



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.

DISTRICT BOARD
Megan Clark
Rabi Elias
Russ Greenfield
Craig K. Murray
Judy Schriebman

DISTRICT ADMINISTRATION
Chris DeGabriele,
Interim General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Susan McGuire,
Administrative Services Manager
Greg Pease,
Collection System/Safety Manager

SPECIAL BOARD MEETING AGENDA

In accordance with Government Code Section 54956

Megan Clark, Board President, has called for a Special Meeting as follows:

November 15, 2018

MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, OR ON THE DISTRICT WEBSITE WWW.LGVSD.ORG

Estimated
Time

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

4:30 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.

4:35 PM

2. ACTION CALENDAR:

- A. Approve Interim General Manager Authority to Award Contract to Myers & Sons Construction for Construction of Secondary Treatment Plant Upgrade and Recycled Water Expansion (a.k.a. Novato South Service Area/LGVSD-MMWD Recycled Water Project).
- B. Approve Interim General Manager Authority to Award Contract to MWH Constructors for Construction Management of Secondary Treatment Plant Upgrade and Recycled Water Expansion.
- C. Approve Interim General Manager Authority to Award Contract to ArcSine Engineering for SCADA Programming Services of Secondary Treatment Plant Upgrade and Recycled Water Expansion.
- D. Board Approve Setting 5% Change Order Contingency and Signing Authority for Secondary Treatment Plant Upgrade and Recycled Water Expansion.

5:15 PM

3. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for October 25, 2018
- B. Approve the Warrant List for November 15, 2018.
- C. Approve Board Compensation for October 2018.
- D. Approve Conference attendance for Murray – CASA Washington DC Policy Form – February 25-27, 2019.
- E. Approve 2018-19 First Quarter Financial Statements as of September 30, 2018.
- F. Approve Resolution 2018-2141 A Resolution Approving and Adopting the First Addendum to the Adopted Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (Addendum No.1) For the Las Gallinas Secondary Treatment and Recycled Water Plant Upgrade Project (Job No.12600-07 and 16650-02) and Approving the Revised Project for the Las Gallinas Valley Sanitary District.
- G. Approve 2018 LGVSD Strategic Plan.

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

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

5:40 PM

4. INFORMATION ITEMS:**A. STAFF/CONSULTANT REPORTS:**

1. Interim General Manager Report – Verbal
2. Monthly Treasurer's Report – Written
3. Annual Reimbursement Report for Staff and Board Members – Written
4. Annual Capital Facilities Charge Accounting and Reporting – Written

B. BOARD REPORTS:

1. Human Resources Subcommittee – Verbal
2. LAFCO - Verbal
3. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
4. JPA Local Task Force on Solid and Hazardous Waste – Verbal
5. NBWA – Verbal
6. NBWRA/North Bay Water – Verbal
7. Engineering Subcommittee – Verbal
8. Other Reports – Written – Murray – Webinars - Per and Polyfluoroalkyl Substances (PFAS) and Onsite Non-Potable Water Reuse with Expert Panel Discussion

6:00 PM

5. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal

6:10 PM

6. VARIOUS ARTICLES and MISCELLANEOUS DISTRICT CORRESPONDENCE

6:25 PM

7. ADJOURNMENT

AGENDA APPROVED:	Megan Clark, Board President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before November 12, 2018, at 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held November 15, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: November 12, 2018



Teresa L. Lerch
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the second and fourth 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, 300 Smith Ranch Road, San Rafael.

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.



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 2A

Agenda Summary Report

Date November 15, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: November 15, 2018
Re: Approve Interim General Manager Authority to Award Contract to Myers & Sons Construction for Construction of Secondary Treatment Plant Upgrade and Recycled Water Expansion (a.k.a. Novato South Service Area/LGVSD-MMWD Recycled Water Project)

BACKGROUND:

On October 4, 2018, the District opened bids for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project, and Myers & Sons Construction, LLC of Sacramento is the apparent low bidder with a base bid of \$46,426,454 and an additive alternate bid of \$2,196,485. The base bid provides for the upgrades to the existing secondary and recycled water treatment facilities as shown in the plans and specifications prepared by Aqua Engineering dated July 2018, and approved by the District Board for public bids on July 26, 2018. The additive alternate bid represents an option to replace the existing hypochlorite disinfection facility with ultraviolet (UV) disinfection system.

The District project team consisting of District staff, Aqua Engineering, MWH Constructors and Brown and Caldwell have evaluated the bids and found that Myers & Sons Construction is a responsive and responsible bidder. Attached herewith are letters recommending an award of contract to the apparent low bidder, including the evaluation and recommendation for construction of the UV disinfection system.

Bid summary:

	<i>Base Bid (Basis of Award)</i>	<i>Base Bid with Alternates</i>
1. Myers & Sons Construction (Sacramento, CA)	\$46,426,454	\$48,622,939
2. C. Overaa & Company (Richmond, CA)	\$46,870,000	\$51,620,000
3. Flatiron West Inc. (Benicia, CA)	\$49,470,453	\$53,243,938
<i>Engineer's estimate</i>	<i>\$46,740,061</i>	<i>48,916,832</i>

Funding for the secondary treatment upgrades will be from the capital improvement program and bond financing (~\$41 million) secured by the District in April 2017. Staff is pursuing other local bank and California Infrastructure Bank (iBank) loan financing and evaluating the use of capital reserves to fund the project for the balance of project needs estimated to be an additional \$12 million.

Marin Municipal Water District (MMWD) will be co-funding the recycled water facility expansion through a cost sharing arrangement outlined in an agreement signed by both agencies in March 2017. Staff will calculate MMWD's proportionate share of the base bid upon receipt of a schedule of values from the apparent low bidder after the award of a contract.

In addition, the District has obtained a grant for \$870,000 from the U.S. Bureau of Reclamation through the WaterSMART (Sustain and Manage America's Resources for Tomorrow) Program for the recycled water facility expansion.



STAFF RECOMMENDATION:

Board Approve Interim General Manager Authority to Award Contract to Myers & Sons Construction, LLC for Construction of Secondary Treatment Plant Upgrade and Recycled Water Expansion project.

FISCAL IMPACT:

\$48,622,939

PERSON(S) TO BE NOTIFIED:

Myers & Sons Construction, LLC
Susan McGuire, Administrative Services Manager



October 31, 2018

Chris DeGabriele, P.E.
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Re: Las Gallinas Valley Sanitary District – Recommendation for Contractor Award, Secondary Treatment Plant Upgrade and Recycled Water Expansion Project

Dear Mr. DeGabriele:

AQUA has received and reviewed the three bids received for the Las Gallinas Valley Sanitary District Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. Bids were received by Flatiron West Inc., C. Overaa & Co., and Myers & Sons Construction, LLC. All three bids appear to be in order and contain the documents, information, certifications, insurance, bid bond, and so forth as required by the bidding instructions.

Each of the three bidders who submitted bids previously submitted pre-qualification packages. Those packages were reviewed and deemed sufficient to meet the pre-qualification requirements for this project. Thus, the District pre-qualified these contractors to provide bids for this work along with the electrical subcontractors listed in their bids by action of the District Board.

To the best of our knowledge, Myers & Sons Construction, LLC, the apparent low bidder, has met the requirements of the bid and provided the District with the lowest price according to the basis of bid described in the contract documents. Based on compliance with the bidding instructions and contract documents, AQUA Engineering recommends award of the Secondary Treatment Plant Upgrade and Recycled Water Project be made to Myers & Sons Construction, LLC as the responsive apparent low bidder.

Please contact me if you have any questions regarding this recommendation at (801) 694-4604 or at justinl@aquaeeng.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin R. Logan", written in a cursive style.

Justin R. Logan, Principal
AQUA Engineering

MEMORANDUM



MWH Constructors, Inc.
1340 Treat Boulevard, Suite 300
Walnut Creek, CA 94597
Tel: (925) 941-1400

To: Chris DeGabriele, P.E. (General Manager)
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Date: November 8, 2018

From: Glenn C. Vita, P.E. (MWHC)

File:

Re: Secondary Treatment and Recycled Water Treatment Plant Upgrade
- October 4, 2018 General Contractor Bid Opening
- Apparent Low Bidder - Myers & Sons Construction, LLC
- MWHC Recommendation to Award

On October 4, 2018, three (3) General Contractor bids were received and opened for the Las Gallinas Valley Sanitary District (LGVSD) “*Secondary Treatment and Recycled Water Treatment Plant Upgrade*” project.

	MWHC Estimate	Myers & Sons Construction, LLC	C. Overra & Company	Flatiron West Inc.
Base Bid (Award)	\$ 46,740,061.00	\$ 46,426,453.97	\$ 46,870,000.00	\$ 49,470,453.42
UV Alternate	\$ 2,176,771.03	\$ 2,196,485.03	\$ 4,750,000.00	\$ 3,773,485.03
TOTAL	\$ 48,916,832.03	\$ 48,622,939.00	\$ 51,620,000.00	\$ 53,243,938.45

Myers & Sons Construction, LLC (MSC) is the apparent low bidder.

MWHC/Stantec has successfully worked with MSC, and within the past two years completed two (2) recycled/wastewater projects in Northern California. The

- Del Puerto Water District North Valley Regional Recycled Water Program (NVRWWP) located in Patterson, CA; and the
- South County Regional Wastewater Authority Plant Maintenance Project – Pre-Anoxic Basins, Aeration System, & Secondary Clarifier located in Gilroy, CA.

The following working relationship/success of the project statements were provided by the MWHC/Stantec Project Managers:

Del Puerto Water District North Valley Regional Recycled Water Program (NVRWWP):

Stantec was the design engineer of record for the Myers-Rados JV (MRJV) which was a joint venture partnership between Steve P. Rados, Inc. and Myers & Sons Construction. The contract value was \$40M, with facilities that included a 32MGD pump station, and approximately 7.5 miles of 42-inch diameter welded steel pipeline. The project construction was completed in late 2017.

The project manager and scheduler/controls was from Myers. Although Myers was not the lead JV partner, from my perspective in working closely with the Myers PM was that Myers actually “ran” this job. They paid very close attention to the details, client’s needs and concerns (in a true collaborative process), worked with Stantec very closely during all phases of the project. This project made schedule and budget expectations even though there were some challenging issues (like environmental issues that delayed construction start of some items) to navigate. The construction phase went very well, they had good documentation systems, and follow up on all items. I found Myers to be a good prime, and a collaborative teaming partner, and would work with them again.

Janet Atkinson, P.E., PMP
Vice President, Chief Civil Conveyance Engineer, Water
October 19, 2018

South County Regional Wastewater Authority Plant Maintenance Project – Pre-Anoxic Basins, Aeration System, & Secondary Clarifier:

Myers and Sons Construction was the General Contractor for the \$14 million Design-Bid-Build Plant Maintenance Project at the South County Regional Wastewater Authority (SCRWA) in Gilroy, CA. Stantec and MWH Constructors performed Construction Management Services on the project which was designed by Hydrosience Engineers, Inc. The project included expansion of the facility’s preanoxic chambers, a new secondary clarifier, retrofitting the existing oxidation ditches with diffused air as well as installing a new medium voltage switchgear to power the new equipment.

From the beginning of the project Myers came to the table collaboratively, presented Value Engineering concepts as well as working with SCRWA to develop efficient management change orders created through operational requirements and unforeseen conditions. The company’s General Superintendent continually stressed quality from his crews and created an open line of communication to rectify any issues. With three additional construction projects underway simultaneously at the fully operational plant, the Myers team worked with SCRWA and the other contractors to help ensure productivity from all projects. I enjoyed working and collaborating with Myers and Sons to a successful project and would work them again.

Sam Hawkins, CCM
Project Manager/Resident Engineer
October 19, 2018

The District and the Design Engineer (AQUA Engineering) have verified that all of MSC’s bid documents appear to be in order.

MWHC recommends award of the project to MSC.



Glenn C. Vita, P.E.
Construction Manager
glenn.vita@stantec.com
(626 945-9004 cell)

201 N. Civic Drive, Suite 115
Walnut Creek, CA 94596
Tel: 925-937-9010
Fax: 925-937-9026
www.browncaldwell.com



Mr. Mike Cortez
District Engineer
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

October 31, 2018

Subject: Bid Evaluation- Secondary Treatment Plant Upgrade

Dear Mike,

I have reviewed the bid results for the Secondary Treatment Plant Upgrade and Recycle Water Expansion opened on October 4, 2018. My observations are as follows:

1. Three Bids were received- Flatiron West Inc., C. Overaa & Co., and Myers & Sons Construction, LLC.
2. The base bids ranged from a low of \$46,426,454 by Myers & Sons Construction to a high of \$49,470,453 by Flatiron West Inc, for a 6.5% spread. The second low was \$46,870,000 by C. Overaa & Co which is only 1 % higher than the low bid. This low spread and low difference between the bidders indicates there was little difference in how the bidders interpreted the bid documents.
3. The low base bid by Myers & Sons Construction was less than 1% below the construction managers cost estimate.
4. For the nineteen (19) base bid items there were not significant differences between the three bidders, or between the low bidder and the construction manager's estimate.
5. For the UV Bid Alternate A, the three bids ranged from a low of \$2,196,485 to a high of \$4,670,000 which is a spread of over twice the cost. The reasons for this spread could be that the low bidder under bid the work due to a mistake, or that the high bidder inflated their bid knowing that the low bidder was to be determined by the base bid. I understand that the District has discussed this difference with the low bidder and they have confirmed their bid. Another indication that the low bidder's bid was appropriate is that it was close to the construction manager's estimate.

Based on these findings, the bids were within normal ranges. I understand the District has reviewed the responsiveness of the bid forms and the construction manager has checked the low bidder's references. If these reviews are acceptable, I recommend awarding the project to the low bidder.

Please contact me at (925) 210-2325 if you have any questions or require additional information on our comments.

Very truly yours,

BROWN AND CALDWELL,

A handwritten signature in blue ink, appearing to read "Dennis Gellerman".

Dennis Gellerman
Project Manager



October 30, 2018

Chris DeGabriele, P.E.
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Re: Las Gallinas Valley Sanitary District – Disinfection Review and Recommendation

Dear Mr. DeGabriele:

AQUA performed a previous evaluation of the disinfection approach at the LGVSD WWTP. However, with the current contractor bids for the project a decision has to be made regarding which disinfection system should be used at the facility. Thus, AQUA has further evaluated the disinfection options and offers the following information:

References – AQUA has discussed disinfection preferences with three other facilities that are currently using Suez 3X UV disinfection systems at their treatment plants. All three plants previously used chlorination as the means of disinfection and only one of the three had to dechlorinate after chlorination. Each expressed satisfaction with the UV system overall. These facilities do not have dip tanks for cleaning the bulbs and some indicated this would be beneficial to have and would improve cleaning. Some have had some minor program/electrical issues but were not concerned about these issues. All three would prefer to continue using UV for disinfection at their facilities.

Maintenance – While operations is more suited to discuss perceived maintenance concerns, it appears that maintenance of a UV system is not too demanding. The quartz sleeves to need to be cleaned and bulbs need to be replaced every 12,000 hours. Of course, equipment will still have to be maintained for chlorinating recycled water and for chlorinating and dechlorinating any potential flows over 18 mgd. So, even though maintenance may be easier for UV when compared directly to chlorination/dechlorination, at this facility it seems like less equipment and maintenance may be required without the UV system.

Treatment Capacity – The proposed UV system has the benefit of being designed to treat 18 mgd with a unit out of service in each channel. So the actual capacity is a little higher. The existing chlorination basins (with water storage used as well) provide roughly 18 minutes of contact time at 18 mgd. From a disinfection standpoint, the UV system will provide more reliable treatment at these higher flows, which was a significant consideration in the original evaluation.

Life Cycle Costs (O&M Costs) – The previous comparison between these options yielded nearly similar O&M costs. However, the UV option may be slightly more expensive as chlorination/dechlorination equipment will still need to be maintained.

Environmental – One benefit of the UV system is it would reduce chemical addition to the effluent and deliveries to the plant, reducing truck traffic. These benefits were also considered as part of the evaluation.

Other Questions – The District had a few questions that are addressed as follows:

1. Why are the pipes low in and out of this process and the channels high? – The hydraulic grade-line for this process was established by the maximum water level in Miller Creek. This was set based on the max 100 year sea level rise estimate along with storm surges. In order to still push water out of the plant during these conditions, the UV effluent weir is set at its current elevation. The secondary clarifiers and also process basins are set above this elevation to allow gravity flow

out of the plant during this maximum storm water surface elevation. The pipes are lower in order to provide cover, vertical separation with other underground piping, and to connect with other structures.

2. Why is the disinfection facility enclosed? – The system does not have to be enclosed but at a minimum needed to be covered. The cost of adding the walls to this structure and its associated cost was discussed during the design phase. Also, operations wanted to add any additional enclosed storage areas if possible. The decision was made to enclose the building because the additional cost was minor and it could provide some additional storage.
3. Why is the building so tall? – The building height is based off of the lifting height to remove the UV modules out of the channel and into the dip tank for cleaning. This additional headroom is needed to accommodate this operation.
4. Are any channel coatings needed or included? – The concrete channels are not coated and do not require coating as all chemical cleaning will be done in the dip tank, which is lined.

If there are other questions, we are happy to discuss them or these further with the District.

While either disinfection system will work for the District, AQUA recommends proceeding with the UV system as part of this project. The main reason for this recommendation is the improved disinfection capacity and reliability at the higher plant flows, like 18 mgd, with the UV system.

If additional information is required please contact me.

Sincerely,



Justin R. Logan, Principal
AQUA Engineering

201 N. Civic Drive, Suite 115
Walnut Creek, CA 94596
Tel: 925-937-9010
Fax: 925-937-9026
www.browncaldwell.com



Mr. Mike Cortez
District Engineer
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

November 1, 2018

Subject: UV Disinfection Bid Alternative

Dear Mike,

The bids for the Secondary Treatment Plant Upgrade and Recycle Water Expansion opened on October 4, 2018 included a UV Disinfection Bid Alternative. Prior to project award to the low bidder, the District will decide if they want to include this alternative in the project. I provide the following considerations for this decision:

1. The disinfection alternatives were evaluated during the design by Aqua Engineering comparing a continuation of chlorination and dechlorination using hypochlorite and bisulfite against converting to UV disinfection. The life cycle cost comparison showed that these alternatives has equivalent long-term costs. I have prepared similar life cycle cost evaluations comparing these alternatives and came to similar findings.
2. UV disinfection has been installed in many plants over the past 20 years to replace the predominant hypochlorite and bisulfite systems. The primary factors that support the decision to convert to UV are the following:
 - a. Adding chlorine to the plant effluent results in the formation of contaminant of concern such as NDMA and THMs. UV does not lead to the formation of these contaminants.
 - b. UV disinfection is more effective in virus deactivation compared to chlorine.
 - c. Hypochlorite and Bisulfite are trucked to the plant on a nearly weekly basis adding the risk of spills and degradation of air quality.
 - d. Chlorination and dechlorination systems require very strict residual control which is difficult for plant operators to achieve 100 percent of the time.
 - e. Adding hypochlorite and bisulfite increases the salinity of the effluent with harmful sodium and chloride ions which reduce the potential for reuse applications.
3. LGVSD operational staff has several people with considerable experience operating UV disinfection systems. I recommend the District use this experience in guiding the decision.
4. The bid price for the UV Disinfection Bid Alternative A is relatively low. If LGVSD decides not to go to UV now, it will be considerably more expensive to add in the future.

Based on my experience, the decision between chlorination/dechlorination and UV disinfection has been “close calls” for other plants. For plants that have decided to convert to UV, the factors discussed in Item 2 above were keys to that decision.

Please contact me at (925) 210-2325 if you have any questions or require additional information on our comments.

Very truly yours,
BROWN AND CALDWELL,

A handwritten signature in blue ink, appearing to read "Dennis Gellerman". The signature is fluid and cursive, with the first name "Dennis" and last name "Gellerman" clearly distinguishable.

Dennis Gellerman
Project Manager



DISTRICT BOARD

Megan Clark
Rabi Elias
Russ Greenfield
Craig K. Murray
Judy Schriebman

DISTRICT ADMINISTRATION

Chris DeGabriele,
Interim General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Susan McGuire,
Administrative Services Manager
Greg Pease,
Collection System/Safety Manager

memo to file

Date: 11/9/2018

To: Chris DeGabriele

From: Mel Liebmann

Re: Operations Current and Future O&M Requirements and Recommendation for Acceptance of UV Bid Alternate

Background:

The Operations group developed a high level assessment of the current and future operation and maintenance needs for the purpose of recommending a decision to accept or reject the STPURWE Project's UV disinfection bid alternate. The group met on November 6, 2018 to discuss a list of current responsibilities and expected needs of the STPURWE Project's new processes.

An equipment/task list for existing treatment plant infrastructure was created in the District's computerized maintenance management software program to compare with the STPURWE Project pump, mechanical and instrument schedules. Each type of equipment and associated task was assigned an estimated average amount of time for completion. Staff applied an additional factor of 10% more hours to existing equipment to account for the equipment's age and condition.

The comparison revealed that the two scenarios, new versus old, required a similar amount of total staff time but the allocations between operations and maintenance tasks differed. In general, the maintenance of new equipment will be performed in a more predictable and efficient manner, though any time saved would likely be utilized for the increased level of operational complexity and need for staff attentiveness. This is in contrast to the current situation where the equipment in several process areas are past their useful life and require more unscheduled maintenance but the operational commitments are not as demanding.

The District's Operations staff is a highly motivated and skilled group of nine water professionals. The group's sentiment leans heavily toward the District's migration to UV disinfection for a number of reasons which were discussed in our meeting. All operators are seasoned veterans of the Recycled Water Facility's UV disinfection system and two plant operators have extensive knowledge and skills related to operating and maintaining the UV disinfection system at Novato Sanitary District. The District will also be adding a permanent full time Equipment Maintenance Specialist position which should be filled by the time that the new plant will be online. Having staff dedicated to plant and pump station maintenance will ensure process equipment longevity and reliability.

I recommend that the District accept the STPURWE Project's UV disinfection system bid alternate.



Consent _____
 Staff/Consultant Reports _____
 Agenda Item ___2B___
 Date _November 15, 2018

Agenda Summary Report

To: Chris DeGabriele, PE, Interim General Manager CD
From: Michael P. Cortez, PE, District Engineer MC
Mtg. Date: November 15, 2018
Re: Approve Interim General Manager Authority to Award Contract to MWH Constructors for Construction Management of Secondary Treatment Plant Upgrade and Recycled Water Expansion

BACKGROUND:

On October 12, 2017, the District issued Request for Proposals (RFP) for Construction Management and Inspection Services for the initial Secondary Treatment Plant Upgrade and Recycled Water Expansion Project, which the District Board rejected for award on March 28, 2017. The project has been successfully rebid with a modified scope of work, and concurrently recommended for award with this report to Myers & Sons Construction.

