



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
Craig K. Murray
Judy Schriebman
Crystal J. Yezman

DISTRICT ADMINISTRATION
Mike Prinz,
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Greg Pease,
Collection System/Safety Manager
Dale McDonald,
Administrative Services Manager

SPECIAL BOARD MEETING AGENDA

December 10, 2020

In accordance with Government Code Section 54956

Rabi Elias, Board President, has called for a Special Meeting

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, December 10, 2020 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, December 9, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

**Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to simplified instructions for use of the Zoom app is: <https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

REMOTE CONFERENCING ONLY
Join Zoom Meeting online at:

<https://us02web.zoom.us/j/83561212067>

OR

By teleconference at: +16699009128 Meeting ID: 835 6121 2067

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

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

OPEN SESSION:

3:30 PM

1. PUBLIC COMMENT

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

3:35 PM

2. ELECTION RESULTS – SWEARING IN OF BOARD MEMBERS

Board Members Murray and Schriebman will be officially sworn in for their four-year terms as Directors.

3:40 PM

3. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for November 19 and November 20, 2020
- B. Approve the Warrant List for December 10, 2020
- C. Approve Award of Contract for Miscellaneous Pump Station Improvements 2020
- D. Approve Award of Contract for Marin Lagoon Pump Station No. 1 Improvements
- E. Approve Contract Amendment 1 to STPURWE Programming Services for Additional SCADA Construction Support

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

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

3:45 PM

4. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager Report
- 2. Annual Reimbursement Report for Staff and Board Members
- 3. Secondary Treatment Process Upgrade and Recycled Water Expansion Project Update

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- 4:30 PM** **5. VIDEO RECORDING OF BOARD MEETINGS**
Board and staff to discuss the Video Recording of Board meetings.
- 5:00 PM** **6. PUBLIC COMMENT**
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 5:05 PM** **7. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, Other Reports
 2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2020 GM Evaluation Other Reports
 4. SCHRIEBMAN
 - a. JPA Local Task Force, NBWA Tech Advisory Committee, Other Reports
 5. YEZMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Ad Hoc HR Committee re: 2020 GM Evaluation Other Reports
- 5:15 PM** **8. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
 - C. Pending Board Agenda Item Requests
 - i. Donation Policy
 - ii. Pump Station Vegetation and Safety Report
 - iii. Relocation Assistance Act Policy for Real Estate Acquisitions
 - iv. Meet and Greet new San Rafael Councilmember
 - v. RFP for Legal Services
- 5:25 PM** **9. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**
- 5:30 PM** **10. ADJOURNMENT**
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FUTURE BOARD MEETING DATES: DECEMBER 18, DECEMBER 22ND AND JANUARY 7, 2021

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before December 9, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held December 10, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

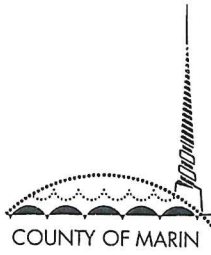


Teresa L. Lerch
District Secretary

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 472-1734 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

Agenda Item 2
Date December 10, 2020



ELECTIONS DEPARTMENT

Providing a responsive, transparent, and professional approach to conducting elections.

Lynda Roberts
REGISTRAR OF VOTERS

November 12, 2020

Melvin Briones
ASSISTANT REGISTRAR OF
VOTERS

Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

PO Box E
San Rafael, CA 94913

There was not a November 2020 election of directors in your district because the number of candidates did not exceed the number of offices to be filled and no petition was filed to put the seats on the ballot. Pursuant to Elections Code §10515, if an election is not held, the person(s) nominated shall be appointed and serve as if elected.

Marin County Civic Center
3501 Civic Center Drive
Suite 121
San Rafael, CA 94903
415 473 6456 T
415 473 6447 F
415 473 6899 TTY
www.marinvotes.org
elections@marincounty.org

On September 22nd the Marin County Board of Supervisors approved the appointment of the following nominees to your district:

Craig Murray	4-year term
Judy Schriebman	4-year term

Enclosed are the Certificate of Appointment In-Lieu of Election/Oath of Office for the appointee. The original is to be completed by a district official and the appointee. The original is for the appointee; keep a copy for your files and email a signed copy to our office.

Dan Miller
Candidate & Filing Services
415-473-6437
danmiller@marincounty.org

**Certificate of Appointment In-Lieu of Election
and Oath of Office**

STATE OF CALIFORNIA

County of Marin

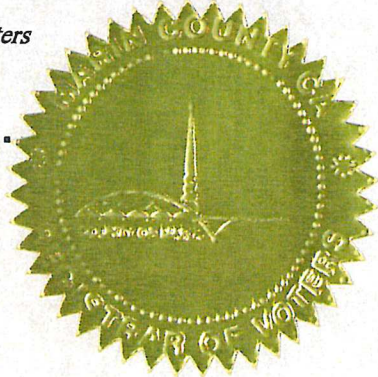
*I, Lynda Roberts, Registrar of Voters of Marin County, having jurisdiction over the conduct of the
Presidential General Election held on the 3rd day of November, 2020, do hereby certify that*

CRAIG K. MURRAY

*is nominated and appointed in lieu of election by the Marin County Board of Supervisors
on the 22nd day of September, 2020, and will take office and serve a 4-year term exactly as if elected,
to the office of Director, Las Gallinas Valley Sanitary District.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal on this 9th day of November, 2020

s Lynda Roberts - Registrar of Voters



STATE OF CALIFORNIA

County of Marin

OATH OF OFFICE

I, CRAIG K. MURRAY, do solemnly swear or affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution for the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director, Las Gallinas Valley Sanitary District

NAME OF OFFICE

SIGNATURE OF PERSON ADMINISTERING OATH

SIGNATURE OF APPOINTEE AS REQUIRED BY EC SECTION 200

TITLE OF PERSON ADMINISTERING OATH

_____ day of _____, 2020

Before taking office, each member must take and subscribe to the Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. Code 1360-1369)

**Certificate of Appointment In-Lieu of Election
and Oath of Office**

STATE OF CALIFORNIA

County of Marin

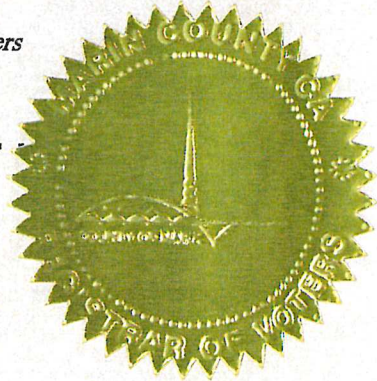
I, Lynda Roberts, Registrar of Voters of Marin County, having jurisdiction over the conduct of the Presidential General Election held on the 3rd day of November, 2020, do hereby certify that

JUDY SCHRIEBMAN

is nominated and appointed in lieu of election by the Marin County Board of Supervisors on the 22nd day of September, 2020, and will take office and serve a 4-year term exactly as if elected, to the office of Director, Las Gallinas Valley Sanitary District.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal on this 9th day of November, 2020

s Lynda Roberts - Registrar of Voters



STATE OF CALIFORNIA

County of Marin

OATH OF OFFICE

I, JUDY SCHRIEBMAN, do solemnly swear or affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution for the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director, Las Gallinas Valley Sanitary District

NAME OF OFFICE

SIGNATURE OF PERSON ADMINISTERING OATH

SIGNATURE OF APPOINTEE AS REQUIRED BY EC SECTION 200

TITLE OF PERSON ADMINISTERING OATH

_____ day of _____, 2020

Before taking office, each member must take and subscribe to the Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. Code 1360-1369)

MINUTES OF NOVEMBER 19, 2020

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON NOVEMBER 19, 2020 AT 3:33 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

- BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray, J. Schriebman, C. Yezman
- BOARD MEMBERS ABSENT:** None.
- STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District Secretary; Mike Cortez, District Engineer; Dale McDonald, Administrative Services Manager; Mel Liebmann, Plant Manager; Greg Pease, Collection/Safety Manager, Irene Huang, Associate Engineer;
- OTHERS PRESENT:** Pat Richardson, District Counsel ; Greg Robley and Trevor Gottfredson, MWA; Dawn Taffler, Mackenzie Hagen, Adam Butler and Gerald Fejarang, Kennedy Jenks
- ANNOUNCEMENT:** President Elias announced that the agenda had been posted as evidenced by the certification on file in accordance with the law.

1. **PUBLIC COMMENT:** None.

2. **CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for November 5, 2020
- B. Approve the Warrant List for November 19, 2020
- C. Approve Board Compensation for October 2020
- D. Approve Murray attending the California Bioresources Alliance Symposium November 12-13, 2020
- E. Approve Murray attending the Covid-19 CWEA Webinar on November 17, 2020
- F. Approve Award of Contract for Design of Digester Room MCC-2 Upgrades
- G. Approve Disposition of Surplus Property by Resolution 2020-2205
- H. Approve the Capital and Facilities Charge Accounting and Reporting Annual Report
- I. Approve Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order

Items B, G and H were pulled for discussion.

ACTION:

Board approved (M/S Schriebman/Clark 5-0-0-0) the Consent Calendar items A through I.

Roll Call:

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

3. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

1. October 2020 Department Reports – Prinz, Cortez, Liebmann, McDonald and Pease reported.
2. Quarterly Financial Reports & Treasurer's Reports as of September 30, 2020 – McDonald reported.

4. APPROVE AMENDMENT 1 TO KENNEDY JENKS FOR INTEGRATED WASTEWATER MASTER PLAN

Board reviewed the Amendment 1 to Kennedy Jenks for Integrated Wastewater Master Plan. Discussion ensued.

ACTION:

Board approved (M/S Yezman/Schriebman 5-0-0-0) authorizing District staff and Kennedy Jenks to proceed with Phase 2 of the Integrated Wastewater Master Plan (IWMP) in the amount of \$767,000, approved a Budget revision and reallocation in the amount of \$267,000 and approved the Contract Amendment 1 to Kennedy Jenks for additional engineering services for Phase 2 of the Integrated Wastewater Master Plan in the amount of \$275,200.

Roll Call:

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

5. APPROVE CONTRACT AMENDMENT 2 TO MWA ARCHITECTS

Board reviewed the Contract Amendment 2 to MWA Architects. Discussion ensued.

ACTION:

Board approved (M/S Elias/Yezman 4-1-0-0) the Contract Amendment 2 to MWA Architects in the amount of \$32,360 to provide architectural planning and conceptual design services for a new two-story administration building at the Las Gallinas Wastewater Treatment Plant.

Roll Call:

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

6. PUBLIC COMMENT: None.

7. BOARD MEMBER REPORTS:

1. CLARK

- a. NBWA Board Committee –no report
- b. Other Reports– verbal report – “Brave Blue World” movie

2. ELIAS

- a. NBWRA– no report
- b. Ad Hoc Engineering Committee—no report
- c. Other Reports– no report

3. MURRAY

- a. Marin LAFCO – no report
- b. CASA Energy Committee– no report
- c. 2020 GM Evaluation Ad Hoc Committee- No report
- d. Other Reports– no report

4. **SCHRIEBMAN**

- a. JPA Local Task Force– no report
- b. NBWA Tech Advisory Committee– no report
- c. Other Reports- no report

5. **YEZMAN**

- a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal - Schreiberman attended and reported
- b. Flood Zone 7– no report
- c. CSRMA– no report
- d. Ad Hoc Engineering Committee– no report
- e. 2020 GM Evaluation Ad Hoc Committee- no report
- f. Other Reports–verbal report - Board of Supervisors – Flood Control District Zone 7 Levy project

8. **BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – none.
- B. Board Agenda Item Requests – none.

9. **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

Discussion ensued.

10. **ADJOURNMENT:**

Board approved (M/S Schreiberman/Murray 5-0-0-0) the adjournment of the meeting at 6:35 pm.

Roll Call:

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

The next Board Meeting is scheduled for Friday, December 4, 2020.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Judy Schreiberman, Vice President

SEAL

SPECIAL MEETING MINUTES OF NOVEMBER 20, 2020

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON NOVEMBER 20, 2020 AT 12:12 PM BY ZOOM CONFERENCE AT 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA AND PUBLIC COMMENT BY TELECONFERENCE.

BOARD MEMBERS PRESENT: (By Roll Call): M. Clark (by telephone arrived at 12:15), R. Elias, C. Murray, J. Schriebman and C. Yezman

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Mike Prinz, General Manager; Teresa Lerch, District Secretary; Mike Cortez, District Engineer

OTHERS PRESENT: Patrick Richardson, District Counsel;

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

PUBLIC COMMENT: None.

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON NOVEMBER 20, 2020 , AT 12:13 PM BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left at 12:15 pm

CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code § 54956.9: One potential case.

C. Yezman left at 1:00 pm

ADJOURNMENT:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on November 20, 2020 at 1:23 pm.

BOARD MEMBERS PRESENT: (By Roll Call): M. Clark ,R. Elias, C. Murray, J. Schriebman,

STAFF PRESENT: Mike Prinz, General Manager

OTHERS PRESENT: None.

PUBLIC COMMENT: None.

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

2. PUBLIC COMMENT – None.

ADJOURNMENT:

ACTION:

Board approved (M/S Clark/Murray 4-0-1-0) the adjournment of the meeting at 1:25 pm.

