



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

BOARD MEETING AGENDA

August 23, 2018 4:30 PM

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

Estimated Time

WEBSITE WWW.LGVSD.ORG

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. 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 July 26, 2018.
- B. Approve the Warrant List for August 9 and August 23, 2018.
- C. Approve Board Compensation for July 2018.
- D. Approve Core Utilities, Inc. Contract Proposal for July 1, 2018 to June 30, 2019 for Information Technology Support and Maintenance for Administrative and SCADA Purposes.
- E. Approve Award of Contract for Sewer Main Rehabilitation 2018 to K.J. Woods Construction Inc.
- F. Approve Award of Contract for Plant Improvements 2018 to Gregory Equipment Inc.
- G. Approve Biogas Energy Recovery System (BERS) Dedication.
- H. Approve Resolution 2018-2136 – A Resolution Confirming the Report on Sewer Service Charges for the Las Gallinas Valley Sanitary District For the Fiscal Year 2018-19.
- I. Approve Resolution 2018-2137 – A Resolution Adopting a Conflict of Interest Code for the Las Gallinas Valley Sanitary District and LGVSD Conflict of Interest Code Biennial Update including memo from District Counsel.
- J. Approve Resolution 2018-2138 – A Resolution Approving Policies for Board Policy B-50: Training/Conference/Seminars/Travel/Meals.
- K. Approve Application of Allocation of Capacity for APN 180-171-29, 800 Upper Road.
- L. Approve Amendment 2 to ArcSine Engineering for Additional Redesign and Rebidding Services for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.

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

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

- 5:10 PM **3. ACTION CALENDAR:**
 - A. Las Gallinas Valley Sanitary District GASB 75 Report for the Fiscal Year Ended June 30, 2018

- 5:30 PM **4. INFORMATION ITEMS:**
 - A. STAFF/CONSULTANT REPORTS:
 - 1. Interim General Manager Report – Verbal
 - 2. Collection Department Quarterly Report – Written
 - 3. Monthly Treasurer’s Report – Written
 - 4. General Manager Recruitment Brochure – 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 – Verbal and Written – CASA Air, Climage Change and Energy Workgroup Meeting

- 6:00 PM **5. BOARD REQUESTS:**
 - A. Board Meeting Attendance Requests – Verbal and Written - Murray – CASA Asset Management Meeting – September 18, 2018 – Martinez, California.
 - B. Board Agenda Item Requests – Verbal


- 6:05 PM **6. VARIOUS ARTICLES and MISCELLANEOUS DISTRICT CORRESPONDENCE**

- 6:10 PM **7. ADJOURNMENT**

AGENDA APPROVED:	Megan Clark, Board President	David Byers, Legal Counsel
------------------	------------------------------	----------------------------

CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before August 20, 2018, at 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held August 23, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: August 20, 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.

MINUTES OF JULY 26, 2018

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON JULY 26, 2018, AT 4:30 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,
5 SAN RAFAEL, CALIFORNIA.

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

9
10 **BOARD MEMBERS ABSENT:** None.

11
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Mike
13 Cortez, District Engineer; Teresa Lerch, District Secretary
14 Susan McGuire, District Treasurer

15
16 **OTHERS PRESENT:** David Byers, District Counsel

17
18 **ANNOUNCEMENT:** President Clark announced that the agenda had been
19 posted as evidenced by the certification on file in
20 accordance with the law

21
22 **PUBLIC COMMENT:** None.

23
24
25 **2017/18 FINANCIAL AUDIT PLANNING DISCUSSION**

26 John Cropper, CPA of Cropper Accountancy discussed the upcoming annual financial audit.
27 Discussion ensued.

28
29 **REVIEW BOARD POLICY B-50 TRAINING/CONFERENCE/SEMINARS TRAVEL**

30 District Counsel and Board discussed Board Policy B-50 Training/Conference/Seminars/Travel.
31 Discussion ensued.

32
33 **ACTION:**

34 Board approved (M/S Clark/Schriebman 4-1-0-0) Revising Board Policy B-50-10 deleting the words "In
35 General" and adding additional language stating "The Board may vote to allow a Member to exceed this
36 limitation of four (4) conferences or seminars prior to that Member's attendance at the event. Any
37 conference or seminar that a Board Member attends that is two days or longer shall be included in the
38 four (4) conference or seminar limit." The changes will be incorporated into a Resolution and brought
39 back to the Board on the next agenda.

40 AYES: Clark, Elias, Murray and Schriebman.

41 NOES: Greenfield.

42 ABSENT: None.

43 ABSTAIN: None.

44
45 **CONSENT CALENDAR:**

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

48 A. Approve the Board Minutes for July 12, 2018.

49 B. Approve the Warrant List for July 26, 2018.

50 C. Approve Board Compensation for June 2018.

51 D. Approve Award of Contract for Sewer Main Rehabilitation 2018.

52 E. Approve Award of Contract for Towable 4" & 8" Emergency Pumps to Pac Machine Company.

53 F. Approve Pre-Purchase of Replacement Parts for Grit Classifiers and Resolution 2018-2135.

54 G. Approve Craig Murray attending the Biowest 2018 Conference Sept 9 -12, 2018 in Chelan, Washington
55 and the International Water Conference November 4-8, 2018 in Scottsdale, Arizona.

57 Item D was pulled by Staff.

58

59 **ACTION:**

60 Board approved (M/S Murray/Clark 5-0-0-0) the Consent Calendar Items A-C and E-G.

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

62 NOES: None.

63 ABSENT: None.

64 ABSTAIN: None.

65

66 **ACTION CALENDAR:**

67

68 B. Draft Recruitment Brochure. Josh Jones from CPS HR Consulting telephoned into the
69 meeting. Discussion ensued.

70

71 **ACTION:**

72 Board approved (M/S Schriebman/Clark 5-0-0-0) the Draft Recruitment Brochure with changes requested
73 by the Board.

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

75 NOES: None.

76 ABSENT: None.

77 ABSTAIN: None.

78

79 A. Set Special Meeting Dates for Strategic Plan Update.

80

81 **ACTION:**

82 Board approved (M/S Schriebman/Elias 5-0-0-0) setting Special Board Meetings for the Strategic Plan
83 Update on August 24, September 14 and September 28, 2018.

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

85 NOES: None.

86 ABSENT: None.

87 ABSTAIN: None.

88

89 C. Approve Call for Bids – Secondary Treatment Plant Upgrade and Recycled Water Expansion.

90

91 **ACTION:**

92 Board approved (M/S Elias/Murray 5-0-0-0) Call for Bids for the Secondary Treatment Plant Upgrade and
93 Recycled Water Expansion project (aka Novato South Service Area/LGVSD-MMWD Recycled Water
94 Project)

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

96 NOES: None.

97 ABSENT: None.

98 ABSTAIN: None.

99

100 **INFORMATION ITEMS:**

101 **STAFF / CONSULTANT REPORTS:**

- 102 1. Interim General Manager Report – Verbal – DeGabriele reported.
- 103 2. Administration Department Quarterly Report – Written – McGuire reported.
- 104 3. Engineering Department Quarterly Report – Written – No discussion.
- 105 4. Operations Department Quarterly Report – Written – No discussion.

106

107 Byers left at 7:30 p.m.

108 Cortez left at 7:31 p.m.

109

110 Due to lack of time, the Board Reports were not discussed.

111

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

115

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

117 Discussion ensued.

118

119 **ADJOURNMENT:**

120

121 **ACTION:**

122 Board approved (M/S Murray/Elias 5-0-0-0) the adjournment of the meeting at 7:35 p.m.

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

124 NOES: None.

125 ABSENT: None.

126 ABSTAIN: None.

127

128 The next Board Meeting is scheduled for August 23, 2018 at the District Office.

129

130 **ATTEST:**

131

132

133 _____

134 Teresa Lerch, District Secretary

135

136

137

138 **APPROVED:**

139

140

141 _____

142 Megan Clark, Board President

143

144 **SEAL**

Las Gallinas Valley Sanitary District
Warrant List
08-09-18

Agenda Item 2B
Date August 23, 2018

	Date	Num	Vendor	Amount	Description for items > \$1000
1	8/2/2018	EFT1	ADP, LLC	93,244.74	Payroll for paydate 8/3/18
2	7/27/2018	EFT	ADP, LLC	699.47	Processing fees for paydates 7/20/18 and 8/3/18
3	8/9/2018	15689	All Star Rents	49.26	
4	8/9/2018	15690	ArcSine Engineering	13,580.40	Marin Lagoon Pump Station design services
5	8/9/2018	EFT2	Bank of Marin	27,723.45	August 2018 loan payment
6	8/9/2018	EFT2	Bank of Marin	19,612.19	August 2018 loan payment
7	8/9/2018	15691	Bay Area Air Quality Management District	367.00	
8	8/9/2018	ACH	Bellecci & Associates, Inc.	6,232.00	Fiberglass Manholes and Connections Eval Project
9	8/9/2018	15692	Brown and Caldwell	7,425.91	Secondary Plant Upgrades; amend #2 redesign and rebidding services
10	8/9/2018	15693	Buckles-Smith Electric Co.	2,151.67	ALB1756CNB 1756-CNB Controllogix controlnet module to replace failed unit
11	8/9/2018	ACH	Byers Law Office	7,850.00	July 2018 legal services
12	8/9/2018	EFT	Calif. Public Employees Retirement System	13,773.61	Pension contribution employee and employer for 8/3/18 paydate
13	8/9/2018	ACH	CalPERS Fiscal Services Division	11,630.00	Pre-fund GASB
14	8/9/2018	EFT	CalPERS Supplemental Income 457 Plan	4,024.69	Employee salary deferrals for 8/3/18 paydate
15	8/9/2018	ACH	Central Marin Sanitation Agency	3,810.53	Pollution prevention contract
16	8/9/2018	15694	Clymer Auto Parts, Inc.	225.52	
17	8/9/2018	15695	Comet Building Maintenance, Inc.	1,426.97	July 2018 janitorial services
18	8/9/2018	ACH	Contractor Compliance and Monitoring, Inc	500.00	
19	8/9/2018	ACH	Cornerstone Environmental Group, LLC	7,826.58	June 2018 BERS project
20	8/9/2018	ACH	DeGabriele, Chris	98.80	
21	8/9/2018	15696	Demgen Aquatic Biology	2,005.50	2018 Biological Monitoring
22	8/9/2018	15697	DepreciationWorks	129.00	
23	8/9/2018	ACH	Diego Truck Repair, Inc.	172.49	
24	8/9/2018	EFT	Direct Dental Administrators, LLC	140.00	
25	7/31/2018	EFT	Discovery Benefits	135.00	
26	8/9/2018	15698	DNG Enterprises, Inc.	64.29	
27	8/9/2018	ACH	Downing Heating & Air Conditioning, Inc.	560.90	
28	8/9/2018	ACH	EOA, Inc.	10,190.00	Technical support for Regulatory Permits June 2018
29	8/9/2018	ACH	FutureSense, LLC	1,044.34	Outside consulting June 2018 travel expense
30	8/9/2018	ACH	Gopher-It Trenchless Sewer Replacement	8,540.00	775 Wisteria Way/Lateral Assistance Program
31	8/9/2018	15699	Hanford ARC	6,270.83	Lower Miller Creek year 1 revegetation maintenance
32	8/9/2018	15700	Herb's Pool Service, Inc.	123.12	
33	8/9/2018	15701	Marin Ace	65.38	

Las Gallinas Valley Sanitary District
Warrant List
08-09-18

	Date	Num	Vendor	Amount	Description for items > \$1000
34	8/9/2018	15702	Miller Pacific Engineering Group	14,078.70	Secondary Plant Upgrade & RW expansion- sludge ponds sampling & testing and LMC dredge materials & biofilter media testing
35	8/9/2018	ACH	Mission Linen Supply	588.47	
36	8/9/2018	15703	MWH Constructors, Inc.	20,849.32	Treatment Plant Upgrade/Recycled Water Facility Expansion
37	8/9/2018	15704	North Bay Petroleum	2,379.62	Fuel: unleaded/diesel
38	8/9/2018	15705	Operating Engineers Local No. 3	407.12	
39	8/9/2018	ACH	Orion Protection Services Group, Inc.	318.50	
40	8/9/2018	15706	Pacific Gas & Electric - 0580531718-6	60,811.57	6/26-7/25/18 power plus annual NEM true-up
41	8/9/2018	15707	Pacific Gas & Electric - 1991349158-5	5,470.08	6/18-7/17/18 Pump Station power
42	8/9/2018	15708	Safety-Kleen Systems, Inc.	242.50	
43	8/9/2018	15709	Shape Incorporated	16,927.70	Smith Ranch Pump Station spare pump Flygt NP3153.095-462
44	8/9/2018	15710	Southwest Valve, LLC	3,502.90	Vent tech Air Relief Valve
45	8/9/2018	EFT	Sun Life Financial - DISABILITY	1,595.70	August 2018 benefit
46	8/9/2018	EFT	Sun Life Financial - LIFE	379.84	
47	8/9/2018	ACH	Timmons Group	13,860.00	Upgrade existing software to improve functionality (services through 6/30/18)
48	8/9/2018	ACH	TPD Trailers Inc.	8,428.00	CNG Truck Modifications - build and install cctv inspection office
49	8/9/2018	15711	Underground Service Alert	1,339.76	Annual Ticket Fee - USA's
50	8/9/2018	15712	Unicorn Group	777.94	
51	8/9/2018	15713	Water Components & Building Supply	125.63	
52	8/9/2018	15714	West Coast Frame & Collision Repair, Inc.	9,872.88	Shorten and repair frame of CNG truck
			TOTAL	\$ 413,649.87	

Las Gallinas Valley Sanitary District
Warrant List
08-23-18 DRAFT

	Date	Num	Vendor	Amount	Description for items > \$1000
1	8/15/2018	EFT1	ADP, LLC	106,361.38	Payroll for paydate 8/17/18
2	8/17/2018	EFT	ADP, LLC	376.52	Processing fees for paydates 8/03/18
3	8/23/2018	ACH	A and P Moving Inc	84.70	
4	8/23/2018	TBD	AQUA Engineering, Inc	39,241.12	Secondary Plant Upgrades; redesign & rebidding services - amend #4
5	8/23/2018	TBD	AT&T Teleconference Services	104.41	
6	8/23/2018	EFT	Bank of Marin Cardmember Services	14,320.86	Statement closing date 8/6/18
7	8/23/2018	EFT	Calif. Public Employees Retirement System	13,801.43	Pension contribution employee and employer for 8/17/18 paydate
8	8/23/2018	ACH	CalPERS Fiscal Services Division	11,630.00	Pre-fund GASB
9	8/23/2018	EFT	CALPERS Health	25,624.65	9/1/2018
10	8/23/2018	EFT	CalPERS Supplemental Income 457 Plan	6,117.10	Employee salary deferrals for 8/17/18 paydate
11	8/23/2018	ACH	Central Marin Sanitation Agency	7,316.09	FY19 Public Education annual invoice less FY 18 credit
12	8/23/2018	ACH	Contractor Compliance and Monitoring, Inc	114.00	
13	8/23/2018	EFT	Direct Dental Administrators, LLC	377.60	
14	8/23/2018	EFT	Discovery Benefits	159.00	
15	8/23/2018	ACH	Du-All Safety, LLC	2,408.00	Monthly Safety contract
16	8/23/2018	ACH	Elias, Rabi	200.00	
17	8/23/2018	ACH	FutureSense, LLC	2,000.00	Employee climate survey
18	8/23/2018	TBD	G3 Engineering, Inc.	8,304.93	Rebuild Parts: Primary Biofilter Pump #2
19	8/23/2018	ACH	Gopher-It Trenchless Sewer Replacement	7,996.00	725 Pine Ln; Wilson; Lateral Assist Pgm
20	8/23/2018	ACH	Greenfield, Russell	200.00	
21	8/23/2018	ACH	Koff & Associates, Inc.	1,300.00	Classification and Compensation Study
22	8/23/2018	TBD	Marin Ace	28.05	
23	8/23/2018	ACH	Murray, Craig	100.00	
24	8/23/2018	TBD	Oberkamper & Associates	1,460.00	Hawthorne PS - respond to county review comments regarding ROS
25	8/23/2018	TBD	Pacific Gas & Electric CDX7397590484 SOLR	20.00	
26	8/23/2018	ACH	Retiree Augusto	183.34	
27	8/23/2018	ACH	Retiree Burgess	592.00	
28	8/23/2018	ACH	Retiree Cummins	183.34	
29	8/23/2018	ACH	Retiree Cutri	528.52	
30	8/23/2018	ACH	Retiree Emanuel	249.30	
31	8/23/2018	ACH	Retiree Gately	212.97	
32	8/23/2018	ACH	Retiree Guion	212.97	
33	8/23/2018	ACH	Retiree Johnson	624.35	
34	8/23/2018	ACH	Retiree Kermoian	183.34	
35	8/23/2018	ACH	Retiree Mandler	183.34	

Las Gallinas Valley Sanitary District
Warrant List
08-23-18 DRAFT

	Date	Num	Vendor	Amount	Description for items > \$1000
36	8/23/2018	ACH	Retiree Memmott	338.25	
37	8/23/2018	ACH	Retiree Petrie	197.76	
38	8/23/2018	ACH	Retiree Pettey	592.00	
39	8/23/2018	ACH	Retiree Pickrel	183.34	
40	8/23/2018	ACH	Retiree Provost	249.30	
41	8/23/2018	ACH	Retiree Reetz	499.68	
42	8/23/2018	ACH	Retiree Reilly	183.34	
43	8/23/2018	ACH	Retiree Vine	183.34	
44	8/23/2018	ACH	Retiree Wettstein	592.00	
45	8/23/2018	ACH	Retiree Williams	592.00	
46	8/23/2018	ACH	Schriebman, Judy	200.00	
47	8/23/2018	TBD	Transene	2,184.76	Lab chemicals - Potassium Iodide and Acetate Buffer Solution
48	8/23/2018	TBD	Unicorn Group	4,628.05	Secondary Treatment & RW Expansion Bid Set (July 2018) - Printing
49	8/23/2018	ACH	US Bank	748,300.00	Bond Interest pyament due 9/24/18
50	8/23/2018	ACH	Western Water Constructors, Inc.	2,850.00	BERS CCO#24 - CNG flow meter for Smith Ranch
			TOTAL	\$ 1,014,573.13	

Agenda Item 2c
Date August 23, 2018

July 2018

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Rabi Elias	6
Russell Greenfield	4
Craig Murray	6
Judy Schriebman	6
Total	<u><u>28</u></u>

Meeting Date: 8/23/2018
Paydate: 8/17/2018



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

BOARD MEMBER ATTENDANCE

Director's Name: MEGAN CLARK Month: July 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.

Date	REGULAR and SPECIAL MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
<u>12th</u>	<u>REG</u>	<u>X</u>	
<u>26th</u>	<u>"</u>	<u>X</u>	
TOTAL		<u>2</u>	

Date	OTHER MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
<u>8th</u>	<u>OSDA CONF.</u>	<u>X</u>	
<u>9th</u>	<u>"</u>	<u>X</u>	
<u>10th</u>	<u>"</u>	<u>X</u>	
<u>11th</u>	<u>"</u>	<u>X</u>	
TOTAL		<u>4</u>	

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.

Megan Clark
 Signature
8/14/18
 Approved By/ Date

7/18/18
 Date
8/17/18
 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: July / 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
7/12/18	Regular Meeting	✓	
7/26/18	Regular Meeting	✓	
TOTAL		2	

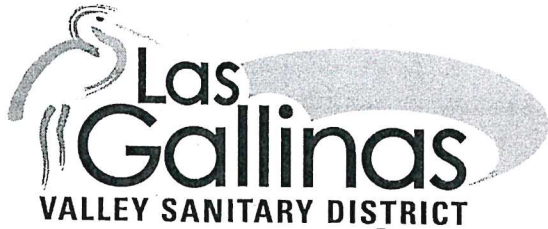
OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
7/9/18	Conference CASA leadership, Napa	✓	
7/10/18	S S S	✓	
7/11/18	S S S	✓	
7/23/18	NBWRA	✓	
TOTAL		4	

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.

R Elias
Signature
7/30/18
Approved By/ Date

7/26/18
Date
8/17/18
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 Greenfield Month: July 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.

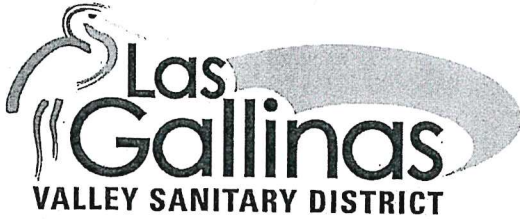
REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
7/12/18		✓	
7/26/18		✓	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
7/25/18	FLOOD ZONE 7	✓	
	Engineering / Construction committee	✓	
TOTAL			

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.

Signature: Russ Greenfield Date: 7/26/18
Approved By/ Date: Susan Muscare 7/30/18 Pay Date: 8/17/18



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: July 2018

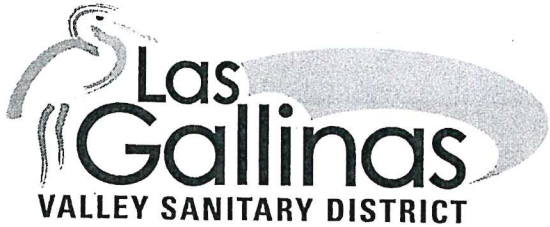
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
7/12/18	Regular Board Meeting	X	
7/26/18	Regular Board Meeting	X	
TOTAL		2/2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
7/9/18	EBMUD CRNR Project Riverside Co. Biogas Pipeline Injection Presentation c/o BioEnergy Association	X	
7/17/18	City of San Rafael DRB, Conceptual Design Review – 3833 Redwood/350 Merrydale – 44 Townhomes (20% Affordable Units).		X
7/13,20/18	LAFCO Chair, Vice Chair, Interim EO and Immed.Past EO CALAFCO Coordinating Meeting.	XX	
7/15,29/18	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 7/15:3.5 Hours; 7/29: 2.0 Hours		XX
7/19/18	APWA: Talking Top Tech: Asset Management		X
7/19/18	CASA Air Quality, Climate Change & Energy Workshop Meeting	X	
TOTAL		2/4	

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.



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

BOARD MEMBER ATTENDANCE

Director's Name: JUDY SCHRIEBMAN Month: JULY 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.

