



101 Lucas Valley Road, Suite 300
 San Rafael, CA 94903
 Tel.: 415-472-1734
 Fax: 415-499-7715
 www.LGVSD.org

MANAGEMENT TEAM
 General Manager, Curtis Paxton
 Plant Operations, Mel Liebmann
 Collections/Safety/Maintenance, Greg Pease
 Engineering, Michael P. Cortez
 Administrative Services, Dale McDonald

DISTRICT BOARD
 Megan Clark
 Ronald Ford
 Craig K. Murray
 Judy Schriebman
 Crystal J. Yezman

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.

BOARD MEETING AGENDA

October 20, 2022

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, which was *due to end on September 30, 2021 (Exec. Ord. N-08-21)*. However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor’s previous Executive Orders. - In light of this – the October 20, 2022 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, but not required, to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, October 19, 2022. 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>.

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at: <https://us02web.zoom.us/j/81585556996>

OR

By teleconference at: +16699009128 Meeting ID: Meeting ID: 815 8555 6996

**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 agenda

Estimated
Time

OPEN SESSION:

4:00 PM

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 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.

4:05 PM

2. CONSENT CALENDAR:

These items are considered routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is received from the staff or the Board.

- A. Approve Resolution 2022-2284 Remote Meetings
- B. Approve the Board Minutes for October 6, 2022
- C. Approve the Warrant List for October 20, 2022
- D. Approve Board Compensation for September, 2022
- E. Approve Yezman attending the monthly meeting of the Santa Venetia Neighborhood Association on October 26, 2022
- F. Approve Yezman attending the WateReuse Conference in Atlanta, GA March 5 – 8, 2023
- G. Approve Ad Hoc Committee Re-appointments for 2022
- H. Approve Resolution 2022-2285 B-110 Election of Officers

Possible expenditure of funds: Yes, Item C through F.

Staff recommendation: Adopt Consent Calendar – Items A through H.

4:20 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager’s Report – verbal
- 2. Annual Capital Facilities Charge - written
- 3. Board Policy Review – B-120 Duties of Board and Board Members and F-120 Customer Payment - written

4:55 PM

4. CREATION OF EXECUTIVE ASSISTANT/BOARD SECRETARY POSITION AND PROMOTION OF DISTRICT SECRETARY TERESA LERCH

Board to review and approve converting of the District Secretary Classification to Executive Assistant/Board Secretary, promote Teresa Lerch to the position and adopt Resolution 2022-2286 revising Salary Pay Schedule.

- 5:10 PM** **5. FALL 2022 NEWSLETTER**
Board to review and approve the Fall Newsletter.

- 5:30 PM** **6. BOARD MEMBER REPORTS:**
 - 1. CLARK
 - a. NBWA Board Committee, 2022 Operations Control Center Ad Hoc Committee, Other Reports
 - 2. FORD
 - a. NBWRA, Marin Special Districts Association, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 Human Resources Ad Hoc Committee, Other Reports
 - 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, Other Reports
 - 4. SCHRIEBMAN
 - a. JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc committee, 2022 Biosolids Ad Hoc Committee, 2022 Human Resources Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports
 - 5. YEZMAN
 - a. Flood Zone 7, CSRMA, 2022 Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2022 Legal Services Ad Hoc Committee, Marin Special Districts, 2022 Biosolids Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports

- 5:45 PM** **7. BOARD REQUESTS:**
 - A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal

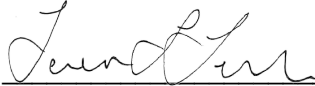
5:50 PM **8. VARIOUS INDUSTRY RELATED ARTICLES**

5:55 PM **9. ADJOURNMENT**

FUTURE BOARD MEETING DATES: NOVEMBER 3 AND NOVEMBER 17, 2022

AGENDA APPROVED:	Judy Schriebman, Board President	Patrick Richardson, Legal Counsel
------------------	----------------------------------	-----------------------------------

CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before October 17, 2022 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held by Zoom October 20, 2022, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: October 14, 2022


 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.

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.

10/20/2022

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.

RESOLUTION NO. 2022-2284

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER, DATED MARCH 4, 2020, IN CONTINUING EXECUTIVE ORDERS, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT FOR THE PERIOD OF OCTOBER 20, 2022 THROUGH NOVEMBER 18, 2022 PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the LAS GALLINAS VALLEY SANITARY DISTRICT ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of LAS GALLINAS VALLEY SANITARY DISTRICT's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2022-2270 August 18, 2022, finding that the requisite conditions exist for the Board of Directors of the LAS GALLINAS VALLEY SANITARY DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, a State of Emergency has been proclaimed by Governor Gavin Newsom, dated March 4, 2020 and continuing; and

WHEREAS, effective, March 1, 2022, the Public Health Officer of The County of Marin (“Health Officer”), in keeping with Health Orders from the California Department of Public Health, strongly recommends that all individuals, regardless of vaccination status, continue to wear face coverings when indoors while in indoor public settings and businesses ; and

WHEREAS, evolving COVID-19 variants (following the highly infectious Omicron variant and BA.2 Omicron subvariant) may continue to pose a significant risk to the health and safety of attendees at an in-person meeting of the Board of Directors of the District; and

WHEREAS, the regular District Board room at 101 Lucas Valley Road, San Rafael, CA 94903 used to hold public meetings is small with no windows that open to the outside; and

WHEREAS, the Board of Directors does hereby find that, as noted by the Governor, the California Department of Public Health and the Marin County Public Health Officer, that a State of Emergency continues to exist in regard to the Covid-19 outbreak and its Delta and Omicron variants, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California, the California Department of Public Health and the Public Health Officer of The County of Marin; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the Board of Directors of LAS GALLINAS VALLEY SANITARY DISTRICT shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District will continue to:

1. Clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option;

2. Provide the relevant remote access information to members of the public looking to attend a meeting of a local agency legislative body. This information includes, but is not limited

to: phone numbers, passwords, URLs, email addresses, etc., such that members of the public are able to attend the meeting remotely;

3. Ensure that the public remains able to connect to a meeting and offer public comment by the means previously advertised in the meeting notice or agenda; and

4. In the event that meetings are interrupted by technological or similar technical disruptions must first resolve those issues before taking any other action(s) on items on the meeting agenda.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF LAS GALLINAS VALLEY SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and due to the continuing Covid-19 pandemic and its Delta variant, which would present an imminent risk to the health and safety of the Board of Directors and members of the public at an in-person meeting due to the confined space in which the Board of Directors meeting are normally held.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020 and continuing through follow-up Executive Orders, the most recent being Executive Order N-5-22, issued February 28, 2022.

Section 4. Remote Teleconference Meetings. The General Manager and Staff of the LAS GALLINAS VALLEY SANITARY DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 18, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of LAS GALLINAS VALLEY SANITARY DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

* * * * *

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on October 20, 2022 by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

Crystal J. Yezman, Vice President
Las Gallinas Valley Sanitary District

MEETING MINUTES OF OCTOBER 6, 2022

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON OCTOBER 6, 2022 AT 4:01 PM BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Judy Schriebman, Crystal Yezman
- BOARD MEMBERS ABSENT:** None.
- STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, District Secretary; Mike Cortez, District Engineer; Mel Liebmann, Plant Manager; Greg Pease, Collections/Safety/Maintenance Manager
- OTHERS PRESENT:** Patrick Richardson, District Counsel; Mary Martis, GHD; Brent Ives, BHI Consulting;
- ANNOUNCEMENT:** President Schriebman announced that the agenda had been posted as evidenced by the certification on file in accordance with the law

1. PUBLIC COMMENT: None.

2. CONSENT CALENDAR:

These items are considered routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is received from the staff or the Board.

- A. Approve the Board Minutes for September 15, 2022
- B. Approve the Warrant List for October 6, 2022
- C. Approve Murray attending Catalyzing Climate Action in K-12 Schools Webinar September 28
- D. Approve Resolution 2022-2283 B-100 Board Member Benefits and F-100 Credit Cards

Item B and D were pulled for discussion.

ACTION:

Board approved (M/S Ford/Murray 5-0-0-0) the Consent Calendar items A through D.

- AYES: Clark, Ford, Murray, Schriebman and Yezman
- NOES: None.
- ABSENT: None.
- ABSTAIN: None.

3. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- 1. General Manager's Report – Paxton reported.
- 2. Board Policy B-110 Election of Officers – Discussion ensued. Board suggested modifications will be incorporated.

4. APPROVE AWARD OF CONTRACT FOR BIOSOLIDS PROGRAM AND RESEARCH PROJECT SUPPORT SERVICES

Board reviewed the award of Contract for Biosolids Program and Research Project. Mary Martis from GHD gave a presentation.

ACTION:

Board approved (M/S Yezman/Ford 5-0-0-0) the Award of Contract to GHD for the Biosolids Program and Research Support Services in the amount of \$950,834.00

AYES: Clark, Ford, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

5. STRATEGIC PLAN UPDATE

Board and staff reviewed the Draft Strategic Plan document with Brent Ives, BHI Consulting. Modifications were requested. This item will be brought back to the Board at a future Board meeting.

6. BOARD MEMBER REPORTS

1. CLARK

- a. NBWA Board Committee –verbal report
- b. 2022 Operations Control Center Ad Hoc Committee – verbal report
- c. Other Reports– none

2. FORD

- a. NBWRA – no report
- b. Gallinas Watershed Council– no report
- c. 2022 Engineering Ad Hoc Committee re: Secondary Treatment Plant Upgrade – verbal report
- d. 2022 Operations Control Center Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee – no report
- f. Marin County Special Districts Association – no report
- g. Other Reports – none

3. MURRAY

- a. Marin LAFCO – verbal report
- b. CASA Energy Committee – written report
- c. Other Reports – written report

4. SCHRIEBMAN

- a. JPA Local Task Force– no report
- b. Gallinas Watershed Council – no report
- c. 2022 Legal Services Ad Hoc Committee – no report
- d. 2022 Biosolids Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee – meeting next week
- f. 2022 McInnis Marsh Ad Hoc Committee- no report
- g. Other Reports- no report

5. YEZMAN

- a. Flood Zone 7– meeting next week
- b. CSRMA – no report
- c. Marin Special District Association – no report
- d. 2022 STPURWE Engineering Ad Hoc Committee– verbal report
- e. 2022 Legal Services Ad Hoc Committee – no report
- f. 2022 McInnis Marsh Ad Hoc Committee- County meeting next week by zoom
- g. Other Reports– no report

7. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Clark, Ford and Yezman requested to attend the WateReuse Conference March 2023 in Atlanta, Georgia.
- B. Board Agenda Item Requests – none.

8. MISCELLANEOUS DISTRICT CORRESPONDENCE:

Discussion ensued.

9. ADJOURNMENT:

ACTION:

Board approved (M/S Schriebman/Ford 5-0-0-0) the adjournment of the meeting at 6:45 p.m. in memory of Pam Greenfield, wife of long time LGVSD Board Director Russ Greenfield.

