



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
 Gary E. Robards
 Crystal J. Yezman

The Mission of the Las Gallinas Valley Sanitary District is to protect public health and our environment, providing effective wastewater collection, treatment, and resource recovery.

BOARD MEETING AGENDA

February 15, 2024

MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, OR ON THE DISTRICT WEBSITE WWW.LGVSD.ORG

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 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.

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 the Board Minutes for February 1, 2024
- B. Approve the Warrant List for February 15, 2024
- C. Approve Board Compensation for January 2024
- D. Approve Resolution 2024-2322 Declaring that Certain Property is Surplus Property and May Be Disposed Of

Possible expenditure of funds: Yes, Item B and C.

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

4:10 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. FutureSense Employee Cultural Assessment Report – presentation
- 2. General Manager’s Report – verbal
- 3. Administrative Department Report – written
- 4. Engineering Department Report – written
- 5. Quarterly Financial Report – written
- 6. LGVSD Website update- presentation

5:30 PM

4. GENERAL MANAGER CONTRACT AMENDMENT

Board to review and discuss the General Manager's Contract Amendment.

5:40 PM

5. BOARD MEMBER REPORTS:

1. CLARK

- a. NBWA Board Committee, Operations Control Centers Ad Hoc Committee, GM Salary Negotiation Ad Hoc Committee, Fleet Management Ad Hoc Committee, 2024 FutureSense Ad Hoc Committee, CASA Workforce Committee, Other Reports

2. FORD

- a. NBWRA, Operations Control Center Ad Hoc Committee, Flood Zone 6, McInnis Marsh Ad Hoc Committee, Fleet Management Ad Hoc Committee, San Francisco Bay Trail Ad Hoc Committee, CASA TRIG Committee, Other Reports

3. MURRAY

- a. Marin LAFCo, Flood Zone 6, Biosolids Ad Hoc Committee, CASA Energy Committee, Development Ad Hoc Committee, San Francisco Bay Trail Ad Hoc Committee, Other Reports

4. ROBARDS

- a. Gallinas Watershed Council/Miller Creek, Engineering Ad Hoc Committee re: STPURWE, McInnis Marsh Ad Hoc Committee, Development Ad Hoc Committee, FutureSense Ad Hoc Committee, Other Reports

5. YEZMAN

- a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Marin Special Districts, Biosolids Ad Hoc Committee, GM Salary Negotiation Ad Hoc Committee, Other Reports

5:50 PM

6. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal

5:55 PM

7. VARIOUS INDUSTRY RELATED ARTICLES

6:00 PM

8. ADJOURNMENT

FUTURE BOARD MEETINGS: MARCH 7 AND MARCH 21, 2024

AGENDA APPROVED:	Craig K. Murray, President	Patrick Richardson Legal Counsel
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CERTIFICATION: I, Teresa Lerch, Board Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before February 12, 2024 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held on February 15, 2024 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: February 8, 2024



Teresa L. Lerch
Board 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.

AGENDA ITEM 1

2/15/2024

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.

Agenda Item 2A
Date February 15, 2024

MEETING MINUTES OF FEBRUARY 1, 2024

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON FEBRUARY 1, 2024 AT 4:00 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903.

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig K. Murray, and Crystal Yezman.
- BOARD MEMBERS ABSENT:** Gary Robards
- STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer
- OTHERS PRESENT:** Patrick Richardson, District Counsel; Gregory Ramirez, Industrial Employer and Distributors Association
- ANNOUNCEMENT:** President Murray announced that the agenda had been posted as evidenced by the certification on file in accordance with the law
- PUBLIC COMMENT:** None.

CLOSED SESSION:

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON FEBRUARY 1, 2024, AT 4:01 P.M. AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left the meeting at 4:01 pm

CONFERENCE WITH LABOR NEGOTIATOR – Agency designated representative : Gregory Ramirez, Industrial Employer and Distributors Association; Employee organization : International Union of Operating Engineers Local 3:pursuant to Government Code Section 54957.6

ADJOURNMENT:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on February 1, 2024 at 4:17 p.m.

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Crystal Yezman
- STAFF PRESENT:** Curtis Paxton, General Manager, Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer, Greg Pease, Collections/Safety/Maintenance Manager; Mel Liebmann, Plant Manager;
- OTHERS PRESENT:** Patrick Richardson, District Counsel; Sarah Deslauriers, California Association of Sanitation Agencies

PUBLIC COMMENT: None.

REPORT ON CLOSED SESSION: President Murray reported that there was nothing to report.

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 January 18, 2024
- B. Approve the Warrant List for February 1, 2024
- C. Approve Murray attending CSDA Essential Best Practices of Board Members January 24-25, 2024
- D. Approve Robards attending the WateReuse Symposium Conference in Denver on March 11-14, 2024

ACTION:

Board approved (M/S Clark/Ford (4-0-1-0) the Consent Calendar items A through D.

AYES: Clark, Ford, Murray and Yezman.

NOES: None.

ABSENT: Robards

ABSTAIN: None.

3. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- 1. Advanced Clean Fleet Regulations – Presentation by Sarah Deslauriers, California Association of Sanitation Agencies. Discussion ensued.
- 2. General Manager’s Report – Paxton reported.
- 3. Collections/Maintenance/Safety Department Report – Pease reported.
- 4. Operations Department Report – Liebmann reported.

4. BOARD REPORTS

1. CLARK

- a. NBWA Board Committee – verbal report
- b. CASA Workforce Committee – no report
- c. Operations Control Centers Ad Hoc Committee – no report
- d. GM Salary Negotiation Ad Hoc Committee – no report
- e. Fleet Management Ad Hoc Committee – no report
- f. 2023 FutureSense Ad Hoc Committee – no report
- g. Other Reports– none

2. FORD

- a. NBWRA – no report
- b. Flood Zone 6 – no report
- c. Operations Control Centers Ad Hoc Committee – no report
- d. McInnis Marsh Ad Hoc Committee – no report
- e. Fleet Management Ad Hoc Committee – no report
- f. SF Bay Trail Ad Hoc Committee –no report
- g. CASA TRIG Committee – verbal report
- h. Other Reports – none

3. MURRAY
 - a. Marin LAFCO – no report
 - b. Flood Zone 6 – no report
 - c. CASA Energy Committee – no report
 - d. Biosolids Ad Hoc Committee – no report
 - e. Development Ad Hoc Committee – no report
 - f. SF Bay Trail Ad Hoc Committee – no report
 - g. Other Reports – CSDA webinars – written reports

4. ROBARDS - Absent
 - a. Gallinas Watershed Council/Miller Creek – no report
 - b. STPURWE Engineering Ad Hoc Committee – no report
 - c. McInnis Marsh Ad Hoc Committee – no report
 - d. Development Ad Hoc Committee – no report
 - e. FutureSense Ad Hoc Committee – no report
 - f. Other Reports – none

5. YEZMAN
 - a. Flood Zone 7– no report
 - b. CSRMA – no report
 - c. Marin Special District Association – no report
 - d. STPURWE Engineering Ad Hoc Committee – no report
 - e. Biosolids Ad Hoc Committee – no report
 - f. GM Salary Negotiation Ad Hoc Committee – verbal report
 - g. Other Reports– none

5. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – None
- B. Board Agenda Item Requests – None
 Director Yezman mentioned that Mary Sackett, Marin County Supervisor, is speaking to the Santa Venetia Neighborhood Association on February 6, 2024.

6. MISCELLANEOUS DISTRICT ARTICLES

Discussion ensued.

7. ADJOURNMENT:

ACTION:

Board approved (M/S Clark/Yezman 4-0-1-0) the adjournment of the meeting at 6:00 p.m.

AYES: Clark, Ford, Murray and Yezman.

NOES: None.

ABSENT: Robards

ABSTAIN: None

The next Board Meeting is scheduled for February 15, 2024 at 4:00 pm at the District office.

ATTEST:

Teresa Lerch, Board Secretary

APPROVED:

Ron Ford, Vice-President

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A and P Moving Inc								
105	A and P Moving Inc	4065276	Document Storage- Feb	01/31/24	96.80	.00		
Total A and P Moving Inc:					96.80	.00		
Adly, Ayad								
3485	Adly, Ayad	2324-10023	LISRAP 55 Schmidt Lane	02/07/24	123.50	.00		
Total Adly, Ayad:					123.50	.00		
ArcSine Engineering								
255	ArcSine Engineering	15571	SCADA On-call support for Pump Station, Plant	01/24/24	5,694.20	.00		
255	ArcSine Engineering	15571	SCADA On-call support for Pump Station, Plant	01/24/24	5,694.20	.00		
255	ArcSine Engineering	15571	SCADA On-call support for Pump Station, Plant	01/24/24	5,694.20	.00		
Total ArcSine Engineering:					17,082.60	.00		
Aries Industries Inc								
260	Aries Industries Inc	427027	Truck Repair	01/30/24	982.41	.00		
260	Aries Industries Inc	427100	Repairs on ITV Camera Truck	02/01/24	276.84	.00		
Total Aries Industries Inc:					1,259.25	.00		
Beale, Kristina								
3450	Beale, Kristina	2324-10024	LISRAP 37 San Pablo Ave	02/07/24	123.50	.00		
Total Beale, Kristina:					123.50	.00		
Bellecci & Associates Inc								
355	Bellecci & Associates Inc	210068.00-000	On-Call Inspection Services for Collection Syste	02/06/24	1,512.00	.00		
Total Bellecci & Associates Inc:					1,512.00	.00		
Block, Lisa								
3455	Block, Lisa	2324-10029	LISRAP 516 Wisteria Way	02/07/24	123.50	.00		
Total Block, Lisa:					123.50	.00		
Blocka Construction, Inc.								
3035	Blocka Construction, Inc.	01/25/2024	Digester MCC-2 Upgrade	01/24/24	34,200.00	.00		
Total Blocka Construction, Inc.:					34,200.00	.00		
Byers Law Office								
475	Byers Law Office	14743	Legal Services- Jan	02/01/24	5,940.00	.00		
Total Byers Law Office:					5,940.00	.00		
Central Marin Sanitation Agency								
650	Central Marin Sanitation A	INV01376	County Wide Education Program	01/31/24	379.50	.00		
Total Central Marin Sanitation Agency:					379.50	.00		
Clark, Megan								
700	Clark, Megan	2023 WATERR	2023 WaterReuse Conference	02/07/24	1,791.87	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Clark, Megan:					1,791.87	.00		
Comet Building Maintenance								
715	Comet Building Maintenan	171430	Janitorial Services - JAN	01/21/24	1,670.00	.00		
Total Comet Building Maintenance:					1,670.00	.00		
Corcus Construction Inc.								
3175	Corcus Construction Inc.	1/31/2024	John Duckett Force Main Access Structures	01/31/24	21,466.58	.00		
Total Corcus Construction Inc.:					21,466.58	.00		
CPS HR Consulting								
780	CPS HR Consulting	0012128	Human Resources Consulting Services	01/27/24	5,208.84	.00		
Total CPS HR Consulting:					5,208.84	.00		
Data Instincts								
880	Data Instincts	3116	Provide Public Information & Awareness FY 202	11/30/23	3,138.75	.00		
880	Data Instincts	3142	Provide Public Information & Awareness FY 202	01/31/24	1,585.00	.00		
Total Data Instincts:					4,723.75	.00		
Direct Dental Administrators LLC								
925	Direct Dental Administrator	202401290000		01/29/24	45.00	.00		
925	Direct Dental Administrator	202401290000		01/29/24	26.00	.00		
925	Direct Dental Administrator	202401290000		01/29/24	64.00	.00		
925	Direct Dental Administrator	202401290000		01/29/24	34.00	.00		
925	Direct Dental Administrator	202401290000		01/29/24	16.00	.00		
925	Direct Dental Administrator	202401290000		01/29/24	69.00	.00		
925	Direct Dental Administrator	D20240209-28	Dental Payment	02/04/24	1,047.08	.00		
Total Direct Dental Administrators LLC:					1,301.08	.00		
Du-All Safety LLC								
960	Du-All Safety LLC	25042	Safety & Training FY 2023-24	01/31/24	4,728.00	.00		
Total Du-All Safety LLC:					4,728.00	.00		
EOA Inc								
1050	EOA Inc	LG34-1223	Technical support for NPDES Permits	12/01/23	2,084.89	.00		
1050	EOA Inc	LG34-1223	Technical support for NPDES Permits	12/01/23	11,814.36	.00		
Total EOA Inc:					13,899.25	.00		
Freyer & Laureta Inc								
1150	Freyer & Laureta Inc	24-029	Smith Ranch Pump Station Electrical Upgrades	01/26/24	2,052.75	.00		
1150	Freyer & Laureta Inc	24-029	Emergency Bypass Pumping Analysis & Respo	01/26/24	2,362.50	.00		
1150	Freyer & Laureta Inc	24-030	On-Call Contract for Engineering Services 2023	01/26/24	13,385.00	.00		
1150	Freyer & Laureta Inc	24-031	Marin Lagoon Pump Station Control Panel and	01/26/24	4,988.00	.00		
Total Freyer & Laureta Inc:					22,788.25	.00		
FutureSense LLC								
1160	FutureSense LLC	2561590	Employee Climate Assessment Services	01/31/24	17,325.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total FutureSense LLC:					17,325.00	.00		
Gardeners Guild								
1180	Gardeners Guild	115807	Maintenance for FEB	02/01/24	2,153.00	.00		
Total Gardeners Guild:					2,153.00	.00		
Golan, Claire								
3440	Golan, Claire	2324-10027	LISRAP 6 Woodstock Court	02/07/24	123.50	.00		
Total Golan, Claire:					123.50	.00		
GraphicSmith LLC								
1240	GraphicSmith LLC	12021	Internet Site Design	01/31/24	37.50	.00		
Total GraphicSmith LLC:					37.50	.00		
Hansel Auto Group Henry Curtis Ford								
1270	Hansel Auto Group Henry	238660	F-250 maintenance	01/29/24	254.85	.00		
Total Hansel Auto Group Henry Curtis Ford:					254.85	.00		
HASA Inc.								
3055	HASA Inc.	936589	Chemicals - Multi-Chlor	12/29/23	14,899.63	.00		
Total HASA Inc.:					14,899.63	.00		
Herb's Pool Service Inc								
1310	Herb's Pool Service Inc	768357-1	Misc. Supplies	01/09/24	320.99	.00		
Total Herb's Pool Service Inc:					320.99	.00		
Jackson's Hardware Inc								
1385	Jackson's Hardware Inc	1477740	Misc Supplies	02/02/24	144.18	.00		
1385	Jackson's Hardware Inc	147934	Misc. Supplies	02/06/24	150.20	.00		
Total Jackson's Hardware Inc:					294.38	.00		
Kennedy Jenks Consulting Inc								
1440	Kennedy Jenks Consulting	169177	Amend #1 Integrated Wastewater Master Plan	01/24/24	3,057.60	.00		
Total Kennedy Jenks Consulting Inc:					3,057.60	.00		
Kenwood Energy								
1445	Kenwood Energy	LGVSD-2402	Solar PV System Upgrades Assistance During	02/07/24	6,732.50	.00		
Total Kenwood Energy:					6,732.50	.00		
Lenci, Giorgio								
3430	Lenci, Giorgio	2324-10026	LISRAP 547 Woodbine Drive	02/07/24	123.50	.00		
Total Lenci, Giorgio:					123.50	.00		
Lueras, Richardo								
3460	Lueras, Richardo	2324-10022	LISRAP 305 Vendaia Dr	02/07/24	123.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Lueras, Richardo:					123.50	.00		
Marin Ace								
1560	Marin Ace	71165	Misc Supplies	01/26/24	8.73	.00		
Total Marin Ace:					8.73	.00		
Meyer, Susan								
3475	Meyer, Susan	2324-10033	LISRAP 110 Panorama Drive	02/07/24	123.50	.00		
Total Meyer, Susan:					123.50	.00		
Miller, Laura								
3510	Miller, Laura	2324-10034	LISRAP 109 Sylvia Way	02/07/24	123.50	.00		
Total Miller, Laura:					123.50	.00		
North Valley Labor Compliance Services								
1795	North Valley Labor Complia	005306	Labor Compliance Services for Lower Miller Cre	01/31/24	150.00	.00		
Total North Valley Labor Compliance Services:					150.00	.00		
Oughourlian, Carlo								
3465	Oughourlian, Carlo	2324-10032	LISRAP 12 Bayhills Drive	02/07/24	123.50	.00		
Total Oughourlian, Carlo:					123.50	.00		
Painter, Brita								
3470	Painter, Brita	2324-10031	LISRAP 636 Kernberry Drive	02/07/24	123.50	.00		
Total Painter, Brita:					123.50	.00		
Platt Electric Supply								
1995	Platt Electric Supply	4U28207	Misc. Supplies	01/25/24	26.20	.00		
1995	Platt Electric Supply	4U28384	Misc. Supplies	01/25/24	.66	.00		
Total Platt Electric Supply:					26.86	.00		
Poor, Mary								
3490	Poor, Mary	2324-10028	LISRAP 55 Forest Lane	02/07/24	123.50	.00		
Total Poor, Mary:					123.50	.00		
Precision Crane Service Inc.								
2025	Precision Crane Service In	95048	Screen Removal	01/12/24	1,320.00	.00		
2025	Precision Crane Service In	95049	Replace lift conveyor	01/12/24	1,320.00	.00		
Total Precision Crane Service Inc.:					2,640.00	.00		
Satcom Global								
2310	Satcom Global	AI02240182	Satelite Phone Service	02/01/24	57.54	.00		
2310	Satcom Global	AI02240182	Satelite Phone Service	02/01/24	57.54	.00		
2310	Satcom Global	AI02240182	Satelite Phone Service	02/01/24	57.54	.00		
Total Satcom Global:					172.62	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Sean Komaie								
3515	Sean Komaie	1/31/24	Escrow retention #1	01/31/24	1,129.82	.00		
Total Sean Komaie:					1,129.82	.00		
Sitzmann, Maureen								
2375	Sitzmann, Maureen	2324-10030	LISRAP 1268 Idylberry Road	02/07/24	123.50	.00		
Total Sitzmann, Maureen:					123.50	.00		
SVNA								
3525	SVNA	ANNUAL DUE	SVNA Membership	02/07/24	40.00	.00		
Total SVNA:					40.00	.00		
Towne Communications, Inc.								
2565	Towne Communications, In	130399	Phone system	01/29/24	176.60	.00		
Total Towne Communications, Inc.:					176.60	.00		
Unicorn Group								
2625	Unicorn Group	43757 FEB	Newsletter Mailing	02/06/24	8,404.68	.00		
Total Unicorn Group:					8,404.68	.00		
Univar USA Inc.								
2655	Univar USA Inc.	51801388	Sodium Bisulfite	01/23/24	9,802.04	.00		
2655	Univar USA Inc.	51817820	Sodium Bisulfite	01/30/24	9,667.94	.00		
2655	Univar USA Inc.	51830744	Sodium Bisulfite	02/05/24	8,615.40	.00		
Total Univar USA Inc.:					28,085.38	.00		
USA BlueBook								
2680	USA BlueBook	INV00262006	Misc. Supplies	01/30/24	202.06	.00		
2680	USA BlueBook	INV00262086	Misc. Supplies	01/30/24	1,188.79	.00		
Total USA BlueBook:					1,390.85	.00		
West Yost								
2775	West Yost	2056711	Grant funding, tracking and application services	12/31/23	1,272.75	.00		
Total West Yost:					1,272.75	.00		
Wiltey, Edward								
3445	Wiltey, Edward	2324-10025	LISRAP 3 Cherry Hill Drive	02/07/24	123.50	.00		
Total Wiltey, Edward:					123.50	.00		
Zenon Environmental Corporation								
2455	Zenon Environmental Corp	902525530	Pump Parts	01/31/24	1,330.40	.00		
Total Zenon Environmental Corporation:					1,330.40	.00		
Grand Totals:					229,557.41	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Board Member: _____

General Manager: _____

Finance Manager: _____

Agenda Item 2c
Date February 15, 2024

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Ron Ford	4
Craig Murray	6
Gary Robards	3
Crystal Yezman	<u>3</u>
Total	<u><u>22</u></u>

Meeting Date: 2/15/2024
Paydate: 2/23/2024



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: MEGAN CLARK Month: JAN. 2024

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
1-4	REG.	✓	
1-18	REG.	✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1-5	NBWA - REG	✓	
1-29	OCC ad hoc	✓	
1-30	NBWA - CONF.	✓	
1-31	GM salary ad hoc	✓	
TOTAL		4	

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

2-6-24
Date

[Signature]
Administrative Services Manager Approved

2/6/24
Date

[Signature]
Board Secretary Received

2/6/24
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: January 2024

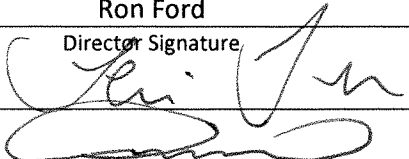
Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/04	Reg. Board	X	
1/18	Reg Board	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/8	Parks/DPW/Bay Trail	X	
1/28	OCC Ad/Hoc	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 Las Gallinas Valley Sanitary District.

Ron Ford
 Director Signature

 Administrative Services Manager Approved

1/31/2024
 Date
 2/1/24
 2/6/24
 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: January 2024

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
1/4/24	Board Meeting	X	
1/18/24	Board Meeting	X	
TOTAL		2/2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/6,21/24	Merrydale Road/Las Gallinas Creek Headwater Litter & Debris Removal c/o City of San Rafael: 1/6 0.5 hrs; 12/21 1.0 hrs		XX
1/12/24	Marin LAFCo – Strategic Plan Session		X
1/16/23	CSDA Webinar: Prevailing Wage Update 2024		X
1/23/24	CSDA Webinar: Keeping Up with the Brown Act	X	
1/24/24	San Rafael Safe Routes Task Force – Marin Safe Routes to School Quarterly Meeting: Presented status of City grant for Venetia Valley School Path under 101 fwy south of SMART Civic Center Station		X
1/23,24/24	CSDA Board Member Best Practices Webinar	XX	
1/25/24	CASA-Air Quality, Climate Change & Energy (ACE) Workgroup Meeting (cancelled for CASA Winter Conference)	X	
1/30/24	CSDA Webinar: Annual Employment Law Update 2024	X	
1/31/24	Eminent Domain 2023 Case Law Legal Update – Wendel Fennemore IRWA Chapter 2 and Chapter 27		X
TOTAL		4/10	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	6/12
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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.



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Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Craig K. Murray

January 30, 2024

Director Signature

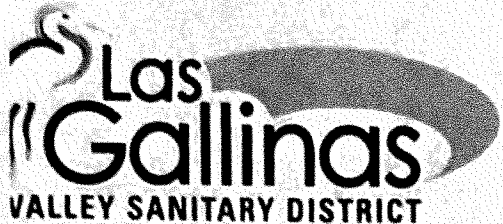
Date

Administrative Services Manager Approved

2/6/24
Date

Board Secretary Received

1/30/24
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: GARY ROBARDS Month: Jan 2024

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
1/4	REG BOARD MEETING	X	
1/18	REG BOARD MEETING	X	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/8	LGUSD Mc Innis Marsh	X	
TOTAL			

Total Meetings for which I am Requesting Payment: 3
 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.

