



101 Lucas Valley Road, Suite 300
San Rafael, CA 94903
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www.LGVSD.org

MANAGEMENT TEAM
General Manager, Curtis Paxton
Plant Operations, Don Moore
Collections/Safety/Maintenance, Greg Pease
Engineering, Jasmine Diaz
Administrative Services, Dale McDonald

DISTRICT BOARD
Megan Clark
Nicholas Lavrov
Craig K. Murray
Gary E. Robards
Crystal J. Yezman

The Mission of the Las Gallinas Valley Sanitary District is to protect public health and our environment, providing effective wastewater collection, treatment, and resource recovery.

BOARD MEETING AGENDA

OCTOBER 1, 2026

MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, OR ON THE DISTRICT WEBSITE WWW.LGVSD.ORG

Estimated
Time

OPEN SESSION:

4:00 PM

1. PUBLIC COMMENT

This portion of the meeting is reserved for people 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.

4:05 PM

2. CLOSED SESSION:

A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR - Pursuant to Government Code Section 54956.8 – Three Items:

1. 301 Smith Ranch Road (APN 155-121-16/APN 155-121-15/APN 155-121-14) : Approximately 5.0 acres of developed land, located at 301 Smith Ranch Road, San Rafael, in the County of Marin.
2. 291 Smith Ranch Road (APN 155-011-11): Approximately 1.3 acres of developed land located at 291 Smith Ranch Road, San Rafael, in the County of Marin.
3. Smith Ranch Road (ADP 155-121-17 / APN 155-121-18 / APN 155-121-30): Approximately 4.8 acres of developed roadway and adjacent frontage between McInnis Skatepark at 310 Smith Ranch Road to the LGVSD Treatment Plant at 300 Smith Ranch Road.

Agency negotiator: Curtis Paxton, General Manager. Negotiating parties: Silveira San Rafael Ranch, LLC/Cornish and Carey Commercial (Newmark). Under negotiation: Instruction to negotiator will concern both price and terms of payment.

RETURN TO OPEN SESSION: Report on actions taken during closed session.

4:30 PM

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 regular Board Minutes for September 17, 2026
- B. Receive and Ratify the Check Warrant List ending September 23, 2026
- C. Authorize Purchase of Spare Pumps for Wet Weather Preparedness
- D. Adopt Resolution No. 2026-2404 Notice of Completion Phase 2 Multipurpose Lab Building / Water Ecology Center
- E. Annual Reimbursement Report for Staff and Board Members
- F. Board Committee Meeting Schedule Cancellations

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

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

4:45 PM

4. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- A. General Manager's Report – verbal

5:00 PM

5. CREATE EXECUTIVE ASSISTANT / BOARD SECRETARY CLASSIFICATION AND SET COMPENSATION

Board to consider approving a new Executive Assistant / Board Secretary classification and setting the compensation range for the newly created position as recommended by the Human Resources / Finance Committee and management.

5:15 PM

6. BOARD MEMBER REPORTS:

- 1. CLARK
NBWA Board Committee, CASA Workforce Committee, Human Resources/Finance Committee, Operations Control Centers Ad Hoc Committee, Public Information/Public Relations Ad Hoc Committee, Other Reports
- 2. LAVROV
Marin Special Districts Association, Human Resources/Finance Committee, Operations Control Centers Ad Hoc Committee, Public Information / Public Relations Ad Hoc Committee, Other Reports
- 3. MURRAY
Marin LAFCo, Flood Zone 6, Biosolids Ad Hoc Committee, CASA Energy Workgroup Committee, Sustainability Committee, Other Reports
- 4. ROBARDS
NBWRA, Flood Zone 7, Planning and Engineering Committee, Sustainability Committee, San Rafael Meadows Pump Station Project Ad Hoc Committee, Other Reports
- 5. YEZMAN
NBWA, CSRMA, Planning and Engineering Committee, Biosolids Ad Hoc Committee, San Rafael Meadows Pump Station Project Ad Hoc Committee, Other Reports

- 5:45 PM** **7. BOARD REQUESTS:**
 A. Board Meeting Attendance Requests – Verbal
 B. Board Agenda Item Requests – Verbal
- 5:50 PM** **8. VARIOUS INDUSTRY RELATED ARTICLES AND CORRESPONDENCE**
- 5:55 PM** **9. ADJOURNMENT**

FUTURE BOARD MEETING DATES: OCTOBER 15, 2026 and NOVEMBER 5, 2026

AGENDA APPROVED:

Crystal J. Yezman, President

Patrick K. Richardson, Legal Counsel

CERTIFICATION: I, Dale McDonald, of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before September 28, 2026 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held on October 1, 2026.

DATED: September 28, 2026



Dale McDonald
Acting 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 sessions. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA. Board meetings may be recorded for transcribing purposes.

In compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), if you need special assistance to participate in this meeting, please contact the Board Secretary at 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 disability-related modifications or accommodations, including auxiliary aids or services, to help ensure accessibility to this meeting.**

AGENDA ITEM 1

10/1/2026

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.

AGENDA ITEM 2

10/1/2026

CLOSED SESSION

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

MEETING MINUTES OF SEPTEMBER 17, 2026

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION AT 4:00 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

BOARD MEMBERS PRESENT: Megan Clark, Nicholas Lavrov, Craig Murray, and Gary Robards.

BOARD MEMBERS ABSENT: Crystal Yezman arrived at 4:02 p.m.

STAFF PRESENT: Curtis Paxton, General Manager; Dale McDonald, Administrative Services Manager and Acting Board Secretary; Jasmine Diaz, District Engineer; Don Moore, Plant Manager

OTHERS PRESENT: Patrick M.K. Richardson, District Counsel; Gregory Ramirez, IEDA

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

1. **PUBLIC COMMENT:** None
2. **IDENTIFY REAL PROPERTY NEGOTIATOR:** For discussions with Silveira San Rafael Ranch, LLC and Cornish & Carey Commercial (Newmark) regarding the potential acquisition of various parcels that make up portions of Smith Ranch Road and adjacent frontage.

President Yezman arrived at 4:02 p.m. Gavel was handed over from Vice President Lavrov.

ACTION: The Board appointed General Manager Curtis Paxton as the District's Real Property Negotiator (M/S Murray /Robards (5-0-0-0))

AYES: Clark, Lavrov, Murray, Robards, and Yezman

NOES: None

ABSENT: None

ABSTAIN: None

3. CLOSED SESSION:

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION SEPTEMBER 17, 2026, AT 4:03 PM. AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Diaz and Moore left the meeting at 4:03 p.m.

3.A. CONFERENCE WITH LABOR NEGOTIATOR – Agency designated representative: Gregory Ramirez, IEDA; Employee organization: IUOE Local 3: pursuant to Government Code Section 54957.

Gregory Ramirez left the closed session at 4:31 p.m.

Diaz and Moore joined the closed session at 4:32 p.m.

3.B. CONFERENCE WITH LEGAL COUNSEL— EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of Case: Myers & Sons Construction, LLC v. Las Gallinas Valley Sanitary District et al. Marin County Superior Court Case No. CV0004963.

3.C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR - Pursuant to Government Code Section 54956.8 - Three Items:

- A. 301 Smith Ranch Road (APN 155-121-16/APN 155-121-15/APN 155-121-14) : Approximately 5.0 acres of developed land, located at 301 Smith Ranch Road, San Rafael, in the County of Marin.
- B. 291 Smith Ranch Road (APN 155-011-11): Approximately 1.3 acres of developed land located at 291 Smith Ranch Road, San Rafael, in the County of Marin.
- C. Smith Ranch Road (ADP 155-121-17 / APN 155-121-18 / APN 155-121-30): Approximately 4.8 acres of developed roadway and adjacent frontage between McInnis Skatepark at 310 Smith Ranch Road to the LGVSD Treatment Plant at 300 Smith Ranch Road.

Agency negotiator: Curtis Paxton, General Manager. Negotiating parties: Silveira San Rafael Ranch, LLC/Cornish and Carey Commercial (Newmark). Under negotiation: Instruction to negotiator will concern both price and terms of payment.

RETURN TO OPEN SESSION:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on September 17, 2026 at 4:40 p.m.

BOARD MEMBERS PRESENT:

Megan Clark, Nicholas Lavrov, Craig Murray, Gary Robards, and Crystal Yezman

STAFF PRESENT:

Curtis Paxton, General Manager; Dale McDonald, Administrative Services Manager and Acting Board Secretary; Jasmine Diaz, District Engineer; Don Moore, Plant Manager

OTHERS PRESENT:

Patrick M.K. Richardson, District Counsel

REPORT ON CLOSED SESSION:

President Yezman reported that there was nothing to report out from the closed session.

4. 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 regular Board Minutes for September 3, 2026
- B. Receive and Ratify the Check Warrant List ending September 10, 2026
- C. Approve Board Compensation for August 2026
- D. Approve Clark attending CSDA 2026 Update to CARB webinar on September 16, 2026
- E. Approve Clark attending CSDA Mastering Difficult Conversations at Work webinar on September 22, 2026

- F. Approve Lavrov attending Securing Greatness in the Eyes of the Public webinar on September 8, 2026
- G. Approve Lavrov attending CSDA Mastering Difficult Conversations at Work webinar on September 22, 2026
- H. Approve Murray attending CSDA Mastering Difficult Conversations at Work webinar on September 22, 2026
- I. Award On-Call Engineering, Construction Management, and Inspection Services Contracts for Fiscal Year 2026-2027 and Fiscal Year 2027-2028

Items B, C, and I were pulled for discussion. Questions were asked about various check warrant list expenditures. A correction was made on Yezman's Board Compensation Form for August, correcting the total to 6 qualified meetings. Highlight or separate consultants in future ASRs if there are multiple consultants being awarded under the same agenda item.

ACTION: The Board approved items A. through I. (M/S Clark /Robards (5-0-0-0))

AYES: Clark, Lavrov, Murray, Robards, and Yezman
 NOES: None
 ABSENT: None
 ABSTAIN: None

Tim Holmes from Kenwood Energy joined the meeting at 5:03 p.m.

5. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- A. Solar Photovoltaic (PV) and Battery Energy Storage System (BESS) Projects - Update given to the Board by Tim Homes with Kenwood Energy. Tim Holmes left the meeting at 5:13 p.m.
- B. General Manager's Report - Paxton gave verbal report to the Board.
- C. Topics for Winter 2026-2027 – McDonald presented list of possible topics for newsletter. Board provided feedback and suggestions. Primary articles to be drafted will be; Celebration of the Completed Solar PV and BESS Projects, Storm Impacts – Reducing Inflow and Infiltration Together, and Successful Internship Partnership with BAYWORKS.

