

1 **MINUTES OF SEPTEMBER 13, 2018**

2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON SEPTEMBER 13 2018, AT 3:00 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH  
5 ROAD, SAN RAFAEL, CALIFORNIA.  
6

7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray and  
8 J. Schriebman  
9

10 **BOARD MEMBERS ABSENT:** None.

11  
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager;  
13 Teresa Lerch, District Secretary;  
14

15 **OTHERS PRESENT:** Patrick Richardson, District Counsel; Josh Jones, CPS;  
16

17 **ANNOUNCEMENT:** President Clark announced that the agenda had been  
18 posted as evidenced by the certification on file in  
19 accordance with the law  
20

21 **PUBLIC COMMENT:** None.  
22

23 **ADJOURNMENT:**

24  
25 **ACTION:**

26  
27 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
28 CLOSED SESSION ON SEPTEMBER 13, 2018, AT 3:01 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH  
29 ROAD, SAN RAFAEL, CALIFORNIA.  
30

31 Lerch left at 3:02 p.m.  
32

33 **CLOSED SESSION:**

34  
35 **PUBLIC EMPLOYMENT – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code  
36 Section 54957.  
37

38 **ADJOURNMENT:**

39  
40 **ACTION:**

41 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
42 September 13, 2018 at 4:35 pm.  
43

44 **STAFF PRESENT:** Mike Cortez, District Engineer; Teresa Lerch, District  
45 Secretary; Susan McGuire, District Treasurer.  
46

47 **OTHERS PRESENT:** None  
48

49 **PUBLIC COMMENT:** None  
50

51 **REPORT ON CLOSED SESSION:**

52 President Clark reported that there were no reportable actions in Closed Session.  
53  
54  
55  
56

- 57 **CONSENT CALENDAR:**  
58 These items are considered routine and will be enacted, approved or adopted by one motion unless a request for  
59 removal for discussion or explanation is received from the staff or the Board.  
60 A. Approve the Board Minutes for August 23 and August 24, 2018.  
61 B. Approve the Warrant List for September 13, 2018.  
62 C. Approve Board Compensation for August 2018.  
63 D. Approve meeting request Craig Murray - CASA Asset Management Meeting on  
64 September 18, 2018 in Martinez.  
65 E. Approve 2017-2018 Fourth Quarter Financial Statements as of June 30, 2018.  
66 F. Approve Amendment to Lease Agreement with County of Marin.  
67 G. Approve Application of Allocation of Capacity for APN 179-172-28 18 Jefferson Ave.  
68 H. Approve Resolution 2018-2139 – A Resolution Accepting the Biogas Energy Recovery System  
69 for the Las Gallinas Valley Sanitary District.  
70

71 Items F and H were discussed.  
72

73 **ACTION:**

74 Board approved (M/S Greenfield/Murray 4-1-0-0) the Consent Calendar Items A through H.

- 75 AYES: Clark, Elias, Greenfield, and Murray.  
76 NOES: Schriebman.  
77 ABSENT: None.  
78 ABSTAIN: None.  
79

80 DeGabriele informed the Board that there will be a Dedication Event for the Biogas Energy Recovery  
81 System (BERS) on October 17, 2018 at 11:00 am.  
82

83 **INFORMATION ITEMS:**

84 **STAFF / CONSULTANT REPORTS:**

- 85 3. HR Structural Assessment and Recommendation  
86

87 DeGabriele requested Staff Report item number 3 – HR Structural Assessment and Recommendation  
88 be considered an action item by the Board.  
89

90 **ACTION:**

91 Board approved (M/S Murray/Greenfield 5-0-0-0) making Staff Report Item number 3 – HR Structural  
92 Assessment and Recommendation an action item.

- 93 AYES: Clark, Elias, Greenfield, Murray and Schriebman.  
94 NOES: None.  
95 ABSENT: None.  
96 ABSTAIN: None.  
97

98 Staff Report Item 3 was discussed.  
99

100 **ACTION:**

101 Board approved (M/S Schriebman/Murray 4-1-0-0) the HR Structural Assessment and Recommendation  
102 report.

- 103 AYES: Elias, Greenfield, Murray and Schriebman.  
104 NOES: Clark.  
105 ABSENT: None.  
106 ABSTAIN: None.  
107

108 **INFORMATION ITEMS CONTINUED:**

109 **STAFF / CONSULTANT REPORTS:**

- 110 1. Interim General Manager Report – Verbal – DeGabriele reported.  
111 2. Monthly Treasurer Report – Written – McGuire reported.  
112 4. 2018 Employee Climate Assessment – Written – DeGabriele reported. Discussion ensued.

- 113 5. Recruitment for Administrative Services Manager – Written – DeGabriele reported. Discussion  
114 ensued.  
115 6. Public Relations for Secondary Treatment Plant Upgrade and Recycled Water Expansion  
116 Project - Written – DeGabriele reported.  
117 7. Award of Contract for Miscellaneous Roofing Replacement – Written – Discussion ensued.  
118 8. Award of Contract for HVAC System Replacement – Written – Discussion ensued.  
119

120 Cortez left at 6:02 pm.

121  
122 **BOARD REPORTS:**

- 123 1. Human Resources Subcommittee – Verbal – no report.  
124 2. LAFCO – Verbal – Murray reported.  
125 3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Greenfield and  
126 Schriebman reported.  
127

128 Richardson left at 6:09 pm.

- 129  
130 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal – no report.  
131 5. NBWA – Verbal – DeGabriele and Schriebman reported.  
132 6. NBWRA/North Bay Water – Verbal – no report.  
133 7. Engineering Subcommittee – Verbal – no report.  
134 8. Other Reports – Written – Greenfield reported on the Annual CASA Conference in Monterey.  
135 Clark and Schriebman reported on the 33<sup>rd</sup> Annual WateReuse Conference in Austin, Texas.  
136

137 **BOARD REQUESTS:**

- 138 A. Board Meeting Attendance Requests – none.  
139 B. Board Agenda Item Requests – Murray asked about the status of the District's draft lateral  
140 ordinance.  
141

142 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

143 Discussion ensued.  
144

145 **ADJOURNMENT:**

146  
147 **ACTION:**

148 Board approved (M/S Schriebman/Clark 5-0-0-0) the adjournment of the meeting at 6:25 p.m.

149 AYES: Clark, Elias, Greenfield, Murray and Schriebman.  
150 NOES: None.  
151 ABSENT: None.  
152 ABSTAIN: None.  
153

154 The next Board Meeting is scheduled for September 14, 2018 at the District Office.  
155

156 **ATTEST:**

157 

158  
159 \_\_\_\_\_  
160 Teresa Lerch, District Secretary

161  
162 **APPROVED:**

163 

164  
165 \_\_\_\_\_  
166 Megan Clark, Board President

