



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

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

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

BOARD MEETING AGENDA

November 5, 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, November 5, 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, November 4, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

**Prior to the meeting, participants should download the Zoom app at:*

<https://zoom.us/download> A link to simplified instructions for use of the Zoom app is:

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

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/83917264631>

OR

By teleconference at: +16699009128 Meeting ID 839 1726 4631

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

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

OPEN SESSION:

3:30 PM

1. PUBLIC COMMENT

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

3:35 PM

2. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for October 15, 2020
- B. Approve the Warrant List for November 5, 2020
- C. Approve Murray attending the Asset Management Planning Workshop Webinar on 10-8-20
- D. Approve Murray attending the CWEA CASA COVID 19 Webinar on 10-27-20
- E. Approve Vehicle Procurement – Forklift, Ford F-350 flatbed, (2) Ford -250 and F-150 Van
- F. Approve Application of Allocation of Capacity for APN 179-17-325 - 28 Washington Ave Accessory Dwelling Unit
- G. Approve Resolution 2020-2203 Project Approval and Notice of Exemption – Miscellaneous Paving 2020
- H. Approve Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order

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

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

3:45 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager Report
- 2. Board Conference Registration Assistance
- 3. Award of Contract for Alternative Funding and Grant Consulting Services

4:10 PM

4. TOPICS FOR THE WINTER 2020 NEWSLETTER

Board and staff to discuss the topics for the Winter 2020 Newsletter.

-
- 4:20 PM** **5. REGIONAL GOVERNMENT SERVICES – MASTER AGREEMENT**
Board to review and approve the Regional Government Support Services Master Agreement.
- 4:30 PM** **6. APPROVE RESOLUTION 2020-2204 GRANTING A PG&E EASEMENT**
Board to review and approve Resolution 2020-2204 Granting a PG&E Easement.
- 4:50 PM** **7. PUBLIC COMMENT**
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 4:55 PM** **8. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, Other Reports
 2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2020 GM Evaluation Other Reports
 4. SCHRIEBMAN
 - a. JPA Local Task Force, NBWA Tech Advisory Committee, Other Reports
 5. YEZMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Ad Hoc HR Committee re: 2020 GM Evaluation Other Reports
- 5:10 PM** **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
 - C. Pending Board Agenda Item Requests
 - i. Donation Policy
 - ii. Pump Station Vegetation Report
 - iii. Admin Building Site update
 - iv. Video Recoding of Board Meetings
 - v. Relocation Assistance Act Policy for Real Estate Acquisitions

5:15 PM

10. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE

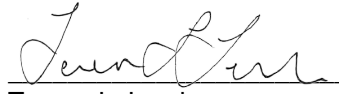
5:25 PM

11. ADJOURNMENT

FUTURE BOARD MEETING DATES: NOVEMBER 19, DECEMBER 3 AND DECEMBER 17, 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 November 2, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held November 5, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch
District Secretary

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

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

MINUTES OF OCTOBER 15, 2020

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION BY ZOOM CONFERENCE ON OCTOBER 15, 2020 AT 3:32 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; Teresa Lerch, District
14 Secretary; Mike Cortez, District Engineer; Dale
15 McDonald, Administrative Services Manager
16

17 **OTHERS PRESENT:** Pat Richardson, District Counsel (arrived at 3:35 pm);
18 Tom Gorman, Kennedy Jenks
19

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

24 **PUBLIC COMMENT:** None.
25

26 Pursuant to Government Code section 54954.2(b)(2), Lerch requested that the following item be added to
27 the Agenda Item number 2.5 – General Manager Evaluation Process 2020 Timeline.
28

29 **ACTION:**

30 Board approved (M/S Yezman/Murray 5-0-0-0) adding Agenda Item number 2.5 – General Manager
31 Evaluation Process 2020 Timeline.

32 **Roll Call:**

33 **AYES:** Clark, Elias, Murray, Schriebman and Yezman.
34 **NOES:** None.
35 **ABSENT:** None.
36 **ABSTAIN:** None.
37

38 **CONSENT CALENDAR:**

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

- 41 A. Approve the Board Minutes for October 1, 2020
42 B. Approve the Warrant List for October 15, 2020
43 C. Approve Board Compensation for September 2020
44 D. Approve Clark attending the CWEA Co-Digestion WWTP Webinar on 10-13-20
45 E. Approve Clark attending the CWEA Brave New World Webinar on 10-14-20
46 F. Approve Clark attending the CWEA History of Sewer Cleaning Webinar on 10-28-20
47 G. Approve Resolution 2020-2201 SSMP Update
48 H. Approve Resolution 2020-2202 – Board Policy B60-51 Miscellaneous Expense
49 Reimbursement
50
51

- 52 I. Approve Application of Allocation of Capacity for APN 178-125-02 1012 Las Pavadas Ave
53 Accessory Dwelling Unit
54 J. Approve Designation of the Secondary Treatment Process Upgrade and Recycled Water
55 Expansion Project as an Essential Governmental Function per Marin County Public Health
56 Order
57
58

59 Items D, E, F and G were pulled for discussion. Clark withdrew item D.
60

61 **ACTION:**

62 Board approved (M/S Schriebman/Clark 5-0-0-0) the Consent Calendar items A, B,C,E,F,H, I and J.

63 Roll Call:

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

65 NOES: None.

66 ABSENT: None.

67 ABSTAIN: None.
68

69 **CONSENT CALENDAR ITEM G - RESOLUTION 2020-2201 SSMP UPDATE**

70 Board discussed Consent item G - Resolution 2020-2201 SSMP Update.
71

72 **ACTION:**

73 Board approved (M/S Schriebman/Murray 5-0-0-0) the Consent Calendar item G – Resolution 2020-2201
74 SSMP Update.

75 Roll Call:

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

77 NOES: None.

78 ABSENT: None.

79 ABSTAIN: None.
80

81 **GENERAL MANAGER EVALUATION PROCESS 2020 TIMELINE**

82 The Board discussed the General Manager Evaluation Process 2020 timeline. By consensus, the Board
83 make some changes to the timeline which Crystal will forward to Bobbi Bennett at RGS. The Board also
84 agreed to have a Special Board Meeting – Closed Session-GM Evaluation on Friday, December 4th at 2:30
85 pm and a Special Board Meeting – Closed Session-GM Evaluation on Friday, December 18 at 2:30 pm.
86
87

88 **INFORMATION ITEMS:**

89 **STAFF / CONSULTANT REPORTS:**

- 90 1. General Manager Report – Verbal- Prinz reported.
91

92 **ACTION ITEMS:**
93

94 **BOARD TO APPOINT A DISTRICT TREASURER**

95 Board to discuss appointing Dale McDonald, Administrative Services Manager, as the District Treasurer.
96

97 **ACTION:**

98 Board approved (M/S Schriebman/Clark 5-0-0-0) appointing Dale McDonald, Administrative Services
99 Manager as the District Treasurer.

100 Roll Call:

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

102 NOES: None.

103 ABSENT: None.

104 ABSTAIN: None.
105

106 **CHANGE ORDER FOR RELOCATION OF SECONDARY CLARIFIER #1 AND CONTRACT**
107 **AMENDMENT WITH AQUA ENGINEERING – SECONDARY TREATMENT PLANT UPGRADE AND**
108 **RECYCLED WATER EXPANSION**

109 Board to review and approve authorizing the General Manager to execute a contract change order for the
110 Relocation of Secondary Clarifier #1 in the amount not to exceed \$909,777. and a contract amendment
111 with Aqua Engineering in the amount of \$38,750.

112
113 **ACTION:**

114 Board approved (M/S Yezman/Schriebman 5-0-0-0) authorizing the General Manager to execute a contract
115 change order for the Relocation of Secondary Clarifier #1 in the amount not to exceed \$909,777. and a
116 contract amendment with Aqua Engineering in the amount of \$38,750.

117 Roll Call:

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

119 NOES: None.

120 ABSENT: None.

121 ABSTAIN: None.

122

123 **PUBLIC COMMENT:** None.

124

125 **BOARD MEMBER REPORTS:**

126 1. CLARK

127 a. NBWA Board Committee –no report

128 b. Other Reports– verbal report - CWEA Brave New World Webinar

129

130 2. ELIAS

131 a. NBWRA– no report

132 b. Ad Hoc Engineering Committee—no report

133 c. Other Reports– no report

134

135 3. MURRAY

136 a. Marin LAFCO – verbal report

137 b. CASA Energy Committee– verbal report

138 c. 2020 GM Evaluation Ad Hoc Committee- No report

139 d. Other Reports– no report

140

141 4. SCHRIEBMAN

142 a. JPA Local Task Force– no report

143 b. NBWA Tech Advisory Committee– no report

144 c. Other Reports- no report

145

146 5. YEZMAN

147 a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal report

148 b. Flood Zone 7– no report

149 c. CSRMA– no report

150 d. Ad Hoc Engineering Committee– no report

151 e. 2020 GM Evaluation Ad Hoc Committee- no report

152 f. Other Reports–no report

153

154 **BOARD REQUESTS:**

155 A. Board Meeting Attendance Requests – none.

156 B. Board Agenda Item Requests –Clark requested Board conference registration assistance and an
157 Admin Building Site update. Murray requested Video Recording of Board meetings and Relocation
158 Assistance Act Policy for Real Estate Acquisitions and Leases.

159

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

161 Discussion ensued.

162 **ACTION:**
163 Board approved (M/S Murray/Yezman 5-0-0-0) the adjournment of the meeting at 5:22 pm.
164 Roll Call:

165 AYES: Clark, Elias, Murray, Schriebman and Yezman.
166 NOES: None.
167 ABSENT: None.
168 ABSTAIN: None.

169
170 The next Board Meeting is scheduled for November 5, 2020.

171
172
173 **ATTEST:**

174
175
176 _____
177 Teresa Lerch, District Secretary

178
179
180
181 **APPROVED:**

182
183
184
185 _____
186 Judy Schriebman, Vice President

SEAL

Las Gallinas Valley Sanitation District
Warrant List 11/05/2020 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	11/5/2020	EFT1	ADP Payroll	114,302.21		114,302.21	Payroll & Processing Charges
2	11/5/2020	N/A	All Star Rents	779.71		779.71	Excavator for Mulligan Pump Station
3	11/5/2020	N/A	Aramark Uniform Service	758.71		758.71	Uniform Service
4	11/5/2020	N/A	AT&T	6,662.11		6,662.11	Service Plans for Sept & Oct
5	11/5/2020	N/A	AT&T Teleconference Services	265.14		265.14	Conference Lines 1 & 2
6	11/5/2020	EFT2	Bank of Marin	47,335.64		47,335.64	November Loan Payment - Recycled Water Loan
7	11/5/2020	EFT	Bank of Maim- Credit Card Purchases	20,911.83		20,911.83	Statement for Sept/Oct
8	11/5/2020	N/A	Bay Area Clean Water Agencies - BACWA	9,438.50		9,438.50	CBC Fee, Nutrient Surcharge & Affiliate dues
9	11/5/2020	N/A	Bremntag Pacific Inc.	2,024.87		2,024.87	275 Gallons Citric Acid.
10	11/5/2020	ACH	Brown & Caldwell	8,258.42		8,258.42	STPURWE - Engineering Services
11	11/5/2020	N/A	CalChem Enterprises	26,881.58		26,881.58	Bulk Polymer Blend
12	11/5/2020	N/A	California Special Districts Association	7,805.00		7,805.00	Membership Fees
13	11/5/2020	N/A	California State Land Commission	401.54		401.54	For Uncollected Staff/Project Charges
14	11/5/2020	N/A	California Water Environment Association	667.00		667.00	Employee Memberships
15	11/5/2020	ACH	CaIPERS CERTBT-OPEB	11,630.00		11,630.00	Pre-fund GASB payment
16	11/5/2020	EFT	CaIPERS 457 Plan	13,026.60		13,026.60	EE's Deferred Comp. 10/9 & 10/23
17	11/5/2020	EFT	CaIPERS Health	35,126.70		35,126.70	CaIPERS Health- Active & Employer Retiree share
18	11/5/2020	EFT	CaIPERS Retirement	40,096.59		40,096.59	EE & ER Payment to Retirement, Paydate 10/9/2020 & 10/23
19	11/5/2020	ACH	Caltest Analytical Labs	1,083.65		1,083.65	Outside Lab Testing Services
20	11/5/2020	N/A	CASA	13,600.00		13,600.00	2021 Annual Memberships & Certs
21	11/5/2020	ACH	CATS 4U Inc.	9,958.00		9,958.00	Influent Screen Overhaul - 2
22	11/5/2020	N/A	CD & Power	7,297.98		7,297.98	Rental of 4- 40 KW Generators for PSPS Events
23	11/5/2020	N/A	Comet Building Maintenance	1,575.00		1,575.00	Janitorial Services
24	11/5/2020	ACH	Contractor Compliance & Monitoring	3,829.86		3,829.86	Labor Compliance Services
25	11/5/2020	N/A	Cropper Accountancy Corp.	7,500.00		7,500.00	1st Progress Billing for the 2019/2020 Audit
26	11/5/2020	ACH	Diego Truck Repair	901.44		901.44	Truck Maintenance - Water Pump, Coolant Refill & Check
27	11/5/2020	EFT	Direct Dental	171.00		171.00	Dental Plan
28	11/5/2020	EFT	Discovery Benefits	235.00		235.00	FSA Funds
29	11/5/2020	N/A	Empire Earthworks	5,650.00		5,650.00	Sharp Solar Panel Replacement Project

Las Gallinas Valley Sanitation District Warrant List 11/05/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	11/5/2020	ACH	EOA	21,799.73		21,799.73	Technical Assistance for Regulatory Permits
31	11/5/2020	N/A	Federal Express	79.20		79.20	Express Mail
32	11/5/2020	ACH	Gopher -IT- Trenchless	5,860.00		5,860.00	Installed WYE Connection @ 210 Corrallo Dr.
33	11/5/2020	N/A	Hach Company	1,352.60		1,352.60	LBOD Probe Cable
34	11/5/2020	ACH	Hanford ARC	6,099.50		6,099.50	LMC Revegetation Maintenance Services
35	11/5/2020	N/A	Herc Rentals	839.83		839.83	Fuel Tank - 500 Gallons - Delivery/pickup - PPS
36	11/5/2020	N/A	I Miller Precision Optical Inst. Inc.	3,462.21		3,462.21	Labomed Lx 500 Digital Phase Contrast Microscope
37	11/5/2020	N/A	Jackson's Hardware Inc.	1,166.07		1,166.07	Misc. Supplies
38	11/5/2020	ACH	Kennedy/Jenks Consulting	129,790.00		129,790.00	STPURWE - Construction Management & Inspection Service
39	11/5/2020	ACH	Kennedy/Jenks Consulting	27,180.40		27,180.40	Integrated Wastewater Master Plan
40	11/5/2020	N/A	Kleinfelder	1,794.50		1,794.50	STPURWE Const Inspection & Materials testing
41	11/5/2020	N/A	Kyocera	87.13		87.13	Staples for Copier Machine
42	11/5/2020	N/A	Marin Ace	76.33		76.33	Misc. Supplies
43	11/5/2020	N/A	Marin Independent Journal	512.48		512.48	Public Notices
44	11/5/2020	N/A	Medical Center of Marin	226.00		226.00	Pre-Employment Physicals
45	11/5/2020	N/A	North Bay Petroleum	2,427.72		2,427.72	Fuel
46	11/5/2020	ACH	Nute Engineering	7,223.75		7,223.75	Project Files Scanning, Engineering & Inspection Services
47	11/5/2020	N/A	Operating Engineers Local #3	510.00		510.00	Union Dues
48	11/5/2020	ACH	Orion Protection Services	318.50		318.50	Nightly Patrol
49	11/5/2020	EFT	Pacific Crest Group	2,400.00		2,400.00	HR Management Services
50	11/5/2020	N/A	Pacific Gas & Electric	13.61		13.61	Natural Gas
51	11/5/2020	N/A	Petty Cash	408.39		408.39	Replenish Petty Cash Box
52	11/5/2020	ACH	Redwood Security Systems	318.00		318.00	Nightly Patrol 300 Smith Ranch Rd.
53	11/5/2020	ACH	Regional Government Services Authority	22,934.20		22,934.20	Professional Finance & Administrative Consultative Services, HR On-Call Services
54	11/5/2020	N/A	Roy's Sewer Service	2,137.50		2,137.50	Headworks Vector Truck & Crew Vacuumed Media from Aeration Tank
55	11/5/2020	N/A	SMART	835.43		835.43	License fee 10/1/20-9/30/21, Prop near Milepost 21.92 for 30" sewer pipeline
56	11/5/2020	EFT	Sun Life Financial	2,133.58		2,133.58	Life Insurance, Addl Life and AD&D (November)
57	11/5/2020	ACH	Terryberry	324.37		324.37	Employment Milestone Gift

Las Gallinas Valley Sanitation District Warrant List 11/05/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
58	11/5/2020	N/A	TPx Communication	650.31		650.31	Phone Services
59	11/5/2020	N/A	United Site Services	556.76		556.76	Porta Potties
60	11/5/2020	ACH	Univar	8,046.36		8,046.36	Furnish Sodium Bisulfite & Sodium Hypochlorite
61	11/5/2020	N/A	Water Components & Building Supply	510.75		510.75	Misc. Supplies
62	11/5/2020	N/A	WateReuse	1,070.00		1,070.00	Primary Membership
63	11/5/2020	ACH	WECO Industries	118.09		118.09	High Pressure Swivel Jetting Unit X 2

Do not change any formulas below this line.

TOTAL \$ 651,437.38 \$ - \$ 651,437.38

EFT1	EFT1 = Payroll (Amount Required)	114,302.21	114,302.21	Approval: Finance GM Board
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	110,023.96	110,023.96	
EFT	EFT = Vendor initiated "pulls" from LGVSD	114,101.30	114,101.30	
ACH	ACH = LGVSD initiated "push" to Vendor	265,674.27	265,674.27	
	Total	\$ 651,437.38	\$ 651,437.38	

Difference: \$ -

STPURWE Costs 139,842.92

AGENDA ITEM 2C
DATE November 5, 2020



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 10/22/20 Name: MURRAY, CRAIG K.

I would like to attend the ASSET MANAGEMENT PLAN + RESOURCES Meeting
of RCAE PART 2

To be held on the 8TH day of OCTOBER from 2:00 a.m. / p.m. to
8TH day of OCTOBER from 4:00 a.m. / p.m.
TO

Location of meeting: ONLINE (COVID SARS 2)

Actual meeting date(s): 10 8 20

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

Purpose of Meeting: ASSET PRIORITIZATION

Other meeting attendees: UNKNOWN

Meeting relevance to District: PLANNING; COST REDUCTION

Frequency of Meeting: ix

Estimated Costs of Travel (if applicable): N/A

Date submitted to Board Secretary: 10/22/20

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.



Classroom Workshops

RCAC's classroom trainings are instructor-led, interactive workshops designed to provide quality, in-person training and networking opportunities. Each session qualifies for six contact hours.

Unless otherwise noted, all classroom workshops will be on the following schedule: Registration/Check-in: 8 a.m.; workshop: 8:30 a.m.–3:30 p.m. Lunch is one hour (on your own). All classroom workshops are subject to change due to COVID-19 in an effort to ensure public and trainer safety, and comply with guidelines/restrictions. All workshops will be limited in size based on federal, state and local public health guidelines in place at the time of the workshop. If guidelines allow larger gatherings, all workshops will be limited to 50 attendees.

Pumps, Motors & Energy Efficiency

October 7, 2020 • South Lake Tahoe, CA

South Tahoe Public Utility District

1275 Meadow Crest Drive • South Lake Tahoe CA 96150

Pumping water is one of the most inefficient uses of energy there is. Most water pumping systems only convert 30 to 60 percent of the power they consume (and you pay for) into useful work, one of the lowest margins of efficiency of all uses of energy. Why? The laws of physics mostly, but also simple mistakes made in selecting a pump or motor for a given duty point. This workshop will help you understand and minimize inefficiency in your pumping systems and teach you how to choose the right pump and motor for the job – one that will save money year after year.

Participants will learn:

- Where to find and how to use free Total Dynamic Head (TDH) and horsepower calculators on the internet
- How to calculate TDH in a fluid pumping system
- How to solve wire-to-water energy calculations
- The six factors in friction loss and how to minimize them

This workshop will give participants a variety of tools, tips and information they can use to reduce energy costs at their utilities.

The recommended audience includes system operators and managers.