5. BOARD REPORTS

- 1. CLARK
 - a. NBWA Board Committee – verbal report
 - b. CASA Workforce Committee – no report
 - c. Human Resources/Finance Committee – no report
 - d. Operations Control Centers Ad Hoc Committee – no report
 - e. Public Information/Public Relations Ad Hoc Committee – no report
 - f. Other Reports – attended CARB on September 16
- 2. LAVROV
 - a. Marin Special Districts Association – no report
 - b. Human Resources/Finance Committee – no report
 - c. Operations Control Centers Ad Hoc Committee – verbal report
 - d. Public Information/Public Relations Ad Hoc Committee – no report
 - e. Other Reports – no report
- 3. MURRAY
 - a. Marin LAFCo – verbal report, annual Cal LAFCO Conference next week

- b. Flood Zone 6 – no report
 - c. Biosolids Ad Hoc Committee – meets next week
 - d. CASA Energy Workgroup – minutes previously provided in the September 3 Board packet
 - e. Sustainability Committee – no report
 - f. Other Reports – CASA ACE meeting notes on Bay Area Biosolids meeting of September 10, 2026 in the Board agenda packet, verbal report given on touring West County Wastewater District facilities
- 4. ROBARDS
 - a. NBWRA – no report
 - b. Flood Zone 7 – no report
 - c. Planning/Engineering Committee – no report
 - d. Sustainability Committee - no report
 - e. San Rafael Meadows Pump Station Project Ad Hoc Committee - no report
 - f. Other Reports – no report
- 5. YEZMAN
 - a. NBWA – no report
 - b. CSRMA – no report
 - c. Planning/Engineering Committee – no report
 - d. Biosolids Ad Hoc Committee – no report
 - e. San Rafael Meadows Pump Station Project Ad Hoc Committee – no report
 - f. Other Reports – no report

7. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – none
- B. Board Agenda Item Requests – none

8. VARIOUS INDUSTRY RELATED ARTICLES DISCUSSION

Presented via weekly emails. Discussion on one article.

9. ADJOURNMENT:

ACTION:

The Board approved (M/S Murray/Lavrov 5-0-0-0) the adjournment of the meeting at 5:41 p.m.

AYES: Clark, Lavrov, Robards, Murray, and Yezman
 NOES: None
 ABSENT: None
 ABSTAIN: None

The next Board Meeting is scheduled for Thursday, October 1, 2026, at the District office.

ATTEST:

Dale McDonald, Acting Board Secretary

APPROVED:

Nicholas Lavrov, Vice-President

Report Criteria:

Report type: GL detail

Check Detail.Input date = 09/22/2026,09/23/2026

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount	
ADP Inc							
20260918							
09/26	09/18/2026	730742807	Payroll processing fees Comprehensive Services Bundle ezLabor an	10-400-5303	77.30	77.30	M
202609181							
09/26	09/18/2026	730742863	Payroll processing fees Comprehensive Services Bundle	10-400-5303	2,325.60	2,325.60	M
Total ADP Inc:						2,402.90	
Alpha CM							
22666							
09/26	09/23/2026	123125LGVSD	Construction Management and Inspection Services for Smith Ranch	10-500-8303	20,279.12	20,279.12	
09/26	09/23/2026	123125LGVSD	Construction Management and Inspection Services for Pump Station	10-500-8305	20,279.13	20,279.13	
Total Alpha CM:						40,558.25	
ArcSine Engineering							
30002540							
09/26	09/23/2026	16883	Electrical and Automation Support for Smith Ranch Pump Station Im	10-500-8303	2,401.30	2,401.30	
Total ArcSine Engineering:						2,401.30	
Banc of America Public Capital Corp							
30002541							
09/26	09/23/2026	INVOICE 3853	Miscellaneous Charge Equipment Lease Purchase Agreement	10-400-5999	9,270.69	9,270.69	
Total Banc of America Public Capital Corp:						9,270.69	
Bank of Marin							
20260910							
09/26	09/10/2026	SEPTEMBER 2	Recycled Water Loan Payment- Principal September 2026	10-699-5514	22,838.62	22,838.62	M
09/26	09/10/2026	SEPTEMBER 2	Recycled Water Loan Payment- Interest September 2026	10-699-5524	4,884.83	4,884.83	M
20260914							
09/26	09/14/2026	MAINTENANC	Monthly Maintenance Fee Analysis Activity - Aug 2026	10-400-5431	99.86	99.86	M
Total Bank of Marin:						27,823.31	
Beacon Business Bank - Acct #01323162							
22667							
09/26	09/23/2026	ESCROW PAY	Escrow Payment No 2 - Phase 3 - Multipurpose Lab Building	10-420-7107	37,724.55	37,724.55	
Total Beacon Business Bank - Acct #01323162:						37,724.55	
California Water Environment Association							
30002542							
09/26	09/23/2026	J MCNEAL ME	CWEA Membership - J. Mcneal Membership and Cert Renewal	10-460-5461	377.00	377.00	
Total California Water Environment Association:						377.00	
CalPERS 457 Plan Deferred Comp							
20260916							
09/26	09/16/2026	9.4.26 457	457 Deferred Comp Paydate 9.4.26	10-000-2127	12,448.38	12,448.38	M

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount	
Total CalPERS 457 Plan Deferred Comp:						12,448.38	
CALPERS Health							
20260921							
09/26	09/21/2026	OCTOBER 202	Health Premium - Retired - Employer Share - Collections	10-460-5111	324.00	324.00	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Retired - Employer Share - Plant	10-600-5111	1,296.00	1,296.00	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Retired - Employer Share - Engineering	10-420-5111	162.00	162.00	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Retired - Employer Share - Admin	10-400-5111	1,458.00	1,458.00	M
09/26	09/21/2026	OCTOBER 202	Admin Fee - Retired	10-400-5112	15.76	15.76	M
09/26	09/21/2026	OCTOBER 202	Admin Fee - Active	10-400-5112	43.18	43.18	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Active - Plant	10-600-5110	16,631.56	16,631.56	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Active - Lab	10-560-5110	2,839.00	2,839.00	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Active - Maintenance	10-480-5110	5,445.74	5,445.74	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Active - Collections	10-460-5110	12,623.70	12,623.70	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Active - Engineering	10-420-5110	4,207.90	4,207.90	M
09/26	09/21/2026	OCTOBER 202	Health Premium - Active - Admin	10-400-5110	12,223.62	12,223.62	M
202609211							
09/26	09/21/2026	OCTOBER 202	Health Premium - Active - Board	10-440-5110	2,603.90	2,603.90	M
09/26	09/21/2026	OCTOBER 202	Admin Fee - Active	10-400-5112	2.08	2.08	M
Total CALPERS Health:						59,876.44	
CalPERS Required Contribution							
202609161							
09/26	09/16/2026	100000018414	Social Security Administration 218 - Annual Fee	10-400-5130	90.00	90.00	M
202609162							
09/26	09/16/2026	GASB 68 FEE	GASB-68 Reports & Schedules	10-670-5129	350.00	350.00	M
Total CalPERS Required Contribution:						440.00	
CALPERS Retirement							
202609163							
09/26	09/16/2026	9.4.26 RETIRE	EE & ER Retirement- Collections	10-460-5120	7,534.40	7,534.40	M
09/26	09/16/2026	9.4.26 RETIRE	EE & ER Retirement- Maintenance	10-480-5120	3,052.96	3,052.96	M
09/26	09/16/2026	9.4.26 RETIRE	EE & ER Retirement- Laboratory	10-560-5120	1,877.97	1,877.97	M
09/26	09/16/2026	9.4.26 RETIRE	EE & ER Retirement- Plant	10-600-5120	10,590.04	10,590.04	M
09/26	09/16/2026	9.4.26 RETIRE	EE & ER Retirement- Engineering	10-420-5120	3,997.38	3,997.38	M
09/26	09/16/2026	9.4.26 RETIRE	EE & ER Retirement- Administration	10-400-5120	4,996.77	4,996.77	M
Total CALPERS Retirement:						32,049.52	
Caltest Analytical Laboratory							
30002543							
09/26	09/23/2026	743718	Lab Sampling August 2026	10-560-5329	4,067.90	4,067.90	
Total Caltest Analytical Laboratory:						4,067.90	
Centricity GIS							
30002544							
09/26	09/23/2026	1982	Cityworks Implementation and Antero Migration	10-400-7504	3,600.00	3,600.00	
Total Centricity GIS:						3,600.00	
Cintas Corporation							
30002545							
09/26	09/23/2026	4281489609	Laundry Service for week of 9.8.2026	10-460-5334	416.42	416.42	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount	
09/26	09/23/2026	4281489609	Laundry Service for week of 9.8.2026	10-600-5334	416.42	416.42	
09/26	09/23/2026	4281489609	Misc. laundry items - rugs, towels, etc	10-460-5339	172.05	172.05	
09/26	09/23/2026	4281489609	Misc. laundry items - rugs, towels, etc	10-600-5339	172.06	172.06	
Total Cintas Corporation:						1,176.95	
Colantuono, Highsmith & Whatley, PC							
22668							
09/26	09/23/2026	72587	Legal Services - Property Aquisition Advice - Thru 8.31.26	10-400-5351	5,560.00	5,560.00	
Total Colantuono, Highsmith & Whatley, PC:						5,560.00	
Contractor Compliance and Monitoring, In							
22669							
09/26	09/23/2026	33146	STPURWE Labor Compliance Services - Myers & Sons - Aug 2026	10-600-8506	36.25	36.25	
09/26	09/23/2026	33147	On-Call Labor Compliance Services 2026-2029	10-420-7906	12,267.50	12,267.50	
Total Contractor Compliance and Monitoring, In:						12,303.75	
Core Utilities, Inc.							
30002546							
09/26	09/23/2026	43340	IT Services - Administration - August 2026	10-400-5361	150.00	150.00	
09/26	09/23/2026	43340	IT Services - Engineering - August 2026	10-420-5361	500.00	500.00	
09/26	09/23/2026	43340	IT Services - Collections - July 2026	10-460-5361	3,650.00	3,650.00	
09/26	09/23/2026	43340	IT Services - Maintenance - August 2026	10-480-5361	2,300.00	2,300.00	
09/26	09/23/2026	43340	IT Services - Lab- August 2026	10-560-5361	2,495.42	2,495.42	
09/26	09/23/2026	43340	IT Services - Plant - August 2026	10-600-5361	1,200.00	1,200.00	
09/26	09/23/2026	43340	IT Server Maintenance - August 2026	10-400-5361	210.00	210.00	
Total Core Utilities, Inc.:						10,505.42	
Currie Engineers							
22670							
09/26	09/23/2026	004	Construction Management and Inspection Services for Phase 3: Sup	10-420-7107	78,421.60	78,421.60	
Total Currie Engineers:						78,421.60	
Custom Tractor Service							
30002547							
09/26	09/23/2026	LGVSD090726	Reclamation Pastureland Irrigation Operations and Maintenance FY	10-580-5323	27,440.00	27,440.00	
Total Custom Tractor Service:						27,440.00	
Dell Marketing LP							
30002548							
09/26	09/23/2026	10891036560	D McDonald - Replacement Mgr Computer	10-400-5221	1,238.38	1,238.38	
Total Dell Marketing LP:						1,238.38	
Direct Dental Administrators LLC							
20260917							
09/26	09/17/2026	D20260918-28	Dental Payment - Admin	10-400-5117	511.95	511.95	M
202609101							
09/26	09/10/2026	202608260000	Admin Fees - Board - September 2026	10-440-5117	29.00	29.00	M
09/26	09/10/2026	202608260000	Admin Fees - Collections - September 2026	10-460-5117	64.00	64.00	M
09/26	09/10/2026	202608260000	Admin Fees - Lab - September 2026	10-560-5117	18.00	18.00	M
09/26	09/10/2026	202608260000	Admin Fees - Maintenance - September 2026	10-480-5117	29.00	29.00	M

