



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

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

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

## **SPECIAL BOARD MEETING AGENDA**

**December 22, 2020**

**In accordance with Government Code Section 54956**

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

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, December 22, 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 General Manager ([mprinz@lgsd.org](mailto:mprinz@lgsd.org)) by 5:00 pm on Monday, December 21, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email ([mprinz@lgsd.org](mailto:mprinz@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/84991493284>

**OR**

**By teleconference at: +16699009128 Meeting ID: 849 9149 3284**

**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 December 4 and December 10<sup>th</sup> , 2020
- B. Approve the Warrant List for December 22, 2020
- C. Approve Board Compensation for November, 2020
- D. Approve Clark attending the CASA Winter Virtual Conference on January 27-28, 2021
- E. Approve Schriebman attending the CASA Winter Virtual Conference on January 27-28, 2021
- F. Approve Application of Capacity for APN 179-05-104 209 Corrillo Dr Accessory Dwelling Unit

Possible expenditure of funds: Yes, Items B through E

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

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

STAFF/CONSULTANT REPORTS:

- 1. General Manager Report – Verbal

**4:00 PM 4. WINTER NEWSLETTER FINAL**

Board and staff to review the Winter Newsletter Final.

**4:15 PM 5. BUILDER'S RISK INSURANCE PROPOSAL FOR STPURWE PROJECT**

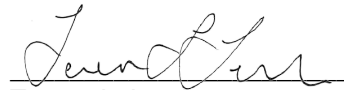
Board and staff to discuss the Builder's Risk Insurance Proposal for STPURWE Project.

- 
- 4:30 PM**      **6. REQUEST FOR PROPOSALS FOR LEGAL SERVICES**  
Board and staff to discuss a Request for Proposals for Legal Services.
- 5:00 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.
- 5:05 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
- 5:15 PM**      **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
  - C. Pending Board Agenda Item Requests
    - i. ACTION - Donation Policy
    - ii. INFORMATION - Pump Station Vegetation and Safety Report
    - iii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
    - iv. INFORMATION - Meet and Greet new San Rafael Councilmember
- 5:20 PM**      **10. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**
- 5:25 PM**      **11. ADJOURNMENT**
-

**FUTURE BOARD MEETING DATES: JANUARY 7, JANUARY 21 AND FEBRUARY 4, 2021**

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
------------------	----------------------------	-----------------------------------

**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before December 21, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held December 22, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch  
District Secretary

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

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

Agenda Item 2A  
Date December 22, 2020

## SPECIAL MEETING MINUTES OF DECEMBER 4, 2020

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON DECEMBER 4, 2020 AT 2:35 PM BY ZOOM CONFERENCE AT 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA AND PUBLIC COMMENT BY TELECONFERENCE.

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

**BOARD MEMBERS ABSENT:** None.

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

**OTHERS PRESENT:** Patrick Richardson, District Counsel; Bobbie Bennett, Regional Government Services

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

**PUBLIC COMMENT:** None.

### ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON DECEMBER 4, 2020 , AT 2:36 PM BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left at 2:36 pm

### CLOSED SESSION:

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code Section 54957.

Prinz left at 3:25 pm.

Yezman left at 4:04 pm.

Elias left at 4:39 pm.

### ADJOURNMENT:

#### ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on December 4, 2020 at 4:48 pm.

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

**BOARD MEMBERS ABSENT:** R. Elias, C. Yezman

**STAFF PRESENT:** Teresa Lerch, District Secretary

**OTHERS PRESENT:**

Patrick Richardson, District Counsel; Bobbie Bennett,  
Regional Government Services

**PUBLIC COMMENT:**

None.

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

**2. PUBLIC COMMENT – None.**

**ADJOURNMENT:**

**ACTION:**

Board approved (M/S Murray, Schreibman 3-0-2-0) the adjournment of the meeting at 4:50 pm.

Roll Call:

AYES: Clark, Murray and Schriebman

NOES: None

ABSENT: Elias, Yezman

ABSTAIN: None

The next Board Meeting is scheduled for on December 10, 2020 via Zoom Meeting.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Rabi Elias, President

## SPECIAL MEETING MINUTES OF DECEMBER 10, 2020

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON DECEMBER 10, 2020 AT 3:32 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

**BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray, J. Schriebman (arrived at 4:38 pm) C. Yezman

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District Secretary; Mike Cortez, District Engineer; Dale McDonald, Administrative Services Manager

**OTHERS PRESENT:** Pat Richardson, District Counsel ; Tom Gorman, Kennedy Jenks

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

1. **PUBLIC COMMENT:** None.

2. **CONSENT CALENDAR:**

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

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

Items B,C,D and E were pulled for discussion.

**ACTION:**

Board approved (M/S Murray/Yezman 4-0-1-0) the Consent Calendar items A through E.

Roll Call:

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

3. **INFORMATION ITEMS:**

STAFF / CONSULTANT REPORTS:

- 1. General Manager Report – Prinz reported.
- 2. Annual Reimbursement Report for Staff and Board Members – McDonald reported.
- 3. Secondary Treatment Process Upgrade and Recycled Water Expansion Project Update – Cortez and Tom Gorman from Kennedy Jenks reported.

Schriebman arrived at 4:38 pm

**4. VIDEO RECORDING OF BOARD MEETINGS**

Board and staff discussed the Video Recording of Board meetings.

**ACTION:**

Board approved (M/S Yezman/Schriebman 5-0-0-0) authorizing staff to video record Board meetings during the pandemic and will revisit the issue once the Board begins meeting in person after the pandemic.

Roll Call:

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

**5. PUBLIC COMMENT:** None.

**6. ELECTION RESULTS**

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

**7. BOARD MEMBER REPORTS:**

1. CLARK

- a. NBWA Board Committee –no report
- b. Other Reports– no report

2. ELIAS

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

3. MURRAY

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

4. SCHRIEBMAN

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

5. YEZMAN

- a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal report
- b. Flood Zone 7– no report
- c. CSRMA– no report
- d. Ad Hoc Engineering Committee– no report
- e. 2020 GM Evaluation Ad Hoc Committee- no report
- f. Other Reports–verbal report – no report



**8. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Clark requested to attend the CASA Winter Virtual Conference January 27-28, 2021.
- B. Board Agenda Item Requests – Board discussed having the next GM Evaluation Closed Session at the Regular Board meeting on December 17, 2020 instead of on December 18, 2020.

**ACTION:**

Board approved (M/S Murray/Yezman 5-0-0-0) cancelling the Special Board Meeting on December 18, 2020 and having the General Manager Performance Evaluation Closed Session at the Regular Board meeting on December 17, 2020.

Roll Call:

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

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

Discussion ensued.

**10. ADJOURNMENT:**

Board approved (M/S Yezman/Clark 5-0-0-0) the adjournment of the meeting at 5:40 pm.

Roll Call:

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

The next Board Meeting is scheduled for December 17, 2020.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Rabi Elias, President

SEAL

Agenda Item 2B  
Date December 22, 2020

Las Gallinas Valley Sanitation District  
Warrant List 12/22/2020 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	12/22/2020	EFT1	ADP Payroll	238,836.51		238,836.51	Paydate 12/4, 12/18 & Processing Charges
2	12/22/2020	N/A	All Star Rents	1,605.19		1,605.19	Compact Excavator for Reclamation Fence Project
3	12/22/2020	N/A	Aqua Engineering	13,825.00		13,825.00	STPURWE - Engineering Services
4	12/22/2020	N/A	Aramark Uniform Services	189.74		189.74	Uniform Laundry Service
5	12/22/2020	N/A	ArcSine Engineering	2,351.13		2,351.13	Marin Lagoon Pump Station
6	12/22/2020	N/A	AT&T	3,394.57		3,394.57	Service Plans for Nov & Dec
7	12/22/2020	N/A	Banner Bank	38,311.55		38,311.55	STPURWE - Retention for Myers & Sons
8	12/22/2020	N/A	California Water Environment Association	192.00		192.00	Employees Membership
9	12/22/2020	EFT	CalPERS 457 Plan	6,112.30		6,112.30	EE's Deferred Comp - Paydate 12/4
10	12/22/2020	EFT	CalPERS Retirement	18,328.70		18,328.70	EE & ER Payment to Retirement, Paydate 12/4
11	12/22/2020	N/A	CD & Power	7,297.98		7,297.98	4- 40 KW Generators for PSPS Events
12	12/22/2020	N/A	Centricity GIS	2,100.00		2,100.00	Centricity Maintenance, Support & Training (SCADA) - 9/23 - 12/2
13	12/22/2020	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Replacement
14	12/22/2020	ACH	Contractor Compliance and Monitoring	3,822.71		3,822.71	Labor Compliance - November
15	12/22/2020	ACH	Core Utilities	3,780.00		3,780.00	IT Services for November
16	12/22/2020	N/A	County of Marin - Dept of Public Works	490.00		490.00	Encroachment Permit for 2021
17	12/22/2020	N/A	CPM Construction Inc.	5,940.00		5,940.00	STPURWE - Engineering Services- On Call Scheduling & Estimating Support
18	12/22/2020	EFT	Direct Dental	861.72		861.72	Employees Dental Charges
19	12/22/2020	EFT	Discovery Benefits	70.00		70.00	FSA Administration & Payment
20	12/22/2020	ACH	Du-All Safety	2,408.00		2,408.00	LGVSD Safety Compliance- November
21	12/22/2020	ACH	Elias, Rabi	200.00		200.00	Health Reimbursement - December
22	12/22/2020	ACH	EOA, Inc.	19,621.60		19,621.60	Technical Assistance with Regulatory Permits - October
23	12/22/2020	ACH	GHD Inc.	954.00		954.00	Amendment 3 - Additional Effort to Evaluate Alternative PS Site
24	12/22/2020	ACH	Hanford ARC	6,927.50		6,927.50	LMC Revegetation Maintenance Services
25	12/22/2020	N/A	Hazen & Sawyer	9,662.50		9,662.50	Flow Equalization System Design Contract - November
26	12/22/2020	N/A	Jackson's Hardware	30.98		30.98	Parts For Ops Building MCC
27	12/22/2020	N/A	JDB Systems	2,390.70		2,390.70	Power Minitor Configuration, Troubleshooting Marinwood Pump #4
28	12/22/2020	N/A	Jefferson Security Systems	14,123.00		14,123.00	Fire Detection System for 300 Smith Ranch Road & Lab
29	12/22/2020	N/A	Kemira Water Solutions Inc.	8,493.49		8,493.49	Ferric Chloride - Bulk Order \$810/dry ton

