



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, Mel Liebmann
Collections/Safety/Maintenance, Greg Pease
Engineering, Michael P. Cortez
Administrative Services, Dale McDonald

DISTRICT BOARD
Megan Clark
Ronald Ford
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

November 2, 2023

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

4:30 PM OPEN SESSION:

4:35 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.

4:40 PM 2. 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 October 19, 2023
- B. Approve the Warrant List for November 2, 2023
- C. Approve Clark attending 2024 WateReuse Symposium in Denver, CO. March 11-14, 2024
- D. Approve Clark attending AWWA Earmarks and SRFS Impacts and Responses October 18, 2023
- E. Approve Agreement with Cintas Corporation No. 2 for Uniform Rental
- F. Approve Application of Allocation of Capacity for APN 180-123-01 251 N. San Pedro Road WildCare Temporary Facility

Possible expenditure of funds: Yes, Item B through E.

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

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- 4:50 PM** **3. INFORMATION ITEMS:**
 STAFF/CONSULTANT REPORTS:
1. General Manager's Report – verbal
 2. Engineering Department Report – written
 3. Draft Wet Weather Flow Mitigation for Land Development Projects – written
 4. Administrative Services Department Report – written
 5. Topics for the Winter 2024 Newsletter
- 5:50 PM** **4. TEMPORARILY INCREASE THE NUMBER OF STAFF POSITIONS**
 The Board to review the request adding a temporary full-time Admin position.
- 6:00 PM** **5. REGIONAL APPLICATION FOR “SB 1383 LOCAL ASSISTANCE GRANT PROGRAM FY 2022-23”**
 The Board to review participation in a regional application for the SB 1383 Local Assistance Grant through CalRecycle.
- 6:10 PM** **6. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, 2023 Operations Control Center Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports
 2. FORD
 - a. NBWRA, 2023 Operations Control Center Ad Hoc Committee, 2023 McInnis Marsh Ad Hoc Committee, 2023 Fleet Management Ad Hoc Committee, 2023 GM Evaluation Ad Hoc Committee, 2023 San Francisco Bay Trail Ad Hoc Committee, Other Reports
 3. MURRAY
 - a. Marin LAFCO, 2023 Biosolids Ad Hoc Committee, CASA Energy Committee, 2023 Development Ad Hoc Committee, 2023 San Francisco Bay Trail Ad Hoc Committee, Other Reports
 4. ROBARDS
 - a. Gallinas Watershed Council/Miller Creek, 2023 Engineering Ad Hoc Committee re: STPURWE, 2023 McInnis Marsh Ad Hoc Committee, 2023 Development Ad Hoc Committee, 2023 GM Evaluation Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports
 5. YEZMAN
 - a. Flood Zone 7, CSRMA, 2023 Ad Hoc Engineering Committee re: STPURWE, Marin Special Districts, 2023 Biosolids Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, Other Reports

- 6:20PM **7. BOARD REQUESTS:**
 - A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal

6:25 PM **8. VARIOUS INDUSTRY RELATED ARTICLES**

6:30 PM **9. ADJOURNMENT**

FUTURE BOARD MEETING DATES: NOVEMBER 16 AND DECEMBER 7, 2023

AGENDA APPROVED:	Megan Clark, President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, Board Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before October 30, 2023 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held on November 2, 2023, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: October 26, 2023



 Teresa L. Lerch
 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.

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

11/2/2023

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.

MEETING MINUTES OF OCTOBER 19, 2023

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION AND DIRECTOR MURRAY BY ZOOM ON OCTOBER 19, 2023 AT 4:30 P.M. AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

BOARD MEMBERS PRESENT: Megan Clark, Ron Ford, Craig Murray (by zoom), Gary Robards and Crystal Yezman.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Curtis Paxton, General Manager; Dale McDonald, District Treasurer.

OTHERS PRESENT: Patrick Richardson, District Counsel.

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

PUBLIC COMMENT: None.

APPOINTMENT OF AD HOC COMMITTEE FOR THE PURPOSE OF SALARY NEGOTIATIONS WITH THE GENERAL MANAGER

President Clark requested an Ad Hoc Committee be created for the purpose of salary negotiations with the General Manager. President Clark and Director Yezman will be co-chairs.

CLOSED SESSION:

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON OCTOBER 19, 2023, AT 4:35 P.M. AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

McDonald and Paxton left the meeting at 4:35 p.m.

CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section 54957.6, conference with Agency designated representatives Clark and Yezman.

ADJOURNMENT:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on October 19, 2023 at 4:57 p.m.

BOARD MEMBERS PRESENT: Megan Clark, Ron Ford, Craig Murray (by zoom), Gary Robards, Crystal Yezman

STAFF PRESENT: Curtis Paxton, General Manager, Dale McDonald, District Treasurer.

OTHERS PRESENT: Patrick Richardson, District Counsel.

PUBLIC COMMENT: None.

REPORT ON CLOSED SESSION: President Clark reported that there was nothing to report.

1. 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 October 5, 2023
- B. Approve the Warrant List for October 19, 2023
- C. Approve Board Compensation for September 2023
- D. Approve Robards attending SDLF Leadership Academy October 22-25, 2023 Santa Rosa
- E. Approve Murray attending SDLF Leadership Academy November 3-6, 2024 San Rafael
- F. Approve Murray attending CASA and CWEA Innovate Technology Seminar November 29, 2023 Oakland, CA
- G. Approve Annual Capital Facilities Charge Accounting and Reporting
- H. Approve Ratification of Unrepresented Employee Contract Amendments

Items B was pulled for discussion.

ACTION:

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

- AYES: Clark, Ford, Murray, Robards and Yezman.
- NOES: None.
- ABSENT: None.
- ABSTAIN: None.

2. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- 1. General Manager's Report – Paxton reported.
- 2. Organizational Health Survey/Assessment (FutureSense) – Paxton reported. President Clark appointed an Ad Hoc Committee for the Organizational Health Survey/Assessment process. President Clark and Director Robards were appointed to serve on the committee.

3. BOARD REPORTS

1. CLARK

- a. NBWA Board Committee – conference meeting held to determine location of annual conference
- b. 2023 Operations Control Center Ad Hoc Committee – no report
- c. Other Reports – report on State Revolving Fund (SRF) seminar attended on October 18, 2023 and will be attending CASA Workforce Committee on October 27, 2023

2. FORD

- a. NBWRA – no report
- b. 2023 Operations Control Center Ad Hoc Committee – no report
- c. 2023 GM Evaluation Ad Hoc Committee – no report
- d. 2023 McInnis Marsh Ad Hoc Committee – no report
- e. 2023 Fleet Management Ad Hoc Committee – no report
- f. 2023 SF Bay Trail Ad Hoc Committee –no report
- g. Other Reports – none

3. MURRAY
 - a. Marin LAFCO – attending Marin LAFCO annual conference, report to follow at future meeting
 - b. CASA Energy Committee –no report – will met later this month
 - c. 2023 Biosolids Ad Hoc Committee – no report
 - d. 2023 Development Ad Hoc Committee – committee met as reported by General Manager Paxton
 - e. 2023 SF Bay Trail Ad Hoc Committee – no report
 - f. Other Reports– reported on BCDC commission and EPA revitalization meetings, information included in the Board packet

4. ROBARDS
 - a. Gallinas Watershed Council/Miller Creek – no report
 - b. 2023 STPURWE Engineering Ad Hoc Committee – no report
 - c. 2023 McInnis Marsh Ad Hoc Committee – no report
 - d. 2023 Development Ad Hoc Committee – committee met as previously reported
 - e. 2023 GM Evaluation Ad Hoc Committee –no report
 - f. Other Reports – none

5. YEZMAN
 - a. Flood Zone 7– no report
 - b. CSRMA – no report
 - c. Marin Special District Association – no report
 - d. 2023 STPURWE Engineering Ad Hoc Committee – no report
 - e. 2023 Biosolids Ad Hoc Committee – no report
 - f. Other Reports– none

4. BOARD REQUESTS:

- A. Board Meeting Attendance Requests:
 - a. Clark requested to attend the 2024 WaterReuse Symposium March 11-14, 2024 in Denver, Colorado.
 - b. Clark made a retroactive request for the SRF seminar attended on October 18, 2023.
- B. Board Agenda Item Requests – none.

5. MISCELLANEOUS DISTRICT CORRESPONDENCE

Discussion ensued.

6. ADJOURNMENT:

ACTION:

The board approved (M/S Ford/Robards 5-0-0-0) the adjournment of the meeting at 5:42 p.m.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for November 2, 2023 at 4:30 pm at the District office.

ATTEST:

Dale McDonald, Acting Board Secretary

APPROVED:

Megan Clark, President

Agenda Item 2B
Date November 2, 2023

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Able Tire & Brake								
115	Able Tire & Brake	675578	Camry PM	10/23/2023	1,041.65	.00		
	Total Able Tire & Brake:				1,041.65	.00		
Alameda Electrical Distributors, Inc.								
3155	Alameda Electrical Distributors, In	S5679072.001	Bulk Stock	10/12/2023	112.54	.00		
	Total Alameda Electrical Distributors, Inc.:				112.54	.00		
Aramark Uniform Service								
250	Aramark Uniform Service	5080317399	Laundry Service week ending 10/	10/17/2023	142.30	.00		
250	Aramark Uniform Service	5080317399	Laundry Service week ending 10/	10/17/2023	142.30	.00		
	Total Aramark Uniform Service:				284.60	.00		
Aries Industries, Inc.								
260	Aries Industries, Inc.	425202	ITV Truck Tire Assembly	10/17/2023	846.52	.00		
	Total Aries Industries, Inc.:				846.52	.00		
AT&T								
270	AT&T	OCT 7- NOV 6	Phone lines @ pump stations	10/07/2023	706.39	.00		
	Total AT&T:				706.39	.00		
Bellecci & Associates, Inc.								
355	Bellecci & Associates, Inc.	210068.00-000	Passthrough Inspection Invoice	10/16/2023	2,114.00	.00		
	Total Bellecci & Associates, Inc.:				2,114.00	.00		
BullsEye Telecom, Inc.								
460	BullsEye Telecom, Inc.	47768616	Truck Lines	10/01/2023	339.49	.00		
	Total BullsEye Telecom, Inc.:				339.49	.00		
California Special Districts Assoc.								
540	California Special Districts Assoc.	JAN1- DEC 20	Membership	10/01/2023	9,050.00	.00		
	Total California Special Districts Assoc.:				9,050.00	.00		
CalNet								
2935	CalNet	20709943	Phone Lines at Pump Station	10/20/2023	318.94	.00		
	Total CalNet:				318.94	.00		
CalPERS 457 Plan Deferred Comp								
555	CalPERS 457 Plan Deferred Co	10/20 PAYDAT	457 Deferred Comp Paydate 10/2	10/20/2023	14,492.86	.00		
	Total CalPERS 457 Plan Deferred Comp:				14,492.86	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CALPERS Health								
565	CALPERS Health	NOV 2023	Health Premium- Nov	10/24/2023	5,116.94	.00		
565	CALPERS Health	NOV 2023	Health Premium-Nov	10/24/2023	9,002.58	.00		
565	CALPERS Health	NOV 2023	Retiree Admin Fee	10/24/2023	41.37	.00		
565	CALPERS Health	NOV 2023	Admin Fee Active	10/24/2023	148.78	.00		
565	CALPERS Health	NOV 2023	Employer Share- Retired Premiu	10/24/2023	1,359.00	.00		
565	CALPERS Health	NOV 2023	Employer Share- Retired Premiu	10/24/2023	151.00	.00		
565	CALPERS Health	NOV 2023	Employer Share Retired Premium	10/24/2023	1,510.00	.00		
565	CALPERS Health	NOV 2023	Health Premium- Nov	10/24/2023	14,016.98	.00		
565	CALPERS Health	NOV 2023	Health Premium- Nov	10/24/2023	2,113.86	.00		
565	CALPERS Health	NOV 2023	Health Premium- Nov	10/24/2023	6,923.66	.00		
565	CALPERS Health	NOV 2023	Health Premium- Nov	10/24/2023	9,320.14	.00		
Total CALPERS Health:					49,704.31	.00		
CALPERS Retirement								
575	CALPERS Retirement	10/20 PAYDAT	EE & ER Retirement- Paydate 10/	10/20/2023	9,478.34	.00		
575	CALPERS Retirement	10/20 PAYDAT	EE & ER Retirement- Paydate 10/	10/20/2023	1,596.25	.00		
575	CALPERS Retirement	10/20 PAYDAT	EE & ER Retirement- Paydate 10/	10/20/2023	3,435.25	.00		
575	CALPERS Retirement	10/20 PAYDAT	EE & ER Retirement- Paydate 10/	10/20/2023	7,012.60	.00		
575	CALPERS Retirement	10/20 PAYDAT	EE & ER Retirement- Paydate 10/	10/20/2023	4,119.14	.00		
575	CALPERS Retirement	10/20 PAYDAT	EE & ER Retirement- Paydate 10/	10/20/2023	4,754.54	.00		
Total CALPERS Retirement:					30,396.12	.00		
Caltest Analytical Laboratory								
580	Caltest Analytical Laboratory	712925	Outside Lab Testing	10/11/2023	5,094.85	.00		
Total Caltest Analytical Laboratory:					5,094.85	.00		
Campbell, Christopher								
585	Campbell, Christopher	WELLNESS	Wellness Program	10/19/2023	400.00	.00		
Total Campbell, Christopher:					400.00	.00		
Cardenas, Manuel								
600	Cardenas, Manuel	WELLNESS	Wellness Program	10/11/2023	500.00	.00		
Total Cardenas, Manuel:					500.00	.00		
Contractor Compliance and Monitoring, In								
730	Contractor Compliance and Monit	19278	Labor Compliance Myers & Sons	09/30/2023	1,023.50	.00		
730	Contractor Compliance and Monit	19279	STPURWE Labor Compliance Se	09/30/2023	57.50	.00		
730	Contractor Compliance and Monit	19280	Standby Generators System	09/30/2023	713.00	.00		
730	Contractor Compliance and Monit	19281	Labor Compliance Grit Screw Con	09/30/2023	1,173.00	.00		
730	Contractor Compliance and Monit	19282	Standby Generators System	09/30/2023	885.50	.00		
730	Contractor Compliance and Monit	19288	On-Call contract for labor complia	09/30/2023	768.50	.00		
730	Contractor Compliance and Monit	19289	STPURWE Labor Compliance Se	09/30/2023	23.00	.00		
730	Contractor Compliance and Monit	19290	Labor Compliance for On-Call Ins	09/30/2023	351.00	.00		
730	Contractor Compliance and Monit	19291	Venetia Harbor Pump Station Con	09/30/2023	472.50	.00		
730	Contractor Compliance and Monit	19292	On-Call contract for labor complia	09/30/2023	29.00	.00		
730	Contractor Compliance and Monit	19293	Digester MCC-2 Upgrade	09/30/2023	514.75	.00		
730	Contractor Compliance and Monit	19294	Biosolids Land Application	09/30/2023	246.50	.00		
730	Contractor Compliance and Monit	19295	Primary Clarifier Rehabilitation Pr	09/30/2023	246.50	.00		
Total Contractor Compliance and Monitoring, In:					6,504.25	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Cook, Glenn								
735	Cook, Glenn	WELLNESS	Wellness Program	10/24/2023	500.00	.00		
Total Cook, Glenn:					500.00	.00		
Direct Dental Administrators, LLC								
925	Direct Dental Administrators, LLC	D20231020-28	Dental Payment	10/15/2023	300.00	.00		
925	Direct Dental Administrators, LLC	D20231020-28	Dental Payment	10/15/2023	321.00	.00		
925	Direct Dental Administrators, LLC	D20231020-28	Dental Payment	10/15/2023	1,029.30	.00		
925	Direct Dental Administrators, LLC	D20231020-28	Dental Payment	10/15/2023	983.41	.00		
925	Direct Dental Administrators, LLC	D20231020-28	Dental Payment	10/15/2023	734.22	.00		
Total Direct Dental Administrators, LLC:					3,367.93	.00		
Fastenal Company								
1080	Fastenal Company	CAPET67280	Misc. Supplies	10/11/2023	50.98	.00		
Total Fastenal Company:					50.98	.00		
Frank A. Olsen Co.								
1140	Frank A. Olsen Co.	252405	Rotork Parts	10/23/2023	2,539.40	.00		
Total Frank A. Olsen Co.:					2,539.40	.00		
Grainger								
1235	Grainger	9876097776	Connector Nylon	10/19/2023	103.41	.00		
1235	Grainger	9876349011	Bulk Stock	10/19/2023	371.27	.00		
Total Grainger:					474.68	.00		
HASA Inc.								
3055	HASA Inc.	924344	Chemicals	10/09/2023	14,617.03	.00		
Total HASA Inc.:					14,617.03	.00		
Hazen and Sawyer								
1295	Hazen and Sawyer	20148-002-12	On-Call Contract for Engineering	10/09/2023	395.00	.00		
1295	Hazen and Sawyer	20148-003-27	Digester Room MCC #2 Upgrade	10/09/2023	1,500.00	.00		
1295	Hazen and Sawyer	20148-005-15	Amendment 1 - Flow Monitoring f	10/09/2023	3,886.95	.00		
1295	Hazen and Sawyer	20148-005-15	Collections System Hydraulic Mod	10/09/2023	7,143.05	.00		
1295	Hazen and Sawyer	20148-006-4	Revision to LGVSD Standard Spe	10/09/2023	2,242.50	.00		
Total Hazen and Sawyer:					15,167.50	.00		
Inskeep, Stephen								
1370	Inskeep, Stephen	REIMBURSEM	WEFTEC Conference	10/20/2023	1,515.75	.00		
Total Inskeep, Stephen:					1,515.75	.00		
Jackson's Hardware, Inc.								
1385	Jackson's Hardware, Inc.	140467	Fastner	10/12/2023	1.42	.00		
1385	Jackson's Hardware, Inc.	140637	Misc Supplies	10/16/2023	181.27	.00		
1385	Jackson's Hardware, Inc.	140725	Misc Supplies for Van	10/17/2023	177.68	.00		
1385	Jackson's Hardware, Inc.	140760	Fastner	10/18/2023	5.20	.00		
1385	Jackson's Hardware, Inc.	141218	Screwdriver	10/24/2023	29.49	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Jackson's Hardware, Inc.:					395.06	.00		
Jaycox Construction CNG								
1390	Jaycox Construction CNG	LGSD233	Fuel/Maker Preventative Maintena	10/23/2023	3,000.00	.00		
Total Jaycox Construction CNG:					3,000.00	.00		
Liebmann, Mel								
1505	Liebmann, Mel	REIMBURSEM	Phone Reimbursement per contra	10/20/2023	295.16	.00		
Total Liebmann, Mel:					295.16	.00		
Linscott Engineering Contractors, Inc.								
1510	Linscott Engineering Contractors,	4187	Construction of Public Drinking Fo	10/13/2023	24,700.00	.00		
Total Linscott Engineering Contractors, Inc.:					24,700.00	.00		
Marin/Sonoma Mosquito & Vector Control								
1625	Marin/Sonoma Mosquito & Vector	1612	Mosquito Control @ Ponds	09/13/2023	4,075.24	.00		
Total Marin/Sonoma Mosquito & Vector Control:					4,075.24	.00		
McMaster-Carr								
1640	McMaster-Carr	16000159	Misc. Supplies	10/16/2023	2,528.83	.00		
Total McMaster-Carr:					2,528.83	.00		
Miksis Services, Inc								
1675	Miksis Services, Inc	110533	Northgate Industrial Park PS Infl	09/08/2023	15,790.00	.00		
Total Miksis Services, Inc:					15,790.00	.00		
MISCOWater								
1685	MISCOWater	20312PABR	Ferric Chloride Storage Tank & Fe	10/17/2023	36,907.09	.00		
Total MISCOWater:					36,907.09	.00		
North Bay Watershed Assn.								
1790	North Bay Watershed Assn.	FY2023/24	Watershed Stewardship Plan Cost	10/24/2023	1,754.05	.00		
1790	North Bay Watershed Assn.	FY2023/24	Watershed Stewardship Plan Cost	10/24/2023	3,486.03	.00		
Total North Bay Watershed Assn.:					5,240.08	.00		
Novato Toyota								
1825	Novato Toyota	574935	Camry Preventative Maintenance	09/20/2023	146.55	.00		
Total Novato Toyota:					146.55	.00		
Orion Protection Services Group, Inc.								
1860	Orion Protection Services Group, I	12374	Patrol Services Smith Ranch	10/16/2023	369.61	.00		
Total Orion Protection Services Group, Inc.:					369.61	.00		
Platt Electric Supply								
1995	Platt Electric Supply	4N14077	Misc. Supplies	10/19/2023	14.53	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Platt Electric Supply:					14.53	.00		
Proforma								
2040	Proforma	B939002222A	Lateral Inspection Forms	10/23/2023	377.11	.00		
Total Proforma:					377.11	.00		
Schultz, Amy								
2325	Schultz, Amy	WELLNESS	Wellness Program	10/24/2023	460.00	.00		
Total Schultz, Amy:					460.00	.00		
SiteOne Landscape Supply								
2370	SiteOne Landscape Supply	135204280-00	Concrete Mix	10/04/2023	41.06	.00		
Total SiteOne Landscape Supply:					41.06	.00		
Sun Life Financial - LIFE & ADD								
2460	Sun Life Financial - LIFE & ADD	NOV 2023	Life & ADD	10/17/2023	33.50	.00		
2460	Sun Life Financial - LIFE & ADD	NOV 2023	Life & ADD	10/17/2023	452.00	.00		
2460	Sun Life Financial - LIFE & ADD	NOV 2023	Life & ADD	10/17/2023	70.00	.00		
2460	Sun Life Financial - LIFE & ADD	NOV 2023	Life & ADD	10/17/2023	126.00	.00		
2460	Sun Life Financial - LIFE & ADD	NOV 2023	Life & ADD	10/17/2023	105.50	.00		
2460	Sun Life Financial - LIFE & ADD	NOV 2023	Life & ADD	10/17/2023	171.60	.00		
Total Sun Life Financial - LIFE & ADD:					958.60	.00		
Sun Life Financial - LTD								
2465	Sun Life Financial - LTD	NOV 2023	LTD	10/17/2023	229.03	.00		
2465	Sun Life Financial - LTD	NOV 2023	LTD	10/17/2023	602.24	.00		
2465	Sun Life Financial - LTD	NOV 2023	LTD	10/17/2023	385.49	.00		
2465	Sun Life Financial - LTD	NOV 2023	LTD	10/17/2023	700.85	.00		
2465	Sun Life Financial - LTD	NOV 2023	LTD	10/17/2023	436.96	.00		
2465	Sun Life Financial - LTD	NOV 2023	LTD	10/17/2023	862.08	.00		
Total Sun Life Financial - LTD:					3,216.65	.00		
Terryberry								
2530	Terryberry	P59462	Employee Recognition- D. McDon	10/24/2023	142.81	.00		
Total Terryberry:					142.81	.00		
United Site Services								
2650	United Site Services	INV-02089657	Porta Potties at plant	10/14/2023	692.43	.00		
Total United Site Services:					692.43	.00		
Vision Service Plan								
2720	Vision Service Plan	NOV 2023	Vision Payment	10/24/2023	43.38	.00		
2720	Vision Service Plan	NOV 2023	Vision Payment	10/24/2023	108.45	.00		
2720	Vision Service Plan	NOV 2023	Vision Payment	10/24/2023	65.07	.00		
2720	Vision Service Plan	NOV 2023	Vision Payment	10/24/2023	151.83	.00		
2720	Vision Service Plan	NOV 2023	Vision Payment	10/24/2023	86.76	.00		
2720	Vision Service Plan	NOV 2023	Vision Payment	10/24/2023	108.45	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Vision Service Plan:					563.94	.00		
WEX Health, Inc.								
2780	WEX Health, Inc.	0001818522-IN	FSA Administration	09/30/2023	50.00	.00		
2780	WEX Health, Inc.	FSA PAYMENT	FSA Payment	10/16/2023	5.00	.00		
Total WEX Health, Inc.:					55.00	.00		
Woodland Center Auto Supply, Inc.								
2805	Woodland Center Auto Supply, Inc	822835	Battery for CMAX	10/18/2023	255.83	.00		
Total Woodland Center Auto Supply, Inc.:					255.83	.00		
Grand Totals:					260,365.37	.00		