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount	
09/26	09/10/2026	202608260000	Admin Fees - Plant - September 2026	10-600-5117	75.00	75.00	M
09/26	09/10/2026	202608260000	Admin Fees - Admin - September 2026	10-400-5117	41.00	41.00	M
09/26	09/10/2026	202608260000	Admin Fees - Engineering - September 2026	10-420-5117	40.00	40.00	M
Total Direct Dental Administrators LLC:						807.95	
Du-All Safety LLC							
30002549							
09/26	09/23/2026	27495	Hearing Tests 8.18.2026	10-460-5241	1,022.20	1,022.20	
Total Du-All Safety LLC:						1,022.20	
Electrical Equipment Co Inc							
22671							
09/26	09/23/2026	704016	Motor Rebuild	10-480-5317	1,304.18	1,304.18	
09/26	09/23/2026	704017	Motor Rebuild	10-480-5317	1,698.03	1,698.03	
Total Electrical Equipment Co Inc:						3,002.21	
Fernandes, Robert							
22672							
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-460-5111	1,363.69	1,363.69	
Total Fernandes, Robert:						1,363.69	
Grainger							
30002550							
09/26	09/23/2026	9075903923	Toilet Floor Mount - QTY 4	10-480-5311	1,825.82	1,825.82	
09/26	09/23/2026	9080396691	ROOF ANCHOR,STEEL	10-480-5311	131.58	131.58	
09/26	09/23/2026	9080668438	Hoodie	10-600-5243	204.89	204.89	
09/26	09/23/2026	9080778914	Misc Supplies for Plant PLC	10-600-5317	1,177.21	1,177.21	
09/26	09/23/2026	9081974652	Coin Battery	10-480-5221	7.34	7.34	
09/26	09/23/2026	9082324022	Grease Tubes - QTY 10	10-480-5315	123.78	123.78	
09/26	09/23/2026	9082324030	Polyrex Em Motor Grease Cartridges	10-460-5315	116.23	116.23	
09/26	09/23/2026	9084234658	VAPOR TIGHT LED STRIP LIGHT,120/277V	10-480-5311	204.41	204.41	
Total Grainger:						3,791.26	
Hach Company							
30002551							
09/26	09/23/2026	15163311	Various Chemicals	10-600-5283	282.54	282.54	
09/26	09/23/2026	15169013	AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 - QTY 6	10-560-5284	661.48	661.48	
09/26	09/23/2026	15173446	NITRATE,TNT+ LR, 0.2-13.5MG/L PK/25 - QTY 6	10-560-5284	505.72	505.72	
09/26	09/23/2026	15175953	Portable Turbidimeter Kit	10-560-5317	2,901.84	2,901.84	
09/26	09/23/2026	15175995	Phenylarsine Oxide Solution	10-560-5284	107.74	107.74	
Total Hach Company:						4,459.32	
Jackson's Hardware Inc							
22673							
09/26	09/23/2026	207986	Volvo Generator Parts	10-480-5317	74.64	74.64	
09/26	09/23/2026	208049	Misc. Supplies	10-480-5315	45.85	45.85	
09/26	09/23/2026	208151	Toilet Seats	10-480-5311	170.39	170.39	
Total Jackson's Hardware Inc:						290.88	

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount
Kerry Lemos Electrical						
22674						
09/26	09/23/2026	0000301	Lab Network Cable Bad, Move Lab WIFI AP	10-560-5317	750.00	750.00
Total Kerry Lemos Electrical:						750.00
Liebert Cassidy Whitmore						
22675						
09/26	09/23/2026	333274	Professional service rendered through August 2026	10-400-5351	1,215.00	1,215.00
Total Liebert Cassidy Whitmore:						1,215.00
Linscott Engineering Contractors Inc						
22676						
09/26	09/23/2026	4642	LGVSD Sludge Ponds Supernatant Gravity Return Line Clean Out In	10-600-5315	12,500.00	12,500.00
09/26	09/23/2026	4642	Additional costs for extra day to complete work and more depth than e	10-600-5315	6,264.81	6,264.81
09/26	09/23/2026	4648	No. 3 Plant Water Leak Investigation and Repair	10-480-5317	11,199.15	11,199.15
Total Linscott Engineering Contractors Inc:						29,963.96
Marin Water						
22677						
09/26	09/23/2026	300 SRR 6.18.	Water Service - 300 SRR	10-600-5427	6,908.12	6,908.12
09/26	09/23/2026	DESCANSO 6.	Water Service - Descanso Way	10-500-5427	87.69	87.69
09/26	09/23/2026	HAWTHORNE	Water Service - Hawthorne	10-500-5427	87.69	87.69
09/26	09/23/2026	MCINNIS 6.18.	Water Service - McInnis	10-500-5427	197.49	197.49
09/26	09/23/2026	MCPHAILD 6.1	Water Service - McPhails	10-500-5427	91.61	91.61
09/26	09/23/2026	MEADOW 6.18	Water Service - Meadow Dr	10-500-5427	111.45	111.45
09/26	09/23/2026	PAUL DRIVE 6.	Water Service - Paul Way	10-500-5427	91.61	91.61
09/26	09/23/2026	REDWOOD 6.1	Water Service - Redwood Hwy	10-500-5427	316.29	316.29
09/26	09/23/2026	SMITH RANCH	Water Service - Smith Ranch Road	10-500-5427	91.61	91.61
09/26	09/23/2026	VENDOLA 6.18	Water Service - Vendola	10-500-5427	91.61	91.61
09/26	09/23/2026	MERRYDALE	Water Service - Merrydale	10-500-5427	104.63	104.63
Total Marin Water:						8,179.80
Medical Center of Marin						
22678						
09/26	09/23/2026	00211214 -00	Pre Employment Testing - J Farrel-Martin	10-400-5337	242.00	242.00
Total Medical Center of Marin:						242.00
Midstate Construction Corporation						
22679						
09/26	09/23/2026	PROGRESS P	Phase 3: Superstructure (Multipurpose Laboratory Building)	10-420-7107	716,766.45	716,766.45
Total Midstate Construction Corporation:						716,766.45
Monarch						
202609142						
09/26	09/14/2026	589229236	Pump Station Cameras and Gateways License - September 2026	10-500-5363	203.09	203.09 M
Total Monarch:						203.09
Myers & Sons Construction LP						
22680						
09/26	09/23/2026	SETTLEMENT	STPURWE LGVSD Settlement Release Payment	10-600-8506	281,364.00	281,364.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount
Total Myers & Sons Construction LP:						281,364.00
Operating Engineers Local No 3						
30002552						
09/26	09/23/2026	9/2026-1	Union Dues 9/2026 - 1	10-000-2129	731.06	731.06
09/26	09/23/2026	9/2026-2	Union Dues 9/2026 - 2	10-000-2129	731.06	731.06
Total Operating Engineers Local No 3:						1,462.12
Orion Protection Services Group Inc						
30002553						
09/26	09/23/2026	16421	Nightly Patrol- Smith Ranch October 2026	10-600-5337	408.64	408.64
Total Orion Protection Services Group Inc:						408.64
Pacific Gas & Electric - 0580531718-6						
22681						
09/26	09/23/2026	7.24.26 - 8.24.	Electricity @ Plant	10-600-5425	61,481.60	61,481.60
Total Pacific Gas & Electric - 0580531718-6:						61,481.60
Pacific Gas & Electric CDX7397590484						
22682						
09/26	09/23/2026	7.24.2026-8.24	Electricity at Reclamation 7.24.2026-8.24.2026	10-580-5425	7,837.64	7,837.64
Total Pacific Gas & Electric CDX7397590484:						7,837.64
Parkson Corporation						
30002554						
09/26	09/23/2026	AR1/51047823	Element, 6mm, Plastic - QTY 1600	10-480-5317	8,112.00	8,112.00
Total Parkson Corporation:						8,112.00
Paxton, Curtis						
30002555						
09/26	09/23/2026	2026 CASA CO	2026 CASA Conference Reimbursement - 8.5.26 thru 8.7.26	10-400-5467	46.00	46.00
Total Paxton, Curtis:						46.00
Precision Crane Service Inc.						
22683						
09/26	09/23/2026	102914	40T Crane and Riggers replace chains and drive motors	10-480-5318	2,369.00	2,369.00
Total Precision Crane Service Inc.:						2,369.00
Quest						
30002556						
09/26	09/23/2026	590414	Annual Charge for Service - 9.1.26-8.31.27: 3% Cost Increase	10-400-5423	28.80	28.80
Total Quest:						28.80
RelaDyne						
30002557						
09/26	09/23/2026	1307926-IN	Diesel- Collections	10-460-5231	1,948.17	1,948.17
09/26	09/23/2026	1307926-IN	Unleaded- Collections	10-460-5233	1,882.83	1,882.83
09/26	09/23/2026	1307926-IN	Unleaded- Plant	10-600-5233	332.27	332.27

