



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**

**August 6, 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, in order to protect public health. In light of this, August 6, 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@lgsd.org) by 5:00 pm on Wednesday, August 5, 2020. 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/81155509042?pwd=Ukw2eUhhK1R0enBUUnQrVHg5aitkUT09>

**OR**

**By teleconference at: +16699009128 Meeting ID: 811 5550 9042**

**Meeting Passcode: 951372**

**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**

**CLOSED SESSION:**

Estimated  
Time

- 3:45 PM**
- 1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: One potential case.
  - 2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator Is Mike Prinz, General Manager.

**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 July 16, 2020
    - B. Approve the Warrant List for August 6, 2020
    - C. Approve Contract Amendment 1 to ArcSine Engineering
    - D. Approve Murray attending the Overcoming O& M Challenges COVID-19 Webinar July 22, 2020
    - E. Approve Murray attending the Buliding and Maintaining an Equity Mindset in Local Government Webinar July 28, 2020
    - F. Approve Murray attending the Maximizing Performance Through Documentation, Evaluation and Corrective Action Webinar July 29,2020
    - G. Approve Application of Allocation of Capacity for APN 175-25-14, 496 Las Gallinas Ave Northgate III Shopping Center
    - H. Approve Application of Allocation of Capacity for APN 165-102-25, 1927 Las Gallinas Ave Accessory Dwelling Unit
    - I. Approve Extension of Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Function per Marin County Public Health Order
    - J. Approve Order of the Board that Publication of Ordinance 183 has Occurred

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

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

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- 4:45 PM     **3. PUBLIC HEARING FOR ORDINANCE NO. 184 AMENDING OF TITLE 1, CHAPTER 2 – SANITARY CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT PUBLIC HEARING – CHANGING THE REGULAR BOARD MEETING START TIME FROM 4:30 PM TO 3:30 PM**
- A. OPEN PUBLIC HEARING**  
District staff presentation on the proposed Ordinance No 184 Amending Title 1, Chapter 2 Sanitary Code of the Las Gallinas Valley Sanitary District.
- B. REVIEW DISTRICT STAFF RECOMMENDATIONS**  
Board to consider staff recommendation to amend Title 1, Chapter 2 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 change in meeting time. 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 action to change the Regular Board meeting start time.
- 5:00 PM     **4. BOARD MEETING DURATION**  
Board and staff to discuss the regular Board meeting duration.
- 5:30 PM     **5. CURRENT AND FUTURE BOARD AD HOC COMMITTEES**  
Board to discuss the current and future AD HOC committees including the 2019 General Manager Evaluation and the 2019 Employee Climate Survey committees.
- 5:45 PM     **6. INFORMATION ITEMS:**
- A. STAFF/CONSULTANT REPORTS:**
1. General Manager Report – Verbal
2. Grand Jury List of Public Agencies Report – Written
- 6:05 PM     **7. 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
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- 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

6:25 PM

**8. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal
- C. Pending Board Agenda Item Requests
  - (i) Board Conference Registration Assistance
  - (ii) Employee Climate Survey
  - (iii) Administrative Policy A-03- Mobile Comuter Devices use for District Business
  - (iv) Donation Policy

6:30 PM

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

6:35 PM

**10. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: AUGUST 20, SEPTEMBER 17, OCTOBER 1, 2020**

AGENDA APPROVED:	Rabi Elias Board President	Patrick 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 August 3, 2020 at 3:45 p.m., I posted the Agenda for the Board Meeting of said Board to be held August 6, 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.