

NOVATO SANITARY DISTRICT

Meeting Date: February 9, 2026

The Board of Directors of the Novato Sanitary District will hold a regular in-person meeting at 5:30 p.m., Monday, February 9, 2026, at the District office, 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. 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.

REGULAR MEETING AGENDA

1. ROLL-CALL & PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL (BY ACCLAMATION):

3. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):

This item is to allow anyone wishing to address the Board of Directors on matters within the District's jurisdiction but not on the posted agenda. Each individual will be limited to a three-minute presentation. The Board President may refer any matter to staff for follow-up, or elect to have the matter placed on a future agenda. No action will be taken by the Board at this time as a result of any public comments made.*

**Note: Raise your hand and the Board President will recognize and notify you when it is your turn to speak.*

4. REVIEW OF MINUTES:

- a. Approve minutes of the regular meeting of January 12, 2026.

5. CONSENT CALENDAR:

The General Manager-Chief Engineer has reviewed the following item(s) and has determined that they are routine in nature and, to his knowledge, without controversy. 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/ratify regular disbursements, January 13 – February 9, 2026.
- b. Ratify payroll and payroll related disbursements, January 2026.
- c. Receive deposit summary, January 2026.
- d. Receive Accounts Receivable (A/R) Summary Report as of January 31, 2026.
- e. Receive 2nd Quarter Investment Report, Fiscal Year (FY) 25-26.
- f. Receive 2nd Quarter Financial Report, FY 25-26.

6. FINANCE/ADMINISTRATION:

- a. Receive draft schedule for adoption of Fiscal Year (FY) 2026-27 Final Budget and FY 2027-28 Preliminary Budget, Appropriations Limit, and Sewer Service Charges.
- b. Review and approve Board Resolution No. 3211: A Resolution Adjusting Sewer Service Charge Schedule For Fiscal Year 2026-2027 Pursuant To Ordinance No. 123.
- c. Approve job descriptions for new Field Services Worker (FSW) I & II classifications; establish salary ranges of R37.5 (\$6,453–\$7,843/month) for FSW I and R39.5 (\$7,114–\$8,647/month) for FSW II in the FY 25-26 salary schedule; and authorize the General Manager-Chief Engineer to recruit and fill the position.
- d. Approve the job description for the Financial Services Specialist – Extra Help position; establish a salary scale of MC 117 (\$13,342/month to \$16,217/month in the Fiscal Year 2025-26 salary schedule) or hourly equivalent; and authorize the General Manager-Chief Engineer to fill the position consistent with existing budget allocation for Interim Finance Manager.

7. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Report for January 2026 – information only:
 - i. Collection Systems
 - ii. Treatment Facilities
 - iii. Reclamation Facilities

8. CAPITAL PROJECTS:

- a. *Annual Ignacio Facility Improvements (Ignacio Pump Station Potable Water Improvements), Account No. 72807:* Authorize the General Manager-Chief Engineer to execute one change order totaling \$(13,642.19) for a new contract amount of \$441,157.81 with Maggiora and Ghilotti, Inc.; grant Final Acceptance of the Project and authorize staff to file a Notice of Completion.
- b. *Collection System Improvements (Main Interceptor 2 Repairs at Novato Creek Project), Account No. 72706:* Ratify one change order totaling \$74,482.92 for a new contract amount of \$773,380.92 with WestRock Engineering; grant Final Acceptance of the Project and authorize staff to file a Notice of Completion.
- c. *Pump Station Rehabilitation (Force Mains Condition Assessment Project), Account No. 72403:* Authorize the General Manager-Chief Engineer to award and execute a contract with SFE Global, Inc. for Force Main Inspection Services for the Force Mains Condition Assessment Project, in a not-to-exceed amount of \$575,930.
- d. Receive Capital Projects Update Report through January 2026 – information only.

9. BOARD MEMBER REPORTS AND REQUESTS:

- a. Receive report: North Bay Watershed Association (NBWA) meeting, February 2026 – information only.
- b. California Association of Sanitation Agencies (CASA) meeting (Indian Wells), January 13-16, 2026 (reports from attending Board members).

10. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- a. Receive verbal report and announcements.

11. ADJOURN:

Next Resolution No. 3212.

Next regular meeting: Monday, March 9, 2026, 5:30 p.m.

Meeting location: 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.