Date	REGULAR and SPECIAL MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
7/12	Reg mtg	✓	
7/24	Reg mtg	✓	
TOTAL		2 = 2	

Date	OTHER MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
7/13	NBWA Board mtg	✓	
7/9	CSDA Conf ⊗	✓	
7/10	- ✓	✓	
7/11	✓ -	✓	
TOTAL		4 = 4	

TOTAL MEETINGS CHARGED: 63 mtgs

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 Schriebman
 Signature
JM 7/30/18
 Approved By/ Date

7-27-18
 Date
8-17-18
 Pay Date

⊗ Added pdw Judy on 7/30/18 sm



Consent _____ 2D ____
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date August 23, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Susan McGuire, Administrative Services Manager and *SM*
Mel Liebmann, Plant Manager *ML*
Mtg. Date: August 23, 2018
Re: Approve Core Utilities, Incorporated Contract Proposal for July 1, 2018 to June 30, 2019 for Information Technology Support and Maintenance for Administrative and SCADA Purposes

BACKGROUND:

The District has utilized Core Utilities, Incorporated (Core) for its information technology support and maintenance services for the administrative server since 2011. Core was chosen after soliciting proposals and interviewing three firms. Staff provides support based on their technical abilities to solve simple problems and expedite trouble shooting when possible. Core regularly visits the District for a few hours as needed and rapidly responds to emergencies early in the day, after hours and on weekends. Core assists staff with evaluating hardware purchase for computer, printers and other peripheral equipment. Core works in a technical capacity with outside software vendors such as City Works, the GIS software supplier, to help staff with the implementation of the products. Core installed the new virtual servers in 2018 to support the administration server, GIS server, and SCADA server upgrades. Core has collaborated with ArcSine Engineering to support the design of the District’s Secondary Treatment and Recycled Water Facility Upgrade Project and they have been instrumental in assisting with the recent SCADA database improvements.

The proposal for 2018-19 is estimated to be \$2,880 per month (24 hours at \$120/hour) or \$34,560 for the fiscal year; the District is billed for actual time spent. Staff is planning to replace four existing computers; acquiring a laptop for the new General Manager; and purchasing a new AutoCad machine for the engineering technician/inspector position. These acquisitions will require additional time to setup and install the computers. The total cost incurred for 2017-18 were \$27,925 at \$120 per hour for a total of 232.7 hours.

Staff recommends utilizing Core to support the District’s administrative and SCADA computer workstations and servers as well as IT security and maintenance functions.

STAFF RECOMMENDATION:

Board approve the Core Utilities, Inc. proposal for July 1, 2018 to June 30, 2019.

FISCAL IMPACT:

Not to exceed \$34,560.

PERSON TO BE NOTIFIED:

Paul Smedshammer of Core Utilities Inc.



Consent _____ 2E _____
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date August 23, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: August 23, 2018
Re: Approve Award of Contract for Sewer Main Rehabilitation 2018 to K.J. Woods Construction Inc.

BACKGROUND:

On August 7, 2018, the District opened bids for the Sewer Main Rehabilitation 2018 project and K.J. Woods Construction Inc. of San Francisco is the sole bidder at \$1,188,000. Staff has reviewed the set of bidding documents to determine if it was overly restrictive: i.e., if only one contractor could meet the requirements, however, staff found that the plans and specifications are typical for projects of this nature, and other contractors could have met the bidding requirements.

Bid results:

- | | |
|---|-------------|
| 1. K.J. Woods Construction Inc. (San Francisco) | \$1,188,000 |
|---|-------------|

The project provides for the following:

- Rehabilitation of approximately 2,626 lineal feet of existing 6 and 8-inch sewer mains and trunk sewers at the following locations: Beechnut Ct, Channing Way, Corrillo Dr, Garden Ave, John Duckett Pump Station, and Montecillo Rd.
- Replacement of approximately 24 lower laterals.

This project requires construction management and inspection services, labor and payroll compliance services, permit fees, etc., estimated at approximately 10% of the total construction cost. Assuming an additional construction contingency of 10%, the estimated total project cost for the Sewer Main Rehabilitation 2018 project is \$1.3M. The construction cost is within the budget allocation for Job No. 19200-01 – Sewer Main Rehabilitation 2018 project shown in the Las Gallinas Valley Sanitary District 2018-2019 Budget adopted on June 14, 2018.

STAFF RECOMMENDATION:

Board approve the Award of Contract to K.J. Woods Construction Inc. for the Sewer Main Rehabilitation 2018 in the amount of \$1,188,000.

FISCAL IMPACT:

\$1,188,000

PERSON(S) TO BE NOTIFIED:

K.J. Woods Construction Inc.



Consent _____ 2F _____
 Staff/Consultant Reports _____
 Agenda Item _____
 Date August 23, 2018

Agenda Summary Report

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: August 23, 2018
Re: Approve Award of Contract for Plant Improvements 2018 to Gregory Equipment Inc.

BACKGROUND:

On August 1, 2018, the District opened bids for the Plant Improvements 2018 project and Gregory Equipment Inc. (GEI) of Redding is the apparent low bidder at \$680,130 for the base bid and alternate bid items. Staff has evaluated the bids and found that GEI is a responsive and responsible bidder.

Bid results:

	<u>With Bid Alternates</u>	<u>Without Bid Alternates</u>
1. Gregory Equipment Inc. (Redding)	\$680,130	\$470,250
2. Pacific Infrastructure Corp. (Pleasanton)	\$884,100	\$544,100

The base bid provides for the replacement of two grit centrifugal separators (hydrocyclones), installation of four new pumps for the grit classifier system, and miscellaneous piping and electrical modifications. In addition, the wire fall barrier on the grit platform will be replaced with aluminum guardrail to address safety concerns of operators. The bid alternates include the installation of one new progressive cavity sludge pump, modifications to the primary sludge digester inlet box piping, modifications to the headworks inlet box, and valve replacement in sludge pump room.

Assuming an additional construction contingency of 10%, the estimated total project cost for the Plant Improvements 2018 project is approximately \$748,000. This is higher than the current budget allocation of \$279,000 shown in the Las Gallinas Valley Sanitary District 2018-2019 Budget adopted on June 14, 2018. Funds will be re-allocated from other capital improvement projects to cover the budget overrun.

STAFF RECOMMENDATION:

Board approve the Award of Contract to Gregory Equipment Inc. for the Plant Improvements 2018 in the amount of \$680,130.

FISCAL IMPACT:

\$680,130

PERSON(S) TO BE NOTIFIED:

Gregory Equipment Inc.



Consent _____ 2G _____
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date August 23, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: August 23, 2018
Re: Biogas Energy Recovery System (BERS) Dedication

BACKGROUND:

The District received two grants from the California Energy Commission (CEC) for its Biogas Energy Recovery System (BERS) Project. The grants have provided a total of \$1,249,070 for the Project. Staff would like input from the Board on a dedication ceremony to celebrate the completion of the project along with the CEC and to show appreciation of CEC's continued support in the BERS project.

It is important to have an established date and time for planning and coordination purposes. Potential dates that are being considered for the event are either the 3rd or 17th of October 2018 prior to wet weather and expiration of the CEC Agreements.

Staff will coordinate with the CEC and Board Members for an invitation list. Brochure, invitation card, press release, and plaque could be developed at the request of the Board and made available to the Board for review at a later date. However, due to the short time frame for planning and preparation, staff may or may not complete all items of a formal celebration event. The goal is to have a simple but presentable event to celebrate this accomplishment. The estimated budget for this event is \$5,000.

The menu for the event will consist of light refreshments and desserts. Parking will be available within the District parking lot and along the access road. A photographer will be onsite during the event to capture the moment for historical purposes. Highlight of the project will be in the next District newsletter.

STAFF RECOMMENDATION:

Board approve a budget of \$5,000 and establish a date for the BERS dedication event.

FISCAL IMPACT:

Estimated at \$5,000.

PERSON(S) TO BE NOTIFIED:

N/A

RESOLUTION No. 2018-2136

**A RESOLUTION CONFIRMING THE REPORT ON SEWER SERVICE CHARGES
FOR THE LAS GALLINAS VALLEY SANITARY DISTRICT
FOR THE FISCAL YEAR 2018-19**

LAS GALLINAS VALLEY SANITARY DISTRICT

RESOLVED, by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California that:

WHEREAS, this Board did on June 14, 2018, pursuant to Health & Safety Code §5473, adopt its Resolution No 2018-2129, A Resolution Providing for the Collection of Sewer Service Charges on the Tax Roll, and did direct the preparation and filing of a written report containing a description of each parcel of real property receiving services and facilities from the District and the amount of service charge for each parcel for the fiscal year 2018-19.

WHEREAS, said Board did on March 28, 2018 adopt its Resolution No. 2018-2117, A Resolution Fixing Time and Place for Public Hearing on Sewer Service Charge Rates for the Fiscal Year 2018-19 and Providing for Notice thereof where said Board did appoint the time and place of hearing protests to said report and directed notice;

WHEREAS, notice was given of the time therein stated in the manner provided by law as appears by the affidavit of publication on file in the office of the Secretary of said District;

WHEREAS, said matter came on regularly for hearing at the time fixed; and

WHEREAS, all written protests and other written communications were publicly read at said meeting and all persons desiring to be heard were fully heard; and

WHEREAS, said written report was prepared and will be filed with the Treasurer of said District on or before August 10, 2018.

NOW, THEREFORE, IT IS ORDERED as follows:

1. That objections to and protests, as required by Health and Safety Code §5473.2, against said report were not made by the owners of a majority of the separate parcels or property described in the report against which charges for the services and facilities provided by the District were fixed.

2. That said report be, and it is hereby adopted in full without revision, change, reduction or modification of any charge specified therein, and that said charges shall be collected on the tax roll of the County of Marin in the manner provided by law.

3. That the Treasurer of this District be, and has filed with the County Auditor of Marin County, on or before August 13, 2018, a copy of said report, upon which shall be endorsed over her signature a statement that the report had been fully adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District.

4. The County Auditor of Marin County shall, upon receipt of said report, enter the amounts of the charges against the respective lots or parcels as they appear on the current assessment roll for the fiscal year 2018-19.

5. The County Auditor of Marin County shall, in addition to the annual sewer service charge, collect the County's collection fee of \$2 per parcel from each of the lots or parcels that appear on the current assessment roll for the fiscal year 2018-19.

* * * * *

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on August 23, 2018, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

ATTEST:

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

APPROVED:

(SEAL)

Megan Clark, Board President
Las Gallinas Valley Sanitary District

Agenda Item 2I
Date August 23, 2018

MEMORANDUM

TO: Board of Directors LGVSD

FROM: David J. Byers, Esq. District Counsel *DJB*

DATE: August 19, 2018

SUBJECT: Ethics training and Sexual Harassment Prevention training for Board Members

AB 1234, now codified in Government Code §§53234-53235.2, mandates that the elected Board Members receive Ethics training every two years. The District is required to keep records of compliance of individual Board Members for five years and those documents are considered Public Records.

AB 1661, now codified in Government Code §§ 53237-53237.1, mandates that the elected Board Members receive Sexual Harassment Prevention training every two years. The District is required to keep records of compliance of individual Board Members for five years and those documents are considered Public Records.



Consent _____

Staff/Consultant Reports _____

Agenda Item _____

Date _____

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager
From: Teri Lerch, District Administrative Assistant
Mtg. Date: August 23, 2018
Re: Resolution 2018-2137 and LGVSD Conflict of Interest Code Biennial Update

BACKGROUND:

The State Political Reform Act requires that all public agencies adopt a Conflict of Interest Code. The Code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests reported. Every local government agency is required to review its Conflict of Interest Code every two years. The County Board of Supervisors, as the Code reviewing body for the District, is charged with the responsibility of approving any changes to the District's Conflict of Interest Code. The attached updated Conflict of Interest Code added the Interim General Manager position and updated language to make it compliant with current statute.

STAFF RECOMMENDATION:

Board to review and approve Resolution 2018-2137 and the updated LGVSD Conflict of Interest Code.

FISCAL IMPACT:

None.

PERSON TO BE NOTIFIED:

Diane Patterson, Assistant Clerk to the County of Marin Board of Supervisors.

RESOLUTION NO. 2018-2137

A RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE FOR THE LAS GALLINAS VALLEY SANITARY DISTRICT

The Board of Directors of the Las Gallinas Valley Sanitary District ("LGVSD") does hereby find, resolve, and order as follows:

Section 1. The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies, including the Las Gallinas Valley Sanitary District, to adopt and promulgate conflict of interest codes.

Section 2. The Fair Political Practices Commission (the "FPPC") has adopted a regulation that contains the terms of a Model Conflict of Interest Code (the "Model Code"). The Model Code, codified at 2 California Code of Regulations Section 18730, can be incorporated by reference by the Authority as its conflict of interest code. After public notice and hearing, the FPPC may amend the Model Code to conform to amendments to the Political Reform Act.

Section 3. The Model Code, attached hereto as Exhibit "A," and any amendments to it duly adopted by the FPPC, are hereby incorporated into the conflict of interest code of this Authority by reference. This regulation and the attached Appendices designating officials and employees and establishing economic disclosure categories shall constitute the Conflict of Interest Code for the Las Gallinas Valley Sanitary District.

Section 4. All officials and employees required to submit a Statement of Economic Interests shall file their statements with the Executive Officer or his or her designee. For elected officials, the Executive Officer shall make and retain a copy of all statements filed and forward the originals of such statements to the Office of the County Clerk of Marin County. Designated employees (not elected officials) shall file their Statement of Economic Interests with LGVSD and the originals of such statements will be retained by LGVSD. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Section 5. The LGVSD has directed the District Counsel to coordinate the preparation of a revised Conflict of Interest Code in succeeding even-numbered years in accordance with the requirements of Government Code Sections 87306 and 87306.5. Changes have been made consistent with the modifications to the Model Code. These modifications are approved by passage of this Resolution. The changes will be sent to the Office of the County Clerk of Main County. When no revisions to the Code are required, the LGVSD shall submit a report to the

Office of the County Clerk of Marin County no later than October 1st of the same year, stating that amendments to the Code are not required.

Section 6. The District Secretary is directed to certify to the passage and adoption of this resolution.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 23rd day of August, 2018, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary

Approve: _____ (seal)

Megan Clark, President of Board of Directors

LAS GALLINAS VALLEY SANITARY DISTRICT
EXHIBIT "A"

FPPC MODEL CODE

18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

(C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of **financial-economic** interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdiction, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

² See Government Code section 81010 and 2 Cal. Code of regs. Section 18115 for the duties of filing officers and persons in agencies that make and retain copies of statements and forward the originals to the filing officer.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$ 2,000.00 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the Aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent of greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

(A)—~~(A)~~ No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of ~~governing board of~~ any public institution of higher education, unless the member is also an elected official.

(C)—Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(D)—This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$470.~~\$470.

(A)—~~(A)~~ No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$4760~~ in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or

her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person, which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$4740 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months

prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services or 18705.2(c) totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

LAS GALLINAS VALLEY SANITARY DISTRICT

APPENDIX "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property located within the jurisdiction of the Las Gallinas Valley Sanitary District. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within, or not more than two miles outside of, the boundaries of the jurisdiction, or within two miles of any land owned or used by the District.

Persons are not required to disclose property used primarily as their principal residence or any other property that they utilize exclusively as their personal residences.

CATEGORY 2

Persons in this category shall disclose reportable income from persons or business entities that have a franchise or contract with the District or that provide, plan to provide or have provided within two years from the time a statement is required under this Conflict of Interest Code, franchise or contractual services, or other services, supplies, materials or equipment of the type utilized by the District.

CATEGORY 3

Persons in this category shall disclose reportable investments in business entities that have a franchise or contract with the District or that provide, plan to provide or have provided within two years from the time a statement is required under this Conflict of Interest Code, franchise or contractual services, or other services, supplies, materials or equipment of the type utilized by the District.

CATEGORY 4

Persons in this category shall disclose reportable business positions in business entities that have a franchise or contract with the District or that provide, plan to provide or have provided within two years from the time a statement is required under this Conflict of Interest Code, franchise or contractual services, or other services, supplies, materials or equipment of the type utilized by the District.

CATEGORY 5

For consultants who serve in a staff capacity with the District, the consultant shall disclose based on the disclosure categories assigned elsewhere in this code for that staff position. For consultants who do not serve in a staff capacity, the following disclosure categories shall be used:

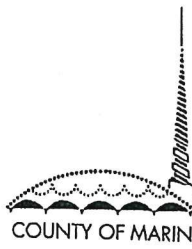
Persons required to disclose in this category must disclose pursuant to subcategories A, B, and C below unless the Executive Officer determines in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in categories A, B, or C. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Officer's determination is a public record and must be retained for public inspection in the same manner and at the same location as the District's conflict of interest code.

- A. Reportable interests in real property in the jurisdiction as specified above in Category 1.
- B. Reportable personal and business entity income, as specified above in Category 2.
- C. Reportable investments, as specified above in Category 3.
- D. Reportable business positions, as specified above in Category 4.

LAS GALLINAS VALLEY SANITARY DISTRICT

APPENDIX "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member of Board of Directors	1, 2, 3, 4
Member of Board of Directors (Alternate)	1, 2, 3, 4
General Manager	1, 2, 3, 4
<u>Interim General Manager</u>	<u>1, 2, 3, 4</u>
District Counsel	1, 2, 3, 4
Administrative Services Manager	1, 2, 3, 4
District Engineer	1, 2, 3, 4
Consultant	5



L.G.V.S.D.
JUL - 2 2018

RECEIVED

BOARD OF SUPERVISORS

PRESIDENT
Damon Connolly
1ST DISTRICT

VICE PRESIDENT
Kathrin Sears
3RD DISTRICT

2ND VICE PRESIDENT
Katie Rice
2ND DISTRICT

Dennis Rodoni
4TH DISTRICT

Judy Arnold
5TH DISTRICT

Matthew H. Hymel
COUNTY ADMINISTRATOR
CLERK OF THE BOARD

Marin County Civic Center
3501 Civic Center Drive
Suite 329
San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
www.marincounty.org/bos

DATE: June 28, 2018

TO: All Special Districts, Boards, Commissions and School Districts for which the Marin County Board of Supervisors is the Code Reviewing Body

FROM: Office of the Clerk of the Marin County Board of Supervisors

RE: 2018 Biennial Notice - Conflict of Interest Code

As you may recall, the State Political Reform Act requires all public agencies to adopt a Conflict of Interest Code. A code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported. Every local government agency is required to review its Conflict of Interest Code every two years. The County Board of Supervisors, as the Code reviewing body for your agency, is charged with the responsibility of approving any changes to your Conflict of Interest Code.

No later than **October 1, 2018**, your agency must submit to the County Board of Supervisors the enclosed 2018 Local Agency Biennial Notice indicating whether an amendment to your Conflict of Interest Code is necessary. Even if your Code needs no changes, State law requires that you submit the enclosed notice stating that no changes to your Code are necessary.

Therefore, please review the attached. If amendments to your agency's Conflict of Interest Code are necessary, the amended Code must be forwarded to the Board of Supervisors within 90 days of filing the biennial notice. For example, if your agency files its notice on October 1, 2018 indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2018. An agency's amended Code is not effective until it has been approved by the Board of Supervisors.

If you need any assistance with reviewing your Code or completing the Notice, the Fair Political Practices Commission may be contacted toll-free at 1-866-275-3772. (Forms and other information may be obtained from www.fppc.ca.gov.)

Thank you in advance for your attention to this matter.

Sincerely,

DIANE PATTERSON
Assistant Clerk of the Board

Enclosures

2018 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 2, 2018**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2018**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2018 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in *more than one county* and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code are available on [FPPC's website here](#).

2018 Local Agency Biennial Notice

Name of Agency: Las Gallinas Valley Sanitary District
Mailing Address: 300 Smith Ranch Road San Rafael, CA. 94903
Contact Person: Teri Lerch Phone No. 415-472-1734
Email: tlersch@lgsd.org Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

Other (describe) The code was amended to reflect changes in the model code per California Regulations. Please see attached amended code and resolution.

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

Diane Patterson
ASSISTANT CLERK OF THE BOARD

BOARD OF SUPERVISORS

3501 Civic Center Drive, Suite 329
San Rafael, CA 94903
415 473 7355 T
415 473 3645 F
dpatterson@marincounty.org
www.marincounty.org/depts/bs

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

FPPC Advice: advice@fppc.ca.gov (866.275.3772)
www.fppc.ca.gov
Page 1 of 1

COUNTY OF MARIN

Agenda Item 2J
Date August 23, 2018

RESOLUTION NO. 2018-2138

**A RESOLUTION APPROVING POLICIES FOR BOARD POLICY B-50:
TRAINING/CONFERENCES/SEMINARS/TRAVEL/MEALS**

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Board Policy B-50: Training/Conferences/Seminars/Travel/Meals, a copy of which is attached as Exhibit A.

The previously approved Board Policy B-50: Training/Conferences/Seminars/Travel is hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 23rd of August 2018, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary

APPROVED:

Megan Clark, President of Board of Directors

B-50 TRAINING/CONFERENCES/SEMINARS/TRAVEL/MEALS

Purpose

This policy establishes the rules for attendance at training, conferences, seminars and other travel.

Since trips and travel expenses for training, conferences and seminars are being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible to attain maximum benefit. Board members will limit expenses being borne by the District to be within the allowed limits.

B-50-10 Attendance Encouraged, but Limit on Number of Conferences. Board Members are encouraged to attend educational training, conferences and seminars, and serve as representatives of the District at professional meetings that clearly benefit the District and are directly related to improving the operation of the District. Board Members are limited to four (4) conferences or seminars per calendar year for which the District will pay expenses per the approved usual and reasonable travel related reimbursement chart below. The Board may vote to allow a Member to exceed this limitation of four (4) conferences or seminars prior to that Member's attendance at that event. For multi-day conferences, compensation shall be at a maximum of one meeting per day. If travel to a conference requires travel of four hours or more, portal to portal, the Board member may charge for that day.

One day conferences without overnight travel will not be considered in the annual attendance limit and will be reimbursed as a special meeting. Any conference or seminar that a Board Member attends that is two days or longer shall be included in the four (4) conference or seminar limit. Board Members are required to submit a Meeting Attendance Request or a Conference Registration Form in advance of the requested travel. In order to receive approval for reimbursement, the requests should be submitted at least five business days prior to the Board Meetings.

B-50-20 Usual and Reasonable Costs. The Board will comply with Government Code §53232.2. The District will pay all usual and reasonable costs associated with attendance at approved training, conferences, seminars, and other travel, including, but not limited to, registration, lodging, mileage, meals, ground transportation and travel. Actual and necessary expenses incurred in the performance of official duties shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Usual meal related expenses shall be limited in total amount per day to the current District per diem amounts, which are pursuant to the prevailing U.S. General Services Administration's (GSA) current breakdown of meal reimbursement expenses per Internal Revenue Service (IRS) guidance. Attachment 1 contains

Page 1 of 5

Resolution No. 2018-2138	Date Approved: August 23, 2018
President of the Board	Supersedes: 2017 - 2106

a breakdown of the Daily Total for partial days and the maximum Daily Total for California locations.

