

HUMAN RESOURCES / FINANCE COMMITTEE

MINUTES OF FEBRUARY 26, 2026

THE HUMAN RESOURCES / FINANCE COMMITTEE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON FEBRUARY 26, 2026 AT 4:18 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.
- OTHERS PRESENT:** Cheri Fairchild, CPS HR.
- ANNOUNCEMENT:** McDonald announced that the agenda had been posted as evidenced by the certification on file in accordance with the law. McDonald asked Directors Clark and Lavrov who would like to chair the committee.
- APPOINTMENT OF CHAIRPERSON:** Director Clark was appointed as Chair by consensus.
- 1. PUBLIC COMMENT:** None.
- 2.A. HUMAN RESOURCES:**
- (i) **Vacancies/Recruitments** – The Committee received an update on the Senior Engineer recruitment and upcoming Executive Assistant / Board Secretary vacancy. Staff will evaluate potential updates to the position and return with a revised job description; a special meeting may be scheduled if needed.
 - (ii) **Revisions to Personnel Policies & Procedures** - The Committee received a report on upcoming updates to the Personnel Policies and Procedures Manual to reflect legislative changes. No Board action is anticipated.
- 2.B. FINANCES:**
- (i) **2026/2027 Budget Preparation and Schedule** – The Committee received an update on FY 2026/2027 budget preparation, including the proposed timeline and June 25, 2026 Budget Hearing date.
 - (ii) **Review of Policy F-50 (Reserves)** - The Committee reviewed Policy F-50 and discussed a proposed \$17,000,000 reserve target for the Operating & Rate Stabilization Reserve. The item will be brought forward to the Board for consideration with the budget.
 - (iii) **Financing Update/Status** - The Committee received an update on financing timelines and noted that the 2026 Revenue Bonds are expected to be the final major issuance through 2027.
- The Committee discussed the upcoming OE3 MOU expiration. Staff will utilize the 2025 compensation study for negotiations; no new classification study is anticipated.

3. **ADJOURNMENT:** The meeting was adjourned at 5:31 p.m. by consensus.

The next regular Human Resources / Financing Committee Meeting is scheduled for May 28, at 4:00 p.m. at the District's office.

ATTEST:



Dale McDonald, Board Secretary Pro Tem

APPROVED:


Megan Clark, Committee Chair