



101 Lucas Valley Road, Suite 300
San Rafael, CA 94903
Tel.: 415-472-1734
Fax: 415-499-7715
www.LGVSD.org

MANAGEMENT TEAM
General Manager, Mike Prinz
Plant Operations, Mel Liebmann
Collections/Safety/Maintenance, Greg Pease
Engineering, Michael P. Cortez
Administrative Services, Dale McDonald

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

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.

BOARD MEETING AGENDA

June 17, 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, June 17, 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, June 16, 2021. 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/83705436893>

OR

By teleconference at: +16699009128 Meeting ID: 837 0543 6893

**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. RESOLUTION NO. 2021-2217– A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE SEWER SERVICE CHARGE RATE INCREASES FOR THE FISCAL YEAR 2021-22 AND FISCAL YEAR 2022-23; AND RESOLUTION NO. 2021- 2218 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE BUDGET FOR THE FISCAL YEAR 2021-22

Staff to present Resolution No. 2021-2217 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increases for the Fiscal Year 2021-22 and 2022-23; and Resolution No. 2021-2218 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2021-22.

Staff recommendation: Board adopt Resolution 2021-2217 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Years 2021-22 and 2022-23; and the Board adopt Resolution No. 2021-2218 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2021-22.

3:45 PM

3. PUBLIC HEARING – SEWER SERVICE CHARGE RATE INCREASE: A HEARING TO CONSIDER RAISING THE ANNUAL SEWER SERVICE CHARGE FOR THE NEXT TWO YEARS CONSISTENT WITH REQUIREMENTS OF GOVERNMENT CODE SEC. 54954.6.

A. OPEN PUBLIC HEARING

B. RATE INCREASE PRESENTATION:

District staff presentation on the proposed sewer service charge rate increases for Fiscal Year 2021-22 and 2022-23. The proposed increases are: Fiscal year 2021-22, not to exceed \$1,055 and Fiscal Year 2022-23, not to exceed \$1,150.

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.

4:10 PM

4. PUBLIC HEARING: ORDINANCE 187 – AN ORDINANCE AMENDING TITLE 3, CHAPTER 1, LAS GALLINAS VALLEY SANITARY DISTRICT SEWER SERVICE CHARGES**A. OPEN PUBLIC HEARING**

District staff presents the Ordinance No 187 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 adopt Ordinance 187 to reflect the increase in sewer service charges effective July 1, 2021, through June 30, 2023 amending 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 187.

4:20 PM

5. PUBLIC HEARING – BUDGET FOR THE 2021-22 FISCAL YEAR**A. OPEN PUBLIC HEARING****B. BUDGET 2021-22 PRESENTATION:**

District staff to present the following proposed budgets for the fiscal year July 1, 2021 to June 30, 2022:

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

C. REVIEW DISTRICT STAFF RECOMMENDATIONS:

Board to approve the 2021-22 Budget as proposed.

D. PUBLIC COMMENT:

This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed Budget. 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.

5:00 PM

6. RESOLUTIONS

Resolutions necessary to effectuate transmittal of the District's assessment roll to and acceptance by the Marin County Tax Collector for collection pursuant to Health & Safety Code Sec. 6760.

- A. RESOLUTION NO. 2021-2219– A RESOLUTION CONFIRMING THE ANNUAL SEWER SERVICE CHARGE AND SUPPLEMENTAL SERVICE CHARGES FOR THE LAS GALLINAS VALLEY SANITARY DISTRICT FOR THE FISCAL YEARS 2021 -22 AND 2022-23 AND PROVIDING FOR THE COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL
- B. RESOLUTION NO. 2021-2220 – A RESOLUTION FIXING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2021-22
- C. RESOLUTION NO. 2021-2222 – A RESOLUTION DETERMINING THE 2021-22 APPROPRIATION OF TAX PROCEEDS
- D. RESOLUTION NO. 2021-2223 – A RESOLUTION REQUESTING ALLOCATION OF TAXES FOR THE FISCAL YEAR 2021-22

5:20 PM

7. 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 June 3, 2021
- B. Approve the Warrant List for June 17, 2021
- C. Approve Board Compensation for May, 2021

Possible expenditure of funds: Yes, Items B and D

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

5:30 PM

8. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager Report – Verbal

5:45 PM

9. EMPLOYEE CLIMATE SURVEY CONTRACT AWARD

Board to review and consider approving the Employee Climate Survey Contract Award.

6:00 PM

10. EMPLOYMENT AGREEMENTS FOR UNREPRESENTED EMPLOYEES:

- A. Board to approve the contracts with the unrepresented employees:
 - (i) General Manager
 - (ii) Administrative Services Manager
 - (iii) Collection System/Safety/Maintenance Manager
 - (iv) District Engineer
 - (v) Plant Manager
 - (vi) Administrative Financial Specialist

6:15 PM

11. PUBLIC COMMENT

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6:20 PM

12. BOARD MEMBER REPORTS:

1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, 2021 Legal Services Ad Hoc Committee, Marin Special Districts Association, Other Reports – Offshore Wind Webinar
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, 2021 Legal Services Ad Hoc Committee, Other Reports

6:30 PM

13. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal
- C. Pending Board Agenda Item Requests (Agenda Tentative Dates)
 - i. INFORMATION - Pump Station Vegetation and Safety Report - TBD
 - ii. INFORMATION – Marsh Pond Long Term Vegetation Management Comments – 7/15/21
 - iii. INFORMATION – HR Semi- annual report - TBD
 - iv. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions - TBD
 - v. ACTION – Parliamentary meeting Procedure – 7/15/21
 - vi. ACTION – Board Policies regarding Resolutions – 7/15/21
 - vii. ACTION – Board Norms Summary Document – 7/15/21
 - viii. ACTION – Strategic Plan Workshop- TBD

6:35 PM

14. VARIOUS INDUSTRY RELATED ARTICLES

6:40 PM

15. ADJOURNMENT**FUTURE BOARD MEETING DATES: JUNE 22, JULY 1, AND JULY 8, 2021**

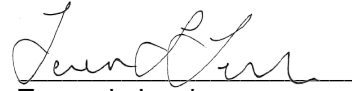
AGENDA APPROVED:

Crystal J. Yezman, 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 14, 2021, 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held June 17, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: June 10, 2021



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.