Hotel receipts are not adequate for documentation for food expenses. The expenses shall be presented to the Board for approval through the normal administrative process.

Transportation (ie – by passenger vehicle, scheduled shuttle or taxi) reimbursement for travel to San Francisco Airport or Oakland Airport will not exceed a maximum of \$46.00 one way. Cash tips unsubstantiated by receipts (i.e. - bellman, hotel maid) shall be reimbursed as incidental expenses subject to the prevailing US General Services Administration's current breakdown of incidental expenses.

Transportation expenses to an offsite event that is scheduled as part of a conference or meeting shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Tips for transportation such as cabs and shuttles that are included in the receipt from the driver shall be reimbursable and not included in the incidental expense portion of the daily expense limit specified by the US General Services Administration.

B-50-30 Expenses for Non-Conference Related Meetings. A Board member may attend a meeting that is not part of a conference where District business is discussed. Reasonable expenses for transportation and meals shall be reimbursed, subject to the substantiation requirements and meal and incidental expense allowances described above, after receiving approval from the Board.

B-50-40 Report to Board. A Board member who attends a conference/seminar/meeting etc. for which the District has paid expenses shall make an oral or written report to the Board, detailing what was learned that benefits the District.

Resolution No. 2018-2138	Date Approved: August 23, 2018
President of the Board	Supersedes: 2017 - 2106

B-50 Training/Conferences/Seminars/Travel

Attachment 1

2018 MEAL REIMBURSEMENT BREAKDOWN

Per the U.S. General Services Administration, the table below lists 2016 reimbursement amounts in the lower 48 continental United States (currently ranging from \$46 to \$74). In order to determine the correct meal reimbursement limits, first determine the location where you will be working while on official travel. You can look up location-specific information at www.gsa.gov/portal/content/104877. Find the daily total expense limit for your travel area and then refer to the table below for specific meal reimbursement limits.

Daily Total	\$51	\$54	\$59	\$64	\$69	\$74
Continental Breakfast/Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$28
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

Please see the 2018 Per Diem Rates, effective October 1, 2018 for travel in California on the following page.

Resolution No. 2018 – 2138	Date Approved: August 23, 2018
President of the Board	Supersedes: 2017-2106

B-50 Training/Conferences/Seminars/Travel

Attachment 1

FY 2018 Per Diem Rates - Effective October 1, 2018

	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.	COUNTY / LOCATION DEFINED	SEASON BEGIN	SEASON END	\$46
CA	Antioch / Brentwood / Concord	Contra Costa			\$ 64
CA	Bakersfield / Ridgecrest	Kern			\$ 59
CA	Barstow / Ontario / Victorville	San Bernardino			\$ 54
CA	Death Valley	Inyo			\$ 64
CA	Eureka / Arcata / McKinleyville	Humboldt			\$ 74
CA	Fresno	Fresno			\$ 64
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica			\$ 64
CA	Mammoth Lakes	Mono			\$ 74
CA	Mill Valley / San Rafael / Novato	Marin			\$ 74
CA	Modesto	Stanislaus			\$ 54
CA	Monterey	Monterey			\$ 74
CA	Napa	Napa			\$ 69
CA	Oakhurst	Madera			\$ 64
CA	Oakland	Alameda			\$ 69
CA	Palm Springs	Riverside			\$ 64
CA	Point Arena / Gualala	Mendocino			\$ 69
CA	Redding	Shasta			\$ 64
CA	Sacramento	Sacramento			\$ 64
CA	San Diego	San Diego			\$ 64
CA	San Francisco	San Francisco			\$ 74
CA	San Luis Obispo	San Luis Obispo			\$ 64
CA	San Mateo / Foster City / Belmont	San Mateo			\$ 69
CA	Santa Barbara	Santa Barbara			\$ 74
CA	Santa Cruz	Santa Cruz			\$ 59
CA	Santa Monica	City limits of Santa Monica			\$ 64
CA	Santa Rosa	Sonoma			\$ 64
CA	South Lake Tahoe	El Dorado			\$ 64
CA	Stockton	San Joaquin			\$ 64
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara			\$ 64
CA	Tahoe City	Placer			\$ 64
CA	Truckee	Nevada			\$ 74
CA	Visalia / Lemoore	Tulare / Kings			\$ 59
CA	West Sacramento / Davis	Yolo			\$ 64
CA	Yosemite National Park	Mariposa			\$ 69
CO	Aspen	Pitkin	October 1	November 30	\$ 71
CO	Aspen	Pitkin	December 1	March 31	\$ 71
CO	Aspen	Pitkin	April 1	May 31	\$ 71
CO	Aspen	Pitkin	June 1	August 31	\$ 71
CO	Aspen	Pitkin	September 1	September 30	\$ 71
CO	Boulder / Broomfield	Boulder / Broomfield			\$ 61
CO	Colorado Springs	El Paso			\$ 66

B-50 Training/Conferences/Seminars/Travel

Attachment 1

FY 2018 Per Diem Rates - Effective October 1, 2018

	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.	COUNTY / LOCATION DEFINED	SEASON BEGIN	SEASON END	\$46
CO	Cortez	Montezuma	October 1	May 31	\$ 51
CO	Cortez	Montezuma	June 1	September 30	\$ 51
CO	Crested Butte / Gunnison	Gunnison			\$ 51
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson			\$ 66
CO	Douglas	Douglas			\$ 61
CO	Durango	La Plata	October 1	May 31	\$ 61
CO	Durango	La Plata	June 1	September 30	\$ 61
CO	Fort Collins / Loveland	Larimer			\$ 56
CO	Montrose	Montrose			\$ 56
CO	Silverthorne / Breckenridge	Summit	October 1	November 30	\$ 56
CO	Silverthorne / Breckenridge	Summit	December 1	March 31	\$ 56
CO	Silverthorne / Breckenridge	Summit	April 1	May 31	\$ 56
CO	Silverthorne / Breckenridge	Summit	June 1	September 30	\$ 56
CO	Steamboat Springs	Routt	October 1	November 30	\$ 56
CO	Steamboat Springs	Routt	December 1	March 31	\$ 56
CO	Steamboat Springs	Routt	April 1	September 30	\$ 56
CO	Telluride	San Miguel	October 1	November 30	\$ 71
CO	Telluride	San Miguel	December 1	March 31	\$ 71

For applicable rates outside of California, see the General Services website at www.gsa.gov/portal/content/104877.



Consent _____ 2K _____
Staff/Consultant Reports _____
Agenda Item _____

Date August 23, 2018

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: August 23, 2018
Re: Application of Allocation of Capacity for APN 180-171-29, 800 Upper Road

BACKGROUND:

The property owner of 800 Upper Road plans to construct a new 3,241 SF single family residence. The new building is 3-story and has 44 plumbing fixture units (PFU) per information submitted to LGVSD. Based on this information, a Will Serve Letter has been drafted and a connection fee of \$6,056 has been assessed for a single family residence.

STAFF RECOMMENDATION:

Board approve the Application for Allocation and issuance of a Will Serve Letter to 800 Upper Road.

FISCAL IMPACT:

Connection fee revenue of \$6,056.

PERSON(S) TO BE NOTIFIED:

Property Owner



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

Date: August 23, 2018
 Property Owner: John Sarter
 Property Owner Address: 3 Grand Court
 San Rafael, CA 94901
 Applicant: John Sarter
 Project Name: Sarter Residence
 Project Address: 800 Upper Road
 San Rafael, CA 94903
 Project APN: APN 180-171-29

Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) on the August 23, 2018 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project with the equivalent of dwelling unit capacity (EDU) of 1, or the equivalent to 200 gallons per day. This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

The standard terms and conditions of approval are as follows:

Initial	Item	Condition of Approval
	1	You pay for the facility capacity fee (new connection fee) in accordance with LGVSD ordinances and policies. Please note payment date obligation and amount obligation.
	2	You agree to abide by all conditions of approval of the Board of Directors.
	3	This Will Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project.
	4	After the lateral inspection is completed and the connection verified, the property will be added to the sewer user charge and will receive a charge for this service.

A complete summary of the project specific conditions of approval is included in the Board Meeting minutes.

Fees Due:

The Connection Fee approved by the Board is as follows:

New Building

Capital Facilities Charge for One (1) Single Family Residence:	\$	6,056
Application Fee:	\$	500 (Paid)
Engineering Review and Inspection Fees:	\$	<u>0</u>
Total Fee:	\$	6,056

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

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, August 23, 2019; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, August 23, 2020; or upon the date of building permit issuance, whichever occurs first;

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

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

Sincerely,

Chris DeGabriele, Interim General Manager

AGREED:

Project Applicant

Date: _____

Cc: Michael P. Cortez, District Engineer
Susan McGuire, Administrative Services Manager



Consent _____ 2L___
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date August 23, 2018

To: Chris DeGabriele, PE, Interim General Manager
From: Mel Liebmann, Plant Manager
Mtg. Date: August 23, 2018
Re: Approve Amendment 2 to ArcSine Engineering for Additional Redesign and Rebidding Services for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project

BACKGROUND:

Staff has requested a proposal from ArcSine Engineering for additional items of work that were identified in workshops and meetings of the redesign and rebidding of the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. ArcSine Engineering’s proposal for the additional work totals \$29,998.

Scope of work as follows:

- Contract document reviews and edits.
- Design spot checking.
- Attend meetings and workshops as necessary.
- Document PLC-to-PLC communications.
- Construction sequencing support.
- Review Huber Thickener contract documents.

The total contract amount with ArcSine Engineering associated with rejecting, redesigning, and rebidding the project is:

1. Original Contract – Review and Design Support Services (Board Approval June 22, 2017):	\$170,634
2. Ammendment 1 – Additional Review and Design Support Services (Board Approval April 26, 2018):	\$24,481
3. Ammendment 2 – Additional Review and Design Support Services:	<u>\$29,998</u>
Total:	\$225,113

STAFF RECOMMENDATION:

Board Approve Interim General Manager Authority to Approve Amendment 2 to ArcSine Engineering for Additional Redesign and Rebidding Services for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.

FISCAL IMPACT:

\$29,998

PERSON(S) TO BE NOTIFIED:

ArcSine Engineering



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 3

Agenda Summary Report

Date August 23, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Susan McGuire, Administrative Services Manager *SM*
Mtg. Date: August 23, 2018
Re: Las Gallinas Valley Sanitary District GASB 75 Report for Fiscal Year Ended June 30, 2018

BACKGROUND:

The District offers medical insurance coverage for employees who retire from the District and meet specified vesting requirements. Prior to 2008, the District expensed the cost of providing this coverage on a pay as you go basis and did not account for the unfunded liability which was incurred while employees worked for the District. In anticipation of Government Accounting Standards Board (GASB) requirements that governments begin to recognize the unfunded liability for non-pension related retirement benefits, in 2008 the District had an actuarial study performed to determine the liability. In 2009, the District joined the CalPERS Employers' Retirement Benefit Trust (CERBT) and began contributing toward the unfunded liability.

The District is required by the CERBT to have an actuarial valuation performed every two years. The most recent valuation was completed in March 2018 and is attached for the Board's review. This report was prepared based on the following information:

1. Participant census information as of December 31, 2016 (Actuarial Valuation Date);
2. Investment balances as of June 30, 2017 (Measurement Date);
3. Reporting date for the year ended June 30, 2018.

In preparing actuarial valuations for pension and retirement benefits there is usually a lag in time between the measurement date of the assets and the presentation date in the financials of twelve months. The District uses an Actuarial Valuation Date of December 31st to allow the valuation results to be included in any rate analysis that will be in effect for the fiscal year beginning July 1st.

The key factors in determining the required funding and liability are the level of benefits provided to retirees, vesting requirements, assumed rate of return on invested assets, assumed funding period, and projected health insurance rate growth.

Benefits Provided and Vesting Requirements

The plan has four tiers of benefits depending on date of retirement or date of hire:

1. Tier 1 – retired prior to January 1, 2003 with 5 years of service, includes spousal coverage, monthly cap amount, currently \$779, increase annually at 6%. Nine retirees currently covered.
2. Tier 2 – hired prior to January 1, 2003; employee only coverage; monthly cap amount set by the State of California Department of Personnel Administration based on the average monthly premium



of the four most popular plans statewide, currently \$725. Five years of District service is required for 100% vesting in the benefit. Eight retirees are currently covered and one active employee is eligible upon retirement from the District.

3. Tier 3 – hired after January 1, 2003 and before July 1, 2014; employee and dependents eligible for coverage; monthly cap amount set by the State of California Department of Personnel Administration based on the average monthly premium of the four most popular plans statewide, currently \$725 for employee only; \$1,377 for employee plus one. Vesting is 50% after 10 years of CalPERS service increasing to 100% at 20 years of service, can be performed at any CalPERS agency however must work for the District for 5 years and retire from the District. Three retirees currently covered and eight active employees eligible upon retirement from the District.
4. Tier 4 – hired after July 1, 2014; employee only coverage; monthly cap amount set by the State of California Department of Personnel Administration based on the average monthly premium of the four most popular plans statewide, currently \$725 per month. Vesting is 50% after 10 years of District service increasing 5% per year to reach 100% at 20 years of service. There are no retirees currently covered and ten active employees eligible upon retirement from the District.

Assumed Rate of Return on Invested Assets

The CERBT offers three investment strategies with differing projected rates of returns and related risks. The current asset allocation strategies and rates of return are:

	Strategy 1	Strategy 2	Strategy 3
Expected Long-Term Rate of Return	7.28%	6.73%	6.12%
Standard Deviation of Expected Returns	11.74%	9.32%	7.14%

The District is invested in Strategy 2 which is the choice of 104 out of 528 CERBT participating agencies. The majority of the agencies are in strategy 1. The Board chose Strategy 2 after reviewing the targeted rate of return and standard deviation in reaching that rate of return. The actual rate of return for Strategy 2 as of May 31, 2018 is:

	Fiscal YTD	1 Year	3 Years	5 Years	Since Inception (October 1, 2011)
Gross Return	6.28%	6.46%	4.74%	5.61%	7.61%
Net Return	6.20%	6.37%	4.65%	5.51%	7.50%
Benchmark Return	5.93%	6.04%	4.29%	5.19%	7.29%

The asset class target allocations currently are:

Asset Classification	Strategy 1	Strategy 2	Strategy 3
Global Equity	57%	40%	24%
Fixed Income	27%	39%	39%
Global Real Estate/ REIT	8%	8%	8%
Treasury Inflation Protected Securities (TIPS)	5%	10%	26%
Commodities	3%	3%	3%



Assumed Funding Period

When the District established the plan to prefund the retirement benefit liability, the funding period was set at a closed 30 year period. The rationale behind this, based on the accounting standard in place at that time (GASB 45), was that it allowed the District to establish a funding goal every two years which would theoretically fully fund the liability over a set time frame. The initial period was 30 years and when the subsequent valuations were prepared it was reduced to 28 years, and then 26 years, etc. This differs from a rolling 30 year amortization period. The amortization period is used to calculate the amount of payment required to fund benefits promised to current retirees, current employees, and to recognize the difference in the actual rate of return versus the projected rate of return on the required assets to pay future benefits. A rolling 30 year time period has historically been used by defined pension plans such as CalPERS to determine the required annual funding. A criticism of a rolling amortization period is that each year there is a new amount that is added to the liability and amortized over a much longer time period (30 years) than the actual service period of most employees prior to retirement. As of June 30, 2018 the remaining amortization period is 22 years.

Under GASB 75, which takes effect in the fiscal year ended June 30, 2018, the Actuarial Accrued Liability will be recognized on the balance sheet of the District as a liability. Prior to GASB 75's effective date, the information was disclosed in the footnotes but not presented on the face of the financials. Another change in the accounting rules from GASB 45 to 75 is that in the past the actuary calculated the Annual Required Contribution which was the actuary's projected amount required to fund the liability over the funding term; under GASB 75 the actuary calculates the Actuarially Determined Contribution (ADC) which is similar concept.

An issue in calculating the ADC is the amortization period. As the amortization period shortens, the number of years available to allocate the unfunded liability is reduced until eventually it become 1. The shortened amortization period can create significant volatility in budgeting for future year's cost. In addition, since the District has a participation pool of less than 50, changes in demographics by one or two members can have significant impacts on the actuary's calculations. The Board can set a reasonable amortization period on a rolling basis which more clearly matches the actual service of current employees and the projected coverage period for retirees based on well-known mortality studies. That decision does not have to be made right now but will need to be considered and discussed before the next valuation report is prepared in 2020.

Projected Health Insurance Rates

The actuarial valuation requires projecting the increase in health care insurance premiums for pre-Medicare and post-Medicare participants and projecting which health plans retirees will elect. Projected rate increases in the valuation range from 8% in 2018 to 5% in 2030. Over the last eleven years, actual increases have averaged closer to 6% for Kaiser, non-Medicare coverage; less than 2% for Kaiser Medicare coverage; and 2.75% for the traditional fee for service plan offered by CalPERS, PERS Care, for the same period. The maximum coverage cap as set by the State of California Department of Personnel Administration based on the average of the four most popular plans statewide has averaged 4.46% during the same eleven years; this is relevant in that this rate is used to set the maximum cost participation by the District for three tiers of medical retirement benefits.

Another factor in the health care insurance premium setting which impacts the cost of accounting for retiree medical benefits is the Active Implicit Rate Subsidy. The Active Implicit Rate Subsidy comes into play when the health insurance rates are not age based as with CalPERS medical plans where all participants pay the same rate. Historically different age groups and genders incur varying health care

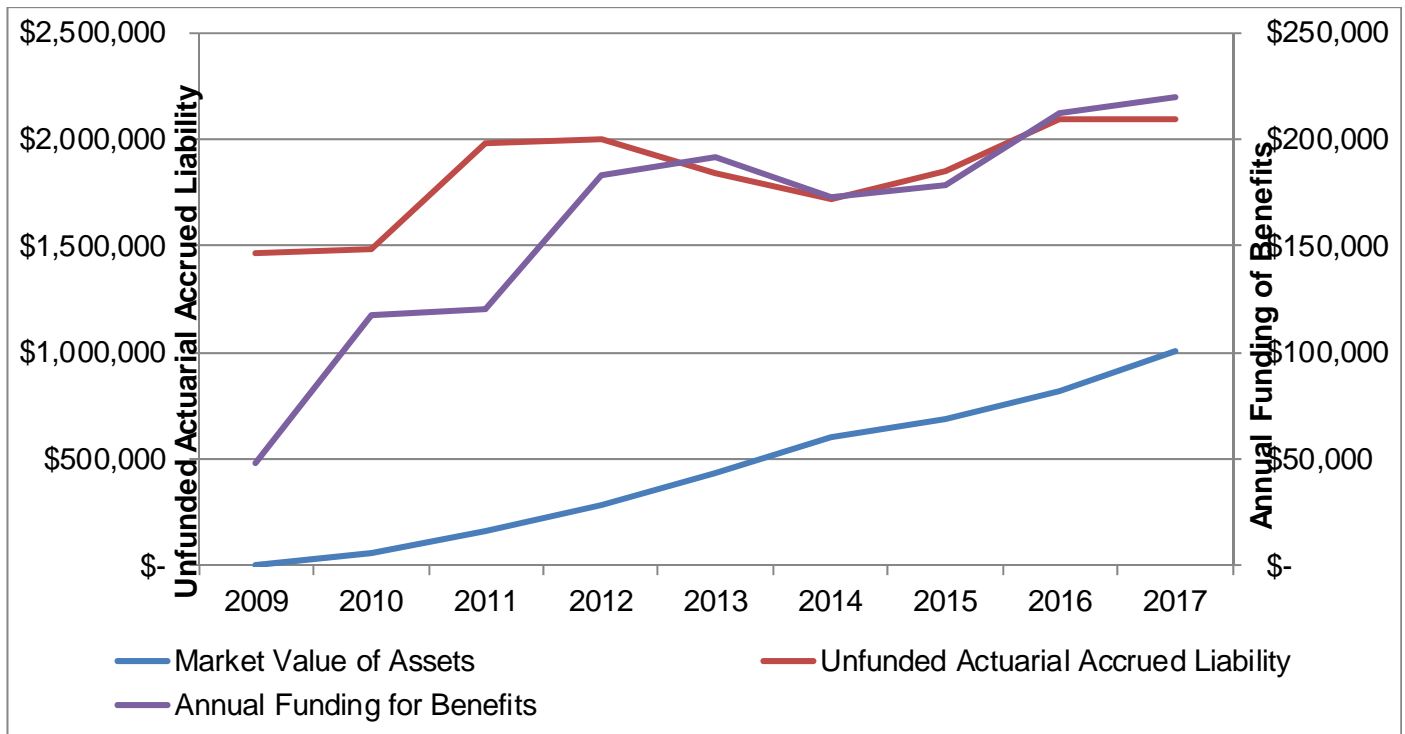


costs at different rates during portions of their lives. With an age based or gender rated plan, the rates are set taking the utilization rates of different groups into account. CalPERS does not set its health care insurance rates in this manner. Accordingly, the rates paid for active employees may be higher than they would be for an age based plan which creates the active implicit rate subsidy for retirees.

District Data Since Establishing the CERBT

Below is a table showing District cost participation, market value of assets invested in CERBT, unfunded actuarial liability and covered lives which includes active and retired participants.

Fiscal Year End	Annual Funding for Benefits	Market Value of Assets	Unfunded Actuarial Accrued Liability	Covered Lives
2009	\$ 48,274	\$ -	\$ 1,465,852	31
2010	\$ 117,653	\$ 63,348	\$ 1,482,985	31
2011	\$ 120,626	\$ 160,698	\$ 1,985,486	33
2012	\$ 182,994	\$ 285,231	\$ 2,000,604	33
2013	\$ 191,420	\$ 433,543	\$ 1,844,973	33
2014	\$ 172,467	\$ 601,454	\$ 1,721,266	33
2015	\$ 178,737	\$ 684,028	\$ 1,854,011	40
2016	\$ 212,594	\$ 822,086	\$ 2,093,879	40
2017	\$ 219,673	\$ 1,010,968	\$ 2,094,980	43





The District has \$1,164,672 invested in the CERBT as of the most recent market value of assets dated March 31, 2018. The unfunded liability per the actuarial valuation dated March 2018 is \$1,716,981. For the year end June 30, 2018, the cost for current and future retiree benefits was \$217,518 and for FY 2019 it is \$228,225. The projected GASB 75 Actuarial Determined Contribution for the subsequent three years is: \$250,335 in FY 2020; \$274,958 in FY 2021 and \$302,542 in 2022. A new valuation will be prepared in 2020 and the ADC amounts will change.