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount
Total RelaDyne:						4,163.27
Retiree Burgess						
30002558						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-600-5111	194.83	194.83
Total Retiree Burgess:						194.83
Retiree Cortez						
30002559						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimburesment - October 2026	10-420-5111	1,895.00	1,895.00
Total Retiree Cortez:						1,895.00
Retiree Cummins						
30002560						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	194.83	194.83
Total Retiree Cummins:						194.83
Retiree Gately						
30002561						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	503.50	503.50
Total Retiree Gately:						503.50
Retiree Kermoian						
30002562						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-600-5111	194.83	194.83
Total Retiree Kermoian:						194.83
Retiree Lerch						
30002563						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	488.40	488.40
Total Retiree Lerch:						488.40
Retiree Liebmann						
30002564						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-600-5111	2,476.00	2,476.00
Total Retiree Liebmann:						2,476.00
Retiree Mandler						
30002565						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-460-5111	194.83	194.83
Total Retiree Mandler:						194.83
Retiree Memmott						
30002566						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	264.31	264.31
Total Retiree Memmott:						264.31

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount
Retiree Petrie						
30002567						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	319.29	319.29
Total Retiree Petrie:						319.29
Retiree Pettey						
30002568						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-600-5111	319.29	319.29
Total Retiree Pettey:						319.29
Retiree Reetz						
30002569						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	194.83	194.83
Total Retiree Reetz:						194.83
Retiree Reilly						
30002570						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-600-5111	194.83	194.83
Total Retiree Reilly:						194.83
Retiree Vine						
30002571						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	194.83	194.83
Total Retiree Vine:						194.83
Retiree Wettstein						
30002572						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-600-5111	922.00	922.00
Total Retiree Wettstein:						922.00
Retiree Williams						
30002573						
09/26	09/23/2026	OCTOBER 202	Retiree Health Reimbursement - October 2026	10-400-5111	922.00	922.00
Total Retiree Williams:						922.00
Riviera Finance of Texas Inc						
30002574						
09/26	09/23/2026	10065	4" MPI Swing Check Valve w/ Lever Weighted 13" Overall Length	10-480-5317	3,988.13	3,988.13
Total Riviera Finance of Texas Inc:						3,988.13
Robards, Gary						
30002575						
09/26	09/23/2026	2026 CASA CO	2026 CASA Annual Conference Reimbursement	10-440-5467	952.38	952.38
Total Robards, Gary:						952.38
Terryberry						
30002576						
09/26	09/23/2026	U94909	Employee Recognition - McDonald	10-400-5229	162.90	162.90

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount
Total Terryberry:						162.90
United Site Services						
22684						
09/26	09/23/2026	INV-6334211	Porta Potties at plant - August 2026	10-600-5339	1,639.93	1,639.93
Total United Site Services:						1,639.93
Univar USA Inc.						
30002577						
09/26	09/23/2026	54143689	Sodium Hypochlorite - FY 26/27	10-600-5281	14,876.56	14,876.56
Total Univar USA Inc.:						14,876.56
Valley Irrigation Service, Inc.						
22685						
09/26	09/23/2026	12395	PSI Pressure Transducer	10-580-5315	350.21	350.21
Total Valley Irrigation Service, Inc.:						350.21
Water Components & Building Supply						
22686						
09/26	09/23/2026	30698637	Stake Wood Lath 48"x3/8"1 1/2" (50)	10-460-5312	79.00	79.00
Total Water Components & Building Supply:						79.00
West Yost						
22687						
09/26	09/23/2026	2068615	Grant funding, identification, tracking and application services	10-400-5342	1,837.50	1,837.50
Total West Yost:						1,837.50
WEX Health Inc.						
20260817						
08/26	08/17/2026	8.14.26 FSA	FSA Reimbursement 8.14.26	10-000-2130	10.00	10.00 M
20260820						
08/26	08/20/2026	8.19.26 FSA	FSA Reimbursement 8.19.26	10-000-2130	65.24	65.24 M
20260901						
09/26	09/01/2026	8.30.26 FSA	FSA Reimbursement 8.30.26	10-000-2130	64.83	64.83 M
20260909						
09/26	09/09/2026	9.6.26 FSA	FSA Reimbursement 9.6.26	10-000-2130	5.00	5.00 M
20260915						
09/26	09/15/2026	9.13.26 FSA	FSA Reimbursement 9.13.26	10-000-2130	40.49	40.49 M
202608111						
08/26	08/11/2026	8.10.26 FSA	FSA Reimbursement 8.10.26	10-000-2130	36.96	36.96 M
202608143						
08/26	08/14/2026	8.13.26 FSA	FSA Reimbursement 8.13.26	10-000-2130	10.00	10.00 M
202609091						
09/26	09/09/2026	9.7.26 FSA	FSA Reimbursement 9.7.26	10-000-2130	308.23	308.23 M
202609092						
09/26	09/09/2026	9.8.26 FSA	FSA Reimbursement 9.8.26	10-000-2130	86.99	86.99 M
202609141						
09/26	09/14/2026	9.12.26 FSA	FSA Reimbursement 9.12.26	10-000-2130	37.43	37.43 M
202609151						
09/26	09/15/2026	9.15.26 FSA	FSA Reimbursement 9.15.26	10-000-2130	5.00	5.00 M

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Invoice Number	Description	Invoice GL Account	Invoice Amount	Amount
Total WEX Health Inc.:						670.17
Woodland Center Auto Supply Inc.						
22688						
09/26	09/23/2026	018962	Zerex 5100 Gal - QTY 2	10-480-5313	52.42	52.42
Total Woodland Center Auto Supply Inc.:						52.42
Grand Totals:						1,543,100.02

Board Member: _____

General Manager:  09/23/2026Finance Manager:  9/23/26

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcdonald@lqvsd.org
Meeting Date: October 1, 2026
Re: Spare Pumps for Wet Weather Preparedness
Item Type: Consent X Action Information Other .
Standard Contract: Yes No (See attached) Not Applicable X .

STAFF RECOMMENDATION

Staff recommends that the Board authorize the purchase of four (4) spare pumps from Shape Incorporated, at an estimated cost of \$112,328, for the Civic Center, Smith Ranch, and other District pump stations.

BACKGROUND

With the potential for heavy wet weather associated with this winter's El Niño event, it is prudent to have spare pumps on hand in case of pump failures at District pump stations. Shape Incorporated provided a quote of \$163,261, plus tax, for five (5) Flygt pumps and a replacement wear ring to be kept on hand as emergency spares. Flygt pumps are on the District's preferred sole-source list.

Due to a lead time of 14–16 weeks, the Maintenance Department has already ordered one (1) Flygt N 3202 pump as a spare for the John Duckett Pump Station, at an estimated cost of \$63,332, under the General Managers authority.

Of the remaining four (4) pumps, three will serve as dedicated spares for the Civic Center and Smith Ranch pump stations. The fourth is a 10 hp pump that can be used as a replacement at a variety of other pump stations as needed. The estimated cost of these four pumps is \$112,328. Board Policy F-90-40 requires Board authorization for purchases over \$75,000.

All pumps will be held as inventory assets until needed.

PREVIOUS BOARD ACTION

N/A

FISCAL IMPACT

The total cost of all five pumps and wear ring is estimated at \$178,400. The current Operations & Maintenance capital replacement budget for pump stations is \$40,000. An adjustment reallocating operating funds from other budgeted line items will be reported in the mid-year budget report and a revised budget will be brought forward in early 2027 to cover any shortfall if needed.



Item Number 3.D.

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Jasmine Diaz, PE, District Engineer
(415) 526-1529; jdiaz@lqvsd.org
Meeting Date: October 1, 2026
Re: Approve Resolution 2026-2404 Accepting Final Completion of
Phase 2: Foundation Installation (Multipurpose Laboratory Building)
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Board to approve Resolution 2026-2404 Accepting Final Completion of the Phase 2: Foundation Installation (Multipurpose Laboratory Building) project.

BACKGROUND

On June 29, 2026, Bauman Landscape and Construction, Inc. completed the Phase 2: Foundation Installation project for the Multipurpose Laboratory Building to District staff's satisfaction. The final project cost is \$774,906.25, which includes \$77,666.25 in additive change orders. District staff confirmed that the improvements were constructed in accordance with the plans and specifications prepared by Noll & Tam Architects in August 2025.

The project provided for construction of the concrete foundation with drilled piers and grade beams in preparation for construction of the Multipurpose Laboratory Building superstructure (Phase 3).

PREVIOUS BOARD ACTION(S)

Board approved the Award of Contract for Phase 2: Foundation Installation (Multipurpose Laboratory Building) to Bauman Landscape and Construction, Inc. on October 2, 2025.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The final project cost is within the Board approved budget allocated for in fiscal year 2025-2026 and fiscal year 2026-2027 under Project No. 24600-01.

RESOLUTION NO. 2026-2404

**A RESOLUTION ACCEPTING THE
PHASE 2: FOUNDATION INSTALLATION
(MULTIPURPOSE LABORATORY BUILDING) FOR
LAS GALLINAS VALLEY SANITARY DISTRICT**

WHEREAS, Bauman Landscape and Construction, Inc. of San Rafael, California, executed a contract on November 17, 2025 in the amount of \$697,240 to complete PHASE 2: FOUNDATION INSTALLATION (MULTIPURPOSE LABORATORY BUILDING) project, Job No. 24600-01, scope defined in Contract Documents and Specifications dated August 2025, prepared by District staff and consultants, for District ownership and maintenance;

WHEREAS, the District has authorized additive change orders in the total amount of \$77,666.25, for a total final project cost of \$774,906.25; and

WHEREAS, Jasmine Diaz, District Engineer for the Las Gallinas Valley Sanitary District by a Notice of Completion dated October 1, 2026, a copy of which is attached hereto as Exhibit A, has acknowledged that the aforementioned improvements have been installed, tested by the District, and found to be acceptable to the District, for District ownership and maintenance.

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the Notice of Acceptance of Completion for recordation with the Marin County Recorder.