Asset Management Planning & Resources

October 8, 2020 • South Lake Tahoe, CA

South Tahoe Public Utility District

1275 Meadow Crest Drive • South Lake Tahoe CA 96150

For all utilities, even very small water systems, tangible assets (tanks, pumps, and computers) and non-tangible assets (water rights, software) are significant investments with significant importance. An Asset Management Plan (AMP) prioritizes the replacement or installation of assets and plays a significant role in the overall financial performance and sustainability of the water system. With proper planning, emergencies can be avoided, and overall costs can be reduced.

Asset management planning includes inventory, evaluation, forecasting and budgeting for capital outlay and is an integral part of the utilities budgeting and rate-setting process for even very small water systems.

Participants will learn:

- What is an AMP and how it coordinates with other planning documents
- Why a water system needs an AMP
- The Five Core Questions
- The basics of Google Earth Pro for asset mapping
- How to complete an asset inventory
- Resources available

Bring a laptop with Google Earth Pro (free download) installed if your system does not have digital system maps. Additional instructions will be available when registration is completed.

The recommended audience includes board members, general managers, financial managers and operators.

Certificate of Completion

This certifies that

Craig Murray

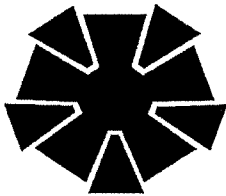
Has met the requirements for successful completion of the learning event entitled:

Asset Management Planning and Resources Online -Part 2

10/8/2020, 2:00 PM - 10/8/2020, 4:00 PM
ONLINE

2 California Drinking Water Contact Hours

Instructor(s): Heather Cannon



RCAC
www.rcac.org

A handwritten signature in black ink that reads "Suzanne Anarde".

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.

AGENDA ITEM 2D
DATE November 5, 2020



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 10/22/20 Name: MURRAY, CRAIG K.

I would like to attend the CWEA - CASA COVID-19 OCTOBER UPDATE Meeting
of CWEA

To be held on the 27th day of OCTOBER from 11:00 a.m. / p.m. to
27th day of OCTOBER from 12:30 a.m. / p.m.
TO

Location of meeting: ONLINE

Actual meeting date(s): 10 27 20

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

Purpose of Meeting: WASTEWATER BASED EPIDEMIOLOGY (WBE) UPDATES

Other meeting attendees: UNKNOWN

Meeting relevance to District: WBE RESEARCH, PROTOCOLS

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): N/A

Date submitted to Board Secretary: 10/22/20

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: Biosolids <biosolids-bounces@lists.casaweb.org> on behalf of Greg Kester via Biosolids <biosolids@lists.casaweb.org>
Sent: Wednesday, October 21, 2020 7:59 AM
To: biosolids@lists.casaweb.org; regulatory@lists.casaweb.org; collectionwg@lists.casaweb.org
Subject: [CASA Biosolids] Next CASA-CWEA COVID and Wastewater Webinar - Oct 27
Attachments: ATT00001.txt
Importance: High

Hello everyone – I wanted to send a reminder that our next CASA-CWEA webinar on SARS-CoV-2 and wastewater is scheduled for October 27th from 11:00 – 12:30 Pacific Time. Registration is open here: https://mycwea.org/eweb/DynamicPage.aspx?webcode=EventInfo&Reg_evt_key=651bf0d8-c461-4cb8-b8b9-f579442fcd63&RegPath=EventRegNoFees&FreeEvent=1&Event=Webinar:%20CWEA-CASA%20COVID-19%20October%20Update%20&FundraisingEvent=0&evt_guest_limit=0


We have another great slate of speakers including:

Dr. Rose Kantor – UC Berkeley – Wastewater Based Epidemiology (WBE) for the San Francisco Bay Area including an update on analytical method development.
Dr. Colleen Naughton – UC Merced – WBE Database developed at UC Merced and its utility for the wastewater sector
Maitreyi Nagarkar – USEPA ORD – Update on EPA work to develop analytical methods and protocols for WBE
Dr. John Albert – Water Research Foundation – Update on WBE international summit and a comparative evaluation of SARS-CoV-2 analytical methods in wastewater and primary sludge.

The webinar is free but registration is required at the link above. Please let me know if you have any questions or comments. Thanks very much - Greg

Stay Positive – Test Negative!

Greg Kester
Director of Renewable Resource Programs
CA Association of Sanitation Agencies
1225 8th Street, Suite 595
Sacramento, CA 95814
PH: 916 446-0388
Mobile: 916 844-5262
gkester@casaweb.org

 www.casaweb.org

Craig Murray

From: memberservices@cwea.org
Sent: Thursday, October 22, 2020 5:32 PM
To: Craig Murray
Subject: Registration for CWEA Webinar Almost Complete!

Thank you for your interest in the **Webinar: CWEA-CASA COVID-19 October Update** to be held on 10/27/2020 from 11:00am – 12:30pm.

A few more steps and your registration will be complete.

Prior to the webinar, **please also register on Zoom** and enter the information requested: https://zoom.us/webinar/register/WN_NzOmY8ThQ3qTd74VI7XGgg

Zoom will then send you a confirmation email with your unique access link for viewing this webinar. To try out and test the Zoom system in advance, [click here](#).

Contact Hours: If contact hours are applicable to this event full participation is required. Live webinar participants who register through both CWEA and Zoom and participate in the full webinar through a personal computer, smart phone or tablet will receive contact hours. It is not possible to receive contact hours for viewing the recording or only registering through Zoom.

Slides/Handouts: Slides and handouts will be shared through a Box link found in your Zoom confirmation, reminder and follow up emails. These materials will appear once available from the speaker(s).

Questions: Questions for the presenters can be provided when you register through Zoom in advance or during the webinar. For questions about your registration, contact CWEA Member Services by email memberservices@cwea.org

We look forward to seeing you there!

View all upcoming events: [CWEA Events Calendar](#).




**WE EMPOWER
WASTEWATER
PROFESSIONALS**

CWEA

Webinar Registration Approved

Topic CWEA-CASA COVID-19 Update

Description We've brought together leading national and California experts for a COVID-19 update free webinar.

Time Oct 27, 2020 11:00 AM in Pacific Time (US and Canada)
 Add to calendar ▾

Webinar ID 979 7478 2372



To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/j/97974782372?tk=C5GHUBczF6sszP99pJjwsT9Z125ltRo9grp6yj1NEiM.DQIAAAAWz8CJpBZuY2tCaFpRMFRGcXhhdDI4U2djOTZnAAAAAAAAAAAAAAAAAAAA&uuiid=WN_NzOmY8ThQ3qTd74VI7XGgg (https://zoom.us/j/97974782372?tk=C5GHUBczF6sszP99pJjwsT9Z125ltRo9grp6yj1NEiM.DQIAAAAWz8CJpBZuY2tCaFpRMFRGcXhhdDI4U2djOTZnAAAAAAAAAAAAAAAAAAAA&uuiid=WN_NzOmY8ThQ3qTd74VI7XGgg)

To Cancel This Registration

You can cancel your registration at any time.

About (https://zoom.us/about)	Download (https://zoom.us/download)	Sales (https://zoom.us/contactsales)	Support (https://support.zoom.us/hc/en-us)	Language English ▾
Zoom Blog (https://blog.zoom.us/)	Meetings Client (https://zoom.us/download#client_4meeting)	1.888.799.9666 (tel:1.888.799.9666)	Test Zoom (https://zoom.us/test)	Currency US Dollars \$ ▾
Customers (https://zoom.us/customer/all)	Zoom Rooms Client (https://zoom.us/download#room_client)	Contact Sales (https://zoom.us/contactsales)	Account (https://zoom.us/account)	(https://blog.zoom.us/)
Our Team (https://zoom.us/team)	Browser Extension (https://zoom.us/download#chrome_ext)	Plans & Pricing (https://zoom.us/pricing)	Support Center (https://support.zoom.us/hc/en-us)	http://www.linkedin.com/company
Careers (https://zoom.us/careers)	Outlook Plug-in (https://zoom.us/download#outlook_plugin)	Request a Demo (https://zoom.us/livedemo)	Live Training (https://zoom.us/livetraining)	http://www.twitter.com/zoom_us
Integrations (https://zoom.us/integrations)	Lync Plug-in (https://zoom.us/download#lync_plugin)	Webinars and Events (https://zoom.us/events)	Feedback (https://zoom.us/feed)	http://www.youtube.com/zoomn
Partners (https://zoom.us/partners)	iPhone/iPad App (https://zoom.us/download#client_iphone)		Contact Us (https://zoom.us/contact)	http://www.facebook.com/zoom
Investors (https://investors.zoom.us/)	Android App (https://zoom.us/download#mobile_app)		Accessibility (https://zoom.us/accessibility)	
Press (https://zoom.us/press)	Zoom Virtual Backgrounds (https://zoom.us/virtual-backgrounds)		Privacy and Security (https://zoom.us/privacy-and-security)	
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Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Dale McDonald, Administrative Services Manager *M*
Meeting Date: November 5, 2020
Re: Vehicle Procurement - Forklift, Ford F-350 flatbed, (2) Ford-250, and F-150 van
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Board to approve the purchase of previously identified vehicles in an amount not to exceed \$332,270 and authorize the General Manager to execute purchase orders up to this cumulative amount for the vehicle procurements.

BACKGROUND

During FY 2018-2019, the District established a vehicle reserve fund in the amount of \$1 million to ensure that there are sufficient funds for vehicle and equipment replacement. During the budget workshop held on April 27, 2020, staff recommended using this reserve for vehicle purchases in FY 2020 2021.

Pursuant to District Policy F-90-40, purchasing authority for contract purchases more than \$60,000 falls under the authority of the Board of Directors.

Vehicles Recommended for Purchase	MSRP Price	Tax & Delivery	Total
Case 586h Forklift	\$93,000	\$10,695	\$103,695
Ford F-350 stake side (Flatbed)	\$45,000	\$ 5,175	\$ 50,175
Ford F-250 – collections - emergency response	\$41,000	\$ 4,715	\$ 45,715
Ford F-250 – collections – emergency response	\$41,000	\$ 4,715	\$ 45,715
Ford F-150 – electrical/instrumentation van	\$48,000	\$ 5,520	\$ 53,520
Toyota Rav-4 Hybrid – pool vehicle	\$30,000	\$ 3,450	\$ 33,450
			\$332,270

To date, 3 electric carts covered by the October 1, 2020 appropriations have been procured under the General Manager's purchasing authority.

PREVIOUS BOARD ACTION

On October 1, 2020, the Board approved appropriation of \$379,100 from the Vehicle and Equipment Reserve Fund (VERF) to be used for procurement of new and replacement vehicles, including miscellaneous outfitting costs for some of the vehicles.



ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The Vehicle and Equipment Reserve Fund (VERF) will be reduced. Price per vehicle, including outfitting, will not exceed MSRP plus tax and delivery charges. Actual expenditures for the vehicle purchases will be included in the mid-year FY 2020-2021 budget report to be presented in December along with balance of the VERF.



Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Michael P. Cortez, PE, District Engineer
Meeting Date: November 5, 2020
Re: Application of Allocation of Capacity for APN 179-17-325
 28 Washington Ave 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 28 Washington Ave.

BACKGROUND

The property owner of 28 Washington Ave is seeking approval to convert an existing 453 square-foot garage into an ADU on the same parcel as the existing single-family residence. The ADU includes 8 plumbing fixture units. The square footage of the unit is less than the maximum ADU size of 750 square feet threshold for impact fee collection. 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; no new lateral connection to the sewer main is proposed.

Additional Flow Contribution: (The District Ordinance refers to 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 P. Cortez,
 District Engineer
 Mel Liebmann,
 Plant Manager
 Dale McDonald,
 Administrative Services Manager
 Greg Pease,
 Collection System/Safety Manager

Date: November 5, 2020
 Property Owner(s): Joseph & Ratchanee Nguyen
 Property Owner Address: 28 Washington Ave
 San Rafael, CA 94903
 Applicant: Joseph Nguyen
 Project Name: 28 Washington Ave (Accessory Dwelling Unit)
 Project Address: 28 Washington Ave
 San Rafael, CA 94903
 Project APN: APN 179-17-325

Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the November 5, 2020 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project consisting of an 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:	\$	<u>0.00</u>
Total Fee:	\$	250.00

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, November 5, 2021; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, November 5, 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:

Project Applicant

Date: _____

Cc: Michael P. Cortez, District Engineer
Dale McDonald, Administrative Services Manager



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
 From: Michael P. Cortez, PE, District Engineer *mpc*
 Meeting Date: November 5, 2020
 Re: Approve Resolution 2020-2203 Project Approval and Notice of Exemption –
 Miscellaneous Paving 2020
 Item Type: Consent Action Information Other
 Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board to approve Resolution No. 2020-2204, 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 UPCCAA bidding guidelines:

- Miscellaneous Paving 2020.** This project provides for installation of asphalt concrete (AC) paving, gravel pad, and AC paving repair work at the District’s Biogas Energy Recovery System Facility, Lab Building, Reclamation Parking Lot, Reclamation Maintenance Shop, and Venetia Harbor Pump Station.

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:

- Resolution No. 2020-2203
- Miscellaneous Paving 2020 Notice of Exemption Application

PREVIOUS BOARD ACTION

N/A



ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

RESOLUTION No. 2020-2203
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: Miscellaneous Paving 2020
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 November 5, 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
County Clerk
County of: Marin
3501 Civic Center Drive, Suite 234
San Rafael, CA 94903

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

Project Title: Miscellaneous Paving 2020

Project Applicant: Las Gallinas Valley Sanitary District

Project Location - Specific:
Wastewater Treatment Plant at 300 Smith Ranch Rd; Venetia Harbor Pump Station (APN 180-021-04)

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

Description of Nature, Purpose and Beneficiaries of Project:
This project provides for installation of asphalt concrete (AC) paving, gravel pad, and AC paving repair work at the District's Biogas Energy Recovery System Facility, Lab Building, Reclamation Parking Lot, Reclamation Maintenance Shop, and Venetia Harbor Pump Station.

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. Date Received for filing at OPR:
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.



Item Number 24

Agenda Summary Report

To: Mike Prinz, General Manager 
From: Michael P. Cortez, PE, District Engineer
Meeting Date: November 5, 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

11/5/2020

General Manager Report

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

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Dale McDonald, Administrative Services Manager *DM*
Mtg. Date: November 5, 2020
Re: Board Conference Registration Assistance
Item Type: Consent _____ Action _____ Information X Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Staff recommends that the Board members continue to make their own conference attendance, registration, and travel arrangements to comply with State law and Board policy. Limited assistance by administrative staff to facilitate registration is not an unreasonable expectation but should be coordinated through the Administrative Services Manager to maintain proper oversight.

BACKGROUND

On occasion, individual Board members have asked the District Administrative Assistant, who serves as the Secretary to the Board of Directors, to assist with booking conferences and making hotel reservations on behalf of the individual board member attending the conference. Requests have been made to place these charges on the Board Secretary's District credit card for convenience.

Unlike an appointed Board Secretary position, the District's Secretary to the Board is an employee of the District who reports to the Administrative Services Manager and ultimately to the General Manager. In determining whether informal registration assistance should continue, the Board needs to consider the current policies in place regarding conferences.

Board Policy B-50 establishes the rules for Board member attendance at training, conferences, seminars, and other travel. The policy authorizes reimbursement for actual and necessary expenses. Expenses are presented to the Board for approval through the normal administrative process.

Section B-50-20 *"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."*

Government Code §53232.2(a) *"When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties, including, but not limited to, activities described in Article 2.4 (commencing with Section 53234)."*



Board Policy B-60-50 Board Member Compensation, Reimbursement for Expenses, allows Board members to 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. Expenses reports shall be submitted within 30 days of attendance at the meeting. Any disputes shall be settled by majority vote of the Board.”*

The key takeaway on reviewing both California law and Board policy is that reimbursement, and the following Board expense approval process, is a critical aspect of financial transparency.

Use of the District credit card to pay for conferences or hotel expenses bypasses the reimbursement process outlined by policy. Directors taking advantage of the informal registration assistance would receive a benefit that other directors would not. The District Administrative Assistant has a credit card limit of \$5,000 which should be reserved for District business.

While the requests for assistance are infrequent and often do not rise to the level of being an unreasonable burden to staff, there is no policy which shifts the burden of travel arrangements from individual Board member to paid administrative staff.

As such, it is transparent, fiscally prudent, and substantially more efficient for each Board member to make their own conference and hotel arrangements utilizing their credit card as they currently do with airfare reservations. Staff can continue to supply membership information to Board Members as needed to facilitate conference registration.

Directors are to continue to submit their expense receipts to the Board Secretary who will prepare their expense report and submit it to the Administrative Services Manager for approval and processing.

PREVIOUS BOARD ACTION

- Resolution No. 2018-2138 Training/Conferences/Seminars/Travel/Meals Policy B-50 was adopted by the Board on August 23, 2018.
- Resolution No. 2019-2178 Board Member Compensation Policy B-60 was adopted by the Board on December 5, 2019.
- The Board was informed on April 16, 2020 to continue to submit expense receipts to the Board Secretary who will prepare their expense report and submit it to the Administrative Services Manager for approval and processing as outlines in policies B-50 and B-60.

ENVIRONMENTAL REVIEW


N/A

FISCAL IMPACT

N/A



Agenda Summary Report

To: Mike Prinz, General Manager 

From: Michael P. Cortez, PE, District Engineer

Meeting Date: November 5, 2020

Re: Award of Contract for Alternative Funding and Grant Consulting Services

Item Type: Consent _____ Action _____ Information X Other _____

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

STAFF RECOMMENDATION

None. Informational only.

BACKGROUND

On October 19, 2020, the District received proposal from Kennedy Jenks (KJ) in response to the Request for Proposals (RFP) for the Alternative Funding and Grant Consulting issued on September 11, 2020.

The scope of work provides for identifying alternative funding opportunities and grant writing services for various funding sources that may come through State, Federal, private grant programs, or lending institutions. The objective is to augment the budget for District's current Capital Improvements Program (CIP) projects or other projects that may be identified by the Integrated Wastewater Master Plan (IWMP).

Staff advertised the RFP on the District website and invited several consulting firms to respond; however, only KJ proposed. KJ has dedicated staff with extensive experience with major grant applications and administration for a wide range of wastewater treatment and collection system projects. In addition, KJ is currently working with District staff on the IWMP. Staff has reviewed the proposal and deemed the scope of work reasonable and meets the requirements of the RFP and, therefore, is contracting with KJ for the scope of services.

The fee estimate of \$41,720 is within the current budget in the FY 2020-21 CIP Budget and falls within the General Manager signature authority.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Up to \$41,720

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Dale McDonald, Administrative Services Manager *M*
Mtg. Date: November 5, 2020
Re: Topics for the Winter 2020 Newsletter.

Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION:

Staff requests that the Board discuss these options for the newsletter and choose from the listed recommendations.

BACKGROUND:

The District publishes newsletters every 6 months to inform its ratepayers about District projects, programs and other items of interest. Each newsletter typically has one main topic and three to four smaller articles. Staff is planning to mail the Winter 2020 newsletter in late December or early January.

Attached is a listing of newsletter articles from 2011 through 2020 grouped by topics.

Staff prepared the last newsletter in the Spring of 2020, a copy of which is attached. The topics were:

- Update on Treatment Plant Upgrade
- Monitoring Helps Keep Mercury Out of the Environment
- Mutually Beneficial Partnerships Leverage our Efforts
- Help Protect Local Waterways – Tips for your Pool, Spa, or Fountain
- Department Spotlight: Collections Systems

Staff has created a list of items that the Board may want to include in the next newsletter, with staff suggested priority items listed first: *(A maximum of 5 topics will typically fit in our regular newsletter format.)*

- Department Spotlight – Wastewater Treatment
- Beneficial Use of Biosolids
- New Administrative Services Manager and Expansion of Operations Personnel
- Reclamation Area: Public Use and Safety
- Secondary Treatment Plant Upgrade and Recycled Water Expansion Project Continues
- COVID-19 and Its Impact on our Community
- Sewer Lateral Assistance Program Available to Residents



PREVIOUS BOARD ACTION:

N/A

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

The newsletter is budgeted in the 2020-21 Budget.

