

## MEETING MINUTES OF OCTOBER 20, 2022

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON OCTOBER 20, 2022 AT 4:01 PM BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

**BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Judy Schriebman, Crystal Yezman

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer;

**OTHERS PRESENT:** Patrick Richardson, District Counsel; Carl Carr, OE3

**ANNOUNCEMENT:** President Schriebman 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 Resolution 2022-2284 Remote Meetings
- B. Approve the Board Minutes for October 6, 2022
- C. Approve the Warrant List for October 20, 2022
- D. Approve Board Compensation for September 2022
- E. Approve Yezman attending the monthly meeting of the Santa Venetia Neighborhood Association on October 26, 2022
- F. Approve Yezman attending the WasteReuse Conference in Atlanta, GA March 5 – 8, 2023
- G. Approve Ad Hoc Committee Re-appointments for 2022
- H. Approve Resolution 2022-2285 B-110 Election of Officers

Items A and H were discussed. Item H will be brought back with modifications to the next Board meeting.

**ACTION:**

Board approved (M/S Clark/Ford 5-0-0-0) the Consent Calendar items A through G.

AYES: Clark, Ford, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

Board President Schriebman requested item 4 – Creation of Executive Assistant/Board Secretary position be the next item discussed on the agenda. Board agreed by consensus.

**3. CREATION OF EXECUTIVE ASSISTANT/BOARD SECRETARY POSITION AND PROMOTION OF DISTRICT SECRETARY TERESA LERCH**

Board reviewed converting of the District Secretary Classification to Executive Assistant/Board Secretary, promoting Teresa Lerch to the position and adopting Resolution 2022-2286 revising the Salary Pay Schedule. Discussion ensued. The Board was supportive of promoting Teresa Lerch to the Executive

Assistant/Board Secretary position at a revised salary of \$12,479 as step one. The Longevity pay was then discussed.

**ACTION:**

Board member Clark moved to adopt Resolution 2022-2286, thereby converting the District Secretary classification to Executive Assistant/Board Secretary and approving the revised classification description, and promoting Teresa Lerch to the position and to further adopt the revision to the Salary Pay Schedule for the Executive Assistant/Board Secretary position to reflect a salary of \$12,479 starting at Step One with additional Longevity pay. A motion was thereafter made by Board member Yezman to amend the original motion whereby Longevity pay would be eliminated. The proposed amendment to the original motion did not pass. Thereafter the Board approved the original motion (M/S Clark/Ford 3-2-0-0).

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

**4. INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

1. General Manager's Report - Paxton reported  
President Schriebman turned over the chair of the meeting to Vice President Yezman.
2. Annual Capital Facilities Charge – McDonald reported
3. Board Policy Review – B-120 Duties of Board and Board Members and F-120 Customer Payment – written - discussion ensued. Board suggested modifications to B-120.

**5. FALL 2022 NEWSLETTER**

Board reviewed the Fall Newsletter. Discussion ensued.

**ACTION:**

Board approved (M/S Schriebman/Murray 5-0-0-0) the Fall Newsletter with Board suggested modifications.

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

**6. BOARD MEMBER REPORTS**

**1. CLARK**

- a. NBWA Board Committee –no report
- b. NBWA Conference Committee – no report
- c. 2022 Operations Control Center Ad Hoc Committee – no report
- d. 2022 Human Resources Ad Hoc Committee – verbal report
- e. Other Reports– no report

**2. FORD**

- a. NBWRA – no report
- b. Gallinas Watershed Council– no report
- c. 2022 STPURWE Engineering Ad Hoc Committee – no report
- d. 2022 Operations Control Center Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee –no report
- f. Marin County Special Districts Association – no report
- g. Other Reports – Flood Control 7 – verbal report

3. MURRAY

- a. Marin LAFCO – verbal report
- b. CASA Energy Committee– verbal report
- c. Other Reports – Growing Sustainability Conference – verbal report

4. SCHRIEBMAN

- a. JPA Local Task Force– no report
- b. Gallinas Watershed Council – no report
- c. 2022 Legal Services Ad Hoc Committee – no report
- d. 2022 Biosolids Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee –no report
- f. 2022 McInnis Marsh Ad Hoc Committee- no report
- g. Other Reports- none

5. YEZMAN

- a. Flood Zone 7– verbal report
- b. CSRMA – no report
- c. Marin Special District Association – no report
- d. 2022 STPURWE Engineering Ad Hoc Committee– no report
- e. 2022 Legal Services Ad Hoc Committee – no report
- f. 2022 McInnis Marsh Ad Hoc Committee- no report
- g. Other Reports– Santa Venetia Neighborhood Association meeting is next week

7. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – None.
- B. Board Agenda Item Requests – None.

8. MISCELLANEOUS DISTRICT CORRESPONDENCE:

Discussion ensued.

9. ADJOURNMENT:


**ACTION:**

Board approved (M/S Clark/Schriebman 5-0-0-0) the adjournment of the meeting at 6:14 p.m.


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

The next Board Meeting is scheduled for November 3, 2022 4 PM by Zoom Meeting at the District Office.

ATTEST:

  
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 Teresa Lerch, District Secretary

APPROVED:

  
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 Crystal Yezman, Vice-President

