

NOVATO SANITARY DISTRICT

Meeting Date: June 10, 2019

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, June 10, 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 at the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: 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 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 discussion or any public comments made.

4. **REVIEW OF MINUTES:**
 - a. Approve minutes of the May 13, 2019 regular meeting.
 - b. Approve minutes of the May 28, 2019 special meeting.
5. **PUBLIC HEARING PURSUANT TO CALIFORNIA VOTING RIGHTS ACT (CVRA) AND ELECTIONS CODE (EC) 10010 - DISTRICT BOUNDARIES; 5TH PUBLIC HEARING:**

- a. Open public hearing.
- b. Receive District Counsel, Consultant, and staff presentations, if any.
- c. Initial questions and comments by Board, if any.
- d. Public comments: Receive public input on the Voting Divisions Map, election sequencing, and draft Ordinance No. 121, if any.
- e. Board comments: Receive Board input on the Voting Divisions Map, election sequencing, and draft Ordinance No. 121, if any.
- f. Close public hearing.

Upon close of Public Hearing, take the following Actions:

- g. Adopt Ordinance No. 121: Establishing an Electoral District-based System for the Novato Sanitary District.
6. **PUBLIC HEARING PURSUANT TO SECTION 5471 ET SEQ. AND 6520.5 OF THE CALIFORNIA HEALTH AND SAFETY CODE – FY 2019-20 SEWER SERVICE CHARGE REPORT, AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:**
 - a. Sewer Service Charge Report.
 - b. Open public hearing.
 - c. Consider protests regarding sewer service charge report.
 - d. Close public hearing.
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7. RESOLUTION CONFIRMING FISCAL YEAR FY 2019-20 SEWER SERVICE CHARGE REPORT AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:

- a. Adopt Resolution No. 3133 – A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2019-20.

Break: At the Board President’s discretion, the Board will reconvene after a short break.

8. 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. Approve regular disbursements, May 14 – June 10, 2019.
- b. Ratify payroll and payroll related disbursements, May 2019.
- c. Receive deposit summary, May 2019.
- d. Authorize the General Manager-Chief Engineer to approve Project Plans for the Atherton Place Sewer Main Extension (SME).
- e. Adopt Resolution No. 3134: “A Resolution Authorizing Execution of Quit Claim Deed, Sanitary Sewer Easement – Marin Country Club, Inc. and 180 Fairway Drive”.
- f. Adopt Resolution No. 3135: “A Resolution Authorizing Acceptance of an Amended Easement from the State Coastal Conservancy, Bel Marin Keys Unit V Project”.
- g. Approve contract with DLJ Associates to provide Solid and Household Hazardous Waste (S&HHW) and related services for Fiscal Year (FY) 19-20 in the not-to-exceed amount of \$105,000, & authorize the General Manager-Chief Engineer to execute it.

9. CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN REFINANCING:

- a. Receive presentation from Mr. Steven Gortler, registered Municipal Financial Advisor, on refinancing the balance of the District’s existing Clean Water State Revolving Fund (CWSRF) loan amount, and provide direction, if any.

10. COMMITTEE REPORTS:

- a. Solid Waste: Receive report and recommendation to adopt preliminary Solid and Household Waste (S&HHW) budget for FY 19-21.
- b. Wastewater Operations: Receive report and recommendation to adopt preliminary Operating Budget for FY 19-21.
- c. Capital Improvements: Receive report and recommendation to adopt preliminary Capital Improvements Program (CIP) Budget for FY 19-21.

11. ANNUAL BUDGET:

- a. Approve and adopt the 2019-21 Preliminary Budget.

12. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Report, May 2019:
 - i. Collection Systems
 - ii. Treatment Facilities
 - iii. Reclamation Facilities

13. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account No. 72706:* Authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Golden Gate Rush Creek Sewer, Phase II; Project No. 72706-2018-01A.
- b. *Collection System Improvements, Account No. 72706:* Authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Redwood Blvd. Sewer Rehabilitation; Project No. 72706-2018-02.
- c. Receive staff report on a potential emergency repair of the District's sewer main along Vineyard Creek behind 14 Angelica Court – information only.
- d. Receive Capital Projects Update, May 2019.

14. ADMINISTRATION:

- a. Receive report on cost-of-living increase of 3.0% for represented employees group, effective July 1, 2019 – information only.
- b. Approve cost-of-living increase of 3.0% for non-represented group (management and confidential) personnel, effective July 1, 2019.
- c. Approve cost-of-living increase of 3.0% for General Manager-Chief Engineer, effective July 1, 2019.

15. BOARD OF DIRECTORS:

- a. Appoint Board officers, Secretary-Treasurer and Secretary Pro-tem, and designate and authorize check signers, Fiscal Year (FY) 19-20.

16. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) meeting, June 7, 2019.

17. INFORMATIONAL ITEMS:

These items are for information only - no action will be taken on these items as a result of any discussion or any comments made.

- a. Letter to the Editor, Marin Independent Journal: "Minimizing dependence is worth something", May 30, 2019.

18. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

19. ADJOURN:

Next Resolution No. 3136.

Next regular meeting date: Monday, August 12, 2019, 5:30 p.m. 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.