* * * * *

I hereby certify that the foregoing 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 1st day of October 2026, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Dale McDonald, Acting Board Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Crystal J. Yezman, President Board of Directors

Exhibit A

Notice of Acceptance of Completion
PHASE 2: FOUNDATION INSTALLATION
(MULTIPURPOSE LABORATORY BUILDING)

Recorded at the Request of:
Las Gallinas Valley Sanitary District

When Recorded Mail to:
Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

RECORD WITHOUT FEE
PER G.C. 27383

Space above this Line for Recorder's Use

NOTICE OF ACCEPTANCE OF COMPLETION

LAS GALLINAS VALLEY SANITARY DISTRICT
MARIN COUNTY, CALIFORNIA

PHASE 2: FOUNDATION INSTALLATION
(MULTIPURPOSE LABORATORY BUILDING)

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Jasmine Diaz, District Engineer for the Las Gallinas Valley Sanitary District, Marin County, California, on the 16th day of July 2026, did file with the Secretary of said District a Statement of Completion of the following described work, the PHASE 2: FOUNDATION INSTALLATION (MULTIPURPOSE LABORATORY BUILDING) project, Job No. 24600-01, the contract for doing which was awarded to Bauman Landscape and Construction, Inc. of San Rafael, California, and entered into on November 17, 2025. A copy of said Statement of Completion is attached hereto and incorporated by reference herein as Attachment 1.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on the 29th day of June 2026. Acceptance of completion of said work was ordered by the District Board on October 1, 2026.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the PHASE 2: FOUNDATION INSTALLATION (MULTIPURPOSE LABORATORY BUILDING) project, all as more particularly described in the plans and specifications approved by the said District in August 2025.

The site of the construction and improvements was in San Rafael, CA 94903, located at 300 Smith Ranch Road.

OWNER: Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

(CONTINUED NEXT PAGE)

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Executed at San Rafael, California, this _____ day of October 2026.

LAS GALLINAS VALLEY SANITARY DISTRICT

Curtis Paxton, General Manager

VERIFICATION

I, the undersigned, declare that I am the General Manager and duly authorized representative for the Las Gallinas Valley Sanitary District, Marin County, California, and that I have read the foregoing notice, know its contents, and that the facts therein stated are true to the best of my knowledge and belief.

Curtis Paxton, General Manager

Date



101 Lucas Valley Road, Suite 300
San Rafael, CA 94903
Tel.: 415-472-1734
Fax: 415-499-7715
www.LGVSD.org

MANAGEMENT TEAM
General Manager, Curtis Paxton
Plant Operations, Don Moore
Collections/Safety/Maintenance, Greg Pease
Engineering, Jasmine Diaz
Administrative Services, Dale McDonald

DISTRICT BOARD
Megan Clark
Nicholas Lavrov
Craig K. Murray
Gary E. Robards
Crystal J. Yezman

ATTACHMENT 1

STATEMENT OF COMPLETION

PHASE 2 FOUNDATION INSTALLATION (MULTIPURPOSE LABORATORY BUILDING) (JOB NO. 24600-01)

I, Jasmine Diaz, District Engineer, for the Las Gallinas Valley Sanitary District, Marin County, California, do hereby certify that work and improvements described in the contract, which was entered into by and between Las Gallinas Valley Sanitary District and Bauman Landscape and Construction, Inc. of San Rafael, California, dated November 17, 2025 was completed to my satisfaction on June 29, 2026.

That said work and improvements are more particularly described in the Contract Documents dated August 2025, prepared by District staff, and advertised for public bidding on August 8, 2025.

I understand that neither the determination of completeness of the work, nor acceptance of the work by the District, shall operate to bar claims against the Contractor under the terms of the guarantee provisions of the Contract Documents.

Dated: October 1, 2026

By: _____

Jasmine Diaz, PE
District Engineer

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcDonald@lqvsd.org
Mtg. Date: October 1, 2026
Re: Annual Reimbursement Report for Staff and Board Members
Item Type: Consent X Action _____ Information _____ Other _____.
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION:

Receive reimbursement report. Informational only.

BACKGROUND:

California Government Code Section 53065.5 requires that the District “at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received.” An “individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district.”

In addition to meeting, conference or training attendance reimbursement, California Government Code Section 53232.2 allows for reimbursement for miscellaneous actual and necessary expenses to conduct District business. Administrative Policy A-03 provides guidance on covered positions eligible for reimbursement of a tablet or laptop computer. Board Policy B-60-51 establishes a miscellaneous expenses reimbursement limit for up to \$1,600 per calendar year. For reporting purposes, miscellaneous expenses incurred during the preceding fiscal year are included in this report.

The attached listing of reimbursements for board members and staff paid between July 1, 2025 and June 30, 2026 meets the disclosure requirement of California Government Code Section 53065.5.

PREVIOUS BOARD ACTION:

None.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

None

Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2025 through June 2026

Board Member/Employee Reimbursements

	Date	Memo	Amount
Asaro, Anthony			
	09/15/25	25.26 Wellness Reimbursement	481.69
	01/13/26	2026 Boot Allowance	325.00
Total Asaro, Anthony			806.69
Buchholz Bob			
	08/28/25	25.26 Wellness reimbursement	500.00
	08/28/25	2025 Safety Glasses Reimbursement	305.00
	01/13/26	2026 Boot Allowance	325.00
Total Buchholz Bob			1,130.00
Campbell, Christopher			
	10/23/25	2025 WEFTEC Reimbursement	2,217.00
	01/13/26	2026 Boot Allowance	325.00
	05/20/26	Wellness Reimbursement 25.26	220.00
Total Campbell, Christopher			2,762.00
Cardenas, Manuel			
	07/30/25	Virtual PACP Course Reimbursement - 6.18.25-6.17.25	1,240.00
	10/14/25	25.26 Wellness Reimbursement	500.00
	01/13/26	2026 Boot Allowance	325.00
Total Cardenas, Manuel			2,065.00
Clark, Abraham			
	11/20/25	25.26 Wellness Reimbursement	179.00
	01/13/26	2026 Boot Allowance	325.00
	04/14/26	25.26 Wellness Reimbursement #2	321.00
Total Clark, Abraham			825.00
Clark, Megan			
	04/14/26	2026 CASA Winter Conference Reimbursement	1,840.44
	04/14/26	SB827 Mandatory Training Reimbursement	75.00
Total Clark, Megan			1,915.44
Cook, Glenn			
	08/28/25	2025 Safety Glasses Reimbursement	289.40
	01/13/26	2026 Boot Allowance	325.00
Total Cook, Glenn			614.40
Diaz, Jasmine			
	12/04/25	FY 25.26 Wellness Reimbursement	130.00
	01/13/26	2026 Boot Allowance	325.00
	02/11/26	FY 25.26 Wellness Reimbursement #2	130.00
	02/11/26	Laptop Reimbursement Per Employee Contract	1,613.61
	03/19/26	FY 25.26 Wellness Reimbursement No. 3	130.90
	06/24/26	FY 25.26 Wellness Reimbursement No. 4	109.10
Total Diaz, Jasmine			2,438.61
Franklin, Cole			
	01/13/26	2026 Boot Allowance	325.00
	04/21/26	VGA Convertor Reimbursement	21.51
Total Franklin, Cole			346.51

**Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2025 through June 2026**

Board Member/Employee Reimbursements

Gill, Chris

07/16/25	24.25 Wellness Reimbursement	500.00
01/13/26	2026 Boot Allowance	325.00

Total Gill, Chris		<u>825.00</u>
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Golshani, Sahar

07/16/25	Reimbursement for Snacks during Lab Event	22.00
01/13/26	2026 Boot Allowance	325.00
01/13/26	IAS ELAP SYMPOSIUM 2025 REIMBURSEMENT	147.70
01/13/26	WEFTEC Conference 2025 Reimbursement	763.88
04/21/26	FY 25.26 Wellness Reimbursement	500.00

Total Golshani, Sahar		<u>1,758.58</u>
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Gondoli, Russell

01/13/26	2026 Boot Allowance	325.00
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Total Gondoli, Russell		<u>325.00</u>
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Huang, Yi Ying

07/16/25	25.26 Wellness reimbursement	500.00
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Total Huang, Yi Ying		<u>500.00</u>
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Hunt, Brandon

08/28/25	25.26 Wellness Reimbursement	418.58
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Total Hunt, Brandon		<u>418.58</u>
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Inskeep, Stephen

09/23/25	CWEA Lab Analyst 1 Exam Reimbursement	209.00
01/13/26	2026 Boot Allowance	325.00
06/24/26	Fy 25.26 Wellness Program	500.00

Total Inskeep, Stephen		<u>1,034.00</u>
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Lavrov, Nicholas

07/16/25	July 25 Health Reimbursement	200.00
08/13/25	Aug 2025 Health Reimbursement	200.00
09/15/25	Sept 2025 Health Reimbursement	200.00
10/14/25	Oct 25 Health Reimbursement	250.00
11/20/25	Nov 25 Health Reimbursement	250.00
12/17/25	December 2025 Health Reimbursement	250.00
01/13/26	Jan 26 Health Reimbursement	250.00
01/29/26	2026 CASA Winter Conference Reimbursement	2,049.48
01/29/26	2025 Internet Expenses Reimbursement (Per Board Policy B-60-51)	1,283.00
02/26/26	Feb 26 Health Reimbursement	250.00
03/24/26	2026 WateReuse Symposium Reimbursement	2,024.12

Total Lavrov, Nicholas		<u>7,206.60</u>
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Lerch, Teri

01/29/26	25.26 Wellness Reimbursement	500.00
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Total Lerch, Teri		<u>500.00</u>
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Loveless, Ralph

07/30/25	24.25 Wellness Reimbursement	500.00
01/13/26	2026 Boot Allowance	325.00

Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2025 through June 2026

Board Member/Employee Reimbursements

Total Loveless, Ralph	825.00
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Maleki, Ghazaleh

01/13/26	2026 Boot Allowance	325.00
04/21/26	Lab Analyst I Application Fee Reimbursement	225.00

Total Maleki, Ghazaleh	550.00
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McDonald, Dale

07/30/25	119th GFOA Conference 2025 Reimbursement	656.89
10/23/25	2025 Caselle Conference Reimbursement	1,130.52
11/20/25	25.26 Wellness Reimbursement	278.96

Total McDonald, Dale	2,066.37
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McNeal, Jill

07/30/25	25.26 Wellness Reimbursement	359.71
03/19/26	25.26 Wellness Reimbursement No. 2	140.29

Total McNeal, Jill	500.00
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Moore, Don

08/13/25	24.25 Wellness Reimbursement	196.72
01/13/26	2026 Boot Allowance	325.00

Total Moore, Don	521.72
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Murray, Craig

07/16/25	July 25 Health Reimbursement	125.00
08/13/25	Aug 2025 Health Reimbursement	125.00
08/28/25	Dental reimbursement 8.21.25	321.00
08/28/25	IRWA Course Reimbursement	140.00
09/15/25	Dental reimbursement 8.28.25	186.00
09/15/25	Sept 25 Health Reimbursement	125.00
10/14/25	Dental reimbursement 9.11.25	227.00
10/14/25	Aug 25 CSDA Annual Conference Reimbursement	1,733.18
10/14/25	CVCWA Annual Conference Reimbursement	412.68
10/14/25	Oct 2025 Health Reimbursement	125.00
11/20/25	Nov 2025 Health Reimbursement	125.00
12/17/25	December 2025 Health Reimbursement	125.00
12/17/25	International Water Conference Reimbursement:	2,727.92
01/13/26	Jan 26 Health Reimbursement	125.00
01/29/26	Dental reimbursement 1.15.26	1,351.85
02/26/26	California First Nature Based Solutions Summit Reimbursement	132.01
02/26/26	Feb 26 Health Reimbursement	125.00
03/19/26	2026 CASA DC Policy Forum Reimbursement	1,864.73
03/19/26	March 26 Health Reimbursement	125.00
04/14/26	April 26 Medical Reimbursement	125.00
04/21/26	Dental reimbursement 4.10.26	232.00
05/20/26	California Air Resources Board Meeting Reimbursement	75.23
05/20/26	Eminent Domain Workshop (Nossaman) Reimbursement	47.23
05/20/26	May 26 health reimbursement	125.00
06/24/26	2026 CASA Law Symposium	418.50
06/24/26	June 2026 Medical Reimbursement	125.00

Total Murray, Craig	11,369.33
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Pankow, Brendan

Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2025 through June 2026

Board Member/Employee Reimbursements

	Multiple	2026 Boot Allowance	325.00
Total Pankow, Brendan			<u>325.00</u>
Paxton, Curtis			
	07/16/25	2025 CSDA GM Summit Reimbursement	891.92
	09/15/25	2025 CSDA Annual Conference Reimbursement	1,328.36
	01/29/26	2026 CASA Winter Conference Reimbursement	2,501.02
	03/19/26	2026 CASA DC Policy Forum Reimbursement	2,710.55
	04/14/26	WEF/AWWA Utility Management Conference Reimbursement	2,065.78
Total Paxton, Curtis			<u>9,497.63</u>
Pease, Greg			
	01/13/26	2026 Boot Allowance	325.00
	06/24/26	FY 25.26 Wellness Reimbursement	417.85
Total Pease, Greg			<u>742.85</u>
Quinn, Patricia			
	01/13/26	25.26 Wellness Reimbursement	500.00
Total Quinn, Patricia			500.00
Robards, Gary			
	07/16/25	July 25 Health Reimbursement	200.00
	08/13/25	Aug 2025 Health Reimbursement	200.00
	09/15/25	Sept 2025 Health Reimbursement	200.00
	09/23/25	2025 CSDA Annual Conference Reimbursement	1,723.76
	10/14/25	Oct 2025 Health Reimbursement	250.00
	11/20/25	Nov 2025 Health Reimbursement	250.00
	12/17/25	December 2025 Health Reimbursement	250.00
	01/13/26	Jan 26 Health Reimbursement	250.00
	02/26/26	CASA 2026 WINTER CONF. REIM.	1,758.49
	02/26/26	Feb 26 Health Reimbursement	250.00
	03/19/26	March 26 Health Reimbursement	250.00
	04/14/26	April 26 Medical Reimbursement	250.00
	05/20/26	2026 WateReuse Annual Conference Reimbursement	2,199.04
	05/20/26	May 26 health reimbursement	250.00
	06/24/26	June 25 health reimbursement	250.00
Total Robards, Gary			<u>8,531.29</u>
Rogers, Norman			
	12/04/25	FY 25.26 Wellness Reimbursement	500.00
	01/13/26	2026 Boot Allowance	325.00
	03/19/26	Rexel VFD Training Reimbursement	808.65
	05/06/26	CWEA Awards Luncheon Parking and Mileage Reimbursement	119.21
Total Rogers, Norman			<u>1,752.86</u>
Tapia, Rogelio			
	12/17/25	CWEA Collection System Operator Grade I Test Fee Reimbursement	209.00
	01/13/26	2026 Boot Allowance	325.00
	03/19/26	25.26 Wellness Reimbursement	500.00
Total Tapia, Rogelio			<u>1,034.00</u>
Waters, Jeffrey			
	07/16/25	24.25 Wellness Reimbursement	500.00

Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2025 through June 2026

Board Member/Employee Reimbursements

	01/13/26	2026 Boot Allowance	325.00
	06/24/26	FY 25.26 Wellness Reimbursement	500.00
Total Waters, Jeffrey			<u>1,325.00</u>
Yezman, Crystal			
	07/16/25	July 25 Health Reimbursement	200.00
	08/13/25	Aug 2025 Health Reimbursement	200.00
	09/15/25	Sept 2025 Health Reimbursement	200.00
	10/14/25	Oct 25 Health Reimbursement	250.00
	11/20/25	Nov 25 Health Reimbursement	250.00
	12/17/25	Computer Reimbursement 2025	1,614.19
	12/17/25	December 2025 Health Reimbursement	250.00
	12/17/25	Reimbursement Internet Access 12 Months per policy B-60-51	1,600.00
	01/13/26	Jan 26 Health Reimbursement	250.00
	01/29/26	2026 CASA Winter Conference Reimbursement	1,989.53
	02/26/26	Feb 26 Health Reimbursement	250.00
	03/19/26	March 26 Health Reimbursement	250.00
	04/14/26	April 26 Medical Reimbursement	250.00
	05/20/26	May 26 health reimbursement	250.00
	05/20/26	June 26 health reimbursement	250.00
Total Yezman, Crystal			<u>8,053.72</u>
Total			<u><u>73,066.18</u></u>

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcDonald@lgvSD.org
Meeting Date: October 1, 2026
Re: Cancellation of Upcoming Board Committee Meetings
Item Type: Consent X Action Information Other .
Standard Contract: Yes No (See attached) Not Applicable X .

STAFF RECOMMENDATION

The Board approve cancelling the following regular Committee Meetings:

- Sustainability Committee Meeting of October 22, 2026
- Human Resource/Finance Committee Meeting of November 26, 2026
- Planning/Engineering Committee Meeting of December 24, 2026

BACKGROUND

The District Board Standing Committee Meetings are regularly scheduled for the fourth Thursday of each month. Occasionally, regular Board Meetings and Committee Meetings are cancelled due to scheduling conflicts or holidays. Under the Brown Act, regular meetings are held at the time and place established by the legislative body (Government Code § 54954(a)); therefore, Board action is requested to formally cancel the regularly scheduled meetings identified below.

1. Staff recommends cancelling the Sustainability Committee Meeting of October 22, 2026, as one of the committee members will be out of town.
2. Staff recommends cancelling the Human Resource/Finance Committee Meeting of November 26, 2026, as it lands on Thanksgiving.
3. Staff recommends cancelling the Planning/Engineering Committee Meeting December 24, 2026, as it lands on Christmas Eve.

Special Meetings can be called by a Committee Chairperson or General Manager for any issues that require Committee action.

PREVIOUS BOARD ACTION

N/A

FISCAL IMPACT

N/A

PERSON TO BE NOTIFIED:

Public notice in accordance with District Policy and as required under the Brown Act.

10/1/2026

General Manager Report

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

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcdonald@lqvsd.org
Mtg. Date: October 1, 2026
Re: Establish New Executive Assistant / Board Secretary Classification (Exempt, OE3 Represented) and Salary Pay Schedule Range
Item Type: Consent ☐ Action ☒ Information ☐ Other ☐
Standard Contract: Yes ☐ No ☐ (See attached) Not Applicable ☒

STAFF RECOMMENDATION:

Board to approve the new Executive Assistant / Board Secretary classification and job description, designated as exempt under the Fair Labor Standards Act (FLSA) and represented by Operating Engineers Local 3 (OE3), and set the compensation salary schedule range for the classification as recommended by Management.

EXECUTIVE SUMMARY:

The District's existing Executive Assistant / Board Secretary position became vacant upon the retirement of the incumbent. Rather than refill the position as it has historically functioned, Management is recommending a new Executive Assistant / Board Secretary classification that reflects the District's current operational needs. The new classification continues to perform all statutory duties of the Board Secretary, while shifting the primary focus of the position to higher-level professional, analytical, and executive support functions, including legislative and policy analysis, records governance, public communications, District-wide projects, and service as the District's Principal Artificial Intelligence (AI) Coordinator.

The new classification would be FLSA exempt, remain in the OE3 bargaining unit, and be paid on a six-step salary range of \$10,016 to \$12,783 per month. The proposed range is approximately 28% below the existing classification's range and aligns with the results of the Bryce Consulting compensation study. The existing classification will remain vacant until the new position is filled. No additional Full-Time Equivalent (FTE) position is requested.

BACKGROUND:

On October 20, 2022, the Board approved an expanded Executive Assistant / Board Secretary job description and salary schedule, and the job description was last revised in January 2025 with only one minor change to drivers license requirement. The expanded job description contemplated a broader role; however, in practice the position remained primarily clerical and ministerial, providing Board Secretary support, records management support, administrative support, conflict-of-interest and election filing support, and website updates. The higher-level duties described in the job description, such as independent research and drafting of Board ordinances, and policies, substantive responsibility for the records retention program, and expanded special projects, were not fully performed. The position was designated FLSA non-exempt.

Following the retirement of the incumbent, the Administrative Services Manager has temporarily performed the Board Secretary duties, which have required approximately 15 to 20 hours per week. This experience demonstrated that the routine Board support functions can be accomplished as a secondary component of a full-time position, allowing the District to assign higher-level executive responsibilities to the classification. More routine meeting-support tasks, such as printing and assembling agenda packets, setting up meeting rooms, and ordering supplies, are now performed by the Administrative Assistant with guidance and backup from the Acting Board Secretary.

Management is recommending a new Executive Assistant / Board Secretary classification, reporting to the General Manager, that will perform highly responsible, confidential, and complex professional-level administrative, analytical, and legislative support functions requiring independent judgment and discretion. Key responsibilities of the new classification include:

- Serving as Secretary to the Board of Directors and carrying out all statutory Board Secretary duties, including independently preparing and finalizing agendas, minutes, and official actions, and ensuring compliance with the Brown Act and posting requirements.
- Drafting, reviewing, and finalizing resolutions, ordinances, and official Board actions in coordination with General Counsel, and maintaining Board policies and legislative records.
- Administering, with decision-making authority, the District's records management and retention program, and administering Public Records Act requests.
- Researching, analyzing, and interpreting legislation, regulatory changes, and policy issues, and preparing reports and recommendations for executive management and the Board.
- Serving as the District's Principal AI Coordinator, overseeing the responsible deployment of AI technologies and developing and recommending AI policies and standards.
- Developing and managing the District's website content, social media, press releases, and public messaging.
- Organizing and leading cross-departmental projects and special assignments as directed by the General Manager.

