



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

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

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

BOARD MEETING AGENDA

July 1, 2021

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, July 1, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgvsd.org) by 5:00 pm on Wednesday, June 30, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgvsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

**Prior to the meeting, participants should download the Zoom app at:*

<https://zoom.us/download> A link to simplified instructions for use of the Zoom app is:

<https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/81408236854>

OR

By teleconference at: +16699009128 Meeting ID: 814 0823 6854

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR
PUBLIC INSPECTION ON THE DISTRICT WEBSITE WWW.LGVSD.ORG**

NOTE: Final board action may be taken on any matter appearing on agenda

Estimated Time

OPEN SESSION:

3:30 PM

1. 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.

3:35 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 June 10, 2021
- B. Approve the Warrant List for July 1, 2021
- C. Approve Elias attending the CASA Annual Conference August 11-13, 2021
- D. Approve Murray attending the CASA Annual Conference August 11-13, 2021
- E. Approve Yezman attending the CASA Annual Conference August 11-13, 2021

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

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

3:45 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager Report – Verbal
- 2. Financial Auditor Engagement Letter for Audit of Fiscal Year 2020-21
- 3. Safety Support Services Contract Award
- 4. Human Resources (HR) Status Report

4:45 PM

4. LGVSD BOARD MEETING GUIDELINES

Board and staff to review the LGVSD Board Meeting Guidelines document.

5:00 PM

5. DONATION TO RIVER OTTER ECOLOGY PROJECT

Board to consider a donation to the River Otter Ecology Project.

5:15 PM

6. PUBLIC COMMENT

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- 5:20 PM** **7. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, 2021 Employee Climate Survey Ad Hoc Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
 2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, 2021 Legal Services Ad Hoc Committee, 2021 Employee Climate Survey Ad Hoc Committee, Marin Special Districts Association, Other Reports
 4. SCHRIEBMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports
 5. YEZMAN
 - a. Flood Zone 7,CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2021 Legal Services Ad Hoc Committee, Other Reports

- 5:35 PM** **8. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
 - C. Pending Board Agenda Item Requests
 - i. INFORMATION - Pump Station Vegetation and Safety Report
 - ii. INFORMATION – Marsh Pond Long Term Vegetation Management Comments
 - iii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
 - iv. ACTION – Parliamentary meeting Procedures
 - v. ACTION – Board Policies regarding Resolutions

5:45 PM **9. VARIOUS INDUSTRY RELATED ARTICLES**

5:50 PM **10. ADJOURNMENT**

FUTURE BOARD MEETING DATES: JULY 8, JULY 15 AND AUGUST 5, 2021

AGENDA APPROVED:	Crystal J. Yezman, Board President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before June 28, 2021 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held July 1, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

June 23, 2021



Teresa L. Lerch
District Secretary

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

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

7/1/2021

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.

Agenda Item 2A
Date July 1, 2021

MEETING MINUTES OF JUNE 10, 2021

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON JUNE 10, 2021, AT 4:03 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, CALIFORNIA.

- BOARD MEMBERS PRESENT:** M. Clark, R. Elias, C. Murray, J Schriebman and C. Yezman
- BOARD MEMBERS ABSENT:** None
- STAFF PRESENT:** Mike Prinz, General Manager; Teresa Lerch, District Secretary; Dale McDonald, District Treasurer:
- OTHERS PRESENT:** Pat Richardson, District Counsel; Gregory Ramirez, IEDA
- ANNOUNCEMENT:** President Yezman that the agenda had been posted as evidenced by the certification on file in accordance with the law
1. **PUBLIC COMMENT:** None

2. **CLOSED SESSION:**

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON JUNE 10, 2021, AT 4:04 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left the meeting at 4:04 pm.

CONFERENCE WITH LABOR NEGOTIATOR – Agency designated representative : Gregory Ramirez, IEDA; Employee organization: IUOE Local 3: pursuant to Government Code Section 54957.6

ADJOURNMENT:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on June 10, 2021 at 5:08 pm.

REPORT ON CLOSED SESSION: President Yezman reported that there were no reportable actions in Closed Session.

3. **ADJOURNMENT:**

ACTION:

Board approved (M/S Murray/Schriebman 5-0-0-0) the adjournment of the meeting at 5:09 PM.

- AYES: Clark, Elias, Murray, Schriebman and Yezman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

The next Board Meeting is scheduled for June 17, 2021, 3:30 PM at the District Office.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Megan Clark, Board Vice-President

SEAL

Las Gallinas Valley Sanitation District
Warrant List 7/1/2021 DRAFT

Agenda Item 203
Date July 1, 2021

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	7/1/2021	EFT1	ADP Payroll	112,503.36		112,503.36	6/18/2021 Paydate & Processing Charges
2	7/1/2021	N/A	Albert A. Webb Associates	6,496.00		6,496.00	CEQA Support for Admin Building Site Selection
3	7/1/2021	ACH	Allinat Insurance Services	1,047.00		1,047.00	ACIP Crime-Annual Premium 7/1/21 TO 7/1/22
4	7/1/2021	N/A	Allmax Software Support	1,360.00		1,360.00	Antero Maintenance Annual Support
5	7/1/2021	N/A	Aramark Uniform Service	422.00		422.00	Laundry Services- Weeks 6/17 & 6/24
6	7/1/2021	ACH	Azteca Systems	29,750.00		29,750.00	Maintenance Renewal 7/1/2021-6/30/2022 - Annual Cost of a 3-year contract
7	7/1/2021	EFT2	Bank of Marin	47,335.64		47,335.64	July Loan Payment - Recycled Water Loan
8	7/1/2021	EFT	Bank of Marin Credit Card Services	20,811.34		20,811.34	Credit Card Purchases- 5/6/21 - 6/3/21
9	7/1/2021	N/A	Bartel Associates	5,468.00		5,468.00	Progress on OPEB Valuation for CalPERS
10	7/1/2021	ACH	Bellecci & Associates	568.00		568.00	Kaiser Plan Review & Inspections Services - Invoiced Kaiser for Payment
11	7/1/2021	EFT	CalPERS 457 Plan	6,178.00		6,178.00	EE's Deferred Comp Payment - Paydate 6/18/2021
12	7/1/2021	EFT	CalPERS Health	33,841.27		33,841.27	CalPERS Health- Active & Employer Retiree Share -July
13	7/1/2021	EFT	CalPERS Retirement	19,621.01		19,621.01	EE & ER Payment to Retirement- Paydate 06/18/2021
14	7/1/2021	ACH	Caltest Analytical Labs	828.40		828.40	Outside Lab Testing - May
15	7/1/2021	N/A	Cintas Corporation	125.34		125.34	Safewasher Service & Filter Replacement - May
16	7/1/2021	N/A	Comet Building Maintenance	1,575.00		1,575.00	Janitorial Services for 300 Smith Ranch - April
17	7/1/2021	ACH	Downing Heating & Air Conditioning	1,866.00		1,866.00	HVAC Maintenance from May Through July
18	7/1/2021	N/A	Freyer & Laureta	34,951.46		34,951.46	Misc. Pump Station Improvements
19	7/1/2021	ACH	Grainger	233.91		233.91	Disposable Gloves - Collections
20	7/1/2021	ACH	HDR Engineering	2,578.08		2,578.08	Biosolids Systems Improvement Analysis
21	7/1/2021	ACH	Inskeep, Stephen	180.00		180.00	Reimbursement-Operator III Exam with CWEA
22	7/1/2021	N/A	Jackson's Hardware	369.08		369.08	Shop Supplies - Operations
23	7/1/2021	ACH	Kleinfelder	1,943.71		1,943.71	STPURWE- Construction Inspection & Materials Testing
24	7/1/2021	N/A	Liebert Cassidy Whitmore	2,202.00		2,202.00	Misc. Legal Advice
25	7/1/2021	N/A	Marin Ace	24.86		24.86	Misc. Supplies
26	7/1/2021	ACH	Marin Independent Journal	136.10		136.10	Publication of the Sewer Service Charge Ordinance
27	7/1/2021	N/A	Miksis Services	4,650.00		4,650.00	Remove Gravel from 18" CMP
28	7/1/2021	N/A	North Bay Gas	577.93		577.93	Purchase Nitrogen
29	7/1/2021	N/A	North Bay Petroleum	1,821.99		1,821.99	Diesel and Unleaded Fuels

**Las Gallinas Valley Sanitation District
Warrant List 7/1/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	7/1/2021	N/A	Operating Engineers	487.36		487.36	Union Dues- Paydate 7/2/21
31	7/1/2021	N/A	Orion Protection Services	318.50		318.50	Nightly Patrol Smith Ranch Rd. Service for June
32	7/1/2021	N/A	Owen Equipment Company	1,754.15		1,754.15	Nozzle Assembly
33	7/1/2021	N/A	Pacific Crest Group	495.00		495.00	HR Related Services
34	7/1/2021	N/A	Pacific Gas & Electric	5,880.29		5,880.29	Electricity at Plant - 4/28/221 - 5/26/21
35	7/1/2021	N/A	Pacific Gas & Electric	23.82		23.82	Solar - 4/28/21 - 5/26/21
36	7/1/2021	N/A	Rathlin Properties	8,829.00		8,829.00	Rent for Offices at 101 Lucas Valley Rd - July
37	7/1/2021	ACH	Regional Government Services	2,500.75		2,500.75	Financial & Org. Development Services - May
38	7/1/2021	N/A	Safety Kleen Systems	27.21		27.21	Recycle Used Oil Filters
39	7/1/2021	EFT	Sunlife Financial	2,196.92		2,196.92	EE's AD&D, Disability and Life Insurance-July 2021
40	7/1/2021	N/A	T & T Valve & Instrument	6,268.67		6,268.67	Replacement of Valves in Reclamation
41	7/1/2021	N/A	TPx Communications	672.39		672.39	Phone Services- May
42	7/1/2021	N/A	United Site Services	556.95		556.95	Porta Potties
43	7/1/2021	ACH	Univar Solutions	3,516.91		3,516.91	Sodium Hypochlorite
44	7/1/2021	EFT	Vision Service Plan	433.80		433.80	Vision Plan- July
45	7/1/2021	N/A	Water Components & Building Supply	320.47		320.47	Misc. Supplies
46	7/1/2021	ACH	WECO Industries	2,871.47		2,871.47	Swivel Reel, Misc. Supplies
47	7/1/2021	EFT	WEX Health	50.00		50.00	FAS Administration -July
48	7/1/2021	N/A	Woodland Center Auto Supply	70.55		70.55	Gloves for Plant

Do not change any formulas below this line.

