

NOVATO SANITARY DISTRICT

Meeting Date: April 12, 2021

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, April 12, 2021.

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

To participate in the meeting:

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

<https://us02web.zoom.us/j/82207814171> When prompted, enter meeting ID: 822 0781 4171

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)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

When prompted, enter meeting ID: 822 0781 4171

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. ***Public access to the District Office is limited currently due to the COVID-19 situation.***

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AGENDA

- 1. BOARD ROLL CALL:**
- 2. PLEDGE OF ALLEGIANCE RECITAL:**
- 3. AGENDA APPROVAL (BY ACCLAMATION):**
- 4. 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. 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 smartphone.*

- 5. REVIEW OF MINUTES:**
 - a. Approve minutes of the March 8, 2021 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. Approve regular disbursements, March 9, 2021 – April 12, 2021.
 - b. Ratify payroll and payroll related disbursements, March 2021.
 - c. Receive deposit summary, March 2021.
 - d. Receive Accounts Receivable (A/R) Summary Report as of March 31, 2021.
 - e. Receive report on submittal of 2020 National Association of Clean Water Agencies (NACWA) Peak Performance Award Application to NACWA - information only.

- 7. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Report, March 2021 – information only.
 - i. Collection Systems
 - ii. Treatment Facilities
 - iii. Reclamation Facilities
 - b. Receive update, extension of Amended and Restated Contract Service Agreement for Operation, Maintenance, and Management of the Wastewater Treatment Facilities – information only.

- 8. CAPITAL PROJECTS:**

- a. *NTP Corrosion Control, Account No. 73006 - Headworks Protective Coating Project, Project No. 73006-2019-01:* Review bids received, and authorize the General Manager-Chief Engineer to award the construction contract to Eurostyle Management, Inc., and to execute it in the bid amount of \$507,300.
 - b. *Annual Treatment Plant Improvements, Account No. 72805:* Approve purchase of a 5000 A (amp), 480 V (volt), circuit breaker for the main switchgear at the Novato Treatment Plant, and authorize the General Manager-Chief Engineer to execute a purchase order with Eaton Corporation in the amount of \$68,385.38.
 - c. *Vehicle Replacement, Account No. 73090:* Approve purchase of a combination vacuum/flusher truck, and authorize the General Manager-Chief Engineer to execute a purchase order with Owen Equipment, Inc. in the amount of \$472,688.26 (including estimated sales tax and fees).

- d. *Vehicle Replacement, Account No.73090*: Approve purchase of a 144 KW portable generator, and authorize the General Manager-Chief Engineer to execute a purchase order with Generac Power Systems, Inc. in the amount of \$92,075.58.
- e. Receive Capital Projects Update, March 2021 – information only.

9. ANNUAL BUDGET:

- a. Given the COVID-19 pandemic, confirm intent of no increase to Sewer Service Charge (SSC) per Equivalent Dwelling Unit (EDU) levels for Fiscal Year (FY) 21-22 from the prior fiscal year.
- b. Set the date of June 14, 2021 for a public hearing on individual sewer service charges, and adoption of a resolution confirming report on sewer service charges and collection on County tax rolls.
- c. Receive Schedule of Committee Meetings to review Annual Solid Waste, Operating, and Capital Improvements Program (CIP) Budgets.
- d. Receive updated Fiscal Year (FY) 21-23 Preliminary Capital Improvements Program (CIP) Budget – Summary of Anticipated Project Work.

10. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) virtual meeting, April 2, 2021 (Report by: Director Mariani) – information only.

11. GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:

12. ADJOURN:

Next Resolution No. 3148.

Next regular meeting date: Monday, May 10, 2021, 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.