

## **SPECIAL MEETING MINUTES OF JUNE 18, 2025**

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

**BOARD MEMBERS PRESENT:** Megan Clark, Nicholas Lavrov, Craig Murray, Gary Robards and Crystal Yezman

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mike Cortez, District Engineer (by Zoom); Mel Liebmann, Plant Manager (by Zoom); Greg Pease, Collections/Safety/Maintenance Manager;

**OTHERS PRESENT:** Mark Milan and Malcolm Smith from Data Instincts;

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

**1. PUBLIC COMMENT:** None.

### **2. PUBLIC HEARING – LOCAL PUBLIC VACANCY REPORT**

- A. **OPEN PUBLIC HEARING** – President Robards opened the public hearing at 4:03 P.M.
- B. **DISTRICT REPORT ON VACANCIES, RECRUITMENT AND RETENTION-** District staff presented the report on Vacancies, Recruitment and Retention.
- C. **EMPLOYEE ORGANIZATION PRESENTATION** – None present.
- D. **PUBLIC COMMENT** – No members of the public addressed the Board.
- E. **BOARD COMMENT** – The Board asked questions.
- F. **CLOSE THE PUBLIC HEARING** – President Robard closed the Public Hearing at 4:12 P.M.

**ACTION:**

Board has received the report. No motion needed.

### **3. PUBLIC HEARING – BUDGET FOR THE 2025-2026 FISCAL YEAR**

- A. **OPEN PUBLIC HEARING** – President Robards opened the public hearing at 4:15 P.M.
- B. **BUDGET 2025-2026 PRESENTATION** - District staff presented the following proposed budget for the fiscal year July 1, 2025 to June 30, 2026.
  - a. Revenue
  - b. Operating and Maintenance
  - c. Reserves
  - d. Debt Service
  - e. Capital Outlay
- C. **REVIEW DISTRICT STAFF RECOMMENDATIONS** – Board considered staff recommendation to approve the budget as presented in the Agenda Summary Report and supporting documents.
- D. **PUBLIC COMMENT** – No members of the public addressed the Board.
- E. **BOARD COMMENT** – The Board discussed the proposed Budget.

**F. CLOSE THE PUBLIC HEARING** – President Robards closed the Public Hearing at 4:50 P.M.

**ACTION:**

Board approved (M/S Clark, Murray 5-0-0-0) the Budget for the 2025-2026 Fiscal Year as proposed.

AYES: Clark, Lavrov, Murray, Robards and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

**4. RESOLUTIONS**

**ACTION:**

Board approved (M/S Clark, Lavrov 5-0-0-0) the following Resolutions:

1. Resolution 2025-2357 – A Resolution Confirming the Annual Sewer Service Charge and Supplemental Service Charges for the Las Gallinas Valley Sanitary District for the Fiscal Year 2025-2026 and Providing for the Collection of Sewer Service Charges on the Tax Roll
2. Resolution 2025-2358 – A Resolution Fixing and Approving the Budget for the Fiscal Year 2025-2026
3. Resolution 2025-2359 – A Resolution Determining the 2025-2026 Appropriation of Tax Proceeds
4. Resolution 2025-2360 – A Resolution Requesting Allocation of Taxes for the Fiscal Year 2025-2026

AYES: Clark, Lavrov, Murray, Robards and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

**5. CONSENT CALENDAR:**

These items are considered routine and will be enacted, approved, or adopted by one motion unless a request for removal for discussion or explanation is received from the staff or the Board.

- A. Approve the Board Minutes for June 5, 2025
- B. Receive and Ratify the Check Warrant List
- C. Approve May Board Compensation
- D. Approve Clark attending CSDA Webinar Mastering Good Governance for a Better District on June 10th, 2025
- E. Approve Clark attending CSDA Webinar Developing and Updating Comprehensive Emergency Operations Plans for Special Districts June 17, 2025
- F. Approve Clark attending CSDA Annual Conference August 25 - 28, 2025 in Monterey, CA.
- G. Approve Murray attending CASA Annual Conference July 30 - Aug 1, 2025 in San Diego, CA.
- H. Approve Reimbursement Resolution 2025-2361 in Connection with the Issuance of Tax Exempt Financing for the Solar Photovoltaic Replacement and Battery Energy Storage System projects

**ACTION:**

Board approved (M/S Murray/Yezman (5-0-0-0) the Consent Calendar items A through H.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

**6. INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

1. General Manager's Report – Paxton reported.
2. Summer Newsletter – McDonald reported. Suggestions were made by the Board and will be incorporated into the Newsletter.

## 7. BOARD REPORTS

### CLARK

- a. NBWA Board Committee – verbal report
- b. Operation Control Centers Ad Hoc Committee – no report
- c. Human Resources Ad Hoc Committee – no report
- d. Energy Committee Ad Hoc Committee – no report
- e. CASA Workforce Committee – no report
- f. Other Reports – verbal report on the CSDA Good Governance for a Better District webinar

### LAVROV

- a. Operation Control Centers Ad Hoc Committee – no report
- b. Fleet Management Ad Hoc Committee – no report
- c. McInnis Marsh Ad Hoc Committee – no report
- d. San Francisco Bay Trail Ad Hoc Committee – no report
- e. GM Evaluation Ad Hoc Committee – verbal report
- f. Other Reports – no report

### MURRAY

- a. Marin LAFCO – no report
- b. Flood Zone 6 – no report
- c. CASA Energy Committee – no report
- d. Biosolids Ad Hoc Committee – no report
- e. Development Ad Hoc Committee – no report
- f. SF Bay Trail Ad Hoc Committee – no report
- g. Energy Ad Hoc Committee – no report
- h. Other Reports – submitted in the packet

### ROBARDS

- a. Gallinas Watershed Council/Miller Creek – no report
- b. NBWRA – no report
- c. Engineering Ad Hoc Committee – no report
- d. McInnis Marsh Ad Hoc Committee – no report
- e. Development Ad Hoc Committee – no report
- f. Human Resources Ad Hoc Committee – no report
- g. GM Evaluation Committee – no report
- h. Other Reports – verbal report on 160 North San Pedro Road and 350 Merrydale

### YEZMAN

- a. Flood Zone 7– no report
- b. CSRMA – verbal report
- c. Marin Special District Association – no report
- d. Engineering Ad Hoc Committee – no report
- e. Biosolids Ad Hoc Committee – no report
- f. Fleet Management Ad Hoc Committee – no report
- g. Other Reports – no report

## 8. BOARD REQUESTS:

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

**9. MISCELLANEOUS DISTRICT CORRESPONDENCE**

No discussion.

**10. ADJOURNMENT:**

**ACTION:**

The board approved (Clark/Murray 5-0-0-0) the adjournment of the meeting at 5:20 p.m.

AYES: Clark, Lavrov, Murray, Robards and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Regular Board Meeting is scheduled for July 17, 2025 at 4:00 pm at the District office.

ATTEST:

  
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Teresa Lerch, Board Secretary

APPROVED:

  
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Crystal J. Yezman, Vice-President