Four (4) consultants, namely: AnchorCM, Consolidated CM, GHD, and MWH Constructors (MWHC) responded to the RFP by the submission deadline of December 1, 2017. After evaluating all four consultants' qualifications and responses to the objectives of the RFP, followed by oral presentations on January 5, 2018, staff determined that MWHC best meets the District requirements.

The District has hired MWHC throughout the redesign and rebidding period for constructability of the bidding documents, including detailed cost estimating and project scheduling, which resulted with an engineer's estimate that is within 1% of the apparent low bid. Also, MWHC was the construction managers for two (2) similar projects successfully completed by Myers & Sons Construction in Northern California.

MWHC's fee estimate for the services requested in the RFP is not-to-exceed \$5,132,767. This is in addition to the \$371,045 the District had awarded to MWHC for the redesign and rebidding efforts.

STAFF RECOMMENDATION:

Board Approve Interim General Manager Authority to Award Contract to MWH Constructors for Construction Management of Secondary Treatment Plant Upgrade and Recycled Water Expansion.

FISCAL IMPACT:

\$5,132,767

PERSON(S) TO BE NOTIFIED:

MWH Constructors
 Susan McGuire, Administrative Services Manager



Consent _____
 Staff/Consultant Reports _____
 Agenda Item __2C_____
 Date __November 15, 2018

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager
From: Mel Liebmann, Plant Manager
Mtg. Date: November 15, 2018
Re: Approve Interim General Manager Authority to Award Contract to ArcSine Engineering for SCADA Programming Services of Secondary Treatment Plant Upgrade and Recycled Water Expansion

BACKGROUND:

The Secondary Treatment Plant Upgrade and Recycled Water Expansion Project requires control system programming, configuration and integration into the District’s existing Supervisory and Control Data Acquisition (SCADA) System.

ArcSine Engineering (ArcSine) is currently providing annual SCADA system support services for the District’s existing systems. ArcSine also provided electrical and control design support services and worked with AQUA Engineering, Brown and Caldwell, and SKM throughout the design and bidding phase of the Project.

District staff worked with ArcSine to develop a scope of work for the basis of their proposal. ArcSine’s familiarity with the District’s existing systems and the integral role that their staff played in the STPURWE Project’s design was key to staff’s decision not to seek other proposals to provide these essential tasks.

ArcSine’s fee estimate for the services requested is not-to-exceed \$815,600. This is in addition to the \$225,113 the District had awarded to ArcSine for the design support, redesign and rebidding efforts.

STAFF RECOMMENDATION:

Board Approve Interim General Manager Authority to Award Contract to ArcSine Engineering for SCADA Programming Services of Secondary Treatment Plant Upgrade and Recycled Water Expansion.

FISCAL IMPACT:

\$815,600

PERSON TO BE NOTIFIED:

ArcSine Engineering
 Susan McGuire, Administrative Services Manager

Agenda Summary Report

Date __November 15, 2018

To: Chris DeGabriele, PE, Interim General Manager CD
From: Michael P. Cortez, PE, District Engineer MC
Mtg. Date: November 15, 2018
Re: Board Approve Setting 5% Change Order Contingency and Signing Authority for Secondary Treatment Plant Upgrade and Recycled Water Expansion

BACKGROUND:

The Secondary Treatment Plant Upgrade and Recycled Water Expansion project construction cost is anticipated at approximately \$49 million based on the apparent low bid submitted by Myers & Sons Construction on October 4, 2018. Since much of the construction is taking place on a crowded existing treatment plant site it is anticipated that there will be a number of change orders over the course of the project. District staff recommends setting 5% of the anticipated construction cost as change order contingency for unforeseen site conditions and changes in the contract.

In order to efficiently handle these change orders, the construction manager and District staff need sufficient authority to quickly authorize the necessary change orders. District staff recommends the following to approve individual change orders within the 5% change order contingency:

1	Construction Manager	\$15,000
2	District Engineer	\$45,000
3	General Manager	\$175,000

The signing authority of the District Engineer and General Manager are consistent with Tier 1 and Tier 2 expense authorization limits, respectively, of the California Uniform Public Cost Accounting Act (CUPCAA) and Section 22032 of the Public Contract Code adopted by the District Board on April 26, 2018. These signing authority limits are also consistent with the current LGVSD Purchasing Policy adopted by the Board on June 28, 2018.

The signing authority of the Construction Manager is consistent with the current District Engineer's spending limit not requiring District Board authorization. The District Engineer will work closely with the Construction Manager throughout construction in order to proactively identify and manage potential change orders within the Construction Manager's authority.

The Board will receive a monthly update on change order status. Emergency change orders over \$175,000 will require the approval of the District Board.

The expense authorization limits shown would not impact the change order limits and reporting requirements of the Agreement for the Purchase and Sale of Recycled Water Between LGVSD and MMWD.

A summary of the policies of some of the other Districts that have recently constructed large projects follow:

- **Novato Sanitary District**
 - Construction Management firm can initiate a field order for 1 days work, or up to \$10,000
 - Deputy Manager-Engineer up to \$50,000
 - General Manager up to \$100,000
 - Board authorizes a 5% contingency for larger projects
 - Monthly update on change order status

- **Union Sanitary District**
 - Construction Management firm can initiate a field order for 1 days work
 - Manager up to \$50,000
 - General Manager up to \$100,000
 - Board authorizes a 7% contingency for larger projects, 15% for smaller projects
 - Quarterly or monthly update on change order status

- **Petaluma:**
 - Deputy Water Resources Director up to \$100,000
 - Water Resources Director up to \$250,000
 - City Manager up to \$500,000
 - Council approved an 8% change order contingency upon initial project approval

- **Brentwood:**
 - City manager has full authority for change order sign-off
 - Council approved a 10% change order contingency upon initial project approval

- **Dublin San Ramon Services District:**
 - Manager has full authority for change order sign-off up to a 5% contingency with no maximum limit on individual change orders
 - A Board committee receives a monthly report that included change orders issued and pending.
 - From time to time staff requests guidance on “nice to have” but not necessary change orders.

STAFF RECOMMENDATION:

Board Approve Setting 5% Change Order Contingency and Signing Authority for Secondary Treatment Plant Upgrade and Recycled Water Expansion

FISCAL IMPACT:

Approximately \$2.43 million contingency (5% of the current low bid price), to be approved with contract award to Myers & Sons Construction.

PERSON(S) TO BE NOTIFIED:

Susan McGuire, Administrative Services Manager

MINUTES OF OCTOBER 25, 2018

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON OCTOBER 25, 2018, AT 4:00 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH
5 ROAD, SAN RAFAEL, CALIFORNIA.

6
7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray and
8 J. Schriebman

9
10 **BOARD MEMBERS ABSENT:** None

11
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager (present for
13 Closed Session); Kristina Kempf, Administrative/Financial
14 Specialist

15
16 **OTHERS PRESENT:** Patrick Richardson, District Counsel; Mike Prinz (present
17 for part of closed session)

18
19 **ANNOUNCEMENT:** President Clark announced that the agenda had been
20 posted as evidenced by the certification on file in
21 accordance with the law.

22
23 **PUBLIC COMMENT:** None

24
25 **ADJOURNMENT:**

26
27 **ACTION:**

28
29 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO
30 CLOSED SESSION ON OCTOBER 25, 2018, AT 4:01 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH
31 ROAD, SAN RAFAEL, CALIFORNIA.

32
33 Kempf left at 4:02 p.m.

34
35 **CLOSED SESSION:**

36
37 **PUBLIC EMPLOYMENT – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code
38 Section 54957.

39
40 **ADJOURNMENT:**

41
42 **ACTION:**

43 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on
44 October 25, 2018 at 4:45 pm.

45
46 **STAFF PRESENT:** Susan McGuire, District Treasurer; Mike Cortez; District
47 Engineer; Kristina Kempf, Administrative/Financial
48 Specialist

49
50 **OTHERS PRESENT:** Mike Prinz

51
52 **PUBLIC COMMENT:** None

53
54 **REPORT ON CLOSED SESSION:**

55 President Clark reported that the Board unanimously approved an employment agreement with Mike Prinz to
56 serve as General Manager of Las Gallinas Valley Sanitary District subject to successful completion of his pre-
57 employment physical and drug screening. (M/S Clark/Elias 5-0-0-0)

58
59 **PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED**
60 **JUNE 30, 2018:**

61 John Cropper of Cropper Accountancy Corporation presented the results of the Comprehensive Annual Financial
62 Report for the year ended June 30, 2018 announcing an unmodified audit opinion.

63
64 **ACTION:**

65 Board approved (M/S Schriebman/Murray 5-0-0-0)

66 AYES: Clark, Elias, Greenfield, Murray and Schriebman

67 NOES: None.

68 ABSENT: None.

69 ABSTAIN: None.

70

71 **CONSENT CALENDAR:**

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

74 A. Approve the Board Minutes for October 11 and October 12, 2018.

75 B. Approve the Warrant List for October 25, 2018.

76

77 **ACTION:**

78 Board approved (M/S Murray/Greenfield 5-0-0-0) the Consent Calendar Items A and B.

79 AYES: Clark, Elias, Greenfield, Murray and Schriebman

80 NOES: None.

81 ABSENT: None.

82 ABSTAIN: None.

83

84 **INFORMATION ITEMS:**

85 **STAFF / CONSULTANT REPORTS:**

- 86 1. Interim General Manager Report – Verbal – DeGabriele reported
- 87 2. Administration Department Quarterly Report – Written – McGuire reported
- 88 3. Collection Department Quarterly Report – Written - DeGabriele reported
- 89 4. Engineering Department Quarterly Report – Written – Cortez reported
- 90 5. Operations Department Quarterly Report – Written – DeGabriele reported
- 91 6. JC Tree Care and Landscape Invoice – Written – Cortez reported
- 92 7. Change Order 3 - UV Piping Repair – Written
- 93 8. Amendment #5 – Aqua Engineering – Written
- 94 9. Regional Monitoring Program for Water Quality in SF Bay – 2018 Update – Written
- 95 10. Annual Capital Facilities Charge Accounting and Reporting – Written

96

97 Cortez and Richardson left at 6:10 p.m.

98

99 **BOARD REPORTS:**

- 100 11. Human Resources Subcommittee – Verbal – Clark, Murray reported.
- 101 12. LAFCO – Verbal – Murray reported.
- 102 13. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
- 103 14. JPA Local Task Force on Solid and Hazardous Waste – nothing to report.
- 104 15. NBWA – Written – Clark reported.
- 105 16. NBWRA /North Bay Water – Verbal – Elias reported.
- 106 17. Engineering Subcommittee – Verbal – DeGabriele and Elias reported.
- 107 18. Other Reports – None.

108

109

110

- 111 **BOARD REQUESTS:**
- 112 A. Board Meeting Attendance Requests – None.
- 113 B. Board Agenda Item Requests – None.

114

115 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

116 Discussion ensued.

117

118 **ADJOURNMENT:**

119

120 **ACTION:**

121 Board approved (M/S Murray/Schriebman 5-0-0-0) the adjournment of the meeting at 6:25 p.m.

122 AYES: Clark, Elias, Greenfield, Murray and Schriebman.

123 NOES: None.

124 ABSENT: None.

125 ABSTAIN: None.

126

127 The next Board Meeting is scheduled for November 15, 2018 at the District Office.

128

129

130 **ATTEST:**

131

132

133 _____

134 Kristina Kempf, Administrative/Financial Specialist

135

136

137 **APPROVED:**

138

139

140 _____

141 Megan Clark, Board President

142

143

144

145 **SEAL**

11/15/2018

**Warrant List for November 15, 2018
Agenda Item 3B**

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

Agenda Item 3C
Date November 15, 2018
October 2018

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	4
Rabi Elias	5
Russell Greenfield	4
Craig Murray	6
Judy Schriebman	6
Total	<u>25</u>

Meeting Date: 11/15/2018
Paydate 11/9/20108



300 Smith Ranch Road, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

Megan

BOARD MEMBER ATTENDANCE

Director's Name: MEGAN CLARK Month: OCTOBER 2018

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
11 th	REG	X	
12 th	Special - GM INTERVIEWS	X	
25 th	Reg	X	
TOTAL		3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
17 th	BERS DEDICATION		X
31 ST	NBWA - JTC	X	
TOTAL		1	

TOTAL MEETINGS CHARGED: 4

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
 Signature
Ashli Math 11/6/2018
 Approved By/ Date

10-31-18
 Date
10/9/2018
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: Rabi Elias Month: October

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
10-11-18	Regular	✓	
10-25-18	Regular	✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
10-9-18	Eng. Committee	✓	
10-12-18	Interviews GM	✓	
10-22-18	NBWRA	✓	
TOTAL		3	

TOTAL MEETINGS CHARGED:	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.

	10/25/2018
Signature	Date
	11/9/2018
Approved By/ Date	Pay Date



300 Smith Ranch Road, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: Russ Breenfield Month: October

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
10/11/18	Reg mtg	✓	
10/9/18	Engineering meeting	✓	
10/25/18	Reg mtg	✓	
10/12/18	special - 6m interviews	✓	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
TOTAL		4	

TOTAL MEETINGS CHARGED: 4

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.

Russ Breenfield Signature
10/25/18 Date
Susan McKee Approved By/ Date
11/9/2018 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: MURRAY, Craig K. Month: October 2018

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
10/11/18	Regular Board Meeting	X	
10/12/18	Regular Board Meeting	X	
10/25/18	Special Meeting – Strategic Plan	X	
TOTAL		3/3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
10/2,3,4,5/18	CALAFCo Annual Conference - Yosemite	XXXX	
10/11/18	LAFCo Regular Meeting		X
10/26/18	LAFCo Chair, Vice Chair, Interim EO Coordinating Meeting.	X	
10/9,11,28/18	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 10/9:2.0 Hours; 10/11 1.0 hour ; 10/28: 2.0 Hours		XXX
10/18/18	CASA Air Quality, Climate Change & Energy Workshop Meeting		X
10/19/18	International Right of Way Association (IRWA) Chapter 42 Course 102 Elevating Your Ethical Awareness		X
10/30/18	US EPA, Small Systems Webinar Series, Per-and Polyfluoroalkyl Substances (PFAS)		X
10/31/18	US EPA, Water Research Webinar Series, Water Reuse and Reclaimed Water – Onsite Non-Potable Water Systems		X
TOTAL		5/13	




300 Smith Ranch Road, San Rafael, CA 94903
Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

TOTAL MEETINGS CHARGED:	8
--------------------------------	----------

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.



Signature
Susan Murray 11/6/2018
Approved By/ Date

October 26, 2018

Date
11/9/2018
Pay Date

The International Right of Way Association



Awards this certificate to

Craig K Murray

in recognition of satisfactory attendance and completion of

102 - Elevating Your Ethical Awareness

8.00 Classroom Hours

10/19/2018 to 10/19/2018

A handwritten signature in black ink, appearing to read "Jeffrey L. Jones".

Jeffrey L Jones, SR/WA,
R/W-NAC, R/W-RAC, R/W-URAC
International President

A handwritten signature in black ink, appearing to read "Tamara G. Benson".

Tamara G Benson, SR/WA,
R/W-RAC, R/W-URAC
Chair, Partnership for Infrastructure Professional Education





300 Smith Ranch Road, San Rafael, CA 94903
Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: JUDY SCHRIEDMAN Month: Oct 2018

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
10/11	Reg mtg	✓	
10/12	Special interview mtgs	✓	
10/17	Bears project opening	✓	
10/25	Reg. mtg	✓	
TOTAL		4 = 4	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
10/3	GWC mtg	✓	
10/5	NBWA mtg	✓	
10/31	NBWA JTC mtg		✓
TOTAL		2 = 3	

TOTAL MEETINGS CHARGED: 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.

Judy Schriedman
 Signature
Susan Dyre 11/22/18
 Approved By/ Date

10/28/18
 Date
11/9/2018
 Pay Date



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 11/8/18 Name: Craig K. Murray *CKM*

I would like to attend the DC Meeting
of CASA

To be held on the 25 day of 2/2019 from 8 a.m. / p.m.
and returning on 27 day of 2/2019 from 5 a.m. / p.m.

Actual meeting date(s): 2/25-27/19

Purpose of Meeting: CASA DC POLICY FORUM

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): ~\$1,000.

Please submit to the District Administrative Assistant, no later than 2:00 p.m. on the Friday prior to the Board Meeting.

For Office Use Only

Request was Approved Not Approved at the Board Meeting held on _____.



Consent _____
Staff/Consultant Reports _____
Agenda Item 3E
Date November 15, 2018

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager *W*
From: Susan McGuire, Administrative Services Manager and *SM*
Kristina Kempf, Administrative/Financial Specialist *KK*
Mtg. Date: November 9, 2018
Re: 2018-19 First Quarter Financial Statements as of September 30, 2018

BACKGROUND:

Attached are the quarterly financial statements as of September 30, 2018.

Cash Balance

The District has \$65,160,183 of cash on hand as of September 30, 2018; a decrease of \$1.48M from June 30, 2018. The District does not receive significant revenue during the first quarter of the fiscal year since the primary revenue sources of the sewer user charge and property taxes are recognized in the second and fourth quarters. The \$1,560,181 recognized as revenue during the quarter consists of the direct charges for sewer user charges, continuing payments from Marin Municipal Water District for the Recycled Water Facility upgrade, ERAF, connection fees and interest income. During the quarter the District expended \$1.47M for operating and maintenance, \$570,511 for debt service, and \$502,827 on capital related projects.

Of the cash on hand, the District has designated portions of it for the following uses:

- Unspent Revenue Bond funds of \$41M.
- Reserves of \$6,207,451 pursuant to the District's policies
- Connection fees of \$45,609 which are available only to fund capacity related projects
- Debt service reserve funds of \$882,694 as required by loan covenants
- Accumulation of funds for the treatment plant and Recycled Water Facility expansion projects of \$6,828,327.
- Special assessment funds for operation and maintenance of the pump stations at Captains Cove of \$22,487 and Marin Lagoon of \$102,984.
- Accumulation of cash for the Private Sewer Lateral Assistance program of \$197,026.
- Accumulation of cash for the Sewage Main Capacity and Storage project, the current amount accumulated is \$7,710,386.

There is \$2.1M remaining after the designations noted above. The District has encumbered \$7.65M for capital projects and services as of September 30, 2018, this includes \$2.4M for projects to be funded from the Revenue Bond.



Revenue

The District has not recognized significant operating revenue for this quarter, only \$1.56M of \$17.5M or 8.87% has been realized.

Expenditures

Operating and Maintenance expenditures are 22.71% of budget. Material differences between the budget and actual are explained on the attached Revenue and Expenditures: Budget vs. Actual.

Capital expenditures, after adjusting for debt financed projects, are 7.63% of budget as of September 30, 2018.

Summary

The District's non-designated cash as of September 30, 2018 is \$2.1M will be sufficient to bridge the gap between the April and December cash collections as there are not any large non-bond financed capital projects underway or starting up prior to the next infusion of cash.

STAFF RECOMMENDATION:

None, information only.

FISCAL IMPACT:

See above.

PERSON TO BE NOTIFIED:

Not applicable.