TOTAL \$ 376,739.69 \$ - \$ 376,739.69

EFT1	EFT1 = Payroll (Amount Required)	112,503.36	112,503.36	Approval: Finance
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	85,748.02	85,748.02	GM
EFT	EFT = Vendor initiated "pulls" from LGVSD	83,132.34	83,132.34	
ACH	ACH = LGVSD initiated "push" to Vendor	48,020.33	48,020.33	Board
Total		<u>\$ 376,739.69</u>	<u>\$ 376,739.69</u>	

Difference: \$ -

STPURWE Costs 1,943.71

Las Gallinas Valley Sanitary District Reconciliation Detail 6204 - Credit Card at Elan Financial, Period Ending 06/05/2021

Type	Date	Name	Memo	Amount	Balance
Beginning Balance					14,190.48
Cleared Transactions					
Charges and Cash Advances - 61 items					
Credit Card ...	05/06/2021	Fisher Scientific Comp...	DE Tubes SAHAR GOLSHANI;	-227.94	-227.94
Credit Card ...	05/06/2021	Craigslist	Job Ad for Operator AMY SCHULTZ;	-75.00	-302.94
Credit Card ...	05/06/2021	Sonic.net	Web fees AMY SCHULTZ;	-19.95	-322.89
Credit Card ...	05/07/2021	Amazon.com	Phase Rotation Meter GREG PEASE;	-480.70	-803.59
Credit Card ...	05/07/2021	O'Reilly	Cherry Picker for Pulling Pumps GREG PEASE;	-305.89	-1,109.48
Credit Card ...	05/07/2021	Evoqua Water Techno...	Misc. Lab Supplies SAHAR GOLSHANI;	-271.42	-1,380.90
Credit Card ...	05/07/2021	Hach Company	Pipet Tips SAHAR GOLSHANI;	-140.68	-1,521.58
Credit Card ...	05/07/2021	Amazon.com	Lab Office Supplies SAHAR GOLSHANI;	-35.32	-1,556.90
Credit Card ...	05/07/2021	Target	Creamer for Office AMY SCHULTZ;	-19.47	-1,576.37
Credit Card ...	05/10/2021	IDEXX Distribution, Inc	Test kits SAHAR GOLSHANI;	-1,725.12	-3,301.49
Credit Card ...	05/10/2021	Amazon.com	Insulation multimeter with Clamp GREG PEASE;	-1,005.09	-4,306.58
Credit Card ...	05/10/2021	Comcast	Monthly Subscription AMY SCHULTZ;	-360.45	-4,667.03
Credit Card ...	05/10/2021	Amazon.com	Lab Office Supplies SAHAR GOLSHANI;	-51.96	-4,718.99
Credit Card ...	05/10/2021	Fisher Scientific Comp...	FORCEP Flat Tip SAHAR GOLSHANI;	-23.44	-4,742.43
Credit Card ...	05/10/2021	Zoom	Monthly Subscription AMY SCHULTZ;	-14.99	-4,757.42
Credit Card ...	05/11/2021	Online Education	Anti Harrassment Training- EE's AMY SCHULTZ;	-227.05	-4,984.47
Credit Card ...	05/11/2021	Zoom	Monthly Sub for Dale AMY SCHULTZ;	-14.99	-4,999.46
Credit Card ...	05/12/2021	Revolve LED	LED Area Light for Pole GREG PEASE;	-529.60	-5,529.06
Credit Card ...	05/12/2021	Hach Company	Ammonia SAHAR GOLSHANI;	-392.95	-5,922.01
Credit Card ...	05/12/2021	Hach Company	Syringes SAHAR GOLSHANI;	-323.38	-6,245.39
Credit Card ...	05/12/2021	Underground	Hose Adapter ROBERT B FERNANDES;	-112.46	-6,357.85
Credit Card ...	05/12/2021	Amazon.com	Window crank for CNG truck ROBERT J BUCHH...	-19.65	-6,377.50
Credit Card ...	05/13/2021	Amazon.com	2-Pack Power Beam GREG PEASE;	-436.98	-6,814.48
Credit Card ...	05/13/2021	Fisher Scientific Comp...	Alcojet Detergent SAHAR GOLSHANI;	-232.19	-7,046.67
Credit Card ...	05/13/2021	Fisher Scientific Comp...	Wide mouth bottle SAHAR GOLSHANI;	-153.20	-7,199.87
Credit Card ...	05/14/2021	Amazon.com	Electrical Tester GREG PEASE;	-513.46	-7,713.33
Credit Card ...	05/14/2021	Platt Electric Supply	Electrical Supplies GREG PEASE;	-138.40	-7,851.73
Credit Card ...	05/17/2021	Fisher Scientific Comp...	Desi-Can Canister SAHAR GOLSHANI;	-197.69	-8,049.42
Credit Card ...	05/17/2021	Online Education	Anti Harrassment Training- MGRS AMY SCHULTZ;	-95.70	-8,145.12
Credit Card ...	05/17/2021	Fisher Scientific Comp...	Humidity Sponges SAHAR GOLSHANI;	-84.88	-8,230.00
Credit Card ...	05/17/2021	Amazon.com	Web Camera ROBERT M LIEBMANN;	-76.46	-8,306.46
Credit Card ...	05/17/2021	Fastrak	Bridge toll in standby car AMY SCHULTZ;	-50.00	-8,356.46
Credit Card ...	05/17/2021	Cellular Alarm	Alarm Service for Captains Cove #1GREG PEASE;	-49.99	-8,406.45
Credit Card ...	05/17/2021	Cellular Alarm	Alarm Service for Captains Cove #5 GREG PEA...	-49.99	-8,456.44
Credit Card ...	05/19/2021	Amazon.com	Amazon Prime Account- 7 Users TERESA LERCH;	-545.16	-9,001.60
Credit Card ...	05/19/2021	Shell oil	Fuel for District Vehicle MIKE D PRINZ;	-44.47	-9,046.07
Credit Card ...	05/20/2021	Miscellaneous	1:1 with C. Yezman MIKE D PRINZ;	-43.89	-9,089.96
Credit Card ...	05/20/2021	Marinwood Market	Vegetalbe oil for smoke testing GREG PEASE;	-9.98	-9,099.94
Credit Card ...	05/21/2021	California Water Envir...	Mechanical Tech Cert ROBERT M LIEBMANN;	-96.00	-9,195.94
Credit Card ...	05/21/2021	Fisher Scientific Comp...	Wire Brush SAHAR GOLSHANI;	-32.91	-9,228.85
Credit Card ...	05/21/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-14.19	-9,243.04
Credit Card ...	05/24/2021	Hach Company	Misc. Lab Supplies SAHAR GOLSHANI;	-1,431.11	-10,674.15
Credit Card ...	05/24/2021	Sam Renewal Support	Access to GVNT Grants AMY SCHULTZ;	-349.00	-11,023.15
Credit Card ...	05/24/2021	Terminix	Pest Control 9AMY SCHULTZ;	-344.00	-11,367.15
Credit Card ...	05/24/2021	Panera Bread	Recruitment/Interview Lunch TERESA LERCH;	-110.95	-11,478.10
Credit Card ...	05/24/2021	California Water Envir...	Collections Cert for C. Gill AMY SCHULTZ;	-101.00	-11,579.10
Credit Card ...	05/24/2021	Platt Electric Supply	Misc. Supplies ANTHONY J ASARO JR;	-45.82	-11,624.92
Credit Card ...	05/24/2021	Amazon.com	Laptop HDMI Adapter ROBERT M LIEBMANN;	-26.36	-11,651.28
Credit Card ...	05/25/2021	FLeetio	Fleet Management software GREG PEASE;	-174.00	-11,825.28
Credit Card ...	05/25/2021	Call Center Sales	New Message Center AMY SCHULTZ;	-46.94	-11,872.22
Credit Card ...	05/26/2021	Instrumart	Effluent Flow Meter ROBERT M LIEBMANN;	-4,414.79	-16,287.01
Credit Card ...	05/26/2021	US Cargo Control	Slings CHRISTOPHER J GILL;	-1,220.43	-17,507.44
Credit Card ...	05/26/2021	Miscellaneous	Car wash - bad smell district vehicle ROBERT M ...	-154.99	-17,662.43
Credit Card ...	05/28/2021	Northgate Ready Mix	Cement for Reclamation GREG PEASE;	-1,562.40	-19,224.83
Credit Card ...	05/28/2021	Dell Marketing LP	Extended Server Warranty AMY SCHULTZ;	-658.00	-19,882.83
Credit Card ...	05/28/2021	Hach Company	Sodium Thiosulfate SAHAR GOLSHANI;	-27.05	-19,909.88
Credit Card ...	06/01/2021	Alhambra	Water delivery AMY SCHULTZ;	-220.72	-20,130.60
Credit Card ...	06/01/2021	Comcast	Monthly Subscription AMY SCHULTZ;	-144.87	-20,275.47
Credit Card ...	06/01/2021	Fisher Scientific Comp...	Wire Brush SAHAR GOLSHANI;	-91.42	-20,366.89
Credit Card ...	06/02/2021	Treasury Software	Monthly Charge AMY SCHULTZ;	-39.95	-20,406.84
Credit Card ...	06/03/2021	Evoqua Water Techno...	DI Water Tanks AMY SCHULTZ;	-404.50	-20,811.34
Total Charges and Cash Advances				-20,811.34	-20,811.34
Payments and Credits - 9 items					
Bill	05/05/2021	Bank of Marin Cardme...	Memo:WEB AUTOMTC; 00000;	14,002.54	14,002.54

Las Gallinas Valley Sanitary District
Reconciliation Detail
6204 · Credit Card at Elan Financial, Period Ending 06/05/2021

Type	Date	Name	Memo	Amount	Balance
Credit Card ...	05/10/2021	Trans action fee	Transaction fee refund Dale	1.31	14,003.85
Credit Card ...	05/10/2021	Trans action fee	Transaction fee refund	1.37	14,005.22
Credit Card ...	05/10/2021	Trans action fee	Transaction fee refund	1.39	14,006.61
Credit Card ...	05/10/2021	Trans action fee	Transaction fee refund	1.39	14,008.00
Credit Card ...	05/10/2021	Prov FR CR	Fraud Charges refund DALE MCDONALD;	43.93	14,051.93
Credit Card ...	05/10/2021	Prov FR CR	Fraud Charges refunded DALE MCDONALD;	45.80	14,097.73
Credit Card ...	05/10/2021	Prov FR CR	Fraud Charges refunded DALE MCDONALD;	46.35	14,144.08
Credit Card ...	05/10/2021	Prov FR CR	Fraud Charges Refund DALE MCDONALD;	46.40	14,190.48
Total Cleared Transactions				-6,620.86	-6,620.86
Cleared Balance				6,620.86	20,811.34
Register Balance as of 06/05/2021				6,620.86	20,811.34
Ending Balance				6,620.86	20,811.34

AGENDA ITEM 2C
DATE July 1, 2021



BOARD MEMBER CONFERENCE/ MEETING ATTENDANCE REQUEST

Date: 6/23/21 Name: Rabi Elias

I would like to attend the CASA 2021 Annual Conference Meeting
of _____

To be held on the 11 day of August from _____ a.m. / p.m. to
13 day of August from _____ a.m. / p.m.

