



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

**DISTRICT BOARD**  
Megan Clark  
Rabi Elias  
Craig K. Murray  
Judy Schriebman  
Crystal J. Yezman

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

## **BOARD MEETING AGENDA**

**September 17, 2020**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, September 17, 2020 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, September 16, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email ([tlerch@lgsd.org](mailto:tlerch@lgsd.org)) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

*\*Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to simplified instructions for use of the Zoom app is:*

*<https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/82258562869?pwd=YkI4c0VWM2toZWlIMExMcGc0Qnc1Zz09>

**OR**

**By teleconference at: +16699009128 Meeting ID: 822 5856 2869**

**Passcode: 642811**

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR  
PUBLIC INSPECTION ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

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

**OPEN SESSION:**

**3:30 PM 1. PUBLIC COMMENT**  
 This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

**3:35 PM 2. 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 August 13 and August 20, 2020
- B. Approve the Warrant List for September 17, 2020
- C. Approve Board Compensation for August 2020
- D. Approve Clark attending the Special Districts Summit West Virtual Meeting August 25
- E. Approve 1 Year Contract Extension with Hanford ARC for Lower Miller Creek Revegetation Maintenance Requirements
- F. Approve Award of Contract for Air Release Valve and Vault Replacements to CATS4U, Inc.
- G. Approve Administrative Services Manager Contract
- H. Approve Resolution 2020-2200 Project Approval and Notice of Exemption – Plant and Pump Station Lighting Improvements
- I. Approve Application of Capacity for APN 178-102-13 – 640 Montecillo Rd Accessory Dwelling Unit
- J. Approve Application of Capacity for APN 164-152-07 – 2725 Heatherstone Dr Accessory Dwelling Unit
- K. Approve Extension of Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Function per Marin County Public Health Order

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

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

**3:45 PM 3. INFORMATION ITEMS:**

- A. STAFF/CONSULTANT REPORTS:
  - 1. CMSA Source Control Presentation
  - 2. Administrative and Engineering Department Biannual Report Presentation
  - 3. General Manager Report – Verbal

**ACTION ITEMS:**

**4:45 PM 4. PG&E EFFICIENCY INCENTIVE PROGRAM PROPOSAL FROM CH ENERGY TO INSTALL LED LIGHTING AT DISTRICT FACILITIES**  
 Board to review and approve the CH Energy Proposal.

**5:00 PM 5. REVISION OF BOARD POLICIES B-50, B-60 AND ADMINISTRATIVE POLICY A-03**

Board and staff to review Board policies B-50, B-60 and Administrative Policy A-03.

**5:20 PM 6. BOARD MEMBER REPORTS:**

- 1. CLARK
  - a. NBWA Board Committee, NBWA Conference Committee, Other Reports
- 2. ELIAS
  - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
- 3. MURRAY
  - a. Marin LAFCO, CASA Energy Committee, 2020 GM Evaluation Ad Hoc Committee, Other Reports
- 4. SCHRIEBMAN
  - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports
- 5. YEZMAN
  - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2020 GM Evaluation Ad Hoc Committee, Other Reports

**5:30 PM 7. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Written and Verbal
- C. Pending Board Agenda Item Requests
  - i. Board Conference Registration Assistance
  - ii. Donation Policy
  - iii. Pump Station Vegetation Report

**5:35 PM 8. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**

**5:40 PM 9. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: OCTOBER 1, OCTOBER 15, NOVEMBER 5, 2020**

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before September 14, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held September 17, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

  
 Teresa L. Lerch  
 District Secretary

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

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



**SPECIAL MEETING MINUTES OF AUGUST 13, 2020**

1  
2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON AUGUST 13, AT 1:02 PM BY ZOOM CONFERENCE AT 101 LUCAS VALLEY ROAD,  
5 SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA AND PUBLIC COMMENT BY  
6 TELECONFERENCE.  
7

8 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray, J.  
9 Schriebman and C. Yezman  
10

11 **BOARD MEMBERS ABSENT:** None.  
12

13 **STAFF PRESENT:** Mike Prinz, General Manager; Teresa Lerch, District  
14 Secretary  
15

16 **OTHERS PRESENT:** Patrick Richardson, District Counsel; (arrived 1:05 pm)  
17 Tom Gorman, Kennedy/Jenks  
18

19 **ANNOUNCEMENT:** President Elias announced that the agenda had been  
20 posted as evidenced by the certification on file in  
21 accordance with the law.  
22

23 **PUBLIC COMMENT:** None.  
24

25 **ACTION:**  
26

27 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
28 CLOSED SESSION ON AUGUST 13, 2020 , AT 1:02, BY ZOOM CONFERENCE AND AT THE DISTRICT  
29 OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.  
30

31 Lerch left 1:02 PM  
32

33 **CLOSED SESSION:**  
34

35 **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** – Significant exposure  
36 to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: Two potential  
37 cases.  
38

39 **ADJOURNMENT:**  
40

41 **ACTION:**

42 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
43 August 13, 2020 at 3:05 pm  
44

45 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark ,R. Elias, C. Murray,  
46 J. Schriebman, C. Yezman  
47

48 **STAFF PRESENT:** None.  
49

50 **OTHERS PRESENT:** None.  
51

52 **PUBLIC COMMENT:** None.  
53

54 **REPORT ON CLOSED SESSION:** President Elias reported that the Board approved the  
55 recommendation by staff for the Contract Change Order for \$650,000 for a net UV Deletion Credit for  
56 \$1,545,948.00 and authorized the General Manager to execute the Change Order.  
57

58 **PUBLIC COMMENT** – None.  
59

60 **ADJOURNMENT:**  
61

62 **ACTION:**

63 Board approved (M/S Murray/Schriebman 5-0-0-0) the adjournment of the meeting 3:07 pm

64 Roll Call:

65 AYES: Clark, Elias, Murray, Schriebman and Yezman.

66 NOES: None

67 ABSENT: None

68 ABSTAIN: None  
69

70 The next Board Meeting is scheduled for on August 20, 2020 via Zoom Meeting.  
71  
72  
73

74 ATTEST:  
75  
76  
77

78 \_\_\_\_\_  
79 Teresa Lerch, District Secretary

80 APPROVED:  
81  
82  
83

84 \_\_\_\_\_  
85 Judy Schriebman, Vice- President

1 **MINUTES OF AUGUST 20, 2020**

2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION BY ZOOM CONFERENCE ON AUGUST 20, 2020 AT 3:34 PM AND STAFF BY ZOOM  
5 CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE  
6 ROOM, SAN RAFAEL, CA. 94903

7  
8 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray,  
9 J. Schriebman, C. Yezman

10  
11 **BOARD MEMBERS ABSENT:** None

12  
13 **STAFF PRESENT:** Mike Prinz, General Manager; Mike Cortez, District  
14 Engineer; Mel Liebmann, Plant Manager; Greg Pease,  
15 Collections/Safety Manager; Amy Schultz,  
16 Administrative/Financial Specialist

17  
18 **OTHERS PRESENT:** Pat Richardson, District Counsel; Mark Moses and  
19 Kendall Flint, Regional Government Services

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

24  
25 **PUBLIC COMMENT:** None.

26  
27 Prinz requested the Board review the Staff Department reports – Operations and Collections as the first  
28 agenda item and defer the Administration and Engineering Department reports until next Board meeting.

29  
30 **INFORMATION ITEMS:**  
31 **STAFF/CONSULTANT REPORTS:**

- 32 1. Department Reports – Operations and Collections Department – Liebmann and Pease reported.

33  
34 Liebman and Pease left the meeting.

35  
36 **CONSENT CALENDAR:**

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

- 39 A. Approve the Board Minutes for August 6, 2020  
40 B. Approve the Warrant List for August 20, 2020  
41 C. Approve Board Compensation for July 2020  
42 D. Approve Schriebman attending the Special Districts Summit West Virtual Meeting August 25  
43 E. Approve Application of Allocation of Capacity for APN 155-230-12, San Rafael Airport  
44 Recreational Facility  
45 F. Approve Resolution 2020-2198 Accepting Final Completion of Plant Improvements 2018  
46 Project  
47 G. Approve Resolution 2020-2199 and LGVSD Conflict of Interest Code Biennial Update  
48 H. Approve Order of the Board that Publication of Ordinance 184 has Occurred  
49 I. Approve Extension of Designation of the Secondary Treatment Process Upgrade and  
50 Recycled Water Expansion Project as an Essential Function per Marin County Public Health  
51 Order

52  
53 Items B,C,D,E,F and G were pulled for discussion.

56 **ACTION:**  
57 Board approved (M/S Murray/Schriebman 5-0-0-0) the Consent Calendar items A through I.  
58 Roll Call:

59 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
60 NOES: None.  
61 ABSENT: None.  
62 ABSTAIN: None.  
63

64 **SECONDARY TREATMENT PROCESS UPGRADE AND RECYCLED WATER EXPANSION PROJECT**  
65 **CONTINGENCY INCREASE**

66 Board and staff discussed the Secondary Treatment Process Upgrade and Recycled Water Expansion  
67 Project Contingency Increase.

68 **ACTION:**  
69 Board approved (M/S Yezman/Schriebman 5-0-0-0) an additional 2.5% construction contingency in the  
70 amount of \$1,215,000. for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.  
71 Roll Call:

72 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
73 NOES: None.  
74 ABSENT: None.  
75 ABSTAIN: None.  
76

77 **DRAFT RELOCATION ASSISTANCE POLICY**

78 Board and staff discussed the Draft Relocation Assistance policy.

79 **ADMINISTRATIVE POLICY A-03 – MOBILE COMPUTER DEVICES USED FOR DISTRICT BUSINESS**

80 Board discussed Administrative Policy A-03 Mobile Computer Devices used for District Business. This item  
81 will be continued on a future agenda.  
82

83 **ACTION:**

84  
85 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
86 CLOSED SESSION ON AUGUST 20, 2020 , AT 5:23 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT  
87 OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.  
88

89 Flint and Schultz left the meeting.  
90

91 **CLOSED SESSION:**

92  
93 **ASM RECRUITMENT UPDATE – PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**  
94 **ADMINISTRATIVE SERVICES MANAGER** – Pursuant to subdivision (b)(1) of Government Code Section  
95 54957.  
96

97 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code  
98 § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator Is  
99 Mike Prinz, General Manager.  
100

101 **ADJOURNMENT:**

102  
103 **ACTION:**  
104 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
105 August 20, 2020 6:10 pm.  
106

107 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark ,R. Elias, C. Murray,  
108 J. Schriebman, C. Yezman  
109

110 **STAFF PRESENT:** Amy Schultz, Administrative/Financial Specialist

111 **OTHERS PRESENT:** Kendall Flint, Regional Government Services

112  
113 **PUBLIC COMMENT:** None.

114  
115 **REPORT ON CLOSED SESSION:** President Elias reported that there were no reportable actions in  
116 Closed Session.

117  
118 **INFORMATION ITEMS CONTINUED:**

119 **STAFF / CONSULTANT REPORTS:**  
120 1. General Manager Report – Verbal – Prinz reported

121  
122 **BOARD MEMBER REPORTS:**

123 1. CLARK  
124 a. NBWA Board Committee –verbal report  
125 b. NBWA Conference Committee– no report  
126 c. Other Reports– no report

127  
128 2. ELIAS  
129 a. NBWRA– no report  
130 b. Ad Hoc Engineering Committee— verbal report  
131 c. Other Reports– no report

132  
133 3. MURRAY  
134 a. Marin LAFCO – verbal report  
135 b. CASA Energy Committee– no report  
136 c. 2020 GM Evaluation Ad Hoc Committee – no report  
137 d. Other Reports– no report

138  
139 4. SCHRIEBMAN  
140 a. JPA Local Task Force– no report  
141 b. NBWA Tech Advisory Committee– no report  
142 c. Other Reports— no report

143  
144 5. YEZMAN  
145 a. Gallinas Watershed Council/Miller Creek Watershed Council– no report  
146 b. Flood Zone 7– verbal report  
147 c. CSRMA– no report  
148 d. Ad Hoc Engineering Committee–no report  
149 e. 2020 GM Evaluation Ad Hoc Committee – no report  
150 f. Other Reports–no report

151  
152 **BOARD REQUESTS:**  
153 A. Board Meeting Attendance Requests – Clark requested to attend the Special Districts Summit West  
154 Webinar on August 25  
155 B. Board Agenda Item Requests – Yezman requested Board Policy B-50 and B-60 be on a future Agenda  
156 -specifically adding a Board Professional Expense Reimbursement to the Board policy.

157  
158 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**  
159 Discussion ensued.

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167 **ACTION:**  
168 Board approved (M/S Murray/Schriebman 5-0-0-0) the adjournment of the meeting at 6:31 pm.  
169 Roll Call:

170 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
171 NOES: None.  
172 ABSENT: None.  
173 ABSTAIN: None.

174  
175 The next Board Meeting is scheduled for September 17, 2020.  
176

177  
178 TRANSCRIBED BY:

179  
180  
181 \_\_\_\_\_  
182 Teresa Lerch, District Secretary

183  
184  
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186 APPROVED:

187  
188  
189  
190 \_\_\_\_\_  
191 Judy Schriebman, Vice President



Agenda Item 2B  
 Date September 17, 2020

Las Gallinas Valley Sanitation District  
 Warrant List 9/17/2020 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	9/17/2020	EFT1	ADP Payroll	207,885.09		207,885.09	8/28/2020 & 9/11/2020
2	9/17/2020	ACH	A & P Moving & Storage	84.70		84.70	Records Retention (storage)
3	9/17/2020	ACH	Amerine Systems Inc.	6,394.50		6,394.50	Center Pivot No. 2 Irrigation Replacement CCO# 3 & 4
4	9/17/2020	N/A	Aqua Engineering	18,475.00		18,475.00	STPURWE - Additional Engineering Services
5	9/17/2020	N/A	Aramark	735.44		735.44	Uniform Service
6	9/17/2020	N/A	ArcSine Engineering	132,048.31		132,048.31	STPURWE - Project MGNT & Coordination, Annual SCADA Support Services
7	9/17/2020	N/A	AT&T	3,348.02		3,348.02	Service Plans for Aug/Sept
8	9/17/2020	N/A	Banner Bank	125,688.34		125,688.34	STPURWE - Retention for Myers & Sons
9	9/17/2020	N/A	Bartel Associates LLC	1,400.00		1,400.00	Assistance w/GASB Statement 68 Reporting- on Risk Pool only
10	9/17/2020	N/A	Bay Area Air Quality Management Dist.	482.00		482.00	Permit Renewal - Civic Center Pump Station
11	9/17/2020	N/A	Bay Area Background Checks	103.00		103.00	Background Check on New Hire-Lab Tech.
12	9/17/2020	N/A	Baywork	765.00		765.00	Signatory Fee FY 2021
13	9/17/2020	ACH	Brown & Caldwell	3,612.04		3,612.04	STPURWE -Secondary Plant Upgrades
14	9/17/2020	N/A	Broyles, Jack Jr.	203.36		203.36	Travel Reimbursement for Out-of-State ASM Recruitment Candidate
15	9/17/2020	ACH	Byers Law	9,200.00		9,200.00	Legal Services Rendered
16	9/17/2020	EFT	CalPERS 457	9,804.60		9,804.60	8/14 & 8/28 EE's Contribution to Deferred Comp.
17	9/17/2020	EFT	CalPERS Health	27,115.24		27,115.24	CalPERS Health- Active & Employer Retiree share
18	9/17/2020	EFT	CalPERS Required Contribution	700.00		700.00	Fees for GASB-68 Reports & Schedules
19	9/17/2020	EFT	CalPERS Retirement	36,757.99		36,757.99	EE & ER Payment to Retirement, Paydate 8/14 & 8/28
20	9/17/2020	ACH	Caltest Analytical Lab	1,280.60		1,280.60	Outside Lab Testing Services
21	9/17/2020	ACH	Central Marin Sanitation Agency	7,998.91		7,998.91	Public Education Costs
22	9/17/2020	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Change
23	9/17/2020	N/A	Comet Building Maintenance	1,945.87		1,945.87	Janitorial Services
24	9/17/2020	ACH	Contractor Compliance & Monitoring	3,932.63		3,932.63	Labor Compliance Services
25	9/17/2020	ACH	CORE Utilities	4,050.00		4,050.00	IT Services
26	9/17/2020	N/A	CPM Construction Inc.	28,875.00		28,875.00	STPURWE -On Call Scheduling & Estimating Support
27	9/17/2020	N/A	Cromer Materials Handling	128.84		128.84	Forklift Brake Service
28	9/17/2020	ACH	Custom Tractor Service	26,390.00		26,390.00	Pivot Irrigation, Vegetation Removal, Etc. Costs
29	9/17/2020	ACH	DC Frost	351.25		351.25	Trojan Parts

Las Gallinas Valley Sanitation District Warrant List 9/17/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	9/17/2020	N/A	Dell Marketing LP	6,537.59		6,537.59	Hyer V2 Server
31	9/17/2020	EFT	Direct Dental	836.52		836.52	Dental for Various EE's
32	9/17/2020	EFT	Discovery Benefits	255.00		255.00	FSA Payment
33	9/17/2020	ACH	Downing Heating & Air Conditioning	2,238.85		2,238.85	Monthly Maintenance August - October
34	9/17/2020	ACH	Du-All Safety, LLC	2,408.00		2,408.00	LGVSD Safety Compliance
35	9/17/2020	ACH	Elias, Rabi	200.00		200.00	Health insurance Reimb
36	9/17/2020	ACH	EOA, Inc.	13,343.23		13,343.23	Technical Assistance w/Regulatory Permits
37	9/17/2020	N/A	Exaro Technologies Corp.	6,004.00		6,004.00	Locate FM - Civic Center Dr & Silveria Parkway
38	9/17/2020	N/A	Federal Express	148.00		148.00	Delivery From Hach
39	9/17/2020	ACH	Gardeners Guild	1,123.00		1,123.00	Landscape Maintenance
40	9/17/2020	N/A	GraphicSmiths LLC	328.80		328.80	Internet Site Design
41	9/17/2020	ACH	Hanford ARC	5,937.75		5,937.75	LMC Revegetation Maintenance Services
42	9/17/2020	N/A	Hazen & Sawyer	16,111.25		16,111.25	On-Call Construction Contract, Flow Equalization Basin Project
43	9/17/2020	N/A	Herb's Pool Service	156.86		156.86	Tablets for Sample Pumps
44	9/17/2020	N/A	Instrument Technology Corporation	167.31		167.31	Nylon Lifting Strap for Pathfinder 3310
45	9/17/2020	N/A	Jackson's Hardware	327.62		327.62	Misc. Supplies
46	9/17/2020	N/A	JDB Systems	2,309.70		2,309.70	Annunciator Panel Removal, Wiring & Labeling of New PLC Project
47	9/17/2020	ACH	Kennedy/Jenks	145,628.10		145,628.10	STPURWE - Construction Management & Inspection Service, Integrated Wastewater Master Plan
48	9/17/2020	N/A	Kleinfelder Inc.	2,709.50		2,709.50	STPURWE Const Inspection & Materials Testing
49	9/17/2020	N/A	Liebert Cassidy Whitmore	4,323.00		4,323.00	Legal Services, ERC Membership
50	9/17/2020	N/A	Marin Ace	2,531.36		2,531.36	Misc. Supplies for Multiple Months
51	9/17/2020	N/A	Marin Independent Journal	782.96		782.96	Newspaper Subscription for 2020
52	9/17/2020	N/A	Marin Munciple Water District	606.75		606.75	Meter Reads for Pump Stations
53	9/17/2020	N/A	Marin Sanitary Service	450.00		450.00	Garbage Service
54	9/17/2020	N/A	Medical Center of Marin	452.00		452.00	Employment Physicals
55	9/17/2020	ACH	Murray, Craig	125.00		125.00	Health insurance Reimb
56	9/17/2020	N/A	MWA Architects Inc.	6,363.00		6,363.00	Administration Building Site Evaluation
57	9/17/2020	N/A	Myers & Sons Construction	2,388,078.38		2,388,078.38	STPURWE Construction Contract (Ret #18)
58	9/17/2020	N/A	Napa Auto Parts Novato	182.15		182.15	Oil for Fleet Vehicles



Las Gallinas Valley Sanitation District Warrant List 9/17/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for Items
59	9/17/2020	N/A	Nicolay Consulting Group	9,400.00		9,400.00	Actuarial & Consulting Services for GASB 75
60	9/17/2020	N/A	North Bay Petroleum	5,534.26		5,534.26	Unleaded and Diesel fuels
61	9/17/2020	N/A	Novato Toyota	236.14		236.14	10K Mile Service - Camry
62	9/17/2020	ACH	Nute Engineering	1,340.00		1,340.00	On-Call Support for Integrated Wastewater Master Plan
63	9/17/2020	N/A	Operating Engineers	930.00		930.00	Union Dues - 8/28 & 9/11
64	9/17/2020	N/A	PAC Machine Co. Inc.	4,881.05		4,881.05	Repair & Return Goodwin Pumpset
65	9/17/2020	EFT	Pacific Crest Group	4,800.00		4,800.00	HR Management Services
66	9/17/2020	N/A	Pacific Gas & Electric	8,039.81		8,039.81	Electricity
67	9/17/2020	N/A	Pacific Gas & Electric	24.64		24.64	Solar Charges
68	9/17/2020	N/A	Pacific Gas & Electric	63.81		63.81	CNG for District Vehicle
69	9/17/2020	N/A	Pacific Gas & Electric	6,541.81		6,541.81	Pump Stations
70	9/17/2020	N/A	Rathlin Properties LLC	8,596.00		8,596.00	Rent at 101 Lucas Valley
71	9/17/2020	ACH	Retiree Augusto	188.03		188.03	Retiree Health
72	9/17/2020	ACH	Retiree Burgess	188.03		188.03	Retiree Health
73	9/17/2020	ACH	Retiree Cummins	200.43		200.43	Retiree Health
74	9/17/2020	ACH	Retiree Cutri	515.06		515.06	Retiree Health
75	9/17/2020	ACH	Retiree Emanuel	245.78		245.78	Retiree Health
76	9/17/2020	ACH	Retiree Gately	212.39		212.39	Retiree Health
77	9/17/2020	ACH	Retiree Guion	212.39		212.39	Retiree Health
78	9/17/2020	ACH	Retiree Johnson	664.55		664.55	Retiree Health
79	9/17/2020	ACH	Retiree Kermoian	200.43		200.43	Retiree Health
80	9/17/2020	ACH	Retiree Mandler	200.43		200.43	Retiree Health
81	9/17/2020	ACH	Retiree McGuire	591.50		591.50	Retiree Health
82	9/17/2020	ACH	Retiree Memmott	200.43		200.43	Retiree Health
83	9/17/2020	ACH	Retiree Petrie	188.03		188.03	Retiree Health
84	9/17/2020	ACH	Retiree Pettey	184.74		184.74	Retiree Health
85	9/17/2020	ACH	Retiree Provost	245.78		245.78	Retiree Health
86	9/17/2020	ACH	Retiree Reetz	539.86		539.86	Retiree Health
87	9/17/2020	ACH	Retiree Reilly	200.43		200.43	Retiree Health

**Las Gallinas Valley Sanitation District  
Warrant List 9/17/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for Items
88	9/17/2020	ACH	Retiree Vine	200.43		200.43	Retiree Health
89	9/17/2020	ACH	Retiree Wettstein	628.00		628.00	Retiree Health
90	9/17/2020	ACH	Retiree Williams	628.00		628.00	Retiree Health
91	9/17/2020	N/A	Riedinger Consulting	6,675.00		6,675.00	STPURWE - Call Construction Schedule Review Support
92	9/17/2020	N/A	Roy's Sewer Service	2,850.00		2,850.00	Reclamation Wet Well Cleaning
93	9/17/2020	N/A	San Rafael Police Dept.	100.00		100.00	Responding to False Alarm
94	9/17/2020	ACH	Schriebman, Judy	200.00		200.00	Health Insurance Reimb
95	9/17/2020	N/A	Terminix	172.00		172.00	Pest Control Services
96	9/17/2020	N/A	TPx Communications	665.58		665.58	Phone Services
97	9/17/2020	N/A	United Site Service	556.76		556.76	Porta Potties for Potential Water Shutoffs
98	9/17/2020	ACH	Univar	3,434.99		3,434.99	Soduim Hypochlorite
99	9/17/2020	ACH	US Bank	709,500.00		709,500.00	Bond Payment
100	9/17/2020	EFT	VSP	333.60		333.60	Vision Service Plan
101	9/17/2020	N/A	WCBS	102.19		102.19	Fire Hose Adapter, Couplings, Pipe, Y-Connector/Shutoff
102	9/17/2020	ACH	Yezman, Crystal	200.00		200.00	Health Insurance Reimb
103	9/17/2020	N/A	Zee Medical Company	359.39		359.39	Medical Supplies for First Aid Kits

Do not change any formulas below this line.

TOTAL \$ 4,052,518.22    \$ -    \$ 4,052,518.22

EFT1	EFT1 = Payroll (Amount Required)	207,885.09	207,885.09	Approval:
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	
PC	Petty Cash Checking	0.00	0.00	Finance
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not Issued	2,808,621.91	2,808,621.91	GM
EFT	EFT = Vendor Initiated "pulls" from LGVSD	80,602.95	80,602.95	
ACH	ACH = LGVSD initiated "push" to Vendor	955,408.27	955,408.27	Board
Total		<u>\$ 4,052,518.22</u>	<u>\$ 4,052,518.22</u>	

Difference:

\$ -

STPURWE Costs 2,851,789.67

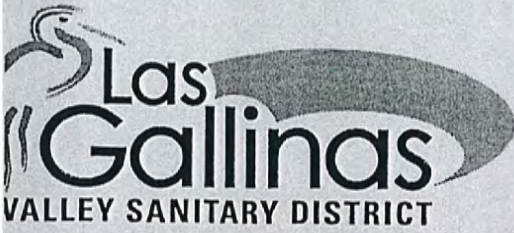
Agenda Item 2C  
Date September 17, 2020

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	4
Rabi Elias	4
Craig Murray	5
Judy Schriebman	5
Crystal Yezman	<u>5</u>
<b>Total</b>	<u><u>23</u></u>

Meeting Date: 9/17/2020  
Paydate: 9/25/2020





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

**BOARD MEMBER ATTENDANCE  
 FORM**

Director's Name: Megan Clark Month: August 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/6/20	Regular Board Mtg	✓	
8/13/20	Special Board Mtg	✓	
8/20/20	Regular Board Mtg	✓	
8/25/20	Special Districts Webinar	✓	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
TOTAL			

Total Meetings for which I am Requesting Payment: 4  
 Max of six (6) per Health & Safety Code §4733

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

Megan Clark (TL) 9-8-20  
 Signature  
9/9/20  
 Approved By/ Date

September 8, 2020  
 Date  
 Pay Date





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

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Rabi Elias Month: August 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
<del>8/6/20</del> 9/17/20	Regular	✓	
8/10/20	Engineering Subcommittee	✓	
8/13/20	Special Mtg	✓	
8/20/20	Regular Mtg	✓	
<b>TOTAL</b>		<b>4</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
<del>8/27/20</del>	<del>TRANSITION</del>	<del>✓</del>	
<b>TOTAL</b>		<b>1</b>	

**TOTAL MEETINGS CHARGED (Max of six per Health & Safety Code #4733):** 4 4 TZ.

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

Rabi Elias Signature  
9/10/2020 Approved By/ Date  
9/9/20 Date  
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415-472-1734 Fax: 415-499-7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MURRAY, Craig K. Month: August 2020

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board Members are limited to four (4) conferences or seminars per year.