Las Gallinas Valley Sanitary District
Balance Sheet
As of September 30, 2018

ASSETS	
Current Assets	
Cash	
Operating Accounts	\$ 2,126,939
Surcharge Captains Cove	22,487
Surcharge Marin Lagoon	102,984
Connection fees	45,609
Lateral Assistance Program	197,026
Petty Cash	810
Debt Reserve Funds	882,694
Project Reserve Fund	2,376,682
Investment in LAIF	18,375,824
Revenue Bonds	<u>41,029,128</u>
Total Cash	65,160,183
Accounts Receivable	
User Charge Accounts Receivable	847,449
Connection Fees Receivable	3,794
Accounts Receivable - Other	<u>110,532</u>
Total Accounts Receivable	961,775
Other Current Assets	
Undeposited Funds	26,769
Prepaid Insurance	84,411
Prepaid Expenses	46,439
Interest Receivable - Investments and Bonds	326,674
Private Sewer Lateral Assistance Program	71,574
Inventory - Materials & Supplies	<u>307,773</u>
Total Other Current Assets	<u>863,640</u>
Total Current Assets	<u>66,985,598</u>
Fixed Assets	
Land	2,867,571
Construction in Progress	10,820,367
Collection System Lines and Manholes	33,550,719
Facilities & Equipment - Collection	2,534,311
Facilities & Equipment - Treatment	34,537,775
Facilities & Equipment - Disposal	8,200,137
Facilities & Equipment - Administration	914,209
Facilities & Equipment - Lab	563,001
Facilities & Equipment - Pump Stations	13,071,984
Facilities & Equipment - Reclamation	1,336,016
Facilities & Equipment - Recycled water facility	<u>9,501,550</u>
Accumulated Depreciation	<u>(53,953,440)</u>
Total Fixed Assets	63,944,200
Other Assets	
Private Sewer Lateral Assistance Program	456,849
Deferred Outflow of Resources	
Pension Plan	1,147,743
Refunding of debt	71,796
OPEB	<u>350,729</u>
Total Other Assets	<u>2,027,117</u>
TOTAL ASSETS	<u>\$ 132,956,915</u>

Las Gallinas Valley Sanitary District

Balance Sheet

As of September 30, 2018

LIABILITIES & NET POSITION

Liabilities

Current Liabilities

Accounts Payable	\$ 412,908
Current portion of Long-term Debt	1,992,027
Accrued Paid Time Off	359,867
Accrued Payroll and Taxes	27,530
Interest Payable	832,691
Deferred Connection Fees	57,768

Total Current Liabilities 3,682,791

Long Term Liabilities

Certificate of Participation	4,978,800
State Revolving Fund loan	3,291,573
Bank of Marin Loan	4,295,780
2017 Revenue Bonds	40,297,139
Less current portion of long-term debt	<u>(2,093,224)</u>

Total Long Term Debt 50,770,068

Net Pension Liability	3,169,000
OPEB Liability	1,716,981
Deferred Inflows of Resources	528,016

Total Long Term Liabilities 56,184,065

Total Liabilities 59,866,856

Net Position

Net investment in capital assets, net of related debt	51,243,288
Restricted for Debt Service	880,940
Unrestricted	20,097,847
Net Income	<u>(867,984)</u>

Total Net Position \$ 73,090,059

**Las Gallinas Valley Sanitary District
Revenue Expenditures: Budget vs. Actual
July 2018 through June 2019**

	First Quarter Jul - Sep 18	Second Quarter Oct - Dec 18	Third Quarter Jan - Mar 19	Fourth Quarter Apr - Jun 19	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget
Ordinary Income/Expense								
Property Tax Revenue								
9001/9002 · Property Tax - Current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 870,000	\$ (870,000)	0.00%
9046 · Educational Relief Augmentation Funds	12,290				12,290	320,000	(307,710)	3.84%
Total Property Tax Revenue	<u>12,290</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,290</u>	<u>1,190,000</u>	<u>(1,177,710)</u>	<u>1.03%</u>
Sewer Use Revenue								
9007 · Special Assessment - User Charge	1,079,052				1,079,052	14,120,000	(13,040,948)	7.64%
Total Sewer Use Revenue	<u>1,079,052</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,079,052</u>	<u>14,120,000</u>	<u>(13,040,948)</u>	<u>7.64%</u>
Other Revenue								
9880 · Recycled Water	16,748				16,748	42,000	(25,252)	39.88%
9881 · MMWD Reimbursement	130,117				130,117	463,145	(333,028)	28.09%
9010 · Federal and State Grants	-				-	847,150	(847,150)	0.00%
9021 · Franchise Revenue	-				-	25,000	(25,000)	0.00%
9022 · Permit and Inspection Fees	2,778				2,778	43,000	(40,222)	6.46%
9023 · Connection Fees, Net of Refunds	3,576				3,576	-	3,576	100.00%
9024 · Application Fees	500				500	-	500	100.00%
9100 · Reimbursement for Lateral Repairs	-				-	80,000	(80,000)	0.00%
9041/43 · Current Supplemental Assessments/Redemptions	1,335				1,335	16,000	(14,665)	8.34%
9773 · Miscellaneous Income	700				700	20,000	(19,300)	3.50%
9280 · Homeowner Property Tax Relief	-				-	4,300	(4,300)	0.00%
Total Other Revenue	<u>155,754</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>155,754</u>	<u>1,540,595</u>	<u>(1,384,841)</u>	<u>10.11%</u>
Interest Income								
9210 · Bank Interest	108				108	500	(392)	21.60%
9211 · Private Sewer Lateral Program	22				22	-	22	100.00%
9206 · Interest - Connection fees	26				26	300	(274)	8.67%
9204 · Interest - Bond Funds	218,872				218,872	579,500	(360,628)	37.77%
9209 · Interest - Reserves	110,805				110,805	156,000	(45,195)	71.03%
Total Interest Income	<u>329,833</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>329,833</u>	<u>736,300</u>	<u>(406,467)</u>	<u>44.80%</u>
TOTAL OPERATING REVENUE	<u><u>1,576,929</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>1,576,929</u></u>	<u><u>17,586,895</u></u>	<u><u>(16,009,966)</u></u>	<u><u>8.97%</u></u>

Las Gallinas Valley Sanitary District
Revenue Expenditures: Budget vs. Actual
July 2018 through June 2019

	First Quarter Jul - Sep 18	Second Quarter Oct - Dec 18	Third Quarter Jan - Mar 19	Fourth Quarter Apr - Jun 19	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
INTERFUND TRANSFERS									
9850 · Transfers from Capital Project Reserve	\$ 8,103				8,103	\$ 39,000	\$ (30,897)	20.78%	Funds transferred as projects incur costs
9846 · Transfers from Bond Fund	-				-	13,780,520	(13,780,520)	0.00%	
9901 · Transfers from Construction Reserve	40,583				40,583	3,593,500	(3,552,917)	1.13%	
9930 · Transfers from Operating Reserve	-				-	-	-	0.00%	
9930 · Transfers from Reserve - Captains Cove	-				-	2,695	(2,695)	0.00%	
9930 · Transfers from Reserve - Marin Lagoon	-				-	74,000	(74,000)	0.00%	
9845 · Transfer from Capacity Fund	-				-	-	-	0.00%	
	<u>48,686</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>48,686</u>	<u>17,489,715</u>	<u>(17,441,029)</u>	<u>0.28%</u>	
TOTAL OPERATING REVENUE	<u>\$ 1,625,615</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,625,615</u>	<u>\$ 35,076,610</u>	<u>\$ (33,450,995)</u>	<u>4.63%</u>	
Total Employee Expense									
1003 · Regular Staff Salaries	\$ 524,549				\$ 524,549	\$ 2,455,000	\$ (1,930,451)	21.37%	
1008 · Overtime	14,780				14,780	68,500	(53,720)	21.58%	
1004 · Extra Hire	-				-	101,000	(101,000)	0.00%	
1036 · Director's Compensation	13,140				13,140	56,000	(42,860)	23.46%	
1010 · Stand By Pay	21,269				21,269	73,100	(51,831)	29.10%	Additional staff for storms; coverage for department manager time-off
1009 · Vacation Pay/Sick Pay	(5,261)				(5,261)	39,000	(44,261)	-13.49%	
1037 · Directors Health Benefits	2,325				2,325	9,600	(7,275)	24.22%	
1404 · Social Security and Medicare tax	41,058				41,058	205,095	(164,037)	20.02%	Amount is based on wages.
1502 · Group Life Insurance	1,176				1,176	5,362	(4,186)	21.93%	
1507 · Retirement Contribution	216,947				216,947	387,838	(170,891)	55.94%	Annual payment of non-payroll based contribution to take discount
1509 · Health Insurance	95,562				95,562	375,820	(280,258)	25.43%	
1509 · Health Insurance - Retirement Benefits	34,890				34,890	228,225	(193,335)	15.29%	
1510 · Dental Insurance	6,515				6,515	19,200	(12,685)	33.93%	Billed based on claims
1514 · Vision Services	539				539	2,750	(2,211)	19.60%	
1516 · Long Term Disability	4,671				4,671	20,655	(15,984)	22.61%	
2006 · Auto Allowance	1,662				1,662	13,200	(11,538)	12.59%	
2007 · Commute Stipend	6,923				6,923	36,000	(29,077)	19.23%	
1006 · Payroll Processing Fee	2,096				2,096	10,000	(7,904)	20.96%	
Total Employee Expense	<u>982,841</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>982,841</u>	<u>4,106,345</u>	<u>(3,123,504)</u>	<u>23.94%</u>	
Total Insurance Expense									
1701 · Workers Comp Insurance	11,941				11,941	65,000	(53,059)	18.37%	
2060 · Pooled Liability Insurance	29,114				29,114	113,000	(83,886)	25.77%	
2061 · Fidelity Bond	238				238	950	(712)	25.05%	
Total Insurance Expense	<u>41,293</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,293</u>	<u>178,950</u>	<u>(137,657)</u>	<u>23.08%</u>	
Total Repairs and Maintenance									
2083 · Vehicle Parts & Repairs	16,675				16,675	41,500	(24,825)	40.18%	CNG truck modifications in Q1
2096 · Building Maintenance	1,649				1,649	17,500	(15,851)	9.42%	
2097 · Grounds Maintenance	1,325				1,325	40,000	(38,675)	3.31%	
2538 · Power Generation Maintenance & Repair	8,383				8,383	65,000	(56,617)	12.90%	
2365 · Equipment Maintenance	9,929				9,929	85,000	(75,071)	11.68%	
2366 · Equipment Repair	9,869				9,869	74,500	(64,631)	13.25%	
2367 · Capital Repair	15,991				15,991	130,000	(114,009)	12.30%	
Total Repairs and Maintenance	<u>63,821</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>63,821</u>	<u>453,500</u>	<u>(389,679)</u>	<u>14.07%</u>	

Las Gallinas Valley Sanitary District
Revenue Expenditures: Budget vs. Actual
July 2018 through June 2019

	First Quarter Jul - Sep 18	Second Quarter Oct - Dec 18	Third Quarter Jan - Mar 19	Fourth Quarter Apr - Jun 19	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget
Operations Expense								
2107 · Hypochlorite	10,331				10,331	54,000	(43,669)	19.13%
2110 · Bisulfite	-				-	46,000	(46,000)	0.00%
2109 · Miscellaneous Chemicals	2,607				2,607	74,500	(71,893)	3.50%
2119 · Pollution Prevention Contract	322				322	12,500	(12,178)	2.58%
2117 · Lab Contract Services	4,716				4,716	43,000	(38,284)	10.97%
2246 · Rents & Leases - Operations	-				-	2,000	(2,000)	0.00%
2249 · Small Tools	170				170	8,000	(7,830)	2.13%
2322 · Outside Services-General	3,794				3,794	18,000	(14,206)	21.08%
2324 · Janitorial	5,193				5,193	15,000	(9,807)	34.62% additional cleaning
2325 · Aquatic Review	2,006				2,006	3,800	(1,794)	52.79% Semi-annual survey
2327 · Uniform Maintenance	1,738				1,738	6,500	(4,762)	26.74%
2360 · Consultants	45,950				45,950	100,000	(54,050)	45.95% GM search services
2330 · Damage Claims	-				-	10,000	(10,000)	0.00%
2334 · Sludge Disposal	67,565				67,565	67,500	65	100.10% Work performed in summer
2357 · Regulatory Consultant	12,814				12,814	159,300	(146,486)	8.04%
2332 · General - Reclamation expenses	3,855							
2358 · General Engineering - Small Projects	1,031				1,031	15,000	(13,969)	6.87%
2362 · General Operating Supplies	11,514				11,514	51,600	(40,086)	22.31%
2535 · Utility Power	20,621				20,621	154,300	(133,679)	13.36%
2534 · Telephone	7,688				7,688	33,505	(25,817)	22.95%
2536 · Water	1,584				1,584	10,000	(8,416)	15.84%
2501 · Fuel & Oil	6,504				6,504	18,000	(11,496)	36.13% additional diesel needs
2389 · Safety Equipment and Supplies	5,425				5,425	32,000	(26,575)	16.95%
2397 · Safety Director Activities	7,224				7,224	30,000	(22,776)	24.08%
2801 · Upper Lateral Rehab Assistance Program	26,536				26,536	219,861	(193,325)	12.07% Costs incurred as applications processed
Total Operations Expense	249,188	-	-	-	245,333	1,184,366	(939,033)	20.71%
General & Administrative Expense								
2477 · Conferences	\$ 9,787				\$ 9,787	\$ 58,000	(48,213)	16.87%
2479 · Mileage & Travel	236				236	5,500	(5,264)	4.29%
2129 · Election Expense	-				-	25,000	(25,000)	0.00%
2133 · Office Supplies & Expense	3,229				3,229	14,000	(10,771)	23.06%
2716 · Computer Services	30,914				30,914	80,000	(49,086)	38.64% SCADA support annual renewal
2135 · Bank Charges	10				10	1,500	(1,490)	0.67%
9778 · User Charge / Collection Fees	-				-	35,000	(35,000)	0.00%
								75% of property tax collection fees billed in December
2221 · Publications & Legal Ads	5,467				5,467	10,000	(4,533)	54.67% Notices Inviting Bids
2223 · Public Education	13,265				13,265	40,000	(26,735)	33.16% CMSA bills annual cost
2264 · Taxes, Other	2,589				2,589	9,000	(6,411)	28.77%
2272 · Memberships	10,240				10,240	44,000	(33,760)	23.27%
2363 · Permits and Fees	10,771				10,771	54,250	(43,479)	19.85%
2364 · Fines	-				-	-	-	0.00%
2246 · Rents & Leases - Administration	2,110				2,110	15,500	(13,390)	13.61%
2713 · Legal	20,585				20,585	120,000	(99,415)	17.15%

Las Gallinas Valley Sanitary District
Revenue Expenditures: Budget vs. Actual
July 2018 through June 2019

	First Quarter Jul - Sep 18	Second Quarter Oct - Dec 18	Third Quarter Jan - Mar 19	Fourth Quarter Apr - Jun 19	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
2717 · Audit	20,700				20,700	27,000	(6,300)	76.67%	work performed in summer/fall
9786 · Employee Recognition	2,100				2,100	4,500	(2,400)	46.67%	More events
9787 · Employee Education	4,546				4,546	18,000	(13,454)	25.26%	
9999 · Miscellaneous Expense	(920)				(920)	1,000	(1,920)	-92.00%	Memorial bench expenses/pymt to be reconciled
Total General & Administrative Expense	135,629	-	-	-	135,629	562,250	(426,621)	24.12%	
TOTAL EXPENSE	1,472,772	-	-	-	1,472,772	6,485,411	(5,012,639)	22.71%	
NET OPERATING INCOME/(LOSS)	\$ 152,843	\$ -	\$ -	\$ -	\$ 152,843	\$ 28,591,199	\$ (28,438,356)	0.54%	
Reserves and Debt Service									
9920 · Transfer to Reserves	-				-	1,000,267	(1,000,267)	0.00%	Transferred as charges collected
9781 · Interest Expense	469,315				469,315	1,897,341	(1,428,026)	24.74%	
6350 · Principal Payments on Debt	101,196				101,196	2,093,224	(1,992,028)	4.83%	Principal on Revenue bonds due Oct 2018
	\$ 570,511	\$ -	\$ -	\$ -	\$ 570,511	\$ 4,990,832	\$ (4,420,321)	11.43%	

Las Gallinas Valley Sanitary District
Revenue Expenditures: Budget vs. Actual
July 2018 through June 2019

	First Quarter Jul - Sep 18	Second Quarter Oct - Dec 18	Third Quarter Jan - Mar 19	Fourth Quarter Apr - Jun 19	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget
Construction Fund Projects								
Administration Improvements								
19100 - 01 Phone System	\$ -	\$ -	\$ -	\$ -	\$ -	20,000	(20,000)	0.00%
19100 - 02 Roof Replacment	-					100,000	(100,000)	0.00%
19100 - 03 HVAC System Replacement	-				-	30,000	(30,000)	0.00%
Total Administration Improvements	-	-	-	-	-	150,000	(150,000)	0.00%
Collection System Improvements								
11200 - 03 John Duckett Sewage Main Capacity	116				116	2,278,556	(2,278,440)	0.01% Accumulating funds for large project
17200 - 03 Upgrade existing software to improve functionality	924				924	-	924	100.00% Budget to be updated
19200 - 01 Sewer Main Rehabilitation 2019	663				663	2,091,020	(2,090,357)	0.03% Accumulating funds for large project
19200 - 02 Road Work/Manhole repairs	-				-	50,000	(50,000)	0.00% Billed by City/County as work performed
19200 - 03 Vactor	-				-	325,000	(325,000)	0.00%
19200 - 04 Collections System Master Plan	-				-	200,000	(200,000)	0.00%
Total Collection System Improvements	1,703	-	-	-	1,703	4,944,576	(4,942,873)	0.03%
Pump Station - Force Main Improvements								
12300 - 05 Rafael Meadows Pump Station	-				-	410,686	(410,686)	0.00% Project on hold, waiting for City
14300 - 05 Force Main Repair/Replacement	-				-	1,838,145	(1,838,145)	0.00% Design underway
19300 - 01 SCADA	-				-	25,000	(25,000)	0.00% Continuing upgrades.
19300 - 02 Pump Station Panel Upgrades and Replacements	-				-	243,400	(243,400)	0.00%
18360 - 01 Marin Lagoon Pump station	8,103				8,103	39,000	(30,897)	20.78% Electrical design underway
Total Pump Station - Force Main Improvements	8,103	-	-	-	8,103	2,556,231	(2,548,128)	0.32%
Reclamation Improvements								
11500 - 09 Miller Creek	29,082				29,082	95,034	(65,952)	30.60%
17500 - 05 McInnis Marsh Restoration	-				-	100,000	(100,000)	0.00% Waiting for COM to bill
18500 - 01 Levee Maintenance	-				-	130,365	(130,365)	0.00%
18500 - 02 North Bay Water Reuse Authority	6,000				6,000	38,000	(32,000)	15.79% Annual assessment paid in July
Total Reclamation Improvements	35,082	-	-	-	35,082	363,399	(328,317)	9.65%
Treatment Plant Improvements								
12600 - 02 Miscellaneous Plant Improvement Project	40,388				40,388	278,991	(238,603)	14.48% Ongoing project
12600 - 07 Secondary Plant Upgrades	149,544				149,544	8,616,010	(8,466,466)	1.74% Call for bids issued July 2018.
14600 - 04 Biogas Energy Recovery System	16,864				16,864	25,000	(8,136)	67.46% Project underway
19600 - 01 SCADA	-				-	25,000	(25,000)	0.00%
19600 - 02 Miscellaneous Plant Equipment	-				-	25,000	(25,000)	0.00%
Total Treatment Plant Improvements	206,796	-	-	-	206,796	8,970,001	(8,763,205)	2.31%
Tertiary Facility								
16650 - 02 Recycled Water Facility Expansion	14,847				14,847	6,591,160	(6,576,313)	0.23% Call for bids issued July 2018.
19650 - 01 Supervisory Control and Data Acquisition	-				-	25,000	(25,000)	0.00%
18650 - 02 UV Piping Repair	236,295				236,295	-	236,295	100.00% Budget to be allocated in budget revision in December
Total Tertiary Facility	251,142	-	-	-	251,142	6,616,160	(6,365,018)	3.80%
Total Construction Fund Projects	\$ 502,826	\$ -	\$ -	\$ -	\$ 502,826	\$ 23,600,367	\$ (23,097,541)	2.13%

Las Gallinas Valley Sanitary District
Revenue Expenditures: Budget vs. Actual
July 2018 through June 2019

	<u>First Quarter</u> <u>Jul - Sep 18</u>	<u>Second Quarter</u> <u>Oct - Dec 18</u>	<u>Third Quarter</u> <u>Jan - Mar 19</u>	<u>Fourth Quarter</u> <u>Apr - Jun 19</u>	<u>Year to Date</u> <u>Actual</u>	<u>Budget</u>	<u>\$ Over/</u> <u>(Under) Budget</u>	<u>% of Budget</u>
Total Operating, Reserve Funding, Debt Service, and Capital Expenditures	<u>\$ 2,546,109</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,546,109</u>	<u>\$ 35,076,610</u>	<u>\$ (32,530,501)</u>	<u>7.26%</u>
Net Revenue/(Expenditures) by Quarter	<u>\$ (920,494)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (920,494)</u>	<u>\$ -</u>	<u>\$ (920,494)</u>	<u>100.00%</u>
Accrual Reconciliation:								
Transfer to Reserves	-	-	-	-	-			
Principal Payments on Debt	101,196	-	-	-	101,196			
Interfund Transfers	(48,686)	-	-	-	(48,686)			
Net Income - Accrual Based	<u>\$ (867,984)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (867,984)</u>			

**LAS GALLINAS VALLEY SANITARY DISTRICT
ENCUMBRANCES
AS OF SEPTEMBER 30, 2018**

VENDOR	BID	EXPENDITURES TO DATE	REMAINING BALANCE
AQUA Engineering, Inc	\$ 2,597,610	\$ 1,798,924	\$ 798,686
ArcSine Engineering	345,412	259,807	85,605
Bartley Pump PM, LLC	14,354	-	14,354
Bay Area Air Quality Management District	13,312	-	13,312
Bellecci & Associates, Inc.	229,788	194,226	35,562
BioCNG	20,000	-	20,000
BKF Engineers	197,692	25,991	171,701
Brown and Caldwell	84,643	52,952	31,691
California Generator Service	13,575	-	13,575
Caltest Analytical Laboratory	1,000	420	580
CATS4U	192,020	83,314	108,706
Central Marin Sanitation Agency	13,207	-	13,207
Contractor Compliance and Monitoring, Inc	7,114	404	6,710
Core Utilities, Inc.	34,560	7,383	27,177
Cornerstone Environmental Group, LLC	86,970	17,470	69,500
CPS HR Consulting	46,500	22,276	24,224
Cropper Accountancy Corporation	24,500	20,000	4,500
Custom Tractor Service	70,500	44,065	26,435
DAC Associates	9,560	8,945	615
DC Frost Assoc, Inc.	14,815	-	14,815
Du-All Safety, LLC	28,896	7,224	21,672
Environmental Science Associates	31,450	15,625	15,825
Environmental Systems Research Inst.	30,000	10,000	20,000
EOA, Inc.	159,300	15,141	144,159
Forensic Analytical Consulting Services	14,769	11,908	2,861
GE Water & Process Technologies/Zenon	1,450,000	-	1,450,000
GHD Inc.	833,025	14,004	819,021
Gregory Equipment, Inc.	102,900	40,940	61,960
H2O Innovation Inc.	2,189,728	201,755	1,987,973
Hanford ARC	37,625	6,271	31,354
IEDA, Inc.	14,284	7,142	7,142
ILS Associates, Inc.	29,800	26,333	3,467
Ingram Products, Inc.	1,181	-	1,181
JDB Systems	3,434	-	3,434
JDV Process Equipment Corp	79,407	2,186	77,221
Jenfitch	1,568	-	1,568
Kenwood Energy	8,600	2,174	6,426
Koff & Associates, Inc.	30,290	11,830	18,460
MWH Constructors, Inc.	307,525	139,027	168,498
Nor-Cal Pipeline Services	43,970	31,280	12,690
Northern Safety & Industrial	3,527	-	3,527
Nute Engineering	128,895	101,169	27,726
Orion Protection Services Group, Inc.	3,822	1,593	2,230
Ovivo USA, LLC	336,396	32,378	304,018
PAC Machine Co., Inc.	192,778	-	192,778
Regional Government Services Authority	10,700	6,012	4,688
Solarcraft Services, Inc.	6,946	-	6,946
Suez Treatment Solutions, Inc.	546,010	-	546,010
Timmons Group	30,800	27,104	3,696
Univar USA Inc.	99,000	13,738	85,262
Universal Coatings, Inc.	92,900	-	92,900
Western Water Constructors, Inc.	18,745	8,491	10,254
WRA, Inc.	42,880	3,166	39,714
Grand	<u>\$ 10,928,281</u>	<u>\$ 3,272,666</u>	<u>\$ 7,655,615</u>

RESOLUTION NO. 2018-2141

A RESOLUTION APPROVING AND ADOPTING THE FIRST ADDENDUM TO THE ADOPTED INITIAL STUDY/MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM (ADDENDUM NO. 1) FOR THE LAS GALLINAS SECONDARY TREATMENT AND RECYCLED WATER PLANT UPGRADE PROJECT (JOB NO. 12600-07 & 16650-02) AND APPROVING THE REVISED PROJECT FOR THE

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Las Gallinas Valley Sanitary District (the “District”) approved and adopted Resolution No. 2016-2073 on June 9, 2016 approving and adopting the Mitigated Negative Declaration (the “2016 MND”) and Mitigation Monitoring and Reporting Program for the Secondary Treatment and Recycled Water Plant Upgrade Project (also known as Secondary Treatment Plant Upgrade and Recycled Water Expansion, or Novato South Service Area/LGVSD-MMWD Recycled Water Project), to handle peak wet weather flows, improve effluent quality, and maximize the plant’s ability to provide recycled water; and

WHEREAS, the types of facilities included in the Secondary Treatment and Recycled Water Plant Upgrade provide additional capacity for wet weather treatment, reduced nutrient concentrations and improved effluent quality. Specific elements include: a combined fixed-film, activated sludge process, equalization basin, replacement of three existing pump stations with one new primary pump station, two additional secondary clarifiers, raising the secondary treatment and clarification processes out of reach of tidal influences, expansion of the Recycled Water Facility to design capacity, sludge thickeners, various new structures to house said elements and related piping, realignment of the main road to the perimeter to limit tidal influences, relocated laboratory building, and modifications to the administration building, relocation of some power poles and overhead power lines, removal of existing lagoons on the east side of the plant, electrical system upgrades, new utility transformer, new service entrance, new metering equipment, replacement of the existing generator, and new odor control system (the “Project”); and

WHEREAS, the Project currently under consideration is a redesign of the original project elements within the original project footprint for the purposes of efficiency and cost savings. Specifically the original Project elements have been changed as follows: relocate the aeration basins, anoxic basins, and secondary clarifier #2, replace 56,000 square feet of existing asphalt/pavement and add 29,000 square feet of new asphalt/pavement, new or relocated structures to house various treatment plant components including sludge thickener, deep bed filter corner, fuel tank, de-chlorination dosing facility, pond return meter vault, emergency standby generator, electrical building, utility transformer, and Recycled Water Treatment Facility distribution pump station; add retaining wall along easterly boundary, reroute and add new gravel to the existing public access trail, and minor modifications to the equipment building/grit

removal/headworks. The following elements are removed from the Project: modifications to the administration and laboratory buildings, digester foam control adjacent to primary digester, secondary clarifier #3, odor control unit, and bioassay/restroom facility, with the resulting site layout staying within the original footprint of the Project (herein after “Revised Project”); and

WHEREAS, the District’s staff has determined that construction of the Revised Project does not constitute substantial changes to the original Project, preparation of an Addendum is consistent with the California Environmental Quality Act, Public Resources Code Section 15164(b) (CEQA); and

WHEREAS, the Revised Project as analyzed in Addendum No. 1 has been presented to the Board, attached hereto as Exhibit “A” and made a part thereof, and the Board has carefully reviewed these documents and all of the information contained in the record for the Project; and

WHEREAS, the Addendum No. 1 was prepared pursuant to CEQA, the State CEQA Guidelines, and the District’s Local CEQA Guidelines; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS FOLLOWS:

Section 1. The above recitals are incorporated herein by reference.