Roll Call:

AYES: Clark, Elias, Murray, and Schriebman

NOES: None

ABSENT: Yezman

ABSTAIN: None

The next Board Meeting is scheduled for on December 4, 2020 via Zoom Meeting.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Judy Schriebman, Vice- President

Las Gallinas Valley Sanitation District
Warrant List 12/10/2020 DRAFT

Agenda Item 3B
Date December 10, 2020

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	12/10/2020	EFT1	ADP Payroll	119,035.53		119,035.53	Paydate & Processing Charges
2	12/10/2020	N/A	Able Tire & Brake	39.28		39.28	Tire Fix on C-Max
3	12/10/2020	N/A	ADT Commercial Security	25.00		25.00	Monthly Monitoring Service
4	12/10/2020	N/A	Aramark Uniform Service	116.14		116.14	Uniform Laundry Service
5	12/10/2020	N/A	ASI Cyber Concepts LLC	13,692.00		13,692.00	Recycling of the Solar Panels
6	12/10/2020	N/A	AT&T	3,430.38		3,430.38	Service Plans for November
7	12/10/2020	EFT2	Bank of Marin	47,335.64		47,335.64	December Loan Payment - Recycled Water Loan
8	12/10/2020	EFT	Bank of Marin Credit Card Purchases	23,732.66		23,732.66	10/7 - 11/4- Credit Card Purchases
9	12/10/2020	N/A	Breakpoint Sales	219.98		219.98	Business Cards
10	12/10/2020	ACH	Brown and Caldwell	9,094.28		9,094.28	STPURWE- Engineering Service
11	12/10/2020	ACH	Bucks' Saw Service	54.01		54.01	Chain Loop
12	12/10/2020	ACH	Byers Law Office	7,612.50		7,612.50	Legal Services
13	12/10/2020	ACH	CalPERS CERBT-OPEB	11,630.00		11,630.00	Pre-Fund GASB payment
14	12/10/2020	EFT	CalPERS Health	37,129.56		37,129.56	CalPERS Health- Active & Employer Retiree share
15	12/10/2020	EFT	CalPERS 457 Plan	6,838.30		6,838.30	EE's Deferred Comp.
16	12/10/2020	EFT	CalPERS Retirement	18,954.79		18,954.79	EE & ER Payment to Retirement, Paydate 11/20
17	12/10/2020	ACH	Caltest Analytical Laboratory	3,938.70		3,938.70	Outside Lab Testing
18	12/10/2020	N/A	Comet Building Maintenance	2,004.85		2,004.85	Janitorial Services
19	12/10/2020	N/A	Custom Tractor Service	12,774.00		12,774.00	Mixing & Sampling of Sludge - Pond #2
20	12/10/2020	ACH	Data Instincts	2,465.00		2,465.00	Provide Public Information & Awareness to LGVSD
21	12/10/2020	EFT	Direct Dental	805.43		805.43	EE Dental Services
22	12/10/2020	EFT	Discovery Benefits	2,333.54		2,333.54	EE's FSA & Admin Fees
23	12/10/2020	N/A	Electrical Equipment Company Inc.	6,239.31		6,239.31	Secondary Biofilter Recirculation Pump Motor 15 HP, 25 HP Compressor Motor repair
24	12/10/2020	ACH	Elias, Rabi	184.21		184.21	Office Chair for Home
25	12/10/2020	N/A	Federal Express	41.98		41.98	Mailings
26	12/10/2020	ACH	Gardner's Guild	1,123.00		1,123.00	Building Maintenance
27	12/10/2020	N/A	Hach Company	163.51		163.51	Turbidity Analysis
28	12/10/2020	ACH	Hanford ARC	7,000.00		7,000.00	LMC Revegetation Maintenance Services
29	12/10/2020	N/A	Hazen and Sawyer	18,705.00		18,705.00	Consultation & Professional Engineering - Flow Equalization Basin, Headworks & Primary Clarification Desktop Evaluation

**Las Gallinas Valley Sanitation District
Warrant List 12/10/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	12/10/2020	N/A	Herc Rentals	839.83		839.83	Fuel Tank - 500 Gallons - Delivery/pickup - PSPS
31	12/10/2020	ACH	JW Mobile	28.27		28.27	Crimp Fittings
32	12/10/2020	ACH	Kennedy/Jenks Consulting, Inc.	102,010.00		102,010.00	STPURWE - Construction Management & Inspection Service
33	12/10/2020	ACH	Kennedy/Jenks Consulting, Inc.	34,786.60		34,786.60	Integrated Wastewater Master Plan
34	12/10/2020	ACH	Kenwood Energy	292.50		292.50	Sharp Solar Panel Replacement Project
35	12/10/2020	ACH	Koff & Associates, Inc.	2,325.00		2,325.00	Classification & Compensation Study
36	12/10/2020	N/A	Marin Ace	43.58		43.58	Misc. Supplies
37	12/10/2020	N/A	Marin County Ford	721.33		721.33	CMAX 100,00 K Service
38	12/10/2020	ACH	McDonald, Dale	1,381.54		1,381.54	Laptop Reimbursement
39	12/10/2020	N/A	Medical Center of Marin	226.00		226.00	Pre- Employment Physical
40	12/10/2020	N/A	Miksis Services, Inc.	3,690.00		3,690.00	Sewer Main Capacity and Storage
41	12/10/2020	N/A	North Valley Labor Compliance Services	450.00		450.00	Labor Compliance Services for LMC Revegetation Maintenance Services
42	12/10/2020	ACH	Nute Engineering	1,562.25		1,562.25	STPURWE -Engineering & Inspection Services
43	12/10/2020	N/A	Operating Engineers	540.00		540.00	Union Dues
44	12/10/2020	ACH	Orion Protection Services	318.50		318.50	Nightly Patrol of 300 Smith Ranch Rd
45	12/10/2020	EFT	Pacific Crest Group	2,400.00		2,400.00	HR Management Services
46	12/10/2020	N/A	Pitney Bowes	500.00		500.00	Postage Machine Refill
47	12/10/2020	N/A	Rathlin Properties LLC	8,829.00		8,829.00	Rent at 101 Lucas Valley
48	12/10/2020	ACH	Regional Government Services	786.20		786.20	On- Call Consulting and GM Eval
49	12/10/2020	N/A	Rotork Controls, Inc.	1,743.04		1,743.04	Rotork Actuator Annual Maintenance
50	12/10/2020	N/A	Safety-Kleen Systems, Inc	238.00		238.00	Used Oil Recycling
51	12/10/2020	EFT	SunLife Financial	3,327.36		3,327.36	EE's AD&D, Disability and Life Insurance
52	12/10/2020	ACH	TCI Business Capital	5,468.40		5,468.40	Temporary WW Operators for Vacancies
53	12/10/2020	N/A	Uline	896.43		896.43	Cabinet Pedestal Workbench
54	12/10/2020	N/A	Underground Service Alert	1,716.55		1,716.55	Unique Billable Tickets & Membership Fees
55	12/10/2020	N/A	United Site Services	556.76		556.76	Porta Potties
56	12/10/2020	ACH	Univar	4,068.84		4,068.84	Furnish Sodium Bisulfite
57	12/10/2020	EFT	Vision Service Plan	458.70		458.70	Vision for December
58	12/10/2020	N/A	Woodland Center Auto Supply	492.67		492.67	Replace Battery and Return Core

**Las Gallinas Valley Sanitation District
Warrant List 12/10/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	12/10/2020	N/A	WRA, Inc.	1,315.23		1,315.23	Miller Creek 5- year Monitoring and Reporting Service
60	12/10/2020	ACH	Yezman, Crystal	1,600.00		1,600.00	Home Office Equipment

Do not change any formulas below this line.

TOTAL \$ 540,331.16 \$ - \$ 540,331.16

EFT1	EFT1 = Payroll (Amount Required)	119,035.53	119,035.53	Approval: Finance GM Board
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	80,249.85	80,249.85	
EFT	EFT = Vendor initiated "pulls" from LGVSD	95,980.34	95,980.34	
ACH	ACH = LGVSD initiated "push" to Vendor	197,729.80	197,729.80	
	Total	\$ 540,331.16	\$ 540,331.16	

Difference: \$ -

STPURWE Costs 112,666.53



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
 From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lqvsd.org
 Meeting Date: December 10, 2020
 Re: Award of Contract for Miscellaneous Pump Station Improvements 2020
 Item Type: Consent X Action _____ Information _____ Other _____
 Standard Contract: Yes X No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

Board to award contract for Engineering Design Services for Miscellaneous Pump Station Improvements 2020 to Freyer & Laureta, Inc. in the amount of \$254,200.

BACKGROUND

On October 28, 2020, the District received proposals from the following consultants in response to the Request for Proposals (RFP) for the Miscellaneous Pump Station Improvements 2020 project issued on October 2, 2020:

1. Hazen & Sawyer
2. ArcSine Engineering
3. Freyer & Laureta (F&L)

The RFP provides for engineering services for the following four projects:

- **Smith Ranch Pump Station Electrical Upgrades** – The pump station control panel is nearing the end of its useful life. Consultant will design the replacement of outdated and obsolete electrical components.
- **Pump Station Site Lighting Improvements** – The Business Risk Vulnerability Assessment (BRVA) memo prepared by Kennedy Jenks identified yard lighting at multiple pump stations as a potential safety issue. This project provides for evaluation of yard lighting and design of the installation or replacement of existing exterior lighting system at 11 pump stations. Interior and some “area” lighting at select pump stations will be replaced through PG&E’s Total Energy Efficiency Retrofit Loan Program. This project requires the selected consultant to coordinate with PG&E to avoid redundant work.
- **Automatic Transfer Switches (ATS) for Pump Stations** – This project provides standardization of ATS and portable generator termination boxes or receptacles for compatibility with the District’s existing towable generators at all pump stations in need of compatibility related improvements.
- **Emergency Bypass Pumping Analysis & Emergency Response Plan** – The scope of work for this project includes the design of connection points to bypass force mains or wet wells during emergency using current District inventory of pipe fittings and other



accessories. The project also includes the update of 2015 Emergency Response Plans prepared by DKF Solutions for all 28 District pump stations.

F&L has indicated that they are partnering with HydroScience Engineers in the proposal. Both consultants have prior experience with pump stations and other wastewater treatment projects in the Bay Area. F&L will be providing civil engineering design requirements of the project and HydroScience Engineers will be providing electrical, instrumentation and control engineering services. In addition, F&L had a thorough discussion with District staff and demonstrated that they have a good understanding of the project requirements. Staff has reviewed F&L's proposal and deemed the scope of work reasonable and meets the requirements of the RFP.

ArcSine's experience is primarily focused on electrical and control systems, but this project requires experience beyond electrical expertise. While Hazen is technically capable of performing the work, staff believes it is best for the District to have Hazen focus on the Flow Equalization Basin as that project is entering a critical phase of design.

PREVIOUS BOARD ACTION

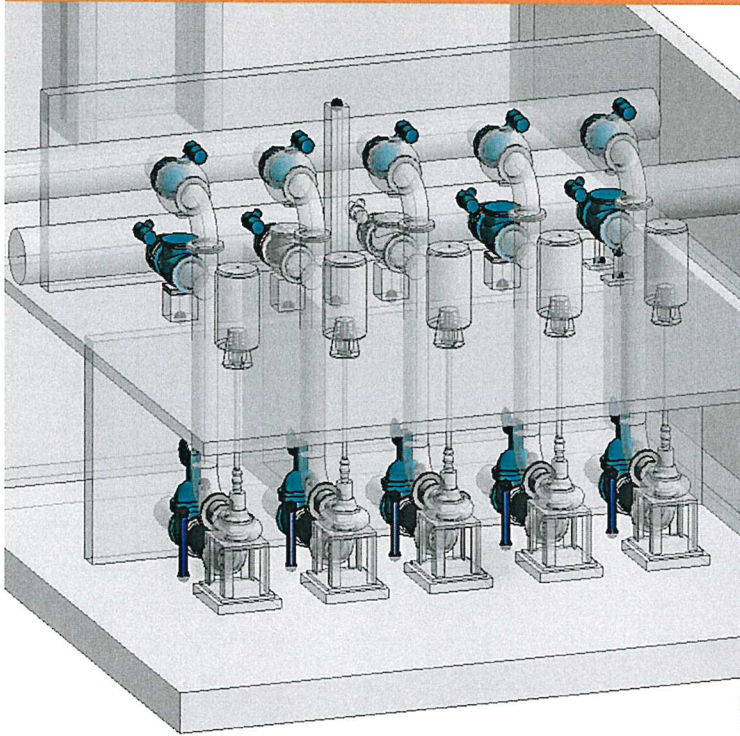
N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Up to \$254,200 for design, which is within the budget for FY 2020-21. Staff will budget for construction after completion of engineering design and an engineer's estimate has been established in the next fiscal year.



**Las Gallinas Valley Sanitary District
Miscellaneous Pump Station Improvements 2020
Job No. 20300-09, 21300-04, 21350-01,
& 21600-01**

October 28, 2020





CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS

October 28, 2020

Mr. Michael P. Cortez, P.E.
District Engineer
Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, California 94903

**RE: Proposal for Miscellaneous Pump Station Improvements 2020
Job No. 20300-09, 21300-04, 21350-01, & 21600-01**
Las Gallinas Valley Sanitary District, San Rafael, California

Dear Mr. Cortez,

Freyer & Laureta, Inc. (F&L) is pleased to submit this proposal to the Las Gallinas Valley Sanitary District (District) in response to the Request for Proposal – Miscellaneous Pump Station Improvements 2020 Job No. 20300-09, 21300-04, 21350-01, & 21600-01 dated October 2, 2020 (RFP). No addenda were received.

F&L's proposal is organized as requested in the RFP and includes the following:

- Section A – Project References;
- Section B – Organizational Chart including firm information.
- Section C – Resumes for Key Personnel;
- Section D – Hourly Rates
- Section E – Proposed Budget

F&L has included HydroScience Engineers (HSE) as part of our team for the Project. F&L and HSE combined experience will allow our team to successfully deliver all of the improvements identified in the RFP.

Please contact me at (650) 619-3226 or tarantino@freyerlaureta.com with any questions on our proposal. We look forward to the opportunity to discuss our proposal in further detail with the City.

Sincerely,
FREYER & LAURETA, INC.

Jeffrey J. Tarantino, P.E.
Vice President

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150 Executive Park Blvd, Suite 4200
San Francisco, CA 94134
Tel: (415) 534-7070
www.freyerlaureta.com

San Mateo Office:
144 North San Mateo Drive
San Mateo, CA 94401
Tel: (650) 344-9901

Oakland Office:
825 Washington Street, Suite 237
Oakland, CA 94127
Tel: (510) 937-2310

A. Firm Project References

City of Pacifica – Linda Mar Pump Station Improvement Project

Linda Mar Pump Station Improvement project, is a multi-phased project that included development of a temporary high flow bypass plan. The City required a temporary emergency bypass system due to ongoing capital improvement projects that had been delayed resulting in temporarily reducing the collection system capacity. F&L developed a temporary pumping and storage system that allowed the City to avoid sanitary sewer overflows (SSOs). The temporary storage system included the ability to pump high flows from the pump station wet well into the temporary storage and then gravity flow stored wastewater back to the wet well after the high flow event passed.

F&L performed a study to validate the maximum capacity of the two primary pumps and observe the condition of the existing instrumentation and controls. The pump station includes a natural gas driven pump that operates during wet weather events but the two primary pumps not being able to operate due to the natural gas driven pump discharge pressure. The goal of the project is to replace the two primary pumps with larger capacity pumps to reduce the use of the natural gas driven pump. In addition, the existing electrical, instrumentation, and controls equipment are at the end of their useful service life. In order to improve the reliability of the pump station, the project includes replacing existing Variable Frequency Drives (VFDs), add a new Remote Telemetry Unit (RTU) to allow integration into the City's Supervisory Control and Data Acquisition (SCADA) network, and replace existing I&C equipment to match the City's other pump stations.