**Las Gallinas Valley Sanitation District  
Warrant List 12/22/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	12/22/2020	ACH	Kennedy/Jenks Consulting	12,351.30		12,351.30	Alternative Funding and Grant Consulting
31	12/22/2020	ACH	Kennedy/Jenks Consulting	124,548.00		124,548.00	STPURWE - Construction Management & Inspection Service
32	12/22/2020	N/A	Kleinfelder, Inc.	4,387.24		4,387.24	STPURWE- Construction Inspection & Materials Testing
33	12/22/2020	ACH	Koff & Associates, Inc.	2,247.50		2,247.50	Classification & Compensation Study -Partial Payment
34	12/22/2020	N/A	M-I LLC	11,066.10		11,066.10	Sulfate 410CHP H25 media for BERS system
35	12/22/2020	N/A	Marin Ace	18.52		18.52	Misc. Supplies - Cable Coax
36	12/22/2020	N/A	Marin County Ford	836.85		836.85	New Spark Plugs & Coils on Ford CMAX
37	12/22/2020	N/A	Marin Independent Journal	501.82		501.82	Public Notices - Bid on Pavement Project Published
38	12/22/2020	N/A	Marin Sanitary Services	2,419.00		2,419.00	Debris Boxes - Plant
39	12/22/2020	ACH	Murray, Craig	125.00		125.00	Health Reimbursement - December
40	12/22/2020	N/A	Myers & Sons Construction	727,919.45		727,919.45	STPURWE - Treatment Plant Upgrade
41	12/22/2020	N/A	North Bay Petroleum	2,113.71		2,113.71	Fuel- Diesel & Unleaded
42	12/22/2020	N/A	Novato Toyota	1,611.37		1,611.37	Service on Mini Van & Tacoma
43	12/22/2020	N/A	Operating Engineers	540.00		540.00	Union Dues for 12/4 Paydate
44	12/22/2020	N/A	Pacific Gas & Electric	5,679.89		5,679.89	Electric Bill for Plant
45	12/22/2020	N/A	Pacific Gas & Electric	5,621.34		5,621.34	Electric Bill for Pump Stations
46	12/22/2020	N/A	Pacific Gas & Electric	23.83		23.83	Solar
47	12/22/2020	N/A	Photovoltaics California	3,560.00		3,560.00	Maintenance/Troubleshooting Services for 3 Xantrex Inverters on Solar Panels - October
48	12/22/2020	N/A	Rafael Lumber	301.15		301.15	Misc. Supplies
49	12/22/2020	ACH	Regional Government Services	4,999.25		4,999.25	Financial & Administrative Consulting Services- November
50	12/22/2020	N/A	Regional Monitoring Program	24,289.00		24,289.00	Annual Participant Fee for the RMP 2021 Budget Municipal (POTWs)
51	12/22/2020	ACH	Retiree Augusto	188.03		188.03	Retiree Health
52	12/22/2020	ACH	Retiree Burgess	188.03		188.03	Retiree Health
53	12/22/2020	ACH	Retiree Cummins	200.43		200.43	Retiree Health
54	12/22/2020	ACH	Retiree Cutri	515.06		515.06	Retiree Health
55	12/22/2020	ACH	Retiree Emanuel	245.78		245.78	Retiree Health
56	12/22/2020	ACH	Retiree Gately	212.39		212.39	Retiree Health
57	12/22/2020	ACH	Retiree Guion	212.39		212.39	Retiree Health
58	12/22/2020	ACH	Retiree Johnson	664.55		664.55	Retiree Health

**Las Gallinas Valley Sanitation District  
Warrant List 12/22/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	12/22/2020	ACH	Retiree Kermoian	200.43		200.43	Retiree Health
60	12/22/2020	ACH	Retiree Mandler	200.43		200.43	Retiree Health
61	12/22/2020	ACH	Retiree McGuire	591.50		591.50	Retiree Health
62	12/22/2020	ACH	Retiree Memmott	200.43		200.43	Retiree Health
63	12/22/2020	ACH	Retiree Petrie	188.03		188.03	Retiree Health
64	12/22/2020	ACH	Retiree Pettey	184.74		184.74	Retiree Health
65	12/22/2020	ACH	Retiree Provost	245.78		245.78	Retiree Health
66	12/22/2020	ACH	Retiree Reetz	539.86		539.86	Retiree Health
67	12/22/2020	ACH	Retiree Reilly	200.43		200.43	Retiree Health
68	12/22/2020	ACH	Retiree Vine	200.43		200.43	Retiree Health
69	12/22/2020	ACH	Retiree Wettstein	628.00		628.00	Retiree Health
70	12/22/2020	ACH	Retiree Williams	628.00		628.00	Retiree Health
71	12/22/2020	ACH	Schriebman, Judy	200.00		200.00	Health Reimbursement - December
72	12/22/2020	ACH	TCI Business Capital ( OTS)	9,238.80		9,238.80	Temporary WW Operators for Vacancies Week of 11/30 through 12/11
73	12/22/2020	N/A	TPx Communications	660.27		660.27	Phone Services
74	12/22/2020	N/A	United Site Services	556.76		556.76	Porta Potties
75	12/22/2020	ACH	Univar	3,586.70		3,586.70	Furnish Sodium Hypochlorite
76	12/22/2020	EFT	US Bank Equipment Finance	1,455.15		1,455.15	Quarterly Copier Finance Payment
77	12/22/2020	N/A	Verizon Wireless	1,571.66		1,571.66	Cell Phones & Modems
78	12/22/2020	N/A	Water Components & Building Supplies	152.29		152.29	Fire Hose, Nozzle, Misc. Parts
79	12/22/2020	ACH	WECO Industries	2,475.10		2,475.10	Miscellaneous Items for Maintenance
80	12/22/2020	N/A	WRA, Inc.	4,539.76		4,539.76	Wetland Delineation Report, Miller Creek 5- year Monitoring and Reporting Service
81	12/22/2020	ACH	Yezman, Crystal	200.00		200.00	Health Reimbursement - December

**Las Gallinas Valley Sanitation District  
Warrant List 12/22/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
--	------	-----	--------	-----------------	-------------------------	--------------	-----------------------

Do not change any formulas below this line.

	TOTAL	\$ 1,378,677.46	-	\$ 1,378,677.46	
EFT1	EFT1 = Payroll (Amount Required)	238,836.51		238,836.51	Approval:
EFT2	EFT2 = Bank of Marin loan payments	0.00		0.00	Finance
PC	Petty Cash Checking	0.00		0.00	
>1	Checks (Operating Account)	0.00		0.00	GM
N/A	Checks - Not issued	908,892.90		908,892.90	
EFT	EFT = Vendor initiated "pulls" from LGVSD	26,827.87		26,827.87	Board
ACH	ACH = LGVSD initiated "push" to Vendor	204,120.18		204,120.18	
	Total	<u>\$ 1,378,677.46</u>		<u>\$ 1,378,677.46</u>	

Difference: \$ \_\_\_\_\_ -

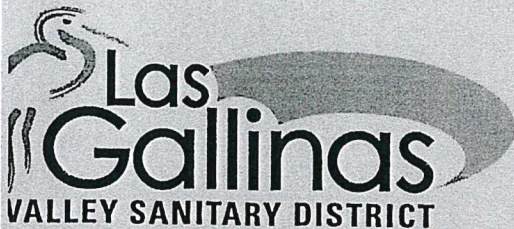
STPURWE Costs 914,931.24

Agenda Item 2 C  
Date December 22, 2020

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	4 ✓
Rabi Elias	4 ✓
Craig Murray	6 ✓
Judy Schriebman	5 ✓
Crystal Yezman	5 ✓
<b>Total</b>	<hr/> <b>24</b> <hr/>