AYES: Clark, Ford, Murray, Schriebman and Yezman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for October 20, 2022 4 PM by Zoom Meeting at the District Office.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Crystal J. Yezman, Vice-President

Agenda Item 2C
Date October 20, 2022

Las Gallinas Valley Sanitation District
Warrant List 10/20/2022 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	10/20/2022	EFT1	ADP Payroll	155,088.22		155,088.22	10/07/2022 Payroll & Processing Charges
2	10/20/2022	ACH	A&P Moving & Storage	96.80		96.80	Document Storage - October
3	10/20/2022	N/A	Aqua Engineering	31,900.00		31,900.00	STPURWE- Secondary Treatment Upgrades, Sludge Reception Station Design
4	10/20/2022	N/A	Aramark Uniform Service	692.12		692.12	STPURWE- Secondary Treatment Upgrades, Sludge Reception Station Design
5	10/20/2022	N/A	BullsEye Telecom	331.67		331.67	Trunk Lines
6	10/20/2022	ACH	Byers Law Office	5,300.00		5,300.00	Legal Services- September
7	10/20/2022	N/A	California Water Environment Assoc.	404.00		404.00	Membership- Buchholz & Fernandes
8	10/20/2022	EFT	CalPERS 457 Plan	7,664.46		7,664.46	EE's Contribution to Deferred Comp. Paydate 10/07/2022
9	10/20/2022	EFT	CalPERS CERBT-OPEB	11,630.00		11,630.00	Pre-Fund CERBT Payment -Oct
10	10/20/2022	EFT	CalPERS Retirement	24,781.00		24,781.00	EE & ER Payment to Retirement- Paydate 10/07/2022
11	10/20/2022	N/A	Cintas Corp.	144.14		144.14	Safewasher & Filter Service
12	10/20/2022	ACH	Contractor Compliance & Monitoring	4,661.75		4,661.75	Labor Compliance- Sept.
13	10/20/2022	ACH	Core Utilities	2,452.50		2,452.50	IT Services - Sept
14	10/20/2022	N/A	CPM Construction	2,100.00		2,100.00	STPURWE- On-Call Estimating & Scheduling Support
15	10/20/2022	N/A	Danadjieva Hansen Architects	3,555.00		3,555.00	Design Services- Operational Control Center Building
16	10/20/2022	ACH	DeGabriele, Chris	1,776.91		1,776.91	Consulting Services Related to Wastewater, Recycled Water, Biosolids & Reclamation
17	10/20/2022	EFT	Direct Dental	243.20		243.20	Dental Payments
18	10/20/2022	ACH	Du-All Safety	4,728.00		4,728.00	Safety and Training for LGVSD- Sept
19	10/20/2022	ACH	EOA	15,041.00		15,041.00	Tech Support on NPDES Permit & On-Call Support for Wastewater Master Plan
20	10/20/2022	N/A	Exponent	12,306.50		12,306.50	STPURWE- Failure Analysis on Biowheel Chain & Motor
21	10/20/2022	N/A	FLSmith	889.37		889.37	Cone w/ Toggle Clamps
22	10/20/2022	ACH	Ford, Ron	698.32		698.32	Medical Reimbursement- Oct, Water Reuse & CSDA Leadership Conference Reimbursement
23	10/20/2022	ACH	Gardeners Guild	1,203.00		1,203.00	Grounds Maintenance- Oct.
24	10/20/2022	ACH	GHD	5,205.00		5,205.00	John Duckett Pump Station Improvements
25	10/20/2022	N/A	Gillieq Innovations	29,940.00		29,940.00	STPURWE- Weir Washer Auto Cleaning System Unit
26	10/20/2022	N/A	Gladwell Governmental Services	3,800.00		3,800.00	Record Retention Services
27	10/20/2022	ACH	Grainger	682.38		682.38	Misc. Supplies
28	10/20/2022	ACH	Hanford ARC	5,040.00		5,040.00	Lower Miller Creek Revegetation Maintenance- Sept.
29	10/20/2022	N/A	Hardiman Construction (dba Trenchless Titan)	10,000.00		10,000.00	Sewer Lateral Replacement -620 Bamboo Terrace

Las Gallinas Valley Sanitation District Warrant List 10/20/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	10/20/2022	N/A	Hazen and Sawyer	19,627.50		19,627.50	On-Call Engineering Services, Collection System Hydraulic Model Development, Digester Room Upgrades
31	10/20/2022	N/A	IDEXX	138.97		138.97	Sterile Water- Lab
32	10/20/2022	N/A	Jackson's Hardware	53.30		53.30	Shop Supplies, Oil for Trash Pumps
33	10/20/2022	N/A	JDB Systems	13,437.98		13,437.98	Repairs to the Reclamation Instrumentation System, Damaged Flow Meter at Captains Cove, Install New Digester Flow Meter
34	10/20/2022	N/A	Jefferson Security	255.00		255.00	Alarm Service 10/1 - 12/31
35	10/20/2022	ACH	Kennedy Jenks	1,665.00		1,665.00	Construction Management & Inspection Services
36	10/20/2022	ACH	Kenwood Energy	2,795.00		2,795.00	Assistance with Negotiations & Construction on Solar PV System Upgrades
37	10/20/2022	N/A	Marin Ace	65.95		65.95	Misc. Supplies
38	10/20/2022	ACH	Marin Independent Journal	831.44		831.44	Public Notice- TWAS Enclosure Rebid
39	10/20/2022	N/A	Marin Sanitary Services	607.00		607.00	Debris Boxes
40	10/20/2022	N/A	Marin/Sonoma Mosquito & Vector Control	2,939.53		2,939.53	Mosquito Control @ Ponds- August
41	10/20/2022	N/A	Martis Consultants Corp.	4,321.00		4,321.00	Operational Assistance for Biosolids Management
42	10/20/2022	ACH	Murray, Craig	125.00		125.00	Medical Reimbursement- Oct.
43	10/20/2022	N/A	Nielson Glass	2,531.00		2,531.00	Admin Building Door Repair
44	10/20/2022	N/A	North Valley Labor Compliance Services	150.00		150.00	Labor Compliance on LMC Revegetation Maintenance
45	10/20/2022	N/A	Oberkamper & Associates	11,286.89		11,286.89	Civic Center PS Survey, Reclamation Area Survey
46	10/20/2022	N/A	Operating Engineers Local # 3	1,360.48		1,360.48	Union Dues for Paydates 9/23 & 10/7
47	10/20/2022	N/A	Pace Supply	756.02		756.02	Misc Supplies for Recycled Water System
48	10/20/2022	N/A	PG&E	48,100.43		48,100.43	Electricity to Plant 8/26 - 9/26
49	10/20/2022	N/A	PG&E	6,628.99		6,628.99	Electricity @ Pump Stations 8/18 - 9/18
50	10/20/2022	N/A	PG&E	1,698.75		1,698.75	Solar Account- 8/26 - 9/26
51	10/20/2022	N/A	R. Alexander Associates	3,412.50		3,412.50	Biosolids Market Research Study
52	10/20/2022	N/A	Rafael Lumber	67.92		67.92	Hawthorne Fence Supplies
53	10/20/2022	N/A	Rathlin Properties	9,071.00		9,071.00	Rent at 101 Lucas Valley Rd. - November
54	10/20/2022	ACH	Retiree Augusto	145.65		145.65	Retiree Health -November
55	10/20/2022	ACH	Retiree Burgess	153.53		153.53	Retiree Health -November
56	10/20/2022	ACH	Retiree Cummins	153.53		153.53	Retiree Health -November
57	10/20/2022	ACH	Retiree Cutri	440.30		440.30	Retiree Health -November
58	10/20/2022	ACH	Retiree Emanuel	232.94		232.94	Retiree Health -November

Las Gallinas Valley Sanitation District Warrant List 10/20/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	10/20/2022	ACH	Retiree Gately	158.44		158.44	Retiree Health -November
60	10/20/2022	ACH	Retiree Guion	158.44		158.44	Retiree Health -November
61	10/20/2022	ACH	Retiree Johnson	702.40		702.40	Retiree Health -November
62	10/20/2022	ACH	Retiree Kermoian	153.53		153.53	Retiree Health -November
63	10/20/2022	ACH	Retiree Mandler	153.53		153.53	Retiree Health -November
64	10/20/2022	ACH	Retiree McGuire	625.00		625.00	Retiree Health -November
65	10/20/2022	ACH	Retiree Memmott	153.53		153.53	Retiree Health -November
66	10/20/2022	ACH	Retiree Petrie	145.65		145.65	Retiree Health -November
67	10/20/2022	ACH	Retiree Pettey	153.53		153.53	Retiree Health -November
68	10/20/2022	ACH	Retiree Reetz	456.06		456.06	Retiree Health -November
69	10/20/2022	ACH	Retiree Reilly	153.53		153.53	Retiree Health -November
70	10/20/2022	ACH	Retiree Vine	153.53		153.53	Retiree Health -November
71	10/20/2022	ACH	Retiree Wettstein	667.00		667.00	Retiree Health -November
72	10/20/2022	ACH	Retiree Williams	667.00		667.00	Retiree Health -November
73	10/20/2022	ACH	Satcom Global	165.31		165.31	Satalite Phone Service
74	10/20/2022	ACH	Schriebman, Judy	200.00		200.00	Medical Reimbursement- Oct.
75	10/20/2022	N/A	SMART	915.72		915.72	License Fee 10/1/22 - 9/30/23
76	10/20/2022	N/A	Smartcover	4,828.33		4,828.33	Annual Renewal- Collection System MonitoringSoftware
77	10/20/2022	N/A	Suez Treatment Solutions	2,344.56		2,344.56	Trans Flow Mag
78	10/20/2022	ACH	Univar	7,197.74		7,197.74	Sodium Hypochlorite
79	10/20/2022	N/A	Verizon Wireless	1,644.44		1,644.44	Cell Phones
80	10/20/2022	N/A	Water Components & Building Supply	202.84		202.84	PVC Primer
81	10/20/2022	EFT	WEX Health	50.00		50.00	FSA Administration- Sept.
82	10/20/2022	ACH	Yezman, Crystal	200.00		200.00	Medical Reimbursement- Oct.

**Las Gallinas Valley Sanitation District
Warrant List 10/20/2022 DRAFT**

Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
------	-----	--------	-----------------	-------------------------	--------------	-----------------------

Do not change any formulas below this line.

TOTAL \$ 497,658.05 \$ - \$ 497,658.05

EFT1	EFT1 = Payroll (Amount Required)	155,088.22	155,088.22	
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	232,508.90	232,508.90	
EFT	EFT = Vendor initiated "pulls" from LGVSD	44,368.66	44,368.66	
ACH	ACH = LGVSD initiated "push" to Vendor	65,692.27	65,692.27	
	Total	\$ 497,658.05	\$ 497,658.05	

Approval:
Finance
GM
Board

Difference: \$ -

STPURWE Costs 44,678.17

Agenda Item 2D
Date October 20, 2022

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	3
Ron Ford	6
Craig Murray	5
Judy Schriebman	2
Crystal Yezman	4
Total	<u>20</u>

Meeting Date: 10/20/2022
Paydate: 10/21/2022



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Megan Clark Month: September 2022

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1 st	Reg.	X	
15 th	Reg.	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2 nd	NBWA	X	
16 th	Emp. Apprec. Lunch		X
TOTAL		1 ^{mc}	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	3
---	---

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Megan Clark 10-6-22
 Signature Date
[Signature] 10-13-22
 Approved By/ Date Pay Date

[Signature] 10-6-22
 Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: RON FORD Month: SEPTEMBER 2022

Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
09/01/22	REG. BOARD	✓	
09/15/22	REG. BOARD	✓	
09/29/22	AD/HOC ENGINEERING		✓
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
9/11-9/12/22	WATER REUSE CA. ANNUAL CON	✓	
9/12	" " " "	✓	
9/19/22	CSDA LEADERSHIP ACADEMY	✓	
9/20/22	" " "	✓	
TOTAL			

Total Meetings for which I am Requesting Payment: 6
Max of six (6) per Health & Safety Code §4733

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Ronald Ford
 Director Signature

9/30/2022
 Date

[Signature]
 Administrative Services Manager Approved

10-13-22
 Date

[Signature]
 Board Secretary Received

9/20/22
 Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: MURRAY, Craig K. Month: September 2022

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
9/1/22	Board Meeting	X	
9/15/22	Board Meeting	X	
TOTAL		2/2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
9/8/22	Safe Routes to School Quarterly Task Force Meeting – New Pathway Civic Center SMART Station south side to Venetia Valley School		X
9/9/22	WTB TAM Meeting – North San Rafael Proposed Path Upgrades Review w/Bill Carney and WTB Staff		X
9/10,25,27,30/22	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 9/10 0.5 hours; 9/25 7.0 hours; 9/27 0.5 hours; 9/30 0.5 hours		XXXX
9/15/22	Biogas Upgrading, Proven Technologies – Discussion of systems that reliably produce Renewable Natural Gas (RNG). Unison Solutions, Wartsilia, Macrotek. Urban Elephant Media		X
9/16/22	District Staff Appreciation Luncheon		X
9/19/22	CALAFCo University Training: Two Agencies in Dispute LAFCo's Role in Assisting in Resolving the Conflict	X	
9/22/22	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting (In Person)	X	
9/28/22	CASA ACE - Advanced Clean Vehicle Subgroup Meeting		X
9/28/22	EESI Washington DC Briefing Catalyzing Climate Action in K-12 Schools, Environmental and Energy Study Institute	X	
TOTAL		3/12	

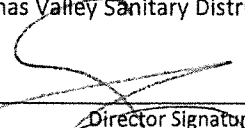
Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	5/14
--	-------------



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903
Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.