LAS GALLINAS VALLEY SANITARY DISTRICT

10/19/2020

NEWSLETTER TOPICS

10:20 AM

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
Admin Bldg	Dilapidated building needs urgent revamping.	2017	Summer
Admin Bldg	Facilities Need Upgrading	2014	Spring
Awards	District Wins Finance Award	2014	Spring
Awards	LGVSD Awarded Certificate of Excellence for Transparency	2014	Winter
Awards	Awards Recognize Outstanding District Programs and Performance	2013	Summer
Awards	Awarded Sewer Collection System of the Year... Again!	2011	March
Biogas	Biogas energy recovery system: another step towards energy independence.	2018	Winter
Construction	Update on Treatment Plant Upgrade.	2019	Fall
Construction	Update on Treatment Plant Upgrade.	2019	Spring
Construction	Possible Road Closure.	2019	Spring
Construction	Update on Treatment Plant Upgrade	2020	Spring
District	District Administrative/Engineering Office Move.	2019	Fall
District	PG&E "Public Safety Power Shutoff" Program.	2019	Fall
District	Understanding the Recycled water storage ponds.	2019	Fall
District	New Team at LGVSD: New Employees and Board memb	2019	Spring
District	LGVSD starting strong in 2018.	2018	Winter
District	Chris DeGabriele hired as interim general manager.	2018	Winter
District	Las Gallinas Valley Sanitary District: 60 Years of Service to Marin Residents	2014	Spring
District	LGVSD Workers Go Above and Beyond to Help a District Customer in Need	2014	Winter
District	District Redesigns Website for Easier Access	2013	Summer
District	Mutually Beneficial Partnerships Leverage our Efforts	2020	Spring
District	Department Spotlight: Collections Systems	2020	Spring
Drain/Flushing	Are they really Flushable.	2019	Spring
Flushing	Microbeads study under way.	2018	Winter
Flushing	Did I cause a sewer overflow? Be aware of what you put down the drain.	2016	Fall
Flushing	"Wipe Out" Flushing of Personal Wipes!	2015	Spring
Flushing	Wastewater Treatment Complicated by New Contaminants	2014	Fall
Flushing	Don't Use the Drain as a Dump	2014	Fall
Flushing	FDA Questions Effectiveness, Safety of Antibacterial Soaps	2014	Spring
Flushing	Protect Water Quality: Watch What You Flush	2013	Summer
Flushing	Antibacterial Soaps Can Harm the Environment and Wildlife	2013	Summer

LAS GALLINAS VALLEY SANITARY DISTRICT

10/19/2020

NEWSLETTER TOPICS

10:20 AM

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
Grants	Grants Received for Biogas Conversion to Energy	2015	Fall
Grants	District Awarded \$871,000 Grant for Recycled Water	2011	March
Inflow and Infiltration	We Must Reduce Inflow and Infiltration	2012	May
Laterals	Always Get Three Quotes Before Performing Work	2016	Fall
Laterals	Protect your sewer lateral and prepare for wet winter	2015	Fall
Laterals	Roots and Sewer Laterals Don't Mix Well	2014	Fall
Laterals	What is a Property Easement and Do You Have One on Your Property?	2014	Spring
Laterals	It's Time to Have Your Pipes Inspected!	2013	Winter
Laterals	Prepare for the Rainy Season	2013	Winter
Laterals	What's the Best Way to Fix Laterals and How to Make it Affordable?	2011	March
Laterals	Damaged Laterals Are Privately Owned but Harm the Community	2011	March
Laterals	We Are Developing Lateral Inspection and Repair Options	2011	March
Ordinance	Sewer Lateral Ordinance.	2019	Fall
Pest Control	Keep Mosquitos in Check Around Your Home	2016	Fall
Pest Control	Tips for Your Pool, Spa, or Fountain	2015	Fall
Pest Control	You Can Help Protect the Bay	2015	Spring
Pest Control	Keep Your Pool or Spa Clean — and Protect Waterways	2014	Spring
Pest Control	Avoid Using The Toxic Insecticide Permethrin	2012	April
Plant Upgrade	Current Status of treatment plant upgrade project.	2018	Winter
Plant Upgrade	Treatment Plant upgrade addresses critical issues.	2017	Summer
Plant Upgrade	District Forced to Upgrade Aging Treatment Plant to Meet Regulations	2014	Fall
Plant Upgrade	Upgrades Maintain System Efficiency and Environmental Health	2013	Summer
Plant Upgrade	LGVSD Launches New Recycled Water Treatment Facility	2013	Winter
Pollution prevention	We Can All Do Our Part to Achieve Zero Waste	2016	Spring
Pollution prevention	Thermometer, bulbs and battery exchange	2015	Fall
Pollution prevention	Monitoring Helps Keep Mercury Out of the Environment	2020	Spring
Pollution prevention	Help Protect Local Waterways – Tips for your Pool, Spa, or Fountain	2020	Spring

Topic	Article Title	Date	Period
Projects	District Looks Ahead to Meet Regulatory Requirements	2014	Winter
Projects	LGVSD Will Perform Smoke Testing During Summer Months	2013	Summer
Projects	Lighting Change Decreases Glare, Saves Money	2012	May
Rates	New Rates and Public Hearing.	2019	Spring
Rates	District Continues to Address Aging Infrastructure, Changes in Wastewater Content, and New Regulations	2015	Spring
Rates	Next Phase of Critical Upgrades Requires Fee Increases	2015	Spring
Rates	Tours, Workshops, and Public Hearing Scheduled	2015	Spring
Rates	Board considers options for sewer rate billing methods: variable vs. fixed	2014	Winter
Rates	Public Meeting on Proposed Rate Changes	2014	Winter
Reclamation	Miller Creek dredging resumes.	2017	Summer
Reclamation	River Otters Provide Student Biologist with Field Experience	2016	Fall
Reclamation	Miller Creek Dredging Begun	2016	Fall
Reclamation	Parking at reclamation area	2015	Fall
Reclamation	Hiking, Biking, Views on Bayside Trails	2014	Fall
Reclamation	LGVSD Trails Offer Hiking, Biking, Views and More	2013	Winter
Reclamation	Growing Problem: Goose Population Boom	2012	May
Recycled Water	Potable reuse is the addition of advanced purified water, either indirectly or directly, into a drinking water system.	2017	Summer
Recycled Water	All water is recycled. Don't judge water by its history but by its quality.	2017	Summer
Recycled water	Advanced Purified Recycled Water – the New Drought Proof Water Supply	2016	Spring
Recycled Water	Recycled Water: A Track Record for Safety	2013	Winter
Recycled Water	Recycled Water Project Under way	2012	May
Refuse	Free Service: bulky item removal. Plus, curbside clean-up coming in the fall.	2017	Summer
Refuse	Compost giveaway	2015	Fall
Refuse	Residential food waste composting test a success	2011	March

THE HERON

Las Gallinas Valley Sanitary District

Spring/Summer
2020

Project Update: Treatment Plant Upgrade/Recycled Water Expansion

After several years of planning, the construction on the District's \$62 million Secondary Treatment Plant Upgrade and Recycled Water Expansion Project got underway in early 2019. The work has been going non-stop since then, and continues to make substantial progress. Work is anticipated to continue into 2022.

Here are some of the key milestones achieved just since late last year: Installed portions of the PG&E power supply underground; completed construction of foundations, and began construction of concrete walls, for the Primary Pump Station, Anoxic Basin, and Aeration Basin facilities; completed construction of the new Electrical Building; installed a new 30" diameter pipeline to bring wastewater to the facility's new Primary Pump Station; completed installation of the new Recycled Water Treatment Facility membranes and Distribution Pump Station.

Work during the first half of 2020 includes completion of PG&E power supply undergrounding; startup and testing of the Electrical Building and the Recycled Water Treatment Facility membranes and Distribution Pump Station; installation of bio-wheel systems in the Aeration Basin



Fabricating new stainless steel pipework at the UV building.

facilities (for aeration and mixing of partially-treated wastewater); installation of pumps in the Primary Pump Station; and more...!

You've been reading about this project for the last several years, but here's a reminder of its major components:

- Replace the two trickling filters and fixed film reactor with a hybrid fixed-film activated sludge process, with 18 MGD capacity
- Build two new secondary clarifiers to accommodate the increased secondary treatment flow and provide redundancy for this critical process

Continued on page 4...

Construction Affects Reclamation Area Access

Construction at the District's facilities requires periodic temporary closures of the Smith Ranch Road access to the Reclamation Area parking lot and trails. Typically, such closures will be on weekdays from 4 AM - 6 PM. During those closures, the northerly "Hamilton" access will remain open. On days the road is closed, all access can resume after 6 PM, until sunset. Check the District website at lgvsd.org for updated information prior to visiting.

District's Monitoring Helps Keep Mercury Out of the Environment

The District regularly monitors a little-known source of mercury and other heavy metals, to ensure those toxic materials don't find their way into the environment. That source is dental amalgam — a combination of silver, tin, copper, mercury, and other metals that dentists have traditionally used for fillings.



When the dentist uses suction to remove excess liquid from a patient's mouth (when installing, removing, or modifying an amalgam filling), that liquid can contain traces of amalgam. Before the District began monitoring that source of metals (which was years prior to such monitoring being mandated by law), that water would go down the drain, into the sewer system, and through the wastewater treatment plant. Treatment plants aren't specifically designed to efficiently remove heavy metals, however, so those serious toxics would end up in the ecosystem where they damage the aquatic environment, and harm fish and other creatures.

Continued on page 2...

To prevent these metals from entering the environment, the amalgam materials must be captured at the source – the dental offices. This is done by requiring most types of dental facilities to have an amalgam separator device. The suction water goes through that device, the amalgam is filtered out, and the water continues on to the sewer system. While most dentists now use composite resins instead of amalgam for new fillings, there are still plenty of existing amalgam fillings out there — so this is an important way of preventing those materials from entering the environment.

Within the District's jurisdiction there are 11 amalgam separator devices (shown at right) known to be in use, at 15 dental facilities (in one case, a single device is shared by several dentists). The first amalgam separator installation within the District was in 2009. All of these dental offices are visited each year to see that the amalgam separators are correctly operating and to check their filter cartridges. When determined to be nearly full, the dental office requests a new cartridge from the device's manufacturer, swaps it out, and ships the old one back. The manufacturer then processes the material for recycling, appropriate disposal, or re-use for other purposes.



We're happy to report that the District achieves 100% compliance by the affected dental offices. The federal government made amalgam separators mandatory in 2017 for most types of dental facilities — so Las Gallinas is already way ahead of the curve in protecting the environment from that source of mercury and other toxic heavy metals.

Mutually-Beneficial Partnerships Leverage our Efforts

Wastewater treatment and production/distribution of recycled water are very complex, multi-layered processes — physically, logistically, and regulatory. The District has built and maintains a number of key partnerships with other agencies in the region, which offer mutual benefits and advantages.

Marin Sanitary Service (MSS) is one such partner. Under contract with the District, MSS provides some key recycling programs such as the Mercury Thermometer Exchange Program, the Fluorescent & CFL Bulb Drop-Off Program, the Battery Recycling Program, and the Compost Giveaway Program. Additionally, MSS provides weekly residential and commercial waste collection, street sweeping, and garbage/recyclables pick-up services within the District's service area. MSS is also under contract to Marin County for those services in other areas.

www.marinsanitaryservice.com



Two other valued partners are the **Marin Municipal Water District** and **North Marin Water District**, both of which are public agencies (special districts). These agencies provide water to their customers in central and southern Marin County (Marin Water) and parts of northern Marin County (North Marin Water).

A large portion of the District's recycled water is distributed to those two agencies which then sell it for use in landscape irrigation, car washes, cooling towers, commercial laundries, and toilet flushing.

These partnerships provide the District with an opportunity to beneficially reuse the recycled water it produces, in a wonderful, environmentally-conscious way.

The two agencies participate in the costs of operations and maintenance of the District's recycled water facility.

www.marinwater.org
www.nmwd.com



The **Marin/Sonoma Vector and Mosquito Control District (MSMVCD)** is another special district with which Las Gallinas has a working partnership. The District works with the MSMVCD to monitor the species of mosquitos in the District's wildlife ponds. MSMVCD personnel place surveillance traps at the ponds, apply biological controls such as mosquito fish, and apply microbial and chemical control when needed.

Most recently, the District worked with MSMVCD as part of the removal of cattails from the wildlife pond, which increases the water surface area, opens areas to wind and small wave action, and creates wildlife "pathways" among the cattails — which also reduces mosquito breeding areas.

www.ms mosquito.org



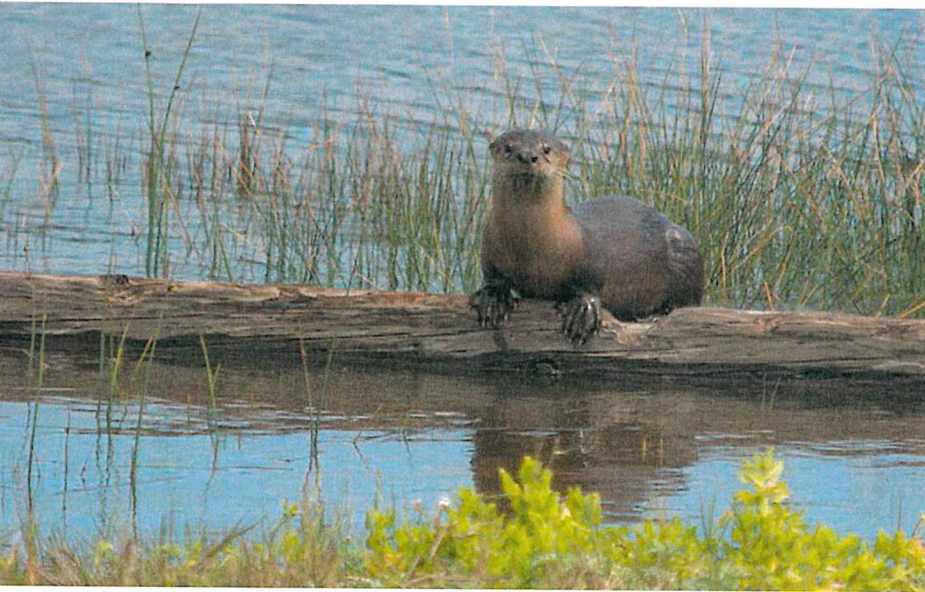


Photo: sfwildlife.com

River otters are sometimes seen in the District's wildlife pond area.

Help Protect Local Waterways — Tips for your Pool, Spa, or Fountain

Attention pool, spa, and fountain owners:

Pools, spas and fountains should never be drained into a street gutter or storm drain! That water often contains harsh chemicals, and since gutters and storm drains empty directly into local waterways and eventually into the Bay, those chemicals can get into the ecosystem and seriously harm fish and other aquatic creatures.

Here's an idea: your spa, fountain, and pool waters can easily be dechlorinated by exposure to the sun, then used to irrigate your landscape. As a general rule, you can irrigate landscaped areas if the chlorine concentration is at or below 0.1 parts per million (ppm) and within a pH of 6.5 to 7.8.

If you must drain your pool into the sanitary sewer system, you can only do so after obtaining a low-cost permit from the District. Please call (415) 472-1734 for more information.

While it can be a challenge to keep your swimming pool, spa, or fountain free of algae, there are ways to accomplish this AND protect local waterways from harm.

Never use copper algaecides to control algae. These are highly toxic to aquatic life and can enter creeks and marshes when uncovered pools and spas overflow into storm drains during the rainy season.

Maintaining proper chlorine levels and regular cleaning are better ways to control algae, and reduce or eliminate use of algaecides. And, a high quality "safety" pool cover not only protects children from accidental drowning, but also keeps out leaves, saves water and chemicals from evaporation, and protects the environment by preventing rainwater from getting into the pool and overflowing — thus keeping chemically treated pool water from spilling into the storm drains when it rains. Water collected on the pool cover can be captured for reuse in your landscape. Your pool should not be plumbed to drain to your sewer lateral.



Department Spotlight: Collections System

The District's sanitary sewer collections system is a combination of pumps, pipelines, and other equipment that transports household and commercial wastewater to the District's treatment facility. But it's far more than hardware — it's also a group of trained, specialized employees who work to maintain the system for the protection of public health and safety and the environment.

The Collections System Department has three Collections System Operators, one Lead Operator, and the Collections/Safety Manager. This staff is responsible for the day-to-day operation and maintenance of 105 miles of gravity sewer lines and almost seven miles of force mains, serving a population of nearly 30,000 residents and businesses within the District's service area.

Some of their Preventative Maintenance tasks include hydroflushing, root-cutting, and CCTV (closed circuit television) inspection of pipelines. Other responsibilities include lateral repair/replacement inspections, Underground Service Alert (USA) locating, customer inquiries and incident reports, air release valve maintenance, and monitoring/maintaining 15 pump stations within the District — in short, they are protecting the capital investment that the community has made in the collections system, so that it performs as intended.

Meet the Collections System Department staff:



Greg Pease, Collections/Safety Manager



Bob Buchholz, Lead Operator



Rob Fernandes, Operator III



Chris Gill, Operator III



Manuel Cardenas, Operator I

101 Lucas Valley Road, Suite 300, San Rafael, CA 94903
Phone (415) 472-1734 • Fax (415) 499-7715
www.lgvsd.org

Board of Directors

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

Board Meetings are

held at 4:30 PM on
the first and third
Thursday of each month

ECRWSS – Postal Customer

District Administration

Mike Prinz, General Manager

Printed on recycled paper using soy-based inks.

"Project Update" continued from page 1

- Rehabilitate and upgrade the existing solids gravity thickening process by adding a dissolved air floatation thickener, to improve solids processing efficiency and increase energy production from the anaerobic digesters
- Expand the Recycled Water Plant's treatment filtration capacity from 1.4 to 5.4 MGD; this will be funded primarily by the Marin Municipal Water District (MMWD) which will then retire its recycled water plant, creating much needed space for elements of the Project. This will reduce MMWD's capital, operations and maintenance costs for providing recycled water.



Aeration basin interior walls formwork and rebar.



New membrane filters in the Recycled Water Treatment Facility.



Remember — whenever you are on District property during this construction project:

- **Be Cautious** — watch in all directions for equipment, trucks, and work crews
- **Be Aware** of lane changes and temporary closures of Smith Ranch Road

- **Observe all safety and traffic signage** and follow directions from construction workers
- **Do not park or walk on Smith Ranch Road**

Thank you for your continued patience — we apologize for any inconvenience as we work to bring you the highest level of service possible.

Agenda Summary Report

To: Mike Prinz, General Manager 
From: Dale McDonald, Administrative Services Manager 
Meeting Date: November 5, 2020
Re: Regional Government Services – Master Agreement
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes X No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

Board to approve one-year master agreement with Regional Government Services Authority as defined in attached Master Scope of Services in an amount not to exceed \$126,000 for the period November 6, 2020 to October 31, 2021.

BACKGROUND

The District has had a relationship with Regional Government Services Authority (RGS) for over two years. During that time, RGS has provided a range of human resources, finance, administrative, Board of Director support and organizational development services under multiple agreements. Some of these services are specialized and extend the expertise of the District, while others have been engaged to manage through the transitional vacancies of key positions. Most recently, RGS has assisted with the completion of the FY2020-21 budget, sewer service charge, and FY2019-20 fiscal year-end close, in the absence of an Administrative Services Manager (ASM).

Now that the ASM position is filled, RGS will facilitate a transfer of knowledge gained since May 2020 to the ASM. The most pressing issues for which RGS support will be utilized are: (1) support to the acquisition of and transition to a new financial and accounting system (enterprise resource planning, or ERP); (2) as needed Human Resources support (*not in conflict with Pacific Crest Group's scope of service to the District*); (3) organizational development; and (4) support to the District's rate setting and budget processes.

The master agreement consolidates the remaining scope of services previously adopted under various agreements which will simplify administration and accounting. Under the master agreement, RGS will continue its practice of meeting regularly with the General Manager and Administrative Services Manager to report on progress in critical areas as identified by the District. This regular communication also ensures that RGS' support is consistent with the District's administrative and financial management priorities and the General Manager's expectations.

PREVIOUS BOARD ACTION

- On June 18, 2020, the Board of Directors approved the current RGS agreement for finance consulting services.



- An as-needed Human Resources Consulting Services contract and Organizational Analysis Services contract was approved on March 8, 2019 by the Board. The Board of Directors subsequently approved Amendment No.1 to extend services for the organizational assessment.
- On October 10, 2019, the Board approved a multiple service line contract to include support to the Board of Directors for the General Manager's performance evaluation, facilitate a Board of Directors retreat, and an organizational assessment. The Board of Directors subsequently approved Amendment No.1 for this agreement to extend management and administrative services.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The master agreement Scope of Services has a not to exceed of \$126,000 for three lines of services which will be funded over two fiscal years. The District's Operating & Maintenance Expense Budget for FY 2020-2021 is sufficient to continue contract services with RGS. The accounts charged will be Outside Services Personnel (#2321) and Other Consultants (#2360).

The master agreement, if approved, would supersede the previous RGS agreements described above. There is a total of \$17,434 in unspent funding that would remain in the general operating fund.

