

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Special Meeting Date: May 6, 2019

A Special meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, May 6, 2019, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Carole 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 Services Specialist June Brown.

ALSO PRESENT: Jaime Clark, Q2 Data and Research
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Ricardo Wohler, Interpreter
Gary Butler, Novato resident
Drew McIntyre, General Manager, North Marin Water District, and
Novato resident.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Approve minutes of the April 15, 2019 special meeting:

On motion of Director Peters, seconded by Director Miller, and carried unanimously, minutes of the April 15, 2019 special meeting were approved as written.

- PUBLIC HEARING PURSUANT TO CALIFORNIA VOTING RIGHTS ACT (CVRA) AND ELECTIONS CODE (EC) 10010 - DISTRICT BOUNDARIES; 3RD PUBLIC HEARING:

The General Manager stated that, as discussed at previous meetings, the District elected to transition from "at-large" to electoral zone based elections under the provisions of the California Voting Rights Act of 2001 ("CVRA"). He stated that the current meeting was the third of five public hearings in connection with zone elections to invite and solicit public comments on the draft zone map which has been published on the District's website. Detailed information was also provided in English and Spanish for posting at Novato libraries and North Marin Community Services Centers. A Spanish translation of up to date information on the proposed zone election transition is also provided on the District website.

Demographer consultants, Q2 Data & Research, developed a draft Zone Map of the District's service area which was included with the Board agenda packet. The General Manager stated that demographer Jaime Clark will present an interactive live map-drawing

session whereby members of the public and Board Members may react and provide input on proposed boundary lines. The District would consider adoption of an ordinance establishing by-zone elections at their June 10, 2019 meeting.

- Open public hearing. President Dillon-Knutson opened the Public Hearing at 5:38 p.m. She stated that the purpose of the Public Hearing is to receive the report regarding draft zone maps and election sequencing; and to receive public and Board input on draft zone maps, election sequencing, and the transition to by-district (zone) elections.

Receive report(s) regarding draft district (zone) maps, and election sequencing from District Counsel, Consultant (Q2 Data & Research, LLC), and staff: District Counsel described the nature of the proceedings and explained the purpose of the hearing, which is to provide an opportunity for public comment on the draft zone map which was published on the website at least seven days prior to the hearing, and the potential sequence of elections for the directors from each division to provide for staggered terms of office. She added that Jaime Clark, demographer, will answer questions about the tentative zone map and has the ability to change map zones if necessary.

Ms. Clark began her PowerPoint presentation and, at the request of Director Mariani, indicated on the draft Zone Map where each director lives. It was established that one director lives in Zone 3, three directors live in Zone 4, and one director lives in Zone 5. Ms. Clark outlined the boundaries of each proposed Zone and explained the percentage deviation of each Zone compared to the ideal population requirement of approximately 10,624 for each Zone. Deviations from the ideal population were +0.66% for Zone 1, +4.69% for Zone 2, -4.48% for Zone 3, +2.00% for Zone 4, and -2.87% for Zone 5.

It was noted that the 2020 census may change the population statistics but there is justification to balance out the current boundaries in the interim and then refine it, if necessary, when the next census is published.

- Public comments: Receive public input on the composition of new voting districts (zones) to be established and the transition to by-district (zone) elections: Drew McIntyre, General Manager, North Marin Water District, and resident of Novato, noted that as a District rate-payer, it was important to him that the Board consider the importance to District customers of maintaining experience on the Board.

Dale Thrasher, Administrative Services Officer, Novato Sanitary District, and resident of Novato, suggested that rather than creating a new map, the Board could consider modifying a map drawn for the City of Novato.

Mr. McIntyre left the meeting at 6:25 p.m.

- Board comments: Receive Board input on the composition of new voting districts (zones) to be established and the transition to by-district (zone) elections: Following review, Directors suggested certain boundary revisions to minimize deviations from the target population numbers. Ms. Clark adjusted the boundaries, resulting in population deviations of -0.74% in Zone 1, +1.58% in Zone 2, +1.16% in Zone 3, +0.03% in Zone 4, and -2.03% in Zone 5.

Mr. Wohler left the meeting at 6:31 p.m.

In response to a question by Director Miller, District Counsel confirmed that the draft maps are responsive to legal requirements and that she did not see any issues of non-compliance with state and federal law.

President Dillon-Knutson recommended that the term “divisions” be used instead of “zones”. Legal counsel confirmed that “divisions” is more the norm, and the Board concurred with the recommendation.

- Close public hearing: President Dillon-Knutson closed the Public Hearing at 6:50 p.m.

- Provide direction to District Counsel, Consultant, and staff, if any: The Board directed staff to “publish” the draft “Divisions” map, Map “B”, with a potential election sequence of Divisions 1 and 4 for the 2020 election, and Divisions 2, 3 and 5 for the 2022 District election, in addition to the draft “Zone” map, (now Map “A”), published earlier. 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,

Sandeep Karkal
Secretary

June Brown, Recording