



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
Robert Ruiz,
Administrative Services Manager

BOARD MEETING AGENDA

May 16, 2019

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

Estimated
Time

3:00 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.

CLOSED SESSION:

3:05 PM

- 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code Section 54957.
- 3. CONFERENCE WITH LABOR NEGOTIATORS –** Agency designated representatives: General Manager and Administrative Services Manager; Unrepresented employees: Administrative Services Manager, Collection System/Safety Manager, District Engineer, Plant Manager, pursuant to Governmental Code Section 54957.6
- 4. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION –** Significant exposure to litigation pursuant to Paragraph (2) of Subdivision (d) of Government Code Section 54956.9: Two Potential Cases.

OPEN SESSION:

4:30 PM

1. PUBLIC COMMENT

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

4:35 PM

2. 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 April 25, 2019
- B. Approve the Warrant List for May 16, 2019
- C. Approve Board Compensation for April 2019
- D. Approve Craig Murray attending Stanford Sustainability Webinar May 11, 2019 and Fact-Finding Tour in Denmark June 10-15, 2019.
- E. Approve July Board Meeting Schedule Modification
- F. Approve Job Description and Pay Level of Skilled Maintenance Worker I/II
- G. Approve Bid Award – For Providing Services for Biosolids Removal and Surface Injection (1,000,000 Gallons Minimum) During Fiscal Year 2019-2020
- H. Approve Notice of Completion and Resolution 2019- 2161 Accepting the Miscellaneous Roof Replacement
- I. Approve Notice of Completion and Resolution 2019- 2162 Accepting the Quail Hill CIPP Sewer Rehabilitation
- J. Approve Notice of Completion and Resolution 2019-2163 Accepting the Sewer Main Rehabilitation 2018
- K. Approve Will Serve Letter for APN 180-410-07, 101 McInnis Pkwy Embassy Suites
- L. Approve Amendment to Memorandum of Understanding Dated July 1, 2014 to June 30, 2019 between Las Gallinas Valley Sanitary District and Operating Engineers Local 3 and to authorize the General Manager to execute the Amendment.
- M. Approve Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite (12.5% Concentration) during the twelve-month period of July 1, 2019 – June 30, 2020
- N. Approve Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite (25% Concentration) during the twelve-month period of July 1, 2019 – June 30, 2020
- O. Approve Changes to the Board Compensation policy B-60 Board Member Compensation and Resolution 2019-2164 Approving a Revised Policy for B-60 Board Compensation

Possible expenditure of funds: Yes, Items B,C,D, F,G,L, M and N.

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

4:50 PM

3. REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION

Board to review and approve a Request for Proposals for Construction Management Services Secondary Treatment Plant Upgrade and Recycled Water Expansion.

- 5:15 PM 4. APPROVE CONTRACT AMENDMENT 6 TO AQUA ENGINEERING**
Board to review and approve Contract Amendment 6 to Aqua Engineering.
- 5:20 PM 5. REVIEW OF PRELIMINARY BUDGET**
Staff to present the following proposed budgets for the fiscal year July 1, 2019 to June 30, 2020.
- A. Revenue Budget
 - B. Operation and Maintenance Budget
 - C. Capital Outlay Budget
 - D. Debt Service Budget
 - E. Reserve Budget
- Staff recommendation: Additional review of preliminary FY 2019-20 budget in advance of consideration at the June 6th Public Hearing.
- 5:50 PM 6. INFORMATION ITEMS:**
- A. STAFF/CONSULTANT REPORTS:
 - 1. General Manager Report – Verbal
- 6:00 PM 7. BOARD REPORTS:**
- 1. LAFCO - Verbal
 - 2. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
 - 3. JPA Local Task Force on Solid and Hazardous Waste – Verbal
 - 4. Flood Zone 7 - Verbal
 - 5. NBWA – Verbal
 - 6. NBWRA/North Bay Water – Verbal
 - 7. Engineering Subcommittee – Verbal
 - 8. Other Reports – Written – Murray - EPA Office of Community Revitalization’s Strategies for Food Systems, Health, and Economic Development
- 6:20 PM 8. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests - Verbal
- 6:25 PM 9. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**
- 6:30 PM 10. ADJOURNMENT**

11. FUTURE BOARD MEETING DATES – MAY 21, JUNE 6, AND JUNE 20, 2019

AGENDA APPROVED:	Craig K. Murray, Board President	Pat Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before May 13, 2019 at 3:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held May 16, 2019 at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: May 13, 2019



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, 300 Smith Ranch Road, San Rafael.

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

MINUTES OF APRIL 25, 2019

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON APRIL 25, 2019 AT 4:31 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN
5 RAFAEL, CALIFORNIA.

6
7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, C. Murray, and J. Schriebman

8
9 **BOARD MEMBERS ABSENT:** C. Yezman

10
11 **STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District
12 Secretary; Robert Ruiz, Administrative Services Manager

13
14 **OTHERS PRESENT:** David Byers, District Counsel;

15
16 **ANNOUNCEMENT:** President Murray announced that the agenda had been
17 posted as evidenced by the certification on file in
18 accordance with the law

19
20 **PUBLIC COMMENT:** None.

21
22 **ADJOURNMENT:**

23
24 **CONSENT CALENDAR:**
25 These items are considered routine and will be enacted, approved or adopted by one motion unless a request for
26 removal for discussion or explanation is received from the staff or the Board.

- 27 A. Approve the Board Minutes for April 11 and April 12, 2019
- 28 B. Approve the Warrant List for April 25, 2019
- 29 C. Approve Murray request to attend Managing Water in a Changing Climate April 22, 2019
- 30 D. Approve Order of the Board that publication of Ordinance 176 has occurred

31
32 **ACTION:**
33 Board approved (Schriebman/Clark 4-0-1-0) the Consent Calendar items A through D.

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

39
40 Schriebman asked Byers to research if the amending of Title 2, Chapter 1 (Capital Facilities Charge) and
41 the amending of Title 1, Chapter 7 (CUCCAC) needs to be done every year.

42
43 **PROPOSED ORDINANCE 177 AN ORDINANCE AMENDING TITLE 2, CHAPTER 1 SANITARY CODE**
44 **OF THE LAS GALLINAS VALLEY SANITARY DISTRICT – CAPITAL FACILITIES CHARGE**

45 Board reviewed the proposed Ordinance 177 – An Ordinance Amending Title 2, Chapter 1 Sanitary
46 Code of the Las Gallinas Valley Sanitary District which will update the capital facilities charge
47 based on the inflationary adjustment as provided for in the Ordinance. Board set a Public Hearing
48 date for Ordinance No 177, An Ordinance Amending Title 2, Chapter 1 Sanitary Code of the Las
49 Gallinas Valley Sanitary District.

56 **ACTION:**
57 Board approved (M/S Schriebman/Clark 4-0-1-0) setting a Public Hearing for Ordinance 177, An
58 Ordinance Amending Title 2 Chapter 1 of the Ordinance Code of the Las Gallinas Valley Sanitary District
59 on June 20, 2019

60 AYES: Clark, Elias, Murray, and Schriebman.
61 NOES: None.
62 ABSENT: Yezman.
63 ABSTAIN: None.
64

65 **PROPOSED ORDINANCE 178 AN ORDINANCE AMENDING TITLE 1, CHAPTER 7 SANITARY CODE**
66 **OF THE LAS GALLINAS VALLEY SANITARY DISTRICT – THE CALIFORNIA UNIFORM**
67 **CONSTRUCTION COST ACCOUNTING COMMISSION (CUCCAC)**

68 Board reviewed the proposed Ordinance 178 – An Ordinance Amending Title 1, Chapter 7 to the
69 Ordinance Code of the Las Gallinas Valley Sanitary District to provide informal bidding procedures
70 under the Uniform Public Construction Cost Accounting Act. Board set a Public Hearing date for
71 Ordinance No 178 – An Ordinance Amending Chapter 7 of Title 1 to the Ordinance Code of the Las
72 Gallinas Valley Sanitary District to provide informal bidding procedures under the Uniform Public
73 Construction Cost Accounting Act on June 20, 2019.

74 **ACTION:**
75 Board approved (M/S Clark/Schriebman 4-0-1-0) setting a Public Hearing for Ordinance 177, An
76 Ordinance Amending Title 2 Chapter 1 of the Ordinance Code of the Las Gallinas Valley Sanitary District
77 on June 20, 2019.

78
79 AYES: Clark, Elias, Murray, and Schriebman.
80 NOES: None.
81 ABSENT: Yezman.
82 ABSTAIN: None.
83

84 **CONSTRUCTION DISRUPTIONS TO RECLAMATION AREA ACCESS**

85 Board and staff discussed construction disruptions to the reclamation area.
86

87 **INFORMATION ITEMS:**

88 **STAFF / CONSULTANT REPORTS:**

- 89 1. General Manager Report – Verbal – Prinz reported.
- 90 2. Informational - LGVSD Paid Memberships – Prinz and Ruiz reported.
- 91 3. Contract with ILS Associates, Inc for Overflow Parking Design of Secondary Treatment Plant Upgrade and
92 Recycled Water Expansion – Prinz reported.
- 93 4. Pump Station Submersible Pump Purchase – Prinz reported.
- 94 5. Reclamation Irrigation Pump Overhaul – Prinz reported.
- 95 6. Bulk Polymer Purchase – Prinz reported.

96
97 Byers left at 6:03 pm.
98

99 **BOARD REPORTS:**

- 100 1. LAFCO – Verbal – Murray reported
- 101 2. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
- 102 3. JPA Local Task Force on Solid and Hazardous Waste – Verbal – no report.
- 103 4. Flood Zone 7– Verbal – no report.
- 104 5. NBWA
105 Board Committee – Verbal – no report.
106 Executive Committee – Verbal – no report.
107 JTC – Written– Schriebman reported.
- 108 6. NBWRA /North Bay Water – Verbal – Elias reported.
- 109 7. Engineering Subcommittee – Verbal – Elias reported.
- 110 8. Other Reports – Written– CASA EPA MTG April 15th Summary – Murray reported.

- 111 **BOARD REQUESTS:**
112 A. Board Meeting Attendance Requests – Via Consensus, (M/S Schriebman/Elias 4-0-1-0), the Board
113 approved Elias attending the NBWRA USBR Tour on May 2, 2019 and Murray attending the Fact-
114 Finding Tour to Denmark June 10-15, 2019.
115 B. Board Agenda Item Requests – none.
116

117 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**
118 Discussion ensued.
119

120 **ADJOURNMENT:**
121

122 **ACTION:**
123 Board approved (M/S Elias/Murray 4-0-1-0) the adjournment of the meeting at 7:15 pm.
124

- 125 AYES: Clark, Elias, Murray and Schriebman.
126 NOES: None.
127 ABSENT: Yezman.
128 ABSTAIN: None
129

130 The next Board Meeting is scheduled for May 16, 2019 at the District Office.
131

132
133 **ATTEST:**
134

135
136 _____
137 Teresa Lerch, District Secretary
138

139
140 **APPROVED:**
141
142
143 _____
144 Craig K. Murray, Board President
145

146 **SEAL**

5/16/2019
Warrant List for May 16, 2019
Agenda Item 2B

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

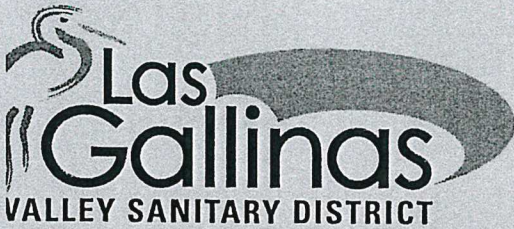
Agenda Item 2C
Date May 16, 2019

Apr-19

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	4
Rabi Elias	5
Craig Murray	6
Judy Schriebman	5
Crystal Yezman	<u>3</u>
Total	<u><u>23</u></u>

Meeting Date: 5/16/2019
Paydate 5/10/2019



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: APRIL 2019

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
4-11	REG.	X	
4-12	Special - Budget Workshop	X	
4-25	REG.	X	
TOTAL		3	

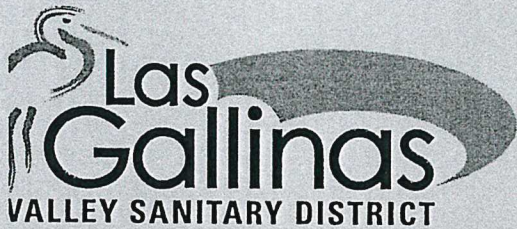
OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4-5	NBWA	X	
TOTAL		1	

Total Meetings for which I am Requesting Payment: 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
Robert King
Approved By/ Date

4-25-19 Date
5-7-19 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: April 2019

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
4/11/19	Regular meeting	✓	
4/25/19	Regular meeting	✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/12/19	Budget hearing special	✓	
4/17/19	Engineering committee	✓	
4/22/19	NBWRA meeting	✓	
TOTAL		3	

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

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
Rabi Elias
Approved By/Date

4/25/19
Date
5-7-19
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: April 2019

