



101 Lucas Valley Road, Suite 300  
 San Rafael, CA 94903  
 Tel.: 415-472-1734  
 Fax: 415-499-7715  
 www.LGVSD.org

**MANAGEMENT TEAM**  
 General Manager, Curtis Paxton  
 Plant Operations, Mel Liebmann  
 Collections/Safety/Maintenance, Greg Pease  
 Engineering, Michael P. Cortez  
 Administrative Services, Dale McDonald

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

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

## BOARD MEETING AGENDA

**April 20, 2023**

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, OR ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

Estimated Time

**CLOSED SESSION:**

- 4:30 PM A. CONFERENCE WITH LABOR NEGOTIATOR** – Agency designated representative : Gregory Ramirez, IEDA; Employee organization : IUOE Local 3;pursuant to Government Code Section 54957.6

**OPEN SESSION:**

- 5:30 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.

- 5:35 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 March 29 and April 6, 2023
  - B. Approve the Warrant List for April 20, 2023
  - C. Approve Board Compensation for March 2023
  - D. Approve Murray attendance at EESI’s Investments in Clean Energy webinar on April 13, 2023
  - E. Approve Robards attending WEF Residuals and Biosolids Conference May 16-19, North Carolina
  - F. Approve Regulatory Compliance Consulting Services Contract for July 1, 2023 to June 30, 2026
  - G. Approve Spring 2023 Heron Newsletter

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

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

- 5:45 PM 3. INFORMATION ITEMS:**  
STAFF/CONSULTANT REPORTS:
1. General Manager’s Report – verbal
  2. District Remembrance of Director Schriebman – written
  3. Discuss the impact of the District’s Capital Improvement Program on pending Sewer User Charge Cost of Service and Rate Study - written
- 6:30 PM 4. EXPAND LOW INCOME SEWER CHARGE TO MOBILE HOME OWNERS**  
Board to consider adopting Resolution No. 2023-2303 expanding the Low-Income Sewer Rate Assistance Program (LISRAP) to recognize mobile homeowners as eligible households under LISRAP and to continue the program in fiscal year 2023-24 at a cost not to exceed \$25,000 in fiscal year 2023-24.
- 6:45 PM 5. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, 2023 Operations Control Center Ad Hoc Committee, Other Reports
  2. FORD
    - a. NBWRA, 2023 Operations Control Center Ad Hoc Committee, 2023 McInnis Marsh Ad Hoc Committee, 2023 Fleet Management Ad Hoc Committee, 2023 GM Evaluation Ad Hoc Committee, Other Reports
  3. MURRAY
    - a. Marin LAFCO, 2023 Biosolids Ad Hoc Committee, CASA Energy Committee, 2023 Development Ad Hoc Committee, Other Reports
  4. ROBARDS
    - a. Gallinas Watershed Council/Miller Creek, 2023 Engineering Ad Hoc Committee re: STPURWE, 2023 McInnis Marsh Ad Hoc Committee, 2023 Development Ad Hoc Committee, 2023 GM Evaluation Ad Hoc Committee, Other Reports
  5. YEZMAN
    - a. Flood Zone 7, CSRMA, 2023 Ad Hoc Engineering Committee re: STPURWE, Marin Special Districts, 2023 Biosolids Ad Hoc Committee, Other Reports
- 6:55 PM 6. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
- 7:00 PM 7. VARIOUS INDUSTRY RELATED ARTICLES**

7:05 PM

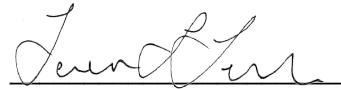
8. ADJOURNMENT

**FUTURE BOARD MEETINGS MAY 4 AND MAY 18  
SPECIAL BOARD WORKSHOP TENTATIVELY THE WEEK OF MAY 8**

AGENDA APPROVED:	Megan Clark, President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, Board Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before April 17, 2023 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held on April 20, 2023, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: April 14, 2023



Teresa L. Lerch  
Board Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the first and third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study 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 A

**4/20/2023**

**CLOSED SESSION**

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



AGENDA ITEM 1

**4/20/2023**

**PUBLIC COMMENT**

**This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.**

## SPECIAL MEETING MINUTES OF MARCH 29, 2023

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON MARCH 29, 2023 AT 1:01 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

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

**BOARD MEMBERS ABSENT:** Ron Ford

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

**OTHERS PRESENT:** None.

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

**1. PUBLIC COMMENT:** None.

**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 Warrant List for March 29, 2023

**ACTION:**

Board approved (M/S Murray/Yezman (4-0-1-0) the Consent Calendar item A.

AYES: Clark, Murray, Robards and Yezman

NOES: None.

ABSENT: Ford.

ABSTAIN: None.

**3. BUDGET WORKSHOP ON PRELIMINARY 2023-24 BUDGET**

Board reviewed the Preliminary 2023-24 Budget and provided feedback on priorities that should be considered when developing the Budget workshop. McDonald presented information to the Board highlighting the Capital Improvement Plan, operational maintenance expenses and their impact to the sewer service charge rates. Board also received the revised Budget Calendar and timeline.

Yezman left at 3:00 PM

**4. ADJOURNMENT:**

**ACTION:**

Board approved (M/S Robards/Murray 3-0-2-0) the adjournment of the meeting at 3:03 PM.

AYES: Clark, Murray, Robards and Yezman.

NOES: None.

ABSENT: Ford and Yezman

ABSTAIN: None.

The next Board Meeting is scheduled for April 6, 2023 at 4:30 PM in person at the District Office.

ATTEST:

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Teresa Lerch, Board Secretary

APPROVED:

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Craig K. Murray, Vice-President

## MEETING MINUTES OF APRIL 6, 2023

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON APRIL 6, 2023 AT 4:30 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Gary Robards and Crystal Yezman
- BOARD MEMBERS ABSENT:** None.
- STAFF PRESENT:** Curtis Paxton, General Manager; Dale McDonald, District Treasurer; Mel Liebmann, Plant Manager
- OTHERS PRESENT:** Patrick Richardson, District Counsel
- ANNOUNCEMENT:** President Clark announced that the agenda had been posted as evidenced by the certification on file in accordance with the law.
- 1. PUBLIC COMMENT:** None.

### 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 March 16, 2023
- B. Approve the Warrant List for April 6, 2023
- C. Approve Hasa Inc. Contract Proposal for Furnishing Liquid Sodium Hypochlorite
- D. Approve Kemira Water Solutions Contract Proposal for Furnishing Liquid Ferric Chloride
- E. Approve Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite
- F. Approve Bid Award Reclamation Pastureland Irrigation Operations and Maintenance Services
- G. Approve Murray attending WEF Residuals and Biosolids Conference May 16-19 North Carolina
- H. Approve Yezman attending the CASA RWG Water Quality and Biosolids meeting April 13, 2023

Items A, B, and F were pulled for discussion. Director Murray asked that the Board Minutes from March 16, 2023, Consent Calendar discussion, include his statement that attendance requests include details to accompany the request so that that the Board knows what it is being asked to review and approve. Directors Clark and Ford raised questions on the warrant list. Director Murray had questions on revenue sharing of the pastureland bid and asked that a flat rate plus percentage be considered for future agreements.

### ACTION:

Board unanimously approved (M/S Murray/Clark (5-0-0-0) the Consent Calendar items A through F, with the Minutes of March 16, 2023 corrected to add statement to the consent calendar discussion stating details are to accompany attendance requests.

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

### 3. INFORMATION ITEMS:

#### STAFF / CONSULTANT REPORTS:

1. General Manager's Report – Paxton reported.
2. General Manager Evaluation Process – Board discussed hiring Regional Government Services (RGS) to facilitate the six-month General Manager Evaluation process. Board President Clark created the GM Evaluation Ad Hoc Committee and assigned Robards and Ford as co-chairs of the committee. The committee is anticipated to serve until the completion of the GM evaluation.

#### ACTION:

Board by unanimous verbal consent authorized the General Manger to proceed with entering into agreement with Regional Government Services to facilitate the General Manager Evaluation process.

AYES: Clark, Ford, Murray, Robards and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

### 4. BOARD MEMBER REPORTS

#### 1. CLARK

- a. NBWA Board Committee – verbal report, sea-level rise mitigation
- b. 2023 Operations Control Center Ad Hoc Committee – no report
- c. Other Reports–none

#### 2. FORD -

- a. NBWRA – verbal report
- b. 2023 Operations Control Center Ad Hoc Committee – no report
- c. 2023 McInnis Marsh Ad Hoc Committee – no report
- d. 2023 Fleet Management Ad Hoc Committee – no report
- e. Other Reports – none

#### 3. MURRAY

- a. Marin LAFCO – verbal report
- b. CASA Energy Committee –written report
- c. 2023 Biosolids Ad Hoc Committee – no report
- d. 2023 Development Ad Hoc Committee – verbal report, first meeting held on April 3
- e. Other Reports – EESI webinar request

#### 4. ROBARDS

- a. Gallinas Watershed Council/Miller Creek –verbal, Terra Linda Neighborhood Association met
- b. 2023 Engineering Ad Hoc Committee re: STPURWE – no report
- c. 2023 McInnis Marsh Ad Hoc Committee – verbal
- d. 2023 Development Ad Hoc Committee – verbal
- e. Other Reports – verbal report, attended Flood Zone 7

#### 5. YEZMAN

- a. Flood Zone 7– no report, previously reported by Robards
- b. CSRMA – no report
- c. Marin Special District Association – no report
- d. 2023 STPURWE Engineering Ad Hoc Committee– verbal, will meet again soon on biowheels
- e. 2023 Biosolids Ad Hoc Committee – no report
- f. Other Reports– verbal reports, Marin Water Potable reuse, SF recycled water, ozone disinfection

**5. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Director Murray made verbal request to attend the Environmental and Energy Study Institute’s Investments in Clean Energy Washington DC webinar on April 13, 2023. The Board is supportive and gave verbal approval, written request will be placed as consent item on April 20.
- B. Board Agenda Item Requests – none.

**6. MISCELLANEOUS DISTRICT CORRESPONDENCE:**

Discussion ensued.

**7. ADJOURNMENT:**

**ACTION:**

Board unanimously approved (M/S Yezman/Robards 5-0-0-0) the adjournment of the meeting at 6:08 PM.

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

The next Board Meeting is scheduled for April 20, 2023 at 4:30 PM in-person at the District Office.

ATTEST:

\_\_\_\_\_  
Dale McDonald, District Treasurer

APPROVED:

\_\_\_\_\_  
Craig K. Murray, Vice-President

Agenda Item 2 B  
 Date April 20, 2023

Las Gallinas Valley Sanitation District  
 Warrant List 4/20/2023 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	4/20/2023	EFT1	ADP Payroll	2,035.75		2,035.75	4/21/2023 Payroll & Processing Charges 4/3 - 4/16
2	4/20/2023	ACH	A & P Moving	96.80		96.80	Document Storage - April
3	4/20/2023	N/A	Aqua Engineering	2,187.50		2,187.50	Peer Review- Integrated Wastewater Master Plan
4	4/20/2023	N/A	Aqua Engineering	7,706.25		7,706.25	STPURWE- Additional Engineering Services- TWAS Enclosure/Sludge Basin & Reception Pad
5	4/20/2023	N/A	Aramark Uniform Service	567.83		567.83	Laundry Service w/e 4/3 & 4/10
6	4/20/2023	N/A	Banner Bank Escrow	21,161.39		21,161.39	STPURWE- Retention #49
7	4/20/2023	ACH	Bellecci	336.00		336.00	ADU Inspection Services
8	4/20/2023	N/A	BHI Management Consulting	1,800.00		1,800.00	Addl Strategic Plan Development - Feb
9	4/20/2023	ACH	Brown and Caldwell	3,382.27		3,382.27	STPURWE- Support during Construction
10	4/20/2023	ACH	Bucks Saw Service	1,347.30		1,347.30	Weed Whacker Supplies
11	4/20/2023	N/A	BullsEye Telecom	326.66		326.66	Trunk Lines
12	4/20/2023	ACH	Caltest Analytical Labs	8,067.81		8,067.81	Outside Lab Testing
13	4/20/2023	N/A	Centricity GIS	1,950.00		1,950.00	AMS Services - Feb 1 - March 31
14	4/20/2023	ACH	Contractor Compliance & Monitoring	4,468.50		4,468.50	Labor Compliance- March
15	4/20/2023	ACH	Core Utilities	1,187.50		1,187.50	IT Services- March
16	4/20/2023	ACH	Data Instincts	5,197.50		5,197.50	Public Information & Awareness Services- March
17	4/20/2023	EFT	Direct Dental	3,446.65		3,446.65	Dental Payments- April
18	4/20/2023	ACH	Downing Heating & Air Conditioning	1,960.00		1,960.00	PM on HVAC System
19	4/20/2023	ACH	Du-All Safety	4,728.00		4,728.00	Safety and Training for LGVSD- March
20	4/20/2023	ACH	Edelstein, Daniel	3,762.25		3,762.25	Goose Addling Project- March
21	4/20/2023	N/A	Environmental Science Associates	5,836.00		5,836.00	Flood Protection Plan for Biosolids- Feb
22	4/20/2023	N/A	Fastenal	556.03		556.03	Misc. Supplies for Plant
23	4/20/2023	N/A	Federal Express	40.17		40.17	Employment Packet Sent
24	4/20/2023	ACH	Ford, Ron	200.00		200.00	Health Reimbursement
25	4/20/2023	ACH	Gardeners Guild	1,238.00		1,238.00	Landscape Maintenance- April
26	4/20/2023	ACH	Gopher-It Trenchless	8,872.50		8,872.50	Sewer Lateral Assistance Program- 530 Las Colindas Rd.
27	4/20/2023	ACH	Grainger	3,497.50		3,497.50	Crane with Mounting Base, Misc. Supplies
28	4/20/2023	N/A	GraphicSmith	92.50		92.50	Internet Site Design- March, Internet Web Site Hosting & Maintenance
29	4/20/2023	ACH	Hach	8,690.63		8,690.63	DO Probe w/Luminescent Dissolved Oxygen Technology, Chemicals for Lab