Reference

Louis Sun, P.E.
Deputy Director of Public Works - Wastewater
Phone: (650) 738-4662
Email: sunl@ci.pacificaca.us

West Bay Sanitary District Sausal Vista Pump Station

F&L was tasked with working on a multi-phase project to consolidate two remote pump stations into a single, larger pump station including modification to the influent and effluent pipelines to reduce the potential of SSOs. The project also included upgrading the existing PG&E electrical service to improve the reliability of the pump station. F&L performed a study to review several alternatives to maintain two pump stations while increasing the reliability but also considered the potential benefits of consolidating the Sausal Vista Pump Station with the Corte Madera Pump Station. WBSD goal was to reduce the risk of SSOs while improving the long-term performance of the two pump stations. Ultimately, F&L developed a strategy to consolidate the two older pump stations with a single, modern pump station which resulted in reduced operation costs while improving reliability.

F&L services included preparation of construction documents for replacement of influent pipeline to address capacity issues, replacement of existing pumps and motors to increase pump station capacity, and rehabilitate existing enclosures. The firm also provided construction management and observation services to confirm compliance with the contract documents and coordinates with adjacent public agencies to secure required encroachment permits and repair public rights of way that were impacted by the necessary improvements.

Reference

Bill Kitajima, PE
Project Manager
Phone: (650) 321-0384
Email: bkitajima@westbaysanitary.org



A. Firm Project References

Castro Valley Sanitary District - Aerial Pipeline and Pump Station Rehabilitation

HydroScience provided engineering design services to CVSan for its Aerial Pipeline and Pump Station Rehabilitation Project. This included close coordination with the District's engineering and operations & maintenance (O&M) teams to institute more uniformity in pump station and control equipment, serving to facilitate O&M and streamline standard operating procedures and emergency response. This project also provided enhanced structural integrity of ailing collector sewers spanning creeks, some within the flood zone.

The project included designing cured-in-place pipe (CIPP) rehabilitation for four sewer pipelines crossing over creeks and ranging in size from 8- to 24-inch in diameter. CIPP is the recommended rehabilitation method as it will result in less site impacts within the riparian habitats than would occur with complete pipeline replacement, while achieving structural and hydraulic improvements to the decaying pipes. The design also included rehabilitation and improvement to seven pump stations, including recoating structures and equipment; replacement of outdated electrical and instrumentation devices; new bypass piping; new vaults; new vault lid hatches for ease of lifting; and enhanced safety features, like fall protection anchors and ladder extensions. HydroScience worked closely with the District's O&M staff to assure that the desired upgrades will meet their near-term and future needs. The pump station improvements' wish-list of the District expanded during design, which HydroScience quickly scoped and absorbed into the project schedule for inclusion in one, larger, bid package.

The project design was completed on time and to the District's specifications. Bids received averaged within less than 3% of the engineer's estimate of probable construction costs. This project is currently pending award to the low bidder in October 2020, after which HydroScience will close out bid period services and initiate ESDC.

Reference

Landon Lochrie, PE
Associate Civil Engineer (Project Manager)
Phone: (510) 537-0757
Email: landon@cvsan.org

City of Foster City - Sanitary Sewer Lift Station Improvements Phase 5

The current Phase 5 project involves the rehabilitation of nine wastewater lift stations and the relocation of a tenth. Each lift station improvement project includes the replacement of the control panel, pumps, associated piping in the lift station, addition or replacement of the standby generator and automatic transfer switch, and any required relocation of PG&E meters. HydroScience worked with the City to develop standard lift station design features, which was implemented on each of the subsequent projects. Typical lift station improvements include:

- Removing failing wet well coating and replacing with a new polyurethane two part coating to protect concrete against hydrogen sulfide attack
- Developing flow control options, bypass, and line stopping requirements to prevent overflows
- Developing and installing standardized pump control panels and standby generators
- In some cases, lift stations have been relocated from easements to the roadway, and sewers realigned as required. Special shoring requirements were stipulated to minimize settlement risk in challenging Bay Mud conditions.

Reference

Laura Galli
Engineering Manager
Phone: (650) 286-3280
Email: lgalli@fostercity.org



B. Organizational Chart

Freyer & Laureta, Inc. (F&L) is an award-winning civil engineering firm founded in the San Francisco Bay in 1997. We have included HydroScience Engineers (HSE) to supplement F&L's experience to provide the Las Gallinas Valley Sanitary District (District) with engineering services for the Miscellaneous Pump Station Improvements project. We have provided three project references where the F&L team has provided similar services requested by the District in the following paragraphs. Below is information about HydroScience Engineers (HSE), the firm we are proud to have on our team.

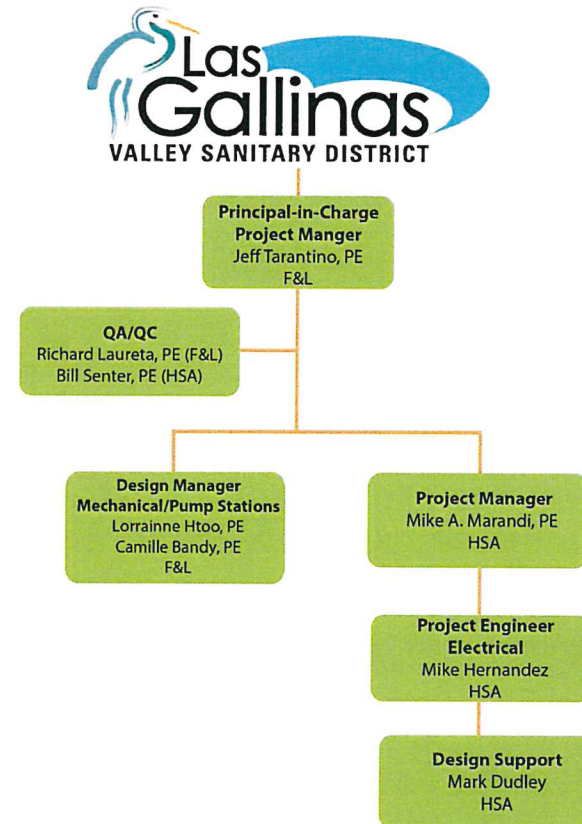
HydroScience Engineers (HSE)

F&L has included HSE, an SBE in the State of CA, as part of our team to enhance F&L's breadth of services. HSE and F&L have worked together providing similar services. In fact, the principals of HSE and F&L have worked together for over 20 years. HSE provides planning, design, permitting, and construction management services for public works infrastructure, with enhanced expertise for water, wastewater, storm water, and recycled water projects. HSE was founded in 1997 in Sacramento, California, and is a closely-held California Corporation managed by four principals. Our client base is diverse and includes many California-based water and wastewater districts and agencies, municipalities, and other local governments.

As a Team

The F&L team combines the knowledge and expertise of both firms to provide the District with experts needed to develop a cost effective approach to deliver the miscellaneous pump station projects. We are able to leverage HSE's in-house electrical and I&C department to complement F&L extensive pump station and wastewater system operations experience to provide the necessary engineering and construction perspective to develop comprehensive and expertly planned improvement strategies. The District will benefit from the F&L team's real-world experience to develop the correct solution for the pump station projects.

Organizational Chart



C. Resumes

Jeffrey J. Tarantino, P.E. | Vice President, F&L

Education: Bachelor of Science in Civil Engineering, Santa Clara University
Professional Qualification: Registered Civil Engineer – California No. 63936

Jeff Tarantino has extensive experience in civil engineering design and construction that has been developed during his years of civil and environmental work experience. Jeff has served as project manager on numerous program management, planning, design, permitting and construction management projects. His project experience includes civil site development, water supply treatment and distribution, wastewater treatment and collection, water reuse treatment and distribution, flood control, groundwater extraction and treatment systems, and water quality. Jeff serves as the primary point of contact with permitting and environmental resources agencies on behalf of clients to facilitate open dialogue with the agencies. He has demonstrated a unique ability to assist clients to bridge technical and non-technical challenges to deliver multi-beneficial projects within budget and on schedule.

Richard J. Laureta, PE | President, F&L

Education: Bachelor of Science in Civil Engineering, California Polytechnic State University, San Luis Obispo
Professional Qualification: Registered Civil Engineer – California No. 55783; Registered Civil Engineer – Hawaii No. 10545

Richard (Rich) Laureta has broad experience in civil engineering design and construction. In his 24 years of professional engineering experience, he has participated in the design, project management, and construction coordination of private sector engineering projects, as well as city, county, state and federal rehabilitation projects. His broad experience gives him the knowledge necessary to be an integral part of multi-disciplined teams in the planning, design and installation of challenging civil engineering projects. Rich has a growing reputation in urban master planning and wastewater collection design and construction management. He serves as the District Engineer for the West Bay Sanitary District in Menlo Park and the East Palo Alto Sanitary District. The combination of his design experience and his expertise in computer-aided drafting ensures accurate design drawings. His experience and dedication to the profession allows him to be a contributor to the success of diverse engineering projects.

Lorraine F. Htoo, P.E. | Senior Project Manager

Education: Master of Science, Engineering California Polytechnic University, Pomona, Bachelor of Science, Environmental Resources Engineering, Humboldt State University
Professional Qualification: Registered Civil Engineer – California No. 79542

Lorraine Htoo has over 16 years of civil engineering design and construction support experience on public and private sector projects. Her background includes project management, field studies, alternative analyses, storm drain design, low impact development design, sanitary sewer rehabilitation design, joint trench design, water and reclaimed water pipeline design, cost estimates, and quality control/quality assurance design reviews. Lorraine has experience coordinating major projects with multidisciplinary teams in planning, design and construction stages. Her experience and dedication to the engineering profession is demonstrated with her diverse project background and involvement with local professional engineering groups and committees.

Camille Bandy, P.E., QSD/P | Associate Engineer

Education: Bachelor of Science in Civil Engineering, California Polytechnic State University, San Luis Obispo
Professional Qualification: Registered Civil Engineer – California No. 88920

Camille Bandy has managed and designed numerous civil engineering projects including public infrastructure and redevelopment improvements. Responsibilities have included preparing plans and technical specifications for storm drain, sanitary sewer, water utilities, site grading and roadways. Other responsibilities have included coordinating multidisciplinary project teams, construction administration, and sanitary sewer and storm drain analysis for several Mission Bay Development projects. Recent project sites have included multiple public infrastructure sites as well as on site civil work within the Mission Bay Development.



C. Resumes

Bill Slenter, PE | Principal Engineer - HydroScience

Education: B.S., Civil Engineering, San Francisco State University *Professional*

Qualification: Civil Engineer, California, Registration No. 57640

Bill Slenter is a civil engineer with 28 years of experience. His areas of expertise include permitting, funding, planning, design, and construction support of wastewater, water, and recycled water systems. A principal with HydroScience, he has served as principal, project manager and project engineer on a wide range of water-related projects.

Mike A. Marandi, PE | Principal Engineer

Education: M.S. - Electrical Engineering, Control Systems, California State University, Sacramento, CA, B.S. Double Major Electrical and Electronics Engineering and Material Science Engineering, University of California, Berkeley, CA *Professional Qualification:* Electrical Engineer, California, Registration No. E14505

Mike Marandi has 38 years of experience in engineering and design of electrical, instrumentation and supervisory control and data acquisition (SCADA) systems. Mike serves as the electrical department manager. His experience includes project/task management, field investigation, technical analysis, construction services, technical writing, specifications, and Codes and Standards. His experience ranges from system design and integration to application of advanced technology in development of cost-effective systems tailored to the clients' project needs and requirements.

Mark Dudley | Design Support

Education: B.S. Electrical Engineering Technology, LeTourneau University, Longview, TX

Mark Dudley has over 26 years of experience in the design of power distribution systems with over 11 years of experience on the electrical and controls design for water and wastewater facilities, including treatment plants and pumping stations. He has also performed construction services including RFI response and submittal reviews, as well as contributing to Preliminary Design Reports, Basis of Design Reports, Technical Memos and Facility Assessments.

Mike Hernandez | Electrical Engineering

Education: B.S. Electrical Engineering, California State University, Sacramento, Advanced Power Engineering Certificate California State University, Sacramento

Mike Hernandez has six years of experience in the areas of electrical power distribution, instrumentation and controls (I&C), and supervisory control and data acquisition (SCADA) systems for a variety of projects including water treatment plants, wastewater treatment plants and water distribution pump stations. His work has provided a full spectrum of services that encompasses planning, predesign, electrical and I&C design, power reliability, power system modeling, and construction support services.



D. Hourly Rates

Freyer & Laureta, Inc. Hourly Rates	
Classification	Rate
Production Aide - Clerical	\$ 85.00
Drafter I	\$ 90.00
Drafter II	\$ 95.00
Staff Engineer I	\$ 125.00
Staff Engineer II	\$ 130.00
Staff Engineer III	\$ 135.00
Staff Engineer IV	\$ 150.00
Associate Engineer	\$ 165.00
Senior Engineer	\$ 175.00
Project Manager	\$ 190.00
Senior Project Manager	\$ 205.00
Associate Principal	\$ 215.00
Principal	\$ 230.00
Forensic Engineering	\$ 325.00
Deposition and Court Appearance	\$ 410.00

HydroScience Engineers Hourly Rates	
Classification	Rate (1)
Administrative	\$ 82.50
Administrative II	\$ 99.00
CAD Design	\$ 121.00
CAD Manager	\$ 143.00
Engineering Aide	\$ 99.00
Engineer I	\$ 170.50
Engineer II	\$ 187.00
Engineer III	\$ 198.00
Engineer IV	\$ 209.00
Engineer V	\$ 220.00
Engineer VI	\$ 231.00
Engineer VII	\$ 242.00
Engineer VIII	\$ 253.00
Engineer IX	\$ 264.00
Principal	\$ 275.00

Notes

1. Subconsultant rates include 10% markup.
2. Reproduction, Printing, Travel, Mailing, and Delivery are charged at cost plus 10% markup.
3. Billings are due and payable within 30 days. A monthly interest charge equal to the Federal Discount Rate plus 5% will be applied on the next billing period beyond the 30-day payment.
4. The foregoing Hourly Rates are dated January 1, 2020 and may be updated annually with a written notice period.



Compensation

The F&L team's proposed fee is included on the following pages. We have developed our fee based on the projects including desired deliverables described in the RFP but we have grouped our fee based on our suggested approach to consolidate the number of construction documents to maximize efficiency. We propose to provide two sets of construction documents with the lighting improvements for all pump stations except the Smith Ranch Pump Station location being part of the first set of construction documents. The lighting improvements can be developed as a standalone project to allow for efficient scheduling of the improvements including coordination with the PG&E Total Energy Efficiency Retrofit Loan Program.