Board Member: _____

General Manager: _____

Finance Manager: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.



BOARD MEMBER CONFERENCE/ MEETING/WEBINAR ATTENDANCE REQUEST

Date: 10-19-23 Name: Megan Clark

I would like to attend the 2024 SYMPOSIUM Meeting
of WATER REUSE

To be held on the 11th day of MARCH from 8:00 a.m. / p.m. to
14th day of MARCH from 12:00 a.m. / p.m.

Location of meeting: DENVER

Actual meeting date(s): MARCH 11, 12, 13, 14, 2024

Meeting Type: (In person) / Webinar / Conference

Purpose of Meeting: INFO

Meeting relevance to District: INFO

Board Members to register for Webinars and Meetings

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

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

Frequency of Meeting: ONCE

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.



WATER REUSE[®]

2024 SYMPOSIUM

MARCH 11-14, 2024 | HILTON DENVER CITY CENTER
IN COLLABORATION WITH THE WATER RESEARCH FOUNDATION

REMOVING
BARRIERS,
ELEVATING
OPPORTUNITIES

[Home](#)\Engage\Conferences\2024 WaterReuse Symposium

2024 WaterReuse Symposium

Removing Barriers, Elevating Opportunities



Nominate a 2024 WaterReuse Award for Excellence

Deadline: October 16, 2023

This year, the Symposium will convene in Colorado: the first state to adopt comprehensive direct potable reuse regulations. Join us for tours of cutting-edge Colorado facilities, exciting downtown Denver networking, and presentations on topics from East to West – from regional mega-projects to building-scale and small community reuse solutions. Come and celebrate mile-high opportunities with WaterReuse Association in Denver!



The 2024 WaterReuse Symposium is presented in collaboration with [The Water Research Foundation](#).

The Colorado's Portrait Artist

Native Coloradan [Pete McBride](#) has spent two decades studying the world with a camera. He is a Sony Artisan of Imagery and a National Geographic Adventurer of the Year. After a decade documenting remote expeditions from Everest to Antarctica, McBride decided to focus his cameras closer to home on a subject closer to his heart—his backyard river, the Colorado. Four years and 1,500 river-miles later, McBride produced an acclaimed book, three award-winning documentaries, and co-hosted a PBS TV program. McBride will open the 2024 WaterReuse Symposium with an intimate tour of the historical, geographical, and environmental significance of the Colorado River, bringing into focus the critical need for water recycling in the Colorado River watershed and beyond to ensure resilient, locally controlled water resources that meet the needs of the environment and communities.



Photo credit: Ashley Mosher

Technology Showcase 2024

NEW THIS YEAR! The 2024 WaterReuse Symposium will conclude with a Tech Showcase on Thursday morning spotlighting top new and emerging technologies that could significantly improve and/or transform water recycling during the next five to 15 years. Organized by the [National Alliance for Water for Innovation](#) (NAWI) and sponsored by [Xylem](#), the showcase will present innovative technologies that improve the efficiency or efficacy of treatment processes, collection or distribution processes, or residual management. In a lightning round, researchers will introduce each featured technology from the main stage. Attendees will then have an opportunity to speak directly with researchers while viewing research posters around the room that highlight results from pilot studies.

NAWI is a 5-year, \$110M research program and public-private partnership supported by the U.S. Department of Energy in partnership with the California Department of Water Resources and the California State Water Resources Control Board.

Become a Sponsor or Exhibitor



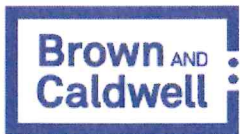
Connect with your audience as a sponsor or exhibitor at the 2024 WateReuse Symposium! Our members represent more than 200 communities and 60 million utility customers around the country. Share your latest products and services in an energized and focused setting. Review our prospectus for exhibit, sponsor, or advertising opportunities or contact Amanda Bray at abray@watereuse.org or 856-437-4750.

The Annual WateReuse Symposium is the premier conference on water recycling — attracting water professionals and water reuse practitioners globally for knowledge-sharing, networking, and collaboration. The event is planned in collaboration with [The Water Research Foundation](#) and includes engaging sessions on the latest water reuse research. The Symposium is the most comprehensive water recycling learning opportunity available, covering policy, technology, operations, and communications for applications that range from irrigation and potable reuse to onsite and industrial systems. This one stop event also includes networking events, six meals, coffee and snack breaks, and interactive workshops – all included in the price Symposium registration!

Winners Circle



Champion





BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 10-19-23 Name: MEGAN CLARK
I would like to attend the EARMARKS + SRFs - IMPACTS + RESPONSES Meeting
of AWWA

To be held on the 18th day of Oct. from 10:00 a.m./ p.m. to
18th day of Oct. ^{TO} from 11:30 a.m./ p.m.

Location of meeting: Virtual

Actual meeting date(s): Oct. 18th 2023

Meeting Type: (In person/Webinar/Conference)

Purpose of Meeting: Understand future of financing

Meeting relevance to District: funds

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

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: Oct. 19th, 2023

Board approval obtained on Date: _____


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



Item Number _____ 2E _____

GM Review _____ CP _____

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcDonald@lqvsd.org
Meeting Date: November 2, 2023
Re: Agreement with Cintas Corporation No. 2 for Uniform Rental

Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes X No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

1. Approve the award of contract, using the Omnia Partners, Prince William County Public Schools competitively bid public agency Contract No. R-BB-19002, as referenced in Exhibit A of our standard contract, to Cintas Corporation No. 2 (a Nevada corporation with a location in Petaluma, CA) for uniform and specialty items rental service in the maximum amount of \$175,000, for the period of November 2, 2023 through October 27, 2027.
2. Authorize the General Manager to sign all required documents.

BACKGROUND

The Las Gallinas Valley Sanitary District has established uniform requirements for District staff assigned to duties which include contact with products determined to be damaging to garments, as well as identifying employees as representatives of the District where public engagement occurs. There are 19 employee positions required to wear an assigned uniform. A total of 11 uniforms are assigned to each employee and laundered on a weekly basis by the uniform provider. Since 2018 we have contracted the services of uniform rentals through Aramark Uniform & Career Apparel, LLC. The term agreement with Aramark expired July 11, 2021 and uniform service has been provided on a month-to-month basis since then.

Over the past several years, the District’s needs for this service have changed, and the existing vendor’s contract and service capabilities are no longer sufficient. In addition to uniforms, floor mats, and cleaning products that Aramark is providing, the Cintas agreement will provide protective gear and restroom product supplies currently being obtained from other vendors.

Use of the Omnia Partners Prince William County Public Schools competitively bid public agency Contract No. R-BB-19002 is a cost-effective way to procure uniform rental services and specialty item rentals. Per District Purchasing Policy F-90, in cases where the General Manager determines that certain services may provide better service life, durability, or meet a specific need than other services he has the authority to engage the service without multiple quotes.



In collaboration with department managers, and input from the union stewards of Operating Engineers Local 3, management has determined that it is in the best interest of the District to begin a new agreement with Cintas. Legal counsel was consulted on the proposal. Changes to the agreement to align with the termination clause in the Aramark agreement. Proposed indemnification language regarding flame resistant clothing was added to the agreement to address new clothing options provided by Cintas. The contract term is through the end date of the Omnia Partners, Prince William County Public Schools competitively bid public agency Contract No. R-BB-19002, October 27, 2027.

The requested contract amount exceeds the General Manager's authority and requires Board approval in accordance with Purchasing Policy F-90. Board approval is required to proceed with the new contract in the maximum amount of \$175,000 and to authorize the General Manager to sign the resulting agreement.

PREVIOUS BOARD ACTION

None

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The total amount of this contract is \$175,000. Each department is responsible for budgeting properly for its own expenditures from this agreement. Funds are not encumbered until services are requested against the agreement.

The agreement is not a commitment to spend but rather a commitment to pricing up to a limited amount, dependent on the operating needs of the District. There is sufficient funding in various department operating budgets to cover the costs of the Cintas Corporation agreement in fiscal year 2023-24. The per-unit pricing for uniforms is substantially similar to the current rates. The costs for protective gear and restroom products are budgeted under safety equipment and general office supplies.

Attachments from Exhibit A - Service Providers Services (Scope of Work)

- Facilities Solution Agreement
- Omnia Participating Public Agency Terms
- Cintas Exhibit A Price List
- Rubber Voltage Glove and PPE Addendum

Facilities Solutions Agreement



Location #: 626
 Contract #:
 Customer #:

Main Corporate Code → New CC 13218 GPO: 210321258 MLA: 210582673 Date: 8/4/2023
 Customer/Participating Agency: Las Gallinas Valley Sanitary District Phone: 415-526-1519
 Address: 101 Lucas Valley Road City: San Rafael State: CA Zip: 94903

UNIFORM PRODUCT RENTAL PRICING:

ITEM #	DESCRIPTION	STANDARD ITEM	UNIT PRICE
	SEE EXHIBIT A PRICING FILE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	SEE EXHIBIT A PRICING FILE	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	SEE EXHIBIT A PRICING FILE	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	SEE EXHIBIT A PRICING FILE	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	SEE EXHIBIT A PRICING FILE	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	SEE EXHIBIT A PRICING FILE	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Space for additional entries provided on page 4

This agreement is effective as of the date of execution through October 27, 2027.					
Standard Name Emblem	\$ 1.95	ea	Standard Agency Emblem	\$ 2.95	ea
Custom Agency Emblem	\$ 3.50	ea	Embroidery	\$ 4.95	ea
Uniform Advantage	Item:			\$.08	ea per week
Premium Uniform Advantage	Item:			\$.16	ea per week
Emblem Advantage	Item:			\$.06	ea per week
Prep Advantage	Item:			\$.05	ea per week
Minimum Charge	\$35 per delivery				
Make-up Charge	\$ 1.65	per garment			
Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium				\$.16	per garment
Seasonal Sleeve Change	\$.16	per garment			
Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.					
Artwork Charge for Logo Mat	\$ NA				
Payment Terms: 2% Discount Net 15, Standard terms are Net 30					
Size Change	Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ 10.00 per garment will be assessed for employee's size changed within 4 weeks of installation.				
Other					

FACILITY SERVICES PRODUCT PRICING:

ITEM #	DESCRIPTION	RENTAL FREQ.	INVENTORY	UNIT PRICE
	SEE PRICING FILE ATTACHED EXHIBIT A			

Space for additional entries provided on page 4

Automatic Lost Replacement Charge	Item:	% of inventory	\$	ea
Automatic Lost Replacement Charge	Item:	% of inventory	\$	ea

	CHECKBOX	INITIALS	DATE
Initial and check box if Unilease. All Garments will be cleaned by customer.	<input type="checkbox"/>		
Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control.	<input type="checkbox"/>		
Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.	<input type="checkbox"/>		

Cintas Representative Initials: AS Customer Initials: 21

OMNIA PARTICIPATING PUBLIC AGENCIES TERMS

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Prince William County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at <https://www.omniapartners.com/publicsector>

SUPPLIER GENERAL SERVICE TERMS SECTION

3. **Prices.** Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. **Buyback of Non-Standard Garments.** Customer has ordered from Company a garment rental service requiring garments that may not be standard to Company's normal rental product line or include direct embroidery or an unusual emblem placement. Non-Standard items will also include standard garments that have been embroidered. Those non-standard products will be designated as such under Garment Description in the Uniform Product Rental Pricing Chart(s). In the event the Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement in whole or in part for any reason, the Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. **Logo Mats.** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
6. **Adding Employees.** Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one time preparation fee indicated on Exhibit A. Customer shall not pay Company any one time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
7. **Emblem Guarantee.** Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
8. **FRC Warranty.** Customer agrees it bears sole responsibility for selecting the flame resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. COMPANY MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. Customer agrees to notify all employees and other agents of Customer who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. Customer acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the garments, including but not limited to any alleged failure of the FRC to function as flame-resistant or provide protection against fire and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this Agreement or resulting from Customer's or its employees' use of the FRC.
9. **High Visibility Garments.** For high visibility garments, Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.
10. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
11. **Terminating Employees.** Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
12. **Replacement.** In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
13. **Indemnification.** To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
14. **Additional Items.** Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:
 - If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 50 weeks of rental service.
 - If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as termination charges equal to 36 weeks of rental service.
 - If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as termination charges equal to 23 weeks of rental service.
 - If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as termination charges of 10 weeks of rental service.
 - Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.
15. I authorize Cintas to verify my credit on Credit.net and/or by contacting the parties provided. I am authorized to sign on behalf of this company. In addition, I authorize Cintas to open a new account on behalf of the company and deliver the products or services listed above at the agreed upon pricing and delivery terms.
16. **Prevailing Wage/Living Wage** Customer represents and warrants that this agreement is not subject to laws pertaining to prevailing wages, living wages, or other wage and/or benefit requirements established by law ("Wage Statutes"). Customer agrees and acknowledges that it will not attempt to enforce any Wage Statutes in relation to this agreement and Customer hereby waives and releases Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority in relation to Cintas's failure to satisfy any such Wage Statute in relation to agreement.

Cintas Location #: 626

By: Kristi Thompson

Title: Sales

Accepted-GM:

Cintas Enterprise Account Yes No

Cintas MAM Partners: Amanda Smith

Customer Signature: _____

Print Name: _____

Print Title: _____

Email: _____

Customer Contact: _____

Customer Contact Email: _____

Cintas Representative Initials: AS

Customer Initials: _____

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This is an Estimate based on standard Service Agreement Terms & Conditions. Actual usage may vary.

Las Gallinas Valley Sanitary District



Collections	# of Employees	Inventory	Unit Cost	Weekly Total
Yellow Ansi Class 3 Button Up Shirt	6	11	\$0.858	\$56.63
Yellow Ansi Class 2 T-Shirt	6	6	\$0.659	\$23.72
Navy Carhartt Dungaree Pant	6	11	\$0.491	\$32.41
Navy Carhartt FR Featherweight Coverall		6	\$1.342	\$8.05
Operations	# of Employees	Inventory	Unit Cost	Weekly Total
Grey Carhartt Rugged Flex Shirt	7	11	\$0.484	\$37.27
Navy Carhartt Dungaree Pant	7	11	\$0.491	\$37.81
Black Soft Shell Jacket	7	3	\$0.841	\$17.66
Grey Carhartt T-Shirt	7	6	\$0.586	\$24.61
Navy Carhartt FR Featherweight Coverall			\$1.342	\$0.00
Lab	# of Employees	Inventory	Unit Cost	Weekly Total
Blue FR Chem Splash Lab Coat	2	11	\$1.913	\$42.09
Carhartt Rugged Flex Jean	2	11	\$0.491	\$10.80
Maintenance	# of Employees	Inventory	Unit Cost	Weekly Total
Grey Carhartt Rugged Flex Shirt	3	11	\$0.484	\$15.97
Carhartt FR Carpenter Jean	3	11	\$0.643	\$21.22
Black Soft Shell Jacket	3	3	\$0.841	\$7.57
Grey Carhartt T-Shirt	3	6	\$0.586	\$10.55
Hand Protection	# of Employees	Inventory	Unit Cost	Weekly Total
11" Class 00 Rubber Insulating Gloves - Yellow (70)	2	1	\$2.467	\$4.93
11" Class 00 Rubber Insulating Gloves - Black (35)	2	1	\$2.467	\$4.93
ArcGuard FR Knit Glove	2	1	\$0.982	\$1.96
10" Leather Protectors	2	1	\$0.877	\$1.75
Canvas Glove Bag	2	1	\$0.667	\$1.33
Head Protection	# of Employees	Inventory	Unit Cost	Weekly Total
Faceshield				
Clear Safety Glasses	2	1	\$0.117	\$0.23
12cal Pure View Faceshield	2	1	\$2.912	\$5.82
MSA Slotted Hard Hat- White	2	1	\$0.515	\$1.03
12 cal Balaclava- Navy	2	1	\$0.315	\$0.63
Hard Hat Faceshield Bag	2	1	\$0.306	\$0.61
Hood Flashlight with Mounting	2	1	\$1.395	\$2.79
Cintas Electric Gear Bag	2	1	\$0.855	\$1.71
Faceshield Hard Hat Bag	2	1	\$0.306	\$0.61
Floor Mats		Inventory	Unit Cost	Weekly Total
3x5 Duralite Kitchen Mat		2	\$3.042	\$6.08
3x5 Traffic Mat		4	\$2.339	\$9.36
4x6 Traffic Mat		1	\$8.320	\$8.32
3x10 Traffic Mat		4	\$9.360	\$37.44
4x6 Logo Mat		1	\$7.280	\$7.28
3x5 Active Scraper Mat		4	\$3.640	\$14.56
4x6 Active Scraper Mat		1	\$4.731	\$4.73
Cleaning Products		Inventory	Unit Cost	Weekly Total
Terry Towel		25	\$0.146	\$3.65

Terry Towel Lost Replacement		3%	\$2.132	\$2.13
Microfiber Towel		50	\$0.172	\$8.60
Microfiber Towel Lost Replacement		3%	\$1.328	\$2.66
Shop Towel		200	\$0.140	\$28.00
Shop Towel Lost Replacement		8%	\$0.465	\$7.44
Blue Terry Towel		25	\$0.146	\$3.65
Blue Terry Towel Lost Replacement		3%	\$2.660	\$2.66
Restroom Products		Inventory	Unit Cost	Weekly Total
Sig Soap Service		1	\$1.523	\$0.76
Sig Multifold Paper Towel Case	2,800 sheets/case	1	\$33.281	\$16.64
Sig Dual TP Case	12 rolls,750 sheets/roll	1	\$18.721	\$18.72
Sig Air Freshener Service		1	\$2.540	\$2.54
Manual Restroom Dispensers		TBD	FREE	\$0.00
32 Gal Can Liner	20 liners/1.3 mil	1	\$7.200	\$7.20
44 Gal Can Liner	20 liners/1.3 mil	1	\$9.000	\$9.00
23 Gal Can Liner	20 liners/.90 mil	1	\$5.400	\$5.40
Uniform Advantage		467	\$0.080	\$37.36
Premium Uniform Advantage		55	\$0.160	\$8.80
Emblem Advantage		522	\$0.060	\$31.32
Prep Advantage		324	\$0.050	\$16.20
Service Charge			FREE	\$0.00
Estimated Total Weekly Spend				\$675.22

CINTAS does not perform any projects to deem a Waiver or be considered a Prevailing Wage Project.

Service Guarantee: Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in



RUBBER VOLTAGE GLOVE AND PPE ADDENDUM

This Rubber Voltage Gloves (“Gloves”) and additional Personal Protective Equipment (“PPE”) Addendum (“Addendum”), dated _____ between Cintas Corporation, including its subsidiaries and affiliates (“Company”) and _____ (“Customer”), amends the existing Specialty Apparel Rental Service Agreement between Company and Customer dated _____ (“Agreement”) as follows:

1. Customer Agrees to a rental service program for Gloves and additional PPE from Company in the quantities and prices set forth on Schedule A to this Addendum.
2. Customer acknowledges that its rental service program for Gloves and additional PPE is subject to the terms and conditions contained herein, in addition to the terms and conditions provided in the Agreement. Except as otherwise set forth in this addendum, all of the terms and conditions of the Agreement remain in full force and effect. Any capitalized term used herein and not defined will have the meaning ascribed to such term in the Agreement. If any of the terms of this Addendum conflict with the terms of the Agreement, the terms of this Addendum will control.
3. Customer assumes all risks and agrees it bears sole responsibility for selecting the Gloves and additional PPE and determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION WHETHER THE GLOVES OR ADDITIONAL PPE CONSTITUTE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER’S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE GLOVES’ OR ADDITIONAL PPE’S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE USEFUL LIFE OF THE GLOVES OR ADDITIONAL PPE, THAT THE GLOVES OR ADDITIONAL PPE HAVE BEEN TESTED OR CERTIFIED, OR THAT THE GLOVES OR ADDITIONAL PPE WILL PASS ANY SAFETY, SPECIFICATION, OR CERTIFICATION TESTS. COMPANY DOES NOT WARRANT THE GLOVES OR ADDITIONAL PPE WILL COMPLY WITH THE REQUIREMENTS OF ANY SAFETY CODE OR REGULATION OF ANY FEDERAL, STATE, MUNICIPALITY OR OTHER JURISDICTION. THE GLOVES AND ADDITIONAL PPE ARE SOLD AS IS. ALL WARRANTIES WHICH MAY ARISE BY IMPLICATION OF LAW, COURSE OF DEALING, OR USAGE OF TRADE (INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE EXPRESSLY EXCLUDED. No agent, employee or representative of Company has authority to make any binding representation, affirmation of fact, or warranty (expressed or implied) with respect to the Gloves or additional PPE. Customer acknowledges that compliance with any and all OSHA or other safety regulations, including but not limited to satisfying the testing requirements under 29 CFR § 1910.137, is the sole responsibility of Customer.
4. Customer releases Company from any and all liability that results or may result from the use of the Gloves and additional PPE, including but not limited to any alleged failure of the Gloves and additional PPE to provide protection against electricity, fire, and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages associated with the Agreement or this Addendum or resulting from Customer’s or any other third party’s use of the Gloves and additional PPE, including the negligence or other fault of Company. For any claims brought by employees of Customer, Customer expressly waives its immunity under applicable state workers compensation statutes.
5. Customer has ordered from Company Gloves and additional PPE rental service requiring items that may not be standard to Company’s normal rental product line. Those non-standard products will be designated as such in Schedule A in this exhibit. In the event the Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for

any reason, the Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.

The Customer agrees that if at any time during the term of this Agreement, a reduction in employment of 20% or more in any twelve (12) month period results in the Company having an excessive out of service inventory of non-standard garments, the Customer agrees to purchase at the then current Loss/Damage Replacement Value a sufficient number of out of service non-standard Gloves and additional PPE as the Company shall determine to relieve the Company of its excess out of service inventory.

SCHEDULE A

QUANTITIES/PRICES

Hand & Head Protection Program Options				
Quantity	Cintas Item Number	Hand Protection Program	Weekly Enhanced Care/Lease Rate	LR/Buyback Rates
	869320700	11" Class 00 Rubber Insulating Gloves - Yellow	\$2.15	\$56.24
	869320350	11" Class 00 Rubber Insulating Gloves - Black	\$2.15	\$56.24
	754910300	ARC Guard FR Knit Glove	\$0.86	\$22.14
	869380000	10" Leather Protectors	\$0.76	\$21.38
	601960600	Canvas Glove Bag	\$0.58	\$21.38
		Sizes Available 8-12		
		WEEKLY Total		
Optional Hand Protection Items				
	869320150	11" Class 00 Rubber Insulating Gloves – Red	\$2.15	\$56.24
	869330700	11' Class 0 Rubber Insulating Gloves - Yellow	\$2.30	\$62.64
	869330350	11' Class 0 Rubber Insulating Gloves - Black	\$2.40	\$62.64
	869330150	11' Class 0 Rubber Insulating Gloves – Red	\$2.30	\$62.64
	869350700	14' Class 2 Rubber Insulating Gloves - Yellow	\$4.51	\$123.08
	869350350	14' Class 2 Rubber Insulating Gloves - Black	\$4.51	\$123.08
	869350150	14' Class 2 Rubber Insulating Gloves – Red	\$4.51	\$123.08
	869390000	12' Leather Protectors	\$0.90	\$24.48
		Increased Glove Testing Frequency (per set)	\$1.04	

Head Protection Program				
	601940000	Clear Safety Glass	\$0.10	\$4.07
	745030300	12cal PureView Faceshield	\$2.53	\$106.89
	745010000	MSA Slotted Hard Hat - White	\$0.45	\$21.38
	823370200	12cal Balaclava - NAVY	\$0.36	\$17.30
	668940000	Hard Hat/Face Shield Knit Bag	\$0.35	\$15.55
	744370260	Electric Gear Bag	\$0.75	\$30.54
		WEEKLY Total		



Item Number 2F

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lqvsd.org
Mtg. Date: November 2, 2023
Re: Application for Allocation of Capacity for APN 180-123-01, 251 N. San Pedro Rd
 WildCare Temporary Facility
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter to WildCare Temporary Facility located at 251 North San Pedro Road.

BACKGROUND

The project consists of constructing a temporary facility for WildCare in the back of the Old Gallinas School. The temporary facility includes three portable trailers, three small sheds, and animal caging that would allow WildCare to operate continuously during construction of new facilities at its existing San Rafael location outside of District jurisdiction. WildCare anticipates operating at the temporary location starting January 2024 for a duration of up to three years.

WildCare is a non-profit animal care and treatment facility in San Rafael. In addition to regular operations, the temporary facility will provide environmental education programming for students in the San Rafael City Elementary School District, such as hands-on interaction with animals, educational presentations, and field trips.

The Central Marin Sanitation Agency (CMSA) has reviewed the project and determined that an industrial wastewater discharge permit is not required for the facility. District staff has reviewed the plans and a one-time connection fee of \$7,771 has been assessed for the addition of 19 plumbing fixture units (PFUs) based on the information provided.

Potential Access Issues to Impacted Sewer Facilities: None, only sewer lateral work is proposed.

Additional Flow Contribution: Negligible.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Connection fee revenue of \$7,771.



Figure 1. Location Map



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, Mel Liebmann
 Collections/Safety/Maintenance, Greg Pease
 Engineering, Michael P. Cortez
 Administrative Services, Dale McDonald

DISTRICT BOARD
 Megan Clark
 Ronald Ford
 Craig K. Murray
 Gary E. Robards
 Crystal J. Yezman

Date: November 2, 2023

Property Owner(s): San Rafael City Elementary School District dba San Rafael City Schools

Property Owner Address: 310 Nova Albion Way
 San Rafael, CA 94903

Applicant: WildCare

Project Name: WildCare Temporary Facility

Project Address: 251 North San Pedro Rd
 San Rafael, CA 94903

Project APN: APN 180-123-01

Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“District”) at the November 2, 2023 Board Meeting.

Subject to the terms and conditions in this letter, District will serve the project with an additional 19 Plumbing Fixture Units (PFU). This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

This letter is contingent upon the satisfaction of the conditional requirement to address any corrective actions in the sanitary sewer improvement components of the project and fulfill connection fee obligation before the District signing off on the final inspection.

The standard terms and conditions of approval are as follows:

Initial	Item	Condition of Approval
	1	Applicant shall pay for the facility capacity fee (new connection fee) in accordance with District ordinances and policies. <u>Note payment date and amount obligations.</u>
	2	Applicant agrees to abide by all conditions of approval of the Board of Directors and District staff.
	3	This Will-Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project.
	4	Prior to the connection of any sewer lateral, you must contact the District for the sewer lateral inspection permit and the application is available on District website. A lateral tie-in inspection is required before any lateral can be backfilled.
	5	After the sewer lateral inspection is completed and the connection is verified, the project will be added to the sewer user charge and will receive a charge for this service annually.
	6	Applicant shall reimburse the District for all plan review, field verification before and after construction, and inspection fees accrued associated with this project.

The Connection Fee approved by the Board is as follows:

Connection Fee for 19 PFU at \$409/PFU:	\$ 7,771.00
Application Fee:	\$ 500.00 (paid)
Engineering Review and Inspection Fees:	\$ <u>TBD*</u>
Total Fee:	\$ 8,271.00
Outstanding Balance:	\$ 7,771.00

(* - See Item 6 above.)

The connection fee may be adjusted based on field verification of the actual number of additional PFU.

The District ordinance provides for payment of the Connection Fee over a two-year period according to the following:

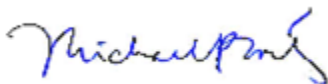
1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications.
2. 40% of the Connection Fee is due within one year, November 2, 2024; or upon the date of building permit issuance, whichever occurs first.
3. 50% of the Connection Fee is due within two years, November 2, 2025; or upon the date of building permit issuance, whichever occurs first.

Please remit **\$7,771** and make the check payable to Las Gallinas Valley Sanitary District. Note that if the payment schedule as above is not followed, you risk losing your allocation.

By issuing this **Will-Serve Letter**, District is not incurring any liability of any nature, including but not limited to mandate, damages, or injunctive relief. District is making no representation to the applicant nor waiving any rights it has under any applicable State or Federal law. In the event there is any court-imposed moratorium on District, a connection to the District system may not occur. In the event any government agency imposes a moratorium on District, a connection to the District system may not occur. In the event there is not sufficient capacity, a connection to the District system may not occur.

If connection has not been made within three years, the allocation will be terminated without prejudice. Upon request, you will receive a refund of 90% of the above fees and you will be able to re-apply for an allocation at the fee rate then prevailing. Please sign and date the original of this letter and return it to the District office within 10 days. The copy is for your records.

Sincerely,



Michael P. Cortez, PE
District Engineer

AGREED:

_____ Date: _____

Project Applicant Signature

Cc: Dale McDonald, Administrative Services Manager

11/2/2023

General Manager Report

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

DESIGN (Number of projects in design phase: 13)

- Solar Photovoltaic System Upgrades
 - The design of the new solar PV system has been delayed due to geotechnical issues with bay mud. ForeFront will provide a revised schedule in a couple of weeks.
 - Staff, Kenwood Energy, and ForeFront are working with PG&E in obtaining monetary incentive in the amount of ~\$1.7M through the Self-Generation Incentive Program (SGIP).
 - ForeFront is working on 50% design submittal.

CONSTRUCTION (Number of projects in construction: 13)

- Biosolids Land Application
 - Staff prepared and submitted a final Pre-Application Report to the Regional Water Quality Control Board as a pre-requisite of land application.
 - Synagro (contractor) began biosolids land application on 10/5/23 and is on track to complete work by 10/31/23, as required in the Regional Water Quality Control Board permit.
 - Staff requested Synagro to remove more biosolids to provide additional space for future storage in the sludge lagoons.
 - EOA is assisting operations in evaluating an option to discharge centrate (byproduct of sludge dewatering) into the old Direct Land Disposal area near the sludge lagoons to minimize the impact on plant operations.
- Primary Clarifier #1 Rehabilitation
 - Executed contract in the amount of \$1,366,200 and held pre-construction meeting with Pacific Infrastructure (contractor).
 - Issued a Notice to Proceed and working with Pacific Infrastructure to order the clarifier mechanism from Ovivo and Pacific Wastewater Optimization.
- Secondary Effluent Line Modifications
 - Executed contract in the amount of \$1,022,391 and held pre-construction meeting with CATS4U (contractor).
 - Issued a Notice to Proceed and developed a sequence of construction with CATS4U based on field verification of as-built conditions.
- John Duckett Force Main Access Structures
 - Executed contract in the amount of \$ 399,733 with Corcus Construction (contractor).
- Digester MCC-2 Upgrade
 - Executed contract in the amount of \$1,018,000 and held pre-construction meeting with Blocka Construction (contractor).
 - Began RFI and submittal processes for electrical equipment and components with long lead-times.

REQUEST FOR PROPOSALS (Number of projects: 1)

- Multipurpose Lab Building Design
 - Prepared one addendum for the RFP issued on 8/28/23.
 - Received proposals from 9 architectural firms on 10/5/23.
 - Developing an evaluation matrix for selecting the top 5 architectural firms with wastewater and/or water laboratory design experience for final review by the ad hoc committee.

OTHER

- Infiltration & Inflow Program – Staff is developing a program that would allow developers to pay a proportionate share of wet weather flow mitigation by contributing towards an inflow and infiltration (I&I) reduction project in lieu of sewer upsizing and facilities upgrade outlined in the current ordinance.
- PG&E Incentive Program – Staff is calculating the costs for installation and procurement of the Bio-wheel system to obtain approximately \$19k of incentive from PG&E.
- County Building Permits – In response to a County inquiry, Staff requested the County to continue placing holds on final inspections only instead of holds on permit issuance and initial inspections.

<i>Job No.</i>	<i>Project Name/Updates</i>	<i>% Complete</i>
DESIGN PROJECTS		
11200-03	John Duckett Pump Station & Sewer Main Capacity and Storage <ul style="list-style-type: none"> Staff has reprioritized project scope based on new hydraulic modeling information from Hazen & Sawyer. Pump station pumping capacity appears adequate for peak wet weather flows. Top 2 priorities: pump station electrical upgrades and exposed gravity trunk sewer creek crossing. Staff to evaluate next steps. 	0%
11500-09	Miller Creek Rock Vane Repair <ul style="list-style-type: none"> WRA requested an additional budget in the amount of ~\$5k to continue the permitting effort. Received comments from the Regional Water Quality Control Board requesting corrective actions to address erosion and other deficiencies on the annual vegetation and geomorphic monitoring reports by WRA. WRA has completed the preliminary design of the rock vane repair. Staff to call for informal bids under UPCCAA; project estimate: \$100k. 	25%
20300-09	Smith Ranch Pump Station Electrical Upgrades <ul style="list-style-type: none"> Freyer & Laureta continues to update electrical design plan set per staff comments. Staff to call for bids based on available budget for FY 2023-24. 	55%
20600-04	Flow Equalization Basin <ul style="list-style-type: none"> On-hold pending evaluation of final treatment facility layout. Need to discuss rescoping of design services with Hazen to reprioritize tasks based on recent storms and new secondary treatment process performance. 	25% (On-hold)
21300-04	Pump Station Site Lighting Improvements <ul style="list-style-type: none"> Light fixture type and model shall meet Dark Sky Initiative specifications. Staff to call for bids based on available budget for FY 2023-24. 	55%
21350-01	Automatic Transfer Switches for Pump Stations <ul style="list-style-type: none"> Staff to call for bids based on available budget for FY 2023-24. 	55%
21600-01	Emergency Bypass Pumping Analysis & Emergency Response Plan <ul style="list-style-type: none"> Freyer & Laureta continues to prepare the draft emergency response plan. 	55%
21600-03	Venetia Harbor Paving <ul style="list-style-type: none"> Staff to finish the grading and paving plan based on topographic data and prepare informal bid set based on available budget for FY 2023-24. 	50%
21600-09	Plant Lighting Improvements <ul style="list-style-type: none"> Discussed with operations that the plant currently has adequate lighting such that additional area lighting is no longer required. 	100%
21600-11	Annual Plant Paving and Fencing at Various Locations <ul style="list-style-type: none"> Staff to redefine scope based on available budget for FY 2023-24. Top priority: new plant entrance gate and new paving for traffic loop. Staff to call for informal bids under UPCCAA. 	5%

Job No.	Project Name/Updates	% Complete
22500-03	Solar Photovoltaic System Upgrades <ul style="list-style-type: none"> The design of the new solar PV system has been delayed due to geotechnical issues with bay mud. ForeFront will provide a revised schedule in a couple of weeks. Staff, Kenwood Energy, and ForeFront are working with PG&E in obtaining monetary incentive in the amount of ~\$1.7M through the Self-Generation Incentive Program (SGIP). ForeFront is working on 50% design submittal. 	10%
24460-05	Marin Lagoon Pump Station Control Panel and ATS Improvements <ul style="list-style-type: none"> Awarded design contract to Freyer & Laureta. To replace the existing variable frequency drive with a prefabricated single or duplex control panels at Marin Lagoon Pump Stations. 	5%
TBD	Reclamation Pond Catwalks and Diversion Boxes <ul style="list-style-type: none"> Waiting for 3 new catwalks from Zappetini. Staff is developing new scope for replacement of critical gates and valves based on available budget for FY 2023-24. Staff has reached out for informal bids from several contractors. 	5%
CONSTRUCTION PROJECTS		
11500-09	Miller Creek Vegetation Maintenance <ul style="list-style-type: none"> On-going with Hanford ARC. 	17%
12300-05	Rafael Meadows Pump Station Standby Generator Installation <ul style="list-style-type: none"> Contractor completed all punchlist items. 	100%
12600-07 & 16650-02	Secondary Treatment Plant Upgrade & Recycled Water Expansion <ul style="list-style-type: none"> Target completion date: 10/27/2023. District staff working with special counsel on project closeout strategy. 	99%
12600-07	Combined Project - TWAS Enclosure/Sludge Basin and Reception Pad <ul style="list-style-type: none"> Apparent low bidder: CATS4U for ~\$2.85M. Award of contract pending budget reprioritization among Digester MCC-2 Upgrade, Primary Clarifier #1 Rehabilitation, Biosolids Land Application, and Battery Energy Storage System projects. 	Pending
12600-07	Secondary Effluent Line Modifications <ul style="list-style-type: none"> Executed contract in the amount of \$1,022,391 and held pre-construction meeting with CATS4U (contractor). Issued a Notice to Proceed and developed a sequence of construction with CATS4U based on field verification of as-built conditions. 	5%
20200-01	John Duckett Force Main Access Structures <ul style="list-style-type: none"> Executed contract in the amount of \$ 399,733 with Corcus Construction (contractor). 	5%
21300-03	Standby Generator System Installation for Adrian, McPhail, and Industrial Park PS <ul style="list-style-type: none"> Received BAAQMD permits for all three pump stations. Contractor has placed orders for all three gensets and awaiting delivery. Contractor has completed sitework, conduit installation, concrete foundation, and other preparatory work for genset installation. Construction will resume after genset delivery. 	82%

Job No.	Project Name/Updates	% Complete
21500-08	Biosolids Land Application <ul style="list-style-type: none"> Staff prepared and submitted a final Pre-Application Report to the Regional Water Quality Control Board as a pre-requisite of land application. Synagro (contractor) began biosolids land application on 10/5/23 and on track to complete work by 10/31/23, as required in the Regional Water Quality Control Board permit. Staff requested Synagro to remove more biosolids to provide additional space for future storage in the sludge lagoons. EOA is assisting operations in evaluating an option to discharge centrate (byproduct of sludge dewatering) into the old Direct Land Disposal area near the sludge lagoons. 	95%
21600-07	Digester MCC-2 Upgrade <ul style="list-style-type: none"> Executed contract in the amount of \$1,018,000 and held pre-construction meeting with Blocka Construction (contractor). Began RFI and submittal processes for electrical equipment and components with long lead-times. 	5%
21600-08	Grit Screw Conveyor Systems Replacement <ul style="list-style-type: none"> CATS4U completed the installation per plans and specifications. Investigating the difference in gear box sound. Pending completion of punch list items. 	98%
22600-01	Primary Clarifier #1 Rehabilitation <ul style="list-style-type: none"> Executed contract in the amount of \$1,366,200 and held pre-construction meeting with Pacific Infrastructure (contractor). Issued a Notice to Proceed and working with Pacific Infrastructure to order the clarifier mechanism from Ovivo and Pacific Wastewater Optimization. 	5%
23500-05	Center Pivot No.1 Replacement <ul style="list-style-type: none"> Issued Change Order #1 to Amerine Systems for power line filter. Pending completion of punchlist items before project closeout. 	98%
24125-01	On-Call Construction Contract (2023-2025) <ul style="list-style-type: none"> Executed contract with Piazza Construction, for \$200k. Task 1, Tamarack Dr Sewer Main Repair – Provided scope of work to Piazza. 	Continuous
REQUESTS FOR PROPOSALS		
24600-01	Multipurpose Lab Building Design <ul style="list-style-type: none"> Prepared one addendum for the RFP issued on 8/28/23. Received proposals from 9 architectural firms on 10/5/23. Developing an evaluation matrix for selecting the top 5 architectural firms with wastewater and/or water laboratory design experience for final review by the ad hoc committee. 	
CALL FOR BIDS		
None.		
OTHER PROJECTS		
20100-04	Integrated Wastewater Master Plan <ul style="list-style-type: none"> Conducted re-scoping internal meeting with all departments. Received final technical memo on collection system assessment. 	Phase 2: 85%

Job No.	Project Name/Updates	% Complete
	<ul style="list-style-type: none"> Awaiting Phase 2 technical memos, including condition assessment on treatment plant, disaster resilience, and asset management from Kennedy Jenks. 	
21500-08	Biosolids Program <ul style="list-style-type: none"> Continue to hold biweekly progress meetings with GHD. Continue to assist the Purdue research team with its soil and groundwater sampling efforts. 	Continuous
21500-08	Flood Protection Plan <ul style="list-style-type: none"> Submitted Flood Protection Plan prepared by ESA to the Regional Water Quality Control Board in compliance with the NOA. Awaiting comments from the Regional Water Quality Control Board. 	95%
22125-02	Standard Specifications and Drawings Update <ul style="list-style-type: none"> Staff is reviewing the Technical Memo on Design Standards for Similar Agencies prepared by Hazen & Sawyer. 	10%
23200-01	Collection System Hydraulic Model <ul style="list-style-type: none"> The hydraulic model is essentially complete. The model incorporated as-built record drawings, pump station data, water billings, flow monitoring data, and other field data. The model was run for various conditions with dry weather and USGS design storms. 	80%
24125-03	On-Call Engineering Contract (2023-2024) <ul style="list-style-type: none"> Executed two separate FY 2023-24 contracts with Hazen & Sawyer and Freyer & Laureta. Task 1 for Hazen & Sawyer: Review the draft Inflow & Infiltration Program. 	Continuous
24125-02	On-Call Inspection Contract (2023-2024) <ul style="list-style-type: none"> Executed FY 2023-24 contract with Bellecci & Associates for collection system, development, and other projects as necessary. 	Continuous
TBD	Sludge Lagoon Liner Replacement/Repair <ul style="list-style-type: none"> The repair of the sludge lagoon liner has been removed from the biosolids land application project due to project constraints. Staff is working on UPCCAA informal bid package to repair/replace the liner. 	50% (Design)
N/A	PG&E Incentive Program <ul style="list-style-type: none"> Staff is calculating the costs for installation and procurement of the Bio-wheel system to obtain approximately \$19k of incentive from PG&E. 	
N/A	Inflow & Infiltration Program <ul style="list-style-type: none"> Staff is developing a program that would allow developers to pay a proportionate share of wet weather flow mitigation by contributing towards an inflow and infiltration (I&I) reduction project in lieu of sewer upsizing and facilities upgrade outlined in the current ordinance. 	
N/A	General Small Projects <ul style="list-style-type: none"> 30-in Force Main Inlet Valve Investigation & Repair – in progress Non-Potable Water Hydrant Repair/Replacement – in progress Installation of New Drinking Fountain in Reclamation Area – completed 	

LAND DEVELOPMENT

245 Nova Albion Way

- Total of 100 living units.
- Pending adoption of Inflow and Infiltration Program and discussion of next steps with the Development Ad Hoc Committee.

350 Merrydale Rd

- Construction of 45 townhouses/condominiums.
- Issued Will Serve Letter.

Los Gamos Apartments

- Total of 192 apartment units.
- Pending adoption of Inflow and Infiltration Program and discussion of next steps with the Development Ad Hoc Committee.

Northgate Redevelopment - 5800 Northgate Mall

- Redevelop Northgate Mall to include both retail and multi-family units.
Project Concept 2025: retail space plus 965 multi-family units
Project Concept 2040: retail space plus 1374 multi-family units
- Pending adoption of Inflow and Infiltration Program and discussion of next steps with the Development Ad Hoc Committee.

WildCare Temporary Building - 251 North San Pedro Rd

- Construction of temporary portable trailers, small sheds, and animal caging for operation during construction of new facilities at its permanent location.
- Reviewed project information and provided comments to WildCare.
- Total addition of 19 Plumbing Fixture Units (PFUs).

Other Projects Reviewed by Staff (Will Serve Letters Issued):

- 1335 Las Raposas Rd – New ADU

Other Projects Reviewed by Staff (Will Serve Letters Not Required):

- 31 Washington Ave – Residential Interior Remodel and Addition
- 850 Butternut Dr – Residential Interior Remodel
- St Isabella School at 1 Trinity Wy – Replacement of Modular Classroom Buildings
- Safeway at 950 Las Gallinas Ave – Tenant Improvements

Building Permit Lists

- Reviewed building permit lists from City of San Rafael: Issued 4 request for information letters.
- Reviewed building permit lists from Marin County:
 - Placed 1 permit holds.
 - Released 3 permit holds.
 - In response to a County inquiry, Staff requested the County to continue placing holds on final inspections only instead of holds on permit issuance and initial inspections.

SEWER LATERAL VIDEO INSPECTION - COLLECTIONS DEPARTMENT

- Reviewed 31 sewer lateral inspection videos and issued Letters of Findings.
-



Item Number 3.3

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lqvsd.org
Mtg. Date: November 2, 2023
Re: Draft Wet Weather Flow Mitigation for Land Development Projects
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

For Board review.

BACKGROUND

The Housing Element for the planning period of 2023-2031 of the City of San Rafael General Plan 2040 and County of Marin Countywide Plan 2007 (amended 2023) indicate a Regional Housing Needs Allocation (RHNA) responsibility within the District jurisdiction as follows:

Jurisdiction	Sites Inventory Within LGVSD		Total RHNA Needs
	<i>Theoretical</i>	<i>Realistic</i>	
City of San Rafael	3,206 (99.6%)	1,781 (55.3%)	3,220
County of Marin	1,160 (32.5%)		3,569

In addition to RHNA requirements, the California Health and Safety Code requires that cities and counties develop a plan that incentivizes and promotes the creation of Accessory Dwelling Units (ADUs), which cumulatively add sanitary sewer flows.

In anticipation of increased sewer flows induced by new land development projects and ADUs, the District hired Hazen and Sawyer in July 2022 to develop a Collection System Hydraulic Model (CSHM) to evaluate capacity limitations during wet weather events. The objective is to better plan for Capital Improvement Projects that would ensure sufficient long-term capacity for current ratepayers, and at the same time assist the City and County in meeting their housing responsibilities by quantifying developer contribution of necessary collection system upgrades. As noted in the above table, **55.3% (realistic) to 99.6% (theoretical)** of the City and **32.5%** of the County total RHNA needs lie within LGVSD jurisdiction.

Another objective of the CSHM is to verify results of the improvements outlined in the 2008 Sewer System Management Plan. Since 2011, the District completed major sewer upgrades in Lucas Valley, St Vincent's, Lower Marinwood, Terra Linda, and other locations to address known system deficiencies while increasing capacity to accommodate land development projects in previous cycles of City and County housing elements, which have increased significantly in the last few years due to State mandates.



The CSHM is essentially complete. This enabled District staff to calculate flow contributions and determine appropriate developer upgrade responsibilities for major land development projects, such as 245 Nova Albion, Northgate Mall, and Los Gamos Apartments, all of which are under different stages of city permitting process and awaiting the issuance of a District Will Serve Letter subject to finalizing a developer agreement.

The attached draft resolution would allow developers to pay a proportionate share of wet weather flow mitigation by contributing towards an inflow and infiltration (I&I) reduction project in lieu of sewer upsizing and facilities upgrade outlined in the current ordinance. The methodology is identical to a process adopted by Napa Sanitary District to address wet weather deficiencies caused by new land development projects.

Attached with the draft resolution are the following:

1. Exhibit A – Sites Inventory from City of San Rafael 2023-2031 Housing Element
2. Exhibit B – Sites Inventory from County of Marin 2023-2031 Housing Element
3. Exhibit C – Sample Calculation of Developer Contribution

District staff discussed the details of Wet Weather Mitigation including the draft resolution with the Development Ad Hoc Committee on July 31 and October 12, 2023. After incorporating comments to be received at the November 2nd Board Meeting, staff will send the draft resolution to the County and City for their information. A final version of the resolution will be presented for Board adoption on November 16, 2023.

PREVIOUS BOARD ACTION

On July 6, 2023, the District Board adopted Ordinance No. 193, Title 3, Chapter 2, An Ordinance Relating to Reimbursement for Public Sewer Main Extensions to include sewer capacity upgrades as a responsibility of the owner of the parcel or tract of land, and that the District reserves the right to perform the work and bill the owner for the cost by proportionality analysis through a reimbursement agreement.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

RESOLUTION No. 2023-XXXX

A RESOLUTION ADOPTING A POLICY ALLOWING INFLOW AND INFILTRATION REDUCTION PROJECT AS A WET WEATHER FLOW MITIGATION OPTION FOR NEW LAND DEVELOPMENT PROJECTS

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the 6th Cycle (2023-2031) Housing Element of the City of San Rafael General Plan 2040 created additional sites for multifamily housing by allowing more housing in commercial areas at densities that would make affordable housing feasible, as shown in Exhibit A; and

WHEREAS, the 6th Cycle (2023-2031) Housing Element of the County of Marin Countywide Plan 2007, as amended on January 24, 2023, promoted the need for affordable units and housing types besides single family residential units, as shown in Exhibit B; and

WHEREAS, the California Health and Safety Code Section 65583(c)(7) require that cities and counties develop a plan that incentivizes and promotes the creation of Accessory Dwelling Units (ADUs) as part of the Housing Elements; and

WHEREAS, the number of proposed developments and ADUs outlined in both city and county housing elements would impact existing sanitary sewer mains, trunk lines, pump stations, and/or force mains within the District service area; and

WHEREAS, the District had essentially completed the recommended collection system improvements outlined in the 2008 Sewer System Management Plan (District de facto Master Plan) that preceded the latest state housing mandates; and

WHEREAS, the District completed a Collection System Hydraulic Model (CSHM) to evaluate potential system capacity deficiencies from new discharges to the collection system during wet weather events; and

WHEREAS, the CSHM identified portions of the existing collection system that have capacity deficiencies during wet weather flow conditions directly related to inflow and infiltration (I&I); and

WHEREAS, the CSHM recommends I&I reduction and/or pipeline capacity upsizing to address these capacity deficiencies during wet weather flow conditions; and

WHEREAS, the I&I reduction and/or pipeline capacity upsizing recommendations will be incorporated into the future District Integrated Wastewater Master Plan (IWMP) with a target planning period through 2040; and

WHEREAS, the development projects could request sewer service that were not anticipated or are larger than the growth projections in the two general plans and IWMP; and

WHEREAS, such a development project requesting sewer service could be located within the same subbasin or upstream of sewer mains, trunk lines, pump stations, and/or force mains that were identified as lacking sufficient wet weather capacity during the 10-year design storm in the CSHM; and

WHEREAS, it is possible to create adequate wet weather capacity in sewer mains, trunk lines, pump stations, and/or force mains by removing the ability for I&I to enter the collection system within the same subbasin or upstream of a development project by rehabilitating the sewer system; and

WHEREAS, the Las Gallinas Valley Sanitary District Board of Directors, by this Resolution, desires to adopt a policy to provide direction to staff for future development projects that are beyond anticipated projections and are within the same subbasin or upstream of sewer mains, trunk lines, pump stations, and/or force mains that lack sufficient wet weather capacity.

NOW, THEREFORE, BE IT RESOLVED by the Las Gallinas Valley Sanitary District Board of Directors, hereby authorizes and directs the implementation of the following policy for future development projects that are beyond planning projections and are within the same subbasin or upstream of sewer mains, trunk lines, pump stations, and/or force mains with wet weather capacity deficiencies:

1. Circumstances under Which Staff May Consider an I&I Reduction Project:

- a. The proposed development can be considered if they are located inside the District's boundary; and
- b. The proposed development is upstream of sewer mains, trunk lines, pump stations, and/or force mains identified in the CSHM that lacks sufficient wet weather capacity.

2. Requirements for an I&I Reduction Project

- a. An I&I reduction project must achieve a total peak wet weather flow rate reduction greater than the incremental increase from the proposed development for two primary reasons:
 - i. Depending on the location and type of I&I rehabilitation work, collection system flows from that location could be attenuated prior to reaching the portion of the sewer mains, trunk lines, pump stations, and/or force mains impacted by the incremental flow increase; and
 - ii. The rehabilitated and/or replaced portions of the existing sewer collection system will degrade over time, which can result in a future increase in I&I at those locations.

As such, the District requires a 2:1 mitigation ratio for an upstream I&I reduction project.

- b. An I&I reduction project must be located within the same subbasin or upstream of the sewer mains, trunk lines, pump stations, and/or force mains where flows are projected to be greater than capacity. The developer shall pay for the District to install flow monitors in the collection system immediately upstream of the impacted sewer mains, trunk lines, pump stations, and/or force mains during the wet weather seasons before and after the I&I reduction project is constructed, including data interpretation and hydraulic model recalibration by a third-party consultant if necessary.
- c. An I&I reduction project shall completely rehabilitate the public sewer system between manholes. The public sewer system includes mains, public laterals, and manholes.

3. Developer Options

- a. The developer may contribute funds to a planned District capital project if the project meets the above requirements. The estimated developer contribution shall be calculated by multiplying the estimated total project cost by the development's estimated peak wet weather flow and dividing by the measured I&I reduction of the planned District capital project as shown in the sample calculation in Exhibit C.

- i. If the developer contribution calculated based on the actual bid price is within 5% of the estimated developer contribution, the developer obligation on I&I reduction is deemed complete and the District may proceed with the project without further consultation.
- ii. If the developer contribution calculated based on the actual bid price exceeds the estimated developer contribution by more than 5%:
 - 1) The District will meet and confer with the developer over the cost and each party will retain its right to re-evaluate its decision to proceed with the project.
 - 2) Upon project completion, the District will furnish the developer with detailed accounting of the actual cost including cost of any change orders.
 - 3) The District will reimburse any overages or collect additional funds based on the final I&I reduction project cost.
- b. If the District does not have a planned project, the Developer shall enter into an agreement with the District to fund all costs to design and construct an I&I reduction project. District staff will select and manage a design consultant who will prepare construction documents. The project will be bid in accordance with District procedures. Depending on the scale of the project, District staff or a consultant will manage and inspect the construction of the I&I reduction project.
- c. If the measured I&I reduction exceeds the amount required for the development project, the sewer mains, trunk lines, pump stations, and/or force mains will effectively have additional wet weather capacity to support other upstream development. The developer shall have the option to apply the excess capacity to another project that is upstream of the under-capacity sewer mains, trunk lines, pump stations, and/or force mains for a period of 10 years after the completion of the I&I reduction project. The developer is allowed to transfer the excess capacity to another developer's project as long as the sale of excess capacity is based solely on the proportional actual direct cost of the I&I project that created the capacity. The District must agree to the transfer in writing prior to the transfer, or the transfer will not be recognized by the District. The 10-year period shall not be extended if the capacity is transferred to another developer.

* * * * *

I hereby certify that the forgoing 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 _____, by the following vote of the members thereof:

- AYES, and in the favor thereof, Members:
- NOES, Members:
- ABSENT, Members:
- ABSTAIN, Members:

Teresa L. Lerch, Board Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Megan Clark, Board President

DRAFT

Exhibit A

Sites Inventory from City of San Rafael 2023-2031 Housing Element

Prepared by: LGVSD Staff

Date: 10/23/2023

City of San Rafael			
ID #	Address	Sites Inventory Within LGVSD	
		Theoretical	Realistic
E-5	145 & 155 N Redwood Dr	89	62
E-6	30 Smith Ranch Rd	62	50
A-1	Los Gamos Dr	247	192
B-4	160 Mitchell Blvd	56	18
E-2	900 Las Gallinas Ave	21	17
A-8	Northgate Walk	301	136
D-7	245 Nova Albion Wy	164	97
B-3*	Northgate Mall	1,905	907
E-10	401 Merrydale Rd	39	32
D-13	3501 Civic Center Dr	48	80
E-9	380 Merrydale Rd	78	62
A-7	350 Merrydale Rd	99	45
E-13**	3765 & 3769 Redwood Hwy	29	23
D-12	25 Golden Hinde Blvd	24	20
E-19	100 El Prado Ave	13	12
D-11	159 Merrydale Rd	19	16
D-10	50 Merrydale Rd	12	12
<i>Total:</i>		<i>3,206</i>	<i>1,781</i>

Total RHNA needs within City Jurisdiction: 3,220

Percentage of Total City RHNA Needs Within LGVSD: **99.6%** **55.3%**

* - Project Concept 2025 (retail space plus 965 multi-family units) and Project Concept 2040 (retail space plus 1374 multi-family units) for Northgate Mall Redevelopment.

** - Incorrectly noted as E-14 on the San Rafael Housing Opportunity Sites Map.

HOUSING SITE SUMMARY TABLE (from City of San Rafael 2023-2031 Housing Element)

Site Category	Income Group			TOTAL
	Lower	Moderate	Above Moderate	
Development Pipeline	196	4	582	782
Proposed but not Entitled	114	134	927	1,175
Low/Medium Density Residentially Zoned	3	88	56	147
High Density Residentially Zoned	336	82	42	460
Mixed Use Sites Outside of Downtown	353	57	74	484
Downtown Mixed Use Sites	611	288	711	1,610
TOTAL	1,613	653	2,392	4,658
RHNA	1,349	521	1,350	3,220
<i>Surplus Capacity</i>	<i>264</i>	<i>132</i>	<i>1,042</i>	<i>1,438</i>
Buffer	20%	25%		

Figure 4-1, continued

Sheet 1: North San Rafael

Numbered shapes correspond to Housing Opportunity Sites. See Appendix B for full list.

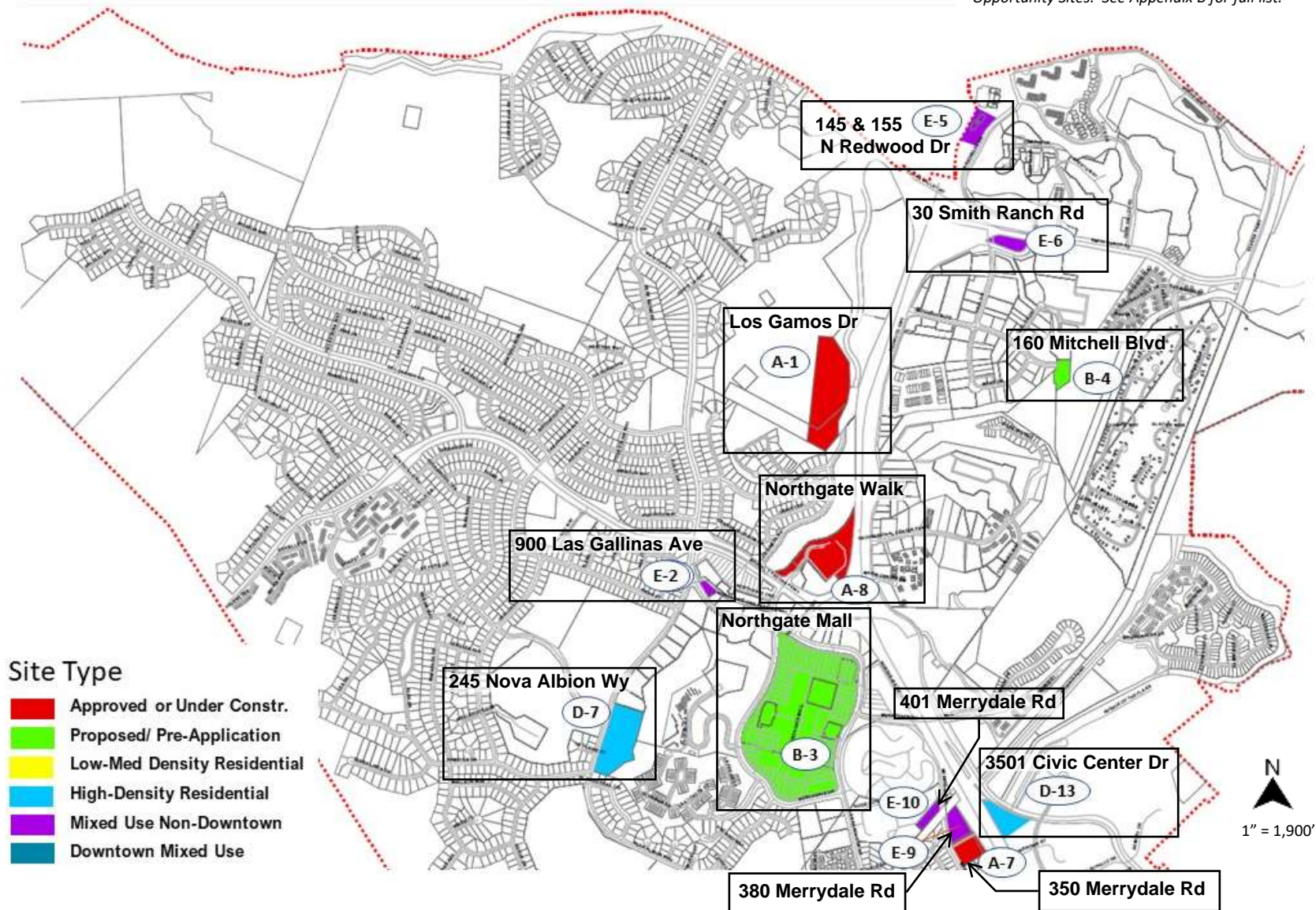


Figure 4-1, continued

Sheet 2: Mid San Rafael

Numbered shapes correspond to Housing Opportunity Sites. See Appendix B for full list.

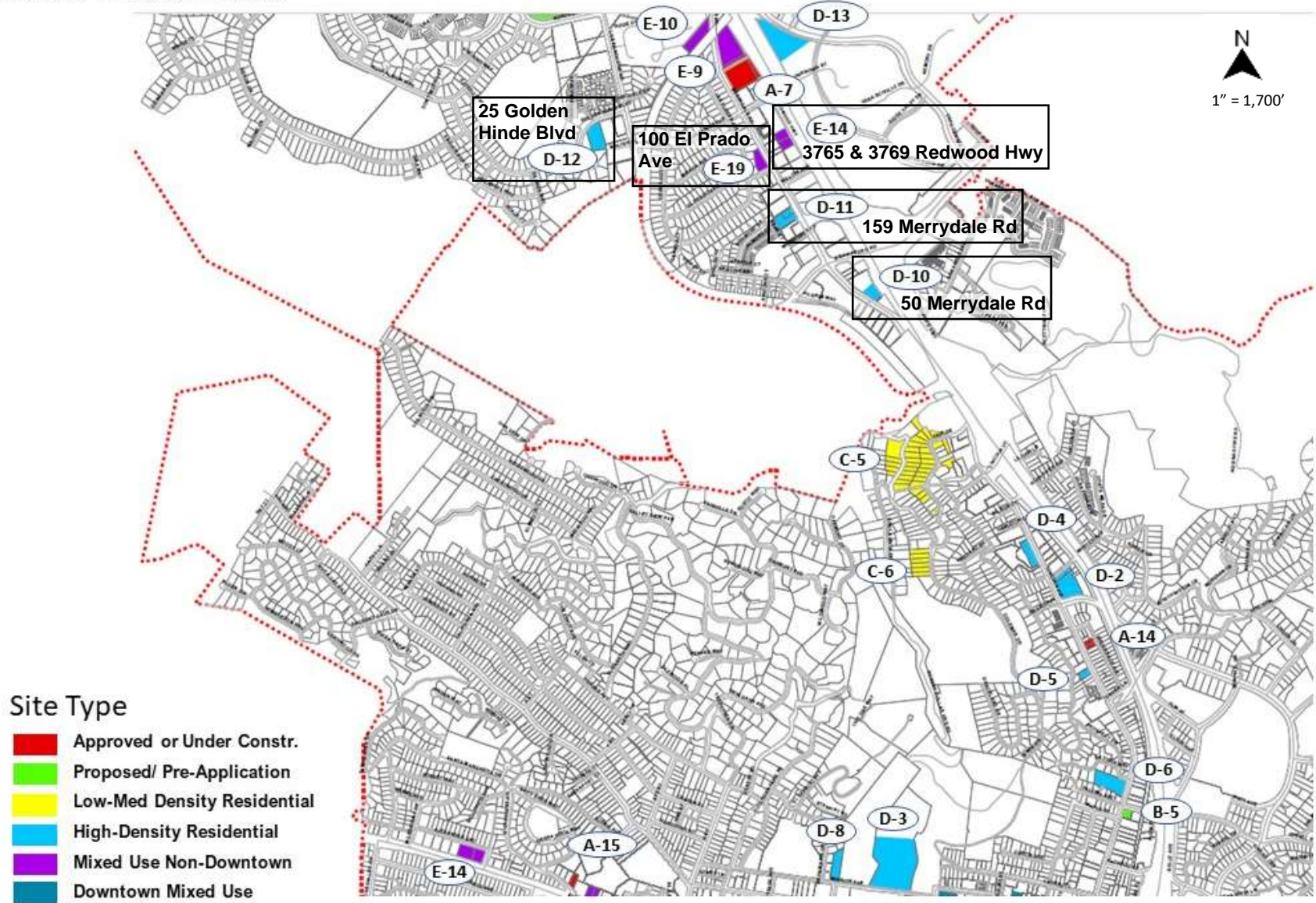


Exhibit B

Sites Inventory from County of Marin 2023-2031 Housing Element

Prepared by: LGVSD Staff

Date: 10/23/2023

County of Marin	
Community	Sites Inventory Within LGVSD
Lucas Valley	138
Lucas Valley Environs	26
Marinwood	135
Santa Venetia	181
St Vincent's	680
<i>Total:</i>	<i>1,160</i>

Total RHNA Needs Within
County Jurisdiction: 3,569

***Percentage of Total County
RHNA Needs Within LGVSD: 32.5%***

Table H-4.5: Remaining Need After Credit and ADU Units

	Housing Units by RHNA Income Categories				Total
	Very Low	Low	Moderate	Above Moderate	
RHNA	1,100	634	512	1323	3,569
Approved/Entitled (Credits)	39	164	115	107	425
Accessory Dwelling Units	84	84	84	28	280
Total Credits + ADU	123	248	199	135	705
Remaining Need	977	386	313	1,188	2,864

Table H-4.6: Sites Inventory by Community

Community	Lower	Moderate	Above Moderate	Total
Almonte	72	-	36	108
Blackpoint	-	-	111	111
California Park	25	-	85	110
Forest Knolls	-	-	10	10
Kentfield	130	92	3	225
Lagunitas	32	10	4	46
Lucas Valley	138	-	-	138
Lucas Valley Environs	-	-	26	26
Marin City	-	117	75	192
Marinwood	125	10	-	135
Nicasio	16	-	-	16
North Novato	109	38	249	396
Olema	20	31	5	56
Pt. Reyes Station	149	3	4	156
San Geronimo Village	-	15	-	15
Santa Venetia	121	13	47	181
Sleepy Hollow	70	4	54	128
St. Vincent's	440	-	240	680
Stinson Beach	-	-	13	13
Strawberry	100	8	189	297
Tamalpais	20	12	-	32
Tomales	44	27	47	118
Unincorporated Fairfax	36	-	-	36
Woodacre	-	10	-	10
SubTotal	1,637	400	1,198	3,235
Credit Sites				
Almonte	-	-	10	10

Table H-4.6: Sites Inventory by Community

Community	Lower	Moderate	Above Moderate	Total
Bolinas	13	-	-	13
California Park	1	-	8	9
Marin City	74	-	-	74
San Quentin	115	115	-	230
Strawberry	-	-	89	89
Subtotal	203	115	107	425
Total	1,840	515	1,305	3,660

The County has a RHNA shortfall of 2,864 units, as shown in Table H-4.2. Table H-4.7 shows the breakdown of the RHNA sites requiring rezone and not requiring rezone by income level. To accommodate the City's remaining shortfall RHNA, the County needs to rezone 1,349.3 acres (129 parcels) that could allow for potentially 3,210 units. Table H-4.8 shows a breakdown of the rezone RHNA units by existing zoning, acreage, number of sites, and RHNA units.

Exhibit C

Sample Calculation of Total Developer Contribution

- A. Peak Wet Weather Flow from Development: 0.111 MGD
(Based on Design Flow multiplied by a peaking factor outlined in District Standards, to be prepared by the Developer and approved by the District.)
- B. Total Cost of I&I Reduction Project for Entire Upstream Areas: \$2,237,000
(To be prepared by District Consultant.)
- C. Peak Wet Weather Flow for Entire Upstream Areas: 1.40 MGD
(Basis of Total Cost of I&I Reduction Project based on flow monitoring and Collection System Hydraulic Model.)
- D. Average Daily Dry Weather Flow for Entire Upstream Areas: 0.32 MGD
(Dry weather baseline flow from flow monitoring and Collection System Hydraulic Model.)
- E. Inflow and Infiltration (C minus D): 1.08 MGD
- F. Developer Contribution:

$$\frac{0.111 \text{ MGD}}{1.08 \text{ MGD}} \times \$2,237,000 = 10.1\% \times \$2,237,000 = \$225,937$$

(The calculated Developer Contribution will be compared to the actual bid price. The District and Developer shall mutually agree to proceed based on a bid tolerance percentage outlined in the resolution.)

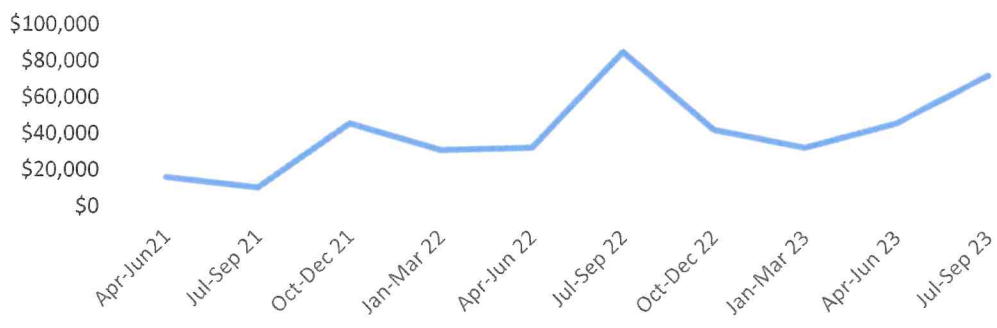
- G. Other Fees Related to Calculation of Developer Contribution to be Paid by the Developer:
1. Flow monitoring during the wet weather seasons before and after the I&I reduction project is constructed.
 2. Flow monitoring data interpretation by a 3rd party Consultant.
 3. Collection System Hydraulic Model recalibration by a 3rd party Consultant.



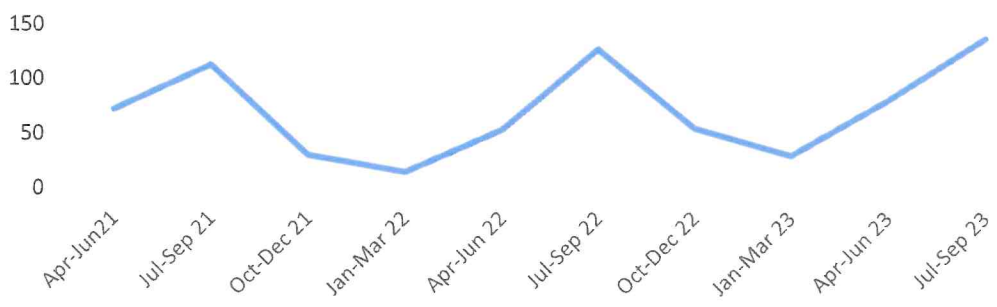
FINANCE

- Sewer Service Charge billings calculated and reported to Marin County by August 10 deadline. A total of 9,684 parcels were assessed \$17,589,581 on the property tax roll.
- Training on Caselle Accounting Enterprise Resource Planning software system continued. Standard Operating Procedures being documented.
- Fiscal Year 2022-23 Audit ongoing with Nigro & Nigro. Audit reports developed, trial balances completed, testing completed. Final audit in progress.
- GASB 75 Other Post-Employment Benefits (OPEB) Accounting Information Report completed August 2.
- Actual recycled water Operation & Maintenance costs are charged quarterly to Marin Water (MMWD) and North Marin Water District (NMWD) based on their proportional share of recycled water received from LGVSD. Recycled water costs of \$53,710 was recovered from MMWD and \$11,150 from NNWD for the quarter ending September 30.

Recycled Water Total O&M Expenses



Total Gallons Delivered (Million)

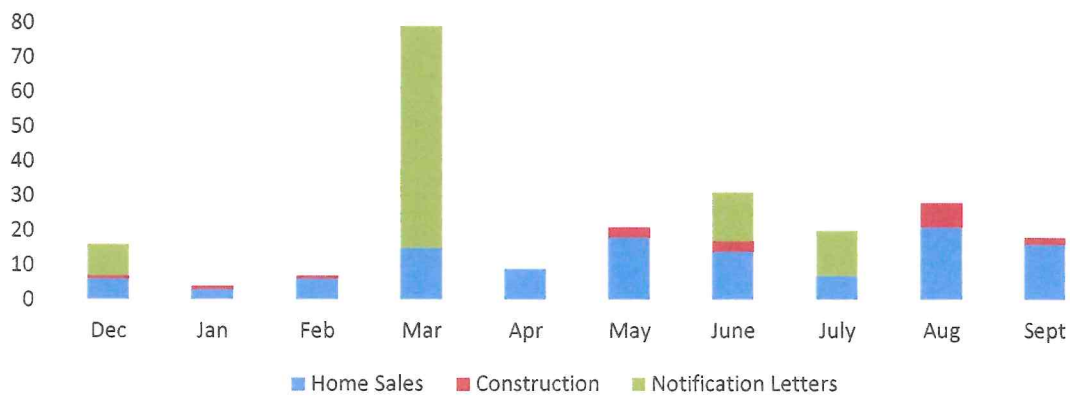


ADMINISTRATION

- Transitioned to new CSRMA Workers' Compensation Claims Administrator, Athens Administrators, on July 1.
- Final payroll audit for CSRMA Pooled Workers' Compensation Program 2022-23 was completed on July 5. Calculation of the final premium with anticipated surcharge will occur later this year.

- CSRMA Pooled Liability Program renewal application submitted for term beginning December 31, 2023.
- Development of the Marin County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) continued. Hazard vulnerability maps were reviewed, jurisdictional hazard vulnerability rankings were completed, and District projects were identified for inclusion in the 2024 MJHMP. The State and FEMA recently changed the requirements for MJHMP submittal, requiring standalone plans rather than annexes for each jurisdiction. Marin County and consultants are making changes to the plan to comply. The timeline is very ambitious for completion and adoption by January 1. Grant funding will be impacted if unable to adopt by January 1.
- Board Policies and Procedures Manual was compiled and codified August 17.
- Four Resolutions of the Board were drafted, approved, and processed.
- A total of five regular Board meetings were held during this 3-month period.
- One Low-Income Sewer Rate Assistance Program (LISRAP) application was received this quarter. A total of 20 applications have been received and 17 approved. There are 3 pending LISRAP applications waiting for support documents from the property owners.
- Sewer Lateral Inspection Program activity has remained steady over the last three months. Administration support was provided on 53 inspection applications between July 1 and September 30. Of these, 44 were triggered by home sales and 9 were initiated by construction permits. There were 13 notification letters mailed to property owners who have pulled building construction permits with the City of San Rafael or the County advising them of their requirement to have their sewer inspected.

Sewer Lateral Video Inspection Activity



- The Sewer Lateral Replacement Program, created in 2012, continues to provide an option to homeowners interested in payment assistance for their sewer lateral replacement. One contractual assessment application was received this quarter, and one was repaid. There are 108 property owners currently participating in the program. A total of 54 property owners have fully repaid their contractual assessment.

HUMAN RESOURCES

- Electrical Instrumentation Technician (EIT) position filled on August 21.
- Recruitment to fill vacant the Plant Operator III position began on August 29. An offer was made and accepted in late October.
- Management and unrepresented employee contracts were executed on September 8.
- Successor Memorandum of Understanding (MOU) with Operating Engineers Local 3 (OE3) was executed on September 18. Questions on implementation were answered and Wellness Reimbursement Program material was developed.
- CPS HR Consulting continues to provide Human Resource support to the District.
 - a. Weekly meetings held with Cheri Fairchild, CPS HR Project Coordinator, to discuss ongoing HR issues.
 - b. Feedback to management provided on specific HR issues.
 - c. Grant Management and Procurement Specialist job classification and salary pay schedule was developed.

SOLID WASTE and SB 1383 ORGANIC RECYCLING

- 2022 Electronic Annual Report (EAR) submitted to CalRecycle on July 31.
- Zero Waste Marin (ZWM) Local Task Force meet on August 29. Updated administrative procedures were reviewed. The responsibility of the Task Force was discussed.
- ZWM Reimbursement Program FY 23-24 began September 1; LGVSD eligible for \$9,858.
- ZWM Board meeting was held on September 21. Administrative Services Manager McDonald attended and was appointed to the ZWM Local Area Task Force. The ZWM Executive Report touched on SB 1383 Enforcement for its members. SB 1383 Local Assistance Grant for FY 23/24 was on the agenda and discussed by the ZWM Board.
- Marin Sanitary Service (MSS) Franchisers Group 2024 Indexed Rate Application under review. Final report to be presented to the Board and public on November 16.

CONTRACTS / REQUEST FOR PROPOSALS

Contracts executed between July 1 and September 30 listed below:

<u>Vendor Name</u>	<u>Description</u>	<u>Manager</u>	<u>Date of Agreement</u>	<u>Term End Date</u>	<u>Contract Amount</u>
ArcSine Engineering	SCADA ON-Call Support	Liebmann	7/5/2023	6/30/2026	\$184,571
William Ray Consulting	Development of TNI Compliant Documents	Liebmann	7/20/2023	2/28/2024	\$8,047
Core Utilities	IT Support and Maintenance	McDonald	9/7/2023	8/31/2024	\$40,000
Data Instincts	Public Information and Awareness	McDonald	9/18/2023	8/31/2024	\$35,000

PENDING AGENDA ITEM REQUESTS – STATUS REPORT


#	Item Description	Date	Responsible	Status / Notes
1	Grant Funding report on opportunities	12/16/2021	Curtis	West Yost to provide services
2	Public Use of Reclamation Area	1/6/2022	Dale	Revise Ordinance
3	Electrical Vehicle Study	6/16/2022	Curtis	Develop Scope of Work
5	Diversity, Equity, Inclusion Policy	3/2/2023	Dale	Develop
6	Emergency Preparedness	3/2/2023	Greg	Presentation to Board
7	Environmental Preferable Purchasing Policy		Dale	Develop
8	Real Property Administration		Mike	Develop



Item Number 3.5

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcdonald@lgvsd.org
Meeting Date: November 2, 2023
Re: Topics for the Winter 2024 Newsletter

Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION:

Staff requests that the Board discuss proposed topics for the Winter 2024 Newsletter and select topics from the recommended list below.

BACKGROUND:

The District publishes newsletters every six (6) months to inform its ratepayers about District projects, programs, and other items of interest. Each newsletter typically has one main topic and three to four smaller articles. Staff is planning to mail the Winter 2024 Newsletter in January 2024.

An article on the completion of the of the Secondary Treatment Plant Upgrade and ribbon cutting event is planned for this newsletter. The article and associated photos and graphics are expected to take up 1.5 to 2 pages of the newsletter. There will be space for one or two additional articles plus informational box items.

Included with this report is a list of past newsletter topics and their publication date. Below is a list of items for possible inclusion in the newsletter.

- Completion of the Secondary Treatment Plant Upgrade and Ribbon Cutting Event
- Fighting Climate Change Through Organic Waste Diversion – SB 1383
- Low-Income Sewer Rate Assistance Program
- LGVSD Website Redesign
- WateReuse California Awards Program

PREVIOUS BOARD ACTION:

N/A

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

Publication of the newsletter is included in the 2023-24 Budget.

NEWSLETTER TOPICS

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
Admin Bldg	Replacement of Operations and Administration Building in the Works	2023	Summer
Admin Bldg	Dilapidated building needs urgent revamping.	2017	Summer
Admin Bldg	Facilities Need Upgrading	2014	Spring
Awards	District Wins Finance Award	2014	Spring
Awards	LGVSD Awarded Certificate of Excellence for Transparency	2014	Winter
Awards	Awards Recognize Outstanding District Programs and Performance	2013	Summer
Awards	Awarded Sewer Collection System of the Year... Again!	2011	March
Biogas	Biogas energy recovery system: another step towards energy independence.	2018	Winter
Biosolids	Biosolids-Capturing a Resource	2021	Winter
Construction	Major Construction Milestone - Completion of Phase 1: Recycled Water Expansion	2021	Fall
Construction	Construction Affects Reclamation Area Access	2021	Winter
Construction	Progress Continues on Secondary Treatment Plant Upgrade/Recycled Water Expansion Project	2021	Winter
Construction	Update on Treatment Plant Upgrade.	2019	Fall
Construction	Update on Treatment Plant Upgrade.	2019	Spring
Construction	Possible Road Closure.	2019	Spring
Construction	Update on Treatment Plant Upgrade	2020	Spring
COVID-19	Tracking COVID in our Sewers	2021	Winter
District	District Evaluates Electric Vehicles to Include in Fleet	2023	Summer
District	Welcome Gary Robards, Newest Board Member	2023	Summer
District	Welcome Curtis Paxton, New General Manager	2022	Fall
District	Newest District Board Member Nearing One Year of Service	2022	Fall
District	Kid's Corner - Match the Truck with it's name	2022	Fall
District	District Hires Interim General Manager	2022	Spring
District	District Honored for Helping Monitor COVID in Wastewater	2022	Spring
District	Careers in Wastewater Management	2021	Fall
District	Department Spotlight: Administration and Engineering	2021	Fall
District	How Activated Sludge is Used in Wastewater Treatment	2021	Fall
District	Introducing Dale McDonald New ASM	2021	Winter
District	Department Spotlight: Operations	2021	Winter
District	District Administrative/Engineering Office Move.	2019	Fall
District	PG&E "Public Safety Power Shutoff" Program.	2019	Fall
District	Understanding the Recycled water storage ponds.	2019	Fall
District	New Team at LGVSD: New Employees and Board members.	2019	Spring
District	LGVSD starting strong in 2018.	2018	Winter
District	Chris DeGabriele hired as interim general manager.	2018	Winter

NEWSLETTER TOPICS

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
District	Las Gallinas Valley Sanitary District: 60 Years of Service to Marin Residents	2014	Spring
District	LGVSD Workers Go Above and Beyond to Help a District Customer in Need	2014	Winter
District	District Redesigns Website for Easier Access	2013	Summer
District	Mutually Beneficial Partnerships Leverage our Efforts	2020	Spring
District	Department Spotlight: Collections Systems	2020	Spring
Drain/Flushing	Are they really Flushable.	2019	Spring
Flushing	Wipes Clog Pipes	2021	Winter
Flushing	Microbeads study under way.	2018	Winter
Flushing	Did I cause a sewer overflow? Be aware of what you put down the drain.	2016	Fall
Flushing	“Wipe Out” Flushing of Personal Wipes!	2015	Spring
Flushing	Wastewater Treatment Complicated by New Contaminants	2014	Fall
Flushing	Don’t Use the Drain as a Dump	2014	Fall
Flushing	FDA Questions Effectiveness, Safety of Antibacterial Soaps	2014	Spring
Flushing	Protect Water Quality: Watch What You Flush	2013	Summer
Flushing	Antibacterial Soaps Can Harm the Environment and Wildlife	2013	Summer
Grants	Grants Received for Biogas Conversion to Energy	2015	Fall
Grants	District Awarded \$871,000 Grant for Recycled Water	2011	March
Inflow and Infiltration	We Must Reduce Inflow and Infiltration	2012	May
Laterals	Programs Help Offset Your Costs Later Repair Assistance and Low-income Rate Assistance	2022	Fall
Laterals	Reminder: Sewer Laterals are Property Owner's Responsibility	2022	Spring
Laterals	Low Cost Funds Available for Lateral Repair/Replacement	2021	Winter
Laterals	Always Get Three Quotes Before Performing Work	2016	Fall
Laterals	Protect your sewer lateral and prepare for wet winter	2015	Fall
Laterals	Roots and Sewer Laterals Don’t Mix Well	2014	Fall
Laterals	What is a Property Easement and Do You Have One on Your Property?	2014	Spring
Laterals	It’s Time to Have Your Pipes Inspected!	2013	Winter
Laterals	Prepare for the Rainy Season	2013	Winter
Laterals	What’s the Best Way to Fix Laterals and How to Make it Affordable?	2011	March
Laterals	Damaged Laterals Are Privately Owned but Harm the Community	2011	March
Laterals	We Are Developing Lateral Inspection and Repair Options	2011	March
Ordinance	Sewer Lateral Ordinance.	2019	Fall
Pest Control	Keep Mosquitos in Check Around Your Home	2016	Fall
Pest Control	Tips for Your Pool, Spa, or Fountain	2015	Fall

NEWSLETTER TOPICS

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
Pest Control	You Can Help Protect the Bay	2015	Spring
Pest Control	Keep Your Pool or Spa Clean — and Protect Waterways	2014	Spring
Pest Control	Avoid Using The Toxic Insecticide Permethrin	2012	April
Plant Upgrade	Upgraded Treatment Plant Successfully Weathered Storms	2023	Summer
Plant Upgrade	Treatment Plant Upgrade Nearly Complete	2022	Fall
Plant Upgrade	Current Status of treatment plant upgrade project.	2018	Winter
Plant Upgrade	Treatment Plant upgrade addresses critical issues.	2017	Summer
Plant Upgrade	District Forced to Upgrade Aging Treatment Plant to Meet Regulations	2014	Fall
Plant Upgrade	Upgrades Maintain System Efficiency and Environmental Health	2013	Summer
Plant Upgrade	LGVSD Launches New Recycled Water Treatment Facility	2013	Winter
Pollution prevention	Join the District in Helping Protect the Environment		
Pollution prevention	Thermometer Exchange and Battery Recycle Program	2022	Fall
Pollution prevention	Zero Waster Marin We can All do our Part To Achieve Zero Waste		
Pollution prevention	Waste	2022	Spring
Pollution prevention	We Can All Do Our Part to Achieve Zero Waste	2016	Spring
Pollution prevention	Thermometer, bulbs and battery exchange	2015	Fall
Pollution prevention	Monitoring Helps Keep Mercury Out of the Environment	2020	Spring
Pollution prevention	Help Protect Local Waterways – Tips for your Pool, Spa, or Fountain	2020	Spring
Projects	District Looks Ahead to Meet Regulatory Requirements	2014	Winter
Projects	LGVSD Will Perform Smoke Testing During Summer Months	2013	Summer
Projects	Lighting Change Decreases Glare, Saves Money	2012	May
Rates	Sewer Rate Study Will Guide Board Decision on Sewer Charges	2023	Summer
Rates	Public Hearing Scheduled on Proposed Sewer Service Charge Increase	2023	Summer
Rates	Sewer Rate Increase Anticipated	2022	Spring
Rates	New Rates and Public Hearing.	2019	Spring
Rates	District Continues to Address Aging Infrastructure, Changes in Wastewater Content, and New Regulations	2015	Spring
Rates	Next Phase of Critical Upgrades Requires Fee Increases	2015	Spring
Rates	Tours, Workshops, and Public Hearing Scheduled	2015	Spring
Rates	Board considers options for sewer rate billing methods: variable vs. fixed	2014	Winter
Rates	Public Meeting on Proposed Rate Changes	2014	Winter
Reclamation	SF Bay Trail Traverses Las Gallinas Reclamation Ponds	2023	Summer
Reclamation	Wildlife Spotlight Facts about the North American River Otter	2022	Fall
Reclamation	Sharing the Trails at District's Reclamation Area	2022	Spring

NEWSLETTER TOPICS

SORTED BY Topic


Publication

Topic	Article Title	Date	Period
Reclamation	Trails, Ponds, Wildlife and Views: Reclamation is for all to Enjoy	2021	Fall
Reclamation	Miller Creek dredging resumes.	2017	Summer
Reclamation	River Otters Provide Student Biologist with Field Experience	2016	Fall
Reclamation	Miller Creek Dredging Begun	2016	Fall
Reclamation	Parking at reclamation area	2015	Fall
Reclamation	Hiking, Biking, Views on Bayside Trails	2014	Fall
Reclamation	LGVSD Trails Offer Hiking, Biking, Views and More	2013	Winter
Reclamation	Growing Problem: Goose Population Boom	2012	May
Recycled Water	Recycled Water - Even More Important During Drought	2022	Spring
Recycled Water	Do Your Part to Save Water	2021	Fall
Recycled Water	Potable reuse is the addition of advanced purified water, either indirectly or directly, into a drinking water system.	2017	Summer
Recycled Water	All water is recycled. Don't judge water by its history but by its quality.	2017	Summer
Recycled water	Advanced Purified Recycled Water – the New Drought Proof Water Supply	2016	Spring
Recycled Water	Recycled Water: A Track Record for Safety	2013	Winter
Recycled Water	Recycled Water Project Under way	2012	May
Refuse	Mobile App for Waste/Recycling Collection	2021	Fall
Refuse	Free Service: bulky item removal. Plus, curbside clean-up coming in the fall.	2017	Summer
Refuse	Compost giveaway	2015	Fall
Refuse	Residential food waste composting test a success	2011	March



Item Number 4
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcdonald@lqvsd.org
Meeting Date: November 2, 2023
Re: Temporarily Increase the Number of Staff Positions
Item Type: Consent Action X Information Other .
Standard Contract: Yes No (See attached) Not Applicable X .

STAFF RECOMMENDATION

1. Authorize the increase in the number of full-time equivalent staff positions from thirty-one to thirty-two through January 31, 2024.
2. Direct the General Manager to negotiate and execute an Employment Agreement with a qualified candidate to fill the Administrative Financial Specialist position and report back to the Board.

BACKGROUND

Administrative Financial Specialist Amy Schultz has announced her upcoming retirement from public service. Her last day with the Las Gallinas Valley Sanitary District will be January 18, 2024.

The Administrative Financial Specialist is the sole position that provides a variety of specialized and technical duties in support of the District’s accounting, finance, audit and human resources program. The position is an unrepresented confidential employee contract position.

We have a unique opportunity to have Amy participate in training of her replacement. We are thankful for her willingness to participate in this transition. Temporarily increasing the number of staff positions to thirty-two will provide:

- A smoother transfer of institutional knowledge
- Organizational stability
- Uninterrupted service

As part of the budget control and oversight process, Board Policy F-40 gives the Board exclusive authority to increase the number of authorized staff positions. The General Manager has the authority to negotiate and execute an Employment Agreement with the new employee under Board Policy B-80, Authority Over Personnel.

It is anticipated that the District would have up to 1 month of cross-training opportunity if the recruitment is carried out quickly and recruitment is successful.



PREVIOUS BOARD ACTION

None

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The short-term additional salary and benefit expense is estimated to be under \$10,000. However, cost savings are anticipated over the remainder of the fiscal year as it is likely that the new employee will start at a lower salary step than the current employee. No budget adjustment is needed.



Item Number 5

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcdonald@lqvsd.org
Meeting Date: November 2, 2023
Re: Regional Application for "SB 1383 Local Assistance Grant Program FY 2022-23"

Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Authorize the General Manager to execute a Letter of Authorization to participate in a regional application for the SB 1383 Local Assistance Grant through CalRecycle.

BACKGROUND

The Department of Resources Recycling and Recovery (CalRecycle) has announced their second SB 1383 Local Assistance Grant Program pursuant to Chapter 395, Statutes of 2016. This non-competitive grant program will provide grant funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383. The District applied for and was awarded \$40,389 in the first round of the grant program in May 2022, a two-year term ending on May 2, 2024.

The non-competitive grant program provides an additional \$90,000,000 of funding to local jurisdictions to assist with the continued implementation of regulation requirements associated with SB 1383. The grant term will be from the date of award, tentatively scheduled for March 2024, to April 1, 2026. As a special district that provides solid waste collection services, through our franchisee Marin Sanitary Service, our District is an eligible applicant. Our District can apply for the grant as an individual applicant or participate in a regional application. The base award to our District is \$75,000 with an additional distribution of remaining unallocated funds to eligible entities based on a per capita calculation.

Management is supportive of the regional application approach as it is in alignment with how Zero Waste Marin (ZWM) is pursuing the next round of SB 1383 funding with its JPA members. A lead participant is required, and Tamalpais Community Service District is willing to be the lead agency for the regional grant for eligible special districts. The additional agencies who expressed support for the regional application are Almonte Sanitary District, Bolinas Community Public Utility District, Homestead Valley Sanitary District, and Strawberry Recreation District. Alto Sanitary District, Marin City Community Services District, and Stinson Beach County Water District may also participate in the regional grant but, as of the time of writing, we have yet to receive a response back.



The regional grant application would be prepared by R3 Consulting Group. One key component of the grant would be to pay for a consultant to administer the grant on behalf of the regional participants.

Development of the grant proposal will be completed before the application deadline of November 15, 2023. Grant funding can be use towards the following programs, including but not limited to:

- Capacity Planning
- Collection
- Edible Food Recovery
- Education and outreach (*includes organic waste & edible food recovery*)
- Enforcement and Inspection
- Program Evaluation/Gap Analysis
- Procurement Requirements
- Record Keeping

Compliance and enforcement are of a shared concern to ZWM and the special districts in unincorporated Marin. As such, it is anticipated a large portion of the grant will be directed towards enforcement program development and management.

A Letter of Authorization is required by Cal Recycle for an agency to participate in a regional application. The Board can authorize the General Manager to execute the letter as the District has already formally authorized the General Manager and Administrative Services Manager as the Signature Authority to execute all documents necessary to implement and secure payment from CalRecycle.

If a regional application is submitted, a resolution authorizing the Tamalpais Community Services District to submit a SB 1383 Local Assistance Grant regional application and act as Lead Agency will be brought back to the Board no later than December 7.

PREVIOUS BOARD ACTION

Resolution No. 2022-2237 Authorizing Submittal of Application for Payment Programs and Related Authorizations adopted January 20, 2022.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Any grant funding would offset expenses related to implementation of SB 1383 regulatory requirements. Unspent grand funds at the end of the grant term would be returned to CalRecycle.

Attachment:

- Draft Letter of Authorization - SB 1383 Local Assistance Grant Regional Application



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, Mel Liebmann
Collections/Safety/Maintenance, Greg Pease
Engineering, Michael P. Cortez
Administrative Services, Dale McDonald

DISTRICT BOARD
Megan Clark
Ronald Ford
Craig K. Murray
Gary E. Robards
Crystal J. Yezman

November 2, 2023

Subject Line - RE: Letter of Authorization
SB1383 Local Assistance Grant Program

As General Manager of Las Gallinas Valley Sanitary District, I am authorized to contractually bind the Las Gallinas Valley Sanitary District. Pursuant to this authority, I hereby authorize Tamalpais Community Services District to submit a regional application and act as Lead Agency on behalf of Las Gallinas Valley Sanitary District.

The Tamalpais Community Services District is hereby authorized to execute all documents necessary to implement the project under the SB1383 Local Assistance Grant Program beginning with the grant cycle period Fiscal Year 2022-23.

This authorization is effective as long as the Tamalpais Community Services District Lead Agency Resolution is in effect.

Respectfully,

Curtis Paxton, General Manager

11/2/2023

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, 2023 Operations Control Center Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports

FORD

NBWRA, 2023 Operations Control Center Ad Hoc Committee, 2023 GM Evaluation Ad Hoc Committee, 2023 McInnis Marsh Ad Hoc Committee, 2023 Fleet Management Ad Hoc Committee, 2023 SF Bay Trail Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, 2023 Biosolids Ad Hoc Committee, 2023 Development Ad Hoc Committee, 2023 SF Trail Ad Hoc Committee, Other Reports

ROBARDS

Gallinas Watershed Council/Miller Creek, 2023 Engineering Ad Hoc Committee re: STPURWE, 2023 McInnis Marsh Ad Hoc Committee, 2023 GM Evaluation Ad Hoc Committee, 2023 Development Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports

YEZMAN

Flood Zone 7, CSRMA, Marin Special Districts Association, 2023 Ad Hoc Engineering Sub-Committee re: STPURWE, 2022 Biosolids Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, Other Reports



BOARD MEMBER MEETING 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: _____

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

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.

11/2/2023

BOARD AGENDA ITEM REQUESTS

Agenda Item 7B

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

SINGLE-FAMILY PROPERTIES

Agenda Item 8
Date November 2, 2023

Marin County set to streamline ADUs

Planners reverse decision urging supervisors to contest state order

BY RICHARD HALSTEAD

RHALSTEAD@MARINIJ.COM

The Marin County Planning Commission has reversed course and recommended that county supervisors bow to state edicts on accessory dwelling units.

The commission voted this month to recommend that the supervisors comply with the Department of Housing and Community Development's order that the county allow two ADUs on lots restricted to single-family residential development — twice the number currently permitted by the county.

In May, the commission voted 5-0 to recommend that county supervisors challenge the directive.

State law now allows owners of single-family properties to split their lots and build one residential unit, two ADUs and one junior accessory dwelling unit on each half for a total of eight residences. If an ADU is 800 square feet or smaller, it must be approved ministerially; no local subjective criteria may be used to deny their approval.

There was no discussion of the commission's May vote during its Oct. 12 meeting, but planning staff made it clear that the state was not open to negotiation.

Michael McLaughlin, an accessory dwelling policy specialist in the state Department of Housing and Community Development's enforcement unit, sent an email to Marin's Community Development Agency in February notifying it that the county was misrepresenting the minimum accessory dwelling units allowed in the state.

Marin County Planning Manager Jeremy Tejirian told commissioners that the email was "really at a different level than all the other emails that we may have received from HCD staff." "My understanding," Tejirian said, "is HCD is doing a statewide audit of all of the regulations regarding ADUs."

In July, the county's Community Development Agency received a follow-up letter from Shannan West, a state housing accountability unit chief, detailing other ways in which Marin's regulations governing ADUs are failing to comply with current state law.

These included the state's objection to a county requirement that some types of ADUs have direct vehicle access to a paved street, if located on a property in a very high fire hazard severity zone, and a requirement that ADUs not be located in any sensitive habitat area.

West said if the county failed to bring its ordinances into compliance the state housing agency might notify the California Office of the Attorney General that the county is in violation of state law.

The commission incorporated these and other more minor changes ordered by the state into its recommendation to county supervisors.

The commission has come a long way from its earlier more defiant posture. It initially recommended that supervisors prohibit all ADUs in wildland urban interface zones and very high fire hazard severity zones unless the property had direct vehicle

access to paved roads.

County supervisors decided that language was too restrictive. They eliminated the requirement entirely for ADUs that are 800 square feet or smaller and limited it to properties in high fire hazard severity zones for all other ADUs. Nevertheless, as West indicated in his letter, that has not satisfied the state.

At the time the supervisors eased the restriction, Sharon Rushton, who leads Sustainable TamAlmonte, wrote in an email, "Dire consequences could result during an emergency when residents are unable to evacuate and fire crews or paramedics are unable to reach their destinations. All there needs to be is one blockage, and an entire section of a community could perish."

State law, however, does restrict the use of ADUs that are 800 square feet or less as short-term rentals, and it allows local jurisdictions to enact their own tighter short-term rental restrictions on all types of ADUs and JADUs.

The Planning Commission is recommending that the supervisors do just that.

"My approach through all of this has been to be as restrictive as you can to begin with," said Commissioner Don Dickenson. "You can always back down later if it doesn't turn out to be a problem."

Commission Chairwoman Margot Biehle asked Tejirian, "What if any impact do you think any of this is going to have on housing in the county?"

Tejirian said, "I've become more skeptical as the years have gone by. Most of the people who are building ADUs are building them because they want some extra space. It became much more popular during COVID to have a home office. It's pretty unusual that they're actually being used for rental housing."

MARIN MUNICIPAL

Water district sees hope in plan to increase supply

Project finds better way to connect 2 reservoirs



By [Name], [Title], [Organization]

[Text]



PHOTO COURTESY OF MARIN MUNICIPAL WATER DISTRICT

BY ADRIAN RODRIGUEZ

ARODRIGUEZ@MARINIJ.COM

A \$5.2 million plan to pump water from Phoenix Lake to Bon Tempe Reservoir to bolster the water supply looks promising, Marin Municipal Water District staff said.

Project engineers have agreed on the proposed alignment of approximately 7,000 feet of 12-inch pipe needed to move water between the two reservoirs, said Paul Sellier, district water resources director.

What's more, an inspection of the 1,200-foot tunnel at Bon Tempe where the new pipeline would connect was favorable, he said.

"The conditions in the tunnel are pretty good," Sellier said. "It looks like they'll be able to reuse that access to Bon Tempe."

Sellier presented the proposal update on Oct. 10 as part of a progress report on the district's strategic water supply roadmap, which outlines several efforts to add new water supplies.

Phoenix Lake is only drawn on during water shortages because it does not have a pumping and distribution system. Instead, employees have to spend four weeks setting up a pump station and pipes to transport Phoenix Lake water to the Bon Tempe treatment plant.

Building a new pump station and positioning a permanent connection between the two reservoirs is anticipated to yield approximately 260 acre feet of water a year, improving drought resiliency, district officials say.

The project team is consulting with geotechnical experts, regulatory agencies and Pacific Gas and Electric Co. as the analysis and design of the project advance. The district is also soliciting an electrical engineer to assist with the design of the new pump station, Sellier said.

The project will require an California Environmental Quality Act assessment. The construction schedule would depend on what environmental impacts and mitigations are revealed in that analysis, Sellier said.

One hiccup is that there is believed to be spotted owls in the watershed, which would require a seasonal shut down during construction. Ultimately, if the project is approved, it could require two construction seasons to complete, Sellier said. A proposal for consideration is tentatively set to be presented in the summer.

The district's application for a \$600,000 federal grant from the U.S. Bureau of Reclamation, or USBR, to support the local storage projects failed in the first round. Staff is revising its application for a second round of funding, Sellier said.

The district does have a \$2 million drought relief grant, which could go toward supporting the effort, Sellier said.

The district is also launching a study to determine the feasibility of brackish desalination of the Petaluma River near San Pablo Bay. Last week, the board authorized the general manager to finalize a contract with Kennedy Jenks Consultants Inc. for up to \$124,643.

Another near-term project would connect the district's third-largest reservoir, Soulajule Reservoir, to the electrical grid at a cost of about \$7.2 million. Like Phoenix Lake, the reservoir is only tapped during water shortages because it requires generator power to pump water.

PG&E's study looking at potential power options is underway. Previously, PG&E indicated the site could handle an 800-horsepower generator, Sellier said. Recent conversations, however, suggest that the only way to achieve that level of power is through eight, 100-horsepower pumps, Sellier said.

"Which is a very different prospect," Sellier said. "So we're kind of scrambling, and staff are looking into alternatives to see what can be done."

The good news, Sellier said, is that the U.S. Army Corps of Engineers' San Francisco office has allocated \$28 million in grant funding for the Marin agency's water supply projects. The Soulajule pump station electrification project is the office's No. 1 "new start project," Sellier said.

At the same time, the district is exploring options for water conveyance from Sonoma to Soulajule, efforts that could be supported by the same funding, Sellier said.

Another project to automate dam water release from Kent Lake into Lagunitas creek meant to benefit endangered and threatened wildlife is in the data collection phase.

Sellier said a device to measure streamflow was installed in the creek in late September, but it appears to have been removed days later. Staff is working to install a new heavier device that would be secured to a tree, he said.

Sellier said the district is continuing to work on new conservation measures.

Board member Jed Smith said the district was the first water agency in the state to declare a drought emergency, and he feels that status hasn't changed, putting them in a good position for funding.

"I think we really do have some good potential," with the USBR, Smith said. "We fit their mission and what they are meant to achieve with the smaller storage opportunities."

Board member Matthew Samson praised staff for the work put in to seek funding opportunities.

"Good to see a lot of the progress," he said. "It's also good to see that the tunnel between Phoenix and Bon Tempe is usable ... that's a good sign."

Samson said he's concerned about the Soulajule pump station project, calling it a "critical component of a resilient system." He said if there's anything the board can do to help advance the effort, he wants staff to let them know.

"I'd hate to lose out on operating that reservoir whenever we wanted to if we could," he said.

NORTH MARIN WATER DISTRICT

Utility rethinks Novato rates as costs rise

BY ADRIAN RODRIGUEZ

ARODRIGUEZ@MARINIJ.COM

Rising costs to purchase imported water and the impact of inflation, among other factors, have prompted the North Marin Water District to take a closer look at its Novato rates.

The district board voted unanimously Tuesday to perform a rate study a year ahead of schedule. The action authorizes an \$60,000 agreement with Hildebrand Consulting to produce the report.

Tony Williams, the district general manager, said the district's 2020 study, which outlines a five-year rate increase plan, has outdated assumptions. The study recommended 5% increases for this year and next.

"We realized there is no way, we're going to get in trouble if we try to stick with the recommended 5%," Williams said.

That led the district to approve a 9.5% increase that took effect in July. The increase, which raised the median residential customer's bimonthly water bill by about \$12, was about 3% higher than the past three years.

"That's why we hire people to ask these questions," Williams said. "Are we missing something? What can we do? Is there some way to get back to what we thought it was going to be?"

The district serves about 60,000 residents in the greater Novato area as well as about 1,800 residents in areas of western Marin. The district sets different rates for Novato and western Marin because they are served by different water supply systems.

The district receives about 75% of its water from Russian River imports through Sonoma Water, with the remainder coming from its Stafford Lake reservoir.

Earlier this year, the Sonoma Water board voted to increase its wholesale water rates, particularly for Marin's two largest agencies, North Marin and the Marin Municipal Water District.

North Marin is facing the largest percentage increase of all Sonoma Water's contractors at 12.5%. Typically, the district's rates were only increased by about 5% to 7% per year on average in recent years and were previously expected to only increase by about 6% annually, Williams said.

"The cost of purchasing imported water accounts for approximately 30% of the budget," Williams said.

The 2020 rate study assumed a 6% increase in costs because Sonoma Water provided a range of 4% to 6%, Williams said.

Sonoma Water board member David Rabbitt said the increase is needed to address tens of millions of dollars worth of deferred repairs and retrofits to its aging water supply system — a problem shared by Marin's largest water suppliers and other agencies.

With regard to inflation, the 2020 study assumed a 3% annual inflation, Williams said. The Consumer Price index for all urban consumers hit 5.3% in February. Williams said equipment, materials and outside labor costs have all gone up.

Insurance costs for North Marin facilities has increased 21%, and regulator costs, including permit fees and licensing, are estimated to increase 12%, Williams said.

The Marin Municipal Water District also increased rates this year, in part for similar reasons. The district approved a four-year rate plan that increased the median single-family home rate by about 20%.

“Inflationary pressure was a significant component of the District’s rate adjustment,” district spokesperson Adriane Mertens said in an email. “Purchased water from Sonoma is increasing over 11 percent this year, and we are also seeing inflation well in excess of 20 percent for items such as water treatment chemicals, welded steel pipe, water meters and insurance premiums.”

For the North Marin Water District’s coastal service area, rates increased by about 6% in July, which sticks to the rate schedule the agency adopted under a 2021 rate plan. The rate increases affects the 1,800 residents in Point Reyes Station, Olema, Bear Valley, Inverness Park and Paradise Ranch Estates using water wells in the Lagunitas Creek watershed.

The district does not import water to western Marin, so it does not expect to change its rate plan for those customers, Williams said.

The district also collects and treats wastewater for the Oceana Marin area, and proposes to increase its sewage surcharge by \$78 per year for a total of \$1,374. The surcharge is billed on customer property taxes.

DICK SPOTSWOOD

Turning MMWD around takes years, but it's underway

Last year, three new directors were elected to the five-member Marin Municipal Water District Board of Directors. They are a big part of the effort pushing for a turnaround already underway. Consumers can't declare victory until new sources of water and increased storage facilities are up and running.

As voters demanded, the agency that supplies water to 191,000 southern and central Marin residents is moving in the right direction.

The prior MMWD board majority was slammed for excessive reliance on conservation while failing to develop new, dependable water sources.

Some recent comments via letters to the editor in the IJ Readers' Forum letters section include complaints that, despite decreasing personal water use, their rates increased. The answer to this seeming contradiction is fundamental.

Water is nature's gift falling from the sky at no cost. Some locales are blessed with abundant water. Others, including Marin, have less.

Consumer fees principally stem from the construction and maintenance of water-gathering facilities, storage and distributing the commodity to where it's needed. The Romans did it with expensive aqueducts, a signal accomplishment of the first truly modern civilization. MMWD does the same via an aging system of reservoirs, storage tanks, pumps and pipes.

The U.S. Bureau of Economic Analysis defines a "government enterprise" as a "government agency that operates like market producers by covering a substantial proportion of their operating costs by selling goods and services to the public." MMWD is a government enterprise agency. It funds water collection, storage and distribution by selling water to users.

Its distribution facilities are old. Last year, the system incurred 400 water main breaks. For over a decade, water rates didn't increase leading to deferring essential maintenance. Directors followed the politically safe practice of keeping rates artificially low. In the past two years, MMWD lost \$1 million monthly due to declining water income and higher costs of water purchased from Sonoma County. Cash reserves evaporated. Now, the piper must be paid.

MMWD levies rates based on tiers of water use to encourage conservation. Higher rate tiers are for those who consume the most. There are valid arguments about when usage tiers should kick in, but the concept controls demand when supply is limited.

In 2021, MMWD was in danger of running out of water. It had no effective contingency plan except rationing. Now, its "Water Supply Resiliency Roadmap" is the first step necessary to move past the crisis.

New MMWD Director Jed Smith indicates that the roadmap is an "all of the above approach." He insists, "Execution has to be results-driven."

That's what voters demanded in 2022 when the fear of long-term water rationing erupted. The goal is to have a reliable water supply during multiple dry winters. It's not cheap, costing \$35 million over the next four years.

The money will go toward increasing storage capacity by raising the height of spillways on existing dams. An expanded connector will link Phoenix Lake to Bon Tempe Reservoir, making both more productive. Electrifying Soulajule Reservoir's pump station will improve flexibility.

Increasing the carrying capacity of the pipeline from Sonoma County to MMWD is essential. While not locked down, tapping the Russian River's winter flow (capturing water now running out to the Pacific Ocean) makes sense. That'll require regional cooperation with Sonoma. It should be facilitated by the Marin-Sonoma legislative delegation of Rep. Jared Huffman, state Sen. Mike McGuire and Assemblymember Damon Connolly.

Desalinization is being pursued long-term. Recycling water is recognized as an idea whose time has come. Water lost to evaporation can be recaptured under developing technology. Conservation is now a permanent component of water security.

MMWD's turnaround is underway but not complete. It won't be a success story until the resiliency roadmap's plans are fully implemented. That achievement will take four years, but at least it is already underway.

Columnist Dick Spotswood of Mill Valley writes on local issues Sundays and Wednesdays. Email him at spotswood@comcast.net.