



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

## **SPECIAL BOARD MEETING AGENDA**

**In accordance with Government Code Section 54956**

**Craig K. Murray, Board President, has called for a Special Meeting as follows:**

**May 21, 2019 8:00 AM**

**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

**8:00 AM 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.

**8:05 AM 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 Warrant list for May 21, 2019
- B. Approve License Agreement for the use of Reclamation Storage Ponds by the River Otter Ecology Project
- C. Approve Job Description and Pay Level of the Skilled Maintenance Worker I/II
- D. Approve Changes to the Board Compensation policy B-60 Board Member Compensation and Resolution 2019-2164 Approving a Revised Policy for B-60 Board Compensation

Possible expenditure of funds: Yes, Item A and C.

Staff recommendation: Adopt Consent Calendar – Item A through D.

- 8:35 AM 3. INFORMATION ITEMS:**  
 A. STAFF/CONSULTANT REPORTS:  
 1. Secondary Treatment Plant Upgrade and Recycled Water Expansion May 2019 Project Update

- 8:50 AM 4. RECLAMATION PASTURELAND EFFLUENT DISPOSAL EQUIPMENT OPERATION AND MAINTENANCE SERVICES**  
 Board to review and approve a negotiation award of an agreement for Custom Tractor Service to provide services to operate and maintain the irrigation equipment and the District's pasturelands for effluent disposal for the months of June through October 2019.

- 9:00 AM 5. STRATEGIC PLAN WORKSHOP:**  
 Board Workshop with the District's consultant, Chris Sliz, Regional Government Services to review and update the District's Strategic Plan.

- 11:00 AM 6. ADJOURNMENT**

**7. FUTURE BOARD MEETING DATES – JUNE 6<sup>TH</sup> , JUNE 20<sup>TH</sup> AND JULY 18, 2019.**

AGENDA APPROVED:	Craig K. Murray, 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 May 20, 2019, at 8:00 a.m., I posted the Agenda for the Board Meeting of said Board to be held May 21, 2019, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: May 17, 2019



Teresa L. Lerch  
 District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the second and fourth 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.

Las Gallinas Valley Sanitary District  
Warrant List  
05-21-19

*Agenda Item 2A*  
*Date May 21, 2019*

	Date	Num	Vendor	Amount	Description for items > \$1000
1	4/25/2019	ACH	Elias, Rabi	200.00	
2	4/25/2019	ACH	Murray, Craig	125.00	
3	4/25/2019	ACH	Retiree Augusto	139.00	
4	4/25/2019	ACH	Retiree Burgess	598.00	
5	4/25/2019	ACH	Retiree Cummins	187.74	
6	4/25/2019	ACH	Retiree Cutri	462.74	
7	4/25/2019	ACH	Retiree Emanuel	258.83	
8	4/25/2019	ACH	Retiree Gately	224.41	
9	4/25/2019	ACH	Retiree Guion	224.41	
10	4/25/2019	ACH	Retiree Johnson	632.90	
11	4/25/2019	ACH	Retiree Kermoian	187.74	
12	4/25/2019	ACH	Retiree Mandler	187.74	
13	4/25/2019	ACH	Retiree McGuire	563.00	
14	4/25/2019	ACH	Retiree Memmott	187.74	
15	4/25/2019	ACH	Retiree Petrie	163.37	
16	4/25/2019	ACH	Retiree Pettey	187.74	
17	4/25/2019	ACH	Retiree Provost	258.83	
18	4/25/2019	ACH	Retiree Reetz	511.48	
19	4/25/2019	ACH	Retiree Reilly	187.74	
20	4/25/2019	ACH	Retiree Vine	187.74	
21	4/25/2019	ACH	Retiree Wettstein	598.00	
22	4/25/2019	ACH	Retiree Williams	598.00	
23	4/25/2019	ACH	Schriebman, Judy	577.44	
24	4/25/2019	ACH	Yezman, Crystal	200.00	
			TOTAL	\$	7,649.59



Consent 2B  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_  
Date May 21, 2019

# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Mel Liebmann, Plant Manager  
**Mtg. Date:** June 6, 2019  
**Re:** License Agreement for the Use of Reclamation Storage Ponds by The River Otter Ecology Project

## BACKGROUND:

Due to a well-known presence of river otters in and around the District's reclamation storage ponds, The River Otter Ecology Project, ROEP, is interested in continuing research and providing educational programs on District property in the areas of the wildlife marsh pond and the reclamation storage ponds.

