

# NOVATO SANITARY DISTRICT

Meeting Date: April 13, 2026

**The Board of Directors of the Novato Sanitary District will hold a regular in-person meeting at 5:30 p.m., Monday, April 13, 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](http://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 March 9, 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, March 10 – April 13, 2026.
- b. Ratify payroll and payroll related disbursements, March 2026.
- c. Receive deposit summary, March 2026.
- d. Receive Accounts Receivable (A/R) Summary Report as of March 31, 2026.
- e. Receive report on submittal of 2025 National Association of Clean Water Agencies (NACWA) Peak Performance Award Application to NACWA (information only).

### 6. ANNUAL BUDGET:

- a. Receive draft updated schedule for adoption of Fiscal Year (FY) 2026-27 Final Budget and FY 2027-28 Preliminary Budget, Appropriations Limit, and Sewer Service Charges.
- b. Set the date of June 8, 2026 for a public hearing on the Fiscal Year (FY) 26-27 report of Sewer Service Charges and for the final determination of such charges.
- c. Set the time and date of 3:00 p.m., Thursday, May 14, 2026 for a special Board meeting and workshop to review the Preliminary FY 26-28 Budget.
- d. Receive overview of updated Fiscal Year (FY 26-28) Preliminary Capital Improvements Program (CIP).

### 7. WASTEWATER OPERATIONS:

- a. Receive and accept Wastewater Treatment Facilities Calendar Year (CY) 2025 Annual Operations and Maintenance Report, subject to minor edits.
- b. Receive Wastewater Operations Report for March 2026 – information only:

- i. Collection Systems
- ii. Treatment Facilities
- iii. Reclamation Facilities

**8. CAPITAL PROJECTS:**

- a. *Network and SCADA Upgrades, Account No. 72112; Information Technology (IT) Strategic Plan Implementation, Computerized Maintenance Management System (CMMS):*
  - (i) Approve a contract with Trimble, Inc. for a new Computerized Maintenance Management System (CMMS) for an initial three-year term in a not-to-exceed amount of \$97,650 (at \$32,550/year), subject to allocation of funds each fiscal year, and authorize the General Manager-Chief Engineer to execute it; and
  - (ii) Approve a contract with Centricity GIS, LLC., in a not-to-exceed amount of \$144,900 in one-time costs for implementation of the CMMS system, and authorize the General Manager-Chief Engineer to execute it.
- b. Receive Capital Projects Update Report through March 2026 – information only.

**9. ADMINISTRATION:**

- a. Approve an amendment to the District's Personnel Rules and Regulations adding Section 14.14, authorizing the establishment of a Leave Bank Program.
- b. Receive report and provide direction on update to Board Policy No. 4100, "Compensation, Meetings, and Travel."

**10. BOARD MEMBER REPORTS AND REQUESTS:**

- a. Receive report: North Bay Watershed Association (NBWA) conference, April 9, 2026 – information only.

**11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:**

- a. Receive verbal report and announcements (by the Deputy General Manager in the General Manager's absence)

**12. ADJOURN:**

Next Resolution No. 3213.

**Next regular meeting: Monday, May 11, 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.*