



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
Dale McDonald,
Administrative Services Manager

BOARD MEETING AGENDA

May 20, 2021

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, May 20, 2021 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@lgvsd.org) by 5:00 pm on Wednesday, May 19, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgvsd.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/82545183693>

OR

By teleconference at: +16699009128 Meeting ID: 825 4518 3693

**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

Estimated
Time

OPEN SESSION:

3:30 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.

3:35 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 May 6, 2021
- B. Approve the Warrant List for May 20, 2021
- C. Approve Board Compensation for April, 2021
- D. Approve Contract Amendment for Archiving Services to Nute Engineering
- E. Approve EOA Contract Amendment for FY 2020-21
- F. Approve Resolution 2021-2213 for APN 165-220-12 and APN 165-22-13 Authorizing Execution of a Quitclaim Deed Kaiser 1650 and 1655 Los Gamos Drive
- G. Approve Resolution 2021-2214 - adding Maintenance Supervisor position and updating titles for existing positions - Adopting the Pay Scales Effective June 1, 2021 pursuant to the California code of Regulations, Subchapter 1, Employees Retirement system Regulations section 570.5

Possible expenditure of funds: Yes, Items B through E and G.

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

3:45 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- A. Department Reports – Written
- B. ArcSine Engineering FY& 2020-21 Contract Amendment for Increased Scope of Work

4:45 PM

4. PROPOSED FISCAL YEAR 2021/22 BUDGET

Board to review the proposed Fiscal Year 2021/22 Budget

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- 5:15 PM** **5. APPROVE AWARD OF CONTRACT FOR SHOCK AND ARC FLASH HAZARD ANALYSIS**
Board to review and approve Award of Contract to P2S Inc. for Shock and Arc Flash Hazard Analysis.
- 5:30 PM** **6. REGULATORY COMPLIANCE SERVICE CONTRACT AWARD FOR JULY 1, 2021 TO JUNE 30, 2022**
Board to review and approve the Regulatory Compliance Service Contract Award.
- 5:45 PM** **7. PUBLIC COMMENT**
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- 5:50 PM** **8. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
 2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, Marin Special Districts Association, Other Reports – Pumping Energy Efficiency for Water System Optimization
 4. SCHRIEBMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports – Shared Services Webinar
 5. YEZMAN
 - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, Other Reports
- 6:00 PM** **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
 - C. Pending Board Agenda Item Requests
 - i. INFORMATION - Pump Station Vegetation and Safety Report
 - ii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
 - iii. INFORMATION – Marsh Pond Long Term Vegetation Management Response Comments
 - iv. ACTION –Employee Climate Report
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- v. ACTION – Employee Exit Interviews
- vi. ACTION – Parliamentary meeting Procedure

6:05 PM **10. VARIOUS INDUSTRY RELATED ARTICLES**

6:10 PM **11. ADJOURNMENT**

FUTURE BOARD MEETING DATES: JUNE 3, JUNE 17 AND JUNE 24, 2021

AGENDA APPROVED:	Crystal J. Yezman, 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 17, 2021 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held May 20, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: May 13, 2021



Teresa L. Lerch
Board 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.