STAFF RECOMMENDATION:

Information only for Board consideration and discussion.

FISCAL IMPACT:

Funding for FY 2019 \$228,225, budgeted.

PERSON TO BE NOTIFIED:

Not applicable.

**Las Gallinas Valley Sanitary District
OPEB Plan**

**Actuarial Valuation as of December 31, 2016
For Purposes of Actuarial Funding
And GASB 75 ADC**

March 2, 2018

March 2, 2018

OPEB CONSULTANTS AND ACTUARIES
530 BUSH STREET, SUITE 500
SAN FRANCISCO, CALIFORNIA 94108-3633
TEL: 415-512-5300
FAX: 415-512-5314

Ms. Susan M. McGuire, CPA, SHRM-SCP, SPHR
Administrative Services Manager
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Re: Las Gallinas Valley Sanitary District GASB 75 Report for FY Ended June 30, 2018

Dear Susan:

Las Gallinas Valley Sanitary District (“The District”) has retained Nicolay Consulting Group to complete this valuation of the District’s postemployment medical program (the “Plan”) as of June 30, 2017 measurement compliant under Actuarial Standards of Practice for funding and Governmental Accounting Standards Board (GASB) Statement 75 for actuarial methods.

The purpose of this valuation is to determine the value of the expected postretirement benefits for current and future retirees and the Actuarial Accrued Liability (i.e., Total OPEB Liability under GASB 75) and Actuarially Determined Contribution for the plan year ending June 30, 2018. The amounts reported herein are not necessarily appropriate for use for a different fiscal year or plan year without adjustment.

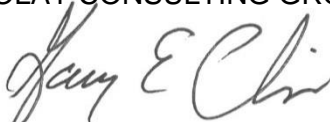
Based on the foregoing, the cost results and actuarial exhibits presented in this report were determined on a consistent and objective basis in accordance with applicable Actuarial Standards of Practice and generally accepted actuarial procedures. We believe they fully and fairly disclose the actuarial position of the Plan based on the plan provisions, employee and plan cost data submitted.

The actuarial calculations were completed under the supervision of Gary Cline and Eddie Lee. Both Mr. Cline and Mr. Lee are members of the American Academy of Actuaries whom meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion. To the best of our knowledge, the information supplied in the actuarial valuation is complete and accurate. In our opinion, assumptions as approved by the plan sponsor are reasonably related to the experience of and expectations for the Plan.

We would be pleased to answer any questions on the material contained in this report or to provide explanation or further detail as may be appropriate.

Respectfully submitted,

NICOLAY CONSULTING GROUP



Gary E. Cline, ASA, MAAA, FCA, EA
Vice President & Chief Operating Officer



Eddie Lee, ASA, MAAA, FCA, EA
Senior Actuary

Table of Contents

Section	Page
I. Management Summary	
A) Highlights.....	1
B) Gap Analysis	2
C) 10-Year Projection of Employer Benefit Payments	3
D) Funding Progress	4
II. Actuarial Funding Exhibits and GASB 75 ADC	
A) Derivation of Significant Actuarial Assumptions Liability (Exhibit 1).....	5
B) Sensitivity Analysis (Exhibit 2)	6
C) Explicit and Implicit Liabilities (Exhibit 3)	7
D) Schedule of Actuarially Determined Contributions (Exhibit 4)	8
E) Schedule of Contributions Made (Exhibit 5)	9
III. Data	
A) Summary of Demographic Information	10
B) Distribution of Participants by Age and Service	11
IV. Plan Provision Summary	
A) Plan Description	12
V Actuarial Assumptions, Methods, and Considerations	
A) Actuarial Assumptions	13
B) Actuarial Methods	17
C) Actuarial Considerations	18
VI. Glossary	
A) Key Terms	20

Section I Management Summary

A) Highlights

Summary of Key Valuation Results

	2017-18
Funded Status for Plan year beginning July 1:	
<u>Present Value of Future Benefits:</u>	
Active	\$2,077,550
Retiree	<u>1,416,569</u>
Total	\$3,494,119
<u>Actuarial Accrued Liability</u>	
Active	\$1,311,993
Retiree	<u>1,416,569</u>
Total	\$2,728,562
Market Value of Assets	<u>1,011,581</u>
Funded Status	\$1,716,981
Funded Status as a percentage of the AAL	37%
Actuarially Determined Contribution for PY beginning July 1:	
Actuarially determined contributions ⁽¹⁾ (Exhibit 4)	\$213,168
Estimated Trust Contribution	\$71,693
Estimated Annual Retiree Premium	108,040
Active Implicit Subsidy	<u>33,436</u>
Total Contribution	\$213,168
Demographic data for Plan year beginning July 1⁽²⁾:	
Number of active members	20
Number of retired members and beneficiaries	<u>19</u>
Total	39
Covered Payroll for prior Plan year	\$2,252,470
Key assumptions as of July 1:	
Discount rate	6.73%
<u>Initial Trend Rate</u>	
Pre-65	7.7%
Post-65	5.5%
Ultimate Rate	5.0%
Year Ultimate Rate is Reached	2030

⁽¹⁾ Includes payments to trust and amounts paid directly by the plan sponsor

⁽²⁾ Census data as of December 31, 2017 is used in the measurement of the AAL as of July 1, 2017. See Section III for additional details on the demographic data.

Section I Management Summary

B) Gap Analysis

The Actuarial Accrued Liability (AAL) has decreased (\$181,655) from \$2,910,217 as of July 1, 2016 to \$2,728,562 as of July 1, 2017. A breakdown of the sources of this change in liability is shown below:

Liability Experience	Amount	Percentage
Expected Benefits Earned, Benefit Payments and Interest	\$279	10%
Actual Demographic and Other Experience	<u>(\$3)</u>	<u>(0%)</u>
Total Liability Experience	\$276	10%

Changes in Assumptions	Amount	Percentage
Revised Health Care Cost Assumed Trend Rates	\$175	6%
Coverage of Surviving Spouses	62	2%
Revised CalPERS Assumed Retirement Rates	20	1%
Blended Implicit Subsidy	7	0%
Revised Spouse Implicit Subsidy Assumptions	(65)	2%
Revised CalPERS Assumed Mortality Rates	(256)	(9%)
Actual 2017 Premium Rates	<u>(401)</u>	<u>(14%)</u>
Total Changes in Assumptions	(\$458)	(16%)

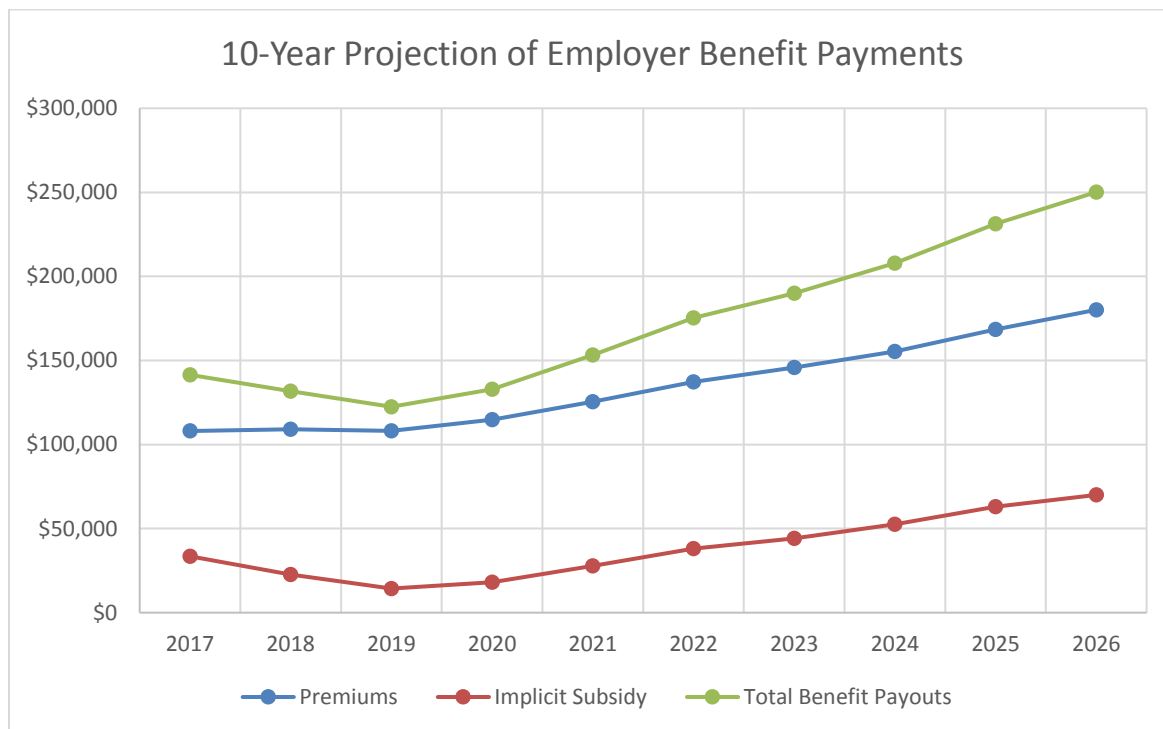
Total Change in AAL	
Liability Experience	\$276
Changes in Assumptions	<u>(\$458)</u>
Total	(\$181)

*Amounts are in Thousands.

Section I Management Summary

C) 10-Year Projection of Employer Benefit Payments

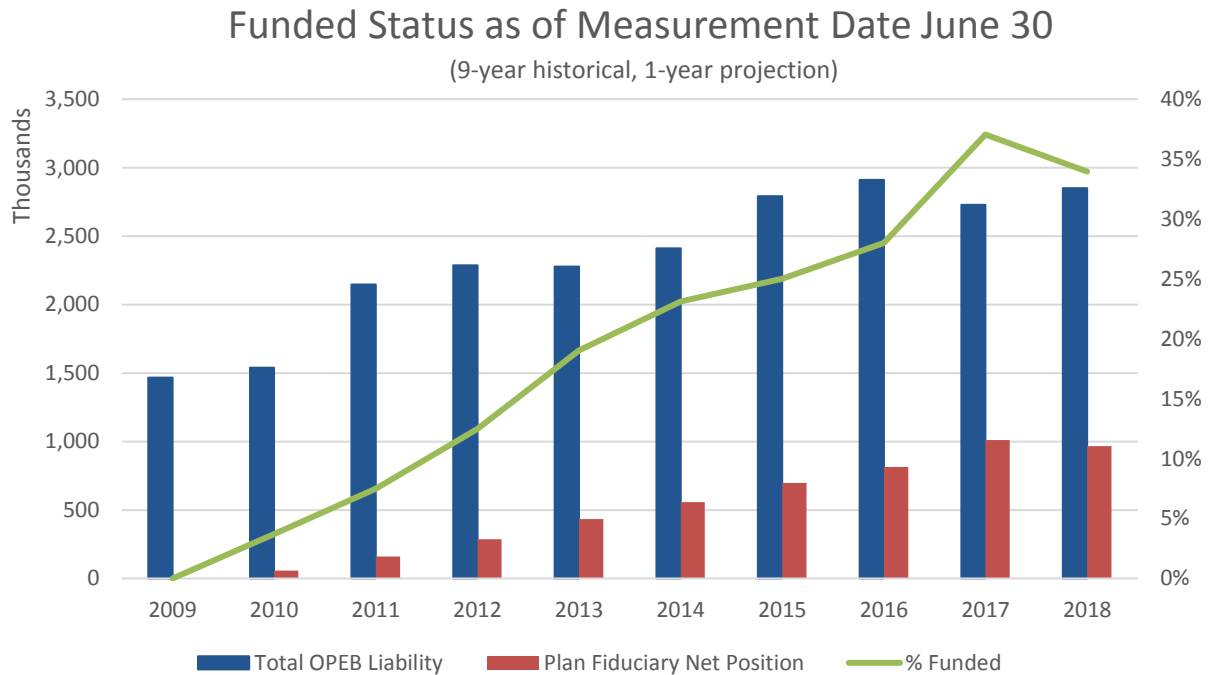
Fiscal Year Beginning 7/1	Premiums	Implicit Subsidy	Total
2017	\$108,040	\$33,436	\$141,476
2018	\$109,141	\$22,680	\$131,821
2019	\$108,119	\$14,348	\$122,467
2020	\$114,867	\$18,045	\$132,912
2021	\$125,440	\$27,741	\$153,181
2022	\$137,194	\$38,073	\$175,267
2023	\$145,749	\$44,131	\$189,880
2024	\$155,411	\$52,501	\$207,912
2025	\$168,385	\$62,966	\$231,351
2026	\$180,124	\$70,020	\$250,144



Section I Management Summary

D) Funding Progress

Below is an illustration of the funded status of the Plan for the past 9 years, and a projection of the next year's funded status looking forward:



Note:

- 1) Total OPEB Liability for GASB 75 is an interchangeable term with Actuarial Accrued Liability for funding.
- 2) Total OPEB Liability shown above on/after 2017 was based on Entry Age Normal Funding Method under GASB 75.
- 3) Prior to 2017, Total OPEB Liability shown were based on Projected Unit Credit Funding Method under GASB 45.

Section II Actuarial Funding Exhibits and GASB 75 ADC

A) Derivation of Significant Actuarial Assumptions (Exhibit 1)

Long-term Expected Rate of Return – As of June 30, 2017, the long-term expected rates of return for each major investment class in the Plan’s portfolio are as follows:

Investment Class	Target Allocation	Long-Term Expected Real Rate of Return ¹
Equity	43.00%	5.45%
Fixed Income	49.00%	1.87%
REITs	8.00%	5.06%
Cash	0.00%	0.00%

¹JPMorgan arithmetic Long Term Capital Market assumptions and expected inflation of 2.25%.

The above table shows the target asset allocation in the CERBT Strategy 2 investment policy.

Discount rate – The discount rate is based on a blend of (a) the long-term expected rate of return on assets for benefits covered by plan assets and a yield or index for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or better for benefits not covered by plan assets.

Above are the arithmetic long-term expected real rates of return by asset class for the next 10 years as provided in a report by JP Morgan. For years thereafter, returns were based on historical average index real returns over the last 30 years assuming a similar equity/fixed investment mix and a 2.25% inflation rate. Investment expenses were assumed to be 10 basis points per year. These returns were matched with cash flows for benefits covered by plan assets and the Bond Buyer 20-Bond General Obligation index was matched with cash flows not covered by plan assets to measure the reasonableness of the choice in discount rate.

	June 30, 2016	June 30, 2017
Discount Rate	6.73%	6.73%
Bond Buyer 20-Bond GO Index	2.58%	3.58%

Section II Actuarial Funding Exhibits and GASB 75 ADC

B) Sensitivity Analysis (Exhibit 2)

Sensitivity of the Actuarial Accrued Liability to changes in the Discount Rate – The following presents what The District Actuarial Accrued Liability would be if it were calculated using a discount rate that is 1% point lower (5.73%) or 1% point higher (7.73%) than the current rate.

Sensitivity of the Actuarial Accrued Liability to changes in the Trend Rate – The following presents The District Actuarial Accrued Liability if it were calculated using a trend table that is 1% point lower or 1% point higher than the current rate.

Actuarial Accrued Liability as of 07/01/2017 Valuation Date: \$2,728,562

Sensitivity Analysis:

	AAL/TOL	\$ Change	%Change
Discount Rate			
+1%	\$2,436,006	(\$292,556)	(11%)
Base	\$2,728,562	0	0
-1%	\$3,081,401	\$352,839	13%
Trend Rate			
+1%	\$3,061,615	\$333,053	12%
Base	\$2,728,562	0	0
-1%	\$2,439,377	(\$289,185)	(11%)

Section II Actuarial Funding Exhibits and GASB 75 ADC

C) Explicit and Implicit Liabilities (Exhibit 3)

	Explicit	Implicit	Total
Present Value of Future Benefits			
Actives	\$1,532,686	\$544,864	\$2,077,550
Retirees	<u>1,250,076</u>	<u>166,494</u>	<u>1,416,569</u>
Total	\$2,782,762	\$711,358	\$3,494,119
Actuarial Accrued Liability			
Actives	\$955,896	\$356,097	\$1,311,993
Retirees	<u>1,250,076</u>	<u>166,493</u>	<u>1,416,569</u>
Total	\$2,205,972	\$522,590	\$2,728,562
Normal Cost (boy)	\$68,862	\$22,736	\$91,598

Section II Actuarial Funding Exhibits and GASB 75 ADC

D) Schedule of Actuarially Determined Contributions (Exhibit 4)

Plan Year	2017 - 2018	2018 - 2019	2019 - 2020
		Projected ¹	Projected ¹
Actuarial Accrued Liability	\$2,728,562	\$2,863,797	\$3,029,904
Actuarial Value of Assets ²	<u>1,011,581</u>	<u>1,153,726</u>	<u>1,253,322</u>
Unfunded Actuarial Accrued Liability	\$1,716,981	\$1,710,071	\$1,776,582
Amortization Period ³	22	21	20
Normal Cost (eoy)	\$97,761	\$109,558	\$122,778
Amortization of UAAL ⁴	<u>115,407</u>	<u>118,667</u>	<u>127,557</u>
Actuarially Determined Contribution	\$213,168	\$228,225	\$250,335
Discount Rate	6.73%	6.73%	6.73%
Expected Return on Assets	6.73%	6.73%	6.73%
Normal Cost Growth Rate	n/a	5.00%	5.00%

¹ Projections assume that the District funds the Actuarially Determined Contribution (ADC), the Fund earns 6.73% per year, the discount rate remains 6.73% and the Normal Cost component of the ADC increases by 5.0% per year throughout the two-year period. We assumed mid-year benefit withdrawals from the Trust.

² Asset Smoothing: GASB 75 calculates the unfunded liability using market value of assets. However, equity risk can result in significant asset volatility, which translates to a volatile unfunded liability. To mitigate this volatility, the District can adopt an asset smoothing method, which recognizes gain/loss for any one year systematically over the smoothing period. Common smoothing periods are 3-5 years in length.

³ Amortization Method: GASB 75 amortizes asset gain/loss over 5 years, liability experience gain/loss and assumption change gain/loss over a variable period of roughly 5-10 years, and immediately recognizes plan amendment gain/loss and your initial unfunded. Under the GASB 45 methodology, the District was amortizing all of these items over a closed 30 year period. The District should consider whether the old GASB 45 methodology is still appropriate as it may lead to a significant under or over funding when the amortization periods for the ADC calculation are not the same as the amortizations for GASB 75.

⁴ Amortization of UAAL Method: Under GASB 45 methodology, excess assets are amortized in the same way that UAAL is amortized, which may result in the presence of an ADC even when the plan would be expected to be fully funded at the end of the year without a contribution.

Section II Actuarial Funding Exhibits and GASB 75 ADC

E) Schedule of Contributions¹ (Exhibit 5)

	Plan Year 2016 - 2017
Actuarially Determined Contribution ²	219,673
Covered-employee payroll ³	2,252,470
Contributions as a percentage of covered-employee payroll ³	13%
Contributions to the Trust	\$134,180
Pay-go Payments by Employer Unreimbursed by the Trust	94,678
Active Implicit Rate Subsidy Transferred to OPEB	<u>59,093</u>
Total OPEB Contributions ¹	\$287,951

¹ ADC and Contributions are for the measurement period July 1, 2016 to June 30, 2017.

² Employers setting a discount rate based on the assumption that assets will be sufficient to cover all future benefit payments under the plan are assumed to annually make contributions equal to the actuarially determined contribution. Annual contributions made that are substantially less than the ADC would require additional support for use of a discount rate equal to the long-term expected return on trust assets. The ADC is based on the actuarial valuation as of the July 1, 2015 report

³ Covered-Employee Payroll represented above is based on cover-employee payroll provided by the employer. GASB 75 defines covered-employee payroll as the total payroll of employees that are provided OPEBs through the OPEB plan. Accordingly, if OPEB covered-employee payroll shown above is different than total earnings for covered-employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

Section III Data

A) Summary of Demographic Information

The participant data used in the valuation was provided by The District as of December 31, 2016. It is assumed that this data is representative of the population as of December 31, 2016. While the participant data was checked for reasonableness, the data was not audited, and the valuation results presented in this report are dependent upon the accuracy of the participant data provided. The table below presents a summary of the basic participant information for the active and retired participants covered under the terms of the Plan.

	Total
<u>Actives</u>	
Total Counts	20
Average Age	43
Average Service	8
<u>Retirees</u>	
Counts	
Under age 65*	6
Age 65 and over	13
Total Counts	19
Average Age	71
Total Participants	39
<u>Covered Dependents of Retirees</u>	
Counts	
Spouses / Domestic Partners	4
Children	0
Total	4
Grand Total	43

*Includes 3 retirees who receive PEMCHA only

Section III Data

B) Distribution of Participants by Age and Service

Distribution of Service Groups by Age Groups

Age Group	Retired* Participants	Active Participant – Years of Service						Total
		0 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25+	
< 25	0	1	0	0	0	0	0	1
25 - 29	0	2	0	0	0	0	0	2
30 - 34	0	1	0	0	0	0	0	1
35 - 39	0	2	0	1	0	0	0	3
40 - 44	0	3	0	0	0	0	0	3
45 - 49	0	2	0	1	0	0	0	3
50 - 54	0	0	1	0	0	2	1	4
55 - 59	1	1	1	1	0	0	0	3
60 - 64	5	0	0	0	0	0	0	0
65 - 69	2	0	0	0	0	0	0	0
> 70	11	0	0	0	0	0	0	0
Total	19	12	2	3	0	2	1	20

* Retired participants include retirees, disabled participants, and surviving family members. Does not include covered dependents.

Section IV Plan Provision Summary

A) Plan Description

Current Plan for Existing Employees:

The District provides lifetime postretirement medical coverage to employees who retire from the District at age 50 or older with at least 5 years of continuous PERS covered service.

Coverage may be extended to the spouse and dependents depending on the coverage in effect at retirement, and subject to applicable caps. Spousal coverage is only available if they were married to the retiree at the time of retirement from the District and if the retiree chose a dual retirement payout from PERS at the time of retirement.

The amount of medical retirement coverage is divided into four groups:

Group 1 Retired prior to January 1, 2003. Their benefit is based on a monthly cap which is increased by 6% each year. The monthly cap is \$734.79 as of January 1, 2017 and may be used to cover the retiree and their spouse. If the monthly premium for the retiree is less than \$734.79, any overage will be paid to them if they have a qualifying spouse on their plan.

Group 2 employees were hired prior to January 1, 2003 and not retired as of that date. They receive the One Party rate which was \$707 as of January 1, 2017. This rate is set by the California Department of Personnel Administration. This benefit is only available for the retiree so that if their individual cost falls below the \$707, they only receive a benefit for the actual cost.