Meeting Date: 12/22/2020  
Paydate: 12/31/2020



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

## BOARD MEMBER ATTENDANCE FORM

Director's Name: MEGAN CLARK Month: NOV., 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
5 <sup>th</sup>	REG.	X	
19 <sup>th</sup>	REG.	X	
20 <sup>th</sup>	Special	X	
TOTAL		3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6 <sup>th</sup>	NBWA	X	
13 <sup>th</sup>	ONE ON ON w/GM		X
TOTAL		1	

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

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

Megan Clark  
Signature  
[Signature]  
Approved By/ Date 12/11/20

12-10-20  
Date  
12/22/20 12/31/20  
Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Rabi Elias Month: November 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/5/20	Regular	✓	
11/19/20	Regular	✓	
<b>TOTAL</b>		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/18/20	Special Mtg, closed sess	✓	
11/20/20	Special Mtg, closed session	✓	
<b>TOTAL</b>		2	

<b>TOTAL MEETINGS CHARGED (Max of six per Health &amp; Safety Code #4733):</b>	4
--	---

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

R Elias Signature  
12/9/2020 Date  
[Signature] Approved By/ Date  
12/11/20  
12/31/2020 Pay Date





300 Smith Ranch Road, San Rafael, CA 94903

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

**BOARD MEMBER ATTENDANCE FORM**

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

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

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

Date	REGULAR and SPECIAL MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
11/5/20	Board Meeting	X	
11/16/20	GM Ad Hoc Committee	X	
11/19/20	Board Meeting	X	
11/19/20	Special Board Meeting – Closed Session	X	
<b>TOTAL</b>		4/4	

Date	OTHER MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
11/1,15,21,29/20	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 11/1: 1.5 hours; 11/15: 1.0 hours; 11/21 0.5 hours;11/29: 0.5 hours		XXXX
11/6/20	IRWA Chapter 2 Executive Board Meeting		X
11/11/20	CalPERS – Service Credit Purchases Webinar		X
11/12/20	ICMA – Coaching, Growing & Retaining Your Best Webinar		X
11/12,13/20	EPA CA Bioresources Alliance Symposia	XX	
11/17/20	CWEA CASA COVID #7 Webinar November Issues	X	
11/17/20	ICMA – Short Term Vacation Rentals: What Gov. Needs to Run Webinar		X
11/18/20	International Right of Way Association, San Francisco Bay Area Chapter 2, Zoom and online meeting tips		X
11/19/20	LAFCo Vice Chair EO Coordinating Meeting		X
11/20/20	LGVSD Board Member General Manager Coordinating Meeting		X

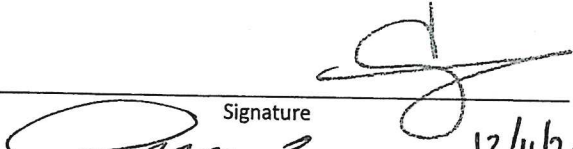
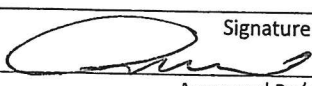


300 Smith Ranch Road, San Rafael, CA 94903  
Office: 415-472-1734 Fax: 415-499-7715  
**BOARD MEMBER ATTENDANCE FORM**

TOTAL	3/13
-------	------

Total Meetings for which I am Requesting Payment/Approved: Board Members maximum of six (6) per Health & Safety Code §4733	6 meetings 5 PM 7/17
--	-------------------------

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

 Signature	November 23, 2020 Date
 Approved By/ Date	12/11/20 Date
	Pay Date 12/31/2020 31



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

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

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/5	Regular mtg	X	
11/19	Regular mtg	X	
11/20	Special mtg	X	
<b>TOTAL</b>		<b>3:3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/4	GWC meeting	X	
11/13	BioResource Alliance Web Symposium	X	
<b>TOTAL</b>		<b>2:2</b>	

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

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

*Judy Schriebman*

Dec. 3, 2020

Signature

Date

*[Signature]*  
Approved By/ Date 12/11/2020

12/31/2020  
Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Crystal Yezman Month: November 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/05	Regular Board Mtg	X	
11/19	Regular Board Mtg	X	
11/20	Special Board mtg	X	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/16	GM Eval Committee	X	
11/23	DKS Assocs Mtg		X
11/17	Marin County Flood Control and Water Conservation District Board of Supervisors – Flood Zone 7	X	
<b>TOTAL</b>			

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

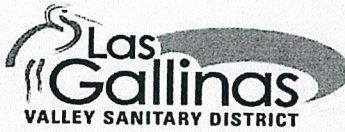
I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

*Crystal J Yezman*

12/10/2020

Signature  
  
 Approved By/ Date 12/11/20

Date  
12/31/2020  
 Pay Date



Agenda Item 2D  
Date December 22, 2020

**CONFERENCE REGISTRATION**

NAME: MEGAN CLARR  
EVENT: CASA Conference  
EVENT DATE(S): JAN, 27-28  
EVENT LOCATION: VIRTUAL

Please check/fill in all that apply and return to Teri:

**REGISTRATION:**

- Will be attending       Will not be attending

**CONFERENCE DATES ATTENDING:**

- Jan. 27, 2021  
 Jan. 28, 2021  
 \_\_\_\_\_

Guest Fee - \$ \_\_\_\_\_ per person      No. of Guests \_\_\_\_\_

**LODGING:**

Hotel: N/A.

Address: \_\_\_\_\_  
\_\_\_\_\_

- I will make my own reservations       I would like staff to make reservations

- I am bringing a guest/spouse

I need lodging starting on NA and checking out on \_\_\_\_\_.

**MEALS:**

- I will purchase a meal package for my guest/spouse at the conference.

**FLIGHTS/RENTAL CARS:**      NA

Staff is responsible for making their own flight arrangements and rental car reservations.

AGENDA ITEM 2E  
DATE December 22, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 12/15/2020 Name: Judy Schriebman

I would like to attend the CASA Winter Conference Webinar  
Meeting of \_\_\_\_\_

To be held on the 27 day of Jan from 9 a.m. to 28 day of  
Jan at 4 p.m.

Location of meeting: webinar

Actual meeting date(s): Jan. 27 and 28, 2021

Meeting Type: (In person/Webinar/Conference) webinar conf

Purpose of Meeting: update on latest news/tech in CA sewage agencies

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

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

Frequency of Meeting: Annual conf

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

Date submitted to Board Secretary: Dec. 15, 2021

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.



Item Number 2 F

# Agenda Summary Report

**To:** Mike Prinz, General Manager MP  
**From:** Michael P. Cortez, PE, District Engineer  
 (415) 526-1518; [mcortez@lgvsd.org](mailto:mcortez@lgvsd.org)  
**Meeting Date:** December 22, 2020  
**Re:** Application of Allocation of Capacity for APN 179-05-104  
 209 Corrillo Dr Accessory Dwelling Unit  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter for the Accessory Dwelling Unit (ADU) located at 209 Corrillo Dr.

## BACKGROUND

The property owner of 209 Corrillo Dr is seeking approval to convert an existing living area into an ADU on the same parcel as the existing single-family residence. The conversion will add 2 plumbing fixture units to the residence. 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 20 gpd. It will 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

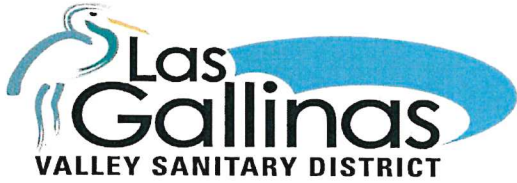
## ENVIRONMENTAL REVIEW

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: December 22, 2020  
 Property Owner(s): Michael and Odilia McFarland  
 Property Owner Address: 209 Corrillo Dr  
 San Rafael, CA 94903  
 Applicant: Michael McFarland  
 Project Name: 209 Corrillo Dr (Accessory Dwelling Unit)  
 Project Address: 209 Corrillo Dr  
 San Rafael, CA 94903  
 Project APN: APN 179-05-104

**Re: Will-Serve Letter**

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the December 22, 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>
<b>Total Fee:</b>	<b>\$</b>	<b>250.00</b>

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

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

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, December 22, 2021; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, December 22, 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

**12/22/2020**

**General Manager Report**

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



Item Number 4

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Dale McDonald, Administrative Services Manager *DM*  
 (415) 526-1519 [dmcDonald@lgvsd.org](mailto:dmcDonald@lgvsd.org)  
**Meeting Date:** December 22, 2020  
**Re:** Winter 2020/221 Newsletter – Final Draft  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Staff recommends that the Board approve the final draft of the Winter 2020/21 Newsletter.

### BACKGROUND

The District produces a newsletter approximately every 6 months in order to update customers regarding subjects of interest about the District. Each newsletter typically has one main topic and three to four smaller articles. Staff is planning to mail the Winter 2020/21 newsletter in January 2021.

### PREVIOUS BOARD ACTION

On November 5, 2020, the Board discussed potential newsletter topics and gave Staff direction.