Las Gallinas Valley Sanitation District Warrant List 4/20/2023 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	4/20/2023	N/A	Hazen and Sawyer	11,023.60		11,023.60	Collection System Hydraulic Model Development- March. Digester Room MCC #2 Upgrade
31	4/20/2023	N/A	Hildebrand Consulting	10,350.00		10,350.00	2023 Sewer Rate Study
32	4/20/2023	N/A	Jackson's Hardware	255.43		255.43	Misc. Supplies
33	4/20/2023	N/A	Jefferson Security	255.00		255.00	Alarm Service at Plant- April- June
34	4/20/2023	ACH	Kenwood Energy	1,075.00		1,075.00	Solar PV System Upgrade Assistance- March
35	4/20/2023	N/A	Marin Ace	46.94		46.94	Misc. Supplies
36	4/20/2023	N/A	Marin County Registrar of Voters	250.00		250.00	Election Setup Fee
37	4/20/2023	ACH	Marin Independent Journal	309.00		309.00	Bid Notice for Reclamation Pasture Irrigation Operation & Maintenance
38	4/20/2023	ACH	McNeal, Jill	185.00		185.00	CWEA Test for Collection System Maintenance Grade I
39	4/20/2023	ACH	Murray, Craig	125.00		125.00	Health Reimbursement
40	4/20/2023	N/A	Myers & Sons Construction	402,066.39		402,066.39	STPURWE- Constuction Change Orders
41	4/20/2023	N/A	North Valley Labor Compliance Services	150.00		150.00	Hanford Labor Compliance Oversight- March
42	4/20/2023	N/A	Oberkamper & Associates	664.00		664.00	Reclamation Area Boundary Survey- Biosolids
43	4/20/2023	N/A	Operating Engineers	690.36		690.36	Union Dues- Paydate 4/7
44	4/20/2023	N/A	PG&E	41,379.93		41,379.93	Plant- 2/27 - 3/27
45	4/20/2023	N/A	PG&E	16,837.59		16,837.59	Pump Stations 2/16 - 3/19
46	4/20/2023	N/A	PG&E	367.79		367.79	Solar- 2/27 - 3/27
47	4/20/2023	N/A	Pannor, Jonathan	112.00		112.00	Low Income Sewer Rate Assistance
48	4/20/2023	N/A	Piazza Construction	65,624.15		65,624.15	N. San Pedro Pipe Repair
49	4/20/2023	N/A	Platt Electrical Supply	10.04		10.04	Misc. Supplies
50	4/20/2023	N/A	Rathlin Property	9,319.00		9,319.00	May Rent - 101 Lucas Valley Rd
51	4/20/2023	ACH	Retiree Augusto	148.68		148.68	Retiree Health -May
52	4/20/2023	ACH	Retiree Burgess	132.25		132.25	Retiree Health -May
53	4/20/2023	ACH	Retiree Cummins	132.25		132.25	Retiree Health -May
54	4/20/2023	ACH	Retiree Cutri	448.36		448.36	Retiree Health -May
55	4/20/2023	ACH	Retiree Emanuel	269.02		269.02	Retiree Health -May
56	4/20/2023	ACH	Retiree Gately	269.02		269.02	Retiree Health -May
57	4/20/2023	ACH	Retiree Guion	269.02		269.02	Retiree Health -May
58	4/20/2023	ACH	Retiree Kermoian	132.25		132.25	Retiree Health -May



Las Gallinas Valley Sanitation District Warrant List 4/20/2023 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	4/20/2023	ACH	Retiree Mandler	132.25		132.25	Retiree Health -May
60	4/20/2023	ACH	Retiree McGuire	698.50		698.50	Retiree Health -May
61	4/20/2023	ACH	Retiree Memmott	185.29		185.29	Retiree Health -May
62	4/20/2023	ACH	Retiree Petrie	148.68		148.68	Retiree Health -May
63	4/20/2023	ACH	Retiree Pettey	132.25		132.25	Retiree Health -May
64	4/20/2023	ACH	Retiree Reetz	415.50		415.50	Retiree Health -May
65	4/20/2023	ACH	Retiree Reilly	132.25		132.25	Retiree Health -May
66	4/20/2023	ACH	Retiree Vine	132.25		132.25	Retiree Health -May
67	4/20/2023	ACH	Retiree Wettstein	732.00		732.00	Retiree Health -May
68	4/20/2023	ACH	Retiree Williams	732.00		732.00	Retiree Health -May
69	4/20/2023	ACH	Robards, Gary	200.00		200.00	Health Reimbursement
70	4/20/2023	N/A	Sauve, James	220.00		220.00	Outside Sewer Inspection- 150 Circle Rd.
71	4/20/2023	N/A	Shamrock Building Materials	140.32		140.32	Propane
72	4/20/2023	N/A	SMART	426.20		426.20	Utility Fee Agreement 4/1/2023 - 3/31/2024
73	4/20/2023	N/A	State Water Resources Control Board	704.00		704.00	Annual Permit Fee 4/1/2023- 3/31/2024
74	4/20/2023	ACH	Telestar	500.00		500.00	SmartCover Repair
75	4/20/2023	N/A	Unicorn Group	2,500.00		2,500.00	Estimated Postage for Upcoming Mailer
76	4/20/2023	N/A	Uline	1,490.17		1,490.17	Storage Cabinet for Lab
77	4/20/2023	N/A	United Site Services	692.43		692.43	Porta Potty
78	4/20/2023	ACH	Univar	21,451.66		21,451.66	Sodium Hypochlorite & Bisulfite
79	4/20/2023	N/A	Verizon Wireless	1,726.68		1,726.68	Cell Phones 2/28 - 3/26
80	4/20/2023	EFT	Vision Service Plan	542.25		542.25	Vision- April
81	4/20/2023	N/A	West Yost	13,206.76		13,206.76	Cybersecurity Assessment of Wastewater & Collections Systems
82	4/20/2023	N/A	Woodland Center Auto Supply	244.84		244.84	Truck Battery
83	4/20/2023	EFT	WEX Health	579.27		579.27	FSA Payments & Admin Fee
84	4/20/2023	ACH	Yezman, Crystal	200.00		200.00	Health Reimbursement

**Las Gallinas Valley Sanitation District  
Warrant List 4/20/2023 DRAFT**

Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
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Do not change any formulas below this line.

TOTAL \$ 715,901.91 \$ - \$ 715,901.91

EFT1	EFT1 = Payroll (Amount Required)	2,035.75	2,035.75		Approval:
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00		
PC	Petty Cash Checking	0.00	0.00	Finance	
>1	Checks (Operating Account)	0.00	0.00		
N/A	Checks - Not issued	622,977.95	622,977.95	GM	
EFT	EFT = Vendor initiated "pulls" from LGVSD	4,568.17	4,568.17		
ACH	ACH = LGVSD initiated "push" to Vendor	86,320.04	86,320.04	Board	
Total		<u>\$ 715,901.91</u>	<u>\$ 715,901.91</u>		

Difference: \$ -

STPURWE Costs 11,088.52

Agenda Item 2 C  
Date April 20, 2023

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	5
Ron Ford	5
Craig Murray	6
Gary Robarts	6
Crystal Yezman	<u>6</u>
<b>Total</b>	<u><u>28</u></u>

Meeting Date: 4/20/2023  
Paydate: 4/21/2023



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MEGAN CLARK Month: MARCH 2023

Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/2	Reg	X	
3/16	Reg.	X	
3/28	Special - Budget Workshop	X	
<b>TOTAL</b>		<b>3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/3	NBWA	X	
3/14	Implicit Bias	X	
<b>TOTAL</b>		<b>2</b>	

**Total Meetings for which I am Requesting Payment:**  
**Max of six (6) per Health & Safety Code §4733** 5

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Megan Clark 3/28/23  
 Director Signature Date  
[Signature] 4/14/23  
 Administrative Services Manager Approved Date  
[Signature] 3/28/23  
 Board Secretary Received Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name:     Ron Ford     Month:   March 2023  

Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
03/04	Atlanta WateReuse Symposium	X	
03/05	Atlanta WateReuse Symposium	X	
<del>03/06</del>	<del>Atlanta WateReuse Symposium</del>	<del>X</del>	
03/07	Atlanta WateReuse Symposium	X	
<b>TOTAL</b>		<b>4</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
03/27	NBWRA	x	
<b>TOTAL</b>		<b>1</b>	

<b>Total Meetings for which I am Requesting Payment: Max of six (6) per Health &amp; Safety Code §4733</b>	<b>5</b>
--	----------

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Ronald Ford	03/31/2023
Director Signature	Date
	4/14/2023
Administrative Services Manager Approved	Date
	3/30/23
Board Secretary Received	Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903  
 Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MURRAY, Craig K. Month: March 2023

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/2/23	Board Meeting	X	
3/16/23	Board Meeting	X	
3/29/23	Special Board Meeting – Budget Review	X	
<b>TOTAL</b>		<b>3/3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/9/23	EESI: Implementing the Inflation Reduction Act and Infrastructure Investment and Jobs Act	x	
3/12,25/23	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 3/12 1.0 hr; 3/25 1.0 hr		XX
3/15/23	EESI: 2023 Sustainable Energy in America Factbook	x	
3/23/23	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	
<b>TOTAL</b>		<b>3/5</b>	

Total Meetings for which I am Requesting Payment: 6/8  
 Max of six (6) per Health & Safety Code §4733

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Craig K. Murray  
 Director Signature

[Signature]  
 Administrative Services Manager Approved

[Signature]  
 Board Secretary Received

March 29, 2023  
 Date

4/14/23  
 Date

3/29/23  
 Date

Director's Name PAUL ROBAFVS Month: MAR 2023

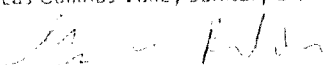


Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/2/23	REGULAR MEETING	✓	
3/16/23	REGULAR MEETING	X	
3/29/23	BUDGET WORKSHOP	✓	
<b>TOTAL</b>		3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/1/23	GALLINAS WATERSHED	X	
3/13/23	Mc INNIS Marsh	X	
3/30/23	FLOOD CONTROL #7	X	
3/16/23	St Vincent's Land SWAY		X
<b>TOTAL</b>		3	

<b>Total Meetings for which I am Requesting Payment:</b> <b>Max of six (6) per Health &amp; Safety Code §4733</b>	6
--	---

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District

  
 Director Signature 4/2/23  
 Date  
  
 Administrative Services Manager Approved 4/11/23  
 Date  
  
 Board Secretary Received 4/3/23  
 Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903  
 Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Yezman Month: March 2023

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
03/02/2023	Regular Board Mtg	X	
03/18/2023	Regular Board Mtg	X	
03/29/2023	Special Board Mtg	X	
<b>TOTAL</b>		<b>3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
03/4-3/8	Watereuse Symposium	XXXXX	
<b>TOTAL</b>		<b>5</b>	

<b>Total Meetings for which I am Requesting Payment: Max of six (6) per Health &amp; Safety Code 54733</b>	<b>6</b>
--	----------

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Director Signature

04/14/23  
 Date

Administrative Services Manager Approved

4/14/2023  
 Date

Board Secretary Received

4/14/23  
 Date



AGENDA ITEM 20  
DATE April 21, 2023



## BOARD MEMBER CONFERENCE/ MEETING/WEBINAR ATTENDANCE REQUEST

Date: 4/4/23 Name: Murray, Craig K.

I would like to attend the Investments in Clean Energy Washington DC

Briefing Meeting of EESI

To be held on the 13th day of April from 10am a.m. /  
p.m. to 13th day of April from to 1130am a.m. / p.m.

Location of meeting: Washington DC

Actual meeting date(s): April 13, 2023

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

Purpose of Meeting: Review of Latest Research and Innovations in Energy

Efficiency, Renewable Energy and Sustainable Transportation.

Meeting relevance to District: Clean Energy

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

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

Frequency of Meeting:  
1x

Estimated Costs of Travel (if applicable): N/A

Date submitted to Board Secretary: 4/4/23

Board approval obtained on Date: \_\_\_\_\_



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Environmental and Energy  
Study Institute

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[Renewable Energy \(/topics/renewable-energy\)](#) | [Transportation \(/topics/transportation\)](#)

# Investments in Clean Energy and Transportation Innovations in the Federal and Private Sectors

Thursday, April 13  
1:00 pm - 2:30 pm  
Online @ [eesi.org/livecast](https://eesi.org/livecast) (<https://eesi.org/livecast>)

Add to [Google Calendar](https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=MnA4cTV1czBxMWl3ZjNkZzMwNGZuaDc3aTUgZWVzaS5vcmdfYWQzNzU0dW55bzdsNHl3OGdqYHYdHNsa3NAZw&tmsrc=eesi.c) (<https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=MnA4cTV1czBxMWl3ZjNkZzMwNGZuaDc3aTUgZWVzaS5vcmdfYWQzNzU0dW55bzdsNHl3OGdqYHYdHNsa3NAZw&tmsrc=eesi.c>)

[Add to Calendar \(/files/041323eere.ics\)](#)



A **live webcast** (<http://www.eesi.org/livecast>) will be streamed at 1:00 PM EDT at [www.eesi.org/livecast](http://www.eesi.org/livecast) (<http://www.eesi.org/livecast>).

The **Environmental and Energy Study Institute (EESI)** invites you to a briefing on the latest research and innovations in energy efficiency, renewable energy, and sustainable transportation. In particular, the briefing will focus on the Department of Energy Office of Energy Efficiency and Renewable Energy (EERE) programs, from those covering vehicle technologies that leverage clean energy to those supporting grid-interactive efficient buildings. The briefing will highlight key proposed investments in the Biden-Harris Administration's fiscal year 2024 budget request and partnerships between EERE, national laboratories, and the private sector to improve and deploy clean energy.

Federal agency and private sector panelists will discuss how investments in advanced technologies supported by the Department of Energy can drive decarbonization while building a clean energy workforce, advancing environmental justice, and keeping energy affordable.

More speakers to be announced soon.

## Speakers

Alejandro Moreno (<https://www.eesi.org/speakers/view/moreno-alejandro>)  
Assistant Secretary (Acting), Deputy Assistant Secretary for Renewable Power, Office of Energy Efficiency and Renewable Energy (<https://www.energy.gov/eere/office-energy-efficiency-renewable-energy>), Department of Energy (<https://www.energy.gov/>)

Meyer Seligman (<https://www.eesi.org/speakers/view/seligman-meyer>)  
Director, Government Relations, National Renewable Energy Laboratory (NREL) (<https://www.nrel.gov/>)

Steve Csonka (<https://www.eesi.org/speakers/view/csonka-steve>)  
Executive Director, Commercial Aviation Alternative Fuels Initiative (CAAFI) (<https://www.caafi.org/>)

Abby Campbell Singer (<https://www.eesi.org/speakers/view/campbell-singer-abby>)  
Senior Director and Head of Climate and Infrastructure Policy, Siemens USA (<https://www.siemens.com/us/en.html>)

**This event is free and open to the public. Please RSVP to expedite check-in.**

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EESI privacy policy (<http://www.eesi.org/privacy-policy>).

