

# NOVATO SANITARY DISTRICT

Special Meeting Date: May 6, 2019

The Board of Directors of Novato Sanitary District will hold a **SPECIAL** meeting at 5:30 p.m., Monday, May 6, 2019, at the District Offices, 500 Davidson Street, Novato.

*Materials related to items on this agenda that are public records, 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). Note: All times and order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.*

## 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 listed on the agenda. Individuals will be limited to a three-minute presentation.*

4. **REVIEW OF MINUTES:**
  - a. Approve minutes of the April 15, 2019 special meeting.
5. **PUBLIC HEARING PURSUANT TO CALIFORNIA VOTING RIGHTS ACT (CVRA) AND ELECTIONS CODE (EC) 10010 - DISTRICT BOUNDARIES; 3<sup>RD</sup> PUBLIC HEARING:**
  - a. Open public hearing.
  - b. Receive report(s) regarding draft district (zone) maps, and election sequencing from District Counsel, Consultant (Q2 Data & Research, LLC), and staff.
  - c. Public comments: Receive public input on draft district (zone) maps and election sequencing.
  - d. Board comments: Receive Board input on draft district (zone) maps, election sequencing, and the transition to by-district (zone) elections.
  - e. Close public hearing.

### **Upon close of Public Hearing, take the following Actions:**

- f. Provide direction to District Counsel, Consultant, and staff, if any.
6. **ADJOURNMENT:**

Next Resolution No. 3132.

**Next Regular meeting date: Monday, May 13, 2019, 5:30 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.*

## NOVATO SANITARY DISTRICT

Board Meeting Minutes

(DRAFT)

Meeting Date: April 15, 2019

A Special meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, April 15, 2019, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Dillon-Knutson, Directors William C. Long, Jean Mariani, Brant Miller, and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Robin Donoghue, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Jaime Clark, Q2 Data and Research  
Dale Thrasher, Administrative Services Officer, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

- PUBLIC HEARING PURSUANT TO CALIFORNIA VOTING RIGHTS ACT (CVRA) AND ELECTIONS CODE (EC) 10010 - DISTRICT BOUNDARIES; 2<sup>ND</sup> PUBLIC HEARING:

- Open public hearing. President Dillon-Knutson opened the Public Hearing at 5:31 p.m.

- Receive report(s) regarding the composition of new voting districts (zones) to be established and the transition to by-district (zone) elections, from District Counsel, Consultant (Q2 Data & Research, LLC), and staff. The General Manager stated that, as discussed at previous meetings, the District recently became aware of a number of California public agencies who are transitioning (or intend to transition) to an electoral district based election system under the provisions of the California Voting Rights Act of 2001 ("CVRA"). He noted that at the District Board meeting of April 1, 2019, the Board unanimously adopted Resolution No. 3131 declaring its intent to voluntarily transition to by-district (or "zone") elections, and stated that the current meeting was the second of the two initial public hearings.

The General Manager stated that two additional hearings would be held after the proposed zone maps are drawn, which will give the public an opportunity to react to and provide input on specific proposed district (zone) boundary lines as well as on any proposed sequencing of elections. He stated that a final (fifth) public hearing will be held in connection with the Board's adoption of an ordinance establishing by-district (zone) elections.

District Counsel reviewed the "Timeline for Consideration and Implementation of By-District (Zone) Elections". She stated that the draft District election map would be prepared by Q2 Data and Research (Q2), and would be published on the novatosan.com website on April

29, 2019. She discussed the public comments received at the City of Novato Council meetings as they go through the process to prepare by-district elections maps. She suggested the District become more active in publishing Novato Sanitary District maps for public comment during the map line-drawing process. She introduced Jaime Clark, Q2 Demographer, and stated that she would be taking the lead on drawing the District zone map.

Ms. Clark began her PowerPoint presentation, and provided a population census map which was overlaid with the District boundary map. She stated that the total Novato population was 51,186, and noted that the map would be divided into five zones, with (ideally) 10,237 people per zone. She asked for guidance as to what areas should be kept together when map boundaries are formed. Discussion followed, and the Board provided comments on the Communities of Interest (COI) for the preliminary boundary mapping. Ms. Clark stated that after the City of Novato has prepared their draft boundary map(s), she would present her version to the Board, noting that the City map(s) and her draft map may assist the District in creating their own zone boundaries.

- Public comments: Receive public input on the composition of new voting districts (zones) to be established and the transition to by-district (zone) elections. There were no members of the public present.

- Board comments: Receive Board input on the composition of new voting districts (zones) to be established and the transition to by-district (zone) elections. No additional comments were provided by the Board.

- Close public hearing. President Dillon-Knutson closed the Public Hearing at 6:48 p.m.