Section 2. Environmental Findings. The Board, in light of the whole record before it including, but not limited to, the District’s Local CEQA Guidelines, the proposed Addendum No. 1 and documents incorporated therein by reference, any comments received and responses provided, and other substantial evidence (within the meaning of Public Resources Code Sections 21080(e) and 21082.2) within the record and/or provided at the public meeting, hereby finds and determines as follows:

Review Period: That the District is not required by CEQA to circulate Addendum No. 1 for public review. The District is not pursuing State Revolving Funds for the Project at this time therefore a 15-day review and comment period with the State Clearinghouse is not needed.

Compliance with Law: That Addendum No. 1 was prepared, processed, and noticed in accordance with the CEQA (Public Resources Code Section 21000 *et seq.*), the CEQA Guidelines (14 California Code of Regulations Section 15000 *et seq.*) and the District’s Local CEQA Guidelines.

Independent Judgment: That Addendum No. 1 reflects the independent judgment and analysis of the District.

Mitigation Monitoring and Reporting Program: That the mitigation measures identified in the Mitigation Monitoring and Reporting Program adopted by the District on June 9, 2016 designed to ensure compliance during Project implementation, are sufficient to mitigate for any potentially significant impacts identified and are fully enforceable through permit conditions, agreements, or other measures as required by Public Resources Code Section 21081.6.

No Significant Effect: That there are no new significant impacts as a result of the proposed revisions to the Project and that mitigation measures imposed as conditions of approval on the original Project avoid or mitigate any potential significant effects on the environment identified in the Initial Study to a point below the threshold of significance. Furthermore, after taking into consideration the mitigation measures imposed, the District finds that there is no substantial evidence, in light of the whole record, from which it could be fairly argued that the Revised Project may have a significant effect on the environment. Therefore, the District finds that the Revised Project will not have a significant effect on the environment.

Section 3. Adoption of Addendum No. 1 to the 2016 MND. The Board hereby approves and adopts Addendum No. 1 prepared for the Las Gallinas Secondary Treatment and Recycled Water Upgrade Project and approves the Revised Project.

Section 4. Notice of Determination. The Board directs District staff to prepare, execute, and file a Notice of Determination with the Marin County Clerk within five (5) working days of the passage and adoption of this Resolution.

Section 5. Custodian of Records. The documents and materials that constitute the record of proceedings on which these findings are based are located at 300 Smith Ranch Road, San Rafael, CA 94903. The custodian of these records is Teresa Lerch, District Secretary.

Section 6. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED this 15th day of November 2018.

Megan Clark, President Board of Directors

ATTEST:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

CERTIFICATION

I, Teresa Lerch, Secretary of the Board of Directors of Las Gallinas Valley Sanitary District, certify that the foregoing resolution was regularly adopted by the Board of Directors of said District at a regular meeting held on the 15th day of November, 2018, by the following vote of the Directors:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Las Gallinas Valley Sanitary District, this 15th day of November, 2018.

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

EXHIBIT A

FIRST ADDENDUM TO THE ADOPTED INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE LAS GALLINAS SECONDARY TREATMENT AND RECYCLED WATER PLANT UPGRADE PROJECT

(Due to their size, the following are provided on the enclosed CD, and a hard copy is available at the counter)

First Addendum to the Adopted Initial Study/Mitigated Negative Declaration

CEQA Plus

Appendix A – Adopted Initial Study/Mitigated Negative Declaration for Las Gallinas Valley Sanitary District Secondary Treatment Upgrade

Appendix B – Cultural Resources Report for the Proposed Las Gallinas Valley Sanitary District – Secondary Treatment Upgrade Project, Marin County, California

Appendix C – Botanical Survey Results for the Las Gallinas Valley Sanitary District Project, San Rafael, Marin County, California

Mitigation Monitoring and Reporting Program



Strategic Plan

October 2018



**Come take a wastewater treatment plant tour
or visit our wildlife water reclamation area.**

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DIRECTORY OF OFFICIALS

GOVERNING BOARD OF DIRECTORS

Megan Clark, President
Craig Murray, Vice President
Rabi Elias, Director
Russ Greenfield, Director
Judy Schriebman, Director

DISTRICT MANAGEMENT

Chris DeGabriele, Interim General Manager
Michael Cortez, P.E. District Engineer
Mel Liebmann, Plant Manager
Susan McGuire, CPA Administrative Services Manager
Greg Pease, Collection System/Safety Manager

CONSULTANT

Chris Sliz, Regional Government Services (RGS)

INTRODUCTION

A Strategic Plan is a top level planning document for an organization to set clear direction over all operational aspects of its mission. Upon adoption it serves as a framework for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a district plans to accomplish by selecting a rational course of action. This Strategic Plan (Plan) update incorporates an assessment of the present state of Las Gallinas Valley Sanitary District (District) operations; required gathering and analyzing information; goal setting; and making decisions for the future. Time has been taken to gather input from various sources to add to the veracity of the plans herein. The Plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This Plan also identifies actions, activities, and planning efforts that are required to successfully accomplish the goals identified.

DEFINITIONS

1. **Mission Statement:** A declaration of an organization's purpose, why the organization exists. Ideally, all activities of the District should be in support of the Mission Statement.
2. **Vision Statement:** A statement that articulates where the organization would like to be over the term of the Plan. It should outline important aspects of the organization as described within the planning term. The Vision should create strategy and tactics in order to be met.
3. **Core Values:** Guides what we value when faced with options and alternatives for our future. We use these as decision filters each time we make decisions as a District.
4. **Strategic Goals:** Strategic Goals are specific and measurable activities or targets that address changes the District is pursuing in the next 3 – 5 years. Day-to-day actions and projects that are routinely part of District operations are not included in the Strategic Plan.

PLAN DEVELOPMENT AND ON-GOING PLANNING PROCESS

In 2018, the Board of Directors retained Regional Government Services (RGS) to facilitate and coordinate this Strategic Plan development. The strategic planning process was designed to maximize participation of both Board and Staff. At a series of workshops the following items were discussed: mission statement, vision statement, core values, District accomplishments, strengths, weaknesses, opportunities and threats, current and future issues and important future projects.

Board and staff workshops were held over the course of approximately eight weeks following the process outlined in Appendix One. The 2018 update expanded the participants to include all District staff pursuant to a recommendation in the 2017 FutureSense Employee Climate

Report. The intent of the work flow was to take advantage of both Board and Staff expertise: the Board's vision of the future and responsiveness to the needs of the community and the staff's expertise in operations that is instrumental in developing a strategic plan that is achievable.

A key part of an enduring Strategic Planning process is to conduct a periodic review and update of the Plan. These reviews allow for maintenance of the Plan so that it reflects the actual progress, current operational conditions and needs of the District. Over the next 3 – 5 years the District will pursue a number of strategic goals, by far the most important goal is the Secondary Treatment Plant Upgrade and Recycled Water Expansion project. As a result, this Strategic Plan focuses on specific District goals rather than day-to-day operations.

A three to five-year planning horizon is maintained. This document represents the updated plan prepared in September 2018 facilitated by Regional Government Services (RGS).

The Board is responsible for establishing the strategic direction for the organization by identifying key strategic goals. District staff is responsible for the operational implementation of the work plans that will lead to the accomplishment of the goals.

MISSION STATEMENT, VISION STATEMENT, CORE VALUES

Our Mission

The Mission of the Las Gallinas Valley Sanitary District is to protect public health and our environment, providing effective wastewater collection, treatment, and resource recovery.

Our Vision

Recognizing that sanitation and wastewater treatment is vital to protecting the public health, the District will:

- manage our treatment and collection systems in a planned and sustainable way to reduce impact on natural resources;
- strive for zero spills;
- meet or exceed regulatory requirements for treatment (effluent, emissions and biosolids);
- strive toward beneficial recycling of wastewater, biosolids and other resources using safe and effective processes and systems to achieve our zero waste vision;
- collaborate with neighboring agencies to achieve efficiencies for the public;
- cooperate with stakeholders to leverage opportunities for protecting the bay and regional water resources;
- maintain a safe, high quality workplace to promote a sustainable, motivated, long-term and cohesive workforce;
- increase public education, participation, acceptance and understanding of what we do;
- responsibly manage the refuse franchise; and
- consider climate change, sea level rise and flooding when developing and designing new projects.

Our Core Values

- Protect Public Health and the Environment.
- Provide High Quality Customer Service.
- Use Public Funds Responsibly.
- Maintain a Safe, Challenging, Positive Workplace.

STRATEGIC GOALS

Strategic Goals represent the vital areas of the District's operation, planning, and management over the next five years. Strategic goals are derived from the Mission and Vision statements of the District and take into consideration the changes, opportunities and challenges facing the District in the next three to five years. They are supported by key dates and actions that support the accomplishment of the Strategic Goals. The Department that holds the key responsibility for goal achievement is identified for each goal as well as those Departments who will provide assistance, information and advice.

The Strategic Goals are:**Goal 1: Upgrade Treatment Plant in a Planned and Sustainable Way and Expand Recycled Water Production**

An upgrade of the Secondary Treatment Plant and Recycled Water Expansion has been in the planning phase for a number of years. Facility construction is by far the most urgent and important goal for the District in the next 3-5 years. The new facilities are intended to reduce primary sewage blending, reduce effluent metals and other contaminants and increase recycled water production to reduce discharge to the bay.

Goal 2: Perform Periodic Classification and Compensation Reviews and Update Job Descriptions (in-process)

A job description update is already in process. Periodic classification and compensation reviews will inform future labor agreement negotiations and ensure the District remains competitive as an employer.

Goal 3: Support Wildlife Habitat

The District Reclamation Maintenance plan will be updated to maintain Regional Water Board compliance and enhance opportunities for public participation and education.

Goal 4: Real Property Management

The District's real estate interests and utilization will be placed in a database that will be utilized to optimize and protect the use of District property.

Goal 5: Perform Organizational Analysis for All Organizational Elements of the District and update the Organization Chart.

An analysis of the organizational structure and staffing requirements will be conducted to maintain an effective and cohesive workforce.

Goal 6: Continue Lateral Program

The District program for Private Sewer Lateral Rehabilitation Assistance which allows property owners within the District to replace their laterals with an advance from the District will be continued and the District's lateral specifications and ordinance will be updated in cooperation with adjacent agencies to reduce I&I.

Goal 7: Perform Rate Analysis and Consider Rate Increase

2015 Rate study and plan remains valid through FY 2019/2020. An updated plan is needed to assure financial stability and to fund future projects.

Goal 8: Seek Appropriate Grant Funding

The District has successfully secured federal and state grant funding in the past and will continue to pursue grant funding for future projects.

Goal 9: Manage System Failure Response and Clean-up Plan

The Emergency Response Plan and Force Main Study will be reviewed and revised to pursue a zero spill/zero waste vision.

Goal 10: Enhance Security at the Plant and Other District Facilities

A review of security needs will be conducted and a plan developed to provide security at all levels (cyber security as well as physical security) to protect facilities, finances and workforce.

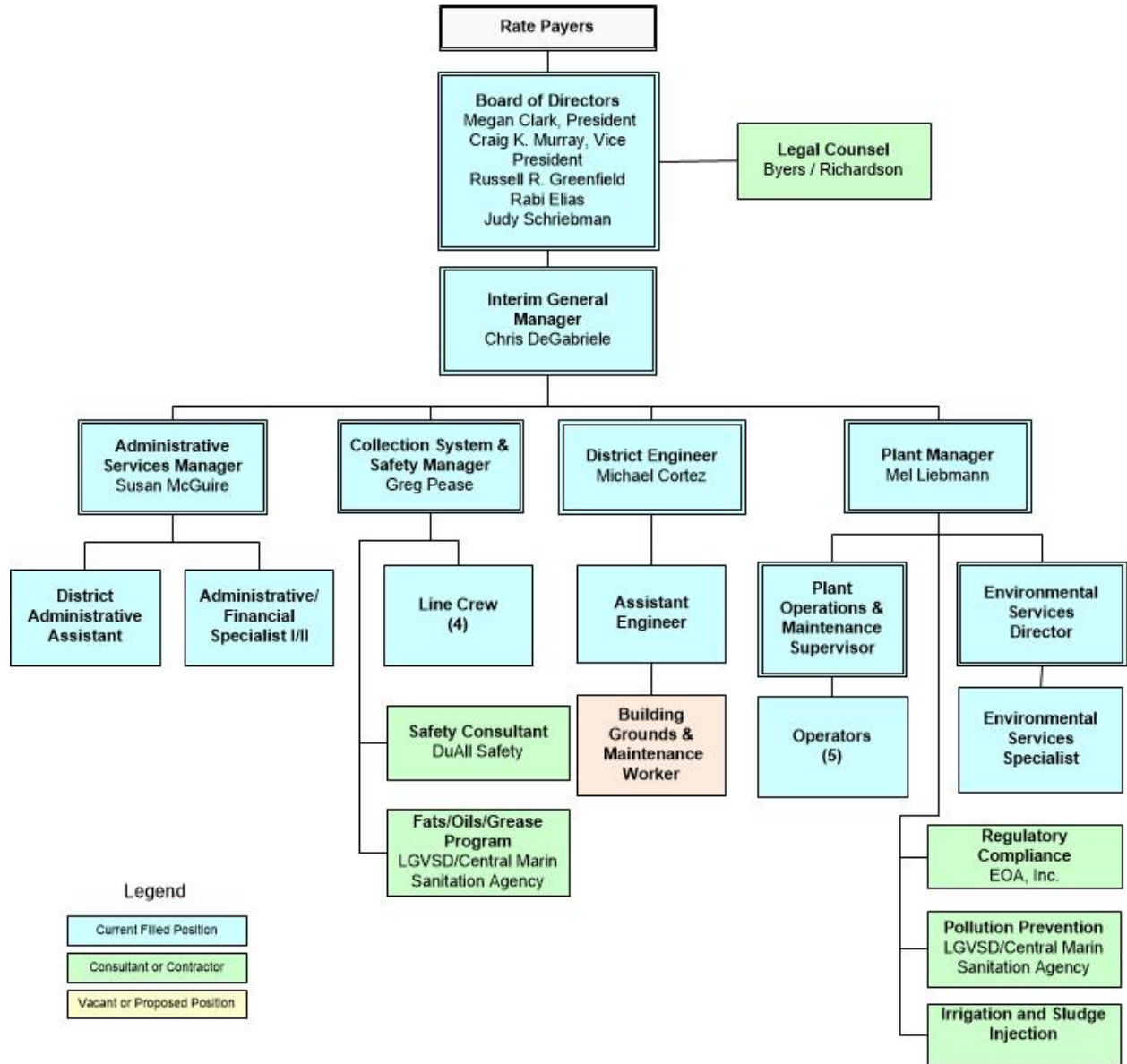
Goal 11: Biosolids Program, Optimize Energy and Achievement of Carbon Neutrality

The District will continue to engage in practices that utilize emerging technologies to reduce its carbon footprint and leverage benefits from those practices where possible

Goal 12: Awards and Recognition

The District will continue to pursue recognition for excellence from the state, and professional associations.

ORGANIZATION CHART



GLOSSARY OF TERMS AND ACRONYMS

In order to help the reader better understand the terms and abbreviations used in this document, management is providing a list of acronyms and their definitions.

ACRONYM	FULL NAME	DEFINITION
CSRMA	California Sanitation Risk Management Association	A joint powers authority which provides broad coverage and risk management services to its members who are primarily local government agencies that provide water and wastewater services.
CWEA	California Water Environment Association	A not-for-profit association of 9,000-plus professionals in the wastewater industry. We are committed to keeping California's water clean. We train and certify wastewater professionals, disseminate technical information, and promote sound policies to benefit society through protection and enhancement of our water environment.
FOG	Fats, Oils and Grease	Substances than can cause overflows of sanitary sewer systems if not disposed of properly.
GIS	Geographic Information System	A system designed to capture, store, manipulate, analyze, manage, and present all types of geographic data.
GFOA	Government Finance Officers Association of the United States and Canada	An organization with a mission to enhance and promote the professional management of governments for the public benefit.
GWC	Gallinas Watershed Council	A group of concerned citizens who live and work in Las Gallinas Valley and are committed to using the Watershed Approach to protect and manage the environment.
I&I	Infiltration and Inflow	Infiltration is groundwater entering sanitary sewers through defective pipe joints and broken pipes. Inflow is water entering sanitary sewers from inappropriate connections such as roof drains, cellar drains, and yard drains.
LAFCO	Local Area Formation Commission	Political subdivisions of the State of California and provide regional growth management services in overseeing the formation and development of local governmental agencies in all 58 counties

ACRONYM	FULL NAME	DEFINITION
MCWS	Miller Creek Watershed Stewards	A group of concerned citizens that desired to establish a community based group that plays a role in determining the future of the Miller Creek Watershed.
MGD	Million Gallons per Day	Measurement unit used for calculating volume of wastewater treated at the plant.
MMWD	Marin Municipal Water District	Water agency for Marin County serving areas south of Ignacio.
NBWRA	North Bay Water Reuse Authority	A coordinated regional group of water and sanitation agencies in Sonoma, Marin, and Napa Counties to offset potable water demand by promoting water reuse for agriculture, urban, and environmental uses.
NMWD	North Marin Water District	Water agency for Marin County serving areas north of Ignacio and some coastal communities.
Point Blue	Point Blue Conservation Science	Point Blue Conservation Science, founded as the Point Reyes Bird Observatory (PRBO), is a California-based wildlife conservation and research non-profit organization.
OSHA	Occupational Safety and Health Administration	An agency of the United States Department of Labor whose mission is to "assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance".
SCADA	Supervisory Control and Data Acquisition Systems	A type of industrial control system. Industrial control systems are computer-controlled systems that monitor and control industrial processes that exist in the physical world
SSMP	Sewer System Management Plan	A report that documents a program to properly operate and maintain a sanitary sewer system.

ACRONYM	FULL NAME	DEFINITION
STRAW	Students and Teachers Restoring a Watershed	The STRAW Project coordinates and sustains a network of committed teachers, students, restoration specialists, landowners and managers, and other community members to implement a minimum of 40 planting days annually on “shovel-ready” habitat restoration projects in most watersheds within the North Bay BAIRWMP region. STRAW supports teachers from the North Bay, East Bay and West Bay BAIRWMP regions in conducting project-based environmental education curriculum. STRAW features professionally designed and implemented habitat restoration projects integrated with an innovative and time-tested education program that provides water quality benefits, habitat improvement and positive impacts on economic, social and environmental sustainability.