The Board of Directors requested a legal agreement be drafted by staff at the September 24, 2015 Board Meeting to accommodate the ROEP request for a limited use permit.

On November 12, 2015 the Board of Directors approved a license agreement to allow The River Otter Ecology Project (ROEP) the limited use of the LGVSD reclamation pond areas for the term of one year which expired on December 1, 2016.

ROEP has requested a license agreement to allow the limited use of the District's reclamation area for a term of five years.

ROEP has performed research and provided students from the Star Academy with the opportunity to observe and learn about river otters in their natural habitat. ROEP has also provided the District with videos and photos of the otters that are using the reclamation storage ponds. ROEP has been a responsible partner in using the District's reclamation area. ROEP staff have been courteous, considerate and respectful in correspondence and in direct interaction with District staff. I believe that continuing to allow ROEP to use the District's reclamation areas to perform research and educate the public is a benefit for both parties to the agreement.

## STAFF RECOMMENDATION:

Approve the license agreement for The River Otter Ecology Project to continue to use the District's reclamation storage pond areas for the term of five years.

## FISCAL IMPACT:

None.

## PERSON TO BE NOTIFIED:

Megan Isadore  
Founder and Executive Director of The River Otter Ecology Project.



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Robert Ruiz  
Administrative Services Manager

May 21, 2019

## LAS GALLINAS VALLEY SANITARY DISTRICT TEMPORARY LAND USE LICENSE AGREEMENT

### Identification of Parties

1. This License Agreement is entered into on June \_\_, 2019 by and between The Las Gallinas Valley Sanitary District, hereafter referred to as "Licensor," and The River Otter Ecology Project, hereafter referred to as "Licensee."

### Description of Property

2. Licensor is the owner of certain real property situated in The City of San Rafael, or an unincorporated area of Marin County, California (hereafter referred to as the "the Property"), and more particularly described as follows:

LGVSD reclamation wildlife pond, storage ponds and walking trails

### Grant of License

3. In consideration of the sum of \$1, Licensor grants to Licensee a license (hereafter referred to as "the License") to perform the following acts on the Property:

### Objectives:

Document the distribution and abundance of *L. canadensis* utilizing visual observations and genetic analysis of scat, and camera trapping as appropriate.

Assess diet and seasonal prey-preference of *L. canadensis* through scat analysis and visual observations.

Document habitat use and preference, and where possible, document reproductive success and group structure.

Map location of latrine sites, slides, dens (where possible) in the Las Gallinas Sanitary Ponds  
Train high school students to monitor river otter presence, scat collection, scientific documentation, and reporting.

**Scope of Work:**

ROEP Director Megan Isadore and Star Academy Teacher Christian Naventi will survey the Las Gallinas Sanitary Pond areas from the path, on foot. They will record otter latrine sites, corridors and dens. They will record otter sightings, if any.

Two groups of high school students, one group of 4 and one group of 6, under the supervision of Mr. Naventi, will place one or two Bushnell motion detector trail cameras in secure housing, locked with padlocks or python locks, in inconspicuous places on the ground. The cameras will be pointed away from human pathways to avoid the appearance of "spying." The cameras will be identified with our project name, phone number and website, as well as a friendly note explaining their purpose.

The students, under the supervision of Mr. Naventi, will service the trail cameras once a week to once every two weeks (as determined by Mr. Naventi). Mr. Naventi will bring students to collect scat and service cameras each Tuesday and Wednesday, from 11AM to 1:30 PM. Number of students will be between 4 and 6 on each day. The students will be transported by school van.

The students will collect otter scat for DNA analysis. The scat will be transferred by Mr. Naventi to the ROEP office for storage until analysis at San Francisco State University. The students will document both scat and videos for ROEP and transmit them to ROEP in a timely fashion.