Gary Robards
 Director Signature

1/30/24
 Date

[Signature]
 Administrative Services Manager Approved

2/6/24
 Date

[Signature]
 Board Secretary Received

1/30/24
 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: Crystal Yezman Month: Jan 2024

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
1/4/24	Regular Board Mtg.	X	
1/18/24	Regular Board Mtg.	X	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/31/24	Gm Ad Hoc	X	
TOTAL			

Total Meetings for which I am Requesting Payment: 3
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.

[Signature]
 Director Signature

2/1/2024
 Date

[Signature]
 Administrative Services Manager Approved

2/6/24
 Date

[Signature]
 Board Secretary Received


2/1/24
 Date



Item Number 2D

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcdonald@lqvsd.org
Meeting Date: February 15, 2024
Re: Disposition of Surplus Vehicles
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Board to adopt Resolution No. 2024-2322 declaring that certain property is Surplus Property and may be disposed of.

BACKGROUND

The District owns three pickup trucks that have reached the end of their useful life. The vehicles were initially planned for surplus in 2020 and replacement vehicles were purchased as part of the 2020-2021 budget. The vehicles were kept in service during the COVID-19 pandemic as health orders early in the pandemic required one-person per vehicle and these trucks allowed the collection staff to perform their work. With the pandemic over and crews riding together in one truck, these vehicles are no longer needed and are taking up valuable parking space at the plant.

District staff has determined that the vehicles have reached the end of their useful life, and they are no longer needed in the operations or the plant or collections departments.

Adoption of the resolution will allow the sale of the proposed vehicles as surplus through the authorized disposition procedures as required under District Policy F-130 Disposal of Surplus Equipment and Property.

PREVIOUS BOARD ACTION

None.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Upon sale of the surplus vehicle, the District could realize a small amount of revenue that will be deposited into the Vehicle Replacement Reserve and reported as Sale of Assets. Estimated proceeds of \$10,000.

Additionally, a minor amount of staff time will be necessary to assist with processing the necessary documentation to liquidate the vehicles.

RESOLUTION NO. 2024-2322

**A RESOLUTION DECLARING THAT CERTAIN PROPERTY IS SURPLUS PROPERTY
AND MAY BE DISPOSED OF**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, from time to time the staff of the Las Gallinas Valley Sanitary District inventories District property to determine the continued usefulness of such property in the operations of the District, and

WHEREAS, District staff has determined that certain property as listed on Attachment A is surplus and is no longer needed in the operations of the District.

NOW, THEREFORE, be it resolved that the Board of Directors approves the sale or disposal of such surplus property, pursuant to California Health and Safety Code § 6514, listed on Attachment A which is no longer utilized or necessary in the operations of the Las Gallinas Valley Sanitary District.

* * * * *

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 February 15, 2024, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Craig K. Murray, Board President
Las Gallinas Valley Sanitary District

RESOLUTION NO. 2024-2322

ATTACHMENT A

LAS GALLINAS VALLEY SANITARY DISTRICT

SURPLUS PROPERTY

Surplus property consists of the following items:

- 2003 Toyota Tacoma Pickup – Operations Department Equipment - Asset ID 28
- 2008 Chevrolet Silverado Pickup – Collections Department Equipment – Asset ID 42
- 2008 Chevrolet Silverado Pickup – Collections Department Equipment – Asset ID 43



Employee Cultural Assessment Report

January 31, 2024

Prepared by FutureSense, An Alliant Company

Contributors:

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Lindsay Armstrong

Michelle Lazear

Zack Newman

FutureSense, An Alliant Company
415-299-4456 jim@futuresense.com

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DISCLAIMERS AND CONFIDENTIALITY

This report has been produced independently by FutureSense, An Alliant Company (“FutureSense”) at the request of the Las Gallinas Valley Sanitary District (“LGVSD”) Board of Directors. The contents of this report are confidential, and the LGVSD board and management retains the property rights to the report.

This confidential report is intended solely for use by the board and management. This report should not be reproduced, whole or in part, or shared with any unauthorized party without the express written permission of the Chair of the Board of LGVSD.

FutureSense has prepared the information, statements, statistics and commentary contained in this report after participating in a discovery process including interviews, document review, an electronic survey, etc. FutureSense does not express an opinion as to the accuracy or completeness of the information provided to them, the assumptions made by the parties that provided the information or any conclusions reached by those parties. The information used in this report has not been subject to an independent audit.

FutureSense does not purport to be legal or employment counsel. The information contained in this report does not represent legal opinion or otherwise engage in the practice of law. All recommended actions contemplated should be reviewed with appropriate counsel. In addition, this report is not intended to be a performance review, nor a 360-degree review of any individual or team and should not be interpreted as such.

Background

Historically, FutureSense, a management consulting and professional services firm, has assisted the Las Gallinas Valley Sanitary District (LGVSD) to better understand the LGVSD organizational climate through a discovery and research process.

- June 2017 – we completed a comprehensive review including interviews of staff and board, an electronic survey instrument and focus groups.
- August 2018 - LGVSD commissioned FutureSense to conduct an interim study, using the electronic survey instrument only.
- October 2019 - LGVSD engaged with FutureSense to continue the study, focusing on the evolving organizational culture. This project highlighted cultural themes and provided recommendations on how to continue to improve the overall culture.
- October 2021 - LGVSD engaged with FutureSense to continue the study to understand the LGVSD organizational climate again better through our process. This was a comprehensive review including interviews of management, staff, and board, and an electronic survey instrument.
- June 2022 - LGVSD engaged with FutureSense to conduct an employee pulse survey to compare results of previous years.
- November 2023 – LGVSD engaged with FutureSense to continue the study to understand the organizational culture at LGVSD and how it has evolved over the years. This was a comprehensive review including interviews of all staff, and an electronic survey instrument.

Throughout these studies, we have used the same electronic instrument and process to show changes – both positive and negative – in the climate and culture based on input from participants and compared to a normative data base.

Areas of Discovery

We utilized the same electronic engagement survey, sponsored through SurveyMonkey, to assess the following key climate areas:

- 1. Career Development**
- 2. Work Engagement**
- 3. Relationship Management**
- 4. Compensation**
- 5. Benefits**
- 6. Work Environment**

In addition, through live interviews with management and staff, we focused on gaining insight into the following areas. Not all interviewees were asked exactly the same questions, but this provided the opportunity to gain commentary to support or refute findings from the electronic survey.

1. **Environment.** What would your ideal work environment feel like or look like?
2. **Culture.** How would you describe the current culture at LGVSD?
3. **Pride.** What makes you proud to work (or serve) at LGVSD?
4. **Obstacles.** Are there any behaviors, attitudes and interactions that get in the way of an effective team culture at LGVSD?
5. **Communications.** What would help to create effective communication and teamwork?
6. **Transparency.** Does LGVSD make it comfortable to learn, contribute and speak up without fear of being embarrassed or marginalized in some way?
7. **Strengths.** What are the strengths of the organization?
8. **Improvements.** What are some areas where you would like to see improvement?

Findings

A note about the findings in this report - the statements in this report are indicative of themes that were discovered. FutureSense uses the following definitions during discovery:

Category	Definition
Interesting Observation	1-2 individuals noted or commented on an issue. These were considered individual perspectives and NOT included in this report.
Definitive Findings	These were consistent themes heard across various departments and levels within the organization with substantial examples to support the claims. There may not have been total consensus in every interview and/or focus group, but the theme came through clearly in most of the interviews, as well as the survey data. These ARE included in this report.

To protect confidentiality, FutureSense did not include every example or produce every piece of evidence offered as it would compromise the confidentiality of the participants. This report presents a significant number of findings as well as recommendations.

Executive Summary

The stakeholder interview process conducted at LGVSD unveiled critical insights into the organization's work environment, culture, and operational dynamics. Through a series of in-depth interviews with employees across various departments, several overarching themes emerged, providing a comprehensive view of the organization's strengths, weaknesses, and areas of improvement.

Pride and Purpose

The sense of pride emanating from genuine accomplishment in protecting the environment and serving the community is deeply ingrained within LGVSD. Despite being an understated entity that often operates quietly, the organization plays a pivotal role in ensuring the smooth functioning of the city. Individuals working within LGVSD exhibit a strong connection to their purpose, feeling a genuine drive to serve and give back. Their efforts are geared towards innovation, seeking cost-effective and environmentally friendly solutions, even if their smaller scale poses challenges in pioneering initiatives. Overall, the collective effort at LGVSD is guided by a commitment to benefiting the community and creating a positive impact on the lives of those it serves.

Training, Growth & Learning Opportunities

Employees appreciate the organization's commitment to sending them to both internal and external training courses. Leadership's active support in providing these opportunities, also from a flexibility and a budgetary standpoint, contributes to a positive work environment. Quarterly safety lunches and training sessions are also appreciated. A commitment to training opportunities ensures a holistic approach to skill development and promotes a culture of continuous learning and professional growth.

Culture and Team Cohesion

The employee feedback created a picture of lacking team cohesion and cultural issues plaguing LGVSD, reflecting an internal dynamic centered more on individualism rather than collective progress. There's a prevalent sense of internal competition that hampers collaboration, as individuals are more focused on their personal needs rather than working cohesively as a team. The atmosphere appears steeped in negativity and complaining, with some members bringing down morale and hindering a positive work environment. Moreover, there seems to be a long-standing pattern of conflict avoidance, where issues are pushed under the rug instead of being resolved. Addressing these cultural challenges demands a shift from an individualistic mindset to one that values collaboration, open communication, and collective problem-solving. There is also a desire to increase cohesion by providing opportunities to interact socially as individuals outside of work.

Psychological Safety:

The interviews shed light on a concerning lack of psychological safety within LGVSD, as evidenced by several remarks that reflect a stifled environment for open communication and input. Responses to questions often include dismissive phrases like "I hear you," followed by no meaningful follow-up, indicating a lack of genuine listening or engagement. There's a pervasive apprehension among staff about offering suggestions, further aggravated by instances where ideas are swiftly dismissed without consideration. Encouraging a culture where every voice is valued, fostering open and non-punitive discussions, promoting honesty in reporting mistakes, and actively soliciting and acknowledging staff input are crucial steps toward building psychological safety, generating buy-in, and enhancing morale within the organization.

Trust and Change Management

The evident lack of effective change management within LGVSD has significantly impacted trust among its members. The ongoing dramatic organizational restructuring, coupled with frequent leadership changes, departmental shifts, and major projects causing stress, has created an environment of uncertainty and distrust. This tumultuous atmosphere has led to an increase in grievances, with the grievance process sometimes being manipulated and abused. The resulting lack of trust hampers honesty and transparency. For example, lack of trust inhibits individuals from openly reporting violations and owning up to mistakes, essential aspects for maintaining integrity and accountability within their roles. Also, following up on staff concerns and suggestions is pivotal in fostering trust. For example, multiple interviewees questioned whether LGVSD has implemented the recommendations provided by previous FutureSense reports. Effective change management, along with transparent, open communication, is crucial to rebuild trust and foster an environment conducive to honesty and integrity.

Professionalism, Respect & Inclusion

There is commendation for mutual respect and inclusion within specific workgroups. Efforts to balance workloads to foster fairness and respect within teams are recognized positively. However, challenges arise from a predominantly male staff contributing to an old-fashioned attitude and decisions are made without diverse perspectives. The need for increased female representation was emphasized, highlighting the importance of a diverse workforce. Additionally, immature behavior or practical joking was noted as a disruption to the workplace. To improve, LGVSD should actively promote diversity and inclusion, providing training for decision-makers to consider diverse perspectives, and addressing unprofessional behavior promptly. Increased awareness of these concerns and the intentional effort to create a feeling of belonging can contribute to a more inclusive and respectful workplace culture.

Perception of Management

Perceptions of management at LGVSD present a nuanced picture. Positive aspects include supportive leadership that prioritizes the plant's needs, and the presence of open-door policies are commendable. However, challenges emerge from certain departments not working well together, an undercurrent of distrust with management, and issues with tensions in specific departments. Feedback indicates concerns about managers' approach, for example exhibiting passive-aggressive behavior. Additionally, there is a perceived inequity due to compensation related decisions which have fueled gossip and negatively affected team culture. There is a desire for management to address this issue head on. To improve, LGVSD should focus on enhancing interdepartmental collaboration, fostering trust through transparent communication, and addressing issues related to negative behaviors promptly. Encouraging a more approachable leadership style, active listening, and proactive measures to resolve issues can contribute to a healthier team culture. The GM's efforts to improve culture should continue, with a particular emphasis on addressing specific concerns raised by staff.

Decision-Making

The feedback on decision-making at LGVSD highlights a mix of concerns and areas for improvement. There is a shared desire for more decisiveness and avoiding the perception of chasing moving targets. Recommendations include defining objectives before starting tasks to gain buy-in from others and taking ownership and responsibility when things go wrong to prevent a blame culture. Employees also highlight the importance of considering the future and planning for long-term viability, particularly in major projects where substantial financial investments are involved. The example was provided where more employees are working overtime through the night, due to decisions that have impacted operational efficiency. This can have cascading effects on employee morale and workload. Decision-making was noted to take place at the leadership level, with little communication or staff involvement. To enhance the decision-making process, LGVSD may benefit from fostering a more collaborative approach, incorporating diverse perspectives, and ensuring transparency and accountability in the implementation of decisions, particularly in major projects with long-term implications.

A) Strengths:

LGVSD demonstrates notable strengths, particularly in providing opportunities for professional development and growth. Additionally, staff members express a strong sense of purpose, feeling connected to their roles and proud of the organization's essential service to the community. The willingness to support others is evident in the encouragement to attend workshops, the open-door policy for discussions, and efforts to build rapport through events. These strengths contribute to a positive work environment that values learning, purpose, and mutual support.

Career Development	I am satisfied with my opportunities for professional growth.	3.21	3.04	3.71	3.68	3.54	3.66
	I am pleased with the career advancement opportunities available to me.	3.29	2.96	3.36	3.59		
	My organization is dedicated to my professional development.	3.04	3.04	3.32	3.71		
	I am satisfied with the job-related training my organization offers.	3.07	3.04	3.68	3.57		
	I am satisfied that I have the opportunities to apply my talents and expertise.	3.21	3.08	3.54	3.90		
I am satisfied with the investment my organization makes in training and education.	3.32	3.21	3.64	3.54			

- **Growth & Development Opportunities:**
 - Employees value the opportunity and investment in their growth by providing job-related training.
- **Sense of Accomplishment and Environmental Impact:**
 - Employees feel a genuine sense of accomplishment and pride in their work, particularly in contributing to environmental protection and providing amenities like walking trails.

B) Weaknesses:

One of the prominent themes emphasized the necessity to build psychological safety within the workplace, encouraging open communication, and nurturing a culture where diverse perspectives are valued. Addressing these concerns would enable LGVSD to tap into a wealth of innovative ideas and enhance team collaboration. Also, mutual respect for people and their ideas will support team building and healthy conflict resolution.

Relationship Management	Communication between senior leaders and employees is good in my organization.	3.75	3.38	2.75	3.61	3.38	4.03
	I am able to make decisions affecting my work.	3.54	3.17	3.61	3.94		
	Managers and supervisors within my organization recognizes strong job performance.	2.68	2.74	2.96	N/A		
	My supervisor and I have a good working relationship.	3.61	3.71	4.14	4.24		
	My coworkers and I have a good working relationship.	3.36	2.96	4.29	4.30		
	Managers/supervisors and employees trust each other.	3.71	3.87	2.68	N/A		
	Employees treat each other with respect.	4.18	4.17	3.21	4.06		

- **Fostering Psychological Safety and Open Communication:**
 - Creating an environment where employees feel safe to share suggestions and ideas without fear of negative repercussions.
 - Encouraging and valuing staff involvement in decision-making processes to generate a sense of ownership and commitment.
- **Team Building and Healthy Conflict Resolution:**
 - Management needs to address divisions and foster a more cohesive environment by consistently promoting collaboration and mutual respect across departments.

Areas of Opportunity:

LGVSD faces challenges associated with internal competition and hindered trust within certain aspects of its organizational culture. These cultural interferences impact engagement at work and motivation. Addressing this requires fostering a more collaborative atmosphere and rebuilding trust, which will positively impact motivation and allow employees to overcome difficult situations.

Work Engagement	I am inspired to meet my goals at work.	3.25	3.38	3.39	4.08	3.42	3.98
	I feel completely involved in my work.	3.46	3.54	3.64	4.14		
	I get excited about going to work.	2.79	2.71	3.21	3.78		
	I am often so involved in my work that the day goes by very quickly.	3.86	3.58	3.57	4.13		
	I am determined to give my best effort at work each day.	4.21	3.79	4.25	4.45		
	When at work, I am completely focused on my job duties.	3.86	3.67	3.86	4.19		
	In my organization, employees adapt quickly to difficult situations.	3.21	3.13	3.25	3.78		
	Employees here always keep going when the going gets tough.	3.46	3.33	3.46	4.00		
	Employees proactively identify future challenges and opportunities.	3.18	3.13	3.11	3.66		
	Employees in my organization take the initiative to help other employees when the need arises.	3.46	3.04	3.32	4.00		
	Employees here are willing to take on new tasks as needed.	3.46	3.04	3.04	3.92		
	Employees in my organization willingly accept change.	3.04	2.63	2.93	3.62		

- **Divisions and "Us vs Them" Mentality:**
 - Identified divisions and a lingering "us vs them" mentality that hinders cooperation and productivity across various departments.
 - Management's inconsistency contributes to this issue and affects the overall culture.
- **Cultural Improvement and Trust-building:**
 - The need for improvements in creating a culture of inclusivity, respect, and honesty within the organization.
 - A call for management to encourage staff input and actively involve employees in discussions and decision-making processes.

Recommendations for Next Steps:

The overarching recommendations revolve around establishing consistent leadership practices that promote inclusivity, transparency, and mutual respect. Training initiatives focused on psychological safety and effective communication can bridge existing divisions and encourage a culture of trust and collaboration. Encouraging staff involvement in decision-making processes and emphasizing honesty in reporting issues were identified as pivotal steps toward cultural enhancement.

Training Recommendations:

- **Training on Psychological Safety and Communication:**
 - Implement training programs to promote psychological safety and open communication in the workplace.
 - The training should emphasize the development of effective communication skills such as active listening, empathetic dialogue and enabling others to express their thoughts without fear of negative consequences.
 - Incorporate peer learning programs where managers share their experiences, challenges and best practices with each other. Collaborative learning environments encourage diverse perspectives and enhance workplace relationships.

- **Manager Skills Training:**
 - Implement ongoing training programs that focus on enhancing communication, decision making and conflict resolution skills. Through hands-on, interactive training sessions, managers can refine their abilities to lead and motivate their teams, and drive overall organizational success.
 - Through reflective exercises, managers can receive constructive feedback on their performance which will help identify areas of improvement and inspire positive behavior changes.
- **Team Building Training:**
 - Implement ongoing training programs for team building focused on improving communication, trust and collaboration. Incorporate activities to address specific challenges or goals within the organization so they are relevant.
- **Conflict Resolution Training:**
 - Implement conflict resolution training; for example, Lencioni's 5 Dysfunctions of a Team, to all employees. The training should aim to emphasize effective communication strategies, active listening and empathy, and provide relevant scenarios and role-play exercises to gain hands on experience. Ongoing training is critical to ingrain these practices into the organizational culture, creating an environment where conflict is addressed promptly and fostering a positive team dynamic.

Additional Recommendations:

- **Consistency in Management Approach:**
 - Encourage consistent messaging and behavior from management to avoid fueling divisions within the workforce. This will ensure that employees receive fair and predictable treatment, instilling a sense of trust and confidence in management which is crucial for organizational stability.
- **Engagement and Inclusivity Initiatives:**
 - Establish forums, platforms or set aside time at meetings dedicated to open discussions and encourage participation from all levels of employees to foster inclusivity and mutual respect.
 - Follow up on what has been shared by employees because this will make them feel valued and heard.
- **Transparency and Integrity Emphasis:**
 - Establish regular town hall meetings where management provides updates on organizational goals, challenges and decision-making processes, keeping employees informed.
 - Create accessible platforms for sharing information enabling transparent documentation and easy access to relevant information for employees.

- Emphasize and demonstrate the importance of honesty and integrity in reporting and dealing with issues within the organization to build a culture of trust. This will promote accountability and help address issues promptly before they escalate into more significant problems.
- Lead by example, by consistently demonstrating transparent decision-making and ethical behavior, to create a foundation of trust and promote a positive work environment. When leaders demonstrate transparency in their actions and decision-making, it sets the tone for the whole organization.
- **Acting on Recommendations from the Employee Cultural Assessment Report:**
 - Create a plan for implementing the recommendations from the Employee Cultural Assessment Report. Begin with prioritizing and building a timeline for accomplishing recommendations. Share the plan with employees and continue to give updates as to what has been done, what has been successful and gain feedback and insight into how employees perceive the changes that have been made.
- **Talent Management/Succession Planning:**
 - As LGVSD continues to evolve, it is important that an overall Talent Management Strategy be created along with a Succession Plan for LGVSD to be nimble and prepared in the future. This will ensure that as staff move on, there are consistent ways and means for the organization to function. This will also increase employee engagement and opportunities for development.
- **Executive Coaching:**
 - It is recommended that the GM, Managers, and Supervisors have an executive coach available to discuss employee concerns, focus on their leadership skills and simply be a resource. These insights highlight the need for creating a more open and inclusive culture, fostering psychological safety, and encouraging management consistency to address divisions and encourage a more collaborative and respectful work environment at LGVSD.

Conclusion:

In conclusion, LGVSD stands at a juncture where fostering a culture of openness, inclusivity, and trust is pivotal for continued success and operational excellence. Although the survey shows that improvement has been made over the last year, implementing the recommended strategies will facilitate a continued positive shift in the organizational culture, leading to increased employee engagement, enhanced collaboration, and overall productivity. The insights gleaned from the stakeholder interviews provide a roadmap for LGVSD to transform its work environment into one characterized by collaboration, innovation, and mutual respect, ultimately fostering a more cohesive and thriving organization.

