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## SPECIAL MEETING MINUTES OF SEPTEMBER 14, 2018

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON SEPTEMBER 14, 2018, AT 8:05 AM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, CALIFORNIA.

**BOARD MEMBERS PRESENT:** 

M. Clark, R. Elias, R. Greenfield, C. Murray and

J. Schriebman.

**BOARD MEMBERS ABSENT:** 

None.

STAFF PRESENT:

Chris DeGabriele, Interim General Manager; Mike Cortez, District Engineer; Mel Liebmann, Plant Manager; Susan McGuire, District Treasurer; Greg Pease, Collection System/Safety Manager.

OTHERS PRESENT:

Chris Sliz, RGS.

ANNOUNCEMENT:

**PUBLIC COMMENT:** 

STRATEGIC PLAN UPDATE:

President Clark announced that the agenda had been posted as evidenced by the certification on file in accordance with the law.

None.

Liebmann reported on the accomplishments for the Lab as a follow up item from the August 24, 2018 meeting.

The Board reported on the revised Mission statement that had been reviewed by the staff at the Strategic Planning session on September 7, 2018. Staff had questions/comments about two items in the Vision statement:

- 1. Who are the stakeholders?
- 2. The omission of the treatment plant in the item regarding zero spill goals.

The Board discussed the vision statement and provided additional changes.

The Board and staff took a break from 9 a.m. to 9:15 a.m.

The Board and staff worked in mixed groups to brainstorm the District's strengths and weaknesses. The group as a whole discussed the opportunities and threats.

The Board reviewed the strengths, weaknesses, opportunities and threats (SWOT) analysis that was performed by the staff on September 7, 2018.

The Board and staff took a five minute break at 10:55 a.m.

Discussion of the SWOT analyses continued.

Strategic goals from the prior strategic plan were reviewed and goals to be included in the plan update were agreed upon. The full staff was directed to prepare draft action plans for the updated goals.

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## ADJOURNMENT:

## **ACTION:**

Board approved (M/S Schriebman/Murray 5-0-0-0) the adjournment of the meeting at 11:28 a.m.

AYES:

Clark, Elias, Greenfield, Murray and Schriebman.

NOES:

None

ABSENT:

None

ABSTAIN: None

The next Board Meeting is scheduled for September 27, 2018 at 4:30 p.m. at the District's office.

ATTEST:

Susan M. McGuire, District Treasurer

APPROVED:

Megan Clark, Board President

**SEAL** 

