



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

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

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

BOARD MEETING AGENDA

June 18, 2020

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the June 18, 2020 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, June 17, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

**Prior to the meeting, participants should download the Zoom app at:*

https://zoom.us/download A link to simplified instructions for use of the Zoom app is:

<https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/82258562869>

OR

By teleconference at: +16699009128 Meeting ID 822 5856 2869

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

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

- Estimated Time
3:30 PM
- CLOSED SESSION:**
1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator Is Mike Prinz, General Manager.

- 4:30 PM
- OPEN SESSION:**
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.

- 4:35 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 May 21 and June 4, 2020
 - B. Approve the Warrant List for June 18, 2020
 - C. Approve Board Compensation for May, 2020
 - D. Approve Schriebman attending the CASA Virtual Annual Conference Aug 12-14
 - E. Approve Schriebman attending the Virtual 35th Annual National WaterReuse Conference September 14-16.
 - F. Approve Murray attending the CWEA Covid-19 in California Update #3 Webinar June 16
 - G. Approve Murray attending the CSDA Reducing Short Lived Climate Pollutants in California Webinar June 23
 - H. Approve Application of Allocation of Capacity for APN 165-114-14 23 Upper Oak Drive
 - I. Approve Extension of Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Function per Marin County Public Health Order

Possible expenditure of funds: Yes, Items B through G.

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

- 4:45 PM **3. RESOLUTION NO. 2020-2190 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE SEWER SERVICE CHARGE RATE INCREASE FOR THE FISCAL YEAR 2020-21 AND RESOLUTION NO. 2020-2191 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE BUDGET FOR THE FISCAL YEAR 2020-21**
- Staff to present Resolution No. 2020-2190 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2020-21 and Resolution No. 2020-2191 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2020-21
- Staff recommendation: Board adopt Resolution 2020-2190 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2020-21 and the Board adopt Resolution No. 2020-2191 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2020-21.
- 4:50 PM **4. 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**
- B. RATE INCREASE PRESENTATION:**
District staff presentation on the proposed sewer service charge rate increases for Fiscal Year 2019-20. The proposed increases are: Fiscal year 2020-21, not to exceed \$968.00
- C. REVIEW DISTRICT STAFF RECOMMENDATIONS:**
Board to consider staff recommendation to increase sewer service charges.
- D. PUBLIC COMMENT:**
This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed rate increase. Presentations are generally limited to three minutes.
- E. CLOSE THE PUBLIC HEARING:**
Board to close the public hearing.
- F. BOARD DETERMINATION AND ACTION**
Board to consider comments from public, review administrative record and make determination regarding action to increase annual sewer service charge. The Board shall make a finding that its action is consistent with the requirements of the Government Code that implemented Proposition 218.
- 5:05 PM **5. PUBLIC HEARING: ORDINANCE 182 – AN ORDINANCE AMENDING TITLE 3, CHAPTER 1, LAS GALLINAS VALLEY SANITARY DISTRICT SEWER SERVICE CHARGE ORDINANCE**
- A. OPEN PUBLIC HEARING**
District staff presents the Ordinance No 182 Amending Title 3, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.
- B. REVIEW DISTRICT STAFF RECOMMENDATIONS**
Board to consider staff recommendation to amend Title 3, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.

C. PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed rate increase. Presentations are generally limited to three minutes.

D. CLOSE THE PUBLIC HEARING

Board to close the public hearing.

E. BOARD DETERMINATION AND ACTION

Board to consider comments from public, review administrative record and make determination regarding approval of Ordinance 182.

5:15 PM

6. PUBLIC HEARING – BUDGET FOR THE 2020-21 FISCAL YEAR**A. OPEN PUBLIC HEARING****B. BUDGET 2020-21 PRESENTATION:**

District staff to present the following proposed budgets for the fiscal year July 1, 2020 to June 30, 2021:

- a. Revenue
- b. Operating and Maintenance
- c. Reserves
- d. Debt Service
- e. Capital Outlay

C. REVIEW DISTRICT STAFF RECOMMENDATIONS:

Board consider approval of the 2020-21 Budgets as proposed.

D. PUBLIC COMMENT:

This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed Budgets. Presentations are generally limited to three minutes.

E. CLOSE THE PUBLIC HEARING:

Board to close the public hearing.

F. BOARD DETERMINATION AND ACTION

Board to consider comments from public, review administrative record and make determination regarding action to approve the proposed Budgets.

5:45 PM

7. RESOLUTIONS FOR 2020-21 BUDGET:

- A. RESOLUTION NO. 2020-2192– A RESOLUTION CONFIRMING THE ANNUAL SEWER SERVICE CHARGE AND SUPPLEMENTAL SERVICE CHARGES FOR THE LAS GALLINAS VALLEY SANITARY DISTRICT FOR THE FISCAL YEAR 2020-21.
- B. RESOLUTION NO. 2020-2193 – A RESOLUTION FIXING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2020-21.
- C. RESOLUTION NO. 2020-2194– A RESOLUTION PROVIDING FOR THE COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL.
- D. RESOLUTION NO. 2020-2195– A RESOLUTION DETERMINING THE 2020-21 APPROPRIATION OF TAX PROCEEDS.
- E. RESOLUTION NO. 2020-2196 – A RESOLUTION REQUESTING ALLOCATION OF TAXES FOR THE FISCAL YEAR 2020-21

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- 5:50 PM** **8. APPROVE RESOLUTION 2020-2197 – A RESOLUTION ADOPTING THE PAY SCALES EFFECTIVE JULY 1, 2020 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES RETIREMENT SYSTEM REGULATIONS SECTION 570.5**
Board to review and approve Resolution 2020-2197 – A Resolution Adopting the Pay Scales Effective July 1, 2020 Pursuant to the California Code of Regulations, Subchapter 1, Employees Retirement System Regulations Section 570.5
- 6:00 PM** **9. APPROVE FINANCIAL AUDIT CONTRACT EXTENSION**
Board to review and approve Financial Audit Contract Extension.
- 6:10 PM** **10. REGIONAL GOVERNMENT SERVICES - SUPPORT OF FINANCIAL MANAGEMENT ACTIVITIES**
Board to approve the Regional Government Services contract for support of Financial Management Activities.
- 6:20 PM** **11. ADMINISTRATIVE SERVICES MANAGER SELECTION PROCESS**
Board and Staff to review the Administrative Services Manager selection process.
- 6:30 PM** **12. INFORMATION ITEMS:**
A. STAFF/CONSULTANT REPORTS:
 1. General Manager Report – Verbal
 2. Contract for On-Call Inspection Services with Kennedy Jenks - Written
- 6:40 PM** **13. BOARD MEMBER REPORTS:**
1. CLARK
 a. NBWA Board Committee, NBWA Conference Committee, Ad Hoc HR Committee re: 2019 GM Evaluation, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
2. ELIAS
 a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
3. MURRAY
 a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2019 GM Evaluation Other Reports
4. SCHRIEBMAN
 a. JPA Local Task Force, NBWA Tech Advisory Committee, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
5. YEZMAN
 a. Gallinas Watershed Council/Miller Creek Watershed Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
- 6:50 PM** **14. BOARD REQUESTS:**
A. Board Meeting Attendance Requests – Verbal
B. Board Agenda Item Requests – Verbal
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6:55 PM

15. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE

7:00 PM

16. ADJOURNMENT

FUTURE BOARD MEETING DATES: JULY 2, JULY 16 AND AUGUST 6, 2020

AGENDA APPROVED:

Rabi Elias Board President

Patrick Richardson, Legal Counsel

CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before June 15, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held June 18, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



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.