Location of meeting: San Diego

Actual meeting date(s): _____

Meeting Type: (In person/Webinar/Conference) _____

Purpose of Meeting: _____

Meeting relevance to District: _____

	YES	NO
Request assistance from Board Secretary to register for Conference:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Request assistance from Board Secretary to register for Hotel:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Board Directors to book their own transportation including Airfare, taxi and/or shuttles.

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: Verbal - TL 6/23/21

Board approval obtained on Date: _____

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

AGENDA ITEM 2D
DATE July 1, 2021



BOARD MEMBER CONFERENCE/ MEETING ATTENDANCE REQUEST

Date: 6/8/21 Name: MURRAY, CK

I would like to attend the Annual Meeting
of CASA

To be held on the 11 day of Aug from 8 a.m. / p.m. to
13 day of Aug from 5 a.m. / p.m.

Location of meeting: SD

Actual meeting date(s): 8/11-13/21

Meeting Type: (In person/Webinar/Conference) In Person

Purpose of Meeting: Industry Mtg.: Education, Legisl., Tech., Improvements

Meeting relevance to District: Industry Mtg.

	YES	NO
Request assistance from Board Secretary to register for Conference:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Request assistance from Board Secretary to register for Hotel:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Board Directors to book their own transportation including Airfare, taxi and/or shuttles.

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): \$400.

Date submitted to Board
Secretary: 6/8/21

Board approval obtained on Date: _____

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



AGENDA ITEM 25
DATE July 1, 2021

BOARD MEMBER CONFERENCE/ MEETING ATTENDANCE REQUEST

Date: 6/16/21 Name: Crystal Yezman

I would like to attend the 2021 CASA 66th Annual Confernce Meeting
of CA Assoc of Sanitation Agencies

To be held on the 11th day of Aug from 8 a.m. to
13th day of Aug from 5 p.m.

Location of meeting: San Diego, CA

Actual meeting date(s): _____

Meeting Type: (In person/Webinar/Conference) Conference in person

Purpose of Meeting: "Building a Resilient Workforce"

Meeting relevance to District: topics include workforce development, sewer discharge, legislative initiatives, CSRMA meeting, biosolids, etc.

	YES	NO
Request assistance from Board Secretary to register for Conference:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Request assistance from Board Secretary to register for Hotel:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Board Directors to book their own transportation including Airfare, taxi and/or shuttles.

Frequency of Meeting: Annual

Estimated Costs of Travel (if applicable): \$300

Date submitted to Board Secretary: 6/16/21

Board approval obtained on Date: _____

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

REVISED 06012021

7/1/2021

General Manager Report

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



Agenda Summary Report

To: Mike Prinz, General Manager *MJP*
From: Dale McDonald, Administrative Services Manager *DM*
 (415) 526-1519 dmcDonald@lgvSD.org
Meeting Date: July 1, 2021
Re: Financial Auditor Engagement Letter for Audit of Fiscal Year 2020-21
Item Type: Consent _____ Action _____ Information X Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

No action required. Receive engagement letter with Cropper Accountancy dated May 18, 2021.

BACKGROUND

On January 17, 2017, the District issued an RFP and conducted a competitive selection process for annual financial audit and reporting services. On April 13, 2017, the Board authorized a contract with Cropper Accountancy to perform these services for the fiscal years ended June 30, 2017, June 30, 2018, and June 30, 2019. The terms of the contract award include an option to extend the engagement for the fiscal years ending June 30, 2020 and June 30, 2021, with the approval of the Board. The Board approved the extension for two additional fiscal year audits.

PREVIOUS BOARD ACTIONS

Award of audit contract to Cropper Accountancy on April 13, 2017.
Extension of agreement to Cropper Accountancy was made on June 8, 2020.

ENVIRONMENTAL REVIEW

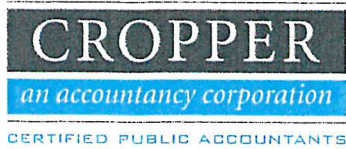
N/A

FISCAL IMPACT

The base charge for the financial statement production for Fiscal Year 2020-21 is \$25,000. Additional services to prepare the California State Controller's Office Annual Financial Transaction Reports for both LGVSD and the Marin Public Finance Authority (MPFA), and an agreed-upon procedure (AUP) on the District's appropriations limit would incur up to \$1,700. The District will only be charged for the options it selects. The District routinely provides for the cost of its annual financial audit in its operating budget.

Attachment:

Cropper Accountancy executed Engagement Letter dated May 18, 2021.



2700 Ygnacio Valley Road, Ste 270
Walnut Creek, CA 94598
(925) 932-3860 tel
(925) 476-9930 efax
www.cropperaccountancy.com

May 18, 2021

To the Board of Directors and Management of
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, California

We are pleased to confirm our understanding of the services we are to provide Las Gallinas Valley Sanitary District for the year ended June 30, 2021. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of Las Gallinas Valley Sanitary District as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Las Gallinas Valley Sanitary District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Las Gallinas Valley Sanitary District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Districts Proportionate Share of the Plan's Net Pension Liability
- 3) Schedule of the District's Pension Plan Contributions
- 4) Schedule of Changes in the Net OPEB Liability and Related Ratios
- 5) Schedule of the District's OPEB Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Las Gallinas Valley Sanitary District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1) Budgetary Comparison Schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information.

- 1) Introductory Section to the Comprehensive Annual Financial Report
- 2) Statistical Section to the Comprehensive Annual Financial Report

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Las Gallinas Valley Sanitary District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Las Gallinas Valley Sanitary District's financial statements. Our report will be addressed to the board of directors of Las Gallinas Valley Sanitary District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Las Gallinas Valley Sanitary District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective,

Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Las Gallinas Valley Sanitary District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Las Gallinas Valley Sanitary District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information

is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Cropper Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit

documentation will be provided under the supervision of Cropper Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 15, 2021 and to issue our reports no later than November 15, 2021. John Cropper is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be approximately:

- \$23,000 for the audit
- \$2,000 for the time relating to the preparation of the CAFR
- With the options of:
 - o \$1,500 for us to prepare the California State Controller's Office: Annual Financial Transactions Reports (\$1,000 – LVGSD, \$500 – MPFA)
 - o \$200 for us to perform an AUP on the District's appropriations limit

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Las Gallinas Valley Sanitary District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

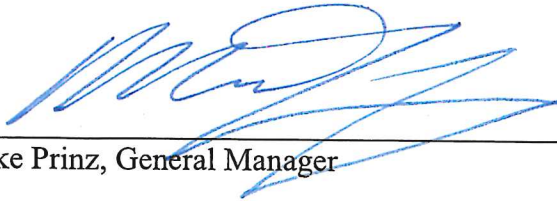
Very truly yours,

Cropper Accountancy Corporation
CROPPER ACCOUNTANCY CORPORATION
Walnut Creek, California

5/18/2021
CROPPER ENGAGEMENT

RESPONSE:


This letter correctly sets forth the understanding of Las Gallinas Valley Sanitary District.



6/4/2021

Mike Prinz, General Manager

Agenda Summary Report

To: Mike Prinz, General Manager 
From: Greg Pease, Collection System/Maintenance/Safety Manager
(415) 526-1513 gpease@lqvsd.org
Meeting Date: July 1, 2021
Re: Annual Safety Services Contract Award
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION:

Information only

BACKGROUND:

The District issued a "Request For Proposals" (RFP) for Safety Support Services for fiscal years 2021/2022, and as a result, Du-All Safety has been awarded the contract under the signature authority of the General Manager. Du-All Safety was the lone responder to the RFP with a proposal that includes (4) days a month of on-site services to conduct all OSHA required training, continuation of the on-line Safety Data Sheet (SDS) management system and performing regular facility inspections and assist the District in all Safety related aspects of our day-to-day operations.

Du-All Safety provided Safety Consultant Services to the District in fiscal year 2020/2021 and the rates for 2021/2022 have not changed.

PREVIOUS BOARD ACTIONS:

Not Applicable

ENVIRONMENTAL REVIEW:


N/A

FISCAL IMPACT:

The FY2021-22 budget provides for the awarded contract amount of \$56,736.00.



Agenda Summary Report

To: Mike Prinz, General Manager
From: Dale McDonald, Administrative Services Manager 
 (415) 526-1519 dmcDonald@lgvSD.org
Meeting Date: July 1, 2021
Re: Human Resources (HR) Status Report
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

None. Informational only.

BACKGROUND

This summary report is provided by the Administrative Services Manager (ASM), who is responsible for managerial oversight of Human Resources, and is based on feedback from PCG as well as the ASM’s general observations over the last 6-months.

The Las Gallinas Valley Sanitary District (District) has been incrementally pursuing a goal of augmenting human resources services since the recommendation to do so was brought up in Employee Climate Assessments conducted by FutureSense over the past 3 years. Beginning May 9, 2020, the District partnered with Pacific Crest Group (PCG) to provide non-transactional and strategic human resource insights to management.

The initial term of engagement with PCG was for 6-months for a sum not to exceed \$30,000 based on 6-8 hours of service per week.

Due to the pandemic, in-person meeting with employees were initially not possible but weekly calls between PCG’s HR Consultant and the General Manager (GM) were conducted. On-going priorities and recommendations to complete defined HR projects and identify additional projects which strategically supported the overall business plan and strategic direction of the organization were completed. Pandemic restrictions and limited availability and bandwidth of the GM during the 5-month recruitment for the critical ASM position limited in-person meetings which limited feedback from employees during this period. Per the GM’s request, weekly wellness emails were sent to foster engagement and provide useful HR information.

On November 30, 2020, the District was assigned a new PCG HR Consultant. PCG felt it was a good time to transition consultants with the ASM having recently started. In early December, management met with PCG Partner and Senior HR Advisor and the HR Consultant to discuss the scope of work anticipated over the next six-months. Based on the limited feedback from staff during the initial 6-month agreement with PCG, and in consideration of the budget, management asked that the contracted service hours for the next 6-month agreement be reduced from 6-8 hours per week to 3-4 hours per week between on-site and remote work. A reduced contract



extension extending the term of services through June 30, 2021, for an additional \$15,000, was executed.

The new PCG Consultant was introduced to staff via email and later welcomed at the District's December All-Hands Meeting (virtually via Zoom) on December 14 and has attended other "all hands" Zoom meetings. In-person office hours were established Wednesday mornings from 10:30 AM to 12:30 PM, initially alternating between the Administrative HQ and Plant locations so that the HR Consultant could get to know the staff at both locations. On-site meetings began in late December and PCG was able to establish relationships with many employees, making themselves available as needed outside of normally scheduled office hours as well, which has proved necessary as HR issues do not always wait for regular office hours.

