



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  
Robert Ruiz,  
Administrative Services Manager

## BOARD MEETING AGENDA

June 6, 2019

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, OR ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

Estimated  
Time

- 4:00 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.

**CLOSED SESSION:**

- 4:05 PM 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.

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- 4:35 PM     **2. RESOLUTION NO. 2019-2165 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE BUDGET FOR THE FISCAL YEAR 2019-20**
- Staff to present Resolution No. 2019-2165 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2019-20.
- Possible Expenditure of Funds: None.
- Staff Recommendation: Adopt Resolution No. 2019-2165 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2019-20.
- 4:40 PM     **3. RESOLUTION NO. 2019-2166 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE SEWER SERVICE CHARGE RATE INCREASE FOR THE FISCAL YEAR 2019-20**
- Staff to present Resolution No. 2019-2166 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2019-20.
- Possible expenditure of funds: None.
- Staff recommendation: Board adopt Resolution 2019-2166 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2019-20.
- 4:45 PM     **4. PUBLIC HEARING – SEWER SERVICE CHARGE RATE INCREASE: A HEARING TO CONSIDER RAISING THE ANNUAL SEWER SERVICE CHARGE FOR THE NEXT YEAR CONSISTENT WITH REQUIREMENTS OF THE GOVERNMENT CODE**
- A. OPEN PUBLIC HEARING**
- B. RATE INCREASE PRESENTATION:**  
District staff presentation on the proposed sewer service charge rate increases for Fiscal Year 2019-20. The proposed increases are: Fiscal year 2019-20, not to exceed \$927.
- 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.

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**5:00 PM 5. PUBLIC HEARING – BUDGET FOR THE 2019-20 FISCAL YEAR****A. OPEN PUBLIC HEARING****B. BUDGET 2019-20 PRESENTATION:**

District staff to present the following proposed budgets for the fiscal year July 1, 2019 to June 30, 2020:

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

**C. REVIEW DISTRICT STAFF RECOMMENDATIONS:**

Board consider approval of the 2019-20 Budgets as proposed.

**D. PUBLIC COMMENT:**

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

**5:15 PM 6. RESOLUTIONS FOR 2019-20 BUDGET:**

- A. RESOLUTION NO. 2019-2167– A RESOLUTION CONFIRMING THE ANNUAL SEWER SERVICE CHARGE AND SUPPLEMENTAL SERVICE CHARGES FOR THE LAS GALLINAS VALLEY SANITARY DISTRICT FOR THE FISCAL YEAR 2019-20.
- B. RESOLUTION NO. 2019-2168 – A RESOLUTION FIXING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2019-20.
- C. RESOLUTION NO. 2019-2169 – A RESOLUTION PROVIDING FOR THE COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL.
- D. RESOLUTION NO. 2019-2170– A RESOLUTION DETERMINING THE 2019-20 APPROPRIATION OF TAX PROCEEDS.
- E. RESOLUTION NO. 2019-2171 – A RESOLUTION REQUESTING ALLOCATION OF TAXES FOR THE FISCAL YEAR 2019-20.

5:25 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 May 16<sup>th</sup> and May 21<sup>st</sup> , 2019
- B. Approve the Modified Warrant List for May 16<sup>th</sup> and the Warrant List for June 6, 2019
- C. Approve Board Compensation for May 2019
- D. Approve Conference requests for Elias, Clark and Yezman to attend the Special District Leadership Conference in Napa July 7-10 and Clark and Yezman to attend the CASA Conference in San Diego August 21-23 and Clark and Elias to attend the WaterReuse Conference in San Diego September 7-11.
- E. Approve Resolution 2019-2172 Adopting the Pay Scales Effective July 1, 2019
- F. Approve Award of Contract for On-Call Contract for Construction Projects to Piazza Construction

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

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

5:35 PM

**8. APPROVE RENEWAL OF EMPLOYMENT AGREEMENTS BETWEEN LAS GALLINAS VALLEY SANITARY DISTRICT AND MICHAEL CORTEZ, DISTRICT ENGINEER; ROBERT LIEBMANN, PLANT MANAGER; ROBERT RUIZ, ADMINSTRATIVE SERVICES MANAGER; GREG PEASE, COLLECTION SYSTEM AND SAFETY MANAGER AND MIKE PRINZ, GENERAL MANAGER**

Board to approve renewal of employment agreements.

5:50 PM

**9. PURCHASE OF DISTRICT VEHICLE FOR GENERAL MANAGER**

Board to approve purchase of District Vehicle for General Manager.

6:00 PM

**10. INFORMATION ITEMS:**

- A. STAFF/CONSULTANT REPORTS:
  1. General Manager Report – Verbal
  2. Contract for On-Call Contract Engineering Services with Hazen and Sawyer

6:10 PM

**11. BOARD REPORTS:**

1. LAFCO - Verbal
2. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
3. JPA Local Task Force on Solid and Hazardous Waste – Verbal
4. Flood Zone 7 - Verbal
5. NBWA – Verbal
6. NBWRA/North Bay Water – Verbal
7. Engineering Subcommittee – Verbal
8. Other Reports – Verbal

6:20 PM

**12. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal

6:25 PM

**13. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**

6:30 PM

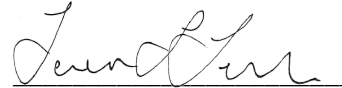
**14. ADJOURNMENT**

**FUTURE BOARD MEETING DATES – JUNE 20, 2019, JUNE 27 AND JULY 18, 2019**

AGENDA APPROVED:	Craig K. Murray, Board President	Pat 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 June 3, 2019 at 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held June 6, 2019 at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: June 3, 2019



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, 300 Smith Ranch Road, San Rafael.

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.