For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/6/20	Board Meeting	X	
8/13/20	Special Board Meeting	X	
8/20/20	Board Meeting	X	
8/24/20	GM Evaluation Committee	X	
<b>TOTAL</b>		4/4	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/9,12, 16, 23,24, 31/20	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 8/9: 2.0 hours; 8/12: 0.5 hours; 8/16: 1.0 hours; 8/23: 2.5 hours; 8/24 0.5 hours; 8/31 0.5 hours		XXXXXX
8/5/20	San Rafael Bicycle Ped Advisory Committee Meeting		X
8/12/20	International Right of Way Association, San Francisco Bay Area Chapter 2, Presentation Acquiring Real Property During COVID-19		X
8/13/20	Marin LAFCo Regular Meeting		X
8/19/20	MCSDA: Marin County Special Districts Meeting, Asm. Levine/CSDA Members Roundtable Discussion		X
8/20/20	LAFCo Vice Chair EO Coordinating Meeting		X
8/21/20	CASA Biosolids, NEBRA: California's Organics Diversion Law and Its Impacts on the Wastewater Sector		X
8/26/20	PG&E Community Wildfire Safety Program Webinar		X
8/27/20	CWEA CASA COVID #5 Webinar Management Issues		X
8/27/20	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	



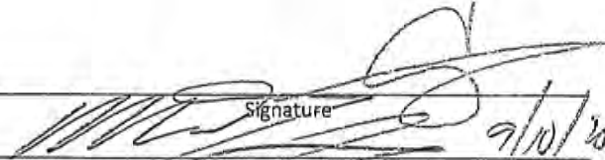
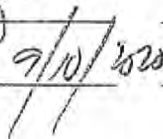
300 Smith Ranch Road, San Rafael, CA 94903  
Office: 415-472-1734 Fax: 415-499-7715

**BOARD MEMBER ATTENDANCE FORM**

8/31/20	LGVSD Board Member General Manager Coordinating Meeting		X
<b>TOTAL</b>		1/16	

<b>Total Meetings for which I am Requesting Payment/Approved:</b> Board Members maximum of six (6) per Health & Safety Code §4733	<b>5/20</b>
--	-------------

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

 Signature	August 31, 2020 Date
 Approved-By/ Date	Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

## BOARD MEMBER ATTENDANCE FORM

Director's Name: Judy Schriebman Month: Aug. 2020

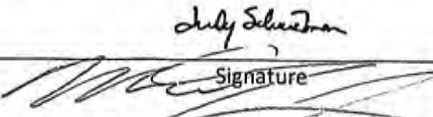
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/6	Reg mtg	X	
8/13	Special mtg	X	
8/20	Reg mtg	X	
<b>TOTAL</b>		<b>3:3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/3; 8/27	MCSTOPPP CAC mtg & Litter prevention workshop		XX
8/12 & 13	CASA Virtual webinar	X	X
8/13	Webinar for Special Districts websites from Streamline		X
8/25	Virtual Special Districts Summit conference	X	
<b>TOTAL</b>		<b>2: 6</b>	

<b>Total Meetings for which I am Requesting Payment:</b> Max of six (6) per Health & Safety Code §4733	<b>5</b>
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I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

  
 Signature \_\_\_\_\_ Date 9/3/2020  
 Approved By/Date 9/10/2020 Pay Date \_\_\_\_\_





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Crystal Yezman Month: August 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
08/06	Regular Board Mtg	X	
08/13	Special Board Mtg	X	
08/20	Regular Board Mtg	X	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
08/10	Engineering Subcommittee	X	
08/13	CSRMA Board Mtg <del>X</del>	<del>X</del>	X
08/24	GM Ad Hoc Evaluation Committee	X	
<b>TOTAL</b>			

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

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

Crystal J Yezman  
Signature  
9/10/2020  
Approved By/ Date

09/08/2020  
Date  
  
Pay Date

AGENDA ITEM 2D  
DATE September 17, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: Aug 20, 2020 Name: Megan Clark

I would like to attend the Virtual Meeting  
of Special Districts Virtual Summit West

To be held on the 25<sup>th</sup> day of August from 10:30 a.m. / p.m. to 12 noon  
\_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m.

Location of meeting: \_\_\_\_\_

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

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

Purpose of Meeting: Special Districts summit West  
updates

Other meeting attendees: \_\_\_\_\_

Meeting relevance to District: \_\_\_\_\_

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

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

Date submitted to Board Secretary: \_\_\_\_\_

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

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





# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** September 17, 2020  
**Re:** Approve 1-Year Contract Extension with Hanford ARC for Lower Miller Creek Revegetation Maintenance Requirements  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to approve a 1-year contract extension with Hanford ARC for the Lower Miller Creek revegetation maintenance program required by regulatory agencies.

### BACKGROUND

Pursuant to the California Department of Fish and Wildlife (CDFW) and Regional Water Quality Control Board (RWQCB) environmental permit requirements for the Lower Miller Creek Channel Maintenance Project, the District has continued to hire Hanford ARC for Years 1 and 2 of a minimum 6-year monitoring program to ensure proper revegetation of the areas disturbed during construction. The current contract for Year 2 expires in September 2020. In response to staff request, Hanford ARC has submitted a proposal for Year 3 in the amount of \$83,130. The scope of work is similar to Year 2 and the fee proposal is slightly higher to reflect cost of living adjustments.

In 2018, the District conducted an informal bid solicitation prior to awarding the initial 1-year contract. Hanford ARC submitted the most reasonable proposal out of three landscaping contractors. Hanford's performance for Year 1 and Year 2 are satisfactory and staff has determined that Hanford ARC's 1-year extension proposal is reasonable, based on a comparison of cost and scope to years 1 and 2. The proposal represents a 5% increase over Year 2.

### PREVIOUS BOARD ACTION

On June 28, 2018, the Board approved a 1-year contract with Hanford ARC in the amount of \$37,625 for Year 1 of the 5-year landscaping maintenance of the disturbed areas of Lower Miller Creek during the dredging project in 2016 and 2017.

On August 15, 2019, the Board approved a 1-year contract extension with Hanford ARC in the amount of \$79,170 for the Lower Miller Creek revegetation maintenance program required by regulatory agencies.

### ENVIRONMENTAL REVIEW

The project was reviewed and approved by the Regional Water Quality Control Board and other agencies under the Lower Miller Creek Channel Maintenance Project.

### FISCAL IMPACT

Not to exceed \$83,130. The project was approved in the 2020-21 budget as Project Number 11500-09 in the amount of \$81,769. The difference in funds above \$81,769 will be covered by capital reserves.



765 Baywood Drive – Suite 237  
 Petaluma, CA 94954  
 Ph. 707-966-6633  
[www.hanfordarc.com](http://www.hanfordarc.com)

**To:** Las Gallinas Valley Sanitary District  
**Address:** 300 Smith Ranch Road  
 San Rafael, CA 94903

**Attn:** Irene Huang  
**Phone:** (415) 472-1033 x29  
**E-mail:** [ihuang@lgvsd.org](mailto:ihuang@lgvsd.org)  
**Quoted on:** 8/24/20

**Project:** Lower Miller Creek – 1-year Maintenance

**Quote valid for:** 30 calendar days

#	Description	Quant.	Unit	Unit Price	Ext. Price
1	MAINTENANCE (2020-2021)	1	LS	\$83,130.00	\$83,130.00
				<b>Grand Total:</b>	<b>\$83,130.00</b>

#### SCOPE SUMMARY

##### 1) MAINTENANCE

- **Weed Inspections and Removal**

Hanford will schedule weed control inspections every month. Inspections shall include, at a minimum, identifying and marking weeds to be controlled and discussing control timing and methods. Invasive plant control event shall be completed within ten (10) working days of beginning the event. Note: Remove only weeds/plants that may potentially harm the shrubs and plants planted during revegetation completed in December 2018. Weed management work/effort will fall under the not-to-exceed maximum, regardless of differing levels of effort for each management event.

- **Irrigation System Maintenance**

Hanford will maintain the irrigation system. Irrigation maintenance shall include inspecting the system for any leaks or damage and making repairs as needed. Crews will adjust the irrigation watering schedule as required to ensure that the plantings remain in good health. Irrigation inspections will take place at the same time as the weed inspection/removal event. There will be a minimum of 6 total inspections/repair events, to mirror above weed inspections/removal events.

- **Plant Replacement – All sizes**

Replacement and reseeding will be on a time and materials basis, as negotiated with LGVSD prior to start of each planting and reseeding event.

o **Maintenance Inspections and Reporting**

The following will be completed on an as-needed/as-requested basis under the not-to-exceed total budget, as time and materials: this task includes additional maintenance activities needed to ensure that the plants remain in good health, the project site remains free of debris and trash, and maintenance activities are recorded. The planting watering basins shall be maintained, and mulch shall be re-applied as needed. Following the completion of each maintenance activity, Contractor shall remove all trash and construction debris from the project site. The Contractor shall record all maintenance activities and observations in a maintenance logbook and submit the maintenance logbook to the Project Manager once annually between October 1-15 of each year of the five years of long-term maintenance.

**Conditions:**

- Proposal assumes prevailing wage landscape maintenance classification.
- The proposal includes all costs/effort associated with administering a maintenance agreement with LGVSD, including budget tracking, invoicing, certified payroll reporting and compliance, etc.
- Water will be provided by LGVSD at no cost to Hanford.
- This proposal excludes plan design, monitoring, permits, testing, and stormwater pollution control plan development.
- Hanford works 7:00 am – 3:30 pm, Monday - Friday. This proposal excludes weekend and holiday work, unless specifically requested; in those instances, costs would be re-negotiated.
- Hanford requires a 48-hour notification window to start work.
- We do not expect/assume any erosion control measures in this cost proposal. If LGVSD would like to request additional erosion control measures during the period of maintenance, they will be negotiated on a time & materials basis.
- Hanford will not eradicate clearly-occupied homeless encampments on-site.





Item Number 2 F

# Agenda Summary Report

To: Mike Prinz, General Manager *MDP*  
 From: Michael P. Cortez, PE, District Engineer  
 Meeting Date: September 17, 2020  
 Re: Award of Contract for Air Release Valve & Vault Replacements to CATS4U, Inc.  
 Item Type: Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
 Standard Contract: Yes X No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

### STAFF RECOMMENDATION

Board to approve the Award of Contract for Air Release Valve & Vault Replacements to CATS4U, Inc.

### BACKGROUND

On August 13, 2020, the District opened bids for the Air Release Valve & Vault Replacements project, and CATS4U, Inc. was the sole bidder at \$257,000. The project provides for the replacement of 11 air release valves at the following locations:

1. Smith Ranch Pump Station
2. Rafael Meadows Pump Station
3. Venetia Harbor Pump Station
4. Hawthorn Pump Station
5. Adrian Pump Station
6. McPhail Pump Station
7. Marin Lagoon Force Mains (3 total with new concrete vaults)
8. John Duckett Pump Station
9. John Duckett Force Main near Helen Vine (with new concrete vault)

Many of the listed air release valves are too fragile to be maintained correctly and, without attention, could result in greatly diminished force main capacity and/or spills triggered by structural failure of the valves' connections to the force main.

The project also includes painting and coating of all exposed piping and supports within the dry wells and pressure washing of interior concrete walls at the above pump stations.

The Engineer's estimate is \$250,000. Staff has evaluated the bid and found that CATS4U, Inc. is a responsive and responsible bidder. In addition, staff has reviewed the set of bidding documents to determine if they were overly restrictive: i.e., if only one contractor could meet the requirements. Staff found that the plans and specifications are typical for projects of this nature, and other contractors could have met the bidding requirements.

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

### PREVIOUS BOARD ACTION

N/A



**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

\$257,000



# Agenda Summary Report

**To:** Board of Directors *M.P.*  
**From:** Mike Prinz, General Manager  
**Mtg. Date:** September 17, 2020  
**Re:** Approval of Administrative Services Manager Employment Agreement  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to approve the Administrative Services Manager Employment Agreement with Dale McDonald.

### BACKGROUND

After an extensive recruitment process facilitated by CPS HR Consulting, Dale McDonald has been identified as the top candidate for the LGVSD Administrative Service Manager (ASM) position, which has been vacant since April 30, 2020. The oral board for the recruitment included Sophia Selivanoff, Deputy Executive Director for Regional Governmental Services, Mark Moses, Senior Finance Advisor for Regional Governmental Services, Greg Pease, LGVSD Collection System / Safety Manager, and Mike Prinz, LGVSD General Manager. Mr. McDonald is currently the General Manager for the Crockett Community Services District.

As is true for all District Manager positions, the ASM is and at-will position governed by an individual contract. Managerial contracts are timed to match labor contracts with non-exempt staff, with the current contract term ending on June 30, 2021. The contract proposed for Mr. McDonald's employment with the District (attached) is identical to the contract with the previous ASM, with the following exceptions:

1. Section 1C has been augmented to disallow work for any other employer other than the District unless specifically allowed by the General Manager, in writing. This is anticipated to facilitate limited transitional assistance to the Crockett CSD while Mr. McDonald starts his employment with the District.
2. Section 3F does not include a reference to double certificate pay as that is not reflected in the proposed monthly salary of \$11,871.23.
3. Section 3G previously referenced a COLA effective July 1, 2020 which is already in effect and need not be referenced.
4. Section 2B references Mr. McDonald's start date of September 28, 2020 as the term commencement.

### PREVIOUS BOARD ACTION

None.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

This is a budgeted, permanent position and has no fiscal impact beyond the current budget.



# **EMPLOYMENT AGREEMENT**

**Between Las Gallinas Valley Sanitary District**

**And**

**DALE MCDONALD (Administrative Services Manager)**

This EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Las Gallinas Valley Sanitary District, a special district, (“District or Employer”) and DALE MCDONALD, (“Employee”) both of whom understand as follows:

## **WITNESSETH**

WHEREAS, Employer desires to employ the services of DALE MCDONALD as Administrative Services Manager of the Las Gallinas Valley Sanitary District; and

WHEREAS, it is the desire of the District Board, (“Board”) to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS Employer and Employee now desire to set forth their agreement for employment of Employee on the terms and subject to the conditions set forth herein.

WHEREAS, both Employer and Employee have read this Agreement and understand its contents fully;

NOW, THEREFORE, in consideration of the foregoing and the provisions and promises hereinafter set forth, the parties agree as follows:

## TERMS

### Section 1: Duties

A. Employer hereby agrees to employ DALE MCDONALD as Administrative Services Manager to perform the functions and duties specified in the job description, attached as Exhibit "A" and to perform other legally permissible and proper duties and functions as the Administrative Services Manager.

B. The Administrative Services Manager shall be in charge of and responsible for the operation and management of the Administrative Office and the general business and governmental affairs of Employer in accordance with the laws of the United States of America and the State of California governing special districts as directed by the General Manager and as outlined in the Administrative Services Manager job description. The Administrative Services Manager shall do and perform all services, acts, and functions necessary or advisable to manage and conduct the business and governmental affairs of Employer as determined by the General Manager.

C. Employee agrees that during the term of this Agreement, Employee shall devote Employee's full energies, interests, abilities, and productive time to the performance of the duties and responsibilities as set forth in this Agreement and shall not conduct any business or render services of any kind for compensation, or undertake other business, professional or commercial activity without written approval of the General Manager.

D. Employee shall perform all duties with due diligence and with the best interest of Employer in mind.

E. Due to the nature of employment which requires close proximity to Employer's facilities, Employee agrees to maintain their permanent residence to a distance within a 45-minute automobile drive of the Employer's office during non-commute hours.

## **Section 2: Term**

A. Employment pursuant to the terms of this Agreement is "at will". Specifically, Employee serves as Administrative Services Manager at the pleasure of the General Manager, and as an at-will employee, can be terminated at any time, either with or without cause.

B. The term of this Agreement shall commence on September 28, 2020 and end on June 30, 2021, unless terminated before the expiration of the term in accordance with the provisions of this Agreement. In the event Employee continues employment with the District and the District has not completed contract negotiations with management employees by June 30, 2021, Employee's employment with the District shall still be covered by this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the General Manager to terminate the services of Employee at any time, subject only to the provisions set forth in Section 7 of this Agreement.

D. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from their position with Employer, subject only to the provisions set forth in Section 7 of this Agreement.



### Section 3: Salary

A. Employer agrees to initially compensate Employee based on the appropriate salary step identified in the Administrative Services Manager Salary Schedule attached as Exhibit "B" plus any appropriate dual and triple certification and longevity amounts.

B. Employee can receive dual and triple certification pay upon satisfactory completion of additional education or certification at the discretion of the General Manager. Additional certification must be of operational and/or financial benefit to the District. If it is deemed at a later date to no longer benefit the District, it may be revoked by the General Manager.

C. Longevity Amounts

- i. Employee can receive a longevity step at the beginning of their 7<sup>th</sup> year of employment with the District. The longevity step shall be 5.0%.
- ii. Employees in the "management bargaining unit" are eligible to receive a longevity step equal to three percent of base salary (3%) at the completion of 10 years of continuous employment with the District. Employees in the "management bargaining unit" are eligible to receive an additional longevity step equal to two percent of base salary (2%) at the completion of 15 years of continuous employment with the District.

D. Prior to or within one month of his anniversary date, the General Manager shall review the performance of Employee and, at his or her sole discretion, may increase Employee's salary in accordance with the Step Schedule described in Administrative Services Manager Salary Schedule.

E. Further salary increases during the term of this Agreement shall be based on District Salary Surveys or, in part, on a performance review with the percentage salary increase determined by the General Manager (see Section 4, below).

F. Effective the first pay day after the commencement of employment, the Employee's compensation will be \$11,871.23 per month as set forth in Exhibit "B", the pay scale as of July 1, 2020.

G. In the event the Employee is requested to be Acting General Manager for more than seven consecutive days, on the eighth day the Employee's pay will be increased by 5% until the Employee is no longer in the position of Acting General Manager.

#### **Section 4: Performance Evaluation**

The General Manager shall review and evaluate the performance of the Employee at least once annually, beginning with their first anniversary date as Administrative Services Manager. Said review and evaluation shall be in accordance with specific criteria developed by Employer. The District and Employee may develop annual goals, objectives, and performance standards for Employee for the benefit of the District and in attainment of the District's policy objectives, and may further establish a priority among those goals, objectives, and performance standards. Additionally, the District may periodically establish goals and objectives regarding the Employee's performance of the duties of Administrative Services Manager.



### **Section 5: Management Benefits**

A. Employee shall be entitled any benefits specified for the Unrepresented Bargaining Group in the attached Exhibit "C". However, a specific description of certain of those benefits follows and the specific description below controls the rights and obligations of Employee and Employer for that specific benefit.

B. Employee shall be compensated \$389.49 monthly for a vehicle allowance. The amount will increase each year based on Board approved COLA increases.

C. On July 1<sup>st</sup> of each year the Employee shall be granted a lump sum of 80 hours of Administrative leave. The allotment shall reset to 80 hours on July 1 of every year, regardless of the unused balance remaining from prior fiscal years.

D. Under the current defined benefit plan, pursuant to the Public Employees' Retirement Law (Government Code § 20000 et seq. ("PERL")), Employee is required to contribute 8% of the Employee's "compensation earnable and reportable" ("PERSable compensation") toward the costs of said benefit plan.

E. Employee can choose either a District supplied smartphone or can be reimbursed the median for a 6 GB plan of the following wireless carriers (AT&T, Sprint and Verizon). Employee can be reimbursed for the phone purchases once every 3 years up to \$250.88. The allowance will be based on Board approved COLA increases of each year. It is the sole responsibility of the Employee to maintain their Employee owned phone. Employee shall be on call and maintain their phone in good working condition and in close proximity to respond to District emergencies as necessary or directed by the General Manager. Should the Employee

terminate their employment with the District within one year of receiving a reimbursement for a phone, the Employee shall reimburse the District 50% of the purchase cost.

F. If Employee has outside health insurance coverage, the Employee may opt out of the District provided health insurance and receive an in-lieu payment of \$250 per month to offset the cost of the outside health insurance. The Employee must provide proof of health insurance coverage.

G. Employee, with the General Manager's consent, may purchase a tablet computer or laptop once in a four-year period and be reimbursed based on District policy. Should the Employee terminate employment within two years of receiving the reimbursement, the Employee shall return to the District 50% of the cost so reimbursed.

H. Cash out of Vacation: The maximum amount of vacation time EMPLOYEE may accrue is 272 hours. All vacation hours purchased shall be compensated at the EMPLOYEE's current rate of pay and will be removed from the EMPLOYEE's accumulated vacation balance. In no event shall EMPLOYEE cash-outs result in a vacation balance of less than 40 hours. Such requests for cash-out of vacation hours shall be submitted in writing by the employee to the General Manager, who will verify and approve the request. All vacation pay requests submitted by the payroll due date of the current pay period will be paid to employee on the payroll date of the current pay period. Otherwise, such requests will be processed for the following payroll date. This cash-out will be subject to applicable Federal and State Payroll Tax Law.

### **Section 6: Professional Development**

A. Employer agrees to budget for and to pay for associations, publications and subscriptions for Employee necessary for their continuation and full participation in national,



regional, state, and local associations and organizations necessary and desirable for their continued professional participation, growth, and advancement, and for the good of the Employer as determined solely by the General Manager.

B. Employer hereby agrees to budget for and to pay for reasonable travel and subsistence expenses of Employee for professional and office travel, meetings, and occasions necessary to continue the professional development of Employee and maintenance of required licenses as determined solely by the General Manager.

C. Employer also agrees to budget for and to pay for reasonable travel and subsistence expenses of Employee for short courses, institutes, conferences and seminars that are necessary for their professional development and for the good of the Employer as determined solely by the General Manager.

D. Employee shall obtain the General Manager's prior approval for any expenses in this Section which are not in the approved budget.

#### **Section 7: Termination of Agreement and Severance Pay**

A. The Agreement may be terminated at any time by either party in writing.

B. Both sides agree that it is preferable to provide thirty (30) days advance notice of termination, but such advance notice is not required.

C. "At Will" Employment: The parties to this Agreement expressly acknowledge that Employee is "at will" and serves at the pleasure of the General Manager. Employee may be terminated at any time with or without cause at the sole discretion of the District. The District



recognizes the right of the Employee to terminate their employment at any time with or without reason.

D. Notwithstanding anything else contained in the Agreement, the terms and provisions of this Agreement shall terminate automatically and immediately upon the death or permanent disability of Employee.

E. In the event Employer wishes to terminate Employee without reference to cause, then Employee may be entitled to severance pay in a lump sum equal to three months of Employee's current salary. The District shall only be obligated to pay this severance if the Employee agrees to execute a standard release agreement as prepared by the District that releases the District from any and all claims the Employee may have against the District. If the Employee refuses to sign this standard severance and release agreement, the Employee shall not be entitled to the severance pay. Notwithstanding any other provision in this Agreement, in accordance with Government Code § 53260, in the event this Agreement is terminated, the maximum cash settlement that Employee may receive shall be an amount equal to the monthly salary of Employee multiplied by the number of months left on the unexpired term of the Agreement. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 18.

F. In the event Employee is terminated, the Employee shall be paid out for accrued but unused vacation time and administrative leave. Accrued sick leave benefits shall be paid in accordance with District personnel policy.

G. If Employee resigns at the request of the General Manager, Employee shall be deemed terminated without cause and may be entitled to severance as set forth under Section 7.E.

### **Section 8: Notices**

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

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

DALE MCDONALD  
675 Edwards St.  
Crockett, CA 94525

Alternatively, notices required pursuant to the agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

### **Section 9: General Provisions**

A. The text herein shall constitute the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing between the District and the Employee and contains all of the covenants and agreements between the parties with respect to such employment in any manner whatsoever. Any prior agreements merge into this Agreement and specifically prior employment agreements merge into this agreement.

B. Each party to the Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and no other agreement, statement, or promise not contained in the Agreement shall be valid or binding. Any modification of the Agreement will be effective only if it is in writing and signed by both the General Manager and the Employee.

C. This Agreement shall be binding upon and inure to the benefit of the heirs of Employee.

D. If any provision, or any portion, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. This Agreement shall be interpreted under the laws of the State of California. Venue for any action shall be in the Superior Court for the County of Marin.

F. Employee understands that the Board may, from time to time, revise the District's policies. Employee understands that Employee is subject to those policies and procedures when they are not in conflict with the contents of this Agreement.



IN WITNESS WHEREOF, Las Gallinas Valley Sanitary District has caused this Agreement to be signed and executed on its behalf by General Manager, and duly attested by its District Secretary, and the Employee has signed and executed this Agreement the day and year first above written.

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

\_\_\_\_\_  
General Manager  
Las Gallinas Valley Sanitary District

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

\_\_\_\_\_  
DALE MCDONALD

ATTEST:

Seal

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

APPROVED AS TO FORM:

\_\_\_\_\_  
David J. Byers, Attorney for  
Las Gallinas Valley Sanitary District

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**November 2018**

**FLSA: EXEMPT**

**ADMINISTRATIVE SERVICES MANAGER**

**DEFINITION**

Under general direction of the General Manager, plans, organizes, coordinates, and manages administrative services functions including accounting, budget, human resources, risk management, procurement, records management, and administrative support; serves as the District's Chief Financial Officer; serves as a liaison and coordinates assigned activities with other District personnel and external agencies to ensure compliance with reporting requirements; provides responsible and complex administrative and operational assistance to the General Manager; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direct supervision over assigned staff.

**CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, and managing administrative services staff, operations, and activities. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, reporting, compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and administrative analyses and studies. The incumbent is accountable for accomplishing administrative services goals and objectives, and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Assumes managerial responsibility for all administrative services functions, including accounting, budget, human resources, risk management, procurement, records management, and administrative support.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the District; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory, and legal requirements are met.

- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems, and internal reporting relationships; identifies and recommends opportunities for improvements.
- Manages and participates in all activities related to the District's finance and accounting programs, including accounts payable, accounts receivable, payroll, year-end closing, bank reconciliation, and financial reporting; makes investments and monitors performance of revenues pursuant to Board policy.
- Develops and administers the District's annual budget; works with management to provide technical expertise on budget related matters and to ensure that the budget is completed in a timely manner; facilitates budget workshops.
- Prepares applications for and administers grant, loan, and bond financing for District Capital Improvement Programs.
- Prepares and analyzes a variety of financial statements; analyzes budget to actual trends; prepares periodic and special reports, including monthly, quarterly and annual financial reports, grant reports, and the Comprehensive Annual Financial Report (CAFR).
- Maintains, reconciles, and approves a variety of accounting records and transactions in accordance with generally accepted accounting principles and Government Accounting Standards Board requirements; supervises and participates in month-end, fiscal year-end, and calendar year-end reconciliation and closing processes.
- Coordinates the annual audit of financial statements; prepares supporting documents.
- Prepares financial components and schedules supporting Proposition 218 rate analyses.
- Calculates sewer service user charges and assists in calculating same via the property tax rolls; prepares invoices for direct bill customers; responds to questions from customers; researches and reconciles variances in bills.
- Administers human resources and risk management programs, including benefits administration, recruitment and selection, classification and compensation, training and development, employee relations, and liability insurances.
- Oversees procurement functions and activities; develops and manages requests for proposals for professional and/or contracted services including information technology support; evaluates proposals and recommends award; prepares and negotiates contracts; administers contracts to ensure compliance with District specifications, policies, and procedures and service quality.
- Manages Board support activities including legislative functions and records management; performs duties of District Secretary in absence of the District Administrative Assistant; regularly attends Board meetings.
- Provides highly complex staff assistance to the General Manager; develops and reviews staff, financial, and regulatory reports related to assigned activities and services; presents to the Board of Directors; performs a variety of public relations and outreach work related to assigned activities.



- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services; monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and methods of governmental accounting, public finance administration and budgeting, auditing, and reconciliation.
- Principles, practices, and techniques of human resources and risk management program administration.
- Public agency budget development, contract administration, District-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Technical, legal, financial, and public relations problems associated with the management of administrative services projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Administer complex and technical administrative services programs in an independent and cooperative manner.

- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Apply relevant accounting standards to prepare monthly, quarterly, and annual budgets and financial reports.
- Evaluate and develop improvements in processes and procedures.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee and coordinate the maintenance of District records and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business management, accounting, public administration, or a closely related field, and five (5) years of increasingly responsible experience managing and/or supervising accounting and/or administrative services functions.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites;

vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances.

#### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."





Las Gallinas Valley Sanitary District  
Pay Scales as of July 1, 2020

Monthly Salary Range

Full Time Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Longevity 3%	Longevity 2%
Administrative Coordinator	\$ 5,325.69	\$ 5,605.98	\$ 5,901.03	\$ 6,211.61	\$ 6,522.20	\$ 6,522.20	\$ 6,522.20	\$ 6,522.20	N/A	N/A
Administrative Financial Specialist I	\$ 6,016.09	\$ 6,316.92	\$ 6,632.91	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	N/A	N/A
Administrative Financial Specialist II	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	\$ 8,888.66	\$ 9,333.22	\$ 9,799.99	N/A	N/A
Administrative Services Manager I	\$ 10,767.63	\$ 11,305.92	\$ 11,871.23	\$ 12,465.09	\$ 13,088.21	\$ 13,742.63	\$ 14,429.46	\$ 15,151.11	\$ 15,605.67	\$ 15,917.78
Administrative Services Manager II	\$ 11,871.23	\$ 12,465.09	\$ 13,088.21	\$ 13,742.63	\$ 14,429.46	\$ 15,151.11	\$ 15,908.52	\$ 16,704.08	\$ 17,204.95	\$ 17,549.11
Assistant Engineer	\$ 7,711.15	\$ 8,096.98	\$ 8,502.08	\$ 8,926.81	\$ 9,373.22	\$ 9,841.86	\$ 10,333.82	\$ 10,850.61	N/A	N/A
Associate Engineer	\$ 9,373.22	\$ 9,841.86	\$ 10,333.82	\$ 10,850.61	\$ 11,393.17	\$ 11,962.75	\$ 12,560.85	\$ 13,189.16	N/A	N/A
Building & Ground Maint Worker	\$ 4,720.60	\$ 4,956.40	\$ 5,204.23	\$ 5,464.29	\$ 5,737.34	\$ 6,024.25	\$ 6,325.99	\$ 6,642.18	N/A	N/A
Collection System/Safety Manager	\$ 10,227.32	\$ 10,738.36	\$ 11,275.17	\$ 11,839.19	\$ 12,431.19	\$ 13,052.82	\$ 13,705.57	\$ 14,390.74	\$ 14,822.34	\$ 15,118.88
District Administrative Assistant	\$ 6,016.09	\$ 6,316.92	\$ 6,632.91	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	N/A	N/A
District Engineer I	\$ 10,139.33	\$ 10,646.12	\$ 11,178.66	\$ 11,737.69	\$ 12,324.13	\$ 12,940.39	\$ 13,587.58	\$ 14,267.20	\$ 14,695.07	\$ 14,989.05
District Engineer II	\$ 12,940.39	\$ 13,587.58	\$ 14,267.20	\$ 14,980.33	\$ 15,729.40	\$ 16,515.89	\$ 17,341.47	\$ 18,208.71	\$ 18,754.97	\$ 19,130.05
Environmental Services Director	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	\$ 11,195.70	\$ 11,755.65	\$ 12,343.20	\$ 12,960.57	N/A	N/A
Laboratory Technician in Training	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	N/A	N/A	N/A
Laboratory Technician, Grade I	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	N/A	N/A	N/A
Laboratory Technician, Grade II	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	N/A	N/A
Laboratory Technician, Grade III	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	N/A	N/A
General Manager	By Contract \$20,086.56									
Skilled Maintenance Worker I	\$ 5,493.41	\$ 5,768.08	\$ 6,056.48	\$ 6,359.30	\$ 6,677.26	\$ 7,011.12	\$ 7,361.68	N/A	N/A	N/A
Skilled Maintenance Worker II	\$ 6,677.27	\$ 7,011.13	\$ 7,361.69	\$ 7,729.77	\$ 8,116.26	\$ 8,522.08	\$ 8,948.18	\$ 9,395.59	N/A	N/A
Leadsman Collection Line Worker	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	\$ 8,115.87	\$ 8,521.90	\$ 8,947.93	N/A	N/A
Line Maintenance Worker	\$ 5,231.66	\$ 5,493.39	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	N/A	N/A	N/A
Line Maintenance Worker, Grade I	\$ 5,493.39	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	N/A	N/A	N/A
Line Maintenance Worker, Grade II	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	\$ 8,115.87	N/A	N/A
Line Maintenance Worker, Grade III	\$ 6,056.30	\$ 6,158.98	\$ 6,467.01	\$ 6,790.11	\$ 7,129.54	\$ 7,485.82	\$ 7,860.41	\$ 8,253.66	N/A	N/A
Operator in Training	\$ 5,385.76	\$ 5,655.10	\$ 5,937.57	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	N/A	N/A	N/A
Operator, Grade I	\$ 5,937.57	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	N/A	N/A	N/A
Operator, Grade II	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	N/A	N/A
Operator, Grade III	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	N/A	N/A
Operator, Lead	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	N/A	N/A
Plant Manager I	\$ 10,307.34	\$ 10,822.47	\$ 11,363.34	\$ 11,931.44	\$ 12,528.06	\$ 13,154.33	\$ 13,811.90	\$ 14,502.44	\$ 14,937.36	\$ 15,236.13
Plant Manager II	\$ 11,363.34	\$ 11,931.44	\$ 12,528.06	\$ 13,154.33	\$ 13,811.90	\$ 14,502.44	\$ 15,227.80	\$ 15,988.73	\$ 16,468.29	\$ 16,797.81
Plant Operations & Maint Supervisor	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	\$ 11,195.70	\$ 11,755.65	\$ 12,343.20	\$ 12,960.57	\$ 13,608.51	N/A	N/A
Part Time Positions										

How to Use this Pay Scale: Steps 1 through 5 are the regular levels for all positions.

In addition, except as identified above, the following also applies:

Dual certification may be available for an additional 5% of pay.

Triple certification may be available for an additional 5% of pay.

A longevity step may be available for an additional 5% of pay.

Additional 3% longevity step after 10 years continuous District service may be available for management positions.

Additional 2% longevity steps after 15 years continuous District service may be available for management positions.

Payscale reflects General Manager rate per contract

Las Gallinas Valley Sanitary District  
 Summary of Benefit Provisions for the Unrepresented Bargaining Group  
 July 1, 2019 to June 30, 2021

Exhibit C

In addition to the benefits specifically discussed in the attached contracts, the following benefits offered to the members of the OE3 bargaining unit will apply:

Benefits	Section (in MOU)	Summary	
<b>Holidays</b>	15.1	10 days per year	
<b>Max Vacation Accrual</b>	15.2	272 hours	
<b>Vacation Time Awarded</b>	15.2	Years 1-3	14 days
		Years 4 to 10	19 days
		Years 11 to 15	22 days
		Years 16+	24 days
		A one-time 5-day vacation bonus is given after 20 years of service	
<b>Vacation Cash-Out</b>	Per contract	Cash-out 80 hours/yr. with a minimum balance remaining of 40 hours	
<b>Administrative Leave</b>	Per Contract	Lump sum of 80 hours reset each year on July 1st	
<b>Admin Leave – Safety Award</b>		4 hours added to leave bi-annually if No Accidents in the Plant	
<b>Sick Leave</b>	15.4	Accrue 1 day a month – No Cap	
		After 3 Years – If you Resign - 50% Cash Out	
		After 3 Years – If you Retire – 50% Cash Out 50% CalPERS Service Credit	
<b>Cell Phone</b>	Per Contract	Reimburse for Cell purchase with Cap	
		Reimburse one personal line up to \$120 per month	
<b>Auto Allowance</b>	Per Contract	Allowance Reimbursement	
<b>Technology</b>	Per Contract	Reimbursed for iPad or Laptop – Limit of \$1,347 – Administrative Policy A-03.	
<b>Longevity Pay</b>	Per Contract	After 6 years – 5%	
		After 10 years – 3%	
		After 15 years – 2%	
<b>Medical Cafeteria Plan</b>	17.1/17.2	PERS Health Plan	
<b>LGVSD Contribution</b>		Kaiser family rate	
<b>EE Contribution</b>		Excess monthly cost for plan over Kaiser plan	
<b>Dental</b>	17.3	Annual cap of \$2,000 per covered individual after applicable co-pay	
<b>Vision</b>	17.4	VSP	
<b>LGVSD Contribution</b>		50% of the cost - \$10.42 per month as of July 2017	
<b>EE Contribution</b>		50% of the cost - \$10.42 per month as of July 2017	
<b>Waive District Health Insurance</b>	Per Contract	On proof of coverage, a \$250 reimbursement per month.	

Note: This summary is for administrative convenience only, if there is a discrepancy between the information in the table and contract, the contract will apply.

Las Gallinas Valley Sanitary District  
 Summary of Benefit Provisions for the Unrepresented Bargaining Group  
 July 1, 2019 to June 30, 2021

Exhibit C

<b>Life/AD&amp;D Insurance</b>	17.6	1 x Salary up to \$50,000
<b>Long-term Disability</b>	17.10	66.67% of monthly salary up to \$15,000 of salary
<b>Deferred Comp 457</b>	18.1	Voluntary – EE pays
<b>CalPERS Retirement</b>	18.1	Classic Employees – 2.7% at 55, highest year, EE pays 8% pretax PEPRA Employees – 2% at 62, final 3 years of compensation; EE pays 8% pre-tax; salary limit of \$121,388.
<b>Retiree Medical</b>	18.2.2	<b>Hired pre-1/1/03:</b> State one party rate employee only; 5 year vesting  <b>Hired post 1/1/03 and pre-7/1/2014:</b> State 100/90 plan EE, EE + sp, EE + dependents; 10 years PERS service 50% vested, 20 years PERS service 100% vested, 5 years with LGVSD
	18.3	<b>Hired after 7/1/2014:</b> 10 years of District service, 50% vested, 100% vested at 20 years of District service. Employee only coverage based on the One Party State Rate.
<b>Boot Allowance</b>	19	Annual  2014 \$270
<b>Prescription Safety Glasses</b>	19	Every two years  2014 \$305

**Note:** Employees of the Unrepresented Bargaining Group do not have rights under the MOU as they pertain to discipline, discharge or employment status. Reference to the MOU sections in this document in terms of defining benefits offered to this group is for convenience only.

**Note:** This summary is for administrative convenience only, if there is a discrepancy between the information in the table and contract, the contract will apply.





Item Number 2H

# Agenda Summary Report

To: Mike Prinz, General Manager *MSP*  
 From: Michael P. Cortez, PE, District Engineer  
 Meeting Date: September 17, 2020  
 Re: Approve Resolution 2020-2200 Project Approval and Notice of Exemption – Plant and Pump Station Lighting Improvements  
 Item Type: Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
 Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

### STAFF RECOMMENDATION

Board to approve Resolution No. 2020-2200, directing staff to file the California Environmental Quality Act (CEQA) Notice of Exemption application with the County Clerk of Marin.

### BACKGROUND

Las Gallinas Valley Sanitary District is the lead agency for the following project, which will be addressed through the PG&E Efficiency Incentive Program and/or UPCCAA bidding guidelines:

1. **Plant and Pump Station Lighting Improvements.** This project provides for installation and/or replacement of existing interior and exterior fluorescent, metal halide, and high-pressure sodium light fixtures with LEDs that meet the current NFPA Electrical Code for classified environments at LGVSD wastewater treatment plant and pump stations.

Pursuant to Guideline 15062 of CEQA, LGVSD may file a Notice of Exemption application with the County Clerk of Marin after approval of the project. This procedure will be utilized for potentially environmentally sensitive projects that warrant filing of Notice of Exemption.

The project is exempt from CEQA pursuant to Guideline 15301 as depicted in the Notice of Exemption application attached and as summarized below.

Section	Guideline
15301	Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

Documents attached include:

1. Resolution No. 2020-2200
2. Plant and Pump Station Lighting Improvements Notice of Exemption Application

### PREVIOUS BOARD ACTION

N/A

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A

**RESOLUTION No. 2020-2200**

**A RESOLUTION APPROVING PROJECTS AT MULTIPLE SITES AND MAKING DETERMINATIONS AND AUTHORIZING THE FILING OF A NOTICE OF EXEMPTION FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the California Environmental Quality Act ("CEQA") requires a public agency to approve or to determine to carry out a project subject to CEQA before filing a Notice of Exemption; and

**WHEREAS**, the Las Gallinas Valley Sanitary District Board of Directors, by this Resolution, approves the Project(s) described below.

**NOW, THEREFORE, BE IT RESOLVED** by the Las Gallinas Valley Sanitary District Board of Directors, which finds and determines as follows:

1. Approves the Project(s) described as follows:
  - a. Project Title: Plant and Pump Station Lighting Improvements
2. Finds that the Project(s) is (are) exempt from CEQA pursuant to the Notice(s) of Exemption attached and incorporated herein by this reference.
3. Finds that no Project(s) is (are) subject to CEQA Guideline 15300.2.
4. Directs staff to file the Notice(s) of Exemption pursuant to 15062 of the CEQA Guidelines.

\* \* \* \* \*

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 September 17, 2020, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

\_\_\_\_\_  
Judy Schriebman, Vice President

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency): Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

County Clerk
County of: Marin
3501 Civic Center Drive, Suite 234
San Rafael, CA 94903

(Address)

Project Title: Plant and Pump Station Lighting Improvements

Project Applicant: Las Gallinas Valley Sanitary District

Project Location - Specific:

Wastewater Treatment Plant at 300 Smith Ranch Rd; LGVSD Pump Stations (APN 155-171-07, 180-131-16, 180-074-38, 155-300-19, 180-410-08, 175-250-04, 179-041-19, 155-131-23, 180-021-04, 180-041-16, 180-053-14, & 180-144-07)

Project Location - City: San Rafael Project Location - County: Marin

Description of Nature, Purpose and Beneficiaries of Project:

This project provides for installation and/or replacement of existing interior and exterior fluorescent, metal halide, and high-pressure sodium light fixtures with LEDs that meet the current NFPA Electrical Code for classified environments at LGVSD wastewater treatment plant and pump stations.

Name of Public Agency Approving Project: Las Gallinas Valley Sanitary District

Name of Person or Agency Carrying Out Project: Las Gallinas Valley Sanitary District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Class 1 (Section 15301)
Statutory Exemptions. State code number:

Reasons why project is exempt:

Class 1 (Section 15301) consists of minor alteration of existing public facilities involving negligible or no expansion of existing or former use.

Lead Agency
Contact Person: Michael P. Cortez Area Code/Telephone/Extension: (415) 472-1734

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [X] Yes [ ] No

Signature: Date: Title: District Engineer

[X] Signed by Lead Agency [ ] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:





Item Number 2 I

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MPP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** September 17, 2020  
**Re:** Application of Allocation of Capacity for APN 178-102-14  
 640 Montecillo Rd Accessory Dwelling Unit  
**Item Type:** Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

### STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter for the Accessory Dwelling Unit (ADU) located at 640 Montecillo Rd.

### BACKGROUND

The property owner of 640 Montecillo Rd is seeking approval to construct an Accessory Dwelling Unit by converting an existing family room and constructing an addition on the same parcel as the existing single-family residence. The 585 square-foot ADU includes 13 plumbing fixture units (PFUs). The square footage of the unit is less than the maximum ADU size of 750 square feet threshold for impact fee collection. No sewer lateral work is proposed. District Staff has reviewed the plans and based on the information provided, a Will Serve Letter has been drafted.

Potential Access Issues to Impacted Sewer Facilities: None.

Additional Flow Contribution: (The District Ordinance refers one Equivalent Dwelling Unit (EDU) as a Single-Family Dwelling Unit that includes up to 20 PFUs. Assuming 200 gallons per day (gpd) per EDU, the flow contribution per PFU is approximately 10 gpd.)

The estimated additional flow from the proposed project is approximately 130 gpd. It should have negligible impact to downstream sewer facilities. Staff is tracking additional flows from proposed residential and commercial developments and will be evaluating the combined effects as part of the master planning currently in progress with Kennedy Jenks.

### PREVIOUS BOARD ACTION

N/A

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A



**DISTRICT BOARD**  
 Megan Clark  
 Rabi Elias  
 Craig K. Murray  
 Judy Schriebman  
 Crystal Yezman

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

Date: September 17, 2020  
 Property Owner: Kelly LaFaye  
 Property Owner Address: 640 Montecillo Rd  
 San Rafael, CA 94903  
 Applicant: Jeffrey S. Cavener  
 Project Name: 640 Montecillo Rd (Accessory Dwelling Unit)  
 Project Address: 640 Montecillo Rd  
 San Rafael, CA 94903  
 Project APN: APN 178-102-14

**Re: Will-Serve Letter**

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the September 17, 2020 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project consisting of an existing Accessory Dwelling Unit (ADU) as part of the existing single-family residence located on the same parcel. This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

The standard terms and conditions of approval are as follows:

Initial	Item	Condition of Approval
	1	You pay for the facility capacity fee (new connection fee) in accordance with LGVSD ordinances and policies. Please note payment date obligation and amount obligation.
	2	You agree to abide by all conditions of approval of the Board of Directors.
	3	This Will Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project.
	4	After the lateral inspection is completed and the connection verified, the property will be added to the sewer user charge and will receive a charge for this service.
	5	Prior to the connection of any sewer lateral, you must contact the District for the appropriate lateral inspection permit. A lateral tie in inspection is required before any lateral can be backfilled.
	6	Applicant shall reimburse the District for all plan review, field verification before and after construction, and inspection fees accrued associated with this project.

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



The Connection Fee approved by the Board is as follows:

Capital Facilities Charge for One (1) ADU:	\$	0.00
Application Fee:	\$	250.00
Engineering Review and Inspection Fees:	\$	0.00
<b>Total Fee:</b>	<b>\$</b>	<b>250.00</b>

The proposed PFU shall be subjected to field verification upon project completion. The connection fee may be adjusted for actual number of additional plumbing fixture units.

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

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, September 17, 2021; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, September 17, 2022; or upon the date of building permit issuance, whichever occurs first;

Please remit **\$250** and make the check payable to Las Gallinas Valley Sanitary District. Please note if payment schedule as above is not followed, you risk losing your allocation.

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

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

Sincerely,

Mike Prinz, General Manager

AGREED:

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

Project Applicant

Cc: Michael P. Cortez, District Engineer





# Agenda Summary Report

**To:** Mike Prinz, General Manager *MPP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** September 17, 2020  
**Re:** Application of Allocation of Capacity for APN 164-152-07  
 2725 Heatherstone Dr Accessory Dwelling Unit  
**Item Type:** Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

### STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter for the Accessory Dwelling Unit (ADU) located at 2725 Heatherstone Dr.

### BACKGROUND

The property owner of 2725 Heatherstone is proposing to construct an Accessory Dwelling Unit on the same parcel as the existing single-family residence. The 300 square-foot ADU includes 8 plumbing fixture units (PFUs). The square footage of the unit is less than the maximum ADU size of 750 square feet threshold for impact fee collection. No sewer lateral work is proposed. District Staff has reviewed the plans and based on the information provided, a Will Serve Letter has been drafted.

Potential Access Issues to Impacted Sewer Facilities: None.

Additional Flow Contribution: (The District Ordinance refers one Equivalent Dwelling Unit (EDU) as a Single-Family Dwelling Unit that includes up to 20 PFUs. Assuming 200 gallons per day (gpd) per EDU, the flow contribution per PFU is approximately 10 gpd.)

The estimated additional flow from the proposed project is approximately 80 gpd. It should have negligible impact to downstream sewer facilities. Staff is tracking additional flows from proposed residential and commercial developments and will be evaluating the combined effects as part of the master planning currently in progress with Kennedy Jenks.

### PREVIOUS BOARD ACTION

N/A

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A



**DISTRICT BOARD**  
 Megan Clark  
 Rabi Elias  
 Craig K. Murray  
 Judy Schriebman  
 Crystal Yezman

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

Date: September 17, 2020  
 Property Owner: Julia & Daniel Elkington  
 Property Owner Address: 2725 Heatherstone Dr  
 San Rafael, CA 94903  
 Applicant: Julia & Daniel Elkington  
 Project Name: 2725 Heatherstone Dr (Accessory Dwelling Unit)  
 Project Address: 2725 Heatherstone Dr  
 San Rafael, CA 94903  
 Project APN: APN 164-152-07

**Re: Will-Serve Letter**

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the September 17, 2020 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project consisting of an existing Accessory Dwelling Unit (ADU) as part of the existing single-family residence located on the same parcel. This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

The standard terms and conditions of approval are as follows:

Initial	Item	Condition of Approval
	1	You pay for the facility capacity fee (new connection fee) in accordance with LGVSD ordinances and policies. Please note payment date obligation and amount obligation.
	2	You agree to abide by all conditions of approval of the Board of Directors.
	3	This Will Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project.
	4	After the lateral inspection is completed and the connection verified, the property will be added to the sewer user charge and will receive a charge for this service.
	5	Prior to the connection of any sewer lateral, you must contact the District for the appropriate lateral inspection permit. A lateral tie in inspection is required before any lateral can be backfilled.
	6	Applicant shall reimburse the District for all plan review, field verification before and after construction, and inspection fees accrued associated with this project.

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



The Connection Fee approved by the Board is as follows:

Capital Facilities Charge for One (1) ADU:	\$	0.00
Application Fee:	\$	250.00
Engineering Review and Inspection Fees:	\$	0.00
<b>Total Fee:</b>	<b>\$</b>	<b>250.00</b>

The proposed PFU shall be subjected to field verification upon project completion. The connection fee may be adjusted for actual number of additional plumbing fixture units.

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

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, September 17, 2021; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, September 17, 2022; or upon the date of building permit issuance, whichever occurs first;

Please remit **\$250** and make the check payable to Las Gallinas Valley Sanitary District. Please note if payment schedule as above is not followed, you risk losing your allocation.

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

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

Sincerely,

Mike Prinz, General Manager

AGREED:

\_\_\_\_\_ Date: \_\_\_\_\_  
Project Applicant

Cc: Michael P. Cortez, District Engineer





Item Number 2K

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP 9/18*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** September 17, 2020  
**Re:** Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to approve continued Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order.

### BACKGROUND

The shelter-in-place order issued by Marin County Health Officer in effect as of the writing of this report allows recurring designation of projects previously designated by the lead agency as Essential Governmental Functions.

### PREVIOUS BOARD ACTION

The Board approved Resolution 2020-2184 on April 16, 2020 designating the Secondary Treatment Process Upgrade and Recycled Water Expansion (STPURWE) Project as an Essential Governmental Function as defined in the Order of the Marin County Health Officer dated March 31, 2020, section 13.f.v.4.