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
4/11/19	Board Meeting	X	
4/12/19	Special Meeting – Budget Workshop	X	
4/25/19	Board Meeting	X	
TOTAL		3/3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/1,18/19	General Manager Coordinating Meeting		XX
4/2/19	Marin County Superior Court – Jury Duty Service		X
4/3/19	RCAC Wastewater Disinfection Webinar	X	
4/3/19	City of San Rafael Bicycle Pedestrian Advisory (BPAC) Committee (Merrydale Pump Station, N.Merrydale Promenade, SMART Parking)		X
4/9/19	CCLR – The Color of Law: A Conversation about Segregation and Environmental Racism with Author Richard Rothstein		X
4/14,15,20,28/19	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 4/14: 2.5 hours; 4/15: 0.5 hours; 4/20: 1.0 hours; 4/28 2.0 Hours		XXXX
4/17,24/19	LAFCo Chair, Vice Chair, Interim EO Coordination Meeting		XX
4/10/19	ICMA Coaching Program – Ethics in Action – When It's Your Duty To Say "No"	X	
4/11/19	Marin County LAFCo – Regular Meeting		X
4/13/19	University of California, Earth and Planetary Science, McCone Hall, How Global Warming Works, William Boos, EPS Associate Professor		X
4/15,29/19	CASA Executive Board Nominating Committee		XX
4/16/19	Marin Special Districts Council. Formation Coordinating First Meeting, CSDA Colleen Haley.		X
4/22/19	Public Policy Institute of California, Managing Wastewater in a Changing Climate, Sacramento	X	2C.4



300 Smith Ranch Road, San Rafael, CA 94903

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

BOARD MEMBER ATTENDANCE FORM

4/24/19	EPA TAB Webinar Strategies for Food Systems, Health & Economic Development. Healthy Places for Healthy People (HP2) Programs.		X
4/25/19	CASA Air Quality, Climate Change, & Energy (ACE) Workgroup Meeting		X
4/28/19	Congressional Town Hall Meeting – Dominican College, San Rafael		X
TOTAL		3/22	

Total Meetings for which I am Requesting Payment/Approved: Board Members maximum of six (6) per Health & Safety Code §4733	6/25
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I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

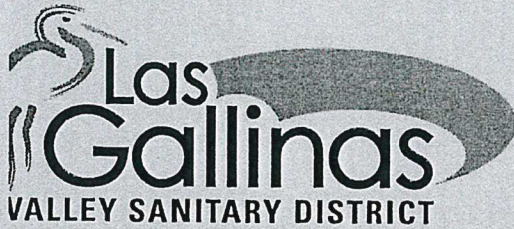
Signature

May 1, 2019

Date

Approved By/ Date

Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Judy Schneidman Month: April 2019

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
4/11	Reg mtg	✓	
4/12	budget mtg	✓	
4/25	Reg mtg	✓	
TOTAL		3 = 3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/3/	JPA LTF Solid waste	✓	
4/3	SWC		✓
4/4	Lobbying seminar	✓	
TOTAL		2 = 3	

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

Judy Schneidman
Signature

4-29-19
Date

Approved By/ Date

Pay Date



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

**BOARD MEMBER ATTENDANCE
 FORM**

Director's Name: C. Yezman Month: April 19

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
4/11/19	Regular Board Meeting	X	
4/12/19	Special Board Meeting	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/17/19	Engineering Subcommittee Meeting	X	
TOTAL		1	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	3
---	----------

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]
 Signature

5/3/19
 Date

 Approved By/ Date

 Pay Date

AGENDA ITEM 2D
DATE May 16, 2019



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 5/9/19 Name: MURRAY, CRAIG K.

I would like to attend the SUSTAINABILITY WEBINAR Meeting
of STANFORD CENTER FOR PROFESSIONAL DEVELOPMENT

To be held on the 9TH day of MAY from 10 a.m. / p.m. to
9TH day of MAY from 11 a.m. / p.m.

Actual meeting date(s): MAY 9, 2019

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

Purpose of Meeting: RESEARCH IN PUTTING SUSTAINABILITY INTO
PRACTICE: HOW AND WHY SUCCESSFUL ORGS. EMBRACE SUSTAINABILITY

Other meeting attendees: _____

Meeting relevance to District: SUSTAINABILITY SYSTEMS, CHANGES

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): 0

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.

Craig Murray

From: Stanford Center for Professional Development <scpd-sustainability@lists.stanford.edu>
Sent: Thursday, May 09, 2019 8:02 AM
To: Craig Murray
Subject: Starting Soon - Putting Sustainability into Practice

Stanford | Center for
Professional Development

Webinar Today

Hello Craig,

Thank you for registering to attend **Putting Sustainability into Practice: How and Why Successful Organizations Embrace Sustainability.**

This webinar will take place from **10:00-11:00 am PDT.**

Webinar Access: [Click here to watch the live session](#)

Presented by the Strategies for Sustainability Program.

Thanks,

The Stanford Center for Professional Development Team
scpd-sustainability@lists.stanford.edu | 650-204-3984

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DATE 4/25/2019



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 4/26/19 Name: MURRAY, CRAIG K.

I would like to attend the CONSULATE OF DENMARK Meeting of WWTPs

To be held on the 10th day of JUNE from 8 a.m. / p.m. and returning on 15th day of JUNE from 5 a.m. / p.m.

Actual meeting date(s): 6/10-15/19

Purpose of Meeting: DANISH TECHNOLOGY + APPROVAL TO WWTP + RELATED SYSTEMS.

Frequency of Meeting: ix

Estimated Costs of Travel (if applicable): FLIGHT ~ \$2,000.

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

For Office Use Only

Request was Approved Not Approved at the Board Meeting held on _____.



Consent 2E
Staff/Consultant Reports _____
Agenda Item _____
Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Teri Lerch, District Secretary
Mtg. Date: May 16, 2019
Re: July Board Meeting Schedule Modification

BACKGROUND:

The District Board Meetings are regularly scheduled on the first and third Thursday of each month. Occasionally, Special Meetings are scheduled or Board Meetings need to be cancelled and rescheduled to accommodate scheduling conflicts.

The Fourth of July holiday falls on the first Thursday of July. The General Manger will be on vacation the first week of July (July 1-6).

Staff requests the cancelling of the July 4th Board Meeting. The next scheduled Board meeting is July 18, 2019.

STAFF RECOMMENDATION:

Board approve cancelling the July 4th Board meeting.

FISCAL IMPACT:

N/A

PERSON TO BE NOTIFIED:

Public noticing in accordance with District policy and as required under the Brown Act.



Consent 2F
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: May 16, 2019
Re: Job Description and Pay Level of the Skilled Maintenance Worker I/II.

BACKGROUND:

The labor force of the Operations and Collections Divisions is being stretched too thin to maintain operational efficiency and staff safety. Maintenance of the plant grounds, reclamation areas and District buildings rely on staff who are who are only able to keep up with their regular operational duties. Due to these factors, maintenance duties are currently performed on an infrequent and irregular basis. The addition of this new position is a start to alleviate this burden, so that infrequent repairs and general maintenance can be scheduled on a regular basis.

This position is being requested to replace the vacant Building and Grounds Maintenance position and is being budgeted at the level of a Skilled Maintenance Worker II. The Fiscal Year 19/20 budget includes a Skilled Maintenance Worker I. Both positions are deemed necessary for District maintenance needs.

Pay level:
 Skilled Maintenance Worker I: \$5,556.20 to \$6,753.59 (\$66,674.40 to \$81,043.08 Annually)
 Skilled Maintenance Worker II: \$6,753.59 to \$8,209.24 (\$81,043.08 to \$98,510.88 Annually)

Please note that the Maintenance Worker II pay ranges are within the pay scale as suggested by the Koff & Associates analysis.

Evaluation of additional maintenance needs will be included in the Strategic Plan Goal 5 work, which is currently in progress.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the job description and pay level for the Skilled Maintenance Worker I/II positions.

FISCAL IMPACT:

The costs for this position are currently in both the 2018-19 and the Proposed 2019-2020 Budgets as indicated previously.

PERSON(S) TO BE NOTIFIED:

N/A

SKILLED MAINTENANCE WORKER I/II

DEFINITION

Under immediate to general supervision, learns and performs skilled trades duties in the fields of electrical, electronic, mechanical, plumbing, painting, carpentry, welding, landscaping, and concrete work maintenance to undertake the installation, alteration, repair, and construction of treatment and pumping plant equipment and facilities; assists in developing and overseeing projects for installation, maintenance, and repair activities; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Division Manager or such staff as designated by Division Manager.

CLASS CHARACTERISTICS

Skilled Maintenance Worker I is the entry-level class in the Skilled Maintenance Worker class series responsible for ensuring that equipment and systems operate effectively and are maintained in a safe and effective working condition. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Skilled Maintenance Worker II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Skilled Maintenance Worker II is the full journey-level class in the Skilled Maintenance Worker class series responsible for performing the full range of duties required to ensure that equipment and systems operate effectively and are maintained in a safe and effective working condition. Incumbents are expected to work independently and exercise judgment and initiative, may provide oversight of contractors on assigned projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions at the Skilled Maintenance II level are normally filled by advancement from skilled Maintenance I level; progression to the Skilled Maintenance II level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Skilled Maintenance II level.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Installs, modifies, and repairs wastewater mechanical treatment and pumping plant equipment and facilities.
- Assists in developing and overseeing projects for installation, maintenance, and repair activities; develops specifications, including electrical and mechanical design components, equipment, and parts, and reviews submittals; directs contract work as assigned and inspects the work of contractors in progress and upon completion.
- Installs and modifies electrical, electronic circuitry, and systems used to monitor and control plant processes and equipment.
- Troubleshoots, repairs, and maintains electrical and electronic systems that include a variety of equipment and circuitries such as generators, motors and controllers, variable speed drives, laboratory equipment, data communications equipment, two-way base radio stations, repeaters, mobile stations, portable and telemetry stations.
- Troubleshoots, repairs, and maintains mechanical devices and equipment such as valve actuators, clarifier drives, flocculators, grit chambers, hoists, air conditioning units and hydraulic systems; installs odor control units, pumps, pipelines and related fittings, ventilation ducts, shelving, stairways, and electrical conduit.
- Cleans, services, and paints equipment, machinery, structures, pipelines, and related appurtenances.
- Responsible for maintaining the District's reclamation facilities and equipment, including but not limited to; pasture land irrigation equipment, reclamation pump station, sludge lagoon supernatant pump station, solar photovoltaic panel arrays and inverters, levee road surfaces, slope vegetation, public trail signs and seating areas.
- Operates Heavy equipment including; forklift, overhead cranes, and hoists, tractor with attachments, back hoe, skip loader, 1 ton crane truck, and occasional leased equipment as needed.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Reads and interprets specifications, diagrams, manuals, and other documentation.
- Enters appropriate data into computer systems such as CMMS to ensure preventative maintenance information is utilized and to maintain accurate records of work performed and materials and supplies used.
- Performs confined space entry.
- As assigned, may direct the work of contractors and others on a project basis.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Skilled Maintenance Worker I may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Methods, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical, electronic, and mechanical equipment used in wastewater treatment and pumping facilities, including radios, telemetry equipment, and communications equipment.
- Elements of the National Electrical Code relevant to work performed.
- Techniques for troubleshooting complex equipment problems and estimating time, equipment, and materials to effect repairs.
- Regulations governing maintenance and operation of radios and telemetry.
- A diverse range of digital communications systems related to the work.
- Principles and practices of welding.

Job Description: Skilled Maintenance Worker

Approval Date: May 16, 2019

Revision Date: N/A

Page 2

- General principles and practices of wastewater treatment.
- Occupational hazards and safety precautions related to job assignments including confined space entry.
- Principles and practices of recordkeeping,
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform a diverse range of skilled tasks in the implementation of a comprehensive preventive maintenance and repair program for equipment and structures found in a wastewater treatment plant and related facilities in trades areas such as electrical, electronic, mechanical, plumbing, painting, carpentry, welding, and concrete work.
- Interpret electrical and mechanical diagrams, blueprints, and electronic schematic diagrams.
- Troubleshoot and repair complex equipment problems and determining time, materials, and supply requirements.
- Make accurate mathematical calculations.
- Exercise independent judgment in work performed.
- Maintain accurate records of work performed.
- Develop estimates of materials, supplies, and equipment required for jobs and requisition necessary parts and supplies.
- Inspect, coordinate, and oversee work done by outside contractors.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Education

Skilled Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience

Skilled Maintenance Worker I: Two (2) years of experience in the maintenance and repair of electrical, electronic, mechanical equipment, instrumentation, and communication systems such as those found in a wastewater treatment plant OR possession of a Grade I Mechanical Technologist Certificate issued by the California Water Environment Association.

Skilled Maintenance Worker II: Four (4) years of progressively responsible experience in the maintenance and repair of electrical, electronic, mechanical equipment, instrumentation, and communication systems such as those found in a wastewater treatment plant

License and Certifications:

Skilled Maintenance Worker I:

- Must obtain a California Water Environment Association Grade I Electrical Instrumentation Technologist Certificate or Grade I Mechanical Technologist Certificate is desirable.