**Internet Explorer users:** please note that IE's default security settings may prevent the RSVP form from appearing. Should that be the case, please try using a different browser. We apologize for the inconvenience.

# Investments in Clean Energy and Transportation Innovations in the Federal and Private Sectors

Thursday, April 13, 2023

1:00 – 2:30 PM EDT

Livecast Only: <https://www.eesi.org/livecast>

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Your answer

Last Name \*

Your answer

Title

Your answer

Organization \*

Please type "Individual" if not affiliated to an organization

Your answer

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AGENDA ITEM 2E  
DATE April 22, 2023



### BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 4/6/23 Name: GARY ROBARDS

I would like to attend the WEF/IWA RESIDUALS & BISSOLIDS Meeting  
of WEF/IWA

To be held on the 16 day of May from 8 a.m. / p.m. to  
19 day of May from 5 a.m. / p.m.

Location of meeting: CHARLOTTE, NC

Actual meeting date(s): 5-16/23 → 5/19/23

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

Purpose of Meeting: WATER / BISSOLIDS INFORMATION

Meeting relevance to District: INDUSTRY STANDARDS / FUTURE BISSOLIDS PROJECT

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

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): \$2500

Date submitted to Board Secretary: 4/6/23

Board approval obtained on Date: \_\_\_\_\_

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



Item Number \_\_\_\_\_ 2F \_\_\_\_\_

GM Review \_\_\_\_\_ CP \_\_\_\_\_

# Agenda Summary Report

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To: Board of Directors  
From: Mel Liebmann, Plant Manager [mliebmann@lgsd.org](mailto:mliebmann@lgsd.org) 415-526-1526  
Meeting Date: April 20, 2023  
Re: Regulatory Compliance Consulting Services Contract Award for July 1, 2023 through June 30, 2026  
Item Type: Consent  Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
Standard Contract: Yes  No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

---

**STAFF RECOMMENDATION:**

Board to award a three-year contract to EOA, Inc. to provide regulatory compliance consulting services from July 1, 2023 through June 30, 2026

**BACKGROUND:**

In March of 2021, staff issued a request for proposals for regulatory compliance consulting services to four regional firms selected from criteria based on team experience, prominence in the industry, expertise in environmental regulation and NPDES permitting. Two firms were responsive to staff’s request, EOA, Inc., the District’s current consultant, and Trinity Consultants of Oakland.

A careful review of the two firm’s proposals by the Plant Manager and the District’s on-call engineering firm, Hazen and Sawyer, supported a decision to remain with EOA, Inc. to support the District with regulatory compliance consulting services.

District consultant, Ray Goebel of EOA, has provided sewage collection system and treatment plant discharge regulatory compliance consulting services to the District for over 15 years. Mr. Goebel’s regulatory expertise has proven essential in meeting existing and new regulatory requirements. In addition to his advisory skills, Mr. Goebel completes numerous mandatory regulatory reports outlined in the attached EOA proposal.

Mr. Goebel’s familiarity with the District’s facilities and compliance history has been instrumental on several occasions when staff has had questions regarding the interpretation, intent, and history of the many permits for which the District is required to maintain compliance. Mr. Goebel regularly reviews written correspondence between the District and the Regional Water Quality Control Board to improve the effectiveness of communication. He also keeps staff informed of pending or future requirements that could impact District operations. EOA has an exemplary record of providing reports on time and being responsive to staff requests throughout their years of service to the District.

In ongoing efforts, staff continues to work with Mr. Goebel on the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project (STPURWE) reviewing and configuring monitoring parameters, database calculations and electronic report development vital for treatment process decisions and regulatory compliance reporting requirements.



In the near future, staff will also be working closely with Mr. Goebel to comply with impending treatment plant effluent chlorine residual monitoring and reporting requirements as well as changes relating to the recent reissuance of the general order for sanitary sewer systems from the State Water Resources Control Board. A detailed scope of work and fee schedule can be found in the EOA, Inc. proposal included with this agenda summary report.

**PREVIOUS BOARD ACTION:**

The Board awarded a contract to EOA, Inc. for Regulatory Compliance Support Services for FY 2022-23 at the May 5, 2022 Meeting.

**ENVIRONMENTAL REVIEW:**

NA

**FISCAL IMPACT:**

Not to exceed \$499,600 for three years covering fiscal years 2023-26

Estimated costs per fiscal year.

FY 2023/24 \$157,300	FY 2024/25 \$184,000	FY 2025/26 \$158,300
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# *Proposal to Las Gallinas Valley Sanitary District for Regulatory Compliance Support Services*

*FY2023/24 through FY2025/26*



*Submitted By:*



**EOA, Inc.**

1410 Jackson Street  
Oakland, California 94612  
510-832-2852  
[www.eoainc.com](http://www.eoainc.com)

**Contact Information**

Ray Goebel, Principal Engineer  
415-847-4405

[rpgoebel@eoainc.com](mailto:rpgoebel@eoainc.com)

**Yorke Engineering. LLC**

1936 University Ave. #260  
Berkeley, CA 94704  
916-248-8490  
[www.YorkeEngr.com](http://www.YorkeEngr.com)

**May 22, 2023**

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**EOA Inc. Proposal for Las Gallinas Valley Sanitary District  
Technical Support for Regulatory Permits and NPDES Permit Reissuance  
FY 2023/24 through FY 2025/26**

**BACKGROUND**

The District’s treatment plant operates under a 5-year NPDES discharge permit (Order R2-2020-0022) that expires on August 31, 2025. The District is also subject to the Water Board’s regional Mercury and PCBs Permit (Order R2-2022-0038), the regional Nutrient Permit (Order R2-2019-0017), the District’s Reclamation Permit (Order 92-064), the State Water Board’s General Orders for Water Reuse (Order 2016-0068-DDW) and Sanitary Sewer Systems (Order WQO 2022-0103-DWQ), two additional “minor” NPDES permits that affect monitoring requirements, various Permits to Operate issued by the Bay Area Air Quality Management District (BAAQMD) for treatment plant and pump station generators and equipment, and other regulations established by these agencies and the USEPA.

Over the past 25+ years, EOA has provided technical and regulatory support to the District related to the plant’s NPDES permits and other regulations. Work performed by EOA on behalf of the District includes assistance in securing the permits and negotiating permit conditions, preparation of permit-mandated reports, documents and plans, coordination of permit-mandated studies, support for the District’s monitoring, data management and reporting systems, participation in plant upgrade planning and design processes, and technical support to the District staff on various operational, regulatory, and permit compliance issues. These activities are described in greater detail in the specific tasks included in this proposal.

EOA proposes to continue providing support to the District in the areas described above over a three-year period commencing with FY 2023/24.

Yorke Engineering is available as an EOA subconsultant to assist with BAAQMD permits and other issues related to air quality.

**EOA SCOPE OF WORK**

Consistent with past District practices, EOA’s proposed scope of work is designed to provide the District with assistance in implementing requirements of the District’s various permits as summarized in the Introduction, and discussed in greater detail under a series of Tasks described below. The scope and budgets presented herein are for the period July 1, 2023 through June 30, 2026. The hour estimates contained in this scope of work are based on assumptions regarding the level of support needed by the District and necessary to generate the various work products, and that the level of support will not increase significantly from current expectations. Under previous agreements, we have frequently provided support for unanticipated and “one time” issues that arise within the allocated budgets for those agreements, and we anticipate this will remain the case going forward, although we understand that large “special projects” might require supplemental agreements and budgets.

Table 1 lists routine tasks and/or deliverables required by the District’s various permits (or other regulatory mandates), the tasks under which those deliverables will be prepared, and the



specified due dates. Most of the Permit deliverables are due during the January-March period. Except where indicated, EOA has historically assumed lead role in preparing these reports. However, we are happy to continue the process of training District staff to assume a greater role in the preparation of these and other work products where feasible, as has been the case with the Annual Biosolids report, Nutrient Permit deliverables, and other items. In those circumstances, we typically provide review of the products prior to submittal, and are always available to “backstop” staff if workloads or other circumstances prevent staff from taking the lead role.

In addition to the routine deliverables described in Table 1, there are non-routine activities and deliverables associated with reissuance of the plant’s NPDES permit. These are described under Task 7. The recently reissued General Order for Sanitary Sewer Agencies also has several non-routine (or infrequent) tasks as described under Task 6.

EOA will continue to provide District staff with an annual schedule of all permit-mandated reports and milestones and will coordinate with the District’s other consultants or contractors on issues related to compliance, operations, and facilities. We will also create documentation describing the process for generating recurring reports for internal use by EOA staff and by District staff.

**Table 1. Routine Permit Tasks and Deliverables**

Permit Provision <sup>1</sup>	Permit Due Date	EOA Task #	Description
Attach. G Prov. VC.1	Monthly	Task 1	Monthly Compliance Reports (support to LGVSD staff)
Attach. G Prov. V.C.1	Feb. 1	Task 1	Prepare Annual NPDES Report
Attach. G Prov. I.C.1	Feb. 1	Task 2	Plant O&M Manual, Contingency Plan, Wastewater Facilities Status Report: update as needed and prepare status report for inclusion in the NPDES Annual Report
Provision VI.C.5	Feb. 1	Task 2	Report on progress in implementing Wet Weather Improvement Plan, collection system condition and improvements, and other measures to reduce blending, and prepare status report for inclusion in the NPDES Annual Report.
Provision VI.C.4.a and 40CFR503	Feb. 19	Task 1	Provide support to LGVSD staff for preparation of the Annual EPA Biosolids Report.
Provision VI.C.3	Feb 28	Task 1	Assist staff in reviewing Annual Pollution Prevention Program Report (prepared by CMSA)
Reclamation Permit	March 15	Task 1	Prepare Annual Reclamation Project Report (Order 92-064)
Recycled Water Permit	April 30	Task 6	Prepare Annual Recycled Water Report (Statewide Order WQ 2016-0068-DDW)
Nutrient Permit	Late Nov <sup>2</sup> Early Jan <sup>2</sup>	Task 1	Provide Nutrient monitoring data to BACWA contractor for inclusion in Regional Report. (District staff lead, EOA support). Review Regional Report’s narrative section for LGVSD. (EOA lead).

1. Refers to plant NPDES Permit unless otherwise indicated.

2. Specific dates are provided when requests are sent out by BACWA contractor (HDR).



Specific tasks to be performed by EOA under this scope of work are as follows. All tasks except Task 7 (NPDES Permit reissuance) are reoccurring. The majority of work on Task 7 will occur in FY 2024/25, with some work in FY 2025/26.

**Task 1. Support for Permit Self-Monitoring Programs, Data Management, and Compliance and Operational Assistance (all FYs)**

Under Task 1, EOA will provide ongoing technical assistance to District staff in meeting the self-monitoring program requirements specified in the District’s NPDES Permit, Reclamation Permit, the regional NPDES permits for Mercury/PCBs, and Nutrients, the USEPA biosolids regulations, and in preparing monthly and annual self-monitoring compliance reports required by these permits; support for the District’s toxicity testing programs; support for the laboratory/operations data management (Operator 10 database); support to staff in responding to inquiries and requests for information from regulatory agencies, and for other “as needed” assistance related to monitoring, reporting, permit compliance, and plant operations.<sup>1</sup> Historically, EOA has provided only limited support for the District’s Pollution Prevention Program (i.e., advice on program implementation and review of Annual Report), since primary support for this Program is provided by CMSA. Technical support on air-related issues (e.g., securing BAAQMD permits or assistance in reporting) will be provided under Task 8 by EOA or Yorke Engineering, as appropriate.

EOA’s support for plant design and operations has primarily revolved around regulatory elements (monitoring, reporting and associated data management), but has also included participation in decisions involving instrumentation, process control, and other design and operational issues. EOA typically coordinates with other District consultants (e.g., Aqua Engineering, ArcSine) to lend its perspective and experience to design and operational decisions.

Upon adoption of the new Statewide Toxicity Policy (expected in 2023) and reissuance of the District’s plant NPDES permit in September 2025, the District will be required to perform a chronic toxicity screening study, which will establish the test species to be used for chronic toxicity testing for the subsequent 10-year period. EOA has significant experience in this area and will support staff in navigating this difficult process, including production of a workplan, selection of candidate species, coordination with the testing lab and Regional Water Board, interpretation and summarization of results, and a recommendation for final selection of the test species (subject to Regional Water Board approval). Contract laboratory costs associated with conducting the necessary testing are not included in our proposed budget.<sup>2</sup>

Allocations for clerical support time for all tasks are incorporated into Task 1. The allocated increases in FY 24/25 and FY 25/26 reflect a shift in hours from Task 4 to this Task.

Estimated Hours:      FY 2023/24: 180 hr, plus 16 hr clerical/technician  
                                    FY 2024/25: 196 hr, plus 16 hr clerical/technician  
                                    FY 2025/26: 196 hr, plus 16 hr clerical/technician

<sup>1</sup> District staff have responsibility for all permit-required monitoring and for the preparation of monthly and quarterly self-monitoring reports. EOA’s role in these reports is limited to support and (when needed) review. However, EOA takes the lead role in preparing the various annual reports.

<sup>2</sup> Depending on specific requirements of the 2025 NPDES permit, some of the activities associated with the screening study may extend beyond FY 2025/26.



## **Task 2. Plant Reports and Documents- Review, Revise and Develop Status Updates**

The Permit requires the District to annually review, revise and provide status updates for the plant O&M Manual, Contingency Plan, Spill Prevention Plan, and Wastewater Facilities Status Report. Historically, EOA has had primary responsibility for maintaining/updating all of these documents (EOA completed significant updates of the Contingency Plan in 2018 and 2022).

Aside from fulfilling a permit requirement, the O&M Manual (and related plant SOPs) are used as training and reference documents for new operations staff and are important for retaining “institutional memory” of treatment plant practices. The O&M Manual/SOPs also document that the plant’s wet weather blending practices are an integral part of the plant design and are applied in a consistent and traceable manner.<sup>3</sup> Significant updating of the Plant O&M Manual occurred after completion of the new secondary treatment facilities constructed, including incorporating Aqua Engineering’s Operation and Process Manual into the O&M Manual framework.<sup>4</sup> The Aqua Manual is still in draft form. EOA will provide feedback and comments to Aqua in the process of finalizing that document and will continue the process of linking the two in a way that aims to be most useful and seamless for Operators. EOA will also continue the ongoing process of updating and improving the existing O&M Manual.

