



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

May 21, 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, to protect public health. Considering this, the May 21, 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@lgvsd.org) by 5:00 pm on Wednesday, May 20, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgvsd.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

CLOSED SESSION:

- 3:45 PM**
- 1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** – Significant exposure to litigation pursuant to paragraph (2) of Government Code § 54956.9: One potential case.
 - 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code Section 54957.

OPEN SESSION:

- 4:30 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.

- 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 April 27 and May 7, 2020
 - B. Approve the Warrant List for May 21, 2020
 - C. Approve Board Compensation for April, 2020
 - D. Approve Virtual conference attendance for Schriebman – 2020 WateReuse June 24-25
 - E. Approve EOA Inc Contract Proposal for July 1, 2020 to June 20, 2021
 - F. Approve Contract Amendment 1 – Hazen and Sawyer
 - G. Approve 12 Month Contract for Univar Solutions to furnish Liquid Sodium Bisulfite and Liquid Sodium Hypochlorite to June 30, 2021
 - H. Approve Application of Allocation of Capacity for APN 178-101-39- Monk’s Kettle
 - I. Approve Memorandum of Agreement between the County of Marin and LGVSD
 - J. Approve Contract Amendment 1 to MWA Architects
 - K. Approve Spring/Summer 2020 Newsletter – Final Draft
 - L. Approve Final Draft of Administrative Services Manager Recruitment Brochure
 - M. Approve General Manager’s Amendment to Employment Agreement
 - N. Approve Extension of Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order

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

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

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- 4:50 PM** **3. ORGANIZATIONAL ANALYSIS REPORT FINAL DRAFT**
Board to review the Organizational Analysis Report Final Draft from Regional Government Services.
- 5:30 PM** **4. INFORMATION ITEMS:**
A. STAFF/CONSULTANT REPORTS:
1. General Manager Report - Verbal
2. SCADA Support Services Agreement FY 2020-21
3. Land Development Projects Update
- 6:00 PM** **5. 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
- 6:20 PM** **6. BOARD REQUESTS:**
A. Board Meeting Attendance Requests – Verbal
B. Board Agenda Item Requests – Verbal
- 6:25 PM** **7. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**
- 6:30 PM** **8. ADJOURNMENT**

FUTURE BOARD MEETING DATES: JUNE 4, JUNE 18TH, AND JULY 2, 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 May 18, 2020 at 3:45 p.m., I posted the Agenda for the Board Meeting of said Board to be held May 21, 2020 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.