Skilled Maintenance Worker II:

- Possession of a California Water Environment Association Grade I Electrical Instrumentation Technician Certificate or a Grade I Mechanical Technologist Certificate is required. A California Water Environment Association Grade II Electrical Instrumentation Technician Certificate or a Grade II Mechanical Technologist Certificate is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard wastewater treatment plant; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a wastewater treatment plant and field environments and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for regular and emergency standby and weekend assignments and to be called-back and work emergency overtime as required.

Las Gallinas Valley Sanitary District
Job Description

POSITION: BUILDINGS AND GROUNDS MAINTENANCE WORKER

LAST REVISION: May 1994

SALARY STEP RANGE: Steps 1-6

REPORTS TO: Plant Superintendent

SCOPE: Under direct supervision repairs and maintains the District's buildings and grounds.

MINIMUM QUALIFICATIONS

Education: High school graduate or equivalent training and experience.

Experience: One year experience in buildings and grounds maintenance.

Licenses and Certificates: Possess a valid California driver's license.

ESSENTIAL JOB FUNCTIONS

1. Maintains landscaping and control weeds at the treatment plant, pump stations, and reclamation areas.
2. Maintains accurate, current and complete pesticide use records.
3. Cleans, repair and paints equipment and building exteriors.
4. Cleans and maintains interior of District buildings.
5. Sets up board room prior before meetings and cleans up room after meetings.
6. Loads and unloads materials and supplies.
7. Cleans and services equipment used maintaining buildings and grounds.
8. Assists with treatment plant operations and maintenance as needed or directed by the Plant Superintendent or District Manager.
9. Performs other responsibilities, assignments and special projects as needed.

WORK ENVIRONMENT AND CONDITIONS

Performance of job functions involves weekend work days and may involve extended work days to respond to emergencies. It involves working indoors and outdoors and possible exposure to extreme weather conditions of cold, dampness, and heat, and possible exposure to vapors, fumes, dusts, odors, noise, vibrations, and confined spaces. Performance of job functions also involves ascending and descending ladders, pushing, pulling, bending, stooping, heavy lifting, and transporting tools, equipment, and supplies to work sites.

Job Description: Buildings and Grounds Maintenance Worker

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of and skill in the use of hand and power tools and equipment used in the building and ground maintenance.

Knowledge of landscaping and safe use, handling, and storage of pesticides.

Knowledge of safe work practices.

Ability to speak, read and write in English.

Ability to perform metric and English system calculations involving fractions, decimals, and percentages.

Ability to establish and maintain effective working relationships.

OTHER REQUIREMENTS

United States citizenship or legal eligibility to work in the United States.

Medical evaluation to determine physical fitness for the job.

Acceptable driving record consistent with the standards established by the District.

Participation in job training or professional development programs.



Consent 2G
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MAP*
From: Mel Liebmann, Plant Manager
Mtg. Date: May 16, 2019
Re: Bid Award - For Providing Services for Biosolids Removal and Surface Injection (1,000,000 Gallons Minimum) During Fiscal Year 2019-2020

BACKGROUND:

The District's NPDES Permit allows for surface injection of biosolids at the District's dedicated biosolids disposal site. Approximately 1,000,000 gallons of biosolids are removed annually from the District's Sludge Lagoons and land applied via surface injection. The District utilizes professional services to perform this disposal. District staff has developed a service contract which identifies the specifications for this work which includes an additional 200,000 gallons of biosolids removal and injection if needed. This work is seasonally influenced and will be performed during the District's "Reclamation Season", typically May through October.

A single bid from Custom Tractor Services Inc. was received during the call for bids period. The Bid was officially opened and read at 10:56 a.m. on May 3, 2019 with the following result recorded:

Custom Tractor Services Inc. \$73,500.00

A thorough review of the bid submission revealed that Custom Tractor Services Inc. currently has Exhibit D (District Insurance Requirements) and Exhibit F (Contractor/Service Provider Safe Work Requirements) on file with the District. The bidder did not submit Exhibit E (Service Provider Professional Team). However, the lone bidder has an established history with the District as the supplier for these services. The District is aware that the professional services team for Custom Tractor Services Inc. is the owner/operator (Neal Carstenson).

STAFF RECOMMENDATION:

Award bid to Custom Tractor Services, waiving the minor irregularity, for supplying professional services for biosolids removal and surface injection from July 1, 2019 through June 30, 2020

FISCAL IMPACT:

\$73,500

PERSON TO BE NOTIFIED:

Neal Carstensen of Custom Tractor Services Inc.

LAS GALLINAS VALLEY SANITARY DISTRICT

BID FORM

FOR PROVIDING SERVICES FOR BIOSOLIDS REMOVAL AND SURFACE INJECTION (1,000,000 GALLONS MINIMUM) DURING FISCAL YEAR 2019-2020

The undersigned, as bidder, declares that he/she has examined thoroughly the attached SPECIFICATIONS AND NOTICE INVITING SEALED BIDS, and that he/she hereby agrees, if this bid is accepted, to provide services for biosolids removal and surface injection to the Las Gallinas Valley Sanitary District in accordance with said Specifications and Notice for the following unit prices.

AGREEMENT PERIOD	DESCRIPTION	UNIT (GALLON)	PRICE PER GALLON	TOTAL
July 1, 2019 to June 30, 2020	Flow Monitored Biosolids Removal and Sub-Surface Injection for One Full Volume Lagoon. Initial Lagoon Depth Will be Recorded and a Daily Composite Sample Will be Drawn On Days of Removal/Application Process. Application of Biosolids Must be Uniformly Distributed to Dedicated Land Disposal Site.	1,000,000 gals	.049	\$ 49000
	Additional Biosolids Removal and Injection if Required by District	500,000 gals	.049	\$ 24500
Total				\$ 73500 ⁰⁰

Bidder agrees to abide by The Las Gallinas Valley Sanitary District's Biosolids requirements and all California State and Federal laws, regulations, and restrictions related to Biosolids handling and disposal.

Bidder encloses a Payment Schedule (Exhibit C), a copy of its insurance certificate in accordance with District Insurance Requirements (Exhibit D), identification of the Service Provider Team (Exhibit E) and a signed acknowledgment of the Contractor/Service Provider Safe Work Requirements (Exhibit F) with bid.

DATED: 5-1-19



Signature of Bidder

Neal Carstensen

Print Name and Title

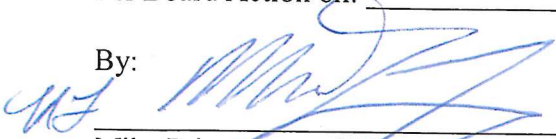
NAME AND ADDRESS OF ORGANIZATION:

Neal Carstensen owner
484 Ely Rd
Petaluma CA 94954

Telephone 707 484 1931 Fax _____

Accepted:

Per Board Action on: _____

By: 

Mike Prinz, General Manager

Date 5/7/2019

**NOTICE INVITING SEALED BIDS
FOR PROVIDING SERVICES FOR BIOSOLIDS REMOVAL AND
SURFACE INJECTION (1,000,000 GALLONS MINIMUM) DURING
FISCAL YEAR 2019-2020**

NOTICE IS HEREBY GIVEN that for and on behalf of the District Board, the General Manager of the Las Gallinas Valley Sanitary District, Marin County, California, will receive sealed bids up to, but not later than 10:45 AM on May 3, 2019, for providing services for biosolids removal and surface injection at the District's dedicated biosolids disposal site during the twelve month period July 1, 2019 to June 30, 2020. Bids must conform to specifications that can be obtained from the office of the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, CA 94903 (415) 472-1734.

Said sealed bids shall be delivered to the General Manager of the District on or before said date and time, at the District office, 300 Smith Ranch Road, San Rafael, CA 94903. Any bids received after the scheduled closing time for receipt of bids shall be returned unopened. Bids will be publicly opened and examined on said day and hour by the General Manager or his authorized representative and will be referred to and considered by the Las Gallinas Valley Sanitary District Board of Directors at their meeting to be held at 4:30 PM on May 16, 2019 at its regular meeting place.

Bids shall be submitted on the form provided by the District and attached hereto and shall be enclosed in a sealed envelope bearing the name of the bidder and marked "BID FOR PROVIDING SERVICES FOR BIOSOLIDS REMOVAL AND SURFACE INJECTION (1,000,000 gallons minimum)". If submitting sealed bids for more than one service contract, EACH service contract must be enclosed in a separately sealed and appropriately labeled envelope.

The District Board may, at its discretion, reject any and all bids or waive any irregularities or informalities in any bid or in the bidding.

DATED: April 12, 2019

Las Gallinas Valley Sanitary District

By _____
Mike Prinz
General Manager

LAS GALLINAS VALLEY SANITARY DISTRICT

BID FORM

FOR PROVIDING SERVICES FOR BIOSOLIDS REMOVAL AND SURFACE INJECTION (1,000,000 GALLONS MINIMUM) DURING FISCAL YEAR 2019-2020

The undersigned, as bidder, declares that he/she has examined thoroughly the attached SPECIFICATIONS AND NOTICE INVITING SEALED BIDS, and that he/she hereby agrees, if this bid is accepted, to provide services for biosolids removal and surface injection to the Las Gallinas Valley Sanitary District in accordance with said Specifications and Notice for the following unit prices.

AGREEMENT PERIOD	DESCRIPTION	UNIT (GALLON)	PRICE PER GALLON	TOTAL
July 1, 2019 to June 30, 2020	Flow Monitored Biosolids Removal and Sub-Surface Injection for One Full Volume Lagoon. Initial Lagoon Depth Will be Recorded and a Daily Composite Sample Will be Drawn On Days of Removal/Application Process. Application of Biosolids Must be Uniformly Distributed to Dedicated Land Disposal Site.	1,000,000 gals		\$
	Additional Biosolids Removal and Injection if Required by District	500,000 gals		\$
Total				\$

Bidder agrees to abide by The Las Gallinas Valley Sanitary District's Biosolids requirements and all California State and Federal laws, regulations, and restrictions related to Biosolids handling and disposal.

Bidder encloses a Payment Schedule (Exhibit C), a copy of its insurance certificate in accordance with District Insurance Requirements (Exhibit D), identification of the Service Provider Team (Exhibit E) and a signed acknowledgment of the Contractor/Service Provider Safe Work Requirements (Exhibit F) with bid.

DATED: _____

Signature of Bidder

Print Name and Title

NAME AND ADDRESS OF ORGANIZATION:

Telephone _____ Fax _____

Accepted:

Per Board Action on: _____

By:

Mike Prinz, General Manager

Date _____

Las Gallinas Valley Sanitary District

Scope of Work for Sludge Removal and Disposal

Background

Digested sludge from the District's anaerobic digesters and solids from the Marin Municipal Water District recycled water plant are pumped throughout the year to three double-lined sludge storage ponds located on District property immediately east of effluent storage pond #1. The sludge storage ponds have a total surface area of approximately two acres and a total storage capacity of approximately 3.2 million gallons. In the ponds, the solids thicken by gravity. Supernatant from the ponds overflows by gravity to wet well and is pumped back to the treatment plant's primary clarifier. During the summer, approximately one third of the contents are removed from the ponds and disposed of on the adjacent nine-acre sludge disposal field. Refer to Figure 1 for location of these facilities.

Use of the District's on-site sludge disposal field is regulated under the federal code of regulations, 40 CFR Part 503 subpart C (Surface Disposal). The District's treatment and disposal processes meet requirements for "Class B" biosolids.

Solids Removal and Placement

The Contractor shall remove a minimum of 1,000,000 gallons of sludge pond solids, starting from the pond containing the oldest material, and continuing to the next pond in sequence (Pond B → Pond C → Pond A) until the specified volume has been removed. For 2019, removal shall begin in Pond B.

Prior to removal, and during the removal process, the contents of the pond shall be mixed by pumped recirculation, propeller mixer or by other suitable means, so as to produce a more-or-less uniform solids consistency for disposal. Material shall be pumped from the ponds into a transport/injection truck, or directly to the injection equipment through portable pipelines.

Prior to solids placement, the contractor shall prepare the disposal field by mowing and disking to maximize the field's ability to accept the material. The solids shall be injected 6" – 8" below the ground surface using equipment specifically designed for subsurface injection, and applied at a rate that does not result in ponding. Experience has shown that a properly prepared field can accept approximately 125,000 gallons/day of wet solids if distributed over the entire area, and if followed by approximately one week of non-application to provide time for absorption into the soil and drying. The contractor shall therefore plan to have equipment on-site for approximately two months.

The roadways around the effluent storage ponds adjacent to the sludge storage ponds are used by the public. The Contractor shall take appropriate measures to ensure public safety and to minimize generation of dust from Contractor activities.

Monitoring

The contractor shall collect a representative composite sample of the biosolids for each day that removal/disposal occurs. The composite sample shall consist of a 4-6 grab samples collected over the

course of the day, combined into a single sample. An accurate composite is necessary to properly characterize the total solids content of the material, since biosolids quantities must be reported to regulatory agencies on a dry weight basis. The composite sample be labelled by date and pond number and delivered to the District laboratory for analysis. District staff will be responsible for collecting composite samples for analysis of metals, to verify compliance with 40 CFR Part 503 pollutant concentration limits. If requested, the contractor shall coordinate with laboratory staff for the collection of those samples. The contractor shall measure the total volume of sludge transferred each day using a flowmeter specifically designed for measurement of sludge flow, or by other method approved in advance by the District. Records of daily volumes shall be provided to the District staff.