Group 3 employees were hired after January 1, 2003. They are part of the states' statutory plan per Government Code Section 22893. They can receive coverage for themselves and their dependents, up to a cap set annually by the California Department of Personnel Administration. The maximum amount of coverage is 100% for the retiree and 90% for dependents. Retirees have to work for the District for five years and have at least 10 years of PERS service to reach the minimum benefit of 50% coverage. The percentage of employer contribution increases 5% each year until 20 years of PERS service is reached with 100% coverage for the retiree and 90% for dependents. As of January 1, 2017 the contribution amounts are \$707 for an individual, \$1,349 for two party coverage and \$1,727 for family coverage. If a retiree has between five and less than ten years of service, they receive the contractual minimum monthly payment of \$128 for 2017.

Group 4 employees were hired after July 1, 2014. They can receive coverage for themselves up to a cap set annually by the California Department of Personnel Administration. The maximum amount of coverage is 100% for the retiree only. Retirees have to work for the District for 10 years and retire from the District to receive the minimum benefit of 50% coverage. The percentage of employer contribution increases 5% each

Section IV Plan Provision Summary

year until 20 years of District service is reached with 100% coverage for the retiree. As of January 1, 2017 the contribution amounts are \$707 for an individual. If a retiree has between five and less than ten years of service, they receive the contractual minimum monthly payment of \$128 for 2017.

For all retirees the contractual minimum monthly payment, which is determined each year by CalPERS, is remitted directly to CalPERS. For 2017 it is \$128. This payment is included in the overall cap of coverage for each group. So if they are a Group 1 retiree, for 2017 the District remits \$128 to CalPERS and pays a maximum of \$606.79 to the retiree.

Pre-Medicare Premiums

2017 Plan	EE	EE+SP	EE+Fam
Anthem HMO Select	783.46	1,566.92	2,037.00
Anthem HMO Traditional	990.05	1,980.10	2,574.13
Blue Shield Access+	1,024.85	2,049.70	2,664.61
Kaiser	733.39	1,466.78	1,906.81
PERSCare	932.39	1,864.78	2,424.21
PERS Choice	830.30	1,660.60	2,158.78
PERS Select	736.27	1,472.54	1,914.30
UnitedHealthcare	1,062.26	2,124.52	2,761.88

Medicare Premiums

2017 Plan	EE	EE+SP
Kaiser	300.48	600.96
PERS Choice	389.76	779.52
PERS Select	353.63	707.26
PERSCare	353.63	707.26
UnitedHealthcare	324.21	648.42

PEMHCA Minimum

2017
128.00

Section V Actuarial Assumption, Methods, & Considerations

A) Actuarial Assumptions

Discount Rate 6.73%, based on CERBT investment allocation Strategy 2

Health Care Trend	Increase in Premium Rates	
	Year Beginning	
	Pre-65	Post-65
2018	8.00%	5.50%
2019	7.75%	5.25%
2020	7.50%	5.00%
2021	7.25%	5.00%
2022	7.00%	5.00%
2023	6.75%	5.00%
2024	6.50%	5.00%
2025	6.25%	5.00%
2026	6.00%	5.00%
2027	5.75%	5.00%
2028	5.50%	5.00%
2029	5.25%	5.00%
2030 and later	5.00%	5.00%

Plan	Pre-Medicare	Post-Medicare
Blue Shield	5%	15%
Kaiser	77%	62%
PERSCare	5%	0%
PERS Choice	14%	3%
Total¹	100%	100%

¹May not add to 100% because of rounding.

Amortization Methodology We used straight-line amortization. For assumption changes and experience gains/losses, we assumed Average Future Working Lifetime, averages over all actives and retirees (retirees are assumed to have no future working years). For asset gains and losses, we assumed 5 years.

Baseline Cost Pre-Medicare: \$9,074 per year
Post-Medicare: \$3,800 per year

Inflation We assumed 2.25% annual inflation.

Payroll increases 3.25% annual increases.

Administrative Expenses We assumed that there are no administrative fees other than those included in the premium rates.

Net Investment Return 6.73%, based on CERBT investment allocation Strategy 2

Section V Actuarial Assumption, Methods, & Considerations

A) Actuarial Assumptions (continued)

Percent Married	We assumed that all current actives with their spouses will cover their spouses at retirement, and that all current actives not covering spouses will continue not covering spouses at retirement.
Health Plan Participation	We assumed that 100% of eligible participants will participate.
Medicare Coverage	We assumed that all future retirees will be eligible for Medicare when they reach age 65.
Disability	Because of the anticipated low incidence of disability retirements we did not value disability.
Mortality*	The mortality rates used in this valuation are those used in the most recent CalPERS valuations.

Pre-Retirement: CalPERS 2014 Mortality pre-retirement

Post-Retirement: CalPERS 2014 Mortality post-retirement

Age	Sample Mortality Rates			
	Active Employees		Retired Employees	
	Male	Female	Male	Female
55	0.23%	0.14%	0.60%	0.42%
60	0.31%	0.18%	0.71%	0.44%
65	0.40%	0.26%	0.83%	0.59%
70	0.52%	0.37%	1.31%	0.99%
75	0.71%	0.53%	2.21%	1.72%
80	0.99%	0.81%	3.90%	2.90%
85	0.00%	0.00%	6.97%	5.24%
90	0.00%	0.00%	12.97%	9.89%

* Source: NCG has not performed an experience study to select these assumptions. NCG has not observed materially consistent gains or consistent losses associated with these assumptions

Section V Actuarial Assumption, Methods, & Considerations

A) Actuarial Assumptions (continued)

Retirement*

We used the Public Agency Miscellaneous retirement rates that were produced from the 2014 experience study performed by CalPERS. 2.7% @ 55 for actives hired before January 1, 2013, and 2% @ 62 for actives hired on or after January 1, 2013.

2.7% @ 55
(for actives hired before
January 1, 2013)

Age	Years of Service				
	5	10	15	20	25
50	0.4%	0.9%	1.4%	3.5%	5.5%
55	7.6%	10.1%	12.5%	16.5%	20.5%
60	6.9%	9.3%	11.6%	15.4%	19.2%
65	13.4%	17.4%	21.5%	27.0%	32.6%
70	14.1%	18.3%	22.6%	28.3%	34.1%
75	100.0%	100.0%	100.0%	100.0%	100.0%

2% @ 62
(for actives hired on or after
January 1, 2013)

Age	Years of Service				
	5	10	15	20	25
50	0.0%	0.0%	0.0%	0.0%	0.0%
55	4.4%	5.6%	6.8%	8.0%	9.2%
60	6.2%	7.8%	9.5%	11.2%	12.9%
65	12.9%	16.4%	19.9%	23.4%	26.9%
70	12.5%	16.0%	19.4%	22.8%	26.2%
75	100.0%	100.0%	100.0%	100.0%	100.0%

Withdrawal*

We selected withdrawal rates that were used in the most recent CalPERS Public Agency Miscellaneous valuations.

Age	Years of Service				
	0	5	10	15	20
25	16.7%	8.7%	7.5%	0.0%	0.0%
30	16.1%	7.9%	6.7%	5.8%	0.0%
35	15.4%	7.1%	5.9%	5.0%	4.5%
40	14.7%	6.3%	5.1%	4.2%	3.7%
45	14.0%	5.5%	4.3%	3.5%	2.9%
50	13.3%	1.2%	0.7%	0.3%	0.2%

* Source: NCG has not performed an experience study to select these assumptions. NCG has not observed materially consistent gains or consistent losses associated with these assumptions

Section V Actuarial Assumption, Methods, & Considerations

B) Actuarial Methods

Actuarial Cost Method	Entry Age Normal An actuarial cost method under which the Actuarial Present Value of the Projected Benefits of each individual included in the valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit age(s). The portion of this Actuarial Present Value allocated to a valuation year is called the Normal Cost.
Financial and Census Data	The District provided the participant data, financial information and plan descriptions used in this valuation. The actuary has checked the data for reasonableness, but has not independently audited the data. The actuary has no reason to believe the data is not complete and accurate, and knows of no further information that is essential to the preparation of the actuarial valuation.
Plan Fiduciary Net Position	Market value of assets as of the measurement date
Measurement Date	June 30, 2017
Valuation Date	January 1, 2017. Results have been rolled forward (an actuarial adjustment) to June 30, 2017.
Funding Policy	The District intends to contribute the full ADC to the CERBT each year.

Section V Actuarial Assumption, Methods, & Considerations

C) Actuarial Considerations

Health Care Reform

Health care delivery is going through an evolution due to enactment of Health Care Reform. The Patient Protection and Affordable Care Act (PPACA), was signed March 23, 2010, with further changes enacted by the Health Care and Education Affordability Reconciliation Act (HCEARA), signed March 30, 2010. This valuation uses various assumptions that may have been modified based on considerations under PPACA. This section discusses particular legislative changes that were reflected in our assumptions. We have not identified any other specific provision of PPACA that would be expected to have a significant impact on the measured obligation. As additional guidance on the Act continues to be issued, we'll continue to monitor impacts.

Individual Mandate

Under PPACA, individuals (whether actively employed or otherwise) must be covered by health insurance or else pay a penalty tax to the government. While it is not anticipated that the Act will result in universal coverage, it is expected to increase the overall portion of the population with coverage. We believe this will result in an increased demand on health care providers, resulting in higher trend for medical services for non-Medicare eligible retirees. (Medicare costs are constrained by Medicare payment mechanisms already in place, plus additional reforms added by PPACA and HCEARA.) While we believe that the mandate may result in somewhat higher participation overall, this issue would have a marginal impact since we assume 100% participation upon retirement.

Employer Mandate

Health Care Reform includes various provisions mandating employer coverage for active employees, with penalties for non-compliance. Those provisions do not directly apply to the postemployment coverage included in this valuation.

Section V Actuarial Assumption, Methods, & Considerations

C) Actuarial Considerations (continued)

Medicare Advantage Plans

Effective January 1, 2011, the Law provides for reductions to the amounts that would be provided to Medicare Advantage plans starting in 2011. We considered the effect of these reductions in federal payments to Medicare Advantage plans when setting our trend assumption.

Expansion of Child Coverage to Age 26

Health Care Reform mandates that coverage be offered to any child, dependent or not, through age 26, consistent with coverage for any other dependent. We assume that this change has been reflected in current premium rates. While this plan covers dependents, we do not currently assume non-spouse dependent coverage other than for firefighters. We believe the impact this assumption has on the valuation is immaterial due to the lack of retirees that have had or are expected to have non-spouse dependents for any significant amount of time during retirement.

Elimination of Annual or Lifetime Maximums

Health Care Reform provides that annual or lifetime maximums have to be eliminated for all “essential services.” We assume that current premium rates already reflect the elimination of any historic maximums.

Cadillac Tax (High Cost Plan Excise Tax)

The PPACA legislation added a new High-Cost Plan Excise Tax (also known as the “Cadillac Tax”) starting in calendar year 2020. For valuation purposes, we assumed that the value of the tax will be passed back to the plan in higher premium rates.

- The tax is 40% of the excess of (a) the cost of coverage over (b) the limit. We modeled the cost of the tax by calculating (a) using the working rates projected with trend. We calculated (b) starting with the statutory limits (\$10,200 single and \$27,500 family), adjusted for the following:
 - Limits will increase from 2018 to 2019 by 4.25% (CPI plus 1%);
 - Limits will increase after 2019 by 3.25% (CPI); and
 - For retirees over age 55 and not on Medicare, the limit is increased by an additional dollar amount of \$1,650 for single coverage and \$3,450 for family coverage.
- Based on the above assumptions, we estimate that the tax will apply as early as 2020 for some of the District’s pre-Medicare plans. In addition, we estimate that the tax will not apply for the District’s post-Medicare plans.

Section VI Glossary

A) Key Terms

Actuarially Determined Contribution	The annual contribution amount required to fund the plan based on an actuarial funding method. The intent of a funding method is to ensure enough assets would be set aside during the working careers of participants in a plan in order to fully pay all future benefits after participants retire.
Present Value of Future Benefits (PVFB)	The value, as of the valuation date, of the projected benefits payable to all members for their accrued service and their expected future service, discounted to reflect the time value (present value) of money and adjusted for the probabilities of retirement, withdrawal, death and disability
Actuarial Accrued Liability (AAL)	The portion of the actuarial present value of projected benefit payments that is attributed to past period of member service in conformity with the actuarial funding method. The actuarial accrued liability is the liability of the plan sponsor and represents how much assets should be set aside as of the current valuation date.
Normal Cost or Service Cost	The portion of the Present Value of Future Benefits attributed to employee service during the current fiscal year by the actuarial cost method. These terms are used interchangeably.
Unfunded Actuarial Accrued Liability	The amount of the actuarial accrued liability that has not yet been funded
Covered Payroll	Annual compensation paid (or expected to be paid) to active employees covered by an OPEB plan, in aggregate.
Other Postemployment Benefits (OPEB)	Retiree health care benefits and post-employment benefits provided separately from a pension plan (excluding termination offers and benefits).
Actuarial Value of Assets	Usually set equal to the market value of assets as of the valuation date. Sometimes, however, asset smoothing methods are used to reduce the impact of short term market volatility. In these cases the actuarial value of assets can be more or less than the market value. Often a corridor of up to 20% is used to cap how much the actuarial value of assets is more or less than the market value.
Implicit Subsidy	This phenomena arises when actives claims are mixed with pre-Medicare retiree claims to develop a single flat premium that both groups pay for medical coverage. The flat premium does not recognize that retirees generally have higher costs than active employees, thus active employees are subsidizing the retirees.

8/23/2018

Interim General Manager Report

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

Collections Department Progress Report

August 23

2018

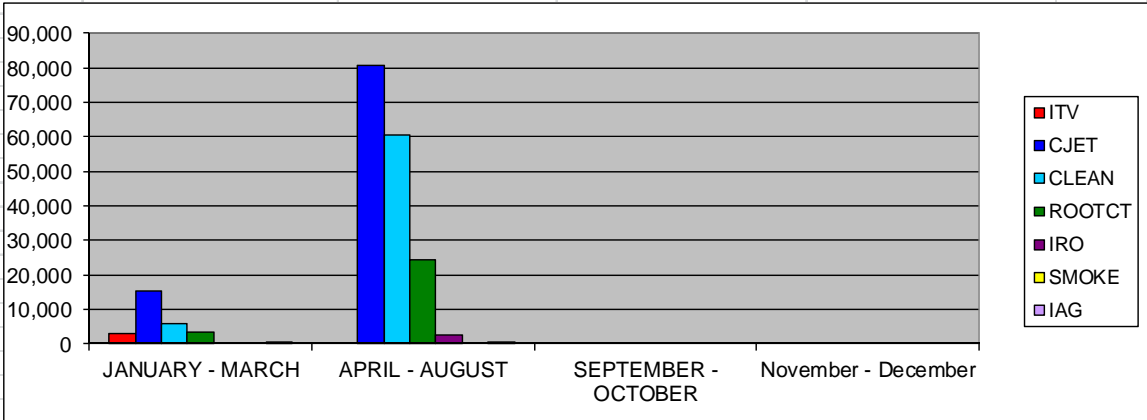
The LGVSD Collection System Department is responsible for the day-to-day operation and maintenance of 105 miles of gravity sewer lines and 6.72 miles of force mains, servicing a population of approximately 29,000 residents and businesses throughout the District. The department consists of 3 Collection System Operators, 1 Lead Collection System Operator and the Collection System/Safety Manager. General sanitary sewer Preventative Maintenance tasks include hydroflushing, root-cutting, and CCTV inspection. In addition to Preventative Maintenance, Collection System Operators are responsible for lateral repair/replacement inspections, Underground Service Alert (USA) locating, customer inquiries (incident reports), Air Release Valve Maintenance and monitoring 15 pump stations within the District.

April – July
2018'

Preventative Maintenance

April – August 2018

COLLECTION CREW 2018					
Measurement in feet					
	JANUARY - MARCH	APRIL - AUGUST	SEPTEMBER - OCTOBER	November - December	TOTAL
ITV	2,816	0			2,816
CJET	15,172	80,614			95,786
CLEAN	5,639	60,609			66,248
ROOTCT	3,487	24,196			27,683
IRO	0	2,456			2,456
SMOKE	0	0			-
IAG	288	576			864
TOTAL	27,402	168,451	0	0	195,853



- ITV = Camera truck
- CJET = Flushing with camera truck
- CLEAN = Flushing with flusher truck
- CVAC = Vactor
- ROOTCT = Rodding
- IRO = TVing with push camera
- SMOKE = Smoke testing
- IAG = Above ground inspection

Underground Service Alerts Completed

- 875 USA's completed (0.75 hours x 875 = 656.25 hours)

Lateral Inspections

- 34 inspections completed (0.75 hours x 34 = 25.5 hours) Inspections YTD = 41

Service Requests (Incident Reports)

- There were 5 Service Requests for the Months of April - August

Collection System Spill Summary

Sanitary Sewer Overflows (SSO) – There were no Sanitary Sewer Overflows reported/verified in the District from April 2018 through August 16, 2018.

- # of spills Year to Date = **Zero**

Marin County Spill Summary

Responsible Agency	Collection System	Total Number of SSO locations	Total Vol of SSOs(gal)
Alto Sanitary District	Alto Sanitary District CS	1	75
Bolinas Community Public Utility District (BCPUD)	Bolinas Community PUD CS	1	1,140
Ca Dept of Parks & Rec Marin District	Angel Island State Park CS	1	8,000
Ca Dept of Parks & Rec South Lake Tahoe	China Camp State Park CS	1	750
Homestead Valley Sanitary District	Homestead Valley Sanitary Dist CS	6	920
Marin Cnty Sanitary District 5	Marin Csd 5 - Tiburon Plant CS	9	492
Mill Valley City	Mill Valley City CS	7	1,060
National Park Service, Golden Gate National Recreation Area	Golden Gate National Rec Area CS	1	20
Richardson Bay SD- Tiburon City	Richardson Bay Sd CS	1	500
San Rafael Sanitation District	San Rafael SD CS	15	6,578
Sanitary District #1 of Marin	San Dist #1 of Marin CS	11	1,166
Sanitary District #2 of Marin	Sanitary District #2 Of Marin CS	2	65
Sausalito City	Sausalito City CS	2	770
Sewerage Agency of Southern Marin	Sasm CS	1	450
Tamalpais Community San Dist	Tamalpais CSD CS	3	397
	Total	62	22,383

Private Sewer Lateral Replacement

- As of 8/16/2018, the District has issued **(55)** lateral replacement/repair permits.
- Of the (55) issued, **(41)** have been completed and approved by the District. Total lateral footage replaced to date = **2,412 feet of Private Sewer Laterals Replaced**

Lateral Specs & Lateral Inspection Ordinance

Specifications for Lateral Sewers (Updated)

The Standard Specifications apply to the design and construction of all public sewerage facilities and side sewers in the District, whether privately financed and constructed under permits issued by the District, or publicly financed and constructed under contract with the District.

The jurisdiction of the District includes the entire sewerage system and its appurtenances from the point of connection with the building plumbing to the outfall from the Las Gallinas Valley Sanitary District treatment plant. In cooperation with San Rafael Sanitation District, the District recognized the need for a standardized, construction specification requirement for constructing sewer laterals within the LGVSD and SRSD service areas. As a result, the District collaborated with San Rafael Sanitation District and jointly enlisted the services of Nute Engineering to prepare specifications. The document was reviewed by the Board in July 2017 and is currently in a Preliminary Draft form. Both SRSD and the District have submitted comments to Nute Engineering and those comments were included in the most recent draft dated July 12, 2018. District staff had no further comments and SRSD would like to meet in early September for final review (Date TBD due to SRSD staff vacation).

On August 3, 2018, Ross Valley Sanitary District (RVSD) asked to be included in the development of specifications and the most recent draft was then forwarded to them for comments on 8/3/18. RVSD was initially asked to participate but declined. Due to recent developments, however, they have reconsidered.

Lateral Inspection Ordinance

The Lateral Inspection Ordinance has been reviewed and reconstructed to more closely resemble those of other local Sanitary Districts and, specifically, RVSD and East Bay Mud. The Ordinance has been submitted to District counsel for review on August 8, 2018.

CityWorks Implementation

On July 2, 2018, the Las Gallinas Valley Sanitary District Collections Department officially transitioned from the use of OASIS software tracking system to CityWorks, GIS based software program. This has been a highly anticipated change for the Department and District, which began nearly two years ago.

CityWorks differs from its predecessor in that it is a web-based, Computerized Maintenance Management Software (CMMS) program which allows Collection's Department Staff to access a GIS mapping systems in the field. No longer do they need to blindly flip through hundreds of paper work-orders to find their next task, moving back and forth throughout the District with limited efficiency. The CityWorks software allows them to access a District map (via iPad), which shows all of the "open work orders" which need to be completed.

Example: Figure 1 - Work Order Form

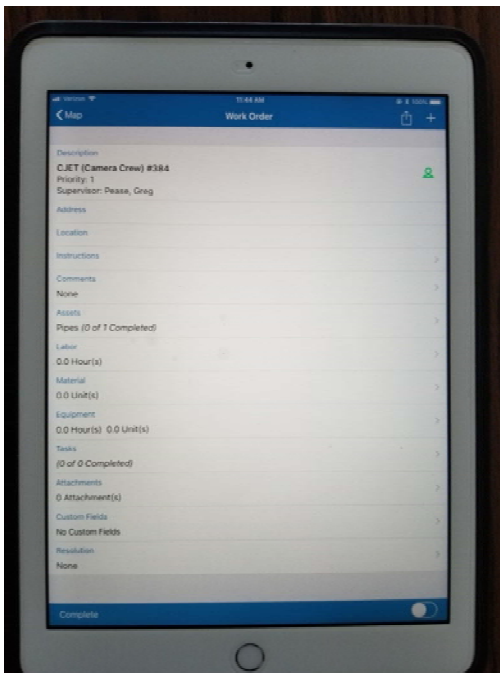
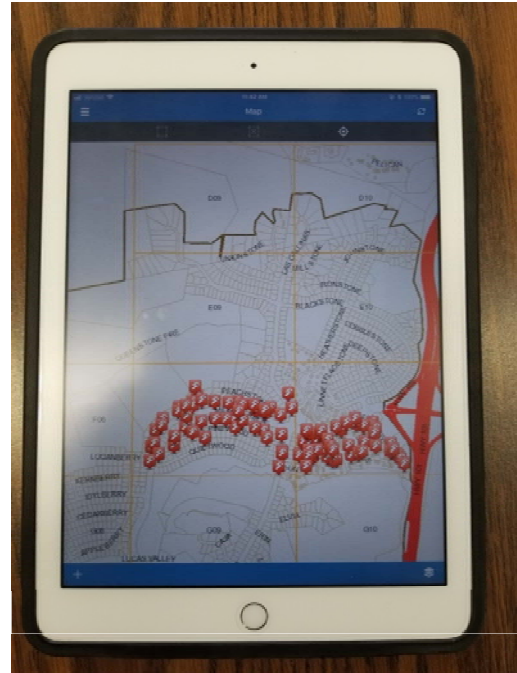


Figure 2 – GIS map with location of Work Orders



CityWorks Implementation

An iPad has been issued to each crew, Camera and Maintenance, and they are “synced” multiple times a day, typically done morning, lunch and end of day. The syncing process updates the issued work orders for their crew, with a focus on working in a centralized area. Once in the field, staff completes a work order with the touch of a single button and that information is then stored until their next “sync”. From here, the Collection System Manager must review and approve all the work orders completed and/or created before they can be “closed”. Because CityWorks is a Maintenance Management Software, tasks such as Service Requests (incident reports), lateral inspections, vehicle safety inspections, and asset repair requests are all tracked using the software.