It was a stressful year for District employees in having to deal with pandemic related challenges, reporting to work as "essential workers", and feeling overwhelmed at times with challenging workloads. As 2020 was ending and the District was looking forward to improving conditions in 2021, the District faced yet another challenge as one of its key managerial employees took an unanticipated leave during the first few months of the year. HR provided support to the employee and management and staff worked together to continue moving critical projects, such as the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project, forward. Contracted HR services were particularly impacted as the GM was forced to juggle additional responsibilities while at the same time guiding the relatively new ASM through the budget process that was just beginning. PCG began to spend more time at the plant as that is where the HR need seemed strongest. The Plant Operations Supervisor left the District on March 12 putting additional pressure on the Plant Manager at a time when recycling water service to Marin Municipal Water District was to start-up and secondary process was coming online, adding additional stress to the plant operation staff.

While fewer regular in-person meetings between the ASM and PCG occurred in the spring, periodic meetings were held to discuss and review the on-going priorities. PCG provided support over the last 6 months for specific projects and tasks including:

- Provided guidelines and materials for recruiting and assistance with the recruitment process.
- Reviewed, updated, and provided written policies for Leave of Absence and Workers Compensation –mini resource center setup at the plant and postings updated at both locations.
- Researched and launched harassment training for staff and managers.
- Participated and made recommendations for exit interviews and submitted findings to the ASM.
- Met with several employees who have reached out for help on various topics.

PCG has indicated that their strength lies in its partnership with executive teams to bring about change and improvement, not as a consultant engaged by a board. Management and PCG remain committed to improving communications and establishing more formal meetings going forward.



PCG RECOMMENDATIONS

Based on PCG's observations, there needs to be a greater focus on employee morale, building company culture, employee training, filling of open positions, coaching, and employee professional development. These issues have been impacted by staffing levels as well as a host of pandemic impacts. Employees are frustrated with the lack of perceived progress on the new Operational Control Center / Administration Building and the training complications associated with the startup of the new systems related to the STURWE Project. Open positions remain unfilled, and it should be a priority to fill these positions as soon as practical.

Roughly half of the recommendations raised in the amended 2019 FutureSense Employee Culture report are still being pursued and greater staff resources and dedication of time are needed for them to be completely addressed. Additionally, it is PCG's observation that many of the cultural and employee morale issues highlighted in the FutureSense report still exist.

Based on observations and conversations with staff, it is PCG's assessment that many of the continuing issues revolve around trust, leadership, and communication concerns. The underutilization of PCG's HR consultants has impeded progress in addressing these issues. Additional time is needed to fully review HR records, such as payroll and personnel files, to get a better overall picture of the District. The HR Consultant should be given access and more time at each location to continue building trust, coaching, recruiting, supporting the team, and working on creating a healthy team environment. Some of these issues will require a conscious focus from all levels of the organization up to and including the Board, particularly in terms of fostering a culture of trust.

Additionally, PCG recommends the District more clearly define their HR strategic objectives and determine who will be working to achieve those objectives, a task the PCG Consultant is willing and able to assist with.

Lastly, the FutureSense report recommendation that the "*Board and GM attend an educational retreat to best define the role of the board versus the GM. This educational retreat should include communication styles, ownership areas, set board position metrics and create an understanding between governance and operations*" is strongly encouraged to take place to show unity.

It is also recommended that an offsite retreat with the GM, Plant Manager, District Engineer, Collections Systems and Safety Manager, and Administrative Services Manager be held as well. Now that the pandemic is subsiding and in-person group meetings are possible, the delayed retreats can be re-prioritized.

MANAGEMENT RECOMMENDATIONS

Management supports extending the contract with PCG and increasing weekly hours for HR non-transactional support and is finalizing a contract extension agreement with PCG through September 30, 2021 for an additional \$15,000. PCG and management will assess the impacts of the increased hours and improved communication, discuss strategic HR goals, and review benchmarks on where things are and how to best to move them forward in a transparent manner.



Board approved new positions are a very positive sign about the trajectory of the organization. The additional staffing approved since the adoption of the Classification & Compensation Study and anticipated completion of labor negotiations are positive steps that will help address recommendations in the FutureSense report.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW


N/A

FISCAL IMPACT:

None. Recommendations from PCG and in the FutureSense reports may require additional funding and staffing resources to adequately address to the Boards satisfaction.



Agenda Summary Report

To: Mike Prinz, General Manager
 From: Teri Lerch, Board Secretary 
 (415) 526-1510 terch@lgvsd.org
 Meeting Date: July 1, 2021
 Re: LGVSD Board Meeting Guidelines
 Item Type: Consent _____ Action X Information _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Staff recommends that the Board review the attached LGVSD Board Meeting Guidelines and if approved, Board and Staff utilize these guidelines in our Board meetings.

BACKGROUND

The Board has regularly expressed interest in improving board meeting efficiency and shortening meeting durations.

PREVIOUS BOARD ACTION

On January 29, 2021, the Board and staff participated in a workshop to formally acknowledge Board Meeting expectations and procedures in the future. Topics discussed included:

- Purpose and Function of Board Meetings
- Board Meeting Process
 - Development and approval of Agendas
 - Board Member Responsibilities
 - Interaction with the Public
 - Meeting Protocols Using Robert’s Rules of Order
- District Counsel Role
- General Manager Role
- Brown Act Compliance

Staff subsequently worked with the Board President to memorialize the January 29th workshop via the attached Board Norms Document.

In the June 3, 2021 Board Meeting, the Board, Staff and Kendal Flint, discussed the Board Norms Summary document. The Board requested that some changes be made, and the document be brought back to a future Board Meeting.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

LGVSD Board Meeting Guidelines

- 1. Board members are encouraged to review meeting packages prior to the Board Meeting.**
- 2. Whenever possible, Board members are encouraged to seek answers to questions about agenda items prior to Board meetings by contacting either the Staff report author or the General Manager.**
- 3. Board members are encouraged to greet the general public in attendance at any given meeting without acknowledging individual attendees.**
- 4. The Board President will manage the pace of Board meetings and ensure discussions pertain only to the agenda item at hand.**
- 5. When possible, Board members will hold comments and questions until the end of any given presentation, whether delivered by staff or consultants, in order to avoid disrupting the presentation.**
- 6. The Board President will recognize and call on board members to speak.**
- 7. Board members are encouraged to present all of their pending questions/viewpoints to the extent possible when called upon before another member is subsequently called upon.**
- 8. Items of interest that come up during discussion but that are not on the agenda may, upon formal request, be brought forward on a future agenda.**
- 9. Agenda items may be tabled or continued to a future meeting if meeting duration or need for additional information warrants doing so.**
- 10. Board member and Staff reports should be prepared in advance and delivered as efficiently as possible to avoid extending meeting duration.**
- 11. The Board President may direct staff to provide brief information in response to public comments, however dialogue with members of the public during the public comment period is to be avoided.**



Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: July 1, 2021
Re: Requested Donation to River Otter Ecology Project in the amount of \$1,500
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board to consider request by River Otter Ecology Project for donation of \$1,500 towards their Art, Photography, and Poetry contest "Mostly Water," affectionately known as the SPLASH.

BACKGROUND

The Board occasionally considers making donations to educational or non-profit organizations that serve to benefit the public through efforts that promote the protection of the environment, which is one of the missions of the Las Gallinas Valley Sanitary District.

The District has begun development of a donation program and policy, and while it is not yet complete nor adopted, the River Otter Ecology Project would qualify as an eligible recipient.

Megan Isadore, Executive Director of River Otter Ecology Project submitted a request for donation via email on May 20, 2021 and has asked District if it would like to become a lead sponsor of the contest SPLASH. A donation of \$1,500 would distinguish the District as a "Water Champion."

PREVIOUS BOARD ACTION

None

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The District has budgeted \$61,200 for public education in fiscal year 2021-22 which includes funding for the publication of the District's newsletters and for public outreach. There is sufficient funding available within the budget to sponsor this event in the amount of \$1,500 requested.

(Via email May 20, 2021)

Upcoming SPLASH...important way to connect people with wise water use

River Otter Ecology Project is reprising our highly successful Art, Photography, and Poetry contest “Mostly Water,” affectionately known as the SPLASH. The online event in 2020 brought many new people to a greater awareness of our precious watersheds and wetlands in a fun, creative, and safe way.

This year our theme focuses on our new normal: **water scarcity**, here and in many parts of the world, and the importance of wise water use and availability.

Because water districts are leaders in the wise use of water, we would like to feature LGVSD and other water districts and highlight your importance for conservation and wildlife as well as our precious water resources.

We would like to feature LGVSD and other water districts in the San Francisco Bay Area and invite you to become lead sponsors of the contest and fundraiser. This lead level **“Water Champion” is \$1,500** includes key acknowledgement on all promotional channels throughout the contest.

We also invite our Water Champions to provide a 30 second to one minute video highlighting your commitment to healthy water supplies and to conserving water for wildlife as well as humans. I will be available to advise on video content, if that is wanted. The video would be shown on social media (10,000 Facebook and 1500 Instagram followers), on Linked In, and to our list of 4,000 supporters and funders.

Of course, we think first of Las Gallinas Valley Sanitary District, because we have worked extensively at the reclamation ponds, you were a lead supporter last year, and we already have the lovely video made by the Star Academy students. We could use part of that video if you like, or you could make another one.

People resonated well with the original theme, and it brought awareness to water and its importance. We know this new focus will be very important too. We’re very grateful for your support of the contest/fundraiser. We were able to make a profit, which was a big plus during such difficult economic times.

Best regards, Megan

Megan Isadore, Executive Director - River Otter Ecology Project
Deputy North American Coordinator - IUCN/SSC Otter Specialist Group
415.342.7956 riverotterecology.org

AGENDA ITEM 6

7/1/2021

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.

7/1/2021

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, NBWA Conference Committee, 2021 Operations Control Center Ad Hoc Committee, 2021 Employee Climate Survey Ad Hoc Committee, Other Reports

ELIAS

NBWRA , Ad Hoc Engineering Sub-Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Subcommittee, 2021 Operations Control Center Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Subcommittee, 2021 Legal Services Ad Hoc Committee, 2021 Employee Climate Survey Ad Hoc Committee, Marin Special Districts Association, Other Reports

SCHRIEBMAN

Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force, NBWA Tech Advisory Committee, Other Reports

YEZMAN

Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-Committee re: STPURWE, 2021 Legal Services 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.