Figure 1. LGVSD Treatment Plant Map





Consent 2H
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *M.P.*
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: May 16, 2019
Re: Approve Resolution 2019-2161 Accepting Final Completion of the Miscellaneous Roof Replacement Project

BACKGROUND:

On January 11, 2019, Universal Coatings, Inc. of Fresno, California (Contractor) completed the Miscellaneous Roof Replacement project for a final cost of \$99,750 including \$6,850 in change orders. The project provided for the replacement of existing tar-and-gravel roofing with sprayed polyurethane foam (SPF) for the Administration Building, Boiler Room, Equipment Building, Crew Lunch Room, and Shop Building. The new roofing comes with a 15-year leak-free warranty.

Outstanding Issue:

The Contractor damaged District staff vehicles by inadvertently allowing overspray to contact exterior surfaces of the vehicles while working on the project on November 26, 2018. The overspray was caused by failure to cover up vehicles within the work limits. The Contractor understood the risk of overspray as indicated by their successful efforts to cover "at risk" vehicles when similar work was being performed on November 16, 2018. The District is assessing an administrative deduction in the amount of \$2,000, which represents the estimated total cost of exterior car detailing and travel time during District work hours for exterior detailing for each of the eight (8) affected employees' vehicles. The Contractor has accepted liability for the damages, however it is disagreeing with the settlement amount requested by the District. Staff feels that this will be resolved prior to the 35-day release of retention period.

STAFF RECOMMENDATION:

Board to approve Resolution 2019-2161 accepting final completion of the Miscellaneous Roof Replacement project.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

Universal Coatings, Inc.
 Recorder/County Clerk, County of Marin

RESOLUTION No 2019-2161

**A RESOLUTION ACCEPTING THE
MISCELLANEOUS ROOF REPLACEMENT
FOR**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, Universal Coatings, Inc. of Fresno, California, executed a contract on October 1, 2018 in the amount of \$92,900 to complete MISCELLANEOUS ROOF REPLACEMENT project, Job No. 19100-02, scope defined in Contract Documents and Specifications dated August 2018 prepared by District staff, for District ownership and maintenance;

WHEREAS, the District has authorized additive change orders in the total amount of \$6,850, for a total final project cost of \$99,750; and

WHEREAS, Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District by a Notice of Completion dated May 16, 2019, a copy of which is attached hereto as Exhibit A, has acknowledged that the aforementioned improvements have been installed, tested by the District, and found to be acceptable to the District, for District ownership and maintenance.

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the Notice of Acceptance of Completion for recordation with the Marin County Recorder.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 16th day of May 2019, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Craig K. Murray, President Board of Directors

Exhibit A

Notice of Acceptance of Completion
MISCELLANEOUS ROOF REPLACEMENT

Recorded at the Request of:
Las Gallinas Valley Sanitary District

When Recorded Mail to:
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Space above this Line for Recorder's Use

NOTICE OF ACCEPTANCE OF COMPLETION

LAS GALLINAS VALLEY SANITARY DISTRICT
MARIN COUNTY, CALIFORNIA

MISCELLANEOUS ROOF REPLACEMENT

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District, Marin County, California, on the 16th day of May 2019, did file with the Secretary of said District a Statement of Completion of the following described work, the MISCELLANEOUS ROOF REPLACEMENT project, Job No. 19100-02, the contract for doing which was awarded to Universal Coatings, Inc. of Fresno, California, and entered into on October 1, 2018. A copy of said Statement of Completion is attached hereto and incorporated by reference herein as Attachment 1.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on 11th day of January, 2019. Acceptance of completion of said work was ordered by the District Board on May 16, 2019.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the MISCELLANEOUS ROOF REPLACEMENT project, all as more particularly described in the plans and specifications approved by the said District in August 2018.

The site of the construction and improvements was in and around 300 Smith Ranch Road, San Rafael, CA 94903.

OWNER: Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

VERIFICATION

I, the undersigned, declare that I am the General Manager and duly authorized representative for the Las Gallinas Valley Sanitary District, Marin County, California, and that I have read the foregoing notice, know its contents, and that the facts therein stated are true to the best of my knowledge and belief.

CONTINUED NEXT PAGE)

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

Executed at San Rafael, California, this _____ day of May 2019.

LAS GALLINAS VALLEY SANITARY DISTRICT

Michael Prinz, General Manager



DISTRICT BOARD

Rabi Elias
Megan Clark
Russ Greenfield
Craig K. Murray
Crystal Yezman

DISTRICT ADMINISTRATION

Michael Prinz,
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Greg Pease,
Collection System/Safety Manager
Robert Ruiz,
Administrative Services Manager

ATTACHMENT 1

STATEMENT OF COMPLETION

**MISCELLANEOUS ROOF REPLACEMENT
(JOB NO. 19100-02)**

I, Michael P. Cortez, District Engineer, for the Las Gallinas Valley Sanitary District, Marin County, California, do hereby certify that work and improvements described in the contract, which was entered into by and between Las Gallinas Valley Sanitary District and Universal Coatings, Inc. of Fresno, California, dated October 1st, 2018 was completed to my satisfaction on January 11th, 2019.

That said work and improvements are more particularly described in the Contract Documents dated August 2018, prepared by District staff, and advertised for informal public bidding on August 28, 2018.

I understand that neither the determination of completeness of the work, nor acceptance of the work by the District, shall operate to bar claims against the Contractor under the terms of the guarantee provisions of the Contract Documents.

Dated: May 16, 2019

By:

Michael P. Cortez, PE
District Engineer



Consent 21
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MDP*
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: May 16, 2019
Re: Approve Resolution 2019-2162 Accepting Final Completion of Quail Hill CIPP Sewer Rehabilitation Project

BACKGROUND:

On March 12, 2019, Lamassu Utility Services, Inc., of Benicia, California (Contractor) completed the Quail Hill CIPP Sewer Rehabilitation project for a final cost of \$182,515 including \$4,634 in change orders. The project provided for trenchless rehabilitation of 2,477 LF of 6" and 8" VCP sanitary sewer by cured-in-place pipe (CIPP) lining method and "no-excavation" lateral connections in the Quail Hill neighborhood.

STAFF RECOMMENDATION:

Board to approve Resolution 2019-2162 Accepting Final Completion of Quail Hill CIPP Sewer Rehabilitation Project.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

Lamassu Utility Services, Inc.
 Recorder/County Clerk, County of Marin

RESOLUTION No 2019-2162

**A RESOLUTION ACCEPTING THE
QUAIL HILL CIPP SEWER REHABILITATION
FOR**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, Lamassu Utility Services, Inc., of Benicia, California, executed a contract on October 25, 2018 in the amount of \$177,881.08 to complete QUAIL HILL CIPP SEWER REHABILITATION project, Job No. 19200-01, scope defined in Contract Documents and Specifications dated September 2018 prepared by District staff, for District ownership and maintenance;

WHEREAS, the District has authorized additive change orders in the total amount of \$4,634.42, for a total final project cost of \$182,515.50; and

WHEREAS, Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District by a Notice of Completion dated May 16, 2019, a copy of which is attached hereto as Exhibit A, has acknowledged that the aforementioned improvements have been installed, tested by the District, and found to be acceptable to the District, for District ownership and maintenance.

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the Notice of Acceptance of Completion for recordation with the Marin County Recorder.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 16th day of May 2019, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Craig K. Murray, President Board of Directors

Exhibit A

Notice of Acceptance of Completion
QUAIL HILL CIPP SEWER REHABILITATION

Recorded at the Request of:
Las Gallinas Valley Sanitary District

When Recorded Mail to:
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Space above this Line for Recorder's Use

NOTICE OF ACCEPTANCE OF COMPLETION

LAS GALLINAS VALLEY SANITARY DISTRICT
MARIN COUNTY, CALIFORNIA

QUAIL HILL CIPP SEWER REHABILITATION

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District, Marin County, California, on the 16th day of May 2019, did file with the Secretary of said District a Statement of Completion of the following described work, the QUAIL HILL CIPP SEWER REHABILITATION project, Job No. 19200-01, the contract for doing which was awarded to Lamassu Utility Services, Inc., of Benicia, California, and entered into on October 25, 2018. A copy of said Statement of Completion is attached hereto and incorporated by reference herein as Attachment 1.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on 12th day of March, 2019. Acceptance of completion of said work was ordered by the District Board on May 16, 2019.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the QUAIL HILL CIPP SEWER REHABILITATION project, all as more particularly described in the plans and specifications approved by the said District in August 2018.

The site of the construction and improvements was in and around Quail Hill Development, San Rafael, CA 94903.

OWNER: Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

VERIFICATION

I, the undersigned, declare that I am the General Manager and duly authorized representative for the Las Gallinas Valley Sanitary District, Marin County, California, and that I have read the foregoing notice, know its contents, and that the facts therein stated are true to the best of my knowledge and belief.

CONTINUED NEXT PAGE)

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

Executed at San Rafael, California, this _____ day of May 2019.

LAS GALLINAS VALLEY SANITARY DISTRICT

Michael Prinz, General Manager



DISTRICT BOARD

Rabi Elias
Megan Clark
Russ Greenfield
Craig K. Murray
Crystal Yezman

DISTRICT ADMINISTRATION

Michael Prinz,
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Greg Pease,
Collection System/Safety Manager
Robert Ruiz,
Administrative Services Manager

ATTACHMENT 1

STATEMENT OF COMPLETION

**QUAIL HILL CIPP SEWER REHABILITATION
(JOB NO. 19200-01)**

I, Michael P. Cortez, District Engineer, for the Las Gallinas Valley Sanitary District, Marin County, California, do hereby certify that work and improvements described in the contract, which was entered into by and between Las Gallinas Valley Sanitary District and Lamassu Utility Services, Inc., of Benicia, California, dated October 25th, 2018 was completed to my satisfaction on March 12th, 2019.

That said work and improvements are more particularly described in the Contract Documents dated August 2018, prepared by District staff, and advertised for informal public bidding on September 4, 2018.

I understand that neither the determination of completeness of the work, nor acceptance of the work by the District, shall operate to bar claims against the Contractor under the terms of the guarantee provisions of the Contract Documents.

Dated: May 16, 2019

By:

Michael P. Cortez, PE
District Engineer



Consent 25
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: May 16, 2019
Re: Approve Resolution 2019-2163 Accepting Final Completion of the Sewer Main Rehabilitation 2018 Project

BACKGROUND:

On March 27, 2019, K. J. Woods Construction Inc. of San Francisco, California (Contractor) completed the Sewer Main Rehabilitation 2018 project for a final cost of \$1,294,653 including \$106,651 in change orders. The project provided for the following:

- rehabilitation of approximately 2,444 lineal feet of existing 6 and 8-inch sewer mains and trunk sewers at the following locations: Garden Ave, Corrillo Dr, John Duckett Pump Station Easement, Beechnut Ct Easement, 300 Channing Way, and Montecillo Rd;
- Rehabilitation of 19 manholes with lining method;
- Replacement of 2 rodding inlets;
- Replacement of 21 lower laterals.

STAFF RECOMMENDATION:

Board to approve Resolution 2019-2163 Accepting Final Completion of the Sewer Main Rehabilitation 2018 Project.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

K. J. Woods Construction Inc.
 Recorder/County Clerk, County of Marin

RESOLUTION No 2019-2163

**A RESOLUTION ACCEPTING THE
SEWER MAIN REHABILITATION 2018
FOR**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, K. J. Woods Construction Inc., of San Francisco, California, executed a contract on August 30, 2018 in the amount of \$1,188,002 to complete SEWER MAIN REHABILITATION 2018 project, Job No. 19200-01, scope defined in Contract Documents and Specifications dated June 2018 prepared by District staff, for District ownership and maintenance;

WHEREAS, the District has authorized additive change orders in the total amount of \$106,651.17, for a total final project cost of \$1,294,653.17; and

WHEREAS, Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District by a Notice of Completion dated May 16, 2019, a copy of which is attached hereto as Exhibit A, has acknowledged that the aforementioned improvements have been installed, tested by the District, and found to be acceptable to the District, for District ownership and maintenance.

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the Notice of Acceptance of Completion for recordation with the Marin County Recorder.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 16th day of May 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Craig K. Murray, President Board of Directors

Exhibit A

Notice of Acceptance of Completion
SEWER MAIN REHABILITATION 2018

Recorded at the Request of:
Las Gallinas Valley Sanitary District

When Recorded Mail to:
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

Space above this Line for Recorder's Use

NOTICE OF ACCEPTANCE OF COMPLETION
LAS GALLINAS VALLEY SANITARY DISTRICT
MARIN COUNTY, CALIFORNIA
SEWER MAIN REHABILITATION 2018

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District, Marin County, California, on the 16th day of May 2019, did file with the Secretary of said District a Statement of Completion of the following described work, the SEWER MAIN REHABILITATION 2018 project, Job No. 19200-01, the contract for doing which was awarded to K. J. Woods Construction Inc., of San Francisco, California, and entered into on August 30, 2018. A copy of said Statement of Completion is attached hereto and incorporated by reference herein as Attachment 1.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on 27th day of March, 2019. Acceptance of completion of said work was ordered by the District Board on May 16, 2019.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the SEWER MAIN REHABILITATION 2018 project, all as more particularly described in the plans and specifications approved by the said District in June 2018.

