

HUMAN RESOURCES / FINANCE COMMITTEE

MINUTES OF MAY 4, 2026

THE HUMAN RESOURCES / FINANCE COMMITTEE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN FOR SPECIAL OPEN SESSION ON MAY 4, 2026 AT 3:36 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; Jasmine Diaz, District Engineer.

OTHERS PRESENT: Cheri Fairchild, CPS HR.

ANNOUNCEMENT: Chair Clark announced that the agenda had been posted as evidenced by the certification on file in accordance with the law.

1. **PUBLIC COMMENT:** None.

2. **MINUTES:**

3.A. **HUMAN RESOURCES:**

- (i) **Executive Assistant / Board Secretary** – The Committee received a draft revised job classification and was provided an update on a potential change to the classification and salary schedule. Feedback was given on duties to perform and for whom, who the position should report to, and whether it can be a confidential and/or exempt position. Recruitment is to remain paused until various questions can be answered.
- (ii) **Collection System Operator (CSO) III to CSO Lead** - The Committee is supportive of converting one CSO position to CSO Lead. The item will be brought before the Board at an upcoming meeting.
- (iii) **Inspector/ Engineering Technician** – District Engineer Diaz presented a proposal to create a new position to support the Engineering Department. A draft job classification and comparable salaries from regional sanitary districts was reviewed. It was estimated that the District could save an average of \$330k a year by performing routine inspections with in-house staff rather than with outside third-party consultants. The Committee expressed support for the plan. The item will be brought before the Board at an upcoming meeting.

3.B. **FIANANCES:**

- (i) **Draft 2026/2027 Budget Review and Discussion** – The Committee received financials that will be presented at the upcoming Board Budget workshop, including a proposed change to the Designated Reserve Fund Policy F-50-10, increasing the target goal of the Operating & Rate Stabilization Reserve to \$15,400,000. Discussion ensued. No action taken.

4. **COMMITTEE MEMBER COMMENTS:** None.

5. **ADJOURNMENT:** The meeting was adjourned at 4:51 p.m. by consensus.

The next regular Human Resources / Financing Committee Meeting is scheduled for May 28, at 3:30 p.m. at the District's office.

ATTEST:



Dale McDonald, Acting Board

APPROVED:


Megan Clark, Committee Chair