Appendix A: 2023 Survey Results

CATEGORIES	STATEMENTS	AVERAGE PER STATEMENT				AVERAGE PER CATEGORY	
		LGVSD21	LGVSD22	LGVSD23	Benchmark	LGVSD	Benchmark
Career Development	I am satisfied with my opportunities for professional growth.	3.21	3.04	3.71	3.68	3.54	3.66
	I am pleased with the career advancement opportunities available to me.	3.29	2.96	3.36	3.59		
	My organization is dedicated to my professional development.	3.04	3.04	3.32	3.71		
	I am satisfied with the job-related training my organization offers.	3.07	3.04	3.68	3.57		
	I am satisfied that I have the opportunities to apply my talents and expertise.	3.21	3.08	3.54	3.90		
	I am satisfied with the investment my organization makes in training and education.	3.32	3.21	3.64	3.54		
Work Engagement	I am inspired to meet my goals at work.	3.25	3.38	3.39	4.08	3.42	3.98
	I feel completely involved in my work.	3.46	3.54	3.64	4.14		
	I get excited about going to work.	2.79	2.71	3.21	3.78		
	I am often so involved in my work that the day goes by very quickly.	3.86	3.58	3.57	4.13		
	I am determined to give my best effort at work each day.	4.21	3.79	4.25	4.45		
	When at work, I am completely focused on my job duties.	3.86	3.67	3.86	4.19		
	In my organization, employees adapt quickly to difficult situations.	3.21	3.13	3.25	3.78		
	Employees here always keep going when the going gets tough.	3.46	3.33	3.46	4.00		
	Employees proactively identify future challenges and opportunities.	3.18	3.13	3.11	3.66		
	Employees in my organization take the initiative to help other employees when the need arises.	3.46	3.04	3.32	4.00		
	Employees here are willing to take on new tasks as needed.	3.46	3.04	3.04	3.92		
	Employees in my organization willingly accept change.	3.04	2.63	2.93	3.62		
Compensation	I am satisfied with my overall compensation.	2.71	2.48	3.25	3.38	3.18	3.39
	I am compensated fairly relative to my local market.	3.64	3.39	3.11	3.40		
Relationship Management	Communication between senior leaders and employees is good in my organization.	3.75	3.38	2.75	3.61	3.38	4.03
	I am able to make decisions affecting my work.	3.54	3.17	3.61	3.94		
	Managers and supervisors within my organization recognizes strong job performance.	2.68	2.74	2.96	N/A		
	My supervisor and I have a good working relationship.	3.61	3.71	4.14	4.24		
	My coworkers and I have a good working relationship.	3.36	2.96	4.29	4.30		
	Managers/supervisors and employees trust each other.	3.71	3.87	2.68	N/A		
Employees treat each other with respect.	4.18	4.17	3.21	4.06			
Benefits	I am satisfied with my total benefits package.	4.04	3.43	3.68	3.50	3.79	3.73
	I am satisfied with the healthcare-related benefits offered by my organization.	3.96	3.91	3.96	3.54		
	I am satisfied with the amount of paid leave offered by my organization.	3.93	3.74	3.71	3.62		
	I am satisfied with the retirement plan offered by my organization.	4	3.70	3.82	3.50		
	I am satisfied with the workplace flexibility offered by my organization.	3.18	3.00	3.64	4.07		
	My organization has a safe work environment.	3.57	3.35	3.89	4.15		
Work Environment	I am satisfied with my overall job security.	3.82	3.74	4.11	3.98	3.57	4.01
	My organization's work positively impacts people's lives.	3.89	3.74	4.11	4.23		
	My organization operates in a socially responsible manner.	3.5	3.39	3.74	4.11		
	My organization's fiscal well-being is stable.	3.21	3.17	3.25	3.83		
	I am satisfied with the culture of my workplace.	2.54	2.48	2.64	3.88		
	I understand how my work impacts the organization's business goals.	4.14	4.04	3.75	N/A		
	My organization is dedicated to diversity and inclusiveness.	2.96	3.26	3.36	N/A		

**The color indicates alert level compared to the difference from benchmark for 2023 results

Color	Alert Level	Point Difference
Green	No alert	Less than 0.5
Yellow	Alert	0.5 – 0.74
Red	High alert	Greater than 0.75
Grey	No Data	N/A

Appendix B: 2022 Survey Results

CATEGORIES	STATEMENTS	AVERAGE PER STATEMENT			AVERAGE PER CATEGORY	
		LGVSD22	LGVSD21	Benchmark	LGVSD	Benchmark
Career Development	I am satisfied with my opportunities for professional growth.	3.04	3.21	3.68	3.06	3.66
	I am pleased with the career advancement opportunities available to me.	2.96	3.29	3.59		
	My organization is dedicated to my professional development.	3.04	3.04	3.71		
	I am satisfied with the job-related training my organization offers.	3.04	3.07	3.57		
	I am satisfied that I have the opportunities to apply my talents and expertise.	3.08	3.21	3.90		
	I am satisfied with the investment my organization makes in training and education.	3.21	3.32	3.54		
Work Engagement	I am inspired to meet my goals at work.	3.38	3.25	4.08	3.25	3.98
	I feel completely involved in my work.	3.54	3.46	4.14		
	I get excited about going to work.	2.71	2.79	3.78		
	I am often so involved in my work that the day goes by very quickly.	3.58	3.86	4.13		
	I am determined to give my best effort at work each day.	3.79	4.21	4.45		
	When at work, I am completely focused on my job duties.	3.67	3.86	4.19		
	In my organization, employees adapt quickly to difficult situations.	3.13	3.21	3.78		
	Employees here always keep going when the going gets tough.	3.33	3.46	4.00		
	Employees proactively identify future challenges and opportunities.	3.13	3.18	3.66		
	Employees in my organization take the initiative to help other employees when the need arises.	3.04	3.46	4.00		
	Employees here are willing to take on new tasks as needed.	3.04	3.46	3.92		
	Employees in my organization willingly accept change.	2.63	3.04	3.62		
	Relationship Management	Communication between senior leaders and employees is good in my organization.	3.38	3.75		
I am able to make decisions affecting my work.		3.17	3.54	3.94		
Managers and supervisors within my organization recognizes strong job performance.		2.74	2.68	N/A		
My supervisor and I have a good working relationship.		3.71	3.61	4.24		
My coworkers and I have a good working relationship.		2.96	3.36	4.30		
Managers/supervisors and employees trust each other.		3.87	3.71	N/A		
Compensation	Employees treat each other with respect.	4.17	4.18	4.06	2.93	3.39
	I am satisfied with my overall compensation.	2.48	2.71	3.38		
Benefits	I am compensated fairly relative to my local market.	3.39	3.64	3.40	3.52	3.73
	I am satisfied with my total benefits package.	3.43	4.04	3.50		
	I am satisfied with the healthcare-related benefits offered by my organization.	3.91	3.96	3.54		
	I am satisfied with the amount of paid leave offered by my organization.	3.74	3.93	3.62		
	I am satisfied with the retirement plan offered by my organization.	3.70	4	3.50		
	I am satisfied with the workplace flexibility offered by my organization.	3.00	3.18	4.07		
Work Environment	My organization has a safe work environment.	3.35	3.57	4.15	3.40	4.01
	I am satisfied with my overall job security.	3.74	3.82	3.98		
	My organization's work positively impacts people's lives.	3.74	3.89	4.23		
	My organization operates in a socially responsible manner.	3.39	3.5	4.11		
	My organization's fiscal well-being is stable.	3.17	3.21	3.83		
	I am satisfied with the culture of my workplace.	2.48	2.54	3.88		
	I understand how my work impacts the organization's business goals.	4.04	4.14	N/A	3.26	2.96
	My organization is dedicated to diversity and inclusiveness.	3.26	2.96	N/A		

**The color indicates alert level compared to the difference from benchmark for 2022 results

Color	Alert Level	Point Difference
Green	No alert	Less than 0.5
Yellow	Alert	0.5 – 0.74
Red	High alert	Greater than 0.75
Grey	No Data	N/A

Appendix C: Recommendations from 2021

Recommendation 1 – Leadership/Management Training

This cultural assessment also considered the extent to which supervisors, managers and leaders exhibit “managerial intelligence” or behave as coaches, communicators, collaborators, mentors and/or staff “champions”. Consider conducting leadership/management training for all current managers and supervisors that will foster a positive work environment. This training should be done annually ensuring that managers are leading in the same manner and have the tools to be phenomenal leaders. Training should include but not be limited to the following: performance management; crucial conversations; developing and supporting staff; understanding a union environment; servant leadership; and communication. Here are some topic examples for leadership/management training curriculum:

- Communication skills
- Performance management
- Team building
- Conflict resolution
- Problem solving
- Decision making
- Delegation
- Time management
- Project management
- Change management

Recommendation 2 – Management Coaching

It is recommended that the GM, Managers and Supervisors have an executive coach available to discuss employee concerns, focus on their leadership skills and simply be a resource.

Recommendation 3 – 360 Management Reviews

360 Management Reviews should be conducted (semi-annually) for GM and Managers/Supervisors. This is key to ensure the continued success of the organization and would allow the Board to get feedback from the staff on the performance of all managers on a regular basis. This will allow the Board to look for accomplishments, as well as see gaps in performance as they arise and address them before they escalate. *Please note in Appendix C, we have shown sample pages from Checkpoint 360, by Profiles International which assesses 28 leadership skills*

Recommendation 4 – Board Newsletter

As recommended in the past, the Board can work to manage downward communication to the staff and management by putting together a Board newsletter to staff (via email). This would allow the staff and management to regularly hear from the Board about organizational changes and updates, to include the continued support the functions of the organization.

Recommendation 5 – Organizational Scorecard

As recommended in the past, utilizing the Organizational Scorecard to demonstrate the organizational health of LGVSD including all department updates and advancements to ensure that organizational functions are working properly. This should also follow the consent agenda for the Board needs. This might also include a check ensuring that annual reviews are

being conducted, staff are being recognized and significant strides are being made to invest in the current LGVSD talent, supporting the “new” progressive culture. It is imperative that this be updated quarterly.

Recommendation 6 – Board and GM Educational Retreat

As LGVSD continues to foster this positive environment it is recommended that the Board and GM attend an educational retreat in order to best define the role of the board versus the GM. This educational retreat should include communication styles, ownership areas, set board position metrics and create a deeper understanding of governance versus operations. This should be a facilitated discussion and should augment conversations that have already occurred.

Recommendation 7 – Revaluation of HR Support

Throughout the discovery process it was apparent that staff still feels a lack of support from HR. It is recommended that a dedicated HR professional (either outsourced or internal) that has experience in the public sector be hired to support the team outside of what exists today. In the absence of a strong HR individual, LGVSD should prepare for a notable uptick in the following if HR support is not addressed:

- Disgruntled employees, controversies, complaints, allegations and investigations
- Communication breakdowns
- Increased employee turnover
- Overlooked training and employee development needs.

Recommendation 8 - Developing from Within

For interested staff, consider offering additional professional developmental and training opportunities to support staff growth and advancement. Managers should be trained to see the potential in staff and with HR be able to outline career paths for each staff member. This will greatly improve overall employee engagement and lengthen tenure.

Recommendation 9 - Hiring from Within

Consider posting all open positions internally for the first month to ensure that all employees know of new opportunities and their candidacy is taken seriously. The HR staff can manage this process and work with the GM to understand and evaluate the areas that may be understaffed.

Recommendation 10 - Talent Management Strategy / Succession Planning

As the LGVSD continues to evolve, it is important that an overall Talent Management Strategy be created along with a Succession Plan for LGVSD to be nimble and prepared in the future. This will ensure that as staff move on, there are consistent ways and means for the organization to function. This will also increase employee engagement and opportunities for development.

2/15/2024

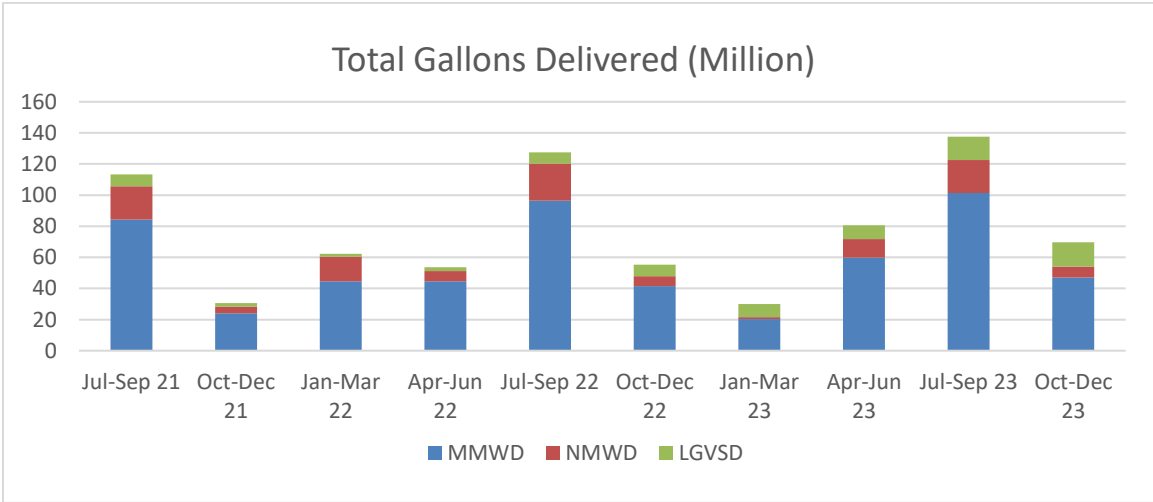
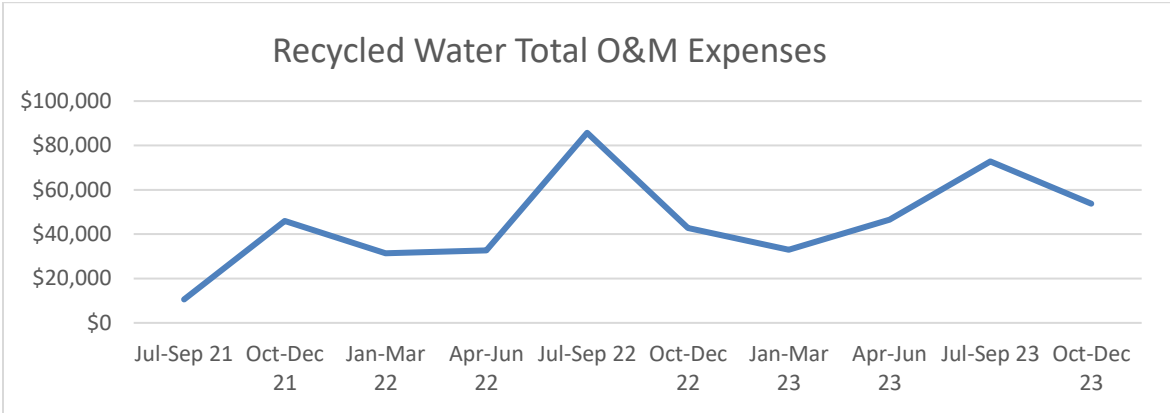
General Manager Report

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



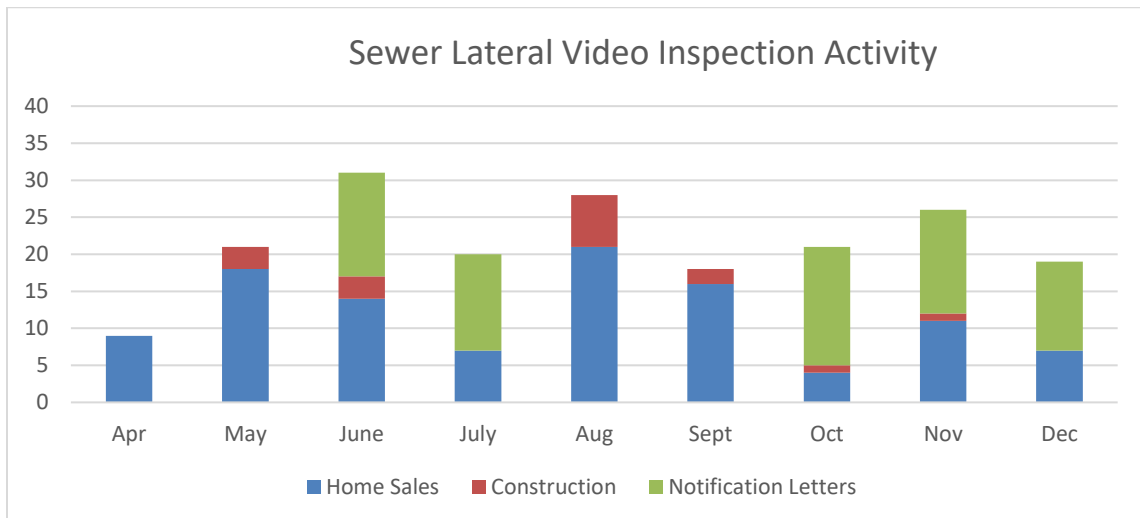
FINANCE

- Direct Bill Sewer Service Charge Invoices totaling \$1,087,240 were mailed to 25 customers in October and November.
- Audit of Fiscal Year (FY) 2023-2024 completed by Nigro & Nigro December 14.
- Certificate of Achievement for Excellence in Financial Reporting for FY 2021-22 received.
- Annual Capital Facilities Charge Accounting and Reporting presented October 19.
- Marks-Roos Local Obligator Report and Marks-Roos Authority Report required as part of 2017 Revenue Bond compliance for the reporting year ending June 30, 2023 submitted.
- Annual Debt Transparency Reports for the Las Gallinas Valley Sanitary District and Marin Public Financing Authority required as part of 2017 Revenue Bond compliance for the reporting year ending June 30, 2023 submitted.
- Recycled water billing through December completed. Actual recycled water Operation & Maintenance expenses are billed quarterly to Marin Water (MMWD) and North Marin Water District (NMWD) based on their proportional share of recycled water received from LGVSD. For the quarter ending December 31, recycled water expenditures of \$36,314 was recovered from MMWD and \$5,369 was recovered from NNWD.



ADMINISTRATION

- Open enrollment for CalPERS Health completed.
- New uniform vendor Cintas selected with employee involvement in selecting style.
- COVID-19 Prevention Program (CPP) revised in December. On January 6, the California Department of Public Health updated its isolation and testing guidance. Cal OSHA also updated its non-emergency regulation based on the new guidance. The District is following the guidance and is in the process of updating its CPP.
- CSRMA Liability Certificates renewed.
- Development of the Marin County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) continued. The MJHMP Steering Committee met on October 5 and November 27. The Public was invited to review Hazard Mitigation Projects during the comment period.
- A total of six Board meetings were held during this 3-month period.
- Low-Income Sewer Rate Assistance Program (LISRAP) was announced in the Winter Heron newsletter. Only 1 application was received this quarter bringing the total number of residents taking advantage of the program to 21. Following the newsletter mailing in January, 17 additional applications were received.
- Sewer Lateral Inspection Program activity has fluctuated but remained lower than earlier this year. Administration support was provided on 24 inspection applications between October 1 and December 31. Of these, 22 were triggered by home sales and 2 were initiated by construction permits. There were 30 notification letters mailed to property owners who have pulled building construction permits with the City of San Rafael or the County advising them of their requirement to have their sewer inspected.



- The Sewer Lateral Replacement Program, created in 2012, continues to provide an option to homeowners interested in payment assistance for their sewer lateral replacement. Four contractual assessment applications were received this quarter. There are 112 property owners currently participating in the program.

HUMAN RESOURCES

- Multiple recruitments this quarter; Plant Operator III position filled in October, internal promotion of Lead Operator to fill vacant Maintenance Supervisor position occurred in November, promotion of Plant Operator III to Lead Operator in early December, and Administrative Financial Specialist position filled mid-December.
- Grant Management and Procurement Specialist position developed, and 1st round of recruitment completed. There were no qualified candidates, and a 2nd round is pending.
- Sonoma / Marin Employment Relations Consortium (ERC) Annual Planning Meeting held November 29, training topics for 2024 were discussed.
- CPS HR Consulting continues to provide Human Resource support to the District.
 - a. Weekly meetings held with Cheri Fairchild, CPS HR Project Coordinator, to discuss ongoing HR issues.
 - b. Feedback to management provided on specific HR issues.

SOLID WASTE and SB 1383 ORGANIC RECYCLING

- Meeting held with Zero Waste Marin (ZWM) Executive Director Kimberly Scheibly, hosted by Garrett Toy of Tamalpais Community Services District (TCSD), to discuss SB 1383.
- ZWM Local Task Force meet on November 2. Dale McDonald, current Local Task Force member, was appointed to the Compliance and Regulations Sub-Committee along with Garrett Toy, TCSD, and Ramin Khany, Waste Management.
- Regional application for SB 1383 Local Assistance Grant for FY 23/24 was submitted by TCSD, the lead agency, with LGVSD as a regional participant.

