



101 Lucas Valley Road, Suite 300  
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**MANAGEMENT TEAM**  
General Manager, Mike Prinz  
Plant Operations, Mel Liebmann  
Collections/Safety/Maintenance, Greg Pease  
Engineering, Michael P. Cortez  
Administrative Services, Dale McDonald

**DISTRICT BOARD**  
Megan Clark  
Rabi Elias  
Craig K. Murray  
Judy Schriebman  
Crystal J. Yezman

The Mission of the Las Gallinas Valley Sanitary District is to protect public health and the environment by providing effective wastewater collection, treatment, and recycling services.

## **SPECIAL BOARD MEETING AGENDA REVISED**

**November 10, 2021**

**In accordance with Government Code Section 54956**

**Crystal J. Yezman, Board President, has called for a Special Meeting**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health, which was due to end on September 30, 2021 (Exec. Ord. N-08-21). However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's previous Executive Orders. - In light of this – the November 10, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged, but not required, to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Tuesday, November 9, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email ([tlerch@lgsd.org](mailto:tlerch@lgsd.org)) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

*\*Prior to the meeting, participants should download the Zoom app at:  
<https://zoom.us/download> A link to simplified instructions for use of the Zoom app is:  
<https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/87406451394>

**OR**

**By teleconference at: +16699009128 Meeting ID: 874 0645 1394**

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR  
PUBLIC INSPECTION ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

**NOTE: Final board action may be taken on any matter appearing on the Agenda**

Estimated  
Time

**OPEN SESSION:**

- |                |   |
|----------------|---|
| <b>1:00 PM</b> | <p><b>1. PUBLIC COMMENT</b></p> <p>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 <u>three minutes</u>. 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.</p> |
| <b>1:05 PM</b> | <p><b>2. FUTURESENSE LLC EMPLOYEE CLIMATE REPORT</b></p> <p>Consultant Jim Finkelstein from FutureSense will present an Employee Climate Report to the Board.</p>   |
| <b>2:00 PM</b> | <p><b>3. ADJOURNMENT</b></p>  |

**FUTURE BOARD MEETING DATES: NOVEMBER 18 AND DECEMBER 2, 2021**

AGENDA APPROVED:

Crystal J. Yezman, Board President

Patrick Richardson, Legal Counsel

**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before November 9, 2021 1 p.m. I posted the Agenda for the Board Meeting of said Board to be held November 10, 2021, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: November 8, 2021



Teresa L. Lerch  
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the First and Third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 472-1734 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

AGENDA ITEM 1


**11/10/2021**

**PUBLIC COMMENT**

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# Agenda Summary Report

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To: Mike Prinz, General Manager   
From: Dale McDonald, Administrative Services Manager  
(415) 526-1519 [dmcDonald@lgvsd.org](mailto:dmcDonald@lgvsd.org)  
Meeting Date: November 10, 2021  
Re: FutureSense Employee Cultural Assessment Report 2021  
Item Type: Consent \_\_\_\_\_ Action \_\_\_\_\_ Information X Other \_\_\_\_\_.  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

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## STAFF RECOMMENDATION

Informational only.

## BACKGROUND

The Board retained FutureSense in 2017 to evaluate the organizational climate of the District and to understand working conditions experienced by District Staff. An interim study was completed in August 2018. In October 2019 FutureSense was engaged to continue the study focusing on the evolving organizational culture which was completed and presented to the Board in January 2020. On June 2, 2021 the Board discussed the need for an updated climate report.

In October 2021, the Board engaged with FutureSense to continue the study to understand the organizational climate again better through our process. This was a comprehensive review including interviews of management, staff, and board, and an electronic survey instrument. The study falls under the District's Strategic Initiative Four, Conducting Organizational Review, as it will help the District understand how the organization is changing.

FutureSense will present the findings of this most recent study along with recommendations and the confidential 2021 Survey Results. The report is available to the public by request.

## PREVIOUS BOARD ACTION

On June 22, 2021 the Board approved awarding contract to FutureSense to conduct a cultural assessment report. Board President Yezman appointed Directors Clark and Murray to the 2021 Employee Climate Survey Ad Hoc Committee to work with FutureSense while the report was developed.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

None. Implementation of recommendations from the 2021 Climate Report will require funding be identified and may impact staff time allocations.