

NOVATO SANITARY DISTRICT

Meeting Date: December 9, 2019

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, December 9, 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. Note: All times and/or 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. 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.

4. REVIEW OF MINUTES:

- a. Consider approval of minutes of the November 18, 2019 special meeting.

5. 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, November 18 - December 9, 2019.
- b. Ratify payroll and payroll related disbursements, November 2019.
- c. Receive deposit summary, November 2018.
- d. Approve Director Long and the General Manager-Chief Engineer to attend the California Association of Sanitation Agencies (CASA) Annual Washington DC conference, February 24–26, 2020.
- e. Receive Fixed Asset Deletion Report for Fiscal Year (FY) 2018-19.
- f. Receive revised draft - Novato Area Municipal Service Review (MSR) from the Marin Local Agency Formation Commission (Marin LAFCO).
- g. Receive report, District Administrative and Risk/Safety Services Officer's attendance at the California Public Employers Labor Relations Association (CalPELRA) 2019 Annual Conference – information only.
- h. Authorize the General Manager-Chief Engineer to prepare and issue a Special Agreement letter, pursuant to Section 809 (e) of the District's Sewer Use Ordinance (SUO), to allow BioMarin Pharmaceutical to discharge and compensate the District for flows with Biochemical Oxygen Demand (BOD) values of greater than 400 mg/L.

6. SOLID WASTE OPERATIONS:

- a. Receive Recology 3rd Quarter 2019 reports.
- b. Receive Recology 2019 Novato Recycling Characterization study.
- c. Receive 1st and 2nd quarter 2019 AB939 Disposal/Diversion report and 3rd quarter 2019 Recology Disposal/Diversion report.
- d. Receive 2019 Education and Outreach report.
- e. Receive verbal report on Marin County JPA and Local Task Force.

- f. Receive verbal update on SB 1383 (Lara) regulations.
- g. Receive 2019 Household Hazardous Waste (HHW) and E-Waste report.

7. FINANCE COMMITTEE:

- a. Receive report from the District's independent external auditor, Maze & Associates.
- b. Receive Finance Committee report and recommendation, and accept the Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2019 and 2018, including Fiscal Year (FY) 18-19 audit, and audited financial statements for the years ended June 30, 2019 and 2018.
- c. Receive and accept "Memorandum on Internal Control and Required Communications for Year ended June 30, 2019" from the District's independent outside auditor, Maze and Associates.
- d. Authorize staff to submit the District's CAFR to the Government Finance Officers Association (GFOA) for consideration of the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- e. Receive Finance Committee recommendation and authorize a budget amendment to increase the Fiscal Year (FY) 19-20 budget for "Capital Improvements Cost Centers - 72000 and 73000", Section IV ("Capital Improvement Budget - CIP Expenditures") of the Final Budget for Fiscal Year 2019-20 from \$12,229,956 to \$12,729,956 with the transfer of \$500,000 from the unencumbered available cash balance in the Capital Fund.

8. WASTEWATER OPERATIONS:

- a. Receive report on submittal of Report of Waste Discharge (RoWD) to the San Francisco Regional Water Quality Control Board (SF Water Board), to renew the District's National Pollutant Discharge Elimination System (NPDES) permit ("discharge permit") – information only.
- b. Receive Wastewater Operations Reports, November 2019:
 - Collection System
 - Treatment Facilities
 - Reclamation Facilities

9. CAPITAL PROJECTS:

- a. Receive Capital Projects Update, November 2019.

10. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) meeting, December 6, 2019.
- b. North Bay Water Reuse Authority (NBWRA) meeting, December 9, 2019.

11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

12. ADJOURNMENT:

Next Resolution No. 3142.

Next regular meeting date: Monday, January 13, 2020, 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.