



The Mission of the Las Gallinas Valley Sanitary District is to protect public health and the environment by providing effective wastewater collection, treatment, and recycling services.

DISTRICT BOARD
Megan Clark
Rabi Elias
Craig K. Murray
Judy Schriebman
Crystal J. Yezman

DISTRICT ADMINISTRATION
Mike Prinz,
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Greg Pease,
Collection System/Safety Manager
Dale McDonald,
Administrative Services Manager

SPECIAL BOARD MEETING AGENDA

January 29, 2021

In accordance with Government Code Section 54956

Crystal Yezman, Board President, has called for a Special Meeting

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the January 29, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 6 am Friday, January 29, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

**Prior to the meeting, participants should download the Zoom app at:
<https://zoom.us/download> A link to simplified instructions for use of the Zoom app is: <https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

REMOTE CONFERENCING ONLY

Join Zoom Meeting online

<https://us02web.zoom.us/j/83958530238>

OR

By teleconference at: +1 669 900 9128 Meeting ID: 839 5853 0238

MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION ON THE DISTRICT WEBSITE WWW.LGVSD.ORG

NOTE: Final board action may be taken on any matter appearing on the Agenda

Estimated Time

OPEN SESSION:

9:00 AM

1. PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

9:05 AM

2. BOARD NORMS WORKSHOP

Board and staff to discuss Board Norms with Kendall Flint, Chris Sliz and Bobbie Bennett from Regional Government Services. District Counsel will review with and update the Board on the Ralph M. Brown Open Meetings Act.

11:00 AM

3. CONFERENCE REGISTRATION ASSISTANCE FOR BOARD MEMBERS

Board and staff to discuss amending the Board conference registration policy B-50.

11:30 AM

4. ADJOURNMENT

FUTURE BOARD MEETING DATES: FEBRUARY 4, FEBRUARY 18 AND MARCH 4, 2021

AGENDA APPROVED:	Crystal Yezman, Board President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before January 28, 2021 9:00 AM, I posted the Agenda for the Board Meeting of said Board to be held January 29, 2021, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: January 26, 2021




Teresa L. Lerch
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the First and Third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 472-1734 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.

Agenda Summary Report

To: LGVSD Board
From: Mike Prinz, General Manager 
(415) 526-1511 mprinz@lqvsd.org
Meeting Date: January 29, 2021
Re: Board Norms Workshop
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Staff recommends that Board members participate in a facilitated workshop to develop a set of protocols and norms they can commit to in order to improve the efficiency and effectiveness of future Board meetings and District actions.

BACKGROUND

The District has existed since 1955 and has undergone a range of operational, infrastructure, staffing and leadership changes since that time, all within an evolving legal framework, not unlike public agencies throughout the nation. A natural impact of this range of changes is a need, most likely a recurring need, for advisory discussions about improvements and corrections that may be needed with respect to a number of issues. Additionally, the Board has regularly expressed interest in improving board meeting efficiency and shortening meeting durations, which are very likely to be realized through procedural enhancements that will flow from a discussion and memorialization of Board Norms.

District Management has, in response, arranged for an interactive workshop for the Board on a range of topics that may lead to future action by the Board in order to formally acknowledge expectations and procedures in the future. Topics to be discussed with support and direction from Regional Governmental Services, District Counsel and the General Manager include:

- Purpose and Function of Board Meetings
- Board Meeting Process
 - Development and approval of Agendas
 - Board Member Responsibilities
 - Interaction with the Public
 - Meeting Protocols Using Robert's Rules of Order
- District Counsel Role
- General Manager Role
- District Administrative Assistance / District Secretary Role
- Brown Act Compliance



The Board is encouraged to memorialize any new procedural clarifications and commitments in a written 'LGVSD Board Norms' document at a future Board meeting. Such a document will be prepared by staff if requested by the Board.

PREVIOUS BOARD ACTION

None

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Dale McDonald, Administrative Services Manager *DM*
 (415) 526-1519 dmcDonald@lgvSD.org
Mtg. Date: January 29, 2021
Re: Conference Registration Assistance for Board members
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Staff recommends that the Board consider adding convention registration assistance for Board members to the Training/Conference/Seminars/Travel/Meals Board Policy B-50.

BACKGROUND

On occasion, individual Board members have asked the District Administrative Assistant, who serves as the District Secretary, to assist with booking conferences and making hotel reservations on behalf of the individual board member attending conferences. There is no clear policy on providing this assistance, but it has been a service provided to the Board in years past.

Board Policy B-20 Board Member Interaction with Staff establishes procedures for Board Member communication with the General Manager and District Staff. B-20-30 allows individual Board members to make simple information requests of staff, through the General Manager. A simple information request is one that would take less than two hours to complete. Conference registration assistance would qualify as a simple information request.

Board Policy B-80 Authority Over Personnel gives the authority to administer the District to the General Manger with exclusive management and control of the operations and works of the District, subject to the approval of the Board. The General Manager can delegate responsibility.

Board Policy B-50 establishes the rules for Board member attendance at training, conferences, seminars, and other travel. The policy authorizes reimbursement for actual and necessary expenses. Proposed additions to the policy, adding B-50-50 and B-50-60, are being provided to the Board for consideration to clarify conference registration assistance and to confirm the submittal of expense receipt process that is currently in place.

