public Works Director, requesting that the City change the location where the District plans to obtain power for the upgraded Locust Street Pump Station. The pump station is currently under construction. Mr. Donald wants the power to come from an underground vault containing a high voltage PG&E distribution line in Bridgeway right of way located about 60 feet south of the pump station. The District's plans call for the tie-in to be made from a PG&E service power pole in Locust Street right of way near Dunphy Park. Mr. Donald originally requested this change at the City of Sausalito Planning Commission meeting in May 2010. The request was denied and not made a condition of project approval.

At the time the request was made to the Planning Commission, staff had District engineers evaluate the requested change. It was determined that the change had been considered but found to be infeasible because PG&E would not allow the District to tap into the high voltage distribution line. A copy of an e-mail from Steve Moore to Mr. McDonald explaining the infeasibility is attached for reference. Had the District been able to tie into the high voltage distribution line, a transformer would have had to be procured and installed in an underground vault at considerable more expense than the option that has been selected.

As part of the improvement project, the District is replacing existing overhead electrical service to the pump station with underground electrical service. It is not clear what benefit would be derived from the more expensive tie-in to the underground high voltage line. Attached is a site plan showing the alignment of proposed underground electrical service and tie-in location to the PG&E power service pole.

**RECOMMENDATION:** Review the matter and provide direction to staff

Attachments

**GOVERNOR BROWN'S 12-POINT PENSION REFORM PLAN AND CSDA SURVEY QUESTIONNAIRE**

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**BACKGROUND:** On October 27, Governor Jerry Brown released a 12-point pension reform proposal, which is attached for reference. The Legislature has created a conference committee on pension reform that has been meeting throughout the fall to review public retirement benefits, including the governor's proposal. The conference committee is expected to issue a report as early as January 2012. When the Legislature returns from interim recess both the Senate and Assembly may vote upon the conference committee report.

CSDA has been monitoring developing pension issues with its Legislative Committee and testified as a witness on behalf of special districts at the first legislative conference committee hearing on October 26th. In preparation for continued meaningful dialogue on pension reform and to provide key stakeholders with accurate input on the various measures being considered, CSDA is conducting a membership survey regarding the governor's 12-point pension reform proposal and other key issues. CSDA expects the governor's proposal to be the starting point of the pension reform negotiations going forward.

CSDA has prepared a survey questionnaire in connection with the Governor's 12-point plan and is seeking responses from CSDA members for use by the CSDA Legislative Committee in recommending official policy principles to the CSDA Board of Directors. There are 27 questions. Each question has a drop-down menu to which you can respond: "Support", "Oppose", or "Neutral/No Opinion".

The Personnel Committee met on November 4, 2011 to review the questions and provide their response to the questionnaire. Their responses to the questions are attached for review.

**RECOMMENDATION:** Review the survey questionnaire and provide responses.

**ATTACHMENTS:** Governor Brown's 12- Point Pension Reform Plan and CSDA Pension Reform Questionnaire Survey