



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  
Dale McDonald,  
Administrative Services Manager

## **BOARD MEETING AGENDA**

**March 4, 2021**

*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, March 4, 2021 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, March 3, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email ([tlerch@lgsd.org](mailto: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/88319024582>

**OR**

**By teleconference at: +16699009128 Meeting ID: 883 1902 4582**

**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

**OPEN SESSION:**

**3:30 PM**

**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.

**3:35 PM**

**2. RACHEL KERTZ, COUNCILMEMBER DISTRICT 4 INTRODUCTION**

Board to virtually meet Rachel Kertz, San Rafael Councilmember District 4.

**3:50 PM**

**3. 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 February 18, 2021
- B. Approve the Warrant List for March 4, 2021
- C. Approve Clark attending the NACWA Winter Virtual Conference February 24-25, 2021
- D. Approve Application of Allocation of Capacity for APN 175-060-40, 5800 Northgate Drive, Ounces Outdoors

Possible expenditure of funds: Yes, Item B and C

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

**4:00 PM**

**4. INFORMATION ITEMS:**

**STAFF/CONSULTANT REPORTS:**

- 1. General Manager Report – Verbal
- 2. District Correspondence - Written
- 3. Administration Building Conceptual Elevations for Existing Site – Presentation

**5:00 PM**

**5. ADMINISTRATION BUILDING AD HOC COMMITTEE MEMBER CLARIFICATION**

Board to clarify the appointment of Board Members and Chairperson to the Administration Building Ad Hoc Committee.

**5:20 PM**

**6. DRAFT REQUEST FOR PROPOSALS FOR LEGAL SERVICES**

Board to discuss the issuance of a Request for Proposals for Legal Services.

- 5:50 PM**      **7. PUBLIC COMMENT**
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- 5:55 PM**      **8. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, NBWA Conference Committee, Other Reports
  2. ELIAS
    - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, Other Reports
  3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, Marin Special Districts Association, Other Reports
  4. SCHRIEBMAN
    - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports
  5. YEZMAN
    - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, Other Reports
- 6:05 PM**      **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
  - C. Pending Board Agenda Item Requests
    - i. INFORMATION - Pump Station Vegetation and Safety Report
    - ii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
    - iii. INFORMATION – ERAF Allocation/Formula
    - iv. INFORMATION – Marsh Pond Long Term Vegetation Management Comments
    - v. ACTION –Employee Climate Report

6:10 PM 10. VARIOUS INDUSTRY RELATED ARTICLES

6:15 PM 11. ADJOURNMENT

**FUTURE BOARD MEETING DATES: MARCH 18, APRIL 1 AND APRIL 15, 2021**

AGENDA APPROVED:	Crystal J. Yezman, Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 1, 2021 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held March 4, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

  
Teresa L. Lerch  
District 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.