

MEETING MINUTES OF SEPTEMBER 2, 2021

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON SEPTEMBER 2, 2021 AT 4:02 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Mike Prinz, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer

OTHERS PRESENT: Patrick Richardson, District Counsel;

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

1. PUBLIC COMMENT: None

2. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for August 5th and August 11, 2021
- B. Approve the Warrant List for September 2, 2021
- C. Approve Murray to attend the Biosolids & Renewable Energy Seminar on Oct 13 in Oakland, CA.

ACTION:

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

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

3. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

1. General Manager Report – Prinz reported. Clark asked for an organization chart at the next meeting.
2. Fourth Quarter Finance Report – Written- McDonald reported.

4. PROMOTIONAL CONVERSIONS – COLLECTION SYSTEM OPERATOR 3 TO LEAD COLLECTION SYSTEM OPERATOR AND PLANT OPERATOR 3 POSITION TO LEAD PLANT OPERATOR

Board discussed the promotional conversion of Plant Operator 3 to Plant Operator Lead and Collection Systems Operator 3 to Collection System Lead.

ACTION:

Board approved (M/S Schriebman/Murray 5-0-0-0) converting a Collection System Operator 3 position to a Lead Operator position and converting a Plant Operator 3 position to a Lead Plant Operator position.

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

5. DONATION POLICY

Board discussed the adoption of the updated draft donation policy.

ACTION:

Board approved (M/S Schriebman/Murray 5-0-0-0) adopting the Donation policy. Staff will send the Board the donation application form and instructions to solicit their feedback.

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

6. BOARD NORMS SUMMARY DOCUMENT

Board discussed the Board meeting Guidelines document.

ACTION:

Board approved (M/S Murray/Yezman 4-1-0-0) the Board Guidelines document

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

7. APPOINTMENT IN THE EVENT OF A VACANCY

Board and District Counsel reviewed Board policy B-90. Director Elias mentioned he was resigning December 2, 2021. Discussion ensued.

Director Elias left at 5:46 pm.

8. BOARD MEMBER REPORTS:

1. CLARK

- a. NBWA Board Committee – verbal report
- b. NBWA Conference Committee – verbal report
- c. 2021 Employee Climate Survey Ad Hoc Committee- no report
- d. 2021 Operations Control Center Ad Hoc Committee – verbal report
- e. Other Reports–no report

2. ELIAS – left at 5:46 pm

- a. NBWRA– no report
- b. Ad Hoc Engineering Committee—no report
- c. Ad Hoc 2021 GM Evaluation Committee – no report
- d. 2021 Operations Control Center Ad Hoc Committee – no report
- e. Other Reports– no report

3. MURRAY

- a. Marin LAFCO – no report
- b. CASA Energy Committee– written report
- c. Ad Hoc 2021 GM Evaluation Committee – September 17 is next meeting
- d. 2021 Legal Services Ad Hoc Committee – no report
- e. 2021 Employee Climate Survey Ad Hoc Committee- no report
- f. Marin County Special Districts Association – no report
- g. Other Reports – CSDA Annual Conference – verbal report

4. SCHRIEBMAN

- a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal report
- b. JPA Local Task Force– no report
- c. NBWA Tech Advisory Committee– no report
- d. Other Reports- no report

5. YEZMAN - Absent

- a. Flood Zone 7– verbal report
- b. CSRMA– no report
- c. Ad Hoc Engineering Committee– no report
- d. 2021 Legal Services Ad Hoc Committee – no report
- e. Other Reports–CASA Conference – verbal report

9. BOARD REQUESTS:

- A. Board Meeting Attendance Requests- none.
- B. Board Agenda Item Requests- Board Vacancy, AD Hoc OCC committee update, Strategic Plan Agenda and Start time of Board meetings.
- C. Board Secretary Lerch advised the upcoming Board Meeting Dates:

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|--------------|--|--------------------------------|
| September 16 | Regular Meeting | 3:30 pm |
| September 20 | Special Meeting | 8:30 am to 3 pm Embassy Suites |
| October 7 | Regular Meeting | 3:30 pm |
| October 11 | Special Meeting Parliamentary Procedures | 9 am to 11 am |

Director Yezman left the meeting at 6:27 pm.

11. VARIOUS INDUSTRY RELATED ARTICLES – discussion ensued.

12. ADJOURNMENT:

ACTION:

Board approved (M/S Murray/Schriebman 3-0-2-0) the adjournment of the meeting at 6:46 pm in honor of those affected by disasters- Tahoe Fire, Hurricane IDA, Afghanistan.

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

The next Board Meeting is scheduled for Thursday, September 16, 2021 at 4:00 pm at the District Office.

ATTEST:



 Teresa Lerch, District Secretary

APPROVED:



 Megan Clark, Board Vice-President