- Provide direction to District Counsel, Consultant, and staff, if any. The Board requested that the map available at the third public hearing be in a large format so that street names are visible. The Board thanked Ms. Clark for her time and efforts.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 6:52 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording  
3220839.1

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

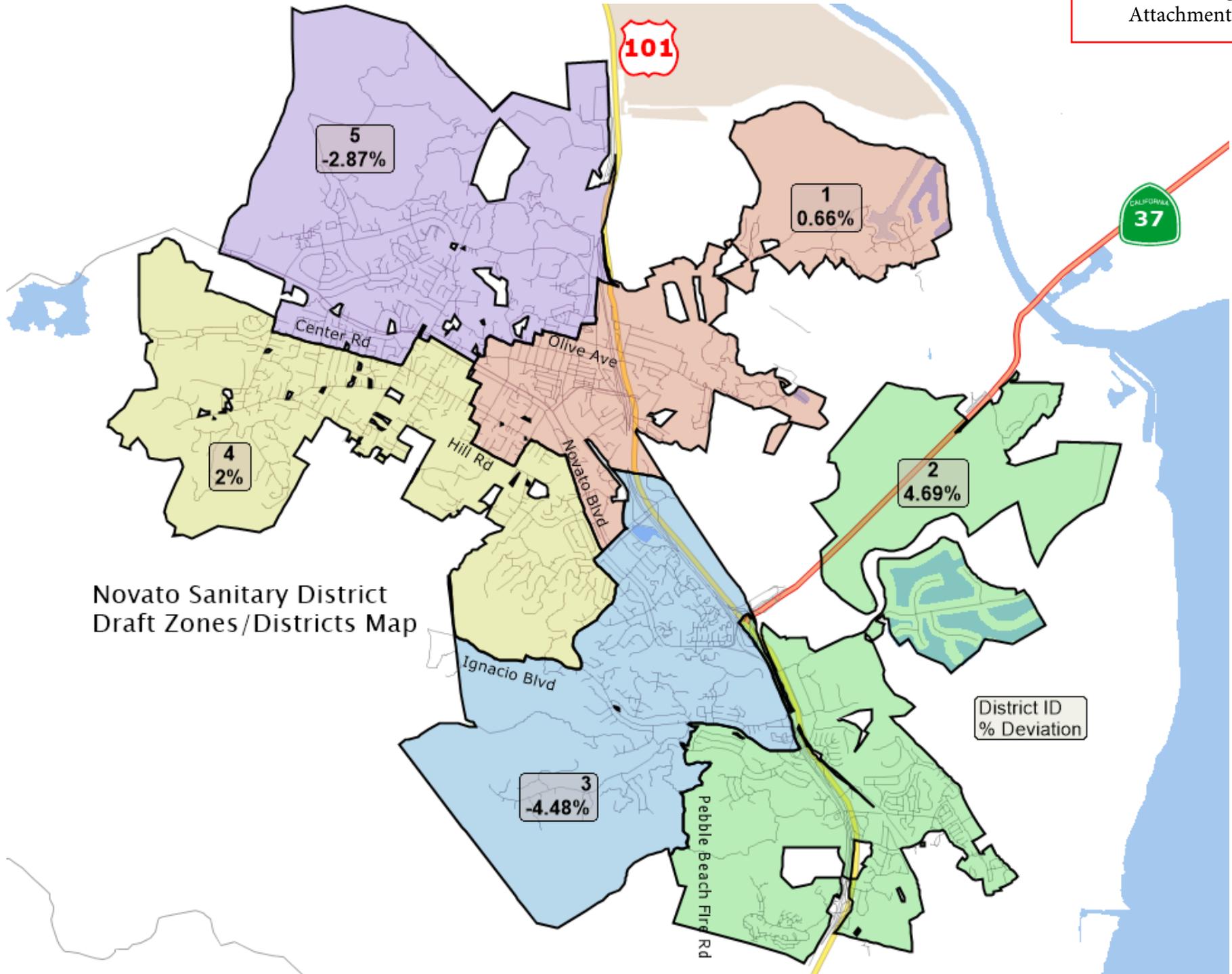
<b>TITLE: Public Hearing – California Voting Rights Act (CVRA) and Elections Code (EC) 10010.</b>	<b>MEETING DATE: May 6, 2019</b>  <b>AGENDA ITEM NO.: 5.a. through 5.f.</b>
<b>RECOMMENDED ACTIONS: Conduct a third public hearing to receive public input on draft district (zone) maps and election sequencing, and the transition to by-district (zone) elections, and provide direction to District Counsel, Consultant, and staff, if any.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>At a special Board meeting on April 1, 2019, the District committed to transition its Board elections from an “at-large” to an electoral district based election system under the provisions of the California Voting Rights Act of 2001 (“CVRA”). Accordingly, at that meeting, the Board unanimously adopted Resolution No. 3131 declaring its intent to voluntarily transition to by-district (or “zone”) elections.</p> <p>Pursuant to California Elections Code Section 10010, the Board is required to hold at least five public hearings in connection with the establishment of districts (zones). Two hearings must be held before any map or maps of district (zone) boundaries are drawn. These initial hearings provide an opportunity for the public to give input on the criteria for and composition of the proposed districts (zones).</p> <p>The first public hearing was held at a regular Board meeting on April 8, 2019, where the Board unanimously also adopted a schedule of public hearings and related events (“Timeline”, Attachment 1). The second hearing was held at a special meeting on April 15, 2019 to receive input on district (zone) composition and preference for zone lines.</p> <p>Today’s meeting is the third of the five public hearings. Demographers from the District’s demographic consultant Q<sup>2</sup> Data &amp; Research LLC (Q<sup>2</sup>) will lead the discussion and an interactive live map-drawing session. Q<sup>2</sup> has prepared a Draft Zone Map (Attachment 2) which was published on April 29, 2019. The public will have an opportunity to react to that draft and provide input on specific proposed district (zone) boundary lines as well as on any proposed sequencing of elections. The resulting draft map or maps will be posted on the District’s website following the hearing and publicized prior to a fourth public hearing on May 28, 2019. Notice of tonight’s hearing, in both English and Spanish, has been posted on the District’s website and distributed at various sites within its service area. Spanish translation will also be available at the meeting.</p> <p>It is expected that a district (zone) election ordinance will be adopted at the Board’s June 10, 2019 regular meeting. The public is welcome to participate in the process by drawing district lines and submitting proposed district maps. However, the CVRA requires that all District draft district (zone) maps must be available to the public seven days prior to their consideration at a public hearing. The final selected map must also be published seven days prior to adoption by the Board. Attachment 1 provides a schedule of public hearing and related events. Note that this schedule provides a best-case scenario, and may change as needed or as circumstances dictate.</p>	
<b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Timeline for Consideration and Implementation of By-District Elections.</li> <li>2. Novato Sanitary District Draft Zones Map A.</li> <li>3. Draft Zone Demographics – Map A.</li> </ol>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Board District and Community Alignment and Communications) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> RD, SSK	<b>GENERAL MANAGER:</b> SSK