It remains fiscally prudent and substantially more efficient for each Board member to make their own hotel and travel arrangements utilizing their credit card as they currently do. Staff will continue to supply membership information to Board Members as needed to facilitate conference registration if the Board member desires to coordinate their own registration.

If additions are supported by the Board, a Resolution will be submitted to the Board at its next meeting as a consent item for formal approval.



PREVIOUS BOARD ACTION

- Resolution No. 2018-2138 Training/Conferences/Seminars/Travel/Meals Policy B-50 was adopted by the Board on August 23, 2018.
- The Board was informed on April 16, 2020 to continue to submit expense receipts to the District Secretary who will prepare their expense report and submit it to the Administrative Services Manager for approval and processing as outlined in policies B-50 and B-60.
- The Board was informed on November 5, 2020 on reimbursement requirements related to conference attendance. No action was taken at that time, but it was the consensus of the Board to revisit conference registration assistance at a future date.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

Attachment: Draft updated Board Policy B-50 (*with suggested updates in red*)

B-50 TRAINING/CONFERENCES/SEMINARS/TRAVEL/MEALS

Purpose

This policy establishes the rules for attendance at training, conferences, seminars and other travel.

Since trips and travel expenses for training, conferences and seminars are being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible to attain maximum benefit. Board members will limit expenses being borne by the District to be within the allowed limits.

B-50-10 Attendance Encouraged, but Limit on Number of Conferences. Board Members are encouraged to attend educational training, conferences and seminars, and serve as representatives of the District at professional meetings that clearly benefit the District and are directly related to improving the operation of the District. Board Members are limited to four (4) conferences or seminars per calendar year for which the District will pay expenses per the approved usual and reasonable travel related reimbursement chart below. The Board may vote to allow a Member to exceed this limitation of four (4) conferences or seminars prior to that Member's attendance at that event. For multi-day conferences, compensation shall be at a maximum of one meeting per day. If travel to a conference requires travel of four hours or more, portal to portal, the Board member may charge for that day.

One day conferences without overnight travel will not be considered in the annual attendance limit and will be reimbursed as a special meeting. Any conference or seminar that a Board Member attends that is two days or longer shall be included in the four (4) conference or seminar limit. Board Members are required to submit a Meeting Attendance Request or a Conference Registration Form in advance of the requested travel. In order to receive approval for reimbursement, the requests should be submitted at least five business days prior to the Board Meetings.

B-50-20 Usual and Reasonable Costs. The Board will comply with Government Code §53232.2. The District will pay all usual and reasonable costs associated with attendance at approved training, conferences, seminars, and other travel, including, but not limited to, registration, lodging, mileage, meals, ground transportation and travel. Actual and necessary expenses incurred in the performance of official duties shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Usual meal related expenses shall be limited in total amount per day to the current District per diem amounts, which are pursuant to the prevailing U.S. General Services Administration's (GSA) current breakdown of meal reimbursement expenses per Internal Revenue Service (IRS) guidance. Attachment 1 contains

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Resolution No. 2021- _____	Date Approved: _____
President of the Board	Supersedes: 2018-2138

a breakdown of the Daily Total for partial days and the maximum Daily Total for California locations.

Hotel receipts are not adequate for documentation for food expenses. The expenses shall be presented to the Board for approval through the normal administrative process.

Transportation (ie – by passenger vehicle, scheduled shuttle or taxi) reimbursement for travel to San Francisco Airport or Oakland Airport will not exceed a maximum of \$46.00 one way. Cash tips unsubstantiated by receipts (i.e. - bellman, hotel maid) shall be reimbursed as incidental expenses subject to the prevailing US General Services Administration's current breakdown of incidental expenses.

Transportation expenses to an offsite event that is scheduled as part of a conference or meeting shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Tips for transportation such as cabs and shuttles that are included in the receipt from the driver shall be reimbursable and not included in the incidental expense portion of the daily expense limit specified by the US General Services Administration.

B-50-30 Expenses for Non-Conference Related Meetings. A Board member may attend a meeting that is not part of a conference where District business is discussed. Reasonable expenses for transportation and meals shall be reimbursed, subject to the substantiation requirements and meal and incidental expense allowances described above, after receiving approval from the Board.

B-50-40 Report to Board. A Board member who attends a conference/seminar/meeting etc. for which the District has paid expenses shall make an oral or written report to the Board, detailing what was learned that benefits the District.

B-50-50 Conference Registration Assistance. A Board member can ask for assistance from the District Secretary in registering for conferences or seminars. Registrations made by the District Secretary will be considered a reimbursable expense, whether paid by the Board member or directly by the District, and will be reported on the Annual Reimbursement Report per Government Code Section 53065.5. Routine hotel and travel reservations for conferences are to be coordinated by the individual Board member.

B-50-60 Submittal of Expense Receipts. Board members are to submit expense receipts to the District Secretary who will prepare the expense report and submit it to the Administrative Services Manager for approval and processing.

Resolution No. 2021-_____	Date Approved: _____
President of the Board	Supersedes: 2018-2138