

NOVATO SANITARY DISTRICT

Meeting Date: June 8, 2020

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, June 8, 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/81210604389> When prompted, enter meeting ID: 812 1060 4389

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

When prompted, enter meeting ID: 812 1060 4389

Public comments for this meeting can be submitted via email at 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's Administrative Secretary at julieh@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. 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. *There is no public access to District facilities currently due to the COVID-19 emergency.*

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AGENDA

1. ROLL-CALL & 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. Individuals will be limited to a three-minute presentation. No action will be taken by the Board at this time as a result of any public comments made.**

**Note: Use the "raise hand" feature if in Zoom teleconference, or "star + 9" if on phone.*

4. REVIEW OF MINUTES:

- a. Approve minutes of the May 11, 2020 regular meeting.

5. PUBLIC HEARING PURSUANT TO SECTION 5471 ET SEQ. AND 6520.5 OF THE CALIFORNIA HEALTH AND SAFETY CODE – FY 2020-21 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.

6. RESOLUTION CONFIRMING FISCAL YEAR FY 2020-21 SEWER SERVICE CHARGE REPORT AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:

- a. Adopt Resolution No. 3143 – 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 2020-21.

7. CONSENT CALENDAR:

The General Manager-Chief Engineer has reviewed the following items. To his knowledge, there is no opposition to the action. The items 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 12 – June 8, 2020.
- b. Ratify payroll and payroll related disbursements, May 2020.
- c. Receive deposit summary, May 2020.
- d. Receive report on a one-time variance to District leave policies due to COVID-19 and allow, at an employee's discretion, unused Fiscal Year (FY) 19-20 floating holiday hours, and vacation and administrative leave hours accrued during the shelter-in-place (SIP) period(s), to be used until December 31, 2020, or receive a cash-out in lieu of utilizing such hours.
- e. Approve contract with DLJ Associates to provide Solid and Household Hazardous Waste (S&HHW) and related services for Fiscal Year (FY) 20-21 in the not-to-exceed amount of \$103,500, & authorize the General Manager-Chief Engineer to execute it.

8. COMMITTEE REPORTS:

- a. Solid Waste: Receive report and recommendation to adopt preliminary Solid and Household Waste (S&HHW) budget for FY 20-22.

- b. Wastewater Operations: Receive report and recommendation to adopt preliminary Operating Budget for FY 20-22.
- c. Capital Improvements: Receive report and recommendation to adopt preliminary Capital Improvements Program (CIP) Budget for FY 20-22.

9. ANNUAL BUDGET:

- a. Approve and adopt the Preliminary Budget for Fiscal Years 2020-22.

10. WASTEWATER OPERATIONS:

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

11. CAPITAL PROJECTS:

- a. *NTP Corrosion Control, Account No. 73006 – Headworks Coating Project*: Review bids received, reject all bids, and authorize the General Manager-Chief Engineer to inform all bidders.
- b. *Pump Station Rehabilitation, Account No. 72403 – Olive Avenue Pump Station Improvement Project*: Approve a contract with Nute Engineering, Inc. in the not-to-exceed amount of \$189,650 for professional engineering services related to the Olive Avenue Pump Station Rehabilitation Project, and authorize the General Manager-Chief Engineer to execute it.
- c. *Cogeneration/Alt. Energy, Account No. 72708*: Receive presentation on Cogeneration System Technical Memorandum (TM) from the District's Consultant Woodward & Curran and its recommended cogeneration project implementation alternative; and authorize staff to implement the recommended alternative.
- d. Receive Capital Projects Update, May 2019.

12. ADMINISTRATION:

- a. Per the Memorandum of Understanding (MoU) with Teamsters Local 315, and as included in the FY 20-22 Preliminary Budget, receive report on cost-of-living allowance of 3.0% for the represented employees group, effective July 1, 2020.
- b. Consistent with the Teamsters group, and as included in the FY 20-22 Preliminary Budget, approve a cost-of-living allowance of 3.0% for the non-represented group (Management and Confidential), effective July 1, 2020.
- c. Consistent with the Teamsters group and the M&C group, and as included in the FY 20-22 Preliminary Budget, approve a cost-of-living allowance of 3.0% for the General Manager-Chief Engineer, effective July 1, 2020.

13. COVID-19 SEWER SERVICE CHARGE (SSC) REDUCTION PROGRAM:

- a. Initiate a Sewer Service Charge (SSC) Reduction Program (Program) effective July 1, 2020 for commercial and institutional ratepayers impacted by COVID-19 shelter-in-place (SIP) closures in FY 19-20.
- b. Delegate Program implementation and oversight to the General Manager-Chief Engineer (or designee).

14. GRAND JURY REPORT:

- a. Receive draft response to 2019-20 Marin County Civil Grand Jury report titled "Follow-Up Report on Web Transparency of Agency Compensation Practices" dated

April 28, 2020, and subject to changes or edits, authorize the Board President to provide the response to the Grand Jury.

15. BOARD OF DIRECTORS:

- a. Appoint Board officers, Secretary-Treasurer and Secretary Pro-tem, and designate and authorize check signers, Fiscal Year (FY) 20-21.

16. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) meeting, June 5, 2020.

17. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

18. ADJOURN:

Next Resolution No. 3144.

Next regular meeting date: Monday, August 10, 2020, 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.