During the summer, ROEP staff (Christian Naventi, Megan Isadore or Terence Carroll) will service the cameras once a week during LGVSD business hours.

Analysis of fecal DNA to identify individual animals is commonly used for mammals and could help improve our population estimates. Samples are also used for prey species analysis. Samples are stored appropriately according to established protocol until analysis. Initial analysis has begun in partnership with San Francisco State University, Transcriptomics and Analysis Core, Director: Dr. Frank Cipriano.

Licensee may not use the Property for any other purpose or business without obtaining Licensor's prior written consent.

**Incidental Rights**

4. License has no incidental rights.

**License Nonassignable**

5. This License is personal to the Licensee and shall not be assigned. Any attempt to assign the License shall automatically terminate it. No legal title or leasehold interest in the Property is created or vested in Licensee by the grant of this License.

**Revocation**

6. Licensors may revoke this License at will by having a written revocation notice delivered to Licensee at least 30 days prior to the termination date specified in the notice.

**Term**

7. This License shall be for a term of 5 years, commencing on the date of this License and terminating on December 1, 2024.

**Indemnity**

8. Licensee, as a material part of the consideration to be rendered to Licensors under this Agreement, waives all claims against Licensors for damages to all personal property in, on, or about the Property, and for injuries to persons in or about the Property, from any cause arising at any time. Further, Licensee agrees to hold Licensors exempt and harmless for and on account of any damage or injury to any person or personal property of any person, arising from (a) Licensee's use of the Property, or (b) Licensee's failure to keep the Property and surrounding areas clean and in good condition. Licensors shall not be liable to Licensee for any damage by or from any act or negligence of any other occupant of the Property or any occupant of adjoining or contiguous property. Licensee agrees to pay for all damages to the Property, as well as all damage to occupants of the Property and to the property of those occupants caused by Licensee's misuse or neglect of the Property.

**Insurance**

9. Licensee further agrees to maintain in full force during the term of this License, at Licensee's own expense, a policy of comprehensive liability insurance, including property damage, which

will insure Licensee and Licensor against liability for injury to persons, damage to property, and death of any person occurring in or about the Property. The policy shall be approved as to form and insurance by Licensor. The insurance shall be not less than \$1,000,000 for any one person injured or killed, not less than \$ 1,000,000 for any one incident, and not less than \$1,000,000 for property damage. Licensee shall provide Licensor with a copy of the policy, including an endorsement that states that the policy will not be cancelled except after 10 days' notice in writing to Licensor.

**Attorneys' Fees**

10. If any legal action or proceeding arising out of or relating to this Agreement is brought by either party to this Agreement, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorneys' fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

**Venue**

11. Any legal action regarding this license shall occur in the County of Marin Superior Court.

**Entire Agreement**

12. This Agreement constitutes the entire agreement between Licensor and Licensee relating to the License. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. Any amendment to this Agreement shall be of no force and effect unless it is in writing and signed by Licensor and Licensee.

Executed on \_\_\_\_\_ [date].

LICENSOR

\_\_\_\_\_ [signature of licensor]  
Craig Murray, LGVSD Board President

LICENSEE

\_\_\_\_\_ [signature of licensee]  
Megan Isadore, ROEP Executive Director

Sincerely,





Consent 2C  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item \_\_\_\_\_  
 Date May 21, 2019

# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Robert D. Ruiz, Administrative Services Manager  
**Mtg. Date:** May 21, 2019  
**Re:** Job Description and Pay Level of the Skilled Maintenance Worker I/II.

**BACKGROUND:**

The labor force of the Operations and Collections Divisions is being stretched too thin to maintain operational efficiency and staff safety. Maintenance of the plant grounds, reclamation areas and District buildings rely on staff who are who are only able to keep up with their regular operational duties. Due to these factors, maintenance duties are currently performed on an infrequent and irregular basis. The addition of this new position is a start to alleviate this burden, so that infrequent repairs and general maintenance can be scheduled on a regular basis.