The site of the construction and improvements was in and around San Rafael, CA 94903.

OWNER: Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

VERIFICATION

I, the undersigned, declare that I am the General Manager and duly authorized representative for the Las Gallinas Valley Sanitary District, Marin County, California, and that I have read the foregoing notice, know its contents, and that the facts therein stated are true to the best of my knowledge and belief.

CONTINUED NEXT PAGE)

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

Executed at San Rafael, California, this _____ day of May 2019.

LAS GALLINAS VALLEY SANITARY DISTRICT

Michael Prinz, General Manager



DISTRICT BOARD

Rabi Elias
Megan Clark
Russ Greenfield
Craig K. Murray
Crystal Yezman

DISTRICT ADMINISTRATION

Michael Prinz,
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Greg Pease,
Collection System/Safety Manager
Robert Ruiz,
Administrative Services Manager

ATTACHMENT 1

STATEMENT OF COMPLETION

**SEWER MAIN REHABILITATION 2018
(JOB NO. 19200-01)**

I, Michael P. Cortez, District Engineer, for the Las Gallinas Valley Sanitary District, Marin County, California, do hereby certify that work and improvements described in the contract, which was entered into by and between Las Gallinas Valley Sanitary District and K. J. Woods Construction Inc., of San Francisco, California, dated August 30th, 2018 was completed to my satisfaction on March 27th, 2019.

That said work and improvements are more particularly described in the Contract Documents dated June 2018, prepared by District staff, and advertised for formal public bidding on June 14, 2018.

I understand that neither the determination of completeness of the work, nor acceptance of the work by the District, shall operate to bar claims against the Contractor under the terms of the guarantee provisions of the Contract Documents.

Dated: May 16, 2019

By: _____

Michael P. Cortez, PE
District Engineer



Consent 2K
Staff/Consultant Reports _____
Agenda Item _____
Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *imp*
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: May 16, 2019
Re: Will Serve Letter for APN 180-410-07, 101 McInnis Pkwy
Embassy Suites

BACKGROUND:

Embassy Suites is proposing to renovate the existing building at 101 McInnis Parkway. The remodeled building will have 1,982 plumbing fixture units (PFU) per information submitted to LGVSD. Embassy Suites will receive a credit of 1,922 PFU for the existing plumbing fixtures. At \$303 per Plumbing Fixture Unit, the connection fee for 60 additional PFU is \$18,180.

Based on this information, a Will Serve Letter has been drafted and a connection fee of \$18,180 has been calculated.

STAFF RECOMMENDATION:

Board approve the Application for Allocation and issuance of a Will Serve Letter to Embassy Suites.

FISCAL IMPACT:

Connection fee revenue of \$18,180.

PERSON(S) TO BE NOTIFIED:

Embassy Suites



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

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

Date: May 16, 2019
 Property Owner: Hotel McInnis Marin LLC
 Property Owner Address: 990 Hammond Drive, Suite 325
 Atlanta, GA 30328
 Applicant: Dan Crowley, Owner's Agent
 Project Name: Embassy Suites by Hilton San Rafael Marin County
 Project Address: 101 McInnis Pkwy
 San Rafael, CA 94903
 Project APN: APN 180-410-07
Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District ("LGVSD") on the May 16, 2019 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project with equivalent of additional 60 plumbing fixture units (PFU). 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.

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

Fees Due: Current District ordinance requires that in the event the premises are used for more than one purpose, a connection fee shall be paid for each classification of use on portions of the premises and the total connection fee to be paid shall be aggregate of all such charges. The new Connection Fee for commercial user (per LGVSD Sanitary Code, Chapter 1) includes the Capital Facilities Charge adjusted by Plumbing Fixture Unit (PFU) count, Application Fee, and Engineering Review and Inspection Fees.

The remodeled building has 1,982 PFU per information submitted. Applicant will receive a credit of 1,922 PFU for the existing plumbing fixtures, because it is assumed that a connection fee was charged at the time it was built. At \$303 per Plumbing Fixture Unit, the connection fee for 60 additional PFU is \$18,180.

The Connection Fee approved by the Board is as follows:

Remodeled Building

Connection Fee for 1,982 PFU at \$303/PFU:	\$ 600,546
Application Fee:	\$ 250 (Paid)
Engineering Review and Inspection Fees:	\$ 0

Existing Building

Credit for Existing 1,922 PFUs at \$303/PFU:	-\$ 582,366
Total Fee:	\$ 18,430
Outstanding Balance:	\$ 18,180

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, May 16, 2020; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, May 16, 2021; or upon the date of building permit issuance, whichever occurs first;

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

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

Sincerely,

Mike Prinz, General Manager

AGREED:

Date: _____

Project Applicant

Cc: Michael P. Cortez, District Engineer
Robert Ruiz, Administrative Services Manager



Consent 2L
Staff/Consultant Reports _____
Agenda Item _____
Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MDR*
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: May 16, 2019
Re: Amendment to Memorandum of Understanding Dated July 1, 2014 to June 30, 2019 between Las Gallinas Valley Sanitary District and Operating Engineers Local 3 and to authorize the General Manager to execute the Amendment.

BACKGROUND:

Due to the recent appointments of the General Manager (GM) and the Administrative Services Manager (ASM) to their positions, the Board of Directors had agreed to allow the GM and the ASM to ask the Employee Union for a two-year extension to their contract. This was requested since the work on the new contract would ideally have been many started months earlier, possibly prior to the GM's appointment. This extension would also allow the GM and ASM to come up to speed in their positions, since other critical work had to be accomplished at the same time, such as the 2019-2020 budget.

Staff negotiated a two-year extension of the contract with a pay increase of 3.25% as of July 1, 2019 and a pay increase of 3.5% on July 1, 2020. Also, Martin Luther King holiday was added to the District list of holidays, effective in January 2020.

STAFF RECOMMENDATION:

Staff requests that the board approve the contract extension and authorize the General Manger to execute the amendment.

FISCAL IMPACT:

The budget included an increase of 3.25%, so there is no fiscal impact.

PERSON TO BE NOTIFIED:

Operating Engineers Local 3 Union at LGVSD.

**AMENDMENT NO. 1 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
LAS GALLINAS VALLEY SANITARY DISTRICT
AND
OPERATING ENGINEERS LOCAL 3
DATED JULY 1, 2014 – JUNE 30, 2019**

Representatives for the Las Gallinas Valley Sanitary District and representative for Operating Engineers Local 3 agree to this Amendment No. 1 to the Memorandum of Understanding (“MOU”), dated July 1, 2014 – June 30, 2019, and executed on June 26, 2014 is entered into by and between Operating Engineers Local 3 and the Las Gallinas Valley Sanitary District, pursuant to the Meyer-Millias-Brown Act (Gov. Code §§ 3500 – 3510).

The MOU is amended as follows:

1. Added to Subsection 3.8 Salary Increases, of Section 3. Schedules, Wages and Special Pay, the following subsections:

“3.8.6 Effective the first pay day in July 2019, the wages for the all represented classifications shall be increased by the increase in the Consumer Price Index, San Francisco All urban Consumers, April to April, with a minimum increase of 3.25%.

3.8.7 Effective the first pay day in July 2020, the wages for the all represented classifications shall be increased by the increase in the Consumer Price Index, San Francisco All urban Consumers, April to April, with a minimum increase of 3.5%.”

2. Subsection 15.1 Holidays, of Section 15. Leaves, is amended as follows:

“15.1 **Holidays**

The District observes the following paid holidays:

New Year’s Day

Martin Luther King, Jr. Day

President’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve (or the weekday before the Christmas Day Holiday)

Christmas Day

When a holiday falls on a Sunday, it will be observed on the following Monday. When a Holiday falls on a Saturday, it will be observed on the preceding Friday.”

3. Section 23 Duration is amended as follows:

“Section 23. Duration

This MOU shall be effective July 1, 2019, except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as hereinabove set forth and shall remain in full force and effect to and including the thirty (30th) day of June 2021 and shall continue thereafter from year to year unless at least one hundred twenty (120) days prior to the first (1st) day of July 2021, or prior to the first (1st) day of July of any subsequent year, either party shall file written notice with the other of its desire to amend, modify, or terminate this Memorandum of Understanding.”

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1 to the Memorandum of Understanding Between Las Gallinas Valley Sanitary District and Operating Engineers Local 3, Dated July 1, 2014 – June 30, 2019, this ____ day of _____, 2019.

For Las Gallinas Valley Sanitary District	For Operating Engineers Local 3
_____ Signature	_____ Signature
_____ Mike Prinz, General Manager	_____ Print Name, Title
Dated: _____	Dated: _____



Consent 2M
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Mel Liebmann, Plant Manager
Mtg. Date: May 16, 2018
Re: Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite (12.5% Concentration) during the twelve-month period of July 1, 2019 to June 30, 2020.

BACKGROUND:

As a member agency of The Bay Area Chemical Consortium (BACC), District staff received all documents and correspondence relating to the solicitation of bids to furnish sodium hypochlorite for the twelve-month period of July 1, 2019 to June 30, 2020 from the BACC administrating agency, Dublin San Ramon Services District (DSRSD). Sodium Hypochlorite is used for disinfection to remain in compliance with the Wastewater Treatment Plant NPDES permit requirements and also to maintain chlorine residual in the recycled water distribution system.

In 2015, BACC members voted to approve the ability for vendors to submit bids for sodium hypochlorite by geographic region. LGVSD is a member agency located in the Marin-Sonoma-Napa region. DSRSD received bids from two vendors; Univar USA Inc. and Olin Corporation. The BACC bid review document revealed that Univar USA Inc. was the lowest responsive bid for the Marin-Sonoma-Napa region. Olin Chlor Corp.'s bid was responsive but not the lowest priced for the Marin-Sonoma-Napa region.

BACC 2019
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$0.70010
Olin Chlor Corp.	\$0.75900

BACC 2018
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$0.665
Olin Chlor Corp.	\$0.739



A copy of the Notice of Intent to Award Contract in Response to BACC Bid No. 13-2019 for Supply and Delivery of 12.5% Sodium Hypochlorite addressed to Univar USA Inc. was received from DSRSD on April 17, 2019. DSRSD advised BACC member agencies in the Marin/Sonoma/Napa region to contact Univar USA Inc. to arrange for purchasing sodium hypochlorite (12.5%) for period July 1, 2019 to June 30, 2020.

The District benefits from being a BACC member agency by leveraging the buying power of multiple agencies to receive the best pricing for bulk chemicals. There is also an additional benefit of reduced staff time that is dedicated to bid process administration. This allows staff the ability to focus on the many current and future projects that the District is in the process of undertaking.

STAFF RECOMMENDATION:

Approve Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite (12.5% Concentration) during the twelve-month period July 1, 2019 to June 30, 2020.

FISCAL IMPACT:

The draft FY-17-18 budget for sodium hypochlorite is \$54,000 for the treatment plant and recycled water facility

PERSON TO BE NOTIFIED:

Univar USA, Inc.



Consent 2N
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Mel Liebmann, Plant Manager
Mtg. Date: May 16, 2019
Re: Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite (25% Concentration) during the twelve-month period of July 1, 2019 to June 30, 2020.

BACKGROUND:

As a member agency of The Bay Area Chemical Consortium (BACC), District staff received all documents and correspondence relating to the solicitation of bids to furnish sodium bisulfite for the twelve-month period of July 1, 2019 to June 30, 2020 from the BACC administrating agency, Dublin San Ramon Services District (DSRSD). Sodium bisulfite is used for de-chlorination of plant effluent disinfected with sodium hypochlorite to remain in compliance with the Wastewater Treatment Plant NPDES permit requirements.

The DSRSD received bids from two vendors, Univar USA Inc. and Chemurgic. The BACC bid review document revealed that Univar USA Inc. was the lowest responsive bid and the Chemurgic bid was found to be responsive but not the lowest.

BACC 2019 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$1.163
Chemurgic	\$1.380

BACC 2018 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$1.057
Chemurgic	\$1.350
Brenntag	no bid for 25% solution

A copy of the Notice of Intent to Award Contract in Response to BACC Bid No. 11-2019 for Supply and Delivery of 25% Sodium Bisulfite addressed to Univar USA Inc. was received from The Dublin San Ramon Services District (DSRSD) on April 17, 2019. DSRSD advised BACC member agencies in the Marin/Sonoma/Napa region to contact Univar USA Inc. to arrange for purchasing sodium bisulfite (25%) for period July 1, 2019 to June 30, 2020.



The District benefits from being a BACC member agency by leveraging the buying power of multiple agencies to receive the best pricing for bulk chemicals. There is also an additional benefit of reduced staff time that is dedicated to bid process administration. This allows staff the ability to focus on the many current and future projects that the District is in the process of undertaking.

STAFF RECOMMENDATION:

Approve Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite (25% Concentration) during the twelve-month period July 1, 2019 to June 30, 2020.

FISCAL IMPACT:

The draft FY-19-20 budgeted amount for sodium bisulfite is \$46,000

PERSON TO BE NOTIFIED:

Univar USA, Inc.



Consent 2"0"
Staff/Consultant Reports _____
Agenda Item _____
Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: May 16, 2019
Re: Changes to Board Policy B-60 Board Member Compensation

BACKGROUND:

The Board discussed Board Member Policy B-60 on February 14th and 28th.

Staff requested direction from the Board as to what was specifically allowed regarding compensation of the Board of Directors. Discussions during the previously mentioned board meetings allowed Staff to create a clearer Board Compensation Policy. Please see the attached red-line version of the previous policy.

STAFF RECOMMENDATION:

Staff requests that the board review the attached modified policy and approve the policy by resolution.

FISCAL IMPACT:

Not quantifiable.

PERSON TO BE NOTIFIED:

Not applicable.

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

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

- Webinars that are at least 2 hours in length.
- multiple party conference calls convened by LGVSD subcommittees and attended by Board Members that are at least 2 hours in length that relate to LGVSD matters.
- Non-Public LGVSD sub committee meetings such as Ad Hoc meetings that are over an hour in length.
- One-on-one meetings between LGVSD committee members via face-to-face interaction or telephone, which are subcommittee meetings for LGVSD related business and not for logistical purposes only.
- Tours of District facilities with public officials external to the District that are at least an hour long.

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RESOLUTION No 2019-2164

**A RESOLUTION APPROVING A REVISED POLICY FOR B-60,
BOARD COMPENSATION
FOR THE BOARD OF DIRECTORS OF THE
LAS GALLINAS VALLEY SANITARY DISTRICT**

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

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

WHEREAS, the Board of Directors did adopt a comprehensive list of Policies and Procedures on July 9, 2009 by resolution 2009-1872. which was updated by Resolution 2018-2138 on August 23, 2018,

WHEREAS, Resolution 2009-1872, which was updated by Resolution 2018-2138 on August 23, 2018,

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the following amendment of policy section B-60, Board Compensation, as follows:

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

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

- Webinars that are at least 2 hours in length.
- multiple party conference calls convened by LGVSD subcommittees and attended by Board Members that are at least 2 hours in length that relate to LGVSD matters.
- Non-Public LGVSD sub committee meetings such as Ad Hoc meetings that are over an hour in length.
- One-on-one meetings between LGVSD committee members via face-to-face interaction or telephone, which are subcommittee meetings for LGVSD related business and not for logistical purposes only.

- Tours of District facilities with public officials external to the District that are at least an hour long.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 16th day of May 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Craig K. Murray, President Board of Directors



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 3
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: May 16, 2019
Re: Request for Proposals for Construction Management Services –
 Secondary Treatment Plant Upgrade and Recycled Water Expansion

BACKGROUND:

The District entered into a contract with MWHC for Construction Management and Inspection Services for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (Project) on December 18, 2019 with an estimated fee of \$5,132,767. The pre-construction meeting with the construction contractor, Myers & Sons Construction (MSC), was held on January 3, 2019 and the Notice to Proceed for the Project was issued on January 22, 2019. MWHC provided constructability review services on the project continuously since February 16, 2018, prior to the rebidding effort with an initial additional contract amount of \$371,045. The Project scope is very extensive, multi-faceted, and anticipated to span the dry weather construction seasons of 2019, 2020, and 2021. It is imperative that the Project be well managed in order to meet critical operational thresholds for the wet weather seasons following each of the aforementioned construction seasons.

District Staff have noted several instances since the pre-construction meeting where the level of construction management service provided by MWHC has been less than the District has expected and, in some instances, required. In several instances, District Staff have had to heavily engage on construction management issues that would normally require little if any involvement from the District. Given the importance and magnitude of the Project, the District Engineer, in close consultation with the General Manager, has indicated to MWHC that the level of service being provided is below that required by the District. MWHC's response to the District's evaluation of MWHC's performance has satisfied neither the District Engineer nor the General Manager.

STAFF RECOMMENDATION:

Due to the lack of a sufficient response from MWHC regarding their performance managing the construction of the Project thus far, coupled with the magnitude and importance of the Project, the District Engineer and General Manager recommend that the Board approve immediate reissuance of a Request for Proposals (RFP) for Construction Management and Inspection Services for the balance of the Project. A decision regarding continuing with MWHC for construction management services would be dependent on evaluation of proposals received in response to the reissuance of the RFP.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

N/A



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 4
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
 From: Michael P. Cortez, PE, District Engineer
 Mtg. Date: May 16, 2019
 Re: Approve Contract Amendment 6 to AQUA Engineering

BACKGROUND:

In response to District staff request, AQUA Engineering has submitted a proposal to add the following tasks to the original scope of work during the construction of the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project:

- Reissue Conformed Drawings** – The District has elected to remove the UV from the current project and has requested the Conformed Drawings be updated to not include the UV work. The drawings have been reviewed and it is determined that the following changes are required:
 - Sheets with minor changes – 60
 - Sheets with major changes – 31
 - Sheets added or removed – 45

The estimated cost for these updates is \$500 per sheet with minor changes, \$1,000 per sheet with major changes, and \$50 per sheet for adding or removing sheets. Fee Estimate: \$63,250

- Provide Additional Site Visits During Construction** – The District requested that AQUA and its electrical subconsultant (SKM) provide additional site visits during construction. The goal is to have key design team members visiting the site regularly to assist with construction questions, concerns, and issues. As such, AQUA included two additional site visits per month for the duration of the project. It will be flexible in that occasionally 2 people could visit once per month or 1 person could visit 2 times per month, as needed or appropriate. This includes 33 months, April 2019 through December of 2021. The cost is based on each trip adding 16 hours of labor, a flight cost of \$500, hotel room cost \$200, and a rental car cost of \$100. Each trip will be two-day trips and will include staying overnight. Fee Estimate: \$250,800.00
- Redesign Items** – The District identified a few minor items for incorporation into the project after bidding occurred, such as adding floor sloping and a drain to the aeration basins, and chemical cleaning changes and evaluation. Fee Estimate: \$10,000

TOTAL CHANGE \$324,050

District staff reviewed the proposal and deemed the scope of additional services and total fee estimate reasonable.

STAFF RECOMMENDATION:

Board approve Contract Amendment 6 to AQUA Engineering.

FISCAL IMPACT:
 \$324,050



PERSON(S) TO BE NOTIFIED:

AQUA Engineering



April 22, 2019

Mike Cortez, P.E.
 Las Gallinas Valley Sanitary District
 300 Smith Ranch Road
 San Rafael, CA 94903

Re: Las Gallinas Valley Sanitary District – Additional Engineering Services for the Las Gallinas Secondary Treatment and Recycled Water Plant Upgrade Project – Amendment #6

Dear Mr. Cortez:

AQUA Engineering (AQUA) thanks you for the opportunity to work with the Las Gallinas Valley Sanitary District (District) on this project. The District identified additional items to be added to the scope of this project. AQUA has identified those items with a brief description and presents them in this letter along with the estimated cost to add these items to the scope of the project. The items are as follows:

Item Description	Associated Fee
<p>1. Redesign Items – The District identified a few minor items for incorporation into the project after bidding occurred. Those items include adding floor sloping and a drain to the aeration basins, UV Building crane and chemical cleaning changes/evaluation.</p>	\$10,000.00
<p>2. Provide Additional Site Visits During Construction – The District requested that AQUA/SKM provide additional sites during construction. The goal is to have key design team members visiting the site regularly to assist with construction questions, concerns and issues. As such, we have included two additional site visits per month for the duration of the project. It will be flexible in that occasionally 2 people could visit once per month or 1 person could visit 2 times per month, as needed or appropriate. This includes 33 months, April 2019 through December of 2021. The cost is based on each trip adding 16 hours of labor, a flight cost of \$500, hotel room cost \$200, and a rental car cost of \$100. We assume each trip will be two-day trips and will include staying overnight.</p>	\$250,800.00
<p>3. Reissue Conformed Drawings – The UV option was added to the project with the award to the Contractor. As such, the conformed drawings were generated including this work. Upon further evaluation, the District has elected to remove the UV from the current project and has requested the Conformed Drawings be updated to not include the UV work. The drawings have been reviewed and it is determined that the following changes are required:</p> <ul style="list-style-type: none"> • Sheets with minor changes – 60 • Sheets with major changes – 31 • Sheets added or removed – 45 <p>The estimated cost for these updates is \$500/sheet with minor changes, \$1,000/sheet with major changes, and \$50/sheet for adding/removing sheets.</p>	\$63,250.00
<p>TOTAL CHANGE</p>	\$324,050.00

Items (1-3) can be added on a time and materials basis for a budget amount of \$324,050.00 to be billed monthly.

Any additional services requested in excess of those listed above will be performed at the rates and fees shown in the attached Exhibit A. If this proposal meets with your approval, please sign below and return one copy to our office. We will invoice you at the beginning of each month for services performed during the previous month. Payment is due thirty days from the date of invoice.

If additional information is required please contact me.

Sincerely,



Justin R. Logan, Principal
AQUA Engineering

Accepted by:

(Print Name)

Authorized Signature

Date

Attest: (If Required)

(Print Name)

Authorized Signature

Date

AQUA Engineering/Client Standard Terms and Conditions

533 West 2600 South, Suite 275; Bountiful, UT. 84010

Phone: 801-299-1327 Fax: 801-299-0153



I. SCOPE

AQUA Engineering (AE) agrees to perform the services described in the proposal attached hereto which incorporates these terms and conditions. Unless modified in writing by the parties hereto, the duties of AE shall not be construed to exceed those services specifically set forth in the proposal. These terms and conditions and the proposal, when executed by Client, shall constitute a binding agreement on both parties (hereinafter the "Agreement").

II. COMPENSATION

Client agrees to pay for the services in Article I in accordance with the compensation provisions in the proposal. Payment to AE will be made within 30 days after the date of billing. Interest on the unpaid balance will accrue beginning on the 31st day at the maximum interest rate permitted by law.

Time-related charges will be made in accordance with the billing rate referenced in the proposal or Agreement. Direct expenses and Subcontractor services shall be billed in accordance with the proposal or compensation exhibit attached to this Agreement. Otherwise, AE's standard billing rates shall apply.

III. RESPONSIBILITY

AE is employed to render a professional service only, and any payments made by Client are compensation solely for such services rendered and recommendations made in carrying out the Work. AE shall perform the services in accordance with generally accepted engineering practices and standards in effect when the services are rendered. AE does not expressly or impliedly warrant or guarantee its services.

In performing construction management services, AE shall act as agent of Client. AE's review or supervision of work prepared or performed by other individuals or firms employed by Client shall not relieve those individuals or firms of complete responsibility for the adequacy of their work.

The presence of AE's personnel at a construction site, whether as on-site representative, resident engineer or construction manager, shall be for the sole purpose of determining that the work is generally proceeding in conformance with the intent of the project specifications and contract documents and does not constitute any form of guarantee or assurance with respect to contractor's performance. AE shall have no responsibility for the contractor's means, methods, techniques, sequences, for safety precautions and programs incident to the contractor's work, or for any failure of contractor to comply with laws and regulations applicable to performing its work.

IV. INDEMNIFICATION

AE agrees to indemnify, defend, and hold Client harmless from and against any liability to the extent arising out of the negligent acts, errors or omissions of AE, its agents, employees, or representatives, in the performance of duties under the Agreement. Regardless of any other term of this Agreement, in no event shall AE be responsible or liable to the other for any incidental, consequential, or other indirect damages. The Client agrees to limit AE's liability for the Client's damages to AE's fee.

V. ATTORNEYS' FEES

In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the nonprevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation.

VI. INSURANCE

AE shall maintain during the life of the Agreement the following minimum insurance:

1. **Comprehensive general liability** insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
2. **Automobile bodily injury and property damage liability** insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. **Statutory Worker's compensation and employers' liability** insurance as required by state law.
4. **Professional liability** insurance with limits of not less than \$1,000,000.

VII. SUBCONTRACTS

AE shall be entitled, to the extent determined to be appropriate by AE, to subcontract any portion of the Work to be performed under this Agreement.

VIII. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. The Agreement is not to be assigned by either Client or AE without the prior written consent of the other.

IX. INTEGRATION

These terms and conditions and the proposal to which they are attached represent the entire understanding of Client and AE as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The Agreement may not be modified or altered except in writing signed by both parties, provided further that any terms and conditions in any Task Order or purchase order issued in connection or under the Agreement which are inconsistent with the Agreement are deemed null and void.

X. CHOICE OF LAW/JURISDICTION

This Agreement shall be administered and interpreted under the laws of the state in which the AE office responsible for the project is located. Jurisdiction of litigation arising from the Agreement shall be in that state.

XI. SEVERABILITY

If any part of the Agreement is found unenforceable under applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

XII. NO BENEFIT FOR THIRD PARTIES

The services to be performed by AE hereunder are intended solely for the benefit of Client, and no right or benefit is conferred on, nor any contractual relationship intended or established with any person or entity not a party to this Agreement. No such person or entity shall be entitled to rely on AE's performance of its services hereunder.

