

# NOVATO SANITARY DISTRICT

Meeting Date: August 10, 2020

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, August 10, 2020.

**NOTE:** Consistent with the Governor’s Executive Orders on the Brown Act, **this Board meeting will be held via Zoom® conferencing.** To participate:

Join Zoom Meeting by clicking the link or copy and paste it into your browser:

<https://us02web.zoom.us/j/82026982684> When prompted, enter meeting ID: 820 2698 2684

If you do not have internet access, you can still join the meeting by phone, dialing by your location:

- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)

When prompted, enter meeting ID: 820 2698 2684

Public comments for this meeting can be submitted via email at [info@novatosan.com](mailto:info@novatosan.com). The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you’d like to provide written comment on. Written comments submitted will be read into the record during the Public Comment period of the Board meeting.

To provide comments during the meeting:

1. If in the Zoom teleconference, use the “raise hand” feature in Zoom. The Host will notify and unmute you when it is your turn to speak.
2. If on a phone, press \*9 (“star + 9”), and the Host will notify and unmute you when it is your turn to speak.

If you experience an issue providing comments during the meeting, please email those comments to the District: [dalet@novatosan.com](mailto:dalet@novatosan.com)

*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\*. This agenda packet is also available on the District’s website: [www.novatosan.com](http://www.novatosan.com). Note: All times and/or order of consideration for agenda items are for reference only. Times may vary and the Board of Directors may consider item(s) in a different order than set forth herein. **\*Note: Public access to District facilities is currently restricted due to the COVID-19 emergency, please call ahead to schedule in-person appointments.***

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## **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. Each individual will be limited to a three-minute presentation, and comments must be spoken into the microphone set up to receive public comment. No action will be taken by the Board at this time as a result of any public comments made.*

**4. CEREMONIAL MATTERS**

- a. Welcome Ms. Rachel Hundley of the Meyers/Nave law firm as District General Counsel subsequent to the resignation of Ms. Lauren Quint from the Meyers/Nave firm.

**5. REVIEW OF MINUTES:**

- a. Approve minutes of the June 8, 2020 regular meeting.

**6. CONSENT CALENDAR:**

*The General Manager-Chief Engineer has reviewed the following item(s). To his knowledge, there is no opposition to the consent action. The item(s) 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. Ratify/approve regular disbursements, June 9 – August 10, 2020.
- b. Ratify payroll and payroll related disbursements, June and July 2020.
- c. Receive deposit summary, June and July 2020.
- d. Receive 4<sup>th</sup> Quarter Investment Report, Fiscal Year (FY) 19-20.
- e. Receive 4<sup>th</sup> Quarter Financial Report, FY 19-20.
- f. Receive Accounts Receivable (A/R) Summary Report as of June 30, 2020.
- g. Approve transfer of \$175,000 from unspent funds in the “Salaries and Benefits” categories of the Fiscal Year (FY) 19-20 Operating Budget as of June 30, 2020, to the District’s Public Agency Retirement Services (PARS) Trust account.
- h. Approve transfer of \$110,506 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in Fiscal Year (FY) 19-20.
- i. Receive and accept Hamilton Parkway Sewer Main Extension (SME) - Hamilton Cottages Subdivision.
- j. Authorize the General Manager-Chief Engineer to approve Project Plans for a Sewer Main Extension (SME) – Springbrook Homes, Vallejo Avenue.

**7. LOW-INCOME SEWER RATE ASSISTANCE PROGRAM (LISRAP):**

- a. Initiate a Low-Income Sewer Rate Assistance Program (LISRAP), and delegate its implementation and oversight to the General Manager-Chief Engineer (or designee).

**8. ANNUAL BUDGET - FINAL FISCAL YEAR (FY) 20-21 BUDGET:**

- a. Receive and adopt the Final FY 20-21 District Annual Budget, subject to minor edits.
- b. Adopt Resolution No. 3144 establishing Appropriations Limit for FY 20-21.

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**9. ADMINISTRATION/FINANCE:**

- a. Receive presentation from NHA Advisors (San Rafael, CA) and Brandis-Tallman (San Francisco, CA), on potentially reducing the District's Pension and Other Post-Employment Benefits (OPEB) Unfunded Accrued Liabilities (UALs) by restructuring them at lower interest rates, and provide direction, if any.

**10. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Report, June and July 2020:
  - i. Collection Systems
  - ii. Treatment Facilities
  - iii. Reclamation Facilities

**11. RECLAMATION: SLUDGE DISPOSAL, ACCOUNT NO. 63115**

- a. Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoons cleaning in a not-to-exceed amount of \$222,000; and authorize the General Manager-Chief Engineer to execute it.

**12. CAPITAL PROJECTS:**

- a. *Collection System Improvements, Account No. 72706 – Vineyard Creek Bank Stabilization Project*: Receive update and make California Environmental Quality Act (CEQA) findings that the project is categorically exempt– Vineyard Creek Bank Stabilization; Project No. 72706-2019-08.
- b. Receive Capital Projects Update through July 2020.

**13. STAFF REPORTS: (INFORMATION ONLY)**

- a. Receive report on CalPERS Health Plan Premium Rates for 2021.
- b. Receive report on Fiscal Year (FY) 19-20 Capacity Charges, California Government Code (CGC) §66013.
- c. Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 19-20.

**14. BOARD MEMBER REPORTS AND REQUESTS:**

- a. North Bay Watershed Association (NBWA), special meeting, July 29, 2020.

**15. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:**

**16. ADJOURN:**

Next Resolution No. 3145.

**Next regular meeting date: Monday, September 14, 2020, at 5:30 p.m.**

**Meeting Location: Novato Sanitary District office, 500 Davidson Street, Novato, CA, (or via Zoom® conferencing, depending on the COVID-19 situation).**

*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.*