Director Signature

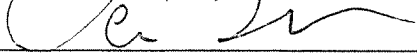
Craig K. Murray

September 30, 2022



Administrative Services Manager Approved

Date
10/13/22



Board Secretary Received

Date
10/3/22



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Judy Schriebsman Month: September 2022

Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
9.1.22	Board Meeting	✓	
9.15.22	Board Meeting	✓	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
TOTAL			

Total Meetings for which I am Requesting Payment:
Max of six (6) per Health & Safety Code §4733 2

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Judy Schriebsman
 Director Signature

10-6-2022
 Date

[Signature]
 Administrative Services Manager Approved

10-13-22
 Date

[Signature]
 Board Secretary Received

22 10-6-22



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Yezman Month: Sept 2022

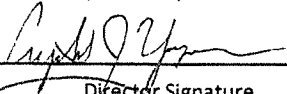
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.


REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
09/01/2022	Regular Board Mtg	X	
09/15/2022	Regular Board Mtg	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
09/14/22	Flood Zone 7 Meeting	X	
09/16/22	Employee Event		X
09/29/22	Engineering Subcommittee	X	
TOTAL		2	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	4
--	---

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Lad Gallinas Valley Sanitary District.



 Director Signature


 Administrative Services Manager Approved


 Board Secretary Received

10/03/22

 Date
 10/13/22

 Date
 10/4/22

 Date



BOARD MEMBER CONFERENCE/ MEETING/WEBINAR ATTENDANCE REQUEST

Date: 10/06/22 Name Crystal Yezman

I would like to attend the Monthly Meeting of Santa Venetia
Neighborhood Association

To be held on the 26th day of October 2022 from 7p.m. to
to 9 p.m.

Location of meeting: San Rafael, CA

Actual meeting date(s): Oct 26, 2022

Meeting Type: (In person/Webinar/Conference) Zoom

Purpose of Meeting: General Board Meeting

Meeting relevance to District: Presentation of McGinnis March Project with
specific reference to LGVSD

Request assistance from Board Secretary to register for Conference: YES NO

Board Directors to make their own Hotel Reservations and book their own
transportation including airfare, taxi and/or shuttles.

Frequency of Meeting: 1x/mo

Estimated Costs of Travel (if applicable): n/a

Date submitted to Board Secretary: 10/06/22

Board approval obtained on Date:

Please submit this form to the Board Secretary no later than 1 week prior to the
Board Meeting.



BOARD MEMBER CONFERENCE/ MEETING/WEBINAR ATTENDANCE REQUEST

Date: 10/03/22 Name Crystal Yezman

I would like to attend the 2023 WaterReuse Symposium Meeting
of WaterReuse Assoc and in collaboration with The Water Research
Foundation

To be held on the 5th day of March 2023 from 11a.m. to
8th day of March from 11 a.m.

Location of meeting: Atlanta, GA

Actual meeting date(s): with Travel March 4th – March 9th, 2023

Meeting Type: (In person/Webinar/Conference) Conference

Purpose of Meeting: Education and Networking on Water Reuse

Meeting relevance to District: Direct/Core Business

Request assistance from Board Secretary to register for Conference: YES NO

Board Directors to make their own Hotel Reservations and book their own transportation including airfare, taxi and/or shuttles.

Frequency of Meeting: 1x/yr

Estimated Costs of Travel (if applicable): \$2,500

Date submitted to Board Secretary: 10/03/22

Board approval obtained on Date: _____

Please submit this form to the Board Secretary no later than 1 week prior to the Board Meeting.



Item Number 26
 GM Review CR

Agenda Summary Report

To: Board of Directors
From: Teri Lerch, District Secretary
 (415) 526-1510; tlerch@lgvsd.org
Mtg. Date: October 20, 2022
Re: Ad Hoc Committee Re-Assignments for 2022
Item Type: Consent Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable

STAFF RECOMMENDATION

Committee/meeting assignments are a matter of the Board President's determination. Board President has requested re-assignments of the following committees: 2022 Legal Services Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, 2022 McInnis Marsh Ad Hoc Committee and 2022 HR Ad Hoc Committee.

New Assignments:

Committee	Chair/ Associate Member	Alternate Member
2022 Legal Services Ad Hoc Committee	Yezman/Clark	
2022 Biosolids Ad Hoc Committee	Yezman/Murray	
2022 HR Ad Hoc Committee	Ford/Clark	
2022 McInnis Marsh Ad Hoc Committee	Yezman/Ford	

BACKGROUND

Every year the Board President appoints Board Members to attend various meeting and/or committees.

PREVIOUS BOARD ACTION

The committee assignments as of June 2, 2022 were as follows:

Committee	Chair/ Associate Member	Alternate Member
2022 Legal Services Ad Hoc Committee	Yezman/Schriebman	
2022 Biosolids Ad Hoc Committee	Yezman/Schriebman	
2022 HR Ad Hoc Committee	Ford/Schriebman	
2022 McInnis Marsh Ad Hoc Committee	Schriebman/Yezman	

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A



Item Number 2H
GM Review CR

Agenda Summary Report

To: Board of Directors
From: Teri Lerch, District Secretary
 (415) 526-1510; tlerch@lgsd.org
Mtg. Date: October 20, 2022
Re: Approve Resolution 2022-2285 adopting revised Board Policy B-110 Election of Officers
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Attached for approval is Resolution 2022-2285 updating Policy B-110 Election of Officers. Board suggested changes are shown in highlight (strikeout format) and clean copies are also provided.

BACKGROUND

The Board has requested to review and update Board Policies.

PREVIOUS BOARD ACTION

On October 6, 2022, Board reviewed Policy B-110 Election of Officers with staff and requested it come back with suggested revisions for approval.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

RESOLUTION NO. 2022-2285

A RESOLUTION APPROVING BOARD POLICY REVISIONS FOR B-110 ELECTION OF OFFICERS

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors ("Board") has determined that a comprehensive list of Policies and Procedures for the Board is in the best interest of the District; and

WHEREAS, the Board has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board; and

WHEREAS, the Board did adopt such comprehensive list of Policies and Procedures on July 9, 2009; and

WHEREAS, such policies may need to be updated from time to time; and

WHEREAS, on October 6, 2022, the Board reviewed and suggested changes on Board policies B-110 Election of Officers;

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy sections: B-110 ELECTION OF OFFICERS. The previously approved Board Policies B-110 is hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 20th day of October 2022, by the following vote of the members thereof:

AYES, and in favor thereof Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Teresa Lerch, District Secretary

APPROVED:

Crystal J. Yezman, Vice-President

B-110 ELECTION OF OFFICERS**Purpose**

This policy establishes the rules for election of Board officers and sets forth the duties of the officers.

B-110-10 Annual Organizational Meeting. The Board shall hold an annual organizational meeting at its first regular meeting in January each year during which the officers of the Board shall be established or reconfirmed

B-110-20 Selection of President and Vice-President. A rotation has been established by years of service with the next longest serving Board Member becoming Vice-President and then President the following year, and continuing down the line of service serving next and so-forth. In the case of Directors that were both elected at the same time, the Director with the greater number of votes will serve as Vice-President and then President first. If the number of votes is no longer available, the rotation of those members will be established by drawing straws. The established rotation is subject to change at the discretion of the Board through Board action at a public meeting.

B-110-30 Term of office. The term of office for President shall be one year. The term of office for Vice-President shall be one year.

B-110-40 Board Secretary, District Treasurer, and District Engineer. The Board shall designate a Secretary to the Board, District Treasurer, and a District Engineer.

B-110-50 Office of President. The President shall serve as chairperson at all Board meetings and shall have the same rights as the other Board Members in voting; introducing motions, resolutions and ordinances; and participating in discussions.

B-110-60 Chairperson. In the absence of the President, the Vice President shall serve as chairperson. If both the President and Vice President are absent, the remaining Board Members shall select one of themselves to act as chairperson.

B-110-70 Executing Documents. The President shall execute Board documents on behalf of the Board unless such authority has been delegated to the General Manager under specific circumstances.

B-110-80 Assuring Integrity. As presiding officer at Board meetings, the President shall assure the integrity of the Board process, including the effectiveness of meetings and the Board's adherence to Board policy. The President shall recognize speakers and makers of motions, call for public participation, rule on the passage or failure of motions, ensure that all Board Members have an equal opportunity to speak during discussions, appoint ad hoc committee members and chairpersons, and set the time and place for any special meetings.

B-110-90 Public Ceremonies. The President or other designee shall represent the District in public ceremonies.

Resolution No. 2022-2285	Date Approved: October 20, 2022
President of the Board	Last Reviewed: October 20, 2022

B-110 ELECTION OF OFFICERS**Purpose**

This policy establishes the rules for election of Board officers and sets forth the duties of the officers.

B-110-10 Annual Organizational Meeting. The Board shall hold an annual organizational meeting at its first regular meeting in January each year during which the officers of the Board shall be established or reconfirmed

B-110-20 Selection of President and Vice-President. ~~In the first year — (e.g. January 2004) — the year 2003 Vice-President shall become President. At the same time a A~~ rotation ~~will behas been~~ established by years of service with the next longest serving Board Member becoming Vice-President and then President; the following year, and continuing down the line of service serving next and so-forth. In the case of Directors that were both elected at the same time, the Director with the greater number of votes will serve as Vice-President and then President first. If the number of votes is no longer available, the rotation of those members will be established by drawing straws.

B-110-30 Term of office. The term of office for President shall be one year. The term of office for Vice-President shall be one year.

B-110-40 Board Secretary, District Treasurer, and District Engineer. The Board shall designate a Secretary to the Board, District Treasurer, and a District Engineer.

B-110-50 Office of President. The President shall serve as chairperson at all Board meetings and shall have the same rights as the other Board Members in voting; introducing motions, resolutions and ordinances; and participating in discussions.

B-110-60 Chairperson. In the absence of the President, the Vice President shall serve as chairperson. If both the President and Vice President are absent, the remaining Board Members shall select one of themselves to act as chairperson.

B-110-70 Executing Documents. The President shall execute Board documents on behalf of the Board unless such authority has been delegated to the ~~District-General~~ Manager under specific circumstances.

B-110-80 Assuring Integrity. As presiding officer at Board meetings, the President shall assure the integrity of the Board process, including the effectiveness of meetings and the Board's adherence to Board policy. The President shall recognize speakers and makers of motions, call for public participation, rule on the passage or failure of motions, ensure that all Board Members have an equal opportunity to speak during discussions, appoint ad hoc committee members and chairpersons, and set the time and place for any special meetings.

B-110-90 Public Ceremonies. The President or other designee shall represent the District in public ceremonies.

Resolution No. 2009-1872	Date Approved: July 9, 2009
President of the Board	Supersedes: Last Reviewed

10/20/2022

General Manager Report

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentation



Item Number 3.2
GM Review CR

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcdonald@lqvsd.org
Meeting Date: October 20, 2022
Re: Capital Facilities Charge Accounting and Reporting

Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION:

Receive report to comply with reporting provisions of Government Code Section 66013.

BACKGROUND:

California Government Code Section 66013 was substantially amended in 1998 which imposed more stringent accounting and reporting requirements for fees collected for sewer connection and capacity charges. Capacity charge is defined as a charge for facilities in existence at the time a charge is imposed or charges for new facilities to be constructed in the future that are of benefit to the person or property being charged.

The accounting requirements stipulate that the District deposit its Capital Facilities Charges (CFC) and related interest earned into a separate Connection Fees account and to account for those charges in a manner to avoid commingling with other monies of the District and to expend those charges only for the purposes for which the charges were collected. The law also requires that this information simply be made available to the public within 180 days after the end of the fiscal year.