CONTRACTS / REQUEST FOR PROPOSALS

Contracts executed between October 1 and December 31 listed below:

<u>Vendor Name</u>	<u>Description</u>	<u>Manager</u>	<u>Date of Agreement</u>	<u>Term End Date</u>	<u>Contract Amount</u>
Streamline	Web Redesign, Hosting and Support	Paxton	10/2/2023	11/1/2024	\$8,193
Cintas	Uniform Rental Services	McDonald	11/3/2023	10/27/2027	\$175,000
CPS HR	HR Consulting - Amendment #1 to extend contract date only	McDonald	10/11/2023	12/31/2024	N/A
FutureSense	Employee Culture Survey	Paxton	11/3/2023	2/29/2024	\$34,650
Daniel Edelstein	Canada Goose and NPDES Permit	Liebmann	12/5/2023	9/30/2024	\$20,945
R3 Consulting	Solid Waste Franchise Fee Study	McDonald	12/5/2023	5/30/2024	\$15,000
Ridgeline Municipal Strategies	Pension Liability Assessment - Amendment 1 to original Contract	McDonald	12/6/2023	6/30/2024	\$4,700

PENDING AGENDA ITEM REQUESTS – STATUS REPORT

#	Item Description	Date	Responsible	Status / Notes
1	Public Use of Reclamation Area	1/6/2022	McDonald	Revise Ordinance
2	Electrical Vehicle Study	6/16/2022	Paxton	Develop Scope of Work
3	Diversity, Equity, Inclusion Policy	3/2/2023	McDonald	Develop
4	Emergency Preparedness	3/2/2023	Pease	Presentation to Board
5	Private Sewer Lateral Contractual Assessment Increase	5/18/2023	McDonald	Revise Ordinance
6	Real Property Administration - Easements	9/21/2023	Cortez	Develop
7	Solar PV Upgrade Status Report	1/18/2024	Cortez	Presentation to Board



<i>Job No.</i>	<i>Project Name/Updates</i>	<i>% Complete</i>
DESIGN PROJECTS (11 projects)		
11200-03	John Duckett Pump Station & Sewer Main Capacity and Storage <ul style="list-style-type: none"> Resumed project with GHD. Top 2 priorities: pump station electrical upgrades and exposed gravity trunk sewer creek crossing. Staff revised project scope based on new hydraulic modeling information from Hazen & Sawyer indicating pump station pumping capacity appears adequate for peak wet weather flows. Staff met with GHD and Hazen to confirm results of the hydraulic model. 	1%
11500-09	Miller Creek Rock Vane Repair <ul style="list-style-type: none"> WRA is coordinating with Corps, RWQCB, BCDC, and CDFW on permitting for the rock vane repair. Corps: Determining if a new permit is needed. RWQCB: Provided approval for the repairs. BCDC: Require permit amendment. CDFW: Require new permit. Received comments from the Regional Water Quality Control Board requesting corrective actions to address erosion and other deficiencies on the annual vegetation and geomorphic monitoring reports by WRA. WRA has completed the preliminary design of the rock vane repair. 	Permitting: 30%
20300-09	Smith Ranch Pump Station Electrical Upgrades <ul style="list-style-type: none"> Hazen to peer review electrical design plan set by Freyer & Laureta (F&L). Current scope: replace control panel with PLC and MCC retrofit, VFDs retrofit, and conduit/wiring. Staff reduced scope by eliminating installation of new genset. Staff to call for bids in March 2024. 	70%
20600-04	Flow Equalization Basin <ul style="list-style-type: none"> On-hold pending evaluation of final treatment facility layout. Need to discuss rescoping of design services with Hazen to reprioritize tasks based on recent storms and new secondary treatment process performance. 	25% (On-hold)
21300-04	Pump Station Site Lighting Improvements <ul style="list-style-type: none"> F&L will conduct a site visit to obtain input from field staff regarding location of the lighting fixtures and LCP and use of motion and photocell sensors. Light fixture type and model specified meets Dark Sky Initiative specifications. Staff to call for bids in March 2024. 	70%
21350-01	Automatic Transfer Switches for Venetia Harbor Pump Station <ul style="list-style-type: none"> F&L is revising the plan set based on staff comments. Staff to call for bids in March 2024. 	70%
21600-01	Emergency Bypass Pumping Analysis & Emergency Response Plan (ERP) <ul style="list-style-type: none"> F&L to review the pump station emergency bypass improvements with field staff. 	55%

Job No.	Project Name/Updates	% Complete
	<ul style="list-style-type: none"> F&L will integrate proposed bypass improvements into the ERP and confirm details outlined in the ERPs are consistent with current regulatory requirements. 	
21600-11	Annual Plant Paving and Fencing at Various Locations <ul style="list-style-type: none"> To install new plant entrance gate and new paving for traffic loops. Staff is working on the scope and bid schedule. Staff to call for informal bids under UPCCAA in Feb 2024. 	10%
22500-03	Solar Photovoltaic System Upgrades <ul style="list-style-type: none"> Staff and Kenwood reviewed and provided comments on 50% design submittal and demolition plan. Staff will issue Notice to Proceed to ForeFront for demolition. Provided comments on updated baseline schedule to speed up certain activities to shorten the critical path. Staff, Kenwood Energy, and ForeFront are working with PG&E in obtaining monetary incentive in the amount of ~\$1.7M through the Self-Generation Incentive Program (SGIP). 	10%
24460-05	Marin Lagoon Pump Station (#2-#9) Panel Replacement <ul style="list-style-type: none"> Staff provided comments on the 50% drawings prepared by F&L. F&L to discuss SCADA integration, number of enclosures, and emergency generator receptacle and MTS for select pump stations. To replace the existing variable frequency drive with a prefabricated single or duplex control panels at Marin Lagoon Pump Stations. 	50%
TBD	Reclamation Pond Catwalks <ul style="list-style-type: none"> Zappetini has completed fabrication of the 3 new catwalks. Ready for installation, pending dry weather. 	5%
CONSTRUCTION PROJECTS (12 projects)		
11500-09	Miller Creek Vegetation Maintenance <ul style="list-style-type: none"> The District has met the Year 5 criteria for vegetation restoration along Lower Miller Creek (LMC) and no additional annual reporting is required. The last vegetation maintenance activity was done in Dec 2023. Vegetation maintenance along Lower Miller creek will revert to the Maintenance Department. 	100%
12600-07 & 16650-02	Secondary Treatment Plant Upgrade & Recycled Water Expansion <ul style="list-style-type: none"> Target completion date: TBD District staff working with special counsel on project closeout strategy. 	99%
12600-07	Combined Project - TWAS Enclosure/Sludge Basin and Reception Pad <ul style="list-style-type: none"> Cancelled due to budget constraints. Budget will be reallocated to other major CIP projects. 	Cancelled
12600-07	Secondary Effluent Line Modifications <ul style="list-style-type: none"> Staff and Aqua are revising original alignment to fit existing conditions. 	50%
20200-01	John Duckett Force Main Access Structures <ul style="list-style-type: none"> Corcus Construction began construction. Corcus completed 3 potholes and located the 20" force main. 	10%

Job No.	Project Name/Updates	% Complete
	<ul style="list-style-type: none"> • Staff and F&L are reviewing and preparing responses to submittals and RFI's. 	
21300-03	Standby Generator System Installation for Adrian, McPhail, and Industrial Park PS <ul style="list-style-type: none"> • Received BAAQMD permits for all three pump stations. • Contractor has placed orders for all three gensets and awaiting delivery. • Contractor has completed sitework, conduit installation, concrete foundation, and other preparatory work for genset installation. • Construction will resume after genset delivery. 	82%
21500-08	Biosolids Land Application <ul style="list-style-type: none"> • Synagro (contractor) began biosolids land application on 10/5/23 and completed work by 10/31/23, as required in the Regional Water Quality Control Board permit. • Staff is ready to close out the project for Year 1. 	98%
21600-07	Digester MCC-2 Upgrade <ul style="list-style-type: none"> • Executed contract in the amount of \$1,018,000 and held pre-construction meeting with Blocka Construction (contractor). • Began RFI and submittal processes for electrical equipment and components with long lead-times. 	10%
21600-08	Grit Screw Conveyor Systems Replacement <ul style="list-style-type: none"> • CATS4U completed the installation per plans and specifications. • Pending completion of remaining punchlist items. 	99%
22600-01	Primary Clarifier #1 Rehabilitation <ul style="list-style-type: none"> • Reviewed critical equipment submittals. Staff to review supplier's responses to the review comments. • Tentative equipment delivery: August 2024 	10%
23500-05	Center Pivot No.1 Replacement <ul style="list-style-type: none"> • Pending completion of punchlist items before project closeout. 	98%
24125-01	On-Call Construction Contract (2023-2025) <ul style="list-style-type: none"> • Task 1, Tamarack Dr Sewer Main Repair – Completed 	Continuous
REQUESTS FOR PROPOSALS (1 project)		
24600-01	Multipurpose Lab Building Design <ul style="list-style-type: none"> • Staff met with the OCCs Ad Hoc Committee to discuss the top 5 architectural firms with wastewater and/or water laboratory design experience. 	
CALL FOR BIDS		
None.		
OTHER CIP PROJECTS (8 projects)		
20100-04	Integrated Wastewater Master Plan <ul style="list-style-type: none"> • Staff conducted re-scoping meetings. • Received final technical memo on collection system assessment, treatment plant, disaster resilience, and asset management from Kennedy Jenks. • KJ still needs to provide memo on sea level rise mitigation. 	Phase 2: 85%
21500-08	Biosolids Program	Continuous

Job No.	Project Name/Updates	% Complete
	<ul style="list-style-type: none"> Continue to hold biweekly progress meetings with GHD. Continue to assist the Purdue research team with its soil and groundwater sampling efforts. 	
21500-08	Flood Protection Plan (Biosolids Program)	95%
	<ul style="list-style-type: none"> Submitted Flood Protection Plan prepared by ESA to the Regional Water Quality Control Board in compliance with the NOA. Awaiting comments from the Regional Water Quality Control Board. 	
22125-02	Standard Specifications and Drawings Update	20%
	<ul style="list-style-type: none"> Staff is reviewing the markups prepared by Hazen & Sawyer on District standards. 	
23200-01	Collection System Hydraulic Model	80%
	<ul style="list-style-type: none"> Hazen to include potential development projects from City and County Housing Elements as built out conditions. The hydraulic model is essentially complete. The model incorporated as-built record drawings, pump station data, water billings, flow monitoring data, and other field data. The model was run for various conditions with dry weather and USGS design storms. 	
24125-03	On-Call Engineering Contract (2023-2024)	Continuous
	<ul style="list-style-type: none"> Executed two separate FY 2023-24 contracts with Hazen & Sawyer and Freyer & Laureta. 	
24125-02	On-Call Inspection Contract (2023-2024)	Continuous
	<ul style="list-style-type: none"> Executed FY 2023-24 contract with Bellecci & Associates for collection system, development, and other projects as necessary. 	
TBD	Sludge Lagoon Liner Replacement/Repair	50% (Design)
	<ul style="list-style-type: none"> Staff is working on UPCCAA informal bid package to repair/replace the liner. The repair of the sludge lagoon liner has been removed from the biosolids land application project due to project constraints. 	
OTHER SMALL PROJECTS (3 projects)		
	<ul style="list-style-type: none"> Bio-Wheel Unit 2100 Repair – complete STPURWE Additional PCO Support, Sep through Nov 2023 – complete Large Format Scans for STPURWE Redlined As-Built Drawings – complete 	
UPCCAA PROJECTS (7 projects)		
	<ul style="list-style-type: none"> McInnis Corp Yard Paving – in progress LGVSD Perimeter Road 24" Storm Drain Line – in progress Chlorine Contact Chamber Diversion Box Weir Modifications – complete 20-in De Zurick Valve Gear Operator Replacement – in progress Water Leak Investigation and Repair – complete Aeration Basin Underdrain Investigation & Repair – complete Emergency Sludge Injection – complete 	

LAND DEVELOPMENT

245 Nova Albion Way

- Total of 100 living units.
 - Pending discussion of next steps with the Development Ad Hoc Committee.
-

Los Gamos Apartments

- Total of 192 apartment units.
 - Pending discussion of next steps with the Development Ad Hoc Committee.
-

Northgate Redevelopment - 5800 Northgate Mall

- Redevelop Northgate Mall to include both retail and multi-family units.
Project Concept 2025: retail space plus 965 multi-family units
Project Concept 2040: retail space plus 1374 multi-family units
 - Pending discussion of next steps with the Development Ad Hoc Committee.
 - Staff is preparing comments to the Draft EIR.
-

WildCare Temporary Building - 251 North San Pedro Rd

- Construction of temporary portable trailers, small sheds, and animal caging for operation during construction of new facilities at its permanent location.
 - Reviewed project information and provided comments to WildCare.
 - Total addition of 19 Plumbing Fixture Units (PFUs).
 - Issued Will Serve Letter.
-

San Rafael Airport Recreational Facility - 440 Smith Ranch Rd

- Construction of racquetball courts within the existing building footprint.
 - Reviewed project information and issued Will Serve Letter.
 - Total addition of 42 PFUs.
-

Other Projects Reviewed by Staff (Will Serve Letters Issued):

- 12 Garden Ave – New ADU
 - 640 Tarragon Dr – New ADU
 - 11 Mount Burney Ct – New ADU
 - 1625 Vendola Dr – Conversion of Existing Space to ADU
 - 32 Tralee Wy – Conversion of Existing Space to ADU
-

Other Projects Reviewed by Staff (Will Serve Letters Not Required):

- 932 Del Ganado Rd – Residential Interior Remodel
 - 276 Devon Dr – Residential Interior Remodel
 - 710 Montecillo Rd – Residential Interior Remodel
 - 15 Arcangel Wy - Residential Interior Remodel
 - 90 Sidney Ct – Whole House Remodel
 - 300 N San Pedro Ct – Outdoor Kitchen
-

Building Permit Lists

- Reviewed building permit lists from City of San Rafael: Issued 8 request for information letters.
 - Reviewed building permit lists from Marin County:
 - Placed 13 permit holds.
 - Released 5 permit holds.
 - Staff resumed placing holds.
-

SEWER LATERAL VIDEO INSPECTION - COLLECTIONS DEPARTMENT


- Reviewed 27 sewer lateral inspection videos and issued Letters of Findings.
-



Item Number 3.5

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcdonald@lqvsd.org
Meeting Date: February 15, 2024
Re: Quarterly Treasurer’s & Financial Reports as of December 31, 2023
Item Type: Consent _____ Action _____ Information X Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Receive the Treasurer’s report for the quarter ending December 31, 2023.

BACKGROUND

Board Policy F-20-10 (Financial Reporting) and Board Policy F-70-120 (Investment Reporting) require that quarterly reports be submitted to the Board. It is prudent and beneficial to present these reports to the Board at the same time.

TREASURER’S REPORT

Pursuant to the State of California Government Code Section 56300, the District’s investment policy adopted on July 21, 2022, and industry best practices, staff has prepared a quarterly financial report as of December 31, 2023. The attached report includes all bank and investment accounts managed by the District.

As specified in California Government Code Section 53646(e), if all funds are placed in the State of California Local Agency Investment Fund (LAIF), in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, FDIC-insured accounts and/or in a county investment pool, the reporting elements may be replaced by copies of the latest statements from such institutions.

California’s LAIF was the primary investment account of the District at the end of the quarter. The LAIF interest rate for the quarter ending December 31, 2023 was 4.00%, up from 3.59% in September. Quarterly interest earned from LAIF was \$194,898. The latest quarterly LAIF Remittance Advice statement and PMIA/LAIF Performance Report from the California State Controller’s Office are attached.

Two additional investment accounts, California Cooperative Liquid Assets Security System (California CLASS) and California Asset Management Program (CAMP), were established in December 2023. Initial transfer of funds from LAIF to California CLASS and CAMP occurred in January 2024 and will be reflected in the next quarterly treasurer’s report.

The District maintains two debt reserve funds, equal to one year’s debt service for the State Revolving Fund and Bank of Marin loans. The quarterly account statements for the two Bank of Marin Certificates of Deposit accounts are included as part of this Treasurer’s Report.



Total investments of \$26,455,888 are held in the District's investment accounts and two restricted debt service accounts, which reflect a decrease of \$334,509 during the previous twelve-month period.

The District's investments comply with its investment policy and the District has sufficient funds available to meet its obligations for the next six months.

QUARTERLY FINANCIAL REPORT

Per Board Policy F-20-10 (Financial Reporting), District staff is required to provide a quarterly summary report to the Board. The actual revenues and expenditures to budgeted amounts, including relevant information on debt proceeds and debt service payments, were presented with the Mid-Year budget report in January and are therefore not included in this quarterly report.

Cash Balance

The District has \$33,581,339 of cash and investments on hand as of December 31, 2023; a decrease of \$618,171 from December 31, 2022. A slight decrease was expected as cash is drawn down for ongoing operating expenses and capital projects.

The operating account balance fluctuates based on operating needs and it is not uncommon for the balance to change over the prior quarter or year. Of the cash on hand, the District has designated portions of it for the following uses:

- Encumbrances total \$16,199,655 for capital projects and services. Some encumbered funds for capital projects or services carry into the next fiscal year. The Summary Open Purchase Order Report included in this report combines Board authorized encumbrances by account number.
- Reserves of \$10,958,366 pursuant to the District's policies.
- Connection fees of \$858,752 which are available only to fund capacity related projects.
- Debt service restricted reserve funds of \$911,330 as required by loan covenants.
- Accumulation of \$407,269 in cash for the Private Sewer Lateral Assistance program.
- Special assessment funds for operation and maintenance of the pump stations at Marin Lagoon and Captains Cove of \$10,715 and \$3,718, respectively.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

See above.

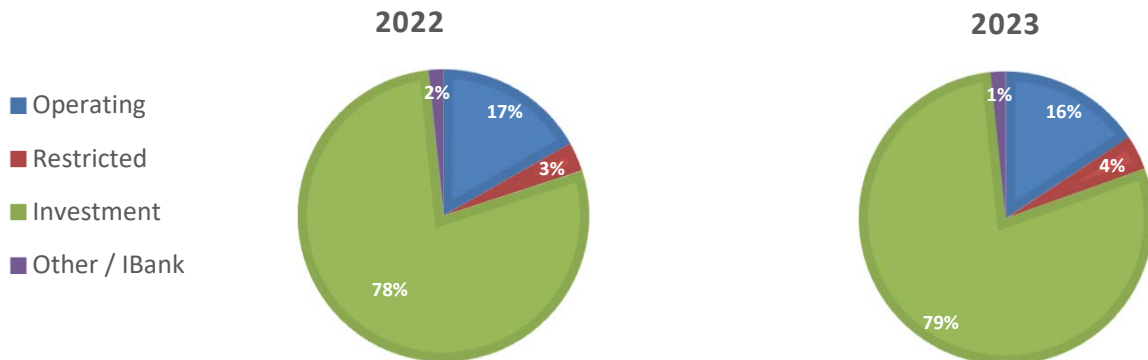
**Las Gallinas Valley Sanitary District
Treasurer's Report - Operating and Investment Accounts
December 31, 2023**

I. Account Summary: Bank and Investment Accounts

Accounts Summary	December		Change from Previous Year
	2022	2023	
Summary of Bank and Investment Accounts			
OPERATIONS:			
Bank of Marin			
Operating Accounts	5,516,154	5,046,690	(469,463)
Liquid Savings	225,923	230,297	4,374
Private Sewer Lateral Rehab	390,024	407,269	17,244
Surcharge-Marin Lagoon	15,990	10,715	(5,275)
Surcharge-Captains Cove	1,499	3,718	2,219
Connection Fee	688,126	858,752	170,626
Capital Project Recycled Water Reserve Fund	3,130	24	(3,106)
Petty cash	381	95	(286)
Investment Accounts			
Debt Service Reserve-Recycled Water	604,144	607,136	2,992
Debt Service Reserve-SRF Loan	302,695	304,194	1,499
Local Agency Investment Fund	25,883,558	25,544,558	(339,000)
California Cooperative Liquid Assets Security System	-	-	-
California Asset Management Program	-	-	-
Cash and Investments	<u>\$ 33,631,624</u>	<u>\$ 33,013,448</u>	<u>\$ (618,176)</u>
IBANK ISRF AGREEMENT:	567,760	\$ 567,760	-
RESTRICTED 2017 BOND			
US Bank Bond & Cost of Issuance Funds	\$ 126	\$ 131	\$ 5
TOTAL CASH AND INVESTMENTS	<u>\$ 34,199,509</u>	<u>\$ 33,581,339</u>	<u>\$ (618,171)</u>


II. Account Activity for Bank of Marin Accounts

Bank of Marin operating account activity is for paying regular operating expenses of the District. Funds are transferred from the Liquid Savings to the Operating account as needed.



Statement of Compliance:

The investments accounts are invested in compliance with the District's investment policy, adopted at the July 21, 2022 Board meeting and California Government Code Section 53600. In addition, the District does have the financial ability to meet its cash flow requirements for the next six months.

Prepared by: 
Dale McDonald, Administrative Services Manager

Approved by: 
Curtis Paxton, General Manager



MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	LAS GALINAS VLY SANITARY DIST
Account Number	xx-xx-005

As of 01/12/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2023.

Earnings Ratio		.00010932476863589
Interest Rate		4.00%
Dollar Day Total	\$	1,782,738,908.56
Quarter End Principal Balance	\$	25,544,558.47
Quarterly Interest Earned	\$	194,897.52



PMIA/LAIF Performance Report as of 1/17/24



Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate ⁽²⁾ :	4.00
LAIF Earnings Ratio ⁽²⁾ :	0.00010932476863589
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.993543131
PMIA Daily ⁽¹⁾ :	3.96
PMIA Quarter to Date ⁽¹⁾ :	3.81
PMIA Average Life ⁽¹⁾ :	230

PMIA Average Monthly Effective Yields⁽¹⁾

December	3.929
November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 12/31/23 \$158.0 billion

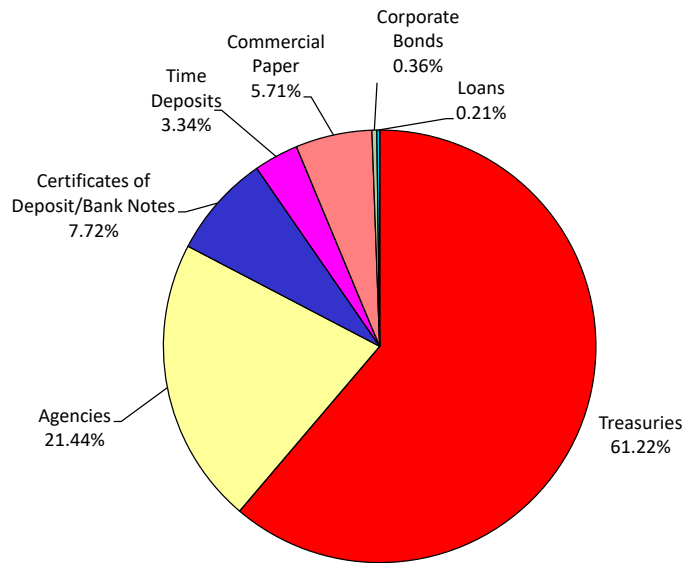


Chart does not include \$2,164,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



Bank of Marin

PO Box 2039
Novato, CA 94948-2039

00008149 BOMB1110123023060120 01 0000

LAS GALLINAS VALLEY SANITARY DISTRICT
"BANK OF MARIN DEBT RESERVE"
101 LUCAS VALLEY RD SUITE 300
SAN RAFAEL CA 94903-1795

Account Number: xxx-xx5679
Statement Period: 09/30/23 - 12/31/23
Page: 1 of 1

Customer Service Information

Branch: 415-472-2265
Touch Tone Banking: 800-654-5111

Lost or Stolen Card:
24 hours 7 days per week 866-626-6004

Written Inquiries:
496 LAS GALLINAS AVE #4
SAN RAFAEL CA 94903

Visit us Online: www.bankofmarin.com

Account Summary for PUBLIC FUNDS JMBO CD0003-715679

Total Current Balance \$607,135.87
Total Interest Year To Date \$2,991.82

Transaction Detail

Date	Description	Deposits	Withdrawals	Balance
09/30	Beginning Balance			\$606,380.38
10/31	Interest	755.49		607,135.87
12/31	Ending Balance			\$607,135.87

Deposit Number	0000-000001	Original Deposit Amount	\$569,178.89
Principal	\$571,431.58	Original Deposit Date	08/01/12
Current Balance	\$607,135.87	Last Maturity Date	08/01/20
Total Interest Year To Date	\$2,991.82	Current Term	60 Months, renewable
Current Rate	0.494%	Next Maturity Date	08/01/25





Bank of Marin

PO Box 2039
Novato, CA 94948-2039

00008152 BOMB1110123023060120 01 0000
LAS GALLINAS VALLEY SANITARY DISTRICT
101 LUCAS VALLEY RD SUITE 300
SAN RAFAEL CA 94903-1795

Account Number: xxxx-xx6073
Statement Period: 09/30/23 - 12/31/23
Page: 1 of 1

Customer Service Information

Branch: 415-472-2265
Touch Tone Banking: 800-654-5111

Lost or Stolen Card:
24 hours 7 days per week 866-626-6004

Written Inquiries:
496 LAS GALLINAS AVE #4
SAN RAFAEL CA 94903

Visit us Online: www.bankofmarin.com

Account Summary for PUBLIC FUNDS JMBO CD0003-716073

Total Current Balance \$304,193.71
Total Interest Year To Date \$1,498.99

Transaction Detail

Date	Description	Deposits	Withdrawals	Balance
09/30	Beginning Balance			\$303,815.19
10/29	Interest	378.52		304,193.71
12/31	Ending Balance			\$304,193.71

Deposit Number	0000-000001	Original Deposit Amount	\$286,304.76
Principal	\$286,304.76	Original Deposit Date	07/30/13
Current Balance	\$304,193.71	Last Maturity Date	07/30/20
Total Interest Year To Date	\$1,498.99	Current Term	60 Months, renewable
Current Rate	0.494%	Next Maturity Date	07/30/25



Open PO GL Encumbrance Summary

GL Account	GL Title	Debit
10-400-5331	Personnel & HR Services	95,431.13
10-400-5342	Other Consultants	80,540.05
10-400-5347	Public Education	10,000.00
10-400-5351	Legal	6,608.00
10-400-5355	Financial Services	5,850.00
10-400-5361	Consulting IT Services	35,996.12
10-400-5363	Subscription Software SaaS	19,000.00
10-400-5461	Memberships	1,778.00
10-420-5342	Other Consultants	116,157.25
10-420-5343	DNU General Small Projects	47,304.97
10-420-5415	General Small Projects	22,848.62
10-460-5231	Diesel Collections	6,421.72
10-460-5233	Vehicle Gas Collections	7,130.47
10-460-5241	Safety Contractor Services	35,891.00
10-460-5315	Equipment Maintenance	5,678.00
10-460-5334	Uniform Maintenance	87,500.00
10-460-5361	Consulting IT Services	60,760.00
10-460-5441	Lateral Rehab Assistance Prog	10,000.00
10-480-5361	Consulting IT Services	5,678.00
10-500-5312	Grounds Maintenance	6,741.07
10-500-5319	Capital Repair / Replacement	27,968.63
10-500-5342	Other Consultants	1,745.93
10-500-5345	SCADA Engineering Support	6,902.87
10-560-5161	Solar Phase II	47,747.50
10-560-5329	Lab Contract Services	57,821.60
10-580-5321	General - Reclamation expenses	11,013.00
10-580-5323	Pasture Disk	23,462.16
10-580-5325	Sludge Inject Land Application	413,305.40
10-580-5339	Other Outside Services	12,645.00
10-580-5342	Other Consultants	20,945.00
10-580-5417	Feasibility Studies	25,464.72
10-580-5601	DNU Replace Pivots	5,936.75
10-600-5231	Diesel Plant	6,421.72
10-600-5233	Vehicle Gas Plant	7,130.47
10-600-5281	Hypochlorite	80,173.10
10-600-5282	Bisulfite	133,691.98
10-600-5313	Power Generation Maint.& Rep	12,419.00
10-600-5317	Equipment Repair	3,500.00
10-600-5334	Uniform Maintenance	87,500.00
10-600-5341	Environmental	265,324.57
10-600-5342	Other Consultants	3,564.61
10-600-5345	SCADA Engineering Support	6,903.87
10-600-5361	Consulting IT Services	12,662.25
10-600-5461	Memberships	6,579.00
10-710-5601	Integrated Wastewater MP	549,128.18
10-711-5601	Caselle Accounting Software	23,174.00
10-712-5601	OCC Admin Building Design	1,287,414.00
10-715-5601	Pan & Tilt Camera	28,158.00
10-745-5601	On-Call Engineering	234,181.80
10-747-5601	Digester Room MCC#2 Upgrade	1,042,741.56
10-752-5601	Annual Sewer Rehab	399,733.00
10-754-5601	Trunk Sewer Capacity Analysis	807,350.25
10-755-5601	Geographical Infomation System	10,000.00

Open PO GL Encumbrance Summary

GL Account	GL Title	Debit
10-756-5601	Collection System Vehicles	573,742.60
10-759-5601	Hydraulic Modeling	32,462.55
10-761-5601	Primary Clarifier #1 Repair	1,367,300.00
10-762-5601	On-Call Construction	200,000.00
10-805-5601	Standby/Towable Generator Mino	682,157.63
10-807-5601	Fencing Improvements	5,910.00
10-809-5601	Electrical VFD Upg & SCADA Int	57,200.00
10-811-5601	St. Vincent Pump Station Impro	7,150.00
10-812-5601	Creek & Watershed Programs	47,261.28
10-813-5601	Biosolids System Program	921,440.97
10-816-5601	Misc Effluent Disposal Imprvs	3,575.25
10-818-5601	Digester Improvement	45,284.55
10-902-5601	Secondary Plant Upgrade	4,276,022.80
10-903-5601	Emergency Bypass Pumping Analy	12,668.59
10-904-5601	Asset CMMS Onboarding	287,000.00
10-905-5601	Flow Equalization	499,487.25
10-907-5601	Grit Chambers Coating & Auger	100,177.00
10-917-5601	Plant Lighting Improvement Ele	2,913.75
10-918-5601	Standard Specs & Drawings Upda	66,142.50
10-919-5601	IT Pipes Software Upgrade-Vide	7,500.00
30-812-5601	Marin Lagoon Pump DON'T USE	2,735.84
60-620-5284	Laboratory Supplies	3,374.57
60-620-5341	Environmental	249,800.00
60-620-5345	SCADA Engineering Support	6,903.85
60-620-5361	Consulting IT Services	7,648.90
60-851-5601	Recycled Water Facility	403,770.77
Grand Totals:		<u>16,199,654.97</u>

2/15/2024

**LAS GALLINAS VALLEY SANITARY DISTRICT WEBSITE
UPDATE**

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



Item Number 4

GM Review CP

Agenda Summary Report

To: Board of Directors

From: General Manager Salary Negotiation Ad Hoc Committee
Curtis Paxton, General Manager
(415) 526-1511; cpaxton@lgvsd.org

Mtg. Date: February 15, 2024

Re: Amend Employment Agreement With The General Manager To Provide For A Merit Pay Increase

Item Type: Consent Action Information

Standard Contract: Yes No (See attached) Not Applicable

AD HOC COMMITTEE RECOMMENDATION

Authorize an amendment to the Employment Agreement Between Las Gallinas Valley Sanitary District And Curtis D. Paxton (General Manager) to provide for a merit pay increase of five percent to the base salary, effective August 8, 2023.

BACKGROUND

The Board appointed Curtis D. Paxton as General Manager of the Las Gallinas Valley Sanitary District on 07/21/2022, with a start date of 08/08/2022. As part of the appointment, the Board authorized the Employment Agreement Between Las Gallinas Valley Sanitary District and Curtis D. Paxton (Employment Agreement), which provided for, among other things, a base salary and a contract term ending 07/31/2023.

Per the provisions of the Employment Agreement, the contract was renewed on 07/01/2023 for an additional twelve months commencing on 08/01/2023.

Per the provisions of the Employment Agreement, the General Manager received a General Wage Cost of Living Adjustment (COLA) increase of 5% (effective 08/01/2023) commensurate with that given to the other management employees.

On 10/05/2023, the Board of Directors completed a performance evaluation of the General Manager for the period of 08/08/2022 – 08/07/2023 that was facilitated by the General Manager Performance Evaluation Ad Hoc Committee (Director Ford and Director Robards) and Regional Government Services (RGS).

In November 2023, the Board of Directors appointed a General Manager Salary Negotiation Ad Hoc Committee (Director Clark and Director Yezman) to negotiate an amendment to the Employment Agreement with the General Manager.

Upon conclusion of those negotiations, the members of the General Manager Salary Negotiation Ad Hoc Committee and the General Manager agreed to recommend to the Board of Directors an amendment to the Employment Agreement to increase the General Manager’s base salary by five percent with an effective date of the payroll period containing 08/08/2023. There are no other



changes recommended to the Employment Agreement. The current term remains with an end date of 07/31/2024.

PREVIOUS BOARD ACTION

10/05/2023: Performance Evaluation of the General Manager

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The Administration Department Budget for 2023/2024 contains adequate funding for the recommended increase.

ATTACHMENTS

None

2/15/2024

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, CASA Workforce Committee, 2024 Operations Control Centers Ad Hoc Committee, 2024 GM Salary Negotiation Ad Hoc Committee, 2024 Fleet Management Ad Hoc Committee, 2024 FutureSense Ad Hoc Committee, Other Reports

FORD

NBWRA, Flood Zone 6, 2024 Operations Control Centers Ad Hoc Committee, 2024 McInnis Marsh Ad Hoc Committee, 2024 Fleet Management Ad Hoc Committee, 2024 SF Bay Trail Ad Hoc Committee, CASA TRIG Committee, Other Reports

MURRAY

Marin LAFCO, Flood Zone 6, 2024 Biosolids Ad Hoc Committee, CASA Energy Committee, 2024 Development Ad Hoc Committee, 2024 SF Trail Ad Hoc Committee, Other Reports

ROBARDS

Gallinas Watershed Council/Miller Creek, 2024 Engineering Ad Hoc Committee re: STPURWE, 2024 McInnis Marsh Ad Hoc Committee, 2024 Development Ad Hoc Committee, 2024 FutureSense Ad Hoc Committee, Other Reports

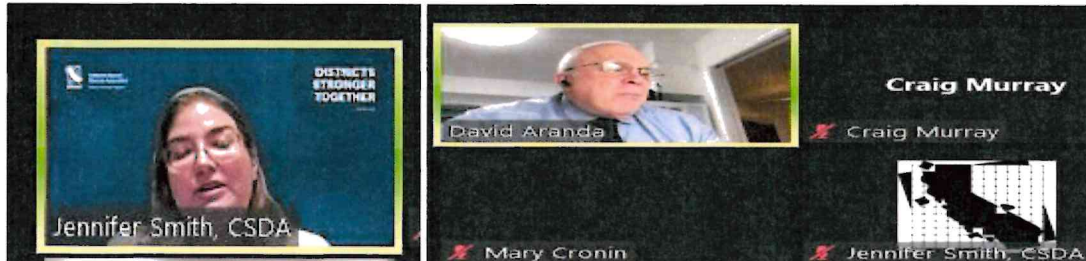
YEZMAN

Flood Zone 7, CSRMA, 2024 Ad Hoc Engineering Sub-Committee re: STPURWE, Marin Special Districts Association, 2024 Biosolids Ad Hoc Committee, 2024 GM Salary Negotiation Ad Hoc Committee, Other Reports

Agenda Item 5.3
Date February 15, 2024

CSDA Board Member Best Practices
January 24, 2024
Craig K. Murray

Jennifer Smith, CSDA jennifers@csgda.net



David Aranda, CSDM, Presenter. Stallion Springs District in Tehachapi, Kern Co. now Kensington Police Community Services District. California Special Districts Alliance (SDRMA, CSDA Finance Corp., CSDA). Not recorded like Webinars. Boys in Boat reading, UW Boat at WWII Olympics, in Unison, in "Swing". When they got in the boat, Swing took over. Like to see in each of our Districts. Fundamental Principles: Trust; honesty; respect (for skills, motivation, process, chain of command, does it reflect goodwill). Introductions: ...Hillmar Celementary District; Beaumont Cherry Water District Daniel Slawson; Indian Valley plumas co.; Greater Vallejo Rec. District Thomas Judt; Susan Doran (audio issues). Best Practices: Commitment. Book by John Carver: Boards that Make A Difference. "Org. should achieve what it should achieve, but avoiding those behaviors that should be avoided." Working as a Team. Best Practices: Role and Responsibilities: Working as a Team: United approach; look at mission of the district; strategic planning; human resources; finance; policies. Looking at different angles, not all same thought but with Mission of District and not having Board going off on aside. Often the community does not understand the district. Put Mission at top of documents. Strategic Planning: so often on Capital side, but also look at how board is working together and preparing how people come and go in Org. GM especially and grooming future people as future Board Members. Three Governance Academies coming up this year.

Setting Direction. Est. District's mission & vision. ID core values (aka Working Norms – ie all communications to be accurate and brief). In Board Mtgs., no need to hash over same items. ID core values & ideas to guide the district. Agree on what the future of the district should be. Relationship Norm: Create environment of respect of Board, Staff and consultants. Never enough of please, thank-you. Mission/Vision/Core Values: suggest looking at, if don't have look at others and develop those. Agenda item: where going, how we will get there. Carver and book talks about a good model of govt: outcome driven organization, forward thinking, facilitate diversity and unity. Board can be involved and to often staff driven. As a Board are we united on what we stand for and what we value. Develop a strategic plan, goals and objectives: Evaluate present, anticipate future, set priorities on what must be done to achieve vision, est. goals, review plan periodically and adjust appropriately. Policies (Board Responsibility but don't have to write): w/o district will be in state of confusion. First do you have policies in place. Policies: written statements specifying the manner in which a District's business is conducted. Board job: to maintain, revise and enforce policies – including rules for conduct of board meetings; provide direction for staff and constituents. Policies help direct constituents (staff, board..) to right answer to their question. Policies: Purchasing, Credit Card Use, Staff, Benefits, Board, Personnel.

CSDA Sample Policy Handbook

SECTION 1000

GENERAL

Policy 1000	Adoption/Amendment of Policies
Policy 1005	Association Memberships
Policy 1010	Basis of Authority
Policy 1015	Board Secretary
Policy 1020	Board/Staff Communication
Policy 1025	Claims Against the District
Policy 1030	Code of ethics
Policy 1035	Conflict of Interest
Policy 1040	Correspondence to the Board
Policy 1045	Legal Counsel and Auditor
Policy 1050	Overview of the General Manager's Role

SECTION 2000

ADMINISTRATION

Section 2100 Financial Management

Policy 2100	Accounts Receivable Policy
Policy 2105	Asset Protection and Fraud in the Workplace
Policy 2110	Budget Preparation
Policy 2115	Credit Card Use
Policy 2120	Employment of Outside Contractors and Consultants
Policy 2125	Expense Authorization
Policy 2130	Investment of District Funds
Policy 2135	Purchasing
Policy 2140	Receiving/Depositing Remittances
Policy 2145	Records Retention
Policy 2150	Reserve Policy

Section 2200 Inventory & Property Management

Policy 2200	Disposal Surplus Property or Equipment
Policy 2205	District Electronic Resources Policy and Procedures
Policy 2210	Use/rental of District Facility

Section 2300 Risk Management

Policy 2300	Emergency Preparedness
Policy 2305	Emergency Response Guideline for Hostile or Violent Incidents
Policy 2310	Workers' Compensation

Section 2400 Communications & Technology

.....
1-2009-2010-2011-2012-2013-2014-2015

Policies: Board Meetings (follow Robt. Rules of Order. Really? Thick Book and very difficult. Rosenberg Rules of Order are simple. Only a few pages. Board may want to est. policy to follow Rosenbergs Rules of Order. District that don't have policy on Minutes get very bogged down on what should appear in Minutes. Not want verbatim. I prefer a little more to recall what took place. Board/Chair esp. on conduct, no power if no policies on how to be addressed or recognized on the floor. Eg Board President controls what goes on Agenda and not allow another member to place on Agenda. Policies on cut off of Agenda items (saves staff a lot of grief in putting together Board Packet). Examples of value of policies.

Roles of Board v. Staff. Human Resources; Board Members to stay out of directing staff. GM works for the Board and should have in writing how the performance, eval. To be addressed min. annually, some go semi-annually, some go quarterly. Can have discussion or update on performance of GM. That may lead to better communication and understanding of what GM is working on and Board expectations. So many times hear from Board that didn't even know that was going on. Personnel policies and MOUs: Attorney and bargaining units draft and go to board for review w/good discussion and approval. You should be very knowledgeable of the org.chart and GM has no right to make changes w/o approval of the board. Eg acctg. Clerk but realize now they are Acctg. Mgr. If want to change the Title want to go to the Board. Give freedom to GM on Merit increases but salary survey go back to the board. Serious discussions w/benefit packages. Retire after 10 yrs. They, spouse and dependents fully paid. Actuarial Study said would BK District after a number of years. Need to have Actuarial or other studies. Directors that say no benefits, take what can get doesn't work and flip side of board wanting to give Cadillac of plans does not work either.



POLICY TITLE: Types of Board Meetings
POLICY NUMBER: 4235

4235.1 Regular meetings: Regular meetings of the Board of Directors shall be held on the [DAY] of each calendar month at [TIME] in the [PLACE], [ADDRESS]. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

4235.2 Special meetings: Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

4235.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.

4235.2.2 An agenda shall be prepared and posted at least 24 hours before the meeting and shall be delivered with the notice of the special meeting to the Board of Directors.

4235.2.3 Notice of the meeting shall be provided to the local newspaper and any other media outlet or person who has requested to receive notices of meetings by serving a copy of the agenda at least 24 hours before the meeting.

4235.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

4235.3 Emergency Meetings: In the event of an emergency situation involving matters upon which prompt action is necessary, the Board of Directors may hold an emergency meeting without complying with the 24-hour notice requirement. An emergency situation means either, as determined by a majority of the Board, (1) a work stoppage, crippling activity, or other activity that severely impairs public health or safety, or (2) a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency).

4235.3.1 When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting.

4235.3.2 Actions taken during an emergency meeting shall be by roll call vote.

4235.3.3 The Board may meet in closed session if agreed to by 2/3 vote of the members present.

GM & Staff: Want to think and make recommendations on own, drive org. Handbook reading on exec: most able to give chief exec. Facilitative interactions, respect to board, promoting productivity, promote board work, build partnership of board and staff. Very few people understand what governance is. Book CSDA: Board Member Handbook, p.6 on Good Governance. Put on Agenda, brief discussion on good governance and board discuss on what good governance model. Talk about good, and also work to be accomplished to be better. Board Member Handbook on board/staff relationships. Impractical that Board/Staff should not engage in discussions should be made through the Chief Executive. You as an individual have no power and to walk in and direct Staff is wrong and you can be held liable. Board Chair remind Board Member that do not have authority to direct that isn't Board approved. If having problem, reach out and network welcome to call, contact David Aranda. If Board members walk thru office in free reign and board can't speak at all to Staff v. talk in family atmosphere and it was good, part of that "Swing". Eg Wrong to go to Staff and say I want you to check a check now to this vendor. Does your District have a Whistleblower Policy in place? Eg GM is stealing, using credit card for personal expenses and bookkeeper sees that. How to handle? Accounting go to Board President or calls Legal Counsel. Some kind of policy in place in very dire circumstances that chain of command is broken not talking about staff upset about not increase in pay but upper Mgt. and their due diligence.

Fiscal Oversight. Buck ends with the Board. Some Boards never seen any financial statements. Specific responsibilities: ie spending limit to GM, how are credit cards controlled. Still thefts breaches, fraud in special districts. Ensure sound fiscal policy exists and that the practices and controls are in place. Bookkeeper in Illinois taking millions of dollars and no one picked up on it. Auditor not necessarily will catch the irregularity but policies will. Is the budget balanced, what is the capital in the budget. During year see budget v. actual. And see what might not be in line. Eg Kern Co. district taking reserves 7 years and 8 year broke and looking to cut costs on min. expenses like \$50 memberships.

Finances

- Ensure sound fiscal policy exists and that practices and controls are in place
- Approval of the annual budget
 - » Request and review periodic information on fiscal status
- Developing reserve guidelines
- Developing capital improvement plans
- Ensure adequate funding to provide quality services
 - » Set rates and fees

One of the hardest things to do as Board Members is to est. new rates and fees. Want to make sure staff provides good information, community resource meetings and good discussion.

Slow down to speed up. Board member sworn in and get thrown in to the lions but no one explained what they are, who we are and what their job is. We are Independent Special Districts not dependent. Eg Cemetery District and Co. pays their bills. Problem was Cemetery District getting financial statements but only reading County and not just their district made mistake that they had a lot more money than what they had for project. Indpt. And dependent special districts. We are independent and need to stand on own, not a City and not a County. People don't understand. Get publication: What is so special of Special Disticts? Enterprise Disticts, single/multi-function districts, dependent/indpt. Good to have in District Library and also the Brown Act. How are you funded. Some charge for services, receive prop. Tax, assessments for services performed. How special districts are funded. Each District has its own Governance Code, Read your Special District Principles Act. Ie Water District Budget different that others. Water District under County, diff. Codes. Gov. Code such as Board compensation and then policies. Start with Gov. Code to give guidelines. CSDs: collect \$100/mtg. v. Kensington (Board Members receive no compensation per meeting). Gov. Code is the ceiling. CSD, Fire, Park, Cemetery, Mosquito Control (5 Districts) Gov. Code was re written. Go to Senate Publications Website and obtain. Also, give background why they exist. If you don't understand who you are working for have hard time to progress.

Accountability. Were proper financial reports submitted to the State Controller. Financial reports to the State Controller. Find out each year. Brown Act given to each Board Member. Laws pertaining to public meetings. Bonded Debt. May need a finance advisor. Eg Kensington paying down bonded debt on pensions. Record keeping: how staff and Gm respond to PRA, typically board does not have a role unless it will be litigated. CSDA handbook: What is allowed, not on PRAs. Legal counsel if not sure how to handle. Conflict of Interest. 1090 law. Loss of office, AB 1234 class touches on it. Elections: make sure follow rules on election code, through county election office. Very few districts sign up individuals for elections. Be aware not getting district involved in political issues, ie I want 100 copies of flyer to re-elect me. Salary Data to the State Controller: Staff provides.

Get Oriented: Read government code specific to your district; read existing district code; tour district facilities; meet w/gm and mgt team and district legal counsel. Give answers in writing to policies that are in writing. Ie Have a \$3000. Water bill from a leaky toilet and need bill waived. Does legal counsel attend all meetings or only when item, districts typically leave it up to board chair or president. Ie Agenda is light don't think need legal counsel. CSDA publication for each board member and CSDA email blast. Impt. To have interaction with other govt. agencies you need to interact with. Ie Kensington with Albany, Berkeley, el Cerrito and county and Board Members w/Assembly members. Become broad on knowledge base and getting to know people .

Get oriented with recent consultants reports, staff reports, auditors reports. Handout p. 18 Article of Attribute of Exceptional Boards (your Board could collectively talk about): 1. Senese of team 2. Clear roles and responsibilities that are adhered to. 3. Honor relationship with staff and each other. 4 routinely conduct effective meetings. 5. Hold themselves accountable. Prof and respectful way. 6. Board members that practive continuous personal learning and development.

Attributes of Exceptional Boards

Leading public organizations and governing with colleagues on a board is a challenging art of community service. The Institute recognizes that many aspects of leadership and governance are not intuitive. This piece is intended to provide board members and administrators/executives insight into the attributes of exceptional boards as well as provide practical tips to help them become exceptional.

1. Exceptional boards develop a sense of team – a partnership with the chief administrator to govern and manage the county

The members of the board and chief administrator/executive see themselves and work as a team as they undertake a series of tasks to further their common purpose. The individual team members work in a coordinated and collaborative manner with a high degree of respect, trust and openness. The team values diversity in style and perspective. The team thinks and acts strategically as it examines issues/situations and decides on a course of action serving their county's mission and goals.

KEY CHARACTERISTICS

- Successfully transition from candidate to a member of the board
- Become a champion of the county. Make decisions based on the needs and interests of the community at-large / the greater good
- Develop, communicate and support policy goals and board decisions
- Demonstrate a willingness to work collaboratively (as a team) and have a countywide perspective.

BEST PRACTICE TIPS

Build capacity to create a more effective team. The governance team (board members and chief administrator/executive) should get to know each other, how each person approaches issues, decision making style and so on. This can be accomplished at annual meetings or workshops throughout the year. In the event that board members disagree, clear ground rules (norms of behavior and practice) can help quell acrimony before it becomes a problem. It's important to remember that trust is built around understanding and respect, not necessarily agreement.

