

## **MINUTES OF SEPTEMBER 13, 2007**

The Board of Directors of the Las Gallinas Valley Sanitary District met in regular session on August 13, 2007, at 4:20 PM, at the District Office, 300 Smith Ranch Road, San Rafael, California.

### **DIRECTORS PRESENT**

R. Greenfield, M. Clark, D. Colbert, L. Loder, C. Murray

### **DIRECTORS ABSENT**

None

### **STAFF PRESENT**

Mark Williams – District Manager, Dave Byers - District Council (departed 6:PM),  
Eva Moore – District Secretary

### **OTHERS PRESENT**

Ray Goebel of EOA, Judy Schriebman, Gary Robards of Nute Engineering

### **ANNOUNCEMENT**

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

### **CLOSED SESSION**

Conference with Real Property Negotiators – in accordance with Government Code Section 54956.8 – portion of APN 155-010-70 – District Manager, Mark Williams – St. Vincent's Option to Purchase.

### **OPEN SESSION**

Upon return to Open Session at 4:26PM Board President Russ Greenfield reported the Board took action in Closed Session as follows:

#### **ACTION:**

Board approved the purchase of the remaining 10 acre of the St. Vincent property, and directed staff to complete the contract with St. Vincent.

### **PUBLIC COMMENT PERIOD**

No one in the audience chose to address the Board on a matter not on the agenda.

### **CONSENT CALENDAR:**

#### **ACTION:**

Board approved (M/S Murray/Colbert 5-0-0) all items on the Consent Calendar with the correction of the July 26, 2007 minutes to reflect replacing noted absent on the second page with departed and time next to Board Member Colbert's name in the Board Member roll call. Staff will place the arrival or departure time and utilize arrived and departed next to Board Member names in the future.

- 1) Board Minutes for July 26, 2007 (approved with correction)
- 2) Board Minutes for July 27, 2007
- 3) Board Minutes for August 9, 2007

- 4) San Francisco Californian Regional Quality Control Board Communication – Monthly Reports
- 5) Environmental Protection Agency Communication – Monthly Report
- 6) Warrant List for September 13, 2007
- 7) Directors’ Meeting Compensation-August 2007
- 8) Marin Independent Journal - Various articles

**STAFF / CONSULTANT REPORTS:**

**ACTION:**

Board directed staff to itemize the Fund Balances on future agenda cover sheets, showing the total balance in addition to an overview of balances for the benefit of the public.

Board approved Staff Report (M/S Murray/Colbert 5-0-0)

- 1) Fund Balances-District Manager Williams reported total funds of \$6,353,000 of which. Certificate of Participation (COP) funds are just below \$2.4 million. Board Member Colbert requested staff add the actual total balance and balance of the COP and remaining fund.
- 2) Development of Mission Statement & Strategic Plan. District Manager presented information regarding Mr. Brent Ives of BH Management Consulting. Mr. Ives assists in Strategic Plan develop with Boards and will give a presentation of his services at the next Board Meeting.

**ACTION:**

Board approved (M/S Murray/Colbert 5-0-0) allow him (Brent Ives) to come and speak and receive a proposal.

- 3) District Manager reported on the progress and current status of the recruitment for Administrative Manager.
- 4) Plant Power Outages. District Manager reported that there had been 3 power outages caused by birds hitting the power lines. PG&E is currently in the process of putting up “bird protectors” in an attempt to resolve the problem
- 5) PG&E utilization of District solar system in their environmental brochure. District Manager reported that he approved PG&E to utilize the District’s solar facilities in a PG&E advertisement. Board Member Murray requested staff supply how much does the District provide toward the totals that PG&E is going to utilize in their advertisement.
- 6) District Manager Mark Williams reported on how beneficial the Special District and Local Government Institute Finance meeting he attended was.
- 7) Laboratory Vacancy- Temporarily Laboratory Technician. Matt Pierce, Plant supervisor, with cooperation from Nina Capetanos, lab analyst, are seeking to fill the vacant consultant position by a part time student. The 20 hours per week (maximum) position will pay \$18 per hour and may possibly become a full time position.
- 8) Ground Maintenance Temporary Part time Employee. This temporary position was closed last month.

**MAINLINE EXTENTION AGREEMENT – ARBOR SUBDIVISION:** Board discussed the agreement for the installation, testing and inspection of a sewer collector line system to be dedicated and maintained by the District. Brent Dickens, the builder recorded the Subdivision Final Map. The off-tract sewer to be constructed in an existing utility easement at the Marin Cove Townhouse development. Mr. Dickens has paid the plan check/construction inspection fee and is obtaining an interest bearing “Retention CD” in favor of the District.

**ACTION:**

Board approved (M/S Colbert/Clark 5-0-0) new a Mainline Extension Agreement that has a clause in it that requires the developer to deposit with the District an amount equal to the estimate that the District's Engineer would estimate to be the inspection plus a 10% overhead factor which would be retained by the District.

District Council and staff will bring back the new Mainline Extension Agreement for Board approval.

**REQUEST FOR TERMINATION OF ALLOCATION FOR LINE AND PLANT CAPACITY FOR 500 UPPER ROAD:** Property owner of 500 Upper Road is requesting Termination for Line and Plant Capacity and refund of fees paid.

**ACTION:**

Board approved (M/S Loder/Murray 5-0-0) to terminate the allocation for 500 Upper Road "Second house" and refund property owner \$7,320.60.

**BID AWARD – BOOM TRUCK:**

District received one bid from East Bay.

**ACTION:**

Board approved (M/S Colbert/Loder 5-0-0) East Bay Ford for \$111,083 with the additions as the District Manager mentioned (air condition and upholstery changes).

**DISTRICT SEWER SYSTEM MANAGEMENT PLAN PRESENTATION:**

District consultant Ray Goebel of EOA, gave a presentation on the District's Sewer System Management Plan. Our State Permit requires that a Plan is developed and approved by the Board. Mr. Goebel praised Ms. Janice Mandler (Line Supervisor) for all her hard work on developing a response plan to sewer overflow and assisting him in putting the Plan together, which is to be placed in each of the District's vehicles.

**ACTION:**

Board approved (M/S Clark/Colbert 5-0-0) the Development Plan and the SSMP-elements 1-7.

**SUBSCRIPTION TO DISTRICT LOCAL COMMUNITY NEWSLETTERS:**

Board discussed whether to subscribe to local community newsletters in to allow placement of District related articles in local community newsletters. President Greenfield will provide samples of the Santa Venetia local community newsletter at the next Board meeting.

**BOARD CONSIDERATION FOR TOPICS OF NEXT DISTRICT NEWSLETTER AND SELECTION OF A CONSULTANT TO DEVELOP A NEWSLETTER:**

This item will be continued at the next Board Meeting.

**CAMP DRESSER AND MCKEE'S PROPOSAL FOR WASTEWATER REUSE OPTIONS EVALUATION SCOPE OF PROFESSIONAL SERVICES PROPOSAL:**

This item will be brought back to the Board at a future Board Meeting.

**BOARD REPORTS:**

- (1) NBWA- Board Member Clark will report on the NBWA at the next Board Meeting.

- (2) NBWA-Miller Creek Watershed Stewards (sub Committee)-Board Member Murray reported that the education subcommittee will be rolling the Watershed Storage Group meeting out at their October meeting..
- (3) NBWRA – Board Member Colbert discussed a conversation he had with Congressman Huffman related to their agreement to keep the reclaimed water in Marin County. Board Member Clark also agreed it would be better to use the water in Marin County but until the mechanisms are set, anything we can use anywhere is great.
- (4) NBWRA Las Gallinas Valley Sanitary District / North Marin Water cost sharing committee – Novato Sanitary is interesting in cost-sharing, but all parties are waiting for the result of the Federal funding before final decision.

**ADJOURNMENT**

**ACTION:** Board approved (M/S Colbert/Murray 5-0-0) the adjournment of the meeting at 6:40 PM to the next Board meeting scheduled for Thursday, September 27th, 2007 at 4:30PM at the District Office.

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Mark R Williams, District Manager

APPROVED:

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Russ R Greenfield, Board President