Pursuant to the District's Ordinance Code, Title 2, Chapter 1, the District charges a Capital Facilities Charge for each Equivalent Sewer Unit as outlined in Section 907 for new connections and for the additions or alterations of existing structures. The District identifies projects which expand existing capacity and allocates funding from the Capital Facilities Charge fund as part of the annual budget.

Attached for information only is a copy of the District's annual Revenue and Expenditure Report for the fiscal year ended June 30, 2022 and report of Capital Projects budgeted for 2021/22 that fully comply with the accounting and reporting provisions of Government Code Section 66013.

PREVIOUS BOARD ACTION: None

ENVIRONMENTAL REVIEW: N/A

FISCAL IMPACT: None

Las Gallinas Valley Sanitary District
Capital Facilities Funded Project Detail
 July 2021 through June 2022

CAPITAL FACILITIES CHARGE - REVENUE

5025 · Money Mrkt-Connection Fee-9510 - BEGINNING BALANCE July 1, 2021 316,998.04

<u>Date</u>	<u>Type</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
5001A · Operating Accounts					
5025 · Money Mrkt-Connection Fee-9510					
07/31/2021	Deposit	Interest	37.78		317,035.82
08/02/2021	Deposit	Habit Restaurant - Connection Fee	23,287.00		340,822.82
08/31/2021	Deposit	Interest	43.04		340,865.86
09/30/2021	Deposit	Interest	40.63		340,906.49
10/31/2021	Deposit	Interest	39.28		340,945.77
11/30/2021	Deposit	Interest	43.34		340,989.11
12/31/2021	Deposit	Interest	42.00		341,031.11
01/31/2022	Transfer	Oakmont Assisted Living - Connection Fee	425,339.10		766,370.21
01/31/2022	Deposit	Interest	43.69		766,413.90
02/28/2022	Deposit	Interest	85.25		766,499.15
03/31/2022	Deposit	Interest	94.42		768,093.57
04/13/2022	Payment	404 Corrillo Dr. - Connection Fee	4,329.00		772,922.57
04/13/2022	Payment	589 Wisteria Way - Connection Fee	2,331.00		775,253.57
04/13/2022	Payment	74 Circle Rd. - Connection Fee	666.00		775,919.57
04/13/2022	Payment	Marin Volleyball Pmt 1 - Connection Fee	3,300.00		779,219.57
04/30/2022	Deposit	Interest	89.21		779,808.78
05/03/2022	Payment	640 Wakerobin Lane - Connection Fee	2,331.00		782,139.78
05/31/2022	Deposit	Interest	99.40		782,239.18
06/09/2022	Payment	Marin Volleyball Pmt 2 -Connection Fee	30.00		782,269.18
06/09/2022	Payment	161 Mitchell Blvd. - Connection Fee	5,994.00		788,263.18
06/09/2022	Deposit	4460 Redwood Highway - Connection Fee	666.00		789,929.18
06/29/2022	Transfer	Budget allocation to STPURWE project		200,000.00	587,595.18
06/30/2022	Deposit	Interest	92.24		
Total 5025 · Money Mrkt-Connection Fee-9510			469,023.38		587,687.42
Total 5001A · Operating Accounts			469,023.38	0.00	587,687.42
TOTAL - ENDING BALANCE June 30 , 2022 *			469,023.38	0.00	587,687.42

* Annex and Capital Facilities Charges revenue in FY 2021-22	468,273.10
* Interest on Connection Fees revenue in FY 2021-22	750.28
	<u><u>469,023.38</u></u>

CAPACITY RELATED EXPENSES FOR FY 2021-22

\$200,000 in Capacity / Connection Fee (CCF) Fund Reserves were used towards the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) Project in FY 2021-22.

Balance in CCF of **\$587,687.42** can be utilized in future years for expanding of existing capacity through projects, such as STUWRWE, identified during the budget process.

**LAS GALLINAS VALLEY SANITARY DISTRICT
RESERVES - RESTRICTED FUNDS
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget
Restricted Funds				
Capacity / Connection Fee Fund (#5025)				
Beginning Balance	\$ 96,745	\$ 316,998	\$ 316,998	\$ 595,748
Plus: Additions	220,253	35,963	478,750	1,741,536
Less: Use of Funds	-	(200,000)	(200,000)	-
Ending Balance	\$ 316,998	\$ 152,961	\$ 595,748	\$ 2,337,284
<i>Purpose: To pay for collection system and plant capacity improvements to serve new connections.</i>				
Captains Cove Fund (#5019)				
Beginning Balance	\$ 17,241	\$ 17,266	\$ 17,266	\$ 17,692
Plus: Additions	25	15,935	37,622	16,025
Less: Use of Funds ⁽¹⁾	-	(30,000)	(37,196)	(12,400)
Ending Balance	\$ 17,266	\$ 3,201	\$ 17,692	\$ 21,317
<i>Purpose: Special assessment fees in and class account 350 expenses out.</i>				
Marin Lagoon Fund (#5005)				
Beginning Balance	\$ 84,472	\$ 84,595	\$ 84,595	\$ 111,567
Plus: Additions	123	24,914	64,106	21,106
Less: Use of Funds ⁽¹⁾	-	(84,000)	(37,134)	(107,700)
Ending Balance	\$ 84,595	\$ 25,509	\$ 111,567	\$ 24,973
<i>Purpose: Special assessment fees in and class account 360 expenses out.</i>				

⁽¹⁾ Use of Funds for O&M Expenses in FY 21-22. Prior Year and Capital Expenditures to be recovered over multiple years. Special supplemental property tax revenue for prior years not deposited into restricted funds since August 2018. Expenditures since March 2019 not recovered from restricted funds.

Total Restricted Fund Reserve Funding: \$ 1,778,667



Item Number 3.3
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Teri Lerch, District Secretary
 (415) 526-1510; tlerch@lgvsd.org
Mtg. Date: October 20, 2022
Re: Board Policy Review of B-120 Duties of the Board and Board Members and F-120 Customer Payment
Item Type: Consent _____ Action _____ Information X Other _____.
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Attached for information and Board review are current Board Policies B-120 Duties of the Board and Board Members and F-120 Customer Payment.

For clarity, original policies B-120 and F-120 are included with Draft policy B-120 and F-120 with suggested changes highlighted in yellow and deletions/additions shown in red. Staff will receive comments on the subject policies at the meeting and through October 27, 2022.

Comments received will be incorporated or addressed prior to bringing back these policies to the Board for approval at the next Board meeting.

The Board has requested to review and update Board Policy.

PREVIOUS BOARD ACTION

None

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

B-120 DUTIES OF BOARD AND BOARD MEMBERS

Purpose

This policy establishes the responsibilities, duties and limitations of the Board and individual Board members.

B-120-10 Policy Role. The primary responsibility of the Board shall be the formulation and evaluation of policy. Routine operation of the District shall be delegated to the General Manager (B-80-10/20) and to other members of the District staff, as appropriate. The Board and individual Board Members shall have no authority over day-to-day operations of the District.

B-120-20 Limits on Commitments. Individual Board Members or a group of Board Members representing less than a quorum of the Board at a legal meeting of the Board shall not imply or express any commitment of the Board or the District.

B-120-30 Obtaining Information. Board Members may obtain information from other Board Members in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), General Manager, District staff (see Policy B-20), or agents of the District. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

B-120-40 Personal Conduct. Board Members shall conduct themselves with dignity, respect the opinions of other Board Members, listen attentively and respond appropriately in a professional manner, give first priority to the needs and best interests of the District, and emphasize the positive. Differing viewpoints are healthy in the decision-making process. **The Board is a non-partisan office where a Board Member’s primary obligation is the management of the District for community and environmental health. While individual Board member may be expected to have personal political opinions, expressing those opinions unless related to the business of the District is discouraged.** Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole. Once the Board of Directors takes action, Directors should commit to supporting the collective Board action and not to create barriers to the implementation of said action. Board members should use the Strategic Plan as a general basis for focus planning and future. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists. (see Policy B-130)

B-120-50 Focus on Issues. Board Members shall focus on issues and not personalities, respect differing points of view, disagree without being disagreeable, and once the Board has acted, support the action of the Board.

Resolution No. 2015—2027	Date Approved: February 26, 2015
President of the Board	Supersedes: July 9, 2009 Last Reviewed:

B-120-60 Complaints. The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer customer complaints directly to the General Manager, report safety concerns immediately to the General Manager, and seek clarification and information from the General Manager on such issues as policy, personnel, legal action, land acquisition and development, finances, and other matters related to the operation of the District.

B-120-70 Interactions with District Personnel. If approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. **The Board serves as the appeal body for employee grievances. The grievance procedure is documented in the Memorandum of Understanding between the District and the Union.** The chain of command should be followed.

B-120-80 Meeting Attendance. Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

B-120-90 Sexual Harassment Prevention Policy and Complaint Procedure. Members of the Board of Directors acknowledge and understand that the District's Harassment Prevention Policy and Complaint Procedure (Policy B-180) prohibits individual Board members from harassing applicants, officers, officials, employees, volunteers, unpaid interns, or contractors. Individual Board members found to have engaged in sexual harassment will receive appropriate sanction. Harassment Prevention Policy and Complaint Procedure B-180 is incorporated by reference herein.

Resolution No. 2015 – 2027	Date Approved: February 26, 2015
President of the Board	Supersedes: July 9, 2009 Last Reviewed:

F-120 CUSTOMER PAYMENT

Purpose

This policy covers method of billing, customer notification, collections, delinquent payments, and penalties.

F-120-10 Special Arrangements. Upon request, the Board (greater than \$54,000) or General Manager (\$54,000 or less) may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

Regular annual sewer service charge

Wastewater Capital Facilities Charge (Connection fee)

F-120-20 Payments. Monthly payments shall not exceed 12 payments. When payments are to be made at the close of escrow and real property is not sold, arrangements must be made for payments to continue on a regular basis.

Resolution No. 2009-1872	Date Approved: July 9, 2009
President of the Board	Supersedes: Last Reviewed:

B-120 DUTIES OF BOARD AND BOARD MEMBERS**Purpose**

This policy establishes the responsibilities, duties and limitations of the Board and individual Board members.

B-120-10 Policy Role. The primary responsibility of the Board shall be the formulation and evaluation of policy. Routine operation of the District shall be delegated to the General Manager (B-80-10/20) and to other members of the District staff, as appropriate. The Board and individual Board Members shall have no authority over day-to-day operations of the District.

B-120-20 Limits on Commitments. Individual Board Members or a group of Board Members representing less than a quorum of the Board at a legal meeting of the Board shall not imply or express any commitment of the Board or the District.

B-120-30 Obtaining Information. Board Members may obtain information from other Board Members in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), General Manager, District staff (see Policy B-20), or agents of the District. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

B-120-40 Personal Conduct. Board Members shall conduct themselves with dignity, respect the opinions of other Board Members, listen attentively and respond appropriately in a professional manner, give first priority to the needs and best interests of the District, and emphasize the positive. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole. Once the Board of Directors takes action, Directors should commit to supporting the collective Board action and not to create barriers to the implementation of said action. Board members should use the Strategic Plan as a general basis for focus planning and future. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists. (see Policy #B-130)

B-120-50 Focus on Issues. Board Members shall focus on issues and not personalities, respect differing points of view, disagree without being disagreeable, and once the Board has acted, support the action of the Board.

B-120-60 Complaints. The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer customer complaints directly to the General Manager, report safety concerns immediately to the General Manager, and seek clarification

B-110-90 Public Ceremonies. The President or other designee shall represent the District in public ceremonies.

F-120 CUSTOMER PAYMENT

Purpose

This policy covers method of billing, customer notification, collections, delinquent payments, and penalties.

F-120-10 Special Arrangements. Upon request, the Board (greater than \$1,000) or General Manager (\$1,000 or less) may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

- Regular annual sewer service charge

- Wastewater Capital Facilities Charge (Connection fee)

F-120-20 Payments. Monthly payments shall not exceed 12 payments. When payments are to be made at the close of escrow and real property is not sold, arrangements must be made for payments to continue on a regular basis.