Because the primary duties of the new classification are directly related to the management and general business operations of the District and involve the exercise of discretion and independent judgment on matters of significance, the classification is proposed to be designated FLSA exempt. The classification was reviewed with the District's labor counsel. Management will periodically review the position after it is filled to confirm that the duties performed remain consistent with the job description and exempt designation.

The proposed classification would remain represented by OE3 and would receive salary and benefits in accordance with the Memorandum of Understanding between the District and OE3. On September 1, 2026, the District provided OE3 with notice of the proposed classification, job



description, exempt designation, and intent to propose a new salary range, and invited OE3 to meet and confer by September 16, 2026. OE3 did not request to meet and confer by the deadline.

A District-wide total compensation study completed by Bryce Consulting in late 2025 found the existing Executive Assistant / Board Secretary base salary to be approximately 40% above the market median of comparable agencies. The existing salary range is \$13,901 to \$17,741 per month. Management recommends establishing the new classification's range at \$10,016 (Step 1) to \$12,783 (Step 6) per month, approximately 28% below the existing range. The proposed range better aligns with the comparable agency market identified in the Bryce study and internal relationships among other OE3 classifications, while remaining competitive for recruitment.

Below are the proposed monthly salary steps to be added to the Salary Pay Schedule.

Full Time Positions	Monthly Salary					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Executive Assistant / Board Secretary	10,016	10,517	11,043	11,595	12,175	12,783

The Human Resources / Finance Committee met on August 27, 2026, reviewed the new position classification job description and proposed salary, and supports Management recommendations.

If approved, the District's Salary Pay Schedule will be updated to include the new Executive Assistant / Board Secretary classification and would be brought back before the Board for adoption by resolution at the next Board meeting. Upon approval, the District will proceed with recruitment for the position.

PREVIOUS BOARD ACTION:

None

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

This action does not add an FTE, as the position is vacant and already budgeted. The proposed annual base salary range for the new classification is \$120,192 (Step 1) to \$153,396 (Step 6), compared to \$166,812 to \$212,892 under the existing classification. Compared to the prior incumbent's Step 6 salary, the annual base salary savings are estimated at approximately \$59,500 to \$92,700 per year, depending on the step at which the position is filled, with additional savings in salary-driven benefit costs. As an exempt classification, the position will not be eligible for overtime. The new salary range falls well within the existing budget.

Attachment:

Proposed Executive Assistant / Board Secretary Job Description

EXECUTIVE ASSISTANT / BOARD SECRETARY

DEFINITION

Under general supervision of the General Manager, performs highly responsible, confidential, and complex professional-level administrative, analytical, and legislative support functions requiring the exercise of independent judgment and discretion; serves as Board Secretary and primary advisor on legislative processes, records governance, and public communications while also providing support to the legislative body including the preparation of agendas, meeting minutes and maintenance of District records; provides executive-level confidential support to the General Manager and Board of Directors and is responsible for managing key executive programs, ensuring legal compliance, and representing the District in interactions with internal and external stakeholders; and performs other work as required to further District goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from the General Manager and Administrative Services Manager. May supervise teams overseeing special projects as assigned.

CLASS CHARACTERISTICS

This is a single-position, confidential classification that performs the most complex, sensitive, and responsible administrative and analytical duties in support of the General Manager and Board of Directors. The incumbent organizes, assigns, and collaborates with the management team on District-wide projects initiated by the General Manager or required under the statutory duties of the Board Secretary, including establishing priorities, timelines, and methods of execution. Assignments are given with general direction, and the incumbent is responsible for independently determining work methods, coordinating resources, and achieving desired outcomes. Incumbent is accountable for accomplishing goals and objectives established by the General Manager.

Incumbent is responsible for all statutory duties of Board Secretary and must maintain compliance with extensive legal requirements of the state; is expected to perform complex responsible and sensitive duties as Secretary to the Board of Directors; respond to the needs of the Board of Directors and the public; have the ability to take initiative and appropriate steps and make independent decisions, as necessary in implementing Board of Directors requests; the ability to prepare records and official actions and to take responsibility for their maintenance.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Serves as Secretary to the Board of Directors: attends Board and Committee meetings; independently takes, prepares, reviews, finalizes, and distributes Board and Committee agendas, minutes, and official actions; ensures compliance with legal requirements including posting requirements and website updates; and directs the publication, filing, and retention of all official Board records.
- Provides guidance and backup to the Administrative Assistant who prints and assembles agenda packets; sets up meeting rooms; and orders supplies for Board meetings.
- Drafts, reviews, and finalizes resolutions, ordinances, and official Board actions; ensures legal sufficiency in coordination with General Counsel; certifies and maintains official legislative records; maintains Board policies and procedures.
- Administers and has decision-making authority over the District's records management and retention program, including determining eligibility for destruction of records in compliance with legal requirements and adopted retention schedules, tracking and filing and archiving permanent records including but not limited to District Ordinances, Resolutions and other key documents; researches discrepancies and records information; retrieves information from District record systems.
- Coordinates with the General Manager and Administrative Services Manager to ensure that required subsequent actions are taken; updates and distributes documents resulting from Board action.
- Researches, analyzes, and interprets legislation, regulatory changes, and policy issues; prepares reports and recommendations for executive management and the Board of Directors.
- Schedules and coordinates meetings for the Board of Directors including regular, special, and committee meetings; schedules seminars, conferences, and training sessions according to Board policy; assists Board Members with preparation of travel and expense reports.
- Provides administrative and executive support to the General Manager in overseeing the daily operations of office activities including scheduling appointments and meetings, maintaining calendars and preparing and processing documents of a sensitive and/or confidential nature.
- Serves as the District's Principal Artificial Intelligence (AI) Coordinator; oversees the responsible deployment of AI technologies; develops and recommends AI policies and standards; provides guidance to management and employees; and ensures compliance with District policies, records retention, privacy, and applicable laws.
- Organizes, assigns, and participates in cross-departmental projects and initiatives as directed by the General Manager or required under the statutory duties of the Board Secretary; collaborates with the management team to ensure timely and effective completion of organizational priorities.

- Administers and responds to Public Records Act requests; evaluates requests for completeness and applicability; coordinates with legal counsel on complex or sensitive matters.
- Develops, implements, and manages the District's website content, social media platforms, press releases, and public messaging; exercises discretion in content development and publication; maintains compliance; ensures accurate and effective communication of site information.
- Coordinates completion and filing of Conflict-of-Interest Reports, Officeholder and Statement, Statement of Facts Roster of Public Agencies and other required forms; works with the County to arrange elections and the filing of required statements by public officials; and monitors compliance with ethics and other required training.
- Provides project leadership for special assignments, including coordinating staff, consultants, and external stakeholders; may supervise teams responsible for implementing special projects and strategic initiatives in support of the Board of Directors and District management.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of forms, records and files.
- Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; makes corrections and suggests revisions.
- Notarizes legal documents by verifying the authenticity and witnessing the signing of such documents.
- Attends and participates in professional group meetings; stays abreast of new trends and technology that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures and ordinances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected District Board.
- Principles and practices of public meeting notifications, regular and special meeting posting requirements, and open and closed session protocols.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility, including open meeting law under the Brown Act and rights of the public under the law, and familiarity with Board approved parliamentary procedures.
- Applicable laws related to Public Records Act and records governance and filing systems.
- Principles, practices, risks, and governance of artificial intelligence technologies, including data privacy, public records requirements, records retention, ethical use, and applicable federal, state, and local laws and regulations.

- Principles of public information, media relations, and communications strategy.
- Principles of program management and policy analysis.
- Principles and practices of data research and report preparation.
- Modern office practices, standards, procedures, technology, equipment, and communication tools used for business functions and program and task coordination, including word processing, agenda management, artificial intelligence, digital signatures, workflows and spreadsheet applications, records management portals, online meetings, and remote workspaces.
- Web maintenance processes and tools to regularly update content.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

Ability to:

- Organize multiple work tasks and projects, determine and set priorities, meet critical deadlines.
- Organize, assign, and oversee the work of staff or project teams engaged in administrative, legislative, or special project functions.
- Analyze complex administrative and policy issues and develop recommendations.
- Build strong relations with District stakeholders by effectively representing the District in a professional manner in District meetings and when meeting with the public.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Leverage knowledge of the District and the responsibilities of a Board Secretary to research, analyze, provide summaries, and form recommendations to the General Manager.
- Evaluate artificial intelligence technologies; develop policies, standards, and procedures governing their use; provide guidance and training to District staff; and ensure AI applications are used in a manner consistent with District policy, legal requirements, information security, records retention, and public transparency obligations.
- Enter data into standard computer format with speed and accuracy sufficient to perform assigned work.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise minutes, reports, correspondence and other written materials.
- Effectively use computer systems, software applications, artificial intelligence, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Exercise a high degree of independent judgment, discretion, and decision-making authority in matters affecting District operations, Board governance, and public communications.

- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university, preferably with major course work in Business or Public Administration, or a related field, and (5) five years of increasingly responsible administrative support experience that included providing direct support to management level staff. Experience in dealing with Boards, Committees and Commissions and the public, and working in a public agency setting is highly desirable.

