



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

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

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

## BOARD MEETING AGENDA

June 28, 2018 4:15 PM

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

Estimated Time

- 4:15 PM    **1. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 4:20 PM    **CLOSED SESSION:**
- 2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code § 54956.8; Regarding a parcel of land Assessor Parcel Number 155-131-22; Real Property Negotiator is the District Counsel.
- 4:30 PM    **1. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

4:35 PM

**2. PUBLIC HEARING FOR ORDINANCE NO. 173 AMENDING TITLE 2, CHAPTER 1 – SANITARY CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT PUBLIC HEARING – TO MAINTAIN PARITY OF THE CAPITAL FACILITIES CHARGE**

**A. OPEN PUBLIC HEARING**

District staff and consultants presentation on the proposed Ordinance No 173 Amending Title 2, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.

**B. REVIEW DISTRICT STAFF RECOMMENDATIONS**

Board to consider staff recommendation to amend Title 2, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.

**C. PUBLIC COMMENT**

This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed rate increase. Presentations are generally limited to three minutes.

**D. CLOSE THE PUBLIC HEARING**

Board to close the public hearing.

**E. BOARD DETERMINATION AND ACTION**

Board to consider comments from public, review administrative record and make determination regarding action to increase Capital Facilities Charge. The Board shall make a finding that its action is consistent with the requirements of the Government Code that implemented Proposition 218.

4:50 PM

**3. PUBLIC HEARING FOR ORDINANCE NO. 174 AN ORDINANCE ADDING CHAPTER 7 OF TITLE 1 TO THE SANITARY CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT – TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FOR CONSTRUCTION PROJECTS**

**F. OPEN PUBLIC HEARING**

District staff and consultants presentation on the proposed Ordinance No 174 Adding Chapter 7 of Title 1 to the Sanitary Code of the Las Gallinas Valley Sanitary District.

**G. REVIEW DISTRICT STAFF RECOMMENDATIONS**

Board to consider staff recommendation to adding Chapter 7 of Title 1 to the Sanitary Code of the Las Gallinas Valley Sanitary District.

**H. PUBLIC COMMENT**

This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed ordinance. Presentations are generally limited to three minutes.

**I. CLOSE THE PUBLIC HEARING**

Board to close the public hearing.

**J. BOARD DETERMINATION AND ACTION**

Board to consider comments from public and make determination regarding action adopt Ordinance 174 Adding Chapter 7 of Title 1 to the Sanitary Code of the Las Gallinas Valley Sanitary District.

5:05 PM

**4. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for June 14, 2018.
- B. Approve the Warrant List for June 28, 2018.
- C. Approve Megan Clark attending the Special District Leadership Academy Conference July 8-11, 2018 in Napa and the 33<sup>rd</sup> Annual WaterReuse Symposium September 9, 21018 in Austin, Texas.
- D. Approve Resolution 2018-2134 A Resolution Approving Board Finance Policies for Purchasing
- E. Approve Award of Contract to Huber Technology for Bid Item #8 – Mechanical Sludge Thickener for the LGVSD Secondary Treatment Plant Upgrade and Recycled Water Expansion.
- F. Approve Call for Bids – Plant Improvements 2018.
- G. Approve Award of Contract for Executive Search Services.
- H. Approve Strategic Plan Update Consultant Selection.

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

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

5:20 PM

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

- 1. Interim General Manager Report – Verbal
- 2. Update on Recommendations from 2017 Employee Climate Report – Written
- 3. Update on Leadership Model Development and Deployment – Written

**B. BOARD REPORTS:**

- 1. Human Resources Subcommittee – Verbal
- 2. LAFCO - Verbal
- 3. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
- 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal
- 5. NBWA – Written
- 6. NBWRA – Verbal
- 7. Engineering Subcommittee – Verbal
- 8. Other Reports – Verbal

6:05 PM

**6. BOARD REQUESTS:**

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

6:10 PM

**7. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**

6:15 PM

**8. ADJOURNMENT**

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

**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before June 25, 2018, at 4:15 p.m., I posted the Agenda for the Board Meeting of said Board to be held June 28, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: June 25, 2018



Teresa L. Lerch  
District Secretary

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

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



Consent 2  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_  
Date June 28, 2018

# Agenda Summary Report

**To:** Chris DeGabriele, Interim General Manager *CD*  
**From:** Michael P. Cortez, PE, District Engineer *MPC*  
**Mtg. Date:** June 28, 2018  
**Re:** Proposed Ordinance 173 – Amendment to Title 2, Chapter 1, Sanitary Code of the Las Gallinas Valley Sanitary District

## BACKGROUND:

The existing Ordinance 171, Title 2, Chapter 1 adopted on August 10, 2017 requires a periodic update to maintain parity of the Capital Facilities Charge (CFC) in current dollar value. The Ordinance utilizes a base Engineering News Record (ENR) San Francisco City Index of 11,555 (July 2016). The July 2017 ENR Index for San Francisco is 11,726. The CFC and the connection fee per additional plumbing fixture unit (PFU) will be adjusted in the same proportion as the change in the ENR Index.

- CFC will be adjusted from \$5,968 to \$6,056.
- Connection Fee per additional PFU when the addition or alteration causes the existing structure to exceed twenty (20) PFUs will be adjusted from \$298 to \$303.

## PROPOSED AMENDMENT:

Attached is the proposed Ordinance No. 173, which amends Article IX, Section 907 of Title 2, Chapter 1 of the Ordinance Code.

## STAFF RECOMMENDATION:

Board to adopt Ordinance No. 173, An Ordinance to Amending Title 2, Chapter 1, Sanitary Code of the Las Gallinas Valley Sanitary District.

## FISCAL IMPACT:

Capacity Fee Revenue Increase: \$88 for CFCs and \$5 for PFUs.

## PERSON(S) TO BE NOTIFIED:

N/A

**BOARD OF DIRECTORS OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

**ORDINANCE 173**

**AN ORDINANCE AMENDING TITLE 2, CHAPTER 1,  
SANITARY CODE OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

The Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, does ordain as follows:

Section 1. Title 2, Chapter 1, Section 907, of the Ordinance Code of the Las Gallinas Valley Sanitary District, is amended to read as follows:

ARTICLE IX. PERMITS AND FEES

Section 907. Capital Facilities Charge.

A) Applicants desiring connection to the wastewater facilities of the District shall pay a capital facilities charge of \$6,056 per Equivalent Sewer Unit ("E.S.U.") to the District prior to connection.

\*\*\*\*\*

5) Additions or alterations of existing structures (other than high-flow or high-strength) shall be charged a sewer connection fee (sometimes referred to as Capital Facilities Charge) and be subject to additional conditions of connection in accordance with the following:

(a) No Connection fee shall be charged where the addition or alteration will not cause the existing structure to exceed twenty (20) Plumbing Fixture Units (PFUs). In the event the addition or alteration causes the existing structure to exceed twenty (20) Plumbing Fixture Units (PFUs), a Connection fee charge of Three Hundred Three Dollars

(\$303) per Plumbing Fixture Unit (PFU) added shall be charged.

\*\*\*\*\*

D) Adjustment. To maintain parity of the Capital Facilities Charge in current-dollar values, the charge will be reviewed periodically. Any adjustments, if necessary, shall be passed by ordinance as follows:

- 2) The base ENR Index, as of the adoption of this Ordinance, is 11,726 (July 2017).

Section 2. Upon adoption of this Ordinance, it shall be entered in full in the minutes of the Board of Directors, shall be posted on the District’s front gate bulletin board, the District’s website, shall be published once in the Marin Independent Journal, and shall take effect immediately upon the expiration of one (1) week of said publication and posting.

Section 3. All other ordinances and parts of ordinances inconsistent herewith are hereby repealed.

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on June 28, 2018, by the following vote of members thereof:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Teresa Lerch, District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

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

(seal)

**Marin Independent Journal**

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2074259

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

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

**STATE OF CALIFORNIA  
County of Marin**

**FILE NO. ORD 173**

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

**05/29/2018, 06/14/2018**

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

Dated this 14th day of June, 2018.

*Donna Lazarus*

Signature

**PROOF OF PUBLICATION**

Legal No. **0006156742**

**NOTICE OF PUBLIC HEARING TO DISCUSS  
PROPOSED ORDINANCE NO 173  
AN ORDINANCE AMENDING TITLE 2, CHAPTER  
1 SANITARY CODE OF THE LAS GALLINAS  
VALLEY SANITARY DISTRICT**

The Las Gallinas Valley Sanitary District will conduct a Public Hearing to discuss an ordinance amending Article IX, Section 907 of Title 2, Chapter 1 of the Sanitary Code of the Las Gallinas Valley Sanitary District:

Article IX. PERMITS AND FEES.  
Section 907. Capital Facilities Charge

This hearing will take place at the District office at 300 Smith Ranch Road, San Rafael on Thursday, June 28, 2018 at 4:30 PM. The proposed ordinance can be viewed on the District's website at [www.lgvsd.org](http://www.lgvsd.org) or at the District office posted at the front gate bulletin board from May 1 to June 28, 2018.

Dated: May 29, 2018 & June 14, 2018.

Chris DeGabriele  
Interim General Manager  
Las Gallinas Valley Sanitary District  
No. 638 May 29, June 14, 2018





Consent 3  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item \_\_\_\_\_  
 Date June 28, 2018

# Agenda Summary Report

**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Michael P. Cortez, PE, District Engineer *MPC*  
**Mtg. Date:** June 28, 2018  
**Re:** Proposed Ordinance 174 – An Ordinance of Adding Chapter 7 of Title 1 to the Ordinance Code of the Las Gallinas Valley Sanitary District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act for Construction Projects

## BACKGROUND:

Pursuant to the California Sanitary District Act of 1923, Las Gallinas Valley Sanitary District is subject to competitive bidding requirements for all public projects valued at or in excess of \$15,000. Section 22000 to Part 3 of Division 2 of the California Public Contract Code authorizes the District to engage in a process pursuant to Uniform Public Construction Cost Accounting Act procedures that allows the District to informally bid small construction projects with estimated costs of \$175,000 or less.

The program provides for the following contracting limits:

- Tier 1: Public project work in the amount of \$45,000 or less to be performed by the public agency's force account, by negotiated contract, or by purchase order.
- Tier 2: Public projects in the amount of \$175,000 or less can use the informal bidding procedures.
- Tier 3: Public projects at a cost of more than \$175,000 must use formal bidding procedures pursuant to the Public Contract Code.

