

## MEETING MINUTES OF NOVEMBER 7, 2024

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION AT 4:01 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

**BOARD MEMBERS PRESENT:** Megan Clark, Craig Murray, Barry Nitzberg, Gary Robards and Crystal Yezman

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mike Cortez, District Engineer,

**OTHERS PRESENT:** Patrick Richardson, District Counsel;

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

1. **PUBLIC COMMENT:** None.

**CLOSED SESSION:**

**ACTION:**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON NOVEMBER 7, 2024, AT 4:02 P.M. AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch and McDonald left the meeting at 4:02 pm.

2. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** – Significant exposure to litigation pursuant to subdivision (b) of Gov. Code Section 54956.9 – Two potential cases.

**ADJOURNMENT:**

**ACTION:**

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on November 7, 2024 at 4:51 p.m.

**BOARD MEMBERS PRESENT:** Megan Clark, Craig Murray, Barry Nitzberg, Gary Robards, Crystal Yezman

**STAFF PRESENT:** Curtis Paxton, General Manager, Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mike Cortez, District Engineer, Greg Pease, Collections/Safety/Maintenance Manager

**OTHERS PRESENT:** Patrick Richardson, District Counsel:

**PUBLIC COMMENT:** None.

**REPORT ON CLOSED SESSION:**

President Murray reported that there was nothing to report.

**3. 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 October 17, 2024
- B. Receive and Ratify the Check Warrant List
- C. Approve Transfer of Biosolids Program Monitoring and Research Support Contract to Parsons
- D. Approve Contract Amendment No. 1 for GHD Terra Linda Highway 101 Undercrossing Sewer Lining Project
- E. Approve Award of Contract for Rafael Meadows Fencing Project

Items B and E were pulled for discussion.

**ACTION:**

Board approved (M/S Robards/Clark (5-0-0-0) the Consent Calendar items A through E

- AYES: Clark, Murray, Nitzberg, Robards and Yezman
- NOES: None.
- ABSENT: None.
- ABSTAIN: None.

**4. INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

- 1. General Manager's Report – Paxton reported.
- 2. Administration Department Report – McDonald reported.
- 3. Quarterly Financial Report – McDonald reported.
- 4. Presentation of GFOA Certificate of Achievement for Excellence in Financial Reporting – McDonald reported.
- 5. Collections/Maintenance/Safety Department Report – Pease reported.

**5. AWARD OF CONTRACT TO HAZEN AND SAWYER FOR BIOSOLIDS MANAGEMENT STRATEGY**

The Board reviewed Hazen and Sawyer's proposal for Biosolids Management Strategy.

Board approved (M/S Yezman/Robards (5-0-0-0) Hazen and Sawyer's proposal for Biosolids Management Strategy in the amount of \$199, 640.

- AYES: Clark, Murray, Nitzberg, Robards and Yezman
- NOES: None.
- ABSENT: None.
- ABSTAIN: None.

**6. 101 LUCAS VALLEY ROAD ADMIN OFFICE LEASE RENEWAL**

Board reviewed the existing and future terms of the Lease Agreement for 101 Lucas Valley Road, Suite 300, San Rafael.

Board approved (M/S Robards/Clark (5-0-0-0) authorizing the General Manager to execute an amendment to the current Lease Agreement for 101 Lucas Valley Road, Suite 300 with Rathlin Properties, LLC, extending the lease for five (5) years through November 30, 2029.

AYES: Clark, Murray, Nitzberg, Robards and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

## 7. BOARD REPORTS

1. CLARK
  - a. NBWA Board Committee – no report
  - b. Operation Control Centers Ad Hoc Committee – no report
  - c. Fleet Management Ad Hoc Committee – no report
  - d. FutureSense Ad Hoc Committee – no report
  - e. Energy Committee Ad Hoc Committee – no report
  - f. CASA Workforce Committee – no report
  - g. Other Reports – SDLF Leadership Academy – verbal report
2. MURRAY
  - a. Marin LAFCO –no report
  - b. Flood Zone 6 – no report
  - c. CASA Energy Committee – no report
  - d. Biosolids Ad Hoc Committee – no report
  - e. Development Ad Hoc Committee – no report
  - f. SF Bay Trail Ad Hoc Committee – no report
  - g. Energy Ad Hoc Committee – no report
  - h. Other Reports- SDLF Leadership Academy – verbal report
3. NITZBERG
  - a. Operation Control Centers Ad Hoc Committee – no report
  - b. Fleet Management Ad Hoc Committee – no report
  - c. McInnis Marsh Ad Hoc Committee – no report
  - d. SF Bay Trail Ad Hoc Committee – no report
  - e. Other Reports – no report
4. ROBARDS
  - a. Gallinas Watershed Council/Miller Creek – verbal report
  - b. NBWRA – no report
  - c. STPURWE Engineering Ad Hoc Committee –no report
  - d. McInnis Marsh Ad Hoc Committee – no report
  - e. Development Ad Hoc Committee – no report
  - f. FutureSense Ad Hoc Committee – no report
  - g. Other Reports – reported on the Metropolis North San Pedro Road project
5. YEZMAN
  - a. Flood Zone 7– no report
  - b. CSRMA – no report
  - c. Marin Special District Association – verbal report
  - d. STPURWE Engineering Ad Hoc Committee – no report
  - e. Biosolids Ad Hoc Committee – no report
  - f. Other Reports– no report

**7. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – None.
- B. Board Agenda Item Requests – Ordinance modification increasing the Sewer Lateral Assistance Program loan maximum.

**8. VARIOUS INDUSTRY ARTICLES**

Discussion ensued.

**9. ADJOURNMENT:**

**ACTION:**

The board approved (Robards/Clark 5-0-0-0) the adjournment of the meeting 6:19 p.m.

AYES: Clark, Murray, Nitzberg, Robards and Yezman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for November 21, 2024 at 4:00 pm at the District office.

ATTEST:

  
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Teresa Lerch, Board Secretary

APPROVED:

  
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Gary E. Robards, Vice-President