The second set of construction document will include the Smith Ranch Pump Station Electrical Upgrade including the site specific lighting improvements combined with the Automatic Transfer Switches (ATS) for all Pump Stations project. The Emergency Bypass Pumping Analysis and Emergency Response task would be prepared concurrently with the Smith Ranch Road and ATS projects. By developing the updates to the emergency response plan concurrently with the ATS and Smith Ranch Pump Station improvements, we can develop a comprehensive project that can include, if necessary, improvements at individual pump stations that may be needed to allow for emergency pumping setup identified in the updated emergency response plan. We understand that the previous emergency plans have not been tested and the F&L team will develop final emergency pumping plans that could identify some limited amount of piping and/or electrical improvements. By consolidating the Smith Ranch Pump Station improvements including lighting, ATS replacement at all pump stations, and potential emergency pumping bypass improvements into a single project, the F&L team can provide detailed and coordinated improvement plans.

For both construction document sets, the F&L team will approach the project as follows:

- Perform site visits to all pump station locations to document existing conditions and perform the required lighting study;
- Existing conditions memoranda will be provided with one memorandum focused on the lighting study including identifying the necessary improvements and the second memorandum focused on

electrical and bypass pumping improvements including the Smith Ranch Road Pump Station improvements.

- 75% design submittal for the lighting improvements will be provided for the District's review and comment that will lead to delivering draft Bid Documents.
- On a parallel track, draft updates to the Emergency Bypass Pumping

Analysis and Emergency Response plan and 75% design submittal for Smith Ranch Road Pump Station and ATS replacement will be provided for the District's review and comment that will also lead to the F&L team delivering draft bid documents.

Our approach described above is intended to coordinate interconnected tasks while providing an efficient budget and schedule approach. We have proposed the following tasks:

- Task 1: Project Management
- Task 2: Pump Station Lighting Improvements (Job No. 21300-04)
- Task 3: Pump Station Improvements Project (Job Nos. 20300-09, 21350-01, & 21600-01)

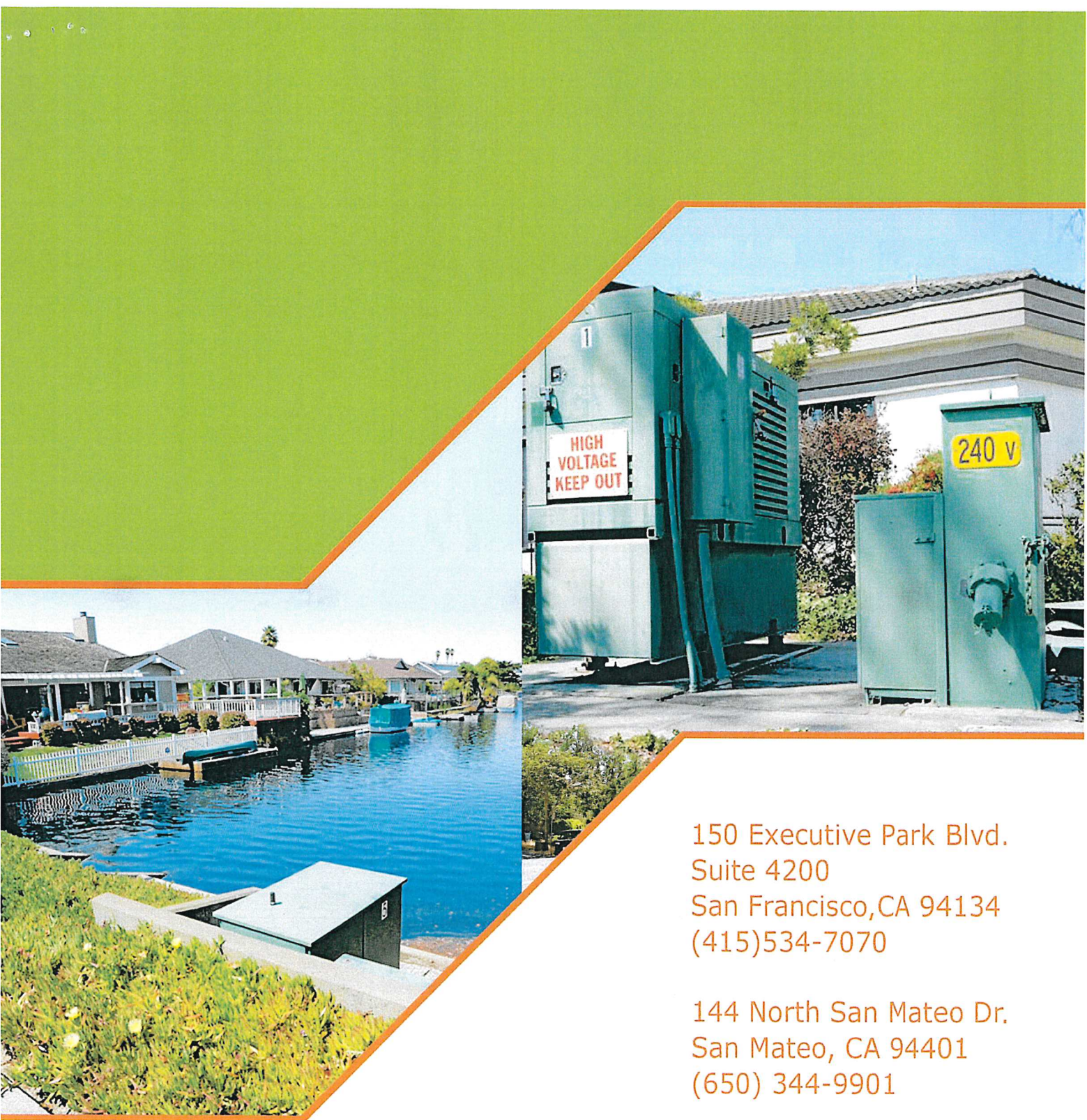


TABLE 1
BUDGET ESTIMATE FOR MISCELLANEOUS PUMP STATION IMPROVEMENTS 2020
JOB NO. 20300-09, 21300-04, 21350-01, & 21600-01
 Las Gallinas Valley Sanitary District, San Rafael, California

TASKS	ESTIMATED LABOR (Hours) (1)												TOTAL LABOR COST (\$)	OTHER DIRECT COSTS			ESTIMATED COST (2)			
	F&L						Hydroscience							UNIT	QNTY	UNIT COST (\$)	5% MARKUP (\$)	TOTAL COST PER ITEM (\$)	SUB TOTALS (\$)	
	Clerical	Staff Engineer	Camille Bandy	Lorraine Htoo	Jeffrey J. Tarantino	Richard Laureta	Clerical	Drafting	Mike Hernandez	Mark Dudly	Mike Marandi	Bill Sienter								
	85	125	165	205	230	230	94.5	116	189	210	242	263								
Task 3: Pump Station Improvements Project (Job Nos. 20300-09, 21350-01, & 21600-01)																				
Site Visit			8	8					6	6					\$5,354				\$5,354	
Project Scoping Memorandum		8	4	2	1					16	16				\$9,524				\$9,524	
Project Scoping Meeting				4	4					4	4				\$3,546				\$3,546	
Emergency Bypass Pumping Analysis & Emergency Response Plan		120	80	40	2										\$36,860				\$36,860	
75% Design Submittal		40	16	8				16	80	150	35				\$66,201				\$66,201	
75% Design Review Meeting				4	4					8	8				\$5,352				\$5,352	
Draft 100% Design Submittal		20	8	4	1			10	24	36	30				\$25,366				\$25,366	
Draft 100% Design Review Meeting				4	4					8	8				\$5,352				\$5,352	
Final 100% Design Submittal		8	4	2			4	5	24	20	12				\$14,660				\$14,660	
Bid Support		8	4	2					4	8	4				\$5,472				\$5,472	
QA/QC for Submittals						8					12				\$4,738				\$4,738	
Subtotal Labor Hours - Task 3		204	124	78	16	8	4	31	138	256	129				\$182,424			Estimated Cost - Task 3		\$182,400
Total Labor Hours	8	204	128	120	35	12	12	39	190	336	237	8			\$254,154			Total Estimated Cost		\$254,200

Notes to Table:

- (1) Billing rates for subconsultants includes 5% markup.
- (2) Estimated costs are rounded to the nearest \$100.
- (3) Level of effort presented above based on the following assumptions:
 - Task 2 includes 10 Pump Stations and will replace the EXTERIOR Lights only.
 - Information included in CH Energy proposal included in the RFP will be used for lighting evaluation and specification as applicable
 - Lighting for Smith Ranch Pump Station is included in Task 3
 - Three site visits for Task 2 and one site visit for Task 3 assumed
 - Two total bid packages assumed
 - Typical design drawings with adequate details are assumed for reducing number of drawing sheets



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(510) 937-2310

www.freyerlaureta.com

 **FREYER
LAURETA, INC.**
Civil Engineers – Surveyors – Construction Managers



Item Number 3D

Agenda Summary Report

To: Mike Prinz, General Manager *MPZ*
From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lgvsd.org
Mtg. Date: December 10, 2020
Re: Award of Contract for Marin Lagoon Pump Station No. 1 Improvements to D.W. Nicholson
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes X No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

Board to approve the Award of Contract for Marin Lagoon Pump Station No. 1 Improvements to D.W. Nicholson.

BACKGROUND

On November 16, 2020, the District opened bids for Marin Lagoon Pump Station No. 1 Improvements project, and D.W. Nicholson was the apparent low bidder at \$154,000.

Bid Results and Engineer's Estimate:

1. D.W. Nicholson (Hayward, CA)	\$154,000
2. Engineer's Estimate	\$173,260
3. Mike Brown Electric (Cotati, CA)	\$178,934

The existing control cabinet is severely corroded and shows signs of structural defects. In addition, most electrical components are original installation and nearing the end of their useful life. The project provides for:

- Installation of new stainless steel control panel cabinet, including power distribution, motor controllers, and other controls;
- New level switch and bubbler; and
- Installation of new PG&E electrical service.

Staff has evaluated the bid and found that D.W. Nicholson is a responsive and responsible bidder.

The bid price is within the current budget allocation shown in the Las Gallinas Valley Sanitary District FY 2020-21 Budget.

PREVIOUS BOARD ACTION

N/A



ENVIRONMENTAL REVIEW

A Class 2 Notice of Exemption will be filed for the project pursuant to California Environmental Quality Act Section 15062.

FISCAL IMPACT

Construction	\$154,000
Contingency (10%)	\$15,400
Staff Time (10%)	\$15,400
Consultant Inspection (5%)	\$7,700
Total:	\$192,500



Item Number 3E

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lqvsd.org
Mtg. Date: December 10, 2020
Re: Approve Contract Amendment 1 to STPURWE Programming Services for Additional SCADA Construction Support
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes X No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

Board to approve Contract Amendment 1 to Programming Services for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project, with ArcSine Engineering for additional Supervisory Control and Data Acquisition (SCADA) Construction Support.

BACKGROUND

The current contract with ArcSine Engineering for Programming Services for the STPURWE project does not cover the level of effort now determined to be necessary for ArcSine to meet startup and commissioning requirements. This additional scope is primarily due to the contractor's inability to provide key personnel for SCADA coordination at the start of construction. The original scope of work with ArcSine was focused on control system programming and integration of new equipment into the existing District SCADA system and it was predicated on the contractor providing all necessary key staff as required by the STPURWE technical specifications.

Key members of the contractor's personnel (Commissioning Coordinator and Control System Supervisor) have now been fulfilled per requirements of the STPURWE technical specifications, and in response to District staff's request, ArcSine has submitted a proposal and fee estimate of \$82,100 to cover the previous efforts not included in the original contract but related to startup and commissioning. An additional allowance has also been included in the fee estimate for future coordination not covered in the original contract. Staff has reviewed the proposal and deemed the scope of work and fee estimate reasonable.

PREVIOUS BOARD ACTION

The Board approved a contract to ArcSine Engineering for SCADA Programming Services of Secondary Treatment Plant Upgrade and Recycled Water Expansion on November 15, 2018.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

\$82,100



SCOPE OF WORK
SCADA CONSTRUCTION SUPPORT
SECONDARY TREATMENT AND RWTF UPGRADE
LAS GALLINAS VALLEY SANITARY DISTRICT

ArcSine Project No. 1663.06/T10

May 5, 2020
Revised November 3, 2020

INTRODUCTION

For the District's Secondary Treatment Upgrade project, underway since December 2018, ArcSine Engineering is under Contract for SCADA programming, control strategy development, standards development, technical coordination, and submittal support. ArcSine's Scope is based on assumptions including those associated with the Contractor's organization fulfilling its requirements and duties, which include major obligations for coordinating the work. The specified critical role of Contractor Control Systems Supervisor (CSS) was left vacant for the first 11 months of the project, and the CM at the time was unsuccessful at causing the Contractor to fill the role. The second CM inherited the problem, and in November 2019 a CSS was assigned, but that assignment was in practice in name only, and the underlying functions and leadership were from that time through the summer of 2020 were largely not being performed. ArcSine is optimistic that a greater degree of CSS involvement will be seen moving forward.

Project Specifications also call for extensive involvement by the project Commissioning Coordinator (CC). For the recycled water upgrades, that involvement was to include detailed coordination and planning between the Contractor, the Contractor's electrician, instrument supplier, packaged systems vendor, and ArcSine. Prior to the fall of 2020, the leadership was nonexistent, which led to the Contractor's organization starting work prior to having the proper information to complete their work as specified. The CC is on the job as of the fall of 2020, and ArcSine is optimistic that involvement will be seen moving forward.

ArcSine's Programming Scope and associated levels-of-effort are based on an effective and available people in these roles. These shortfalls led to poorly coordinated control system work by the Contractor, inefficiencies all around, and undermined ArcSine's ability to do their work, including meeting startup requirements.

ArcSine is a T&M resource to the District, and out of necessity ArcSine's efforts to date have been higher than those on which the scope was based. The District has accepted these realities, and in the project's best interests has elected to have ArcSine expand its role. This Scope of Work covers resources for prior work performed which was unscoped, as well as future expected unscoped work. Undertaking this work is essential to the project's success, including reducing some of the biggest risks.

The following work items comprise the basis for the estimate. The work items undertaken will be done selectively, with consideration for the cost/benefit to the District.

