

HUMAN RESOURCES / FINANCE COMMITTEE

MINUTES OF MAY 28, 2026

THE HUMAN RESOURCES / FINANCE COMMITTEE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN FOR SPECIAL OPEN SESSION ON MAY 28, 2026 AT 3:33 PM, AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, CALIFORNIA.

BOARD MEMBERS PRESENT: Megan Clark, Nicholas Lavrov

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Curtis Paxton, General Manager; Dale McDonald, Administrative Services Manager; Jasmine Diaz, District Engineer.

OTHERS PRESENT: Cheri Fairchild, CPS HR.

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

1. **PUBLIC COMMENT:** None.

2. **MINUTES:** Minutes were received, correction noting minutes of February 26, 2026 approved, and approved minutes of May 4, 2026 by consensus.

3.A. HUMAN RESOURCES:

- (i) **Executive Assistant / Board Secretary** – The Committee was informed on the recruitment delay. Liebert Cassidy Whitmore is reviewing the revised job classification for the new Executive Assistant / Board Secretary position and performing an FLSA exemption analysis.
- (ii) **District Inspector** - The Committee reviewed the draft District Inspector job classification and recommended salary pay schedule for the new position. The Committee commented on the extensive explanation of the subject, recommending creation of the new position using job description and salary pay schedule as presented. The item will be brought before the Board at an upcoming meeting.
- (ii) **Collection System Operator (CSO) /CSO Grade I Recruitment** - The Committee received the updated Collection System Operator job classification document, with minor revisions to remove 'in-training' reference, to align with tile on salary pay schedule. Recruitment for an entry level position will begin next week.
- (iii) **Personnel Policy & Procedures Manual Update** – The Committee was informed of minor updates to the personnel policy and procedures to incorporate legislative changes in 2026, including updates to sections 4.8 Smoke Free Workplace, 22.12 Jury Duty, and 22.18 Crime Victim Leave. The updates were completed May 21, 2026.

3.B. FIANANCES:

- (i) **Proposed 2026/2027 Budget Review and Discussion** – The Committee received draft proposed financials that will be presented at the upcoming Board Budget meeting of June 4.

The projected reserves are expected to change, with amount pulled from reserve dependent on when vehicles purchased in FY 2025-26 are delivered. Discussion ensued. No action taken.

4. **COMMITTEE MEMBER COMMENTS:** None.

5. **ADJOURNMENT:** The meeting was adjourned at 4:09 p.m. by consensus.

The next regular Human Resources / Financing Committee Meeting is scheduled for August 27, at 3:30 p.m. at the District's office.

ATTEST:



Dale McDonald, Acting Board *Secretary*

APPROVED:


Megan Clark, Committee Chair