

NOVATO SANITARY DISTRICT

Meeting Date: June 13, 2022

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, June 13, 2022.

NOTE: Consistent with provisions of the California Government Code as established by Assembly Bill AB361, **this Board meeting will be held via Zoom® conferencing. To participate:**

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

<https://us02web.zoom.us/j/83765133339> When prompted, enter meeting ID: 837 6513 3339

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)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)

When prompted, enter meeting ID: 837 6513 3339

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 Senior 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.

Next Page →

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 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 phone.*

- 4. REVIEW OF MINUTES:**
 - a. Approve minutes of the May 9, 2022 regular meeting.
 - b. Approve minutes of the May 31, 2022 Special meeting.
- 5. PUBLIC HEARING PURSUANT TO SECTION 5471 ET SEQ. AND 6520.5 OF THE OF THE CALIFORNIA HEALTH AND SAFETY CODE – FY 2022-23 SEWER SERVICE CHARGE REPORT, AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:**

- a. Sewer Service Charge Report.
- b. Open public hearing.
- c. Consider protests regarding sewer service charge report.
- d. Close public hearing.

- 6. RESOLUTION CONFIRMING FISCAL YEAR FY 2022-23 SEWER SERVICE CHARGE REPORT AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:**

- a. Adopt Resolution No. 3167 – A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2022-23.

- 7. CONSENT CALENDAR:**

The General Manager-Chief Engineer has reviewed the following items. 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, May 10 - June 13, 2022.
- b. Ratify payroll and payroll related disbursements, May 2022.
- c. Receive deposit summary, May 2022.
- d. Approve contract with DLJ Associates to provide Solid and Household Hazardous Waste (S&HHW) and related services for Fiscal Year (FY) 22-23 in the not-to-exceed amount of \$89,530, & authorize the General Manager-Chief Engineer to execute it.
- e. Reconfirm findings (a), (b), and (d) of Section 2 of District Resolution No. 3152: "Resolution Finding Proclaimed State of Emergency and that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees; and Authorizing Meetings by Teleconference of Legislative Bodies" (adopted October 11, 2021), and authorizing remote meetings pursuant to emergency procedures under the Brown Act.
- f. Authorize the General Manager-Chief Engineer to approve the Sewer Main Extension (SME) plans for the North Bay Children's Center (NBCC).
- g. Approve a contract with Conservation Corps North Bay (CCNB) in the not-to-exceed amount of \$64,000 to provide residential e-waste home pickup services, and authorize the General Manager-Chief Engineer to execute it.

8. FINANCE: INVESTMENT OF DISTRICT FUNDS IN U.S. TREASURY SECURITIES

- a. Receive Transaction Summary presentation from the District's Municipal Finance Advisor (MFA) Steven Gortler, on the investment of ten million dollars (\$10,000,000) from current balances in the District's California Local Agency Investment Fund (LAIF) account into a laddered portfolio of U.S. Treasury securities as authorized by the District Board at its May 31, 2022 special meeting.

9. COMMITTEE REPORTS:

- a. Solid Waste: Receive report and recommendation to adopt preliminary Solid and Household Waste (S&HHW) budget for FY 22-24.
- b. Wastewater Operations: Receive report and recommendation to adopt preliminary Operating Budget for FY 22-24.
- c. Capital Improvements: Receive report and recommendation to adopt preliminary Capital Improvements Program (CIP) Budget for FY 22-24.

10. ANNUAL BUDGET:

- a. Approve and adopt the Preliminary Budget for Fiscal Years (FY) 22-24.

11. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Reports, May 2022:
 - i. Collection Systems
 - ii. Treatment Facilities
 - iii. Reclamation Facilities

12. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account No. 72706; Center Road Sewer Project:* Review bids received, and authorize the General Manager-Chief Engineer to award to, and execute the construction contract with Michael Paul Company, Inc. in the bid amount of \$1,902,527.
- b. *Collection System Improvements, Account No. 72706; Center Road Sewer Project:* Approve a contract with Psomas, Inc. in the not-to-exceed amount of \$234,255 for construction management services (Center Road Sewer Project), and authorize the General Manager-Chief Engineer to execute it.
- c. *Vehicle Replacement, Account No. 73090:* Approve purchase of a crane truck, and authorize the General Manager-Chief Engineer to execute a purchase order with Owen Equipment, Inc. in a not-to-exceed amount of \$212,909.35.
- d. *Annual Reclamation Facility Improvements, Account No. 72804; Outfall Inspection:* Authorize the General Manager-Chief Engineer to execute a contract with National Plant Services, Inc. in the not-to-exceed amount of \$400,000 to perform inspection services on the District's effluent outfall pipeline.
- e. Receive Capital Projects Update through May 2022.

13. ADMINISTRATION:

- a. Per the Memorandum of Understanding (MoU) with Teamsters Local 315, and as included in the FY 22-24 Preliminary Budget, receive report on cost-of-living allowance of 3.0% for the represented employees group, effective July 1, 2022.
- b. Consistent with the Teamsters group, and as included in the FY 22-24 Preliminary Budget, approve a cost-of-living allowance of 3.0% for the non-represented Management and Confidential (M&C) group, effective July 1, 2022.

- c. Consistent with the Teamsters group and the M&C group, and as included in the FY 22-24 Preliminary Budget, approve a cost-of-living allowance of 3.0% for the General Manager-Chief Engineer, effective July 1, 2022.

14. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) meeting, June 2022.

15. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

16. ADJOURN:

Next Resolution No. 3168.

Next regular meeting date: Monday, August 8, 2022, 5:30 p.m.

Meeting location: Novato Sanitary District office, 500 Davidson Street, Novato, CA, (or via Zoom® conferencing, to be determined).

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.