

# NOVATO SANITARY DISTRICT

Meeting Date: May 11, 2026

**The Board of Directors of the Novato Sanitary District will hold a regular in-person meeting at 5:30 p.m., Monday, May 11, 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 April 13, 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, April 1 – May 11, 2026.
- b. Ratify payroll and payroll related disbursements, April 2026.
- c. Receive deposit summary, April 2026.
- d. Receive 3<sup>rd</sup> Quarter Investment Report, Fiscal Year (FY) 2025-26 – information only.
- e. Receive 3<sup>rd</sup> Quarter Financial Report, FY 2025-26 (unaudited) – information only.
- f. Approve a contract with Conservation Corps North Bay (CCNB) in the not-to-exceed amount of \$79,858 to provide residential e-waste home pickup services and monthly e-waste pickup from the Permanent Household Hazardous Waste Facility, and authorize the General Manager-Chief Engineer to execute it.
- g. Accept Wastewater Treatment Facilities Calendar Year (CY) 2025 Annual Operations and Maintenance Report.
- h. Approve the General Manager-Chief Engineer to attend the National Association of Clean Water Agencies (NACWA) Utility Leadership Conference, 56<sup>th</sup> Annual Meeting, and Awards Ceremony in Cleveland, OH, July 14 - 17, 2026.

### 6. ANNUAL BUDGET:

- a. Receive Preliminary Budget for Fiscal Years (FY) 26-28.

### 7. WASTEWATER OPERATIONS:

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

**8. CAPITAL PROJECTS:**

- a. *Annual Reclamation Facility Improvements, Account No. 72804; Purchase of a new pump for Drainage Pump Station No. 3:* Approve a contract with Koffler Electrical Mechanical Apparatus Repair, Inc. in the amount of \$118,218 for the purchase of a new pump to replace the original pump #3 at Drainage Pump Station No. 3 and authorize the General Manager-Chief Engineer to execute it.
- b. *Admin Building Upgrade - Facility Physical Security Project, Account No. 73003:* Approve a contract with Portola Systems, Inc. in the amount of \$265,926 for the purchase of a centralized video surveillance and electronic access control system and authorize the General Manager-Chief Engineer to execute it.
- c. Receive Capital Projects Update Report through April 2026 – information only.

**9. BOARD OF DIRECTORS – COMPENSATION, TRAVEL AND MEETINGS:**

- a. Approve eliminating Board Policy 4035 - Board of Directors' Health and Dental Insurance, and direct staff to bring forward a new Board Policy for Board Dental Insurance (only), at the June 8, 2026 Board meeting.
- b. Provide direction on preparation of a draft ordinance for an increase to Directors' Compensation from \$225/day to \$325/day for the Board's consideration at the June 8, 2026 Board meeting.
- c. Approve modifying paragraph 4100.5 "Lodging Expenses" of Policy No. 4100 "Compensation, Meetings, and Travel" to add a "reasonableness standard" for overnight stays at events less than fifty (50) miles from the District office.
- d. Approve modifying paragraph 4100.4 "Per Diem Allowance" of Policy No. 4100 "Compensation, Meetings, and Travel" to provide an allowance for meals and incidental expenses instead of reimbursement.
- e. Approve a new provision to paragraph 4100.3 (Director Compensation) to Board Policy 4100 "Compensation, Meetings, and Travel", to allow Directors to receive the maximum daily compensation for attendance at a multi-day conference or event, subject to a two-event maximum per year; or provide further direction.

**10. BOARD ELECTIONS:**

- a. Adopt Resolution No. 3213: Requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department.

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

- a. Receive report: North Bay Watershed Association (NBWA) meeting, May 2026 – information only – (Cancelled).

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

- a. Receive verbal report and announcements.

**13. ADJOURN:**

Next Resolution No. 3214.

**Next regular meeting: Monday, June 8, 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.*