Major benefits of the program:

- Speed up the awards process.
- Improve timeliness of project completion.
- Eliminate advertising paperwork.

At the April 26 meeting, the Board adopted a resolution to become subject to the uniform construction cost accounting procedures promulgated by the State Controller pursuant to the Public Contract Code Section 22019. Staff has provided written notification and submitted Resolution 2018-2121 - A Resolution in the Matter of: Uniform Public Construction Cost Accounting Procedures to the State Controller. Attached is the proposed Ordinance to provide informal bidding procedures under the Uniform Public Construction Cost Accounting Act. The Ordinance has been reviewed by District legal counsel.

## PROPOSED AMENDMENT:

Attached is the proposed Ordinance No. 174 (also reviewed at the April 26 Board Meeting), which adds Chapter 7 of Title 1 to the Ordinance Code of the Las Gallinas Valley Sanitary District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act for Construction Projects.



**STAFF RECOMMENDATION:**

Board to adopt Ordinance No. 174, An Ordinance of Adding Chapter 7 of Title 1 to the Ordinance Code of the Las Gallinas Valley Sanitary District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act for Construction Projects.

**FISCAL IMPACT:**

N/A

**PERSON(S) TO BE NOTIFIED:**

N/A

**BOARD OF DIRECTORS OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

**ORDINANCE 174**

**AN ORDINANCE OF ADDING CHAPTER 7 OF TITLE 1 TO THE ORDINANCE  
CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT TO  
PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM  
PUBLIC CONSTRUCTION COST ACCOUNTING ACT FOR  
CONSTRUCTION PROJECTS**

**(Section 22000, et seq. of the Public Contract Code)**

The Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, does ordain as follows:

**ARTICLE 1. TITLE**

An Ordinance of the Las Gallinas Valley Sanitary District (“District”) of San Rafael, California, adopting informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).

**ARTICLE 2. PURPOSE AND SCOPE**

Section 201. The purpose of this Ordinance is to adjust the monetary limits for construction projects which can be carried out with administrative decision, informally bid, and formally bid procedures. The contracting limits imposed by Section 20800 of the California Public Contract Code (Sanitary District Public Construction Act) are superseded by Section 22032 of the Uniform Public Construction Cost Accounting Act.

Section 202. With the adoption of the Ordinance, projects less than the Tier 1 dollar amount specified in Attachment 1 may be performed by staff of the Agency, by force account with a contractor, by negotiated contract, or by use of a purchase order.

Section 203. Projects within the Tier 2 dollar amount specified in Attachment 1 may be bid informally, which requires the maintenance of a list of qualified contractors that must be updated annually. All contractors on the list are mailed a notice inviting

informal bids and the notice is also provided to specified trade journals as named by the California Uniform Construction Cost Accounting Commission (CUCCAC).

Section 204. Projects greater than the Tier 3 dollar amount specified in Attachment 1 are bid formally which includes advertising, a bid period of minimum duration, prepublished public bid open date and time, and opening sealed bids.

Section 205. If all bids are in excess of one hundred seventy-five thousand dollars (\$175,000), the District may, by a resolution of a four-fifths vote, award the contract at one hundred eighty-seven thousand dollars (\$187,000) or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable.

### ARTICLE 3. AUTHORITY

The authority for public agency adoption of these alternative public contract bidding procedures is derived from the Uniform Public Construction Cost Accounting Act for the State of California (Pub. Cont. Code Sec. 22000 et seq.).

### ARTICLE 4. ADMINISTRATION

Section 401. Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Section 402. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Section 403. Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed, faxed or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 22034. The District may also mail, fax or email a notice inviting informal bids to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the Agency, provided however:

- (1) If there is no list of qualified contractors maintained by the Agency for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.
- (2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Section 404. The Agency General Manager is authorized to award informal contracts pursuant to this Section.

Section 405. As of March 2018, the limits set by the California Uniform Construction Cost Accounting Commission are shown in Attachment 1. The General Manager is authorized to periodically update the Tier amounts in Attachment 1 to reflect the most recent limits set by the Commission.

ARTICLE 5. ADOPTION AND NOTIFICATION

This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it or a summary of it shall be published once, with the names of the members of the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, voting for and against the same in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin.

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on June 28, 2018, by the following vote of members thereof:

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

\_\_\_\_\_  
 Teresa Lerch, District Secretary  
 Las Gallinas Valley Sanitary District

APPROVED:

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

## ATTACHMENT 1

The table below shows the CUCCAC amounts for the three Tiers referenced in Ordinance 2018-174, as of May 2018. The General Manager will update the Tier amounts after the CUCCAC approves adjustments.

**Table 1**

|        | <b>CUCCAC</b>                 |
|--------|-------------------------------|
| Tier 1 | Less than \$45,000            |
| Tier 2 | Between \$45,000 to \$175,000 |
| Tier 3 | Greater than \$175,000        |

**Marin Independent Journal**

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LAS GALLINAS VALLEY SANITARY  
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**PROOF OF PUBLICATION  
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA  
County of Marin**

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

**05/29/2018, 06/14/2018**

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

Dated this 14th day of June, 2018.

*Donna Lajanus*

Signature

**PROOF OF PUBLICATION**

Legal No. **0006156761**

**NOTICE OF PUBLIC HEARING TO DISCUSS  
PROPOSED ORDINANCE NO 174  
AN ORDINANCE ADDING CHAPTER 7 TO TITLE 1  
SANITARY CODE OF THE LAS GALLINAS  
VALLEY SANITARY DISTRICT**

The Las Gallinas Valley Sanitary District will conduct a Public Hearing to discuss an ordinance adding Chapter 7 of Title 1 of the Sanitary Code of the Las Gallinas Valley Sanitary District:

**Chapter 7 of Title 1**  
An Ordinance of the Las Gallinas Valley Sanitary District adopting informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).

This hearing will take place at the District office at 300 Smith Ranch Road, San Rafael on Thursday, June 28, 2018 at 4:30 PM. The proposed ordinance can be viewed on the District's website at [www.lgvsd.org](http://www.lgvsd.org) or at the District office posted at the front gate bulletin board from May 14 to June 28, 2018.

Dated: May 29, 2018 & June 14, 2018.

Chris DeGabriele  
Interim General Manager  
Las Gallinas Valley Sanitary District  
No. 639 May 28, June 14, 2018

## MEETING MINUTES JUNE 14, 2018

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON JUNE 14, 2018, AT 4:00 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, CALIFORNIA.

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

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** Chris DeGabriele, Interim General Manager (Also present for Closed Sessions)

**OTHERS PRESENT:** Patrick Richardson, District Counsel;

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

**PUBLIC COMMENT:** None

### ADJOURNMENT:

### ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON JUNE 14, 2018, AT 4:02 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, CALIFORNIA.

### CLOSED SESSION:

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code § 54956.8; Regarding a parcel of land Assessor Parcel Number 155-131-22; Real Property Negotiator is the District Counsel.

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code § 54956.8 Regarding a parcel of land Assessor Parcel Number: 155-011-15. Real Property Negotiators are the Interim General Manager and the District Counsel. District may negotiate with representatives from Ciel et Terre. Under negotiation: Price and Terms of Payment.

### ADJOURNMENT:

### ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on June 14, 2018 at 4:34 pm.

**STAFF PRESENT:** Mike Cortez, District Engineer; Kristina Kempf, Financial Specialist; Teresa Lerch, District Secretary; Susan McGuire, District Treasurer

**OTHERS PRESENT:** None.



**PUBLIC COMMENT:**

One member of the public addressed the Board.

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

**RESOLUTION NO. 2018-2125 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE SEWER SERVICE CHARGE RATE INCREASE FOR THE FISCAL YEAR 2018-19**

**ACTION:**

Board approved (M/S Schriebman/Elias 5-0-0-0) Resolution No. 2018-2125 – A Resolution Certifying that Legal Notice Has Been Given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2018-19.

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

**RESOLUTION NO. 2018-2126 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE BUDGET FOR THE FISCAL YEAR 2018-19**

**ACTION:**

Board approved (M/S Schriebman/Clark 5-0-0-0) Resolution No. 2018-2126– A Resolution Certifying that Legal Notice Has Been Given for the Hearing on the Budget for the Fiscal Year 2018-19.

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

**PUBLIC HEARING - SEWER SERVICE CHARGE RATE INCREASE: A HEARING TO CONSIDER RAISING THE ANNUAL SEWER SERVICE CHARGE FOR THE NEXT YEAR CONSISTENT WITH REQUIREMENTS OF THE GOVERNMENT CODE**

- A. **OPEN PUBLIC HEARING** – President Clark opened the public hearing at 4:38 P.M.
- B. **RATE INCREASE PRESENTATION** - District staff did a presentation on the proposed sewer service charge rate increases for Fiscal Year 2018-19. The proposed increases are: Fiscal year 2018-19, not to exceed \$898.00
- C. **REVIEW DISTRICT STAFF RECOMMENDATIONS** – Board considered staff recommendations to increase sewer service charges. McGuire spoke on the history and analysis of the sewer rates.
- D. **BOARD COMMENT** – The Board discussed the 3 public protest letters on the proposed rates and structure and thanked the staff and public for their input. Richardson noted that staff has prepared a report to support the rate increase with the evidence presented and that an insufficient number of protest letters (3) were received to oppose the rate increase. This meets the requirements of Article 13D of the California Constitution and also Government Code 53750 et seq. requiring the findings to substantiate the proposed rate increase.
- E. **PUBLIC COMMENT** – No members of the public addressed the Board with comments.
- F. **CLOSE THE PUBLIC HEARING** – President Clark closed the Public Hearing at 4:52 P.M.

**ACTION:**

Board approved (M/S Clark/Schriebman 5-0-0-0) the Sewer Service Charge Rate Increase to \$898 for the FY 2018/19 and noted that staff had prepared a report to support the rate increase with the evidence presented and that an insufficient number of protest letters (3) were received to oppose the rate increase. This meets the requirements of Article 13D of the California Constitution and also Government Code 53750 et seq. requiring the findings to substantiate the proposed rate increase.