7/1/2021

BOARD AGENDA ITEM REQUESTS

Agenda Item 8B

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

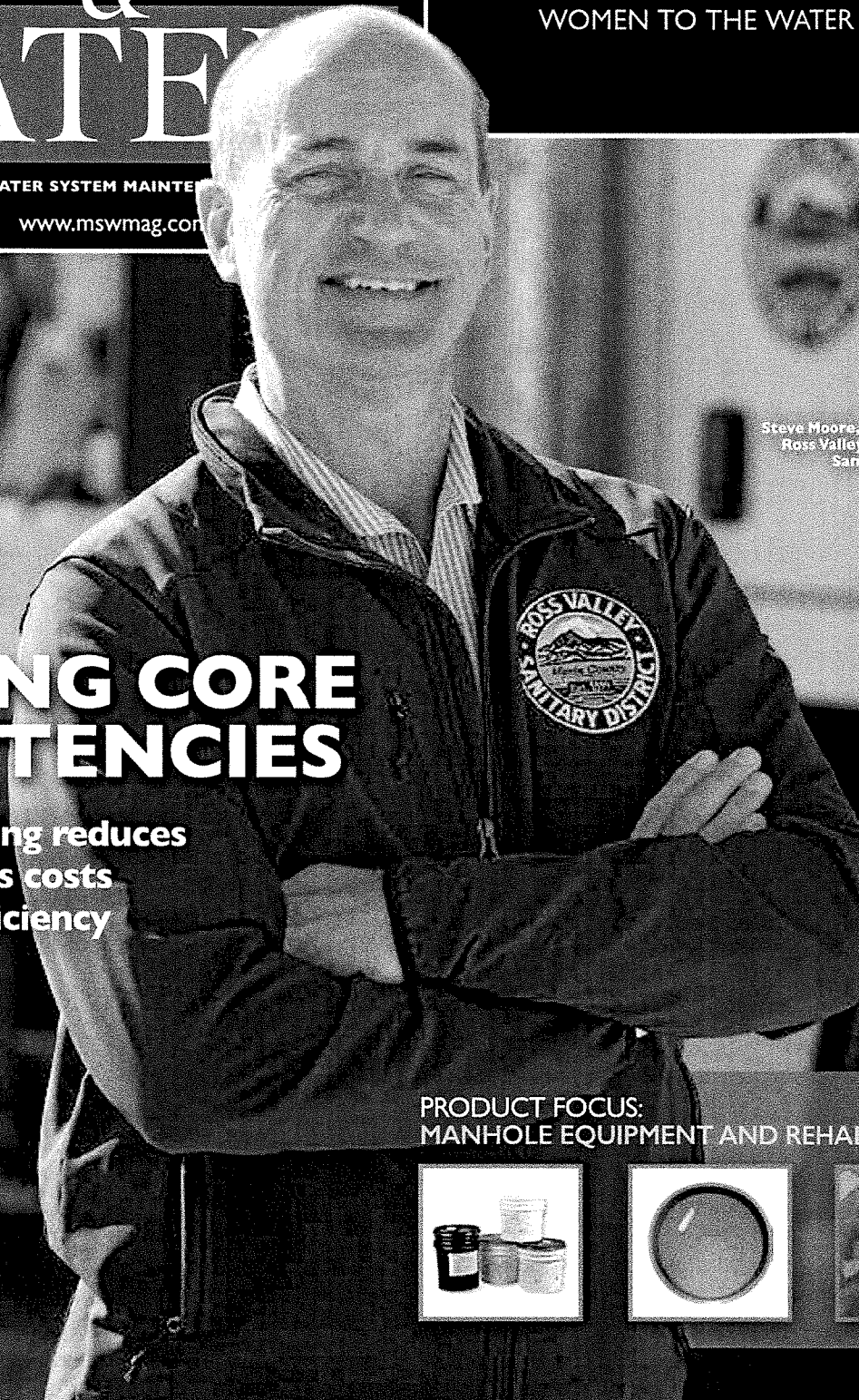
MUNICIPAL SEWER & WATER

FOR SANITARY, STORM AND WATER SYSTEM MAINTENANCE
June 2021 www.mswmag.com

BETTER MOUSETRAPS: MONITORS PROTECT SENSITIVE FLORIDA KEYS WATERWAYS
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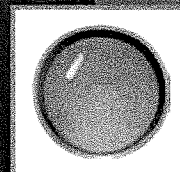
Steve Moore, General Manager
Ross Valley Sanitary District
San Rafael, California

BUILDING CORE COMPETENCIES

Specialized training reduces
California utility's costs
and increases efficiency

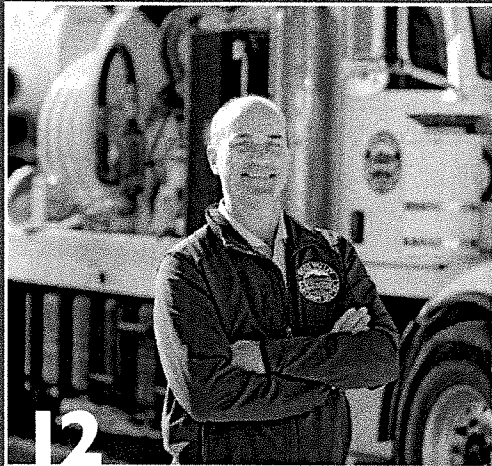
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PRODUCT FOCUS:
MANHOLE EQUIPMENT AND REHABILITATION

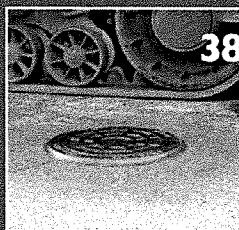
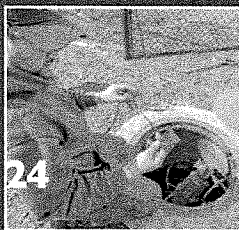
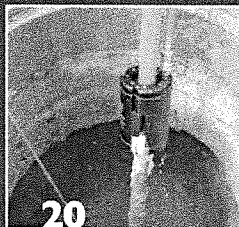
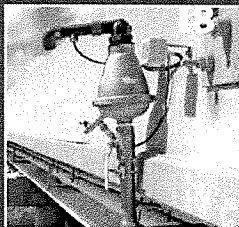


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MANHOLE EQUIPMENT AND REHABILITATION



ON THE COVER: Ross Valley Sanitary District General Manager Steve Moore poses in front of one of the district's Vactor trucks in the RVSD yard in Larkspur, California, north of San Francisco. The district now uses competency-based training, originally developed by the military, to improve employees' knowledge retention and efficiency. (Photography by Collin Chappelle)



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- ♦ **TECH TALK:** Understanding pipe restraint systems
- ♦ **SUPPLY SIDE:** Epoxytec provides a formula for protecting infrastructure

4 June 2021 mswmag.com

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JUNE 2021
MUNICIPAL
SEWER
&
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BUILDING CORE COMPETENCIES

Specialized training reduces California utility's costs and increases efficiency

By Ken Wysocky

During the past decade, the Ross Valley Sanitary District has experienced a seismic shift in operations, including \$100 million in infrastructure improvements, investments in asset-management technologies, and in-house maintenance and repair of sewer lines and pump stations.

The utility — based in San Rafael, California, about 20 miles north of San Francisco — was established in 1899 and is one of the state's oldest wastewater utilities. Beyond infrastructure and technology investments, it has also embraced a training method that captures institutional knowl-

"Today we have a much more consistent work environment."

Steve Moore

edge about processes and procedures. Known as competency-based training, it has improved workers' retention of that knowledge and, in turn, increased their efficiency, says Steve Moore, the utility's general manager.

Developed by the military, CBT centers on comprehensive, step-by-step training protocols that emphasize consistency through numerous repetitions, which leads to competency.

"Everyone knows training is important, but we didn't have an organized training program — just a manufacturer's manual or a consultant's emergency procedures report," Moore explains. "But those references don't assess an employee's competency on using equipment such as hydro-jetters, vacuum trucks and pipeline inspection cameras."

That's where CBT comes in. After the utility develops detailed standard operating procedures and trains employees by using those procedures, a trained assessor then grades them on how well they understand or don't understand each task embedded in the SOP.



Ross Valley (California) Sanitary District General Manager Steve Moore (second from left) and operations managers Noel Sandoval, Manuel Vigil and Rafael Zarco (from left) have helped further the district's competency-based training program. (Photography by Collin Chappelle)



PROFILE:
Ross Valley Sanitary District, San Rafael, California

SERVICE AREA:
 Nearly 27 square miles in Marin County

WASTEWATER INFRASTRUCTURE:
 Approximately 194 miles of wastewater sewers, 8 miles of force mains, 19 pump and lift stations, 5,200 manholes and rod holes

DAILY WASTEWATER COLLECTION:
 Approximately 4 mgd

EMPLOYEES:
 35

WEBSITE:
www.rvsd.org



Ross Valley Sanitary District collections worker Ricky Smith prepares the inflation line for an epoxy patch carrier. Ross Valley is one of California's oldest wastewater utilities, with aging clay pipes that require regular maintenance and repair.

“We are no longer managing crisis by crisis, or by using imprecise metrics like ‘miles cleaned.’”

Steve Moore

The rest of the training then focuses on what employees don't know, which develops more qualified equipment operators.

“After assessment, we train to what they don't know, which we call training to the delta,” Moore says. “And by developing SOPs, we capture institutional knowledge that can be transferred to new employees. That knowledge doesn't disappear if, say, an employee retires.

“Competency-based training enables us to tacitly embed knowledge for new operators more efficiently and methodically than before, using consistent, user-friendly standard operating procedures for the full variety of tasks, developed by internal subject-matter experts.”

The utility started using CBT in 2017 by hiring Competency Training Systems International. A chief technology officer from CTSI helped the utility develop the procedure-based SOPs.

Practice makes perfect

Moore cites cured-in-place point repairs as an example of the benefits CBT brings. Without competency-based SOPs, it might take some employees up to two years before they feel confident making the point repairs.

“But with competency-based training, they're up and running in about a month,” he says.

The secret sauce is the step-by-step SOPs, which make liberal use of pictures with text boxes and arrows.

“People respond more favorably and efficiently to pictures than manuals and text, so the step-by-step training with visuals, repetitions and constant feedback better engages the workers,” Moore explains. “Before, everyone was trained differently by word-of-mouth for the same job.

“Today we have a much more consistent work environment. We've also reduced the amount of time it takes to complete tasks, which allows us to get more done in less time.”

Hundreds of training modules have been developed in all, ranging from operating equipment to maintaining lift stations to flushing sewer mains using specialized vehicles.

“We've covered the critical tasks, but SOP development and training is ongoing as new equipment is brought online. It's really a never-ending process,” Moore says.

In-house expertise

For an example of how CBT reduces expenses, consider the cured-in-place point repairs. Some utilities install one point repair liner a day, while RVSD crews perform an average of three per day and have installed as many as seven in a day, says Manuel Vigil, repair supervisor.