XIII. WORK PRODUCT

AE and Client recognize that AE's work product submitted in performance of this Agreement is intended only for the Client's benefit and use. Change, alteration, or reuse on another project by Client shall be at Client's sole risk, and Client shall hold harmless and indemnify AE against all losses, damages, costs and expense, including attorneys' fees, arising out of or related to any such unauthorized change, alteration or reuse.

Any signed, stamped and dated Construction Documents prepared by the Consultant are the Work Product. CADD files are furnished for convenience only. The transfer of the CADD files for use by the Client shall not be deemed a sale and the Consultant makes no warranty, either express or implied, of merchantability or fitness for any particular purpose.

XIV. SUSPENSION OF WORK

Work under this Agreement may be suspended as follows:

1. **By Client.** By written notice to AE, Client may suspend all or a portion of the Work under this Agreement if unforeseen circumstances beyond Client's control make normal progress of the Work impracticable. AE shall be compensated for its reasonable expenses resulting from such suspension including mobilization and de-mobilization. If suspension is greater than 30 days, then AE shall have the right to terminate this Agreement in accordance with Article XIV, Termination of Work.
2. **By AE.** By written notice to Client, AE may suspend the Work if AE reasonably determines that working conditions at the Site (outside AE's control) are unsafe, or in violation of applicable laws, or for other circumstances not caused by AE that are interfering with the normal progress of the Work. AE's suspension of Work hereunder shall be without prejudice to any other remedy of AE at law or equity.

XV. TERMINATION OF WORK

This Agreement may be terminated as follows

1. **Client** (a) for its convenience on 30 days' notice to AE, or (b) for materially breaches this Agreement through no fault of Client and AE neither cures such material breach nor makes reasonable progress toward cure within 15 days after Client has given written notice of the alleged breach to AE.
2. **By AE** (a) for cause, if Client materially breaches this Agreement through no fault of AE and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after AE has given written notice of the alleged breach to Client, or (b) upon five days' notice if Work under this Agreement has been suspended by either Client or AE in the aggregate for more than 30 days.
3. **Payment upon Termination.** In the event of termination, AE shall perform such additional work as is reasonably necessary for the orderly closing of the Work. AE shall be compensated for all work performed prior to the effective date of termination, plus work required for the orderly closing of the Work. Except for termination of AE by Client for cause, AE shall also receive a termination fee equal to 15 percent of the total compensation yet to be earned under existing authorizations at the time of termination.

XVI. NOTICES

All notices required under this Agreement shall be by personal delivery, facsimile or mail to the AE Project Manager and to the person signing the proposal on behalf of the Client, and shall be effective upon delivery to the address stated in the proposal



Engineer


EXHIBIT A

Position	Hourly Rate
Principal Engineer	\$160
Senior Engineer	\$140
Project Engineer	\$110
Designer	\$95
Project Assistant	\$60
Construction Manager	\$100



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 5
 Date May 16, 2019

Agenda Summary Report

To: Mike Prinz, General Manager 
 From: Robert D. Ruiz, Administrative Services Manager
 Mtg. Date: May 16, 2019
 Re: Additional Review of the Proposed 2019-2020 Budget.

BACKGROUND:

The Board met initially on April 25, 2019 at the Budget Workshop to review the Proposed Fiscal 2019-2020 Budget as prepared by Staff.

A few items were requested for additional review. Those items were as follows:

- Memberships with other organization detailed and discussed.
- Reserves available to meet operations and debt obligations.
- Debt Coverage Percentages are positively being met.

Please see the attached schedules for the details.

One additional amount has increased the capital budget in the proposed budget. \$200,000 was added to Capital Projects for the Red Flag Power Outage Preparation. This amount is an estimate of funds necessary to pay for emergency generators and fuel during the fire season.

Comparison of the originally presented budget to this current version is as follows:

	Revised Budget	Previous Budget	Change	Reason
Revenue Budget	\$70,389,476	\$70,189,476	(\$200,000)	Increase in Reserves due to change in Capital ⁽¹⁾
Operations and Maintenance	\$7,159,189	\$7,155,108	\$4,081	Increase in memberships to other organizations
Capital Outlay Budget	\$53,640,494	\$53,440,494	\$200,000	Due to Red Flag Preparation ⁽¹⁾
Debt Service Budget	\$4,617,777	\$4,798,026	(\$180,249)	Due to decrease in payments to I-Bank
Reserve Budget	\$4,498,776	\$4,498,776	\$0	
Total Change			<u>(\$176,168)</u>	

(1) This is in relation to fuel and generator costs to protect the pump stations from power outages and is being evaluated.

STAFF RECOMMENDATION:

Board to provide direction to Staff regarding the preliminary FY 2019-320 budget in advance of consideration at the June 6th Public Hearing.

FISCAL IMPACT:

N/A

Las Gallinas Valley Sanitary District
Transaction Detail By Account
July 1, 2018 through April 14, 2019

2400 · General and Administrative

2272 · Memberships

Name	Debit	Admin	Engineering	Collections	Laboratory	Plant	Total Exp	Variance
AMAZON.COM	500.00	500.00				-	500.00	-
<i>AWEA (American Wind Energy Association) \$500 annually</i>		-					-	-
AMERICAN SOCIETY OF CIVIL ENGINEERS	295.00		295.00			-	295.00	-
AMERICAN SOCIETY OF CPAs	450.00	450.00				-	450.00	-
AMERICAN WATER WORKS ASSOCIATION	705.00	105.00				600.00	705.00	-
BACWA (BAY AREA CLEAN WATER AGENCIES)	6,837.00	6,837.00				-	6,837.00	-
<i>BACWWE (Bay Area Consortium for Water and WWT Education) - Possibly \$3,000.</i>								
BAYWORK (Bay Area Water/Wastewater Workforce devel	765.00					765.00	765.00	-
BIOENERGY ASSOC OF CA	2,750.00					2,750.00	2,750.00	-
CALIFORNIA SOCIETY OF CPAs	410.00	410.00				-	410.00	-
CASA (CALIF.ASSN.OF SANITATION AGENCIES)	13,370.00	13,370.00				-	13,370.00	-
CWEA -CA WATER ENVIRONMENT ASSOC	3,845.00		85.00	1,710.00	650.00	1,400.00	3,845.00	-
GOVERNMENT FINANCE OFFICERS ASSOCIATION	160.00	160.00				-	160.00	-
IPMA (INTERNATIONAL PUBLIC MANAGEMENT ASSOC. FOR HR)	149.00	149.00				-	149.00	-
NASSCO, INC. (JANITORIAL SUPPLIES GROUP)	295.00			295.00		-	295.00	-
NORTH BAY WATERSHED ASSN.	5,239.08					5,239.08	5,239.08	-
NORTH BAY WATER REUSE ASSOC.	6,000.00	6,000.00				-		-
SOCIETY FOR HUMAN RESOURCE MANAGEMENT	494.00	494.00				-	494.00	-
UNDERGROUND SERVICE ALERT	1,339.76			1,339.76		-	1,339.76	-
WATER ENVIRONMENT FEDERATION	830.00		320.00			510.00	830.00	-
WATEREUSE ASSOCIATION	1,016.50	1,016.50				-	1,016.50	-
WERF (WATER ENVIRONMENT RESEARCH FNDDN	2,909.50	2,909.50				-	2,909.50	-
WESTCAS-ADMINISTRATIVE-SERVICES-	-	-				-	-	-
	46,409.84	31,346.00	405.00	3,344.76	650.00	10,664.08	40,409.84	-
NEW MEMBERSHIPS - 2019-2020								
BAY AREA BIOSOLIDS COALITION (BABC)	1,500.00	1,500.00				-	1,500.00	-
MISCELLANEOUS	2,288.16	2,288.16				-	2,288.16	-
CSDA (CALIFORNIA SPECIAL DISTRICTS ASSOC.)	5,802.00	5,802.00				-	5,802.00	-
	9,590.16	9,590.16	-	-	-	-	9,590.16	-
TOTAL BUDGET REQUEST	56,000.00	40,936.16	405.00	3,344.76	650.00	10,664.08	50,000.00	-

**LAS GALLINAS VALLEY SANITARY DISTRICT
2019-20 RESERVE BUDGET
PRESENTED MAY 16, 2019**

Revenue Description	2017-18 Actual	2018-19 Projected Actual	2019-2020 Proposed Budget	2019-2020 Bond Fund Transactions	2009 RESERVE TARGET
Cash Reserves					
Cash at the beginning of year	23,093,006	25,673,368 ⁽¹⁾	25,000,000 ⁽¹⁾		
UTILIZATION OF BOND FUNDS AND RESERVES					
Working Cash Flow	2,607,084	2,907,084	3,207,084		\$ 5,930,000 ⁽²⁾
Unallocated Reserves		4,918,783	2,496,331		
Rate Stabilization	300,000	300,000	300,000		300,000
Emergency Repair	1,000,000	1,000,000	1,000,000		1,000,000
Prior Year Capital Project Carryover	2,300,367	4,375,066	10,592,150 ⁽³⁾		4,000,000
Current Year Capital 2019-20			1,621,331		
Marin Lagoon Reserve Fund	74,000	74,000	74,000		
Captains Cove Reserve Fund	2,695	2,695	2,695		
Grants	-	-	-		-
RESERVES	<u>6,284,146</u>	<u>13,577,628</u>	<u>19,293,591</u>		<u>\$ 11,230,000</u>
Unrestricted Cash at end of year	<u>16,808,860</u>	<u>12,095,740</u>	<u>5,706,409</u>		
Construction of STPURW Project					
Beginning Cash in LAIF - Restricted - Bonds	40,090,584	33,955,240	13,459,876	\$ 40,090,584	
Grants	0	-	847,150	847,150	
Interest Earned on Unspent Bond Funds					
Transfers from Bond Fund	6,135,344	20,495,364	12,961,485	\$ 39,592,193	
Capital Facilities Fund	-	-	-	\$ -	
Total Utilization of Bond and Reserves	<u>33,955,240</u>	<u>13,459,876</u>	<u>1,345,541</u>	1,345,541	
Other Sources of Funds					
I-Bank Loan	0	12,000,000	12,000,000	12,000,000	
Total Balance Left of Revenue Bond Reserves				<u>13,345,541</u>	

- (1) Based on 2009 Reserve Target Approved by the Board. (Projecting an increase of \$300,000)
(2) Staff Recommends revisiting rationale for this reserve level.
(3) See Capital Detail for these numbers.

**LAS GALLINAS VALLEY SANITARY DISTRICT
REVENUE, EXPENSES, DEBT SERVICE COVERAGE
PRESENTED MAY 16, 2019**

Revenue Description	2017-18 Final Actual	2018-19 Projected Actual	2019-2020 Proposed Budget	Change	% Change from PY
OPERATING REVENUE					
User Charges	\$ 13,634,548	\$ 14,381,349	\$ 14,602,912	\$ 221,563	1.54%
Educational Revenue Augmentation Fund	372,411	319,000	325,000	\$ 6,000	1.88%
Recycled Water	61,080	39,000	42,000	\$ 3,000	7.69%
Franchise Fees	25,000	70,000	149,422	\$ 79,422	113.46%
Inspections/Permits/Application Fee	11,678	22,357	8,500	\$ (13,857)	-61.98%
Interest	425	607	500	\$ (107)	-17.65%
Interest on Reserves	269,180	390,617	400,000	\$ 9,383	2.40%
Suppl. Property Tax Assess.	27,670	13,000	16,000	\$ 3,000	23.08%
Homeowner Property Tax Relief	4,354	3,703	4,300	\$ 597	16.11%
Private Sewer Lateral Assistance Program	101,368	87,721	80,000	\$ (7,721)	-8.80%
Reimbursement for Lateral Repairs		0	0	\$ -	0.00%
Miscellaneous Revenue	29,521	1,629	-	\$ (1,629)	-100.00%
Sale of Assets	29,012	86	-	\$ (86)	-100.00%
Operating Transfer In	-	-	-	\$ -	0.00%
TOTAL OPERATING REVENUES	<u>14,566,247</u>	<u>15,329,068</u>	<u>15,628,634</u>	\$ 299,566	1.95%
Property Tax	890,205	888,555	875,000	\$ (13,555)	-1.53%
Marin Municipal Water District	<u>455,057</u>	<u>463,145</u>	<u>463,353</u>	\$ 208	0.04%
Net Revenues	<u>15,911,509</u>	<u>16,680,768</u>	<u>16,966,987</u>		
TOTAL OPERATING EXPENDITURES	<u>\$ 6,127,621</u>	<u>6,701,950</u>	<u>7,159,189</u>	\$ 457,239	
NET POSITION	<u>\$ 9,783,888</u>	<u>\$ 9,978,818</u>	<u>\$ 9,807,798</u>	\$ (171,020)	
DEBT EXPENDITURES	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,617,777</u>	\$ 627,212	
Convenant Regarding Gross Revenues 125% Requirement	<u>250%</u>	<u>250%</u>	<u>212%</u>		

5/16/2019

General Manager Report

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

5/16/2019 BOARD REPORTS

Agenda Item 7.1

LAFCO

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

Agenda Item 7.2

Gallinas Watershed Council/Miller Creek Watershed Council

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

Agenda Item 7.3

JPA Local Task Force on Solid and Hazardous Waste

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

Agenda Item 7.4

Flood Zone 7

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

Agenda Item 7.5

NBWA

- a) Board Committee
- b) Executive Committee
- c) JTC

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

Agenda Item 7.6

NBWRA/North Bay Water

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

Agenda Item 7.7

Engineering Subcommittee

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

5/16/2019 BOARD REPORTS

Agenda Item 7.8

Other Reports – Murray - CASA EPA OFFICE OF COMMUNITY REVITALIZATION STRATEGIES FOR FOOD SYSTEMS, HEALTH AND ECONOMIC DEVELOPMENT

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

Agenda Item 7.8
Date May 16, 2019

CERTIFICATE

PROUDLY PRESENTED TO

Craig Murray

EPA Office of Community Revitalization's Strategies
for Food Systems, Health, and Economic
Development

Apr 24, 2019

Date of Completion

Erica Rippe

Organizer



CENTER FOR CREATIVE
LAND RECYCLING

RECLAIM. CONNECT. TRANSFORM.