**SCADA CONSTRUCTION SUPPORT
SECONDARY TREATMENT AND RWTF UPGRADE**

1.0 ENGINEERING SERVICES DURING CONSTRUCTION

1.1. Workshops: Assist Contractor in scheduling and structuring workshops which meet the project requirements, as well as compliance with Contract Specifications. ArcSine's base Scope includes workshop support. However, to date the progression of workshops has not matched expectations, and additional resources are required. Allow for the following for preparation and execution:

- Workshop No 2. Failed Attempt #1 – Cancelled moments prior to the workshop.
- Workshop No. 2 Failed Attempt #2 – Undertaken but ineffective due to Contractor lack of preparations.
- Additional effort moving forward to help coordinate and structure workshops.

Allow for the following effort:

- 18 technical person-hours total plus clerical through April 2020
- 12 technical person-hours total plus clerical May through October 2020
- 30 technical person-hours total plus clerical November 2020 forward

1.2. Requests for Information, RFI's: The project "personality" as it pertains to Plant controls has settled into being reactionary versus proactive. The absence of an involved Control Systems Supervisor has resulted in a void. ArcSine's Programming Scope and Estimate have no resources to verify Contractor's compliance with Contract Specifications. This Scope will fund existing RFI's prepared such as RFI AS-13, Control Systems Supervisor, and RFI AS-21, Contractor's Schedule. To give the CM and the Engineer the information and tools to mitigate the voids, ArcSine has been and will continue to coordinate and issue RFI's and other reminders. Allow for the following:

- 18 technical person-hours total plus clerical through April 2020
- 12 technical person-hours total plus clerical May through October 2020
- 28 technical person-hours total plus clerical November 2020 forward

1.3. Submittal Reviews: ArcSine's Programming Scope and Estimate have no resources to review submittals and their affect on SCADA programming, and to point out errors and inconsistencies. This Scope includes reviewing selected product and testing submittals, to confirm that the materials, equipment, construction methods, and testing meet the Contract Documents requirements. Prepare review comments, and submit to the District for distribution. This Scope includes allowances for this task as indicated:

- 16 technical person-hours total plus clerical through April 2020
- 20 technical person-hours total plus clerical May through October 2020
- First-round reviews 25 hours, plus clerical November 2020 forward
- Second-round reviews 6 hours, plus clerical November 2020 forward
- Third-round reviews 5 hours, plus clerical November 2020 forward

SCADA CONSTRUCTION SUPPORT SECONDARY TREATMENT AND RWTF UPGRADE

1.4. Schedule Review & Support: ArcSine's Programming Scope and Estimate have no resources to review Contractor submitted schedules. The absence of an involved Control Systems Supervisor has resulted in submittals with inadequate detail, intervals short of those specified, and other flaws. The risks to the District of inadequately vetted schedule submittals, particularly as it pertains to the District's performance of its startup roles (some by ArcSine) are significant. The only way to manage these risks is to review schedule submittals in detail. Allow for the following:

- 12 person-hours to date for reviews and CM coordination through April 2020.
- 20 technical person-hours total plus clerical May through October 2020.
- 20 person-hours in the future for reviewers and CM coordination November 2020 forward
- Monthly reviews 16 hours, plus clerical November 2020 forward

1.5. Change Orders Reviews And Tracking: ArcSine's Programming Scope and Estimate has no resources to verify the instrument supplier's compliance with Change Orders. ArcSine has found many discrepancies in the instrument supplier's I/O lists and testing documentation, which should have been addressed by the Control Systems Supervisor. ArcSine has seen no evidence of the required coordination and has, in the best interest of the project, performed reviews and submitted lists of discrepancies to the Construction Manager. This Scope includes:

- 18 technical hours for prior work, plus clerical through April 2020
- 20 technical person-hours total plus clerical May through October 2020
- 20 technical hours for future work, plus clerical, November 2020 forward

1.6. Startup And Testing Coordination: ArcSine's Base Scope includes participation in startup and testing. However, the Scope does not include resources to coordinate the work, nor does it include resources for inefficient execution of the work. The absence of an involved Control Systems Supervisor and the minimalist involvement of the Commissioning Coordinator have resulted in voids, which have to a large degree fallen to ArcSine to resolve. ArcSine is capable and willing to resolve them, except that the Base Scope has no resources to do so.

As an example, the Commissioning Coordinator failed to attend any of the meetings for the recent Recycled Water Filter Startup. On startup, no documentation was provided to the instrument supplier on VFD Drive configuration; ArcSine effected the basic drive configuration. The Packaged System vendor had not been advised of required programming changes prior to startup, and ArcSine worked with the Packaged System vendor to re-establish communications. ArcSine has seen no evidence of VFD testing, or configuration documentation. Thus, additional coordination and field support was required, and it is expected that this theme will continue. Allow for the following:

- Work to date, described above: 16 technical person-hours through April 2020
- 25 technical person-hours May through October 2020

**SCADA CONSTRUCTION SUPPORT
SECONDARY TREATMENT AND RWTF UPGRADE**

- Allow for similar work November 2020 forward: 70 technical person-hours

Task 1 – Deliverables:

- *Responses to RFI's*
- *Submittal Review Comments*
- *Other documentation as applicable*
- *Include in monthly invoices summary of work performed*

EXCLUSIONS/ADDITIONAL WORK AVAILABLE

The following work items are available but are presently not included in this Scope of Work:

- Services in excess of stated allowances

SECONDARY TREATMENT AND RWTF UPGRADE
LAS GALLINAS VALLEY SANITARY DISTRICT

Task	Description	Principal Engineer	Programmer	Clerical	Expenses
		\$209	\$132	\$86	NOTE 2
1.1	Workshops and Control Strategy Development				
	18 technical person-hours total plus clerical through April 2020	3	15	4	\$ 800
	12 technical person-hours total plus clerical May through October 2020	2	10	4	
	30 technical person-hours total plus clerical November 2020 forward	5	25	6	
	<i>Subtotal - Hours</i>	10	50	14	
	<i>Subtotal - Fee</i>	\$ 2,090	\$ 6,600	\$ 1,204	\$ 800
	<i>Subtotal</i>	\$ 10,700			
	<i>Contingency NOTE 4 (10%)</i>	\$ 1,100			
	Task 1 Subtotal	\$ 11,800			
1.2	Requests for Information, RFI's				
	18 technical person-hours total plus clerical through April 2020	2	16	4	\$ 800
	12 technical person-hours total plus clerical May through October 2020	4	8	5	
	28 technical person-hours total plus clerical November 2020 forward	6	22	7	
	<i>Subtotal - Hours</i>	12	46	16	
	<i>Subtotal - Fee</i>	\$ 2,508	\$ 6,072	\$ 1,376	\$ 800
	<i>Subtotal</i>	\$ 10,800			
	<i>Contingency NOTE 4 (10%)</i>	\$ 1,100			
	Task 2 Subtotal	\$ 11,900			
1.3	Submittal Reviews				
	16 technical person-hours total plus clerical through April 2020	2	14	2	
	20 technical person-hours total plus clerical May 2020 through October 2020	4	16	4	
	First-round reviews 25 hours, plus clerical November 2020 forward	4	21	6	
	Second-round reviews 6 hours, plus clerical November 2020 forward	1	5	2	
	Third-round reviews 5 hours, plus clerical November 2020 forward	1	4	2	
	<i>Subtotal - Hours</i>	12	60	16	
	<i>Subtotal - Fee</i>	\$ 2,508	\$ 7,920	\$ 1,376	\$ -
	<i>Subtotal</i>	\$ 11,900			
	<i>Contingency NOTE 4 (10%)</i>	\$ 1,200			
	Task 3 Subtotal	\$ 13,100			
1.4	Schedule Review & Support				
4-1	12 person-hours to date for reviews and CM coordination through April 2020	2	10	2	
4-2	20 technical person-hours total plus clerical May through October 2020	4	16	4	
4-3	20 person-hours in the future for reviewers and CM coordination November 2020 forward	3	17	2	
4-3	Monthly reviews 16 hours, plus clerical November 2020 forward	2	14	2	
	<i>Subtotal - Hours</i>	11	57	10	
	<i>Subtotal - Fee</i>	\$ 2,299	\$ 7,524	\$ 860	\$ -
	<i>Subtotal</i>	\$ 10,700			
	<i>Contingency NOTE 4 (10%)</i>	\$ 1,100			
	Task 4 Subtotal	\$ 11,800			
1.5	Change Orders Reviews and Tracking				
5-1	18 technical for prior work, plus clerical through April 2020	2	16	3	
5-2	20 technical person-hours total plus clerical May through October 2020	3	17	2	
5-3	20 technical hours for future work, plus clerical, November 2020 forward	4	16	2	
	<i>Subtotal - Hours</i>	9	49	7	
	<i>Subtotal - Fee</i>	\$ 1,881	\$ 6,468	\$ 602	\$ -
	<i>Subtotal</i>	\$ 9,000			
	<i>Contingency NOTE 4 (10%)</i>	\$ 900			
	Task 5 Subtotal	\$ 9,900			
1.6	Startup And Testing Coordination				
6-1	16 technical person-hours through April 2020	2	14	6	\$ 4,000
6-2	25 technical person-hours May through October 2020	4	21	4	
6-3	Allow for similar work November 2020 forward: 70 technical person-hours	10	60	7	
	<i>Subtotal - Hours</i>	16	95	17	
	<i>Subtotal - Fee</i>	\$ 3,344	\$ 12,540	\$ 1,462	\$ 4,000
	<i>Subtotal</i>	\$ 21,400			
	<i>Contingency NOTE 4 (10%)</i>	\$ 2,200			
	Task 5 Subtotal	\$ 23,600			
	OVERALL TOTAL	\$ 82,100			

SECONDARY TREATMENT AND RWTF UPGRADE
LAS GALLINAS VALLEY SANITARY DISTRICT

NOTES

1. Individual hourly rates include salary, overhead, and profit.
2. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses will be billed at actual cost plus 5%.
3. ArcSine reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year. Rates shown are 2020 standard rates plus 3% to account for a blend of 2020 to 2022 rates.
4. Task Subtotals include a 10% contingency to account for estimating variances.
5. For billing, the project overall budget will apply. Individual tasks are expected to vary over/under.

12/10/2020

General Manager Report

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



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Dale McDonald, Administrative Services Manager *DM*
 (415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: December 10, 2020
Re: Annual Reimbursement Report for Staff and Board Members
Item Type: Consent _____ Action _____ Information X Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

RECOMMENDATION

None. Informational only.

BACKGROUND

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

The attached listing of reimbursements for board members and staff paid between July 1, 2019 and June 30, 2020 meets the disclosure requirement of California Government Code Section 53065.5.

The Board Compensation & Reimbursement Policy page on the District’s website will be updated with each Directors total reimbursable expenses for the fiscal year shortly after today’s meeting.

PREVIOUS BOARD ACTION

None.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None

Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2019 through June 2020

Date	Memo	Amount
Amatori, Pamela		
03/31/2020	Reimbursement for Medical Office Visit that should have been paid by LGVSD	245.86
		<u>245.86</u>
Anthony Asaro		
11/19/2019	Safety Boots	230.52
03/10/2020	Safety Glasses	193.00
		<u>423.52</u>
Campbell, Christopher		
12/03/2019	C. Campbell Safety Boots	270.00
12/03/2019	C. Campbell Safety Gear- Surveyor vest & hat	70.40
		<u>340.40</u>
Cardenas, Manuel		
12/04/2019	Safety Boots	221.59
06/30/2020	CWEA Grade 2 Application fee	190.00
		<u>411.59</u>
Clark, Megan		
07/29/2019	CSDA Special Leadership Conference Napa CA - Hotel, 7/8/19 to 7/10/19	435.68
07/29/2019	CSDA Special Leadership Conference Napa CA - Meals 7/8/19 to 7/10/19	28.00
07/29/2019	CSDA Special Leadership Conference Napa CA -Incidentals (tips) 7/8/19 to 7/10/19	10.00
07/29/2019	CSDA Special Leadership Conference Napa CA -Milage 7/8/19 to 7/10/19	41.41
09/13/2019	Clark; CASA Conference 8/20/2019-8/23/2019 ; airfare and ground transportation	200.60
09/13/2019	Clark; CASA Conference 8/20/2019-8/23/2019 lodging	876.09
09/13/2019	Clark; CASA Conference 8/20/2019-8/23/2019 meals	49.00
09/13/2019	Clark; CASA Conference 8/20/2019-8/23/2019; gratuities	36.00
09/13/2019	Clark; CASA Conference 8/20/2019-8/23/2019 Parking	24.00
10/16/2019	NBWA Meeting Napa CA 9/6/2019 and Kenswood 10/4/2019 - M.Clark	77.72
10/16/2019	34th Annual WaterReuse 9/8/2019-9/11/2019 - M. Clark - Hotel,	842.70
10/16/2019	34th Annual WaterReuse 9/8/2019-9/11/2019 - M. Clark - Airfare	160.60
10/16/2019	34th Annual WaterReuse 9/8/2019-9/11/2019 - M. Clark Incidentals (tips)	15.00
10/16/2019	34th Annual WaterReuse 9/8/2019-9/11/2019 - M. Clark - Parking and transport	90.00
10/16/2019	34th Annual WaterReuse 9/8/2019-9/11/2019 - M. Clark - Meals	89.63
		<u>2,976.43</u>
Elias, Rabi		
07/29/2019	CSDA Special Leadership Conference, Napa CA Milage 7/8/19 to 7/10/19	86.77
09/25/2019	Elias; 34th Annual WaterReuse- 9/8/18-9/11/19 airfare and ground transp	198.60
09/25/2019	Elias; 34th Annual WaterReuse- 9/8/18-9/11/19; lodging	842.70
09/25/2019	Elias; 34th Annual WaterReuse- 9/8/18-9/11/19; meals	74.26
02/18/2020	Laptop Purchase	1,087.24
		<u>2,289.57</u>

**Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2019 through June 2020**

Date	Memo	Amount
Gill, Chris		
08/27/2019	Phone Cover/PureGear Liquid Glass	65.39
		<u>65.39</u>
Golshani, Sahar		
08/30/2019	Mileage reimbursement	18.79
		<u>18.79</u>
Huang, Yi Ying		
10/01/2019	Huang; WEFTEC; Chicago, IL; 9/23/2019 - 9/25/2019;airfare	353.60
10/01/2019	Huang; WEFTEC; Chicago, IL; 9/23/2019 - 9/25/2019; ground transportation	150.49
10/01/2019	Huang; WEFTEC; Chicago, IL; 9/23/2019 - 9/25/2019; per diem meals	321.00
11/12/2019	H2O Innovation Bio-Wheel Factory Visit - Airfare	509.60
11/12/2019	H2O Innovation Bio-Wheel Factory Visit - Ground Transportation	85.36
11/12/2019	H2O Innovation Bio-Wheel Factory Visit - Ground transportation - Per Diem Meals	36.00
		<u>1,456.05</u>
Lerch, Teresa		
09/03/2019	iPad reimbursement per Admin Policy A-03 Section III	1,476.06
11/11/2019	District Secretary Conference - Per Diem Meals and bridge toll	197.00
		<u>1,673.06</u>
Liebmann, Mel		
06/03/2020	Liebmann; Samsung Galaxy Phone Cost =\$254.53 reimb limit \$200.00	200.00
06/23/2020	Liebmann; balance of phone reimb based on new contract amount of \$250.88	50.88
		<u>250.88</u>
Murray, Craig		
12/31/2019	Consolidated 2019 reimbursement expenses - single reimbursement, details below:	7,264.02
	CASA ACE Meeting 1/15/2019 mileage \$31.78	-
	CASA Washington DC 2/22/19-2/27/19 hotel, meals, transportation \$1,307.47	-
	RCAC Workshop 3/13/19 mileage \$103.24	-
	APWA American Public Works webinar 3/14/19 registration \$99.00	-
	NossamML Eminent Domain 3/26/19 transportation \$10.60	-
	CASA Public Policy Institute 4/22/19 transportation & parking \$100.89	-
	CASA ACE Meeting 5/23/19 transportation \$31.78	-
	CPH WWTP Tour Copenhagen 6/15/2019 airfare, transportation, dinner \$1,219.75	-
	CASA 64th Annual Conference 8/20/19-8/23/19 airfare, hotel, and car \$1,725.71	-
	CASA ACE Meeting 9/12/2019 mileage \$31.78	-
	CWEA CAS Biosolids Renewable Energy Seminar 9/11/2019 regs & parking \$244.00	-
	Special District Coordination Meeting 9/18/20 mileage \$9.63	-
	IRWA Chapter 47 all Forum 10/11/19 registration and mileage \$567.43	-
	Trenchless Elevated Registration Fee 10/23/19 \$179.00	-
	NACE Conference Long Beach 11/11/19-11/15/19 reg, hotel, air, meals \$1,570.18	-
	CASA ACE Meeting 12/12/19 mileage \$31.78	-

**Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2019 through June 2020**

Date	Memo	Amount
02/26/2020	Principals of Real Estate Negotiation Training Jan 30-31 consolidated expenses	1,194.83
03/17/2020	Conference CASA Washington DC Feb 23-26, 2020 consolidated expenes	1,929.69
		<u>10,388.54</u>
Pease, Greg		
10/21/2019	Items for Safety meeting lunch	149.79
12/23/2019	Reimbursement per contract for cell phone	250.88
		<u>400.67</u>
Prinz, Mike		
09/13/2019	Prinz; CA WateReuse; Garden Grove, CA; 9/8/19 - 9/11/19; meals and airfare	991.32
09/30/2019	Prinz; WEFTEC 9/22/2019 to 9/25/2019- Meals	101.41
11/11/2019	Bowheel Trip M. Prinz Breakfast per diem	6.77
		<u>1,099.50</u>
Rogers, Norman		
11/13/2019	Mileage for CWEA Training at Delta Diablo WWTP & Bridge toll.	49.85
		<u>49.85</u>
Schriebman, Judy		
02/06/2020	Schriebman; CASA Winter Conference 1/20-1/24- transportation	211.59
02/06/2020	Schriebman; CASA Winter Conference 1/20-1/24-meals	102.21
02/06/2020	Schriebman; CASA Winter Conference 1/20-1/24-Lodging	699.61
06/24/2020	Schriebman WateReuse Conference Registration	150.00
		<u>1,163.41</u>
Yezman, Crystal		
07/29/2019	CSDA Special Leadership Conferance Napa CA - Hotel, 7/8/19 to 7/10/19	653.46
07/29/2019	CSDA Special Leadership Conferance Napa CA -Meals, 7/8/19 to 7/10/19	52.47
11/22/2019	Reimbursment for Ipad purchase	1,387.90
05/07/2020	WEF Utility Mgmt Conference Anaheim 2/25-2/28/20 hotel, air, meals	2,220.54
		<u>4,314.37</u>

12/10/2020


**Secondary Treatment Plant Upgrade and Recycled Water
Expansion Project Update Agenda Item 4.3**

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



Agenda Summary Report

To: LGVSD Board of Directors

From: Mike Prinz, General Manager 
 (415) 526-1511; mprinz@lgvsd.org

Mtg. Date: December 10, 2020

Re: Video Recording of Board Meetings

Item Type: Consent _____ Action X Information _____ Other _____

Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Staff recommends that the Board discuss the merits of video recording Board meetings and, if desired, direct staff via motion to begin recording the Board’s virtual meetings.

The Board may also wish to consider directing staff, via a second motion, to pursue establishing video recording capabilities for future in-person meetings.

BACKGROUND

During the Board Meeting held on October 15, 2020 the Board asked staff to schedule a future agenda item to discuss video recording of Board meetings. This topic was previously brought to the Board in late 2019. Excerpts of the associated staff reported are appended to the end of this section.

Since the spring of 2020, the Board has been conducting public meetings virtually in response to covid related social distancing requirements, not unlike numerous public agencies nationwide. Most virtual meeting platforms allow the user to record the video and audio content of meetings. This method of recording meetings is extremely simple to implement by adjusting settings in the virtual environment.

Virtual meeting attendees have the ability record virtual meetings via any of a range of possible mechanisms – either digitally or with external camera equipment. Meeting hosts effectively have no ability to prevent this from occurring.

Staff has recorded audio of all public Board meetings for numerous years and upgraded from analog to digital audio recording equipment in late 2019 in order to streamline development of minutes to meetings and improve storage of audio recordings, which are kept in the District’s archives.

From the December 5, 2019 Staff Report:

“Lack of transparency of Marin County Special Districts has been highlighted in 3 Grand Jury reports since 2015 and in various articles in the Marin Independent Journal, most recently in June of 2019 (Marin grand jury: Special districts still too murky). While the District prides itself in



transparency, as evidenced in its successful pursuit of Special Districts Leadership Foundation (SDF) Transparency Certificates of Excellence in 2013, 2015, 2017, and 2019 (2 year certificates), the District does not make audio recordings of Board meetings readily available to the public and does not record video of Board meetings.

Audio recordings of Board meetings are routinely created on an antiquated cassette tape recording system and are physically archived in a utility storage area, however they are not available to the public unless a specific request is made. Minutes of all Board meetings are created and published on the District's website and are often developed from a cumbersome review of cassette audio recordings of meetings. In order to facilitate improved access to information from audio recordings of meetings and to make audio files more readily accessible to the Public, Staff are anticipating converting the cassette tape recording system to a digital system and archiving audio files on the District's website.

Unlike the 'one stop shop' setting of City Council meetings where all functions of a City are discussed under one roof, the web of special districts in Marin County requires the Public to follow multiple individual 'channels' in order to track the range of public services provided by special districts. For this reason, staff believes that making and publishing video recordings of District Board meetings online will:

- 1. Increase the potential for public engagement, discourse, and feedback regarding District functions,*
- 2. Increase public convenience for any who might otherwise have difficulty attending Board meetings,*
- 3. Distinguish the District's commitment to transparency,*
- 4. Demonstrate the District's proactive interest in obtaining future transparency awards, and*
- 5. Improve the customer experience for ratepayers within the District.*

Within Marin County, the Central Marin Sanitation Agency, Ross Valley Sanitary District, and Sanitary District 2 (Corte Madera) currently video record their Board meetings.

PREVIOUS BOARD ACTION

The topic of video recording Board meetings was brought to the Board for discussion and potential action on December 5, 2019. No motion was made, however the Board requested that staff not archive digital audio recordings on the District's website.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

There is no cost to immediately begin video and audio recording meetings virtually. Previous analyses have determined that annual costs of recording in-person board meetings would be approximately \$1200, with an initial investment for equipment of approximately \$500.

12/10/2020

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.

12/10/2020

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, Other Reports

ELIAS

NBWRA , Ad Hoc Engineering Sub-Committee re:
STPURWE, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, 2020 GM
Evaluation Ad Hoc Subcommittee, Other Reports –

SCHRIEBMAN

JPA Local Task Force, NBWA Tech Advisory Committee,
Other Reports -Bioresource Alliance Symposium

YEZMAN

Gallinas Watershed Council/Miller Creek Watershed
Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-
Committee re: STPURWE, 2020 GM Evaluation Ad Hoc
Subcommittee, Other Reports

Friday Nov. 13, 2020
Greg Kester, Moderator

Ashley Lee, CalRecycle, Lead for SB1383 implementation: Passed in 2016. Regulations go into effect in Jan, 2022. Jan 1, 2020 50% **reduction in organic waste**. Tied to Climate Goals. This will affect us with our MSS contract. Edible food recovery is established; keeps food out of the landfill and helps the hungry. Required to procure a minimum amount of recycled and recovered organic products, especially paper products. This also should be something we look at as both buyer and potential seller of biogas and biosolids. Will be given targets. Cities and Counties have stricter requirements on organics so we may also have some bargaining room there. Defined the word "Jurisdictions" to add in Special Districts who are responsible for Solid Waste. They have a presentation re: all this if we would like that.



Construction and Landscaping Requirements via CalGreen to use 65% for recycled materials for both residential and non-residential. Infrastructure requirements for capacity; need for new composting and AD Facilities and Edible food recovery systems that Jurisdictions must do. Counties to lead this effort. Will have Capacity/Franchise Agreement/Model Signage Planning Tools online or to be released in 2021. Oversight begins Jan. 2022. Grants and loans.

SB 1383 IN ACTION

JURISDICTION REQUIREMENTS



Provide organics collection service to all residents and businesses

Organic Waste Collection Services

Three-Container "source separated" Collection Service

- Organics prohibited from black container
- All organic waste segregated for collection and recycling

Two-Container Collection Service

- One container for collection of segregated organic waste
- One container for collection of mixed waste (subject to 75% organic content recovery standard)

One-Container Collection Service

- One container for collection of mixed waste (subject to 75% organic content recovery standard)

- Minimum contamination monitoring and reduction requirements
- Collection waivers authorized for certain documented circumstance

CalRecycle 

Jason Dow, CMSA, Development of Food to Energy program: we are all familiar with this program of getting food waste from restaurants, removing contaminants, and bringing it to CMSA for biomethane production.

Organics to Energy in Redwood City: Like MSS/CMSA. Food waste is generally huge. Source separated organics is supposed to be clean but it never is. Managing the restaurant material for recycling/getting biogas has been mothballed due to Covid. All restaurant stuff is gone.

Benefits of Solid Waste/WWTP Partnership

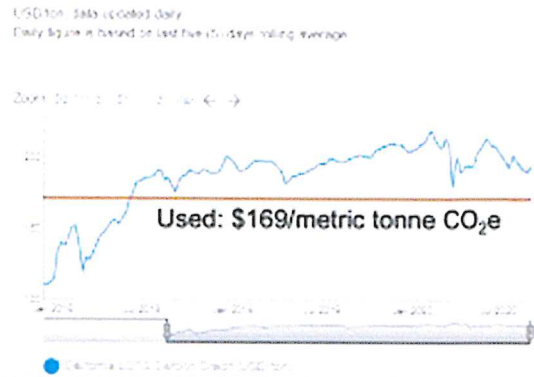
- ▶ Reduced capex by utilizing existing infrastructure and expertise
- ▶ Ratepayer benefits (waste & wastewater regional service overlap)
- ▶ Demonstrates public agency value & coordination
- ▶ Recovery of local green-energy from organics for local consumption
- ▶ Reduced Methane GHG emissions by both parties
- ▶ Potential BioCNG fleet fueling opportunities (collection fleet)
- ▶ Demonstrates success for future projects/grant

Christopher Hyun: CA Water Board Report: Projected Food waste and how much can be recovered via co-digestion to meet GHG reduction goals by co-digestion at WWTPs for biogas or beneficial reuse of biosolids. Limitations found in biogas. Economic analysis showed revenue over cost of systems. Regulatory regulations may limit opportunities. Identified funding sources. Report also on CASA website.

// Revenue estimates included for tipping fees and biogas utilization

- Tipping fees
- Biogas utilization
 - Electricity: power and gas offset
 - Renewable natural gas
 - vehicle fuel offset
 - pipeline injection sale
 - Renewable energy credits
 - RIN: advanced biofuel (D5)
 - LCFS: low carbon fuel standard
 - SGIP: self-generation incentive program

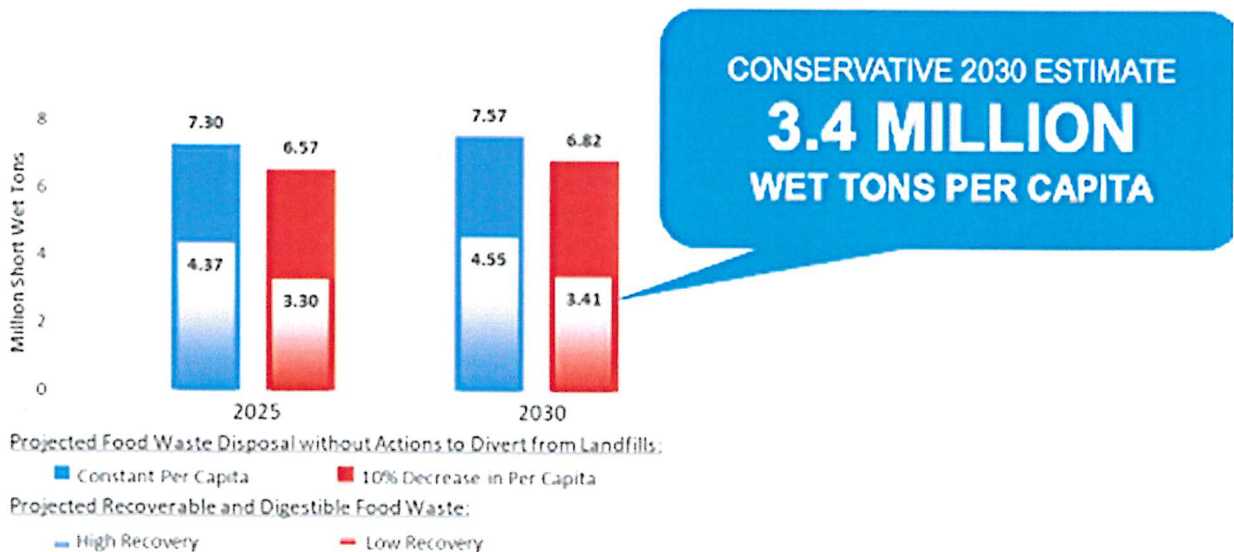
California Low Carbon Fuel Standard Credit price