The Board has approved the continued designation of the Project at every regular Board meeting since the original designation on April 16, 2020.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A

Agenda Item 3A7  
Date September 17, 2020

# LGVSD Source Control Program

September 2020



# Agenda

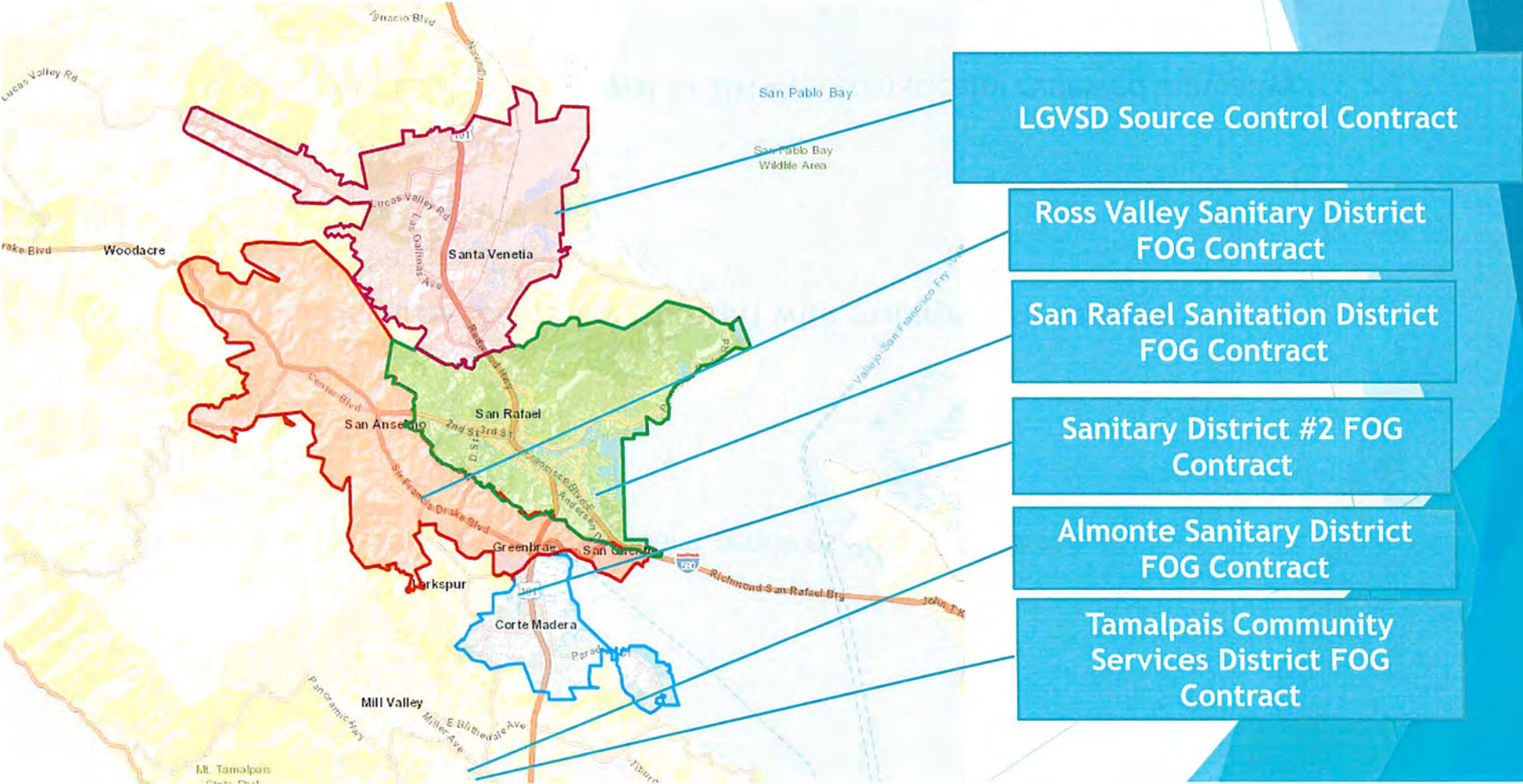
- ▶ Background
- ▶ Source Control Contract Terms
- ▶ FOG Program Overview
- ▶ Mercury Reduction Program Overview
- ▶ Pollution Prevention Program Overview



# Background

- ▶ State Water Resources Control Board requires Programs for:
  - ▶ Pollution Prevention
  - ▶ Mercury Reduction
  - ▶ FOG Control
- ▶ CMSA employs three Source Control staff with management support
- ▶ CMSA - LGVSD Partnership History:
  - ▶ Pollution Prevention - 1990s
  - ▶ FOG Control - 2004
  - ▶ Most Recent Contract Renewal in 2014 (automatically renewed annually)

# Service Area Synergies







## Source Control Contract Terms

- ▶ Scope of Services:
  - ▶ Regulate commercial facilities and dental offices
  - ▶ Administer FOG Program
  - ▶ Administer Mercury Reduction Program
  - ▶ Regulate discharges of contaminated groundwater
  - ▶ Maintain a database of dischargers
  - ▶ Annual Reporting
- ▶ LGVSD typically performs/outsources program lab work
- ▶ Contract allows for CMSA to perform lab analysis



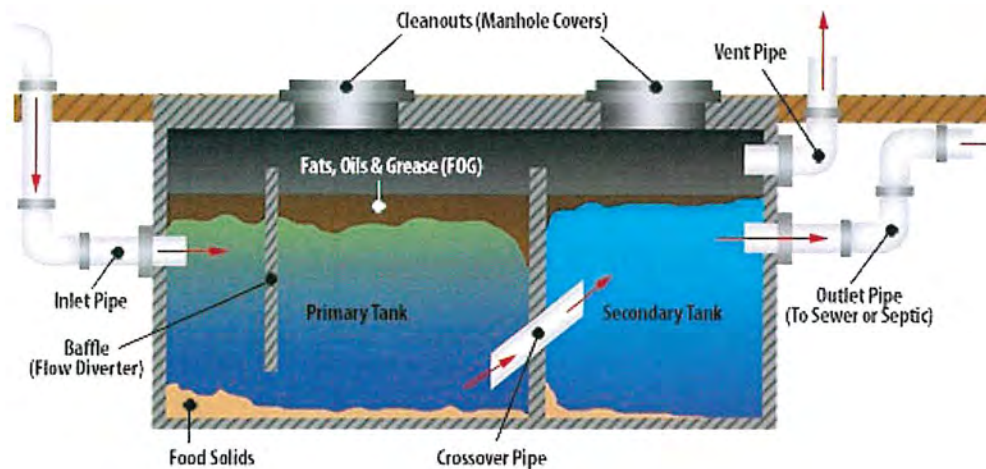
# FOG Program

- ▶ Currently 45 permitted Food Service Establishments (FSEs), 5 exempt FSEs
- ▶ Inspections include:
  - ▶ Open grease interceptor and take measurements
  - ▶ Verify all components and connections are in good order
  - ▶ Verify self-cleaning log
  - ▶ Verify pump-out manifests
  - ▶ Verify compliance with FOG Best Management Practices
  - ▶ Issue Notice of Violations



# Grease Interceptor Design

## Gravity



- > 100 gpm
- Up to 1,500 gallon size
- Cleanout every 1-3 months

## Hydromechanical



- < 75 gpm
- 35-100 gallon size
- Cleanout every 2-4 weeks



# FOG Best Management Practices (BMPs)

- ▶ Recycle used cooking oil
- ▶ Wash floor mats indoors
- ▶ Dry wipe pots and pans before washing
- ▶ Properly dispose of food waste
- ▶ Install and maintain drain screens
- ▶ Cover trash cans when not in use



**Do NOT** pour oil, grease, or food scraps down drains.



**NO** tire aceite, grasa, o sobras de comida en los drenajes.

**Throw** food scraps in the trash.



**Ponga** las sobras de comida en la basura.





# FOG Program Success Metrics

- ▶ Percent FSEs compliance with grease interceptor maintenance requirements
- ▶ Percent FSE compliance with FOG BMPs
- ▶ Reduction in total annual SSOs
- ▶ Reduced SSOs at “hot-spot” locations
- ▶ Number of educational public outreach activities (i.e. Marin County Fair)
- ▶ Current Metrics:
  - ▶ No FOG-related SSOs since 2007.
  - ▶ Decreased “hot-spot” flushing requirements.
  - ▶ 2019 - 94% LGVSD FSE compliance rate.





## Mercury Program

- ▶ Currently 15 regulated dental offices
- ▶ Inspections include:
  - ▶ Review Dental amalgam manifest
  - ▶ Check for the presence of amalgam waste buckets
  - ▶ Inspect each amalgam separator
  - ▶ Verify compliance with regulations and BMPs
  - ▶ Answer dentist source control questions



# Mercury Program Success Metrics

- ▶ Compliance with Regulations
- ▶ Annual quantity of dental amalgam captured
- ▶ Dental office compliance with dental BMPs
  - ▶ Waste amalgam must not be discharged
  - ▶ Dental unit lines and systems must be non-oxidizing/non-acidic
- ▶ Current Metrics:
  - ▶ 12.25lbs of dental amalgam captured in 2019.
    - ▶ 6lbs of Mercury
    - ▶ 3lbs of Silver
    - ▶ 1lbs of Zinc
  - ▶ 10 of the 15 Dental Offices only use composite fillings





# Pollution Prevention Program

- ▶ Currently 21 regulated industrial users, including:
  - ▶ Auto shops - 6
  - ▶ Car washes - 4
  - ▶ Tire shops - 4
  - ▶ County agencies - 3
  - ▶ Groundwater remediation sites (PG&E) - 3
- ▶ Inspections include:
  - ▶ Review hazardous waste manifests and chemical storage
  - ▶ Review treatment processes and monitor discharge
  - ▶ Verify compliance with regulations and BMPs
  - ▶ Collect samples for compliance verification



# Pollution Prevention Program Success Metrics

- ▶ Compliance with local regulations (Sewer Use Ordinance)
- ▶ Compliance with Permit requirements
- ▶ Compliance with Pollution Prevention BMPs





# Thank You!

- ▶ Plans for FY21
  - ▶ Increase user training/verification to improve user documentation/record keeping compliance
- ▶ Questions?





# Administration Department Report

January - June 2020

Below is a summary of the activities performed by the Administration Department during the previous six months.

## Human Resources and Payroll

Training, Staff Development and Employee Engagement:

- Coordinated Labor Committee Meetings (LMC). Direct communications with Union Rep and LGVSD negotiator regarding union issues.
- Reviewed several employee evaluations and discussed improvements with managers.
- Obtained FLSA Audit
- Initiated Class & Compensation Study
- Coordinated Organizational Review Study
- Finalized 2019 FutureSense Employee Climate Update Report
- Employees who have achieved promotions:
  - Anthony Asaro, Mech/Tech Grade 2, 06/13/2020
- Established Human Resources Support Contract with Pacific Crest Group
- Established Administrative Support Contract with Regional Governmental Services
- Initiated training of administrative staff on QuickBooks

Recruitments and Separations:

- Separation of Administrative Services Manager 4/29/2020
- Separation of Lab Technician 6/19/2020
- Recruiting for 3 positions as of the end of the six-month reporting period.
  - Administrative Services Manager
  - Lab Technician
  - Skilled Maintenance Worker

Benefits:

- Added PERSable uniform allowance to affected employees.

Payroll:

- Processed thirteen regular payrolls.

Workers Compensation:

- There was one employee with a lost time event.

## Administration

- Developed COVID-19 Temporary Modifications
- Review procedures for bank transfers; internal control environment.
- Continuous website updates for posting of agendas, minutes, resolutions, ordinances and public hearing notices, blending events, and personnel changes.
- Revised Board Policies
- Grand Jury Response for Transparency
- Held multiple closed sessions regarding potential purchase of 405 Vendola Drive

January - June 2020

## Board Support

- Supported the Board in setting up Board meetings, preparing agendas, scheduling special meetings and assisting with expense reimbursements. (90 staff reports, 17 board minutes, two public hearings, 17 board resolutions, Spring/Summer newsletter, Forms 470 and 700 compliance)
- Published nine legal notices in the newspaper regarding public hearings and ordinance changes.
- Modified several Board Policies regarding meeting locations, compensation, and travel.
- Established virtual Board meeting protocols

## Finance

- The 2019-20 Annual Audit was approved by the board January 16, 2020.
- Submitted State Controllers Annual Compensation Report
- Submitted continuing disclosure report to trustee for 2017 Revenue Bonds
- Processed 12 warrant lists for \$12,739,095
- Executed 26 LAIF and Bank of Marin Transactions
- Private Sewer Lateral Assistance Program activity:
  - Processed six applications which were submitted during the period.
  - For the six-month reporting period, \$71,272 in new loans was expended.
  - Projected billing for FY2020/21 tax rolls \$89,566
- Initiated planning for FY2019/20 annual audit with District's outside CPA audit firm.
- Conducted Proposition 218 Rate Increase Hearing and associated public notification
- Developed FY2020/21 Sanitary Sewer Service Charge rates in-house
- Held two budget study sessions and public hearing to adopt FY2020/21 District Budget.
- Addressed several month backlog of bank reconciliations.
- Initiated FY2022 & FY2023 Rate Study
- Initiated STPURWE Project Funding Plan Evaluation
- Initiated work on FY2020/21 County tax roll billing
- Initiated evaluation of readiness for preparation of ERP (accounting and financial reporting system) RFP

## Information Technology

- Completed technology installation in new administration offices
- Microsoft Office 365 upgrade



January – June 2020



*Figure 1. Construction of Bio-Wheels. Photo taken on 6/10/2020.*

#### **Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) Progress:**

- PG&E and Myers and Sons Construction (Contractor) completed PG&E Phase 2 relocation construction.
- Executed contract for PG&E Phase 3 Rule 16 for service extension.
- Finalizing change order for cost associated with the UV deletion.
- Obtained easement from County of Marin for PG&E Phase 2 relocation.
- Investigated secondary clarifier interim mode of operations.
- In the process of evaluating potential challenges and changes associated with commissioning of Bio-Wheels, structural integrity of the existing Secondary Clarifier (SC), and performance issues of existing Secondary Clarifier with activated sludge process.



### STPURWE Progress (Cont'd):

- Begin to evaluate alternate locations for SC #1. Site investigation, preparation of cost estimates, and constructability review are in progress. SC#2 will be built at the secondary biofilter location.
- Submitted WaterSMART grant reimbursement request #2 and received reimbursement payment in full amount (\$805,550).
- Communicated Recycled Water Facility expansion cost share and schedule delays to Marin Municipal Water District.
- Working with Regional Government Services on verification of funding sources and costs associated with the project.
- CATS4U relocated aboveground gas tank adjacent to Primary Clarifier #1 in order to provide fuel access to District staff for the rest of construction.
- Held two monthly meetings with County staff regarding PG&E easement, Memorandum of Agreement for construction access, golf net, drainage culvert, San Francisco Bay Trail Connection, and reimbursement for fuel tank purchase and cart rental.
- Processed contractor Progress Payment #9 thru 15 for a total amount of \$16,242,619.
- Processed Contract Change Order #17 thru #25 for a total amount of \$2,031,053.
- Held project update meetings for the ad hoc engineering subcommittee on 2/7/2020, 5/1/2020, & 6/16/2020.
- Held project update meeting for the full Board on 3/5/2020.
- **Construction Activities:**
  - Completed PG&E Phase 2 realignment.
  - Installed GE membrane filtration cartridges for Recycled Water Facility.
  - Nearly completed installation of new Electrical Building.
  - Completed 30" Secondary Clarifier feed lines from the aeration basins.
  - Installed pond return pump station header pipe.
  - Constructed aeration basin interior and exterior walls.
  - Installed approximately half of Bio-wheels in aeration basins.
  - Began modifications to dechlorination facility.
  - Work completed through June 2020: \$30,488,556 (59% completion)

Below is a summary of Engineering Department activities and project status during the first six months of 2020:

Job No.	Project Description	Status/Updates
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>		
20100-04	<b>Integrated Wastewater Master Plan</b> <i>Development of an Integrated Wastewater Master Plan that will include an integrated plan for District's collections, treatment, recycled water production, and biosolids disposal systems. The master plan will become a road map for future CIP projects.</i>	<ul style="list-style-type: none"> <li>• Kick-off meeting with Kennedy Jenks (KJ) held on 1/23.</li> <li>• Attended Business Risk and Vulnerability Assessment (BRVA) 5-day workshop hosted by KJ.</li> <li>• KJ presented BRVA workshop findings and provided technical memo for District's review.</li> <li>• Staff provided documents in response to the RFI list.</li> <li>• KJ provided assistance to MWA Architect on Sea Level Rise analysis s for Admin Building Site Evaluation project.</li> <li>• KJ provided preliminary information on Rafael Meadows Pump Station upgrade, and energy audit for other District CIP or development projects.</li> </ul>
20125-01	<b>On-Call Construction Contract</b> <i>Provide on-call construction services for small projects and emergency projects, when applicable.</i>	<ul style="list-style-type: none"> <li>• Piazza Construction began working on:               <ol style="list-style-type: none"> <li>1) Deep Bed Filter Valve Repair;</li> <li>2) Center Pivot Center Pivot #2 Feed Line Emergency Repair;</li> <li>and 3) Reclamation Pipe Leak near Solar Panels.</li> </ol> </li> </ul>
20125-01	<b>On-Call Consultant Contract</b> <i>Provide on-call consultant services for small projects and emergency projects, when applicable.</i>	<ul style="list-style-type: none"> <li>• Hazen &amp; Sawyer (HS) began the following task orders:               <ol style="list-style-type: none"> <li>1) Investigate UV issues;</li> <li>2) Provide information &amp; recommendation on algae control at the reclamation storage ponds.</li> </ol> </li> </ul>
<b>COLLECTION SYSTEM</b>		
11200-03	<b>John Duckett Sewage Main Capacity and Storage</b> <i>Project will include the design for deepening of the Duckett pump station, eliminating the visible Gallinas Creek crossing and a new Highway 101 crossing.</i>	<ul style="list-style-type: none"> <li>• GHD worked on site alternatives analysis report to include the west side of Hwy 101.</li> <li>• Staff reviewed draft report and requested GHD to include property analysis and contact property owners for a potential offer to purchase.</li> </ul>
11200-03	<b>Marinwood Trunk Sewer Repair</b> <i>Trenchless rehabilitation of 420 LF of 18" diameter ABC (Asbestos Bonded Corrugated) underground sewer crossing at Highway 101 near Postmile 15.6-Miller Creek Rd overcrossing using Cured-in-Place Pipe (CIPP) lining.</i>	<ul style="list-style-type: none"> <li>• Completed closeout process and filed Notice of Completion on 6/4/2020.</li> </ul>
19200-01	<b>Air Release Valve and Vault Replacements</b> <i>To replace 11 Air Release Valves and perform valve assessment as necessary.</i>	<ul style="list-style-type: none"> <li>• Called for Bids on 6/26/2020.</li> </ul>
<b>PUMP STATIONS/FORCE MAINS</b>		
12300-05	<b>Rafael Meadows Pump Station</b> <i>Upgrade of existing electrical facilities and installation of permanent standby generator for Rafael Meadows Pump Station.</i>	<ul style="list-style-type: none"> <li>• Staff completed plans to relocate temporary standby generator to a permanent location.</li> <li>• Informally bid per UPCCAA guidelines.</li> <li>• Called for Bids on 6/26/2020.</li> </ul>

<b>Job No.</b>	<b>Project Description</b>	<b>Status/Updates</b>
14300-05	<b>Combined Force Main Repair/Replacement</b> <i>Replace or repair existing force main to the treatment plant and installation of redundant line for summer and winter flows.</i>	<ul style="list-style-type: none"> <li>• Design on hold at 50% pending Master Plan and granting of easements from the Silveiras.</li> <li>• Tentatively scheduled for FY 2022-2023.</li> </ul>
18360-01	<b>Marin Lagoon Pump Station</b> <i>Pump station control cabinets need to be upgraded due to deterioration, corrosion, and aging of the infrastructure.</i>	<ul style="list-style-type: none"> <li>• Staff finalized and returned comments to ArcSine on 95% drawings and specifications.</li> <li>• ArcSine provided proposal for additional engineering services.</li> </ul>
18300-05	<b>Hawthorn Pump Station Fencing</b> <i>Replacement and realignment of pump station fencing.</i>	<ul style="list-style-type: none"> <li>• Project is on hold since 2017 due to property line discrepancy with pump station neighbors.</li> </ul>
<b>RECLAMATION</b>		
11500-09	<b>Miller Creek (Lower Miller Creek Channel Maintenance)</b> <i>Rock vane caused levee erosion. Repair rock vane and levee. Continue monitoring of the revegetation per regulatory requirement.</i>	<ul style="list-style-type: none"> <li>• Completed closeout process and filed Notice of Completion on 6/4/2020.</li> </ul>
17500-05	<b>McInnis Marsh Restoration</b> <i>Financial participation with County of Marin. Force main relocation.</i>	<ul style="list-style-type: none"> <li>• Staff reviewed and provided comments on the Descanso force main relocation design by BKF Engineers.</li> </ul>
20500-02	<b>Reclamation Valves &amp; Transfer Boxes</b> <i>Installation of 36" transfer valve. Investigate possible leak. Replace transfer boxes and deck. Install additional guardrail/posts/fencing for public</i>	<ul style="list-style-type: none"> <li>• Received quote from CATS4U to repair the wood boxes through UPCCAA process.</li> <li>• Staff anticipates start of work in August 2020.</li> </ul>
20500-10	<b>Center Pivot No. 2 Irrigation System Replacement</b> <i>Replace center pivot irrigation system.</i>	<ul style="list-style-type: none"> <li>• Rebid project in February 2020.</li> <li>• Awarded contract to Amerine Systems.</li> <li>• Work is complete; Amerine to test system.</li> </ul>
20500-04	<b>Sharp Solar Panel Replacement Project</b> <i>Replacement of solar panels on District property.</i>	<ul style="list-style-type: none"> <li>• Empire Earthworks installed solar panels.</li> <li>• Punchlist items in progress.</li> </ul>
20500-05	<b>Marsh Pond Long Term Vegetation Management</b> <i>Prepare long-term vegetation management plan for marsh pond.</i>	<ul style="list-style-type: none"> <li>• WRA provided the long-term plan.</li> <li>• Staff to complete review of the plan and coordinate with Marin/Sonoma Mosquito &amp; Vector Control District and Audubon Society.</li> </ul>
<b>TREATMENT PLANT</b>		
12600-02	<b>Plant Improvements 2018</b> <i>Replacement of grit pumps, grit motor controls, hydrocyclones, and installation of progressive cavity sludge pumps.</i>	<ul style="list-style-type: none"> <li>• Completed punch list items.</li> </ul>
12600-07	<b>Secondary Treatment Plant Upgrades</b> <i>Increase secondary treatment capacity and provide treatment plant upgrades.</i>	<ul style="list-style-type: none"> <li>• See cover page for status update.</li> </ul>
16650-02	<b>Recycled Water Facility Expansion</b> <i>Expand Recycled Water Facility.</i>	<ul style="list-style-type: none"> <li>• See cover page for status update.</li> </ul>



<b>Job No.</b>	<b>Project Description</b>	<b>Status/Updates</b>
20100-02	<b>Administration Building Site Evaluation</b> <i>Site investigation for Administration Building.</i>	<ul style="list-style-type: none"> <li>• MWA presented preliminary results to the Board on 6/4/2020.</li> <li>• MWA will provide draft evaluation report by 7/31/2020.</li> </ul>
20600-01	<b>Influent Screens Rebuild</b> <i>Rebuild two Parkson units.</i>	<ul style="list-style-type: none"> <li>• CATS4U completed installation.</li> </ul>
20600-03	<b>BERS Boiler</b> <i>Fix issue with boiler.</i>	<ul style="list-style-type: none"> <li>• Bay City Boiler completed the repair.</li> </ul>
20600-03	<b>BERS &amp; Smith Ranch Canopy</b> <i>Weather protection for CNG skids and facilities.</i>	<ul style="list-style-type: none"> <li>• Tentatively scheduled for FY 2022/23 pending completion of potential BERS piping project and other civil improvements.</li> </ul>
20600-04	<b>Flow Equalization Basin</b> <i>Design and construction of flow equalization basin.</i>	<ul style="list-style-type: none"> <li>• Hazen &amp; Sawyer (HS) completed review of background materials and information.</li> <li>• HS evaluated 5 potential sites for the basin.</li> <li>• HS began evaluating pipeline routing and developing potential layouts.</li> <li>• Staff received proposal on headworks &amp; primary clarifier desktop evaluation.</li> </ul>
<b>Other Projects</b>		
	<b>Annual Encroachment Permit - County</b>	<ul style="list-style-type: none"> <li>• Staff obtained annual encroachment permit with County of Marin for emergency repair work.</li> </ul>
	<b>Tide Gate Replacement Project</b> <i>Replace tide gate at Silveira Drainage Pump Station.</i>	<ul style="list-style-type: none"> <li>• Coordinated and provided authorization letter to Silveira for working on District property.</li> <li>• Coordinating with Silveira for installation of the tide gate.</li> </ul>
<b>LAND DEVELOPMENT</b>		
	<b>350 Merrydale Townhomes - 350 Merrydale Rd</b> <i>Demolition of three (3) one-story classroom buildings on site and construction of 9 buildings containing a total of 44 residential townhome units.</i>	<ul style="list-style-type: none"> <li>• Staff responded to CEQA ISMND.</li> <li>• Staff reviewed Tentative Maps approved by the City.</li> <li>• Staff discussed developer's offer to cost share of pump station upgrades with the developer.</li> <li>• Staff provided updates to developer frequently.</li> <li>• Staff worked with KJ on cost estimate of the Rafael Meadows Pump Station and Mulligan Trunk Sewer Capacity upgrades.</li> </ul>
	<b>Airport Recreational Facility - 400 Smith Ranch Rd</b> <i>Expand allocated sewer capacity for current and future tenants.</i>	<ul style="list-style-type: none"> <li>• Staff began to review plans submitted and coordinated with Airport for flow calculations.</li> </ul>
	<b>Chevron Gas Station - 3530 Civic Center Dr</b> <i>Replace existing with a new gas station</i>	<ul style="list-style-type: none"> <li>• Issued Will Serve Letter on 2/6/2020.</li> </ul>
	<b>Fire Station 57 - 3530 Civic Center Dr</b> <i>Replace existing with a new fire station.</i>	<ul style="list-style-type: none"> <li>• Issued Will Serve Letter on 2/6/2020.</li> <li>• Staff coordinated with Fire Station on vehicle access (add padlock to the gate).</li> </ul>

<b>Job No.</b>	<b>Project Description</b>	<b>Status/Updates</b>
	<b>Gravity Vault - 400 Smith Ranch Rd</b> <i>Indoor rock climbing gym inside Airport Recreational Facility.</i>	<ul style="list-style-type: none"> <li>• Staff reviewed plans submitted by the applicant. The sewer allocation for this project is under Airport Recreational facility.</li> </ul>
	<b>Guide Dogs for the Blind - 350 N. San Pedro Rd</b> <i>Construction of new puppy center.</i>	<ul style="list-style-type: none"> <li>• In communication with Guide Dogs for the Blind and its consultant for the easement access issue.</li> </ul>
	<b>Kaiser Parking Garage - 1650 Los Gamos Dr</b> <i>Construction of a parking structure on the existing parking lot.</i>	<ul style="list-style-type: none"> <li>• Staff inspected the site.</li> </ul>
	<b>Kaiser Medical Office Building - 1650 Los Gamos Dr</b> <i>Convert existing office building into a medical office building.</i>	<ul style="list-style-type: none"> <li>• Staff inspected the site and it appears to be in compliance with the approved plans &amp; specifications.</li> <li>• Attended Kaiser's kick-off meeting.</li> </ul>
	<b>Marin Jewish Community Campus - 200 North San Pedro Rd</b> <i>Renovation</i>	<ul style="list-style-type: none"> <li>• Staff responded to County of Marin Planning Division's referral on 1/27/2020.</li> </ul>
	<b>Monk's Kettle - 655 Del Ganado Rd</b> <i>Interior remodeling.</i>	<ul style="list-style-type: none"> <li>• Staff reviewed proposed plans and provided response on 4/23/2020.</li> <li>• Issued Will Serve Letter on 5/21/2020.</li> </ul>
	<b>Northgate III Shopping Center - 496 Las Gallinas Ave</b> <i>Converting the existing Toscalito Tire &amp; Automotive shop in the Northgate III Shopping Center to a retail space with restaurant.</i>	<ul style="list-style-type: none"> <li>• Staff reviewed plans submitted by the applicant.</li> </ul>
	<b>SCA Marin Specialty Surgery Center - 1 Thorndale Dr</b> <i>Construction of a outpatient surgery center within existing tenant space.</i>	<ul style="list-style-type: none"> <li>• Staff provided a response to the applicant on 5/5/2020.</li> </ul>
	<b>23 Upper Oak Dr</b> <i>Construction of an accessory dwelling unit.</i>	<ul style="list-style-type: none"> <li>• Issued Will Serve Letter on 6/18/2019.</li> </ul>
	<b>28 Vendola Dr</b> <i>Construction of an accessory dwelling unit.</i>	<ul style="list-style-type: none"> <li>• Issued Will Serve Letter on 3/19/2019.</li> </ul>
	<b>383 Quietwood Dr</b> <i>Interior remodeling.</i>	<ul style="list-style-type: none"> <li>• Issued Will Serve Letter on 5/21/2020.</li> </ul>

**9/17/2020**

**General Manager Report**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
  - Solar Panel Problem
  - Regional Government Services Support Contract
  - Regional Government Services Board Meeting Support and Training
- Presentation





Item Number 4

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MJD*  
**From:** Mel Liebmann, Plant Manager  
**Meeting Date:** September 17, 2020  
**Re:** PG&E Efficiency On-Bill Financing / Incentive Program Proposal from CH Energy to Install LED Lighting at District Facilities  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to authorize General Manager to execute PG&E and CH Energy contract documents to Furnish and Install LED Lighting Fixtures at the Treatment Plant and Pump Station Facilities under PG&E's on-bill financing program.