Appendix 1

Work Plan**July 25, 2018, Management Team**

- Overview and planning

August 3, 7 – 9 a.m. Staff Kick-off

- The strategic planning process and timeline
- Future regulatory changes
- Finances and financial projections
- Accomplishments from the last strategic plan

August 24, 8:30 – 11:30 Board Kick-off

- The strategic planning process and timeline
- Future regulatory changes
- Finances and financial projections
- Accomplishments from the last strategic plan
- Review and update vision and mission

September 7, 7 – 9 a.m. Staff Meeting

- Review results of Board vision and mission update – give input re: key items
- Perform SWOT (strengths, weaknesses, opportunities and threats) analysis

September 14, 8 – 12 Board Meeting

- Review employee feedback on vision and mission – determine if additional changes are necessary - finalize
- Conduct SWOT (strengths, weaknesses, opportunities and threats) analysis with Board
- Compare results of Board SWOT with results of employees SWOT
- Discuss differences/similarities
- Identify key strategic goals for the next 5-year period covered by the strategic plan

September 19 and 21, 7 – 11, Staff Meeting

- Review strategic goals defined by the Board
- Break strategic goals into smaller annual objectives
- Begin development of work plan to address key strategic goals

Board Meeting

- Present plan for Board approval

Appendix 2

Accomplishments Since the Last Strategic Plan Update

Accomplishments Identified by the Board

- Not just traditional w/w agency – we are in the resource recovery business – those are the best accomplishments (e.g. BERs)
- Implementation of FutureSense recommendations (9 out of 12 completed)
- Focused on staff – our greatest resource – we are on the path to becoming the best
- The organization is moving forward with a coherent strategy
- The things that didn't happen – the plant ran well despite everything else going on

Accomplishments Identified by Staff

- Almost fully staffed
- Co-gen is up and running (sometimes see positive numbers)
- Increased staff communication
- We continue to improve the process for the system failure response and clean up plan
- Participated in Phase 1 of the Regional recycling and storage efforts
- Staff included and involved – more staff engagement efforts and transparency
- More interactions between Board and staff
- Better communication with Board (no interaction since training)
- Purchasing policy and procedures manual has been completed
- Issued bonds in 2017
- Developed Leadership model
- Compensation study will be completed this year
- Been doing the lateral program for 5-6 years – continue to put information in newsletter

Appendix 3

Strengths, Weaknesses, Opportunities and Threats Identified by the Board

Strengths	Weaknesses
1. Progressive and proactive Board	1. Competing interests in use and management of property
2. Small, competent staff (engaged and qualified)	2. Not working together as a team at the staff level
3. Engaged and educated community	3. Staff turnover/loss of institutional knowledge
4. Reasonable cost of service	4. No inter-department cross-training, shadowing or mentoring
5. State-of-the-art recycled water facility	5. Access to facilities (narrow roads)
6. Interagency cooperation	6. No OIT program
7. Purple pipe partners (P3)	7. Admin Building/Treatment plant footprint – both are old
8. Land/location/ponds (reclamation)	8. Public education reduced
9. Low spills	9. Influent strength is increasing which causes treatment challenges
10. Collection software – newer pipes and budgeting	10. Sewage is hidden – people don't talk about it or think about it
11. Great customer service	11. Telecommunication needs (internet is running off a pole – no fiber optic)
12. Treatment plant upgrade	12. Externally imposed treatment requirements
13. Positive public perception (P3)	13. Security concerns
14. Achievements, awards, grants, meeting NPDES requirements	14. Climate change and sea level rise
15. AAA bond rating – financially sound	15. Relationship with adjacent property owner
16. Green, low carbon footprint	16. PR – Bad about blowing our own horn
17. Treatment plant capacity available for future development	17. Missed opportunities for Regional efforts
17. Nimble – able to pivot	18. No recycled water used here to maximum
18. Good safety record	19. Lack of asset management staff
19. Biosolids, biogas and RINS	20. Lab isolated – far away
	21. Future capital funding and technical needs

Opportunities	Threats
1. Agency collaboration for recycled water (e.g. Fire, creeks, public property)	1. Sea level rise
2. More funding may be available because we are a small agency	2. Satellite to larger agency
3. Potential for redevelopment in service area – need to look at connections fees for recovery	3. Future regulatory requirements could dictate major treatment process changes.
4. Take ownership in what we do well	4. CalPERS changing unfunded liability formula
5. PR – what we do and BERS project	5. Attracting local staff because of housing costs
6. Property acquisition	6. Recession
7. Community partnerships	7. Loss of staff
8. Floating solar	8. Drought – additional conservation – additional stuff in the pipes due to reduced flow
9. Solar over parking lot	9. Earthquakes/Natural disasters
10. RINS credits	10. Large change orders
11. Delay sewer charges for low income home owners	11. Theft/Security/Risk (cyber – SCADA goes down, etc.)

Strengths, Weaknesses, Opportunities and Threats Identified by the Staff

Strengths	Weaknesses
1. Highly qualified staff	1. Aging facility – takes time and effort to keep it going
2. Engaged Board of Directors	2. Organization: Chain of command – bureaucracy limits how nimble we can be – Board is very involved in details
3. Employees are friendly and have a good work ethic	3. Lack of project management on previous projects
4. Environmentally conscious – (recycled water, solar, etc.)	4. Wastewater treatment plant equipment (within the fence line)
5. Tools and support to get the work done	5. Some wear too many hats
6. Reclamation area	6. Lack of a master plan (do projects piecemeal/patch holes vs. look at overall direction)
7. Customer service interaction	7. Wi-Fi Internet access – don't have modern telecommunications system
8. Can sell water	8. Lack of historical documentation
9. Collections equipment	9. Financial preparation (asset management)
10. A lot of property/real estate	10. Physically isolated (out of sight, out of mind)
11. Plant upgrade	11. Too many projects at once (lack of priorities)
12. Energy production ability	12. Lack of flexibility (e.g. work hours)
13. S.S.O. Track record	13. Lack of focus on primary objective (treatment and collection of water vs sea level rise)
14. Operator attention to treatment requirements	14. Lack of communications between staff members re: priorities – some last-minute communications vs. planned communication
15. Engaged supportive community	15. Transition to upgrade – don't know what to expect – inconvenience
16. Rate-setting practice	16. Collections equipment (have a brand-new truck, an old truck but no vactor)
17. Organized work practices (SOPs)	20. Board management – Board expectations vs. staff capabilities
21. Daily – strive to achieve the vision	
22. Competitive benefits	
23. Budgeting (good budgeting process)	
24. Wear a lot of hats	

Strengths	
25. A lot of product (water)	
26. Food and celebrations	
27. Few water quality issues	
28. Good safety record	

Opportunities	Threats
1. Facility expansion opportunity to make compliant water	1. Affordability of Marin County impacts recruitment and retention
2. Acquire more real estate (adjacent property)	2. Difficult commute
3. Change over in housing stock means increased taxes and more revenue to District	3. Competition with other agencies for employees
4. McInnis Marsh project	4. Sea-level rise
5. Recycled water – finding more uses	5. Regulatory compliance – have to put money aside and be aware of what’s coming
6. Work more collaboratively with St. Vincent’s, Peacock Ranch, etc.	6. Natural disasters
7. Could do more energy projects	7. Increases in unfunded pension and retirement liability
8. Industrial pre-treatment – do more “in-sourcing”	8. Critical failure of old infrastructure (pipes, pump stations, etc.)
9. Operator-in-training (OIT) program	9. Competition of other agencies: Petaluma, Novato, CMSA
	10. Uncertainty in staffing – don’t know the demands of the upgraded facility

Appendix 4

Work Plan**Goal 1: Upgrade Treatment Plant in a Planned and Sustainable Way and Expand Recycled Water Production**

Leads Responsible: General Manager and Engineering

Assist: Operations and Administration

Key Dates and Actions

<u>Key Dates</u>	<u>Actions</u>
October 4, 2018	Open bids
January 2019	Start construction
December 2019	Determine/obtain gap funding
Spring 2020	Recycled water production
Summer 2020	Activated sludge on-line
December 2021	Project complete

Goal 2: Perform Periodic Classification and Compensation Reviews and Update Job Descriptions (in-process)

Lead Responsible: Administration

Assist: All Departments

Key Dates and Actions

<u>Key Dates</u>	<u>Actions</u>
September 30, 2018	Draft job descriptions from Koff & Associates
November 2018	Job description review by staff and Union
December 2018	Completed

Goal 3: Support Wildlife Habitat

Leads Responsible: General Manager and Operations

Key Dates and Actions

<u>Dates</u>	<u>Actions</u>
November 2018	Meet with Regional Water Board and obtain extension to submit plans.
March 2019	Hire consultant (ensure compliance). Review and revise reclamation maintenance plan – maintain regular Board compliance Include Straw, Audubon and other stakeholders in process
January 2019	Progress report to Regional Board

Goal 4: Real Property Management (in process)

Lead Responsible: Engineering

Assist: Operations and Collections

Key Dates and Actions

<u>Key Dates</u>	<u>Actions</u>
June 30, 2019	Restart process Revisit the system R.P.M scope and timeline

Determine outside resources for assistance in gathering documents
(e.g. Nute Engineering, County of Marin, Title Companies)
Report to Board with documentation required for maintenance

Goal 5: Perform Organizational Analysis for All Organizational Elements of the District and Conduct Organization Chart Review

Lead Responsible: General Manager

Assist: Managers/Supervisors from all Departments

Key Dates and Actions

Key Dates Actions

Calendar year 2019 Identify and select consultant to perform analysis and make recommendations
Evaluate timeline

End of Calendar Present recommendation to the Board

2019 Feed new positions into the rate review (Goal 7)

Actions to be included in this process: 1) identify staffing needs and compensation; 2) identify any functional restructuring

Goal 6: Continue Lateral Program (in process)

Leads Responsible: Collections and Administration

Assist: Engineering

Key Dates and Actions

Key Dates Actions

January 2019 Pass ordinance / approve specifications
Conduct public hearing

On-going Evaluate funding for assistance program

January 2020 Evaluate enforcement for non-compliance

Goal 7: Perform Rate Analysis and Consider Rate Increase

Lead Responsible: Administration

Assist: All Departments

Key Dates and Actions

Key Dates Actions

Fall 2019 Determine whether to outsource or perform internally
Comply with Prop 218 timeline and requirements
Conduct 5 year Capital Plan update
Conduct public outreach

June 30, 2020 Adopt

During this process – consider variable rate or stand-by fee? - update connection fee analysis

Goal 8: Seek Appropriate Grant Funding

Lead Responsible: General Manager and Administration

Assist: Engineering and Operations

Key Dates and Actions

Key DatesActions

FY 19/20

Hire outside entity to identify and submit grants and conduct follow-up reporting and compliance

Develop plan for pursuit of grants

Get input from Engineering, Collections and Operations to identify grant opportunities that dovetail with current planned projects and matching funds

FY 21/22

Bi-annual evaluation to determine effectiveness

Goal 9: Manage System Failure Response and Clean-up Plan

Leads Responsible: Operations and Collections

Assist: Engineering

Key Dates and Actions

Key DatesActions

January 2020

Review emergency response plan for each facility – Identify gaps

Identify potential spill locations for key areas

Locate, review and revise Force Main Study

Develop procedures

Develop implementation plan

Estimate cost of implementation

Goal 10: Enhance Security at the Plant and Other District Facilities

Lead Responsible: Operations

Key Dates and Actions

Key DatesActions

Beginning of 2020

Review existing security and develop scope of work

Identify future needs

Determine cost—get funding

Plan implementation (roll-out)

Goal 11: Biosolids Program, Optimize Energy and Achievement of Carbon Neutrality

Lead Responsible: Operations

Key Dates and Actions

Key DatesActions

In Process

Visit City of San Mateo to learn about their RINS credits registration/process

Learn about LCFS calculator

On-going

Report to Board

2023 Consider Engineering Review/Registration
 Identify credit purchasers and enter into agreements
 Determine funding requirements (grants?)
 Measure carbon foot print

Goal Twelve: Awards and Recognition

Lead Responsible: General Manager

Assist: All Departments

Key Dates and Actions

Key Dates

Actions

Talk to Engineering Consultants and Professional Organizations regarding potential recognition for project
Annually review awards list with staff and apply for awards as appropriate

11/15/2018

Interim General Manager Report

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

**Las Gallinas Valley Sanitary District
Treasurer's Report - Operating and Investment Accounts
For the month of October 2018**

I. Account Summary: Bank and Investment Accounts

Accounts Summary	<u>October 31, 2018</u>	<u>September 30, 2018</u>	<u>Change from Previous Month</u>
Summary of Bank and Investment Accounts			
Bank of Marin			
Operating	\$ 193,250	\$ 310,603	\$ (117,353)
Operating Sweep	272,739	142,917	129,822
Zero Balance	13,768	80,547	(66,779)
Liquid Savings	1,545,742	1,592,662	(46,920)
Private Sewer Lateral Rehab	197,037	197,026	11
Surcharge-Marine Lagoon	103,012	102,984	28
Surcharge-Captains Cove	22,493	22,487	6
Connection Fee	45,621	45,609	12
Capital Project Reserve Fund	2,376,822	2,376,682	140
Petty cash	810	810	-
Investment Accounts			
Debt Service Reserve-Recycled Water	588,058	586,886	1,172
Debt Service Reserve-SRF Loan	294,635	294,054	581
Local Agency Investment Fund	<u>18,483,638</u>	<u>18,375,824</u>	<u>107,814</u>
Cash and Investments	<u>\$ 24,137,625</u>	<u>\$ 24,129,091</u>	<u>\$ 8,534</u>

II. Account Activity for Bank of Marin Accounts

Bank of Marin operating account activity is for paying regular operating expenses of the District. Funds are transferred from the Liquid Savings to the Operating account as needed.

The quarterly buy in payment from MMWD was deposited to the Capital Project Reserve Fund.

Statement of Compliance:

The investments accounts are invested in compliance with the District's investment policy, adopted at the February 23, 2017 Board meeting and California Government Code Section 53600. In addition, the District does have the financial ability to meet its cash flow requirements for the next six months.

Prepared by: Susan McGuire
Susan McGuire, CPA Administrative Services Manager

Reviewed by: Chris DeGabriele
Chris DeGabriele, PE Interim General Manager

**Las Gallinas Valley Sanitary District
Treasurer's Report - 2017 Revenue Bonds
For the month of October 2018**

I. Summary of Bond Accounts and Cumulative Activities Since Inception

Accounts Summary	Starting Balance 4/28/2017	Total Activities Since Inception	Ending Balance 10/31/2018
1 Bond Project Fund	\$41,000,000	\$ (500,438) ^(a)	\$ 40,499,562
2 Cost of Issuance Fund	193,121	(193,111)	10
3 Bond Payment Fund	<u>-</u>	<u>300</u>	<u>300</u>
 Total	 <u>\$41,193,121</u>	 <u>\$ (693,249)</u>	 <u>\$ 40,499,872</u>

(a) Funds drawn to reimburse project costs were transferred to the Capital Project Reserve Fund.

II. Accounts Details for the month ended October 31, 2018

1 Bond Project Fund		
Beginning Balance October 1, 2018		\$ 40,280,702
Interest income from Local Area Investment Fund (LAIF) estimated annual yield of 2.0%		<u>218,860</u>
Ending Project Fund Balance at	October 31, 2018	<u>\$ 40,499,562</u>

2 Cost of Issuance Fund		
Beginning Balance October 1, 2018		\$ 10
Funds transferred to Bond Payment Fund for scheduled principal and interest payment		-
Interest income from US Bank estimated to be an annual yield of 2.0%		<u>-</u>
Ending Cost of Issuance Fund Balance at	October 31, 2018	<u>\$ 10</u>

3 Bond Payment Fund		
Beginning Balance October 1, 2018		\$ 748,404
Funds transferred to pay the scheduled principal and interest payment due		(748,300)
Interest income from US Bank estimated to be a 2.0% for annual yield		<u>196</u>
Ending Bond Payment Fund Balance at	October 31, 2018	<u>\$ 300</u>



Consent _____
Staff/Consultant Reports _____
Agenda Item __ 4A3 _____
Date __ November 15, 2018

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager *CD*
From: Susan McGuire, Administrative Services Manager *SM*
Mtg. Date: November 15, 2018
Re: Annual Reimbursement Report for Staff and Board Members

BACKGROUND:

California Government Code Section 53065.5 requires that the District “at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received.” An “ individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district.”

STAFF RECOMMENDATION:

The attached is a listing of reimbursements for board members and staff of the individual charges paid during the July 1, 2017 to June 30, 2018 fiscal year. It is being presented in conjunction with the annual comprehensive annual financial report as of June 30, 2018.

FISCAL IMPACT:

None.

PERSON TO BE NOTIFIED:

Not applicable.

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Date	Memo	Amount
Barcelona, Melissa		
02/12/2018	Barcelona, Melissa CWEA Annual Conference 2018	525.00
04/23/2018	Barcelona; CWEA conf; Sacramento, CA; 4/18-20/18; lodging	435.60
04/20/2018	Barcelona; CWEA Conference Sacramento, CA; 4/18-20/18; per diem meals	143.00
09/22/2017	Barcelona; CWEA study session; lab analyst gd 2; Fairfield, CA 9/22/17	36.26
08/31/2017	Barcelona; Eventbrite; CWEA study session	42.99
01/18/2018	Barcelona; Jan dinner/meeting 1/18/17 Santa Rosa	40.00
08/01/2017	Barcelona; Lab Analyst Gd 1 Exam fee	160.00
03/13/2018	Barcelona; Mar tour/dinner 3/15/18 Vacaville	40.00
05/07/2018	Barcelona; May tour/dinner Fairfield/Suisun 5/10/18	40.00
11/30/2017	Barcelona; study materials for cert testing	66.55
09/11/2017	Barcelona; study session	139.00
11/30/2017	Barcelona; test fee	165.00
12/22/2017	Barcelona; test fee	180.00
		<u>\$ 2,013.40</u>
Binder, Josh		
01/22/2018	Binder, Josh	1,600.00
06/14/2018	Binder, Josh; lunch for Skillpath Training "Managing Multiple Projects Seminar"	11.73
03/16/2018	Binder; Managing Multiple Projects, Objective and Deadlines 6/12/18; Concord, CA	183.15
03/13/2018	Binder; Mar tour/dinner 3/15/18 Vacaville	40.00
05/07/2018	Binder; May tour/dinner Fairfield/Suisun 5/10/18	40.00
08/21/2017	Binder; registration fee for 2017 Ultrafiltration Users Group Conference	250.00
02/26/2018	Binder; trip to SoCal Plants using thickener equipment 2/28/18	267.96
		<u>\$ 2,392.84</u>
Buchholz, Robert		
09/07/2017	Buchholz; Training at SASM for sewer backup response and SSO volume estimation 11/2/17	150.00
09/28/2017	Buchholz; Tri State CWEA conf; Las Vegas, NV; 9/25-28/17; per diem meals	225.00
09/26/2017	Buchholz; Tri State CWEA Conf; Las Vegas; early bird check in fee	15.00
10/02/2017	Buchholz; Tri State CWEA Conf; Las Vegas; lodging	203.40
		<u>\$ 593.40</u>
Campbell, Chris		
02/12/2018	Campbell, Chris CWEA Annual Conference 2018	525.00
04/20/2018	Campbell; CWEA Annual Conf Sacramento, CA; 4/17-20/18; lodging	713.40
04/20/2018	Campbell; CWEA Annual Conf Sacramento, CA; 4/17-20/18; mileage	60.44
04/20/2018	Campbell; CWEA Annual Conf Sacramento, CA; 4/17-20/18; per diem meals	174.00
01/18/2018	Campbell; Jan dinner/meeting 1/18/17 Santa Rosa	40.00
03/13/2018	Campbell; Mar tour/dinner 3/15/18 Vacaville	40.00
05/07/2018	Campbell; May tour/dinner Fairfield/Suisun 5/10/18	40.00
02/16/2018	Campbell; Sacramento Regional County Sanitation Dist (Regional San) Technical Tour	80.00
		<u>\$ 1,672.84</u>
Cardenas, Manuel		
09/22/2017	Cardenas; Coll Syst Maint Grade 1 expenses	30.37
05/10/2018	Cardenas; CWEA may 2018 dinner/tour Fairfield/Suisun	40.00
12/31/2017	Cardenas; CWEA Mech. Tech. Gr. 1 Test fee reimbursement	165.00
09/15/2017	Cardenas; CWEA study session Mechanical Gd 1	42.99
01/18/2018	Cardenas; Jan dinner/meeting 1/18/17 Santa Rosa	40.00
06/29/2018	Cardenas; Training, Rootstock -2018; 6/5/18	75.00
		<u>\$ 393.36</u>

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Date	Memo	Amount
Clark, Megan		
02/16/2018	Clark, Megan NBWA Conf 2018	99.32
03/21/2018	Clark, Sexual Harrassment training 11/8/18	40.00
05/16/2018	Clark; 2018 Annual Conf registration; Monterey 8/8-10/18	575.00
06/14/2018	Clark; 2018 Special District Leadership Academy; Napa 7/8/18	900.00
06/27/2018	Clark; 33rd Annual WateReuse Symposium Registration	880.00
01/26/2018	Clark; CASA Conf; Palm Springs; 1/24-26/18; airfare and ground transportation	677.60
01/26/2018	Clark; CASA Conf; Palm Springs; 1/24-26/18; lodging	418.62
01/26/2018	Clark; CASA Conf; Palm Springs; 1/24-26/18; maid gratuity	15.00
01/26/2018	Clark; CASA Conf; Palm Springs; 1/24-26/18; meals	77.46
10/16/2017	Clark; CASA registration; 1/24-26/17	550.00
10/16/2017	Clark; CASA winter conf; Palm Sprinngs; 1/24-26/17	209.31
08/24/2017	Clark; CASA; San Diego; 8/22-24/17; airfare	306.41
08/24/2017	Clark; CASA; San Diego; 8/22-24/17; lodging	876.45
08/24/2017	Clark; CASA; San Diego; 8/22-24/17; per diem meals	78.93
08/24/2017	Clark; CASA; San Diego; 8/22-24/17; transportation	72.10
07/10/2017	Clark; Conf registration	475.00
10/06/2017	Clark; Fish Tour at Sonoma Water Agency 10/6/17	53.83
07/27/2017	Clark; WateReuse Conf; Long Beach; 7/23-27/17; airfare	290.93
07/27/2017	Clark; WateReuse Conf; Long Beach; 7/23-27/17; internet charge	27.80
07/27/2017	Clark; WateReuse Conf; Long Beach; 7/23-27/17; lodging	737.28
07/27/2017	Clark; WateReuse Conf; Long Beach; 7/23-27/17; mileage	37.88
07/27/2017	Clark; WateReuse Conf; Long Beach; 7/23-27/17; per diem meals	89.48
07/27/2017	Clark; WateReuse Conf; Long Beach; 7/23-27/17; transportation	151.95
		<u>\$ 7,640.35</u>
Cortez, Mike		
02/08/2018	Cortez, Mike Collection Systems 2018 Conf; Virginia Beach, VA' 4/8-11/18; airfare	294.70
02/08/2018	Cortez, Mike Collection Systems 2018 Conf; Virginia Beach, VA' 4/8-11/18; airfare	553.00
02/07/2018	Cortez, Mike Collection Systems 2018 Conf; Virginia Beach, VA' 4/8-11/18; lodging	1,133.55
04/09/2018	Cortez, Mike; 04/07/2018 EBC TO FEE	25.00
04/16/2018	Cortez, Mike; 04/07/2018 EBC TO FEE	25.00
02/07/2018	Cortez; Collections System 2018 conference 4/8-11/18	690.00
04/13/2018	Cortez; Collections System Conf; Virginia 4/7-12/18	291.06
04/09/2018	Cortez; parking during conference 4/7-12/18	60.00
04/12/2018	Cortez; WEF Coll Sys 2018; Virginia City, VA; per diem meals	327.00
		<u>\$ 3,399.31</u>
Elias, Rabi		
02/16/2018	Elias, Rabi NBWA Conf 2018	99.32
06/04/2018	Elias; 2018 Special District Leadership Academy Napa; 7/8-11/18	900.00
01/26/2018	Elias; CASA Conf; Palm Springs; 1/24-26/18; airfare and ground transportation	222.57
01/26/2018	Elias; CASA Conf; Palm Springs; 1/24-26/18; lodging	418.62
01/26/2018	Elias; CASA Conf; Palm Springs; 1/24-26/18; meals	99.15
10/16/2017	Elias; CASA registration; 1/24-26/17	550.00
10/16/2017	Elias; CASA winter conf; Palm Springs; 1/24-26/17	209.31
08/17/2017	Elias; Plant Reclamation Tours; MT and UT; lodging	482.37
08/17/2017	Elias; Plant Reclamation Tours; MT and UT; per diem meals	128.62
08/14/2017	Elias; plant tour in Bozeman MT	432.20
08/14/2017	Elias; plant tour UT	564.20

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08/14/2017	Elias; plant tour, UT	319.20
03/21/2018	Elias; Sexual Harrassment training 11/8/18	40.00
07/27/2017	Elias; WateReuse conf; Long Beach; 7/23-27/17; lodging	1,328.80
07/27/2017	Elias; WateReuse conf; Long Beach; 7/23-27/17; mileage/transportation	140.00
07/27/2017	Elias; WateReuse conf; Long Beach; 7/23-27/17; per diem meals	183.01
		<u>\$ 6,117.37</u>
Gill, Chris		
02/12/2018	Gill; CWEA CSM grade 3 exam fee reimbursement	195.00
09/07/2017	Gill; training at SASM for Sewer backup response and SSO volume estimatin 11/2/17	150.00
09/28/2017	Gill; Tri State CWEA Conf; 9/24-28/17; Las Vegas, NV; airport parking	120.00
09/28/2017	Gill; Tri State CWEA Conf; 9/24-28/17; Las Vegas, NV; bridge toll	5.00
09/28/2017	Gill; Tri State CWEA Conf; 9/24-28/17; Las Vegas, NV; mileage	22.90
09/28/2017	Gill; Tri State CWEA Conf; 9/24-28/17; Las Vegas, NV; per diem meals	289.00
09/25/2017	Gill; Tri State CWEA Conf; Las Vegas; lodging	305.10
		<u>\$ 1,087.00</u>
Golshani, Sahar		
02/12/2018	Golshani, Sahar CWEA Annual Conference 2018	525.00
09/22/2017	Golshani, Sahar Lunch pier diem and mileage	49.52
05/11/2018	Golshani, Sahar, Training Series to support TNI 2016 implementation	360.00
10/05/2017	Golshani, WEFTEC Chicago airfare	225.40
10/05/2017	Golshani, WEFTEC Chicago bag check fees	50.00
10/05/2017	Golshani, WEFTEC Chicago bridge toll	7.00
10/05/2017	Golshani, WEFTEC Chicago mileage	32.64
10/05/2017	Golshani, WEFTEC Chicago parking	125.00
10/05/2017	Golshani, WEFTEC Chicago per diem	333.00
10/05/2017	Golshani, WEFTEC Chicago Uber to/from airport Chicago	78.14
04/20/2018	Golshani; CWEA Annual Conf Sacramento, CA; 4/18-20/18; per diem meals	143.00
04/23/2018	Golshani; CWEA conference; Sacramento, CA 4/18-20/18; lodging	493.60
08/31/2017	Golshani; Eventbrite; CWEA study session	42.99
01/18/2018	Golshani; Jan dinner/meeting 1/18/17 Santa Rosa	40.00
02/23/2018	Golshani; NBWA Conf 2018;	99.32
12/07/2017	Golshani; Source Control (New EPA Standards for Dental Amalgam Waste) mileage	37.88
06/12/2018	Golshani; TNI 2016 implementation training; Fairfield 6/12/18	37.93
10/10/2017	Golshani; WEFTEC; Chicago, IL; 10/1-4/17	817.12
		<u>\$ 3,497.54</u>
Greenfield, Russ		
02/16/2018	Greenfield, Russ NBWA Conf 2018	99.32
01/26/2018	Greenfield; CASA Conf; Palm Springs; 1/24-26/18; bridge toll	5.00
01/26/2018	Greenfield; CASA Conf; Palm Springs; 1/24-26/18; lodging	418.62
01/26/2018	Greenfield; CASA Conf; Palm Springs; 1/24-26/18; meals	115.20
01/26/2018	Greenfield; CASA Conf; Palm Springs; 1/24-26/18; mileage	546.09
10/16/2017	Greenfield; CASA Registration 1/24-26/17	550.00
10/16/2017	Greenfield; CASA winter conf; Palm Springs; 1/24-26/17	209.31
07/10/2017	Greenfield; Conf registration	550.00
03/21/2018	Greenfield; Sexual Harrassment training 11/8/18	40.00
08/24/2017	Greenfield; CASA San Diego; 8/22-24/17; bridge toll	5.00
08/24/2017	Greenfield; CASA San Diego; 8/22-24/17; lodging	876.45
08/24/2017	Greenfield; CASA San Diego; 8/22-24/17; meals	114.79

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08/24/2017	Greenfield; CASA San Diego; 8/22-24/17; mileage	551.05
		<u>\$ 4,080.83</u>
Huang, Irene		
01/18/2018	Huang; Jan dinner/meeting 1/18/17 Santa Rosa	50.00
10/05/2017	Huang; WEFTEC; Chicago, IL; 10/1-5/17; airfare	301.40
10/05/2017	Huang; WEFTEC; Chicago, IL; 10/1-5/17; ground transportation	96.09
10/05/2017	Huang; WEFTEC; Chicago, IL; 10/1-5/17; lodging	770.16
10/05/2017	Huang; WEFTEC; Chicago, IL; 10/1-5/17; per diem meals	333.00
		<u>\$ 1,550.65</u>
Johnson, Brian		
09/07/2017	Johnson; Training at SASM for sewer backup response and SSO volume estimation 11/2/17	\$ 150.00
Kempf, Kristina		
02/20/2018	Kempf 2018 Spring Public Sector HR Essentials Study Program for certificate	999.00
10/25/2017	Kempf, CalPERS Ed Forum; 10/22-25/17; Rancho Mirage, CA; ground transportation	62.00
10/25/2017	Kempf, CalPERS Ed Forum; 10/22-25/17; Rancho Mirage, CA; per diem meals	126.00
08/24/2017	Kempf, GFOA Enterprise Fund Acctg training; 8/23/17; Sacramento, CA	133.74
03/28/2018	Kempf, milesage reimb; CSRMA 2018 Conferenc; Oakland, CA 3/15/18	34.23
03/09/2018	Kempf, Preparing for Essential Time and Attndance Certification	95.00
06/14/2018	Kempf; 43rd Annual Training Conference; 12/3-7/18; Monterey, CA	1,045.00
07/17/2017	Kempf; CalPERS Conf; Rancho Mirage, CA; 10/23-25/17	238.40
10/23/2017	Kempf; CalPERS ed forum; Rancho Mirage, CA; 10/22-25/17	25.00
10/27/2017	Kempf; CalPERS ed forum; Rancho Mirage, CA; 10/22-25/17; dinner	15.62
10/26/2017	Kempf; CalPERS ed forum; Rancho Mirage, CA; 10/22-25/17; ground transportation	24.00
10/27/2017	Kempf; CalPERS ed forum; Rancho Mirage, CA; 10/22-25/17; lodging	577.59
11/17/2017	Kempf; Fall ADP Pro Virtual Conf	99.00
11/21/2017	Kempf; Fall ADP Pro Virtual Conf	-
08/25/2017	Kempf; GFOA training; Sacramento, CA 8/23/17; parking	12.00
04/30/2018	Kempf; IPMA-HR conference; 4/25-27/18; lodging	367.76
04/27/2018	Kempf; IPMA-HR Conference; Sacramento, CA 4/25-27/18; mileage	88.29
04/27/2018	Kempf; IPMA-HR Conference; Sacramento, CA 4/25-27/18; per diem meals	98.00
03/29/2018	Kempf; Western Region IPMA-HR Conference; Sacramento, CA; 4/25-27/18	295.00
		<u>\$ 4,335.63</u>
Lerch, Teresa		
07/12/2017	Lerch, Teri Lorman Education Svcs; Essential Communication Techniques webinar	99.00
10/31/2017	Lerch, CSDA Conference, Garden Grove-airport parking	42.46
10/31/2017	Lerch, CSDA Conference, Garden Grove-bridge toll	5.00
10/31/2017	Lerch, CSDA Conference, Garden Grove-cab fare	46.00
10/31/2017	Lerch, CSDA Conference, Garden Grove-cab fare	50.00
10/31/2017	Lerch, CSDA Conference, Garden Grove-mileage	46.01
10/31/2017	Lerch, CSDA Conference, Garden Grove-per diem	144.00
06/15/2018	Lerch; 2018 Board Secretary/Clerk Conference; Lake Tahoe; 10/22-24/18	865.00
07/13/2017	Lerch; Board Secretary Conf 10/22-25/17; airfare	97.95
07/14/2017	Lerch; Board Secretary Conf; Anaheim, CA; reg fee	865.00
10/27/2017	Lerch; Board Secty Conf; Anaheim, CA; 10/22-25/17	489.12
07/20/2017	Lerch; Creating Forms in Microsoft Word; webinar	179.00
10/06/2017	Lerch; Effective Comm and Svc Strategies for Govt Employees	99.00
12/20/2017	Lerch; Intermediate WordPress Websites class	99.00
		<u>\$ 3,126.54</u>

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Date	Memo	Amount
Liebmann, Robert		
03/16/2018	Liebman; Managing Multiple Projects, Objective and Deadlines 6/12/18; Concord, CA	183.15
07/31/2017	Liebmann, Mel GE Water & Process Tech; 2017 Ultrafiltration Users Group Conference	250.00
01/24/2018	Liebmann, Robert	22.74
01/29/2018	Liebmann, Robert	71.10
01/29/2018	Liebmann, Robert	10.21
01/29/2018	Liebmann, Robert	3.32
03/02/2018	Liebmann, Robert	24.00
05/03/2018	Liebmann, Robert	12.00
06/14/2018	Liebmann, Robert; lunch for Skillpath Training "Managing Multiple Projects Seminar"	11.74
11/17/2017	Liebmann; CASA conference 1/24-26/18	242.38
01/26/2018	Liebmann; CASA winter conf; Palm Springs, CA 1/24-26/18 lodging	418.62
01/26/2018	Liebmann; CASA winter conf; Palm Springs, CA 1/24-26/18 meals per diem	162.00
04/19/2018	Liebmann; CWEA Annual Conf Sacramento, CA; 4/17-19/18; per diem meals	128.00
02/12/2018	Liebmann; CWEA annual conference 2018 Sacramento, CA; 4/17-19/18	525.00
09/14/2017	Liebmann; CWEA Effective Utility Mgmt Workshop	180.00
02/28/2018	Liebmann; Disc Thickening Equipment Evaluatio Trip; Ontario, CA 2/28/18; per diem meals	64.00
09/21/2017	Liebmann; GE Users group Conf; Las Vegas, NV; lodging	336.75
09/21/2017	Liebmann; GE Users group conf; Las Vegas; a/p parking	81.13
09/19/2017	Liebmann; GE Users Group Conference; Las Vegas, NV; 9/16-19/17	95.00
09/19/2017	Liebmann; GE Users Group Conference; Las Vegas, NV; 9/16-19/17; airfare	177.40
02/26/2018	Liebmann; trip to SoCal Plants using thickener equipment 2/28/18	267.96
09/18/2017	Liebmann; Uber transportation 9/16/17; Las Vegas	11.08
09/20/2017	Liebmann; uber transportation, Las Vegas; 9/19/17	13.97
04/23/2018	Liebmann;CWEA Conf; Hyatt Regency Sacramento	485.60
		<u>\$ 3,777.15</u>
Loveless, Ralph		
06/01/2018	Loveless, PDC Seminar Motor Control Basics 6/6/18	100.00
05/07/2018	Loveless; May tour/dinner Fairfield/Suisun 5/10/18	40.00
10/04/2017	Loveless; WEFTEC; Chicago, IL; 10/1-4/17; airfare	397.60
10/04/2017	Loveless; WEFTEC; Chicago, IL; 10/1-4/17; ground transportation	113.20
10/04/2017	Loveless; WEFTEC; Chicago, IL; 10/1-4/17; lodging	815.15
10/04/2017	Loveless; WEFTEC; Chicago, IL; 10/1-4/17; mileage	18.08
10/04/2017	Loveless; WEFTEC; Chicago, IL; 10/1-4/17; per diem meals	370.00
		<u>\$ 1,854.03</u>
McGuire, Susan		
06/12/2018	McGuire, Life After Retirement-Hiring Annuitants and Avoiding Violations webinar	70.00
08/14/2017	McGuire, Susan	73.00
08/14/2017	McGuire, Susan	73.00
01/05/2018	McGuire; 2018 LCW Annual Conference	525.00
10/02/2017	McGuire; Annual Governmental GAAP update	135.00
07/24/2017	McGuire; Best of the Annual Conf:Pension sessions webinar	85.00
12/11/2017	McGuire; CalPELRA conference; Monterey, CA; 12/05-07/17	789.03
12/11/2017	McGuire; CalPELRA conference; Monterey, CA; 12/05-07/17	30.00
12/08/2017	McGuire; CalPELRA Conference; Monterey, CA; 12-6-8/17; bridge toll	5.00
12/08/2017	McGuire; CalPELRA Conference; Monterey, CA; 12-6-8/17; per diem meals	57.00
04/09/2018	McGuire; CalPERS Walnut Creek parking for CERBT update	8.00
01/08/2018	McGuire; GFOA 5/6-8/18 St. Louis, MO	380.00

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Date	Memo	Amount
05/09/2018	McGuire; GFOA Annual Conference; 5/6-9/18; airfare	364.98
05/09/2018	McGuire; GFOA Annual Conference; 5/6-9/18; parking and ground transp	40.32
05/09/2018	McGuire; GFOA Annual Conference; 5/6-9/18; per diem meals	249.00
05/14/2018	McGuire; GFOA Conf; St. Louis, MO; airport parking	69.77
05/14/2018	McGuire; GFOA Conf; St. Louis, MO; May 2018; lodging	1,123.85
01/10/2018	McGuire; GFOA conference airfare 5/4-9/18; St. Louis, MO	122.68
05/07/2018	McGuire; GFOA Conference; St. Louis, MO; airfare	15.00
12/12/2017	McGuire; LCW 2018 Public Agency Legislative Update	70.00
06/28/2018	McGuire; parking for Franchisor's Group meeting	2.50
07/03/2017	McGuire; parking for Marin Franchisors Group meeting at City Hall San Rafael	7.50
08/16/2017	McGuire; parking in San Rafael for Marin Franchisors Group meeting	5.75
06/06/2018	McGuire; renewal	275.00
08/28/2017	McGuire; training Disclosure Update	85.00
		\$ 4,661.38

Murray, Craig

05/16/2018	Murray; 2018 Annual Conf registration; Monterey; 8/8-10/18	575.00
04/16/2018	Murray; 2018 Special Legislative Days	365.00
11/15/2017	Murray; AWWA Water Quality Tech Conf; 11/12-15/17; ground transportation	41.75
11/15/2017	Murray; AWWA Water Quality Tech Conf; 11/12-15/17; lodging	856.69
11/15/2017	Murray; AWWA Water Quality Tech Conf; 11/12-15/17; meals	162.77
11/15/2017	Murray; AWWA Water Quality Tech Conf; 11/12-15/17; mileage	16.05
11/15/2017	Murray; AWWA Water Quality Tech Conf; Portland, OR; 11/12-15/17; airfare	338.40
04/11/2018	Murray; CASA 2018 Public Policy Forum Sacramento 4/11/18; parking and mileage	101.54
08/24/2017	Murray; CASA Conf San Dieg; 8/22-24/17; airfare	261.40
08/24/2017	Murray; CASA Conf San Dieg; 8/22-24/17; ground transportation and parking	68.95
08/24/2017	Murray; CASA Conf San Dieg; 8/22-24/17; lodging	876.45
08/24/2017	Murray; CASA Conf San Dieg; 8/22-24/17; meals	109.43
02/28/2018	Murray; CASA DC Conference; Washington DC; 2/26-28/18; airfare	651.00
02/28/2018	Murray; CASA DC Conference; Washington DC; 2/26-28/18; ground transportation	67.00
02/28/2018	Murray; CASA DC Conference; Washington DC; 2/26-28/18; lodging	1,084.86
02/28/2018	Murray; CASA DC Conference; Washington DC; 2/26-28/18; meals	161.42
12/07/2017	Murray; CASA registration DC Policy Forum	675.00
07/10/2017	Murray; Conf registration	550.00
11/13/2017	Murray; credit for tours at Water Quality Tech Conf 2017	(55.00)
05/16/2018	Murray; Greenfield; 2018 Annual Conf registration; Monterey; 8/8-10/18	575.00
08/11/2017	Murray; Int'l Right of Way Assn; Environmental Process training; 8/11/17; per diem meal	16.00
08/11/2017	Murray; Int'l Right of Way Assn; Environmental Process training; 8/11/17; registration	265.00
07/27/2017	Murray; Int'l WateReuse Conf; Long Beach; 7/23-27/17; airfare	246.00
07/27/2017	Murray; Int'l WateReuse Conf; Long Beach; 7/23-27/17; ground transportation	23.70
07/27/2017	Murray; Int'l WateReuse Conf; Long Beach; 7/23-27/17; lodging	1,002.12
07/27/2017	Murray; Int'l WateReuse Conf; Long Beach; 7/23-27/17; meals	153.88
01/18/2018	Murray; Principles of Real Estate Engineering seminar	440.00
01/26/2018	Murray; Principles of Real Estate Engineering SF, CA; 1/25-26/18; lunch x 2	36.00
01/26/2018	Murray; Principles of Real Estate Engineering SF, CA; 1/25-26/18; transportation	34.00
04/05/2018	Murray; Registration Public Policy Forum	275.00
03/21/2018	Murray; Sexual Harrassment training 11/8/18	40.00
05/23/2018	Murray; Special District Legislative Days; 5/22-23/18; dinner	28.00
05/23/2018	Murray; Special District Legislative Days; 5/22-23/18; mileage	89.05
05/23/2018	Murray; Special District Legislative Days; 5/22-23/18; parking	40.00
09/21/2017	Murray; Water Quality Technology Conf 2017	950.00

Las Gallinas Valley Sanitary District
Annual Reimbursement Report
 July 2017 through June 2018

Date	Memo	Amount
07/20/2017	Murray; Webinar-Records Retention & Mgmt in Electronic Age	95.00
		<u>\$ 11,216.46</u>
Pease, Greg		
09/07/2017	Pease; Training at SASM for sewer backup response and SSO volume estimation 11/2/17	150.00
10/02/2017	Pease; Tri State CWEA Conf; Las Vegas; 9/25-28/17; parking Oakland a/p	96.00
09/26/2017	Pease; Tri State CWEA Conf; Las Vegas; early bird check in fee	15.00
10/02/2017	Pease; Tri State CWEA Conf; Las Vegas; lodging	203.40
09/28/2017	Pease; Tri State CWEA Conference; 9/25-28/17; Las Vegas,NV; per diem meals	225.00
		<u>\$ 689.40</u>
Roger, Norman		
04/24/2018	Rogers; Physical Assessment mileage reimb to Rocklin, CA	\$ 142.79
Schriebman, Judy		
02/16/2018	Schriebman, Judy NBWA Conf 2018	99.32
10/11/2017	Schriebman, State of the Estuary bridge toll	5.00
10/11/2017	Schriebman, State of the Estuary mileage	21.40
10/11/2017	Schriebman, State of the Estuary Parking	11.00
10/11/2017	Schriebman, State of the Estuary registration	180.00
04/02/2018	Schriebman; 2018 Special District Leadership Academy; Napa, CA	900.00
06/26/2018	Schriebman; 33rd Annual WateReuse Symposium Registration	880.00
03/21/2018	Schriebman; Sexual Harrassment training 11/8/18	40.00
07/27/2017	Schriebman; WateReuse; Long Beach; 7/23-27/17; airfare	245.96
07/27/2017	Schriebman; WateReuse; Long Beach; 7/23-27/17; lodging	1,203.80
07/27/2017	Schriebman; WateReuse; Long Beach; 7/23-27/17; mileage	35.95
07/27/2017	Schriebman; WateReuse; Long Beach; 7/23-27/17; per diem meals	80.01
07/27/2017	Schriebman; WateReuse; Long Beach; 7/23-27/17; transportation	55.00
		<u>\$ 3,757.44</u>
Wettstein, Gary		
05/04/2018	Wettstein; CWEA Annual Conference 2018; lodging	352.80
05/04/2018	Wettstein; CWEA Annual Conference 2018; milesage	34.12
05/04/2018	Wettstein; CWEA Annual Conference 2018; per diem meals	79.00
04/20/2018	Wettstein; no show charge (was ill) CWEA conference; Sacramento	217.35
		<u>\$ 683.27</u>
Williams, Mark		
08/17/2017	Williams, Mark	12.01
07/31/2017	Williams, Mark; Fuel for GM travel to IWA conf	27.00
10/12/2017	Williams, WEFTEC Chicago-car rental	359.32
08/18/2017	Williams/Elias; Plant tours in Bozeman, MT and Salt Lake City, UT; 8/16-18/17	418.34
08/18/2017	Williams; bag fee; plant tours to MT and UT	25.00
10/16/2017	Williams; CASA registration; 1/24-26/17	550.00
08/25/2017	Williams; CASA San Diego, CA; 8/22-24/17	293.52
08/24/2017	Williams; CASA San Diego; 8/22-24/17 per diem meals	120.00
10/16/2017	Williams; CASA winter conf; Palm Springs; 1/24-26/17	209.31
08/28/2017	Williams; CASA, San Diego 8/21-24/17; lodging and parking	981.45
07/10/2017	Williams; Conf registration	550.00
08/23/2017	Williams; fuel for rental car for CASA; 8/21/17	27.50
08/28/2017	Williams; fuel for rental car, CASA	25.00
08/21/2017	Williams; fuel for rental for plant tours in MT and UT	5.00

Las Gallinas Valley Sanitary District
Annual Reimbursement Report
 July 2017 through June 2018

Date	Memo	Amount
07/31/2017	Williams; IWA Conf; Long Beach, CA; 7/23-28/17; gas	37.00
07/31/2017	Williams; IWA Conf; Long Beach, CA; 7/23-28/17; rental car	289.72
07/31/2017	Williams; IWA Conference; Long Beach, CA; 7/23-28/17; lodging	1,203.80
08/21/2017	Williams; lodging for plant tour in UT	235.34
08/21/2017	Williams; parking at sfo for plant tour trip to MT and UT	75.00
08/14/2017	Williams; plant tour Bozeman MT	432.20
08/18/2017	Williams; plant tour Bozeman, MT	247.03
08/14/2017	Williams; plant tour UT	564.20
08/14/2017	Williams; plant tour, UT;	319.20
08/21/2017	Williams; plant tours in MT and UT; baggage fee	25.00
08/28/2017	Williams; rental car fuel for CASA	23.00
08/17/2017	Williams; Visit 3 Water Reclamation Plants in MT and UT; 8/15-17/17 per diem meals	121.00
07/27/2017	Williams; WateReuse Conf; Long Beach; 7/23-27/17; per diem meals	244.00
10/04/2017	Williams; WEFTEC 9/30-10/4/17; Chicago, IL; per diem meals	407.00
10/05/2017	Williams; WEFTEC; Chicago, IL 10/2-5/17; parking	23.00
10/06/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; airport parking	141.92
10/02/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; baggage fee	25.00
10/10/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; fuel for car	14.01
10/10/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; lodging	1,432.71
10/03/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; parking	23.00
10/04/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; parking	23.00
10/06/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; parking	23.00
10/06/2017	Williams; WEFTEC; Chicago, IL; 10/2-5/17; rebate	(17.07)
		<u>\$ 9,515.51</u>

November 15, 2018



DISTRICT BOARD

Megan Clark
Rabi Elias
Russ Greenfield
Craig K. Murray
Judy Schriebman

DISTRICT ADMINISTRATION

Chris DeGabriele,
Interim General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Susan McGuire,
Administrative Services Manager
Greg Pease,
Collection System/Safety Manager

Memo

Date: 10/26/2018

To: Chris DeGabriele and District Board of Directors

From: Susan McGuire, CPA **SM**

Re: Capital Facilities Charge Accounting and Reporting

Background:

California Government Code Section 66013 was substantially amended in 1998 that imposed more stringent accounting and reporting requirements for fees collected for sewer connection and capacity charges. Capacity charge is defined as a charge for facilities in existence at the time a charge is imposed or charges for new facilities to be constructed in the future that are of benefit to the person or property being charged.

The accounting requirements provide that the District deposit its Capital Facilities Charges (CFC) and related interest earned into a separate Connection Fees account and to account for those charges in a manner to avoid commingling with other monies of the District and to expend those charges only for the purposes for which the charges were collected. The law also requires that this information simply be made available to the public within 180 days after the end of the fiscal year.

Pursuant to the District's Ordinance Code, Title 2, Chapter 1, the District charges a Capital Facilities Charge for each Equivalent Sewer Unit as outlined in Section 907 for new connections and for the additions or alterations of existing structures. The District identifies projects which expand existing capacity and allocates funding from the Capital Facilities Charge fund as part of the annual budget.

Attached for information only is a copy of the District's annual Revenue and Expenditure Report for the fiscal year ended June 30, 2018 and report of Capital Projects budgeted for FY 2017/18 that fully comply with the accounting and reporting provisions of Government Code Section 66013.

s:\accounting\audit\audit 2017-18\financial statements\capital facilities charge accounting and reporting.docx

Las Gallinas Valley Sanitary District
Capital Facilities Funded Project Detail
 July 2017 through June 2018

Type	Date	Num	Memo	Source Name	Amount	Balance
12600-07 Secondary Plant Upgr (Secondary Plant Upgrades)						
Bill	07/01/2017	11292411	Secondary Treatment Upgrades Peer Review through 04/30/17	Brown and Caldwell	1,974.99	\$ 1,974.99
Bill	07/05/2017	22359	Secondary Plant Upgrades volume 4A and 4B	Fourth Street Press	1,643.03	3,618.02
Bill	07/05/2017	4081	Secondary Treatment and RW Plant upgrade equip purchase	JDV Process Equipment Corp	2,185.50	5,803.52
Bill	07/06/2017	wg000005505	Secondary Treatment and Plant upgrade equipment purchase - Item #3 Trickling Filter Media Packag...	Brentwood Industries, Inc.	9,724.00	15,527.52
Bill	07/07/2017	8471554	Secondary Treatment & RW Plant upgrade Equipment purchase Item 5-Secondary clarifier mech	Ovivo USA, LLC	32,377.69	47,905.21
Bill	07/24/2017	i-9014-1	Secondary Treatment and RW Plant upgrade equipment purchase submittals	Envirodyne Systems, Inc.	7,500.00	55,405.21
Bill	07/24/2017	Envirodyne	Submittals	CA State Board of Equalization	675.00	56,080.21
Bill	07/27/2017	11298339	Secondary Treatment Upgrades Peer Review through 07/27/17	Brown and Caldwell	14,420.01	70,500.22
Bill	07/31/2017	LG27-0717	Technical support for Regulatory Permits	EOA, Inc.	7,167.65	77,667.87
Bill	07/31/2017	15306	Secondary Plant Upgrades inv 15155 7/31/17	AQUA Engineering, Inc	51,195.00	128,862.87
Bill	08/01/2017	4AJ92	BAAQMD Application for authority to construct and or permit to operate	Bay Area Air Quality Management District	36,139.00	165,001.87
Bill	08/31/2017	15433	Secondary Plant Upgrades (inv 15433 8/31/2017	AQUA Engineering, Inc	8,050.00	173,051.87
Bill	08/31/2017	15431	Secondary Plant Upgrades (inv 15431 8/31/17	AQUA Engineering, Inc	65,174.00	238,225.87
Bill	09/28/2017	11302075	Secondary Treatment Upgrades Peer Review through 08/28/17	Brown and Caldwell	1,126.14	239,352.01
Bill	10/01/2017	22616	Secondary Treatment & RWTF upgrade draft bid set - vol 4A and 4B only	Fourth Street Press	1,279.07	240,631.08
Bill	10/01/2017	LG27-0917	Technical support for Regulatory Permits (Sep 2017)	EOA, Inc.	2,234.71	242,865.79
Bill	10/01/2017	15517	Secondary Plant Upgrades (inv 15517 9/30/17	AQUA Engineering, Inc	8,268.00	251,133.79
Bill	10/18/2017	00106587	Secondary Plant Upgrades Progress payment upon receipt and approval of shop drawings and erectio...	H2O Innovation Inc.	201,755.00	452,888.79
Bill	10/26/2017	11303716	Secondary Treatment Upgrades Peer Review through 10/26/17	Brown and Caldwell	4,589.25	457,478.04
Bill	10/31/2017	7127	Access Road (proposed) for entrance to the golf course - Plat & legal description for county parcel	ILS Associates, Inc.	300.00	457,778.04
Bill	10/31/2017	LG27-1017	Technical support for Regulatory Permits (Oct 2017)	EOA, Inc.	961.37	458,739.41
Bill	10/31/2017	15629	Secondary Plant Upgrades (inv 15517 10/31/17	AQUA Engineering, Inc	22,536.00	481,275.41
Bill	10/31/2017	15519	Secondary Treatment & RWF upgrade Amendment #3 - addl engineering services (Sep 2017 inv#15519)	AQUA Engineering, Inc	109,200.00	590,475.41
Bill	10/31/2017	15634	Secondary Treatment & RWF upgrade Amendment #3 - addl engineering services (Oct 2017 Inv#15634)	AQUA Engineering, Inc	72,800.00	663,275.41
Bill	11/30/2017	7220	Access Road (proposed) for entrance to the golf course - Plat & legal description for county parcel	ILS Associates, Inc.	900.00	664,175.41
Bill	11/30/2017	LG27-1117	Technical support for Regulatory Permits (Nov 2017)	EOA, Inc.	2,083.31	666,258.72
Bill	12/28/2017	11308597	Secondary Treatment Upgrades Peer Review through 12/28/17	Brown and Caldwell	3,681.44	669,940.16
Bill	12/31/2017	LG27-1217	Technical support for Regulatory Permits (Dec 2017)	EOA, Inc.	1,312.02	671,252.18
Bill	12/31/2017	12740	Secondary Treatment Recycled Water Upgrade Project Design Support split 85/15 between projects (...)	ArcSine Engineering	62,121.40	733,373.58
Bill	01/01/2018	JDV Equip	Secondary Plant Upgrades (JDV submittals)	CA State Board of Equalization	196.70	733,570.28
Bill	01/17/2018	31958	Secondary Treatment & RWTP upgrade bid set	Unicorn Group	6,959.11	740,529.39
Bill	01/25/2018	11311264	Secondary Treatment Upgrades Peer Review	Brown and Caldwell	2,162.67	742,692.06
Bill	01/25/2018	11311264	Peer review of Secondary Treatment Amend #1 - pre-award assistance (12/29-1/25/15)	Brown and Caldwell	8,935.00	751,627.06
Bill	01/31/2018	LG27-0118	Technical support for Regulatory Permits (Jan 2018)	EOA, Inc.	805.97	752,433.03
Bill	01/31/2018	15956	Secondary Plant Upgrades (inv 15956 1/31/18	AQUA Engineering, Inc	65,616.40	818,049.43
Credit Card Charge	02/05/2018	02/08/18	40Ft shipping containers for temporary storage (on Mel's credit card)	NorCal Containers	6,006.00	824,055.43
Bill	02/22/2018	11312320	Peer review of RWTF Amend #1 - pre-award assistance (1/26-2/22/18	Brown and Caldwell	10,280.15	834,335.58
Bill	02/28/2018	12797	Secondary Treatment Recycled Water Upgrade Project Design Support split 85/15 between projects (...)	ArcSine Engineering	43,844.95	878,180.53
Bill	02/28/2018	LG27-0218	Technical support for Regulatory Permits (Feb 2018)	EOA, Inc.	54.42	878,234.95
Bill	03/05/2018	0007711778-6	Secondary Treatment & RWTF Upgrades - advance payment for PG&E	Pacific Gas & Electric Company	2,500.00	880,734.95
Bill	03/29/2018	11315564	Peer review of Secondary Treatment Amend #1 - pre-award assistance	Brown and Caldwell	1,700.00	882,434.95
Bill	04/02/2018	I-9014-2	Secondary Treatment and RW Plant upgrade equipment purchase	Envirodyne Systems, Inc.	0.00	882,434.95
Bill	04/02/2018	Envirodyne	Envirodyne: sales tax	CA State Board of Equalization	675.00	883,109.95
Bill	04/06/2018	002	Purchase of one EG-10.2 Odor Control System 06/01/17: cancel contract fee	EcoVerde	3,650.00	886,759.95
Bill	04/11/2018	1799147	STRWTFU Pre-construction services	MWH Constructors, Inc.	13,808.43	900,568.38
Bill	04/26/2018	11317945	Secondary Plant Upgrades; amend #2 redesign and rebidding services (through 4/26/18 inv 11317945)	Brown and Caldwell	13,106.26	913,674.64
Bill	04/30/2018	16228	Secondary Plant Upgrades; redesign & rebidding services - amend #4 (Apr 2018)	AQUA Engineering, Inc	259,040.26	1,172,714.90

Las Gallinas Valley Sanitary District
Capital Facilities Funded Project Detail
 July 2017 through June 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Source Name</u>	<u>Amount</u>	<u>Balance</u>
Bill	04/30/2018	12923	Secondary Treatment Recycled Water Upgrade Project Design Support split 85/15 between projects (...)	ArcSine Engineering	9,957.27	1,182,672.17
Bill	05/04/2018	1804411	STRWTFU Pre-construction services (inv 1804411 3/31-5/4/18)	MWH Constructors, Inc.	16,598.61	1,199,270.78
Bill	05/24/2018	11319025	Secondary Plant Upgrades; amend #2 redesign and rebidding services (through 5/24/18 inv 11319025)	Brown and Caldwell	13,228.67	1,212,499.45
Bill	05/31/2018	LG27-0518	Technical support for Regulatory Permits (May 2018)	EOA, Inc.	1,244.90	1,213,744.35
Bill	05/31/2018	16369	Secondary Plant Upgrades (inv 16369 5/31/18)	AQUA Engineering, Inc	12,402.00	1,226,146.35
Bill	05/31/2018	16370	Secondary Plant Upgrades; redesign & rebidding services - amend #4 (May 2018)	AQUA Engineering, Inc	51,869.23	1,278,015.58
Bill	06/01/2018	1809914	STRWTFU Pre-construction services	MWH Constructors, Inc.	33,112.96	1,311,128.54
Bill	06/01/2018	1809914	Secondary Treatment Plant Upgrade (5/5-6/1/18)	MWH Constructors, Inc.	49,300.97	1,360,429.51
Bill	06/01/2018	67238	Secondary Treatment & RW Plant upgrade equipment purchase - Item #7A (DAFT system) inv 67238	WesTech Engineering, Inc.	12,644.24	1,373,073.75
Bill	06/30/2018	LG27-0618	Technical support for Regulatory Permits (Jun 2018)	EOA, Inc.	203.80	1,373,277.55
Bill	06/30/2018	1819809	Secondary Treatment Plant Upgrade (6/2-6/30/18)	MWH Constructors, Inc.	9,323.93	1,382,601.48
Bill	06/30/2018	11322164	Secondary Plant Upgrades; amend #2 redesign and rebidding services (through 6/28/18 inv 11322164)	Brown and Caldwell	6,312.02	1,388,913.50
Bill	06/30/2018	16494	Secondary Plant Upgrades; redesign & rebidding services - amend #4	AQUA Engineering, Inc	30,804.96	1,419,718.46
Bill	06/30/2018	16493	Secondary Plant Upgrades (inv 16493 6/30/18)	AQUA Engineering, Inc	3,000.00	1,422,718.46
Bill	06/30/2018	13041	Secondary Treatment Recycled Water Upgrade Project Design Support split 85/15 between projects (...)	ArcSine Engineering	24,535.94	1,447,254.40
TOTAL					<u>1,447,254.40</u>	<u>\$ 1,447,254.40</u>

Note: Expenditures during the fiscal year for capacity related projects exceeded the budget allocation from capital facility charges.

Las Gallinas Valley Sanitary District
Capital Facilities Charge Account Activity
As of June 30, 2018

<u>Date</u>	<u>Transaction Type</u>	<u>Description of Activity</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Balance</u>
07/01/2017	Opening Balance				\$ 109,846.22
07/31/2017	Deposit	Interest	13.53		109,859.75
08/04/2017	Deposit	Deposit	6,624.00		116,483.75
08/25/2017	Deposit	Deposit	4,340.00		120,823.75
08/31/2017	Deposit	Interest	14.37		120,838.12
09/07/2017	Deposit	Deposit	6,972.90		127,811.02
09/13/2017	Deposit	Deposit	188,975.53		316,786.55
09/27/2017	Deposit	Deposit	2,682.00		319,468.55
09/30/2017	Deposit	Interest	25.73		319,494.28
10/27/2017	Deposit	Deposit	298.00		319,792.28
10/31/2017	Deposit	Interest	40.62		319,832.90
11/30/2017	Deposit	Interest	38.12		319,871.02
12/31/2017	Deposit	Interest	36.85		319,907.87
01/02/2018	Deposit	Deposit	5,621.20		325,529.07
01/31/2018	Deposit	Interest	41.30		325,570.37
02/13/2018	Transfer	Q2 2018 Funds Transfer		300,300.00	25,270.37
02/28/2018	Deposit	Interest	17.12		25,287.49
03/31/2018	Deposit	Interest	3.02		25,290.51
04/30/2018	Deposit	Interest	3.11		25,293.62
05/17/2018	Deposit	Deposit	13,112.00		38,405.62
05/31/2018	Deposit	Interest	3.85		38,409.47
06/30/2018	Deposit	Interest	4.42		38,413.89
Total			<u>228,867.67</u>	<u>300,300.00</u>	<u>\$ 38,413.89</u>

Las Gallinas Valley Sanitary District
Capital Facilities Funded Project Detail
 July 1, 2017 through June 30, 2018

Project No.	Project Description	Budget As Revised	Capital Facilities Charge Funding	Percentage of Project Budget from CFC*	Expenditures 2014/15	Expenditures 2015/16	Expenditures 2016/17	Expenditures 2017/18	Expenditures as of Reporting Period End Date	Balance
12600-07	Secondary Plant Upgrades	\$ 34,564,698	\$ 966,005	2.79%	\$ 39,330	\$ 276,318	\$ 350,056	\$ 300,300	\$ 966,005	\$ 0

*CFC Capital Facilities Charge

11/15/2018 BOARD REPORTS

Agenda Item 4B1

Human Resources Subcommittee

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

Agenda Item 4B2

LAFCO

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

Agenda Item 4B3

Gallinas Watershed Council/Miller Creek Watershed Council

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentatio3

Agenda Item 4B4

JPA Local Task Force on Solid and Hazardous Waste

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

Agenda Item 4B5

NBWA

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

Agenda Item 4B6

NBWRA/North Bay Water

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

Agenda Item 4B7

Engineering Subcommittee

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

Agenda Item 4B8

Other Reports – Per and Polyfluoroalkyl Substances (PFAS) and Onsite Non-Potable Water Reuse with Expert Panel Discussion

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

Certificate of Completion for One Contact Hour

U. S. EPA's Small Water Systems Monthly Webinar Series
Per- and Polyfluoroalkyl Substances (PFAS)

October 30, 2018

Craig Murray

This certificate represents participation in the webinar mentioned above as part of U.S. EPA's Monthly Small Systems Webinar Series: Challenges and Treatment Solutions for Small Water Systems. In collaboration with U.S. EPA, Ohio EPA's Operator Certification Unit has approved for 1.5 continuing education contact hour for attending this webinar in the series under Approval Code: OEPA-D88331989-OM



Thomas F. Speth

Dr. Thomas F. Speth
Webinar Series Coordinator
U.S. EPA Office of Research and Development

Michelle L. Latham

Michelle L. Latham
Webinar Series Coordinator
U.S. EPA Office of Research and Development

Certificate of Completion for 1.5 Contact Hours

U. S. EPA's Water Research Program Webinar Series:
**Onsite Non-Potable Water Reuse with
Expert Panel Discussion**

October 31, 2018

Craig Murray

This certificate represents participation in the webinar named above as part of U.S. EPA's Bimonthly Water Research Program Webinar Series. In collaboration with U.S. EPA, Ohio EPA's Operator Certification Unit has approved one and one half continuing education contact hours for attending this webinar in the series under Approval Code: OEPA-B88331993-X.



Michelle L. Latham

Michelle L. Latham
Webinar Series Coordinator
U.S. EPA, Office of Research and Development



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. and
returning on _____ day of _____ from _____ a.m. / p.m.

Actual meeting date(s): _____

Purpose of Meeting: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Please submit to the District Administrative Assistant, no later than 2:00 p.m. on the Friday prior to the Board Meeting.

For Office Use Only

Request was Approved Not Approved at the Board Meeting held on _____.

11/15/2018

BOARD AGENDA ITEM REQUESTS

Agenda Item 5B

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

Agenda Item 6
Date November 15, 2018

October 25, 2018

Sahar Golshani
Environmental Services Director
Las Gallinas Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Dear Sahar,

Thank you so much for helping to arrange the use of your employee break room by Marin Audubon for our recent "Birds in Flight" workshop. We appreciated your willingness to disrupt your usual morning routine in that space for the benefit of our workshop.

The use of your building definitely contributed to the success of our workshop as it provided a comfortable, well-equipped space for the classroom segment as well as allowed participants to move quickly outdoors to the nearby ponds for picture-taking practice. Your ponds provided multiple opportunities for capturing birds in flight as they flew in or departed from the ponds. A number of the photos taken that morning and shared with the group were impressive in quality.

Thank you again for the generous use of your space.

Best regards,

Jane Medley
Field Trips Chair
Marin Audubon Society

✓cc: Chris DeGabriele

Condo project clears city hurdle

Project

TERRA LINDA

By Adrian Rodriguez

arodriguez@marinij.com @adrianrrodri on Twitter

A plan to build a major condominium complex in Terra Linda received a thumbs up from the San Rafael Planning Commission this week, despite complaints from residents against high-density housing.

At a study session Tuesday, the commission voted 5-0-2, with commissioners Aldo Mercado and Barrett Schaefer absent, to send the project to the Design Review Board for consideration.

Raffi Boloyan, the San Rafael planning manager, said a large number of residents has been inquiring about the project with concerns related to land use. Because of that, the Planning Commission was asked to give preliminary feedback before the project went through the normal approval process.

Some residents, mostly neighbors to the Northgate Drive project site, had concerns about traffic, noise and parking and said the complex is too big. Supporters said more housing units are needed and commissioners agreed, with some saying they would be OK with a larger complex.

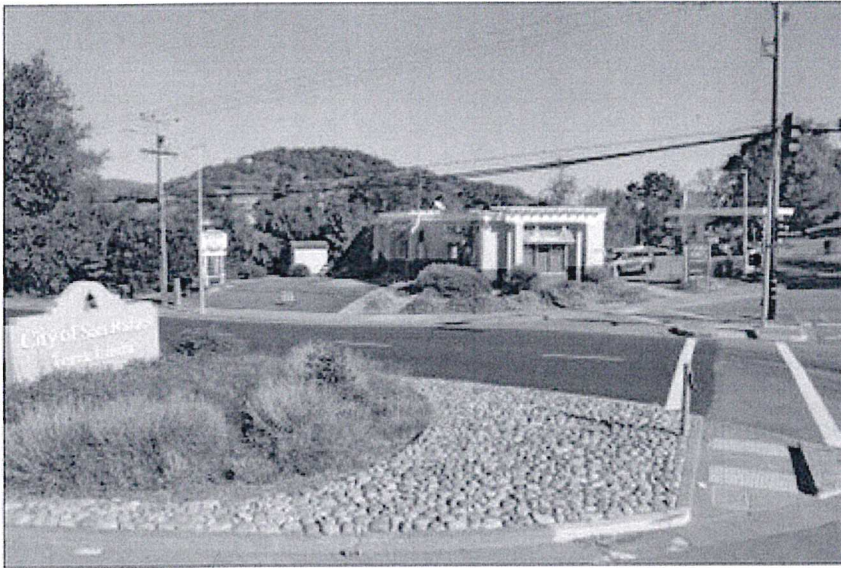
“To me, I don’t think we are maximizing the efficiency of this land,” Commissioner Jack Robertson said. “I would be supportive and we’ve encouraged the applicant to look at increasing the density from what we have here.”

Commissioner Jeff Schoppert said, “I believe this site could support more density. I think one of the things that comes out of increased density is more affordable housing.”

The plan, dubbed the “Northgate Walk” project, calls for 136 for-sale units on a hill next to southbound Highway 101. The complex would have three four-story buildings standing 36-feet tall on two lots, including the Gateway Gas station site at 1005 Northgate Drive and the Four Points Sheraton Hotel lot at 1010 Northgate Drive.

The gas station and neighboring commercial building would be demolished to make room for a 30-unit deed restricted senior housing building. On the hotel lot, an “amenities building” that includes a restaurant, bar, fitness and meeting rooms would be torn down.

Those amenities would be replaced in a mixed-use building that will include a 142-car parking garage and 48 units. A third building will house 58 units above



A Walnut Creek developer wants to demolish a gas station and retail building on Northgate Drive as part of a plan to build 136 condominiums.

JAMES CACCIATORE — MARIN INDEPENDENT JOURNAL

Condo project clears city hurdle

Project

FROM PAGE 3

a 199-space parking garage.

The project proposes 28 affordable units, including six in the senior housing building and 22 split between the other two buildings.

First proposed in 2015 as a 217-unit complex, the plan is in its third iteration. The applicant ramped down mass and scale with each version after hearing residents' complaints.

San Rafael attorney Riley Hurd, who is representing applicant LSA Architects of Walnut Creek, said that the developers have responded to resident concerns with this project. He said the plan is compliant with the city's general plan and that it helps meet the city's housing needs.

Under the city's zoning, Hurd said, the site could accommodate many more units, up to 422 if the applicant sought density bonuses.

Nonetheless, Terra Linda neighbors said the complex does not fit in with the community. Rebecca Page, the board president of San Rafael Manor, the neighboring apartment complex on Los Gamos Road, said residents there have been opposed to the project since it was proposed.

“We’re going to be beleaguered by the kind of development that is going to be built around us,” Page said. “We don’t have the schools anymore to support the number of people that are going to be moving in.”

Susan Coleman, a member of the Terra Linda Homeowners Association, said, “I’m concerned about what’s going on in the neighboring buildings that are being developed and the character of the neighborhood,” referring to plans that are brewing to redesign the Northgate mall. “I’d like to see Terra Linda stay a suburban community; that’s part of the appeal.”

But the plan had the support of Dave Coury, a Corte Madera resident and landlord who is an advocate for affordable housing.

“We need more housing, we need a much greater diversity of housing and we needed it yesterday,” Coury said.

San Rafael resident Bill Carney said this is the perfect site for 136 units. “San Rafael needs housing,” he said. “It needs housing that is on infill, that’s close to the freeway, that is near transit, that is near shopping and work.... This is an ideal site for those standpoints.”

In response to concerns, Hurd said, “it’s the city who zoned this site, it’s not the owner who came up with this plan or the numbers,” referring to the housing element, which states the maximum amount of units that can be built on specific lots.

Hurd said that the proposal is less than half the maximum allowed, “with no zoning change, no variance, no general plan amendment. So it brings us back to, if not here, where?”

More information is available at cityofsanrafael.org/northgate-walk/.

ZERO-WASTE GOAL FALLING SHORT FOR MARIN COUNTY

GARBAGE & RECYCLING

Group considers adopting new ambitious plan

By Will Houston

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It's been 12 years since Marin County governments set a goal to become zero waste by 2025, but recent data shows the county is throwing more waste away and diverting less from landfills the closer it gets to the deadline.

Waste diversion from landfills dipped from 75 percent in 2011 to 69 percent in 2017, with the percentage steadily decreasing between the years. For comparison, in 2006 — the year the zero-waste goal was adopted — the county's waste diversion rate was 72 percent, though the state's waste diversion calculation method changed in 2007.

The county also did not meet its goal of 80 percent waste diversion by 2012.

Faced with this trend, Zero Waste Marin — the joint powers authority comprised of the county and several local towns and cities that adopted the zero-waste objective — considered earlier this year whether to adopt a new plan to reach its ambitious goal. Its board of directors instead opted to delay that discussion to spring 2019, according to county spokesman Julian Kaelon.

“Decrease in diversion rates are happening across California,” Kaelon wrote in an email. “With the overall increase in the economy, we are seeing the rate of consumption increasing across the board. People are buying more products and that results in more waste being thrown away.”

Statewide, waste disposal has also increased since 2012. Waste diversion — which essentially means keeping waste from being placed into landfill or being incinerated — has also declined statewide in recent years, according to statewide data. Despite its own declines, Marin County has led the state in keeping waste out of landfills, with its diversion rates higher than the state average.

Meanwhile, recent state laws are calling for even greater efforts to keep waste from the landfill. These changes, local waste management officials say, will require not only more infrastructure, oversight and investment, but also significant changes in the habits of residents and businesses.

“The changes will fall upon individual waste generators, property owners and local governments alike,” Kaelon said.

Challenges

Local waste management officials say achieving the ambitious goal of zero waste will require a multi-pronged approach, but some factors are beyond their control.

For instance, China's “National Sword” policy this year significantly reduced the amount recyclables it is willing to accept after it set more stringent standards on contamination of recyclable



Workers sort the paper stream looking for contaminants in the Recycling Center at the Marin Sanitary Services in San Rafael on Friday.

PHOTOS BY JAMES CACCIATORE — MARIN INDEPENDENT JOURNAL



Workers sort the final paper stream looking for any last recycling pieces before the rest goes to the landfill.

materials. This resulted in local recycled materials being dumped into landfills.

“There has to be a market for these materials to be reused,” said Karen Stern, communications director for Waste Management, which runs Redwood Landfill in Novato.

A consumer market saturated with plastic wrappings, one-time use commodities, polystyrene plastics and more doesn’t help either, according local officials. Plastic packaging and organic wastes like food, landscape debris and wood are the largest source of waste for Marin County for both residential and commercial sectors, according to Kaelon.

Another significant factor is how local residents and businesses choose to dispose of their waste.

“It starts and stops basically with the customer,” said Kimberly Scheibly, director of compliance and customer relations with the San Rafael-based waste hauling company Marin Sanitary Services. “The only way to really make sure things can be recycled is if it’s done properly. Recycling needs to be clean, contaminant-free and needs to be sorted properly. And not everything is recyclable.”

If a resident does not properly clean and dispose of recyclable materials, it can contaminate an entire batch of recyclables, which results in them ending up in a landfill.

“If you’re not sure, unfortunately put it in the garbage because if it’s not a recyclable item and you contaminate that recycling then the whole batch can go in (to the landfill),” said Dee Johnson, Novato Sanitary District’s solid and household hazardous waste program coordinator.

Scheibly said “wishful recycling” also drives up costs more, creating more of a hindrance than a benefit. She and other waste management officials are imploring residents to check with their local waste hauler on what can be recycled and how to properly recycle materials.

Another challenge is the county’s many waste handling systems, Kaelon said.

“There are five hauling companies and 20 public agencies holding collection franchises,” he said. “This means there are variations in collection practices, making it complex to promote recycling and composting behaviors to residents.”

New goals

California has passed several laws aimed at preventing waste from ending up in landfills.

Senate Bill 1383, a bill approved in 2016 aimed at reducing methane emissions, is calling for a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 levels by 2020 and a 75 percent reduction by 2025. It also calls for a 20 percent reduction in edible food waste.

Another bill passed in 2011, Assembly Bill 341, set a goal of 75 percent of solid waste generated being source reduced, recycled, or composted by 2020.

The question is whether Marin County can meet those goals as well as its own in time.

In May this year, the Zero Waste Marin Board of Directors considered the creation of a new zero-waste plan, which could potentially result in pushing back the target date. The board decided not to go on that route “at that time,” but may do so next year, Kaelon said.

It wouldn’t be the first time that goals have been shifted. Fairfax adopted a resolution with a similar goal of diverting 80 percent of waste by 2012 and becoming zero-waste by 2020. The Town Council updated that goal in 2016 to its current goal of 94 percent diversion by 2020 and zero-waste by 2024.

In the end, Scheibly said reaching these goals will require significant effort, and likely more legislation, to accomplish.

“We don’t have infrastructure in California, we don’t have the manufacturing so we can’t really send our products to California to be made into something else,” Scheibly said. “Legislation on mandatory recycled content would definitely help make a demand for recycled materials. As consumers we need to buy products with recycled content and recycle.”

“But ultimately to reach zero waste, we need to reduce what we buy in the first place and what we throw away,” Scheibly said.

With 227,347 tons of material ending up in local landfills last year alone, Marin County has a ways to go.



Workers sort the paper stream looking for contaminants in the Recycling center at the Marin Sanitary Services in San Rafael on Friday.

JAMES CACCIATORE — MARIN INDEPENDENT JOURNAL

What's public cost of boards' 'obscurity'?

Editorial

Marin residents are fortunate that among them are citizens willing and ready to step forward and serve their communities on public boards, councils and commissions.

Most do it as a public service, volunteering their time, talent and energy to help make their community a better place.

Some do so with almost no public attention. Local fire and sewer board meetings, for example, draw scant attendance, save an occasional public uproar, typically over raising taxes or rates.

But most of the time, even those decisions are made in boardrooms with few or no members of the public in attendance.

They also often don't get much media attention. Nor do they do much to seek greater citizen awareness about their pending decisions, or those they may have already made.

Online postings of agendas are an improvement. Public notices meet a necessary legal requirement, but are not written in a way to encourage public interest.

But, for example, if more public agencies had done more to fully explain to taxpayers the short- and long-term costs of pension benefits and retiree medical coverage — or even the cost of staffing requirements — that were buried in worker contracts, they may have been able to avoid the costly fiscal quandaries taking a large toll on their budgets that also are leading to higher tax bills.

Yes, these public servants are relied on to do the heavy lifting of democracy. But a decision by members of the Central Marin Sanitation Agency to vote themselves a pay raise — more than doubling their per-meeting pay to \$225 — put a spotlight on what Larkspur resident James Holmes calls “exploiting their obscurity.”

The agency staff recommended the pay hike, maintaining the job has grown to be more complex and timeconsuming than in the past.

And to be fair, Central Marin's higher paychecks are not at the top of the list of the best-paid board members. Ross Valley Sanitary District directors, for example, pay themselves \$314 per meeting.

Sure, there is homework and reading to do before the monthly and often twicemonthly meetings, but the job of serving on a sewer board is less involved and takes a lot less time than serving on a council or a school board, where in many cases around Marin the pay is less.

In addition, on some of these “obscure” boards paychecks are sweetened with medical care, a benefit that may be worth a lot more than their per-meeting paychecks.

In Central Marin's case, three of its five board members are serving as delegates from city and town councils, posts for which they are already getting paid.

The problem is there is little rhyme or reason for what is fair or appropriate compensation for board members. Is it the geographic size of the agency? The size of its budget? The average amount of time the job demands? The length of its meetings?

Who knows? Given the range paid across Marin, it's hard to tell.

And given the "obscurity" of these boards and their below-the-public-radar handling of the public's business, they have decided their own pay and benefits without much outreach to taxpayers.

Many school board trustees, for example, spend more time dealing with more complex and sometimes emotion-packed decisions than sewer board directors. Most often, they are donating their time.

Perhaps the Marin County Civil Grand Jury can research the issue and come up with appropriate guidelines for board members' compensation.

Marin's special districts are not new territory for local grand jury reviews. Often, jury reports have pressed for merging or consolidating these smaller agencies as a way to save taxpayer money and improve services.

Some mergers have taken place, but more could be pursued, and possibly taxpayers could learn what "obscurity" is costing them.

Sanitary District names new administrator

ROSS VALLEY

By Adrian Rodriguez

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A veteran civil engineer and wastewater consultant has been hired as general manager of the Ross Valley Sanitary District.

Steven Moore, 51, of Sausalito, has nearly 30 years of experience and was selected from 24 applicants following a five-month recruitment process. The sanitary district board unanimously approved his contract last week.

Moore fills a void left by Greg Norby who left the district in June after five years to take a position as assistant general manager of the San Francisco Utilities Commission.

Moore will oversee a staff of 32 and manage a \$52 million annual budget. He will earn \$210,000 annually. He begins Nov. 13.

“After an extensive recruitment process, we are excited to have Steve join Ross Valley Sanitary District as General Manager,” district board President Thomas Gaffney said in a statement. “His education, experience and involvement working on local and regional water issues and projects is a great fit for the district.”

Moore serves on the State Water Resources Control Board, a position he was appointed to by Gov. Jerry Brown in 2012. He was reappointed in 2016 and serves as the vice chair. He is in the second year of his second term and will have to vacate his post on the board once he takes the helm at the sanitary district.

Before serving on the state board, Moore served on the San Francisco Bay Regional Water Board from 2008 to 2012. He previously held staff and management positions there between 1992 and 2006.

Moore began his career working on environmental impact reports throughout the state specializing in biological resources. Between 1989 and 2012 he also worked as an engineer and consultant on water infrastructure projects, including recycled water, stormwater and stream and wetland restoration, but specialized in sewer reconstruction.

“The district is clearly

Moore began his career working on environmental impact reports throughout the state specializing in biological resources.



Moore

headed in a positive direction and I want to continue that momentum,” Moore said. “I want the district to continue to be a model of excellence that makes its employees and ratepayers proud.”

Moore said in the coming year the district will be reviewing its infrastructure asset management plan, make advancements in financial management and stay connected with statewide efforts and maintain partnerships with other local jurisdictions, such as the Central Marin Sanitation agency and others.

“It’s always a challenge to communicate to the public the importance of this infrastructure for the quality of life and environmental protections,” he said. “I hope I can be an effective spokesperson for how vital this infrastructure is.”

Moore also leads a small nonprofit organization called Friends of Willow Creek, which conducts creek education and restoration efforts in Sausalito.

Moore, who is married with two children, holds a bachelor’s degree in biological sciences and a master’s degree in civil engineering from Stanford University. He is a registered civil engineer and a member of the American Society of Civil Engineers.

Larkspur cutting ties with sanitation agency

PENSION LIABILITY

By Matthew Pera

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Citing concerns about possible pension liability, Larkspur officials this week took the first step toward severing the city's membership in the Central Marin Sanitation Agency, a wastewater organization it helped form in the late 1970s.

The Larkspur City Council agreed Wednesday to give up the city's seat on Central Marin's six-member board of directors, which governs the infrastructure that treats sewage collected from Larkspur and other nearby areas. The council will vote on formal resolutions declaring the city's severance at future meetings.

But Larkspur's voice won't be completely flushed down the drain when the withdrawal is finalized, one of the wastewater agency's directors told the City Council.

"You absolutely have representation, regardless, through the Ross Valley Sanitary District," said Michael Boorstein, an elected member of the Ross Valley board and an appointed director for Central Marin.

Larkspur joined Ross Valley Sanitary District in 1993, handing down its wastewater collection services to the larger provider. That district collects sewage from some areas in the Ross Valley and sends the wastewater to Central Marin Sanitary for treatment. Ross Valley has two seats on the Central Marin board.

Larkspur's decision Wednesday night followed a recommendation from Marin's Local Agency Formation Commission — tasked with regulating the physical development of cities, towns and special districts. The commission last year recommended Larkspur concede its governing power over



A holding tank at the Central Marin Sanitary Agency in San Rafael. Larkspur is severing membership with the agency.

ALAN DEP — MARIN INDEPENDENT JOURNAL

Central Marin Sanitation Agency.

“We don’t contribute to their administrative budget. We don’t pass through any fees that we collect to their budget. We’re entirely present on a policy level,” Dan Schwartz, Larkspur’s city manager, told the City Council Wednesday.

Dan Hillmer, Larkspur’s mayor and its representative on the Central Marin Sanitation board, said Wednesday he favored withdrawing from the agency solely based on liability concerns.

“I value the working relationship we have (with Central Marin), and I think we’ve provided benefit to the discussion,” Hillmer said. “But I think it’s our duty to minimize risk.”

State lawmakers in September passed legislation that requires members of joint public agencies — like Central Marin Sanitation — assume equal responsibility for pension obligations when those agencies disband. The state Legislature wavered on whether to require equal responsibility even for functioning agencies.

The regulation was passed following an incident when the California Public Employees’ Retirement System, or CalPERS, cut the pensions of about 200 former employees of a defunct job-training agency in Los Angeles County because the four cities that formed that agency denied responsibility for those payments.

Larkspur officials, in response, said they want to ensure the city doesn’t incur undue costs for an agency it doesn’t directly receive services from. “We’ve seen the legislative approach to the CalPERS issue go in all kinds of different directions over the past year, which has been frightening, and it creates a sense of unpredictability,” said Councilman Kevin Haroff. “In order to avoid the concern about those kinds of legislative risks, I think it’s actually important for us to withdraw.”

Latest count: DA race tightens

MARIN

Pletcher picks up votes on Frugoli

By Richard Halstead

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With an additional 11,594 votes counted since election night, the contest between Lori Frugoli and Anna Pletcher to determine who will replace retiring Marin District Attorney Ed Berberian has tightened.

Pletcher, who spent 10 years working as a prosecutor for the U.S. Department of Justice in San Francisco, now trails Frugoli, a Marin County deputy district attorney for 28 years, by 2,468 votes, 92 votes fewer than when totals were posted Tuesday night.

Marin Registrar of Voters Lynda Roberts estimates about 47,000 ballots remain to be counted. Pletcher has not conceded saying that the race is still too close to call. Frugoli has expressed confidence that she will be the final winner.

“It is great to see the high voter turnout and know people are eagerly waiting for election results,” Roberts said in a statement. “I want to assure our residents that we are putting in the extra effort to provide accurate election results as

soon as possible.”

None of the high-profile local measures on the Nov. 6 ballot — such as Measure W, which will increase the transient occupancy tax for hotels and short-term rentals from 10 percent to 14 percent — appear to have finished close enough to be derailed by the votes still to be counted. With the new votes added, Measure W, which requires two-thirds support to pass, now has 73.27 percent of the vote.

Measure AA, which would renew the county’s existing half-cent sales tax for 30 years to pay for transportation-related expenses, also requires two-thirds support to pass. It now has 75.20 percent of the vote. And Measure J, Tamalpais Union High School District’s parcel tax proposal, which requires two-thirds support, now has 72.38 percent of the vote.

There are some multiseat races, however, where newly counted votes may affect the results.

In a big turnaround, Kevin Saavedra, who on Tuesday trailed Barbara McVeigh by 158 votes for the third open seat on the Tamalpais Union High School District board, now leads McVeigh by 345 votes.

In the Las Gallinas Valley Sanitary District board race, Rabi Elias now leads Russ Greenfield in the battle for the third open seat on the board. Elias who trailed Greenfield by 30 votes on Tuesday now holds a 59 vote lead over Greenfield.

The Sausalito Marin City School District board race also tightened. Bonnie Rose Hough who trailed thirdplace finisher Jennifer Irwin by 62 votes on Tuesday now trails Irwin by 34 votes.

In other close races with three open seats, the thirdplace finisher has increased their lead.

On Tuesday, Omar Arias-Montez, one of three candidates competing for two seats on the Sanitary District No. 5 board, trailed second-place finisher Tod Moody by just two votes. Now Arias-Montez trails Moody by 12 votes.

In the Bolinas-Stinson Union School District board race, Jennifer Pfeiffer, who held a 69 vote lead over Stephen O'Neal in the contest for third place, now holds a 70 vote lead.

Roberts said the vote tallies will be updated again at 5 p.m. on Nov. 14. The updates will continue Wednesdays and Friday until all the votes are counted. By law, the elections department has until December 6 to certify and report final election results to the Secretary of State.

PLEASE JOIN US FOR A STRAW RESTORATION!

Tues., Dec 4, 2018 Glenn Ranch, Petaluma—GRANT ELEMENTARY-- Silvopasture, planting oaks on hillsides

CONFIRMED Tues., Dec 11, 2018 Bees Rock Ranch, East Petaluma – OLD ADOBE ELEMENTARY--

Willow and container plant planting, direct seeding of oaks and walnuts

Tues., Dec 18, 2018 Sonoma Creek, Hwy 37 area—LAWRENCE JONES MIDDLE SCHOOL Willow and container plant planting, direct seeding of oaks and walnuts

Thurs., Jan 17, 2019 Five Springs Farm, Petaluma—LA TERCERA SCHOOL—willow sprigging and planting container plants

Tues., Jan 29, 2019 Sears Point Gully --Post Fire—TBD SCHOOLS—installing new posts, cages; some replanting

Tues., Feb 5, 2019 Dickson Unit, Hwy 37 area—BAHIA VISTA SCHOOL—transition zone planting

Tues., Feb 12, 2019 Miller Creek, San Rafael—MILLER CREEK MIDDLE SCHOOL—floodplain restoration, transplanting caryx

Tues., Feb 19, 2019 Glenn Ranch, Petaluma—MCDOWELL ELEMENTARY-- Silvopasture, planting oaks on hillsides

TBD MARCH DATE Ring Mountain, Tiburon – TBD SCHOOL—invasive removal adjacent to marsh

These are a few of the 50+ restorations that STRAW will implement in the 2018/2019 year. If none of these dates work for you, please let me know and I can give you others. Please note that there will also be restoration projects with students in the South Bay and the Sierras. Let us know if you'd like info about those.

These are all restorations I'm planning to attend. If you can join us for one, please let me know at least a few days ahead, and give me a good "morning phone #" for you, just in case the restoration is canceled due to rain or other bad conditions. If the restoration is rained out, we will reschedule...(If the weather looks bad, but you haven't been contacted, IT'S ON!!) Please feel free to call me the night before at home, 415 479 7216, if you have any questions. Also, **my cell is 415 419 6420**, though it doesn't work at all of these sites.

We generally begin around 8:30/9am with the Beginning Circle—it's great if you can join us for that. Most restoration days wrap up with the students around 1pm/2pm or so. Our staff is generally on site from about 6:30am-4:30pm or so, to do the prep and finish the day. Bring a lunch with you if you can stay all day! Dressing in layers for cold, hot, rain and/or mud is great.

We'd love to have you there with us! Laurette lorogers@pointblue.org, (415) 419-6420 CELL