This does not include direct costs associated with recruitments. If RGS Advisors must travel to the District, mileage will be invoiced at current IRS rate. RGS bills for actual hours worked



REGIONAL
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SERVING PUBLIC AGENCIES SINCE 2002

October 1, 2020

Mike Prinz
LAS GALLINAS VALLEY SANITARY DISTRICT
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

SUBJECT: Master Scope of Services

Dear Mr. Prinz,

Regional Government Services (RGS) is pleased to submit a proposal to Las Gallinas Valley Sanitary District (LGVSD) to provide a multiple service lines Scope of Services. RGS consultants have been providing these services to LGVSD under various contracts. This will allow the continuation of those services in one contract. Please find included a Scope of Service which outlines the services RGS will provide and the associated costs. RGS only bills for actually hours works.

Thank you for allowing RGS to provide this proposal and we looking forward to working with you.

Sincerely,

Bobbi Bennett

Bobbi Bennett, M.A., PHR
Human Resources Team Lead
Regional Government Services

Subject to the terms and conditions of this Agreement, Regional Government Services Authority (RGS) shall assign RGS employees to perform the functions described below as needed. Services may be performed onsite or remotely.

The full Scope of Services is not to exceed \$126,000. Mileage will be billed at the current IRS rate and is billed separately.

1. Provide ongoing as-needed Human Resources Management services. The cost for Human Resources Services is estimated not exceed \$30,000. Services will include:
 - 1.1. Provide professional guidance and assistance with performance evaluation process, including the General Manager classification.
 - 1.2. Facilitate staff compliance with departmental policies, procedures and regulations governing human resources activities.
 - 1.3. Provide assistance to District departments in resolving human resources issues, recommending and assisting in implementing corrective courses of action.
 - 1.4. Coach managers and supervisors as needed in policies and implementation, team building, conflict resolution, and other collaborative workplace skills.
 - 1.5. Review of classification descriptions and FLSA designation and update as needed.
 - 1.6. Draft specific documentation relevant to resolving a range of personnel issues; coach supervisors on conducting sensitive personnel conversations.

	Estimated Year Hours	Estimated Cost
On-Call HR Support & General Manager Evaluation	265	\$30,000
On-Call HR Support	100	\$10,000
Support to Board for GM Eval	85	\$12,000
Assistance with written documents, including but not limited to performance, job descriptions	30	\$3,000
Coaching of managers and supervisors	50	\$5,000

Please note significant HR issues and recruitments are additional services outside this Scope of Service. RGS recognizes the District has a contract with a HR company to provide transactional HR work. RGS will coordinate with this company as needed.

2. Provide ongoing Finance Management services. The cost for Finances Services is estimated not exceed \$80,000. Services will include:
 - 2.1 Implementation of District’s FY2021 budget and budget monitoring procedures, including mid-year adjustments and CIP project tracking.
 - 2.2 Assistance with development of FY2022 budget.
 - 2.3. FY2021 Accounting Review, Preparation of Entries, Fiscal Year-End
 - 2.3.1. Bank Reconciliations
 - 2.3.2. Correcting entries
 - 2.3.3. Journal Entries
 - 2.3.4. Year-End Close
 - 2.4. Review of District compliance and administrative and financial policies and procedures
 - 2.4.1. Continuing disclosure (bonds)
 - 2.4.2. Internal control environment

- 2.4.3. Banking procedures
- 2.4.4. Accounting transactions
- 2.4.5. Financial controls
- 2.4.6. Project budget control and reporting
- 2.4.7. Other best practices
- 2.5. Coach Finance Staff as needed in operational activities and budget monitoring.
- 2.6. Facilitate processes for the 3-year rate study.
- 2.7. Produce and contribute to financial and other staff reports to District Leadership, as needed.
- 2.8. Project management for ERP systems assessment, proposal requests, and new system implementation.

	Estimated Year Hours	Estimated Cost
Finance Management	500	\$80,000
Finance administrative transition, including but not limited to FY 2021 budget & CIP monitoring; 2022 Accounting review; OPED, GASB 68, bank reconciliation	300	\$47,000
District compliance and administrative & fiscal policies & procedures and coaching of staff, and assisting with staff reports	30	\$4,950
Facilitate 3-year rate study process	120	\$19,800
ERP systems assessment, RFP and implementation	50	\$8,250

3. Organizational Development. The cost for this service is not-to-exceed \$16,000. Services will include:

- 3.1. Utilizing the Organizational Assessment, host a virtual workshop to reconcile Board of Directors and staff mission priorities; define ongoing joint methods for setting or adjusting staff activities relative to priorities and available resources; and define methods for staff to provide regular information to Board of Directors regarding the accomplishment and of priority work.
- 3.2. Finalize and document the Board of Directors' strategic plan that includes reviewing the current initiatives, taking into consideration the Organizational Assessment and KJ Consultants' report, updating the organizational vision and providing a final document memorializing the strategic initiatives and tactical goals.
- 3.3. Follow up to the Board of Directors' retreat discussion regarding roles/responsibilities of General Manager and roles/responsibilities of the Board of Directors.

	Estimated Year Hours	Estimated Cost
Organization Development	107	\$16,000
Board & key staff workshop utilizing Organizational Assessment	20	\$3,000
Board strategic plan, roles & responsibilities of General Manager & Board	87	\$13,000

4. Be reasonably available to perform the services during the normal work week. Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the appropriate District project manager and with the RGS Lead Advisor or Advisors.
5. RGS will maintain open communication lines with District staff through written documentation, video conference calls, phone, and e-mail.
6. A Lead Advisor, who will perform work and direct projects to other RGS staff as needed, will lead the RGS team assigned. RGS staff will be assigned to projects or tasks at the Lead Advisor's discretion.
7. The District will only be invoiced for the actual hours worked. The work will be done remotely or onsite. During the COVID-19 restrictions, RGS Advisors may only work onsite with the authority of the RGS Lead Advisor.



**REGIONAL
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RGS 2020 RATE SHEET

Title	Hourly Rate
Chief Operating Officer	\$135 to \$220
Deputy Chief Operating Officer	\$130 to \$195
Senior/Lead Advisor	\$125 to \$190
Advisor	\$115 to \$160
Project Advisor	\$105 to \$125
Project Coordinator	\$85 to \$120
Technical Specialist	\$75 to \$115

Regional Government Services may charge travel expenses at the current Federal rate for advisor travel to and from agency worksite.



Agenda Summary Report

To: Mike Prinz, General Manager *MIP*
From: Michael P. Cortez, PE, District Engineer *mpc*
Meeting Date: November 5, 2020
Re: Approve Resolution 2020-2204 Granting a PG&E Easement
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

- 1) Board to approve a grant of an easement to Pacific Gas and Electric Company (PG&E) for Phase 2 PG&E Power Relocation; and
- 2) The Board President, pursuant to Health & Safety Code § 6487, to execute an "Easement Deed" and any other document(s) necessary to grant and record the easement.

BACKGROUND

The construction of the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project required the relocation of overhead powerlines within the treatment plant to address the following:

1. Installation of caissons for the new Aeration Basin
2. Installation of shoring for the secondary clarifiers
3. Future maintenance of bio-wheels

The District developed a power relocation plan with PG&E consisting of new underground alignment for conduits and substructures to replace existing overhead electric facilities, which required a series of new easements. This work was completed under Rule 20C for the STPURWE project for a total of \$1,046,461 including payments to PG&E. (Rule 20C is PG&E's designation for converting electric overhead lines to underground involving a third party such as LGVSD.)

Due to a PG&E oversight, Phase 1 and 2 construction was allowed to commence without easements being executed. PG&E has indicated that they will not provide electric service to the new Electrical Building under Rule 16 without a resolution granting easements for Phase 2. The easements for Phase 2 are shown in Exhibit A through H. The overall easement for Phase 1 & 2 proposed in various location on District property is shown on Exhibit I and the map below. An additional easement is also required from adjacent landowner (Silveira) and Rule 16 work cannot begin until the additional easement is executed. (Rule 16 is PG&E's designation for the underground service extension from the distribution line to the service panel.)

A new easement deed for Phase 1 including a future quitclaim for the original, now unused easement within the treatment plant will be needed but are not ready to process at this time.

PREVIOUS BOARD ACTION

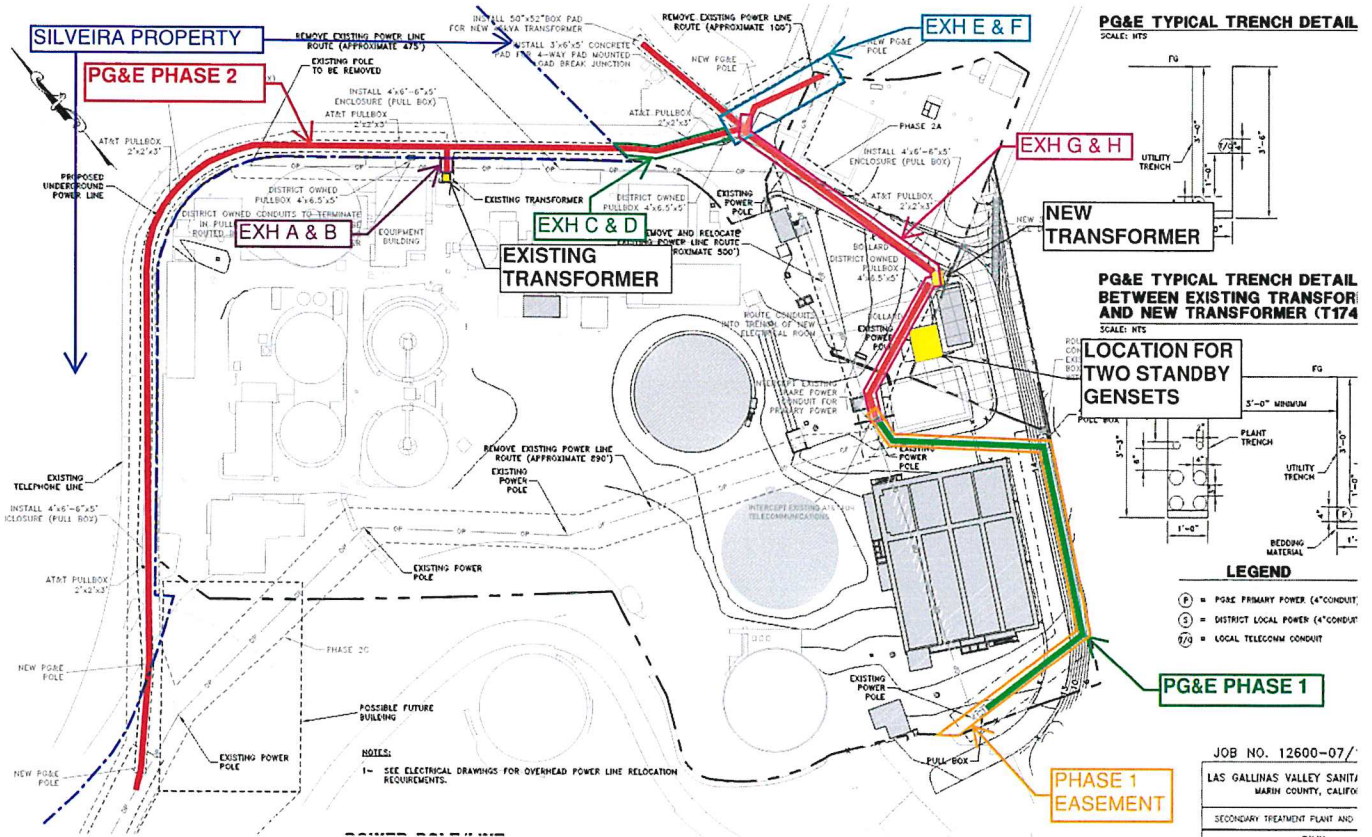
1. Board approved General Manager Authority to enter into an Agreement with PG&E for construction of Phase 1 Power Line Realignment Project on December 13, 2018.
2. Board authorized the General Manager to execute a contract change order to Myers & Sons Construction for the PG&E Phase 2 Power Realignment on February 20, 2020 for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A



RESOLUTION No. 2020-2204

**A RESOLUTION AUTHORIZING CONVEYANCE OF AN EASEMENT FOR
UNDERGROUND ELECTRIC PURPOSES TO
PACIFIC GAS AND ELECTRIC COMPANY**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Las Gallinas Valley Sanitary District (“District”) owns real property located at 300 Smith Ranch Road, San Rafael, California, known as APN 155-121-20, -27, and -29, on which it operates a wastewater treatment plant; and

WHEREAS, the Board of Directors of said District has the authority to pass a resolution granting an Easement Deed LD# 2402-06-10105, PM# 35110428 (“Easement”) pursuant to Health and Safety Code § 6487; and

WHEREAS, the District requested Pacific Gas and Electric Company (“PG&E”) to relocate overhead facilities to an underground location as part of the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project; and

WHEREAS, PG&E has requested that the District convey to PG&E an easement for new underground electric service; and

WHEREAS, it is in the District’s best interest to grant PG&E an easement to construct, replace, maintain, inspect, and use facilities within the easement area for current and future needs, including ingress and egress therefrom.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Las Gallinas Valley Sanitary District as follows:

1. The Board of Directors of the Las Gallinas Valley Sanitary District hereby grants an Easement to Pacific Gas and Electric Company over, under, within and through a portion of the District’s properties APN 155-121-20, -27, and -29 (“Servient Tenement”); as more specifically described in the “EASEMENT DEED” (including Exhibits “A” through “J” attached thereto), a copy of which is attached hereto as Exhibit “1,” and incorporated by reference herein, subject to all matters and encumbrances of record affecting the Servient Tenement, and on the terms and conditions set forth in said “EASEMENT DEED.”

* * * * *

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 November 5, 2020, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Teresa Lerch, District Secretary,
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Judy Schriebman, Vice- President

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
245 Market Street, N10A, Room 1015
P.O. Box 770000
San Francisco, California 94177

Location: City/Uninc _____
Recording Fee \$ _____
Document Transfer Tax \$ _____

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

Signature of declarant or agent determining tax

LD# 2402-06-10105

EASEMENT DEED

PM# 35110428

LAS GALLINAS VALLEY SANITARY DISTRICT, a public corporation,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to excavate for, construct, reconstruct, replace (of initial or any other size), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, together with a right of way therefor, on, over, and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in the City of San Rafael, County of Marin, State of California, described as follows:

(APN 155-121-20, -27, -29)

Lands of LAS GALLINAS SANITARY DISTRICT as shown upon the Record of Survey Map filed for record October 14, 2016 in Book 2016 of Maps at page 118, Marin County Records.

The easement area is described as follows:

The strips of land described in EXHIBIT "A", EXHIBIT "C", EXHIBIT "E", and EXHIBIT "G" and shown on EXHIBIT "B", EXHIBIT "D", EXHIBIT "F", and EXHIBIT "H" attached hereto and made a part hereof.

Grantor hereby confirms in Grantee all necessary rights for Grantee's existing pole line and other appurtenances located on said lands as shown on the EXHIBIT "I" attached hereto and made a part hereof.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said

easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to use such portion of said lands contiguous to said easement area as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities.

Grantor further grants to Grantee the right to apportion to another public utility (as defined in Section 216 of the California Public Utilities Code) the right to excavate for, construct, reconstruct, replace, remove, maintain, inspect, and use the communications facilities within said easement area including ingress thereto and egress therefrom.

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", Exhibit "J", attached hereto and made a part hereof.

This document may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: _____, _____.

LAS GALLINAS VALLEY SANITARY DISTRICT, a public corporation

By: _____

By: _____

Print Name and Title _____

Print Name and Title _____

I hereby certify that a resolution was adopted on the ____ day of _____, 20____, by the _____ authorizing the foregoing grant of easement.
By _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____, before me, _____ Notary Public,
Insert name
personally appeared _____

_____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

(Seal)

CAPACITY CLAIMED BY SIGNER

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other _____

EXHIBIT "A"
LEGAL DESCRIPTION
PG&E EASEMENT

BEING A PORTION OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS CONVEYED BY THAT CERTAIN DEED RECORDED AUGUST 22, 1958 IN BOOK 1212 OF OFFICIAL RECORDS AT PAGE 13, AS SHOWN ON RECORD OF SURVEY FILED IN BOOK 17 OF SURVEYS, AT PAGE 57, MARIN COUNTY RECORDS, LYING WITHIN SECTION 15, TOWNSHIP 2 NORTH, RANGE 5 WEST, MD, BEING A STRIP OF LAND 12.61 FEET WIDE LYING 6.305 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE;

COMMENCING AT THE SOUTHWESTERLY CORNER OF PARCEL TEN OF SAID GRANT DEED, SAID CORNER BEING ON THE BOUNDARY LINE OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS CONVEYED BY GRANT DEED AND DEED OF EASEMENTS RECORDED AUGUST 22, 1958 IN BOOK 1212 AT PAGE 13 AS SHOWN ON BOOK 17 OF SURVEYS AT PAGE 57, OF SAID OFFICIAL RECORDS;

THENCE THE FOLLOWING TWO (2) COURSES ALONG THE SOUTHERLY LINE OF SAID PARCEL TEN;

- 1) NORTH 75°30'00" EAST, A DISTANCE OF 110.05 FEET;
- 2) SOUTH 50°00'00" EAST, A DISTANCE OF 3.93 FEET;

THENCE LEAVING SAID SOUTHERLY LINE NORTH 36°45'11" EAST, A DISTANCE OF 30.86 FEET;

THENCE NORTH 41°15'29" EAST, A DISTANCE OF 94.24 FEET;

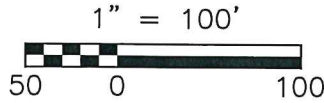
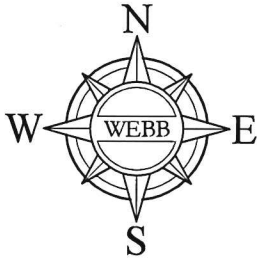
THENCE NORTH 39°59'00" EAST, A DISTANCE OF 13.52 FEET TO A POINT ON THE NORTHWESTERLY LINE OF SAID PARCEL TEN;

THENCE LEAVING SAID NORTHWESTERLY LINE OF SAID PARCEL TEN AND CONTINUING NORTH 39°59'00" EAST, A DISTANCE OF 154.46 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 113.50 FEET, TO WHICH A RADIAL LINE BEARS NORTH 44°50'15" WEST;

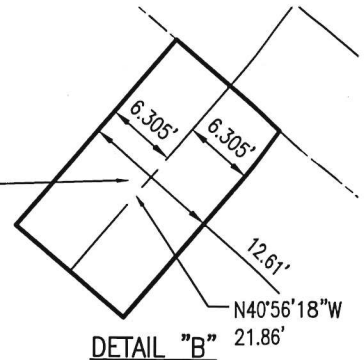
THENCE NORTHEASTERLY, EASTERLY AND SOUTHEASTERLY ALONG SAID CURVE, TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 88°03'50", AN ARC DISTANCE OF 174.45 FEET TO A POINT WHICH A RADIAL LINE BEARS NORTH 43°13'55" EAST;

THENCE SOUTH 53°21'38" EAST, A DISTANCE OF 24.93 FEET;

EXHIBIT "B" PG&E EASEMENT



PGE EASEMENT
276 SF



LANDS OF SILVEIRA SAN RAFAEL RANCH LLC,
PARCEL SIX DOC. NO. 2016-0061171
REC. 12/29/16, MARIN COUNTY RECORDS
APN 155-011-12

LANDS OF SILVEIRA SAN
RAFAEL RANCH LLC
PARCEL TEN DOC. NO.
2016-0061171 REC.
12/29/2016
MARIN COUNTY RECORDS
APN 155-121-30

NORTHWESTERLY
LINE PARCEL TEN

LGVSD PAR. 1A
DN 81-037582
REC. 8/20/81
MARIN COUNTY RECORDS

LGVSD RD EASMT.
PAR. 2
DN 81-037582
REC. 8/20/1981
RECORDS MARIN COUNTY

R=113.50'
Δ=88°03'50" L=174.45'

S53°21'38"E 24.93'
S50°06'33"E 80.58'

S49°48'36"E 38.50'

S40°56'18"W 9.59'

SEE DETAIL "B"
ABOVE

17 O.S. 57
1212 O.R. 13
2016 ROS 118
LANDS OF LAS GALLINAS
VALLEY SANITARY DISTRICT
APN 155-121-27 & -29

QUITCLAIM DEED
REC. 8/20/81
DN 81037581 O.R.
MARIN COUNTY RECORDS

N75°30'00"E
110.05'

N39°59'00"E
154.46'

N39°59'00"E 13.52'

N41°15'29"E 94.24'

N36°45'11"E 30.86'

N50°00'00"W
12.63'

POC
SW COR.
PAR. 1

1/2" I.P. TAGGED
"LS 8806" PER
2016 ROS 118

PARCEL NINE LANDS OF SILVEIRA SAN
RAFAEL RANCH LLC DOC. NO. 2016-0061171
REC. 12/29/2016 MARIN COUNTY RECORDS
APN 155-121-17

PARCEL TWO LANDS OF
COUNTY OF MARIN BOOK 2799
PAGE 361 INST.19470 REC.
5/31/74 O.R. MARIN COUNTY
RECORDS APN 155-121-13



THE BASIS OF BEARINGS FOR THE HEREIN
DESCRIBED LEGAL DESCRIPTION IS TAKEN
FROM DATA SHOWN ON THAT CERTAIN
RECORD OF SURVEY FILED IN BOOK 17
OF SURVEYS AT PAGE 57, MARIN COUNTY
RECORDS.