### ENVIRONMENTAL REVIEW

N/A

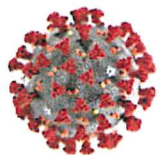
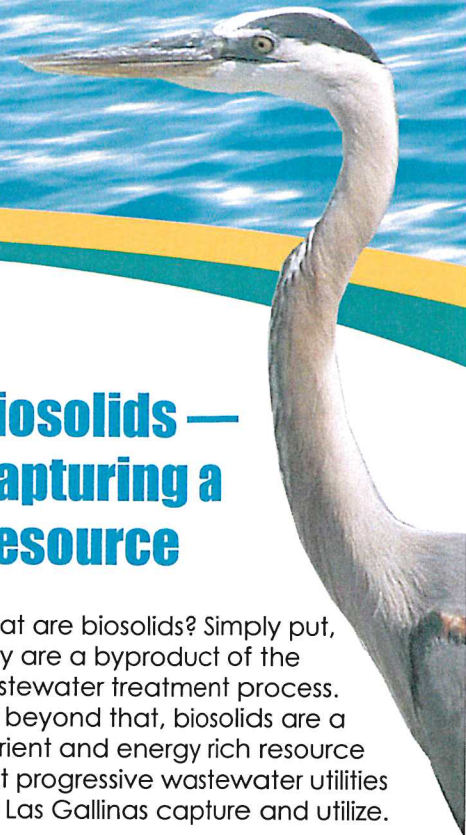
### FISCAL IMPACT

The newsletter is budgeted in the 2020-21 Budget.

# THE HERON

Las Gallinas Valley Sanitary District

Winter 2020/21



## District Participates in COVID-19 Research

As the COVID-19 pandemic began racing across the country and the world, epidemiologists and researchers already knew that viruses, bacteria, and other pathogens that leave the human body are detectable in wastewater generated by humans. It became clear that early detection of COVID-19 in wastewater could give health authorities critical data to help identify virus 'hot spots' and reduce the magnitude of a localized outbreak.

Early in the pandemic, the District and other wastewater treatment agencies were contacted by university researchers, including

UC Berkeley and Stanford, asking for help in their work to detect COVID-19 in wastewater. We immediately joined the effort as a way to do our part in helping combat the pandemic.

Since then, our staff has been collecting and providing wastewater samples to researchers, leveraging the science of wastewater in a way that can ultimately help the public—from our own local ratepayers, to the wider general public. We're proud to be supporting this research, at virtually no additional cost to our ratepayers, and to be part of the leading edge of wastewater-based epidemiology.

## Biosolids — Capturing a Resource

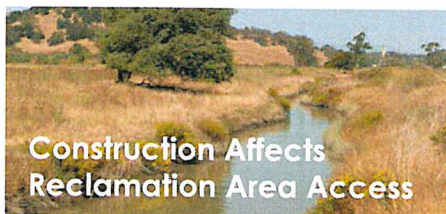
What are biosolids? Simply put, they are a byproduct of the wastewater treatment process. But beyond that, biosolids are a nutrient and energy rich resource that progressive wastewater utilities like Las Gallinas capture and utilize.



Application of Biosolids on District Land

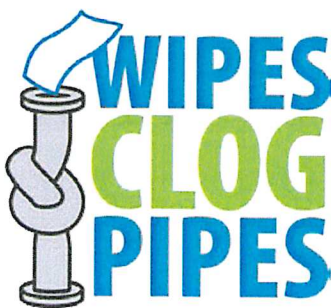
The first step in treating wastewater (called primary treatment) is to separate the liquids from the solids. Once that takes place, the liquids are processed down one "pathway" through our facility, while the solids go down a different path. The solids are put through an anaerobic (oxygen-free) digestion process where bacteria breaks down the organic matter and turns it into what we call biosolids.

A significant benefit of that anaerobic digestion process is the production of methane gas. The District uses that to operate microturbines which generate on-site electricity, while the heat they produce goes back to the digester to support that process.



## Construction Affects Reclamation Area Access

Construction at the District's facilities requires periodic temporary closure to vehicles of the Smith Ranch Road access to the Reclamation Area parking lot and trails. Typically, such closures will be on weekdays from 4AM to 5PM. A guard is posted at the entrance gate to control the number of vehicles entering the parking lot area. During those closures, the northerly "Hamilton" access will remain open. Check the District website at [lgvsd.org](http://lgvsd.org) for information prior to visiting.



So-called "flushable" wipes can cause problems in your plumbing, in the sewer system, and at the wastewater treatment plant.

Remember the three "P"s: **P**oop, **P**ee and (toilet) **P**aper are the only things that you should put in the toilet.

Continued on page 2...

"Biosolids" continued from page 1

The methane can also be used to fuel one of the District's vehicles.



Methane Gas Powered Microturbines

Once biosolids are produced, they are temporarily stored before they are spread onto a dedicated nine-acre area on District property, where they become part of the soil. This is a permitted, approved method of disposing of biosolids—but our goal is to treat them as a resource, not as a disposal issue.

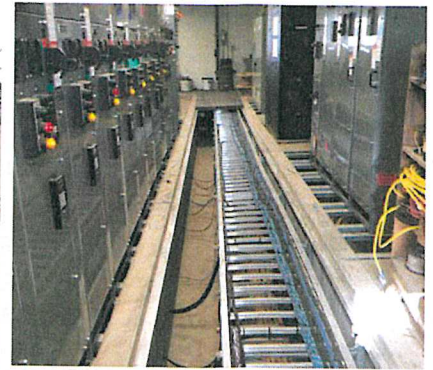
In keeping with District's philosophy of environmental sustainability, we are exploring ways to beneficially use the nutrient value of biosolids. There are potential alternatives to disposal—for example on certain crops biosolids can be applied to reduce the use of chemical fertilizer. Another option is to compost biosolids with locally-generated green waste to produce a high-quality compost product.

With the District's 300 acres of reclamation area, we expect to be able to accommodate some level of future biosolids use. We've already done a feasibility study that indicates we're going in the right direction with biosolids use — we're taking proactive steps that are widely acknowledged as responsible tools in wastewater utility management.

Our customers can be proud to know that the District's Board and management have their eye on implementing progressive, responsible operational improvements that will give us the ability to take full advantage of all the nutrient and energy value that biosolids have to offer.



New Internal Recycle Pump Station



New Electrical Building Equipment and Cable Trays

## Progress Continues on Secondary Treatment Plant Upgrade/Recycled Water Expansion Project

Since early 2019, the District has been working non-stop on the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. This massive improvement and modernization of the District's facilities is key to the District's overarching mission: protecting public health and the environment by providing effective wastewater collection, treatment, and recycling services. Construction is expected to continue into 2022.

and two secondary clarifiers, quadrupling the recycled water facility's capacity to over 5 million gallons per day, rerouting of a force main pipeline, and a lot of related work from electrical and utilities improvements, to on-site road realignment, and much more.

The events of 2020 were unprecedented, and very difficult for everyone. We're proud to say that despite 2020's challenges this critical upgrade project continues through all the obstacles of the pandemic, and we were able to complete and make significant progress on many major elements this year, including:

- Installation of the 16-inch diameter North Marin Municipal District recycled water distribution pipeline
- Completion of the PG&E undergrounding of overhead lines, installation of 16 electrical duct banks, and construction of a new electrical building
- Construction of the anoxic basin and aeration basin concrete structures
- Completion of the Pond Return Pump Station and the Bypass Control Structure
- Operational readiness testing of the deep bed filter pumps,



New Recycled Water Distribution Pump Station

Estimated to cost about \$62 million, this project represents an important and necessary investment in ensuring an enhanced, reliable, efficient water treatment facility and recycled water system, to serve the community today and in the future. The key elements of the project include expansion of the plant's secondary treatment capacity, construction of a new primary effluent pump station

Continued on page 4...

## Department Spotlight:

# Wastewater/Water Reuse Treatment Plant Operations

The District has a great deal of equipment, machinery, and systems that control the wastewater treatment process at the District's plant, including a lot of high-tech gear and automation. It takes more than equipment to accomplish these processes — it's the Wastewater/Water Reuse Treatment Plant Operations Department staff members who make it all work.

The treatment process is very complex, including physical screening/filtering of wastewater, settling processes, microorganism cleaning systems, anthracite coal filtration, and more. All of the water also goes through one of the District's two disinfection systems. These stages bring the water to a level suitable for safe discharge, either to the District's reclamation ponds (in summer), or to Miller Creek during the permitted winter periods of the year.

The future of the wastewater treatment industry is reuse. At Las Gallinas, a substantial portion of cleaned water is pumped to the District's recycled water plant for further treatment. There, the water goes through a process of pressurized membrane ultrafiltration, and UV light disinfection to inactivate any remaining pathogens. The resulting recycled water is then pumped to Marin Municipal Water District and North Marin Water District and is used by those agencies for irrigation of common areas, parks, and median strips, and other non-potable uses.

These plant operations are carried out by a small group of

dedicated staff members: five Wastewater Treatment Plant Operators, a Plant Operations and Maintenance Supervisor, an Environmental Services Director, a Laboratory Technician, and a Plant Manager. Together, the staff of the Wastewater/Water Reuse Treatment Plant Operations Department handles the processing of an average of over 1.6 million gallons of wastewater every day.

