

# NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: May 13, 2024

A regular meeting of the Board of Directors of the Novato Sanitary District was held and called to order at 5:34 p.m., on Monday, May 13, 2024, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: Directors: Carole Dillon-Knutson, Tim Fuelle, and Dennis Bentley. President Mariani and Director Peters were absent (excused).

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, General Counsel Rachel Hundley, and Administrative Secretary Lynda Farmery.

ALSO PRESENT: Erik Brown, Deputy General Manager, Novato Sanitary District  
Jeff Boheim, Field Services Manager, Novato Sanitary District  
Elena Kurakina, Finance Officer, Novato Sanitary District  
Erica Paslay, Capital Project Manager, Novato Sanitary District  
Aaron Sternad, Information Technology & Security Officer, Novato Sanitary District  
Mack McKenzie, Project Manager, Veolia Water  
Joe Moreno, Collection System Worker, Novato Sanitary District  
Martin Rauch <sup>(1)</sup>, Rauch Communication Consultants, Inc.

<sup>(1)</sup> via Zoom® teleconferencing

ROLL-CALL & PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL (by acclamation):

The General Manager recommended that given two of the board members were not present at the meeting, Agenda items #4, #5, and #6 be continued to or brought forward at a future Special Board meeting. He also noted that per legal counsel, since there is a minimum quorum all the agenda items requiring approval would need to be approved unanimously or they would need to be continued to or brought forward at a future Board meeting.

*On motion of Director Dillon-Knutson, seconded by Director Bentley, and carried unanimously by roll call of those Directors present, the three Board members present (and constituting a quorum), approved Agenda items #4, #5, and 6 be continued or brought forward at a future Special Board meeting, and any agenda items requiring approval would need to be approved unanimously by the minimum quorum or the agenda item would need to be continued or brought forward at a future Board meeting.*

The remaining items on the agenda were approved by acclamation.

PUBLIC COMMENT: No public comments were received via email prior to the meeting, and no public comments were submitted during the public comment period.

REVIEW OF MINUTES:

-Approve minutes of the regular meeting of April 8, 2024.

*On motion of Director Bentley, seconded by Director Dillon-Knutson, and carried unanimously by roll call of those Directors present, the Board approved the April 8, 2024 regular meeting minutes.*

CONSENT CALENDAR:

Director Fuette called for a motion on the Consent Calendar items as follows:

- a. Approve Board member disbursements for the month of April in the amount of \$1,025.21. Approval and ratification of operating check disbursements as follows: March second half revised in the amount of \$659,757.42, April second half in the amount of \$509,466.79 and May first half in the amount of \$48,818.21. Approval and ratification of capital project check disbursements as follows: April second half in the amount of \$167,113.60 and May first half in the amount of \$109,232.95.
- b. Ratification of April 2024 payroll and payroll related disbursements in the amount of \$317,206.24.
- c. Receive deposit summary, April 2024.
- d. Approve the General Manager-Chief Engineer to attend the National Association of Clean Water Agencies (NACWA) Utility Leadership Conference, 54<sup>th</sup> Annual Meeting, and Awards Ceremony in Buffalo, NY, July 23 - 26, 2024.
- e. Receive Deputy General Manager's report, California Water Environment Association (CWEA) Annual conference, Sacramento, (April 10 – 12, 2024) – information only.
- f. Cancel the regular Board meeting of July 8, 2024, and schedule a special meeting for July 15, 2024.
- g. Approve two Collection Systems Workers to attend the joint Tri-State Seminar 2024 training conference in Las Vegas, Nevada, August 5-8, 2024.

*On motion of Director Bentley, seconded by Director Dillon-Knutson, and carried unanimously by roll call of those Directors present, the Board approved the above-listed Consent Calendar items.*

STRATEGIC PLAN:

-Receive, review, and if acceptable, approve 2024 Strategic Plan, subject to any minor changes.  
The Board expressed their appreciation to staff and Mr. Rauch for all the work that went into preparing the strategic plan.

*On motion on Director Dillon-Knutson, seconded by Director Bentley, and carried unanimously by roll call of those Directors present, the Board received and approved 2024 Strategic Plan, subject to any minor changes.*

Mr. Rauch expressed his appreciation to District staff for their participation in preparing the strategic plan. The Board reiterated their appreciation to staff and Mr. Rauch for all the work that went into preparing the strategic plan.

WASTEWATER OPERATIONS:

Receive Wastewater Operations Report for April 2024 – information only:

The Wastewater Operations Reports were presented by way of highlights of the written reports provided in the agenda packet.

- Collection Systems Report: Field Services Manager Jeff Boheim presented the April 2024 Collection Systems Report.

- Treatment Facilities Report: Veolia Project Manager Mack McKenzie presented the April 2024 Treatment Facilities Monthly Operations Report (MOR).
- Reclamation Facilities Report: Field Services Manager Jeff Boheim presented the April 2024 Reclamation Facilities report.

#### CAPITAL PROJECTS:

-Administration Building Upgrades, Account No. 73003; Administration Building HVAC and Roof Repair Project: Review bids received and authorize the General Manager-Chief Engineer to award to, and execute the construction contract with, Matrix HG, Inc. in the bid amount of \$546,538. The General Manager introduced Capital Projects Manager (CPM) Erica Paslay, who provided a brief history of the project, including previous bid efforts on this project leading up to the current recommendation.

Further, she stated that on May 2, 2024, two (2) bids were received from Matrix HG Inc. and FRC, Inc. Matrix HG, Inc. submitted the apparent lowest bid of \$546,538. The Engineer's Estimate of Probable Cost was \$420,000. However, given the current bidding climate and also that small scale projects of this nature are difficult to accurately estimate, staff determined that the difference between the Estimate of Probable Cost and the apparent low bid amount was not surprising. Matrix HG, Inc.'s bid documents were reviewed by staff, and it was determined that all the required bid responsiveness requirements had been met with no bid irregularities.

*On motion of Director Dillon-Knudson, seconded by Director Bentley, and carried unanimously by roll call of those Directors present, the Board reviewed bids received and authorized the General Manager-Chief Engineer to award to, and execute the construction contract with, Matrix HG, Inc. in the bid amount of \$546,538.*

-Receive Capital Projects Update Report through April 2024 – information only.

The Deputy General Manager provided a brief update of the Capital Improvement Program capital projects for April 2024 by way of highlights of the written report in the agenda packet.

BREAK: The Board took a short break at 6:16 p.m.

The meeting resumed at 6:30 p.m.

#### FINANCE:

-Receive 3<sup>rd</sup> Quarter Investment Report, Fiscal Year (FY) 2023-24 – information only.

-Receive 3<sup>rd</sup> Quarter Financial Report, FY 2023-24 (unaudited) – information only.

The General Manager introduced Finance Officer Elena Kurakina, who provided an overview by way of highlights of the written reports provided in the agenda packet.

#### ADMINISTRATION:

-Approve job description for a new Administrative Services Analyst (ASA) classification series; establish salary ranges of MC 107.5 (\$97,058.11–\$117,975/yr) for ASA I, MC 109.5 (\$107,006-130,067/yr) for ASA II, MC 112 (120,852-146,897/yr) for Senior ASA; and eliminate the Administrative Assistant and Senior Secretary classifications.

The General Manager introduced General Counsel/Administrative Services Manager (GC/ASM) Rachel Hundley, who provided an overview of the proposed classifications and job description(s).

She noted the need to optimize and update the District's organizational structure and classifications with the new Administrative Services Analyst classification series. She stated that as commonly used in public employment currently, an "analyst" has knowledge and experience in a specific subject matter or field and can work independently to fulfill professional-level administrative and operational functions. She noted that this action would not affect any current employees, as the two positions that would be eliminated are not currently filled.

*On motion of Director Bentley, seconded by Director Dillon-Knutson, and carried unanimously by roll call of those Directors present, the Board approved job description for a new Administrative Services Analyst (ASA) classification series; established salary ranges of MC 107.5 (\$97,058.11–\$117,975/yr) for ASA I, MC 109.5 (\$107,006-130,067/yr) for ASA II, MC 112 (120,852-146,897/yr) for Senior ASA; and eliminated the Administrative Assistant and Senior Secretary classifications.*

-Approve job description for a new Administrative Services Technician (AST) classification; and establish a salary range of MC 104 (\$81,798–\$99,425/yr).

GC/ASM Rachel Hundley noted that the proposed position would allow the District to hire an individual with clerical or technical support experience and help them develop the specific skills needed to progress to the Administrative Services Analyst I position of the earlier agenda item. She noted that a perspective hire who advances through this classification would be prepared to step into the Administrative Services Analyst series which then would bring opportunities for continued development of subject matter expertise and technical skills, as well as increased independence and responsibility.

*On motion of Director Dillon-Knutson, seconded by Director Bentley, and carried unanimously by roll call of those Directors present, the Board approved job description for a new Administrative Services Technician (AST) classification; and established a salary range of MC 104 (\$81,798–\$99,425/yr).*

#### ANNUAL BUDGET:

-Receive and review Preliminary Budget for Fiscal Years (FY) 24-26.

The General Manager stated that the preliminary budget format and content followed prior years' budget documents. He noted that the individual Board Committees would be reviewing their applicable budgets, and provided the budget review schedule for the Solid Waste, Operating and Capital Improvement Program.

#### BOARD OF DIRECTORS – ELECTIONS:

-Adopt Resolution No. 3192: 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.

The General Manager stated that two (2) regular term, four-year seats on the District Board of Directors are up for election in 2024: Division 1 – Mariani and Division 4 – Peters. He stated that as in the past, the Board must adopt a resolution requesting the Board of Supervisors to consolidate District elections with any other election conducted on said date, and request election services by the Marin County Elections Department.

*On motion of Director Bentley, seconded by Director Dillon-Knutson, and carried unanimously by roll call of those Directors present, the Board adopted Resolution No. 3192: 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.*

**BOARD MEMBER REPORTS AND REQUESTS:**

**-North Bay Watershed Association (NBWA) Annual Conference at Sonoma State University, April 19, 2024 – information only.**

The General Manager reported that NBWA had noted that the conference was successful and well attended.

**-NBWA meeting, May 2024 – information only.**

The General Manager noted that the North Bay Watershed Association (NBWA) Board of Directors meeting for May 2024 Agenda materials for the meeting (including presentations) were available on the website.

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

- CASA Annual Conference is scheduled for July 31 – August 2, 2024, rooms sell out quickly. If you are planning on attending, please let Lynda know.
- The General Manager will be reaching out to Board members to reschedule the closed session that was previously scheduled for this meeting.
- Committee Meetings scheduled for next week, Solid Waste Committee and Wastewater Committee meetings, date and times to be determined, Capital Improvements Committee on schedule for May 28, 2024 @ 3:30 pm.
- Next regular Board meeting is scheduled for 5:30 pm, Monday, June 10, 2024 and will be held in person. He noted that the public hearing to consider Fiscal Year 24-25 Sewer Service Charges is scheduled for this meeting.

**ADJOURNMENT:** There being no further business to come before the Board, Director Fvette adjourned the meeting at 7:18 p.m.

Respectfully submitted,

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Sandeep Karkal  
Board Secretary

Lynda Farmery, Recording