6/16/20
(M.D.M. T2N R5W SEC. 15 SE 1/4 OF NW 1/4)

RANCHO SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS

ALBERT A.
WEBB
ASSOCIATES

P G & E

G:\2015\15-0154\Drawings\Mapping\PLATS N LEGALS\REVISED PGE ALR\15-154 PGE ESMT COUNTY.dwg

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) IN THE ATTACHED DOCUMENT.
ALL PRIMARY CALLS ARE LOCATED IN THE WRITTEN DOCUMENT.

SHEET 1 OF 1

W.O.
15-0154

SCALE: 1"=100'

DRWN BY ALR
CHKD BY MJ

DATE 12/17/19
DATE 12/17/19

SUBJECT: PGE EASEMENT

EXHIBIT "C"
LEGAL DESCRIPTION
PG&E EASEMENT

BEING A PORTION OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS CONVEYED BY THAT CERTAIN DEED RECORDED AUGUST 22, 1958 IN BOOK 1212 OF OFFICIAL RECORDS AT PAGE 13, AS SHOWN ON RECORD OF SURVEY FILED IN BOOK 17 OF SURVEYS, AT PAGE 57, MARIN COUNTY RECORDS, LYING WITHIN SECTION 15, TOWNSHIP 2 NORTH, RANGE 5 WEST, MD, BEING A STRIP OF LAND 10.00 FEET WIDE LYING 5.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE;

COMMENCING AT THE SOUTHWESTERLY CORNER OF PARCEL TEN OF SAID GRANT DEED, SAID CORNER BEING ON THE BOUNDARY LINE OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS CONVEYED BY GRANT DEED AND DEED OF EASEMENTS RECORDED AUGUST 22, 1958 IN BOOK 1212 AT PAGE 13 AS SHOWN ON BOOK 17 OF SURVEYS AT PAGE 57, OF SAID OFFICIAL RECORDS;

THENCE THE FOLLOWING TWO (2) COURSES ALONG THE SOUTHERLY LINE OF SAID PARCEL TEN;

- 1) NORTH 75°30'00" EAST, A DISTANCE OF 110.05 FEET;
- 2) SOUTH 50°00'00" EAST, A DISTANCE OF 3.93 FEET;

THENCE LEAVING SAID SOUTHERLY LINE NORTH 36°45'11" EAST, A DISTANCE OF 30.86 FEET;

THENCE NORTH 41°15'29" EAST, A DISTANCE OF 94.24 FEET;

THENCE NORTH 39°59'00" EAST, A DISTANCE OF 13.52 FEET TO A POINT ON THE NORTHWESTERLY LINE OF SAID PARCEL TEN;

THENCE LEAVING SAID NORTHWESTERLY LINE OF SAID PARCEL TEN AND CONTINUING NORTH 39°59'00" EAST, A DISTANCE OF 154.46 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 113.50 FEET, TO WHICH A RADIAL LINE BEARS NORTH 44°50'15" WEST;

THENCE NORTHEASTERLY, EASTERLY AND SOUTHEASTERLY ALONG SAID CURVE, TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 88°03'50", AN ARC DISTANCE OF 174.45 FEET TO A POINT WHICH A RADIAL LINE BEARS NORTH 43°13'55" EAST;

THENCE SOUTH 53°21'38" EAST, A DISTANCE OF 24.93 FEET;

THENCE SOUTH 50°06'33" EAST, A DISTANCE OF 80.58 FEET;

1 OF 2

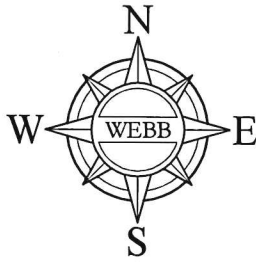
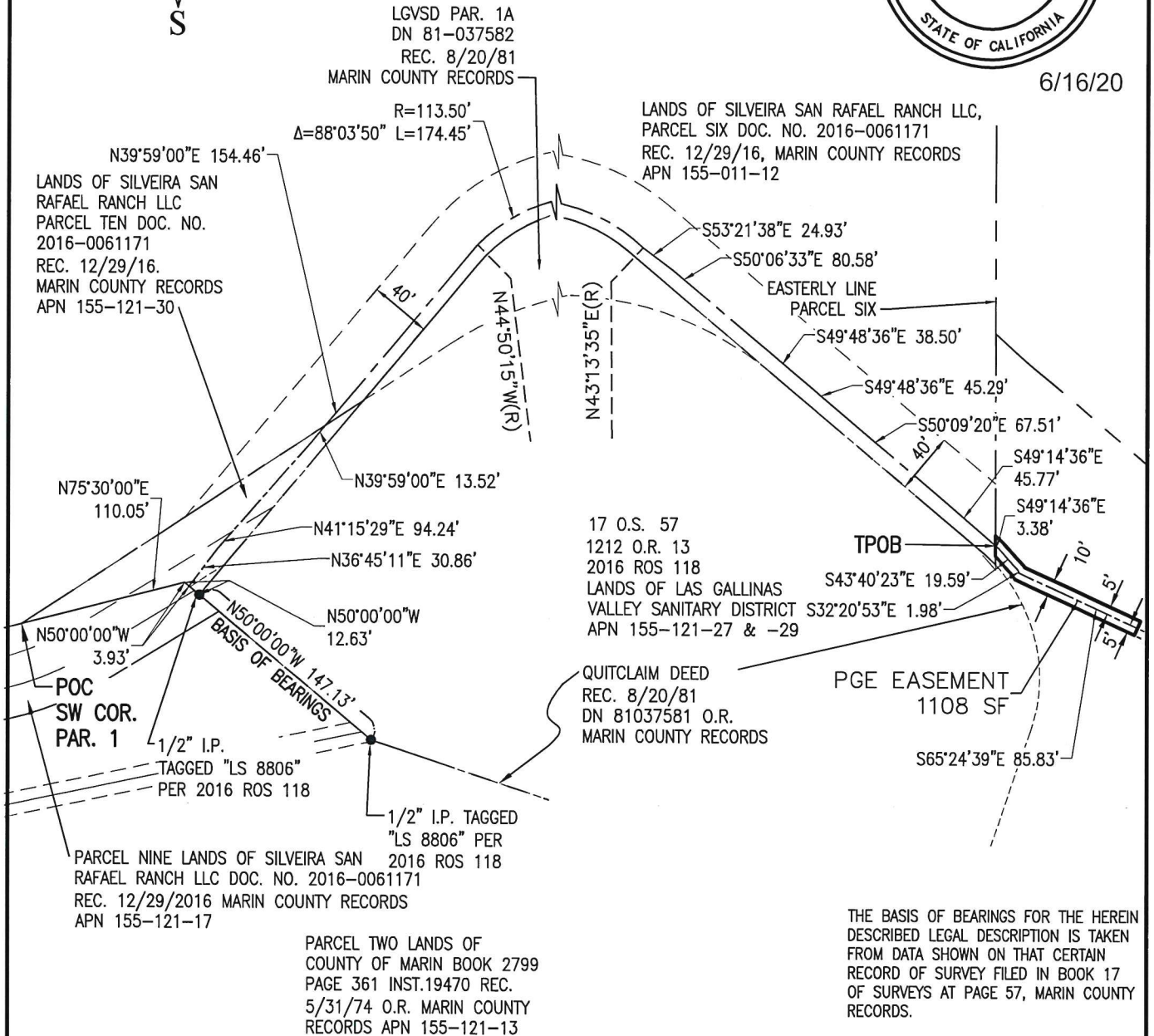


EXHIBIT "D"
PG&E EASEMENT
1" = 100'



6/16/20



RANCHO SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS

(M.D.M. T2N R5W SEC. 15 SE 1/4 OF NW 1/4)

ALBERT A.
WEBB
ASSOCIATES

P G & E

G:\2015\15-0154\Drawings\Mapping\PLATS N LEGALS\REVISED PGE ALR\15-154 PGE ESMT COUNTY.dwg

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SHEET 1 OF 1

W.O.
15-0154

SCALE: 1"=100'

DRWN BY ALR
CHKD BY MJ

DATE 12/17/19
DATE 12/17/19

SUBJECT: PGE EASEMENT

EXHIBIT "E"
LEGAL DESCRIPTION
PG&E EASEMENT

BEING A PORTION OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS CONVEYED BY THAT CERTAIN DEED RECORDED AUGUST 22, 1958 IN BOOK 1212 OF OFFICIAL RECORDS AT PAGE 13, AS SHOWN ON RECORD OF SURVEY FILED IN BOOK 17 OF SURVEYS, AT PAGE 57, MARIN COUNTY RECORDS, LYING WITHIN SECTION 15, TOWNSHIP 2 NORTH, RANGE 5 WEST, MD, BEING A STRIP OF LAND 30.00 FEET WIDE LYING 15.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE;

COMMENCING AT THE SOUTHWESTERLY CORNER OF PARCEL TEN OF SAID GRANT DEED, SAID CORNER BEING ON THE BOUNDARY LINE OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS CONVEYED BY GRANT DEED AND DEED OF EASEMENTS RECORDED AUGUST 22, 1958 IN BOOK 1212 AT PAGE 13 AS SHOWN ON BOOK 17 OF SURVEYS AT PAGE 57, OF SAID OFFICIAL RECORDS;

THENCE THE FOLLOWING TWO (2) COURSES ALONG THE SOUTHERLY LINE OF SAID PARCEL TEN;

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- 2) SOUTH 50°00'00" EAST, A DISTANCE OF 3.93 FEET;

THENCE LEAVING SAID SOUTHERLY LINE NORTH 36°45'11" EAST, A DISTANCE OF 30.86 FEET;

THENCE NORTH 41°15'29" EAST, A DISTANCE OF 94.24 FEET;

THENCE NORTH 39°59'00" EAST, A DISTANCE OF 13.52 FEET TO A POINT ON THE NORTHWESTERLY LINE OF SAID PARCEL TEN;

THENCE LEAVING SAID NORTHWESTERLY LINE OF SAID PARCEL TEN AND CONTINUING NORTH 39°59'00" EAST, A DISTANCE OF 154.46 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 113.50 FEET, TO WHICH A RADIAL LINE BEARS NORTH 44°50'15" WEST;

THENCE NORTHEASTERLY, EASTERLY AND SOUTHEASTERLY ALONG SAID CURVE, TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 88°03'50", AN ARC DISTANCE OF 174.45 FEET TO A POINT WHICH A RADIAL LINE BEARS NORTH 43°13'55" EAST;

THENCE SOUTH 53°21'38" EAST, A DISTANCE OF 24.93 FEET;

THENCE SOUTH 50°06'33" EAST, A DISTANCE OF 80.58 FEET;

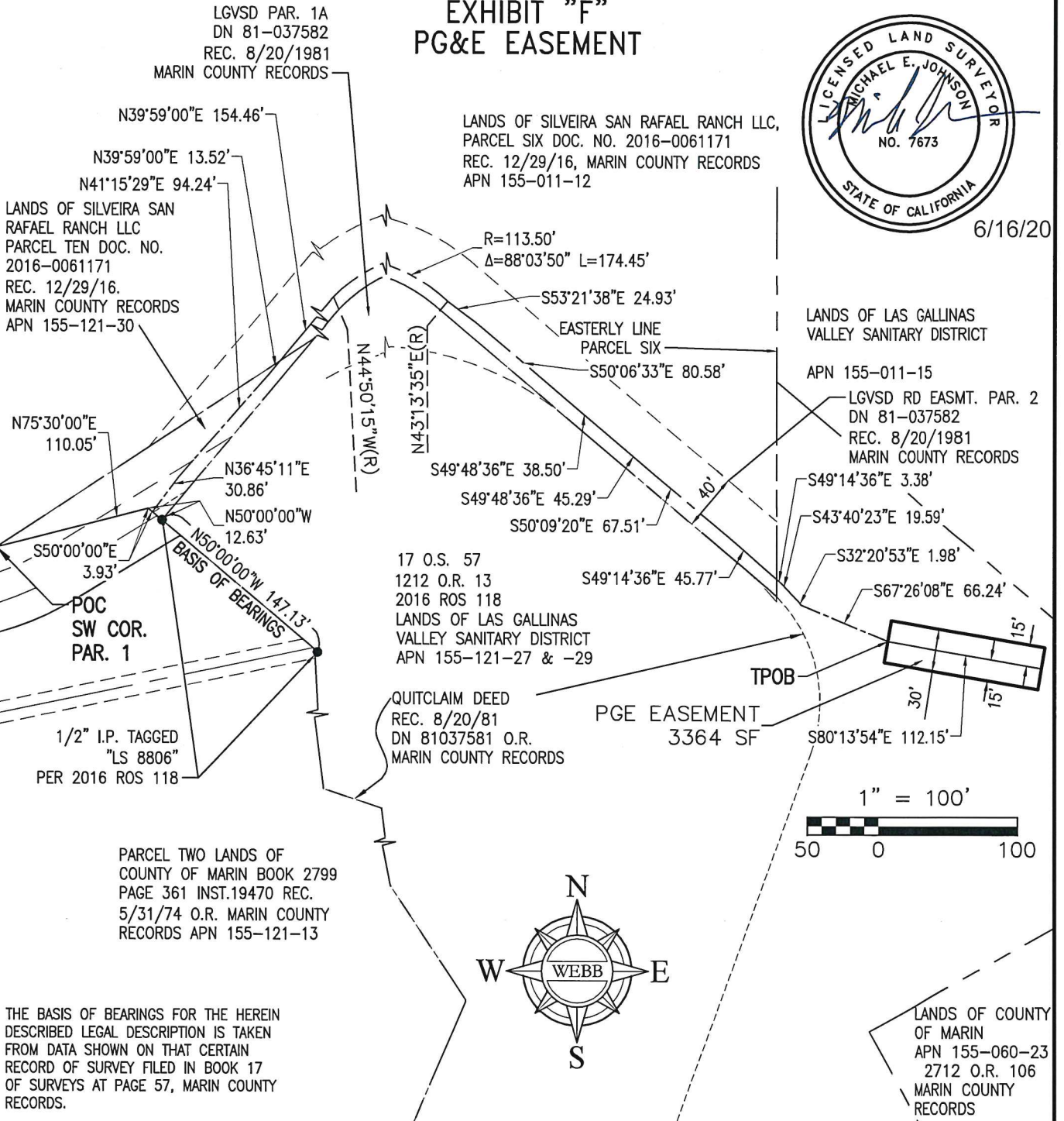
1 OF 2

EXHIBIT "F" PG&E EASEMENT



6/16/20

LANDS OF SILVEIRA SAN RAFAEL RANCH LLC,
PARCEL SIX DOC. NO. 2016-0061171
REC. 12/29/16, MARIN COUNTY RECORDS
APN 155-011-12



RANCHO SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS (M.D.M. T2N R5W SEC. 15 SE 1/4 OF NW 1/4)

A L B E R T A .
WEBB
A S S O C I A T E S

P G & E

G:\2015\15-0154\Drawings\Mapping\PLATS N LEGALS\REVISED PGE ALR\15-154 PGE ESMT COUNTY.dwg

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) IN THE ATTACHED DOCUMENT.
ALL PRIMARY CALLS ARE LOCATED IN THE WRITTEN DOCUMENT.

SHEET 1 OF 1 W.O. 15-0154

SCALE: 1"=100' DRWN BY ALR DATE 12/17/19 SUBJECT: PGE EASEMENT
CHKD BY MJ DATE 12/17/19

EXHIBIT "G"
LEGAL DESCRIPTION
PG&E EASEMENT

BEING A PORTION OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS CONVEYED BY THAT CERTAIN DEED RECORDED AUGUST 22, 1958 IN BOOK 1212 OF OFFICIAL RECORDS AT PAGE 13, AS SHOWN ON RECORD OF SURVEY FILED IN BOOK 17 OF SURVEYS, AT PAGE 57, MARIN COUNTY RECORDS, LYING WITHIN SECTION 15, TOWNSHIP 2 NORTH, RANGE 5 WEST, MD, BEING A STRIP OF LAND 10.00 FEET WIDE LYING 5.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT THE MOST SOUTHERLY CORNER OF THE LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT 1212 O.R. 13 MARIN COUNTY RECORDS AS SHOWN ON THAT CERTAIN RECORD OF SURVEY FILED IN BOOK 17 OF SURVEYS AT PAGE 57, MARIN COUNTY RECORDS;

THENCE NORTH 62°15'00" WEST ALONG THE SOUTHWESTERLY BOUNDARY LINE OF SAID LANDS OF LAS GALLINAS VALLEY SANITARY DISTRICT AND SAID RECORD OF SURVEY, A DISTANCE OF 124.20 FEET;

THENCE LEAVING SAID BOUNDARY LINE SOUTH 87°40'11" EAST, A DISTANCE OF 118.97 FEET;

THENCE NORTH 28°04'09" EAST, A DISTANCE OF 175.00 FEET;

THENCE NORTH 48°00'03" WEST, A DISTANCE OF 117.04 FEET;

THENCE NORTH 00°26'37" WEST, A DISTANCE OF 21.97 FEET TO THE **TRUE POINT OF BEGINNING**;

THENCE NORTH 26°15'01" EAST, A DISTANCE OF 26.57 FEET;

THENCE NORTH 68°29'19" EAST, A DISTANCE OF 109.90 FEET;

THENCE SOUTH 60°52'07" EAST, A DISTANCE OF 4.56 FEET;

THENCE NORTH 31°35'33" EAST, A DISTANCE OF 12.08 FEET;

THENCE NORTH 15°06'37" WEST, A DISTANCE OF 203.04 FEET;

EXHIBIT "G"
LEGAL DESCRIPTION
PG&E EASEMENT

THENCE NORTH 44°26'22" EAST, A DISTANCE OF 17.52 FEET TO THE POINT OF TERMINUS.

CONTAINING 3,737 SQUARE FEET, MORE OR LESS.

APN 155-121-27 & 29

THE BASIS OF BEARINGS FOR THE HEREIN DESCRIBED LEGAL DESCRIPTION IS TAKEN FROM DATA SHOWN ON THAT CERTAIN RECORD OF SURVEY FILED IN BOOK 17 OF SURVEYS AT PAGE 57, MARIN COUNTY RECORDS.

SEE PLAT ATTACHED HERETO AS EXHIBIT "H" AND MADE A PART HEREOF.
PREPARED UNDER MY SUPERVISION



MICHAEL E. JOHNSON, L.S. 7673

5/22/20
DATE



PREPARED BY: AL
CHECKED BY: mm

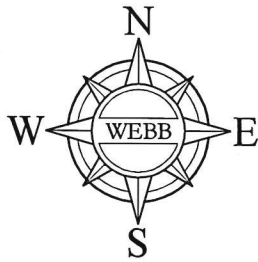


EXHIBIT "H"

PG&E EASEMENT

17 O.S. 57
 1212 O.R. 13
 2016 ROS 118
 LANDS OF LAS GALLINAS
 VALLEY SANITARY DISTRICT
 APN 155-121-27 & -29

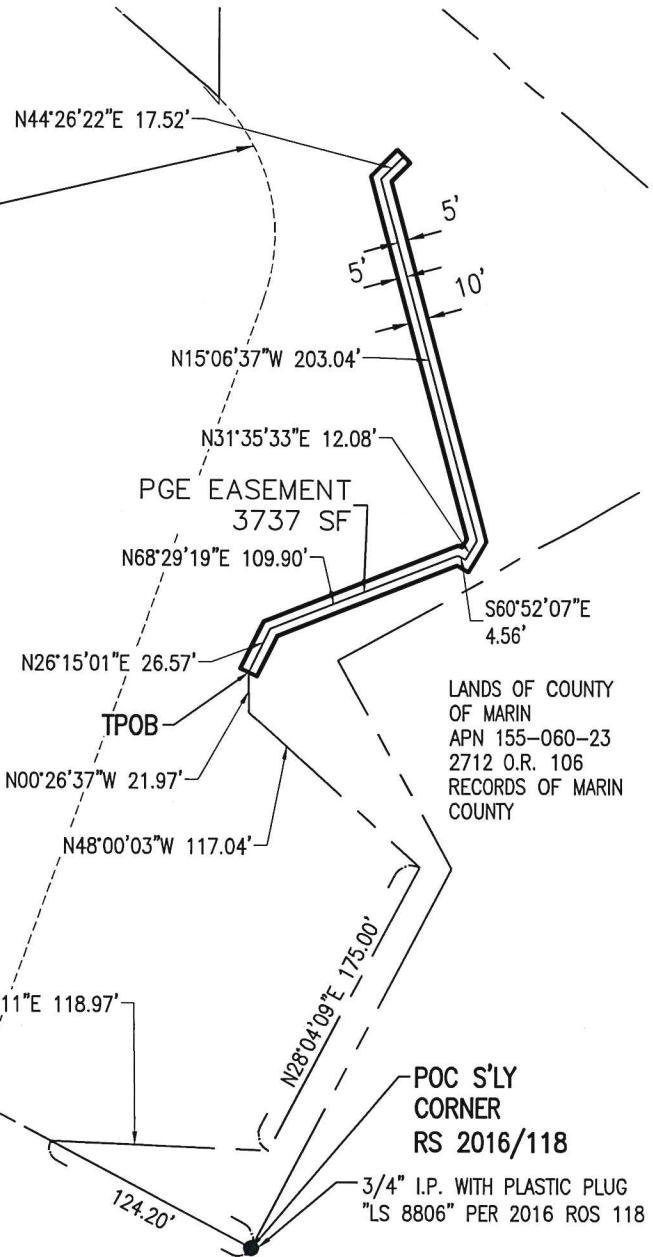
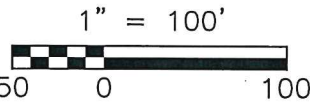
QUITCLAIM DEED
 REC. 8/20/81
 DN 81037581 O.R.
 MARIN COUNTY RECORDS

PARCEL TWO LANDS OF COUNTY
 OF MARIN BOOK 2799 PAGE 361
 INST.19470 REC. 5/31/74 O.R.
 MARIN COUNTY RECORDS
 APN 155-121-13



5/22/20

THE BASIS OF BEARINGS FOR THE HEREIN
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 FROM DATA SHOWN ON THAT CERTAIN
 RECORD OF SURVEY FILED IN BOOK 17
 OF SURVEYS AT PAGE 57, MARIN COUNTY
 RECORDS.



LANDS OF COUNTY
 OF MARIN
 APN 155-060-23
 2712 O.R. 106
 RECORDS OF MARIN
 COUNTY

RANCHO SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS

(M.D.M. T2N R5W SEC. 15 SE 1/4 OF NW 1/4)

ALBERT A.
WEBB
 ASSOCIATES

P G & E

G:\2015\15-0154\Drawings\Mapping\PLATS N LEGALS\REVISED PGE ALR\15-154 PGE ESMT COUNTY.dwg

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) IN THE ATTACHED DOCUMENT.
 ALL PRIMARY CALLS ARE LOCATED IN THE WRITTEN DOCUMENT.

SHEET 1 OF 1

W.O.
 15-0154

SCALE: 1"=100'

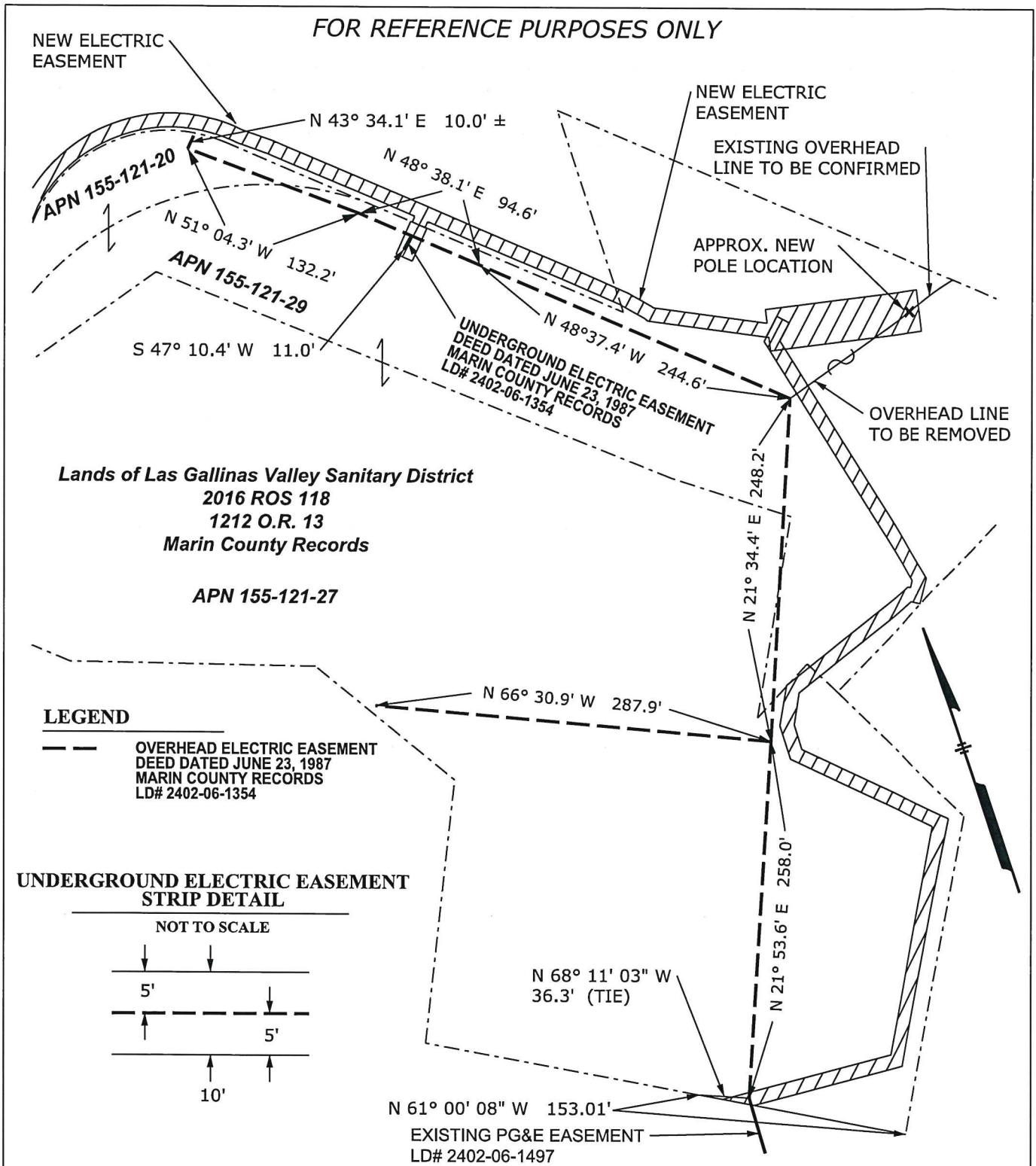
DRWN BY ALR
 CHKD BY MJ

DATE 12/17/19
 DATE 12/17/19

SUBJECT: PGE EASEMENT

EXHIBIT "I"

FOR REFERENCE PURPOSES ONLY



UNLESS OTHERWISE SHOWN ALL COURSES
EXTEND TO OR ALONG BOUNDARIES OR LINES

RANCHO SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS

Applicant: 300 SMITH RANCH ROAD, SAN RAFAEL - ELEC. QUITCLAIM				SCALE N/A	DATE 4/29/20
SECTION (SE/NW/15)	TOWNSHIP (2N)	RANGE (6W)	MERIDIAN (MDM)	COUNTY OF: MARIN	CITY OF: SAN RAFAEL
PLAT MAP: SS3301, RR33 REFERENCES: LD 2402-06-1354				F.B.:	DR. BY: CWJ6 CH. BY: DAK8
2016 ROS 118				PG&E	NORTH COAST DIVISION
				31495348	31495348
				AUTHORIZ	DRAWING NO.

Pacific Gas and Electric Company



EXHIBIT "J"

GRANT OF EASEMENT DISCLOSURE STATEMENT

This Disclosure Statement will assist you in evaluating the request for granting an easement to Pacific Gas and Electric Company (PG&E) to accommodate a utility service extension to PG&E's applicant. **Please read this disclosure carefully before signing the Grant of Easement.**

- You are under no obligation or threat of condemnation by PG&E to grant this easement.
- The granting of this easement is an accommodation to PG&E's applicant requesting the extension of PG&E utility facilities to the applicant's property or project. Because this easement is an accommodation for a service extension to a single customer or group of customers, PG&E is not authorized to purchase any such easement.
- By granting this easement to PG&E, the easement area may be used to serve additional customers in the area and **may be used to install additional utility facilities**. Installation of any proposed facilities outside of this easement area will require an additional easement.
- Removal and/or pruning of trees or other vegetation on your property may be necessary for the installation of PG&E facilities. You have the option of having PG&E's contractors perform this work on your property, if available, or granting permission to PG&E's applicant or the applicant's contractor to perform this work. Additionally, in order to comply with California fire laws and safety orders, PG&E or its contractors will periodically perform vegetation maintenance activities on your property as provided for in this grant of easement in order to maintain proper clearances from energized electric lines or other facilities.
- The description of the easement location where PG&E utility facilities are to be installed across your property must be satisfactory to you.
- The California Public Utilities Commission has authorized PG&E's applicant to perform the installation of certain utility facilities for utility service. In addition to granting this easement to PG&E, your consent may be requested by the applicant, or applicant's contractor, to work on your property. Upon completion of the applicant's installation, the utility facilities will be inspected by PG&E. When the facility installation is determined to be acceptable the facilities will be conveyed to PG&E by its applicant.

By signing the Grant of Easement, you are acknowledging that you have read this disclosure and understand that you are voluntarily granting the easement to PG&E. Please return the signed and notarized Grant of Easement with this Disclosure Statement attached to PG&E. The duplicate copy of the Grant of Easement and this Disclosure Statement is for your records.

Utility Distribution Easement (02/2020)

Attach to LD: 2402-06-10105

Area, Region or Location: 7

Land Service Office: Santa Rosa

Line of Business: Electric Distribution (43)

Business Doc Type: Easements

MTRSQ: (24.02.06.15.42), San Pedro Santa Margarita Y Las Gallinas

FERC License Number: N/A

PG&E Drawing Number: N/A

Plat No.: RR33, SS3301

LD of Affected Documents: 2402-06-1354

LD of Cross Referenced Documents: 2402-06-1497

Type of interest: Electric Pole Line Easements (3), Electric Underground Easements (4)

SBE Parcel: N/A

% Being Quitclaimed: N/A

Order or PM: 35110428

JCN: N/A

County: Marin

Utility Notice Number: N/A

851 Approval Application No: N/A ;Decision: N/A

Prepared By: CWJ6

Checked By: DAK8 *DK*

Approved By:

Revised by:

\\SANTAROSA02\SarHQShared\GenlSvcs\Land\R_W 2019\Marin\35110428 - 35077093 - 300 Smith
Ranch Rd, Novato\Working Files

11/5/2020

PUBLIC COMMENT

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

11/5/20

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, Other Reports

ELIAS

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

MURRAY

Marin LAFCO, CASA Energy Committee, 2020 GM
Evaluation Ad Hoc Subcommittee, Other Reports – Asset
Management Planning Workshop

SCHRIEBMAN

JPA Local Task Force, NBWA Tech Advisory Committee,
Other Reports – CASA Virtual Conference

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

Certificate of Completion

This certifies that

Craig Murray

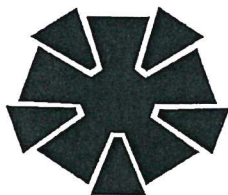
Has met the requirements for successful completion of the learning event entitled:

Asset Management Planning and Resources Online -Part 2

10/8/2020, 2:00 PM - 10/8/2020, 4:00 PM
ONLINE

2 California Drinking Water Contact Hours

Instructor(s): Heather Cannon



RCAC
www.rcac.org

A handwritten signature in black ink that reads "Suzanne Anarde".

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.



Classroom Workshops

RCAC's classroom trainings are instructor-led, interactive workshops designed to provide quality, in-person training and networking opportunities. Each session qualifies for six contact hours.

Unless otherwise noted, all classroom workshops will be on the following schedule: Registration/Check-in: 8 a.m.; workshop: 8:30 a.m.–3:30 p.m. Lunch is one hour (on your own). All classroom workshops are subject to change due to COVID-19 in an effort to ensure public and trainer safety, and comply with guidelines/restrictions. All workshops will be limited in size based on federal, state and local public health guidelines in place at the time of the workshop. If guidelines allow larger gatherings, all workshops will be limited to 50 attendees.

Pumps, Motors & Energy Efficiency

October 7, 2020 • South Lake Tahoe, CA

South Tahoe Public Utility District

1275 Meadow Crest Drive • South Lake Tahoe CA 96150

Pumping water is one of the most inefficient uses of energy there is. Most water pumping systems only convert 30 to 60 percent of the power they consume (and you pay for) into useful work, one of the lowest margins of efficiency of all uses of energy. Why? The laws of physics mostly, but also simple mistakes made in selecting a pump or motor for a given duty point. This workshop will help you understand and minimize inefficiency in your pumping systems and teach you how to choose the right pump and motor for the job – one that will save money year after year.

Participants will learn:

- Where to find and how to use free Total Dynamic Head (TDH) and horsepower calculators on the internet
- How to calculate TDH in a fluid pumping system
- How to solve wire-to-water energy calculations
- The six factors in friction loss and how to minimize them

This workshop will give participants a variety of tools, tips and information they can use to reduce energy costs at their utilities.

The recommended audience includes system operators and managers.

Asset Management Planning & Resources

October 8, 2020 • South Lake Tahoe, CA

South Tahoe Public Utility District

1275 Meadow Crest Drive • South Lake Tahoe CA 96150

For all utilities, even very small water systems, tangible assets (tanks, pumps, and computers) and non-tangible assets (water rights, software) are significant investments with significant importance. An Asset Management Plan (AMP) prioritizes the replacement or installation of assets and plays a significant role in the overall financial performance and sustainability of the water system. With proper planning, emergencies can be avoided, and overall costs can be reduced.

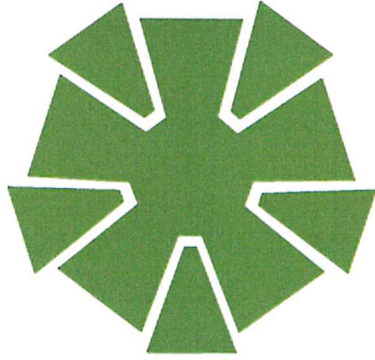
Asset management planning includes inventory, evaluation, forecasting and budgeting for capital outlay and is an integral part of the utilities budgeting and rate-setting process for even very small water systems.

Participants will learn:

- What is an AMP and how it coordinates with other planning documents
- Why a water system needs an AMP
- The Five Core Questions
- The basics of Google Earth Pro for asset mapping
- How to complete an asset inventory
- Resources available

Bring a laptop with Google Earth Pro (free download) installed if your system does not have digital system maps. Additional instructions will be available when registration is completed.

The recommended audience includes board members, general managers, financial managers and operators.



RCAC

www.rcac.org

Training and Events

Login |



TRAININGS

- Water
 - Water-Board and Staff
 - Water-Management and Operations
 - Water-Operator Topics
 - Water-Ethics (AB54 or AB1234)
 - Water-Regulations and Legislation
 - Water-Improving your Operations (Online)
- New Mexico
- Housing Counseling
- Housing
- Wastewater
- Leadership
- Private Well
- NAWMA
- Other
- Search for Courses

CALENDAR

- HOUSING COUNSELING TRAININGS
- CALTAP FAIR

Asset Management Planning and Resources Part 2 of 2 100820-2

Event Date & Time

10/8/2020 2:00 PM - 10/8/2020 4:00 PM

Location

Online

Times listed are Pacific Time.

- [Home](#)

Contact RCAC 3120 Freeboard Drive, Suite 201, West Sacramento, CA 95691 (916) 447-2854 Fax: (916) 372-5636

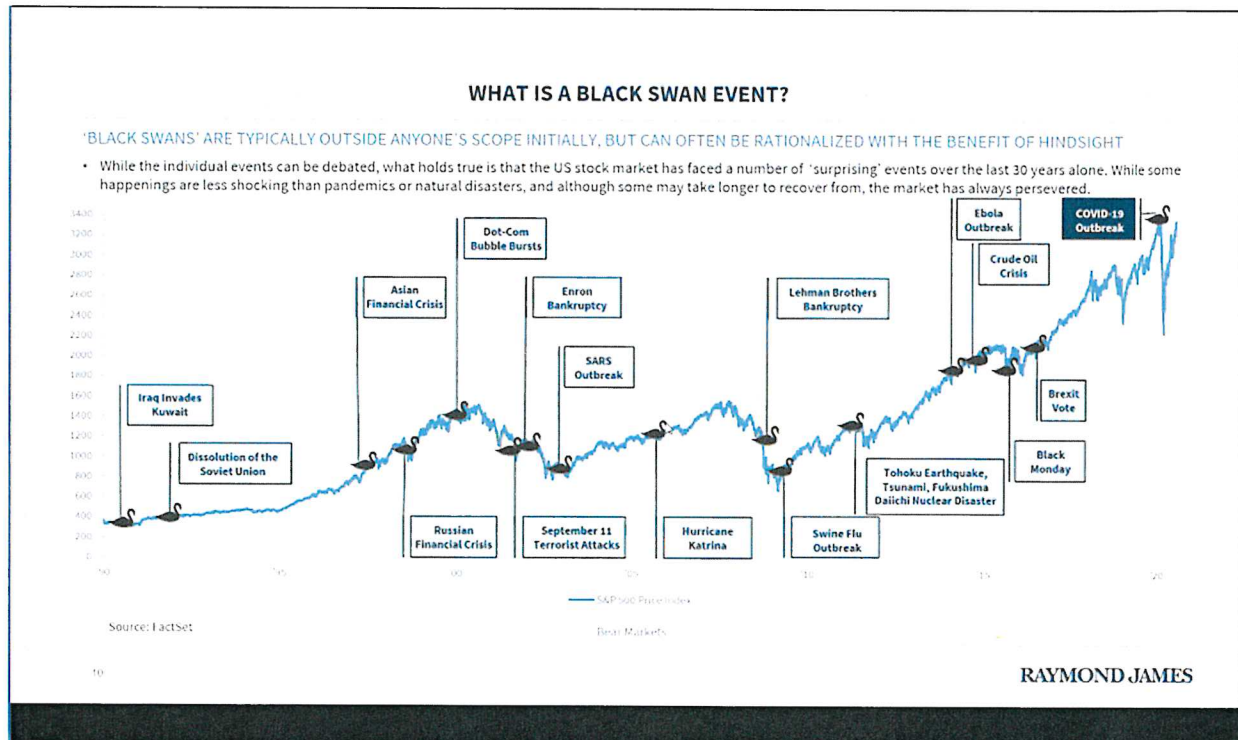
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Association Management Software

Intros and welcome by Staff
1953 CASA articles of incorporation filed

Address by Bill Long, Director
Making progress on wipes; permit terms; federal funding. Theme of Meeting the Moment; challenge of getting things done w/Covid.

Larry Adam, Chief Investment officer for Raymond James Investment group: National Economic and Financial Market Forecasts in wake of Covid. Black Swan event: can't overreact to these events. Market continues to move up.