DEBATE VERSUS DIALOGUE

(The norms listed below are given as a broad sampling of the type of guidelines governance teams may wish to adopt to ensure effective decision-making)

DEBATE

- Assuming that there is a right answer and you have it
- Combative; participants attempt to prove the other side wrong
- About winning
- Listening to find flaws and make counter arguments
- Defending assumptions as truth
- Critiquing the other's def's position
- Defending one's own views against those of others
- Searching for flaws and weaknesses in other positions
- Seeking a conclusion or vote that ratifies your position

DIALOGUE

- Assuming that many people have pieces of the answer and that together they can craft a solution
- Collaborative; participants work together toward common understanding
- About exploring common ground
- Listening to understand, find meaning and agreement
- Revealing assumptions for reevaluation
- Reexamine all positions
- Admitting that others' thinking can improve on one's own
- Searching for strengths and value in others' positions
- Discovering new options, not seeking closure

from 'The Magic of Dialogue: Transforming Conflict into Cooperation'
— Daniel Yankelovich

NORMS FOR EFFECTIVE DELIBERATION

(The norms listed below are given as a broad sampling of the type of guidelines governance teams may wish to adopt to ensure effective decision-making)

WE AGREE TO –

- Show respect (never dismiss/devalue others)
- Listen openly, trying to really hear what other people are saying (listen without defensiveness, without preparing response)
- Ask probing – not challenging – questions to further understanding and knowledge
- Address process, not personalities
- Paraphrase for understanding
- Use "I" messages (no blame)
- Look for common ground
- Maintain confidentiality (builds trust)
- Work toward the future – learning from the past
- Each be responsible for the success of the meeting (participate equally, raise concerns)

Form 700 at new year to fill out for prior Calendar Year. P.53. 501 c 3 Special Leadership and District Transparency Certificate of Excellence and **offers scholarships for CSDA conferences.**



SHOWING YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public, constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration
3 Years

Application Cost
FREE

Electronic filing is preferable.
info@cdf.org

District Receives

- Certificate for display (covering 3 years)
- Press release letter plate
- Recognition on the SDFL website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, and the CSDA eNews
- Window clings

Basic Requirements

Current Ethics Training for All Board Members (Supervisor's Code of Ethics 53302)

- Provide names of board members and copies of training certificates along with date completed

Compliance with the Ralph M. Brown Act (Supervisor's Code of Ethics 53302)

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda and using opportunity for public comment

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, if District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53335.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. (Government Code Section 53955.5)

- Provide copy of the most recent document and how it is accessible

Timely Filing of State Controller's Special Districts Financial Transactions Report -

Includes Compensation Disclosure. (Government Code Section 53622)

- Provide copy of most recent filing

SDLA staff will verify that district is compliant on the State Controller's each compliance for

Conduct Audits As Required By Law (Government Code Section 53000 and 10410.6)

- Provide copy of most recent audit, audit plan letter, and a list of items of how where documents were made available to the public

Other Policies - Have Current Policies Addressing the Following Areas

Provide a copy of each

- Conflict of Interest
- Provide copies of Form 700 (Government for board members) and disclosure made
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

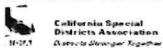
Book: 5 Disfunctions of Team by Patrick Lencioei. Talks about a pyramid builds on trust, conflict, commitment and results. Carvers book: suggests that meetings on 2 points: 1. How to connect with constituents serve 2. What good for future to give (not bog down in minutia). Convert divergent views into a single view, voice. Very, very difficult but part of Swing maybe all on different page but come up with single, official view.

Colleen Haley, CSDA. Senior Public Affairs Coordinator, Bay Area Network.



Take Action: Engaging with Your Legislators

- Understanding the Legislative Process
- Appreciating the Role of Legislative Staff
- Writing Bill Position Letters
- Connecting With Your Legislators
- Advocacy Resources
- Seasons of Advocacy Checklist
- Questions and Answers



ADVOCACY AND
PUBLIC AFFAIRS

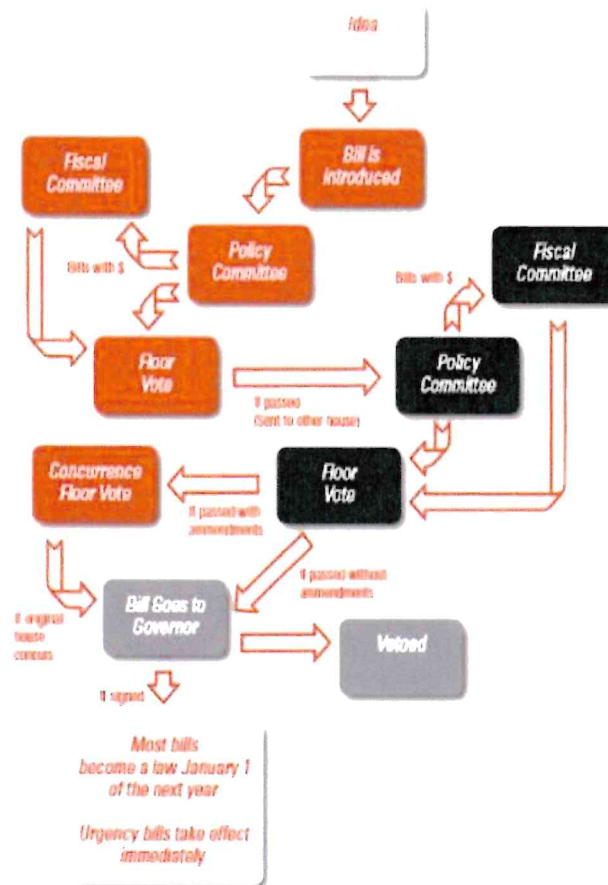


TAKE ACTION

Engaging with Your Legislators

January 24, 2024

Understanding the Legislative Process



Concurrence when bill goes through both houses and comes back to original house. Push bills with CSAC.

First (Odd) Years

- **January/February:** Bill Introductions
- **March/April:** First house policy committee hearings
- **May:** First house fiscal committee hearings and house of origin deadline
- **June/mid-July:** Second house policy committee hearings
- **Mid-July/mid-August:** Summer recess
- **Mid-August/mid-September:** Second house fiscal committee hearings and final deadline

Second (Even) Years

- **January/February:** Bill Introductions for second year bills and house of origin deadline for first year (“two-year”) bills
- **March/April:** First house policy committee deadline for second year bills
- **May:** First house fiscal committee deadline for second year bills
- **June:** House of origin deadline for second year bills and second house policy committee hearings
- **July:** Summer recess
- **August:** Second house fiscal committee hearings and final deadline

District Staff about role building and really want to make sure they have relationship with you. But request meeting usually get Capital or District Staff not Legislator. Policy experts if Chair on those Committees.

Join CSDA’s Expert Feedback Teams

- **Environment**
- **Formation and Reorganization**
- **Governance**
- **Human Resources and Personnel**
- **Public Works and Facilities**
- **Revenue**

csda.net/get-involved

Sign Up on expert teams if want to get involved.

Appreciating the Role of Legislative Staff

- **Legislators are responsible for voting on about 2,500 bills every year**
- **Staff are gatekeepers and often influence policy issues and help foster relationships**
- **Committee staff analyze the technical policy and fiscal effect of each bill**

Writing Bill Position Letters

- Write on your district's letterhead
- Identify the region(s) or communities you serve
- Be brief but thoughtful; emphasize the most important message(s)
- Explain the effect on your community with examples, facts, or costs, but avoid jargon
- Be reasonable and don't be overly aggressive

Sample Policy on Legislative Advocacy

- Download a free sample policy on legislative advocacy at:

csda.net/take-action



Also have samples once it becomes law, what district have to abide by. CSDA.net/bill tracking and csda.net/take-action. CSDA will write sample letters on each bill for your input.

CSDA Calls to Action

- Opportunities to influence public policy affecting all special districts
- Only issued about two to five times per year
- Copy CSDA on your *Call to Action* letter by emailing advocacy@csda.net
- Download sample letters and learn more at:

csda.net/take-action

CSDA Grassroots Mobilization Program

- **Do you have a relationship with a legislator?**
- **Do you have a relationship with 120 legislators?**
- **Identify your legislator relationships via 30-second survey to make *Districts Stronger Together***

csda.net/take-action

We like to know about relationships with your legislator. Constituents are policy experts yourselves. Asked for staff assigned to bill, or if already have a position (most time unsure), see if any feedback. So many bills come down to last minute process to get to yes.no column.

Phone Calls to Your Legislator

- **Identify yourself**
- **Briefly explain your district and who you serve**
- **Identify the specific issue or bill you are calling about and ask to speak to the appropriate staffer**
- **Ask if the legislator has a position and ask if the staffer would relay your request to the legislator**
- **If the staffer is unsure of the legislator's position, respectfully ask if they will follow up with you**
- **Don't forget to thank them**

Only have longest is 30 min and 15 min during leg sessions to communicate. Not allowed to bring up, discuss campaign matters. Leave business card and thank-you cards go a long way

CSDA Website

- **csda.net/take-action**
- **csda.net/bill-tracking**
- **csda.net/advocacy-blog**

All should be registered with advocacy blog (what is going on at state capitol). le gov. on budget and blog sent info.at it happens.

Public Affairs Field Coordinators



Christopher Norden
Northern Network



Dane Wadle
Sierra Network



Colleen Haley
Bay Area Network



Richelle Noroyan
Coastal Network



Chris Palmer
Southern Network

Vacant
Central Network

We are your first point of contacts. Any dept. in csda.

Connect with [CSDA Affiliated Chapters](#) throughout the state. Find a chapter near you.

Chapters



- [Alameda County Special Districts Association](#)
- [Butte County Special Districts Association](#)
- [Association of San Bernardino County Special Districts](#)
- [Central Valley Local Chapter of CSDA](#)
- [Contra Costa Special Districts Association](#)
- [Gold Country Regional Chapter](#)
- [Humboldt Area Chapter](#)
- [Independent Special Districts of Orange County \(ISDOC\)](#)
- [Kern County Special Districts Association](#)
- [Marin County Special Districts Association](#)
- [Northeastern California Chapter of CSDA](#)
- [Plumas County Special Districts Association](#)
- [San Diego Chapter of the CSDA](#)
- [San Luis Obispo County Chapter of the CSDA](#)
- [San Mateo Chapter of the California Special Districts Association](#)
- [Santa Barbara County Chapter of the CSDA](#)
- [Santa Clara County Special Districts Association](#)
- [Solano County Special Districts Association](#)
- [Special Districts Association of Monterey County](#)
- [Special Districts Association of Riverside County](#)
- [Ventura County Special Districts Association](#)

Need to be updated and now have a Sonoma County Chapter.

State Legislative Information

- findyourrep.legislature.ca.gov
- leginfo.legislature.ca.gov
- assembly.ca.gov
- senate.ca.gov

Federal legislation contact

Federal Legislative Information

- house.gov/representatives/find-your-representative
- congress.gov
- house.gov
- senate.gov

Annual Legislative Conference

- **Special Districts Legislative Days**
- **May 21-22, 2024 in Sacramento**
- **More details/registration information will be available soon at:**
- legislativedays.csda.net/home

Seasons of Advocacy: Winter (Swearing-In Ceremonies); update CSDA grassroots mobilization survey. Spring: district policy for taking positions on leg. ; Sac. Legisl. Days. Summer: Mtg. w/legislators. Set up mtg. with and facility tours with local media or editor

Fall: host legislators , staff tours or districts; legislators like to give out awards (let them know all special things found) Fall : get on mailing list. Year round: participate in CSDA Calls to action, watch for opportunities to share positive stories.

Dane Wadlé

Sierra Network Public Affairs Field Coordinator
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PAFCs by Network:

Colleen Haley (Bay Area) - colleenh@csda.net
Richelle Noroyan (Coastal) – richellen@csda.net
Vacant (Central) -
Chris Norden (Northern) chrisn@csda.net
Chris Palmer (Southern) - chrisp@csda.net

Best Practices: Additional Training for Board Members

- Attend the Special District Leadership Academy (SDLA) Conference
 - Attendees will learn:
 - Working as a team
 - Attributes of highly effective boards
 - Specific jobs the board must perform
 - The importance of moving from “I” to “we” as the governance team
 - Board’s role in setting direction for the district
 - Much more

Half off (\$360.) today deadline for SLO Conference.



Special District Leadership Academy Conference

- February 4 – 7, 2024: San Luis Obispo
- April 14 – 17, 2024: San Diego
- November 3 – 6, 2024: San Rafael

Required Training for Board Members

- Required Ethics AB 1234 Compliance Training – Every two years if you receive compensation or are reimbursed for your expenses. This is a best practice for all board members/trustees.
 - Live or On-Demand Webinar
- Required Harassment Prevention Training for District Boards and Staff – Every two years if you receive any type of compensation, salary or stipend. This is a best practices for all board members/trustees.
 - Live or On-Demand Webinar

CSDA.net has Board Member resources bundle including all the on demand webinars as a new board member. As a member \$0. Included. Links to SLDA, SDLF (scholarships, certificates) and helpful resources. Open Forum to ask such as how to write new policy (catastrophic leave policy). Over 10.5k questions asked and can search through the open forum.

End Day One

Day Two

1/25/24

California Special Districts Alliance – All 3 Eric Spencer, Member Services Specialist

Alliance is a partnership of CSDA, SDRMA (Risk Mgt) and CSDA Finance Corporation (Finance, Refinancing)



California Special Districts Alliance

The California Special Districts Alliance is a collaborative partnership between the California Special Districts Association (CSDA), CSDA Finance Corporation, and Special District Risk Management Authority (SDRMA). These three highly respected statewide organizations join forces to help special districts in California better serve their communities.

The California Special Districts Alliance provides current and prospective CSDA members with premier resources for information, products, and services including advocacy, professional development, financing services, risk management, and more.

CSDA Magazine; eNews sent out every Tuesday – Sac. News, Career Center/jobs. CSDA Knowledge Base

www.csdanet.net/knowledgebase

Doc Library, publication and materials, FAQs. Online Communities – Open Forum. Discussion Posts, Shared Files

A screenshot of the 'CSDA Online Communities - Open Forum' website. The page has a blue header with the title. Below the header is a 'Welcome to CSDA Communities!' section with a search bar and buttons for 'POST A MESSAGE', 'JOB & COMMUNITY', and 'FIND PEOPLE'. The main content area is divided into two columns: 'Latest Discussion Posts' and 'Latest Shared Files'. The 'Discussion Posts' column shows three posts: 'GIS Firms', 'RE: Board Compensation for Trainings', and 'RE: Merged lot policy'. The 'Shared Files' column shows four files: '3/17 Understanding the Basics of Public Service Ethics ...', 'Compensation and Benefits Survey RFQ', 'RFP for Dissolved Air Flotation (DAF) Painting', and 'Climate Adaptation Plan RFQ'. At the bottom right, there is a link to 'U.S. Senate Begins Floor Action on American Rescue ...'.

Career Center. Good way to search for role or to post for a role.

Board Member, Board Secretary & General Manager Resource Pages: BPs, req. training.

CSDA Advocacy – bill review, support under Advocate tab. Endorsed Affiliates: California Class is newest. Investment Pool, very convenient dashboard. JPA Investment Pool.

California Special Districts Alliance



California Special Districts Association
Districts Stronger Together



CSDA Finance Corporation

Partnering to bring you the best in resources, products and services

- Advocacy and Public Relations
- Professional Development
- Financing Options
- Risk Management Coverages
- Information Sharing

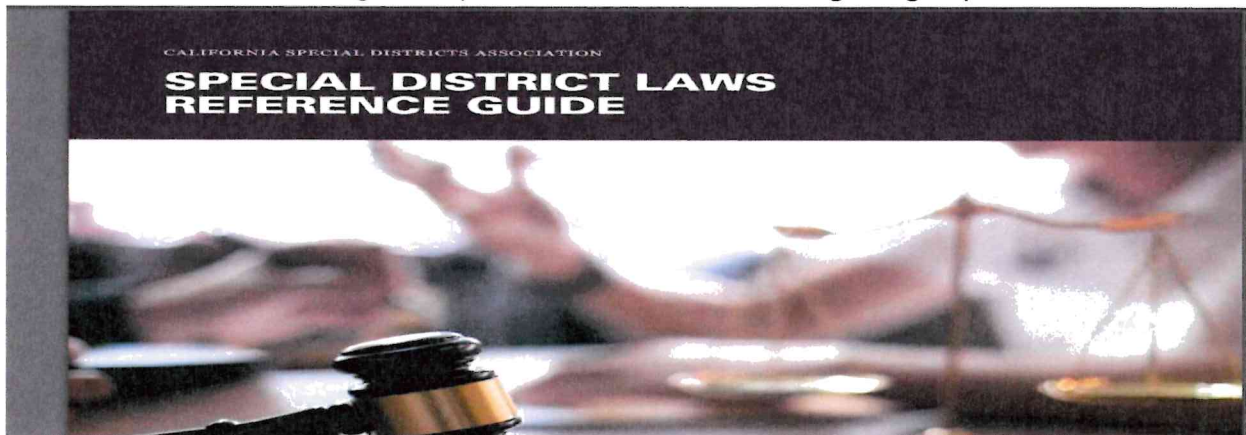
membership@csda.net 916-442-7887

Mustafa Hessabi

Chief Counsel at CSDA, Review Special District Law Guide as a Resource to Board. CSDA for 7 years focus on Special District Law and prior with private banking laws.



Broad overview of laws that govern special districts. Law Guide beginning on p.63.



Tips on Using the Reference Guide. Additional Resources on Specific Topics. Just a Guide not a White Paper, Treatise, you will want to bring in special counsel. www.leginfo.legislature.ca.gov (leginfo) can look up bills that are floated out there or a new bill. Free public resource. Principal Acts found on p.26. Know your enabling act, special acts found on p.32. (functions, elections or go to uniform principal election act). Principal act or special acts by State legislature. Table of types of Districts: 2,000 Indpt. Special Districts in CA (Either appointed by fixed terms by Co. Sup. Or elected independently). Many special act districts: not by County with these acts but by state legislature and not listed in csda special districts. ? Water Mutuals. Can be Special District with an application to LAFCo and any other number of water delivery entities that deliver. CSDA can not be aware of all locally adopted local policies (delegations to staff). Check in with local policies, by laws and resolutions adopted by a District. Know those and how to get to those. Member Resources Tab/knowledge base/special district documents.

Additional Resources Offered by the California Special Districts Association

- About Special Districts Guide
- [Special District Formation Guide](#)
- CSDA Sample Policy Handbook
- CSDA Affiliated Chapter Guide and Toolkit
- Brown Act Compliance Manual
- California Public Records Act Compliance Manual
- Introduction to Special District Revenues
- Special District Reserve Guidelines
- Ballot Measure Guidelines
- Special District Representation on LAFCo
- Ethics Law Basics
- Guide to Redevelopment Agency (RDA) Oversight Board Special District Appointment

Other Resources Available

- [Guide to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 \(LAFCo\)](#).
calafco.org/resources/lafeo-law
 - [Conflicts of Interest: California Attorney General's Office \(2010\)](#).
oag.ca.gov/conflict-interest
-

Revenues: Enterprise Districts; Fees with Assessments. Intro. To Special District Revenues – what can lawfully do to levy special district revenue measure. Ballot Measure Guidelines: show limitations that exist. Eg Nov 2024 ballot measure from CA bus roundtable that would severely limit special districts in adopting a special tax. *To connect better*: Take Action Guide: Engaging with Your Community and Legislators. BPs for communication. Higher bid thresholds with higher level accounting standards adopted (in other resources section). CSDA Knowledge Base, Sample Policy Library and CSDA Communities.

Laws applicable to Special District (Second Day of Board Member BPs). LAFCo Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000: Districts to be formed, Annexed or dissolved law.

Joint Exercise of Powers Act (Government Code ss 6500, et seq. What are responsibilities, liabilities of my Agency. Common for Ground Water Mgt., Infrastructure, Insurance coverage. Elections. Uniform District Election Law (UDEL) Elections Code ss 10500. Vacancies Gov. Code ss 1770 et seq full conditions that amount of a vacancy if not local conditions adopted. CA Voting Right Act (CVRA) Elections Code At Large Elections to protected class or Safe Harbor Provisions with cap of \$30k to challenge election systems switch to a by district system. Audits GC ss 26909: Special Districts req. to have annual, indpt. Audits conducted by the county auditor or a certified public accountant. Eg smaller districts with budget of \$125k and paying thousands each year can't do an annual audit. Public Records: City of San Jose case, if you personal computer or phone for District then it may be subject. As of 1/1/20 Special District Website Req. GC ss 53087.8 unless a hardship case. Records Retention Requirements GC ss 60200-60204 and now a req. to keep videos for certain time. Board Member Compensation: Principal Act. Often get why is compensation different than other Districts, nearby Cities. Incompatibility of Office Doctrine GC ss 1125, et seq. MSRs by LAFCo. Political Reform Act of 1974 GC ss 81000, et seq. ref. CSDA FPPC guide. CEQA: Project is a legally defined term. Contracting and Bidding. Can opt into cupca for higher bidding. Look at your Principal Act. Eminent Domain Code of Civil Procedure. Some special districts have found in Principal Act. Disposal of Surplus Land/Property GC ss 50568 et seq and ss 54220 et seq. HCD guidelines est that special disticts must adhere. Special districts may declare properties exempt. Now applies to sale and any lease in excess of 15 years. Spending. Gann Limit. Gift of Public Funds be aware of some of district activities. Fire Suppression Districts. Quimby Act Fees. Development Impact Fees (adopted for new development). ? impact fee cases. Goetz v. El doradoCo. traffic impact fee. US Supreme Court. Jan.9 oral argument. V.difficult to make fee for each individual parcel. Johnson v. Grants Pass reviewing 9th Circuit on Martin v. City of Boise. Authority criminizing actions of homeless is with Cities and counties but does impact special districts.

###

CSDA
Annual Employment Law Update
Craig K. Murray
January 30, 2024

Meyersnave.com Corrin Phillip and Janice Brown.

Corrin Phillips: Up to 40 weeks is temporary. Most pregnancies are 42 weeks. Dfn. Of “temporary” in this law is relative to Pregnancy. Seek legal counsel.

SB 848 Reproductive Loss Leave: Employer is req. to provide 5 days of leave for a reproductive loss event. It does not have to be paid have to allow to use PTO or sick time. Limited to 120 days/year (within 12 months).



Preventative Measures: Update handbook; Educate your workforce. Makes a difference in litigation. Workplace Violence Programs. SB 553: req. employers to implement workplace violence prevention plans by 7/1/24. Adds Section 6401.9. Plans must include specific information on reporting, receive/responding and investigation and how to respond. Req. to provide training on plan and interactive Q/A and keep a log of training and investigations. Few exceptions. Recommend put in updated handbook and post in workplace. Eg Restraining Order against a Partner and that should be included.

Workplace Violence Program

Qualified training (with interactive Q & A) requires:

- How employees can obtain copies and participate in the Plan;
- Reporting workplace violence incidents or concerns without fear of retaliation;
- Workplace hazards specific to employment;
- Corrective measures that have been implemented;
- Assistance to prevent violence; and
- The violent incident log, and how to get copies of workplace violence incidents.