Note: these values can change and impact economics

Source: NESTE 2020

// State's population and waste data used to determine projected recoverable and digestible food waste



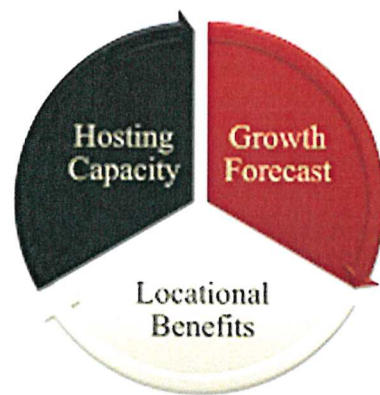
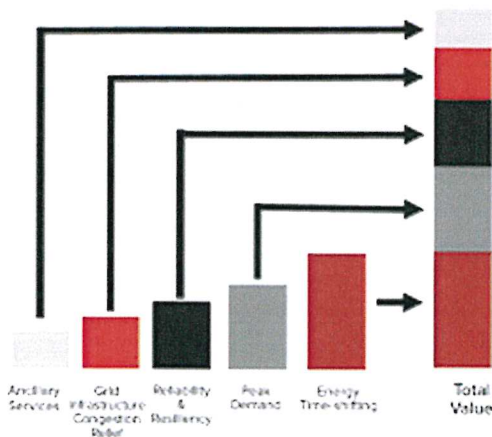
Ben Allen, State Senator on Natural Resources Committee, Environmental Caucus etc: saw 2 high profile bills: AB 259 and SB 1191 on waste reduction for plastic waste. SB1191 would have reduced 1383 by allowing "opt out" to do an alternative waste management program and would give them a

waiver for 5 years for “good faith” effort. Not a bad bill b/c it was for local flexibility but did not pass. May adopt some of his suggestions in future legislation but want to be sure to meet Climate Change goals, not roll them back. AB 259 tried to clarify/change the intent for organic waste to be collected by other groups, like ag operations who have historically managed their organics themselves. Some leftover food goes to animal feed. Restaurants and grocery stores could also do this—as many already do. So fought by trash haulers. Plastic waste is the biggest problem; reaching a trash crisis. Source reduction is what we really need.

Corinne Scown: Emissions factors were formerly done in a lab vs what really happens in landfills. Landfilling is still very GHG intensive and not recommended. Better to directly compost it or route it to biogas/electricity? Most are very close. Credit for fertilizer offset if you apply compost. Or offset to biodiesel and get diesel fuel offset credit. Lifecycle ammonia Emissions in compost from foodwaste are large. Composting in urban area is bad; but ok in ag area; varies by region.

Kelly Sarber, Developer for Water, WasteWater and Renewable Energy: Energy Storage systems. Money coming into the field for energy storage via battery tech, etc. Divestment in fossil fuel industry. Govt funding coming into infrastructure, which had multiple benefits. Racking up a lot of small batteries. Can be on a pad, in a container or building. 5MW per container. No noise or emissions. WWTP that are contemplating energy storage to go along with their energy production. Private companies leasing surplus or buffer land from WWTP; many are part of CCAs. Have interconnect capacity. Biogas can charge the battery. One of the founders of SynAgro

Value Capture for Injecting Power to the Grid
Revenue Streams from Energy Storage





Energy Storage Value Stack Environmental/Economic Benefits

Generation Applications

Bulk Energy Services

- Electric Time Shift
- Electric Supply Capacity
- Renewables Integration
- Firming
- Curtailment Avoidance
- Spinning and Non-Spinning Reserve Capacity

Ancillary Services

- Frequency Response & Regulation
- Ramping / Load Following
- Voltage/VAR Support

Infrastructure Applications

Transmission Services

- Network Capacity
- Congestion Relief

Distribution Services

- Network Capacity
- Voltage/VAR Support

T&D Upgrade Deferral

- Increased Hosting Capacity
- Area Regulation

Cross-cutting Applications

Peak Demand Reduction

Energy Management Services

- Time-Varying Rate Management
- Demand Charge Management

Reliability Services

- Back-up Power
- Black Start

System Flexibility

Power Quality

Suncor/Enerkem in Edmonton Canada, Denis Arguin: Integrated system. Waste to methanol, etc. for CO2 emission reduction. Reducing landfill stuff, including municipal solid waste. Madera County taking orchard wood waste rather than burning it.



① WASTE PRE-TREATMENT

③ COMPOSTING CENTER

Edmonton

② RECYCLING CENTER

④ ENERKEM BIOREFINERY

ALBERTA INNOVATES

Alex Lewis, Electro-Active, to provide power to cities using waste: Working towards waste to hydrogen fuels by reducing waste. Oakridge National Labs. So much food waste coming from businesses and homes that could be diverted from landfills (producing methane) and used more

constructively for fuel. Compost is main diversion pathway. Stacks of plates technology w/5+ years of R&D. Container plant using common materials. Grind waste to remove solids to compost and liquids to hydrogen. Hydrogen fuel being used for Forklifts a lot. Onsite foodwaste generators to also produce hydrogen fuels; decentralized. Microgrid applications. Small so permitting should be easier.

Jean-Louis Kindler: will see more bio-plastics; they are not biodegradable, but can be used for Hydrogen production. Worldwide move towards hydrogen fuels. Most is coming from fossil fuel origins rather than renewable.

Some of the plastics that are out there can be used as fuel feedstock.

David Crohn, UC Riverside Experiment; Post Fire Remediation: Compost can keep soils in place after fire better than straw wattles of fencing. Did a controlled burn. Nothing left to keep soil from moving off the landscape during the rains and into creeks, etc, including whatever burned up in the fire. Did a multi-plot composting experiment on a 3:1 slope. Compost really absorbs water well so did not see runoff in first storm, which was heavy. Must less runoff with compost than the control.

Harry Allen, Microplastics: Using biosolids for bioreclamation at Las Virgenes site after fire. Works on toxic/impaired reclamation soils. 3 storm events. Used pellets, compost, biosolids, and a control. Class A Compost performed the best.

Sara Hammes, ACP (composting council): SB1383, Procurement piece, to bring what is produced into what we use, and as local as possible, with education of the communities. Part of bringing about a circular economy. Basic mission is increasing usage of compost vs synthetic fertilizers. Important to not try to do it all with what “products” you can be making out of waste coming to the plant. Marketing is important to building the sustainable plan of getting product to people. Need for differentiation of products: not all compost is the same. Question? Should CBA be bigger? California Bioresource Association.

CBA becomes an Association of Associations?!

based on integral practice & integral leadership methods

INDUSTRY

- ACP/USCC
- CASA-Biosolids
- BAC
- CABiocharAssoc
- RRCC (formerly CRRC)

ACADEMIC

- UC Davis
- CSU
- Community Coll
- High Schools
- Elementary

GOVERNMENT

- US EPA Region 9
- CalEPA
 - CalRecycle
 - Water Board
 - Air Board
- CDFA
- Air Districts
- Regional Water Boards
- Counties
- Cities
- Townships
- Neighborhoods

NGO

- CACC
- LA Compost
- CRRA/CORC
- CAW
- Sierra Club
- 350.org
- ... many others



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Location of meeting: _____

Actual meeting date(s): _____

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

Purpose of Meeting: _____

Other meeting attendees: _____

Meeting relevance to District: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

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



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Date submitted to Board Secretary: _____

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

12/10/2020

BOARD AGENDA ITEM REQUESTS

Agenda Item 8B

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

Unpaid bills for water soaring in Marin

MMWD

\$1.8M owed as virus causes financial woes

By Will Houston

whouston@marinij.com

Ratepayers owe the Marin Municipal Water District more than \$1.8 million as unpaid bills continue to pile up during the pandemic.

Nearly 6,400 of the utility’s customers, or about 10%, were delinquent on their bills for more than 60 days as of October. At the same time last year, about 3,500 delinquent customers owed the district \$497,000 in water bills.

“We are definitely seeing the effects of COVID on our delinquencies,” Charles McBride, the district’s finance director and treasurer, told the board of directors on Thursday.

The board of directors met Thursday morning to discuss ways to collect the past-due bills once the pandemic is brought under control and the economy reopens. One option being considered is automatically enrolling all customers who owe

\$60 or more into a 24-month repayment plan. District policy currently only allows for a 12-month repayment plan. Ratepayers would be able to opt out of the plan, McBride said.

The district has not been shutting off water service to customers with delinquent accounts since March 13. An order by Gov. Gavin Newsom on April 2 suspended water shutoffs statewide for an undetermined period.

WATER» PAGE4

Water

FROM PAGE 1

Several factors will likely influence when MMWD returns to business-as-usual billing, including the status of the statewide shelter-in-place order, the county’s own shelter order, the county’s business reopening tier and the overall state of the economy, McBride said.

“I think it’s going to be a scan of the local environment that tells us when we can start thinking about resuming our normal billing



(2)

said board director Cynthia Koehler. “We do want to be in a situation where we’re operating with sensitivity and as clear a sense of the situation and information as we can possibly get.”

Board director Jack Gibson called for flexibility in the repayment plans depending on customers’ financial situations.

Earlier this year, MMWD delayed a 4% water rate and fee increase that was set to take effect in July until January. On Nov. 17, the board will consider delaying the rate hike to April in light of the continuing crisis. The district staff estimated that delaying the rate increase to January would

1

procedures,” McBride said, adding that the board would ultimately make the decision.

One potential timeline after normal billing resumes would be to begin issuing past due notices and charging late fees two months after reopening, but not imposing shutoffs. Water shutoffs could begin after four or more months, though it depends on whether the state prohibition is still in effect, Mc-Bride said.

The district plans to conduct a survey of 2,750 customers — of which 133 are business accounts — who are delinquent on bills for 90 days or more about potential repayment options.

“For some people, they’re still going to be in a very challenging situation, others perhaps less so,”

3

mean \$2 million less revenue for the 2020-21 fiscal year. This could force the district to limit hiring, prioritizing certain projects and delay the replacement of aging vehicles and equipment, staff said.

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New delay in increase of water rate, fee

MARIN MUNICIPAL

District already facing a surge of unpaid bills

By Will Houston

whouston@marinij.com

The Marin Municipal Water District is delaying a water rate and fee hike again in light of the coronavirus pandemic's continued strain on the economy.

The district's decision to delay the 4% rate and fee hike from January to April — having previously delayed it from its original effective date of July 1 — is expected to result in a \$3 million loss for the district that would have gone toward repairing and replacing aging pipes.

"It will have an impact," Jack Gibson, president of the utility's board, said after the unanimous vote Tuesday evening. "As the state's oldest municipal water district, many of our pipes are more than 100 years old, and the treatment and delivery of safe, high-quality drinking water comes with a cost."

"There will be tough choices to make as we decide what we can do with the limited revenue we have," he said. "But we are an important part of this community and we have a responsibility to do what we can so that we get through this pandemic together."

The 4-0 vote came a week after district staff reported a surge in customers who are behind on their bills. As of Oct. 1, 6,400

customers — or about 10% of the district's customers — were delinquent for 60 days or more and owed a collective \$1.8 million. At the same time last year, 3,500 customers owed nearly \$500,000.

District staff and board members are exploring options to recoup the unpaid funds whenever the economy begins to reopen and the pandemic is brought under control.

The board adopted the controversial four-year rate and fee hike plan in mid-2019 as a way to address rising employee costs as well as to keep up with inflation. It also adopted a new capital maintenance fee, which is based on customers' water meter size over five years.

WATER» PAGE2



Wa ter

FROM PAGE 1

3

but also increase costs. Larry Minikes, a member of the district citizens' advisory committee, said the board's decision to delay the rate increases is understandable, but stressed that there will be consequences.

2

The fee, which is also subject to the 4% annual increase, was expected to generate about \$16.5 million or more annually to pay for \$241 million in planned equipment repairs during the next decade. Most customers pay either a \$163 or \$409 fee per year depending on their meter size.

The rate delay adopted this week will likely stall some projects such as replacing and upgrading aging tanks, pipes and pumps before they break and become more expensive to fix.

“You can accept a slowdown, but it’s really not the direction long-term that we’d want to be in,” Ben Horenstein, the district’s general manager, said Wednesday.

While some work will continue — such as reducing fire fuels on the district’s 22,000-acre watershed on Mount Tamalpais — other work will be put on hold, Horenstein said. That includes a study on how algae blooms are affecting the district’s seven reservoirs and the taste and odor of the water.

No layoffs are being considered at this time, according to Horenstein and Gibson, but vacant positions won’t be filled unless they are deemed critical. This could mean more work for the staff and more overtime, Horenstein said.

“We really are not an agency that is resourced in a way of being easily able to absorb these certain things,” Horenstein said. “Again, this is a crazy time, a pandemic. We’re going to keep the water running.”

The district might also need to tap into its \$9.4 million rate stabilization fund, which is typically reserved for long periods of drought. If used, the fund would need to be replenished, according to district communications manager Jeanne Mariani-Belding.

The utility is preparing for a potential drought this winter through an aggressive water purchase from Sonoma Water. The move is expected to extend the supply from reservoirs



4

“To the long-term benefit of the community, the preference would have been to carve out a program for those ratepayers finding themselves in financial difficulty due to COVID,” Minikes said. “For many in Marin, the additional financial burden is quite moderate. Most ratepayers would have been minimally impacted.”

Under the district’s rate plan, rates were scheduled to rise about 4% each year in July starting in 2019. Still undecided is whether the district will increase rates again in July, just a few months after the April rate hike is set to take effect.

Gibson said he does not see that happening.

“It almost defeats the benefit of putting it off to April,” Gibson said Wednesday. “I don’t know the downside of that. The staff may say we may not want to do that, and they may change my opinion 100%. But it seems to me that we can’t have them back-to-back like that.”

The district is preparing for its next two-year budget. Delaying the July rate hike would likely affect service, Horenstein said.

“We are planning and preparing our budget to reflect those rate increases really understanding the alternative is making cuts,” he said. “And for us, in my view, there is no fat to cut here. Really it’s muscle and bone.”

'WE'RE ALL AT RISK'

SAN RAFAEL

County seeks flood tax to repair Santa Venetia levee

By Adrian Rodriguez

arodriguez@marinij.com

Marin County flood planners are turning to Santa Venetia voters to help pay for an estimated \$6 million project to upgrade the timber-reinforced berm that protects hundreds of homes from overtopping tides.