Furthermore, doing the work in-house saves money. Having an outside contractor do a point repair would cost about \$2,500. With an average of 400 such repairs annually, that comes to \$1 million, he says.



“We now clean a couple thousand less feet of pipe per year while at the same time we’re still experiencing fewer overflows.”

Rafael Zarco

Collections assistant Dale Olsen, crew lead Frank Sousa and collections worker Ricky Smith (from left) spread epoxy resin on a fiberglass patch before installation.

GETTING BUY-IN FOR NEW PROCEDURES

Operational changes are often difficult. After all, when employees are used to doing things the same ways for years, it’s hard to leave that comfort zone and do something new.

The Ross Valley Sanitary District encountered some employee pushback when it decided to adopt a new training protocol known as competency-based training, says Felicia Newhouse, the utility’s assistant general manager.

Newhouse is a strong proponent of the training system. But she says even though CBT was intended to improve operations by helping employees become more proficient at various tasks much faster, getting buy-in from employees was difficult at first.

“There was pushback from the union, just as there can be with any new process. The union had legitimate concerns about fairness and transparency. They didn’t want the competency-based training to be used against employees.”

To ease those concerns, the utility formed a joint labor-management committee that walked everyone through the basics of CBT. The group also spelled out how the new training method could improve efficiencies and retain institu-

tional knowledge, as well as the importance of union buy-in.

“We negotiated an agreement with the union that established expectations about how CBT should work, and that facilitated the transition to CBT,” Newhouse explains.

For example, the utility agreed to bring in third-party assessors, such as retired wastewater-system equipment operators, to do the employee training assessments. This impartial approach helped alleviate any concerns about favoritism in the assessment process.

“Our operators embraced that aspect.”

Since the joint guidelines were developed and negotiated, employees have been very supportive and have provided valuable feedback as training protocols were developed.

“The primary stakeholders — supervisors and front-line staff — were key,” Newhouse says. “We could not have done this without the buy-in from staff and subject matter experts.”

“We now have trust in and ownership of the system. But you’re never done, a continued commitment to stewardship and leadership ensures that everyone keeps trusting the CBT program.”

“We can do the same number of repairs for about \$400,000 in labor, equipment and materials, so we save the district about \$600,000 a year. So over the years, we’ve saved millions of dollars by doing point repairs in-house.”

To handle the work, the utility invested in a 2014 Isuzu NQR cube van that carries a wet-out table. Vigil buys generic components such as the epoxy, fiberglass liners and inflatable bladders to create a customized point-repair system.

“That way, the things we need for point repairs cost \$50 to \$60 versus \$400 to \$500,” he says.

System challenges

A spike in sewer overflows, followed by a cease-and-desist order from the state’s Regional Water Quality Control Board issued in 2013, also spurred changes at RVSD.

In addition to investing approximately \$100 million in infrastructure improvements and upgrades to reduce overflows, the utility adopted new technologies to assess and manage its 194 miles of gravity sewer, 8 miles of force mains, 5,200 manholes and rod-holes, and 19 pump and lift stations.

The collections system serves about 47,000 customers and transports approximately 4 mgd to a treatment plant operated by the Central Marin Sanitation Agency. The agency operates under a joint agreement among the RVSD, the San Rafael Sanitation District and Sanitary District No. 2 of Marin County.

(continued)



Collections worker Darrell Proschold rewinds the jetter hose after completing the last of several routine cleaning runs in a residential area north of San Francisco.

Another critical step in the utility's evolution involved creating a risk-assessment model for its infrastructure, then developing a structured management plan to address long-standing deficiencies.

To do this, the utility invested in ArcGIS software from Esri, and InfoAsset, a maintenance-management system developed by Innovyze. The two work in concert to help the agency develop an enterprise asset management and maintenance system.

"Every asset now is on a maintenance, repair or capital improvement schedule," Moore notes. "The asset management program provides a comprehensive inventory and ongoing condition assessment, as well as a platform to prioritize repairs and rehabilitation and adaptively manage preventive maintenance schedules.

"In essence, these technologies allow us to make data-driven decisions about how to extend the life cycle of our assets in a proactive manner instead of a reactive manner. Regulators and ratepayers now see an agency that has a transparent, risk-based approach to in-house repair and maintenance, as well as a capital improvement program. We are no longer managing crisis by crisis, or by using imprecise metrics like 'miles cleaned.'"

Fewer overflows

Sewer overflows, for example, dropped to 13 in fiscal year 2019-20 compared to 38 in the 2016-17 fiscal year. In addition, gallons of wastewater spilled decreased significantly during the same time period, from 135,000 gallons down to just 3,682 gallons.

For an even starker comparison, overflows spilled almost 3 million gallons in fiscal year 2010-11, he notes.

Another benefit: The technology helped the

utility become more surgical in terms of preventive maintenance.

"Our motto became 'clean only what needs to be cleaned,'" says Rafael Zarco, line maintenance supervisor.

The upshot is that the agency no longer operates with a mentality that every pipe needs to be cleaned on a regular basis. Instead, the technology allows officials to prioritize which pipes need cleaning based on how much debris is removed as well as the condition assessment data.

"We now clean a couple thousand less feet of pipe per year while at the same time we're still experiencing fewer overflows," Zarco says. "Furthermore, cleaning a clean pipe produces unnecessary wear and tear on the system."

Equipment investments

To do more work in-house, the utility has invested significantly in equipment. The RVSD's equipment roster includes a Vac-Con combination truck, two Vactor Ramjet truck-mounted jetters, built out on International chassis with 1,500-gallon water tanks and Vactor water pumps.

The utility also relies on two low-volume, high-pressure jetting trucks outfitted by Harben on Ford F-550 chassis with 600-gallon water tanks and Harben pumps.

Crews tackle sewer line inspections with two camera trucks, both Mercedes-Benz Sprinters. One carries a RapidView IBAK Panorama 4K camera system and the other transports a Pathfinder system from Aries Industries. Both systems utilize WinCan data-collection software.

The RVSD also owns push cameras made by Envirosight, CUES and IBAK.

Scalable approach

The RVSD's experience with CBT offers some clear takeaways for other utilities.

For starters, Moore would like to dispel any notions that CBT is feasible only at larger utilities. It's very doable for small agencies, too, with the right program and right people in place. (The RVSD has just 35 employees.)

Furthermore, Moore encourages other utilities to think outside the box and be willing to take chances, then learn from any mistakes. As an example, he cites failed point repairs.

"You just have to commit to reviewing repairs as part of CCTV work, and where you identify defects, do a failure analysis, then modify the SOP if necessary to reflect the findings of that analysis. Then it's automatically incorporated into training as the SOP is implemented."

Moreover, utilities should take advantage of efficiencies offered by new technology, such as the ArcGIS and InfoAsset systems, Moore says.

"Technology is key. Everybody has a cellphone and portable laptops are more affordable and durable. Work orders and sewer system maps, with sewer lateral or asset information history at our fingertips, are creating efficiency and effectiveness in the field.

"It's also increasing the confidence of our workforce to get the job done to protect public health and the environment."

Accomplishing goals

But no matter how the utility evolves, CBT training will remain a cornerstone of its operations.

"Our main goal with CBT was to create a consistent, safe and effective work environment," he says. "And our long-term goal is to keep the sewer rates low and ensure public health and safety. And I think we're accomplishing all those goals.

"We've come a long way. We're totally committed to the path of continuous improvement and adaptive management." ♦

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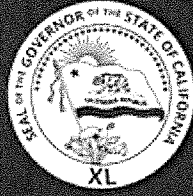
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GAVIN NEWSOM

GOVERNOR OF CALIFORNIA

FOR IMMEDIATE RELEASE:

Contact: Governor's Press Office

Friday, June 11, 2021

(916) 445-4571

As California Fully Reopens, Governor Newsom Announces Plans to Lift Pandemic Executive Orders

Governor to lift Stay-at-Home Order and retire county tier system on June 15 as the state fully reopens

SACRAMENTO – Governor Gavin Newsom today took action to lift pandemic executive orders as the state moves Beyond the Blueprint next week to fully, safely reopen. That includes terminating the Stay-at-Home Order that was implemented early in the pandemic to protect Californians and retiring the Blueprint for a Safer Economy. Effective June 15, restrictions such as physical distancing, capacity limits and the county tier system will end.

The Governor is also continuing the wind down of executive actions put in place since March 2020 to help facilitate a coordinated response to the pandemic and ensure the state could quickly and efficiently respond to the impacts of the pandemic. A subset of provisions that facilitate the ongoing recovery – such as the provision allowing pharmacy technicians to administer vaccinations as the state continues to vaccinate millions of eligible Californians every week – will remain in place.

“California is turning the page on this pandemic, thanks to swift action by the state and the work of Californians who followed public health guidelines and got vaccinated to protect themselves and their communities,” said Governor Newsom. “With nearly 40 million vaccines administered and among the lowest case rates in the nation, we are lifting the orders that impact Californians on a day-to-day basis while remaining vigilant to protect public health and safety as the pandemic persists.”

The state’s decisive and early action through the Stay-at-Home Order directing Californians to limit their interactions with people from other households and the Blueprint criteria guiding the tightening and loosening of allowable activities based on the level of community transmission helped slow the spread of the virus, saving lives and protecting the state’s health care delivery system from being overwhelmed. With nearly 40 million vaccines administered and among the lowest case rates in the country, California is entering a new phase, lifting these restrictions to fully reopen on June 15.

The Governor's Office today established a timeline and process to continue winding down the various provisions of the 58 COVID-related executive orders, which suspended statutes and regulations to help the state and businesses continue operations during the pandemic. To ensure that impacted individuals and entities have time to prepare for the changes, the provisions will sunset in phases, beginning later this month, in July and in September. For example, the suspension of certain licensing requirements for manufacturers to produce hand sanitizer will end on June 30, as shortages are no longer a concern. By the end of September, nearly 90 percent of the executive actions taken since March 2020 will have been lifted.

Today the California Department of Public Health released a [new state public health officer order](#) that goes into effect on June 15. The order replaces the previous pandemic public health orders with limited requirements related to face coverings and mega events, as well as settings with children and youth pending an expected update later this month to the K-12 school guidance issued by the Centers for Disease Control and Prevention. The action supports the full and safe reopening of the state, while maintaining focused public health requirements that address the risk posed by variants as some regions across the nation and world continue to experience high levels of transmission.

A copy of the order terminating the Stay-at-Home Order and the Blueprint for a Safer Economy can be found [here](#). A copy of the order rolling back additional pandemic order provisions can be found [here](#).

###

Governor Gavin Newsom
State Capitol Building
Sacramento, CA 95814

[Forward](#) [View in Browser](#)

Marin water saving falling short

DROUGHT RESPONSE

District board to consider tighter restrictions to conserve supply

By Will Houston

whouston@marinij.com

More Marin residents are heeding the call to conserve water during this historic drought, but their efforts are still falling far short of the conservation mandates meant to preserve local reservoirs holding less than a year's worth of water.