The NPDES Permit contains several tasks to reduce wet weather bypasses (blending), including continued implementation and updates of the District’s Wet Weather Improvement Plan and reporting on collection system activities. Time requirements for follow-up and annual status reporting related to these documents are now relatively small. These activities have been incorporated into Task 2.

Estimated Hours:      FY 2023/24: 92 hr  
                                    FY 2024/25: 100 hr  
                                    FY 2025/26: 96 hr

## **Task 3. Participation in Discharger Organizations and Regional Regulatory Mandates**

Organizations such as BACWA, CASA, and CWEA play a critical role in representing the interests of treatment plant and collection system agencies in regulatory and policy making decisions by State and local regulatory agencies. In addition, these organizations provide member agencies with resources and technical support to meet shared permit requirements, such as the Regional Monitoring Program (RMP), the Copper and Cyanide Action Plans, requirements of the regional Mercury & PCBs Permit, and of the regional Nutrient Permit<sup>5</sup>.

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<sup>3</sup> The practice of “blending” (bypassing high wet weather flows around certain treatment processes to avoid wash-out of biological processes) remains controversial . It is essential that a treatment plant that employs blending have the practice recognized in its NPDES permit, and that the practice be well documented as being a part of the plant design and operations. The STPURWE project has significantly raised the flow threshold for blending, but ongoing permit coverage for blending is still needed.

<sup>4</sup> The plant O&M Manual and the Aqua document are distinct documents, and because of their very different approach and format, a merging of the two into a single document has not been attempted. However, the plant O&M Manual makes frequent references to the Aqua document and provides additional information. The process for cross-referencing the two documents is greatly aided by the decision to utilize electronic versions for both, which allows the use of hyperlinks to quickly navigate from one to another.

<sup>5</sup> The District is required to contribute financially to monitoring activities and regional special studies required under the Nutrient Permit. The District’s role in the study is limited to providing certain information to the BACWA study consultant and reviewing elements of the study reports that relate to the interpretation of that information and of the accuracy of information regarding

The Statewide Sanitary Sewer Systems General Permit (State Board Order WQ-2006-003) was reissued in December 2022, and is effective in June 2023. The reissuance process was closely monitored by the BACWA Collections Committee, which provided significant input to State Board staff in the development of permit requirements.

Task 3 provides for a small amount of time for EOA to track and/or participate in the activities of these organizations on the District's behalf, with an emphasis on the BACWA Permits, Collection System, and Recycled Water committees (the latter is generally through review of meeting minutes and occasional attendance at committee meeting for items of particular relevance to the District). EOA will continue to periodically update District staff and (when requested, the District Board) on important developments that emerge from these committees.

Estimated Hours:    FY 2023/24: 28 hr  
                              FY 2024/25: 28 hr  
                              FY 2025/26: 28 hr

#### **Task 4.    Support for STPURWE Improvements**

Task 4 provides for ongoing support related to the Secondary Treatment Upgrade and Recycled Water Expansion (STPURWE) project, including response to District questions on project-related regulatory and compliance issues, participation in meetings when requested, coordination with Regional Water Board staff regarding the new facilities, incorporation of the project's monitoring into existing data management applications (e.g. Operator 10 database and associated reports) including coordination with ArcSine. Over the course of the agreement, the level of EOA support needed is projected to decrease, and remaining support needs will be incorporated into Tasks 1 and 2. This shift is reflected below in the hour estimates assigned to each FY.

Estimated Hours:    FY 2023/24: 60 hr  
                              FY 2024/25: 0 hr  
                              FY 2025/26: 0 hr

#### **Task 5.    Support for Sewer System Management Plan and Collection System Issues**

In 2005, the Regional Water Board issued a requirement that all wastewater collection system agencies develop Sewer System Management Plans (SSMPs), to reduce or eliminate occurrences of sanitary sewer overflows (SSOs). The State Water Board also issued SSMP requirements in the form of a General Order No. 2006-003 that closely paralleled similar requirements imposed by the Regional Water Board. The District's SSMP was completed and certified in August 2008, and recertified in October 2013 and May 2020. The required SSMP reviews and biannual internal audits have been conducted by EOA and District staff in the spring of even numbered years.

The State Water Board reissued the General Order for Sanitary Sewer Systems in December 2022, with an effective date of June 5, 2023 (Order WQO 2022-0103-DWQ). The reissued Order has a number of new requirements and changes to SSO reporting that will need to be incorporated into

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District facilities. District staff have taken the lead for providing the relevant monitoring data; both District staff and EOA provide review and comment on the consultant reports prior to their submittal to the Water Board.



the SSMP. The current requirement to complete an online annual questionnaire has been expanded to include reporting of certain performance metrics and a narrative description of major spill causes, investigations, and actions to address system deficiencies. The SSMP audit cycle has been changed to every third year, with the next audit to be completed by August 2024. The SSMP itself must be updated by August 2025.

Under Task 5, EOA will continue to support the District’s implementation of the SSMP and provide ongoing support to staff on issues related to the collection system, including updating the SSMP, coordination of the SSMP audit, assistance to staff in preparing the annual report, and other related work. The majority of the work associated with the SSMP audit will be performed in FY 2024/25. Work on updating the SSMP is split between FY 2023/24 and FY 2025/26.

Estimated Hours:      FY 2023/24: 64 hr  
                                    FY 2024/25: 88 hr  
                                    FY 2025/26: 72 hr

### **Task 6.    Support for Recycled Water Permit**

The RWF is now operating under the Statewide Order WQ 2016-0068. The District’s role under this order is limited to that of recycled water Producer, while NMWD and MMWD are responsible for distribution and regulation of recycled water use sites. Order WQ 2016-0068 requires ongoing monitoring of recycled water quality (performed by District laboratory staff) and preparation of an annual report. Under Task 6, EOA will prepare the Recycled Water Annual Report for submittal by April 30, 2023, and will provide support to District staff on operational and compliance issues related to the RWF.

Estimated Hours:      FY 2023/24: 40 hr  
                                    FY 2024/25: 40 hr  
                                    FY 2025/26: 40 hr

### **Task 7.    NPDES Permit Reissuance**

The treatment plant’s current NPDES Permit expires on August 31, 2025. The District must submit a permit re-issuance application (referred to as a Report of Waste Discharge) by December 21, 2024. EOA has supported the District’s NPDES permit application/reissuance process for the past six permit cycles and is intimately familiar with the process generally, as well as District-specific issues, and with the historic basis behind current permit requirements. EOA also tracks NPDES permit reissuances for all Bay area POTWs, either through the BACWA Permits Committee or directly as EOA clients, and is thus familiar with current permitting trends and Water Board positions on key issues. EOA’s support for the process encompasses the subtasks described below. The majority of the work will occur in FY 2024/25, with some carry-over into FY 2025/26 for Task 7.4. Work in FY 2023/24 is limited to permit reissuance planning only.

#### **Task 7.1    Report of Waste Discharge (Permit Application) Assistance**

EOA will prepare a complete permit application/Report of Waste Discharge (ROWD). The document will include all of the necessary State and Federal forms, with the required data on effluent quality, plant performance, etc. The State and EPA forms have been updated since the previous ROWD was submitted. Data on effluent quality is easily obtained from CIWQS, so that it



matches what was previously reported. In addition to completing the ROWD, this task includes preparation of a detailed draft ROWD transmittal letter to communicate relevant technical information, requests, or proposed permit changes that may not be fully addressed by the application forms. The transmittal will include a brief summary of the Reasonable Potential Analysis and effluent limits results (Task 7.2), Utility Analysis (Task 7.3), any data validation issues and any other information requested by the Regional Water Board (RWB) Permit Reissuance Process letter typically provided in advance of the ROWD submittal date (e.g. collection system management description). In addition, the transmittal letter will include updated facility descriptions for the permit and permit fact sheet to reflect the treatment plant upgrades that have been completed to date.

EOA will coordinate with District staff to identify key issues the District seeks to have addressed during the permit reissuance. EOA will use this information and available reissuance schedule information from the RWB staff to develop a permit reissuance strategy and associated timeline with milestones.

### **Task 7.2 Preliminary Reasonable Potential Analysis (RPA) and Effluent Limits Derivation**

EOA will obtain an electronic copy of the monthly effluent monitoring data from CIWQS for the time period to be used in preparation of the RPA. EOA will closely screen the data for questionable values given that a finding of “reasonable potential” for the discharge to exceed an established water quality criteria (“RP”) is driven by a pollutant’s single maximum value. EOA will also review the data for differences in sample results after the plant upgrade to determine the appropriate time period to be used. EOA will use the reviewed dataset to prepare a preliminary RPA using the Water Board’s current State Implementation Policy (SIP) procedures and templates developed by the RWB staff. EOA will calculate likely NPDES permit effluent limits for all constituents with RP. EOA will evaluate, based on historical District effluent quality, the statistical feasibility of the District complying with those limits. The presumption is that there will be few, if any, limits for which immediate compliance will be deemed infeasible. EOA will summarize the results in a brief technical memo to be included in the application.

### **Task 7.3 Utility Analysis**

The Water Board continues to require a “Utility Analysis” (also referred to as a “No Feasible Alternatives” analysis) to justify conditions in a permit that allow a discharger to blend partially and fully treated effluent during high flow wet weather events. The current NPDES Permit requires a Utility Analysis be submitted with the ROWD if the District seeks to continue to have blending approved in the permit. It is apparent from current experience that the District will continue to require the use of blending, although at a lower frequency than in the pre- STPURWE period. It will therefore be necessary to prepare a Utility Analysis for inclusion in the permit application. We will argue that the District has already taken all feasible steps to reduce the frequency of blending, with the possible exception of constructing a flow equalization facility.

### **Task 7.4 Permit Negotiations Assistance**

Informal meetings with regulatory agency staff can be an effective way to reach agreement on permit language and requirements prior to the issuance of an administrative draft or tentative order, eliminating the need and expense associated with extensive formal written comments and responses. EOA has experience understanding those areas where RWB staff may be flexible versus those

where flexibility is not likely. This task provides development of a District “wish list” with supporting justification, and for meetings and correspondence with RWB staff.

The RWB typically sends out an Administrative Draft (AD) version of the permit with very little time (e.g. one week) for review and comment. Ideally, before the AD is released, most issues have been “flushed out” through meeting(s) and/or informal correspondence with RWB staff. The Administrative Draft is the best opportunity for resolving issues, since RWB staff are less likely to make changes once the formal Tentative Order (TO) is issued. Comments on the TO may still be made in order to formally put something in the record and/or appeal directly to Water Board Members. This task includes review of the AD permit, preparing comments on the AD, review of the TO, and (if needed) preparing written comments on the TO.

EOA staff will review RWB staff response to comments and revised TO. If necessary, and as budget allows, EOA will prepare testimony for delivery by District staff or officials, or attend the Water Board hearing to provide testimony on the District’s behalf. Again, it is EOA’s goal to assist the District and RWB staff in resolving all issues at or before the TO stage so that the Permit could be adopted at the hearing as a consent item.

Estimated Hours:      FY 2023/24:    8 hr  
(All subtasks)        FY 2024/25: 114 hr  
                                  FY 2025/26:  24 hr

### **Task 8.    Air Board Permitting and Air-Related Issues**

Specific District needs related to Air BAAQMD permitting and other air-related issues have not yet been defined. This task therefore includes “placeholder” budgets based on 34 hrs/year to address possible District needs in that area. Straightforward tasks could be performed by EOA, although any work requiring significant level of expertise in air permitting issues would be performed by Yorke Engineering as a subcontractor to EOA, with EOA helping to coordinate the work. EOA anticipates that larger projects involving air-related planning or permitting, or air permit compliance issues would be done under separate agreements with the District.

Estimated Hours:      FY 2023/24: 34 hr  
                                  FY 2024/25: 34 hr  
                                  FY 2025/26: 34 hr

### **Task 9.    Miscellaneous & Contingency**

At the discretion of the General Manager and subject to the allocated budget, EOA will provide technical and regulatory support for miscellaneous and/or unanticipated issues that may arise during the course of this contract that do not fall under Tasks 1-8.

Estimated Hours:      FY 2023/24: 40 hr  
                                  FY 2024/25: 40 hr  
                                  FY 2025/26: 40 hr



## **BUDGET**

EOA's budgets for each of the above-described tasks are listed in Table 2. Over the three-year period, this proposal provides for approximately 1,668 hours of engineering/scientist staff time, plus 48 hours of technician/clerical support incorporated into Task 1. The not-to-exceed budget of **\$499,600** includes a \$1,200/yr allowance for project related expenses. Work will be performed on a time and materials basis in accordance with the attached EOA LGVSD and Yorke Engineering fee schedules, with annual increases not to exceed 3% per year. Within a given fiscal year, hours may be reallocated among tasks to respond to unanticipated issues or needs raised by regulatory agencies or District management. With District approval, annual budgets may be reallocated or carried over to subsequent years.

## **STAFFING**

The Project Manager will be Ray Goebel, P.E. He will be supported by Kristin Kerr, P.E, (Managing Engineer), Tom Hall, PhD (Managing Engineer/Scientist), Courtney Siu, P.E. (Senior Engineer), Ileana Alvarado (Senior Engineer) and Kathy Woo (Associate Engineer, EIT). Both Kristin Kerr and Tom Hall have worked with District staff (directly or indirectly) for over 20 years. The other identified EOA staff have expertise in specific areas related to wastewater or recycled water and are available for support in those area. The lead staff person for Yorke Engineering will be Raj Rangaraj, Ph.D., P.E., Principal Engineer.

## **EOA STAFF SUCCESSION**

EOA's current succession plan is that Ray Goebel will remain the Project Manager through the end of calendar year 2024, and that Kristin Kerr will assume that role starting in calendar year 2025. Ray will remain available throughout CY 2025 for consultation with District staff, assistance in preparing and reviewing work products, and other specialty work that rely on his particular expertise and/or historical knowledge (e.g., coordination with ArcSine on control system issues that impact compliance, knowledge of previous permit negotiations, etc.). Ray will continue the current process of documenting the procedures used for generating the various annual reports and updates, for future use by EOA and/or District staff. Unless primary responsibility for producing certain annual reports is assumed by District staff, Ray will transition the preparation of those reports to EOA staff identified above.