3220401.1

**ATTACHMENT 1**  
**NOVATO SANITARY DISTRICT**

***Timeline for Consideration and Implementation of By-District (Zone) Elections***

<b>DATE</b>	<b>EVENT</b>	<b>COMMENT</b>
Monday, April 1, 2019	Board adopts Resolution declaring its intention to transition from at-large to by-district (zone) elections (Special Meeting).	
Monday, April 8, 2019	1st Public Hearing (Regular Meeting)	No maps for review, but take public comments on composition of districts (zones) and preference for zone lines.
Monday, April 15, 2019	2nd Public Hearing (Special Meeting)	No maps for review, but take public comments on composition of districts (zones) and preference for zone lines.
By Monday, April 29, 2019	Publish draft map(s) for at least seven (7) days before 3 <sup>rd</sup> public hearing	Publication can be on website and posting in other places
Monday, May 6, 2019	3rd Public Hearing (Special Meeting)  Publish for review any new or amended district election maps and potential sequence of elections.	Take public comments on proposed maps; engage in line drawing as desired.  Maps must be available for review at least 7 days before consideration at the 4th public hearing.
<u>Tuesday</u> , May 28, 2019 (as Monday, Memorial Day, is a District holiday).	4th Public Hearing (Special Meeting)  Publish for review new or amended district election maps (if any) and potential sequence of elections.	Take public comments on proposed maps; final line drawing as desired.  <i>- If selected map is amended, ordinance cannot be adopted until 7 days after amended map is published.</i>
Monday, June 10, 2019	5th Public Hearing (Regular Meeting)	Board adopts ordinance establishing by-district elections



Novato Sanitary District  
Draft Zones/Districts Map

Zone/District election sequencing will take place at third public hearing on May 6, 2019.

**Novato Sanitary District  
Draft Zone Demographics - Map A**

<b>District (Zone) ID</b>	<b>Population</b>	<b>%Deviation</b>	<b>%Latino</b>	<b>%White</b>	<b>%Black</b>	<b>%Asian</b>
1	10,694	0.66%	27.58%	59.74%	3.31%	7.75%
2	11,122	4.69%	24.09%	61.45%	3.97%	8.44%
3	10,148	-4.48%	23.21%	62.28%	3.34%	9.04%
4	10,836	2.00%	12.83%	77.81%	2.07%	5.85%
5	10,319	-2.87%	14.28%	73.53%	2.13%	8.52%
<b>Totals</b>	<b>53,119</b>	<b>--</b>	<b>20.42%</b>	<b>66.95%</b>	<b>2.97%</b>	<b>7.90%</b>

**Ideal Population: 10,624**

Estimates were rounded and therefore the detail may not exactly add to the total

Data Sources:

(1) 2010 Census Redistricting Data [P.L. 94-171] Summary File, U.S. Census Bureau