The 191,000 central and southern Marin residents served by the Marin Municipal Water District cut back water use by 18% from June 4-10, according to data released on Friday. While this is double the water conserved in late May, it's still less than half of the district's mandate to cut back water use by 40% compared to

②

the average use from 2018-2020. Residents used an average of 23.2 million gallons per day during last week compared to the average use of 28.5 million gallons in 2018-2020. For this same time period in 2013 when the last major drought occurred, residents were using about 33% more water at 30.9 million gallons per day.

Cynthia Koehler, president of the district board, said customers are doing "incredibly well" at ramping up conservation efforts in just more than one month. She expressed confidence that the upward trend will continue.

"None of these things happen in an instance," Koehler said. "You can't snap your fingers. We need to be working with the community, we need to be working with other governments and working with other businesses and institutions. I think we're moving really fast."

Director Larry Bragman said

the latest numbers are encouraging but that the district still has a long way to go.

While conservation numbers have improved, the board will meet at 7:30 p.m. Tuesday to discuss whether to tighten its existing water use restrictions in July in order to conserve its dwindling supplies. Options include limiting outdoor sprinkler use to just one assigned day per week — down from the current two days — and potentially suspending most new water connection hookups. The board is also considering suspending its summer water rate discounts. The board is expected to vote on some of these proposals in early July.

Should conservation efforts continue to lack and fall continues to be dry, the district could institute a per household allotment of water enforceable by fines similar to what happened during droughts in 1977, 1989 and 1991.

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cooperation of residents, businesses and government agencies.

"I'd say we've been pretty much on it," Koehler said. "You do need to bring the community along and there is this line that is very important to walk between overreacting and underreacting and I would say we are in no way underreacting."

It took Marin residents nearly a year to meet the district's 25% conservation mandate during the last drought of record in 1976, Koehler said. But that conservation wasn't enough at the time. The district increased the mandate to 57% in 1977, imposed daily water use allotments to households and businesses and ultimately had to build a \$6 million emergency water pipeline across the Richmond- San Rafael Bridge in 1977 to prevent itself from running out of water within 120 days. A similar pipeline is being reconsidered by the district along with other options such as a temporary desalinization plant should the coming rainy season be dry.

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Bragman said the board should be considering a phased approach with its restrictions, including for a potential water hookup suspension. Rather than impose new watering restrictions on individual homeowners, the district could instead prohibit watering “nonessential” turf such as grass in front of commercial buildings, office complexes, traffic medians and multi-unit housing properties.

To boost conservation, the district has focused on incentives, including tripling its turf replacement rebates, discounts for real-time water flow trackers and other water-saving technology.

But Koehler said the board must also consider disincentives to get across how seriously people should be considering the drought. While the board has yet to discuss enforcement tools at length, potential options could be placing high water users under daily water allotments as well as potential fines.

Under its current rules, the district provides an initial warning for the first violation with subsequent violations resulting in fines as high as \$250. Water service disconnections are not being considered as an enforcement tool, Koehler said.

The district has less than a year of water remaining in its seven reservoirs based on current demands, statemandated water releases for endangered fish in Lagunitas Creek and pumping limitations, according to staff. The reservoirs in the Mount Tamalpais watershed make up 75% of the district’s water supply, with the other 25% coming from Russian River water imported by the Sonoma Water agency. Sonoma Water will be cutting its water imports by 20% beginning July 1 in response to alarmingly low levels at its own reservoirs at Lakes Sonoma and Mendocino.

The district is considering requesting the state to allow it to temporarily reduce dam water releases for endangered coho salmon in Lagunitas Creek. The district has released an average of 11,000 acre-feet of water per year into Lagunitas Creek for the past 10 years, which equates to about 14% of its total reservoir storage capacity, according to district operations director Paul Sellier.

Corte Madera resident and district ratepayer Beryn Hammil said she does not believe the district is doing enough to get the word out on how bad Marin’s water supply picture is. Having remained mostly indoors with her husband because of the coronavirus pandemic, Hammil said she was shocked after watching a district meeting to learn of the water supply forecasts.

Bragman said the district does not want to be an enforcement agency.

“This is the ratepayers’ district and we want to work with the ratepayers,” Bragman said. “Ultimately the success of the conservation program depends on the cooperation and enthusiasm of our customers. I think that’s why there has been a bit of hesitancy to sort of impose top-down regulation without getting the feedback and seeing how our numbers play out.”

The most recent water supply projections show the district will have less than 30,000 acre-feet of water remaining in its reservoirs by Dec. 1. If that holds true, the district will automatically implement a 50% conservation mandate on Dec. 1.

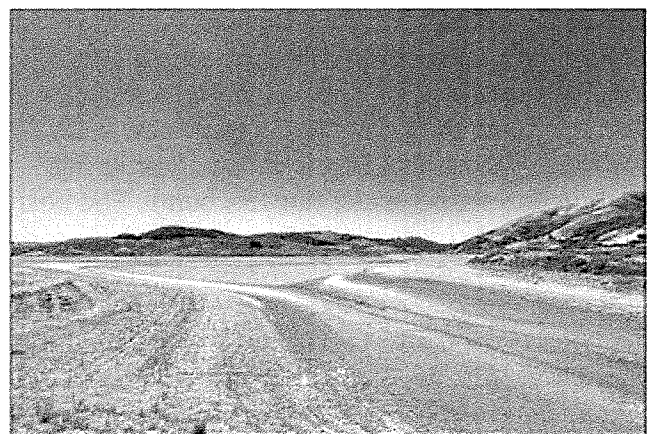
Should conservation efforts continue to lack and the upcoming rainy season continues its dry pattern, the district could institute a per household allotment of water, enforceable by fines similar to the drought in 1977, district General Manager Ben Horenstein told the board last month.

Meanwhile, the district is eyeing whether the state Legislature will approve Gov. Gavin Newsom’s proposed \$5.1 billion drought and water funding package.

“I think we are in a situation where we are trending in a really strong positive direction and we’re going to need resources to continue that,” Koehler said.

More information on the water district’s rules and rebates can be found at marinwater.org/waterrules.

To subscribe to Beryn Hammil’s newsletter, contact her at water_saver@yahoo.com



Water levels in the Nicasio Reservoir continue to recede. The Marin Municipal Water District has less than a year of water remaining in its seven reservoirs



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In response, Hammil began a drought newsletter called “A Drop in the Bucket,” including information about the latest drought restrictions, water savings tips, news articles and links to resources. As of Wednesday, she has had 135 people sign up, she said.

based on current demands, state-mandated water releases for endangered fish in Lagunitas Creek and pumping limitations.

ALAN DEP — MARIN INDEPENDENT JOURNAL

“This could be trending for years of low water,” Hammil said. “What are our options if we don’t start saving or changing our habits around water right now?”

Hammil’s fear is that Marin could end up similar to Cape Town in 2018, when the South African city nearly ran out of water and required residents to line up for a set amount of water each day.

Koehler said the district has acted with urgency, being the first major water district in the Bay Area to impose mandatory use restrictions and declare a drought emergency. Solutions cannot be implemented in a single day, Koehler said, and require the

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MMWD might escalate water-saving measures

DROUGHT

Utility considers tighter limit on sprinklers, irrigation

By Will Houston

whouston@marinij.com

The majority of Marin County residents might soon only be allowed to use sprinklers on one assigned day per week in response to lackluster conservation efforts and harrowing water supply forecasts.

The Marin Municipal Water District board plans to vote on the proposal and others on July 6 as a way to tighten its mandatory water use restrictions during the drought.

“We all are in alignment that we need to be increasing our urgency at several levels,” Cynthia Koehler, the board president, said during its meeting on Tuesday.

The new rules would limit outdoor sprinkler use to one day per week on a yet-to-be-assigned day. Under rules adopted in May, the district limits sprinkler use to two days per week but allows residents to pick those days. Designating a set day of the week will also allow staff to better educate residents and enforce against violations, staff said.

“We will be able to largely find out who is not aware of the requirements or just not supporting them,” Ben Horenstein, the district’s general manager, told the board.

Additionally, the board will consider limiting drip irrigation to two days per week, down from three, and acting to discourage new plantings. Hand watering would continue to be exempt from the restrictions.

Violations could result

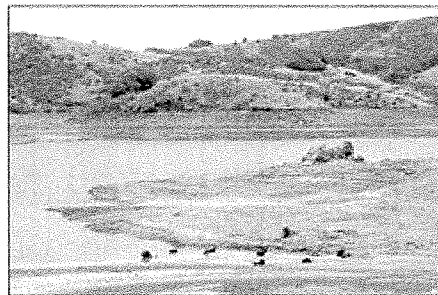
'We all are in alignment that we need to be increasing our urgency at several levels.'

— *Cynthia Koehler, Marin Municipal Water District*



Donald Gallerani, a county landscaping supervisor, checks a sprinkler at Lagoon Park in San Rafael on Wednesday. The irrigation system at the park uses reclaimed nonpotable water.

SHERRY LAVARS — MARIN INDEPENDENT JOURNAL



Exposed tree stumps dot the receding shoreline at the Nicasio Reservoir on Thursday. The Marin Municipal Water District’s seven reservoirs are at about half the normal level for this time of year.

ALAN DEP — MARIN INDEPENDENT JOURNAL

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in fines as large as \$250, the same as they are now.

48 “How long per day? If you’re going to water one day but for two hours, that’s not saving much water,” Terra

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At the July 6 meeting, the board also plans to hold a discussion on other water restrictions, including a proposal to suspend most new water hookups.

The district estimates that a one-day sprinkler limit would save about 7,300 acre feet of water, or about 9% of the district's total capacity.

The district's seven reservoirs in the Mount Tamalpais watershed were about 45% full as of Tuesday when they would normally be closer to about 86% full at this time of year. The reservoirs make up 75% of the district's supply, with the rest coming from Sonoma Water. The imports are set to be cut by 20% on July 1 because of Sonoma's own water shortages.

If the Marin Municipal Water District's supply is below 30,000 acre-feet as of Dec. 1, it would trigger a 50% conservation mandate. Total storage was about 36,300 acre-feet on Tuesday, with projections showing supplies dipping below 30,000 acrefeet by late August.

The district mandated its 191,000 customers in central and southern Marin to collectively cut back water use by 40% compared to average use between 2018 and 2020. Residents and businesses have fallen short, with only 18% conservation reported at the end of last week.

Should residents continue to conserve by just 20% and winter remains as dry, the district estimates it will use up its entire local water supply by late August 2022.

