

# NOVATO SANITARY DISTRICT

Special Meeting Date: May 28, 2019

The Board of Directors of Novato Sanitary District will hold a **SPECIAL** meeting at 5:30 p.m., **Tuesday, May 28, 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](http://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 listed on the agenda. Each Individual will be limited to a three-minute comment period, and comments must be spoken into the microphone set up to receive public comment.

4. **REVIEW OF MINUTES:**
  - a. Approve minutes of the May 6, 2019 special meeting.
5. **PUBLIC HEARING PURSUANT TO CALIFORNIA VOTING RIGHTS ACT (CVRA) AND ELECTIONS CODE (EC) 10010 - DISTRICT BOUNDARIES; 4<sup>TH</sup> PUBLIC HEARING:**
  - a. Open public hearing.
  - b. Receive District Counsel, Consultant, and staff presentations, if any.
  - c. Receive Draft Ordinance No. 121: Establishing an Electoral District-based System for the Novato Sanitary District.
  - d. Initial questions and comments by Board, if any.
  - e. Public comments: Receive public input on draft electoral district (zone/division) maps and election sequencing.
  - f. Board comments: Receive Board input on draft electoral district (zone/division) maps, election sequencing, and the transition to by-district (division) elections.
  - g. Close public hearing.

### **Upon close of Public Hearing, take the following Actions:**

- h. Select a final electoral districts map and election sequence and provide further direction regarding same and the Draft Ordinance to District Counsel, Consultant, and staff, if any.

6. **ADJOURNMENT:**

Next Resolution No. 3133.

**Next Regular meeting date: Monday, June 10, 2019, 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.

# NOVATO SANITARY DISTRICT

Board Meeting Minutes

(DRAFT)

Special Meeting Date: May 6, 2019

A Special meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, May 6, 2019, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Carole Dillon-Knutson, Directors William C. Long, Jean Mariani, Brant Miller, and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Robin Donoghue, and Administrative Services Specialist June Brown.

ALSO PRESENT: Jaime Clark, Q2 Data and Research  
Dale Thrasher, Administrative Services Officer, Novato Sanitary District  
Ricardo Wohler, Interpreter  
Gary Butler, Novato resident  
Drew McIntyre, General Manager, North Marin Water District, and  
Novato resident.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Approve minutes of the April 15, 2019 special meeting:

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, minutes of the April 15, 2019 special meeting were approved as written.*

- PUBLIC HEARING PURSUANT TO CALIFORNIA VOTING RIGHTS ACT (CVRA) AND ELECTIONS CODE (EC) 10010 - DISTRICT BOUNDARIES; 3<sup>RD</sup> PUBLIC HEARING:

The General Manager stated that, as discussed at previous meetings, the District elected to transition from “at-large” to electoral zone based elections under the provisions of the California Voting Rights Act of 2001 (“CVRA”). He stated that the current meeting was the third of five public hearings in connection with zone elections to invite and solicit public comments on the draft zone map which has been published on the District’s website. Detailed information was also provided in English and Spanish for posting at Novato libraries and North Marin Community Services Centers. A Spanish translation of up to date information on the proposed zone election transition is also provided on the District website.

Demographer consultants, Q2 Data & Research, developed a draft Zone Map of the District’s service area which was included with the Board agenda packet. The General

Manager stated that demographer Jaime Clark will present an interactive live map-drawing session whereby members of the public and Board Members may react and provide input on proposed boundary lines. The District would consider adoption of an ordinance establishing by-zone elections at their June 10, 2019 meeting.

- Open public hearing. President Dillon-Knutson opened the Public Hearing at 5:38 p.m. She stated that the purpose of the Public Hearing is to receive the report regarding draft zone maps and election sequencing; and to receive public and Board input on draft zone maps, election sequencing, and the transition to by-district (zone) elections.

Receive report(s) regarding draft district (zone) maps, and election sequencing from District Counsel, Consultant (Q2 Data & Research, LLC), and staff: District Counsel described the nature of the proceedings and explained the purpose of the hearing, which is to provide an opportunity for public comment on the draft zone map which was published on the website at least seven days prior to the hearing, and the potential sequence of elections for the directors from each division to provide for staggered terms of office. She added that Jaime Clark, demographer, will answer questions about the tentative zone map and has the ability to change map zones if necessary.

Ms. Clark began her PowerPoint presentation and, at the request of Director Mariani, indicated on the draft Zone Map where each director lives. It was established that one director lives in Zone 3, three directors live in Zone 4, and one director lives in Zone 5. Ms. Clark outlined the boundaries of each proposed Zone and explained the percentage deviation of each Zone compared to the ideal population requirement of approximately 10,624 for each Zone. Deviations from the ideal population were +0.66% for Zone 1, +4.69% for Zone 2, -4.48% for Zone 3, +2.00% for Zone 4, and -2.87% for Zone 5.

It was noted that the 2020 census may change the population statistics but there is justification to balance out the current boundaries in the interim and then refine it, if necessary, when the next census is published.

- Public comments: Receive public input on the composition of new voting districts (zones) to be established and the transition to by-district (zone) elections: Drew McIntyre, General Manager, North Marin Water District, and resident of Novato, noted that as a District rate-payer, it was important to him that the Board consider the importance to District customers of maintaining experience on the Board.

Dale Thrasher, Administrative Services Officer, Novato Sanitary District, and resident of Novato, suggested that rather than creating a new map, the Board could consider modifying a map drawn for the City of Novato.

Mr. McIntyre left the meeting at 6:25 p.m.

- Board comments: Receive Board input on the composition of new voting districts (zones) to be established and the transition to by-district (zone) elections: Following review, Directors suggested certain boundary revisions to minimize deviations from the target population numbers. Ms. Clark adjusted the boundaries, resulting in population deviations

of -0.74% in Zone 1, +1.58% in Zone 2, +1.16% in Zone 3, +0.03% in Zone 4, and -2.03% in Zone 5.

Mr. Wohler left the meeting at 6:31 p.m.

In response to a question by Director Miller, District Counsel confirmed that the draft maps are responsive to legal requirements and that she did not see any issues of non-compliance with state and federal law.

President Dillon-Knutson recommended that the term “divisions” be used instead of “zones”. Legal counsel confirmed that “divisions” is more the norm, and the Board concurred with the recommendation.

- Close public hearing: President Dillon-Knutson closed the Public Hearing at 6:50 p.m.

- Provide direction to District Counsel, Consultant, and staff, if any: The Board directed staff to “publish” the draft “Divisions” map, Map “B”, with a potential election sequence of Divisions 1 and 4 for the 2020 election, and Divisions 2, 3 and 5 for the 2022 District election, in addition to the draft “Zone” map, (now Map “A”), published earlier. The Board thanked Ms. Clark for her time and efforts.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 6:52 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

June Brown, Recording