**Employers required to maintain records:
log of violent incidents; training records; and records of investigations.**

Eg if don't do a violence incident log, if employer didn't keep employee safe, they will ask these items to determine if you are negligent. ? Sep. Policy or in Handboork A: Both. Under Law, certain times employer is req. to do an investigation. Best with 3rd party so someone doesn't put their thumb on the scale of the investigation. Very few employers exempted.

Workplace Violence Programs

- SB 553 requires employers to implement workplace violence prevention plans by July 1, 2024.
- Adds Section 6401.9 to the Labor Code.
- Applies to nearly all employers with limited exceptions.

For Example:



Healthcare facilities operating under Cal/OSHA's Violence Prevention in Health Care regulation; law enforcement agencies; places with fewer than 10 employees that are not accessible to the public; employees teleworking from place of their choice.

Cannabis Usage



- Effective January 1, 2024
- AB 2188 establishes a new category of employee protection under the FEHA.
- Not permitted to discriminate based on use of marijuana off-the-job and away from the workplace or based on required drug screenings that find non-psychoactive cannabis metabolites in hair, blood, urine, or other bodily fluid.

Use of MJ in CA outside of employment no longer Illegal v. Federal. Doesn't mean smelling like pot and looking high. Put can't fire if smoked pot few days prior to report to work. Exceptions may be in using machinery. Eg client furniture company and drug test b/c don't want them high lifting furniture. If you fire b/c high but they say they smoked pot off work that will be the challenge. SB 700 effective 1/1/24 prohibits the request for information as to applicant's prior use of cannabis. Applies to persons through hiring, termination, or any term or condition of employment. Smoking pot as charade to get rid of employee. ? Drive District Vehicles A: I am supportive of you and think there needs to be exceptions like driving, cops. Need to find legislator that would do this law, who else would do this law unless had a pot lab. They fired me illegally for my off work pot usage not that bad employee. ? Smoke on Break A: I

would not agree to that. That is on work. They may claim that 15 min. break is off the job. This is not a Federal Law, if Federal Laws apply or overlay or Federal Standards that have to adhere to then this is not an exception. IE Janice Brown has Indian Tribe client and that is Federal Property and this law does not apply. Can't test positive for pot.

Presumption of Retaliation



- Effective January 1, 2024, SB 497 will create a **rebuttable presumption** of retaliation if an employee is subjected to adverse action, or in any other manner discriminated against in the terms and conditions of their employment within **90** days of engaging in certain protected activity.
- Easier for employees and applicants to establish a prima facie case of retaliation.

Kind of a crazy new law too. They say I have been discriminated against but their employment not well, adverse employment action (detrimental, punishment write up, negative evaluation, reduce in pay). This law says if someone complains within 90 days. I think discriminated b/c age, gender or any of the protected cases. Presumption is that it is retaliation. You have an obligation to document what the issues are. Managers and Bosses have to be much more diligent to document, train and counsel as it is happening. You already documented before they make a claim and that is best scenario. Document in email, writing and important part of your job. Teach Managers and get too busy Managing and not doing this, set aside like 15 minutes a week. Need documentation and do it real time. Even with witnesses testify you don't have documentation. You have to teach your Managers and Supervisors to document as you go. Janice Brown promoted to this Managers and Supervisors in Meyers Nave. You can't make it up after the fact. It will look phony. Feedback provided by orally and in writing.

Presumption of Retaliation

To establish a case of retaliation, an employee must demonstrate:

- 1) employee engaged in protected activity;
- 2) employer engaged in an adverse action against the employee; and
- 3) there was a causal connection between the protected activity and the alleged adverse action.

New law:

Modifies an employer's penalties for a violation of Section 1102.5 to include a civil penalty not exceeding \$10,000 per employee for each violation.

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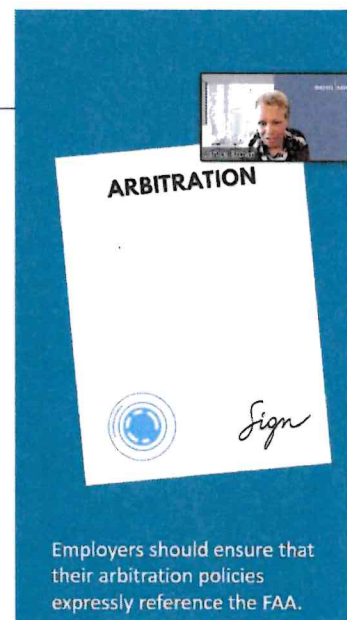
You will need to have evidence to overcome the presumption. They are trying to protect employees in workforce if they made a complaint. Keep employer notes on Ups and Down in employment. ? Notify employee each time. A: Sometimes want to contact HR, this is happening. HR may say lets sit on this for a bit. Document and advise employee, don't have to be negative can do it as Coach, can I help you I see that you have a kid that is sick, you are not coming in as much. Sometimes I contact HR on how best to document and sometimes help Supervisor, Manager in seeing differently. Your job requires you do document more often. Could be avoiding an entire lawsuit, you are telling me firing me but I believe it is other reasons. JB: big fan of getting others in organization to talk to person. Try to get best work out of our employees and all these rules if aren't doing their job well. Eg Cannabis law. Teach Managers, first thing out of box, your job is to elicit best performance that you can. Being a Supervisor is not easy, sometimes thankless. Your job is to give them optimism.

Preventative Measures: Educate management – with hypotheticals; understand the impact.

Part of their job is to protect the company. If that Manager is not doing their job, they can easily create liability for the company. Lot of special districts don't have HR, document thru HR? A: No just take on job and document through Manager or with 3rd party HR firm. Put three people together in training. RGS (regional governmental services) provides HR services. When there is a lawsuit, Managers become witnesses (not fun).

Arbitration Agreements

- SB 365 modifies the CCP § 916 mandate of an automatic stay on trial court proceedings when a party appeals the denial of a motion to compel arbitration.
- Minimizes the effectiveness of arbitration agreements.
- Likely to face legal challenges on the basis that it preempts the FAA.



Collective Bargaining may prevent but Janice Brown huge fan to use Arbitration Agreement. They put individual claims, certain tests to be complied with for Agreement, Battle between CA, CA and US Sup. Court in battle over these issues. Eg somebody sues pregnancy can move it to arbitration. Employer has to pay for arbitration but still cheaper than jury trial. People can take 2 weeks off to be a jurist, typically not managers and pro-defendants not plaintiffs. Janice Brown is Arbitrator. All Arbitrations settled but 1. Can get a Class Action Waiver built in. PAGA Private case but with only a 1 year look back not a 4 year look back. 70% funds go back to State of CA. PAGA need to file first with LWDA (Labor Defense Agency) can check on their website if someone filed there first. PAGA action before used to be stayed until other

actions heard by court. Employee/Plaintiff acts like they are the Govt. 75% to State and way state to make lot of money. They make guess you made a mistake, you give the records and then they find. Monitoring your payroll services and do those audits really smart to do. JB: Represents a Sports Team and selling suites and always those selling suites think getting cheated. They want Jury Waivers instead of Arbitration means decided by Judge than go to trial. It is so much easier. Consider jury waivers.

Issue Spotting, new cases:

Notable Caselaw Development



***Groff v. DeJoy* (2023):**

US Supreme Court ruled that an employer must accommodate an employee's religious beliefs unless it can show that doing so would "result in substantial increased costs in relation to the conduct of its particular business."

Similar to undue hardship for ADA. Have to accommodate unless can meet this. A high burden to meet. JB: Someone wants a particular day off, size of entity more increase costs and impact.

***Raines v. U.S. Healthworks Medical Group* (2023)**

Cal. Supreme Court ruled that FEHA permits a business entity acting as an agent of an employer to be held liable for discrimination when the business-entity agent has at least 5 employees and carries out FEHA-regulated activities on behalf of an employer.

Inpt. Contractors with 5 or more employees. You can be liable on FEHA.

***Krug v. Board of Trustees of the Cal. State Univ.* (8/29/23)**

Provisions of the Labor Code apply only to private employees unless the provision is specifically made applicable to public employees.

Labor Code §2802 requires an employer to reimburse an employee for reasonable expenses incurred in performing their job duties. It does not apply to counties, cities, or the state.

Req. employers to reimburse employees for reasonable expenses. Case if infringed on State sovereign powers. Not as straight forward that Labor Code does not apply to us. 3 part test for Sovereign Powers Doctrine. This case was employee work at home expenses. Super nuanced case by case. Seek counsel.

What is something for HR and what is something for outside counsel. HR should be doing trainings update but other organizations do this kind of work. Updated Handbook. Documentation. Counseling.

Consult Your HR Partner



- Policy Updates
(e.g., sick leave, workplace violence and reproductive loss leave in 2024)
- HR Counseling
- HR and Legal Strategic Planning
- Workplace Investigations
- Trainings



Certain complaints require an impartial investigation. Doubt if you are HR professional and can do it, you should refer to outside counsel. If requested you have 21 days for pay and 30 days personnel file records. You should have list of things you need to update for records.

When Litigation Arises



- Ensure personnel files are updated regularly.
- Ensure all relevant employee documents are signed in an enforceable method.
 - Only certain methods are legally enforceable
(Wet signatures & DocuSign)

Arbitration agreement: sign by wet or by docuSign (under CA law it is the same). If not signed then not enforceable. Or use Adobe Sign firm uses. Can prove it is legally enforceable.

Janice Brown

Principal

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Corrin Phillip

Senior Associate

cphillip@meyersnave.com

Update your employee handbook; Janice

Brown is in San Diego and State one of the most renowned attorney. Also Janice and firm on LinkedIn and great way to get some information. Q: Workplace violence, CalOSHA give sample. A: Not until 2035, regs should be coming. Why workplace hazards or when make changes to plan. People file lawsuits on parts that are left out. We still determining how applied in real reports. ? Incident reports A: employees have right to view within 15 days but names can be redacted. ? Person pregnant or domestic partner or spouse considered. Law not clear on a dnc. Law: unsuccessful assisted but do not see dnc.

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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.

2/15/2024

BOARD AGENDA ITEM REQUESTS

Agenda Item 6B

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

Agenda Item 7
 Date February 15, 2024

MARIN MUNICIPAL

Water agency blueprint near approval

Five-year plan covers supply, drought resiliency, finances

BY ADRIAN RODRIGUEZ

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After eight meetings, including a two-hour discussion this week, Marin Municipal Water District's five-year targets are teed up for approval.

"This has been a really big, very heavy lift," board member Matt Samson said. "With all this work, hopefully it's a pretty clear guiding document for staff."

On Tuesday, ratepayers and board members gave favorable reviews of the strategic plan, which outlines goals for water supply, drought resiliency, land stewardship, fiscal responsibility and organizational excellence.

While the board is expected to approve the document, the members suggested several new edits they said should be compiled in a final draft before taking a vote.

"I think it's important enough not to crunch it," board member Larry Russell said. "I don't see a clock running on when we actually take action, so I would like to read it more carefully. I know we've been exposed to it and do appreciate that, but you know a lot of things flow in and out between the ears."

Board member Monty Schmitt agreed.

"I also think I'd like our community to be able to see a final version that they can look at and have a chance to provide comments," Schmitt said. "I think this is really important."

The district manages about 19,800 acres of watershed land in the county. It employs nearly 250 workers in 25 departments who are responsible for getting water to more than 191,000 people, according to the utility.

The draft document says the mission of the district is to provide reliable, high-quality water and to adapt and sustain resources for the future.

"Marin Water is a leader in water and natural resource management and addressing the complexities of a changing environment," the draft says.

The district board has been meeting since September to draft the five-year strategic plan and fine-tune the objectives that support each of the five goals.

The first goal, to create a reliable water supply, includes work to reduce potable water use, increase the supply capacity, improve partnerships with agencies such as Sonoma Water and protect the quality of the water it supplies to customers.

When it comes to the goal of improving resiliency, the district outlines objectives around assessing existing facilities, such as pump stations and storage tanks, which will inform its capital planning and project delivery.

The plan also lays the foundation for operations and maintenance, sustainable energy targets, including the expansion of an electric-vehicle fleet, and emergency readiness.

Around watershed stewardship, the plan discusses creek restoration efforts, wildfire resilience work, research and climate adaptation opportunities, recreation management and watershed maintenance.

Establishing financial stability, setting fair and equitable rates, working more efficiently, leveraging outside funding and having financial transparency are objectives that support the fourth goal of fiscal responsibility.

The fifth goal, achieving organizational excellence, involves improving the work culture and customer experience.

The plan also discusses the district's role in industry engagement, growth and leadership, as well as making technology improvements.

"This is a very thorough document, and I can see that a tremendous amount of work went into it," said Wendi Kallins, president of Sustainable Marin.

"I especially like to see there's going to be even more work on energy reductions," Kallins said. "MMWD is one of the high users of energy in the county and everything you can do to reduce your energy helps all of us."



The board members said they would like the plan to expand on possible partnerships with agencies such as the Las Gallinas Valley Sanitary District and the Central Marin Sanitation Agency.

Kallins said the plan could take it further to include new alliances with cities and even nonprofits.

Larry Minikes, a member of the Marin Conservation League, congratulated staff and the board on the plan.

"It's going in a great direction," Minikes said.

"The idea of giving just a little extra time for additional input is a very wise choice, and I appreciate everything that has led to this point."

The final draft is expected to be presented at 6:30 p.m. Feb. 13.

MARIN MUNICIPAL

Water district reservoirs all reach 100% capacity

Officials hopeful about supply as rain soaks county



Runoff flows down the Bon Tempe spillway in Fairfax on Wednesday. A series of storms brought the Marin Municipal Water District reservoirs to 100% capacity this week. PHOTOS BY SHERRY LAVARS — MARIN INDEPENDENT JOURNAL



A sign posted near Lake Lagunitas reminds people that swimming, playing or allowing pets in the water is prohibited.

BY ADRIAN RODRIGUEZ

ARODRIGUEZ@MARINIJ.COM

All seven reservoirs managed by the Marin Municipal Water District hit 100% capacity this week even as more heavy rain is set to soak the county, the district reported.

“All of them are spilling,” Lucy Croy, the district’s water quality manager said. “So that’s good to see, and hopefully we can maintain that through the spring.”

A series of stacked storms that subsided Wednesday dropped nearly 8 inches of rain into Lake Lagunitas, bringing this season’s district rainfall total to 33.82 inches. That is 122% of the historical average for the date, the district said.

At the start of the water year, which begins Oct. 1, district reservoirs were already at 86% capacity, Croy said. This is the highest level on record in 40 years since Kent Dam was raised and the total capacity of all the reservoirs increased to 79,566 acre-feet, she said.

The district was able to beat the previous 83% record for the date set in 2020, Croy said. Because of heavy rain last season, the utility maximized its purchase of supplemental water from Sonoma County in the early summer and fall, creating favorable storage conditions, Croy said. That, paired with wet weather this fall and early winter, enabled the district to reduce its need to ship in water from the north. “It’s not every year that our storage, that our reservoirs all fill up, so it’s good to see,” Croy said. “It’s great to have that historical high at the beginning.”

The district serves 191,000 residents in central and southern Marin. Sonoma County's reservoirs, Lake Sonoma and Lake Mendocino, provide about 25% of the district's supply.

"Both are above average for this time of year, so everyone seems to be doing well," Croy said.

The North Marin Water District, which serves the greater Novato area and parts of western Marin, receives about 75% of its supply from the Sonoma County reservoirs.

The district's reservoir at Stafford Lake in Novato is at 67% of capacity, above the 63% average for this time of year.

The lake will need about another 12 inches of rain before it reaches its capacity, potentially spilling, said Tony Williams, general manager of the district.

"It is important to understand the significant hydrologic differences between the Novato Creek watershed that our one reservoir relies upon and the Mt. Tam watershed that all but two of MMWD's reservoirs rely on," Williams said. "Novato Creek receives about a third or less of what Mt. Tam receives."

For example, the county's Mill Valley/Mount Tamalpais rain gauge has recorded 38.93 inches for the season, Williams said.

The gauge next to Stafford Lake shows 13.91 inches for the year.

Williams said the numbers are fairly normal for Stafford Lake this time of year.

The positive water supply numbers come as an El Niño-driven storm brews in the Pacific, according to the National Weather Service.

The wind-whipped storm is expected to touch down in Marin County on Tuesday night or early Wednesday, bringing lots more rain, said Rick Canepa, a forecaster.

"This large-scale jet stream across the Pacific is tapping into subtropical moisture," Canepa said. "There is very heavy rain potential, and strong south-to-southwest winds."

On average, El Niño conditions tend to mean more rainfall in the Mount Tamalpais watershed, but not always, Croy said.

If the rain continues, the district would likely maintain above-average conditions, Croy said.

But if it takes a turn for the worse, the district could be in drought conditions in as soon as 18 months, she said.

"The importance of water efficiency and conservation is no less now, even though it's rained," board member Jed Smith said. "Now's the time, frankly, to look at your lawns, look at your landscape, at your habitat and do your best to conserve."

Ranjiv Khush, the board president, agreed.

"We have small buckets, they fill very quickly," Khush said. "They also empty very quickly, hence, conservation as well as improving resilience of that supply just remains mission critical."

NORTHERN CALIFORNIA

Water outlook: Snow deepens, storms close in

BY PAUL ROGERS

BAY AREA NEWS GROUP

California ushered in the New Year with a dry and disappointing snowpack in the Sierra Nevada — just 25% of the historical average.

But in the month since, like the stock market and the 49ers playoff hopes, the picture has improved significantly.

On Monday, the snowpack, a vast 400-mile long frozen reservoir that provides nearly one-third of the state's water supply, had jumped to 52% of normal, boosted by several big storms that have taken ski resorts out of the doldrums in recent weeks and tempered talk of a 2024 "snow drought."

"We've come a long way from where we were at the beginning of the month," said Andrew Schwartz, lead scientist at the UC Berkeley Central Sierra Snow Laboratory near Donner Summit west of Lake Tahoe. Between Oct. 1 and New Year's Day, just 35 inches of snow fell at the UC snow lab site off Interstate 80. On Monday, that seasonal total had grown to 105 inches. For that location, at nearly 6,900-foot elevation, Monday's total is 61% of the historical average — a number that, while below normal, is expected to grow in the coming days.

"There's still some hope we are going to see a wetter pattern the first few weeks of February," Schwartz said.

California's water officials will tromp out to Phillips Station near Sierra-at-Tahoe ski resort today to take their second monthly manual snowpack reading of the season — a largely ceremonial event in an age when snow gauges across the Sierra provide digital readings every day.

A significant storm system is forecast to hit Northern California and the Sierra from tonight through Friday, with chances of another rolling in Sunday and next Monday.

"It will be on the higher side of the storms we've seen this year," said Katrina Hand, a meteorologist with the National Weather Service in Sacramento. "You could see ponding of water on the roads this week, some creeks rising to near flood stage. And it will bring more snow to the Sierra."

The storm, an "atmospheric river" from Hawaii that is expected to be a 2 on a scale of 1 to 5 — with 5 being the strongest — is forecast to dump 1 to 3 inches of rain across much of the Bay Area by Friday. About 3 to 5 inches is expected over the North Bay, and up to 4 to 6 inches is forecast for the Santa Cruz Mountains and Big Sur.

The heaviest day will be Wednesday, with chain controls expected throughout the Sierra and gusty winds forecast to reach 50 mph or more.

By Friday, the storm is forecast to bring up to 2 feet of new snow to the Lake Tahoe area, up to 3 feet farther south at Sonora Pass, and up to 5 feet on Mount Lassen.

California often experiences big swings in the amount of rain and snow it receives each year.

"Every winter, water managers are biting their nails and investing in Pepcid," said Felicia Marcus, a visiting fellow at Stanford University's Water in the West Program. "The start to this winter was anemic, but right now it's pretty OK."

As the Earth continues to warm from climate change, scientists say that California is seeing more "weather whiplash" between very dry and very wet years. Eight of the past 12 years have been drought years in the state, punctuated by some drenching years (2017, 2023).

Last year, a series of huge atmospheric river storms battered California, ending the state's severe 2020-22 drought. Last Feb. 1, the Sierra snowpack was a staggering 212% of normal. By April 1, it was the biggest snowpack in 40 years, at 232% of the historical average. A few ski resorts stayed open until the Fourth of July last year.

The fact that this year has begun much more modestly is in many ways a good thing, experts said Monday.

Reservoirs around the state filled last year because of the relentless rain and in many places are still above average for this time of year. If this winter had started with a new series of big atmospheric river storms, it could have filled them to the top, causing flooding downstream.

"You don't want to fill them up this time of the season, because if the storms come in faster than you were expecting, then you have a flood risk," Marcus said. "Droughts are bad, but floods kill people."

Reservoir operators around the state, working off historical records showing the probability of rainfall each day of the winter, release more water out of reservoirs early in the winter between November and February, and then typically begin to capture more in March as the winter winds down and melting snows flow in from rivers, adding more water into the reservoirs.

Even with that conservative approach, some of California's biggest reservoirs have seen impressive gains this past month as January storms have swept across the state.

The water level at Shasta Lake, the state's largest reservoir, near Redding, which is 35 miles long, has risen 20 feet since Jan. 1. A critical source for farms and cities, it was 79% full on Monday — 112% of normal for this date.

Similarly, the state's second largest reservoir, Oroville, in Butte County, has risen 23 feet since Jan. 1, and on Monday was 76% full — 132% of normal for this date.

One of the most important reservoirs in Southern California, Diamond Valley Lake in Riverside County, on Monday was 93% full, a big shift from a year ago when it was 61% full.

Unless all the rain and snow turns off completely starting in mid-February, California should be in decent shape from a water supply standpoint this summer, experts said Monday, with the chances of urban water restrictions low.

"I think this year we are probably going to be OK," Marcus said. "But we never want to waste water, because next year could be the beginning of a 10-year drought."

Zoning deadline presents test for state on housing

Crunch raises questions about compliance, enforcement



Fairfax has outlined places to allow 540 new residences during the state's latest eight-year planning cycle. PHOTOS BY ALAN DEP — MARIN INDEPENDENT JOURNAL



The vacant Century Cinema site in Corte Madera has been reviewed as a place to permit additional housing to meet the state’s mandate.

BY BEN CHRISTOPHER

CALMATTERS

It’s put up or shut up time for dozens of cities across the San Francisco Bay Area.

Last January, local governments across the region were required to submit “housing elements” to state regulators — future development blueprints that spell out how each jurisdiction intends to make room for its share of the more than 2.5 million new homes the Newsom administration wants to see built across California by the end of the decade.

One year later, on Wednesday, many of those same jurisdictions are now required to turn key components of those blueprints into law. That means revising their zoning maps, converting thousands of suburban-style tracts into apartment-ready parcels and proving to the state that they are, in fact, going to do what they said they would do to address California’s chronic housing shortage.

The Bay Area zoning crunch is just the latest inflection point in a years-long tussle between California’s housing agency and local governments over how many new homes California needs to plan for and where this anticipated influx of development ought to go. The Bay Area’s end-of-month due date is the first big one in a series of rolling regional deadlines. Next up: Santa Barbara County on Feb. 15. Whether Bay Area local governments comply — and how the state responds to those that don’t — could indicate just how seriously the Newsom administration takes its ambitious housing goals.