DESKTOP VIEW (OPEN WORKORDERS - SCREENSHOT)

Wo	Description	Priority	Status	Submit To	Proj Start Date
1293	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1294	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1295	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1296	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1297	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1298	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1300	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1301	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1302	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1307	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1308	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1309	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1310	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1311	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1316	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1317	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1319	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1321	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1327	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1328	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1329	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1330	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1331	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1332	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM
1333	Clean (Maintenance Crew)	3	OPEN	Crew, Maintenance	2018-07-06 8:07 AM

Rows: 25 | 1 - 25 of 94

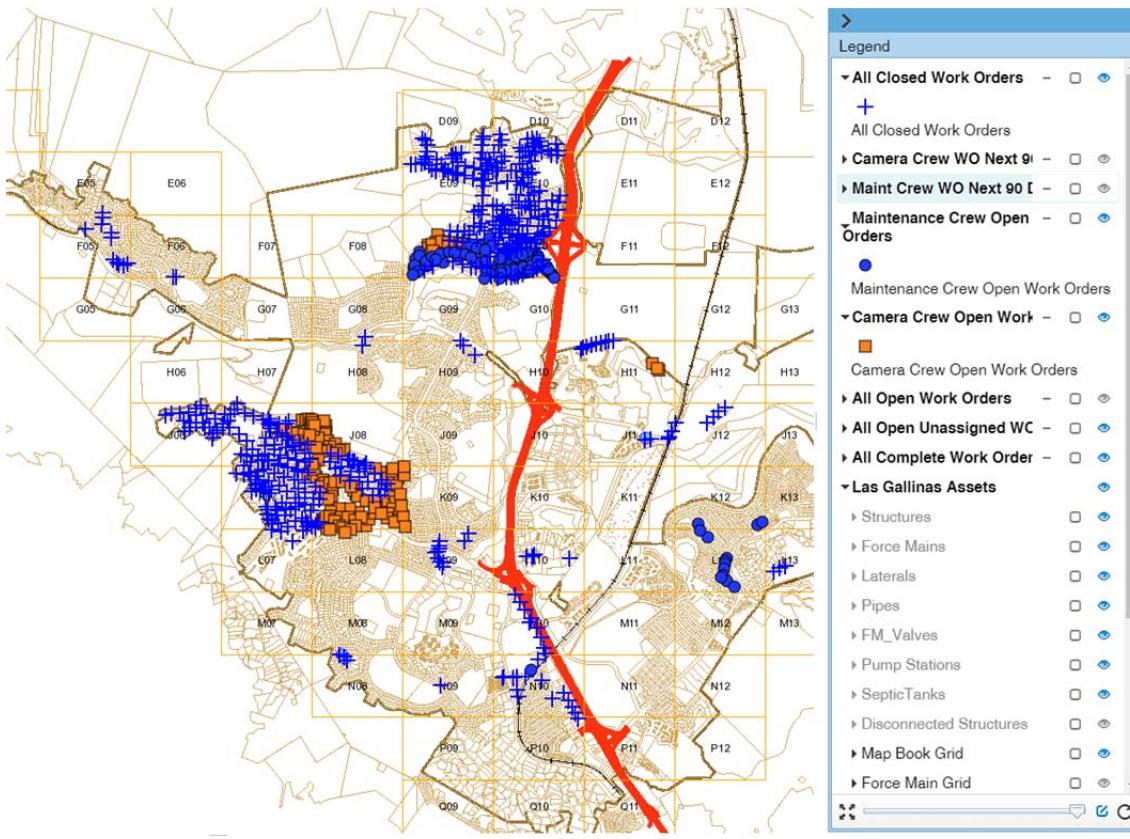
CityWorks Implementation

Since the implementation of the CityWorks software, our efficiency in maintaining the District’s collection system has improved drastically. As the table below illustrates, in the past 34 days, Collection crew members have been very busy.

July 2, 2018 thru August 16, 2018			
<u>Crew</u>	<u>No. Work Orders Completed</u>	<u>Task Completed</u>	<u>Total Footage</u>
Maintenance (Gill/Cardenas)	223	Clean (Flush)	39,633
Maintenance (Gill/Cardenas)	23	Rootct (Rodding)	5,462
Camera (Buchholz/Fernandes)	223	CJET (Flush)	48,091
Total	469		93,186

From 2008 to 2016, our highest annual footage recorded was 579,656 feet or 113 miles. At our current pace, the Collection Crews will maintain approximately **1,110,000+ feet or 212 miles** in a calendar year. That means we will make it through the District’s entire collection system TWICE.

EXAMPLE: District Map (Collection Manager Desktop View) – Blue Crosses are completed W/O’s



CNG Camera/Flusher Truck

The Freightliner CNG Combo Camera/Flusher Truck repairs have been completed and the truck is back in service. The improvements are as follows:

- The overall length has been shortened by 42”
- The round water tanks have been replaced with the appropriate 1,000 gallon square tanks
- The camera inspection enclosure was replaced with a new higher quality, TPD fabricated office.



CNG Camera/Flusher Truck

Inside office



Rear View of New Office



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

I. Account Summary: Bank and Investment Accounts

Accounts Summary	July 31, 2018	June 30, 2018	Change from Previous Month
Summary of Bank and Investment Accounts			
Bank of Marin			
Operating	\$ 233,052	\$ 117,324	\$ 115,728
Operating Sweep	364,201	498,190	(133,989)
Zero Balance	107,550	203,586	(96,036)
Liquid Savings	1,036,095	1,474,389	(438,294)
Private Sewer Lateral Rehab	169,379	169,372	7
Surcharge-Marín Lagoon	118,045	118,030	15
Surcharge-Captains Cove	25,893	25,886	7
Connection Fee	42,995	38,414	4,581
Capital Project Reserve Fund	2,246,324	2,246,196	128
Petty cash	800	900	(100)
Investment Accounts			
Debt Service Reserve-Recycled Water	586,886	586,886	-
Debt Service Reserve-SRF Loan	294,054	294,054	-
Local Agency Investment Fund	<u>20,875,824</u>	<u>20,781,281</u>	<u>94,543</u>
Cash and Investments	<u>\$ 26,101,098</u>	<u>\$ 26,554,508</u>	<u>\$ (453,410)</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 Local Agency Investment Fund is currently earning interest at 1.9%.

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 July 2018**

I. Summary of Bond Accounts and Cumulative Activities Since Inception

Accounts Summary	Starting Balance 4/28/2017	Total Activities Since Inception	Ending Balance 7/31/2018
1 Bond Project Fund	\$41,000,000	\$ (719,298) ^(a)	\$ 40,280,702
2 Cost of Issuance Fund	193,121	(193,111)	10
3 Bond Payment Fund	<u>-</u>	<u>103</u>	<u>103</u>
 Total	 <u>\$41,193,121</u>	 <u>\$ (912,306)</u>	 <u>\$ 40,280,815</u>

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

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

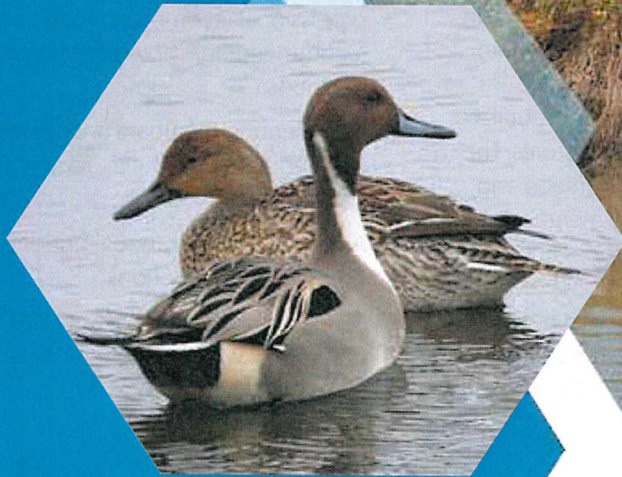
1 Bond Project Fund		
Beginning Balance July 1, 2018		\$ 40,090,470
Interest income from Local Area Investment Fund (LAIF) estimated annual yield of 1.9%		<u>190,232</u>
Ending Project Fund Balance at July 31, 2018		<u>\$ 40,280,702</u>

2 Cost of Issuance Fund		
Beginning Balance July 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 July 31, 2018		<u>\$ 10</u>

3 Bond Payment Fund		
Beginning Balance July 1, 2018		\$ 103
Funds transferred to pay the scheduled principal and interest payment due		-
Interest income from US Bank estimated to be a 2.0% for annual yield		<u>-</u>
Ending Bond Payment Fund Balance at July 31, 2018		<u>\$ 103</u>



Agenda Item 4A4
Date August 23, 2017



General Manager

Apply for an opportunity to lead an exceptional organization utilizing industry leading practices in daily operations and capital projects. Candidates possessing either a Professional Engineering Registration or Grade V Wastewater Treatment Plant Operator Certificate and strong project management experience are desirable.



THE DISTRICT

Las Gallinas Valley Sanitary District is located in the Las Gallinas Valley of Marin County, California between San Rafael and Novato. The District's wastewater treatment and recycling facilities are located on over 400 acres adjacent to San Pablo Bay. The District currently serves over 30,000 people in the communities of north San Rafael and surrounding unincorporated areas. The original wastewater treatment plant was constructed in 1955. Major plant expansions were subsequently built in 1958, 1972, and 1984. The latest expansion increased the average dry weather capacity to 2.9 million gallons per day with ponds to hold treated wastewater and spray fields that allow the District to seasonally withhold discharge.

Today, the District manages the wastewater treatment plant, approximately 105 miles of collection lines and other aspects including solar generation, energy recovery, a garbage franchise encompassing all areas within

the District excluding the City of San Rafael customers, and a multi-faceted reclamation project which includes producing recycled water for the neighboring North Marin Water District, a freshwater marsh, irrigated pastures, storage ponds and saltwater marsh – all of which are home to area wildlife, and provide access and recreation for the public.

Given the unique low-lying creek and bayside location of the District's service area, strict attention is given to the treatment process and green environmental protection practices are an ongoing goal of the District. During the summer non-discharge season (no discharge to San Pablo Bay via Miller Creek between May and October), approximately 2/3's of the District's treated effluent is recycled by Marin Municipal Water District (MMWD). This recycled water is then utilized within the District's service area and the remainder of treated effluent is utilized at the District's irrigation pastures. The District has received recognition and many awards for environmental and educational programs and is known for being innovative and proactive. The District has a strong and positive relationship with the community by combining effective pollution

prevention and educational programs with state-of-the-art technologies.

THE POSITION

The General Manager reports to a five-member Board of Directors and supervises four management staff who oversee Administrative Services, Engineering, Plant Management, and the Collection System/District Safety Program. The District's total staffing exceeds 20 personnel. The position directs and manages the administrative, financial, human resources, engineering, operating, maintenance, and construction functions of the District.

Essential functions and skillsets include:

- Addressing the needs of the Board such as overseeing the agenda process for public meetings, providing professional recommendations, and recommending/implementing policy decisions.
- Representing the Board and District with regulatory agencies, regional partners, and the public.
- Administering the annual budget and other financial functions.
- Managing personnel matters and day-to-day workforce operations.



Learn more about Las Gallinas Valley Sanitary District at www.lgvsd.org



- Applying professional expertise in public administration, wastewater operations, engineering, and project management to identified District priorities.
- Knowledge of applicable California water quality, public health laws as well as other federal, state and local laws, regulations and policies applicable to wastewater systems.
- A solid comprehension of the interrelationship between land use decisions and wastewater service provision, including the role of City, County, regional and Local Agency Formation Commission regulations.
- Experience with technologies used for wastewater utility operations, maintenance and business management.

EDUCATION AND EXPERIENCE

Candidates should possess a Bachelor's Degree – education in engineering is desirable. Either a Professional Engineering Registration or Grade V Wastewater Treatment Plant Operator Certificate and strong project management experience

is preferred. Ten years of increasingly responsible experience, five of which should be in a supervisory or management capacity, must accompany the educational and certification requirements.

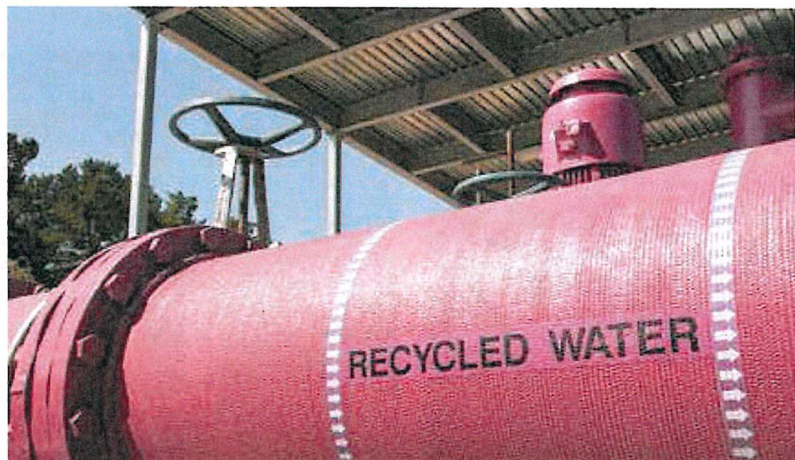
THE IDEAL CANDIDATE

The ideal candidate for General Manager will have the ability to inspire and lead the organization along its path to become a utility of the future. The progressive Board seeks someone who can balance a desire for implementing new technologies/practices with a practical mindset in a straightforward manner. Environmental ethics, an

ecological focus, and cost efficiency are established priorities.

The new General Manager should be personable, positive, and lead by example with integrity. Working with staff and regional partners to optimize operations, finances, and facilities will be a mark of success. Experience in capital project management and facility upgrades are desirable, and several legacy-worthy projects are ready for implementation by a candidate seeking a challenge, including a \$50M Secondary Treatment Plant Upgrade and Recycled Water Facility Expansion Project.

The District seeks a strategic thinker who is a recognized expert in managing a wastewater utility with similar broad service functions as the District. The individual should be familiar with water quality regulatory issues and have expertise with public financing, rate setting, financial management and long-range planning. The ideal candidate will have a collaborative, inclusive approach to work, a proven ability to mentor and support employee development, and experience working in a unionized workplace. The successful candidate will be a good communicator, value transparency, and be comfortable working with members of the public.



In return, the position offers stable leadership among elected officials, top of class professional development opportunities, flexibility, and autonomy in management. The successful candidate will also enjoy the high quality of life offered in the area, including excellent school districts; recreation such as hiking, kayaking, and golfing; and close proximity to San Francisco arts, culture, and sports activities.

COMPENSATION

The salary range for this position is up to \$223,336. The District provides an excellent array of benefits, including:

- **Retirement** – The District participates in the California Public Employee Retirement System (PERS); fully vested after 5 years of service. Classic Members may be eligible for a retirement benefit of 2.7% at age 55; New Members are eligible for a retirement benefit of 2% at age 62. Employees pay 8% of salary toward the cost of PERS retirement benefits.
- **Health Insurance** – The District participates in PERS/Medical and covers the premium up to the Kaiser Family Rate. Dental coverage of up to \$2,000 per year, per person and vision coverage is also available. Retiree medical benefits are available after

ten years of service upon retirement from the District.

- **Social Security and Medicare** – The District participates in these programs.
- **Time Off** – Employees receive 14-24 vacation days per year based on years of service, nine holidays per year, and 12 days of sick leave. Management staff receive 10 days of administrative leave per year.
- **Housing Stipend** – \$500/month if residing within 7.5 miles of District offices; \$250/month within 15 miles.
- **Professional Development** – Employer covered costs for a wide variety of training opportunities.
- **Other** – Life Insurance, Long Term Disability Insurance, Longevity Pay, Deferred Compensation, and a Flexible Benefits Plan are available.

APPLICATION AND SELECTION

The position is open until filled with the first review of resumes on **Monday, August 27, 2018** – early applications are encouraged. To be considered for this exceptional opportunity, please submit your resume (including dates of employment plus number of staff and

budgeted dollar value managed), cover letter, and the names of six professional references (two each: supervisors, direct reports, and colleagues) to: <https://secure.cpshr.us/escandidate/JobDetail?ID=372>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the District. It is anticipated that a selection will be made following final interviews and the completion of comprehensive reference and background checks.

For more information contact:

CPS HR  CONSULTING

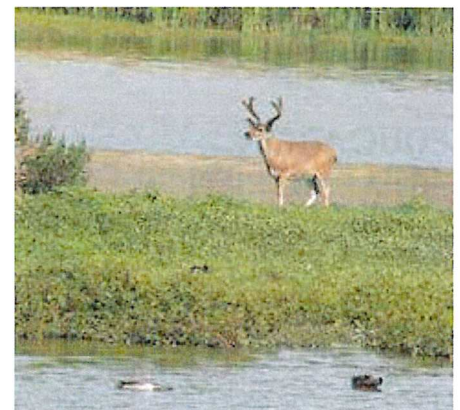
Josh Jones

CPS HR Consulting

Tel: 916-471-3301

Email: jjones@cpshr.us

CPS web site: www.cpshr.us/search



8/23/2018 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
- Presentation

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 – Murray – CASA Air, Climate Change and Energy Workgroup Meeting

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



AGENDA

Air Quality, Climate Change, and Energy Workgroup Meeting

Meeting Date/Time: August 16, 2018 / 10 am – 1 pm

Agenda Item 4B3
Date August 23, 2018

COMMENCEMENT

ITEM	LEAD
Welcome/Roll Call	Jackie Zipkin (Chair), Greg Kester and Sarah Deslauriers (CASA)
Review/Approval of Agenda	All

P PRIORITY ISSUES/ACTION ITEMS

	ITEM	LEAD	NOTES
1.	<u>SB 1383</u> : SLCP Reduction - Informal Rule Development	Greg	Comment letter, CalRecycle still accepting comments, next version of draft regulation expected in fall
2.	CPUC Biogas Standards for Pipeline Injection	Greg	<u>Biomethane Report</u> by CA Council on Science & Technology, <u>Scoping Memo</u> released – Comments submitted July 27
3.	<u>Water-Energy GHG Guidance Initiative</u>	Sarah	WEG 2.0, The Climate Registry & SCE, quantify GHG intensity of water to SoCal, WEG Technical Review Team members
4.	CA Adaptation efforts: <ul style="list-style-type: none"> • SWRCB Climate Change Resolution • California Coastal Commission Vulnerability Assessments • AB 2800/Climate-Safe Infrastructure Workgroup Report • CPUC Adaptation Rulemaking • 4th Climate Change Assessment 	Sarah	Update on the state's adaptation efforts - who is doing what and their timelines, <u>Comment letter</u> submitted to CPUC, 4 th <u>climate change assessment</u> to be released August 27 th at the <u>California Adaptation Forum</u> in Sacramento, upcoming <u>Global Climate Action Summit</u> September 12-14 in SF
5.	<u>AB 617: Community Air Protection Program & Draft Blueprint</u>	Frank/Sarah	Ongoing workshops, comment letter in development, & regulation development
6.	Regional Hot Topic: Compost White Paper	Sarah	August <u>CAPCOA</u> Workshops (see below), 90-page White Paper

L LEGISLATIVE UPDATE

	ITEM	LEAD	STATUS
1.	2018 Bill Cycle	Jessica/Adam	Bills status update - SB 1440 Cap-and-Trade budget allocations and status

*in Appropriations
next time for
get to go
index
6/13/18*

D DISCUSSION/INFORMATIONAL ITEMS

	ITEM	LEAD	NOTES
1.	Flare Rules: SCAQMD, SJVAPCD, BAAQMD	David R/Ray	Status update on flare rules
2.	NACWA Climate & Resiliency Committee	Sarah	Committee meeting at NACWA, upcoming priorities
3.	SWRCB: Co-digestion Capacity Analysis	Sarah/Greg	Tasks update, survey distributed
4.	Biosolids and Fire Reclamation Efforts	Greg	Proposal submitted to WRF
5.	Wastewater-Solid Waste Partnership	Greg	Scheduling next meeting
6.	<u>LCFS Proposed Changes</u>	Greg	Review LCFS Calculator, <u>comment letter</u>
7.	EPA <u>Renewable Fuel Standard RINs</u>	Greg	All biogas from co-digestion receives lower credit value (D5)
8.	<u>AB 901: Recycling/Disposal Reporting</u>	Greg	Comments submitted, first reports due in 2019
9.	<u>Aliso Canyon Natural Gas Leak Settlement</u>	Greg/Sarah	Mitigation settlement
10.	N ₂ O Emissions from WWTPs	Sarah/Frank	CASA and ARB to meet in September

RECENT AND UPCOMING CONFERENCES/EVENTS

NAME	DATE/LOCATION
CAPCOA/CARB/CalRecycle Compost Workshops	August 21 (Sacramento) and 24 (SCAQMD)
<u>Northwest Biosolids – Biofest</u>	September 9 – 11, Chelan (WA)
<u>Global Climate Action Summit</u>	September 12 – 14, San Francisco
<u>WEFTEC</u>	September 29 - October 3, New Orleans
<u>U.S Biogas 2018</u>	November 5 – 6, San Diego
<u>CA Bioresources Alliance Symposia</u>	November 15 - 16, Sacramento (rescheduled November ACE Mtg)

NEXT MEETING: September , 1 - 3 pm (Conference Call/Webinar)

Meetings in 2019 moving to Second Thursday's of each month!