On a daily basis they review the current state of the plant's operations and various ongoing projects. The assigned "operator of the day" monitors and logs all plant activities and systems, and identifies any abnormalities. The staff typically deals with equipment calibrations, manages bulk chemicals, reviews and acts on reported issues, makes safety checks, and conducts routine maintenance. The laboratory staff performs the critical sampling and testing of water at various stages to ensure regulatory compliance of the treatment operations.

And, we are hiring! There is one vacant Wastewater Treatment Plant Operator position — more information on this job opening can be found on the District website.

Meet the staff of the Wastewater/Water Reuse Treatment Plant Operations Department:



**Mel Liebmann**  
*Plant Manager*



**Josh Binder**  
*Plant Operations and Maintenance Supervisor*



**John Bontrager**  
*Wastewater Treatment Plant Operator*



**Chris Campbell**  
*Wastewater Treatment Plant Operator*



**Ralph Loveless**  
*Wastewater Treatment Plant Operator*



**Norman Rogers**  
*Wastewater Treatment Plant Operator*



**Sahar Golshani**  
*Environmental Services Director*



**Elena Knuutti**  
*Laboratory Technician*



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,  
presently via Zoom  
teleconference

**District Administration**

Mike Prinz, General Manager

ECRWSS – Postal Customer

Printed on recycled paper using soy-based inks.

"Progress Continues" continued from page 2

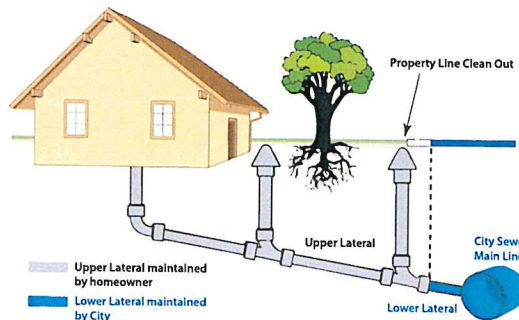
recycled water treatment facility  
filter feed pump station and  
membranes, and distribution  
pump station

The District is well-prepared to  
continue our efforts to move this  
project toward completion in 2022.  
Among the project goals as we  
continue into 2021 are:

- Complete the interim milestone for the production and delivery of recycled water
- Complete the Phase 1 milestone for the completion of the Secondary Treatment Process upgrades
- Commence Phase 2 with the demolition of the primary and secondary bio-filters
- Start on the construction of two new secondary clarifiers

This important project is really all about you—the people, businesses, and facilities we serve. Our goal is to offer the best, most efficient treatment and recycled water systems possible—this project improves the way we reach that goal.

## Save Money with the Sewer Lateral Assistance Program



Repair or replacement of a sewer lateral—the pipeline from a home to the main sewer line—is the responsibility of the property owner. The District's Sewer Lateral Replacement Assistance Program can help homeowners finance the work with a low interest (2%) loan for up to \$10,000. For more information, visit [lgvsd.org/doing-business/sewer-lateral-assistance](http://lgvsd.org/doing-business/sewer-lateral-assistance).



## Introducing Dale McDonald Administrative Services Manager

The District is happy to welcome Dale McDonald, the District's new Administrative Services Manager. In that role, he manages functions including accounting, budget, human resources, risk management, procurement, and administrative support, and also serves as the District's Chief Financial Officer. He joined the team here last September, coming to Las Gallinas from the Crockett Community Services District where he served for 10 years as General Manager. Prior to that, Dale worked in the private sector for EBIX, an e-commerce insurance software company. Dale holds a Bachelor's degree from San Francisco State University. He says he's thrilled to be part of the Las Gallinas team, and is enjoying helping the District in its important work on behalf of the community it serves. Welcome, Dale!



# Agenda Summary Report

---

To: Mike Prinz, General Manager *MP*  
From: Dale McDonald, Administrative Services Manager *DM*  
(415) 526-1519 [dmcDonald@lgvSD.org](mailto:dmcDonald@lgvSD.org)  
Meeting Date: December 22, 2020  
Re: Builder's Risk Insurance Proposal for STPURWE Project  
Item Type: Consent  Action  Information  Other   
Standard Contract: Yes  No  (See attached) Not Applicable

---

## STAFF RECOMMENDATION

Staff recommends that the Board authorize obtaining insurance coverage through Alliant Insurance Services, Inc. to provide Builder's Risk Insurance for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) Project for the term January 15, 2021 through July 30, 2022.

## BACKGROUND

Builder's risk insurance is a special type of property insurance which indemnifies against damage to buildings and infrastructure such as the STPURWE Project while they are under construction. Builder's risk insurance is "coverage that protects a person's or organization's insurable interest in materials, fixtures and/or equipment being used in the construction or renovation of a building or structure should those items sustain physical loss or damage from a covered cause."

Builders risk is a comprehensive insurance policy that covers all the parties involved in a project, including:

- general contractor,
- property owner,
- subcontractors, and
- banks funding construction.

If an unexpected accident happens during the course of construction, each of these parties could face a financial loss. Since there is only one builders risk policy covering a project, only one of the project participants is responsible for putting the policy in place.

While the District has property insurance through California Sanitation Risk Management Authority's Property Program that includes course of construction (builder's risk) insurance, the policy only covers projects up to \$25,000,000 in value. During review of insurance requirements for the California Infrastructure and Economic Development Bank ("IBank") Installment Sale Agreement it was discovered that a standalone builder's risk policy should have been secured for the STPURWE Project. Due to the fact that the IBank loan was obtained after the project was bid, this requirement was not known in advance.



Bid documents and the construction contract for the STPURWE Project specifically called out that builder's risk insurance was not required. As such, Meyers & Sons Construction, the general contractor awarded contract for the STPURWE Project, is not obligated to secure the additional insurance required.

Lacking proper insurance coverage could put the District at risk for significant financial loss should any damages to completed portions of the ongoing project occur. A builder's risk policy assures that the District will not have to pay for financial losses in the event of:

- *Damage to a Structure in Progress* - Builders risk can help with teardown, clean up, and restart of work should fire or vandalism destroy work that has already completed on the insured project.
- *Onsite Theft* – Builder's risk can help cover the losses from stolen tools, materials, equipment, or supplies from the project site. Deductible limits apply so primarily higher value items of theft are what would be covered.
- *Damage from Weather Events* – Builders risk helps cover losses from damages to structure, materials, and supplies caused by hailstorms, windstorms, and rainstorms during a build. This policy helps with costs for cleanup and repair of a non-severe weather event that may damage the insured project. Flood and earthquake are optional coverages and are outside the normal scope of covered weather events.

Construction on the STPURWE began in January 2019 and is approximately 55% complete. The proposed policy would provide coverage through the anticipated completion date of July 30, 2022.

Staff recommends obtaining insurance in the amount \$301,911, which excludes the Terrorism Risk Insurance Act (TRIA) premium and Flood premium with a \$100,000 deductible. Earth movement, with a premium of \$145,759, is included in the above total.

The Board can choose the recommendation by management to obtain Builder's Risk at insurance at the level suggested or the Board can choose to increase or decrease coverage as outlined on page 10 of the insurance proposal. The Board can also choose to forego any additional insurance.

The Builder's Risk Insurance Proposal dated December 14, 2020 from Alliant Insurance Services, Inc. is attached for Board review.

### **PREVIOUS BOARD ACTION**

On November 15, 2018, the Board awarded contract to Meyers & Sons Construction for construction of the Secondary Treatment Plant Update and Recycled Water Expansion project.

On December 13, 2018, the Board approved various resolutions which authorized the General Manager to submit a financial application to obtain \$12,000,000 from California Infrastructure and Economic Development Bank ("IBank") to partially fund the STPURWE Project. The Installment Sale Agreement was entered into on May 8, 2019.



## **ENVIRONMENTAL REVIEW**

N/A

## **FISCAL IMPACT**

Authorizing the General Manager to bind coverage would cost \$301,911 as proposed. The amount could be higher or lower depending on options the Board wished to exercise. Builder's Risk Insurance expense was not originally included in the project budget. Funding would have to come out of the existing STPURWE Project budget. Alliant has indicated that financing of the annual premium may be possible, but management does not recommend financing the premium.

Choosing not to bind coverage would mean that any unexpected accident that happens during the course of construction would be uninsured. Losses could be in the tens of millions of dollars if the accident is catastrophic. The policy limit would cover up to \$65,640,652 which includes physical loss to the insured project, delay in opening soft costs, and other sub-limits as outlined in the proposal.

The title "Las Gallinas Valley Sanitary District" is centered in the upper half of the page. It is overlaid on a photograph of a modern glass-walled building. The text is in a white, sans-serif font. The photograph shows a person walking on a balcony or walkway inside the building, with the glass reflecting the sky and other parts of the structure.

2020 – 2022

## Builder's Risk Insurance Proposal

Presented on December 14, 2020 by:

Seth Cole  
Senior Vice President

Alliant Insurance Services, Inc.  
100 Pine Street, 11th Floor  
San Francisco, CA 94111  
O 415 403 1400  
F 000 000 0000

CA License No. 0C36861

## Table of Contents

Company Profile .....	2
Alliant Advantage.....	3
Your Service Team.....	4
Named Insured / Additional Named Insureds.....	5
Schedule of Locations .....	6
Line of Coverage .....	7
Builder’s Risk Coverage.....	7
Disclosures .....	13
NY Regulation 194 .....	14
FATCA:.....	14
Claims Reporting:.....	14
NRRRA:.....	14
Changes and Developments.....	15
Certificates / Evidence of Insurance.....	15
Glossary of Insurance Terms .....	16
Request to Bind Coverage .....	17

## Company Profile

With a history dating back to 1925, Alliant Insurance Services is one of the nation's leading distributors of diversified insurance products and services. Operating through a national network of offices, Alliant offers a comprehensive portfolio of services to clients, including:

- Risk Solutions
- Employee Benefits
  - Strategy
  - Employee Engagement
  - Procurement
  - Analytics
  - Wellness
  - Compliance
  - Benefits Administration
  - Global Workforce
- Industry Solutions
  - Construction
  - Energy and Marine
  - Healthcare
  - Law Firms
  - Public Entity
  - Real Estate
  - Tribal Nations
  - And many other industries
- Co-Brokered Solutions
  - Automotive Specialty
  - Energy Alliance Program
  - Hospital All Risk Property Program
  - Law Firms
  - Parking/Valet
  - Public Entity Property Insurance Program
  - Restaurants/Lodging
  - Tribal Nations
  - Waste Haulers/Recycling
- Business Services
  - Risk Control Consulting
  - Human Resources Consulting
  - Property Valuation

The knowledge that Alliant has gained in its more than eight decades of working with many of the top insurance companies in the world allows us to provide our clients with the guidance and high-quality performance they deserve. Our solution-focused commitment to meeting the unique needs of our clients assures the delivery of the most innovative insurance products, services, and thinking in the industry.

Alliant ranks among the 15 largest insurance brokerage firms in the United States.

## Alliant Advantage

	Alliant	Competition
1. Satisfying the insurance needs of business for nearly 90 years	✓	
2. Privately owned and operated.	✓	
3. A full-service insurance agency for all your business, life and health, and personal insurance.	✓	
4. Representing over 40 insurance companies to provide the best and most affordable coverage.	✓	
5. State-licensed support staff.	✓	
6. Dedicated Certificate of Insurance personnel.	✓	
7. Risk management services to help identify hazards and present options.	✓	
8. Workers' compensation insurance claims management at no additional charge.	✓	

## Your Service Team

**Seth Cole**  
Senior Vice President  
[scole@alliant.com](mailto:scole@alliant.com)

Phone: 415 403 1419

---

**Myron Leavell**  
Assistant Vice President  
[mleavell@alliant.com](mailto:mleavell@alliant.com)

Phone: 415 403 1404

---

**Thary Ou**  
Assistant Account Manager  
[tou@alliant.com](mailto:tou@alliant.com)

Phone: 415 403 1433

---



## Named Insured / Additional Named Insureds

### Named Insured(s)

Las Gallinas Valley Sanitary District

### Additional Named Insured(s)

None

---

#### NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.

## Schedule of Locations

Loc #	Address	City	State	Zip
1	300 Smith Ranch Rd	San Rafael	CA	94903

## Line of Coverage

### Builder's Risk Coverage

**INSURANCE COMPANY:**

**A.M. BEST RATING:**

**STANDARD & POOR'S RATING:**

**CALIFORNIA STATUS:**

**POLICY/COVERAGE TERM:**

**Coverage Form:**

**Insured Project Name:**

**Coverage Perils:**

**Limits:**

**Sub-Limits:**

- A. Physical Loss To The Insured Project
- B. Delay in Opening (per Form Number ACE0729)
  - Loss Of Rental Income:
  - Loss Of Business Income:
  - Soft Costs/Additional Expenses:
    - Interest Expense On Construction Loans(s);
    - Advertising And Promotional Expense;
    - Legal And Accounting Fees;
    - Commissions Incurred Upon The Renegotiation Of Leases;
    - Fees For Licenses And Permits;
    - Insurance Premiums For Builders Risk Workers' Compensation And General Liability Insurance;
    - Real Estate Taxes And Assessments;
    - Project Administration Expense;
    - Other: Design Professional Fees

Illinois Union Insurance Company

A++ (Superior), Financial Size Category: XV (\$2 Billion or greater) as of December 11, 2019

AA (Very Strong) as of January 24, 2020

Non-Admitted

January 15, 2021 to July 30, 2022

Construction Risk Coverage Form - ACE0728 (10/15)

Las Gallinas Valley Sanitary District Treatment Upgrade

Direct physical LOSS subject to the terms, conditions and exclusions in the policy forms and as specified below.

\$ 65,640,652 Per Occurrence (100.00%)

\$ 54,317,641

\$ 11,323,011

520 Calendar Day- Period of Indemnity

NCP Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

\$ 11,323,011 Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

NCP Monthly Limit of Indemnity NCP

\$ 4,565,624 Monthly Limit of Indemnity NCP

\$ 6,757,387 Monthly Limit of Indemnity NCP

Builder's Risk Coverage - Continued

**Sub-Limits - Continued:**

C. Existing Property		NCP
D. Damage To Existing Property - Limited		NCP
E. Property In Transit Per Conveyance	\$	2,500,000
F. Temporary Off-Site Storage And Off-Site Staging Areas, Any One Location	\$	2,500,000
G. Expediting And Extra Expenses		20% of the insured physical Loss, or \$ 1,000,000 whichever is less
H. Debris Removal		25% of the insured physical Loss, or \$ 5,000,000 whichever is less
I. Trees, Shrubs And Plants	\$	100,000
J. Protection Service Charges	\$	100,000
K. Fire Protective Equipment Recharge	\$	100,000
L. Valuable Papers And Records	\$	100,000
M. Claim Preparation Expenses	\$	100,000
N. Protection Of Insured Property Pre-Loss	\$	100,000
O. Architects And Engineers Fees	\$	100,000
P. Office And Construction Trailers/Semi-Trailers And Their Contents	\$	100,000
Q. Ordinance Or Law	\$	5,000,000
R. Testing		Included
S. Business Personal Property	\$	100,000
T. Contract Penalty		NCP
U. Tower Crane Re-Erection Expense		NCP
V. Named Windstorm	\$	65,640,651
<b>Annual Aggregate Sub-limits of Insurance</b>		
A. Flood	\$	10,000,000 Per Occurrence
	\$	10,000,000 Annual Aggregate
B. Earth Movement	\$	10,000,000 Per Occurrence
	\$	10,000,000 Annual Aggregate
C. Pollution or Contamination Clean-Up	\$	100,000 Per Occurrence
	\$	100,000 Annual Aggregate
D. Limited Coverage For Fungus, Wet Rot, Dry Rot Or Bacteria	\$	50,000 Per Occurrence
	\$	50,000 Annual Aggregate

Builder's Risk Coverage - Continued

<b>Deductible:</b>	\$ 50,000	Direct Physical Loss in any one Occurrence except:
A. Loss In Any One Occurrence Caused By Or Resulting From Flood	\$ 250,000	
B. Loss In Any One Occurrence Caused By Or Resulting From Earth Movement	\$ 100,000	or
		5%
C. Loss In Any One Occurrence Caused By Or Resulting From Water Damage	\$ 250,000	
D. Loss In Any One Occurrence Caused By Or Resulting From Named Windstorm	\$ 50,000	
E. Loss In Any One Occurrence Caused By Or Resulting From Testing	\$ 50,000	
Delay In Opening – Waiting Period:		30 Calendar Days, Each Delay, except
A. Each Delay Caused By Or Resulting From Flood:		30 Calendar Days
B. Each Delay Caused By Or Resulting From Earth Movement:		30 Calendar Days
C. Each Delay Caused By Or Resulting From Named Windstorm:		30 Calendar Days
<b>Valuation:</b>		<ul style="list-style-type: none"> <li>• Property Under Construction – The cost to repair or replace the insured property lost or damaged with material of like kind and quality, less betterment, including contractor's reasonable profit and overhead not exceeding the percentages in the original contract. If the insured property is not repaired or replaced then direct physical LOSS shall be settled on the basis of ACTUAL CASH VALUE</li> </ul>
<b>Endorsement &amp; Exclusions:</b> (including but not limited to)		<ul style="list-style-type: none"> <li>• Delay in Opening Endorsement</li> <li>• Exclusion of Loss Due to Virus Bacteria or Microorganism That Induce Physical Distress Illness or Disease</li> <li>• Disclosure Pursuant to Terrorism Risk Insurance Act</li> <li>• Surplus Lines Broker Notice</li> <li>• California Surplus Lines Notification</li> </ul>

Builder's Risk Coverage - Continued

**Total Cost Excluding TRIA:**

\$ 340,469.00	Premium
\$ 10,214.07	CA Surplus Lines Tax (3%)
\$ 851.17	CA Stamping Fee (0.25%)
<b>\$ 351,534.24</b>	<b>Total Cost</b>

**Total Cost Including TRIA:**

\$ 340,469.00	Premium
\$ 10,214.00	TRIA Premium
\$ 10,520.49	CA Surplus Lines Tax (3%)
\$ 876.71	CA Stamping Fee (0.25%)
<b>\$ 362,080.20</b>	<b>Total Cost</b>