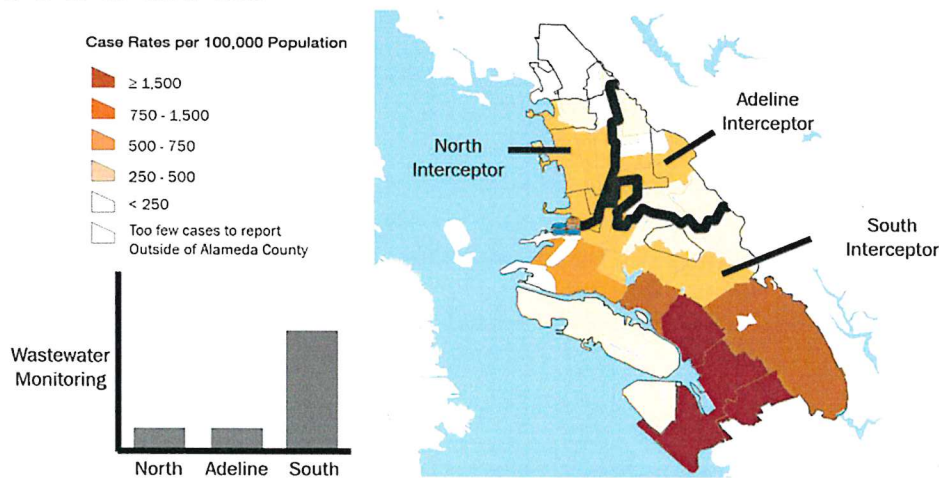


Other countries restricted travel from US b/c of our increasing number of cases. Mostly political; economic as if we are in normal times; no mention of Climate Change as an issue or the value of returning to “normal”. Home improvements; elective surgeries; tech will come back most quickly. Restaurants, airplanes, car sales will be slower. Bonds should do well. Corporate bonds that are high yield bonds (energy bonds) are not recommended. Bullish long term in equities. Lots of money sitting in money market accounts. Don't panic. Have a plan. My question: Given that global climate change is still THE overarching issue of our times, and going back to “normal” is perhaps not the best strategy, how are you taking this issue into account? A: Biggest trend is ESG (Environmental, Social, Governance integration)—putting these overlays on certain companies. Like Climate Change, Social Responsible investing, is

dominant part. ESG is expanding; diversification on boards, etc. so ask if they employ that type of screen. People are liquidating oil companies. Some are investing in renewable energy. Complexity in the field; how do you score these companies when good in one area and terrible in another?

Greg Kester, moderator of opening panel of impacts of Covid on WW sector. Eileen White, Director of WW at EBMUD: **Princess Cruise ship was in Oakland w/Covid and at capacity in holding tanks, so appealed to EBMUD for WW treatment. First exposure to Covid at EBMUD.** 700K customers w/on WWTP. Suspended water shutoffs. Issuing extensions and waiving late fees. Testing (voluntary) for all staff; encouraging self-quarantine; increasing parking distancing. Doing Contact tracing using system checklist. Only 1 positive test but w/no symptoms. Rented trailers to spread out workers; have bikes and tricycles so workers can get around w/o a car; no gathering in common areas. All wear a mask; and hand sanitizers. **Homemade hand sanitizer via lab on site**, and wipes. WW monitoring program: Cruise ship tested positive. All operators needed to follow standard protocols; **Covid more fragile in WW than other viruses, so standard safety protocols should suffice.** Shedding virus in stool before symptoms show up. Allows community tracking: Sewage Signal. Can get results from community faster than results from conventional testing. Can test in different areas of sewershed, eg downstream of frat houses, nursing homes, etc. Can complement individual testing; faster early signal (24-48 hours turnaround). Resources can then be moved to high risk areas; can have shelter in place. EBMUD sampling since mid-March at 3 different interceptors. Inactivate virus, then extract the RNA using droplet digital PCR machine. In high areas, can do more granular sampling to see which areas are really having trouble.

Results



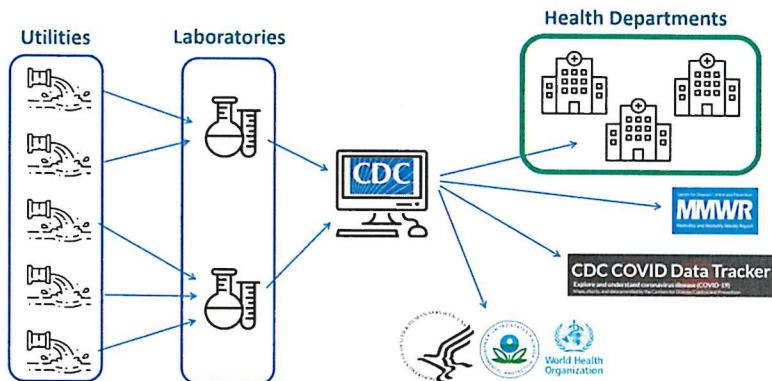
Fiscal impacts: increased customer assistance, less development, increased delinquencies; this is not Business as Usual; job is to protect public health. May defer or suspend capital projects. No Covid in Bay from effluent testing. Working w/Public Health, CDC, etc.

Mark Starr, Deputy Director for Environmental Health: Perspectives on WW Detection for Public Health. WW Surveillance. Survey by location by county (CA.gov COVID-19 cases), hospitalizations, etc. Not WW yet. 38 counties being monitored, including Marin. Well

documented useful method for CV tracking. Need for standards to understand the raw data; need to optimize the analytics. Usually track cases by zip code/county.

Dr. Amy Kirby, Waterborne Disease Prevention Branch of CDC. WW has a lot of potential but wanting it to be based on good science. 40-80% shed virus in stool, shed early in infection, before respiratory samples show positive, and in high concentrations. May be asymptomatic but will still poop. Info on trends; a leading indicator for early warning or reopening. Could help track virus evolution, in future. Cannot estimate daily infection prevalence. Assessment Metrics developed to determine CDC usefulness; how it related to clinical data. **Retrospective analysis found that sewage concentrations correlate with confirmed cases about 4-6 days ahead.** Not everyone/every place is on the sewer system, eg onsite, prisons, septic, etc. Is the data the same in CA as in GA? National WW Surveillance System (NWSS).

National Wastewater Surveillance System (NWSS)



Will be establishing early implementer sites w/public health dept by states. Developing BMPs. Allowing multiple methods for now. Preparing for operational phase. Sampling at building level, nursing homes, colleges. Setting this up for Covid but incorporating additional health targets (AB resistance, food borne illness, drug testing) in future.

Q&A: viability in stool of CV? Is considered fairly noninfectious in stool. No cases in sewage workers so risk is low; regular treatment kills it. Enveloped virus; not being transmitted via fecal/oral route. Public health has to fund this detection method. Are detection tools in a shortage? Yes and it's a problem.

MicroPlastics Round Table, Craig Johns, President CA Resource Strategies: State agencies getting ready to regulate microplastics. Developing a definition of MP in drinking water. cjohns@calrestrats.com for one page handout. Smaller than 5 mm until recently to as small as 1 nm. Practical problems with this smaller size. 2018; 2 bills passed; Ocean Protections Council tasked with Strategy development. Workshops in Apr; June Water Board hearings. Will lead to WQ criteria and permit limits or watershed approach like the trash requirements. Impacts on ocean by large and small bits of plastic in oceans. MPs don't biodegrade; just break down into smaller particles. Report issued Oc. 2019 by SFEI, Exec Summary worth getting. Requires State WB to adopt monitoring report for DW. Not in effluent yet. 300 times of MP coming from storm drains from tires. Most are related to polyesters in clothing. Will have impact on RW and land

application of biosolids. Uptake into plants, food chain, only preliminary studies. Bacteria is 1 micron; 1 nm is 1/1000 of the size of a bacteria. Hard to detect smaller than 12 mcr. So maybe be setting up for failure. 2-3 WWTPs involved (Orange County, LA San?) public, academic and industry labs for detection to find one that is consistent and credible. Q: reduce things upstream vs downstream, like PFAs (forever chemicals); these are forever particles. 97 to 99% are removed by microfiltration. Problem continues in biosolids. Unless you have a way of getting them out and keeping them out, they are always going to be around. OPC developing whole system strategy. Due in 2021. Provide incentives for source control. Green Chemistry initiative, looking at alternative formulations for consumer products; pathway for source control. DW as source water for WW. Won't see effluent limits till DW standards. Stormwater tax passed in LA recently to use as model. Trash capture devices are expensive. Should be part of garbage franchise for funding. Fate and transfer of MPs needs to be determined.

Thurs Aug. 13, 2020

Bruce: Long term impacts of Covid, etc, Politically: Education gap, geography and gender and race gap showing up in political parties. New Psychology: from efficiency to needing to be resilient (govt fund stockpiling); from interdependence to self-sufficiency (need for supply chain security; more will continue to work at home); from leverage/risk to margin/security (regulations; bigger safety nets; new liability risks; from abundance to austerity (incur less debt; a Great Depression mindset; biz with deeper reserves; save more, spend less). How can we cut our spending and raise taxes to cover the gaps? Reform came after Depression. Need to modernize the safety net and increase the size of it; reimagining regulation; climate risks increasing. How do we expand the winner's circle? Important to deal with systemic racism and increase the number and diversity of people who are doing well.

Q&A: Climate Change: stresses on food and water supply. People who can afford to prepare will do better; everyone else will be worse off. Destructive, expensive and no simple solution. This challenge does not care who is in charge politically or internationally.

Tech; w/o more automation, which put people out of work? Less than 2% in ag now which put people out of work; industrial jobs which were unsafe are now automated. Core challenge is the change in jobs. And pace is increasing.

Immigration; economy and election? Saddened by immigration debate. Fighting that is tinged with racial prejudice. If laws are bad, change them. If good laws, we should enforce them.

Speaking as someone whose job is not threatened by anyone. Really a Class debate; putting downward pressure on low paying jobs, but gets tinged by race.

Expanding the winners circle; how do we get there? Wrestling w/individual as well as policy needing to change. People who are scared of the 4th industrial revolution; systems presently designed (Tax, regulation, education) where profits go to a few people while costs are going to all of us. Less taxes, less regulation gives bigger GDP but that growth only goes to a few people. Businesses are going out of business but Stock Market says everything is well. So need for system change. Lazy Left and Lazy Right thinking. Need for common sense and for politicians to work compromise. Reform will be the order of the day.

Electoral College, can it be killed and would it change things? Change yes as big population centers would have more power and it would lessen power to the smaller states. Requires a

Constitutional amendment, so hard to see that happening. What would we give in order for them to give up? Filibuster should be gone. Everything historically was compromised. Middle of country feels left behind; need to increase inclusivity.

Richard Bloom, Legislator of the Year, legislative update: We've seen that our collective health is bad; Covid has pointed this out. Co-morbidity is important factor in viral deaths. Obesity, diabetes, etc, prevention is critical. Wipes—seeing sewer blockages; was reticent to take this on at the beginning but because a clear problem 2 years ago to change the labeling. Who would want to take on this bill if you couldn't handle toilet humor? Or Fatberg? So far bill is going well. Also worked on microplastics. Did a Virtual Handoff of trophy—first awardee in 5 years for his work on pollution prevention. Affectionately nicknamed the trophy The Flushee. This year, nearly everything went down the toilet. Ultimate goal to just keep things moving along. Need to look carefully for what we carelessly dispose.

Jason Carter of Arcadis, Closing the Innovation Gap: organizations have embedded in it a reluctance to change. Headwinds to innovation: cultural inertia (success leads to inertia), organizational silos; tenured employees; Executive mgmt.; resources; process—how do you manage innovation?; risk.

Findings: regardless of size of organization, there are 6 steps: define your aspirations and key focus areas; benchmark your environment for innovation; draft an innovation strategy; gather a critical mass of leaders and influencers

Aspirations and Key Focus areas: 90% of employees believe that innovation is critical but less than 40% don't know why; 30% have identified those key areas that need to change. Strategy done but how do we implement? Customer expectations; are they changing? Workforce of tomorrow. Digital solution. Infrastructure investments.

Benchmark the environment: WRF Utility Innovation Framework 4642 report on fostering innovation. 8 biz practices under 3 headings: leadership, process and culture. Ideas need to be developed and formed into processes.

Drafting an innovation strategy: look at outside models. But it has to be built around the organization itself; a cultural thing. Needing to change/modify the culture, or it's just a bunch of bmps. Steps are urgency and commitment; vision and definition; measures of success; process; development of resources; next steps. A map to get there and way of tracking progress.

Engaging your people: only 2 in 10 feel empowered to participate in innovation. Tactics that work: while executives talk about innovation; put it into strategic plan; but employee training, communication, inclusion; tracking are not so useful. Need to focus on key leaders and influencers in the organization. Don't look for a unicorn. These people already exist in the organization; most are teams or working groups. Build idea infrastructure.

Refresh your partnerships: researchers, industry, consultants, etc but only 26% perceived as being effective. Value exchange needs clear articulation and how decisions are made.

Start small and pick the right time to launch. WRF 4907 Leading water Utility Innovation. Future ideas: what is plan B? workforce is the biggest topic. Big opportunity for people to work here. Opportunities to grow in this industry and innovate beyond job description is a recruiting tool; new experiences available as a draw.

Non-financial benefits to innovation: Participation benefits; sustainability metrics; power usage; diversification of power supply; health and safety metrics. Value dimensions.

Examples of successful innovations: exploring ideas; most in tech—new ways of asset management; drones and AI for buried infrastructure. 19 case studies in 4642 report. Big win with an employee who had an idea; getting engaged and getting used; she became more engaged in organization.

How can bankers be more valuable partners? Lending practices. Century bonds; bond arrangements around the life span of the asset (eg greater than 30 years). 501c6 and 501c3 ngos; allowing investment from other parties to address affordability.

Lunch: Scholarship Recipients, Legislative updates. Scholarships from CASA Education Foundation. Rogelio Garcia, UOP; Rhea Mittr, Stanford University; Daniel Vitoria, UOP; Alejandro Cerano-Lopez, Cal Poly Pomona; Jessica Gauger.



**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.

11/5/2020

BOARD AGENDA ITEM REQUESTS

Agenda Item 9B

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

Agencies use sewer water to trace COVID-19 spread

HEALTH PROGRAM

Cal researchers help county to look for signs of outbreaks

By Matthew Pera

mpera@marinij.com

What goes in must come out, and if it's the coronavirus coming out, Marin County health officials are aiming to find it in the sewer.

Through a partnership with Marin's sewage collection agencies and a team of researchers at the University of California, Berkeley, the county has launched a new wastewater surveillance program that detects the presence of the coronavirus in fecal particles.

The program is intended to provide early warning signs for COVID-19 outbreaks in the county, said Dr. Matt Willis, Marin's public health officer.

"When someone is infected with COVID-19, in addition to the usual respiratory symptoms, the virus also travels into our gastrointestinal tract and some amount ends up passing into the toilet," Willis said.

As a result, he said, "We can test water supplies to see how much virus is present in whole communities based on virus levels in sewage."

Six sewage agencies in Marin are participating in the program. Collectively, they are sampling wastewater from 11 locations, including Marin City, Sausalito, Mill Valley, the Tiburon Peninsula, the Ross Valley, Novato and San Rafael.

The samples are collected by staff at each sewage agency twice per week and are shipped in test tubes to a research lab at the Berkeley Water Center, which is spearheading the program. Scientists analyze the samples to determine the



Foreground, chemist Mark Koekemoer, a regulatory compliance manager with the Central Marin Sanitation Agency collects wastewater sample as Jason Dow, general manager for the Central Marin Sanitation Agency, looks on from behind at the Railroad Pump Station in San Rafael.

PHOTOS BY SHERRY LAVARS — MARIN INDEPENDENT JOURNAL



Samples taken from the Railroad Pump Station are then sent to a lab at UC Berkeley to test for the presence of COVID-19 particles.



1

number of coronavirus particles they contain, and then provide the data to public health officials.

SEWAGE»PAGE 4

Sewage

2

FROM PAGE 1

Although the data don't tell health officials who is infected, they can provide an overview of how widespread the virus is within a community, said Sasha Harris-Lovett, a post-doctoral fellow at the center.

"It's not biased by who gets tested or who has access to medical care, it's really everybody who uses the toilet," Lovett said. "So these data can provide an early warning for surges or trends."

The program is funded in part by a private grant from an anonymous donor, according to Lovett. In addition to Marin, Contra Costa, San Francisco and Alameda counties are also participating in the program.

Sewage agencies regularly sample the wastewater that flows into their treatment plants using automated machines. The machines collect small amounts of water about every 15 minutes for 24 hours to make up a single sample.

Central Marin Sanitation Agency is collecting samples from five locations for the program, including one that funnels wastewater from San Rafael's Canal neighborhood, which has been the site of an ongoing coronavirus outbreak.

"We're glad to participate and be helpful in using these predictive tools," said Jason Dow, the agency's general manager.

The program is also sampling water that flows out of San Quentin State Prison, where more than two thirds of the inmates were infected with COVID-19 in an outbreak over the summer.

3

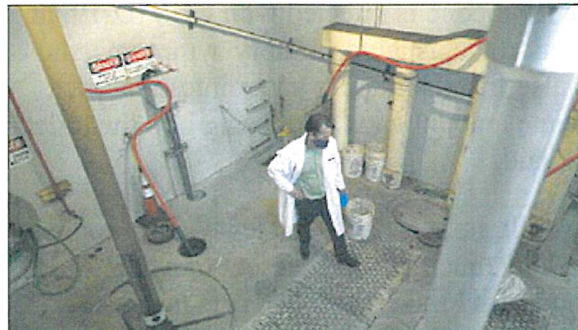
"Early detection is a key to limiting spread," Willis said.

The program is in its early stages, and health officials are still working to determine how the data can best be used, according to Willis.

"Once the process is validated and proven, we'll be sharing the results publicly," he said.

Harris-Lovett said the wastewater data aren't intended to replace traditional testing methods for detecting COVID-19 cases.

"It's really designed to be complementary to other kinds of data the public health professionals are using to base their decisions on, like where to provide a pop-up testing site, or to tell hospitals we're expecting a surge in cases," she said.



Chemist Mark Koekemoer, a regulatory compliance manager with the Central Marin Sanitation Agency looks over the area where wastewater samples are collected at the Railroad Pump Station in San Rafael. Samples are then sent to a UC Berkeley lab to check for COVID-19 particles in the wastewater.

SHERRY LAVARS — MARIN INDEPENDENT JOURNAL

4

“By monitoring this on a regular basis, we increase our chances of detecting if and when there’s another outbreak, potentially before any new cases are diagnosed,” Willis said.

If coronavirus particles are found in San Quentin’s wastewater, crews can install sampling machines at each building within the prison complex to determine a more precise location where people are infected, Willis said. The inmates and staff in the buildings where the virus has been detected could then be tested for COVID- 19.

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Legal Notice

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Legal Notice

LAS GALLINAS VALLEY SANITARY DISTRICT
300 Smith Ranch Road
San Rafael, California 94903

NOTICE INVITING SEALED BIDS

1. The Las Gallinas Valley Sanitary District hereby invites bids for the MARIN LAGOON PUMP STATION NO. 1 IMPROVEMENTS project, in accordance with California Public Contract Code Section 20804 and other applicable law, and the following:
2. All bids must be delivered to the **Engineering Department, Las Gallinas Valley Sanitary District, 101 Lucas Valley Road, Suite 300, San Rafael, California 94903 on or before 11:00 AM, November 16, 2020**. Bids will be opened and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be returned unopened. Bids submitted by facsimile or other electronic means will not be accepted. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive.
3. A pre-bid meeting is scheduled for **November 5, 2020 at 11:00AM**, via videoconferencing. The pre-bid meeting is **not mandatory**. Please contact Irene Huang, PE, with the District at 415-472-1734 for the videoconferencing information. In addition, this Project requires Bidders to submit a notarized copy of a Site Visit Affidavit to be submitted with the Bid. See required form under Bidding Requirements section of the Contract Documents. A site visit will follow the pre-bid meeting. Special site visits may be scheduled 24 hours in advance a minimum of five (5) working days before bid opening.
4. The project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the MARIN LAGOON PUMP STATION NO. 1 IMPROVEMENTS project as shown in the project Technical Specifications and plans and in accordance with the Contract Documents within **150 calendar days** of the project commencement date specified in the Notice to Proceed for the project.
5. SCOPE OF WORK:
- Demolish existing service entrance equipment. Furnish, install, and commission a new electrical service entrance and associated control panel.
 - Coordinate with PG&E for installation of new service entrance; fees will be paid by the District.
 - Demolish existing site control panel, complete (including power distribution, motor controllers, and site controls).
 - Furnish and install replacement control panel, complete (including power distribution, motor controllers, and site controls).
 - Perform all specified testing and commissioning activities.
 - Coordinate with the District's programmer.
6. All the project work shall be completed in accordance with the bid packages on file at the District. Complete bid packages may be obtained at the **Engineering Department, Las Gallinas Valley Sanitary District, 101 Lucas Valley Road, Suite 300, San Rafael, California 94903**. There will be a fifty dollar (\$50) non-refundable charge for each bid package. Checks and money orders must be made payable to the Las Gallinas Valley Sanitary District. Requests for information on receiving bid packages should be directed to the District Offices at (415) 472-1734. Bid packages will be mailed upon request and receipt of the non-refundable charge and the bidder's UPS or FedEx account number.
7. In accordance with California Public Contract Code Section 20804.5, all bids must be presented under sealed cover and include one of the following forms of bidder's security: cash, cashier's check made payable to the District, certified check made payable to the District, or a bidder's bond. The amount of bidder's security provided must equal at least ten (10) percent of the total of the bid price for the base bid and the additive or deductive items listed in this notice. The successful bidder must submit to the District complete, executed copies of all documents specified in the contract checklist included in the bid package within seven (7) calendar days of receiving written Notice of Award of the project. Bidder's security of any successful bidder that fails to do so will be forfeited to the District. The documents required pursuant to the contract checklist include, but are not limited to, a payment or labor and materials bond in an amount of at least 100 percent of the amount payable by the terms of the project contract and that satisfies the requirements of California Civil Code Section 3248, and a performance bond in an amount of at least 100 percent of the amount payable by the terms of the contract. All project bonds must be executed by an admitted surety insurer in accordance with applicable law and acceptable to the District. **The Engineer's estimate is \$173,260,**
8. Pursuant to California Public Contract Code Section 3300, a Class A

and acceptable to the District. **The Engineer's estimate is \$173,260,**

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

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

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

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

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

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

14. Questions regarding the bid package should be directed in writing as soon as possible (but no later than five (5) working days prior to the opening of bids to: Irene Huang, PE, Assistant Engineer, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

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

Las Gallinas Valley Sanitary District

By: /s/ Michael P. Cortez
Michael P. Cortez PE, District Engineer

Date: October 19, 2020

No. 1193 Oct. 19, 26, 2020

News Feature | October 14, 2020

COVID-19 Testing Leads To Wastewater Analysis Equipment Shortage



By Peter Chawaga

Wastewater analysis has been [leveraged as a powerful tool](#) for monitoring and potentially controlling the worldwide spread of the novel coronavirus. But now, it appears that this effort may have created a supply chain issue.