The county has proposed a ballot measure that would impose on homeowners an annual \$297 per parcel tax for seven years, raising approximately \$1 million toward the project. The measure would also establish a new "subzone 7A," consisting of 660 homes within Flood Zone District 7 that are below 11 feet in elevation. Only property owners of those homes will be voting on and paying the tax.

The tax measure requires a two-thirds majority to pass. The Marin County Board of Supervisors voted last week to place the measure on the March ballot. Supervisors also conditionally approved the formation of the flood subzone 7A, which is contingent upon the tax approval.

Stating his support for the project, Supervisor Damon Connolly said the tax equals less than a dollar a day.

"In a rare instance of timing and available funding the proposed flood

LEVEE » PAGE 4



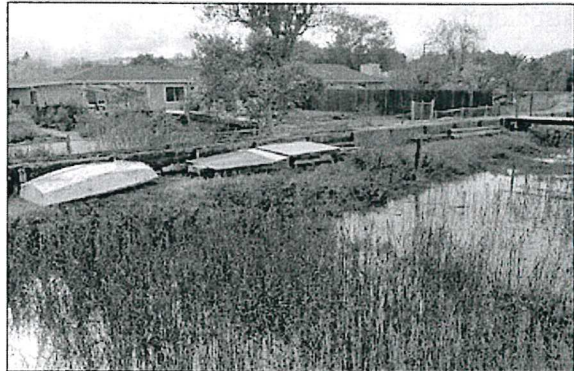
Levee

FROM PAGE 1



Gerhard Epke of the Marin County Flood Control District visits the levee in the Santa Venetia neighborhood of San Rafael on Wednesday. The county is proposing a \$6million project to rebuild the barrier along Las Gallinas Creek.

PHOTOS BY ALAN DEP — MARIN INDEPENDENT JOURNAL



More than half of the 1.5-mile levee runs on private properties in Santa Venetia. The system is 40 years old.

4

Russ Greenfield, president of the Santa Venetia Neighborhood Association, said it's tough to get

2

zone 7A is poised to lock and place this keystone tax to secure the safety of the homes and the neighborhood,” he said.

The proposed project would rebuild the nearly 40-year-old levee system on the edge of Gallinas Creek in the backyards of 115 homes from Meadow Drive to Vendola Drive. The existing levee is approximately 1.5 miles long but is discontinuous where the ear th berm is high enough to block high tides. It’s about 2.5 feet to 3 feet wide.

About 45% of the system is located on countyowned land, and the rest is private property. For the project to succeed, Zone 7 has to secure easements from all the private property owners along the border.

“The goals of the project are protecting the neighborhood from 100year water surface elevation on the bay and reducing future maintenance costs,” said Gerhard Epke, senior program coordinator with the Marin County Flood Control District.

The 100-year water surface is a flood that has 1% chance of occurring in any given year. The existing levee has an equivalent to about a 10year level of protection, Epke said.

“It has a lot of variability from property to property, so we are raising the average height about 1 to 1.5 feet, but the level of protection is increasing closer to 2 or 3 feet because of low spots and weak spots,” he said. “The maintenance costs would be reduced because it would be a new structure, but also because it is currently an administrative headache to seek out owners and get temporary permission on a property-byproperty basis.”

So far, about \$5 million has been designated for the project. That includes a \$3 million grant from the Federal Emergency Management Agency, or FEMA, and a \$1.6 million contribution from Flood Zone District 7 funds. Supervisors also previously approved \$840,000 for the project. That money is contingent upon the approval of the tax measure.

5

residents on board with taxes, but this one is necessary.

“With a good king tide and rain for three or four days, we could be susceptible to flood,” Greenfield said. “We have a golden opportunity with FEMA grant money. We need the community support.”

Resident Alex Giardino said, “One hundred percent yes, I want this to pass.”

“The levee is in pretty bad condition in certain places,” she said. “We’re all at risk.”

Sean McClland is a resident who is campaigning to rally neighbors to support the tax. He said the flood risk not only threatens homes, but it threatens to force homeowners to move if it’s not taken care of.

“This is the most important issue the neighborhood has to deal with right now,” he said. “This has to pass.”

Still, there are skeptics who say the tax measure is unfair and would like to see the effort shot down.

“The low lying homes in Santa Venetia did not cause sea-level rise on our own,” said Robert Dobrin. “This tax is like requiring only those suffering from COVID-19 to shoulder the entire cost of treatment and prevention. Climate change, like this pandemic, requires a global solution. This proposal is not that.”

Project information is online at bit.ly/3nGESy2.



↓



This isn't the county's first attempt to replace the berm.

Gerhard Epke of the Marin County Flood Control District examines the Santa Venetia levee on Wednesday.

In 2017, the county presented a different plan that was rejected by the Santa Venetia community. That plan didn't include any county or FEMA contributions, and it would have required homeowners to approve a nine-year, \$250 parcel tax that would have raised about \$1.9 million.

ALAN DEP — MARIN INDEPENDENT JOURNAL

Planners also proposed a tiered tax system earlier this year that was met with strong opposition. That measure would have required a simple majority to pass, Epke said.



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Teresa Lerch

From: Teresa Lerch
Sent: Wednesday, December 2, 2020 8:37 AM
To: Teresa Lerch
Subject: FW: LGVSD Ponds Deer

From: Craig Murray <Craig_Murray@ci.richmond.ca.us>
Sent: Tuesday, December 1, 2020 5:04 PM
To: Mike Prinz <mprinz@lgvsd.org>
Cc: Dale McDonald <dmcdonald@lgvsd.org>; Teresa Lerch <tlersch@lgvsd.org>; Mel Liebmann <mliebmann@lgvsd.org>
Subject: LGVSD Ponds Deer

Mike
Dale, Teri, Mel
Post in today's Nextdoor you may know of already or find interesting.
This may be good to include in next Board packet.
Craig K. Murray



Deer in Las Gallinas sewage ponds. I have been walking these ponds for 37 years and have never seen deer enter the water and swim to one of the islands.

Posted in **General** to **Anyone**



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Districts Association**
Districts Stronger Together

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2021 New Laws Series, Part 8: The Brown Act Meets Social Media

By Kristin Withrow posted 2 days ago

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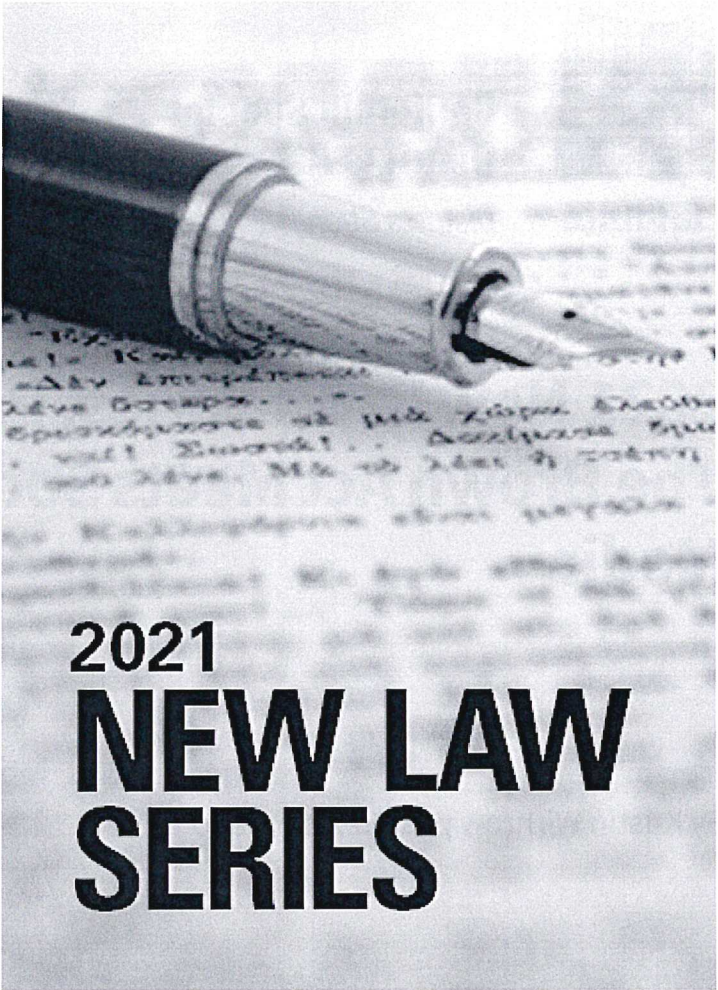
The Brown Act Meets Social Media

What Public Officials Can and Cannot Post on Social Media Under the Recently Enacted AB 992

By Hong Dao Nguyen and Albert Maldonado, Attorneys, Best Best & Krieger LLP

Public officials must continue to be vigilant if they post on social media sites about agency-related matters. However, recently enacted legislation, AB 992, aimed at updating the Brown Act to meet today's social media environment, provides greater guidance for public officials.

Prior to AB 992, public officials across the state received mixed messages and conflicting guidance from their various counsels on what could be posted, “liked,” or shared on Facebook and other social media websites. These conflicting messages sometimes led to paralysis and some public officials avoiding communication on social media. While the public is increasingly receiving their news and community information from social media, some public agency officials have been noticeably absent from that communication medium. AB 992 was drafted and passed in the hopes of providing greater clarity on the actions public



officials can and cannot take on social media, thereby encouraging greater communication and transparency with the public.

The Brown Act, a transparency law, generally provides that legislative bodies must have noticed and open meetings to discuss and transact agency business. Until AB 992 was signed into law in September, the Brown Act was silent regarding communications on social media.

AB 992 amends Government Code section 54952.2 and clarifies that a public official may communicate on social media platforms to answer questions, provide information to the public or to solicit information from the public regarding a matter within the legislative body’s subject matter jurisdiction. But those communications are only allowed if members of the same legislative body do not use a social media platform to discuss official business among themselves. “Discuss among themselves” means making posts, commenting, and even using digital icons that express reactions to communications (i.e., emojis) made by other members of the legislative body.

Notably, AB 992 is stricter about social media contacts between public officials than in-person contacts. For example, under the Brown Act, two public officials of the same agency could talk face-to-face about a public agency matter without running afoul of the law. However, AB 992 prohibits a member of a legislative body from responding “directly to any communication on an Internet-based social media platform” regarding an agency matter if the communication is “made, posted, or shared by any other member of the legislative body.”

Questions are already arising regarding what social media communications are now allowed under the law. The following includes some questions and answers to unpack AB 992:

Question: To what kinds of social media platforms does AB 992 apply?

Answer: AB 992 applies to Internet-based social media platforms that are “open and accessible to the public.” “Open and accessible to the public” means “that members of the general public have the ability to access and participate, free of charge, in the social media platform without the approval by the social media platform or a person or entity other than the social media platform, including any forum and chatroom, and cannot be blocked from doing so, except when the Internet-based social media platform determines that an individual violated its protocols or rules.”

Practically, those platforms include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, blogs, TikTok and Reddit. That means AB 992 could affect social media commenting, retweeting, liking, disliking, responding with positive or negative emojis and/or screenshotting (photographing) and reposting.

Question: Does AB 992 prohibit public officials from commenting, sharing, or liking a social media post that was posted by the public agency on its own social media platform?

Answer: No, AB 992 does not prohibit a public official from commenting, sharing, or liking a social media post that was posted by the official’s public agency. For example, if a public official wants to share his or her agency’s post about water conservation, the official could still do that. AB 992 expressly allows a public official to communicate on

social media platforms to answer questions, provide information to the public or to solicit information from the public regarding a matter within the legislative body's subject matter jurisdiction.

An issue may arise, however, if one director shares his or her agency's post on water conservation, and another director from the same board gives it a thumbs up. That would likely be a prohibited direct communication on social media.

Question: What if Director A posts about an agency matter, a member of the public then comments on the post, and then Director B replies to the public comment?

Answer: It is unclear whether the above scenario would violate AB 992. On one hand, Director B would likely claim that he or she is directly communicating with a member of the public and not Director A. On the other hand, someone could claim an AB 992 violation since the thread was started by Director A.

An important takeaway here is that whether or not a violation of AB 992 has occurred will likely be driven by the facts. For example, what if Director A started the thread and there were 10 intervening replies or comments before Director B chimed in? Could Director B's reply still be categorized as a "direct communication" to Director A? A conservative approach is for public officials to avoid posting on threads in which another public official of the same agency has posted, if the issue relates to public business. This is especially true if two directors have already commented on a public agency-related thread, since a third director's input could constitute a serial meeting by a majority.

Question: What if Director B shares or retweets Director A's post without comment?

Answer: Some social media platforms like Facebook and Twitter allow users to "share" someone else's post or "retweet" a post, respectively. Arguably, if one director is taking another director's post about a public agency matter and posting it onto his or her own page — even without comment — that would appear to be a direct response. Typically a share or retweet of another person's post shows support of that post (though that's not always the case).

Similarly, if two other directors (Directors B and C) shared or retweeted Director A's post — even without comment — those directors would appear to be a majority of the body “discussing among themselves” a topic within their agency's purview.

Question: Can public officials use social media to discuss personal matters amongst themselves?

Answer: Yes. Neither the Brown Act nor the new provisions in AB 992 prohibit discussions regarding private matters. For example, there is no issue with one director giving a thumbs up to another director's family photo or a majority of directors congratulating another director for finishing a marathon. The Brown Act only applies to public agency business.

Question: How would AB 992 be enforced?

Answer: AB 992 does not include any new or additional enforcement provisions. The district attorney or any interested person could raise a claim that a public agency violated the Brown Act and follow the enforcement provisions provided in the Government Code.

Question: Does AB 992 affect other methods of communication, such as public officials texting or emailing one other?

Answer: No, AB 992 only applies to communications about agency business on social media accounts that are generally open to the public. It does not regulate other electronic means of communication such as text messaging or emailing. However, the other means of electronic communication could raise other issues, including serial meetings and the California Public Records Act.

Question: How does AB 992 implicate the California Public Records Act?

Answer: In the case *San Jose v. Superior Court* (2017) 2 Cal. 5th 608, the California Supreme Court held that communications on personal electronic accounts could be subject to the Public Records Act. If public officials are using social media to communicate with members of the public (or one another), those posts could be subject to the Public Records Act.

As noted, whether an issue has arisen under AB 992 is highly factual, and this article only gives a sampling of the questions that may come up with public officials' use of social media. For specific issues, public officials should consult with their agency's general counsel.

This article was written by, Hong Dao Nguyen and Albert Maldonado Attorneys, Best Best & Krieger LLP, as part of CSDA's New Laws Series, where experts explain recently enacted laws and how they will impact special districts moving forward. This article is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues, and attorneys should perform an independent evaluation of the issues raised in these materials.

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