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

**PUBLIC HEARING – BUDGET FOR THE 2018-19 FISCAL YEAR**

- A. **OPEN PUBLIC HEARING** – President Clark opened the public hearing at 4:56 P.M.
- B. **BUDGET 2018-19 PRESENTATION** - District staff presented the following proposed budgets for the fiscal year July 1, 2018 to June 30, 2019:
  - a. Revenue
  - b. Operating and Maintenance
  - c. Reserves
  - d. Debt Service
  - e. Capital Outlay
- C. **REVIEW DISTRICT STAFF RECOMMENDATIONS** – Board considered staff recommendations.
- D. **PUBLIC COMMENT** – Three members of the public addressed the Board.
- E. **BOARD COMMENT** – The Board discussed the proposed Budgets and thanked the staff and public for their input.
- F. **CLOSE THE PUBLIC HEARING** – President Clark closed the Public Hearing at 5:10 P.M.

**ACTION:**

Board approved (M/S Schriebman/Greenfield 5-0-0-0) the Budgets for the 2018-19 Fiscal Year.

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

**ACTION:**

Board approved (M/S Greenfield/Clark 5-0-0-0) Resolution No. 2018-2127– A Resolution Confirming the Annual Sewer Service Charge and Supplemental Service Charges for the Las Gallinas Valley Sanitary District for the Fiscal Year 2018-19.

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

**ACTION:**

Board approved (M/S Elias/Clark 5-0-0-0) Resolution No. 2018-2128 – A Resolution Fixing and Approving the Budget for the Fiscal Year 2018-19.

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

**ACTION:**

Board approved (M/S Clark/Schriebman 5-0-0-0) Resolution No. 2018-2129 – A Resolution Providing for the Collection of Sewer Service Charges on the Tax Roll.

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

**ACTION:**

Board approved (M/S Schriebman/Murray 5-0-0-0) Resolution No. 2018-2130 – A Resolution Determining the 2018-19 Appropriation of Tax Proceeds.

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

**ACTION:**

Board approved (M/S Murray Greenfield 5-0-0-0) Resolution No. 2018-2131 – A Resolution Requesting Allocation of Taxes for the Fiscal Year 2018-19.

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

**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 May 24, 2018.
- B. Approve the Warrant List for June 14, 2018.
- C. Approve Board Compensation for May 2018.
- D. Approve Rabi Elias attending the Special District Leadership Academy Conference July 8-11, 2018 in Napa.
- E. Approve Call for Bids – Towable 4” & 8” Emergency Pumps.
- F. Approve Du-All Safety Contract Proposal for July 1, 2018 to June 30, 2019.
- G. Approve Interim General Manager Authority to Approve Hanford ARC for Lower Miller Creek Year One Revegetation Maintenance Services.
- H. Approve Interim General Manager Authority to Re-allocate Budget for the Repair of Lower Miller Creek Rock Cross Vane and Levees.
- I. Approve Call for Bids – Sewer Main Rehabilitation 2018.
- J. Approve Amendment No. 6 to the Treated Wastewater Agreement with the Marin Municipal Water District.

Item B was pulled for discussion.

**ACTION:**

Board approved (M/S Clark/Elias 5-0-0-0) the Consent Calendar items A, C through J.

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

Items B was discussed.

**ACTION:**

Board approved (Greenfield/Elias 5-0-0-0) the Consent Calendar item B.

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

**ACTION CALENDAR:**

**RESOLUTION 2018-2132 – A RESOLUTION ADOPTING THE PAY SCALES EFFECTIVE JULY 1, 2018 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES’ RETIREMENT SYSTEM REGULATIONS SECTION 570.5**

Staff reported on the pay scales to be effective July 2018. Discussion ensued.

**ACTION:**

Board approved (M/S Clark/Schriebman 5-0-0-0) Resolution No. 2018-2132 – A Resolution Adopting the Pay Scales Effective July 1, 2018 Pursuant to the California Code of Regulations, Subchapter 1, Employees’ Retirement System Regulations Section 570.5.

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

**RESOLUTION 2018-2133 – A RESOLUTION ADOPTING A CAFETERIA PLAN INCLUDING A HEALTH FLEXIBLE SPENDING ACCOUNT AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT FOR THE EMPLOYEES OF THE LAS GALLINAS VALLEY SANITARY DISTRICT**

**ACTION:**

Board approved (M/S Murray/Greenfield 5-0-0-0) Resolution No. 2018-2133 – A Resolution Adopting a Cafeteria Plan Including a Health Flexible Spending Account and Dependent Care Flexible Spending Account for the Employees of the Las Gallinas Valley Sanitary District.

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

Cortez and Kempf left at 5:20 pm

**CASA 2018 DESIGNATION OF AGENCY REPRESENTATIVE**

Discussion ensued.

**ACTION:**

Board approved (M/S Clark/Schriebman 5-0-0-0) appointing Megan Clark as the CASA voting member who shall exercise the voting rights and other privileges on behalf of LGVSD. Chris DeGabriele is the first Alternate and Russ Greenfield is the second Alternate. Teresa Lerch (Board Secretary) will receive official communications from and/or send official communications to CASA by electronic transmission (i.e.- email).

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

**AWARD OF CONTRACT FOR CLASSIFICATION AND COMPENSATION STUDY**

Discussion ensued.

**ACTION:**

Board approved (M/S Greenfield/Murray 5-0-0-0) awarding the contract for the Classification and Compensation Study to Koff & Associates.

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

**INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

- 1. Interim General Manager Report – Verbal – DeGabriele reported.
- 2. Surplus Items Sold – First Capitol Auction, Inc. – Written – DeGabriele reported.
- 3. Lateral Specification Progress Update – Written – DeGabriele reported.
- 4. Monthly Treasurer Report – Written – McGuire reported.

**BOARD REPORTS:**

- 1. Human Resources Subcommittee – Verbal – Clark and Murray reported.
- 2. LAFCO – Verbal – Murray reported.
- 3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
- 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal – no report.
- 5. NBWA – Written – Clark and Schriebman reported.
- 6. NBWRA/North Bay Water – Verbal – no report.
- 7. Engineering Subcommittee – Verbal – no report.
- 8. Other Reports –Verbal – Greenfield reported on the SVNA meeting.

Richardson left at 5:46 pm.

**BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Clark would like to attend the Special District Leadership Academy Conference in Napa on July 8-11 and the 33<sup>rd</sup> Annual WaterReuse Symposium in Austin, Texas on September 9-12.
- B. Board Agenda Item Requests – A presentation by Marin Clean Energy will be on a future agenda.

**VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

Discussion ensued.

**ADJOURNMENT:**

**ACTION:**

Board approved (M/S Murray/Clark 5-0-0-0) the adjournment of the meeting at 6:08 p.m.

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

The next Board Meeting is scheduled for June 28, 2018 at the District Office.

ATTEST:

\_\_\_\_\_  
Teresa Lerch, District Secretary

APPROVED:

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

SEAL

Las Gallinas Valley Sanitary District  
Warrant List  
06-28-18 DRAFT

Agenda Item 4B  
Date June 28, 2018

|    | Date      | Num | Vendor                                    | Amount    | Description for items > \$1000                                 |
|----|-----------|-----|---|-----------|--|
| 1  | 6/21/2018 | EFT | ADP, LLC                                  | 87,487.65 | Payroll for paydate 6/22/18                                    |
| 2  | 6/28/2018 | EFT | ADP, LLC                                  | 362.89    | Processing fees for paydate 6/8/18                             |
| 3  | 6/28/2018 | EFT | Bank of Marin Cardmember Services         | 18,130.19 | Statement closing date 6/5/18                                  |
| 4  | 6/28/2018 | ACH | BWS Distributors, Inc.                    | 172.70    |  |
| 5  | 6/28/2018 | EFT | Calif. Public Employees Retirement System | 13,033.93 | Pension contribution employee and employer for 6/08/18 paydate |
| 6  | 6/28/2018 | ACH | CalPERS Fiscal Services Division          | 5,317.73  | Pre Fund GASB  |
| 7  | 6/28/2018 | EFT | CALPERS Health                            | 27,249.02 | 7/1/2018   |
| 8  | 6/28/2018 | EFT | CalPERS Supplemental Income 457 Plan      | 4,037.60  | Employee salary deferrals for 6/08/18 paydate                  |
| 9  | 6/28/2018 | ACH | Elias, Rabi                               | 200.00    |  |
| 10 | 6/28/2018 | ACH | Grainger                                  | 8.61      |  |
| 11 | 6/28/2018 | ACH | Greenfield, Russell                       | 200.00    |  |
| 12 | 6/28/2018 | TBD | Gregory Equipment, Inc.                   | 4,983.94  | Retention release - Primary Biofilter Feed Pump                |
| 13 | 6/28/2018 | TBD | Leighton Stone Corporation                | 840.48    |  |
| 14 | 6/28/2018 | TBD | Liebert Cassidy Whitmore                  | 518.30    |  |
| 15 | 6/28/2018 | TBD | Marin Ace                                 | 30.49     |  |
| 16 | 6/28/2018 | ACH | Murray, Craig                             | 100.00    |  |
| 17 | 6/28/2018 | TBD | Operating Engineers Local No. 3           | 407.12    |  |
| 18 | 6/28/2018 | ACH | Retiree Augusto                           | 183.34    |  |
| 19 | 6/28/2018 | ACH | Retiree Burgess                           | 592.00    |  |
| 20 | 6/28/2018 | ACH | Retiree Cummins                           | 183.34    |  |
| 21 | 6/28/2018 | ACH | Retiree Cutri                             | 528.52    |  |
| 22 | 6/28/2018 | ACH | Retiree Emanuel                           | 249.30    |  |
| 23 | 6/28/2018 | ACH | Retiree Gately                            | 212.97    |  |
| 24 | 6/28/2018 | ACH | Retiree Guion                             | 212.97    |  |
| 25 | 6/28/2018 | ACH | Retiree Johnson                           | 624.35    |  |
| 26 | 6/28/2018 | ACH | Retiree Kermoian                          | 183.34    |  |
| 27 | 6/28/2018 | ACH | Retiree Mandler                           | 183.34    |  |
| 28 | 6/28/2018 | ACH | Retiree Memmott                           | 338.25    |  |
| 29 | 6/28/2018 | ACH | Retiree Petrie                            | 197.76    |  |
| 30 | 6/28/2018 | ACH | Retiree Pettey                            | 592.00    |  |
| 31 | 6/28/2018 | ACH | Retiree Pickrel                           | 183.34    |  |

Las Gallinas Valley Sanitary District  
Warrant List  
06-28-18 DRAFT

|       |           |     |                   |               |
|-------|-----------|-----|-------------------|---------------|
| 32    | 6/28/2018 | ACH | Retiree Provost   | 249.30        |
| 33    | 6/28/2018 | ACH | Retiree Reetz     | 499.68        |
| 34    | 6/28/2018 | ACH | Retiree Reilly    | 183.34        |
| 35    | 6/28/2018 | ACH | Retiree Vine      | 183.34        |
| 36    | 6/28/2018 | ACH | Retiree Wettstein | 592.00        |
| 37    | 6/28/2018 | ACH | Retiree Williams  | 592.00        |
| 38    | 6/28/2018 | ACH | Schriebman, Judy  | 200.00        |
| TOTAL |           |     |                   | \$ 170,045.13 |

AGENDA ITEM  
DATE

4C  
June 28, 2012



### BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/19/18 Name: MEGAN CLARK

I would like to attend the SPECIAL DIST. LEADERSHIP ACADEMY Meeting  
of JULY 8<sup>th</sup> - JULY 11<sup>th</sup>

To be held on the 8<sup>th</sup> day of JULY from 5:00 a.m. (p.m.) and  
returning on 11<sup>th</sup> day of JULY from 12:30 a.m. (p.m.)

Actual meeting date(s): JULY 8<sup>th</sup> - JULY 11<sup>th</sup>

Purpose of Meeting: LEADERSHIP TRAINING FOR  
SPECIAL DISTRICTS

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): \$90.00

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

-----  
For Office Use Only

Request was  Approved  Not Approved at the Board Meeting held on \_\_\_\_\_.



AGENDA ITEM \_\_\_\_\_  
DATE \_\_\_\_\_



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/14/18 Name: MEGAN CLARK

I would like to attend the 33<sup>rd</sup> annual Water Reuse Symposium Meeting  
of Sept. 9-12<sup>th</sup>, 2018 at Austin, Texas

To be held on the 9<sup>th</sup> day of Sept. from \_\_\_\_\_ a.m. / p.m. and

returning on 12<sup>th</sup> day of Sept. from \_\_\_\_\_ a.m. / p.m.

Actual meeting date(s): 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, ~~12<sup>th</sup>~~, 12<sup>th</sup>

Purpose of Meeting: INFORMATION ON WATER REUSE - POTABLE, RECHARGING AQUIFERS, CANIF. USES, PATHOGENS, FUNDING, FRACKING, TRIPLE BOTTOM LINE, COMM. ENGAGEMENT, ETC.

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): \_\_\_\_\_

\$300 - 400

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

-----  
For Office Use Only

Request was  Approved  Not Approved at the Board Meeting held on \_\_\_\_\_.



Consent \_\_\_ 4D \_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_

# Agenda Summary Report

Date June 28, 2018

---

**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Susan McGuire, Administrative Services Manager *SM*  
**Mtg. Date:** June 28, 2018  
**Re:** Resolution No. 2018-2134 A Resolution Approving Board Finance Policies for Purchasing

---

## BACKGROUND:

The Board adopted a comprehensive set of policies on July 9, 2009. Periodically these policies are updated and revised. The Board has reviewed a draft of Ordinance 174 which will provide for informal bidding procedures under the Uniform Public Construction Cost Accounting Act for Construction Projects. A public hearing regarding adoption of this ordinance is scheduled for June 28, 2018.

In anticipation of the adoption of Ordinance 174, staff has revised Board policy F-90 Purchasing, Including Retaining Consultants to reflect the changes in the ordinance and to document procedures in place for petty cash and out of pocket expense reimbursement.

Attached is the revised policy in the final version and a track changes version for the Board to review.

## STAFF RECOMMENDATION:

Board adopt Resolution No. 2018-2134 A Resolution Approving Policies for Board Finance Policies to update the finance policy F-90 Purchasing, Including Retaining Consultants.

## FISCAL IMPACT:

None.

## PERSON TO BE NOTIFIED:

District staff.

## F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS

### Purpose

This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required "paper trail," conformance with received orders, and consultant arrangements.

**F-90-10 Vendor Selections for Small Items.** To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than \$1,000 – the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that support local businesses, enable the purchase of green and/or recycled products, as well as provide for competitive the best combination of prices, discounts, service levels, and -convenience, ~~local business, green/recycled products etc.~~

**F-90-15 Petty Cash.** A Petty Cash fund shall be maintained in the District office having a balance-on-hand maximum of \$300.00. Petty cash may be advanced to District staff upon their request for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Administrative Assistant or Administrative/Financial Specialist I/II, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00. No personal checks shall be cashed in the petty cash fund. The petty cash fund shall be included in the District's annual independent accounting audit.

**F-90-20 Out-of-Pocket Expenses.** Whenever employees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenses shall be reimbursed upon request from the District's petty cash fund or by check if needed. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Administrative Services Manager prior to remuneration.

**F-90-~~320~~ Quotations.** To purchase items costing more than \$1,000, written quotations will be solicited from vendors and received by fax, or mail prior to processing a purchase order. District Staff may approve purchase orders up to the amount of their purchasing authority per F-90-~~440~~. For all purchases between \$5,000 and \$15,000 three ~~written~~ quotes will be obtained. ~~However,~~ in cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.

~~F-90-30 Large Items. Purchases over \$15,000 shall be reviewed and approved by the Board.~~

**F-90-4040 Purchasing Authority**:- The purchasing authority listed below shall apply except as authorized by separate Board action for specific construction projects.

| <u>Position</u>                                    | <u>Authority</u>  |
|--|---|
| <u>Board of Directors</u>                          | <u>No Limit</u>   |
| <u>General Manager</u>                             | <u>Contracts and Purchase Orders up to \$45,000, and budgeted informally bid construction contracts between \$45,001 and \$175,000.</u> |
| <u>Plant Manager</u>                               | <u>Purchases up to \$7,500</u>  |
| <u>District Engineer</u>                           | <u>Purchases and budgeted informally bid construction contracts up to \$15,000</u>  |
| <u>Collection System and Safety Manager</u>        | <u>Purchases up to \$7,500</u>  |
| <u>Administrative Services Manager</u>             | <u>Purchases up to \$7,500</u>  |
| <u>District Administrative Assistant</u>           | <u>Purchases up to \$5,000</u>  |
| <u>Administrative/Financial Specialist I/II</u>    | <u>Purchases up to \$2,000</u>  |
| <u>Assistant/Associate Engineer</u>                | <u>Purchases up to \$5,000</u>  |
| <u>Environmental Services Director</u>             | <u>Purchases up to \$5,000</u>  |
| <u>Plant Operations and Maintenance Supervisor</u> | <u>Purchases up to \$5,000</u>  |
| <u>Buildings and Ground Maintenance Worker</u>     | <u>Purchases up to \$ 1,000</u>   |

For purchases in excess of \$15,000, staff will inform the Board of Directors regarding the item as soon as administratively feasible.

**F-90-50 Expense Authorization in the Absence of the General Manager.**

|  |                  |                     |
|--|------------------|---------------------|
| <del>General Manager</del>                             | <del>Up to</del> | <del>\$15,000</del> |
| <del>Plant Manager</del>                               | <del>Up to</del> | <del>\$ 7,500</del> |
| <del>District Engineer</del>                           | <del>Up to</del> | <del>\$ 7,500</del> |
| <del>Collection and Safety Manager</del>               | <del>Up to</del> | <del>\$ 7,500</del> |
| <del>Administrative Services Manager</del>             | <del>Up to</del> | <del>\$ 7,500</del> |
| <del>District Administrative Assistant</del>           | <del>Up to</del> | <del>\$ 5,000</del> |
| <del>Administrative/Financial Specialist I/II</del>    | <del>Up to</del> | <del>\$ 2,000</del> |
| <del>Assistant/Associate Engineer</del>                | <del>Up to</del> | <del>\$ 5,000</del> |
| <del>Environmental Services Director</del>             | <del>Up to</del> | <del>\$ 5,000</del> |
| <del>Plant Operations and Maintenance Supervisor</del> | <del>Up to</del> | <del>\$ 5,000</del> |
| <del>Buildings and Ground Maintenance Worker</del>     | <del>Up to</del> | <del>\$ 1,000</del> |

In the absence of the General Manager, two (2) managers may sign the purchase order for amounts in excess of \$15,000. The General Manager will approve the purchase order prior to payment.

**F-90-6405 Purchase Orders.** Purchases over \$1,000 require a purchase order to be issued prior to ordering.

**F-90-750 Disbursements.** The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List for Board approval.
- Disbursements made by check shall require two signatures.
  - Generally checks drawn from the Operating bank account will be signed by the General Manager and a Board Member.
    - In rare situations where either a Board Member or the General Manager is not available:
      - The Administrative Services Manager may sign in place of the General Manager; or
      - Two Board Members may sign in place of the General Manager; or
      - The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.
      - If such a situation occurs, ~~at the next Board meeting~~, the paid invoice and related support documents will be submitted with the Warrant list for approval by the Board at the next Board meeting.
  - Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.

**F-90-860 Contract Execution.** Regardless of expenditures and expense authorization levels, and unless otherwise authorized by the District Board, the Board (in the form of its President) and/or the General Manager shall remain the sole entities authorized to execute formal contracts on behalf of the District. Contracts shall include but not be limited to: Agreements with other governmental entities or non-governmental organizations (NGOs); professional services agreements; construction, maintenance services, equipment procurement, and material supply contracts; and amendments thereof.

**F-90-90 Consultants.** Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources or expertise to accomplish a task.

- Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource.
- For consulting expenditures below ~~\$15,000~~\$45,000, consultants may be selected sole-source on the basis of their qualifications and ability.
- For consulting procurements exceeding ~~\$45,000~~\$15,000, a competitive process may be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over ~~\$45,000~~\$15,000 shall be submitted to the Board for approval. However in the case where the Board deems it more prudent and in the best interest of continuity of services, a consultant contract may be awarded without a competitive process.
- Regular reports of consultant's progress shall be reviewed by the General Manager and reported to the Board.

**F-90-100 Internal Audit.** The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practices. The General

Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

|

**RESOLUTION NO. 2018-2134**

**A RESOLUTION APPROVING BOARD FINANCE POLICIES FOR PURCHASING  
THE LAS GALLINAS VALLEY SANITARY DISTRICT**

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

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

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

**WHEREAS**, such policies may need to be updated from time-to-time,

**NOW THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy F-90 Purchasing, Including Retaining Consultants, a copy of which is attached as Exhibit A.

The previously approved Board Finance Policy F-90 is hereby revoked and declared null and void.

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

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

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 28<sup>th</sup> of June 2018, by the following vote of the members thereof:

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

\_\_\_\_\_  
Teresa Lerch, District Secretary

APPROVED:

\_\_\_\_\_  
Megan Clark, President of Board of Directors

## **F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS**

### **Purpose**

This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required "paper trail," conformance with received orders, and consultant arrangements.

**F-90-10 Vendor Selection for Small Items.** To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than \$1,000 – the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that support local businesses, enable the purchase of green and/or recycled products, as well as provide for competitive prices, discounts, service levels, and convenience.

**F-90-15 Petty Cash.** A Petty Cash fund shall be maintained in the District office having a balance-on-hand maximum of \$300.00. Petty cash may be advanced to District staff upon their request for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Administrative Assistant or Administrative/Financial Specialist I/II, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00. No personal checks shall be cashed in the petty cash fund. The petty cash fund shall be included in the District's annual independent accounting audit.

**F-90-20 Out-of-Pocket Expenses.** Whenever employees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenses shall be reimbursed upon request from the District's petty cash fund or by check if needed. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Administrative Services Manager prior to remuneration.

**F-90-30 Quotations.** To purchase items costing more than \$1,000, written quotations will be solicited from vendors and received by fax, or mail prior to processing a purchase order. District Staff may approve purchase orders up to the amount of their purchasing authority per F-90-40. For all purchases between \$5,000 and \$15,000 three quotes will be obtained. In cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.



**F-90-40 Purchasing Authority.** The purchasing authority listed below shall apply except as authorized by separate Board action for specific construction projects.

| <b>Position</b>                             | <b>Authority</b>   |
|---|--|
| Board of Directors                          | No Limit   |
| General Manager                             | Contracts and Purchase Orders up to \$45,000, and budgeted informally bid construction contracts between \$45,001 and \$175,000. |
| Plant Manager                               | Purchases up to \$7,500  |
| District Engineer                           | Purchases and budgeted informally bid construction contracts up to \$15,000  |
| Collection System and Safety Manager        | Purchases up to \$7,500  |
| Administrative Services Manager             | Purchases up to \$7,500  |
| District Administrative Assistant           | Purchases up to \$5,000  |
| Administrative/Financial Specialist I/II    | Purchases up to \$2,000  |
| Assistant/Associate Engineer                | Purchases up to \$5,000  |
| Environmental Services Director             | Purchases up to \$5,000  |
| Plant Operations and Maintenance Supervisor | Purchases up to \$5,000  |
| Buildings and Ground Maintenance Worker     | Purchases up to \$ 1,000   |

For purchases in excess of \$15,000, staff will inform the Board of Directors regarding the item as soon as administratively feasible.

**F-90-50 Expense Authorization in the Absence of the General Manager.** In the absence of the General Manager, two (2) managers may sign the purchase order for amounts in excess of \$15,000. The General Manager will approve the purchase order prior to payment.

**F-90-60 Purchase Orders.** Purchases over \$1,000 require a purchase order to be issued prior to ordering.

**F-90-70 Disbursements.** The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List for Board approval.
- Disbursements made by check shall require two signatures.
  - Generally checks drawn from the Operating bank account will be signed by the General Manager and a Board Member.
    - In rare situations where either a Board Member or the General Manager is not available:
      - The Administrative Services Manager may sign in place of the General Manager; or
      - Two Board Members may sign in place of the General Manager; or

- The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.
- If such a situation occurs, the paid invoice and related support documents will be submitted with the Warrant list for approval by the Board at the next Board meeting.
- Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.

**F-90-80 Contract Execution.** Regardless of expenditures and expense authorization levels, and unless otherwise authorized by the District Board, the Board (in the form of its President) and/or the General Manager shall remain the sole entities authorized to execute formal contracts on behalf of the District. Contracts shall include but not be limited to: Agreements with other governmental entities or non-governmental organizations (NGOs); professional services agreements; construction, maintenance services, equipment procurement, and material supply contracts; and amendments thereof.

**F-90-90 Consultants.** Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources or expertise to accomplish a task.

- Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource.
- For consulting expenditures below \$45,000, consultants may be selected sole-source on the basis of their qualifications and ability.
- For consulting procurements exceeding \$45,000, a competitive process may be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over \$45,000 shall be submitted to the Board for approval. However in the case where the Board deems it more prudent and in the best interest of continuity of services, a consultant contract may be awarded without a competitive process.
- Regular reports of consultant’s progress shall be reviewed by the General Manager and reported to the Board.

**F-90-100 Internal Audit.** The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practices. The General Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

|                                 |                               |
|---------------------------------|-------------------------------|
| <b>Resolution No. 2018-2134</b> | Date Approved: June 28, 2018  |
| President of the Board          | Supersedes: February 23, 2017 |



Consent 4E  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item \_\_\_\_\_  
 Date Jun 28, 2018

# Agenda Summary Report

**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Michael P. Cortez, PE, District Engineer *MC*  
**Mtg. Date:** June 28, 2018  
**Re:** Award a Contract to Huber Technology for  
 Bid Item #8 – Mechanical Sludge Thickener for the  
 LGVSD Secondary Treatment Plant Upgrade and Recycled Water Expansion

**BACKGROUND:**

On January 12, 2017, the District Board approved the issuance of a Request for Proposals (RFP) for the pre-purchase of 10 major equipment packages for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project. The RFP selection criteria developed by District staff and Aqua Engineering consisted of a scoring matrix based primarily on meeting project specifications; with equipment cost identified as significant factor but not the sole basis of award. The deadline for submittal of proposals was set for February 2, 2017, and after detailed evaluation by District staff and Aqua Engineering, staff recommended for District Board approval the award of individual contracts for the pre-purchase of eight (8) out of the 10 major equipment packages on April 17, 2017.

One of the bid items not initially awarded was Bid Item #8 – Mechanical Sludge Thickener. Design changes prior to the award of the pre-purchase agreements led to the anticipated purchase of Dissolved Air Flotation Thickeners (DAFT) instead. Thus staff initially chose to defer recommending pre-purchase of mechanical thickeners. However, the District has since redefined the project scope resulting in a revised design that necessitates the installation of a mechanical sludge thickener, instead of the DAFT equipment design. There was no effective date for the original bids received on Item #8. Nor did the RFP provide for a deadline for award of the contract on Item #8.

Huber Technology equipment had the highest score in the selection matrix during the prior equipment evaluation process for mechanical thickeners. Therefore, District staff recommends awarding a contract to Huber Technology for the pre-purchase of mechanical sludge thickener equipment, Bid Item #8 – Mechanical Sludge Thickener.

**STAFF RECOMMENDATION:**

Board to award a contract to Huber Technology for Bid Item #8 – Mechanical Sludge Thickener in the amount of \$308,700

**FISCAL IMPACT:**  
 \$308,700

**PERSON(S) TO BE NOTIFIED:**  
 Huber Technology  
 Aqua Engineering



Consent \_\_\_\_\_ 4F \_\_\_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_

# Agenda Summary Report

Date June 28, 2018

**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Michael P. Cortez, PE, District Engineer *MC*  
**Mtg. Date:** June 28, 2018  
**Re:** Approve Call for Bids – Plant Improvements 2018

## BACKGROUND:

Plans and specifications for the Plant Improvements 2018 project prepared by Nute Engineering are complete and ready for bid advertisement. This construction project addresses several important process units that have either reached their useful life or needed improvements identified by District staff. This project addresses the following elements:

- Replacing and upgrading two grit pumps and controls to meet current process needs.
- Installing new progressive cavity sludge pump and controls.
- Replacing approximately 30 worn and aged plug valves within the sludge/ grit solids handling system.
- Replacement of two Hydrocyclone Grit separators with lower capacity units to meet current process needs.
- In addition to the above improvements the project includes ancillary piping changes to accommodate the new process equipment, and additional worker safety measures.

Tentative project schedule is as follows:

- Call for bids: June 28, 2018
- Bid walk: July 18, 2018
- Bid opening: July 25, 2018
- Notice of award: August 9, 2018
- Notice to proceed: ~August 15, 2018
- Construction duration: +120 days after NTP, or December 2018

The Engineer’s estimate of construction cost is \$200,000. This is within the budget allocation included in the 2018-19 Capital Outlay Budget approved by the District Board on June 14, 2018.

## STAFF RECOMMENDATION:

Board approve Call for Bids for the Plant Improvements 2018 project.

## FISCAL IMPACT:

\$275,000

## PERSON(S) TO BE NOTIFIED:

Scheduled for advertisement in the Marin IJ, pursuant to Public Contract Code Sections 10140 and 10141.



Consent \_\_\_\_\_ 4G \_\_\_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_

# Agenda Summary Report

Date June 28, 2018

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**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Susan McGuire, Administrative Services Manager *SM*  
**Mtg. Date:** June 28, 2018  
**Re:** Approve Award of Contract for Executive Search Services

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## BACKGROUND:

At the May 10, 2018 Board meeting, the Board approved issuing a Request for Proposals to conduct an Executive Search for a General Manager. Staff identified thirteen firms to which it sent the Request for Proposals; four firms submitted proposals. There are:

1. Alliance Resource Consulting
2. Bob Murray & Associates
3. CPS HR Consulting
4. Koff & Associates

The HR Subcommittee and staff reviewed the proposals for the approach, timing and cost of the engagement. Staff's estimate for the cost of the project was \$25,000 to \$30,000. The proposal responses ranged in fees from \$22,000 for Koff & Associates to \$26,500 for Alliance Resource Consulting. Based on the review, the recommendation is to award the contract to CPS HR Consulting due to the following factors:

1. The proposal was tailored to the requirements of the District.
2. Approach to the engagement including candidate profile and recruitment strategy development
3. Comprehensive services included in the proposal, (some other proposals listed items that should be included in the basic services as optional for an additional fee).
4. Cost of the proposal.
5. Two year placement guarantee.

Staff contacted several references for CPS HR Consulting to inquire about the other agency's experience working with them. The other agencies highly recommended CPS HR Consulting based on the results of the engagements.

The proposed project timeline of 14-16 weeks begins with the initial meeting between the Board and the consultant and ends with the appointment of the candidate. The start date of the successful candidate would then be delayed by their need to give notice at their current place of employment; realistically this could be 30 to 60 days after the appointment; resulting in a start date in early to mid-December. The Interim General Manager is limited to working 960 hours per fiscal year, which begins on July 1<sup>st</sup>, he will most likely use most of those hours by the end of December. Due to these two factors, the Board and staff need to move quickly to get the consultant engaged to start the project. Staff believes they can have the contract to the consultant by July 6, 2018 and is recommending that the Board hold a special meeting the week of July 9<sup>th</sup> to meet and start the process.



**STAFF RECOMMENDATION:**

Board approve awarding the contract for Executive Search Services engagement to CPS HR Consulting and provide available dates for a special meeting to start the process with the consultant.

**FISCAL IMPACT:**

\$24,500, budgeted.

**PERSON TO BE NOTIFIED:**

Melissa Asher, CPS HR Consulting.



Consent \_\_\_4H\_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_

# Agenda Summary Report

Date June 28, 2018

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**To:** Board of Directors  
**From:** Chris DeGabriele, PE, Interim General Manager  
**Mtg. Date:** June 28, 2018  
**Re:** Consider Strategic Plan Update Consultant Selection

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## BACKGROUND:

The Board typically schedules an annual Strategic Plan Update meeting in January or February. This year due to your inefficient Interim General Manager's focus on the Secondary Wastewater Upgrade Project, the scheduling of the Strategic Plan Update has been delayed. Additionally, the FutrueSense Employee Climate Report recommended the Board "engage with the staff in an annual strategic planning session."

I have reviewed the latest LGVSD Strategic Plan (February 2017) and the 2008 initial version along with recent strategic plans from Central Marin Sanitation Agency, Ross Valley Sanitary District, Novato Sanitary District and Central Contra Costa Sanitary District. Each agency used a different consultant and different approach resulting in slightly different work products or formats.

At this juncture in time LGVSD is facing five significant tasks and I believe the strategic plan update will be best served by focusing in those areas:

1. Continuing improvement in employee/management/board relationships;
2. Hiring a new General Manager;
3. Successful completion of the Secondary Wastewater Treatment Plant Upgrade;
4. Preparing a facilities master plan; and
5. Updating the 5 year financial analysis and rate study.

To do that efficiently I recommend the Board update the existing strategic plan with the aid of a consultant and the entire staff.

I have solicited proposals from the prior LGVSD strategic plan consultant (BHI Management) and from the firms most familiar with the LGVSD staff: FutureSense and Regional Government Services (RGS). All three firms are qualified to do the work and it is my recommendation to engage RGS since their consultant has spent the most time working with the employee group. The RGS consultant has experience in facilitating strategic plans, has facilitated large groups with varying differences of opinion to achieve consensus and has worked with other public agencies as a consultant and employee.

Staff is proposing to hold the Strategic Plan Update session with the Board at a special board meeting on one of the following Fridays:

- July 20<sup>th</sup>
- July 27<sup>th</sup>
- August 3<sup>rd</sup> (there is no NBWA meeting in August)

**STAFF RECOMMENDATION:**

Consider authorizing the General Manager to execute a consulting agreement with RGS to facilitate the LGVSD 2018 Strategic Plan Update.

**FISCAL IMPACT:**

\$4,500

**PERSON TO BE NOTIFIED:**

Chris Sliz, RGS Project Manager

Susan McGuire, LGVSD Administrative Services Manager



**6/28/2018**

**Interim General Manager Report**

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

# memo

## Las Gallinas Valley Sanitary District

To: Board of Directors  
From: Sheila Repeta  
CC: Chris DeGabriele, Susan McGuire  
Date: June 19, 2018  
Re: Update on Recommendations from 2017 Employee Climate Report

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**Comments:** This provides the board an update on the actions taken in response to the recommendations from the 2017 Employee Climate Report conducted by FutureSense.

### Recommendation 1: Harassment Training for All Employees

- *Action:* On January 31, 2017 all staff and managers went through a 2-hour harassment training provided by Liebert Cassidy Whitmore.

### Recommendation 2: GM and/or Key Leader Coaching

- *Action:* In conjunction with *Recommendation 9* (Build a Leadership Model), all key leaders have undergone a 360 review from their peers, staff, and supervisor and have received 90-minutes of 1:1 coaching. In addition, each manager and/or supervisor has created an individualized action plan to improve their leadership skills.

### Recommendation 3: Energize Staff in Strategic Plan

- *Action:* Board is planning a strategic plan update including participation with staff.

### Recommendation 4: Staff & Leadership Communication Training

- *Action:* Beginning in mid -February 2018 and concluding in late May, all staff participated in a series of 5 communication trainings with consultants from Regional Government Services. RGS sessions included:
  - Communication Basic Principles
  - Giving/Receiving Feedback
  - Communication Styles
  - Conflict Resolution
  - Tailoring Your Message

- 
- Review of Topics Covered

**Recommendation 5: Staff Newsletter from Board**

- *Action:* TBD

**Recommendation 6: HR Audit of Roles & Responsibilities**

- *Action:* In the Spring of 2018, an HR audit was conducted with FutureSense to identify who is responsible for transactional, tactical, and strategic HR responsibilities.

**Recommendation 7: Re-evaluate the HR Reporting Structure & Redefine Responsibilities**

- *Action:* After the audit was completed, a comprehensive responsibility matrix for all HR practices was completed identifying key stakeholders and who is responsible, accountable, consulted, and/or informed for HR practices.

**Recommendation 8: Develop an HR Scorecard to Inform the Board**

- *Action:* A scorecard has been developed for HR to provide feedback to the HR Subcommittee or the board to monitor the current state of HR operations.

**Recommendation 9: Build Leadership Model**

- *Action:* Using the feedback from staff and managers, a leadership model with behavioral criteria was established for the managers and supervisors (leaders) of LGVSD. Managers and supervisors participated in a 360-review process and were provided feedback on their scores [see note on Recommendation 2]. Each leader also participated in a coaching session and created a leadership action. Additionally, interview screening questions based on the model have been created and provided to the GM and ASM to use for screening candidates for managerial or supervisory roles in the future.

**Recommendation 10: Repeat Employee Climate Survey**

- *Action:* The board should consider running an employee climate survey again in the future and should continue to do so at regular intervals to monitor the state of employees in the future on an annual or semi-annual basis.

**Recommendation 11: Review General Manager Performance Review Process**

- *Action:* The performance review process and template should be reviewed. The current GM will be asking for ASM and staff feedback to update the form and ensure that there is feedback from multiple sources to inform the review process.

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**Recommendation 12: Governance Training for Board**

- *Action:* To be determined by the board. Several Board members are scheduled to attend the Special District Leadership Academy Conference in July.

# memo

## Las Gallinas Valley Sanitary District

To: Board of Directors  
From: Sheila Repeta  
Date: June 19, 2018  
Re: Update on Leadership Model Development & Deployment

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Beginning in mid February 2018, all LGVSD staff were invited to participate in the process of building a leadership model that would develop a framework for managers and supervisors to understand what behaviors are needed from leaders to be successful at LGSVD. Based on the feedback of all levels of LGVSD staff 4 principles with 3 supporting topics each were identified to be addressed. These included:

- **Principle 1 - Leaders are Team Players:** Leaders have a team emphasis, leaders are self-aware and adaptable, and leaders are honest approachable and inclusive.
- **Principle 2 – Leaders Have an Organizational Perspective:** Leaders understand front line operations, leaders understand the work in detail in the full context, and leaders develop the district’s people
- **Principle 3 – Leaders are Effective Communicators:** Leaders have two-way communication, leaders are truthful and transparent, and leaders are consistent and appropriate
- **Principle 4 – Leaders Set Priorities and Manage Resources:** Leaders implement processes & practices, leaders establish accountability, and leaders participate in ongoing planning

Each manager and supervisor at LGVSD (leaders) participated in a 360-review getting feedback from staff, peers, and their direct supervisor. The feedback was held in strict confidence by FutureSense. Each leader then received a thorough 90-minute debriefing of the feedback and a coaching session where the leaders looked for opportunities to improve their leadership skills and developed individual action plans.

Additionally, the LGVSD leaders met together as a team to identify 4 areas they can focus on for the next year. The actions they committed to include:

1. Developing a “backstop” for HR (neutral channel) to allow staff to feel safe and provide input in the process.
2. Demonstrate empathy and the benefit of the doubt. This includes approaching other leaders about the rationale behind decisions. A regular agenda item

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allowing leaders to explain decisions will be added to the management meeting agenda.

3. The team is committed to communicating more regularly about work and/or projects with interdepartmental impact. This will be achieved calling meetings on such projects and adding an agenda item to quarterly budget meetings. HR updates will be added to this meeting as well.
4. Lastly, the leadership team is committed to working with the board to provide input to the strategic plan update currently planned.

Moving forward in the next 6 months the leadership team is committed to pursuing their own individual action plans, as well as participating in the above outlined group action plans to improve the leadership practice at LGVSD.

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## 6/28/2018 BOARD REPORTS

### Agenda Item 5B1

#### Human Resources Subcommittee

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

### Agenda Item 5B2

#### LAFCO

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

### Agenda Item 5B3

#### Gallinas Watershed Council/Miller Creek Watershed Council

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

### Agenda Item 5B4

#### JPA Local Task Force on Solid and Hazardous Waste

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

### Agenda Item 5B5

#### NBWA

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

### Agenda Item 5B6

#### NBWRA/North Bay Water

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

### Agenda Item 5B7

#### Engineering Subcommittee

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

### Agenda Item 5B8

#### Other Reports

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

Agenda Item 5B5  
 Date June 28, 2018

## North Bay Watershed Association

Summary of the meeting of the North Bay Watershed Association (NBWA) Board of Directors.

Date: Friday, June 8<sup>th</sup>, 2018 – 9:30 a.m. to 11:30 a.m.

Location: Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato CA, 94949

### Directors Present Included:

| Board Member      | Agency/Organization                   | Board Member | Agency/Organization                        |
|-------------------|---------------------------------------|--------------|--|
| Mike Healy        | City of Petaluma                      | Leon Garcia  | Napa Co. Flood Control & Water Cons. Dist. |
| Mariam Aboudamous | City of American Canyon               |              |  |
| Pam Drew          | City of Novato                        | Jack Gibson  | Marin Municipal Water District             |
| Paul Jensen       | City of San Rafael                    | Rick Frites  | North Marin Water District                 |
| Megan Clark       | Las Gallinas Valley Sanitary District | Brant Miller | Novato Sanitary District                   |
| Pamela Meigs      | Ross Valley Sanitary District         |              |  |

Directors present represented 10 of the 18 agencies signatory to the Association MOU.

### Board Actions:

1. Call to Order – Jack Gibson, chair, called the meeting to order at 9:36 a.m.
2. Public Comment - *No public comment.*
3. Approval of Agenda – The agenda was unanimously approved.
4. Approval of Minutes – The minutes of the previous Board meeting were approved with two abstentions.
5. Treasurer’s Report – The NBWA budget is in better shape than we’ve seen before.
6. Director’s Report – Judy Kelly, NBWA executive director presented the following information:
  - o This is Sophie Porcelli’s last meeting as she is moving to Colorado at the end of the month. Tessa Foster from the Sonoma County Water Agency is joining the NBWA team in her place.
  - o Krishna Kumar, General Manager for Marin Municipal Water District (MMWD), has announced that he will retire in December. Krishna has served the MMWD since 2012. For more information read the news article here:  
[www.marinij.com/article/NO/20180513/NEWS/180519906](http://www.marinij.com/article/NO/20180513/NEWS/180519906)
  - o Please check through the 2019 proposed dates for NBWA board meetings and let us know about any conflicts. Find them here: [www.nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Agenda\\_2019-01-01.pdf](http://www.nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Agenda_2019-01-01.pdf)
  - o Watch a video of Robin Grossinger’s (SFEI) presentation on new strategies for enhancing local biodiversity and resilience at the June 2017 board meeting:  
[www.youtube.com/watch?v=LsnBoZGGSbU&feature=youtu.be](http://www.youtube.com/watch?v=LsnBoZGGSbU&feature=youtu.be)
  - o The first round of funding from Measure AA was awarded and 4 projects in the North Bay were selected. [www.sfbayrestore.org/sf-bay-restoration-authority-current-projects-TEST.php](http://www.sfbayrestore.org/sf-bay-restoration-authority-current-projects-TEST.php)
7. 2018 NBWA Conference Wrap-Up – Judy Kelly updated the NBWA Board on the results of the 2018 conference and provided some feedback from participants. Overall it was a very successful conference. 97% of people said the conference met their needs, 98% that the facility was good, 93% that the length was good, and 97% that the info would let them be more effective. The



finances for the conference were less stressful this year because they were more self-funded; the conference made a net revenue of \$18k. The most popular speakers were Jared Huffman, Grant Davis, Sam Schuchat, and Fraser Shilling. Some comments were: want more interactivity; drop intros, have a summation by moderators; some of the panels were duplicated; and asking how will things continue without IRWMP money. For the 2020 conference, Judy proposed to keep the first Friday of meeting date, and to rotate locations. Presentation here: [www.nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Presentation\\_2018-06-08.pdf](http://www.nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Presentation_2018-06-08.pdf)

8. Improving the Quality of North Bay Waters through Non-Point Source Regulations and Solutions – Jim Ponton, senior engineering geologist with the SF Bay Regional Water Quality Control Board, presented on the Regional Water Board’s limitations for certain pollutants that impair North Bay waterbodies including Tomales Bay, Napa River, Sonoma Creek, and Lagunitas Creek. There are Total Maximum Daily Loads (TMDLs) for bacteria, sediment, and mercury. In order to implement these TMDLs, various permitting programs have been developed for grazing, confined animals, dairies, and vineyards. Ponton’s presentation also addressed the statewide cannabis order, and the need for a cannabis cultivation regulatory program to establish waste discharge requirements to ensure that water diversion and discharge from cannabis cultivation does not affect the conditions for salmonid species. See the full presentation here: [www.nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Presentation\\_2018-06-09.pdf](http://www.nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Presentation_2018-06-09.pdf)

9. NBWA 2019 Budget Information: Judy Kelly presented the following information about next year’s budget: IRWPM money will be tapering down. City of American Canyon is a new full partner of the NBWA; this results in a reduction of member dues. Would like to be self-funded again for the 2020 NBWA conference.

Q: Should the NBWA do outreach to other agencies to see if they want to become dues-paying members? A: We could pursue new memberships, but perhaps we should consider the goals of the NBWA during a strategic planning process to decide which agencies should be included in any outreach efforts.

*The 2019 NBWA Budget was approved.*

Presentation here: [http://nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Presentation\\_2018-06-10.pdf](http://nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Presentation_2018-06-10.pdf)

10. Items of Interest: Marin Conservation League will host a breakfast event *From Wasteshed to Watershed* at 7:30am on June 29<sup>th</sup> about waste getting into waterways at the McInnis Park Golf Center in San Rafael. More information: [www.eventbrite.com/e/from-wasteshed-to-watershed-reducing-marins-wasteline-protecting-the-bay-tickets-46547147772](http://www.eventbrite.com/e/from-wasteshed-to-watershed-reducing-marins-wasteline-protecting-the-bay-tickets-46547147772)

**Next Meeting Information:** July 13<sup>th</sup>, 2018, Marin Municipal Water District, Board Room, 220 Nellen Avenue, Corte Madera, CA 94925

SUBMITTED BY:  
Tessa Foster  
SCWA Programs Technician | NBWA Staff  
[Tessa.Foster@scwa.ca.gov](mailto:Tessa.Foster@scwa.ca.gov)



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: \_\_\_\_\_ Name: \_\_\_\_\_

I would like to attend the \_\_\_\_\_ Meeting  
of \_\_\_\_\_

To be held on the \_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m. and  
returning on \_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m.

Actual meeting date(s): \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Frequency of Meeting: \_\_\_\_\_

Estimated Costs of Travel (if applicable): \_\_\_\_\_

\_\_\_\_\_

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

-----  
**For Office Use Only**

Request was  Approved  Not Approved at the Board Meeting held on \_\_\_\_\_.

**6/28/2018**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 6B**

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



**DISTRICT BOARD**

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

**DISTRICT ADMINISTRATION**

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

*Agenda Item*

*Date June 28, 2018*

June 20, 2018

The Honorable Bill Quirk  
Chair, Assembly Environmental Safety & Toxic Materials Committee  
LOB, 1020 N St., Room 171  
Sacramento, CA 95814

**RE: SB 212 (Jackson and Ting) Sharps and Pharmaceutical Drug Take-Back Program – SUPPORT**

Dear Chair Quirk and Committee Members:

On behalf of Las Gallinas Valley Sanitary District (LGVSD), I write to express our **STRONG SUPPORT** for **SB 212 (Jackson and Ting)**, which will establish a comprehensive statewide take-back system for sharps and medications. These products serve a vital need in protecting and preserving the health of Californians, but that is all the more reason to also protect Californians from the inherent risks that occur when these products become waste. Both sharps and medications present significant and well-documented challenges for all Californians but especially local governments and municipal workers when it comes to safe and convenient collection and disposal.

LGVSD provides sanitary sewage collection and treatment service to approximately 30,000 residents in North San Rafael and has extensive treatment plant infrastructure and property in the adjacent unincorporated area in the County of Marin.

Despite the fact that California law (SB 1305 in 2006) has prohibited home-generated sharps waste from being disposed of in trash or recycling containers, many needles are discarded irresponsibly every year, resulting in an unacceptable risk of needle stick injuries for LGVSD employees and other workers as well as the general public.

CalRecycle estimates 936 million sharps used by consumers in California each year, approximately 31% of those are thrown in the trash. Another study by University of Massachusetts Lowell in 2015 estimated 7% of needles are flushed, and needle stick injuries occur with unacceptable frequency. Improper disposal of sharps poses an unacceptable risk to many Californians, and the statewide sharps collection program contained in SB 212 will significantly reduce that risk.

Similarly, prescription, over the counter, and pet medications present significant problems when leftover if not properly secured and disposed of. There is no question that consumers have leftover drugs in their homes, which tend to be stockpiled, flushed, or

thrown in the garbage. Leftover drugs and a lack of safe and convenient disposal options are fuel to the opioid epidemic and increase instances of accidental poisonings, and can cause environmental harm.

**SB 212 (Jackson and Ting)** addresses the myriad of problems that exist due to the lack of a statewide system to manage these products at the end of their useful life. By requiring manufacturers of sharps and pharmaceutical drugs to create, fund, and participate in a statewide take-back system, this bill will take a groundbreaking step to ensure that California residents throughout the state have access to safe, convenient disposal methods of sharps and drugs, addressing important public health concerns.

This concept is built off well-functioning programs that exist all over the world – effective take-back programs for these products are operated by manufacturers in [Canada](#), [Mexico](#), [many countries in Europe and South America](#), 12 local jurisdictions throughout California (9 counties and three cities in Santa Cruz County). Establishing a comprehensive statewide system will provide harmonization and clarity for manufacturers and consumers alike.

California has debated this issue for long enough. We strongly urge you to take this logical next step to protect California consumers and workers. For these reasons, LGVSD is pleased to express our **STRONG SUPPORT** of **SB 212 (Jackson and Ting)** and respectfully request your **“AYE”** vote when this bill is heard in your committee.

Sincerely,



Chris DeGabriele, PE  
Interim General Manager

cc: Members and Consultants, Assembly Environmental Safety & Toxic Materials Committee

The Honorable Hannah-Beth Jackson, 19<sup>th</sup> Senate District  
The Honorable Mike McGuire, 2<sup>nd</sup> Senate District  
The Honorable Phil Ting, 19<sup>th</sup> Assembly District  
The Honorable Adam Gray, 21<sup>st</sup> Assembly District  
The Honorable Marc Levine, 10<sup>th</sup> Assembly District  
Graciela Castillo-Krings, Deputy Legislative Secretary, Office of Governor Brown

## EQUITY EMERGENCY

### THE COUNTY

Report: Marin tops list for homes at risk from rising seas

By **Adrian Rodriguez**

[arodriguez@marinij.com](mailto:arodriguez@marinij.com) @adrianrrodri on Twitter

Amid accelerating sea level rise from climate change, Marin County has the highest number of households in California vulnerable to coastal flooding, according to a report released Monday.

In the worst case scenario, there are a possible 4,377 Marin homes at risk of being inundated with chronic flooding by 2045, the Union of Concerned Scientists reported. There are 20,472 at-risk coastal households in California.

Those threatened Marin properties are home to approximately 9,891 people and have an assessed value of \$2.7 billion. That equals about \$40 million of property tax that would be in jeopardy.

The Marin communities in greatest danger are San Rafael, Corte Madera and Larkspur.

Not too far behind Marin is San Mateo County, whose residents can expect about 4,100 homes and about \$30 million in property tax revenue within the next 30 years to be at risk. In that same period, Orange County has about 3,700 homes and about \$44 million in property tax revenue in danger.

“The most direct impact will be on the homeowners themselves,” said Kristina Dahl, senior climate scientist for the Union of Concerned Scientists and a co-author of the report. “But the effect of the chronic inundation of flooding will start to percolate through the local economy.”

The report used property data from the online real estate company Zillow to determine property value and property tax contributions. The authors used three sea level rise scenarios developed by

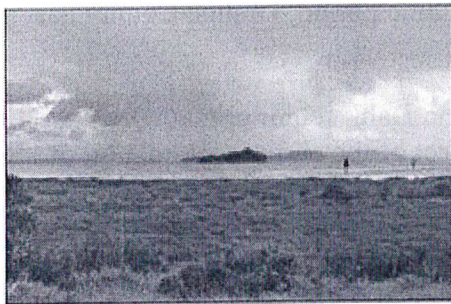
**“Insurers may look at a home that is more flood prone and raise the flood insurance or not offer flood insurance at all; mortgage lenders may see these mortgages as being inherently riskier and decide not to fund them.”**

— *Kristina Dahl, Union of Concerned Scientists*



Homes line Corte Madera Creek near the edge of San Francisco Bay. Real estate in Larkspur, Corte Madera and San Rafael is the most vulnerable to rising sea impact in Marin, according to the Union of Concerned Scientists.

IJ FILE PHOTO



The San Rafael shoreline at Pickleweed Park. Nearly 10,000 Marin residents live in areas that could face chronic flooding by 2045, researchers say.

ALAN DEP — MARIN INDEPENDENT JOURNAL

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the National Oceanic and Atmospheric Administration to determine how the coastal properties would be affected.

Dahl said these flood events wouldn't be lifethreatening catastrophes, but more like the routine high tides and king tides that spill seawater onto city streets, and in some cases county freeways, disrupting everyday life. The high tides would become more frequent and severe, occurring at least 26 times a year, or once every two weeks.

The more than 20,000 at-risk homes in California are valued at \$15 billion, contributing nearly \$187 million in annual property tax. Across the United States, there are as many as 311,000 coastal homes with a value of \$117.5 billion at risk, with Florida and New Jersey among the most vulnerable.

Dahl said that "homes are often the owner's single biggest asset," and affected communities would become unlivable and property values would decline. With that, the property tax revenues also take a dip. 7.4

How that affects the rest of the economy depends on the response of banks, investors and developers, Dahl said.

“Traditionally our waterfront homes have had the highest value, because we love to live on the water and the views,” she said. “But market correction is inevitable as the perception of coastal flooding risk catches up with the reality that sea level rise is real.”

For example, she said, “insurers may look at a home that is more flood prone and raise the flood insurance or not offer flood insurance at all; mortgage lenders may see these mortgages as being inherently riskier and decide not to fund them.”

Dahl said “this near- and medium-term threat to coastal properties has really been flying under the radar,” and that now is the time for residents to take action.

“They could advocate within their community, within the state and at the federal level for resources that they’ll need to implement options that are best for them,” she said.

Marin County for one has taken several steps to tackle the issue. Marin is also among eight California jurisdictions who have filed civil lawsuits against fossil fuel companies.

Jack Liebster, a planning manager with the county’s Community Development Agency, leads many sea level rise defense efforts, including the Collaboration: Sea-Level Marin Adaptation Response Team.

Liebster said that the numbers in the report are in line with what he and his colleagues have been preparing to combat.

“We’re trying to figure out what is most effective and what is most cost effective,” Liebster said.

County planners are looking at marshland restoration, the creation of sand dunes at beaches and other strategies to get on top of the problem.

“We haven’t been working with the insurance industry as much as we would like ... and the economical impact of it is something that we want to address,” he said. “We’ve always put a primary importance with working with the community in these flood areas, because those communities are made up of the people who are going to be affected.”

In Corte Madera, Public Works Director Peter Brown said that the town just received a \$325,000 climate adaptation grant from Caltrans and is going to start looking at similar strategies.

“We’re really going to assess where we are most vulnerable and how we can improve our stand against the impending sea level rise,” he said.

An interactive map that shows the impact of the chronic flooding is available at [bit.ly/2K2Icn4](http://bit.ly/2K2Icn4).



Thursday, June 14, 2018  
7:42 AM

**NOTICE OF PUBLIC HEARING TO DISCUSS  
PROPOSED ORDINANCE NO 173  
AN ORDINANCE AMENDING TITLE 2, CHAPTER  
1 SANITARY CODE OF THE LAS GALLINAS  
VALLEY SANITARY DISTRICT**

The Las Gallinas Valley Sanitary District will conduct a Public Hearing to discuss an ordinance amending Article IX, Section 907 of Title 2, Chapter 1 of the Sanitary Code of the Las Gallinas Valley Sanitary District:

**Article IX. PERMITS AND FEES.**  
Section 907. Capital Facilities Charge

This hearing will take place at the District office at 300 Smith Ranch Road, San Rafael on Thursday, June 28, 2018 at 4:30 PM. The proposed ordinance can be viewed on the District's website at [www.lgvsd.org](http://www.lgvsd.org) or at the District office posted at the front gate bulletin board from May 1 to June 28, 2018.

Dated: May 29, 2018 & June 14, 2018.

Chris DeGabriele  
Interim General Manager  
Las Gallinas Valley Sanitary District  
No. 638 May 29, June 14, 2018

**NOTICE OF PUBLIC HEARING TO DISCUSS  
PROPOSED ORDINANCE NO 174  
AN ORDINANCE ADDING CHAPTER 7 TO TITLE 1  
SANITARY CODE OF THE LAS GALLINAS  
VALLEY SANITARY DISTRICT**

The Las Gallinas Valley Sanitary District will conduct a Public Hearing to discuss an ordinance adding Chapter 7 of Title 1 of the Sanitary Code of the Las Gallinas Valley Sanitary District:

**Chapter 7 of Title 1**  
An Ordinance of the Las Gallinas Valley Sanitary District adopting informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).

This hearing will take place at the District office at 300 Smith Ranch Road, San Rafael on Thursday, June 28, 2018 at 4:30 PM. The proposed ordinance can be viewed on the District's website at [www.lgvsd.org](http://www.lgvsd.org) or at the District office posted at the front gate bulletin board from May 14 to June 28, 2018.

Dated: May 29, 2018 & June 14, 2018.

Chris DeGabriele  
Interim General Manager  
Las Gallinas Valley Sanitary District  
No. 639 May 28, June 14, 2018

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| Legal Notice  | Legal Notice |
|---|--------------|
| <p>LAS GALLINAS VALLEY SANITARY DISTRICT<br/>300 Smith Ranch Road<br/>San Rafael, California 94903</p>  |              |
| <p><b>NOTICE INVITING SEALED BIDS</b></p>   |              |
| <p>1.The Las Gallinas Valley Sanitary District invites sealed bids to provide the following products and services to the District: <b>TOWABLE 4" &amp; 8" EMERGENCY PUMPS</b>, in accordance with California Public Contract Code Section 26804 and other applicable law, and the following:</p>  |              |
| <p>2.All bids must be delivered to the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, California 94903 on or before <b>11:00 AM, July 6, 2012</b>. Bids will be opened and read publicly at that time. Bids must be made on the bid forms included in the Contract Documents. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be returned unopened. Bids submitted by facsimile or other electronic means will not be accepted. Bids that are incomplete or that otherwise do not conform to the requirements specified in the Contract Documents may be deemed non-responsive. The Contract Documents may be obtained at the above address or by calling (415) 472-1734. The District reserves the right to reject any or all bids and to waive any formalities or minor exceptions.</p>  |              |
| <p>3.The Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material within <b>90 calendar days</b> of the project commencement date specified in the Notice to Proceed for the project.</p>   |              |
| <p>4.All the project work shall be completed in accordance with the Contract Documents on file at the District. Complete Contract Documents may be obtained at the District Offices, 300 Smith Ranch Road, San Rafael, CA 94903. There will be a \$25 non-refundable charge for each Contract Documents. Checks and money orders must be made payable to the Las Gallinas Valley Sanitary District. Requests for information on receiving Contract Documents should be directed to the District Offices at (415) 472-1734. Contract Documents will be mailed upon request and receipt of the non-refundable charge and the bidder's UPS or FedEx account number.</p>  |              |
| <p>5.In accordance with California Public Contract Code Section 26804.5, all bids must be presented under sealed cover and include one of the following forms of bidder's security: cash, cashier's check made payable to the District, certified check made payable to the District, or a bidder's bond. The amount of bidder's security provided must equal at least ten (10) percent of the total of the bid price for the base bid and the additive or deductive items listed in this notice. The successful bidder must submit to the District complete, executed copies of agreement included in the Contract Documents within seven (7) calendar days of receiving written Notice of Award of the project. Bidder's security of any successful bidder that fails to do so will be forfeited to the District. <b>The Engineer's estimate is \$190,000.</b></p>  |              |
| <p>6.In accordance with California Public Contract Code Section 6103, contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform work as a subcontractor on the project.</p>  |              |
| <p>7.In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District Engineer's Office and will be made available on request. A copy of said wage rates is available online at <a href="http://www.dir.ca.gov/DLSR/PWD">www.dir.ca.gov/DLSR/PWD</a>. In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform project work as a subcontractor.</p> |              |
| <p>8.In accordance with California Public Contract Code Section 3400, bidders may propose equals of products listed in the Technical Specifications by manufacturer name, brand or model number; unless the Technical Specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the District Engineer's Office for review at least seven (7) working</p>  |              |

Once for review at least seven (7) working days before the time specified for bid opening in accordance with the bidders instructions contained in the Contract Documents.

9. The District reserves the right to reject any and all bids and/or to waive any bid irregularities to the extent permitted by law. If the District elects to award a contract for performance of the project, the contract will be awarded in accordance with California Public Contract Code Section 20803 and other applicable law to the responsible bidder submitting a responsive bid with the lowest total bid price for the project. For questions, contact: Mr. Cortez, PE, 916-424-1033, extension 18, or email at mcortez@lqvsd.org. Where appropriate, the District may respond to such questions by addenda transmitted to all Contract Documents recipients.

11. All bids will remain valid for ninety (90) calendar days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the ninety (90) day period after the bid opening.

Las Gallinas Valley Sanitary District

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

Date: June 14, 2018

no. 809 Jun 19, 26, 2018

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Tuesday, 06/19/2018 Pag.C05

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