“As more cities try to implement wastewater-based epidemiology, they need to stock up on new gear — including autosamplers, the machines that collect tiny amounts of sewer water from a manhole so it can be analyzed,” [Quartz](#) reported. “So many public and private research groups have placed orders for these devices, in fact, that the demand has led to shortages and shipping delays.”

For instance, Teledyne ISCO, a major autosampler manufacturer, reportedly saw a 50 percent spike in sales of the devices following the U.S Centers for Disease Control and Prevention announcement of a forthcoming wastewater monitoring network to help control the spread of COVID-19.

Autosamplers, which can vary in design, have been used in the wastewater treatment industry for years. Oftentimes, they are permanent fixtures in sewer systems.

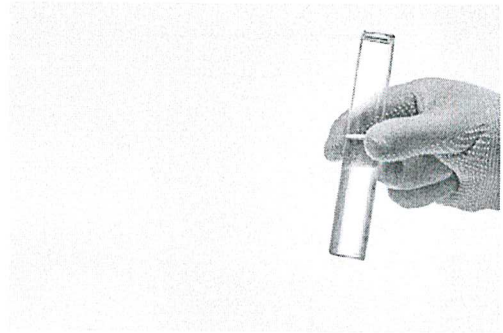
Wastewater monitoring can detect traces of the coronavirus left behind by people who have not yet developed COVID-19 symptoms, making it a relatively cost-effective method for predicting where outbreaks might next occur. But with a limited number of manufacturers who make the necessary equipment, the practice has started to strain supplies, and that could mean its benefits aren’t realized as fully as they should be.

“Most communities won’t see the benefit of wastewater monitoring in the short term,” per [Quartz](#). “Companies are still overcoming demand pressures and shortages, and researchers and other public health officials are still collaborating with the best ways to collect and use wastewater data.”

But there could still be long-term benefits to the advent of wastewater monitoring for predicting virus outbreaks, once the equipment shortage is figured out. The U.S. could eventually be in a position to pull all kinds of helpful data from sewage.

“Researchers have been scouring wastewater for remnants of poliovirus and opioids for years, but only on a community-level basis,” [Quartz](#) reported. “What if there were a national system in place to monitor wastewater for all kinds of biological indicators?”

To read more about the equipment needed to monitor wastewater, visit Water Online’s [Wastewater Analysis Solutions Center](#).



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City takes step to reduce trash in storm drains

SAN RAFAEL

By Matthew Pera

mpera@marinij.com

In an effort to reduce the amount of trash flowing into the bay, San Rafael officials are planning to install new filtration devices in the city's storm drains.

The filters, known as full trash capture devices, collect garbage flowing through the drains and prevent it from being whisked away. The devices will eventually be installed at each of the city's 12 pump stations to help San Rafael meet new state water quality standards, said Public Works Director Bill Guerin.

The city is on the verge of installing the first filtration device in the Canal neighborhood, which produces more trash that ends up in the bay than any other neighborhood in Marin County, according to a city report.

On Monday night, the City Council was set to approve a \$135,544 contract with Schaaf & Wheeler Consulting Civil Engineers to design the device. The firm was one of five that submitted bids for the project.

The consultant's fee will be paid for with \$30,000 in property taxes for storm drain maintenance and \$105,544 from San Rafael's share of the state gas tax.

City officials have targeted two locations for installing the device, including a pump station on

Kerner Boulevard and another on Canal Street. Schaaf & Wheeler will study each site and recommend which one is better suited for the project, according to Guerin.

Once the device is designed, a federal Environmental Protection Agency grant awarded to the Marin County Stormwater Pollution

3

who manages the stormwater program, said San Rafael was chosen for the funding because it has the most high-density neighborhoods and commercial centers in Marin.

According to Carson, Marin is among the last of the Bay Area counties to begin fortifying its storm drains in response to state regulations. That's in part because Marin has fewer big cities than other counties in the region and its water quality requirements are lower as a result, he said.

"In Marin were just getting started with this," he said. "Other Bay Area counties have been putting these in for almost a decade."

Guerin said San Rafael is taking a "multi-year" approach to reducing the amount of garbage that flows out of its storm drains. He said the city has begun the process by ramping up street sweeping downtown. The filtration devices, he said, are the next step.



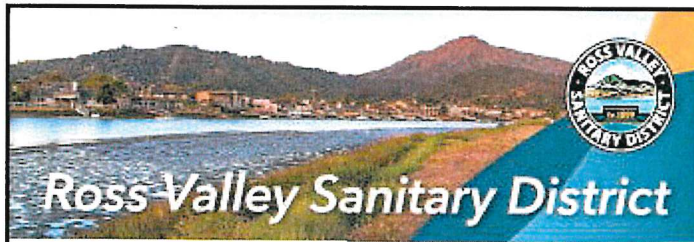


Prevention Program will pay for the city to purchase and install it. Rob Carson,

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Tuesday, 10/20/2020 Page .A03

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Ross Valley Sanitary District

Updating your sewer lateral
through the RVSD

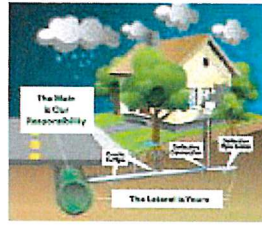
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awarded to homeowners
who replaced their
laterals since 2009.

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News Feature | October 20, 2020

After Jokes At Its Expense, Connecticut City Renames Sewage Plant After Comedian John Oliver

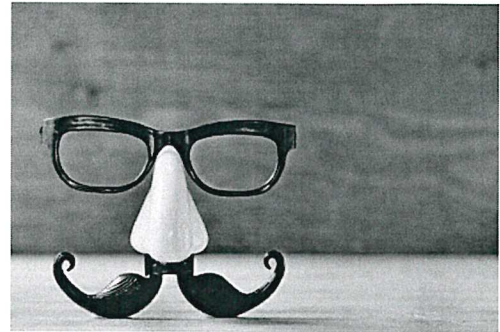


By [Peter Chawaga](#)

A wastewater treatment plant in Connecticut has officially been named after a celebrity who was engaged with its community, but not for the reasons you might think.

The Danbury City Council voted nearly unanimously to rename their facility this month in honor of comedian John Oliver, who picked a fight with the city on his show.

“The host of HBO’s ‘Last Week Tonight with John Oliver’ went after Danbury on his August 16 show during a segment on racial disparities on juries,” [CNN](#) reported. “In Oliver’s anti-Danbury rant, the host noted that he only knew three things about the Connecticut town: ‘USA Today ranked it the second-best city to live in in 2015, it was once the center of the American hat industry and if you’re from there, you have a standing invite to come get a thrashing from John Oliver, children included, (expletive) you.’”



Shortly after that segment, Danbury Mayor Mark Boughton threatened to name the sewage plant after Oliver on social media as retaliation, because of the unsavory substances it processes. And in early October, the vote to approve that measure came in.

“Oliver upped the stakes on his Aug. 30 show by offering to donate \$55,000 to local charities if Danbury actually followed through with renaming the plant,” per [AP News](#).

Boughton has said that the facetious feud has offered some positive distraction from the novel coronavirus pandemic, and that the promised donation has encouraged others to fundraise for local food banks. He’s also suggested that the city will offer tours of the wastewater plant in exchange for \$500 donations to area food pantries.

“I think it’s been a home run. It’s been a lot of fun,” Boughton said, per AP News. “If I can put food on people’s table for Thanksgiving by naming a sewer plant after a very popular comedian, we’ll do it all day long.”

Following the City Council vote, Oliver appears interested in becoming directly involved in the campaign around the wastewater treatment facility.

“Oliver has offered to provide the new sign for the plant that includes his name, as well as attend the ribbon-cutting,” according to AP News.

To read more on how wastewater treatment utilities communicate with ratepayers, visit Water Online’s [Consumer Outreach Solutions Center](#).

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LAS GALLINAS VALLEY SANITARY DISTRICT
 300 Smith Ranch Road
 San Rafael, California 94903

NOTICE INVITING INFORMAL BIDS

1. The Las Gallinas Valley Sanitary District (District) hereby invites informal bids for the **SLUDGE THICKENER STRUCTURE REMOVAL** Project pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA) Alternative Bidding Procedures established under Public Contract Code §§22000 et seq. and other applicable law, and the following:
 2. Interested bidders must be prequalified by the District prior to submitting an informal bid. Failure to do so will disqualify the bidder. If you would like your company prequalified, please review, complete, and sign a Contractor's Pre-Qualification Application available at <http://www.lgvsd.org/document-library/current-construction-projects/> and submit to the District before the bid opening shown below.
 3. All bids must be delivered to the Las Gallinas Valley Sanitary District temporary office located at 101 Lucas Valley Rd, Suite 300, San Rafael, California 94903 on or before 11:00 AM, November 13, 2020. Bids will be announced and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be rejected. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive. Electronic copies are acceptable if followed by a phone call to the District at 415-472-1734 confirming receipt prior to the bid opening time. Email to: Michael P. Cortez at mcortez@lgvsd.org and cc: Irene Huang at ihuang@lgvsd.org no later than the date and time shown above for consideration.
 4. An optional pre-bid meeting and site visit will be held on **October 30, 2020 at 9:00 a.m. at 300 Smith Ranch Rd, San Rafael, CA 94903**. The meeting will observe all COVID-19 best management practices. Protective personal equipment (e.g., face masks) and social distancing will be required. Please call or email to RSVP. Alternatively, a second virtual meeting using Zoom software will be available on **October 30, 2020 at 1:00 p.m.** for Bidders who cannot or do not wish to attend in person due to COVID-19. Bidders who wish to attend the virtual meeting must email Irene Huang at ihuang@lgvsd.org for the meeting information and RSVP. Special site visits to the job site may be scheduled 24 hours in advance a minimum of five (5) working days before bid opening.
5. **SCOPE OF WORK**. The scope of work is generally described as:
 - a. Demolition and offsite disposal of Sludge Thickener Facility consisting of concrete sludge thickener structure, inlet box, pump pit, scum pit, and associated mechanical and electrical components.
 - b. Backfill and surface restoration.
6. Questions regarding the bid package should be directed in writing as soon as possible (but no later than five (5) working days prior to the opening of bids to: Irene Huang, PE at ihuang@lgvsd.org or 415-472-1734. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.
7. The Project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the SLUDGE THICKENER STRUCTURE REMOVAL Project as shown in the Project Technical Specifications and Drawings and in accordance with the Contract Documents within **45 calendar days** of the Project commencement date specified in the Notice to Proceed for the Project. The Engineer's estimate is **\$80,000**.
8. In accordance with California Business and Professions Code Section 7028.15, all Project work must be performed by properly licensed contractors and subcontractors with active licenses in good standing as of the date and time specified for bid opening. A **Class A General Contractors** license is required.
9. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed.
10. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. A copy of wage rates is available online at www.dir.ca.gov/DSL/PWD. In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform Project work as a subcontractor.
11. Department of Industrial Relations Registration of Contractors & Subcontractors:

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a. Beginning on March 1, 2015, pursuant to Labor Code Sections 1772 and 1771.1(b) - all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations.
 b. No bid will be accepted, nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations.
 c. Beginning on April 1, 2015, pursuant to Labor Code Section 1725.5 - no Contractor or subcontractor may work on a public works project unless registered with the Department of Industrial Relations.
 d. Pursuant to Labor Code Section 1771.4(a)(1) - all contractors and subcontractors must furnish Certified Payroll Records (CPRs) weekly to the Agency they are contracted with and file electronic 5 certified payroll records weekly directly to the Labor Commissioner, Division of Labor Standards Enforcement (DLSE).
 e. Pursuant to Labor Code Section 1776(c) - the certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or forms that contain the same information as the forms provided by the division.
 f. Pursuant to Labor Code 1771.5 - the awarding agency shall withhold contract payments when payroll records are delinquent or inadequate.
 g. Pursuant to Title 8 California Code of Regulations Section 16451(d)/Labor Code Section 1771.4(a) (2) - the contractor must post Job Posters and Notices as required by Department of Industrial Relations and as required by other State agencies.
 h. Pursuant to Labor Code Section 1773.3 - the Public Agency must file a PWC Form 100 with the DIR within 5 days of the award of a public works project. PWC Form 100 will be amended to reflect changes in contract time. The DIR will also be notified within 5 days of the completion of project. In bidding on this Project, it shall be the Bidders sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law(s) in the Project bid.

12. Pursuant to Section 1777.1 of the Labor Code, the Labor Commissioner publishes and distributes a list of contractors who are ineligible to perform work either as a contractor or subcontractor on a public works project. This list of debarred contractors is available from the Department of Industrial Relations at www.dir.ca.gov/DLSE/Debar.html

13. Prior to starting work, the Contractor must furnish the following:

- a. Faithful Performance Bond in an amount not less than 100% of the amount of the contract.
- b. Labor and Material Bond in the sum of not less than 100% of the amount of the contract.
- c. A certificate of Worker's Compensation Insurance with waiver of subrogation in favor of the District.
- d. Commercial general liability insurance coverage is \$2 million each occurrence Bodily Injury and \$10 million each occurrence Property Damage, with defense costs payable in addition to policy limits.
- e. Automobile liability insurance is \$2 million each person Bodily Injury, \$2 million each occurrence Bodily Injury and \$2 million each occurrence Property Damage.
- f. Insurance policies shall contain an endorsement naming the District, their employees, representatives, and agents as additional insureds, but only with respect to liability arising out of the activities of the named insured.
- g. The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.
- h. Written notice of cancellation or of any limits reduction or change in said policy shall be mailed to the District and the Project Manager thirty (30) days in advance of the effective date thereof. Insurance policies shall contain a Notice of Cancellation endorsement.
- i. Contractor's insurance shall be primary insurance and no other insurance or self-insured retention carried or held by City shall be called upon to contribute to a loss covered by insurance for the named insured.

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

15. See UPCCAA prequalification packet at the following link for additional requirements: http://www.lgvsd.org/wp-content/uploads/UPCCAA-Contractors-Prequalification-Application-Packet_final-8-5-2019.pdf

Las Gallinas Valley Sanitary District

By: /s/ Michael P. Cortez
Michael P. Cortez, P.E., District Engineer

Date: October 22, 2020

No. 1213



Coronavirus Disease 2019 (COVID-19)

MENU >

National Wastewater Surveillance System (NWSS)

A new public health tool to understand COVID-19 spread in a community

Updated Oct. 23, 2020

Print

The Centers for Disease Control and Prevention (CDC) and the US Department of Health and Human Services (HHS), in collaboration with agencies throughout the federal government, are initiating the National Wastewater Surveillance System (NWSS) in response to the COVID-19 pandemic. The data generated by NWSS will help public health officials to better understand the extent of COVID-19 infections in communities.

CDC is currently developing a portal for state, tribal, local, and territorial health departments to submit wastewater testing data into a national database for use in summarizing and interpreting data for public health action. Participation in a national database will ensure data comparability across jurisdictions.

Data from wastewater testing are not meant to replace existing COVID-19 surveillance systems, but are meant to complement them by providing:

- An efficient pooled community sample.
- Data for communities where timely COVID-19 clinical testing is underutilized or unavailable.
- Data at the sub-county level.

What is wastewater surveillance for COVID-19?

- “Wastewater”, also referred to as “sewage,” includes water from household/building use (i.e., toilets, showers, sinks) that can contain human fecal waste, as well as water from non-household sources (e.g., rainwater and industrial use.)
- Wastewater can be tested for RNA from SARS-CoV-2, the virus that causes COVID-19.
- While SARS-CoV-2 can be shed in the feces of individuals with COVID-19, there is no information to date that anyone has become sick with COVID-19 because of direct exposure to treated or untreated wastewater.

What are the advantages of wastewater infectious disease surveillance?

- Sewage testing has been successfully used as a method for early detection of other diseases, such as polio.
- SARS-CoV-2 can be shed in the feces of individuals with symptomatic or asymptomatic infection; therefore, wastewater surveillance can capture data on both types of infection.
- Nearly 80 percent of United States households are served by municipal sewage collection systems.
- Quantitative SARS-CoV-2 measurements in untreated sewage can provide information on changes in total COVID-19 infection in the community contributing to that wastewater treatment plant (that area is known as the “sewershed.”)
- Depending on the frequency of testing, sewage surveillance can be a leading indicator of changes in COVID-19 burden in a community.

- SARS-CoV-2 RNA detection in sewage serves as a COVID-19 indicator that is independent of healthcare-seeking behaviors and access to clinical testing.

Is wastewater surveillance right for my community?

Wastewater surveillance for RNA from the virus that causes COVID-19 is a developing field. Health departments setting up a sewage-based infectious disease surveillance system should consider the following to generate data that is useful for public health response:

- Sewage testing over time can provide trend data that can complement other surveillance data that informs public health decision making. However, at this time, it is not possible to reliably and accurately predict the number of infected individuals in a community based on sewage testing.
- Community-level wastewater surveillance at a treatment plant will not capture homes on a septic-based system.
- Community-level wastewater surveillance at a wastewater treatment plant also will not capture communities or facilities served by decentralized systems, such as prisons, universities, or hospitals that treat their waste.
- Low levels of infection in a community may not be captured by sewage surveillance. The lower limits of detection (i.e., the smallest number of people shedding the virus in stool that can still be detected by current testing methods) for sewage surveillance are not yet well understood. More data on fecal shedding by infected individuals over the course of disease are needed to better understand the limits of detection.
- All wastewater treatment plants may not be appropriate as sites for surveillance given their operations logistics (e.g., if sewage is pre-treated before it reaches the plant.)

How can I implement wastewater-based disease surveillance?

Wastewater-based disease surveillance is a rapidly developing science, and CDC will provide updated guidance and information as it becomes available. The links below will address specific recommendations for consideration when implementing a wastewater-based disease surveillance system:

- [Sampling Strategy: Where, How, and What to Sample](#)
- [Data Reporting and Analytics](#)
- [Public Health Interpretation and Use](#)
- [Testing Methods](#)
- [Targeted Wastewater Surveillance at Facilities, Institutions, and Workplaces](#)

How do I become engaged in NWSS?

Using wastewater surveillance for public health action requires a multidisciplinary approach. Communities interested in conducting wastewater surveillance for COVID-19 should identify the necessary local partners for sample collection, testing, and public health action.

Local partners should include:

- State, local, tribal, and territorial health departments – COVID-19 epidemiologists and environmental health specialists.
- Wastewater treatment plants and workers.
- Laboratories – public health, environmental, academic, and/or private (Note: CDC is not currently accepting sewage samples for testing.)

National Wastewater Surveillance System (NWSS) is currently ramping-up efforts through partnerships with state, local, tribal, and territorial health departments. Additional information, including sampling, testing, and interpretation guidance, minimum reporting requirements, and instructions for reporting through the data portal will be updated on this page as they become available.

For a further overview of the topic, see a recording of a CDC COVID-19 Sewage Surveillance webinar [🔗](#) presented to the Council of State and Territorial Epidemiologists on July 8, 2020.

Last Updated Oct. 23, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases