

MEETING MINUTES JUNE 14, 2018

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON JUNE 14, 2018, AT 4:00 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, CALIFORNIA.

BOARD MEMBERS PRESENT: M. Clark, R. Elias, R. Greenfield, C. Murray and J. Schriebman

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Chris DeGabriele, Interim General Manager (Also present for Closed Sessions)

OTHERS PRESENT: Patrick Richardson, District Counsel;

ANNOUNCEMENT: President Clark announced that the agenda had been posted as evidenced by the certification on file in accordance with the law.

PUBLIC COMMENT: None

ADJOURNMENT:

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON JUNE 14, 2018, AT 4:02 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, CALIFORNIA.

CLOSED SESSION:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Pursuant to Government Code § 54956.8; Regarding a parcel of land Assessor Parcel Number 155-131-22; Real Property Negotiator is the District Counsel.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Pursuant to Government Code § 54956.8 Regarding a parcel of land Assessor Parcel Number: 155-011-15. Real Property Negotiators are the Interim General Manager and the District Counsel. District may negotiate with representatives from Ciel et Terre. Under negotiation: Price and Terms of Payment.

ADJOURNMENT:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on June 14, 2018 at 4:34 pm.

STAFF PRESENT: Mike Cortez, District Engineer; Kristina Kempf, Financial Specialist; Teresa Lerch, District Secretary; Susan McGuire, District Treasurer

OTHERS PRESENT: None.

PUBLIC COMMENT:

One member of the public addressed the Board.

REPORT ON CLOSED SESSION: President Clark reported that there were no reportable actions in Closed Session.

RESOLUTION NO. 2018-2125 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE SEWER SERVICE CHARGE RATE INCREASE FOR THE FISCAL YEAR 2018-19

ACTION:

Board approved (M/S Schriebman/Elias 5-0-0-0) Resolution No. 2018-2125 – A Resolution Certifying that Legal Notice Has Been Given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2018-19.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

RESOLUTION NO. 2018-2126 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE BUDGET FOR THE FISCAL YEAR 2018-19

ACTION:

Board approved (M/S Schriebman/Clark 5-0-0-0) Resolution No. 2018-2126– A Resolution Certifying that Legal Notice Has Been Given for the Hearing on the Budget for the Fiscal Year 2018-19.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

PUBLIC HEARING - SEWER SERVICE CHARGE RATE INCREASE: A HEARING TO CONSIDER RAISING THE ANNUAL SEWER SERVICE CHARGE FOR THE NEXT YEAR CONSISTENT WITH REQUIREMENTS OF THE GOVERNMENT CODE

- A. **OPEN PUBLIC HEARING** – President Clark opened the public hearing at 4:38 P.M.
- B. **RATE INCREASE PRESENTATION** - District staff did a presentation on the proposed sewer service charge rate increases for Fiscal Year 2018-19. The proposed increases are: Fiscal year 2018-19, not to exceed \$898.00
- C. **REVIEW DISTRICT STAFF RECOMMENDATIONS** – Board considered staff recommendations to increase sewer service charges. McGuire spoke on the history and analysis of the sewer rates.
- D. **BOARD COMMENT** – The Board discussed the 3 public protest letters on the proposed rates and structure and thanked the staff and public for their input. Richardson noted that staff has prepared a report to support the rate increase with the evidence presented and that an insufficient number of protest letters (3) were received to oppose the rate increase. This meets the requirements of Article 13D of the California Constitution and also Government Code 53750 et seq. requiring the findings to substantiate the proposed rate increase.
- E. **PUBLIC COMMENT** – No members of the public addressed the Board with comments.
- F. **CLOSE THE PUBLIC HEARING** – President Clark closed the Public Hearing at 4:52 P.M.

ACTION:

Board approved (M/S Clark/Schriebman 5-0-0-0) the Sewer Service Charge Rate Increase to \$898 for the FY 2018/19 and noted that staff had prepared a report to support the rate increase with the evidence presented and that an insufficient number of protest letters (3) were received to oppose the rate increase. This meets the requirements of Article 13D of the California Constitution and also Government Code 53750 et seq. requiring the findings to substantiate the proposed rate increase.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

PUBLIC HEARING – BUDGET FOR THE 2018-19 FISCAL YEAR

- A. **OPEN PUBLIC HEARING** – President Clark opened the public hearing at 4:56 P.M.
- B. **BUDGET 2018-19 PRESENTATION** - District staff presented the following proposed budgets for the fiscal year July 1, 2018 to June 30, 2019:
 - a. Revenue
 - b. Operating and Maintenance
 - c. Reserves
 - d. Debt Service
 - e. Capital Outlay
- C. **REVIEW DISTRICT STAFF RECOMMENDATIONS** – Board considered staff recommendations.
- D. **PUBLIC COMMENT** – Three members of the public addressed the Board.
- E. **BOARD COMMENT** – The Board discussed the proposed Budgets and thanked the staff and public for their input.
- F. **CLOSE THE PUBLIC HEARING** – President Clark closed the Public Hearing at 5:10 P.M.

ACTION:

Board approved (M/S Schriebman/Greenfield 5-0-0-0) the Budgets for the 2018-19 Fiscal Year.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

ACTION:

Board approved (M/S Greenfield/Clark 5-0-0-0) Resolution No. 2018-2127– A Resolution Confirming the Annual Sewer Service Charge and Supplemental Service Charges for the Las Gallinas Valley Sanitary District for the Fiscal Year 2018-19.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

ACTION:

Board approved (M/S Elias/Clark 5-0-0-0) Resolution No. 2018-2128 – A Resolution Fixing and Approving the Budget for the Fiscal Year 2018-19.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

ACTION:

Board approved (M/S Clark/Schriebman 5-0-0-0) Resolution No. 2018-2129 – A Resolution Providing for the Collection of Sewer Service Charges on the Tax Roll.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

ACTION:

Board approved (M/S Schriebman/Murray 5-0-0-0) Resolution No. 2018-2130 – A Resolution Determining the 2018-19 Appropriation of Tax Proceeds.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

ACTION:

Board approved (M/S Murray Greenfield 5-0-0-0) Resolution No. 2018-2131 – A Resolution Requesting Allocation of Taxes for the Fiscal Year 2018-19.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

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 May 24, 2018.
- B. Approve the Warrant List for June 14, 2018.
- C. Approve Board Compensation for May 2018.
- D. Approve Rabi Elias attending the Special District Leadership Academy Conference July 8-11, 2018 in Napa.
- E. Approve Call for Bids – Towable 4" & 8" Emergency Pumps.
- F. Approve Du-All Safety Contract Proposal for July 1, 2018 to June 30, 2019.
- G. Approve Interim General Manager Authority to Approve Hanford ARC for Lower Miller Creek Year One Revegetation Maintenance Services.
- H. Approve Interim General Manager Authority to Re-allocate Budget for the Repair of Lower Miller Creek Rock Cross Vane and Levees.
- I. Approve Call for Bids – Sewer Main Rehabilitation 2018.
- J. Approve Amendment No. 6 to the Treated Wastewater Agreement with the Marin Municipal Water District.

Item B was pulled for discussion.

ACTION:

Board approved (M/S Clark/Elias 5-0-0-0) the Consent Calendar items A, C through J.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Items B was discussed.

ACTION:

Board approved (Greenfield/Elias 5-0-0-0) the Consent Calendar item B.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

ACTION CALENDAR:

RESOLUTION 2018-2132 – A RESOLUTION ADOPTING THE PAY SCALES EFFECTIVE JULY 1, 2018 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES’ RETIREMENT SYSTEM REGULATIONS SECTION 570.5

Staff reported on the pay scales to be effective July 2018. Discussion ensued.

ACTION:

Board approved (M/S Clark/Schriebman 5-0-0-0) Resolution No. 2018-2132 – A Resolution Adopting the Pay Scales Effective July 1, 2018 Pursuant to the California Code of Regulations, Subchapter 1, Employees’ Retirement System Regulations Section 570.5.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

RESOLUTION 2018-2133 – A RESOLUTION ADOPTING A CAFETERIA PLAN INCLUDING A HEALTH FLEXIBLE SPENDING ACCOUNT AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT FOR THE EMPLOYEES OF THE LAS GALLINAS VALLEY SANITARY DISTRICT

ACTION:

Board approved (M/S Murray/Greenfield 5-0-0-0) Resolution No. 2018-2133 – A Resolution Adopting a Cafeteria Plan Including a Health Flexible Spending Account and Dependent Care Flexible Spending Account for the Employees of the Las Gallinas Valley Sanitary District.

AYES: Clark, Elias, Greenfield, Murray and Schriebman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

Cortez and Kempf left at 5:20 pm

CASA 2018 DESIGNATION OF AGENCY REPRESENTATIVE

Discussion ensued.

ACTION:

Board approved (M/S Clark/Schriebman 5-0-0-0) appointing Megan Clark as the CASA voting member who shall exercise the voting rights and other privileges on behalf of LGVSD. Chris DeGabriele is the first Alternate and Russ Greenfield is the second Alternate. Teresa Lerch (Board Secretary) will receive official communications from and/or send official communications to CASA by electronic transmission (i.e.- email).

AYES: Clark, Elias, Greenfield, Murray and Schriebman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

AWARD OF CONTRACT FOR CLASSIFICATION AND COMPENSATION STUDY

Discussion ensued.

ACTION:

Board approved (M/S Greenfield/Murray 5-0-0-0) awarding the contract for the Classification and Compensation Study to Koff & Associates.

- AYES: Clark, Elias, Greenfield, Murray and Schriebman.
- NOES: None.
- ABSENT: None.
- ABSTAIN: None.

INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- 1. Interim General Manager Report – Verbal – DeGabriele reported.
- 2. Surplus Items Sold – First Capitol Auction, Inc. – Written – DeGabriele reported.
- 3. Lateral Specification Progress Update – Written – DeGabriele reported.
- 4. Monthly Treasurer Report – Written – McGuire reported.

BOARD REPORTS:

- 1. Human Resources Subcommittee – Verbal – Clark and Murray reported.
- 2. LAFCO – Verbal – Murray reported.
- 3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
- 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal – no report.
- 5. NBWA – Written – Clark and Schriebman reported.
- 6. NBWRA/North Bay Water – Verbal – no report.
- 7. Engineering Subcommittee – Verbal – no report.
- 8. Other Reports – Verbal – Greenfield reported on the SVNA meeting.

Richardson left at 5:46 pm.

BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Clark would like to attend the Special District Leadership Academy Conference in Napa on July 8-11 and the 33rd Annual WasteReuse Symposium in Austin, Texas on September 9-12.
- B. Board Agenda Item Requests – A presentation by Marin Clean Energy will be on a future agenda.

VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:

Discussion ensued.

ADJOURNMENT:


ACTION:

Board approved (M/S Murray/Clark 5-0-0-0) the adjournment of the meeting at 6:08 p.m.

- AYES: Clark, Elias, Greenfield, Murray and Schriebman.
- NOES: None.
- ABSENT: None.
- ABSTAIN: None.

The next Board Meeting is scheduled for June 28, 2018 at the District Office.

ATTEST:


 Teresa Lerch, District Secretary

APPROVED:


 Megan Clark, Board President

SEAL