CASA Air, Climate Change, & Energy (ACE) Workgroup Meeting
August 16, 2018, 10:00am – 1:00pm
Craig K. Murray, SR/WA

Greg Kester (GK)
Sarah A. Deslauriers (SD), P.E., ENV SP
Climate Change Program Manager, CASA, 1225 8th St, Suite 595, Sacramento, CA 95814
Office: (925) 932-1710, Mobile: (925) 705-6404 sdeslauriers@carollo.com
Summary Notes:

P1. SB 1383: Short-Lived Climate Pollutant (SLCP) Reduction Implementation. Goal: 40% Methane Reduction by 2030. How: Organic waste diversion from landfills (includes biosolids, digestate, and sludges). Marks to Meet (relative to 2014 levels): 50% by 2020 and 75% by 2025. GK: May 16 formal comments ended but Cal Recycle still open to receiving, use CASA letter points esp. re: procurement, local ordinance. Goal is to not just limit to Transportation fuel but incl. WWTP w/pipeline inj., others.

P2. CPUC Biogas Standards for Pipeline Injection. GK: Jenny Ormond, wants WW to be more involved. Biomethane Report by CA Council on Sci. & Tech., Scoping Memo released, comments submitted 7/27. Analyze min heating value (970 BTU/scf?), max. Siloxane specifications. GK: Siloxane detection & how it will affect pipeline. GK asked group for analysis & many provided.

P3. Water-Energy GHG Guidance Initiative. Several provided comments. Dale Roberts of Sonoma Co. Water spoke on conf. call re Metrics needed on polluted water, diff. in water world (measure by Acre/Ft annual period v. WW using MGD and short term. Metric to look at "Intensity" GHG emission, amount of E used to plant, then amount of delivered water. CASA is member of the Technical Review Team. Reviewed WEG 2.0 draft gap analysis, submitted comments August 6.

P4. CA Adaptation efforts State actions (in 2018) to adapt CA's water to impacts of climate change: SWRCB Clim. Chg. Reso., CA Coastal Comm. Vul. Assessments, Climate-Safe infrastructure workgroup (AB 2800), 4th Clim. Chg. Assessment – to be released Aug. 27, CPUC Adaption Rulemaking.

P5. AB 617: Community Air Protection Program & Draft Blueprint. Gives CARB authority to monitor now other than mobile sources. Frank spoke. Concern on Annual Reporting to include permanent facilities & rule will drag many others into it that may now not be included: pump stations, gas stations, mom & pop businesses. First 5 years annual, then triannual. Rule is getting very onerous. CARB also wants same standard to be used in all districts across the state. A heavy lift. Sarah/Frank to get out response letter c/o CASA by 8/23.

P6. Regional Hot Topic: Compost White Paper. AQ permitting, reg. issues for expanding existing, siting new compost facilities. GK: Fwd. announcement compost white paper intended to streamline permitting of new or expanded compost facilities has been released by CAPCIA, Carb, and CalRecycle. COMPOSTING IN CALIFORNIA Addressing Air Quality Permitting and Regulatory Issues for Expanding Infrastructure - Discussion Paper Northern California Workshop Date: Tuesday, August 21, 2018 Time: 1:00 PM – 5:30 PM Location: CalEPA Building (Sierra Hearing Room, 1001 I St., Sacramento, CA 95812)

L1. 2018 Bill Cycle. Jessica: Bill Status update-SB 1440 Cap and Trade budget allocations, status. In Appropriations. Tough push to get to Gov. \$16.9M from CA Energy Commission. This funded certain agencies including Las Gallinas in past.

D1. Flare Rules: SCAQMD, SJVAPCD, BAAQMD. Discussion: Req. by EPA to come up w/flare rules. Districts doing it on Steroids. It makes no sense. We have a lot of ammunition.

D2. NACWA Climate & Resiliency Committee. Vice Chair position open, looking for CA agency rep.

D3. SWRCB: Co-digestion Capacity Analysis. Complete Analysis by 6/19. CASA dist. CA POTW survey last week. Coord. w/BACWA, SCAP and EPA surveys. Tasks: Est. Organic gen. in 2025/30, Assess existing, future capacity w/wo rehab., modif., assess methane emissions. Addl. Topics: Invest. Opp. And barriers at small/med. Fac., examine pilot facilities already operated.

D4. Biosolids and Fire Reclamation Efforts. GK: \$72.5k in contributions, subm. Applic. To WRF seek \$72.5k match.

D5. Wastewater-Solid Waste Partnership. GK: Ad Hoc WW & Solid Waste Reps., AB 1823 gets impl. Focus w/solid waste. Oct. 3 is next mtg. (last day of WEFTECH in New Orleans). Will tour EBMUD Co-Digestion, SF Recycology use of Orex energy tech.

D6. LCFS Proposed Changes. GK: New version out yesterday. GK: Met last week with LAS GALLINAS & try to help set up Air Board USEPA to get enrolled in program w/CARB and work w/LCFS calculator. Latest version: simplified calc., Biomethane def.

D7. EPA Renewable Fuel Standard RINS. Sludge & Food Waste Derived Biogas. Renewable Identification Number (RIN) Values. Biogas from digestion of sludge: D3 (cellulosic, highest value); Biogas from digestion of food waste: D5 (advanced biofuel, lowest value). No path forward to qualify for a mixture of D3 and D5 RINS, not a priority for next 24 mos. From White House.

D8. AB 901: Recycling/Disposal Reporting. GK: Formal Rule Making is a Mess. At least 3 turnovers in Rule Staff. Offers to meet with Staff and work met w/response that only input is w/comment letter. Various Dfns. Vague, confusing. Unclear reporting req. for biosolids/WWTPs. Adoption of regs: mid 2018, first round of reporting: Q1 2019.

D9. Aliso Canyon Natural Gas Leak Mitigation. CARB, SoCal Gas. GK: Why Dairy digesters getting bulk of cap and trade: \$9M, \$25M in organics diversion. Why so much preferential treatment than to WWTP? SD: Talk about Biogas only into Pipeline.

D10. N2O emissions form WWTPs. Timeline to update ARB's GHG inventory. 7/18 met arb staff. 10/18 data, ARB impr. GHG Inv.

AGENDA ITEM 5A

DATE 8/23/2018



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 _____.

AGENDA ITEM SA.1
DATE 8/23/2018



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 8/16/18 Name: CRAIG K. MURRAY, SR/VA

I would like to attend the ASSET MANAGEMENT Meeting
of CASA

To be held on the 18th day of SEPTEMBER from 10 a.m. / p.m. and
returning on 18th day of SEPTEMBER from 5 a.m. / p.m.
AT

Actual meeting date(s): SEPTEMBER 18, 2018

Purpose of Meeting: STUDY + REVIEW AGENCY CULTURE OF ASSET MANAGEMENT
+ BEST PRACTICES

Frequency of Meeting: 1X

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 _____.

8/23/2018

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 August 23, 2018

Certificate of Completion




2018 Special District Leadership Academy

Napa, CA - July 08-11, 2018

Ms. Megan Clark

Las Gallinas Valley Sanitary District


Neil C. McCormick, CSDA Chief Executive Officer


Greg Orsini, CSDA Board President

California Special Districts Association

Certificate of Completion



2018 Special District Leadership Academy

Napa, CA - July 08-11, 2018

Ms. Judy Schriebman

Las Gallinas Valley Sanitary District

A handwritten signature in dark ink, appearing to read 'Neil C. McCormick', written over a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

A handwritten signature in dark ink, appearing to read 'Greg Orsini', written over a horizontal line.

Greg Orsini, CSDA Board President

California Special Districts Association

Special district position open

Sausalito Historical

Society featured

Discussion set on Medicare

THECOUNTY

The Marin County Disaster Council is seeking someone to represent special districts. The application deadline is 5 p.m. Aug. 10. Candidates must be a duly-elected special district board member or district staff member selected by a special district board of directors.

The term is two years. Call 415-473-7331 or email commissions@marincounty.org to learn more.

The public access talk show "Public Advocate" features the Sausalito Historical Society in July.

The show airs at 10 a.m. and 2 p.m. Saturday over Novato Community Television Channel 26.

All Marin Channel 26 shows are simulcast over cmcm.tv. For more information, call 415-883-4834.

NOVATO

HICAP Senior Advocacy Services representatives will talk about Medicare Aug. 8 at the Margaret Todd Senior Center.

The workshop is 10 a.m. to noon at the center, 1560 Hill Road.

Call 415-899-8290 to register or for more information.

MILL VALLEY

Veteran planner is interim head

A veteran urban planner has been hired as interim planning director to work parttime for the city of Mill Valley. Steve Flint, who was recruited from the Regional Government Services, will fill the role vacated by Kari Svanstrom, accepted the planning director position in the city of Sebastopol, where she lives.

Flint will be paid \$130 hourly and is expected to work about 20 hours a week. His first day was July 10.

The city's recruitment period for a permanent planning director closes this month.

Sally Gwen Garbarino

It is with great sadness that we share the passing of our mother, wife, grandmother and great-grandmother, lovingly called 'Mam' on Friday, the 27th of July. She died surrounded by her entire family and passed from this life peacefully.

Sally Gwen was born on 13 October 1934 in Seattle, Washington to Gwen and Albert Saffholm. She was their third child and was sister to Bud and Carol. Her father was a Merchant Marine during WWII, and was listed as missing for days after the bombing of Pearl Harbor. He then went on to work as a marine engineer, moving his family to San Francisco in 1942 to work for various seagoing operations on the Embarcadero. It was during those early years, while walking or traveling by bus, that Sally developed her love of all things San Francisco - including the Giants!

As a student at Galileo High School, she met the love of her life, Joe Garbarino, just outside of her civics class they enjoyed 63 wonderful years of marriage while raising their family in San Rafael.

Family was the center of Sally's life, spending many hours researching her Scandinavian heritage and traveling numerous times to Norway and Sweden to maintain ties to family there.

Charismatic and known for her sense of humor and wit, she was also resourceful - from sewing her children's clothes from scratch to painting her own home three times around.

Her generous spirit was also widely known and extended beyond her family, as pet-adoption was one of her many passions, she rescued many, many dogs from the Marin Humane Society.

A humble and hardworking lady of grace, she and her husband, Joe, together raised four daughters - Patty, Judy (Steve Rosa), Joanne (Mike Pelfini) and Suzi (John Oranje) - and then went on to help raise her grandchildren Joseph and John Rosa, Joseph, Gwen and James Pelfini and Jenna Minton and Jonathan Oranje. She is also survived by five great-grandchildren Giovanna and Rico Pelfini and Dominic, Justin and Natalie Minton. She also left behind numerous nieces, nephews and extended family.

Her family will not forget, and wish to thank, the incredible and kind care that she received from Rowena, Ana, Elin, Roberta and Pat and from Hospice Continuum and would like to suggest, in lieu of flowers, a donation be made to that phenomenal organization or to Marin Center for Independent Living. Heartfelt thanks to Mike Rossi who prepared meal after delicious meal for Sally, Joe, family and caregivers during this difficult time.

A Celebration of Life in Sally's memory will be held on Friday, August 3rd at 11:00 AM, at St. Raphael's Church in San Rafael.



Thursday, 08/02/2018 Pag.A08

Copyright Terms and Terms of Use. Please review new arbitration language here.

Legal Notice	Legal Notice	Legal Notice
300 Smith Ranch Road San Rafael, California 94903		
NOTICE INVITING SEALED BIDS		
1. The Las Gallinas Valley Sanitary District hereby invites bids for the SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION (a.k.a. Novato South Service Area/LGVSD-MMWD Recycled Water Project), in accordance with California Public Contract Code Section 20804 and other applicable law, and the following:		
2. All bids must be delivered to the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, California 94903 on or before 11:00 AM, September 27, 2018 . Bids will be opened and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be returned unopened. Bids submitted by facsimile or other electronic means will not be accepted. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive.		
3. A mandatory pre-bid meeting is scheduled for 10:00 AM on August 21, 2018, 300 Smith Ranch Rd., San Rafael, CA 94903. A site visit will follow after the pre-bid meeting. However, this Project requires Bidders to submit a notarized copy of a Site Visit Affidavit to be submitted with the Bid. Special site visits may be scheduled 24 hours in advance with the Assistant Engineer (Irene Huang), telephone number 415-472-1033, extension 29, up to a minimum of five (5) working days before bid opening.		
4. The project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION (a.k.a. Novato South Service Area/LGVSD-MMWD Recycled Water Project) as shown in the project Technical Specifications and plans and in accordance with the Contract Documents within one thousand sixty (1,060) calendar days of the project commencement date specified in the Notice to Proceed for the project.		
5. SCOPE OF WORK. The project work is generally described as: The WWTP is an active plant that must remain operational at all times. The work includes site demolition and removal of existing equipment and/or infrastructure, and construction of all site improvements, as indicated in the Contract Documents and Specifications. The work includes modification of existing headworks, construction of new electrical building, construction of existing headworks, construction of new pump station, anoxic basin and aeration basins and installation of all associated equipment. The work also includes construction of new secondary clarifiers, modification of existing chlorine contact chambers, construction of a new dechlorination chemical storage and dosing facility, construction of new mechanical and thickeners. Additional work includes installation of new pond return pumps and recycled water plant (RWTF) feed pumps and installation of RWTF membrane skids and RWTF distribution pumps. Additional tasks include complete site grading, yard piping, vaults (and flow meters), electrical, valving and gates (with actuators), paving, retaining walls, concrete walkways, and other appurtenances. A new UV building all equipment and other appurtenances is included as a bid alternative. Responsibilities include coordination of all construction activities with plant operators to ensure the reliable and efficient operation of the plant during construction and transition to new processes. Refer to Section 011000 "SCOPE OF WORK" of Volume 3A for more detailed descriptions.		
6. All the project work shall be completed in accordance with the bid packages on file at the District. Complete bid packages may be obtained at the District Offices, 300 Smith Ranch Road, San Rafael, CA 94903. There will be a fifty dollar (\$50) non-refundable charge for each bid package. Checks and money orders must be made payable to the Las Gallinas Valley Sanitary District. Requests for information on receiving bid packages should be directed to the District Offices at (415) 472-1734. Bid packages will be mailed upon request and receipt of the non-refundable charge and the bidder's UPS or FedEx account number.		

Tuesday, July 31, 2018
7:50 AM

7. In accordance with California Public Contract Code Section 20804.5, all bids must be presented under sealed cover and include one of the following forms of bidder's security: cash, cashier's check made payable to the District, certified check made payable to the District, or a bidder's bond. The amount of bidder's security provided must equal at least ten (10) percent of the total of the bid price for the base bid. The successful bidder must submit to the District complete, executed copies of all documents specified in the contract checklist included in the bid package within seven (7) calendar days of receiving written Notice of Award of the project. Bidder's security of any successful bidder that fails to do so will be forfeited to the District. The documents required pursuant to the contract checklist include, but are not limited to, a payment or labor and materials bond in an amount of at least 100 percent of the amount payable by the terms of the project contract and that satisfies the requirements of California Civil Code Section 3248, and a performance bond in an amount of at least 100 percent of the amount payable by the terms of the contract. All project bonds must be executed by an admitted surety insurer in accordance with applicable law and acceptable to the District. **The Engineer's estimate for the total base bid is \$46,000,000. The Base Bid plus the net total of Bid Alternate Additive Items is \$49,000,000. The Basis of Award is the total Base Bid.**

8. Pursuant to California Public Contract Code Section 3300, a minimum of a California Class A General Engineering Contractor's license, is required to bid on the project. In accordance with California Business and Professions Code Section 7028.15, all project work must be performed by properly licensed contractors and subcontractors with active licenses in good standing as of the date and time specified for bid opening. However, in accordance with California Public Contract Code Section 20103.5, if the project involves federal funds, project contractors and subcontractors must have active licenses in good standing no later than the time the project contract is awarded. Bids that do not satisfy applicable licensing requirements will be considered non-responsive. Licenses must be issued by the Contractor's State License Board of California and must be maintained in good standing throughout the project term. In accordance with California Business and Professions Code Section 7030.5, bidders must verify their Contractor's License number and license expiration date on the bid forms under penalty of perjury.

9. In accordance with California Public Contract Code Section 6109, contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform work as a subcontractor on the project.

10. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

11. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District Engineer's Office and will be made available on request. A copy of said wage rates is available online at www.dir.ca.gov/DLSR/PWD. In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations

Screen clipping taken: 7/31/2018 7:50 AM

Tuesday, July 31, 2018

7:55 AM

Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform project work as a subcontractor.

12. In accordance with California Public Contract Code Section 3400, bidders may propose equals of products listed in the Technical Specifications or Drawings by manufacturer name, brand or model number, unless the Technical Specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the District Engineer's Office for review at least seven (7) working days before the time specified for bid opening in accordance with the bidders instructions contained in the bid package.

13. In accordance with California Public Contract Code Section 22300, except where prohibited by federal regulations or policies, the successful bidder may, on request and at its expense, substitute securities in lieu of amounts withheld by the District from progress payments to ensure performance under the contract in accordance with the Contract Documents. Such securities will be subject to the terms of the escrow for security deposit agreement contained in the Contract Documents.

14. The District reserves the right to reject any and all bids and/or to waive any bid irregularities to the extent permitted by law. If the District elects to award a contract for performance of the project, the contract will be awarded in accordance with California Public Contract Code Section 20803 and other applicable law to the responsible bidder submitting a responsive bid with the lowest total bid price for the base bid.

15. Questions regarding the bid package should be directed in writing as soon as possible but no later than five (5) working days prior to the opening of bids to: Irene Huang, Assistant Engineer, Phone: 415-472-1033, extension 29. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

16. All bids will remain valid for sixty (60) calendar days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the sixty (60) day period after the bid opening.

Las Gallinas Valley Sanitary District

By: /s/ Chris DeGabriele
Chris DeGabriele, Interim General Manager

Date: July 26, 2018

No. 1008 Jul 31, Aug 7, 2018

Screen clipping taken: 7/31/2018 7:55 AM

Quake off Novato jolts county from inland to coast

SAN PABLO BAY

By Mark Prado

mprado@marinij.com @MarkPradoIJ on Twitter

A 3.9-magnitude earthquake struck just east of Novato on Monday afternoon, according to the U.S. Geological Survey.

The quake hit at 3:22 p.m. The USGS said the epicenter was in San Pablo Bay about 6 miles from Black Point and Green Point.

Marin residents throughout the county took to Twitter to tweet about what they felt.

“Sharp, jarring, short,” a resident in Woodacre tweeted. “A lmost like if a tree fell on the house. Nothing fell off shelves or broke.”

“It was a quick jolt, and a bottle fell over on top of my fridge!” tweeted a resident of San Rafael’s Sun Valley neighborhood.

The jolt was also reported as far as the Russian River area, the distant East Bay and San Mateo County.

The USGS did not immediately know which fault moved.

“The Hayward Fault zone is to the south and the Mount Burdell Fault zone is to the north,” said Rafael Abreu of the USGS Earthquake Center. “It will take some time until we know precisely what fault caused this. But it was smack dab in the middle of San Pablo Bay. At that magnitude, it’s one that people could have felt for sure.”

The earthquake occurred 7.5 miles below the surface, Abreu said.

The county’s Office of Emergency Services said there were no immediate reports of injuries or damage.

“But it’s a reminder for people to prepare for a larger earthquake,” said Chris Reilly, the county’s emergency services manager.

Residents can get more information about alerts and preparedness at alertmarin.org and readymarin.org.

In 2016, the Working Group on California Earthquake Probabilities updated its earthquake forecast and determined there is a 72 percent probability of at least one earthquake of magnitude 6.7 or greater striking somewhere in the Bay Area before 2043.

Marin sits in the middle of two major faults. The Rodgers Creek Fault runs from Sonoma County into San Pablo Bay. The Hayward Fault runs through western Alameda County into San Pablo Bay.

The U.S. Geological Survey estimates the Rodgers Creek-Hayward fault has a 33 percent likelihood of a 6.7-magnitude quake or greater in the next 30 years — the highest probability of any Bay Area fault to slip.

“It will take some time until we know precisely what fault caused this. But it was smack dab in the middle of San Pablo Bay. At that magnitude, it’s one that people could have felt for sure.”

— *Rafael Abreu of the USGS Earthquake Center*



See Something...Say Something 415-479-2311

The Communicator

Santa Venetia Neighborhood Association

July/August 2018

AUG 07 2018

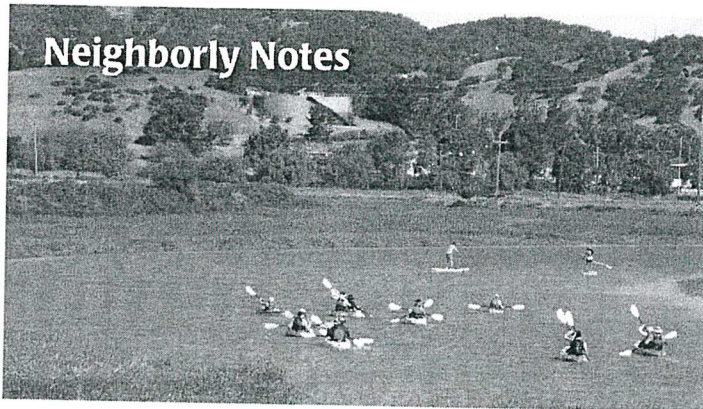
L.G.V.S.D.



SVNA@santavenetia.org • www.thesvna.org

Santa Venetia Neighborhood Association
P.O. Box 4047, San Rafael, CA 94913-4047

Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903-1929



Neighborly Notes

Compiled by Linda Levey

From Linda Levey

Original Owners When our members renew, I often get wonderful thank you notes that we appreciate very much! And as well, many people let me know how long they have lived in the neighborhood and ask: Who else is an original owner? **Pat Calhoon** bought her home brand new in 1951. **Pat Fedorchak** bought hers in 1953. Let me know if you too are part of this club and if any of you have pictures, maybe we can put together an article for the next newsletter?

Kurt Huget – he's always up to something. I love that he volunteers on our medians, and soup kitchens, and Bread and Roses, and more. Here's the latest article about his volunteer activities:
<https://tinyurl.com/yycsn8a7r>

Help Our Teachers: Don't forget to check back often to see if there is a project at our local school that needs donations. A little, a lot, it all helps! Visit <https://tinyurl.com/VVDonors>

From Jim Walsh

The Really Big Garage Sale Returns, Saturday, September 8. If you get home using N. San Pedro Road, you are invited to participate. Simply call the offices of Jim Walsh (415-798-7760) and leave the following info: 1) Your name & address, 2) the address where you will display, and 3) your phone and email. You will be contacted with a brief questionnaire to highlight your offerings and to be included in the area map and descriptive advertising, and thereby drive more traffic to you!

News from Venetia Valley School... At our local K-8 School, Venetia Valley, crews broke ground the day school wrapped and will work 6 days/week to ensure that 22 temporary portable classrooms are in, up and running by August 23. This is the first phase of the rebuilding of the campus we approved with the big school bond measure. Some crews may hit the ground running... this one was running before they hit the ground: Materials were on site sun-up of day one of the school break. From our vantage point (on the other side of the school yard fence) those involved are moving swiftly and professionally to get the job done. Since it is a race, my money is on the job getting done on time. Let's send good thoughts their way.

From Norma Novy

Bonnie Monte's Mystery Book a Hit Really liked Bonnie's newly published mystery book – set right here in Marin! It was one of those page turners and read it in a couple of days. Thanks to her for providing such

SUPPORT OUR LOCAL ADVERTISERS:

Bogie's Cafe • Chalet Basque • Friends of Civic Center Library • Gasparé's Pizzeria
Golden Cuts & Color • Jackson Square Financial • James A. Walsh Real Estate
Julia Padilla Voice & Piano • Maclovía's Cleaning Service • Marin Ace Hardware
Marin Conservation League • Marin County Federal Credit Union
One Foot at a Time/Laurie Steese • Osher Marin Jewish Community Center
Santa Venetia Market • Santa Venetia Massage • Socks by My Foot Fetish
Technomaven-Computer Housecalls • The Marin School

great entertainment and hope she writes another one soon!

From Sue Ann Anderson/Santa Venetia Neighbors Helping Neighbors

Fall Yard Sale: Mark your calendar for Santa Venetia Neighbors Helping Neighbors (SVNHN's) Fall Yard Sale 10/6/18! All proceeds go back into our neighborhood & schools! Watch for our big bright signs!!

From Kathleen Nemetz

The Women's Collective of Marin will hold an event at the Marin Museum of Contemporary Art in Novato. Join us on September 22 at 10-11am for a panel discussion on the subject of Estate Planning and the 2018 Tax Code Update. I will be moderating and speakers include **Stacey Turner**, Estate Planning Attorney and **Alexia Cloutier**, CPA. For more information: <http://www.womenscollectiveofmarin.com>

Swimming in Santa Venetia

The Northbridge Swim Club: will open for the summer on April 28 and is taking applications for summer memberships. Please contact **Barbara Perkins** for more information at 415-479-2544 or visit their website: <http://www.northbridgepool.org>

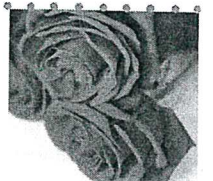
The Santa Venetia Swimming Club: is another local swimming option for the summer. For more information, call **Sue Wilkinson** at 415-454-8568.



Thanks to Our Volunteers at Work! Pam and Russ Greenfield take a break from weeding and watering the SV sign area.

Losing Our Friends and Neighbors

In May, we lost long-time Santa Venetia resident and SVNA member **Nathalee Stirling**. Our hearts go out to her family. You can read about her in the *Marin IJ* here: <https://tinyurl.com/ydxt5flx>



THANK YOU!

For joining the 100% renewable energy movement!

In just one year,
a single **Deep Green** home

eliminates
as much polluting
greenhouse gas (GHG)
emissions as **avoiding
1,769 miles
in traffic!***

purchases
100%
renewable energy
produced at
California solar and
wind projects!

* Based on a typical residential usage of 5,412 kilowatt-hours/year, the most recently reported GHG emission factors for MCE and PG&E, and the EPA's GHG equivalencies: epa.gov/energy/greenhouse-gas-equivalencies-calculator

**WE ARE COMMITTED TO MAKING
ROOFTOP SOLAR AND ELECTRIC
VEHICLES MORE AFFORDABLE!**

MCE is excited to be a SunShares partner. SunShares is a renewable energy program that makes it easier and more affordable for Bay Area residents to go solar or purchase an electric vehicle.

Take advantage of a 15% discount on solar installation and pre-vetted solar providers. You can still take advantage of the 30% Federal Tax Credit. Discounts are also available for purchasing and leasing select 2018 electric vehicles.

Sign up at www.bayareasonshares.org

We ♡ ♻️ too! Go paperless: mceCleanEnergy.org/paperless



BOD
MCE



LAST YEAR'S DEEP GREEN POWER SOURCES

Deep Green is Green-e Energy certified and meets the environmental and consumer-protection standards set forth by the nonprofit, Center for Resource Solutions. Learn more at www.green-e.org

2017 HISTORICAL MCE DEEP GREEN PRODUCT CONTENT LABEL ¹				
MCE'S 100% renewable Deep Green product covers 100% of your electricity usage. A percentage of this product's renewable content, listed below, is satisfied by renewable portfolio standard (RPS) state-mandated renewables that also meet Green-e Energy eligibility rules, up to the 27% renewables that MCE must provide you under the State's RPS rules. 100% of the product's renewable electricity content is Green-e Energy certified. In 2017, MCE's Deep Green product was made up of the following new renewable resources averaged annually.				
Green-e Energy Eligible New ² Renewables in MCE's Deep Green Product				
Resource Type	Voluntary Renewables	Voluntary Resource Location	Mandated Renewables	Mandated Resource Location
Solar	23%	CA	27%	CA
Wind	50%	CA		
Total Green-e Energy Certified Renewables				100%
1. These figures reflect the power delivered to MCE Deep Green customers in 2017.				
2. New renewables come from generation facilities that first began commercial operation within the past 15 years.				
For comparison, the 2017 average mix of resources supplying PG&E includes: Renewables (33%), Nuclear (27%), Natural Gas (20%), Large Hydroelectric (18%), and Unspecified (2%), as reported to the California Energy Commission's Power Source Disclosure Program. PG&E data is subject to an independent audit and verification that will not be completed until October 1, 2018. These figures may not sum up to 100 percent due to rounding.				
The average home in MCE's service area uses 451 kWh per month.				
For specific information about this electricity product, please contact MCE at 1 (888) 632-3674 or via email at customerservice@mceCleanEnergy.org .				



1125 Tamalpais Ave.
San Rafael, CA 94901

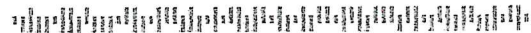
Stay in touch: @mceCleanEnergy



♻️ printed on responsibly forested paper with soy ink

RECEIVED
AUG 16 2018
L.G.V.S.D.

Presort STD
US Postage
PAID
MCE



1 3 P1 324 *****5-DIGIT 94903
Las Gallinas Valley Sa
300 Smith Ranch Rd
San Rafael, CA 94903-1929

Marin Independent Journal

4000 Civic Center Drive, Suite 301
San Rafael, CA 94903
415-382-7335
legals@marinij.com

2074259

LAS GALLINAS VALLEY SANITARY
300 SMITH RANCH ROAD
SAN RAFAEL, CA 94903

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

07/31/2018, 08/07/2018

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 7th day of August, 2018.

Donna Lazarus

Signature

PROOF OF PUBLICATION

Legal No. 0006197419

300 Smith Ranch Road
San Rafael, California 94903

NOTICE INVITING SEALED BIDS

1. The Las Gallinas Valley Sanitary District hereby invites bids for the SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION (a.k.a. Novato South Service Area/LGVSD-MMWD Recycled Water Project), in accordance with California Public Contract Code Section 20804 and other applicable law, and the following:

2. All bids must be delivered to the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, California 94903 on or before 11:00 AM, September 27, 2018. Bids will be opened and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be returned unopened. Bids submitted by facsimile or other electronic means will not be accepted. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive.

3. A mandatory pre-bid meeting is scheduled for 10:00 AM on August 21, 2018, 300 Smith Ranch Rd., San Rafael, CA 94903. A site visit will follow after the pre-bid meeting. However, this Project requires Bidders to submit a notarized copy of a Site Visit Affidavit to be submitted with the Bid. Special site visits may be scheduled 24 hours in advance with the Assistant Engineer (Irene Huang), telephone number 415-472-1033, extension 29, up to a minimum of five (5) working days before bid opening.

4. The project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION (a.k.a. Novato South Service Area/LGVSD-MMWD Recycled Water Project) as shown in the project Technical Specifications and plans and in accordance with the Contract Documents within one thousand sixty (1,060) calendar days of the project commencement date specified in the Notice to Proceed for the project.

5. SCOPE OF WORK. The project work is generally described as:
The WWTP is an active plant that must remain operational at all times. The work includes site demolition and removal of existing equipment and/or infrastructure, and construction of all site improvements, as indicated in the Contract Documents and Specifications. The work includes modification of existing headworks, construction of new electrical building, construction of new pump station, anoxic basin and aeration basins and installation of all associated equipment. The work also includes construction of new secondary clarifiers, modification of existing chlorine contact chambers, construction of a new dechlorination chemical storage and dosing facility, construction of new mechanical and thickeners. Additional work includes installation of new pond return pumps and recycled water plant (RWTF) feed pumps and installation of RWTF membrane skids and RWTF distribution pumps. Additional tasks include complete site grading, yard piping, vaults (and flow meters), electrical, valving and gates (with actuators), paving, retaining walls, concrete walkways, and other appurtenances. A new UV building all equipment and other appurtenances is included as a bid alternative. Responsibilities include coordination of all construction activities with plant operators to ensure the reliable and efficient operation of the plant during construction and transition to new processes. Refer to Section 011000 "SCOPE OF WORK" of Volume 3A for more detailed descriptions.

6. All the project work shall be completed in accordance with the bid packages on file at the District. Complete bid packages may be obtained at the District Offices, 300 Smith Ranch Road, San Rafael, CA 94903. There will be a fifty dollar (\$50) non-refundable charge for each bid package. Checks and money orders must be made payable to the Las Gallinas Valley Sanitary District. Requests for information on receiving bid packages should be directed to the District Offices at (415) 472-1734. Bid packages will be mailed upon request and receipt of the non-refundable charge and the bidder's UPS or FedEx account number.

7. In accordance with California Public Contract Code Section 20804.5, all bids must be presented under sealed cover and include one of the following forms of bidder's security: cash, cashier's check made payable to the District, certified check made payable to the District, or a bidder's bond. The amount of bidder's security provided must equal at least ten (10) percent of the total of the bid price for the base bid. The successful bidder must submit to the District complete, executed copies of all documents specified in the contract checklist included in the bid package within seven (7) calendar days of receiving written Notice of Award of the project. Bidder's security of any successful bidder that fails to do so will be forfeited to the District. The documents required pursuant to the contract checklist include, but are not limited to, a payment or labor and materials bond in an amount of at least 100 percent of the amount payable by the terms of the project contract and that satisfies the requirements of California Civil Code Section 3248, and a performance bond in an amount of at least 100 percent of the amount payable by the terms of the contract. All project bonds must be executed by an admitted surety insurer in accordance with applicable law and acceptable to the District. The Engineer's estimate for the total base bid is \$46,000,000. The Base Bid plus the net total of Bid Alternative Additive Items is \$49,000,000. The Basis of Award is the total Base Bid.

8. Pursuant to California Public Contract Code Section 3300, a minimum of a California Class A General Engineering Contractor's license, is required to bid on the project. In accordance with California Business and Professions Code Section 7028.15, all project work must be performed by properly licensed contractors and subcontractors with active licenses in good standing as of the date and time specified for bid

opening. However, in accordance with California Public Contract Code Section 20103.5, if the project involves federal funds, project contractors and subcontractors must have active licenses in good standing no later than the time the project contract is awarded. Bids that do not satisfy applicable licensing requirements will be considered non-responsive. Licenses must be issued by the Contractor's State License Board of California and must be maintained in good standing throughout the project term. In accordance with California Business and Professions Code Section 7030.5, bidders must verify their Contractor's License number and license expiration date on the bid forms under penalty of perjury.

9. In accordance with California Public Contract Code Section 6109, contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform work as a subcontractor on the project.

10. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)). No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

11. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District Engineer's Office and will be made available on request. A copy of said wage rates is available online at www.dir.ca.gov/DLSR/PWD. In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform project work as a subcontractor.

12. In accordance with California Public Contract Code Section 3400, bidders may propose equals of products listed in the Technical Specifications or Drawings by manufacturer name, brand or model number, unless the Technical Specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the District Engineer's Office for review at least seven (7) working days before the time specified for bid opening in accordance with the bidders instructions contained in the bid package.

13. In accordance with California Public Contract Code Section 22300, except where prohibited by federal regulations or policies, the successful bidder may, on request and at its expense, substitute securities in lieu of amounts withheld by the District from progress payments to ensure performance under the contract in accordance with the Contract Documents. Such securities will be subject to the terms of the escrow for security deposit agreement contained in the Contract Documents.

14. The District reserves the right to reject any and all bids and/or to waive any bid irregularities to the extent permitted by law. If the District elects to award a contract for performance of the project, the contract will be awarded in accordance with California Public Contract Code Section 20803 and other applicable law to the responsible bidder submitting a responsive bid with the lowest total bid price for the base bid.

15. Questions regarding the bid package should be directed in writing as soon as possible but no later than five (5) working days prior to the opening of bids to Irene Huang, Assistant Engineer, Phone: 415-472-1033, extension 29. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

16. All bids will remain valid for sixty (60) calendar days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the sixty (60) day period after the bid opening.

Las Gallinas Valley Sanitary District

By: /s/ Chris DeGabriele
Chris DeGabriele, Interim General Manager

Date: July 26, 2018

No. 1008 Jul 31, Aug 7, 2018



Kaiser Permanente
The medical center in Richmond, California.

You could say Kaiser Permanente has a healthy interest in solar power. The Oakland, California-based not-for-profit health care organization hosts panels on close to 50 sites — a number that could double in the next two years at facilities it owns outright in its operating territory.

Increasingly, the prescription for those onsite installations will include energy storage technology whenever possible, as the company applies technical and economic learnings from an innovative microgrid project at its Richmond, California, medical center. The project is (so far) the only renewable energy-fueled microgrid at a California hospital.

"We will combine onsite generation with battery storage in a number of places," said Seth Baruch, national director of energy and utilities for Kaiser Permanente. "That is [a strategy] tied to resilience and grid reliability, [and] it will also help optimize the economic benefits of our solar projects."

Kaiser Permanente's investments in renewable power — both on its owned facilities and through [virtual power purchase agreements](#) — are part of the health care group's [goal](#) to achieve carbon neutrality by 2020 and to reduce more greenhouse gases than it emits by 2025 (become "carbon positive"), Baruch said. Kaiser Permanente also focuses closely on energy efficiency: It has committed to reducing its intensity by 10 percent by 2020, despite recent acquisitions that have expanded the organization's operating footprint including its foray into Washington state through the \$1.8 billion buyout of [Group Health Cooperative](#).

Its progress so far has been notable. Over the past 10 years, the organization has reduced greenhouse gas emissions by 29 percent — even as membership mushroomed by 24 percent to an estimated 12.2 million people during the same time frame.

Over the past 10 years, the organization has reduced greenhouse gas emissions by 29 percent — even as membership mushroomed to an estimated 12.2 million people.

So when does Kaiser Permanente opt for an onsite installation of solar photovoltaic panels versus fuel cells — often a tougher justification from a carbon emissions standpoint?

A number of factors drive the ultimate decision, including the availability of economic incentives (a state-by-state decision); the power load that the site supports; physical space constraints at the location; and the electric system upgrades (such as a transformer overhaul) that the investment in onsite generation might require. Ultimately, Baruch's preference is to let individual locations make the go or no-go decision.

In many places, Baruch noted, it's more difficult to get the case for fuel cells to pencil out financially because of the factors listed above.

"We should do this any site where it would be at or below the avoided cost from the utility," he said.

More frequently, that decision-making process will include an evaluation of whether onsite energy storage can help the organization meet both its carbon reduction commitments and its responsibility to remain up and running during outages that might be occasioned by the effects of extreme weather, such as floods or fires, or other unforeseen circumstances.

Kaiser Permanente's ground-breaking experiment with integrating solar PV and battery storage in Richmond (which has come into place in phases the past two years) will serve as a guide for those investments. The installation was made possible by a \$4.7 million grant provided through the California Energy Commission's Electric Program Investment Charge (EPIC) program. It was designed and engineered by Los Angeles-based energy consultant and developer Charge Bliss; technology providers OSISOFT and Princeton Power Systems also provided a total of \$2 million in funding.

The project's goal was to equip the 50-bed acute care facility with the technology necessary to help it operate as an "island" that could support a portion of the critical systems needed to serve patients for up to three hours — essentially providing it with a source of backup electricity in cases of a broader grid outage. The installation is being studied by California's Office of Statewide Health Planning and Development as a demonstration of whether similar microgrids should be recommended elsewhere.

The project's goal was to equip the 50-bed acute care facility with the technology necessary to help it operate as an 'island' that could support systems needed to serve patients for up to three hours.

From Kaiser Permanente's standpoint, there are multiple benefits to a renewable microgrid such as the one in Richmond.

For starters, the 250-kilowatt solar PV installation on the top of the facility's parking garage helps reduce the hospital's utility electricity usage by at least 365,000 kilowatt-hours annually, according to the [project specifications \(PDF\)](#). A one-megawatt battery serves two purposes: Not only is it designed to provide a three-hour backup window, it is also paired with intelligent controllers and software that enable the facility to take advantage of demand response programs. At the time it was specified, the project was expected to save up to \$141,000 annually. (Part of that amount accounts for the cost of buying fuel for diesel generators.) Baruch didn't discuss the actual financials of the project.

Currently, electricity accounts for just over half of Kaiser Permanente's total carbon footprint, depending on the loads being supported during given time periods, he said. Kaiser Permanente's ability to manage that consumption more closely on a site-by-site basis is imperative.

Aside from a deeper commitment to energy storage installations in the future, you also can expect Kaiser Permanente to continue adding [electric vehicle charging infrastructure](#) at sites where member and employee interest suggests it might be put to good use. Currently, Kaiser Permanente supports more around 300 stations at 37 locations. Its pipeline for 2018 could expand the number of stations by 80 to 90 ports this year, Baruch said.

Editor's note: This story was updated July 6 to clarify timing of future investments, as well as the organization's "carbon positive" commitment.

Topics:

- [Renewable Energy](#)

Tags:

- [corporate renewable energy](#)
- [microgrids](#)

share this article

- [Twitter](#)
- [Facebook](#)
- [LinkedIn](#)



[Heather Clancy](#)

Editorial Director

GreenBiz

Crowded ballot for Nov. 6 election

FILING PERIOD ENDS

DA race, numerous posts, tax measures face voters

By Keri Brenner

kbrenner@marinij.com @KeriWorks on Twitter

Dozens of candidates are seeking office on a crowded Nov. 6 ballot that gained clarity this week after the extended filing period closed Wednesday.

In addition to 15 tax measures and a countywide vote for the open district attorney's seat, voters will fill posts on the boards of a variety of special districts and school districts, as well as settle races for Congress and the state Legislature.

The DA's race features prosecutor Lori Frugoli and former federal lawyer Anna Pletcher; they are seeking to take over for Ed Berberian, who is retiring after a 42-year career in the DA's office.

Rep. Jared Huffman, D-San Rafael, is being challenged by Garberville resident Dale Mensing, a supermarket cashier. Mensing, a Republican and erstwhile supporter of Donald Trump, was Huffman's general election opponent in 2014 and 2016.

State Sen. Mike McGuire, D-Healdsburg, is being challenged by Veronica Jacobi, a former Santa Rosa councilwoman. In 2017, Jacobi, a Democrat, competed against Assemblyman Marc Levine, D-Greenbrae, in the November general election after finishing second in the primary election. This time Levine is being challenged by Dan Monte of San Rafael, a retired general contractor and paratransit bus driver, who is also a Democrat.

Among local contested races, there is a scramble for a seat on the Marin Healthcare District board, where incumbents Jennifer Rienks and Larry Bedard face challenges from Brian Su, Edward Al-

frey and Melissa Bradley for three open seats.

Also, a crowded field has emerged for the Marin Community College district board, where incumbents Diana Conti and Wanden Treanor face challenges from Andrew Cullen, George Rothbart, Robert Ovetz and Suzanne Brown Crow for three open seats.

Nobody filed to challenge incumbent Larry Bragman on the Marin Municipal Water District board's Division 3, but others face challenges: San Rafael schools trustee Greg Knell is challenging incumbent Jack Gibson in Division 1; and investment adviser Joby Tapia is challenging Cynthia Koehler in Division 4.

In the North Marin Water District, Tina McMillan is challenging incumbents James Grossi and Richard Fraites for two open board seats.

There are more races on Marin ballots in November than usual due to Senate Bill 415, a state law that took effect in January 2017. The law prohibits a local government from holding an election on any date other than a statewide election date if doing so in the past has resulted in turnout that is at least 25 percent below average.

Here's a look at other contested races across the county.

School districts

- **Bolinas Stinson Union:**

incumbents Jennifer Pfeiffer, Nathan Siedman and Stephen

Marcotte plus Stephen O'Neal. Three open seats.

- **Dixie:** incumbent Bradley Honsberger plus Megan Hutchinson, Mike Moaveni and Brooks Nguyen. Three open seats.

- **Kentfield:** incumbent Heather Sridharan plus David Riedel, Sarah Killingsworth, Sharra Weasler and Davina Goldwasser. Three open seats.

- **Novato Unified:** incumbents Maria Aguila and Derek Knell plus Diane Gasson, Jim Shroyer and Azadeh Hunter. Three open seats.

- **Petaluma Joint Union High School:** incumbents Michael Baddeley, Phoebe Ellis and Sheri Clebowski plus Joanna Paun, Caitlin Quinn and Kimy Ruiz Seitz. Three open seats.

- **San Rafael City Schools:** incumbents Rachel Kertz and Natu Tuatagaloa plus Jon Marker. Two open seats.

- **Sausalito Marin City:** incumbents Joshua Barrow and Ida Green plus Jennifer Irwin, Bonnie Hough, Kurt Weinsheimer, Nathan Scripps and Peter Romanowsky. Three open seats.

- **Shoreline Unified, trustee area 1:** incumbent Timothy Kehoe plus Charlie Kain-Williams, Heidi Koenig, Capella Parrish and Leslie Scott. Two open seats.

- **Tamalpais Union High School:** Dan Oppenheim, Kevin Saavedra, Barbara McVeigh and Cynthia Roenisch. Three open seats.

Fire districts

- **Novato:** incumbent Bill Davis plus Bruce Goines and Richard Hamilton.

Two open seats.

- **Stinson Beach:** incumbents Peter Sandmann and Mark White plus Will Mitchell. Two open seats.

Sanitary districts

- **Las Gallinas Valley:** incumbents Rabi Elias, Russell Greenfield and Megan Clark plus Crystal Yezman. Three open seats.

- **Novato:** incumbents Bill Long, Brant Miller and Carole Dillon-Knutson plus Gary Butler. Three open seats.
- **Richardson Bay:** incumbents Sue Benvenuti, Frank Trusheim and Ronald Kosciusko plus Sudhir Daru. Three open seats.
- **No. 5-Tiburon:** incumbents Catharine Benediktsson and Tod Moody plus Omar Arias-Montez. Two open seats.