**Optional Coverage:**

**Remove Flood or Earth Movement Option**

If Insured decides not to purchase Flood, Earth Movement, they can chose to remove them below:

Flood Premium: \$37,445.00

Earth Movement Premium: \$145,759.00

**\$100,000 AOP, Named Windstorm & Testing Deductibles Option**

Total Cost Excluding TRIA:

\$ 328,674.00	Premium
\$ 9,860.22	CA Surplus Lines Tax (3%)
\$ 821.69	CA Stamping Fee (0.25%)
<b>\$ 339,355.91</b>	<b>Total Cost</b>

Total Cost Including TRIA:

\$ 328,674.00	Premium
\$ 9,860.00	TRIA Premium
\$ 10,156.02	CA Surplus Lines Tax (3%)
\$ 846.34	CA Stamping Fee (0.25%)
<b>\$ 349,536.36</b>	<b>Total Cost</b>

**Minimum Earned Premium:**

25%

## Builder's Risk Coverage - Continued

### Conditions:

- **Extension Of Term:**  
This Policy May Be Extended For A Period Not To Exceed (30) Days From The Original Expiration Date Shown Above, Subject To The Same Terms And Conditions In Effect At The Time Of The Extension, And Subject To A Pro-Rata Additional Premium, Exclusive Of Testing.
- **Note:** Premium Rates Applicable To Coverage During The Period Of June 1<sup>st</sup> Through November 30<sup>th</sup> (Named Windstorm Season) May Differ From Rates Applicable During The Period December 1<sup>st</sup> Through May 31<sup>st</sup>, And Additional Premium For Extensions Will Reflect Those Pricing Differences.
- The Testing Period May Be Extended For A Period Not To Exceed (0) Days From The Number Of Days For Testing Stated In V. Rates And Adjustment Above, Subject To The Same Terms And Conditions In Effect At The Time Of The Extension, And Subject To An Additional Premium Based Upon The Number Of Days Of The Extension Period.
- The Named Insured Must Request These Extensions In Writing And Receive Acceptance From The Company Prior To The Original Expiration Date Shown Above. If The Named Insured Does Not Provide The Aforementioned Written Extension Request(S), Coverage Shall Terminate On The Original Expiration Date Stated In This Policy.

**Quote Valid Until:**

January 24, 2021

**Policy Auditable:**

Per Policy

## Builder's Risk Coverage - Continued

### **Binding Conditions:**

- A written request to bind coverage
- All Surplus Lines Taxes / Fees are Fully Earned
- Signed TRIA
- Receive Construction Budget with itemized breakdown
- Receive Construction Schedule matching updated expiration date

**See Disclaimer Page for Important Notices and Acknowledgement**



## Disclosures

**This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.**

**Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.**

**This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.**

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6<sup>th</sup> Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [www.ambest.com](http://www.ambest.com). For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [www.standardandpoors.com](http://www.standardandpoors.com).

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

## NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

---

## Other Disclosures / Disclaimers

### FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

### Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

### NRRA:

The Non-Admitted and Reinsurance Reform Act (NRRA) went into effect on July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees must be promptly remitted to Alliant Insurance Services, Inc.

## Other Disclosures / Disclaimers – Continued

### Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another states, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

### Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

**See Request to Bind Coverage page for acknowledgment of all disclaimers and disclosures.**

## Glossary of Insurance Terms

Below are a couple of links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/UniversityResources/InsuranceGlossaryFREE.aspx>

<http://www.ambest.com/resource/glossary.html>

<http://www.irmi.com/online/insurance-glossary/default.aspx>

## Request to Bind Coverage

Las Gallinas Valley Sanitary District

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Builder's Risk <ul style="list-style-type: none"> <li>• \$50,000 AOP, Named Windstorm &amp; Testing Deductible Option               <ul style="list-style-type: none"> <li>○ Remove Flood Option</li> <li>○ Remove Earth Movement Option</li> </ul> </li> <li>• \$100,000 AOP, Named Windstorm &amp; Testing Deductible Option               <ul style="list-style-type: none"> <li>○ Remove Flood Option</li> <li>○ Remove Earth Movement Option</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Did you know that Alliant works with premium financing companies?  
Are you interested in financing your annual premium?**

<b>Yes, please provide us with a financing quote.</b>	<b>No, we do not wish to finance our premium.</b>
<input type="checkbox"/>	<input type="checkbox"/>

*This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.*

<b>Signature of Authorized Insured Representative</b>	<b>Date</b>
<b>Title</b>	
<b>Printed / Typed Name</b>	

**This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. *The actual terms and conditions of the policy will prevail.***



# Agenda Summary Report

**To:** LGVSD Board of Directors  
**From:** Mike Prinz, General Manager *MJP*  
 (415) 526-1511 mprinz@lgvsd.org  
**Meeting Date:** December 22, 2020  
**Re:** Request for Proposals for Legal Services  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

### STAFF RECOMMENDATION

Staff recommends that the Board direct staff to develop a draft a Request for Proposals (RFP) for legal services and provide the draft RFP to the Board for consideration at an upcoming Board meeting.

### BACKGROUND

As a public agency, the District has typical needs for legal counsel, however the workload to meet those needs is generally not sufficient to warrant employing in-house legal staff. The District has, therefore, contracted with outside counsel for a range of legal services for quite some time. The District reportedly retained Byers-Richardson to fulfill the role of District Counsel in November, 1992. Based on District invoice records, the Firm’s name in 1999 was McCracken, Byers & Haesloop LLP. This is the earliest reference to Legal Counsel in existing District invoice archives.

During early 2019, the then newly hired General Manager attempted to locate a copy of the Professional Services Agreement between the District and Byers-Richardson and discovered that neither Byers-Richardson nor District Staff could locate a copy of such an agreement.

On April 28, 2020 District Counsel proposed a fee agreement for the Board’s consideration at the May 7, 2020 Board Meeting. The Board unanimously approved the agreement without revision and made reference to the possibility of issuing an RFP in the future.

On November 5, 2020, the Board requested that staff bring an agenda item forward for the Board to consider issuance of an RFP for legal services.

District organizational structure indicates the District Counsel reports directly to the Board.

Board Policy B-160-20, describes a process by which Legal Counsel is selected and retained.



Staff developed the following potential list of Required Services and Qualifications/Experience for inclusion in an RFP in the event that the Board wishes to issue an RFP:

#### REQUIRED SERVICES

- a. Review Board meeting agendas for conformance with applicable law
- b. Attend regular Board meetings and special meetings as needed and advise on matters arising during the meeting
- c. Interpret laws, rulings and regulations for the District
- d. Examine legal matters to determine advisability of defending or prosecuting lawsuits
- e. When appropriate, represent the District in litigation including administrative and legal proceedings
- f. Advise the District concerning transactions of business involving internal affairs, directors, officers and relations with the general public
- g. Advise on, approve, and/or prepare District contracts
- h. Assist staff with Policy and Ordinance development and revision
- i. Obtain and manage special legal counsel services as needed for non-routine/unique issues
- j. Assist the General Manager regarding other personnel, labor and legal matters

#### REQUIRED QUALIFICATIONS/EXPERIENCE

- a. Public Contract Code and other laws applicable to public construction work contracts
- b. Contract law
- c. Construction related issues
- d. Local, Federal and State budgeting processes whereby various funds and projects are authorized and appropriated
- e. Ralph M. Brown Act compliance
- f. The California Public Records Act
- g. Conflict of Interest compliance
- h. Debt issuance and bond law
- i. Public service rate setting, with particular focus on Proposition 218 limitations
- j. Employee labor laws
- k. Litigation
- l. Planning
- m. Land Use
- n. Acquisition and Right of Way
- o. Regulatory experience pertaining to NPDES permitting, Title 22 reuse, Biosolids Management, Air Board Compliance, Stormwater Management
- p. Previous public sector experience

#### PREVIOUS BOARD ACTION

Board policy B-160 indicates an approval date of July 9, 2009. Resolution 2009-1872, which presumably created the original B-160 policy along with all other Board Policies, was approved on May 28, 2009.

The current agreement with Byers-Richardson was approved by the Board on May 7, 2020.



**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

Legal Services are included in each fiscal year's budget in an approximate amount of \$120,000, which may or may not change depending on the Board's decision regarding issuance of an RFP and the potential outcome of such a process.