Despite the mandatory restrictions, many residents continue to water their landscapes multiple times a week, according to district staff. Data collected from about 700 customers with wireless meters found that 42% were irrigating three or more days per week, with 13% irrigating more than five days in May and June. One customer's water demand increased from 150 gallons per day to 2,500 gallons while watering.

"It's incredible," Carrie Pollard, the district's water efficiency manager, told the board.

Water demand typically increases by 50% during the summer largely because of outdoor watering, according to district staff. Adopting the one-day sprinkler limit at the start of July will be key to cutting back use during the peak demand period, Horenstein said.

Some ratepayers questioned how effective the new limit would be.

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Linda resident David Smith told the board.

Many ratepayers called on the board to suspend new water hookups. Should the district adopt the hookup ban, staff estimated it would save about one one-thousandth of its annual water demand, or about 20 to 60 acre-feet of water in the next year. The estimate is based on three projects nearing completion.

Mill Valley resident Paul Kayfetz said the estimates are deceptive and ignore larger housing developments that have been proposed, such as a 1,300-apartment complex in Terra Linda. District staff say these projects are many years from completion.

"How can you have water police dealing out misdemeanors and fines for existing users taking showers or trying to save their landscaping while these projects are given free rein?" Kayfetz told the board. "It's not fair. It's going to discourage existing users from entering the conservation program."

Rather than have the district merely discourage new planting, said board member Larry Bragman, it should consider banning new vegetation planting on new developments, similar to the policy of the North Marin Water District.

The board is set to hold an operations committee hearing at 9 a.m. Friday to hear an update on potential emergency water supply projects, including a potential water pipeline across the Richmond- San Rafael Bridge and a temporary desalination plant.

More information about the district's drought restrictions and rebate programs can be found at marinwater.org/waterrules.



Sprinklers spray the grass with reclaimed water at Lagoon Park near the Marin County Civic Center in San Rafael on Wednesday.

SHERRY LAVARS — MARIN INDEPENDENT JOURNAL

MMWD starts legwork on bridge pipeline, desalting

DROUGHT

Utility makes early moves to head off supply crisis

By Will Houston

whouston@marinij.com

The Marin Municipal Water District has taken the first steps toward building an emergency water pipeline across the Richmond-San Rafael Bridge for the first time in nearly 50 years to avoid potentially running out of water next summer.

The district said Friday that it has hired a consulting firm, Woodard & Curran, to find potential water rights holders in the Central Valley willing to sell their allotments. This water could be pumped across the bridge via the pipeline and into Marin's water system should the drought stretch into winter.

"That team is out at the moment searching for a source of water," Paul Sellier, the district's operations director, told the board at a meeting on Friday.

During the major drought of the late 1970s, the district built a temporary 6-mile pipeline across the bridge because it faced running out of water within 120 days. The pipeline was removed in 1982 after the drought ended and at the urging of Caltrans in order to restore a blocked traffic lane on the bridge.

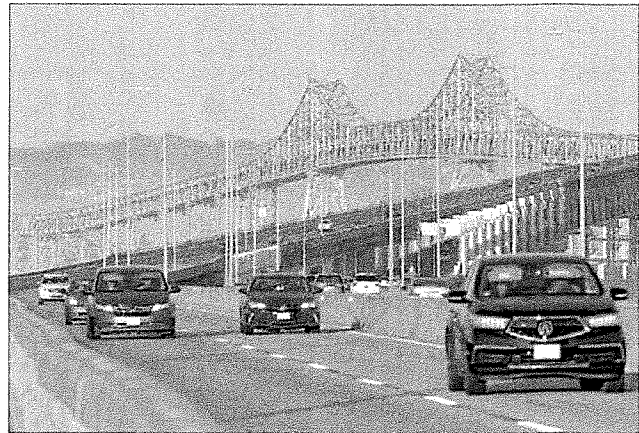
Nearly 50 years later, the district and the 191,000 central and southern Marin residents it serves face the prospect of running out of water by next summer should this winter be as dry as the last

'This is going to be an investment.'

— *Monty Schmitt, Marin Municipal Water District*

and conservation efforts do not improve. Ben Horenstein, the district general manager, said it is unlikely a similarly dry winter would occur two years in a row, but the district must be prepared for that worstcase scenario.

Horenstein said the district's focus remains on conservation being the primary tool to retain local



Traffic crosses the Richmond-San Rafael Bridge and heads into Marin on Thursday. The Marin Municipal Water District has hired a consultant to search for Central Valley water sources in case it needs to build a pipeline across the bridge.

ALAN DEP — MARIN INDEPENDENT JOURNAL



Projections show that the Marin Municipal Water District's seven reservoirs could run out of water by next summer. Above, the Nicasio Reservoir on June 3.

ALAN DEP — MARIN INDEPENDENT JOURNAL

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to identify potential vendors and consider options for purchasing or lease agreements. A plant and any financing for it would require voter approval under a 2010 ordinance, with staff eyeing November for a potential vote. Board members said a desalination plant would likely result in the district having to consider 20% rate increases for a decade.



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supplies, but it is considering the pipeline and a temporary desalination plant as insurance policies. The district estimates said these options would likely cost tens of millions to hundreds of millions of dollars, though no concrete estimates were provided on Friday.

“I also want to assure the board and the public that this work is happening in parallel with all of our conservation work,” Horenstein told the board.

A decision on both the pipeline and desalination plant could come as soon as December.

The district is looking for potential water sellers in the Sacramento River, Mokelumne River and Los Vaqueros watersheds, Sellier said. The district has also made inquiries with Sonoma Water, but they are unlikely to yield any options given the drought situation there, Sellier said.

Any sale would need to obtain approval either from the state or federal government, depending on the source, and would need to be studied for environmental impacts. Also, the district is in early talks with the East Bay Municipal Water District and Caltrans to use its facilities to transfer the water to Marin and build the pipeline across the bridge.

Water sales options could come back to the board for consideration as soon as July, Sellier said. From there, the district would need to secure approvals from various agencies between August and November to not only build the pipeline but also get the water from the Central Valley to the Bay Area. The district board would then decide whether to proceed with the project in December or January.

If it approves the project, the district would work to have the pipeline and supporting facilities such as pumping stations built by June 2022 — a similar construction timeframe to 1977.

The pipeline could pump in about 10,000 to 15,000 acre-feet of water per year to be used only for the bare essentials, Sellier said. For comparison, that amount of water is about half of the potable water demand by district customers in all of 2020.

For a temporary desalination plant, the district has hired a consulting firm

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“We will be bringing back a lot of details in terms of the costs, more granularity as we understand it of what the projects can look like,” Horenstein told the board.

The drastic options are being considered after the district saw its second-lowest rainfall on record this past winter, about 20 inches. The past 18 months were the driest ever in the district’s 143 years of records.

Projections show the district’s seven reservoirs in the Mount Tamalpais watershed could run out of water between June and early August 2022 assuming next winter is just as dry and residents only maintain 20% conservation. This past week, residents were conserving about 19% more water compared to average use from 2018-2020, well short of the district’s 40% conservation mandate imposed in April and just 1% percent more than the previous week.

The district receives about 25% of its supply from Sonoma Water, which is set to cut imports by 20% beginning in July.

The district staff outlined a conceptual timeline for the bridge pipeline and desalination projects on Friday. Each would require a rapid months-long turnaround.

These timelines raised concern with board president Cynthia Koehler, especially considering the staff did not have cost estimates yet and because she said the district has yet to invest what is needed into conservation efforts.

“We all want to be prepared in the event of the worse, but this is all proceeding as if we have done everything else we can do and we have no other choices,” Koehler said. “And I am concerned about the precipitousness of this timeframe in light of how little we have invested so far in those other options.”

Monty Schmitt, a member of the board, said the district needs look into these options in order to make informed decisions.

“This is going to be an investment,” Schmitt said. “And whether it’s a short-term or a long-term one, we just need to understand the numbers so that we make the right decision given the situation that we are in.”

North Marin Water District president considers solutions

Marin Voice



By James Grossi

This is the driest year in North Marin Water District's service area since record-keeping began in 1916.

As NMWD board president, I recognize that our customers have been using water wisely for decades. However, we must ask everyone to do even more during this water emergency and cut their water use by 20%.

North Marin Water District has taken major actions that you may not be aware of to decrease the impact of the drought. For instance, in February 2021, Stafford Lake was only one-quarter full. Anticipating water needs during this severe drought, we imported water during winter months to refill the lake to over one-half capacity by the end of April equal to about 15% of our yearly use.

We are always watching for opportunities such as this to improve water supplies for our customers.

Additionally, over the last decade, we built a robust recycled water system to increase the water supply. North Marin Water District has invested \$30 million and works with partners at two local sanitary districts to deliver about 250 million gallons of recycled water each year to irrigate parks, schools and other large landscapes, as well as serve multiple gas station car-wash facilities. This is equal to about 13% of the total use in Novato, which means a more drought-proof local supply of water for customers to use.

New automated meters help identify leaks and enable customers to better track and manage their water use. In recent years, the district invested more than \$5 million to fully install automated meters that help us quickly notify customers when identifying leaks or unusually high water use. The devices also allow customers to track their own water use in real time down to hourly usage, thus promoting water awareness and water conservation while saving money for both the customer and the district over time.

We also offer extensive conservation rebates, information and services. Thousands of our customers have taken advantage of these programs since the 1970s. We urge everyone to visit our website

groundwater storage to improve future water supplies. Our region often experiences heavy rain years, such as 2019, in between dry years like this one. We desperately need all the water we can get in those wet years but need more places to store it. So, we are collaborating with partners around the region in a major study to find the best ways to increase water supplies.

One of the most promising options is to build pipes and pumps that can take large amounts of water in wet years and store it into groundwater basins, saving it for dry years. We may also be able to inject highly treated recycled water into the ground and save it for future use. We continue to work with regional partners to find innovative long-term water management solutions.

We still need your help to manage the current water emergency. North Marin Water District has never seen a drier year. We thank all of our customers for reducing their water use so we can stretch our supplies. We reached 16% savings in May, which is good progress toward the 20% water saving mandate starting July 1.

We need every drop that you save. And while you all work to conserve water and minimize use, we will continue improving the water supply and providing conservation rebates, useful information and helpful services.

Customers interested in learning more can contact the district online at nmwd.com, email info@nmwd.com or call 415-897-4133.

James Grossi is president of the North Marin Water District board of directors.

In recent years, the district invested more than \$5 million to fully install automated meters that help us quickly notify customers when identifying leaks or unusually high water use. The devices also allow customers to track their own water use in real time down to hourly usage.



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frequently during this drought to learn about our many rebates and incentives for highefficiency toilets, high-efficiency clothes washers, hot water recirculation systems, flapper replacements, pool covers, rainwater catchment, grey-water installations, lawn removal, weatherbased irrigation controllers, water- efficient landscape irrigation equipment upgrades and more.

We are evaluating regional



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