“This is kind of the test case,” said Will Sterling, a land use attorney with the San Francisco firm Holland & Knight, which regularly represents real estate interests in cases against development-averse cities. “It’s going to be interesting to see what (the state) does, how firm they are.”

Developers, attorneys, elected officials and housing advocates are watching closely because this is uncharted territory. For more than 50 years, California’s Department of Housing and Community Development has been setting eight-year planning goals for cities and counties, but only recently have state bureaucrats had the legal and political backing to drop the hammer of serious litigation and funding cuts on municipalities that don’t play along.

Suddenly, everyone is taking the once-obscure “Regional Housing Needs Allocation” process seriously.

“It’s been a doozy this time,” said Michael Brilliot, deputy planning director for San Jose. The City Council there recently raced through a final round of zoning changes to beat the end-of-the-month deadline. Compared to past cycles, Brilliot said the city had to triple the number of employees tasked with planning San Jose’s housing future from two to six.

How forcefully Newsom’s housing department plans to wield its new hammer is an open question, though its special treatment of San Francisco earlier this winter may offer a hint.

After conducting an unprecedented audit of the city last year, the department called upon San Francisco to overhaul its ponderous permitting process under threat of litigation, funding cuts and the possible revocation of its local planning authority. The city’s Board of Supervisors ultimately blinked, passing Mayor London Breed’s proposed reform package. The state’s housing department signed off on the changes last week.

Bay Area cities and counties “know that they’ll take on a lot of risk by blatantly not complying” come Wednesday, said Jenny Silva, an advocate for denser development in Marin County and board chair for the Marin Environmental Housing Collaborative. “They see what happens in San Francisco. They hear what happens elsewhere.”

Even with the state breathing down its neck, meeting the deadline has proved to be a “heavy lift” for smaller communities such as Fairfax, said Mayor Barbara Coler.

At a recent Town Council meeting, where discussion and debate lasted three hours, public commenters agonized over what denser construction would do to the “heart and soul” of the town of less than 7,500, long-defined by its “village-like quality.” Some raised concerns about heightened fire risk, while others promised litigation and threatened the elected officials at the dais with recall campaigns.

Coler said she too would have preferred the state require Fairfax to plan for fewer homes — the town is setting aside space for 540 — and that she and her colleagues had the power to require new developments to set aside more units for lower-income residents.

But when locals encourage the town to fight back, she said she points to the community’s sheer need for extra places to live. “What I tell folks is, ‘Who do you think is waiting on you in the restaurant? Don’t you want them to live here?’” Coler said.

‘Nuts and bolts’

It’s not surprising that so many local officials across the region are facing a special kind of political pressure as the rezoning deadline approaches.

Housing elements are big-picture plans that identify development sites and commit to future policy changes. In their high-level abstraction, they can sometimes read like the urban planning equivalent of a vision board.

Zoning rules, in contrast, are “the nuts and bolts of how to take a site and get a certain number of units on it ... rezoning is really where the rubber meets the road,” said Martha Battaglia, a planner with Corte Madera, which has already met the state’s upcoming deadline.

Changing a zoning code puts to paper a city’s decision to raise maximum building heights, reduce parking requirements or increase the allowable density of a specific parcel. These are changes that neighbors can readily identify, envision and, frequently enough, dread, bemoan and rally against.

Not every city and county is feeling the heat equally. State law gives jurisdictions that followed the rules earlier in the process a more leisurely schedule, while tightening the screws on scofflaws.

That places cities around the state into three buckets:

- On time. Cities that had their housing plans certified prior to a drop-dead deadline — which vary across the state — have another three years to make any necessary zoning changes. Of the Bay Area’s 109 cities and counties, which had until May 31, 2023, fewer than 30 fall into that category.
- Forgivably late. Those that got their elements approved, but after that deadline, have just one year to follow up with zoning changes, if required. In the Bay Area, that’s Jan. 31.
- Unforgivably late. Cities and counties that still don’t have certified housing plans by the end of that one-year deadline will be deemed out of compliance and open to a slew of possible legal and financial penalties until they do their rezoning too.

Most of Southern California faced an earlier compliance deadline, but all jurisdictions except for those in the “unforgivably late” category received a legislative extension and now have until next year.

State actions

The state plans to review the work of the Bay Area cities and counties that are on the hook for rezoning, said housing department spokesperson Alicia Murillo, in an email. If found lacking, those jurisdictions will be issued a warning and given 30 days to catch up. After that, the department “will revoke” its findings that those local governments are complying with state housing law.

The consequences for that will depend in part on how tough the state decides to be. For local governments they range from irksome to catastrophic.

Included among the possible penalties listed in state law are cuts in state funding for affordable housing and transportation. The state’s housing department could also refer a city to the state Attorney General, who has shown a past eagerness to take local governments, like Huntington Beach, San Bernardino and Coronado, to court over failure to plan for enough new housing.

More extreme consequences — sitting, mostly dormant, in the state’s government code — include the automatic approval of certain proposed affordable housing developments. The state could also ask a court to either suspend entirely a city’s ability to issue new permits until it follows the rules or to put its entire planning apparatus into receivership.

Jurisdictions without certified housing plans also open themselves up to the so-called “builder’s remedy,” in which developers can completely ignore a city’s zoning map, building as much as they like wherever

they like, so long as 20% of the units are designated affordable.

“There’s quite a bit of discretion built into whether HCD wants to go nuclear on a jurisdiction,” said Sterling of Holland & Knight. But if not for political reasons, the state’s housing department may be limited in how aggressive it can be statewide.

“They certainly have cities that are more on their radar than other cities. They don’t have all the staff in the world,” said Sterling. “If only everyone got the San Francisco treatment.”

Litigation option

Where the state declines to step in, there are other sheriffs in town.

Matt Gelfand, attorney with the legal nonprofit Californians for Homeownership, said he doesn’t expect the state to be “ultra aggressive” in looking over each jurisdiction’s shoulder as it redraws its zoning maps. “Nor do I think that’s necessarily the role of the state,” he said.

That, in Gelfand’s view, is his job. “We are ultra, ultra aggressive,” he said.

The nonprofit, sponsored by the California Association of Realtors, has sued roughly a dozen cities across the state for failing to plan or zone for enough housing. Last month, they secured a judgment from a Southern California judge against Beverly Hills for that city’s failure to pass a state-sanctioned housing plan on time. The penalty: The government of the tony enclave lost its ability to issue any new construction and remodeling permits, save those that would bring it into compliance with state law.

The group also took La Cañada Flintridge and Hawaiian Gardens to court last year, forcing both to re-do their zoning maps. In December, Gelfand asked a court to subject the city of South Pasadena to the Beverly Hills permit moratorium treatment, but rescinded the request after city officials agreed to conduct more rezoning.

“That is ultimately the point: To provide the right carrots and sticks to get folks to come into compliance,” said Gelfand.

Last week, South Pasadena’s City Council voted to nearly double the number of new units that can be constructed in parcels in some of the city’s denser neighborhoods. Mayor Jon Primuth said it was the city’s “intent all along” to do so, lawsuit or not.

South Pasadena’s housing element still hasn’t been certified by state regulators, a fact the mayor attributed in part to the state’s approval process itself. “I think everyone would have to agree, given the number of revisions cities have had to make over and over, that there was a lack of clarity,” he said.

City officials in the Bay Area may ultimately have the plight of Beverly Hills and South Pasadena in mind as Jan. 31 approaches. That, anyway, is the hope of Leora Tanjuatco Ross, organizing director with YIMBY Law, another regular on the housing element lawsuit circuit.

“Historically these have just been paper exercises, they’ve been empty promises,” she said of the state’s planning process. “What we’re trying to do is make sure that these housing element policies are actually implemented this time.”

“If a city commits to doing a policy and they don’t pass it, that is grounds for a lawsuit,” she added.

‘Going to be messy’

In San Jose, the city is facing double deadline pressure. The Bay Area's largest city has yet to have its housing element certified by the state, though a draft is under review by the housing department. With a final change to its zoning code, enacted with a unanimous early-evening vote by the council, city officials are hoping to convince state regulators to sign off on both plan and zoning maps before Jan. 31.

But even if the city is able to get everything squared away in time, there are more housing debates to come, said Brilliot, the planning official. Housing elements are more than just a list of sites ripe for development. They also include pledged policy changes for the coming years. San Jose has more than 130 of them in its draft proposal — and there are some biggies.

They include cutting local restrictions on infill development, allowing for taller and denser buildings if developers include affordable units and allowing small multifamily housing projects across most of the city's traditionally suburban-style neighborhoods.

"When we come back down the road it's going to be messy," said Brilliot. "We're going to have to have a conversation about revising the sacredness of single-family zoning. ... This is just the beginning. There's a lot of work to do."

Funding in Marin at risk in budget

Newsom plan targets source of tax revenue

BY RICHARD HALSTEAD

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The budget proposal for 2024-25 that Gov. Gavin Newsom submitted to the Legislature this month contains a bitter pill for Marin County.

If the budget were to be enacted in its current form, this pill could cost the county, its municipalities and its special districts more than \$1 million annually in revenue.

Newsom is proposing to “specify that charter schools are explicitly eligible for ERAF dollars,” Talia Smith, a county administrative analyst, reported to county supervisors on Jan. 23. ERAF stands for the Educational Resource Augmentation Fund.

That’s important because the way charter schools are treated plays a vital role in determining how many excess ERAF dollars, if any, counties receive.

The fund shifts local property taxes from the county, cities and special districts to help offset the state’s obligation to fund public schools.

Once the schools are fully funded, any remaining ERAF money is returned to the non-school agencies at the same proportion as they contributed to the ERAF. These returned funds are so-called excess ERAF.

Most cities, counties and special districts pay into ERAF, but don’t get any money back. Marin County is unusual because it typically gets back more than half of its ERAF contributions. Last year, it received \$1.1 million in excess ERAF. In March 2020, however, the Legislative Analyst’s Office issued a report asserting that Marin and four other counties were “calculating excess ERAF in ways that seem contrary to state law and shift too much property tax revenue from schools to other agencies.”

The primary problem, according to the office, was that these five counties — Marin, San Francisco, Santa Clara, San Mateo and Napa — were not including charter schools in their calculations, which resulted in \$350 million in additional excess ERAF for them annually.

Initially, there was talk of making the counties refund excess ERAF money from past years. Instead, the Legislature amended tax law in the counties’ favor.

However, a legal dispute developed when California State Controller Betty Yee issued guidance sanctioning the counties’ continued practice of excluding charter school average daily attendance from their ERAF calculations. The California School Boards Association challenged Yee’s ruling in court, but lost.

Smith said, “So what the governor is now saying in his January budget is: Fine, then I will explicitly add charter schools to this law so that I can use ERAF for that.”

County Executive Matthew Hymel, in an email on Friday, wrote: “Although we believe this proposal is unconstitutional because of the passage of Proposition 1A in 2004 that protects local governments from further state funding shifts, we estimate that this proposal could reduce the amount of returned ERAF by \$1.1 million countywide.”

Smith said proposed cuts to funding for housing in the governor’s budget could prove even more problematic for the county than the ERAF adjustment. Smith wrote in her report to supervisors that Newsom is seeking to reduce funding for various housing programs by \$1.2 billion in the current year and next, including programs that fund affordable and multifamily housing development, foreclosure intervention and home ownership.

The county government is under a state mandate to foster the creation of 3,569 residences by 2031. Last January, county supervisors adopted a housing element with zoning changes to accommodate 5,197 new residences on 148 sites in unincorporated areas.

“But the county’s ability to make affordable housing happen really relies on funding,” Smith said. “You can’t pencil low-income and very-low-income housing without a major infusion of assistance to affordable housing developers from the state.”

At the Jan. 23 meeting, Supervisor Katie Rice said, “I’m just hearing a loud message that a lot of the potential grant opportunities for various kinds of infrastructure housing development and voucher programs are going to be a lot less than what we expected.”

Hymel said that, on the brighter side, while the governor’s budget proposal would reduce the county’s opportunity for new state grants, “we will not have to reduce our current services.”

Hymel also reminded supervisors that the governor will submit a revised budget proposal in May, and his final plan must secure the approval of the Legislature.



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Zero Emission Rental Vehicles Measure Moving Through Legislature



By Vanessa Gonzales posted 18 hours ago

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By: @Anthony Tannehill

With support from CSDA and a coalition of public and private partners, a novel approach to aid in the compliance with the recent zero emission vehicle (ZEV) mandate by the California Air Resources Board (CARB) has cleared the Assembly unanimously and will soon be considered by the State Senate.

Assembly Bill 637 (Jackson), sponsored by Enterprise Mobility, would provide public and private fleets with additional options to meet the ZEV procurement requirements under the Advanced Clean Fleet (ACF) regulation adopted by CARB on April 28, 2023. Unfortunately, the ACF regulation does not currently allow a fleet owner to claim compliance credit for renting a zero-emission truck over its internal combustion counterpart.

AB 637 addresses this issue by allowing for the rental of a zero-emission vehicle or vehicles for a cumulative total of 260 days in a calendar year to be deemed the same as ownership of one zero-emission vehicle for purposes of meeting the compliance obligations.

If successful, the legislation would add one more welcome option for special districts and other fleet owners, particularly those with less resources and limited budgets, looking for the most cost-effective ways to meet the ACF’s ambitious mandate.

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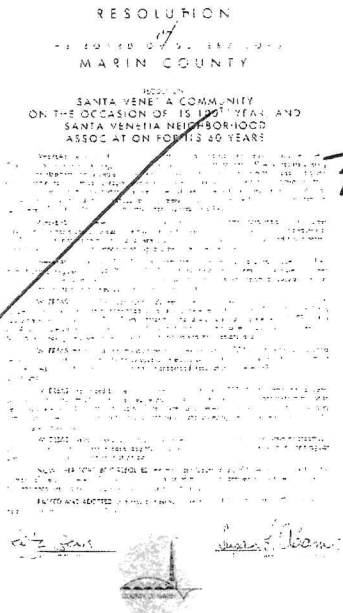
• Nanni Wurl, 415-472-3269

Some people in this beautiful, caring neighborhood seem to ignore all the terrible things happening in this world and have nothing better to do than try to ruin a kind person's wish to create some joy. **Jeanine** put up a great dinosaur on a bush. I smile everyday when passing plus give him a pat on his paw and chin. Some nasty person left a note (unsigned of course) on her mother's car concerning her unconventional decoration. Well, all the people I spoke to loved it. Thank you, Jeanine, for making me smile!

This smile grew when I received a call from **Russ Staffen** after his "Christmas Homeless Dog and Owners Included" run returned. It had been a great success, apart from the misery of so many homeless people and their pets. I had been lucky to get quite a few toys from **Jen Inouye**, **Betty Rapaport**, and one unknown donor. I was able to provide more K9 stuff thanks to a friend of mine who shares my passion for the homeless, dogs or people. She gave me toys, a dog bed, and other needed items. It takes months to get everything ready. I provide the essentials, food, water, and biscuits. I am always looking for toys, etc. plus big containers (clean) for kibble. If you have something to donate, the next run will be Feb/March. Many thanks to our supporters.

Happy Anniversary SVNA

The SVIA, now the SVNA, was incorporated in February of 1954 – so join us as we celebrate 70 years that the Association and Neighborhood Volunteers have been advocating for the betterment of our neighborhood. And while we're on the subject, we're celebrating 110 years of Santa Venetia! You can visit <http://tinyurl.com/y6vn39sw> to read the Resolution from the Marin County Board of Supervisors on our 60th/100th anniversaries and we'll hopefully celebrate at this year's Labor Day Picnic with a booth and some history about our Association and neighborhood. We are also in the process of rebuilding/updating our website so if you have any ideas and/or historical information or pictures to share, please let us know.



Gallinas Watershed Council (GWC)

• Aurora Mahassine, GWC, auroramahassine@icloud.com

Thanks to the Watershed Alliance of Marin for posting an op/ed about the state of stewardship at the Civic Center in the Marin IJ, <http://tinyurl.com/5n8x9zr2>, reprinted here:

Take steps to preserve the Civic Center Lagoon

Our Marin County Civic Center Lagoon in San Rafael faces an ecological crisis that requires our immediate attention. The recurring fishkills and algae blooms serve as nature's distress signal. They should urge us to respond with effective solutions.

As Watershed Alliance of Marin members, we would like to propose two key initiatives to restore the health of the lagoon.

First, restoring native plant species along the lagoon's banks is an effective way to combat pollution and provide habitat for our local birds, frogs, turtles and dragonflies, while helping to maintain water quality. Native plants act as natural filters, absorbing excess nutrients and pollutants, mitigating the harmful effects of eutrophication.

It is critical that the concrete hardening of the bank edges installed in the 1990s needs to be reversed in order for the biofiltration to be effective. Simply put, the hardscape destroys infiltration capacity. This embankment should be replaced with a planted bioswale that can filter goose poop that otherwise is pressure-washed straight into the lagoon. The non-native Ludwigia should not be removed until natives are established. Those plants proffer interim habitat for native fauna.

Second, we would like to encourage floating wetlands along the entire perimeter of the lagoon. Their creation can be an effective strategy to remediate the vast amount of goose poop that gets washed into the water. This versatile solution can increase the much needed habitat and water quality in a space saving manner.

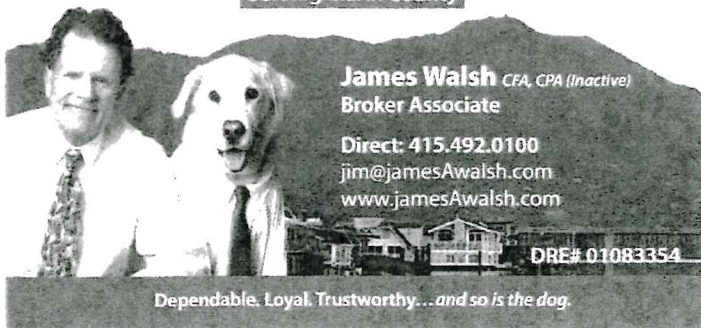
The late, great Judy Schriebman and the Gallinas Watershed Council have been champions of this stewardship for many years. Now it is incumbent upon all of us to honor her legacy with these beautiful interventions. Frank Lloyd Wright said, "Study nature, love nature, stay close to nature; it will never fail you." Let's honor his brilliant legacy."

The Gallinas Watershed Council is looking for new members! Please join us in our collective commitment to looking out for the environment; from Terra Linda and Marinwood to the Northgate Mall, the Marin Civic Center, Santa Venetia, and out to San Pablo Bay!

We are committed to the environmental health of the Frank Lloyd Wright Civic Center because we recognize it to be symbolic of the County itself.

For more info about GWC, visit: www.gallinaswatershed.org

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Read Back Issues of The Communicator Here:
<https://tinyurl.com/um377uhu>

Marin's storm impact: Power outages, debris

Utilities disrupted for thousands amid fierce winds and rain



Karl Winquist of Horizon Cable walks up Olema Bolinas Road in Bolinas on Monday after checking on utility lines torn down overnight by a fallen eucalyptus tree. PHOTOS BY ALAN DEP — MARIN INDEPENDENT JOURNAL



CalTrans workers push a stalled van out of the flooded intersection of Highway 1 near the Manzanita commuter lot in Mill Valley on Monday.

BY CAMERON MACDONALD

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More than 32,000 customers lost power across Marin County as a powerful storm with hurricane-force winds swept through Northern California.

Pacific Gas & Electric Co. said that as of 8 a.m. Monday more than 19,000 customers still lacked power. Later Monday, 10,900 customers were still offline, according to the county.

“The storm came in really strong, so we had a lot of tree branches and debris fall into power lines,” Megan McFarlane, a spokesperson for the utility, said Monday. “Today, the weather is more clear and our crews are out in force making repairs and getting the power back on for our customers.”

During the storm, which lasted from Saturday to early Monday morning, Novato was soaked by 4.30 inches of rainfall, followed by San Rafael at 3.13 inches, Mount Tamalpais at 2.60 inches and Mill Valley at 2.41 inches, according to meteorologist Crystal Oudit of the National Weather Service.

A wind gust up to 102 mph was reported in the hills near Nicasio, the weather service said.

No significant flooding was reported, but Coyote Creek in Mill Valley rose 0.47 feet above the flood level on Monday morning, said meteorologist Roger Gass.

Traffic problems and fallen trees abounded during the storm.

The California Highway Patrol reported Sunday afternoon that a driver crashed into a power pole and caused a blackout in Terra Linda. Countywide, there were 19 road closures as of Monday morning, according to a county report. A 5-mile section of the Panoramic Highway between Edgewood Avenue and Pantoll Road outside Mill Valley was closed due to debris and tree issues. Lucas Valley Road between Nicasio Valley Road and Westgate Drive also was closed at the height of the storm.

Tamalpais High School, several Ross Valley schools and campuses in the Shoreline, Bolinas and Lagunitas school districts in western Marin closed their doors Monday due to power outages, county officials said.

"I think we weathered this storm really well and we're continuing to monitor this situation," said Mike Grant, assistant superintendent at the Marin County Office of Education.

As cleanup began on Monday, McFarland warned residents to stay away from fallen power lines and call for assistance.

"What happens with these storms is we see power lines come down and people try to move them out of the way," she said. "They can still be energized."

In western Marin, the Bolinas Fire Protection District asked residents to stay inside as power lines and trees fell throughout the area.

Nader Ghattas, a manager at the Bolinas Supermarket, said Sunday was a bad day, with rain, finicky electricity and powerful wind gusts, but the evening was worse.

"Everybody was concerned," he said on Monday. "It was crazy last night."

Bolinas Hardware manager Tristan Patterson said the business was spared much damage. Power remained off and most businesses and homes were running on generators, he said.

"It's kind of surprising how many lines were snapped due to the wind," he said. "There were solid breaks in some of them. They snapped clean off."

In central Marin, a similar directive to stay indoors also was issued in Ross, where a natural gas leak was reported near Sir Francis Drake Boulevard and Ridgeview Drive, according to a county announcement. Ross Valley firefighters secured the gas leak around 8 p.m., Ross Valley fire Capt. Bryan Galli said.

Susan Deluxe, a resident of the Spyglass Hill condominium complex near Sir Francis Drake in Greenbrae, said at 6:30 p.m. power started to dim in her condominium as the wind howled and the rain poured.

She said she heard a woman in her complex shout that there was a fire after a line snapped and the top of a power pole began sparking and burning, she said.

“It was pouring rain, and we were talking about a fire,” she said.

Todd Lando, a hazard mitigation specialist with the Central Marin Fire Department, said crews ran dozens of calls on Sunday for help with downed trees and felled power lines.

“There was a tremendous amount of activity, all of the fire engines were out there responding continuously,” Lando said.

The Bay Area will dry out a bit Tuesday before a new cold-front system from the north arrives Wednesday. That forecast changed from late last week, when the National Weather Service said it anticipated at least four or five days without rain following the departure of the weekend storm.

“We should see that arriving late Wednesday into Thursday,” meteorologist Brayden Murdock said. “But this next one, we’ll be talking about tenths of inches of rain instead of inches of rain. Once that clears, we should get a decent break.”

Independent Journal reporter Giuseppe Ricapito and the Bay Area News Group contributed to this report.