This position is being requested to replace the vacant Building and Grounds Maintenance position and is being budgeted at the level of a Skilled Maintenance Worker II. The Fiscal Year 19/20 budget includes a Skilled Maintenance Worker I. Both positions are deemed necessary for District maintenance needs.

**Pay level:**

Skilled Maintenance Worker I: \$5,556.20 to \$6,753.59 (\$66,674.40 to \$81,043.08 Annually)

Skilled Maintenance Worker II: \$6,753.59 to \$8,209.24 (\$81,043.08 to \$98,510.88 Annually)

Please note that the Maintenance Worker II pay ranges are within the pay scale as suggested by the Koff & Associates analysis.

Evaluation of additional maintenance needs will be included in the Strategic Plan Goal 5 work, which is currently in progress.

**STAFF RECOMMENDATION:**

Staff recommends that the Board approve the job description and pay level for the Skilled Maintenance Worker I/II positions.

**FISCAL IMPACT:**

The costs for this position are currently in both the 2018-19 and the Proposed 2019-2020 Budgets as indicated previously.

**PERSON(S) TO BE NOTIFIED:**

N/A

## SKILLED MAINTENANCE WORKER I/II

### DEFINITION

Under immediate to general supervision, learns and performs skilled trades duties in the fields of electrical, electronic, mechanical, plumbing, painting, carpentry, welding, landscaping, and concrete work maintenance to undertake the installation, alteration, repair, and construction of treatment and pumping plant equipment and facilities; assists in developing and overseeing projects for installation, maintenance, and repair activities; and performs other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Division Manager or such staff as designated by Division Manager.

### CLASS CHARACTERISTICS

Skilled Maintenance Worker I is the entry-level class in the Skilled Maintenance Worker class series responsible for ensuring that equipment and systems operate effectively and are maintained in a safe and effective working condition. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Skilled Maintenance Worker II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Skilled Maintenance Worker II is the full journey-level class in the Skilled Maintenance Worker class series responsible for performing the full range of duties required to ensure that equipment and systems operate effectively and are maintained in a safe and effective working condition. Incumbents are expected to work independently and exercise judgment and initiative, may provide oversight of contractors on assigned projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions at the Skilled Maintenance II level are normally filled by advancement from skilled Maintenance I level; progression to the Skilled Maintenance II level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Skilled Maintenance II level.

### EXAMPLES OF DUTIES (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*



- Installs, modifies, and repairs wastewater mechanical treatment and pumping plant equipment and facilities.
- Assists in developing and overseeing projects for installation, maintenance, and repair activities; develops specifications, including electrical and mechanical design components, equipment, and parts, and reviews submittals; directs contract work as assigned and inspects the work of contractors in progress and upon completion.
- Installs and modifies electrical, electronic circuitry, and systems used to monitor and control plant processes and equipment.
- Troubleshoots, repairs, and maintains electrical and electronic systems that include a variety of equipment and circuitries such as generators, motors and controllers, variable speed drives, laboratory equipment, data communications equipment, two-way base radio stations, repeaters, mobile stations, portable and telemetry stations.
- Troubleshoots, repairs, and maintains mechanical devices and equipment such as valve actuators, clarifier drives, flocculators, grit chambers, hoists, air conditioning units and hydraulic systems; installs odor control units, pumps, pipelines and related fittings, ventilation ducts, shelving, stairways, and electrical conduit.
- Cleans, services, and paints equipment, machinery, structures, pipelines, and related appurtenances.
- Responsible for maintaining the District's reclamation facilities and equipment, including but not limited to; pasture land irrigation equipment, reclamation pump station, sludge lagoon supernatant pump station, solar photovoltaic panel arrays and inverters, levee road surfaces, slope vegetation, public trail signs and seating areas.
  
- Operates Heavy equipment including; forklift, overhead cranes, and hoists, tractor with attachments, back hoe, skip loader, 1 ton crane truck, and occasional leased equipment as needed.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Reads and interprets specifications, diagrams, manuals, and other documentation.
- Enters appropriate data into computer systems such as CMMS to ensure preventative maintenance information is utilized and to maintain accurate records of work performed and materials and supplies used.
- Performs confined space entry.
- As assigned, may direct the work of contractors and others on a project basis.
- Performs other duties as assigned.

### **QUALIFICATIONS**

*Positions at the Skilled Maintenance Worker I may exercise some of these knowledge and abilities statements in a learning capacity.*

#### **Knowledge of:**

- Methods, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical, electronic, and mechanical equipment used in wastewater treatment and pumping facilities, including radios, telemetry equipment, and communications equipment.
- Elements of the National Electrical Code relevant to work performed.
- Techniques for troubleshooting complex equipment problems and estimating time, equipment, and materials to effect repairs.
- Regulations governing maintenance and operation of radios and telemetry.
- A diverse range of digital communications systems related to the work.
- Principles and practices of welding.

*Job Description: Skilled Maintenance Worker*

*Approval Date: May 16, 2019*

*Revision Date: N/A*

*Page 2*

- General principles and practices of wastewater treatment.
- Occupational hazards and safety precautions related to job assignments including confined space entry.
- Principles and practices of recordkeeping,
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Perform a diverse range of skilled tasks in the implementation of a comprehensive preventive maintenance and repair program for equipment and structures found in a wastewater treatment plant and related facilities in trades areas such as electrical, electronic, mechanical, plumbing, painting, carpentry, welding, and concrete work.
- Interpret electrical and mechanical diagrams, blueprints, and electronic schematic diagrams.
- Troubleshoot and repair complex equipment problems and determining time, materials, and supply requirements.
- Make accurate mathematical calculations.
- Exercise independent judgment in work performed.
- Maintain accurate records of work performed.
- Develop estimates of materials, supplies, and equipment required for jobs and requisition necessary parts and supplies.
- Inspect, coordinate, and oversee work done by outside contractors.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

**Education**

Skilled Maintenance Worker I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

**Experience**

Skilled Maintenance Worker I: Two (2) years of experience in the maintenance and repair of electrical, electronic, mechanical equipment, instrumentation, and communication systems such as those found in a wastewater treatment plant OR possession of a Grade I Mechanical Technologist Certificate issued by the California Water Environment Association.

Skilled Maintenance Worker II: Four (4) years of progressively responsible experience in the maintenance and repair of electrical, electronic, mechanical equipment, instrumentation, and communication systems such as those found in a wastewater treatment plant



## **License and Certifications:**

### Skilled Maintenance Worker I:

- Must obtain a California Water Environment Association Grade I Electrical Instrumentation Technologist Certificate or Grade I Mechanical Technologist Certificate is desirable.

### Skilled Maintenance Worker II:

- Possession of a California Water Environment Association Grade I Electrical Instrumentation Technician Certificate or a Grade I Mechanical Technologist Certificate is required. A California Water Environment Association Grade II Electrical Instrumentation Technician Certificate or a Grade II Mechanical Technologist Certificate is desirable.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard wastewater treatment plant; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

## **ENVIRONMENTAL CONDITIONS**

Employees work in a wastewater treatment plant and field environments and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **OTHER REQUIREMENTS**

Must be available for regular and emergency standby and weekend assignments and to be called-back and work emergency overtime as required.

*Las Gallinas Valley Sanitary District*  
Job Description

**POSITION:** BUILDINGS AND GROUNDS MAINTENANCE WORKER

**LAST REVISION:** May 1994

**SALARY STEP RANGE:** Steps 1-6

**REPORTS TO:** Plant Superintendent

**SCOPE:** Under direct supervision repairs and maintains the District's buildings and grounds.

**MINIMUM QUALIFICATIONS**

**Education:** High school graduate or equivalent training and experience.

**Experience:** One year experience in buildings and grounds maintenance.

**Licenses and Certificates:** Possess a valid California driver's license.

**ESSENTIAL JOB FUNCTIONS**

1. Maintains landscaping and control weeds at the treatment plant, pump stations, and reclamation areas.
2. Maintains accurate, current and complete pesticide use records.
3. Cleans, repair and paints equipment and building exteriors.
4. Cleans and maintains interior of District buildings.
5. Sets up board room prior before meetings and cleans up room after meetings.
6. Loads and unloads materials and supplies.
7. Cleans and services equipment used maintaining buildings and grounds.
8. Assists with treatment plant operations and maintenance as needed or directed by the Plant Superintendent or District Manager.
9. Performs other responsibilities, assignments and special projects as needed.

**WORK ENVIRONMENT AND CONDITIONS**

Performance of job functions involves weekend work days and may involve extended work days to respond to emergencies. It involves working indoors and outdoors and possible exposure to extreme weather conditions of cold, dampness, and heat, and possible exposure to vapors, fumes, dusts, odors, noise, vibrations, and confined spaces. Performance of job functions also involves ascending and descending ladders, pushing, pulling, bending, stooping, heavy lifting, and transporting tools, equipment, and supplies to work sites.

*Job Description: Buildings and Grounds Maintenance Worker*

**KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of and skill in the use of hand and power tools and equipment used in the building and ground maintenance.

Knowledge of landscaping and safe use, handling, and storage of pesticides.

Knowledge of safe work practices.

Ability to speak, read and write in English.

Ability to perform metric and English system calculations involving fractions, decimals, and percentages.

Ability to establish and maintain effective working relationships.

**OTHER REQUIREMENTS**

United States citizenship or legal eligibility to work in the United States.

Medical evaluation to determine physical fitness for the job.

Acceptable driving record consistent with the standards established by the District.

Participation in job training or professional development programs.



Consent AD  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_  
Date May 21, 2019

# Agenda Summary Report

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**To:** Mike Prinz, General Manager  
**From:** Robert D. Ruiz, Administrative Services Manager  
**Mtg. Date:** May 21, 2019  
**Re:** Changes to Board Policy B-60 Board Member Compensation

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## BACKGROUND:

The Board discussed Board Member Policy B-60 on February 14<sup>th</sup> and 28<sup>th</sup>.

Staff requested direction from the Board as to what was specifically allowed regarding compensation of the Board of Directors. Discussions during the previously mentioned board meetings allowed Staff to create a clearer Board Compensation Policy. Please see the attached red-line version of the previous policy.

## STAFF RECOMMENDATION:

Staff requests that the board review the attached modified policy and approve the policy by resolution.

## FISCAL IMPACT:

Not quantifiable.

## PERSON TO BE NOTIFIED:

Not applicable.



**B-60-10 Limit on Meetings.** Board Members shall be compensated for up to the legal limit of six meetings per month and one meeting per day. Compensation shall apply to both Regular and Special Board meetings, Board committee meetings, meetings for organizations related to District business. The meetings must be a direct benefit to the District, and professional meetings. Please refer to the list of meetings below that are considered to be additional compensable meetings. To qualify for compensation for meetings of organizations related to District business, Board approval is required. Board members requesting attendance at meetings, including meetings of organizations related to District business, training, conference and/or seminars, shall submit their request to the entire Board at least five business days prior to the meeting. If an unexpected opportunity occurs for a meeting that will benefit the District, the Board Member may request an RQPA (Request for Prior Authorization) from the Board at the next board meeting by written request.

**B-60-11 Compensable Meeting Activities.** Meetings that are considered compensable include the following:

- Webinars that are at least 2 hours in length.
- multiple party conference calls convened by LGVSD subcommittees and attended by Board Members that are at least 2 hours in length that relate to LGVSD matters.
- Non-Public LGVSD sub committee meetings such as Ad Hoc meetings that are over an hour in length.
- One-on-one meetings between LGVSD committee members via face-to-face interaction or telephone, which are subcommittee meetings for LGVSD related business and not for logistical purposes only.
- Tours of District facilities with public officials external to the District that are at least an hour long.

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**RESOLUTION No 2019-2164**

**A RESOLUTION APPROVING A REVISED POLICY FOR B-60,  
BOARD COMPENSATION  
FOR THE BOARD OF DIRECTORS OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

**WHEREAS**, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

**WHEREAS**, the Board of Directors did adopt a comprehensive list of Policies and Procedures on July 9, 2009 by resolution 2009-1872. which was updated by Resolution 2018-2138 on August 23, 2018,

**WHEREAS**, Resolution 2009-1872, which was updated by Resolution 2018-2138 on August 23, 2018,

**NOW, THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the following amendment of policy section B-60, Board Compensation, as follows:

**"B-60-10 Limit on Meetings.** Board Members shall be compensated for up to the legal limit of six meetings per month and one meeting per day. Compensation shall apply to both Regular and Special Board meetings, Board committee meetings, meetings for organizations related to District business. The meetings must be a direct benefit to the District. Please refer to the list of meetings below that are considered to be additional compensable meetings. To qualify for compensation for meetings of organizations related to District business, Board approval is required. Board members requesting attendance at meetings, including meetings of organizations related to District business, training, conference and/or seminars, shall submit their request to the entire Board at least five business days prior to the meeting. If an unexpected opportunity occurs for a meeting that will benefit the District, the Board Member may request an RQPA (Request for Prior Authorization) from the Board at the next board meeting by written request.

**B-60-11 Compensable Meeting Activities.** Meetings that are considered compensable include the following:

- Webinars that are at least 2 hours in length.
- multiple party conference calls convened by LGVSD subcommittees and attended by Board Members that are at least 2 hours in length that relate to LGVSD matters.
- Non-Public LGVSD sub committee meetings such as Ad Hoc meetings that are over an hour in length.
- One-on-one meetings between LGVSD committee members via face-to-face interaction or telephone, which are subcommittee meetings for LGVSD related business and not for logistical purposes only.

- Tours of District facilities with public officials external to the District that are at least an hour long.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 21<sup>st</sup> day of May 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Members:  
NOES, Members:  
ABSTAIN, Members:  
ABSENT, Members:

\_\_\_\_\_  
Teresa Lerch, District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

\_\_\_\_\_  
Craig K. Murray, President Board of Directors

**5/21/2019**

**Secondary Treatment Plant Upgrade and Recycled Water  
Expansion May 2019 Project Update  
Agenda Item 3A1**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentation





Consent \_\_\_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item 4  
Date May 21, 2019

# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Mel Liebmann, Plant Manager  
**Mtg. Date:** May 21, 2019  
**Re:** Reclamation Pastureland Effluent Disposal Equipment Operation and Maintenance Services

## BACKGROUND:

The District's pastureland irrigation equipment operations and reclamation area maintenance services are normally provided through a seasonal agricultural lease agreement with a local contractor, Custom Tractor Service (CTS). CTS provides these services in trade for the use of the District's pastureland to produce a hay commodity for profit.

For the following reasons, a lease agreement is not possible for the 2019 reclamation season:

- a. Unusually high influent flows resulting from above average winter storms prevented the return of reclamation storage pond water to the treatment plant, which has resulted in a greater irrigation disposal need for the Summer of 2019.
- b. The 2018 agreement with Marin Municipal Water District to cease production from the recycled water plant for the 2019 season will require an additional disposal of stored plant effluent in the reclamation season of 2019.
- c. The District lost the ability to discharge directly from the storage ponds in the last permit reissuance.
- d. The irrigation application rate attributable to the above factors exceeds what a hay crop can tolerate.

The net impact of this scenario is that reclamation pastureland irrigation equipment operation and maintenance services must be obtained outside the normal hay/commodity lease mechanism for the Summer of 2019.

Unfortunately, there is insufficient time to competitively bid the services required for effluent disposal in the reclamation pastureland before the reclamation season begins June 1, 2019. The District has a longstanding history of relying on CTS for these services and their crew and equipment are immediately available for deployment. Approximate cost quotations from CTS for the required work have been deemed appropriate by staff.

## STAFF RECOMMENDATION:

Board approve a negotiation award of an agreement for Custom Tractor Service to provide services to operate and maintain the irrigation equipment and the District's pasturelands primarily for effluent disposal for the months of June through October 2019.



**FISCAL IMPACT:**

Up to approximately \$75,000

**PERSON TO BE NOTIFIED:**

Neal Carstensen of Custom Tractor Service

**5/21/2019**  
**Strategic Plan Workshop**  
**Agenda Item 5**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentation