

# NOVATO SANITARY DISTRICT

Meeting Date: July 14, 2025

**The Board of Directors of the Novato Sanitary District will hold a regular in-person meeting at 5:30 p.m., Monday, July 14, 2025, 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 June 9, 2025.
- b. Approve minutes of the special meeting of June 24, 2025.

### 5. 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/ratify regular disbursements, June 10 – July 14, 2025.
- b. Ratify payroll and payroll related disbursements, June 2025.
- c. Receive deposit summary, June 2025.
- d. Approve the General Manager-Chief Engineer to attend the California Sanitation Risk Management Authority (CSRMA) Clean Water Insurance Captive (CWIC) Board of Directors meeting in Salt Lake City, UT, October 23-25, 2025 (all travel related costs to be reimbursed by CWIC).

### 6. SOLID/HOUSEHOLD HAZARDOUS WASTE OPERATIONS: (INFORMATION ONLY)

- a. Receive Recology 1<sup>st</sup> Quarter 2025 report.
- b. Receive 1<sup>st</sup> Quarter 2025 Disposal/Diversion report.
- c. Receive 1<sup>st</sup> Quarter 2025 HHW and E-waste report and activities to date.
- d. Receive verbal report on Marin County JPA and Local Task Force activities to date.
- e. Receive verbal update on Senate Bill SB 1383 activities to date.

### 7. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Report for June 2025 – information only:
  - i. Collection Systems
  - ii. Treatment Facilities
  - iii. Reclamation Facilities
- b. Approve the 2025 Update to the District's Sewer System Management Plan (SSMP).

**8. CAPITAL PROJECTS:**

- a. *Pump Station Rehabilitation (Olive Ave. Pump Station Improvements), Account No. 72403:* Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15302 Class 2 (Replacement or Reconstruction); and authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Olive Ave Pump Station Improvements; Project No. 72403-2020-03.
- b. *Annual Ignacio Facility Improvements (Ignacio Pump Station Potable Water Improvements Project), Account No. 72807:* Approve a contract with Psomas, Inc. in the not-to-exceed amount of \$94,406 for construction management services for the Ignacio Pump Station Potable Water Improvements Project and authorize the General Manager-Chief Engineer to execute it.
- c. Receive Capital Projects Update Report through June 2025 – information only.

**9. ADMINISTRATION:**

- a. Approve an across-the-board 3.0% wage increase for the represented employees' group effective July 1, 2025, consistent with the provisions of a Tentative Agreement on extending a Memorandum of Understanding (MoU) with Teamsters Local 315.
- b. Approve an across-the-board 3.0% cost-of-living wage increase for all non-represented Management and Confidential (M&C) employees, effective July 1, 2025.
- c. Approve a one-time, lump sum payment of 3.0% of their monthly base salary for the month of June 2025 for the non-represented Management and Confidential (M&C) employees in the following positions: Deputy General Manager, Field Services Manager, General Counsel/Administrative Services Manager.
- d. Approve an across-the-board 3.0% cost-of-living wage increase effective July 1, 2025, and a lump sum payment of 3.0% of his monthly base salary for the month of June 2025 for the General Manager-Chief Engineer.

**10. BOARD OF DIRECTORS:**

- a. Presidential appointments: Board members to Board Committees, Fiscal Year 25-26.

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

- a. Receive report: North Bay Watershed Association (NBWA) meeting, July 2025 – information only.

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

- a. Receive verbal report and announcements.

**13. ADJOURN:**

Next Resolution No. 3204.

**Next regular meeting: Monday, August 11, 2025, 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.*