Licenses and Certifications:

- Possession of a valid California Notary Public license, or ability to obtain within 12 months.
- Possession of a valid Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerk (IIMC) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

10/1/2026

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, CASA Workforce Committee, Human Resources/Finance Committee, Operations Control Centers Ad Hoc Committee, Public Information/Public Relations Ad Hoc Committee, Other Reports

LAVROV

Marin Special Districts Association, Human Resources/Finance Committee, Operations Control Centers Ad Hoc Committee, Public Information/Public Relations Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCo, Flood Zone 6, Biosolids Ad Hoc Committee, CASA Energy Workgroup, Sustainability Committee, Other Reports

ROBARDS

NBWRA, Flood Zone 7, Planning and Engineering Committee, Sustainability Committee, San Rafael Meadows Pump Station Project Ad Hoc Committee, Other Reports

YEZMAN

NBWA, CSRMA, Planning and Engineering Committee, Biosolids Ad Hoc Committee, San Rafael Meadows Pump Station Project Ad Hoc Committee, Other Reports

CSDA : Mastering Difficult Conversations at Work
September 22, 2026
Notes
Craig K Murray

Presenter Lorie Reichel-Howe, Founder, Conversations in the Workplace Communication and Relationship Mgt Specialist, Leadership Coach, Prof Mediator, Published Author (Articles, send them to your team)

You will have difficult conversations, affect your team and organization success

Difficult Conversations:

- When actions or behaviors of someone negatively impact you or others
- Unmet expectations, missed commitments, communication breakdowns
- Opinions, perspectives, or values differ
- Anytime you fear defensiveness will erupt

How to respectfully dialogue It affects everyone: motivation, resigning, quitting to escape bad office situation, office drama What keeps people stuck: difficult conversations: Avoiding or not holding well We don't know how, afraid of not holding them well, not go well

Talk directly to person you have the concern Team members silent in feedback b/c feel it is threatening Issues hindering individual success What know about but hard to bring up with fellow co-workers Conflicts are Inevitable Conflicts are natural occurrences in every human group All we need is someone to disagree Someone does something or not expect to do

3 conflict triggers: Unmet needs (sometimes b/c process breakdown) When your Goals are Blocked (someone or something standing in way of mtg your goals) Anytime You Feel (or perceive) Disrespected or Devalued Move from the Concern to Dignity

When we feel threatened, brain reacts similar to wild animal is set in room Responses: Freeze (not going to solve problem); leave, flee and avoid; or we fight Issues we don't address does continue to escalate Conduct or lack of performance of team member Also resolve by fighting: arguing, sarcasm and complain (passive/aggressive) Harvard: Diff Conversations what matters most Stuck in #1 Absolutes and unwilling to consider other viewpoint (my way or highway) Easy for our identity (if your ideas not accepted, feel you lost power) #2 Blame Instead, Leaders will move to contribution, what have done, not done When move from Blame (irrelevant and unfair often) to contributions #3 Character Attack Instead of telling someone frustrated the project dues Tues turned in on Fri When attack (someone character not ok), like gut point Not character assassination Instead contribution, did person need someone from me and not getting

Chat box: What is your tendency when feel treated disrespectfully

Tendency when conflict erupts: Freeze, Flee (Avoid) or Fight

What relational killer do you observe at work: Absolutes, Blame or Character attack

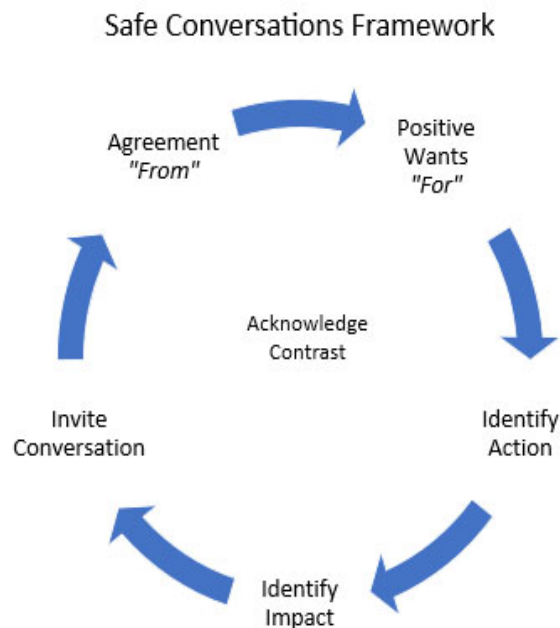
Give 90 seconds before respond, can help deescalate Mama Bear and fight mode if anything to do with my children

What do people need? Skill + language + practice? Some people go to Lorie: I just don't have the courage? Courage follows the skill, practice? Convert difficult conversations to safe? Like riding a bike, get on and do it?

Safe Conversation

Instead of complaining about Greg to Shane, talk directly to Shane?

- 1? Open with positive wants (When I hear you talking about Greg, what are the consequences – Shane in awkward spot - most likely will talk about you? When ever conversation start to break down start to contract, Nor that I do want to argue (summarize what person is saying) and what want to discuss? Video of Shane, Matt on Greg: always giving me the cold shoulder? Greg to Matt: want you everyone to have positive interactions, conversation you need to have with Greg, impt to talk with Greg and how you value in being recognized and being greeted? Would you like a few suggestions on how to have this conversation? Consequences if this action happens again?



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Q/A session? Contribution v? Blame? Lets look at what contributed and what I and every individual has done, not done? What we need to do to move forward to prevent this breakdown moving forward? ?What if person not able to change their behavior? If co-worker can't make someone talk,

how approach is imp^t? Approach with positive wants, I want to have more positive working relationship, if person is not receptive? I see not now and will check in later? Sometimes person is defensive? Need context of situation and how you respond will be related to that? I am feeling uncomfortable in where the conversation is going, take a minute now to just defuse, is this a group conversation or an individual conversation? People in conflict and discuss an hour later? How to keep moving if person negative reaction? I am hoping just work on it between the two of us and making it more a positive working relationship? Person not wanting to be wrong for years with various staff and supervisors? Ask why you believe this is right way to go and what are your concerns to implement a different process? Best leaders are willing to listen to variety of solutions : ones they propose and others propose? What are strengths of each and best for this situation? Strong leaders willing to look at different perspectives? Gossiping about you? Go to them or your manager? Quite often people who gossip are not skilled? Ask what am I doing that is supporting you? What you like me to continue doing or stop doing to hinder your success? And what want me to do moving forward? What do working, not working and moving forward? Leader model humility? Gossip feel deal with directly with you and want people to open face to face and open that up? Make sure you are being receptive? Has some videos on gossip? Not only model by leader and how do we stop gossiping (eg Shane to Matt, take your concerns directly to Greg)?

Example Late

Coworker to Coworker (Barry and Matt)? Matt late and wanted to check in and see if everything is OK? Barry lost 20 min of your input and also had to take time to update you, want everyone to value time? Positions of Accountability? If you are Matt's: Supervisor? Trust to keep commitment (not late for meetings), if don't consequences? What were you expecting? what did you observe? Identify the specific action? Open with an "I" message? when I saw you come into meeting? You came into the meeting at... Identify Impact (takes time from already tight schedule)? Trust not met by other team members to be there? Trust & Consequence? If happens more than once, it is a pattern? More commonly not a single conversation but a series of conversations?



www.Conversationsintheworkplace.com 20-30 min? complimentary conversation with Lorie to create a safe conversations work culture?

Q/A

What about turns into workplace violence? Need probably intervention prior, 1:1 conversation, person asking to email Lorie? It is a separate training? Dialoguing and addressing behavior but violence is more extreme?

Everyone needs (leaders, employees) to be trained? Not responding to emails is passive, aggressive? What kind of communication training and framework have you established? Without is like wishing? Look at has that been provided? For coworkers complaining, unmet needs, how to deal with blame? Eg missed deadline? Not here to blame, but to understand what happened so not happen in future? We get extreme b/c beginning, minor lapses of respect? ? Colleagues being treated poorly? Does Supervisor know how, quite often the problem? I am willing to step up and speak on behaviors, but will you do that (team and supervisors), when majority will uphold respectful behavior? Have to gone to person that have demonstrated inappropriate behavior? Sometimes needs to be addressed more than once and by different people?

? Sarcasm? Expectation of respect? Verbal attacks, derogatory comments not meeting expectations? Language we will use and language we will not use? Today you are seeing a webinar, you are not doing practice on a difficult conversation? Longer training with writing out dialogues, wealth of examples and tools available? Worst behaviors tolerated by Managers become workplace norms? Create a culture of respect? So Placer Utility District: created expectations: body language, voice tones... what they created, the employees created and signed an agreement? How to address when Boss or Board Members belittle you in a public setting? A: Ouch, we will talk outside this meeting, then meet one on one? Want to have positive working relationships, ways to improve, and relationship to help each other grow, how that came across to you, I am concerned when public hears you criticize staff member in public and how that comes across to public and I want to have a good relationship? Not good for their PR as well as your own?

Safe Conversations skills are learnable? With training, possible to transform difficult conversations to safe conversations?

Three Actions: What to continue, What to stop, and what to start doing for your success?

? Recommend written conversations with employee? Do suggest sketch out what going to say?

Documentation really is imp? First time bring up is about conduct/unmet expectation; second is pattern, performance concern? What you do and how you do it is equally imp?

Lorie@conversationintheworkplace email if want slides?

Go to positive wants and how it will benefit them? Things that will make them more successful?

Might be hindering their success, I would hope you would let me know if something hindering my success? If we can talk, think it would be helpful to both of us? ? outside of office discussions

A: yes, used for family members, others? Want to have a positive relationship? Eg Mom? Sometimes very effective, but sometimes just a warm up and need others say same thing, sometimes need a exit plan?

Meeting Resources:

Mastering Difficult Conversations at Work

Lorie Reichel Howe, Conversations in the Workplace

You know you're facing a difficult conversation when any one of the following occurs:

- The actions of someone _____ you or others.
- When _____ expectations, missed _____, or communication _____ exist.
- When _____, perspectives, or _____ differ.
- Anytime you feel _____ will occur.

Three conflict triggers:

1. Unmet _____
2. Blocked _____
3. Anytime you feel _____ or devalued

Instinctive responses to conflict:

1. _____
2. _____
3. _____

Three common forms of workplace fighting:

1. _____
2. _____
3. _____

11:30am



BOARD MEMBER CONFERENCE/ MEETING/WEBINAR ATTENDANCE REQUEST

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

To be held on the _____ day of _____ from _____ a.m. / p.m. to
_____ day of _____ from _____ a.m. / p.m.

Location of meeting: _____

Actual meeting date(s): _____

Meeting Type: (In person/Webinar/Conference) _____

Purpose of Meeting: _____

Meeting relevance to District: _____

Board Directors to register themselves for webinars and meetings and can submit
proof of registration to District for reimbursement.

Request assistance from Board Secretary to register for Conference: YES NO
☐ ☐

Board Directors to make their own Hotel Reservations and book their own
transportation including airfare, taxi and/or shuttles.

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

Please submit this form to the Board Secretary no later than 1 week prior to the
Board Meeting.

10/1/2026

BOARD AGENDA ITEM REQUESTS

Agenda Item 7.B.

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

10/1/2026

Various Industry Articles Discussion

- ☐ Separate Item to be distributed at Board Meeting
- ☐ Separate Item to be distributed prior to Board Meeting
- ☐ Verbal Report
- ☒ Discussion