### BACKGROUND

District staff met with PG&E Customer Relationship Manager, Leah Harter, in February to discuss PG&E sponsored energy efficiency incentive programs. At the meeting staff was introduced to Frank Henry of CH Energy, a third-party firm that works with PG&E customers to implement energy efficiency projects. Over the last five months District staff have coordinated with CH Energy to assess the benefit of implementing a lighting improvement project by utilizing the PG&E incentive program.

A list of candidate lighting fixtures was created to determine the District's return on investment (ROI) through future energy savings. Average ROI is 7 years over an expected fixture life of 19 years. Most of the existing light fixtures selected for replacement are fluorescent with a handful of metal halide or high-pressure sodium type fixtures that are much less efficient than LED lighting and many have aging or faulty ballasts that shorten lamp life. Some of the lighting fixtures included in this proposal, mainly in the vehicle storage areas, are new installations that are included in the current Capital Improvement Program (CIP) budget. By taking advantage of the PG&E on-bill financing program, some of the lighting improvements could be realized sooner without consuming existing CIP funds. PG&E's on-bill financing program is effectively a zero percent interest loan.

### PREVIOUS BOARD ACTION

NA

### ENVIRONMENTAL REVIEW

A CEQA notice of exemption for the project will be filed, subject to Board approval under the consent calendar for today's meeting.

### FISCAL IMPACT

\$130,471 paid as a zero percent interest loan over 110 months as a line item in regular PG&E billings. The monthly payment of approximately \$1200 falls within electrical cost assumptions made during Operations and Maintenance budget development.



**Las Gallinas Water Treatment- LED  
Upgrade-Revised 7/15/20**

Frank Henry  
frank@chenergysolutions.com

## Executive Summary

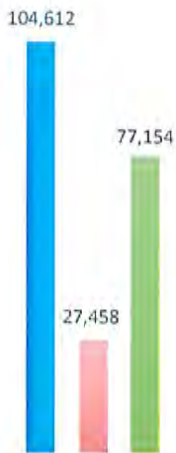
### Project Costs

Total Project Cost	\$127,508
Sales Tax	\$2,963
Turnkey Project Cost	\$130,471

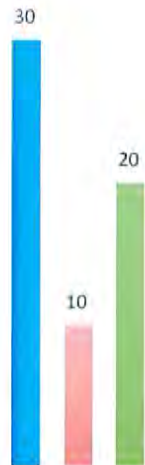
### Financial Metrics

Payback Period (yrs.)	7.19
Avg. Annual Return	14%
10 Yr Operating Savings	\$169,179

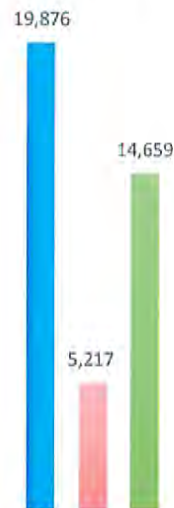
### Usage (kWh)



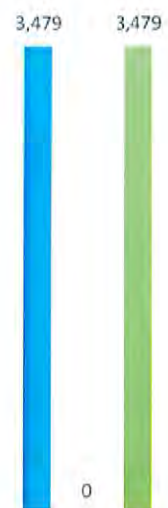
### Demand (kW)



### Energy Cost (\$)



### Maintenance Cost (\$)



■ Current   
 ■ Proposed   
 ■ Savings

### Impact of New Lighting

Energy Reduction	72%
Avg. Annual Maintenance Savings	100%
Avg. Annual Operating Savings	76%

### Aggregate Operating Savings

Saving Area	Year 1	Year 5	Year 10
Energy	\$14,659	\$73,295	\$146,590
Maintenance	\$3,479	\$17,395	\$34,790
<b>Total</b>	<b>\$18,138</b>	<b>\$90,690</b>	<b>\$181,380</b>



## Lighting Wattage Comparison

### Exterior

Space	Existing Fixture	Qty	Watts	Total Watts	Proposed Solution	Qty	Watts	Total Watts	Burn Hours
Chlorine Bldg	Vapor Tight/Light Emitting Diode/50.0W/1 Lamp	1	50.0	50	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	1	25.0	25	1,000
Digester Exterior Front	Parking And Garage/Metal Halide/100.0W/1 Lamp	1	130.0	130	Aleo LED Lighting Part No: LPC-40/50K Canopy/5000K	1	40.0	40	4,380
Exterior Poles	Parking And Garage/Metal Halide/250.0W/1 Lamp	2	295.0	590	Lumec Part No: LEN6-80W48LED4K-T-4-240-NP Area Light/4000K	2	81.0	162	4,380
Headworks	Parking And Garage/Metal Halide/250.0W/1 Lamp	3	295.0	885	Hilumz Part No: LED Area Light Retrofit 60 Watt Area Light/Retrofit Kit/9.0"x2.7"x1.5"/5000K	3	60.0	180	4,380
Headworks	Vapor Tight/Incandescent/60.0W/1 Lamp	3	60.0	180	Hilumz Part No: LED Area Light Retrofit 30 Watt Area Light/Retrofit Kit/3.25" x 1.5" x 1.0"/5000K	3	30.0	90	4,380
Headworks	Wallpack/High Pressure Sodium/150.0W/1 Lamp	2	188.0	376	Aleo LED Lighting Part No: WPE-45/50K G2 Wallpack/5000K	2	45.0	90	4,380
Main Office Exterior	Decorative Outdoor/CFL Pin Base/26.0W/2 Lamp	6	52.0	312	SYLVANIA Part No: LEDRT56/R3A700ST/950 Downlight/5in/5000K	6	9.0	54	4,380
Main Office Exterior	Decorative Outdoor/CFL Screw In/26.0W/1 Lamp	1	26.0	26	Aleo LED Lighting Part No: WPM-15/50K Wallpack/5000K	1	15.0	15	4,380
Main Office Exterior	Decorative Outdoor/Metal Halide/150.0W/1 Lamp	2	185.0	370	Aleo LED Lighting Part No: ALS-70/50K-D XE G3 Area Light/5000K	2	70.0	140	4,380
Maintenance Shop Ext	Wallpack/High Pressure Sodium/150.0W/1 Lamp	5	188.0	940	Aleo LED Lighting Part No: WPE-45/50K G2 Wallpack/5000K	5	45.0	225	4,380
MCC3	Area Light/Metal Halide/400.0W/1 Lamp	1	460.0	460	Aleo LED Lighting Part No: ALS-150/50K-D XE G3 Area Light/5000K	1	150.0	150	4,380
MCC3	Strip/T8 Fluorescent/4 ft/32.0W/1 Lamp	4	32.0	128	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	4	25.0	100	4,380
MCC9	Strip/T8 Fluorescent/4 ft/32.0W/2 Lamp	3	64.0	192					4,380
MCC9	Wallpack/High Pressure Sodium/150.0W/1 Lamp	1	188.0	188					4,380

Space	Existing Fixture	Qty	Watts	Total Watts	Proposed Solution	Qty	Watts	Total Watts	Burn Hours
Pumping Station	Parking And Garage/Metal Halide/250.0W/1 Lamp	1	295.0	295	Aleo LED Lighting Part No: ALS-70/50K-D XE G3 Area Light/5000K	1	70.0	70	1,000
Reclamation Maint Shop	Area Light/Metal Halide/1000.0W/1 Lamp	2	1,080.0	2,160	Aleo LED Lighting Part No: AL-300/50K-D XE G3 Area Light/5000K	2	300.0	600	1,000
Reclamation Maint Shop	Strip/T12 Fluorescent/4 ft/40.0W/2 Lamp	3	75.0	225	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	3	25.0	75	1,000
Reclamation Pump Station	Area Light/Metal Halide/1000.0W/1 Lamp	5	1,080.0	5,400	Aleo LED Lighting Part No: AL-300/50K-D XE G3 Area Light/5000K	5	300.0	1,500	1,000
Reclamation Pump Station	Strip/T12 Fluorescent/4 ft/40.0W/2 Lamp	2	75.0	150	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	2	25.0	50	600
Top of Digester	Parking And Garage/Metal Halide/150.0W/1 Lamp	3	185.0	555	Hilumz Part No: DC50-5080-10-H2 Area Light/Retrofit Kit/5000K	3	50.0	150	4,380
Truck Bays	New Lighting	0	0.0	0	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	5	25.0	125	4,380
Truck Bays	New Lighting	0	0.0	0	Nicor Part No: XPL1A080U50GRD Strip/8ft/5000K	1	80.0	80	4,380
UV Awning	Strip/Light Emitting Diode/50.0W/1 Lamp	2	50.0	100	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	2	25.0	50	4,380
<b>Total</b>			<b>5,053.0</b>	<b>13,712</b>			<b>1,495.0</b>	<b>3,971</b>	

### Interior

Space	Existing Fixture	Qty	Watts	Total Watts	Proposed Solution	Qty	Watts	Total Watts	Burn Hours
Digester Pump	Highbay/Metal Halide/250.0W/1 Lamp	9	295.0	2,655	Aleo LED Lighting Part No: LVX-4HE-38/850 XE G4 Vapor Tight/4ft/5000K	9	38.0	342	8,760
Headworks	Vapor Tight/T12 Fluorescent/4 ft/34.0W/2 Lamp	26	65.8	1,711	Aleo LED Lighting Part No: LVX-4HE-38/850 XE G4 Vapor Tight/4ft/5000K	26	38.0	988	1,100
Headworks	Vapor Tight/T8 Fluorescent/4 ft/32.0W/2 Lamp	21	64.0	1,344	Aleo LED Lighting Part No: LVX-4HE-38/850 XE G4 Vapor Tight/4ft/5000K	21	38.0	798	1,100
Lab	Troffer/T8 Fluorescent/4 ft/32.0W/4 Lamp	18	112.6	2,027	Aleo LED Lighting Part No: LTR-24VLE-22/840 XE G4-HD Troffer/Retrofit Kit/2x4ft/4000K	18	22.0	396	2,242
Lab	Troffer/T8 Fluorescent/4 ft/32.0W/4 Lamp	13	112.6	1,464	Aleo LED Lighting Part No: LTR-24VLE-22/840 XE G4-HD Troffer/Retrofit Kit/2x4ft/4000K	13	22.0	286	1,000
Main Conference Room	Troffer/T8 Fluorescent/4 ft/32.0W/2 Lamp	8	64.0	512	Aleo LED Lighting Part No: LTR-24VLE-22/840 XE G4-HD Troffer/Retrofit Kit/2x4ft/4000K	8	22.0	176	1,100
Main Office	Decorative Indoor/CFL Screw In/26.0W/2 Lamp	1	52.0	52	NaturaLED Part No: LED Decorative Indoor 12 Watt Decorative Indoor/4000K	1	12.0	12	2,242
Main Office	Troffer/T12U Fluorescent/40.0W/1 Lamp	4	34.0	136	Aleo LED Lighting Part No: LTR-22HE-30/840 XE G3 Troffer/Retrofit Kit/2x2ft/4000K	4	30.0	120	2,242

Space	Existing Fixture	Qty	Watts	Total Watts	Proposed Solution	Qty	Watts	Total Watts	Burn Hours
Main Office	Troffer/T8 Fluorescent/4 ft/32.0W/2 Lamp	20	64.0	1,280	Aleo LED Lighting Part No: LTR-24VLE-22/840 XE G4-HD Troffer/Retrofit Kit/2x4ft/4000K	20	22.0	440	2,242
Main Office	Undercabinet/T8 Fluorescent/2 ft/17.0W/1 Lamp	1	17.0	17	Espen Part No: L24T8/850/8G-XT Tube/T8 Linear/5000K	1	8.0	8	2,242
Main Office	Undercabinet/T8 Fluorescent/4 ft/32.0W/1 Lamp	2	32.0	64	Espen Part No: L48T8/840/15G-XT Tube/T8 Linear/4000K	2	15.0	30	2,242
Main Office	Wrap/T12 Fluorescent/4 ft/34.0W/2 Lamp	7	65.8	461	Aleo LED Lighting Part No: LWA-4VLE-22/840 Wrap/4ft/4000K	7	22.0	154	2,242
Maintenan ce Shop	Strip/T12 Fluorescent/8 ft/75.0W/2 Lamp	2	141.5	283	Espen Part No: L48T8/840/12G-ID DE Tube/T8 Linear/4000K	8	12.0	96	2,242
Maintenan ce Shop	Troffer/T8 Fluorescent/4 ft/32.0W/2 Lamp	6	64.0	384	Aleo LED Lighting Part No: LTR-24VLE-22/840 XE G4-HD Troffer/Retrofit Kit/2x4ft/4000K	6	22.0	132	2,242
Maintenan ce Shop	Vapor Tight/T12 Fluorescent/4 ft/34.0W/2 Lamp	11	65.8	724	Aleo LED Lighting Part No: LVX-4HE-38/850 XE G4 Vapor Tight/4ft/5000K	11	38.0	418	2,242
O&M and Plant Mgrs Offices	Troffer/T12U Fluorescent/40.0W/ 1 Lamp	12	34.0	408	Aleo LED Lighting Part No: LTR-22HE-30/840 XE G3 Troffer/Retrofit Kit/2x2ft/4000K	12	30.0	360	2,242
O&M and Plant Mgrs Offices	Troffer/T8 Fluorescent/4 ft/32.0W/2 Lamp	2	64.0	128	Aleo LED Lighting Part No: LTR-24VLE-22/840 XE G4-HD Troffer/Retrofit Kit/2x4ft/4000K	2	22.0	44	2,242
Office Restrooms	Decorative Indoor/CFL Screw In/26.0W/2 Lamp	2	52.0	104	Green Creative Part No: 8A19DIM/840 A-Type/A19/4000K	4	8.0	32	2,242
Recycled Water Bldg Air Comp	Vapor Tight/Light Emitting Diode/50.0W/1 Lamp	57	50.0	2,850	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	57	25.0	1,425	8,760
<b>Total</b>			<b>1,450.1</b>	<b>16,603</b>			<b>446.0</b>	<b>6,257</b>	

### Pumping Stations

Space	Existing Fixture	Qty	Watts	Total Watts	Proposed Solution	Qty	Watts	Total Watts	Burn Hours
Civic Ctr North	Area Light/Metal Halide/250.0W/1 Lamp	2	295.0	590	Aleo LED Lighting Part No: FL-50/50K-KNM Flood Light/5000K	2	50.0	100	1,095
Civic Ctr North	Strip/T12 Fluorescent/4 ft/34.0W/2 Lamp	5	65.8	329	Aleo LED Lighting Part No: LSR-4HE-26/840 XE G3 Strip/Retrofit Kit/4ft/4000K	5	23.0	115	1,095
Duckett	Area Light/Metal Halide/250.0W/1 Lamp	2	295.0	590	Hilumz Part No: LED Area Light Retrofit 60 Watt Area Light/Retrofit Kit/9.0"x2.7"x1.5"/5000K	2	60.0	120	4,000
Duckett	Strip/T12 Fluorescent/4 ft/34.0W/2 Lamp	5	65.8	329	Aleo LED Lighting Part No: LSR-4HE-26/840 XE G3 Strip/Retrofit Kit/4ft/4000K	5	23.0	115	4,000
Duckett	Wallpack/CFL Pin Base/38.0W/1 Lamp	1	38.0	38	Espen Part No: CLD18WH/850-ID CFL Series/PL/5000K	1	8.0	8	4,000



Space	Existing Fixture	Qty	Watts	Total Watts	Proposed Solution	Qty	Watts	Total Watts	Burn Hours
Duckett	Wallpack/High Pressure Sodium/150.0W/1 Lamp	2	188.0	376	Aleo LED Lighting Part No: WPE-45/50K G2 Wallpack/5000K	2	45.0	90	4,000
Hawthorne Pump Station	Decorative Outdoor/Metal Halide/150.0W/1 Lamp	1	185.0	185	Hilumz Part No: LED Area Light Retrofit 50 Watt Area Light/Retrofit Kit/3.25" x 1.5" x 1.0"/5000K	1	50.0	50	1,095
Hawthorne Pump Station	Downlight/Incandescent/100.0W/1 Lamp	3	100.0	300	NaturaLED Part No: LED9A19/81L/950 A-Type/A19/5000K	3	9.0	27	1,095
Industrial Park	Other/Incandescent/60.0W/1 Lamp	2	60.0	120	NaturaLED Part No: LED9A19/81L/950 A-Type/A19/5000K	2	9.0	18	1,095
Mulligan Pump Station	Vapor Tight/T8 Fluorescent/4 ft/32.0W/2 Lamp	2	64.0	128	Aleo LED Lighting Part No: LVX-4HE-38/850 XE G4 Vapor Tight/4ft/5000K	2	38.0	76	1,095
<b>Total</b>			<b>1,356.6</b>	<b>2,985</b>			<b>315.0</b>	<b>719</b>	

### Controls Energy Comparison

#### Exterior

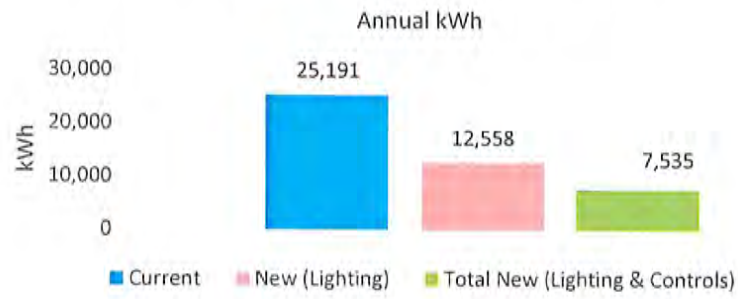
Space	Existing Fixture	Existing kWh	Proposed Solution	New kWh (Lighting)	Proposed Control	Reduction		Total New kWh
						Sched	Watt	
Reclamation Maint Shop	Strip/T12 Fluorescent/4 ft/40.0W/2 Lamp	225	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	75	WallSenzr Part No: LDD-700SW Occupancy Sensor	40	0	45
<b>Total</b>		<b>225</b>		<b>75</b>				<b>45</b>

#### Interior

Space	Existing Fixture	Existing kWh	Proposed Solution	New kWh (Lighting)	Proposed Control	Reduction		Total New kWh
						Sched	Watt	
Recycled Water Bldg Air Comp	Vapor Tight/Light Emitting Diode/50.0W/1 Lamp	24,966	Aleo LED Lighting Part No: LLS-4HE-25/850 XE G3 Strip/4ft/5000K	12,483	Aleo Part No: OS Occupancy Sensor	40	0	7,490
<b>Total</b>		<b>24,966</b>		<b>12,483</b>				<b>7,490</b>

1. Proposed kWh (Lighting) is lighting usage and does not include controls savings
2. Total Proposed kWh is lighting usage that includes savings from controls

### Annual Controls Energy Comparison



**PG&E On Bill Financing:**

Upon Completion of the lighting upgrade, PG&E will issue payment to GEL America in the amount of \$130,471.00. You will then repay the zero percent "loan" as a line item on your PG&E Bill.

**Estimated Terms:**

Project Cost for Measures	Customer Buy Down	Customer Total Loan Amount	Customer Avg Rate Per Kwh	Annual Kwh Savings	Estimated Annual Energy	Simple Payback in
\$130,471.00	\$0.00	\$130,471.00	\$0.19	77,154	\$14,659.00	8.90

Loan Term in Months	Interest Rate	Customer Fixed Loan	Estimated Monthly Energy	Monthly Cashflow During DBF Term
108	0%	\$1,210.25	\$1,221.58	\$11.33

**Lifetime Savings**

Avg Rated Life of Solution (Hours)	Avg Yearly Burn Hours	Expected Life of Solution (Years)	\$ Saved After DBF Paid (Energy + Maint)
78,125	3,950	20	\$195,840.50

**Sample Image of Loan Payment Added to PG&E Bill**

 <b>ENERGY STATEMENT</b> www.pge.com/MyEnergy		Account No: [REDACTED] Statement Date: 08/06/2013 Due Date: 08/23/2013
<b>Other Program and Service Charges</b>		
<b>Energy Efficiency Retrofit Loan Program</b>		
Service Agreement ID: [REDACTED] Service Dates: 07/15/2013 - 09/09/2013 Reference Number: [REDACTED]		
Loan Installment Due		\$1,001.18
Outstanding Balance	16,019.82	
Total Energy Efficiency Retrofit Loan Program Charges		\$1,001.18
<b>Total Other Program and Service Charges</b>		<b>\$1001.18</b>



## Terms and Conditions

This is a turnkey project, which means CH Energy Solutions will be responsible for:

1. Removal and disposal of existing light fixtures
2. Supply and installation of new LED lighting
3. Facilitating project financing and utility rebates.
4. 7-year product warranty (Interior fixtures)

**REPAIRS:** The Buyer agrees that CH Energy Solutions will not be liable for any paint or patch repairs following removal of existing fixtures and installation of new fixtures.

**DELAYS:** CH Energy Solutions will not be liable for any delay in the performance of orders or contracts, or in the delivery or shipment of goods, or for any damages suffered by Buyer due to such delay. Signed contracts or purchase orders may not be cancelled due to delay.

**RIGHT OF POSSESSION:** Until full and final payment is received by CH Energy Solutions, all merchandise delivered to Buyer shall remain the sole property of CH Energy Solutions. For credit reasons or because of Buyer's default, CH Energy Solutions may withhold shipments, in whole or in part, recall and retake goods in transit, and may repossess and remove all merchandise delivered to Buyer. Said merchandise shall not, through any connection to Buyer's property, be deemed a fixture or appurtenance to that property.

**ELECTRICAL CONNECTIONS:** Buyer is to furnish all primary electrical service required, all connections, switches and/or other controls, at Buyer's expense. Final connection will be completed at the time of installation if the circuit(s) is ready. If the connection is not yet available, a return visit to complete the connection will incur additional charges. CH Energy Solutions is entitled to payment upon completion of services and/or installation regardless of electrification or connection status. Payment will in no way be withheld or otherwise detained due to a lack of power or other connection. Post-installation visit(s) or inspections related to electrical connectivity will be conducted at the Buyer's specific request, and at the Buyer's expense.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the day and year first above written.

**Acceptance:**

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Signature

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Printed Name

---

Date

**Acceptance:**

CH Energy Solutions

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Signature

---

Printed Name

---

Date





## LOCAL AGENCY AND DISTRICT CUSTOMERS ON-BILL FINANCING LOAN AGREEMENT

The undersigned Local Agency or District<sup>1</sup> Customer ("Customer") has contracted for the provision of energy efficiency/demand response equipment and services (the "Work") which qualify for one or more of PG&E's applicable rebate or incentive programs. Subject to the conditions (including the process for Adjustment and preconditions to funding) set forth below, Pacific Gas and Electric Company ("PG&E") shall extend a loan (the "Loan") to Customer in the amount of the loan balance (the "Loan Balance") pursuant to the terms of this On-Bill Financing Loan Agreement ("Loan Agreement") and PG&E's rate schedules E-OBF and/or G-OBF, as applicable (the "Schedule").

To request the Loan, Customer has submitted a completed On-Bill Financing Application and associated documentation as required by PG&E (the "Application"). Collectively the Application and this Loan Agreement (including any Adjustment hereunder) comprise the "Agreement".

1. Customer shall arrange for its Contractor, as identified at the end of this Agreement ("Contractor"), to provide the Work as described in the Application.
2. The estimated Loan Balance is set forth below. The total cost of the Work as installed, rebate/incentive for qualifying energy efficiency measures, Loan Balance, monthly payment, and loan term specified in this Loan Agreement may be adjusted, if necessary, after the Work and the post-installation inspection described in the Application and/or herein are completed (the "Adjustment"). The Adjustment will be calculated using the actual total cost of the Work, as installed, and the estimated energy savings (as described in the Application) of such Work. In no event will the Loan Balance be increased without Customer's written consent, even if Customer is eligible for such increased Loan Balance. Moreover, in no event will the Loan Balance exceed the maximum loan amount stipulated in the Application. Customer understands that in order to be eligible for the Loan, the initial Loan Balance for Work may not fall below the minimum loan amount, nor may the payback period exceed the maximum payback period. **Accordingly, if after the Adjustment, the Loan Balance falls below the minimum loan amount or if the simple payback period exceeds the program maximum payback period, each as described in the Application, PG&E shall have no obligation to extend the Loan, as the Work would not meet program requirements.** The Adjustment described in this paragraph will be communicated to the Customer in writing and will automatically become part of this Loan Agreement, except that any proposed increase in the Loan Balance will only become part of this Loan Agreement upon Customer's written consent to such increase.
3. **PG&E shall have no liability in connection with, and makes no warranties, expressed or implied, regarding the Work.** The Parties acknowledge and agree that PG&E is only providing the Local Agency or District cited here with financing. The Customer has independently hired contractors ("Local Agency or District Contractors") to perform the work on behalf of the Customer to qualify for financing. The Customer acknowledges and agrees that the Local Agency or District Contractors are not third party beneficiaries to this agreement between the Customer and PG&E. To the extent authorized by law and subject to appropriation of the Legislature, the Customer agrees that it will look only to Local Agency or District Contractors for any claims related to the installed equipment or its performance and that PG&E shall have no responsibility or liability, except for the payment of the loan proceeds, and the Customer shall indemnify PG&E for any claims made by the Local Agency or District Contractors against PG&E.
4. Customer represents and warrants that (a) Customer is receiving this Loan solely for Work obtained in connection with Customer's business, and not for personal, family or household purposes; (b) Customer, if not an individual or a government agency, is duly organized, validly existing and in good standing under the laws of its state of formation, and has full power and authority to enter into this Agreement and to carry out the provisions of this Agreement. Customer is duly qualified and in good standing to do business in all jurisdictions where such qualification is required; (c) this Loan Agreement has been duly authorized by all necessary proceedings, has been duly executed and delivered by Customer and is a valid and legally binding agreement of Customer duly enforceable in accordance with its terms; (d) no consent, approval, authorization, order, registration or qualification of or with any court or regulatory authority or other governmental body having jurisdiction over Customer is required for, and the absence of which would adversely affect, the legal and valid execution and delivery of this Loan Agreement, and the performance of the transactions contemplated by this Loan Agreement; (e) the execution and delivery of this Loan Agreement by Customer hereunder and the compliance by Customer with all provisions of this Loan Agreement: (i) will not conflict with or violate any Applicable Law; and (ii) will not conflict with or result in a breach of or default under any of the terms or provisions of any loan agreement or other contract or agreement under which Customer is an obligor or by which its property is bound; and (f) all factual information furnished by Customer to PG&E in the Application and pursuant to this Agreement is true and accurate.
5. The Application must include the Federal Tax Identification Number or Social Security Number of the party who will be the recipient of the checks for the rebate/incentive or any Loan proceeds. Checks may be issued directly to the Customer or its designated Contractor or both, for the benefit of the Customer, as specified below. Customer acknowledges that PG&E will not be responsible for any tax liability imposed on the Customer or its contractor in connection with the transactions contemplated under the Agreement, whether by virtue of the Loan contemplated under the Agreement, or otherwise, and Customer shall indemnify PG&E for any tax liability imposed upon PG&E as a result of the transactions contemplated under the Agreement.

<sup>1</sup> Local Agency or District as defined in California Government Code §50001 and §58004.



6. Upon completion of the Work, Customer shall send a written confirmation of completion to PG&E's On-Bill Financing Program Administrator at the address listed in Section 15. Within 60 days after receiving the confirmation, PG&E (a) will conduct a post installation inspection and project verification, including review of invoices, receipts and other documents as required by PG&E to verify the correctness of any amounts claimed by Customer; and (b) will adjust, if necessary, the total cost, incentive, Loan Balance, monthly payment, and loan term as stated above. Customer shall give PG&E reasonable access to its premises and the Work. If the Work conforms to all requirements of the Agreement and all amounts claimed by Customer as Work costs are substantiated to PG&E's reasonable satisfaction, PG&E will issue a check ("Check") to Customer or Contractor (as designated by Customer in Section 15) for all amounts PG&E approves for payment in accordance with the Agreement. The date of such issuance is the "Issuance Date". If the Check is issued to Customer, Customer shall be responsible for paying any outstanding fees due to Contractor for the Work. If the Check is less than the amount due from Customer to Contractor, Customer shall be responsible for the excess due to the Contractor.
7. Customer shall repay the Loan Balance to PG&E as provided in this Loan Agreement irrespective of whether or when the Work is completed, or whether the Work is in any way defective or deficient, and whether or not the Work delivers energy efficiency savings to Customer.
8. The monthly payments will be included by PG&E on the Account's regular energy service bills, or by separate bill, in PG&E's discretion. Regardless whether the monthly payments are included in the regular utility bill or a separate loan installment bill, the following repayment terms will apply:
  - a. The Customer agrees to repay to PG&E the Loan Balance in the number of payments listed below and in equal installments (with the final installment adjusted to account for rounding), by the due date set forth in each PG&E utility bill or loan installment bill rendered in connection with Customer's account (identified by the number set forth below ("Account")), commencing with the bill which has a due date falling at least 30 days after the Issuance Date.
  - b. If separate energy service bills and loan installment bills are provided, amounts due under this Loan Agreement as shown in the loan installment bill shall be deemed to be amounts due under each energy services bill to the Account, and a default under this Loan Agreement shall be treated as a default under the Account.
  - c. If the Customer is unable to make a full utility bill payment in a given month, payment arrangements may be made at PG&E's discretion.
  - d. Any partial bill payments received for a month will be applied in equal proportion to the energy charges and the loan obligation for that month, and the Customer may be considered in default of both the energy bill and the loan installment bill.
  - e. Further payment details are set forth below.
9. Any notice from PG&E to Customer regarding the Program or the transactions contemplated under the Loan Agreement may be provided within a PG&E utility bill or loan installment bill, and any such notices may also be provided to Customer at the address below or to the Customer's billing address of record in PG&E's customer billing system from time to time, and in each case shall be effective five (5) days after they have been mailed.
10. The Loan Balance shall not bear interest.
11. Customer may, without prepayment penalty, pay the entire outstanding loan balance in one lump sum payment provided the customer first notifies PG&E by telephoning the toll free phone number (1-800-468-4743), and by sending written notice to PG&E On-Bill Financing Program Administrator at the address listed below, in advance of making the lump sum payment. Accelerated payments that are received from Customer without PG&E's prior approval may, at PG&E's sole discretion, be applied proportionally to subsequent energy charges and Loan repayments and PG&E shall have no obligation to apply accelerated payments exclusively to reduction of the outstanding Loan.
12. The entire outstanding Loan Balance will become immediately due and payable, and shall be paid by Customer within 30 days if: (i) the Account is closed or terminated for any reason; (ii) Customer defaults under the Agreement; (iii) Customer sells the equipment forming part of the Work to any third party; or (iv) Customer becomes Insolvent. Customer becomes "Insolvent" if: (i) Customer is unable to pay its debts as they become due or otherwise becomes insolvent, makes a general assignment for the benefit of its creditors, or suffers or permits the appointment of a receiver for its business or assets or otherwise ceases to conduct business in the normal course; or (ii) any proceeding is commenced by or against Customer under any bankruptcy or insolvency law that is not dismissed or stayed within 45 days.
13. Customer understands that without limiting any other remedy available to PG&E against Contractor or Customer, failure to repay the Loan Balance in accordance with the terms of the Agreement could result in shut-off of utility energy service, adverse credit reporting, and collection procedures, including, without limitation, legal action.
14. If there is any conflict among the documents comprising the Agreement, the following order of priority shall apply: 1. this Loan Agreement; 2. the Application; 3. any documents attached to the Application.

15. LOCAL AGENCY OR DISTRICT REQUIREMENT

a. All Payment Obligations Subject to Appropriation

The Customer acknowledges that the cost incurred pursuant to this Loan Agreement will be part of the monthly bill for electric use. All payment obligations and the Work replacement obligations of the Customer under this Loan Agreement or any related agreement or application is subject to appropriation by the Legislative body belonging to Local Agency or District cited in this loan agreement.

b. No Lien or Encumbrance; Subordination:

(1) Notwithstanding any other provision in this Loan Agreement – , PG&E acknowledges that nothing in this Loan Agreement shall constitute a mortgage, charge, assignment, transfer, pledge, lien or encumbrance upon either the Work or any part of the buildings, structures or related facilities in which the Work is constructed, installed or situated (collectively, the "Related Facilities"). Accordingly, PG&E agrees it will not record or file any instrument that would indicate or imply it has a security interest in the Related Facilities, including but not limited to a UCC-1.

(2) In addition to the preceding paragraph (a), if this Loan Agreement were ever construed or deemed to create any such encumbrance, then: (i) this Loan Agreement shall be junior and subordinate and subject in all respects to the terms and conditions of any and all leases, and indentures related to lease revenue bonds issued by the Local Agency or District cited here or any other issuer of bonds on behalf of the Local Agency or District concerning the Related Facilities entered into in the past, the present or the future (the "Senior Security Documents"); and (ii) any term or condition of this Loan Agreement relating to any right, title or interest in the Related Facilities or other benefits derived there from shall be in all respects junior and subordinate to, and subject to the terms of, the Senior Security Documents.

15. Loan Particulars.

*This table is to be completed by PG&E*

Total Cost	Incentive	Customer Buy- Down (if applicable)	Loan Balance <sup>1</sup>	Monthly Payment	Term <sup>2</sup> (months)	Number of Payments
\$ 130,471.00	\$ -	\$ -	\$ 130,471.00	\$ 1,175.41	111	111

Check Made Payable to Customer  or Contractor   
 [customer to select payment method. Note that only one check can be issued]

16. This agreement at all times shall be subject to such modifications as the California Public Utilities Commission may direct from time to time in the exercise of its jurisdiction.

Federal Tax ID or Social Security #, Customer	Federal Tax ID or Social Security #, Contractor
749-0121 6	85-0538461

PG&E Account # / Service Agreement #
0580531718 / 0580531056

Account Name, Customer Primary Customer Name: LAS GALLINAS VALLEY SANITARY DISTRICT - 300 SMITH Primary MDSS Application Number:  TIF ID: 011547	Name, Contractor CH ENERGY SOLUTIONS, RANDY COX
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Customer Address (For OBF Check Delivery)	Contractor Address (For OBF Check Delivery)
	6644 N HIGHLAND
	CLOVIS CA 93619

Name and Title of Authorized Representative of Customer	Name and Title of Authorized Representative of Contractor
	RANDY COX, CH ENERGY SOLUTIONS

Signature of Authorized Representative of Customer

Date

ACCEPTED: Pacific Gas and Electric Company

By	Date
PG&E On-Bill Financing Authorized Representative	

Address:  
 On-Bill Financing Program  
 Mail Code N6G  
 Pacific Gas and Electric Company  
 PO Box 770000  
 San Francisco, CA 94177-0001

<sup>1</sup> The Loan Balance shall not exceed two-hundred fifty thousand dollars (\$250,000), except where, in PG&E's sole opinion, the opportunity for uniquely large energy savings exist, in which case the Loan Balance may exceed two-hundred fifty thousand dollars (\$250,000) but shall not exceed four million dollars (\$4,000,000).

<sup>2</sup> The loan term in months will be established by PG&E at the time of the OBF Loan Agreement initiation. The maximum loan term shall be one hundred and twenty (120) months.



**On-Bill Financing Program (OBF)  
Loan Calculation Summary Sheet  
Simple project payback per meter**

**Customer Name:** LAS GALLINAS VALLEY SANITARY DISTRICT - 300 SMITH

**Project Number:** TIF: 011547

**Calculations from:** Original

(A) PROJECT COST FOR MEASURES	(B) REBATES or INCENTIVES	Customer Down Payment or Buy-Down	CUSTOMER TOTAL LOAN AMOUNT	(C) CUSTOMER AVERAGE RATE PER kWh	(D) CUSTOMER AVERAGE RATE PER Therm	(E) ESTIMATED ANNUAL ENERGY SAVINGS (kWh)	(F) ESTIMATED ANNUAL GAS SAVINGS (Therm)	ESTIMATED ANNUAL ENERGY COST SAVINGS	SIMPLE PAYBACK IN YEARS
\$ 130,471.00	\$ -	\$ -	\$ 130,471.00	\$ 0.19	\$ -	74,879.00	-	\$ 14,227.01	9.17

PAYBACK IN MONTHS BASED ON EXPECTED ENERGY SAVINGS	LOAN TERM (MONTHS) (1 month added for bill neutrality)	CUSTOMER FIXED MONTHLY LOAN PAYMENT	ESTIMATED MONTHLY ENERGY COST SAVINGS
110	111	\$ 1,175.41	\$ 1,185.58


(C) = (From utility bill) Total \$ amount (12-month) / Total kWh (same 12-month)

(D) = (From utility bill) Total \$ amount (12-month) / Total therm (same 12-month)



Item Number 5

# Agenda Summary Report

To: Board of Directors 

From: Mike Prinz, General Manager

Mtg. Date: September 17, 2020

Re: Revision of Board Policies B-50, B-60 and Administrative Policy A-03

Item Type: Consent  Action  Information  Other

Standard Contract: Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to discuss potential revisions to Board Policy B -50, B-60 and Administrative Policy A-03 and direct Staff as necessary.

### BACKGROUND

A Board member requested to review B-60 in order to potentially include a miscellaneous reimbursement clause. Based on the Board's last discussion of this topic, staff has developed the following additional language for Board consideration:

B-60-51. Miscellaneous expense reimbursement. Board Members may submit receipts for up to \$X per year for miscellaneous expenses in order to conduct District Business *unrelated to meeting, conference, or training attendance*. This allowance is anticipated to include information technology related items, consumable office supplies, and other expenses necessary for Board Members to conduct District business. This allowance does not include food or travel related costs, which are addressed in section B-60-50.

Policies B-50 and A-03 may require revision as a result of the revision of Policy B-60.

### PREVIOUS BOARD ACTION

On August 20, 2020 the Board started discussion on Administrative Policy A-03, Computer devices. The discussion was postponed to a future meeting.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

To be determined.



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

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

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

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

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

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

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

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



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

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

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

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

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

**B-50 Training/Conferences/Seminars/Travel****Attachment 1****2020 MEAL REIMBURSEMENT BREAKDOWN**

Per the U.S. General Services Administration, the table below lists 2020 reimbursement amounts in the lower 48 continental United States (currently ranging from \$55 to \$76). In order to determine the correct meal reimbursement limits, first determine the location where you will be working while on official travel. You can look up location-specific information at [www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877). Find the daily total expense limit for your travel area and then refer to the table below for specific meal reimbursement limits.

Daily Total	\$55	\$56	\$61	\$66	\$71	\$76
Continental Breakfast/Breakfast	\$13	\$13	\$14	\$16	\$17	\$18
Lunch	\$14	\$15	\$16	\$17	\$18	\$19
Dinner	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

Please see the 2020 Per Diem Rates, effective October 1, 2019 for travel in California on the following page.

**B-50 Training/Conferences/Seminars/Travel**  
**Attachment 1**



## FY 2020 Per Diem Rates - Effective October 1, 2019

	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.	COUNTY / LOCATION DEFINED	SEASON BEGIN	SEASON END	
CA	Antioch / Brentwood / Concord	Contra Costa			\$ 66
CA	Bakersfield / Ridgecrest	Kern			\$ 61
CA	Barstow / Ontario / Victorville	San Bernardino			\$ 61
CA	Death Valley	Inyo			\$ 66
CA	Eureka / Arcata / McKinleyville	Humboldt			\$ 71
CA	Fresno	Fresno			\$ 66
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica			\$ 66
CA	Mammoth Lakes	Mono			\$ 76
CA	Mill Valley / San Rafael / Novato	Marin			\$ 76
CA	Modesto	Stanislaus			\$ 61
CA	Monterey	Monterey			\$ 76
CA	Napa	Napa			\$ 66
CA	Oakhurst	Madera			\$ 71
CA	Oakland	Alameda			\$ 66
CA	Palm Springs	Riverside			\$ 66
CA	Point Arena / Gualala	Mendocino			\$ 76
CA	Redding	Shasta			\$ 66
CA	Sacramento	Sacramento			\$ 66
CA	San Diego	San Diego			\$ 71
CA	San Francisco	San Francisco			\$ 76
CA	San Luis Obispo	San Luis Obispo			\$ 71
CA	San Mateo / Foster City / Belmont	San Mateo			\$ 66
CA	Santa Barbara	Santa Barbara			\$ 76
CA	Santa Cruz	Santa Cruz			\$ 61
CA	Santa Monica	City limits of Santa Monica			\$ 76
CA	Santa Rosa	Sonoma			\$ 71
CA	South Lake Tahoe	El Dorado			\$ 66
CA	Stockton	San Joaquin			\$ 66
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara			\$ 66
CA	Tahoe City	Placer			\$ 61
CA	Truckee	Nevada			\$ 76
CA	Visalia / Lemoore	Tulare / Kings			\$ 61
CA	West Sacramento / Davis	Yolo			\$ 71
CA	Yosemite National Park	Mariposa			\$ 76
CO	Aspen	Pitkin	October 1	November 30	\$ 71
CO	Aspen	Pitkin	December 1	March 31	\$ 71
CO	Aspen	Pitkin	April 1	May 31	\$ 71
CO	Aspen	Pitkin	June 1	August 31	\$ 71
CO	Aspen	Pitkin	September 1	September 30	\$ 71
CO	Boulder / Broomfield	Boulder / Broomfield			\$ 61
CO	Colorado Springs	El Paso			\$ 66

For applicable rates outside of California, see the General Services website at [www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877).



**B-60 BOARD MEMBER COMPENSATION**

**Purpose**

This policy establishes compensation for Board Members to attend meetings.

**B-60-10 Limit on Meetings.** Board Members shall be compensated for up to the legal limit of six meetings per month and one meeting per day. Compensation shall apply to both Regular and Special Board meetings, Board committee meetings, meetings for organizations related to District business. The meetings must be a direct benefit to the District. Please refer to the list of meeting below that are considered to be additional compensable meetings. To qualify for compensation for meetings of organizations related to District business, Board approval is required. Board members requesting attendance at meetings, including meetings of organizations related to District business, training, conference and/or seminars, shall submit their request to the entire Board at least five business days prior to the meeting. If an unexpected opportunity occurs for a meeting that will benefit the District, the Board Member may request an RQPA (Request for Prior Authorization) from the Board at the next Board meeting by written request.

**B-60-11 Compensable Meeting Activities.** Meetings that are considered compensable include the following:

- Webinars, online trainings, and tours of facilities that are at least 1 ½ hours in length and pertain to District Business.
- Multiple party conference calls convened by LGVSD subcommittees that are at least 2 hours in length that pertain to District Business
- Non-public LGVSD subcommittee meetings such as AD Hoc meetings that are over an hour in length.
- One-on-one meetings between LGVSD committee members with any other outside agency or committee via face-to-face interaction or telephone, which are at least 1 hour long, pertain to District Business and are not for logistical purposes only
- Tours of District facilities with public officials external to the District that are at least an hour long.
- Other meetings falling outside of the above listed meeting descriptions shall be brought to the Board for determination of compensability prior to any Board member’s attendance at such meetings.

**B-60-20 Compensation Rate.** Board Member’s meeting stipend shall be set at the maximum allowable under Senate Bill 1559 effective January 1, 2001. Furthermore, the aforementioned

<b>Resolution No. 2019-2178</b>	Date Approved: December 5, 2019
President of the Board	Supersedes:

new meeting stipend should be considered for increased annually the maximum allowable under Senate Bill 1559 on the first day of January in each succeeding year thereafter.

**B-60-30 Compensation for Training, Seminars, Conference, etc.** See B-50-10/20.

**B-60-40 Tally Sheets.** To receive compensation, Directors should provide a monthly meeting tally sheet (available from the District Secretary) within five days after the end of the month.

**B-60-50 Reimbursement for Expenses.** Board Members shall be compensated for all reasonable and legitimate expenses incurred in attending meetings or taking trips on behalf of the District that have been authorized by the Board. Expense reports shall be submitted within 30 days of attendance at the meeting. Any disputes shall be settled by majority vote of the Board.

**B-60-60 Prevailing District Mileage Rate.** Reimbursement for travel by private car shall be at the prevailing IRS mileage rate.

<b>Resolution No. 2019-2178</b>	Date Approved: December 5, 2019
President of the Board	Supersedes:





Item Number 5

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Teri Lerch, Board Secretary *TL*  
**Mtg. Date:** August 20, 2020  
**Re:** Administrative Policy A-03 Mobile Computer Devices Used for District Business  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to discuss potential revisions to Administrative Policy A-03, and direct staff as needed.

### BACKGROUND

A Board member request to review policy A-03 was recently made. See attached Administrative policy A-03. Other Board Policy revisions in process could be augmented to include revisions to Policy A-03.

The following is a summary of Reimbursement of iPad/Laptop used for District Business:

Board Member	Reimbursement Date
Clark	7/17/18
Elias	2/18/20
Murray	10/12/12
Schriebman	6/12/18
Yezman	1/22/19

District Counsel	
Byers	5/31/17

### PREVIOUS BOARD ACTION

On September 8, 2016 the Board passed Resolution 2016-2079 which adopted Administrative Policy A-03: Mobile Computer Devices Used for District Business. (See attached) The allowance for replacement is \$1,347, plus sales tax. The iPad/laptop is required to be in service for a minimum of four years.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

To be determined depending on outcome of revision discussion.



RESOLUTION NO. 2016-2079

A RESOLUTION AMENDING ADMINISTRATIVE POLICY A-03:  
MOBILE COMPUTER DEVICES USED FOR DISTRICT BUSINESS

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, the Board of Directors did adopt Administrative Policy A-03: Mobile Computer Devices Used for District Business on September 27, 2012,

WHEREAS, such policies may need to be appended,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Administrative Policy A-03: Mobile Computer Devices Used for District Business, a copy of which is attached as Exhibit A and by reference incorporated herein.

The previously approved Administrative Policy A-03: Mobile Computer Devices Used for District Business is hereby revoked and declared null and void.

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

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


\*\*\*\*\*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 8<sup>th</sup> day of September, 2016, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Elias, Greenfield, Murray, Schriebman.  
NOES, Members: None.  
ABSENT, Members: None.  
ABSTAIN, Members: None.

  
Teresa Lerch, District Secretary

Approve:

  
Judy Schriebman, President of Board of Directors

Resolution No. 2016-2079



(seal)

# Las Gallinas Valley Sanitary District

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<b>SECTION:</b>	<b>Administrative Policy A-03</b>
<b>SUBJECT:</b>	<b>Mobile Computer Devices Used for District Business</b>
<b>DATE:</b>	<b>September 8, 2016</b>

---

## Purpose

To provide guidance to District staff and the Board on the proper procedures for the use of mobile computer devices including personal computers (PCs), lap tops and Tablet computers for District business.

## **I. Definitions**

**Apple ID** – is an existing email address from any email provider that is used to login to systems that Apple Inc. has introduced for its many products such as an Apple iPad.

**De minimus personal use** – any non-District use of the computer for less than a total accumulated data of 25 Megabytes or 10% per month, whether during, before or after working hours. Personal use of computers should be minimal.

**4G** – 4<sup>th</sup> generation mobile communications standards which provide mobile ultra-broadband Internet access for laptops, smartphones, Tablet PCs and other mobile computer devices. These standards were established under the International Mobile Telecommunications Advanced specifications setting peak speed requirements for 4G service at 100 megabits per second for high mobility communications (such as from trains and cars) and 1 gigabit per second for low mobility communication (such as pedestrians and stationary users.)

**iCloud** – Cloud storage is a service that allows users to store data on remote computer servers for download to multiple devices that use the Apple computer operating system, iOS. It is a data syncing center for email, contacts, calendars, bookmarks, notes, to-do lists and other data.

**Laptop** – a personal computer for mobile use which integrates most of the typical components of a desktop computer.

**Megabyte** – The megabyte is a multiple of the unit byte for digital information storage or transmission. It is commonly abbreviates as Mbyte or MB. Depending on compression methods and file format, a megabyte of data can roughly be:

- a 1024×1024 pixel bitmap image with 256 colors (8 bits per pixel color depth).
- 1 minute of 128 kbit/s MP3 compressed music.
- 6 seconds of uncompressed.
- a typical English book volume in plain text format (500 pages × 2000 characters per page).

**Remote Access/Virtual Private Network (VPN)** – Remote access and VPN are methods by which staff may access their District desktop computers via the Internet.

**Tablet PC** - an Internet-enabled, mobile computer primarily operated by touching the screen such as an Apple iPad.

**3G** – 3<sup>rd</sup> generation mobile communications is a generation of standards for mobile phones and mobile communications services fulfilling the International Mobile Telecommunications-2000 specification. Application services include wide-area wireless voice telephone, mobile Internet access, video call and mobile Television, all in a mobile environment.

**Wi-Fi** – Technology that allows an electronic device to exchange data wirelessly over a computer network, including high-speed Internet connections.

## II. Policy

### **General:**

In order to promote increased efficiency, lower costs and reduce waste, Board agenda packets will be provided electronically to Board members and select staff members (Covered Position) for use on Tablet PCs or laptop computers. The District will either reimburse Covered Position for the purchase a Tablet PC up to an amount specified by the Board every 4 years or provide them with a Tablet PC or laptop as required by the needs of the position. The General Manager may be provided with a District issued laptop and reimbursed for the purchase of a tablet. The District shall provide a Tablet PC cellular allowance to all Covered Position who receive their agenda packets electronically for use on their Tablet PC during or in preparation for Board meetings. The allowance shall be commensurate with the needs of the position.

Board agenda packets will also be made available electronically to staff members. Staff members may be provided a Tablet PC or Laptop to use for District business at the discretion of the General Manager. The District shall provide a cellular plan to all staff members who use their District provided computers based on the requirements of the position. Computers used solely for reviewing the agenda packet prior to and during the Board meetings may utilize the Internet Wi-Fi service provided in the Board room at no additional cost.

### **Guidelines for District Owned and Non-District Owned Devices:**

#### *Option A: District-issued*

If the District provides Covered Position with a Tablet PC or Laptop, they must return it and any District-issued accessories to the District Secretary or Administrative Services Manager at the end of their service. Covered Position are responsible for the general care of any District-issued equipment. Any Tablet PC or Laptop or accessory that is broken, damaged, or fails to work properly must be taken to the Administrative Services Manager for evaluation.



*Option B: Covered Position/Staff-owned*

Covered Position may choose to purchase their own Tablet PC or Laptop. These devices must support the applications required by the District, and must have cellular data (3G, 4G, etc.) capability. The District will not provide any hardware support for individually owned Tablet PC or Laptop so the purchaser should consider an extended service and/or technical support plan.

*Software and Use:*

1. The following apply to both District-issued and Covered Position-owned Tablet PC or Laptops:
  - a. Covered Position will be provided with the apps needed to conduct District business. Updates to these apps and operating system should be applied as they are released. Training on the basic use of the Tablet PC or Laptop as well as the applications required by the District for conducting District businesses will be provided by the District. All District-provided applications, data, and services (such as email and calendars) will remain the property of the District and may be accessed, altered, or removed by the District at any time. All information on any Tablet PC or Laptop used for District business may be (with limited exceptions) subject to the provisions of the Public Records Act.
  - b. If a Covered Position believes the security of his or her Tablet PC or Laptop has been compromised, he or she shall immediately notify the District Secretary and the Administrative Services Manager. The Tablet PC or Laptop should be password protected and used only by the authorized personnel. Internet use, email and other activities carried out on the Tablet PC or Laptop may be traceable to the District, and may impact the reputation of the District. Accessing of, emailing or sharing of pornographic materials, gambling, graphic pictures or other offensive and non-District business related items is strictly prohibited. The General Manager reserves the right to restrict or cancel computer usage.
  - c. Cellular data use (not Wi-Fi) outside of the continental USA is extremely expensive. Therefore, District-issued Tablet PC or Laptops may not be used outside of the continental USA, and the District will not pay data fees for individually-purchased Tablet PC or Laptops incurred when used outside of this area unless it is an emergency or as approved by the General Manager.
2. The following applies to District-issued Tablet PC or Laptops:
  - a. District-issued Tablet PC or Laptops and accessories are tools for Covered Position to conduct District Business. Only personal use which is lawful, *de minimus* and which does not result in a gain or advantage to the user or a loss to the District is permitted.

- b. District-issued Tablet PC or Laptops may be backed up, remotely wiped, or restored from a backup at the discretion of the General Manager. The District does not accept responsibility for loss of files or software lost due to a wipe and backup. The District may add or remove software / information on the Tablet PC or Laptop at the discretion of the General Manger. In addition, the District will retain access to and ownership of backups of the Tablet PC or Laptop's content. The Apple ID and iCloud accounts used to manage the device will be maintained by the District.
3. The following applies to Covered Position-owned Tablet PC or Laptops:
  - a. Covered Position -owned devices can be used without restriction, but the owner is responsible for backing up their own devices. The District takes no responsibility for maintaining backups of Covered Position -owned devices. District Staff will not provide any support for hardware or software, except for software that is required and provided for the conduct of District business.

#### *Data*

All Tablet PCs or Laptops used for District business by Covered Position must be cellular data (3G, 4G, etc.) equipped to allow Covered Position to have frequent access to their District information. Generally a Tablet PC works either on one cellular provider network based on the installed cellular air card; Laptops may work on other cellular data provided networks. Users of District-issued Tablet PCs and Laptops will be provided with a data plan commensurate with their District business usage. Covered Position who purchase their own Tablet PC will receive a monthly allowance equal to the District's cost to provide the above amount of data for a District-issued Tablet PC. Staff who purchase their own device will be provided data access as needed for their District business usage at the discretion of the General Manager.

#### *Email, Calendar, and Other Documents*

All Covered Position will be provided with email addresses and shall not use their home or business email accounts for any communication pertaining to District business. District-issued email shall be used for all communication regarding District business, and only for such communication. In addition, the District may provide access to calendars and other documents though the Tablet PC or Laptop. Covered Position are expected to utilize the email, calendar, and other documents provided on the Tablet PC or Laptop.

Covered Position may receive confidential items in electronic format for Closed Sessions of Board meetings. These items will be sent via separate encrypted, password protected email. These electronically distributed items are subject to the same confidentiality provisions of regularly distributed Closed Session items and must be deleted from the Tablet PC or Laptop and email accounts after the meeting.

### Remote Access/VPN

The District will allow Remote Access through the Internet or Virtual Private Network (VPN) for staff as designated by the General Manager. Since this access is a direct portal to the District's computer system, proper care and security measures should be taken by staff when using it. Due to the threat of key logging and other spy tactics, access through public computers is strictly prohibited.

### III. Replacement

It is anticipated that Tablets and Laptops will be in service for a minimum of 4 years in order to recover the cost benefits of not producing hard copy agenda packets. The paperless agenda packet program was initially approved by the Board of Directors on July 12, 2012. On August 4, 2016 the Board approved updating the allowance for replacing tablet PC's to \$1,347, plus sales tax which represents the cost of an iPad Pro 12.9 inch model with a keyboard and the Applecare technical service plan. Covered staff, Board members and District counsel may spend up to this amount for a Tablet PC and submit their receipt for reimbursement.

Covered staff who are issued a laptop will have the devices replaced as needed for the position at the discretion of the General Manager.

### IV Taxability

District provided Tablet PCs and Laptops are not taxable fringe benefits provided there is no more than *de minimus* personal use of the devices.

The provision of a reimbursement of purchasing a Tablet PC or Laptop will be reported as a taxable fringe benefit through payroll. For determination of individual taxability, Covered Position and staff should check with their tax advisor.

### V. Acknowledgment

All Covered Position will be required to sign an acknowledgement that they have reviewed this policy and agreed to it upon assignment of a device or provision of a purchase allowance.

Date Approved: September 8, 2012

Supersedes: September 27, 2012

\_\_\_\_\_  
President of the Board

X:\BOARD\POLICIES\ADMINISTRATIVE POLICIES AUGUST 2015\A-03 ADMINISTRATIVE POLICY MOBILE COMPUTER DEVICES USED FOR DISTRICT BUISNESS UPDATE 09 08 2016.DOCX



**Acknowledgement of Review and Understanding of the:  
Mobile Computer Devices Used for District Business**

I, \_\_\_\_\_, have received and read the administrative policy related to the Mobile Computer Devices Used for District Business. I agree to abide by the terms of the policy in effect as of September 8, 2016.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

9/17/2020

## **BOARD MEMBER REPORTS**

### **CLARK**

NBWA Board Committee, NBWA Conference  
Committee, Survey, Other Reports

### **ELIAS**

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

### **MURRAY**

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

### **SCHRIEBMAN**

JPA Local Task Force, NBWA Tech Advisory Committee,  
Other Reports – 8-25-20 Special District Summit

### **YEZMAN**

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

**Key Takeaways from this important conversation include:**

- Districts with modern technology -- robust networks, cloud platforms, digital documents and mobile devices -- had a relatively easy time moving non-essential staff to remote work.
- Sensors and other Internet of Things devices are being repurposed to support social distancing requirements and other emerging needs.
- Some projects are easier (road construction) so timetables speeded up and saved \$.
- Virtual meetings and public hearings implemented due to the pandemic have in some cases increased citizen engagement. Hosted virtual groundbreaking event.
- The uncertain post-COVID environment requires clear and consistent communication from special district leaders to employees about workplace policies, virus safety and future plans. Consistent messaging from one source is critical (overlapping agencies need to coordinate).
- Facebook/Nextdoor being used to get the word out, as well as websites, direct emails, Instagram and Twitter. Multiple ways necessary; striving for 80% to get the word. HOAs as partners. ASGCLA Virtual Accessibility Toolkit: <https://www.asgcladirect.org/resources/virtual-accessibility/>
- Avoiding burnout for remote employees is a growing concern. Special district leaders say they're encouraging remote staff to take breaks during the day and vacation days.
- Special Districts have used CARES Act dollars and other federal funding streams to avoid staff layoffs and furloughs.
- Leaders say they're striving to support employees who are experiencing financial hardships, childcare struggles and mental health challenges due to COVID and the resulting economic downturn. Mental health counseling use if part of the benefits package is being encouraged and normalized.
- Districts are enhancing staff training to maintain engagement, preserve workplace culture and reskill displaced workers.

You can [access the recorded Digital Summit here](#) and [download slides from the event here](#).

To stay informed on the latest happenings within special districts on the [govtech.com/districts/](http://govtech.com/districts/) news feed and through our monthly Special Districts Program [newsletter](#). To join an upcoming Virtual Summit, visit the [event page](#) to register.





## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

Location of meeting: \_\_\_\_\_

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

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

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

Other meeting attendees: \_\_\_\_\_

Meeting relevance to District: \_\_\_\_\_

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

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

Date submitted to Board Secretary: \_\_\_\_\_

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

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

AGENDA ITEM 7 A. 1  
DATE September 17, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 9/9/20 Name: MURRAY, CRAIG K.

I would like to attend the ① REVIEW OF WASTE WATER TREATMENT  
② WASTEWATER DISINFECTION Meeting  
of RCAC

To be held on the ① 9/2 day of SEPT. from 10 a.m. / p.m. to  
② 9/30 day of \_\_\_\_\_ from 12 a.m. / p.m.  
to \_\_\_\_\_

Location of meeting: ZOOM

Actual meeting date(s): ① 9/2 AND ② 9/30

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

Purpose of Meeting: INDUSTRY TRAINING

Other meeting attendees: UNKNOWN

Meeting relevance to District: WW TREATMENT FUNCTIONS

Frequency of Meeting: 1X EA

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 9/9/20

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

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

# Certificate of Completion

This certifies that

**Craig Murray**

Has met the requirements for successful completion of the learning event entitled:

## Overview of Wastewater Treatment

9/2/2020, 10:00 AM - 9/2/2020, 12:00 PM  
ONLINE

0.2 Continuing Education Units

Instructor(s): John Hamner



**RCAC**  
[www.rcac.org](http://www.rcac.org)

A handwritten signature in black ink, which appears to read "Suzanne Anarde". The signature is written in a cursive, flowing style.

Suzanne Anarde, CEO

This training course was presented by Rural Community Assistance Corp Training Dept  
3120 Freeboard Dr #201 West Sacramento, CA 95691 916-447-9832 x 1429 or email [registration@rcac.org](mailto:registration@rcac.org).





Training and Events  
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(https://www.linkedin.com/company/rcac)

## Overview of Wastewater Treatment 090220

### Event Date & Time

9/2/2020 10:00 AM - 9/2/2020 12:00 PM

Location

ONLINE  
Pacific Standard Time

This module will cover the basics of the wastewater treatment process, including preliminary treatment, primary treatment, lagoons/oxidation ponds, secondary treatment, disinfection and a brief overview on the math formulas needed to operate each treatment process.

These workshops will count towards Continuing Education Units (CEU's) by many states. Each two hour module will count as 0.2 CEU's, attending the entire series will count as 1.2 CEU's.

Each module will be two (2) hours in length, and there will be one module provided each day on the following dates:

**Wednesday, September 2**

**Wednesday, September 9** (<https://www.events.rcac.org/assnfe/ev.asp?ID=2291%20%20>)

**Wednesday, September 16** (<https://www.events.rcac.org/assnfe/ev.asp?ID=2292>)

**Wednesday, September 23** (<https://www.events.rcac.org/assnfe/ev.asp?ID=2293>)

**Wednesday, September 30** (<https://www.events.rcac.org/assnfe/ev.asp?ID=2294>)

**Wednesday, October 7** (<https://www.events.rcac.org/assnfe/ev.asp?ID=2295>)

10:00am - 12:00pm Pacific Standard Time

Each two hour module will count as 0.2 CEU's, attending the entire series will count as 1.2 CEU's.

### For more information on this training, contact:

John Hamner  
(707) 277-0420  
[jhamner@rcac.org](mailto:jhamner@rcac.org)

### For registration information, contact:

Training Department  
(916) 447-9832 ext 1429  
[registration@rcac.org](mailto:registration@rcac.org)

[Add to Cart \(Cart.asp?Mode=SAVENEWCRS&mUtil\\_EventID=2290&PID=B44552032383032393234243731313D25313D2A3B5B3435363A3030313335365323238333\)](#)

## On-Line Registration

### Attendee

Fee End Date Fee Description

9/2/2020 No charge (Cart.asp?Mode=SAVENEWCRS&mUtil\_EventID=2290&PID=B44552032383032393234243731313D25313D2A3B5B3435363A3030313335365323238333)

[Home \(http://www.rcac.org\)](http://www.rcac.org)

Contact RCAC 3120 Freeboard Drive, Suite 201, West Sacramento, CA 95691 (916) 447-2854 Fax: (916) 372-5638

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# Wastewater Disinfection 093020

## Event Date & Time

9/30/2020 10:00 AM - 9/30/2020 12:00 PM

### Location

ONLINE  
Pacific Standard Time

This module will cover the basics of the wastewater effluent disinfection methods. The methods will cover UV and other disinfectant methods currently used, but will focus primarily on chlorination. This module will cover feed methods, maintenance, equipment replacement, dosage requirements and record keeping. This module will also provide a brief overview on the math formulas needed to operate each treatment process. These workshops will count towards Continuing Education Units (CEU's) by many states. Each two hour module will count as 0.2 CEU's, attending the entire series will count as 1.2 CEU's.

Each module will be two (2) hours in length, and there will be one module provided each day on the following dates:

- Wednesday, September 2 (https://www.events.rcac.org/assnfe/ev.asp?ID=2290)
  - Wednesday, September 9 (https://www.events.rcac.org/assnfe/ev.asp?ID=2291)
  - Wednesday, September 16 (https://www.events.rcac.org/assnfe/ev.asp?ID=2292)
  - Wednesday, September 23 (https://www.events.rcac.org/assnfe/ev.asp?ID=2293)
  - Wednesday, September 30
  - Wednesday, October 7 (https://www.events.rcac.org/assnfe/ev.asp?ID=2295)
- 10:00am - 12:00pm Pacific Standard Time

Each two hour module will count as 0.2 CEU's, attending the entire series will count as 1.2 CEU's.

### For more information on this training, contact:

John Hamner  
(707) 277-0420  
jhamner@rcac.org

### For registration information, contact:

Training Department  
(916) 447-9832 ext 1429  
registration@rcac.org

[Add to Cart \(Cart.asp? Mode=SAVENEWCRS&mlUll EventID=2294&PID=B44662613383633393234243731313D26313D2A3B6R3435363A3030313333B5532323B333\)](#)

## On-Line Registration

### Attendee

Fee End Date Fee Description

9/30/2020 No charge (Cart.asp? Mode=SAVENEWCRS&mlUll EventID=2294&mlUll FeeID=2174&PID=B44552033383633393234243731313D26313D2A3B6R3435363A3030313333B5532323B333)

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



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 9/9/20 Name: MURRAY, CRAIG K.

I would like to attend the PFAS ORDER WORKSHOP Meeting  
of CLEAN WATER SUMMIT PARTNERS (BACWA, CASA, CUCWA, CWEA + SCAP)

To be held on the 16<sup>th</sup> day of SEPT. from 9:00 a.m. / p.m. to  
16<sup>th</sup> day of SEPT. from 12:00 a.m. / p.m.  
to

Location of meeting: ZOOM

Actual meeting date(s): 9/16/20

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

Purpose of Meeting: DISCUSSION OF PFAS ORDER + APPLICATIONS  
TO WW + RELEVANT AREAS SUCH AS LAND APPLIED BIOSOLIDS

Other meeting attendees: UNKNOWN

Meeting relevance to District: STATE WATER BOARD ORDER

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 9/9/20

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

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

## Craig Murray

---

**From:** Ace <ace-bounces@lists.casaweb.org> on behalf of Jared Voskuhl via Ace <ace@lists.casaweb.org>  
**Sent:** Tuesday, August 25, 2020 10:30 AM  
**Subject:** [Ace] [Regulatory] Save the Date - PFAS Order Workshop - September 16  
**Attachments:** ATT00001.txt

Good Morning,

Please save the date for Wednesday, September 16, from 9 AM to 12 PM for a series of virtual presentations by clean water professionals and regulators about the State Water Board's investigative order to publicly owned treatment works.

There will be no charge to participate, and the event is being sponsored by the Clean Water Summit Partners (BACWA, CASA, CVCWA, CWEA, and SCAP). A big thanks to Debbie Webster at CVCWA for her thought leadership to plan this for her members and being open to broadening it to our sector statewide.

Stay tuned for more details about presentations and speakers!

Thank you,  
Jared

Jared Voskuhl  
Manager of Regulatory Affairs  
California Association of Sanitation Agencies

Mobile 916.694.9269

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



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 9/9/20 Name: MURRAY, CRAIG K.

I would like to attend the MANAGING HOSTILITY IN PUBLIC DISCOURSE ... Meeting  
of ICMA

To be held on the 9 day of SEPT. from 1030 a.m. / p.m. to  
9 day of SEPT. from 12 a.m. / p.m.  
TO

Location of meeting: ZOOM

Actual meeting date(s): 9/9/20

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

Purpose of Meeting: TECHNIQUES FOR EFFECTIVE ENGAGEMENT

Other meeting attendees: UNKNOWN

Meeting relevance to District: MANAGEMENT IN THE AGE OF ANGER

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 9/9/20

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

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





Home / Events

# FREE COACHING WEBINAR: Managing Hostility in Public Discourse: Living in an Age of Anger

Sep 09, 2020 - Sep 09, 2020

01:30 pm - 03:00 pm ET

WEBINAR

## Overview

### ICMA Coaching Program Webinar Series

Anger has become commonplace in today's political discussions and has left many of wondering how to diffuse these volatile situations. A few simple strategies can help increase the ability to have a productive conversation and keep the wheels of your city/county government efficiently turning.



#### What we'll cover:

1. What is causing hate and divisiveness in today's politics?
2. Is there a place for anger in public discourse?
3. What are tools to keep anger from disrupting a city/county meeting?

We'll be using webinar tools (including real-time questions and live polling) to make this a great opportunity for audience interaction.

*This webinar is sponsored by ICMA-RC, ICMA Premier Level Strategic Partner*

**ICMA-CM:** This webinar meets *Practice 2 (Community Engagement)* of ICMA's Practices for Effective Local Government Leadership.

**Preferred browsers for accessing the webinar: Chrome, Firefox or Edge.**

Can't Attend? Register and get an automatic email notice when the recording is available.

Visit the ICMA Coaching Program for more coaching and mentoring resources.

### 2020 ICMA Coaching Webinars

11:00 AM - 12:00 PM ET: Managing Hostility in Public Discourse: Living in an Age of Anger

## Event Details

### When

Sep 09, 2020 - Sep 09, 2020

01:30 pm - 03:00 pm ET

**Registration Deadline:** 09/09/2020

### Price

**Member Price:** \$0.00

**Non-Member:** \$0.00

EMAIL



# ICMA Coaching: Managing Hostility in Public Discourse to Create Effective Public Engagement: Living in an Age of Anger and Getting Things Done

Includes a Live Event on 09/09/2020 at 1:30 PM (EDT)

✓ You are registered!

[Overview](#) [Handouts](#) [Discussion](#) [Contents \(3\)](#)

Our Nation was built upon the right to express our opinions, and with social media, peaceful "protests" and other civic communication platforms, our community members seem to regularly be doing just that! It seems that we have lost the ability to have differing opinions, treat everyone with respect and courtesy and work toward creative solutions to our community needs and challenges. Anger with situations and frustration over processes have become commonplace in today's world and has left many local government managers wondering how to manage the differing opinions and behaviors of our community and channel the passion into effective decision making for our communities. However, effective community engagement requires that we "listen" to a variety of opinions, not just the angry ones or the "usual suspects". A few simple strategies can help increase the ability to have a productive conversation, ensure community voices are heard in your decision making and ensure that the decisions made will address the needs of the community and "stick" for the long haul.

## Topics

1. What is causing hate and divisiveness in today's politics and what tools should you have to manage differing opinions and still be able to do the work you must accomplish?
2. How can you manage your public meetings to encourage a diversity of opinion from a broad section of those making up your community and ensure their voices are heard?
3. More importantly, how can you assure your community members that you are listening and use their important feedback in creating meaningful decisions?



We'll be using webinar tools (including real-time questions and live polling) to make this a great opportunity for audience interaction.

*ICMA-CM: This webinar meets Practice 2 (Community Engagement) of ICMA's Practices for Effective Government Leadership*

*Can't attend? Register and receive an automatic e-mail notification when the recording is available.*

*This webinar is sponsored by ICMA-RC, ICMA Premier Level Strategic Partner*



This is to certify that

**Craig Murray**

has attended

**ICMA Coaching: Managing Hostility in Public Discourse to Create Effective  
Public Engagement: Living in an Age of Anger and Getting Things Done**

1.50 ICMA CE credits

September 9, 2020

A handwritten signature in black ink, appearing to read "Marc A. Ott".

**Marc A. Ott**  
ICMA Executive Director

A handwritten signature in black ink, appearing to read "Martha L. Perego".

**Martha Perego**  
ICMA Director, Member Services and Ethics

**9/17/2020**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 7B**

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



Agenda Item 8  
Date September 17, 2019

## Marin Civic Center lagoon could get bio-filter boost

### WATER QUALITY

By **Lorenzo Morotti**

[lmorotti@marinij.com](mailto:lmorotti@marinij.com)

A group of environmentalists are seeking to improve the water quality in the Civic Center lagoon after an algae bloom killed hundreds of fish.

After launching two bio-islands in 2015, members of the Gallinas Watershed Council want to install more floating bio-filters, which are islands with native plants growing on top. This time they are testing a 100% biodegradable version developed by descendants of Indigenous tribes.

The council is working with traditional ecological knowledge keepers Sage LaPena, Diana Almendariz, Redbird Willie and Monique Sonoquie, who are descendants of Indigenous tribes in California.

Watershed council member Aurora Mahassine said the prototype biodegradable version of the islands are 10-foot hexagonal bamboo rafts woven with native reeds, willow and tuly. She said they launched a few test islands in winter and they survived through spring.

The plants' roots grow into the water and provide shelter and shade for underwater wildlife while also removing nitrates, phosphates, heavy metals and organic waste, according to a council presentation.

Mahassine said she hopes that with the county's approval these could be anchored onto the bed of the lagoon, which would prevent future fish kills.

"We floated five different islands and we've used different configurations," Mahassine said. "Now, we are moving more steadily to get the county's approval. But there is no harm to the environment with these and the program provides a bit of

3

said the original plan was to ask for \$250,000 to install plastic lined bio-filters, put in fencing to keep geese out, and line the shore of the lagoon bio-swales with native plants with the aim of preventing toxic conditions for wildlife.

LAGOON»PAGE 4



Judy Schriebman of the Gallinas Watershed Council launches a 100% biodegradable floating island at the Civic Center lagoon in San Rafael 2019.

PHOTO BY AURORA MAHASSINE



(2)

cultural restoration by restoring our relationship with Indigenous people and bringing Indigenous stewardship back to the landscape.”

Watershed Council founding member Judy Schriebman

**Lagoon**

**FROM PAGE 3**

(4)

“What we predicted has now come to pass,” Schriebman said. “It was a known problem but I guess the county had other priorities.”

She said the 100% biodegradable version would be much cheaper but would still require the county to include it in a capital investment plan. She said they are still working on the details.

“Unfortunately, the apocalyptic- like fish kill may be something that was needed to present this in a way the county will approve,” Schriebman said. “We are waiting to see how the bio islands are going to work out ... we could present this to the county later this year or early next year.”

Supervisor Damon Connolly said his office was involved in the original project and he supports expanding it. He said the county could also partner with the stormwater management agency.

“There are ongoing talks about these issues,” Connolly said. “But of course we want to make sure that the program is sustainable and impactful. There are certainly water quality issues in the lagoon that we all became aware of. We are certainly very interested in continuing to explore natural solutions that contribute toward better water quality.”

County officials said the lagoon was not intended to support wildlife, and was built for aesthetics and to channel runoff from the parking lot.

Mahassine said Frank Loyd Wright designed the lagoon as an integral part of the Civic Center and during construction a natural spring was discovered under the lagoon. She said this feeds into Gallinas Creek headwaters, the San Pablo Bay watershed and the marsh that once dominated the landscape.

She said the removal of plants on the water’s edge by the county may have decreased the oxygen level in the lagoon. This, with shallow water, algal bloom and high temperatures, added to the toxic conditions.

“Without filtration or a way for that “nutrition” to sink into the ground before it hits the water is what is causing the ongoing degradation of the water quality in our beloved Civic Center lagoon,” she said. “The floating islands can do the bioremediation work.”

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**Waste maneuver could increase revenues, rates**

**NOVATO**

**By Will Houston**

[whouston@marinij.com](mailto:whouston@marinij.com)

The Novato City Council is exploring a waste franchise fee that could bolster revenues but also raise city costs and residential rates. Garth Schultz of **R3**

Consulting told the council on Tuesday that the city is an outlier in Marin County in that it does not hold the waste franchise agreement.

The franchise has been held by the Novato Sanitary District with Recology Sonoma Marin since 2017 and with the Ratto Group before that. Under the current agreement, which expires in 2024, Recology pays the sanitary district a \$45,000 annual fee.

If the city takes control of the franchise, it could increase the fee to \$500,000 or \$1 million to recover costs it incurs from waste collection such as wear on city roads, while also providing revenue for the city general fund. But it would come with new responsibilities.

“Not surprisingly, in taking on these new responsibilities and obligations, the city would incur some new expenses,” Schultz said.

These obligations would include reviewing annual collection rates; complying and enforcing recent state laws meant to divert organic waste from landfills; and ensuring the fee doesn’t exceed the value of the solid waste expenses and franchise rights conveyed to Recology. The city would also need to maintain the sanitary district’s hazardous waste dropoff program, Schultz said. The sanitary district would have to agree to give the city control of the franchise, which the district is open to considering, according to Schultz.

Recology Sonoma Marin also serves four unincorporated areas near the city, so the city will

3

Commission, Schultz said.

“What we do know is in assigning the agreement over to the city, Novato Sanitary would not wish to continue maintaining a franchise for those limited service areas,” Schultz said.

It’s also unclear how much the city would receive in fee revenues until a fee study is completed, which is expected to cost about \$15,000 to \$25,000, according to City Manager Adam McGill. If the city decides to shelve the idea, it would have to eat those costs.

While Novato has some of the lowest waste collection rates in the county, rates are expected to rise by about 4 % if the city raises the fee to \$500,000, or by 8% if the city charges a \$1 million fee.

This would be in addition to an expected 7% to 15% rate increase in the next couple of years caused by new state mandates, cost-of-living adjustments and changes in the recycling market, Schultz said. These increases are expected regardless of whether the city takes over the franchise.

Mayor Pro Tem Pat Eklund opposed moving forward with exploring the fee.

**WASTE»PAGE 4**



2

likely need to negotiate with the county and the Marin County Local Agency Formation

5

Wa ste

FROM PAGE 3

4

“I’m hesitant because if prices are going to go up anyway and the sanitary district wants to get rid of it because they don’t want to have to take heat for that, then it’ll say the prices are going up because the city took it over,” Eklund said. “I can just see that argument right now.”

The other four council members said the city should at least explore the idea given the city’s revenue shortfalls that were projected even before the coronavirus pandemic began.

“We’re facing budget shortfalls and I don’t think we should be passing up opportunities to grab revenues that clearly other cities are acquiring,” Councilwoman Susan Wernick said.

Councilman Eric Lucan said the city has been “shortchanged for years” by not holding the franchise agreement. Adopting the fee, he said, would be a way to avoid having to pursue other options such as a sales tax increase.

“I do realize this is a difficult time to be taking on an undertaking of this magnitude,” Lucan said. “But this is one of those multiyear decisions that I think we make as a council for the next council and the next generation after us and setting up our city for the future.”

Rather than begin the fee study, the council instead directed staff and Schultz to begin negotiating with Recology Sonoma Marin, the Novato Sanitary District and the county to determine whether the franchise fee is a feasible option.

The council is next set to meet on Sept. 22.

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## Teresa Lerch

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**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Friday, August 28, 2020 4:00 PM  
**To:** Undisclosed Recipients  
**Subject:** UoA says it caught a dorm's covid-19 outbreak before it started. Its secret weapon: Poop - Washington Post 8/28/20

### **The University of Arizona says it caught a dorm's covid-19 outbreak before it started. Its secret weapon: Poop.**

Jaclyn Peiser, Washington Post 8/28/20

As 5,000 students prepared for move-in day at the University of Arizona this week, the school warned they would be tested periodically for the [coronavirus](#). One test, though, doesn't involve a nose swab. The university is regularly screening the sewage from each dorm, searching for traces of the virus.

On Thursday, officials said the technique worked — and possibly prevented a sizable outbreak on campus. When a wastewater sample from one dorm came back positive this week, the school quickly tested all 311 people who live and work there and found two asymptomatic students who tested positive. They were quickly quarantined.

“With this early detection, we jumped on it right away, tested those youngsters, and got them the appropriate isolation where they needed to be,” said Richard Carmona, a former U.S. surgeon general who is directing the school's reentry task force, [in a news conference](#).

Researchers around the world have been studying whether wastewater testing can effectively catch cases early to prevent covid-19 clusters. There are programs in Singapore, China, Spain, Canada and New Zealand, while in the United States, [more than 170 wastewater facilities](#) across 37 states are being tested. Earlier this month, officials in Britain [announced testing at 44 water treatment facilities](#). [The Netherlands](#) has been collecting samples at 300 sewage treatment plants.

With colleges battling [large outbreaks](#) around the country, the University of Arizona — which is trying a mix of online and in-person courses — elected to test sewage from all 20 residence halls. Other schools are doing the same, including [the University of California at San Diego](#) and [Syracuse University](#).

On Tuesday at the University of Arizona, that screening process found signs of the virus in the wastewater from a dorm called Likins Hall. Although all students living in the dorm had to pass antigen tests before moving in, the second screening after the wastewater alert found the two positive cases.

Carmona said without the sewage testing, those two asymptomatic students could have spread the virus far before it was detected.

“You think about if we had missed it, if we had waited until they became symptomatic and they stayed in that dorm for days, or a week, or the whole incubation period, how many other people would have been infected?” he said.

Wastewater testing has been used for years to test for other viruses, to study illicit drug use and to understand the socioeconomic status of a community based on its food consumption, according to Kevin Thomas, director of the University of Queensland's Alliance for Environmental Health Sciences. Thomas has been working with a federal research agency to develop techniques on how to best detect traces of the virus in Australia. Wastewater testing is effective because fragments of the virus stay in feces, he said.

As Syracuse University prepared to reopen at the end of August, students shared their experiences and concerns about returning to school. (Zoeann Murphy/The Washington Post)

"I really do think it's a good demonstration of the technique and technology because all the researchers working in this space internationally have come to the conclusion that is a very good early warning system," Thomas said of Arizona's experience in an interview with The Washington Post.

The process used to test the effluent is the same as those used for nose swab tests, which involves "concentrating the fragments within the sample and then extracting the RNA," Thomas said.

At the University of Arizona, the procedure can also study whether the university's efforts to curb infection rates have been effective, said Ian Pepper, director of the University of Arizona's Water and Energy Sustainable Technology Center, in a [news release](#).

"The approach can also be used to help determine if an intervention is working to reduce the transmission of the virus," he said.

As of Thursday, the university has had 46 positives amid more than 10,000 antigen tests. But students have been on campus for only a week. New cases in Arizona have fallen 25 percent this past week, according to [The Post's coronavirus case tracker](#). There have been more than 200,000 cases and almost 5,000 deaths in the state since the end of February.

University of Arizona President Robert C. Robbins said that numbers will go up on campus. "It's inevitable," he said in the news conference. "The issue is going to be can we handle the steady flow of cases or do we get a big spike in cases that overwhelms our ability to isolate and continue to test."

That scenario has already played out at a number of schools, including [Notre Dame](#), [the University of North Carolina at Chapel Hill](#) and [Michigan State University](#), forcing them to switch to online classes only. At [the University of Alabama](#), where 530 cases were detected the first week, school officials suspended students who violated social distancing rules by attending parties.

Thomas said that as some colleges bring students back on campus, testing wastewater from dorms could be an effective technique — along with individual testing and contact tracing — to manage the spread of the virus.

"The proof is there that it works, and it does seem to be a very sensitive approach," Thomas said. "I think it's a proactive way of trying to manage the potential for infection on campus."

Link: [https://www.washingtonpost.com/nation/2020/08/28/arizona-coronavirus-wastewater-testing/?utm\\_campaign=wp\\_post\\_most&utm\\_medium=email&utm\\_source=newsletter&wpisrc=nl\\_most](https://www.washingtonpost.com/nation/2020/08/28/arizona-coronavirus-wastewater-testing/?utm_campaign=wp_post_most&utm_medium=email&utm_source=newsletter&wpisrc=nl_most)

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## News Update



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### Wednesday Soapbox

#### Water improvements for lagoon need to continue

We are grateful to the Marin IJ for covering the recent algal bloom and fish kill at the Civic Center Lagoon, which highlighted the floating islands biofilter demonstration ("Marin Civic Center lagoon could get boost from bio-filters," Aug. 22).

The initial floating islands were placed in the Marin Lagoon at the 2015 Bioneers Conference by three graduates of the Environmental Forum of Marin, the Gallinas Watershed Council and a student team from Terra Linda's Marin School for Environmental Leadership, with critical support from Supervisor Damon Connolly's office.

As members of the GWC, we would like to present additional information we believe is relevant. These islands were a pilot test of this new/old technology with GWC working in full partnership with Marin County Parks, Public Works, the Board of Supervisors and the Frank Lloyd Wright Conservancy.

Architect William J. Schwarz, who worked under the Frank Lloyd Wright Foundation on the Civic Center construction project from 1965 on, confirmed that there is a freshwater spring feeding the lagoon, and that Wright designed the lagoon as a core feature of the administration building and the entire Civic Center complex.

It was known that these small islands were not going to solve the water quality problem, but were to demonstrate how well they would function and look in the lagoon. We have had almost unanimous support from the public for these islands and were going to present our test results to the supervisors earlier this year, but COVID- 19 and the shelter-in-place orders delayed things.

We are hopeful that when we can present our findings and, in light of the algal bloom and fish kill, that the supervisors will move forward with the next steps toward improving the lagoon water in a "Drawdown Marin," naturebased solution way.

Learn more at bit.

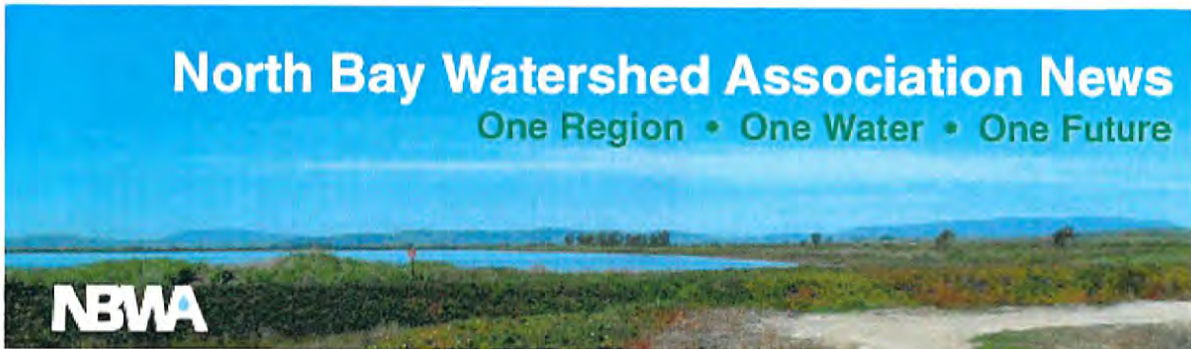
ly/3bpLlDX.

— Judy Schriebman. San Rafael. and Aurora Mahassine. Mill Valley

## Teresa Lerch

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**From:** North Bay Watershed Association <NBWA@scwa.ca.gov>  
**Sent:** Monday, August 31, 2020 3:29 PM  
**To:** Teresa Lerch  
**Subject:** NBWA Quarterly Newsletter - Fall 2020



### State & Federal

- [Department of Justice Issues New Guidance Limiting Federal Clean Water Act Civil Enforcement Overfiling of State Actions](#)
- [House Subcommittee Holds Hearing on EPA's Safe Drinking Water Standards](#)
- [35th Annual WaterReuse Virtual Symposium, Sept 14](#)

*Working with a One Water goal, agencies can better integrate water supply, flood protection, groundwater, and stream stewardship actions at the district and watershed scale. At the heart of this idea is regional, integrated planning. NBWA's diverse agencies work to craft regional approaches to managing the common North Bay Watershed and now NBWA's Quarterly newsletter will help showcase more of this cooperation on water issues that go beyond traditional boundaries. We'll work to target new ideas in our stories, to encourage more interaction, and to be a regional focus for what's being queued up for planning; for construction; what's already in place and how it is working.*

### GSA Information

- [Solano County Water Agency](#)

### NBWA Executive Director retires, welcomes Andy Rodgers

- [Petaluma Valley Groundwater](#)
- [Santa Rosa Plain Groundwater](#)
- [Sonoma Valley Groundwater](#)
- [Napa Watersheds](#)
- [Marin County Groundwater](#)



## Member Agency Updates



[Update on the Laurel Grove Sewer Rehabilitation Project](#)



[SF BAY EVENT OCT 15](#)

After five years as the Executive Director of the North Bay Watershed Association, Judy Kelly is retiring at the end of September and passing the torch to Andy Rodgers.

Judy commented "it's been a great pleasure to work with the Association members on projects and planning, I am especially pleased to have completed a Strategic Plan with the NBWA Board which created an excellent road map for NBWA's work in the near future". While disappointed that the 2020 NBWA biennial conference had to be cancelled due to COVID-19, she was excited that NBWA sponsored projects were continuing, in particular, the work of Napa and Sonoma counties on enhancing the region's efforts to strategically replant native oak trees, and MBWA's OneWater effort to build strong cross jurisdiction partnerships on water and habitat projects. The Board wishes Judy well and thanks her for her service.

The Board of NBWA has selected Andy



## Estuary News



## Contact Us

If you have information that you think could be featured in an NBWA newsletter, please email

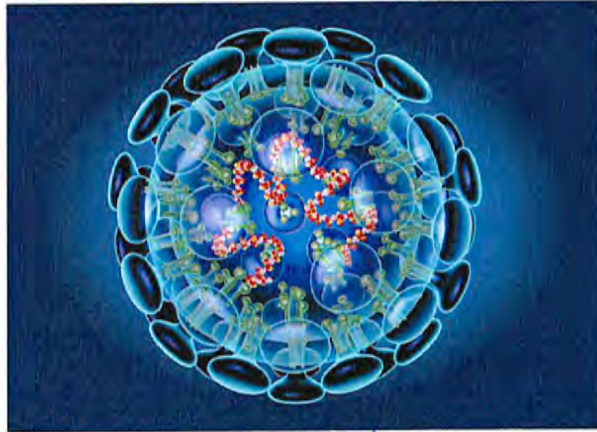
[ARodgers@westyost.com](mailto:ARodgers@westyost.com).

Rodgers of West Yost Associates to be the incoming Executive Director. Andy has been involved with the NBWA for years and this early involvement inspired him to become involved with a sister organization, the Russian River Watershed Association (RRWA). In 2010, Andy began providing technical and administrative support to RRWA and was named Executive Director in 2014.

Andy has over 30 years of professional consulting experience specializing in regional program management; grant management support, water quality assessment, groundwater and soil management and remediation, regulatory compliance soil profiling and regulatory compliance. He has also been actively involved in local groundwater issues for over 20-years, and was the Program Manager for the siting, design and installation of seven of the City of Santa Rosa's nine test wells. Andy holds a BA in geology and environmental studies from New England College and is excited to begin his work with the NBWA this fall.

## *Water Quality*

**Wastewater Surveillance of the  
COVID-19 Genetic Signal in Sewersheds**



The Water Research Foundation releases recommendations from global experts. Click the link below for the full report.

**Read the report [HERE](#)**

**Colorado sewage treatment plants are examining your poop for coronavirus clues. Seriously.**



For 24 hours starting early every Sunday morning, small pipes suck samples from the river of sewage flowing into the South Platte Water Renewal Partners wastewater treatment plant...





## Marin County Special Districts Form CSDA Chapter

On June 11, 2020 the California Special Districts Association (CSDA) Board of Directors voted formally to affiliate with the Marin County Special Districts Association (MCSDA) and welcomes the MCSDA into the larger CSDA organization. The Marin Chapter will join twenty other chapters throughout the state that have chosen to affiliate with CSDA. The story of the Marin Chapter starts many years before, though.

Previous to CSDA developing local chapters, a handful of regions throughout the state took it upon themselves to meet and form a local group. Marin County is one of these areas that met but did not have the structure of a larger affiliated group. In 2003, a group of board members and general managers brought together special districts from around the county to organize a local association. The gathering was spurred by a desire to advocate for the improvement and functioning of special districts throughout Marin County and the State of California to the benefit of the public. The association went on to coordinate with CSDA to provide ethics training for members, host annual dinners and produce educational material for members on local tax allocation. Unfortunately, after a few years the

organization stopped meeting regularly and eventually dissipated. There are still members locally who served in the original chapter and aided in its resurgence.

The current chapter formation effort started in 2019 was led by Las Gallinas Valley Sanitary District Board Member and Marin LAFCo Vice Chair and Commissioner Craig Murray. As one of the special district representatives on LAFCo, Craig was keenly aware that there was no special district selection committee in which to choose future representatives, the preferred process for many LAFCos. New Marin County LAFCo Executive Officer Jason Fried was invited and participated in the initial meetings to express this need and benefit of having an organized Marin County Chapter of CSDA that could host this selection and election function for all Marin County Independent Special Districts. Craig and the MCSDA Officers were also aware that counties with chapters are able to more efficiently organize special district representative member selection committees because they are already accustomed to meeting and functioning as a larger group. Therefore, Craig initially contacted CSDA for assistance with Chapter formation resources. CSDA's Colleen Haley provided technical assistance in coordinating initial meetings, outreach, provided a Chapter Formation Guide, sample bylaws, and extended invitations to all of Marin's 31 independent and 30 dependent special districts. Marin, like many of California's other 58 counties, has numerous special districts and provides valued service.

During the latter half of 2019 and into 2020, Craig Murray and other special district members met as a formation

committee and met to discuss the establishment of new Marin County Chapter. Several districts, including the Novato Fire Protection District, Las Gallinas Valley Sanitary District, and Tamalpais Community Services District stepped up to host and support these meetings and deserve to be acknowledged. During the course of their meetings, the committee decided there would be several benefits of forming a CSDA chapter. Along with making the LAFCo special district representative member selection more direct, the group saw value in having a forum to discuss local and state issues, network, and provide trainings and resources with fellow members, similar to the first chapter.

In early 2020, the formation committee adopted bylaws, elected officers, voted and prepared requisite documents to be an affiliated chapter of CSDA. The formation committee members who did the groundwork are Heather Abrams, Bill Hansell, Shelley Redding, Craig Murray, and Lew Kious. These individuals now hold the titles of chapter president, vice president, secretary, treasurer and at-large executive committee member.

Please help congratulate the members of the revised Marin County Special Districts Association for their successful chapter formation efforts! Meeting information will be included in the "Chapters and Networks" section, under the "About CSDA" section of CSDA's website. All special districts in Marin County are invited to send a representative.



**Marin County Special Districts Association**

## CEO's Message continued

- *Define "special district"*. Currently, a federal definition for "special district" does not exist. The bill would establish the term as a "political subdivision, formed pursuant to general law or special act of a State, for the purpose of performing one or more governmental or proprietary functions."

In addition to the above, we continue to work with other stakeholders to build momentum around recognizing the importance of special districts, what they do, and the critical services they provide. CSDA members have been amazing in starting efforts to connect with their delegation and sending in

letters explaining the need to support legislation like H.R. 7073! Thank you!

That said, this is just the beginning of longer-term efforts as we expand our NSDC partners and important work in creating awareness. These will only be successful with the ongoing support and engagement of districts of all types throughout California.

So...when called upon, please take a few minutes to Take Action and help the collective efforts to get special districts the recognition they deserve! 🐾



## Scientists can recycle sewer waste into garden soil. But if it stinks, it won't sell.

Researchers ask volunteer sniffers which soil smells the best.

By **Lela Nargi**

August 31, 2020 at 5:24 p.m. PDT

This spring, having been stuck at home because of the coronavirus pandemic, your family may have been one of millions across the country that planted a garden. Perhaps you perused seed catalogues for your favorite fruits and vegetables, lined up small peat pots to stick seeds in, then cut open a bag of soil. Did you smell it — rich and earthy?

At least, that's what scientists hope your soil smelled like. Sometimes you can take a whiff and get hit with smells of rotten eggs or ammonia. It's a smell that kids can relate to if they have a cat and forget to empty the litter box, says April Ulery. She's the president-elect of the Soil Science Society of America.

That's because the soil in your bag was made from a variety of recycled materials: nut shells and other food scraps, sawdust, and yard waste such as twigs. It also has biosolids, that is, anything that gets flushed down a sewer, including poop that's been heated and treated and cleaned of bad bacteria until what's left are good bacteria and the nutrients that living things need to stay alive. In the United States, we make 8 million tons of biosolids a year.

But if the soil mix is too fine or has too much or too little of one ingredient, it won't let in enough oxygen "to reduce smells, so the soil suffocates," says Ulery. That's unpleasant for our noses, and plants don't like it either.

Ryan Batjiaka, a soil researcher at the University of Washington, has been working to find a soil recipe that not only “improves plant growth with the proper amount of nutrients,” Ulery says. It also should smell good and look attractive. “It turns out that you can have the perfect amount of nitrogen, phosphorous, potassium, and organic matter in your soil, but if people don’t like it, they won’t use it,” she says.

Batjiaka and colleagues tested soil mixes on three kinds of plants: petunias, cucumbers and radishes. They each need nutrients in varying amounts to grow best. What none of them needs are materials that are decomposing (decaying), which make compounds that are toxic to plants. They also smell bad to humans.

This is why volunteer soil sniffers who tried mixtures, too, favored 50 percent biosolids and 50 percent wood waste, and another mix that was 20 percent sand, 40 percent biosolids and 40 percent yard/lumber waste — no decomposing stuff in any of them.

We’re used to thinking of soil as an infinite resource — something we can dig out of the ground whenever we want some. But Ulery says that gardening and farming use up soil’s nutrients. Unless they’re replaced, “pretty soon soil becomes degraded and can’t support plants.” In fact, around the world, we’re running out of nutritious topsoil to grow food in.

The good news is that we have plenty of raw materials to make more. “What we’re doing is the ultimate recycling of everything we eat and then waste. We can improve the soil, then start the process all over again,” says Ulery.

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## COVID-19 CLUES IN SEWAGE

### PANDEMIC

4 questions answered about watching wastewater for coronavirus

**By Kyle Bibby**

*The Conversation*

Researchers around the world are testing wastewater for the SARS-CoV-2 virus, in hopes that what goes down the drain can act as an early warning system for COVID-19 infections in communities.

Environmental engineer Kyle Bibby is coordinating a nationwide research network sponsored by the National Science Foundation that aims to help scientists pool their work in this area. Here he explains the sewage-virus connection and how researchers hope to eventually translate raw measurements into useful public health information.

**Q** How do you monitor wastewater for germs?

**A** This idea has gotten a lot of attention recently, but it's not new. Scientists have been searching sewage for pathogens since at least the 1940s, most notably for poliovirus.

The overall concept is pretty straightforward. Infected individuals excrete the pathogen, which gets flushed down the toilet or washed down the drain. The pathogen — or fragments of its genes — then travel through a community's sewage system to a treatment plant, where careful sampling can detect its presence.

About two-thirds of people infected with SARS-CoV-2 excrete the coronavirus in their stool. A treatment facility can monitor wastewater for the virus' RNA using molecular tools.

There's no real standard yet, but most approaches involve concentrating the wastewater sample to some degree to make it more likely that you'll be

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You could have one person sick with COVID-19 excreting 100 copies of the coronavirus genome per gram of feces. Another individual could be excreting 100 million copies per gram of feces, a big difference.

The overall vision is that wastewater monitoring could inform all sorts of public health intervention and disease surveillance programs. It could complement clinical surveillance, which often lags behind the true disease level in the community.

**Q** Is the wastewater itself a contamination risk?

**A** Wastewater surveillance has typically been used to detect a pathogen that spreads via the fecal-oral route — not the respiratory route apparently responsible for SARSCoV-2 infections. There's debate about whether or not the coronavirus can be spread via water. I would say it's plausible, though it certainly isn't a dominant transmission route and it hasn't been demonstrated yet.

While there are some reports of infectious virus being excreted in stool, the vast majority appears to be inactivated once it leaves a patient's body.

So I really don't believe coronavirus in wastewater should be a significant concern for the general public.

It's possibly a bigger concern to a wastewater worker. But the consensus is that standard personal protective equipment for dealing with wastewater is adequate for controlling the coronavirus. Remember — outside of the pandemic, wastewater can contain other infectious pathogens at any time.

But imagine swimming at a beach downstream of a treatment plant. You don't really need to worry about any bits of broken up viral genome left in





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able to detect any RNA. We're not looking for a whole, intact genome, but a small sequence of a single SARS-CoV-2 gene.

The RNA fragments that we're measuring are too small to physically capture directly.

So we use other tricks to snag them, usually by what we call electrostatic interaction — getting the RNA to stick to something like a filter, or using other chemicals to get it to clump together.

Then we quantify how much of the viral RNA is in the sample.

It's important to recognize that we can't directly extrapolate from what's measured in the wastewater to how many people in the community have the coronavirus — at least not yet.

**Q** What does the presence of coronavirus tell you?

**A** We can have three related goals when we're looking for viral RNA in the wastewater. First is direct surveillance.

Essentially is the virus there, yes or no. That probably has the most promise within small confined communities, schools, dorms, prisons, long-term care facilities and so on. This would require sampling directly from the sewer at the facility. For instance, the University of Arizona detected the presence of asymptomatic infected students by testing wastewater from on-campus housing.

The next potential application could be monitoring for trends. Is the apparent concentration of the virus increasing? That may indicate that infections within the community are increasing as well.

And the third application — which we're probably the furthest away from — is directly applying our measurements to estimate the number of infected individuals in the community.

4

the water. The concern is infectious virus and we just haven't

### COVID » PAGE 2

**There's a lot of uncertainty associated with how much of this virus an infected individual excretes, and how long they excrete it for — reports seem to suggest that it varies a lot.**



Wastewater undergoes treatment at the Las Gallinas Valley Sanitary District facilities in San Rafael.

ALAN DEP — MARIN INDEPENDENT JOURNAL

There's a lot of uncertainty associated with how much of this virus an infected individual excretes, and how long they excrete it for — reports seem to suggest that it varies a lot.



## COVID

### FROM PAGE 1

seen any infectious virus make it all the way to a sewage treatment plant, much less through the wastewater treatment and disinfection process.

**Q** What are the challenges to be worked out?

**A** It's a misconception to think this technique is ready to go right off the shelf. There's still a lot of unsettled science about how to do it well.

It's also not quite right to think of this as like testing every single person in the community for COVID-19. There are a variety of issues with detection limits, getting composite samples that grab wastewater from throughout the day, and of course just the fact that many sick people might not excrete viral RNA for us to detect. A negative wastewater result does not in fact mean that zero people in the area have the coronavirus. So wastewater surveillance is subtly different from a clinical diagnosis tool.

I worry about a city's department of health getting wastewater data from a contract lab and all of a sudden either thinking everything is safe and the coronavirus cases are low in their area or else overextrapolating that cases are high. It's

not like we couldn't get to the ability to use this tool in this way pretty quickly. We're just not there yet today. My colleagues and I are trying to help establish a framework to translate this information to a usable format for communities, so municipalities can use wastewater monitoring to help make tough decisions that affect people's lives and the economy. We also have projects looking at the persistence of this infectious virus in wastewater. *This article is republished from the Conversation, an independent and nonprofit source of news, analysis and commentary from academic experts, under a Creative Commons license.*

**A negative wastewater result does not in fact mean that zero people in the area have the coronavirus. So wastewater surveillance is subtly different from a clinical diagnosis tool.**

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September 1, 2020

Craig Murray  
Director  
Las Gallinas Valley Sanitary District  
300 Smith Ranch Road  
San Rafael, CA 94903

SUBJECT: CASA Program Planning Committee

Dear Craig:

On behalf of the California Association of Sanitation Agencies (CASA), it is my pleasure to appoint you to serve a two-year term as a member of the Program Planning Committee. The Board of Directors and I appreciate your willingness to participate on this committee, which assists in planning the program themes, focus and content for CASA's two major conferences held in January and August.

CASA's committees perform an important function in guiding the association's policies and assist in our efforts to inform and educate members on a range of environmental, governance, financing and technology issues. As a member of the Program Planning Committee, you will play a key role in advancing CASA's mission and goals.

We hope you will be able to attend our next committee meeting, which will be held at a date to be determined this fall, where we will discuss preliminary concepts for our January 2021 Winter Conference program.

Thank you for making this important commitment. The staff are available to assist you with any questions or needs you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Dow", with a large, stylized flourish on the left side.

Jason Dow  
President

cc: Amber Baylor, Chair, Program Planning Committee  
Adam Link, Executive Director