AGENDA ITEM 7

**12/22/2020**

**PUBLIC COMMENT**

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

12/22/2020

## **BOARD MEMBER REPORTS**

### **CLARK**

NBWA Board Committee, Other Reports

### **ELIAS**

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

### **MURRAY**

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

### **SCHRIEBMAN**

JPA Local Task Force, NBWA Tech Advisory Committee,  
Other Reports

### **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



## 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.

**12/22/2020**

**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



California Special  
Districts Association  
*Districts Stronger Together*

Agenda Item 10  
Date December 22, 2020

CONTACT US SUPPORT



## New Laws Series, Part 9: CA Voting Rights Act Developments

By Kristin Withrow posted 20 hours ago

Follow ☆

0 LIKE

### ***Developments Concerning the California Voting Rights Act Could Affect Special District Elections***

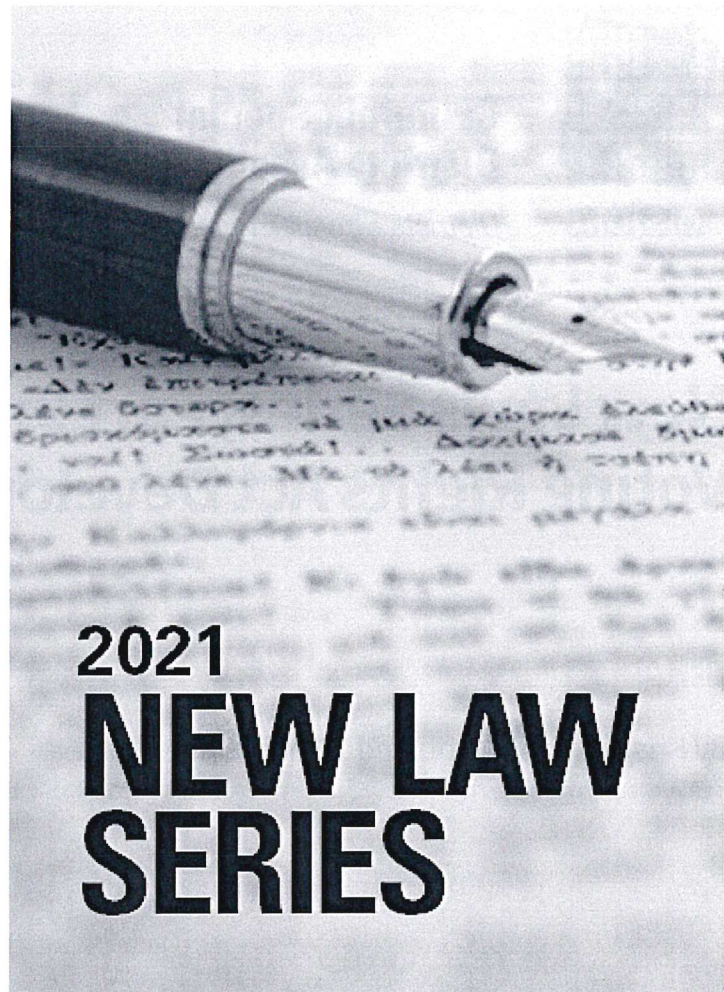
By Derek Cole, *partner of Cole Huber LLP*

The California Voting Rights Act (“CVRA”) is a well-known statute. Many special districts have responded in recent years to demands by potential CVRA litigants to convert to district elections.

The legislature did not make any changes to the CVRA in the recently concluded legislative session. But this year, there was a significant court decision interpreting the act. There was also an important development involving the 2020 Census that may affect how special districts respond to potential CVRA lawsuits.

**The *Santa Monica* Decision – On its Way to the Supreme Court**

In July, the Second District Court of Appeal issued a long-awaited decision regarding the City of Santa Monica's at-large elections. In 2018, a superior court had found the city's method of electing city council members violated the CVRA. In a favorable decision for special districts, the Court of Appeal reversed, finding the plaintiffs had not proven their case. *Santa Monica* is the first appellate court to address the CVRA's substantive requirements. The author of this article authored an amicus ("friend of the court") brief on behalf of CSDA and the League of California Cities (League) in support of Santa Monica.



Shortly thereafter, the plaintiffs petitioned the State Supreme Court to review the Court of Appeal's decision. Several influential parties sent "friend of the court," or "amicus," letters supporting the petition for review—including the former legislators who authored the CVRA and the current Secretary of State. CSDA and League filed a letter opposing Supreme Court review in an effort to preserve this helpful precedent for local governments.

Unfortunately, the Supreme Court granted review, leaving the Court of Appeal decision no longer binding as authority. This case now proceeds to the highest court in the state to determine the substantive requirements that must be met by a plaintiff to prevail in a CVRA case. The Supreme Court has asked the parties to brief the following issue: What must a plaintiff prove in order to establish vote dilution under the California Voting Rights Act?

The Court of Appeal in *Santa Monica* confirmed that CVRA plaintiffs must prove vote dilution *in addition* to racially polarized voting. The latter element—bloc voting that occurs when a protected class prefers candidates other voters do not—is a well-known requirement of the CVRA. But whether plaintiffs are also required to demonstrate vote dilution has been disputed. Vote dilution occurs when an election method impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election, as a result of the dilution or abridgement of the rights of voters who belong to a protected class.

In concluding proof of dilution was required, the Court of Appeal focused on the language of several CVRA sections. It observed that the legislature had referred to vote dilution and racially polarized voting together throughout the act. In multiple sections, the legislature used phrases that referred to both elements combined with the conjunctive, “and.” Because of the use of these phrases, the appellate court believed the language of the CVRA is clear in requiring proof of vote dilution *and* racially polarized voting.

Also of importance, the Court of Appeal held that the plaintiffs’ evidence did not offer sufficient proof of vote dilution. The court observed the protected class in the case would only make up 30% of one city-council district if the city switched to district elections. Compared to the 14% population of the protected class citywide, the court found this increase too small to meaningfully change the results of city elections.

Overall, *Santa Monica* is significant because it remains to be seen whether the California Supreme Court will confirm that vote dilution is a required element of proof in CVRA cases and that plaintiffs must show the change to district elections would meaningfully enhance protected-class voting power.

## **The Delay of 2020 Census Data**

Another development affecting the CVRA is the likely delay in the release of the 2020 Census data. Because of the COVID-19 pandemic and the need to protect the health of census workers, the United Census Bureau has been slowed in completing this year's census activities. As a result, the release of the census data that will be used to establish electoral districts for the next decade will be delayed. Whereas census data has usually been available to local governments in February or March following previous census years, such data may not be available next year until the summer.

The deadline for implementing district-based, or by-division, elections for the 2020 election cycle has passed. Special districts that have not yet converted to district-based elections, but that receive a written demand to do so, would implement district-based elections beginning with the 2022 election cycle. However, because of the delay in receiving 2020 Census data, the question arises as to what happens if a demand for district-based elections is received sometime before next summer, when the new census data is released.

By law, electoral districts must be drawn based on the data from the last decennial census. For this reason, special districts that receive demands to convert to district-based elections before the release of the 2020 Census data may—under a literal reading of Elections Code section 10010—have to complete the conversion process using 2010 Census Data. But if they do this, they would have to shortly undergo the *redistricting* process required by state law. Under Elections Code section 22000, every special district that has established district-based elections must redistrict to adjust district boundaries following the most recent census.

Because candidates could not start running in newly established district-based elections until 2022, it makes little practical sense to convert to district-based elections in the next several months, when only 2010 Census data would be available. Although the redistricting process is not as extensive as the initial districting process—only one public hearing is required to redistrict, while five hearings are required for initial creation of electoral districts—it still is wasteful for agencies to undergo the initial process using population data from a decade ago.



The most logical response to this dilemma is to suspend Election Code section 10010 timelines until the 2020 Census data are published. But unfortunately, the State Legislature has not yet seen fit to make such a change.

Since March, special districts have at least been able to rely on two of the Governor's executive orders suspending Elections Code section 10010 deadlines in light of the COVID-19 public-health emergency. These orders remain in effect as of this writing. But once they expire or are rescinded, special districts may face the prospect of having to wastefully create electoral districts using 2010 Census Data before or during the first half of 2021.

*This article was written by Derek Cole, Partner of Cole Huber LLP, as part of CSDA's New Laws Series, where experts explain recently enacted laws and how they will impact special districts moving forward. He specializes in municipal law and has advised municipal clients on several matters involving the California Voting Rights Act. This article is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues, and attorneys should perform an independent evaluation of the issues raised in these materials.*

*Missed Part 1? Read it now: [Water Districts Must Complete Federal Risk & Resilience Assessment and Emergency Response Plan](#)*

*Missed Part 2? Read it now: [COVID-19 Paid Sick Leave and Family/Medical Leave Rights Expanded for Special District Employees](#)*

*Missed Part 3? Read it now: [California Mandates COVID-19 Exposure Notification Requirements for Public Employers Starting January 1, 2021](#)*

*Missed Part 4? Read it now: [AB 5 Independent Contractor Law Adjusted for Special Districts](#)*

*Missed Part 5? Read it now: [COVID-19 Workers' Compensation Presumption Under SB 1159](#)*

*Missed Part 6? Read it now: [Constitutional Clarifications Support District Discretion on Ratemaking](#)*

*Missed Part 7? Read it now: [Special Districts Ability to Issue Securitized Limited Obligation Notes Reinstated](#)*

*Missed Part 8? Read it now: [The Brown Act Meets Social Media: What Public Officials Can and Cannot Post on Social Media Under the Recently Enacted AB 992](#)*

#FeatureNews

0 comments

297 views

## Permalink

<https://www.csdanet.net/blogs/kristin-withrow1/2020/12/07/developments-concerning-the-cvra>

  
**FIND IT FAST**  
1112  
"I"  
Street,  
Suite  
200  
Sacramento  
CA,  
95814  
877.924.2732  
|  
916.442.7887

**CALIFORNIA SPECIAL DISTRICTS ALLIANCE**  