As in the past, preparation of the NPDES Permit reissuance application (ROWD) in FY2024/25 will be managed primarily by Kristin Kerr, with Ray providing overall review, preparation of the Utility Analysis, and participation in discussions with Water Board staff. Other identified staff will assist Ms. Kerr on subtasks 7.1 and 7.2. EOA plans to transition Ms. Sui into the role of supporting the District support for the SSMP and collection system issues (Task 5).

EOA's goal for the succession process is to continue providing the District with quality and timely support, and to continue the process of helping District staff become more knowledgeable and (where desired) self-reliant on compliance issues.

**Table 2. Proposed EOA Budgets for FY 2023/24 through FY 2025/26**

Task#	Task Description	Task Budgets			
		FY 2023/24	FY 2024/25	FY 2025/26	Total
1	Support for NPDES, Reclamation, and Recycled Water Permit Self-Monitoring Programs, Plant Operations, Data Management, and Compliance Assist.	\$50,600	\$57,300	\$57,900	\$165,800
2	Prepare Various Plant Reports for Submittal to Water Board	\$27,200	\$30,500	\$30,100	\$87,800
3	Participation in Discharger Organizations and Regional Regulatory Efforts	\$7,200	\$7,500	\$7,700	\$22,400
4	Support for STPURWE Improvements	\$18,700	--	--	\$18,700
5	Support for Sewer System Management Plan and Collection System Issues	\$17,000	\$22,200	\$18,600	\$57,800
6	Support for Recycled Water Permit	\$12,400	\$12,800	\$13,200	\$38,400
7	NPDES Permit Reissuance	\$2,500	\$31,400	\$7,900	\$41,800
8	Air Permitting and Related*	\$9,500	\$9,800	\$10,100	\$29,400
9	Miscellaneous & Contingency	\$11,000	\$11,300	\$11,600	\$33,900
XP	Project Expenses	\$1,200	\$1,200	\$1,200	\$3,600
	<b>Total Project Budget</b>	<b>\$157,300</b>	<b>\$184,000</b>	<b>\$158,300</b>	<b>\$499,600</b>

\* Includes 10% mark-up on Yorke Engr. hours.

**TOTAL NOT-TO-EXCEED BUDGET: \$499,600**

Attachment A: EOA Inc. and York Engineering Fee Schedules



## EOA 2023 FEE SCHEDULE

The following fee schedule covers personnel rates for EOA, Inc. staff.

Our charges are divided into two categories: personnel, and direct expenses. A new fee schedule is issued at the beginning of each year. Charges for all work, except where other arrangements have been made, are based on the new schedule of charges.

### PERSONNEL

Personnel charges are for any technical, clerical or administrative work necessary to perform the project. Work tasks include geologic and environmental consulting, engineering and computer services, regulatory liaison, and report preparation. Personnel rates are as follows:

Personnel Category	Hourly Rates
Principal.....	\$311
Senior Managing Engineer/Scientist I.....	\$307
Managing Engineer/Scientist III.....	\$303
Managing Engineer/Scientist II.....	\$285
Managing Engineer/Scientist I.....	\$272
Senior Technical Specialist I.....	\$262
Senior Engineer/Scientist III – Project Leader.....	\$252
Senior Engineer/Scientist/Planner II.....	\$229
Senior Engineer/Scientist/Planner I.....	\$210
Associate Engineer/Scientist III .....	\$200
Associate Engineer/Scientist II.....	\$190
Associate Engineer/Scientist I.....	\$161
Assistant Engineer/Scientist.....	\$146
Technician, Administrative Manager .....	\$126
Clerical/Computer Data Entry.....	\$89

Charges for professional services are in increments of one quarter-hour. Depositions/legal testimony charged portal-to-portal, at 200% of standard rates, with a four-hour minimum charge. In accordance with California Civil Procedure 2037.7, where applicable, the minimum fee must be paid prior to commencement of testimony. Preparation for court cases is charged on a time-and-materials basis as outlined in this fee schedule.

### DIRECT EXPENSES

Reimbursement for expenses directly related to services provided will be charged at cost plus 10%. Examples of such direct expenses include:

- Costs of sub-consultants or subcontractors
- Costs of special fees (insurance, permits, etc.)
- Costs of copying, drafting, blueprints, etc. (EOA copies charged at \$0.10 each for B&W, \$0.35 each for color. Large format \$0.15/sq ft for B&W, \$0.50/sq ft for color)
- Costs of color map production supplies (color ink and large format paper)
- Costs or rental of special equipment. Daily use fees of monitoring equipment charged at the following rates:
  - Single-parameter field meter - \$10/day
  - Multi-parameter field meter and sonde - \$100/day
- Costs of authorized travel and related expenses
- Automobile mileage directly related to services, at current IRS rate.

### INVOICES

Invoices are prepared and submitted on a monthly basis, as either final or progress billings and are payable upon receipt unless prior arrangements have been made. Interest of 1-1/2% per month, or the maximum rate allowed by law, is payable on accounts not paid within 30 days.

**YORKE ENGINEERING, LLC  
LABOR RATES 2022**

**Table 1: 2022 Labor Rates\***

<b>Labor Category</b>	<b>Labor Rate (\$/Hour)</b>
Principal Engineer/Scientist II	\$256
Principal Engineer/CIH/Scientist I	\$241
Senior Engineer	\$227
Senior Scientist	\$213
Engineer	\$192
Scientist	\$173
Technical Staff	\$149
Project Support Staff	\$131
Administrative	\$94

\*Labor rates increase by 3.5% rounded to the nearest dollar each year starting January 1<sup>st</sup>, 2023. Subcontracted services, such as source testing, will have a subcontractor markup of 10%. Overtime, if required, will be billed at 1.3 times the listed rate.




Item Number \_\_\_\_\_ 2G \_\_\_\_\_

GM Review \_\_\_\_\_ CP \_\_\_\_\_

# Agenda Summary Report

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To: Board of Directors

From: Dale McDonald, Administrative Services Manager   
 (415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)

Meeting Date: April 20, 2023

Re: Spring 2023 Heron Newsletter

Item Type: Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_

Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

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## STAFF RECOMMENDATION

Staff recommends that the Board approve the publication of the Spring 2023 Heron Newsletter.

## BACKGROUND

The District produces a newsletter approximately every six (6) months to update customers regarding subjects of interest about the District. Each newsletter typically has one main topic and three to four smaller articles. A primary theme throughout the newsletter is the critical need to continue investing in capital improvements to maintain and protect the District’s infrastructure to meet the District’s goals of providing reliable service while protecting the environment.

The target audience of the newsletter are the residents and businesses within the boundaries of the Las Gallinas Valley Sanitary District. The method of delivery will be by US Postal Service with a digital copy of the newsletter posted on our website.

Staff is planning to mail the newsletter in early May which will be prior to May 18<sup>th</sup> Board meeting where the draft Sewer Use Charge Cost for Service and Rate Study will be presented.

## PREVIOUS BOARD ACTION

On February 2, 2023, the Board discussed potential newsletter topics and gave staff direction to develop the newsletter. The following topics were chosen:

- Upgraded Treatment Plant Successfully Weathered Storms
- Replacement of Operations Control Center In the Works
- San Francisco Bay Trail Traverses Las Gallinas Reclamation Ponds
- Welcome Gary Robards, Newest Board Member
- Sewer Rate Study Will Guide Board Decision on Sewer Charges
- District Evaluates Electric Vehicles to Include in Fleet

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

The newsletter is budgeted in the 2022-23 Budget as part of the District’s public outreach.



# THE HERON

Las Gallinas Valley Sanitary District

Spring 2023



## Upgraded Treatment Plant Successfully Weathered Storms

When a series of powerful storms pounded California during the first three weeks in January, sending high flows into the sewer collection and treatment system, the District's recently completed Secondary Treatment Plant Upgrade and Recycled Water Expansion Project was put to its first major test. The upgraded plant weathered the storm and passed its first real-time test.

During major storm events, flows into all wastewater treatment plants can increase exponentially in what is known as inflow & infiltration (I&I), which occurs when stormwater enters the sewer system from unpermitted drains and through cracks in collection system pipes. The recently completed, \$64-million

upgrade and expansion project was designed to increase the plant's wet weather treatment capacity up to 18 million gallons per day.

With these improvements in place, the District was able to collect and treat all the flows coming into the system during the January storm events with no overflows or untreated discharges to Miller Creek, which drains to the San Francisco Bay. This was not the case with some sewer districts in the Bay Area whose collection and treatment systems were overwhelmed during the storms and millions of gallons of untreated sewage was spilled into the Bay.

The treatment plant's ability to

*Continued on page 4...*

## Replacement of Operations Control Center In the Works

For the past decade, the Las Gallinas Valley Sanitary District's Board of Directors (Board) has focused much of its attention on renovating and upgrading the District's aging collection and treatment infrastructure. A major treatment plant upgrade and recycled water expansion project approved in 2017 and undertaken in 2019 has recently been completed, and the Board is considering the next critical infrastructure needs to maintain the health and safety of the District's facilities.

Plans are under way for replacement of the Administrative and Operations Building, which, like much of the original treatment plant, was built in the 1950s and needs to be brought up to current standards. The District is in the process of planning for a new Operations Control Center (OCC) to be located at the treatment plant. An architect was selected in 2016 and a preliminary design for the building is anticipated in 2024. The final cost of the project — and funding options — will be determined once the building design is selected.

Long-term planning is a priority

*Continued on page 4...*



New wastewater clarifiers are part of the recently completed Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.



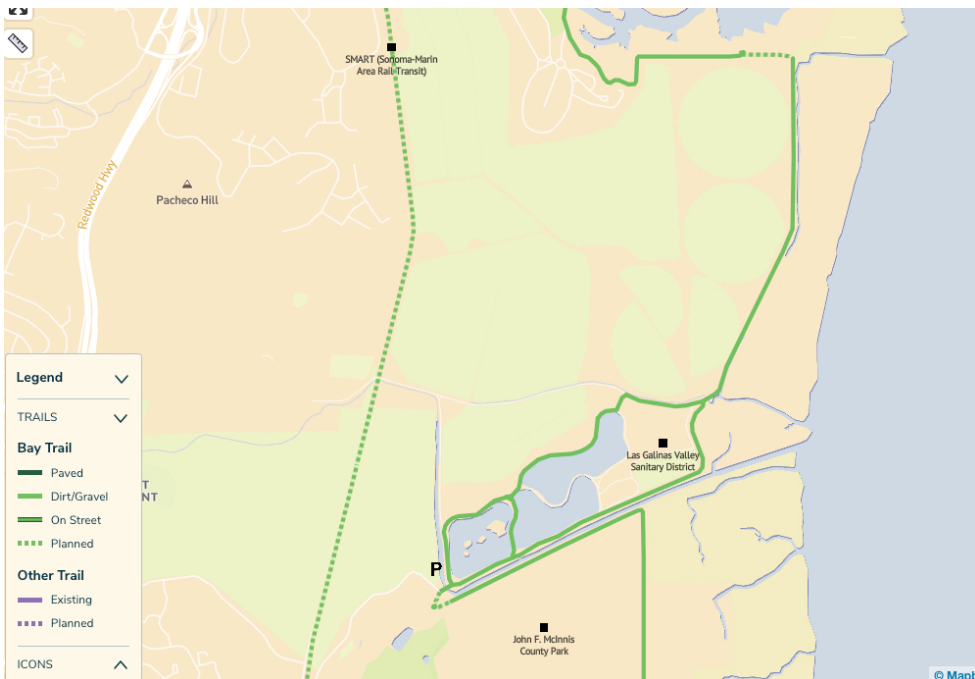
# SF Bay Trail Traverses Las Gallinas Reclamation Ponds

The 3.5-miles of wide, flat trails that surround the Las Gallinas Valley Sanitary District's storage ponds are not only a popular destination for local walkers and bird lovers, the trails are also a key link in the San Francisco Bay Trail (Bay Trail), a series of connected walking and cycling paths that will someday ring the San Francisco and San Pablo bays. Eventually, the trail will form a continuous loop around the entire 500 miles of the Bay.

Currently, the Bay Trail enters the District's 385-acre reclamation area south of the plant, circles the three ponds (one is fresh water, the others are treated wastewater storage). The trail travels north for a mile along what is designated as the Las Gallinas levee segment. It then leaves District property and meets the Hamilton southern levee "gap," a segment of the trail that is not officially complete. A "San Francisco Bay Trail" sign

is located on the same post as a sign that reads "Restricted Area, Unauthorized Persons Keep Out." The 0.15-mile gap heads west and connects with the Hamilton southern cross levee segment. (Information on the status of the "gap" portion of the trail was not immediately available from the Metropolitan Transportation Commission, which manages the trail.)

There are currently 350 miles of the Bay Trail that connects communities, parks, open spaces, schools and transit. It provides space for recreation and active transportation to work, school and other destinations in communities around the Bay. Access to the Las Gallinas portion of the trail can be found just past the District treatment plant at the eastern terminus of Smith Ranch Road, where parking, maps and rules are posted.



A State Senate bill in 1987 directed the Association of Bay Area Governments to establish the SF Bay Trail and a trail plan was adopted in 1989. To date, more than 350 miles of the ultimate 500-mile trail have been built.

An interactive Bay Trail map is available at the Metropolitan Transportation Commission website: <https://mtc.ca.gov/operations/regional-trails-parks/san-francisco-bay-trail/bay-trail-interactive-map>

## Welcome Gary Robards, Newest Board Member



Gary Robards, the newest member of the Las Gallinas Valley Sanitary District (LGVSD) Board of Directors, brings

decades of experience in the wastewater industry to his new role and a unique perspective on the District and its history.

As a retired civil engineer, Robards has 38 years of experience designing and managing sewer facility projects – including work on numerous LGVSD projects as an employee of Nute Engineering, a San Rafael-based firm. He helped design the reclamation system and ponds, various pipeline projects, and plant upgrades. Robards served as the District Engineer for various districts within the Sewerage Agency of Southern Marin, and was the District Engineer with the Richardson Bay Sanitary District for 30 years.

“I have sat at board tables so I know how boards operate,” said Robards. “I see the Board’s role as overseeing the budget and key projects and procedures. I am also familiar with the issues

the District faces and have some technical background.”

Robards was appointed to the District Board of Directors in January to fill a vacant seat on the Board following the passing of Board Member Judy Schriebman late last year. “I am honored and pleased to be on the Board and be able to contribute my knowledge and experience,” he said. “I want to help the LGVSD continue to run an efficient collection system that minimizes sewer spills while providing excellent wastewater treatment.”

He received undergraduate degrees in biology and environmental studies, and a master’s degree in Civil and Sanitary Engineering, from UC Berkeley. He has been a resident of the LGVSD service area for 32 years and served as a member of the Santa Venetia Community Plan Advisory Committee. He currently serves as vice president of the Santa Venetia Neighborhood Association. Gary, and his wife Tes, are parents of of 22-year-old triplet boys; Mitch, Walter, and Ray, who will be graduating from college in May.

## Sewer Rate Study Will Guide Board Decision on Sewer Charges

The Board of Directors regularly enlists the service of an outside consultant to conduct a rate study to assess and evaluate the District’s existing rate structure and rate policies, review current methodology, and make recommendations on rate adjustments.

A sewer rate study is currently being conducted by Hildebrand Consulting of Oakland. The study will provide the Board with the necessary analysis and information to set rates to fund the operating and capital costs, and debt service to pay for the collection, treatment and disposal of wastewater for the next four fiscal years. The rate study will take into account all capital program needs and consider all facets of the District’s financial health. Based on identified capital improvement needs and increasing inflationary pressures on the operation and maintenance of the District, it is anticipated there will be proposed rate increases. The draft sewer rate study will be presented at the regular Board meeting to be held on May 18, 2023 at [location TBD](#).

Following approval of the sewer rate study, the Board will hold a public hearing in accordance with Prop. 218 on the proposed rates for the next four years. All property owners within the District will receive a notice in the mail with an explanation of the proposed rates, hearing date and time, and instructions for filing a protest prior to the rate hearing. The notice will also include information about why the proposed rate adjustments are needed and the major capital projects associated with the proposed rate increases.

## Workshop and Public Hearing Scheduled on Proposed Sewer Service Charge Increase

The Las Gallinas Valley Sanitary District Board of Directors will hold a public workshop and a public hearing on its proposed 2023-24 through 2026-27 sewer rates. A **public workshop** will take place during the Board’s regular meeting at **4:30 PM on Thursday, May 18, 2023**, at which time the Board will discuss the draft Sewer Use Charge Cost for Service Rate Study and approve mailing of the Notice announcing the proposed rates.

A formal **public hearing** on the proposed rates will be held at **4:30 PM on Thursday, July 20, 2023** in accordance with the requirements of Prop. 218.

The May 18 workshop and the July 20 public hearing will both be held at [location TBD](#). A separate notice with details about the Prop. 218 public hearing and the proposed rates will be mailed to all property owners in the District following the May 18 workshop.



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903  
Phone (415) 472-1734 • Fax (415) 499-7715  
www.lgvsd.org

**Board of Directors**

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

**Board Meetings are**


held at 4:30 PM on  
the first and third  
Thursday of each month  
at the District offices.

ECRWSS – Postal Customer

**District Administration:** Curtis Paxton, General Manager

The District received the following certificates:

- District Transparency Certificate of Excellence by the Special District Leadership Foundation for 2022-2023 in recognition of its outstanding efforts to promote transparency and good governance.
- Certificate of Achievement for Excellence in Financial Reporting for 2021 was received by Government Finance Officers Association.

 Printed on recycled paper using soy-based inks.

*"Replacement of Operations Control Center" continued from page 1*

of the Board and is reflected in its commitment to maintaining and upgrading the District's equipment and facilities. The Board understands that projects like the OCC will affect future rates and will have financial impact on residents. But the Board also knows that protecting and improving the District's infrastructure is critical in meeting the goals of providing reliable service and protecting the environment.

In keeping with those goals, the building is being planned to provide a state-of-the-art control room, adequate office space for staff, a laboratory, board room, and public classroom. The building will be designed to meet LEED and living building standards, which include solar electricity generation, biogas for heating, and recycled water for landscaping.

*"Upgraded Treatment Plant" continued from page 1*

weather January's severe storms is a testament to the District's continued investment in its infrastructure, and its duty to protect public health and the environment. These investments are expensive, and the District's Board of Directors and staff are committed to the prudent management of the public's funds. Credit for the safe operation of the plant during the high-stress storms goes to the District staff who operated the system safely, and are dedicated to providing a high level of service every day.



New Recycled Water Distribution Pump Station

## District Evaluates Electric Vehicles to Include in Fleet

With climate change, resilience and the environment in mind, the Board of Directors will begin evaluating how best to integrate electric vehicles (EV) into its fleet of vehicles.

The State of California has mandated that all new cars sold in 2035 and after are zero-emission vehicles. Additionally, the California Air Resources Board is developing Advanced Clean Fleet Regulations which will impact local government vehicle fleets.

As the District replaces its fleet of vehicles, it will be important to consider its EV options while meeting the state mandates.

A timeline for the process has not been set, but the Board is committed to meeting the state mandates and following its stated mission of "protecting public health and the environment by providing effective wastewater collection, treatment, and recycling services."



When done reading this newsletter, please put it in your blue recycling bin with other recyclable paper items.

**4/20/2023**

**General Manager Report**

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



Item Number \_\_\_\_\_ 3.2 \_\_\_\_\_

GM Review \_\_\_\_\_ CP \_\_\_\_\_

# Agenda Summary Report

**To:** Board of Directors  
**From:** Teri Lerch, Executive Assistant/Board Secretary  
 (415) 526-1510; tlerch@lgsd.org  
**Mtg. Date:** April 20, 2023  
**Re:** District Remembrance of Director Schriebman  
**Item Type:** Consent \_\_\_\_\_ Action \_\_\_\_\_ Information **X** Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

## STAFF RECOMMENDATION

Board to discuss remembrance options for Director Schriebman. Staff recommends a Scholarship to the Marin School of Environmental Leadership (MarinSEL) or a donation to Students and Teachers Restoring a Watershed (STRAW). Director Schriebman was involved in both of these programs.

## BACKGROUND

Director Judy Schriebman served on the Las Gallinas Valley Sanitary District Board of Directors from November 2007 to November 2023.

## PREVIOUS BOARD ACTION

At the March 16, 2023 Board Meeting, the Board discussed various remembrance options to honor Director Schriebman and asked staff to come back with more information.

Board suggestions included an environmental or wastewater scholarship in Director Schriebman’s name, a bike ride, a bench at the Marin Civic Center Lagoon or a STRAW donation.

Past LGVSD donations to Point Blue Conservation Science – Students and Teachers Restoring a Watershed (STRAW) were \$9,000. in 2022, \$9,000 in 2021 and \$7,000 in 2018.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

TBD

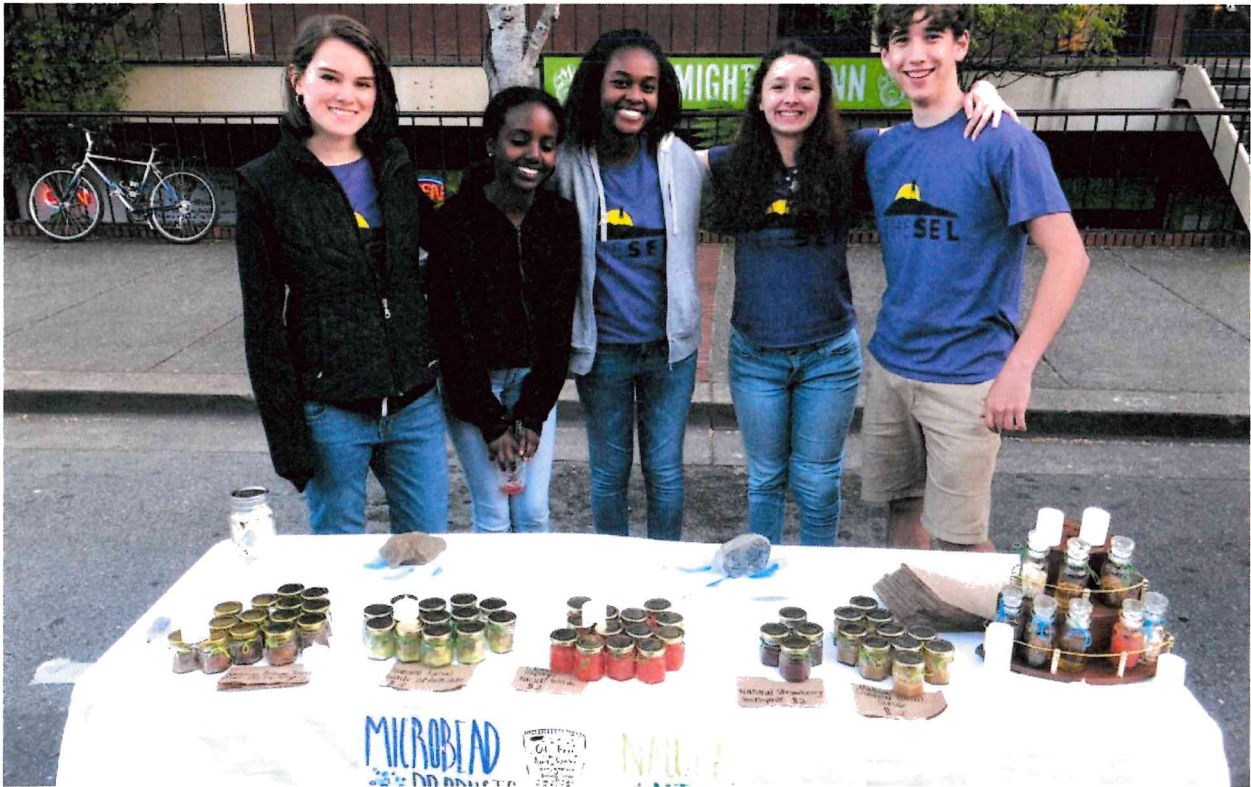


**GREEN SCHOOLS  
NATIONAL NETWORK**



# Marin School of Environmental Leadership – Shaping Tomorrow's Environmental Leaders

Jan 15, 2019



**By. Michelle Laurie and Ally Teper, Marin School of Environmental Leadership**



*“In middle school, I would have never dreamed that I’d be running my own business at 16. I never expected myself to be doing the things I’ve done until much later in life actually. It’s all thanks to the opportunities I’ve received through my education at the Marin School of Environmental Leadership” – Ally Teper, Senior, Marin School of Environmental Leadership*

Within Terra Linda High School in San Rafael, California, 124 students have dedicated their four high school years to the rigorous pursuit of becoming environmental leaders. These students form the [Marin School of Environmental Leadership \(MarinSEL\)](#), a project-based, environmentally-focused, “school within a school” that emphasizes development in leadership and 21st century skills.

Every year, MarinSEL prepares its students for the real world. Students go through a rigorous application and selection process in eighth-grade, with educators assessing leadership potential, social aptitude, and academic ambition to put together a class of 32 students who are likely to work well collaboratively, are critical thinkers, and have a hunger for learning.

The four-year program is designed to give students increasing ownership and independence over their educational experience. The SEL does this by integrating academics, leadership, development, public speaking, creative arts, technology, engineering, project management, environmental justice, and community service, all of which focus on the Four C’s: Collaboration, Communication, Critical Thinking, and Creativity.

*“The SEL is a band of environmental enthusiasts brought together by the hunger to learn about and help the environment.” – Hunter, MarinSEL Class of 2017*



Source: Marin School of Environmental Leadership

## Part 1: The Student's View

Project-based learning in MarinSEL begins in freshman year with Leadership and Environmental Action Development Projects (LEAD projects for short). LEAD projects are semester-long projects focused on environmental issues in the community. Students work with an outside community partner, typically an adult professional working in an environmental field, on a real-world project.

Ally Teper, currently a MarinSEL Senior, has had a broad range of work experience and projects during her time at the SEL. She relates: "During my freshman year, I was in the Garden Group. The MarinSEL class the year before mine had just made the beds and cleaned up the unfortunate looking Terra Linda High School garden. This was a semester-long project, so we were able to plant an assortment of vegetables and berries, get a permit to sell our produce, and successfully make a profit selling it at a local farmers market."





MarinSEL students working in the school garden. Source: Marin School of Environmental Leadership

Sophomore MarinSEL students begin to assemble a portfolio comprised of items that document their work and growth throughout the four-year program. This process requires them to reflect critically on their work and growth and offer revisions. Students present their growth and documentation in front of a panel of peers, teachers, and industry and community members at the end of tenth-grade.

During Junior year, students develop and implement a business through the Sustainable Enterprise Project. Every student designs a full business plan in the fall, which is presented to a panel of mock investors. The top seven student businesses are selected, students are put into groups, and these businesses are fully implemented in the spring. Students create and sell their products and must meet a triple bottom line: their business must be economically profitable, environmentally beneficial, and equitable.



Tasty Bug, a Junior business, sells cookies made of cricket flour, a low-carbon protein source. Source: Marin School of Environmental Leadership

Says Ally, “If I were to point to a year in my high school career that prepared me the most for the future it would be Junior year. Having my business chosen to become a reality was very exciting. Although running a business and balancing school was fairly difficult, it taught me so much and opened my eyes to the world of marketing and communications. Without this opportunity I may have not been able to realize my passion for these topics.”





Ally Teper presents her junior business, MemoryTree, which creates up-cycled memory boxes from salvaged wood. Source: Marin School of Environmental Leadership

The Senior Internship is designed to provide students with real-world work experience, job skills, and knowledge. Students create resumes and cover letters and take part in an interview process to be placed at their internship host organization. Upon completion of their eight-month internship, students present their findings in a formal poster seminar to industry and community partners and their peers. While Ally secured a marketing and communications internship at [Strategic Energy Innovations \(SEI\)](#) this year, other students have secured internships that involved creating a website for [San Rafael Airport](#), creating a zero waste system for the [Marin County Office of Education](#), and developing curriculum and giving elementary school students lessons on marine biology with [All One Ocean](#). Students have also helped to create a database of teachers for [Educational Tall Ships](#), an organization that takes kids on educational sailing trips.

## Part 2: The Teacher's View

There are seven full-time MarinSEL teachers, with most teaching classes in the main high school and the SEL. The SEL also counts two faculty members from the nearby College of Marin, who provide focused classes specifically for the curriculum.

Ray McClintock teaches the ninth-grade Environmental Leadership Seminar and Geography, tenth-grade World History, and twelfth-grade Economics/AP Government. According to Mr. McClintock:

“As an educator, it’s incredible to be part of a program that differs from mainstream approaches to learning. Over the last couple of years, we have been trying to implement the Rigorous PBL which involves three levels of learning: surface, deep, and transfer. In short, surface learning involves basic understandings of things, and deep learning is the correlation between things. In most mainstream classes this is where the learning stops. But in MarinSEL, we try to push students into the transfer level which involves applying things to many different scenarios and situations. It is that level of learning that will serve students well when they need to make decisions in the real world and constantly adapt to changing situations.

“The main thing I enjoy about teaching in MarinSEL is that the climate amongst the program’s teachers is one in which we are always trying to learn ourselves and find the teaching strategies that work best for our students. The students show me every day the amazing things they are capable of, and I feel responsible to find the best ways to continue challenging them. I have found that many of the ways to grow as a teacher are the same as what we teach our students...take chances in trying new things, don’t settle for the status quo, and embrace challenges put before us.”



Alison Oropallo teaches eleventh-grade Environmental Engineering and Technology. Students in Miss O's class have built chicken coops, garden sheds, playhouses, and more. Says Ms. Oropallo:

"I design my lesson plans with the intention of having students improve their communities. By learning to work together, using academic and physical skills, and using reclaimed and recycled materials, my class course is designed to teach and encourage sustainability, positivity, creativity, and community involvement.

"My class is unique because it encourages students to be self-sufficient and to have the confidence to go outside of their comfort zones – academically, physically, and creatively. This makes it possible to intellectually learn, physically build, and create throughout the entire curriculum.

"Students are able to feel confident in my class because they build confidence in themselves and in each other throughout the class. They also feel what it's like to be trusted by an adult.

"As an educator, MarinSEL has given me the opportunity to teach a class that I think is perfect for students. I have support and get to work with a team. The class has changed my perspective on the future for environmental activism as a whole.

"I think this approach means students become better problem solvers for the better of their communities. They always have to think outside of themselves for every situation I put them in."



As the school year progresses, students are encouraged to take on leadership roles within their teams. This includes organizing events, leading projects, and representing their teams at school-wide events. The program also provides opportunities for students to engage in community service and environmental advocacy. Through these experiences, students develop a sense of responsibility and a commitment to making a positive impact on the world.

## Part 3: The Parent's View

MarinSEL parents form the backbone of the program, providing financial support and volunteer hours. Michelle Laurie is the parent of Joe, a sophomore at MarinSEL.

“My son was nervous about starting his time at MarinSEL as the idea of staying with one group of students for most of his classes was a little daunting. High school is a big step and navigating the social structure and hierarchies is always a challenge for a young teen. To fit in the extra class required by the SEL curriculum, the school day starts at 6:55am – a daunting thought for the entire family!

“Any fears were quickly forgotten, and Joe has found that the early morning and continuity of classmates is a benefit to his education. The MarinSEL curriculum very quickly encourages students to gain real-world experience. As parents, we know that schools can only teach so much and the SEL forces them to be curious, to look beyond the basics, and to become active members of society, with a passionate outlook on their future.

“As a community, MarinSEL brings together parents, teachers, and students who are dedicated to making the world a better place. The school encourages parental involvement, whether



that's chaperoning the yearly retreat, being a LEAD project mentor, or just showing up at events to spread the word. I've been incredibly impressed by its emphasis on collaboration, communication, creativity, and critical thinking. As a parent, watching these kids on a stage before their peers and educators, confidently presenting a multimedia project on a range of difficult topics, is invigorating. Our MarinSEL students are becoming the leaders of the future, leadership that can be nurtured through many streams. The emphasis on having a diverse group of learners is important – not every teen is a science nut, or a confident speaker, or even driven by a passion for activism. But the SEL capitalizes on the unique qualities of each student as an individual, giving them the chance to discover where they fit in and encouraging them to explore their own strengths, and improve on weaknesses. We have students who go on to study business, sustainable fashion, or pure environmental science. So, while the program's emphasis is on environmental issues, students are exposed to a wide-range of challenging career paths. As a parent, that's what I want for my son's education – the opportunity to explore and challenge himself with new ideas to become a leader in the community.

“The advantage of being within an existing high school curriculum means MarinSEL students get the best of both worlds – a focused, rigorous program with dedicated teachers, plus the benefits of being part of a mainstream public school with access to social and extracurricular sports and activities. Ours is a deeply connected community of parents, teachers, and students who symbiotically learn from each other, and thus help to shape the environmental leaders of tomorrow.”

## Author Bios

Michelle Laurie is a content creator and marketing director specializing in infertility and women's health and is the parent volunteer marketing coordinator for the School of

Environmental Leadership. Along with her son and husband, she spends many hours exploring the hills of Marin County on bike and foot.

Ally Teper is a senior at the Marin School of Environmental Leadership. She looks forward to studying business and marketing during college in the fall. During her free time, she enjoys writing short stories and poetry as well as volunteering at the anti-social isolation nonprofit, Beyond Differences.



# 1 Comment

**Ward Bouwman** on January 16, 2019 at 6:21 pm

Very well rounded overview.

**REPLY**

## Follow GSNN





**Point Blue Conservation Science’s STRAW Program  
2021-2022 Program Report for Las Gallinas Valley Sanitary District**

Point Blue’s Students and Teachers Restoring A Watershed (STRAW) Program continues to work with students and teachers in the North Bay and beyond on riparian vegetation restoration, including our longest running site along Miller Creek near Miller Creek Middle School in collaboration with the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) with additional support from the Las Gallinas Valley Sanitary District (LGVSD). At Miller Creek, every year since 1999, STRAW has focused on the removal of invasive exotic plant species, planting native species, erosion control, and providing educational and environmental stewardship opportunities for the local school, Miller Creek Middle School.

We are very grateful for the LGVSD donation for the 2021-22 year, which allowed us to complete 3 days of restoration with 633 students by funding some of the staff time needed to plan, implement and complete the education, restoration and maintenance of the Miller Creek project with Miller Creek Middle School, as well as the professional development provided those teachers in the Miller Creek watershed who participate in STRAW.

Here is what was accomplished in the 2021-22 year:

**MILLER CREEK RESTORATION WITH STUDENTS  
PROJECT PARTICIPANTS**

<b>School</b>	<b>Restoration Date</b>	<b>Teacher</b>	<b>Grade</b>	<b>Total Students</b>	
Miller Creek Middle School	5/3/2022	DeMont, Brandon	7	55	
		Johnson, Maya	7	26	
		Metz, Zachary	8	80	
		Schulist, Mike	8	81	
	<i>5/3/2022 Total</i>				242
	5/4/2022	Arigi, Bob	6	100	
		DeMont, Brandon	7	26	
		Metz, Zachary	8	25	
		Schulist, Mike	8	56	
	<i>5/4/2022 Total</i>				207
	5/5/2022	Arigi, Bob	6	50	
		DeMont, Brandon	7	54	
Johnson, Maya		7	80		
<i>5/5/2022 Total</i>				184	
<b>Grand Total</b>				<b>633</b>	



## WORK COMPLETED

The main invasive plant species removed were English ivy (*Hedera helix*), Himalayan blackberry (*Rubus armeniacus*), and cape ivy (*Delairea odorata*). Approximately 50 Basket sedge (*Carex barbarae*) were transplanted from the large patch upstream of the areas of removal and installed in the work zones. Fifty container *Juncus patens* were grown in the Casa Grande High School Native Plant Nursery from seeds collected at Miller Creek. Plants installed in previous years received weeding and browse cage repair, if necessary. All work was conducted in previous work areas for which acreage has already been captured in past reports. Due to the COVID pandemic, no student work was completed during the 2020-21 school year, resulting in a concentrated effort this year to re-establish previous work sites.

To prepare over 600 students to restore their restoration site, we leverage the knowledge and skills of our STRAW teachers by providing them a lesson plan and accompanying slides. The goal of the pre-restoration lesson is for students to gain the enduring understanding that plants, animals and people are interconnected, as well as to gain the ability to identify problems in their local watershed and feel empowered and excited to implement solutions through their habitat restoration project. Our STRAW pre-restoration lesson does this by providing a lesson that teaches students healthy (i.e. biodiversity, meandering creek) and unhealthy (i.e. erosion, pollution) features of riparian areas that they can then practice identifying in Miller Creek, such as identifying the specific native plant species and non-native, invasive species found there.

To deepen students' place-based education, the lesson also incorporated the Traditional Ecological Knowledge (TEK) of basket sedges. The lesson uplifted the local indigenous science. The basket sedge is seen as one of the most important plants used by the Coast Miwok and Southern Pomo tribes. For example, students learned that the roots are used for making fine fibers that are in turn woven into baskets along with the fibers of many other plants. Moreover, students learned that birds love this grass--they rustle in the leaves as they enjoy eating the seeds. This learning highlights the ecosystem benefits that are experienced beyond human communities and again, that plants, animals and people are all interconnected.

As part of our education plan and each lesson, we assessed students on their learning, reflection, and questions to increase the quality of future lessons and celebrate learning among our students. Our assessment plan was as follows:

### Assessment of Students

- Pre and post oral or written assessments during pre-restoration presentation
- Pre and post oral or written assessments during restoration day
- Oral responses to questions at restorations

More specifically, at the end of pre-restoration lessons we asked students what they know, feel, and wonder, and at the end of the restoration day we asked what they hope their restoration sites will look like in 20 years.

Students' assessments showed that the lesson was successful in introducing them to STRAW work and helped them realize that they are the students that are helping to restore their watershed. Their feedback demonstrated that they understood that a riparian area is only one part of a watershed, and that their restoration work will focus on invasive plant species removal to protect the plantings other students have done. Common themes in students' responses included:

- *I know that we need to help our creek be better.*



- *I know that blackberry bushes are something that we want to weed, and the basket grass is something that we are trying to plant. I also know that it takes help from the community to keep a healthy watershed.*
- *I know that Miller Creek Middle School has been restoring the creek for 23 years.*

Our STRAW team recognizes that being in outside spaces can elicit different emotions for each student, and as a team we are better prepared to support students learning if we can anticipate their energy levels beforehand. Assessments demonstrated that students feel empowered to do their restoration work and inspired to make a positive change to their local riparian ecosystem. Common themes in students' responses included:

- *I feel excited and ready to start working!*
- *I feel good about it and understand it.*
- *I feel that the work we will be doing is helpful to the ecosystem.*
- *I feel excited and nervous at the same time because I don't want to get my clothes wet or dirty.*
- *I don't know how I feel about it but I'm kind of excited because I've never done something like this before.*
- *I feel good about it and that it's cool to be part of a thing that's been happening since 1999.*
- *I feel like I'm giving back to society by doing something about the creek.*

Students' restoration day begins with an Opening Circle, an intentional time to allow students to acclimate to an outside space that is still a learning setting. We take this time to remind students of our shared mission, history and significance of the site and their work, the tasks for the day, safety and answer any curiosities that were shared in the assessment. Common themes in students' responses included:

- *I wonder how the invasive species got there.*
- *I wonder: Can humans fix the problems we cause in the environment?*
- *Are there different types of watersheds?*
- *What I personally will be doing*
- *I wonder what the creek will look like after.*
- *I wonder what steps we will take in order to make the creek healthy. Will we remove invasive plants first? Will we add more plants that need to be there? Will we remove any blockage that prevents the water from flowing?*
- *What animals are in the local creeks?*
- *How big will our impact be?*

Both assessment techniques provided our educators with incredibly useful information that we synthesized and shared with teachers and the project managers for the restoration sites. This allowed information from the pre-restoration lesson to carry continuously into the restoration day. It also allowed the teacher and project manager to highlight specific interests, curiosities, and questions they had to make the restoration experience more personalized for our students. An inquiry-based, student-interest based form of education is and has always been integral to STRAW. It is in fact how our project began!

During the 2021-2022 school year, we provided pre-restoration lessons for all students who participated in a restoration. In addition, about 120 of underserved students were a part of our Multi-Visit Program (MVP) and received 6 extra lessons throughout the school year. We worked with 121 adult volunteers during the restoration days, extending our outreach about healthy watersheds, pollutants, and how to keep our waterways clean to parents, grandparents, other family members, and other volunteers.

In total, we provided pre-restoration lessons and full restoration days for over 2,000 students throughout the Bay Area. Below is a table with all the totals for the 2021-22 school year.

## 2021-22 Restoration Season – STRAW Totals

<b>Total Students</b>	2274
<b>Restoration Days (with Schools)</b>	53
<b>Total Volunteers</b>	2613
<b>Total Volunteer hours</b>	8527.5
<b>Total Volunteer Match</b>	\$200,907.90
<b>Unique Schools</b>	27
<b>Total Counties (students)</b>	5
<b>Total Counties (restorations)</b>	6
<b>Total Plants</b>	6088
<b>Total Planting Area (acres)</b>	5.61
<b>Total Linear Feet</b>	3698

We want to thank the LGVSD Board for supporting our ongoing work. Thanks for partnering with us to restore Miller Creek and our local community. If you have questions or would like more information, please contact Laurette Rogers at [lrogers@pointblue.org](mailto:lrogers@pointblue.org)




Item Number 3.3

GM Review CP

# Agenda Summary Report

To: Board of Directors

From: Dale McDonald, Administrative Services Manager   
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)

Meeting Date: April 20, 2023

Re: Discuss the Impact of the District's Capital Improvement Program on Pending Sewer User Charge Cost of Service and Rate Study

Item Type: Consent  Action  Information  Other

Standard Contract: Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to meet with Hildebrand Consulting and discuss the impact the District's Capital Improvement Program will have on the recommendations in the pending Sewer User Charge Cost of Service and Rate Study.

## BACKGROUND

The Las Gallinas Valley Sanitary District awarded a contract to Hildebrand Consulting to conduct a sewer user charge cost of service and rate study. The study will assess and evaluate the District's existing rate structure and rate policies, review current methodology, and make recommendations for potential alternative methods if needed. The information gathered will be used to help develop a 10-year financial management plan that will be used to develop recommendations for a four-year rate study that will cover fiscal years 2023-24 to 2026-27.

There have been numerous meetings between Mark Hildebrand and staff. Updated financial information, including a revised 7-year Capital Improvement Plan (CIP), has been provided based on Board feedback to develop the Sewer User Charge Cost of Service and Rate Study. There have been three meetings with the Board.

- *February 16, 2023* - the Board discussed parameters with Hildebrand Consulting.
- *March 16, 2023* - feedback on recommendations for sewer service charge increases were discussed.
- *March 29, 2023* - Board held a workshop and provided feedback to develop priorities for the draft fiscal year 2023-24 budget with emphasis on the Capital Improvement Program.

Forecasted capital spending over the next three years, unless adjusted, will be higher than in recent years and significant funding will be required. Non-financed capital spending in 2023-24 and 2024-25 will require steeper rate increases in the near term.



Three scenarios have been developed by Hildebrand Consulting based on the updated CIP management developed to foster discussion by the Board.

1. Scenario 1 – Rates have been calculated based on the revised CIP and debt-financing \$34M of the \$40M Operations Control Center (OCC) project.
2. Scenario 2 – Rates have been calculated based on the revised CIP and debt-financing the entire \$40M OCC project.
3. Scenario 3 – Rate revenue increase has been fixed under 20% for the first year and declining year-over-year over the four-year rate study period.

Each of the three scenarios end up with approximately the same level of cash reserves in Year 10 (while remaining financially viable along the way). The financial path to get to Year 10, however, looks quite different for each scenario.

Questions were raised by the Board about the debt coverage ratio (DCR). The District does not have a DCR problem with Scenarios 1 & 2 but will have a DCR problem with Scenario 3. Any time there is a need to raise rates, it's driven by one of two pressures: either the cash reserves are too low or the DCR is too low. In the case of Scenarios 1 & 2, the cash reserve levels are driving the need for the rate increases. When rate increases are suppressed (as with Scenario 3), the District is forced to issue more debt to address the reserve levels, and then the "pressure" switches to the DCR levels.

The District is required in its 2007 Bond Debt Service Reserve Agreement to maintain a DCR of 1.25 or higher. In Scenario 3, the DCR in 2023-24 and 2025-26 is not ideal (but passable). Historically, a DCR of 1.5 is an ideal target to qualify for low-cost debt. The only way to help the DCR in those years is to increase the rates or defer some of the debt-financed capital spending.

The attached revised draft CIP plan includes grouping identified treatment plant improvements into two separate financed projects, coordinating the force main projects, and financing the Mulligan 18" trunk sewer and Hwy 101 undercrossing capacity upgrade.

This meeting is the Board's opportunity to provide feedback on which scenario the District should pursue. Final recommendations will be presented with the Sewer User Charge Cost of Service and Rate Study at a future Board meeting, currently scheduled for May 18.

### **PREVIOUS BOARD ACTION**

On January 19, 2023, the Board awarded contract to Hildebrand Consulting to conduct a Sewer User Charge Cost for Service and Rate Study.

### **ENVIRONMENTAL REVIEW**

N/A

### **FISCAL IMPACT**


No material impact. Minor fiscal impact for additional consultant time in excess of consultant contract previously awarded.



Item Number 4  
GM Review CP

# Agenda Summary Report

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To: Board of Directors  
From: Dale McDonald, Administrative Services Manager   
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)  
Meeting Date: April 20, 2023  
Re: Resolution 2023-2303 Expanding the Low-Income Sewer Rate Assistance Program and Continuing the Program for Fiscal Year 2023-24  
Item Type: Consent        Action   X   Information        Other       .  
Standard Contract: Yes        No        (See attached) Not Applicable   X   .

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## STAFF RECOMMENDATION

Approve Resolution No. 2023-2303 expanding the Low-Income Sewer Rate Assistance Program (“LISRAP” or “Program”) to qualified manufactured homes and mobile homeowners.

Continuing the program in fiscal year 2023-24 and allocate \$25,000 in Ad Valorem Property Taxes for use towards the program, authorizing staff to include funding in the budget.

## BACKGROUND

In early 2022, the Board expressed interest in providing rate relief to low-income residents of the District. Research was undertaken and it was determined that the District has the authority to implement a low-income rate assistance program as long as the District does not use Sewer Service Charge (SSC) rate revenue, which is subject to the substantive limitations under Article XIII D, Section 6 (Proposition 218) proportionality requirements under the California Constitution. Non-SSC revenue sources, such as ad valorem property tax revenues, were identified which can be used to fund the program. The Board approved LISRAP and allocated \$50,000 for use in the program’s first fiscal year 2022-23. The program requires that any unused funds at the end of the fiscal year be released back to the general fund.

The program was established to benefit single-family residential ratepayers who own their home. The District classifies manufactured homes or mobile homes as single-family residential property subject to the same SSC as a single-family residential property. Although they may generally have the same meaning, for California property taxation purposes, the term mobile home is now obsolete and was changed to manufactured home in Revenue and Taxation Code section 5801 in January 1992.

As part of the LISRAP application, homeowners in our District are required to provide a copy of their most recent Marin County property tax bill showing they were billed for the SSC in that year. It is the owners of the mobile home parks that pay the SSC for all manufactured or mobile homes on their property. Manufactured and mobile homeowners pay a monthly rental invoice to the mobile home park which includes other services such as sewer service. It is not the intent of the program to provide rate reduction relief to a private corporation.



District staff has identified a simple solution to allow low-income manufactured or mobile homeowners the opportunity to participate in LISRAP. For manufactured homes originally purchased new on or after July 1, 1980, they were automatically subject to local property taxes and are billed separately by the county assessor as property. If the manufactured home was purchased prior to the above date, homeowners are charged an In-Lieu License Fee (annual vehicle license fee) by the State of California Housing & Community Development. Allowing the submittal of the annual local property tax statement or the annual vehicle license fee statement will show proof of ownership. Providing a copy of the billing statement from the mobile home park showing SSC assessed will show proof they are receiving service from the District. Rebate checks will be issued in May to residential customers who meet the requirement. The current program rebate amount is \$112.

Adoption of the attached resolution will allow staff to make these minor revisions to the program and application form.

### **Report on LISRAP for Fiscal Year 2022-2023**

The program was announced in the Spring 2022 Heron newsletter and linked to the District's home webpage. Few applications were being received and an article was added to the Fall 2022 Heron newsletter reminding homeowners about the program.

To date, the program has been utilized by 14 homeowners for a total cost of \$1,568. There are 6 applications pending and 2 of them are from mobile homeowners. If all 6 applications are approved, it would result in an additional cost of \$672.

### **PREVIOUS BOARD ACTION**

On April 21, 2022, the District Board of Directors established a Low-Income Sewer Rate Assistance Program ("LISRAP") by Resolution No. 2022-2250, establishing a 10% sewer rate reduction to benefit single-family residential ratepayer households who participate in the PG&E California Alternate Rates for Energy (CARE) Program.

### **ENVIRONMENTAL REVIEW**

N/A

### **FISCAL IMPACT**

The cost to implement the program is dependent upon the number of PG&E CARE customers that utilize the program. There are 1,835 CARE customers in the District comprised of both renters and homeowners. Based on the inquiries received, it is anticipated that less than 10% of the eligible PG&E CARE customers are homeowners who would qualify for LISRAP.

While the SSC for FY 2023-24 has not yet been determined, staff believes that the maximum annual program cost for next year will not exceed \$25,000.

### **Attachment:**

1. Resolution No. 2023-2303

**RESOLUTION NO. 2023-2303**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
EXPANDING THE LOW-INCOME SEWER RATE ASSISTANCE PROGRAM  
TO QUALIFIED MOBILE HOMEOWNERS  
AND CONTINUING THE PROGRAM IN FISCAL YEAR 2023-24  
WITHIN THE LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, Las Gallinas Valley Sanitary District (“District”) is authorized by the Sanitary District Act of 1923 (Health & Safety Code §6400 et seq.) to provide public services and facilities related to the acquisition, construction, replacement, maintenance and operation of wastewater collection facilities within the District’s service area; and

**WHEREAS**, the District is empowered to prescribe, revise and collect fees, rates and charges related to said wastewater collection facilities pursuant to Health & Safety Code §6520.5; and

**WHEREAS**, the District imposes Sewer Service Charges (“SSC”) in accordance with Government Code §66013; and

**WHEREAS**, on April 21, 2022, the District Board of Directors established a Low-Income Sewer Rate Assistance Program (“LISRAP or Program”) by Resolution No. 2022-2250 to benefit single-family residential ratepayer households; and

**WHEREAS**, the Program is funded by non-SSC rate revenue such as Ad Valorem Property Taxes; and

**WHEREAS**, Title 3 Chapter 1, Article 1(f) of the Las Gallinas Valley Sanitary District Sewer Service Charge Ordinance classifies manufactured homes or mobile homes as single-family residential property subject to the same Sewer Service Charge as a single-family residential property; and

**WHEREAS**, the Board now wishes to confirm expansion of the Program and make it available to eligible low-income manufactured or mobile home owner ratepayer households.

**NOW, THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, hereby expands the Low-Income Sewer Rate Assistance Program (“LISRAP”), providing a ten percent (10%) Sewer Service Charge rate discount to manufactured home or mobile home owner ratepayer households, demonstrated by being enrolled in the PG&E CARE Program (California Alternate Rates for Energy Program) and for which the rate payer household must also include a customer of the District who pays the District Sewer Service Charges on their property tax bill or as billed by their mobile home park, beginning with fiscal year (“FY”) 2022-23.



**BE IT FURTHER RESOLVED**, that \$25,000 of Ad Valorem Property Tax revenue received from Marin County in FY 2023-24 be allocated to fund the program, subject to Final Budget approval, with any unused funds at the end of the fiscal year being released to the general fund. Continuation of the program and any adjustment to the program or funding allocation will be reviewed annually as part of the budget process.

**BE IT FURTHER RESOLVED**, that implementation of the LISRAP, including updating the application process and oversight of the program to include manufactured homes or mobile homes, is hereby delegated to the General Manager or designee.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 20<sup>th</sup> day of April, 2023, by the following vote of the members thereof:

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

\_\_\_\_\_  
Teresa L. Lerch, Board Secretary

Approved:

(seal)

\_\_\_\_\_  
Megan Clark, Board President



4/20/2023

## **BOARD MEMBER REPORTS**

### **CLARK**

**NBWA Board Committee, 2023 Operations Control Center Ad Hoc Committee, Other Reports**

### **FORD**

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

### **MURRAY**

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

### **ROBARDS**

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

### **YEZMAN**

**Flood Zone 7, CSRMA, Marin Special Districts Association, 2023 Ad Hoc Engineering Sub-Committee re: STPURWE, 2022 Biosolids 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.

**4/20/2023**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 6B**

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

Agenda Item 7  
Date April 20, 2022

LOCAL NEWS

# Marin Municipal Water District seeks grant to study reservoir expansion



The parched shoreline of Soulajule Reservoir, between Novato and Marshall, in August 2021. Built in 1980, it is the newest of Marin County's reservoirs. (Photo by Alan Dep/Marin Independent Journal)

By WILL HOUSTON | [whouston@marinij.com](mailto:whouston@marinij.com) |

PUBLISHED: April 6, 2023 at 4:51 p.m. | UPDATED: April 11, 2023 at 8:23 a.m.



The Marin Municipal Water District is seeking nearly \$662,000 in federal funding to study the potential of increasing water storage at its three largest reservoirs.

The district has not added or expanded reservoirs since the early 1980s. After the drought of 2020-2021 threatened to deplete local reservoirs, the agency decided to explore the option as part of a recently adopted roadmap to expand its water supplies.

The district board voted unanimously on Tuesday to approve the application for the grant from the U.S. Bureau of Reclamation.

“Understanding our ability to increase storage is part of the integrated roadmap that we approved,” board member Ranjiv Khush said before the vote. “It seems like moving forward with this is in alignment with our strategy.”

Board member Matt Samson said that while some might view the action as yet another study, he said this type of work is needed for projects of this significance that would affect future generations.

“We have to be able to get this right because we don’t really get to have it wrong,” Samson said. “This not only helps us do that but it also helps with the financial piece so that we can look at funds for other items.”

If awarded later this fall, the grant would pay to study the potential benefits and effects of increased water storage at the district’s Kent, Nicasio and Soulajule reservoirs, said district grants coordinator Matt Sagues. The studies would include modeling how increasing storage capacity could affect streamflows, performing geotechnical investigations of the three dams and expanding the district’s existing fish monitoring technology.

The district’s [water supply roadmap](#) adopted last month estimated that raising the dam or adding a moveable spillway gate at one of the three reservoirs could provide an additional 5,000 acre-feet of water each year. The district’s seven reservoirs can hold about 80,000 acre-feet of water, which is about a two-year water supply. Raising the dam or installing a moveable spillway gate at one of these reservoirs is estimated to cost up to \$90 million.

Should the district get the federal grant, it would need to provide about \$729,000 in matching contributions, including staff time, Sagues said.

Monty Schmitt, the board president, said that along with the large financial commitment, the possibility of expanding reservoir storage will likely trigger a review of the district's state water rights.

"That is a foundational issue that we need to understand better before we embark on a \$700,000-plus investment," Schmitt said.

The last time the district explored the idea of increasing reservoir storage occurred after the 1976-77 drought, which nearly depleted local reservoirs for most of the county. The crisis was averted through the construction of an emergency water pipeline across the Richmond-San Rafael Bridge and a wet winter in 1977-78.

Following the drought, residents who were once wary of increasing local supplies because of fears of too much community growth changed their minds. That eventually led to the creation of the Soulajule Reservoir in 1980, which is now the district's third-largest reservoir, and a project that doubled the capacity of Kent Lake in 1983. No reservoir expansion projects have occurred since then.

The drought in 2020-21 threatened to deplete local reservoir supplies as soon as mid-2022. As it did in 1976-77, the district explored building a pipeline across the bridge, but the plan was shelved after heavy downpours nearly refilled reservoirs by the start of 2022.

Instead, the district began a study of new water supplies, which resulted in the water supply roadmap adopted in March.

Other projects being considered by the district include a potential brackish desalination plan on the Petaluma River; enhancing conservation programs; importing more Russian River water; creating a regional groundwater bank in Sonoma County; and creating new connections between existing reservoirs.

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Tags: Marin Municipal Water District, MMWD, newsletter, Nicasio Reservoir, water, Water supply



## Will Houston

Will Houston covers environment, transportation, West Marin and the city of Novato for the Marin IJ. He covered environment, cannabis and county government for the Eureka Times-Standard