Item Number 4
GM Review CR

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcdonald@lgvsd.org
Meeting Date: October 20, 2022
Re: Creation of Executive Assistant / Board Secretary position and promotion of District Secretary Teresa Lerch

Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board to approve converting the District Secretary classification to Executive Assistant / Board Secretary, promote Teresa Lerch to the position, and adopt Resolution No. 2022-2286 adjusting the salary range for the new classification.

BACKGROUND

On December 16, 2021, the Board approved District Managers' and Unrepresented Employee Contracts and adopted a revised Salary Pay Schedule. As part of the discussion, a Board request was made to examine the salary disparity between the District Secretary, a represented employee whose salary was set as part of union negotiations in August 2021, and the Administrative/Financial Specialist, an unrepresented employee whose salary was set at the December meeting. A Human Resource (HR) Ad-Hoc Committee was created on January 6, 2022. The committee was directed to gather information, explore alternatives, examine implications, and offer recommendations to the full Board to address the salary disparity.

A review of classifications and comparison of comparable factors for these two positions was commissioned with CPS HR Consulting (CPS HR) on April 26, 2022. A memorandum documenting the findings of the CPS HR audit, which included a review of the Koff & Associates 2021 Classification & Compensation study, was completed on July 18, 2022 and presented to the HR Ad-Hoc Committee on July 20. An area of concern noted was that the salary for the District Secretary is at the top of the District's 5-step pay range and could be a retention concern due to the salary being capped at Step 5. Staff was directed to meet with the incoming General Manager to examine whether the current District Secretary classification accurately defines the responsibilities of the position, and whether any changes should be considered to support the office of the General Manager.

Having limited opportunities for advancement was identified in FutureSense's Employee Climate Assessment Report as a cultural issue for the District. Developing career paths for each department in order to foster growth from within was one of the report recommendations.

The District's Strategic Plan, currently being revised, includes a strategic objective to manage and value our workforce. Section 4.3.3. of this objective is to consider commensurate staffing changes necessary to support work as identified. Conducting organizational reviews and implementing beneficial changes is consistent with the District's strategic initiative to optimize our workforce, our greatest public asset.



Discussions were held between management, District Secretary Lerch, and the District's HR Analyst Cheri Fairchild of CPS HR. It was determined that it would be best to have the District Secretary report directly to the General Manager resulting in an organizational reporting structure change for this classification. New expanded responsibilities were identified and the classification for the position was revised. The Executive Assistant / Board Secretary classification is attached for review and Board adoption.

Based in part on the discussions around the expanded position, Cheri Fairchild of CPS HR was asked to gather the latest compensation data from nearby agencies who had similarly advanced and experienced Executive Assistant / Board Secretary positions. Results of this salary review are summarized below:

2022 Salary Compensation Comparison - District Secretary - as of July 1, 2022			
Agency	Title	Monthly Minimum Salary	Monthly Maximum Salary
Ross Valley Sanitary District	Clerk of the Board II	\$ 9,778	\$ 12,479
West County Wastewater District	Secretary of the District / District Clerk	\$ 9,718	\$ 12,036
Sausalito-Marin City Sanitary District	Office Manager / Board Secretary	\$ 9,044	\$ 10,993
Las Gallinas Valley Sanitary District	District Secretary	\$ 7,947	\$ 9,660
Novato Sanitary District	Senior Secretary	\$ 7,811	\$ 9,494

The HR Ad-Hoc Committee met on October 13, 2022. It was the consensus of the committee to place this highly responsible and complex executive administrative support position at the top of the salary range of nearby comparable agencies, with the monthly maximum salary to be set no less than the \$12,479 paid to the Ross Valley Sanitary District Clerk of the Board II.

Current Salary Pay Schedule

Full Time Positions	Monthly Salary							
	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity 5% ⁽²⁾	Longevity 3% ⁽³⁾	Longevity 2% ⁽⁴⁾
District Secretary	7,947	8,345	8,762	9,200	9,660	10,143	10,447	N/A

Proposed Salary Pay Schedule

Full Time Positions	Monthly Salary							
	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity 5% ⁽²⁾	Longevity 3% ⁽³⁾	Longevity 2% ⁽⁴⁾
Executive Assistant / Board Secretary	10,427	10,949	11,496	12,071	12,675	13,308	13,708	N/A

The proposed Salary Pay Schedule would establish the salary range for this position 31.2% higher than the current District Secretary position.

As this would be a promotional move from one class to a class with a higher maximum salary, the Memorandum of Understanding between the District and the Union, Section 3.7.11, directs that the employee should be appointed at the minimum step of the salary range in the new class or receive a minimum of 5% increase above the salary rate the employee was receiving, whichever is higher.

The Ad Hoc HR Committee is recommending promoting Teresa Lerch to Step 5 of the Executive Assistant / Board Secretary class due to her experience. The promotion would result in a 31.2% increase in salary. She will continue to receive her longevity pay of 5% on top of her base monthly salary of \$12,675.



When the District modifies compensable employee wages, a new Salary Pay Schedule must be adopted to meet California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations section 570.5 (2 CCR § 570.5). The Salary Pay Schedule has been updated to reflect the conversion of the District Secretary classification to Executive Assistant / Board Secretary classification. No other changes to the Salary Pay Schedule have been made.

The Executive Assistant / Board Secretary classification remains a represented FLSA Non-Exempt position. Operating Engineers Local 3 (OE3) has been informed of the proposed organizational change and has been provided the revised classification description.

PREVIOUS BOARD ACTION

None

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The fiscal impact would be minimal and can be absorbed by the budget. Total annual salary and related benefit increases (District contribution to CalPERS etc.) is estimated to be \$41,550 in the first year.

Future year fiscal impacts will be dependent on the upcoming bargaining sessions with OE3 when the Memorandum of Understanding is negotiated in early 2023.

Attachments:

- a. Executive Assistant / Board Secretary classification – October 2022 (redline and clean versions)
- b. Resolution No. 2022-2286 Adopting a revised Salary Pay Schedule Effective October 31, 2022
- c. Exhibit A of Resolution No. 2022-2286 – Salary Pay Schedule

LAS GALLINAS VALLEY SANITARY DISTRICT

✓ March-October 2021-2022

FLSA: NON-EXEMPT

DISTRICT SECRETARY/EXECUTIVE ASSISTANT / BOARD SECRETARY

DEFINITION

Under general supervision of the General Manager Administrative Services Manager, performs varied professional tasks while remaining cognizant of District policy and legal requirements imposed; serves in a multi-faceted role that is highly visible to the public; serves as Board Secretary providing support to the legislative body including the preparation of agendas, meeting minutes and maintenance of District records; serves as Board liaison coordinating assigned activities between the Board of Directors, staff, and external agencies; provides office-highly responsible, confidential, and complex executive administrative support to the General Manager, District management and staff; ~~serves as Board Secretary providing support to the legislative body;~~ and performs other work as required to further District goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from the General Manager. Administrative Services Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Incumbents provides direct executive and administrative support to the General Manager and Board of Directors, regularly works on tasks which are varied, complex, sensitive and confidential requiring considerable discretion and independent judgment. Confidentiality is a primary characteristic required of this position that extends to internal District operations, management and actions by the Board of Directors. Positions in the classification rely on experience and judgement to perform specialized and technical and programmatic work requiring the interpretation and application of policies, procedures, and regulations and involving which involve frequent contact with staff, and the public, and legal counsel, as well as performing various research functions and special projects. Assignments are given with general guidelines and incumbents are is responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This class is distinguished from the Administrative/Financial Specialist in that the latter primarily performs specialized and technical duties in support of the District's accounting, finance, audit and human resources programs. Incumbent is accountable for accomplishing goals and objectives established by the General Manager.

Incumbents is responsible for all statutory duties of Board Secretary and must maintain compliance with extensive legal requirements of the state; is expected to perform complex responsible and sensitive duties as Secretary to the Board of Directors; ~~are~~ respond to the needs

~~of the Board of Directors and the public expected to perform complex responsible and sensitive duties related to functioning as Secretary to the Board of Directors;~~ have the ability to take initiative and appropriate steps and make independent decisions, as necessary, in implementing Board of Directors requests; the ability to prepare records and official actions and to take responsibility for their maintenance.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Serves as Secretary to the Board of Directors: attends Board meetings; prepares meeting agendas ~~and gathers background information for agenda items~~; assembles and posts agenda packets; sets up meeting room; takes, prepares and coordinates distribution of ~~ofes~~ minutes; prepares legal and informational notices on behalf of the District in compliance with notification requirements.
- Coordinates with the General Manager and Administrative Services Manager to ensure that required subsequent actions are taken; updates and distributes documents resulting from Board action.
- Schedules and coordinates meetings for the Board of Directors and General Manager including regular, special, and committee meetings; schedules seminars, conferences, and training sessions ~~as directed by the Administrative Services Manager and according to~~ Board policy; assists Board Members with preparation of travel and expense reports.
- Provides administrative and executive support to the General Manager in overseeing the daily operations of office activities including scheduling appointments and meetings, maintaining calendars and preparing and processing documents of a sensitive and/or confidential nature.
- Manages the District's website; updates and performs routine website maintenance; coordinates with vendors on advanced web management; ensures website content is uploaded and updated in a timely manner; maintains compliance; ensures accurate and effective communication of site information.
- Coordinates completion and filing of ~~Conflict of Interest~~Conflict-of-Interest Reports, Officeholder and Statement, Statement of Facts Roster of Public Agencies and other required forms; works with the County to arrange elections and the filing of required statements by public officials; and monitors compliance with ethics and other required training.
- ~~Processes-Develops~~ District resolutions and ordinances with assistance from legal counsel and management staff; maintains Board policies and procedures.
- Prepares and maintains District contract documents; provides support to the Administrative/Financial Specialist in maintaining and administering executed contracts;

coordinates with the Engineering Department to assist with public contract advertising, bidding and award processes.

- Performs various research and special projects in support of the Board of Directors and District management and staff; develops goals, collects data, and provides reports as required.
- ~~➤ Provides administrative support to the General Manager in overseeing the daily operations of office activities including scheduling appointments and meetings, maintaining calendars and preparing and processing documents of a sensitive and/or confidential nature.~~
- ~~➤ Updates and performs routine maintenance of the District's website; coordinates with vendors on web management; ensures website content is uploaded and updated in a timely manner; ensures accurate and effective communication of site information.~~
- ~~➤ Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.~~
- ~~➤ Assists with~~Implements the District's records retention program including recommending updates to the record retention schedule, scanning records and files, maintaining records according to the schedule, notifying managers of their responsibilities, tracking and maintaining schedules and filing and archiving permanent records including but not limited to District Ordinances, Resolutions and other key documents; researches discrepancies and records information; retrieves information from District record systems.
- ~~➤ Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies and records information; retrieves information from District record systems.~~
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of forms, records and files.
- ~~➤ Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.~~
- Notarizes legal documents by verifying the authenticity and witnessing the signing of such documents.
- ~~➤ Prepares, copies, collates and distributes a variety of documents; ensures proper filing of copies in District files.~~
- ~~➤ Represents the District to callers and visitors in a professional and customer friendly manner.~~
- Attends and participates in professional group meetings as District Secretary; stays abreast of new trends and technology that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures and ordinances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ~~➤ Modern office practices, procedures, technology, equipment and communication tools used for business functions and program and task coordination, including word processing, basic web content management, and spreadsheet applications.~~

- Organization and function of public agencies, including the role of an elected District Board.
- Principles and practices of public meeting notifications, regular and special meeting posting requirements, and open and closed session protocols.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility including open meeting law under the Brown Act and rights of the public under the law, and familiarity with Board approved parliamentary procedures.
- Modern office practices, procedures, technology, equipment, and communication tools used for business functions and program and task coordination, including word processing, agenda management, digital signatures, workflows and spreadsheet applications, records management portals, basic web content management, and spreadsheet applications online meetings, and remote workspaces.
- Web maintenance processes and tools to regularly update content.
- Record keeping and filing systems and methods.
- Principles and practices of data research and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

Ability to:

- Organize multiple work tasks and projects, determine and set priorities, meet critical deadlines.
- Build strong relations with District stakeholders by effectively representing the District in a professional manner in District meetings and when meeting with the public.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Leverage knowledge of the District and the responsibilities of a Board Secretary to research, analyze, provide summaries, and form recommendations to the General Manager and Administrative Services Manager.
- ~~Provide varied and responsible administrative and office support work requiring the use of judgment, tact and discretion.~~
- Enter data into standard computer format with speed and accuracy sufficient to perform assigned work.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- ~~Follow and apply written and oral instructions.~~

- ~~Respond to and effectively prioritize multiple phone calls, visitors and other requests.~~
- ~~Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.~~
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise minutes, reports, correspondence and other written materials.
- ~~Organize own work, set priorities and meet critical time deadlines.~~
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university, preferably with major course work in Business or Public Administration, or a related field, and Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible administrative support and/or office management experience. Advanced 2 year associate degree or 4 year bachelor's degree from an accredited college with course work in public administration can be counted towards experience. (4) four years of increasingly responsible administrative support experience that included providing direct support to management level staff. Experience in dealing with Boards, Committees and Commissions and the public, and working in a public agency setting is highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possession of a valid California Notary Public license is desirable, or ability to obtain within 12 months.
- Possession of a valid Board Secretary/Clerk Certificate from the California Special Districts Association, or ability to obtain within 12 months.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites and

perform miscellaneous errands; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

EXECUTIVE ASSISTANT / BOARD SECRETARY

DEFINITION

Under general supervision of the General Manager , performs varied professional tasks while remaining cognizant of District policy and legal requirements imposed; serves in a multi-faceted role that is highly visible to the public; serves as Board Secretary providing support to the legislative body including the preparation of agendas, meeting minutes and maintenance of District records; serves as Board liaison coordinating assigned activities between the Board of Directors, staff, and external agencies; provides highly responsible, confidential, and complex executive administrative support to the General Manager, District management and staff; and performs other work as required to further District goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from the General Manager. . Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Incumbent provides direct executive and administrative support to the General Manager and Board of Directors, regularly works on tasks which are varied, complex, sensitive and confidential requiring considerable discretion and independent judgment. Confidentiality is a primary characteristic required of this position that extends to internal District operations, management and actions by the Board of Directors. Positions in the classification rely on experience and judgement to perform specialized and technical work requiring the interpretation and application of policies, procedures, and regulations which involve frequent contact with staff, the public, and legal counsel, as well as performing various research functions and special projects. Assignments are given with general guidelines and incumbent is responsible for establishing objectives, timelines and methods to complete assignments. Incumbent is accountable for accomplishing goals and objectives established by the General Manager.

Incumbent is responsible for all statutory duties of Board Secretary and must maintain compliance with extensive legal requirements of the state; is expected to perform complex responsible and sensitive duties as Secretary to the Board of Directors; respond to the needs of the Board of Directors and the public; have the ability to take initiative and appropriate steps and make independent decisions, as necessary in implementing Board of Directors requests; the ability to prepare records and official actions and to take responsibility for their maintenance.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Serves as Secretary to the Board of Directors: attends Board meetings; prepares meeting agendas; assembles and posts agenda packets; sets up meeting room; takes, prepares and coordinates distribution of minutes; prepares legal and informational notices on behalf of the District in compliance with notification requirements.
- Coordinates with the General Manager and Administrative Services Manager to ensure that required subsequent actions are taken; updates and distributes documents resulting from Board action.
- Schedules and coordinates meetings for the Board of Directors and General Manager including regular, special, and committee meetings; schedules seminars, conferences, and training sessions according to Board policy; assists Board Members with preparation of travel and expense reports.
- Provides administrative and executive support to the General Manager in overseeing the daily operations of office activities including scheduling appointments and meetings, maintaining calendars and preparing and processing documents of a sensitive and/or confidential nature.
- Manages the District's website; updates and performs routine website maintenance; coordinates with vendors on advanced web management; ensures website content is uploaded and updated in a timely manner; maintains compliance; ensures accurate and effective communication of site information.
- Coordinates completion and filing of Conflict-of-Interest Reports, Officeholder and Statement, Statement of Facts Roster of Public Agencies and other required forms; works with the County to arrange elections and the filing of required statements by public officials; and monitors compliance with ethics and other required training.
- Develops District resolutions and ordinances with assistance from legal counsel and management staff; maintains Board policies and procedures.
- Prepares and maintains District contract documents; provides support to the Administrative/Financial Specialist in maintaining and administering executed contracts; coordinates with the Engineering Department to assist with public contract advertising, bidding and award processes.
- Performs various research and special projects in support of the Board of Directors and District management and staff; develops goals, collects data, and provides reports as required.
- Implements the District's records retention program including recommending updates to the record retention schedule, maintaining records according to the schedule, notifying managers of their responsibilities, tracking and filing and archiving permanent records including but not limited to District Ordinances, Resolutions and other key documents; researches discrepancies and records information; retrieves information from District record systems.

- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of forms, records and files.
- Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.
- Notarizes legal documents by verifying the authenticity and witnessing the signing of such documents.
- Attends and participates in professional group meetings as District Secretary; stays abreast of new trends and technology that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures and ordinances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected District Board.
- Principles and practices of public meeting notifications, regular and special meeting posting requirements, and open and closed session protocols.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility including open meeting law under the Brown Act and rights of the public under the law, and familiarity with Board approved parliamentary procedures.
- Modern office practices, procedures, technology, equipment, and communication tools used for business functions and program and task coordination, including word processing, agenda management, digital signatures, workflows and spreadsheet applications, records management portals, online meetings, and remote workspaces.
- Web maintenance processes and tools to regularly update content.
- Record keeping and filing systems and methods.
- Principles and practices of data research and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

Ability to:

- Organize multiple work tasks and projects, determine and set priorities, meet critical deadlines.
- Build strong relations with District stakeholders by effectively representing the District in a professional manner in District meetings and when meeting with the public.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Leverage knowledge of the District and the responsibilities of a Board Secretary to research, analyze, provide summaries, and form recommendations to the General Manager and Administrative Services Manager.
- Enter data into standard computer format with speed and accuracy sufficient to perform assigned work.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise minutes, reports, correspondence and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university, preferably with major course work in Business or Public Administration, or a related field, and (4) four years of increasingly responsible administrative support experience that included providing direct support to management level staff. Experience in dealing with Boards, Committees and Commissions and the public, and working in a public agency setting is highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possession of a valid California Notary Public license, or ability to obtain within 12 months.
- Possession of a valid Board Secretary/Clerk Certificate from the California Special Districts Association, or ability to obtain within 12 months.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites and perform miscellaneous errands; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

RESOLUTION NO. 2022-2286

**A RESOLUTION ADOPTING THE SALARY PAY SCHEDULE FOR
ALL EMPLOYEES OF THE DISTRICT**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Las Gallinas Valley Sanitary District (“District”) adopted a Salary Pay Schedule for all employees on September 15, 2022; and

WHEREAS, the District has completed an organizational review and converted the District Secretary classification to Executive Assistant / Board Secretary; and

WHEREAS, a salary survey conducted as part of the development of the Executive Assistant / Board Secretary classification found that an adjustment to the salary range is justified; and

WHEREAS, the District has contracted with CalPERS to provide certain retirement benefits to its employees; and

WHEREAS, the governance of retirement benefits provided to public employees in the state of California is governed by California Government Code Title 2, Division 5, Part 3 Public Employees’ Retirement System; and

WHEREAS, the Board of Administration of the Public Employees’ Retirement System has promulgated regulations to implement requirements of the governing law; and

WHEREAS, the California Code of Regulations, Subchapter 1, Employees’ Retirement System Regulations section 570.5 (2 CCR § 570.5) states that

“(a) For purposes of determining the amount of “compensation earnable” pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;

(6) Indicates an effective date and date of any revisions;

(7) Is retained by the employer and available for public inspection for not less than five years; and

(8) Does not reference another document in lieu of disclosing the payrate”; and

WHEREAS, no employee payrate other than the converted Executive Assistant / Board Secretary position requires a revision; and

WHEREAS, the District wishes to list all employee positions on one Salary Pay Schedule.

THEREFORE, BE IT RESOLVED that the Board of Directors of the Las Gallinas Valley Sanitary District does hereby adopt the revised Salary Pay Schedule effective October 31, 2022 for all employees, which is attached as Exhibit A and is included by reference, in accordance with the requirements of the California Code of Regulations, Subchapter 1, Employees’ Retirement System Regulations section 570.5 (2 CCR § 570.5).

* * * * *

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on October 20, 2022, by the following vote of the members thereof:

- AYES, and in favor thereof, Members:
- NOES, Members:
- ABSENT, Members:
- ABSTAIN, Members:

Teresa L. Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Crystal J. Yezman, Vice-President



Las Gallinas Valley Sanitary District
Salary Pay Schedule as of October 31, 2022

EXHIBIT A

Full Time Positions	Monthly Salary							
	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity 5% ⁽²⁾	Longevity 3% ⁽³⁾	Longevity 2% ⁽⁴⁾
Administrative Assistant	6,057	6,360	6,678	7,012	7,362	7,730	7,962	N/A
Administrative/Financial Specialist	8,349	8,767	9,205	9,666	10,149	N/A	N/A	N/A
Administrative Services Manager	14,734	15,470	16,244	17,056	17,909	N/A	N/A	N/A
Assistant Engineer	9,216	9,677	10,161	10,669	11,202	11,763	12,115	N/A
Associate Engineer	11,229	11,791	12,380	12,999	13,649	14,332	14,761	N/A
Civil Engineering Technician	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
Collection System/Maintenance/Safety Manager	14,374	15,093	15,848	16,640	17,472	18,346	18,896	19,274
Collection System Operator ⁽¹⁾	5,765	6,053	6,356	6,674	7,007	N/A	N/A	N/A
Collection System Operator I ⁽¹⁾	6,057	6,360	6,678	7,012	7,362	N/A	N/A	N/A
Collection System Operator II	6,364	6,682	7,016	7,367	7,735	8,122	8,365	N/A
Collection System Operator III	6,853	7,195	7,555	7,933	8,330	8,746	9,009	N/A
Collection System Operator Lead	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
CMMS Technician	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
District Engineer	15,102	15,857	16,650	17,482	18,357	19,274	19,853	20,250
Executive Assistant / Board Secretary	10,427	10,949	11,496	12,071	12,675	13,308	13,708	N/A
Electrical Instrumentation Technician	8,772	9,211	9,671	10,155	10,663	11,196	11,532	N/A
Environmental Services Supervisor	10,688	11,222	11,784	12,373	12,991	13,641	14,050	N/A
Laboratory Analyst-in-Training ⁽¹⁾	7,024	7,375	7,744	8,131	8,538	N/A	N/A	N/A
Laboratory Analyst I ⁽¹⁾	7,380	7,749	8,136	8,543	8,970	N/A	N/A	N/A
Laboratory Analyst II	8,146	8,553	8,981	9,430	9,901	10,396	10,708	N/A
Laboratory Analyst III	9,447	9,919	10,415	10,936	11,483	12,057	12,418	N/A
Maintenance Supervisor	10,688	11,222	11,784	12,373	12,991	13,641	14,050	N/A
Plant Manager	14,734	15,470	16,244	17,056	17,909	18,804	19,368	19,756
Plant Operator-in-Training ⁽¹⁾	6,364	6,682	7,016	7,367	7,735	N/A	N/A	N/A
Plant Operator I ⁽¹⁾	6,686	7,020	7,371	7,740	8,126	N/A	N/A	N/A
Plant Operator II	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
Plant Operator III	8,146	8,553	8,981	9,430	9,901	10,396	10,708	N/A
Plant Operator Lead	8,772	9,211	9,671	10,155	10,663	11,196	11,532	N/A
Plant Operations Supervisor	10,688	11,222	11,784	12,373	12,991	13,641	14,050	N/A
Skilled Maintenance Worker I ⁽¹⁾	6,364	6,682	7,016	7,367	7,735	N/A	N/A	N/A
Skilled Maintenance Worker II	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
General Manager ⁽⁵⁾	23,333							

How to Use this Pay Scale: Steps 1 through 5 are the regular levels for all positions.

- (1) Represented employees in entry level classifications and unrepresented employees hired after 7/1/2016 are not eligible for longevity pay.
- (2) Longevity Pay equal to 5% of salary is given beginning on the 7th year of employment, longevity shown is for employees at top regular step 5.
- (3) Additional Longevity Pay equal to 3% of salary is given beginning on the 11th year of employment, longevity shown is for employees at top regular step 5.
- (4) Additional Longevity Pay equal to 2% of salary is given beginning on the 16th year of employment for management hired prior to 7/1/2016.
- (5) The General Manager position is a contract position. New GM contract start date is 8-8-2022, salary effective 8-8-2022.

Resolution No. 2022-2286

Revised / Adopted _____



Item Number 5
GM Review CF

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: October 20, 2022
Re: Fall 2022 Newsletter
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Staff recommends that the Board approve the publication of the Fall 2022 Newsletter.

BACKGROUND

The District produces a newsletter approximately every 6 months in order to update customers regarding subjects of interest about the District. Each newsletter typically has one main topic and three to four smaller articles. The fall newsletter has a few more articles than normal to touch on timely topics.

The target audience of the newsletter are the residents and businesses within the boundaries of the Las Gallinas Valley Sanitary District. The method of delivery will be by US postal service with a digital copy of the newsletter posted on our website.

Staff is planning to mail the newsletter towards the end of November which will be prior to the ribbon cutting event celebrating the completion of the plant upgrade.

PREVIOUS BOARD ACTION

On August 18, 2022, the Board discussed potential newsletter topics and gave staff direction to develop the newsletter. The following topics were chosen:

- Treatment Plant Upgrade Nearly Complete
- Welcome Curtis Paxton, New District General Manager
- District Solar Power Facility Upgrade
- Newest District Board Member Nearing One Year of Service
- Join the District in Helping Protect the Environment - Mercury Thermometer Exchange and Battery Recycling Program
- Wildlife SPOTLIGHT - Facts about the California River Otter
- Kids' Corner – Match the Truck with the Name

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The newsletter is budgeted in the 2022-23 Budget as part of the District's public outreach.

THE HERON

Las Gallinas Valley Sanitary District

Fall 2022

Welcome Curtis Paxton, New General Manager



After an extensive, four-month recruitment process, Curtis Paxton was selected as the District's new General Manager. He began work at the District on August 8, 2022. The Board is grateful to Chris DeGabriele for filling in as Interim General Manager during the months prior to Curtis joining the District.

Curtis, who lives in Napa, is a graduate of California State Polytechnic University, Pomona, and holds a Professional Civil Engineer license in California as well as a Grade 5 wastewater treatment operator license. Prior to becoming the District's General Manager, he most recently served as Director of Utilities for the City of Vacaville, and previously as General Manager and an Executive Team Member for various water and wastewater Districts in Southern California.

Curtis is passionate about public service, special districts, and resource recovery, and highly values the District's top priority of protecting public health and the environment through its wastewater collection, treatment, and other services. The District Board and staff are happy to have Curtis as part of the team.

Treatment Plant Upgrade Nearly Complete!

Improved Wastewater Treatment Quality, Capacity, and Reliability for Las Gallinas Valley; More Recycled Water Supply for All Marin County

The District is happy to announce that our Secondary Treatment Plant Upgrade and Recycled Water Expansion Project, which began construction in spring of 2019, is almost complete! A key part of this project, the expansion of our recycled water production facility, was completed in early 2021. Now, after a great deal of hard work by staff and contractors, we are nearing the end of the entire project with new, upgraded facilities to carry out LGVSD's mission to protect public health and the environment through effective wastewater collection, treatment, and recycling services.

In the upcoming Spring 2023 issue of *The Heron* we'll provide more information about the elements of this monumental upgrade project, after we've officially "cut the ribbon" to commemorate its completion. In the meantime, you can get project details at LGVSD.org/construction.



Top: One of the two new secondary clarifiers.
Bottom: New aeration basin with bio-wheels.

Newest District Board Member Nearing One Year of Service

Ron Ford has served since January, 2022



Nearly one year ago, the District Board of Directors appointed Ron Ford to fill a vacant seat for the 10-month remainder

of the term for that seat. Since there were no challengers for that seat on the November 2022 ballot, he was appointed again, this time to a full four-year term. A 34-year resident in the area served by the District, Ron is on the District's 2022 Ad Hoc Engineering Committee helping oversee the completion of the facility upgrade, and represents the District on the North Bay Water Reuse Authority, Marin Special Districts Association, 2022 Operations Control Center Ad Hoc Committee, and 2022 Human Resources Ad Hoc Committee.

Kids' Corner Answer Key

- 1. **Dominator** – Boom truck used for pump station maintenance
- 2. **CNG Camera/Flusher Combo** – capable of cleaning and televising sewer mains
- 3. **Rodder** – Used in the mechanical cleaning of sewer mains
- 4. **Easement Machine** – Smaller flusher truck used to maintain sewer easements



When done reading this newsletter, please put it in your blue recycling bin with other recyclable paper items.

Wildlife Spotlight

Facts about the North American River Otter

Did you know that by the early 1900s, two centuries of unregulated fur trapping for their pelts had nearly wiped out the North American River Otter? Development and pollution degraded otter habitats in the San Francisco Bay Area, and local populations dwindled further. River otters have made a remarkable comeback in California, and have been spotted right here in the District's reclamation area. Here are interesting facts about this cute semi-aquatic mammal.

River otters:

- Inhabit more than just rivers, and are comfortable in any kind of water.
- Prefer water bordered by woods and with wetlands or marshes nearby.
- Can dive to a depth of 60 feet.
- Can stay submerged for a minute or more.
- Propel through the water as fast as 8 miles per hour, using its tail's strong, undulating movement.
- Spend two-thirds of their time on land, where they can run at speeds of up to 15 miles an hour.
- Have long whiskers which they use to detect prey in dark or cloudy water.
- Must consume up to 20 percent of their body weight every day to sustain their constant activity.
- Seek prey along the coasts of bays and wetlands, in the ocean, and in freshwater lakes.

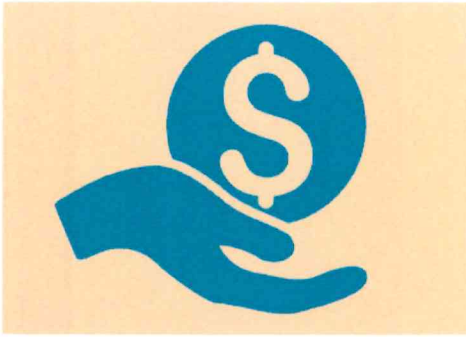


Credit: Dmitry Azovtsev

- Have a varied diet, including fish, crayfish, crabs, frogs, birds' eggs, birds, and reptiles such as turtles.
- Can prey on small mammals such as muskrats or mice.
- Can grow to three-to-four feet long including their tail (which is about 1/3 of its total length), and can weigh from 11 - 30 pounds.
- Are very playful, and communicate with whistles, yelps, growls, and screams, as well as touch and body posture.



Credit: Bob Gunderson, courtesy of River Otter Ecology Project (riverottreecology.org)



Programs Help Offset Your Costs

Low-Income Sewer Rate Assistance and Lateral Repair Assistance

Low-Income Sewer Rate Assistance Program

Earlier this year the Las Gallinas Valley Sanitary District Board of Directors established a new Low-Income Sewer Rate Assistance Program. This program was developed to help low-income customers by providing a 10% rate discount for qualifying residential ratepayers. If you are enrolled in the PG&E Care Program and own your home, you most likely qualify.

To get more information and learn about eligibility for this program, please visit lgvsd.org/lisrap or call 415-472-1734.

Get Help with the Costs of Sewer Lateral Repair or Replacement

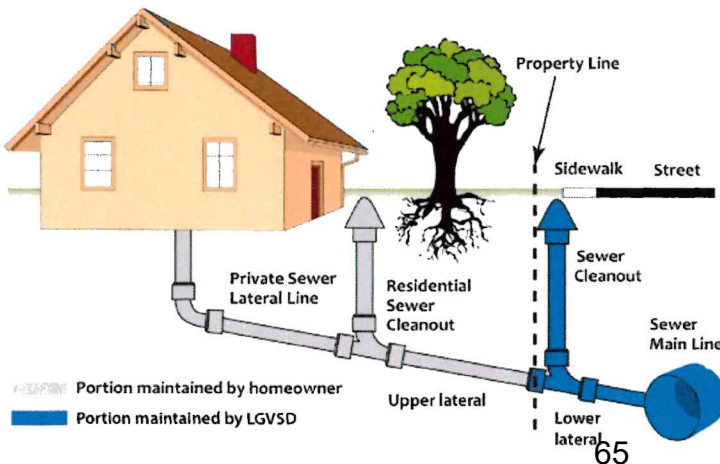
A sewer lateral is the private pipeline that runs from your home to the sewer main. It's the property owner's responsibility to keep the sewer lateral in good condition so it does not overflow or backup. As these pipelines age, they can develop cracks and leaks or be blocked – which can cause sewer

backups and potential spills and overflows. This is most often the result of tree or large shrub roots growing into the line (it's a good idea to avoid planting new trees or shrubs near sewer laterals or lines, or plant only appropriate species that are less likely to cause problems). Unfortunately, repairing damage to a lateral can be very expensive for homeowners.

But the good news is that the District has a Sewer Lateral Assistance Program that provides low interest loans to lessen the burden homeowners face when a sewer lateral needs repair or replacement.

Customers can apply to borrow up to \$10,000 to finance sewer lateral repair/replacement work, with 10 years to pay back the money at a low interest rate of 2%. For more information, please visit lgvsd.org (click on Sewer Lateral Assistance Program).

You're encouraged to take advantage of this program if your sewer lateral is in need of repair or replacement, to help make sure you're doing your part to prevent overflows or backups.



Join the District in Helping Protect the Environment

Mercury Thermometer Exchange and Battery Recycling Program

The Las Gallinas Valley Sanitary District encourages all residents to participate in this **FREE** program that helps protect the environment from toxic chemicals that are present in everyday products.

- **Exchange your mercury thermometer for a new digital one.** Did you know that even tiny amounts of mercury can be a serious threat to the health of people, wildlife, and the environment?



District residents can bring old, mercury-filled thermometers to our main office for safe disposal, and exchange them for new digital thermometers.

- **Drop off your old household batteries.** Household batteries contain at least 22 toxic elements including mercury, lead, and cadmium. The District provides you the opportunity to drop off your old household batteries for proper, safe recycling.



Bring these items for safe disposal/recycling, at no cost, to the District Office, 101 Lucas Valley Road, Suite 300, in San Rafael. If you have questions about the free drop-off/exchange program, please call (415) 472-1734. Program is limited to households only.

For information on how you can safely dispose of other household hazardous waste items, visit the Marin Household Hazardous Waste Facility website at marinhhw.com.

101 Lucas Valley Road, Suite 300, San Rafael, CA 94903
Phone (415) 472-1734 • Fax (415) 499-7715
www.lgvsd.org

Board of Directors

Megan Clark
Ronald Ford
Craig K. Murray
Judy Schriebman
Crystal J. Yezman

Board Meetings are

held at 4:00 PM on
the first and third
Thursday of each month,
presently via Zoom
teleconference

ECRWSS – Postal Customer

District Administration: Curtis Paxton, General Manager

The District received the District Transparency Certificate of Excellence by the Special District Leadership Foundation for 2022-2025 in recognition of its outstanding efforts to promote transparency and good governance.

Printed on recycled paper using soy-based inks.



Match the Truck with its Name!

Here are names and pictures of some of the big trucks used by Las Gallinas Valley Sanitary District for our wastewater collection process. Can you guess which name belongs to which truck? Write the name of the truck on the line under each picture — see if you can get them all!

Rodder • CNG Camera/Flusher Combo • Dominator • Easement Machine



10/20/2022

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, Operations Control Center Ad Hoc Committee , Other Reports

FORD

NBWRA, Marin Special Districts Association, 2022 Engineering Ad Hoc Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 HR Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, Other Reports

SCHRIEBMAN

JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc Committee, 2022 HR Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports

YEZMAN

Flood Zone 7, CSRMA, Marin Special Districts Association, 2022 Ad Hoc Engineering Sub-Committee re: STPURWE, 2022 Legal Services Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, 2022 McInnis Marsh Ad Hoc Committee Other Reports



**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

To be held on the _____ day of _____ from _____ a.m. / p.m. to
_____ day of _____ from _____ a.m. / p.m.

Location of meeting: _____

Actual meeting date(s): _____

Meeting Type: (In person/Webinar/Conference) _____

Purpose of Meeting: _____

Meeting relevance to District: _____

Request assistance from Board Secretary to register for Conference: YES NO

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

Please submit this form to the Board Secretary no later than 1 week prior to the Board Meeting.

10/20/2022

BOARD AGENDA ITEM REQUESTS

Agenda Item 7B

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentation

MARIN DROUGHT OUTLOOK

Late storms give more time for water source decisions

Rainfall in October, December boosted critically low reservoirs



The receding water line in October 2021. at Stafford Lake, the North Marin Water District's reservoir in Novato. Local reservoirs are now nearly 75% full following the unusual storms last October and December. PHOTOS BY SHERRY LAVARS — MARIN INDEPENDENT JOURNAL



Traffic cuts through flooding along Point San Pedro Road in San Rafael in October 2021.

BY WILL HOUSTON

WHOUSTON@MARINIJ.COM

The start of October marked the end of a roller coaster rainfall year in Marin County that included historic downpours and record dry periods.

A year ago, the county's main reservoirs were 33% full and approaching critically low levels after being wracked by two years of historic drought. Residents were placed under mandatory water use restrictions. The Marin Municipal Water District was scrambling to build a \$100 million pipeline across the Richmond-San Rafael Bridge to prevent running out of water as soon as mid-2022.

One year later, local reservoirs are now nearly 75% full — above average for this time of year — after being replenished by a series of unusual storms in October and December.

While last year's rains brought some relief, California has been in a drought for eight of the last 11 years. The past three years have been the driest ever in California dating back to when records began in 1895, according to the State Water Board and weather station data collected by the Desert Research Institute.

"Let's be clear. Things are going better this year than last year in most places in California because we got lucky," said Jeffrey Mount, professor emeritus at the University of California, Davis, and senior fellow at the Public Policy Institute of California's water center. "Instead of a repeat of 2021, we had the October record rains and then that very nice wet December and that was really enough to soften the blow."

"If we had another 2021 this year we would be having a different conversation," Mount said.

Now Marin water planners are faced with the decision of whether to potentially invest millions of dollars to obtain new water supply sources or to continue to rely on existing supplies and conservation.

“The record-breaking rainfall in October and December really provided us the time to consider what the next best move would be for the district in terms of augmenting water supply,” said Paul Sellier, water resources director for the Marin Municipal Water District.

Forecasts show California could experience an unusual third consecutive year of La Niña conditions, which is when Pacific Ocean waters are cooler along the equator. While the belief is that La Niña conditions mean a drier winter in northern California, the average rainfall in the Bay Area during the past 24 La Niña winters since 1950 has been above 90% of normal.

“What it really means for us in the central part of the state, it’s kind of a 50-50 chance of seeing wetter or drier conditions,” said Tony Williams, general manager of the North Marin Water District, which serves the Novato area and West Marin. “We’re always on that sort of dividing line.”

The Marin Municipal Water District, which serves 191,000 residents in central and southern Marin, has seven local reservoirs that are entirely reliant on rainfall. The reservoirs make up about 75% of the district’s total supply.

The district recorded about 51 inches of rain in the past “water year,” which runs from Oct. 1 through Sept. 30 of the following year. The average annual rainfall is about 52 inches.

Last year’s rainfall was nearly as much rain as the previous two water years combined. About 20.4 inches fell in the 2020-2021 water year — the district’s second-driest on record — and about 35 inches fell in the 2019-2020 water year.

The majority of the rain came from a series of “atmospheric rivers” in late October and December. Eighteen inches of rain fell in the Mount Tamalpais watershed in the last two weeks of October, making it the second-wettest October on the district’s records, behind the 26 inches that fell in October 1890.

One storm in October dumped nearly 11 inches of rain on Mount Tamalpais in a day, setting a district record for the most rainfall in a 24-hour period.

By the end of the year, the district’s reservoirs had refilled from near critically low levels of 32% to nearly 92%.

The North Marin Water District received 7.6 inches of rain in October, several times more than the 1.4 inches it receives for the month on average. The October rainfall was nearly as much rain as the district recorded for the entire 2020-2021 water year, which was its driest in records dating back to 1916.

But conditions shifted from January through March, the time of year that historically brings the majority of Marin’s rainfall.

The Marin Municipal Water District recorded only 2 inches of rain in January and February. The rainfall for this two-month period was the driest on record not only for the district but for California. Typically, the district receives about 20 inches of rain during that period, Sellier said.

The North Marin Water District recorded 19 inches of rain by the end of the water year, falling short of its average of 27 inches. The district’s only reservoir at Stafford Lake, which is typically only used during the summer, is now 46% full, which Williams said is better compared to last year at this time when it was at 28% of capacity.

Williams said the impacts of climate change are expected to affect the typical precipitation patterns in California.

“It’s going to come very sporadically and different from the patterns that we’re used to,” Williams said. “We’re starting to see that already, that the typical wet months of January and February are

really not the wet months anymore.”

Both water agencies expect to have enough water stored to last through another dry winter. The Marin Municipal Water District expects to have reservoirs at nearly 70% of capacity by the start of December.

However, should this winter prove to be drier than normal and reservoirs only receive about 25% of their average runoff, the district could find itself in a similar position to where it was in the fall of 2020, according to district projections.

The district has about a two-year supply of stored water in its reservoirs compared to four-year supplies among other Bay Area water suppliers. The district’s storage capacity, as well as its reliance on rainfall and water imports from Sonoma Water, make it more vulnerable compared to other agencies that have a larger portfolio of water sources, Mount said.

“Nobody else in the Bay Area got that close to the word nobody likes to use: rationing,” Mount said.

The district is studying several new sources of supply, including an intertie to the State Water Project, desalinization, recycled water expansion, expanding local reservoir storage and conservation improvements, among others.

Williams said the North Marin Water District has the option to pump Russian River water into Stafford Lake this winter if it turns out to be dry in order to ensure the lake has water for the summer months. The district previously pumped what amounted to a quarter of the lake’s capacity in the winter of 2020-2021 in anticipation of a dry year. Had it not done so, the lake would have run dry by the end of the summer of 2021.

“We likely wouldn’t start that until the December time frame,” Williams said. “We have a little bit more time to see how the climate predictions are shaking out.”

Both Marin water agencies also rely heavily on Russian River water imports from Sonoma Water. The agency provides roughly 25% of the annual supply for the Marin Municipal Water District and 75% of the North Marin Water District’s.

In the summers of 2021 and 2022, Sonoma Water cut 20% of its water imports in response to low levels at its two main reservoirs, Lake Sonoma and Lake Mendocino. The 20% reduction is set to expire at the end of this month.

If Lake Sonoma drops below 100,000 acre-feet of storage before July 15, water imports could be reduced by 30%, though other options may be available, according to Sonoma Water engineer Don Seymour. The lake has 109,000 acre-feet, which is about 45% of capacity and well below the 200,000 acre-feet it normally holds around this time of year, Seymour said.

DROUGHT

Water district to preview new supply possibilities

MMWD workshop will cover criteria for rating options



The Richmond-San Rafael Bridge stands beyond the fishing pier at the Marin Rod and Gun Club in San Rafael. Options for increasing Marin's water supply include building a pipeline across the bridge and building a desalinization plant along the bay shore. ALAN DEP/MARIN INDEPENDENT JOURNAL



Water rushes down the spillway Jan. 6 at Kent Lake in the Mount Tamalpais watershed. Rainfall in the early winter filled the reservoir to its limit. PHOTO BY ZEMPIRIAN, SUPPLIED TO THE MARIN JOURNAL BY THE DISTRICT.

BY WILL HOUSTON

WHOUSTON@MARINIJ.COM

As part of its study of new water supplies, the Marin Municipal Water District plans a public workshop later this month to review how it will rate and compare the various options it is considering.

The online meeting at 5 p.m. Oct. 25 will provide an opportunity for the public to ask questions of district staff and its consultants who are drafting the water supply report.

The rating system was presented to the board in late September. It reviewed supply options such as desalination plants, increasing local reservoir storage, expanding recycled water distribution, new imported water from Sonoma County, interties to Central Valley water agencies and conservation measures.

District staff and consultants emphasized that some rating criteria can be easily quantified, such as water yield and cost, while others such as public perception, environmental impact, reliability and legal hurdles are more subjective and open to debate.

"This isn't your classic exam question with one right answer," district water resources manager Paul Sellier told the utility's board last month.

The ratings are not meant to identify one project that stands out above all the rest, staff said, but to eventually create a portfolio of supply options, each with its own drawbacks and benefits, that would work best for the district to weather future droughts.

"We think of this like you're investing in a mutual fund that has a combination of investments," district consultant Armin Munevar of Jacobs Engineering told the board last month. "You're not

buying a single stock that may go bust. You're kind of buying down risk by taking a portfolio approach."

The district began studying new supply options after facing the possibility last year of depleting local reservoirs as soon as mid-2022 following two years of drought. To avoid this outcome, the district prepared to construct an emergency \$100 million pipeline across the Richmond-San Rafael Bridge to pump in water purchased from the Sacramento Valley.

The project was put on hold after storms late last year nearly refilled local reservoirs. The storms provided the district more time to study a wider range of new water supply options.

The district, which serves 191,000 central and southern Marin residents, obtains about 75% of its water from seven reservoirs in the Mount Tamalpais watershed. The reservoirs hold about a two-year supply of water compared to other Bay Area water agencies that have about a four-year supply. The reservoirs can hold a maximum of about 80,000 acre-feet of water, with one acre-foot equating to about 326,000 gallons. The remaining 25% of the district's supply comes from imported Russian River water purchased from Sonoma Water.

The district's two-year reservoir storage is entirely dependent on rainfall, making it particularly vulnerable to short periods of intense drought, staff said.

As part of the supply study, the district is stress-testing each of the proposed water supply options against a severe four-year drought scenario combining the conditions of the district's two droughts of record in 1976-77 and 2020-2021.

"This very intense four-year drought is the drought where we have the most significant impacts," said Ben Horenstein, the district's general manager.

While the district's reservoirs can hold about 80,000 acre-feet of water, only about 50,000 acre-feet are considered to be a reliable supply. When total storage drops below 30,000 acre-feet, the district considers about 20,000 acre-feet to be an emergency backup supply. If storage dips to 10,000 acre-feet or below, that water is considered to be "dead pool" because of the inability to pump water to treatment plants and siltation issues at those low water levels.

The study states that the district would need an additional 6,500 to 7,500 acre-feet of water per year during this severe four-year drought scenario to avoid dipping below that 30,000 acre-foot storage level.

The initial ratings presented in late September and up for public review later this month show no single answer, according to district staff and consultants. Desalinization plant proposals, which vary from a local plant on San Pablo Bay to a regional plant operated by multiple Bay Area water agencies, had strong ratings in water yield and reliability but had poor marks because of high costs and environmental impacts. Additionally, building and financing such a plant would require voter approval.

Recycled water expansion projects were rated to have both low water yield and some of the highest costs of any supply options.

Raising dams at some of the district's larger reservoirs would yield more water, but at a higher cost compared to installing adjustable gates on existing dam spillways. Other factors would have to be considered too, however, including changes to the district's water rights and the potential for the state to change how much water the district must release into creeks for wildlife.

"We need to have a good handle on whether or not you're going to be able to keep that water or how much of it you're going to have to share," Marin Conservation League board member Roger Roberts told the board last month.

No particular project has been recommended yet, but district board members said they agree that several options will be needed to weather future droughts.

"I think a silver bullet approach is definitely not where the district needs to go," district board member Cynthia Koehler said during the September meeting. "Having the kind of redundancy that you get with a portfolio approach seems to me to be the right thing."