**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Actual meeting date(s): _____

Purpose of Meeting: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

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

For Office Use Only

Request was Approved Not Approved at the Board Meeting held on _____.

5-16-2019

BOARD AGENDA ITEM REQUESTS

Agenda Item 8B

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

Agenda Item 9
Date May 16, 2019

NMWD seeks water rate increase

Wa ter

NOVATO

Utility's move follows Marin Municipal district

By Will Houston

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Both of Marin County's water suppliers are now seeking to raise their water rates this summer.

The North Marin Water District is proposing a 3.5 percent rate hike that would take effect June 1. Earlier this year, the district's larger counterpart, the Marin Municipal Water District, proposed its own rate and fee increases. Both districts say the rate increases are needed to keep up with rising employee and maintenance costs.

NMWD said it needs the extra revenue to cover rising rates from its wholesale water supplier, the Sonoma County Water Agency or Sonoma Water. The higher rates are also meant to cover NMWD's employee wages and maintenance to the district's network of pipes, tanks and treatment plants, according to the district. The NMWD Board of Directors is set to hold a public hearing on May 21 to discuss the rate increase and possibly take action.

WATER»PAGE 4



The North Marin Water District gets about a quarter of its supply from Stafford Lake, left, and the rest from Sonoma County.

ROBERT TONG — MARIN INDEPENDENT JOURNAL

NMWD seeks water rate increase

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FROM PAGE 1

The average customer will see about a \$4 increase on the bimonthly water bill, according to the district.

“The District has mailed out notification letters to all customers outlining the total increase, reasons for the increase, and the process for protesting the increase,” Julie Blue, the district’s auditor-controller, wrote in an email.

The district’s main water supplier, Sonoma Water, is set to raise its wholesale rates by 4.6 percent starting in July. This will equate to an extra \$260,000 on the district’s water bill in the coming fiscal year, according to Blue’s estimates. With this rate hike, the water district is forecast to pay Sonoma water about \$5.35 million in the 2019-2020 fiscal year, according to Sonoma Water. NMWD purchases about 75 percent of its water supply from Sonoma with the remaining 25 percent sourced from the Stafford Lake reservoir.

Marin Municipal Water District purchases about 20 percent of its supply from Sonoma Water and is forecast to pay close to \$6 million in the coming fiscal year. The district is proposing a 4 percent annual rate increase over the next four years as well as the addition of a new annual fixed fee. A public workshop on this proposal is being held on Thursday in Mill Valley.

The wholesale rate hike is meant to build up Sonoma Water’s reserves, according to Sonoma Water assistant general manager Michael Thompson. About \$6 million in reserves were depleted by reduced water use during the recent drought years and because the agency decided not to increase rates significantly during this low-use period, Thompson said. Water demand during this time dropped from about 65,000 acre-feet to about 40,000 acre feet, according to Thompson.

The extra revenue, Thompson said, will also be used to fund several projects in 2019 including multi-million dollar seismic retrofit upgrades to the agency’s tanks and equipment, water tank maintenance and a 3-mile salmon habitat restoration project on a Russian River tributary, Dry Creek.

“We know there will be another drought. There’s going to be another earthquake. There will be always equipment that will need to be replaced,” Thompson said about Sonoma Water’s rate increase.

NMWD has consistently raised rates in recent years, though this latest proposal is lower by comparison to past years. Still, the rate hikes have had financial consequences for the nearly 61,000 residents the district serves.

Novato Assistant City Manager Michael Antwine said the city is aware of NMWD’s proposed increase but has not taken a formal stance on it. The city’s utility costs have increased by about 21 percent in the past three years, costing an additional \$250,000.

“The major variable and factor associated with the city’s increased utilities costs are the water rates from the North Marin Water District,” Antwine wrote in an email.

NMWD customer John Turner said the district is operationally well managed in general. But he said the district’s financial plan and its call for further rate increases is a cause for concern, especially when rate increases outpace growth in customers’ incomes.

“This is just another nail in the coffin of North Marin’s family-focused middle class who continue to move out creating a bifurcated community of low-wage service providers and top 15 percent income consumers of those services,” Turner wrote in an email.

The water district also says the rate increase is needed to keep up with the annual wage increases to its employees. The district has 51 full-time positions of the 54 that are budgeted. A labor agreement has the district increasing employee wages based on changes in the Bay Area's consumer price index. The next increase is set to take place in October, according to Blue.

“Competitive wage increases are necessary to help maintain our specialized staff as well as attract highly qualified new employees as vacancies,” the district states in a notice it sent to its customers a few weeks ago.

Another reason the district cites as justification for the rate increase are regular increases in state and federal permit fees.

District customers are able to calculate the predicted increase to their water bill at nmwd.com/account_balance.php.

Revisions possible for water rate plan

Rates

MARIN MUNICIPAL

Board considers changes after objections from public

By Will Houston

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Facing a public outcry, the Marin Municipal Water District Board of Directors this week signaled its support for changes to its proposed rate and fee hike plan.

At a special meeting Thursday, the board said it was open to the idea of placing a proposed new capital maintenance fee on customers' water bills for two years before placing it on property tax bills thereafter; reducing the fee for customers who have larger water meters for fire sprinklers or adequate water pressure; and offering rewards for water savers and breaks for low-income customers.

The board is set to discuss the proposals at its May 14 meeting.

Director Cynthia Koehler said the rate and fee hike is a continuation of the district's work to maintain its water system.

"What we are doing here that is different is considering a new way of funding these things and trying to balance a lot of competing — all of which are legitimate — concerns," Koehler said. "What is not different in my mind is the basic goal, which is continuing to maintain the physical health of the organization ... and continuing to fund our capital needs."

RATES >> PAGE 2

Revisions possible for water rate plan

Rates

FROM PAGE 1

The district is proposing to raise rates by about 4 percent annually over the next four years and to impose a new annual capital maintenance fee. The fee, which would be based on customers' meter size, would switch the district from borrowing money to a cash-based system for funding repairs and replacement of pipes, pumps, water tanks and treatment plants. These rate and fee hikes are proposed to take effect July 1.

The board could not reach consensus on a staff recommendation to phase in the new fee over a five-year period. The idea would be to charge customers a lower fee for five years and make up the difference using bonds.

With the district's budget adoption approaching in early June, district General Manager Ben Horenstein expressed concern about the time crunch. The board would need to adopt a final rate and fee plan by May 28 to have it in place for the upcoming budget year.

"It would be quite difficult to bring an ordinance on May 28 with this level of uncertainty," Horenstein said.

Some, such as Ann Thomas, director of the Mar in Conservation League, questioned why the board just doesn't stick to its original plan of charging the new fee on the property tax bill and forgo borrowing more money for its repair projects.

"You might as well just pay up front and be done with it," Thomas said.

Others such as Paul Premo of the Coalition of Sensible Taxpayers disagreed entirely, saying the board should continue to borrow money so ratepayers don't bear higher costs upfront. Should the district move forward with a fee, he recommended it be based on water use rather than meter size.

Fee changes

The capital maintenance fee would cost most customers either \$163 or \$409, with the board able to increase the fee by up to 4 percent each year. The original plan was to collect it on the property tax bill. That way, property owners and not renters would be covering the costs. But the proposal came under public criticism for lacking transparency.

By placing it on the water bill for the first two years, district staffers hope to familiarize customers with the fee before moving it onto the property tax bill. Along with addressing transparency concerns, district staff say spreading the fee across six bimonthly water bills would provide the district a consistent stream of revenue rather than large, lump sum payments.

While he later supported the two-year phase-in, Director Larry Russell said another option the board could consider is allowing customers to decide if they want the fee on their property tax bill or water bill.

"I think that's a fair one to throw in," Russell said.

As for the proposed five-year phase-in of the fee, the board differed. Charles Duggan, the district treasurer, said the five-year phase-in would result in nearly \$29 million in debt and another \$27.2 million in interest over a 30-year period on top of the \$155 million the district already has in debt.

Russell and Gibson supported sticking to the original plan, saying it wouldn't make sense to incur more debt if the whole idea of the fee is to avoid passing that on to customers.

Director and board chairman Larry Bragman said he supported looking at a six-to seven-year phase-in period and called on staff to bring back more information on that option. He also voiced support for using unused revenue to help pay for the maintenance projects to reduce dependence on debt.

“What I think as far as getting to that sweet spot of equity and sustainability is we have to get to a point where we’re incurring less debt than we have been,” Bragman said.

Affordability

One common criticism of the rate and fee hike proposal is that conservative water users would have to pay more for using less. The “super water saver” program entertained by the board Thursday would seek to give some incentive for water users by providing these users an \$8 credit on their bimonthly water bills.

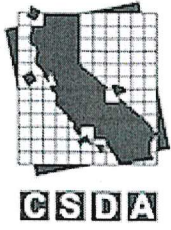
The program would cost the district about \$155,000 per year and would be paid using non-ratepayer funds. About 3,000 households would qualify based on recent water use, Duggan said.

The board also liked the idea of expanding a program that waives the bimonthly watershed maintenance and meter service fees. To qualify, customers must be at or below 60 percent of the low-income level established by the federal Department of Housing and Urban Development. The proposal would increase that to customers who meet 80 percent of the low-income level.

Should the cost of the program exceed \$300,000, it would trigger a board review. There are 776 participants in the program this fiscal year at a cost of \$235,052. The program is not funded by ratepayers.

Since California recently declared water to be a human right, Koehler said this program could be expanded.

“I think we have a strong state foundation for considering a situation where some base level of water is provided as a matter of right,” she said.



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Costly Public Records Act Legislation Moving Through Legislature

By CSDA ADMIN posted 2 days ago

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RECOMMEND

Last week, several bills related to the California Public Records Act (CPRA) passed out of different committees in both houses of the California State Legislature. A brief summary of each bill, the potential impacts it may have on special districts, and its current status is listed below:



Assembly Bill 1184 (Gloria) – Requirement to Maintain Emails for 2-Years -- OPPOSE

Assembly Member Todd Gloria (D-San Diego) is authoring Assembly Bill 1184, which requires all public agencies, including special districts, to maintain all emails related to the business of the agencies for a minimum of two years. Unlike all other record retention requirements in current law, AB 1184 places new retention requirements

directly into the CPRA, purposely circumventing the reimbursement process and placing the costs of this unfunded mandate squarely on the shoulders of local agencies and the constituents they serve.

AB 1184 does not require any new disclosures or provide any new exemptions to the CPRA, it is simply a data storage requirement that will result in increased costs on agencies for purchasing servers to store the emails as well as additional costs for reviewing the resulting enormous cash of emails should there be request for the emails using the CPRA.

CSDA is opposed to this data storage legislation because of the unfunded mandates it will place on our member districts.

Status: Will be heard next in the Assembly Appropriations Committee.

Senate Bill 518 (Wieckowski) – CPRA 998 Settlement Agreements -- OPPOSE

Senator Bob Wieckowski (D – Fremont) has introduced Senate Bill 518, which would eliminate the utility of Section 998 settlement offers in CPRA lawsuits against public agencies. This bill will incentivize additional litigation and increase costs to public agencies for CPRA disputes.

The CPRA was created to ensure the public has access to information concerning the conduct of the people's business as a fundamental and necessary right of every person in this state, a charge our public agencies do not take lightly. Failure of a public agency to disclose records pursuant to the CPRA can result in significant financial consequences for the agency from potential litigation.

Under current law, records requesters that believe a public agency has improperly withheld a record may sue the agency immediately. There is no “meet and confer” requirement that a requester work with an agency to resolve a dispute over any records

that may have been withheld by an agency. Additionally, should a requestor prevail in court by having even a single record released that had previously been withheld, the CPRA mandates that a court award costs and reasonable attorney fees to the plaintiff. Offers to compromise made under Code of Civil Procedure section 998 ("Section 998 offers") are intended to encourage litigants to settle their disputes in an amicable and reasonable fashion and avoid excessive litigation costs.

Section 998 permits either party involved in litigation, plaintiff or defense, to make an offer to settle a dispute before proceeding to trial or arbitration, and if it is not accepted and the litigating party fails to achieve a better result than they could have achieved by accepting the Section 998 offer, the party is not entitled to post-offer costs and must pay the defendant's post-offer costs.

Proposing to eliminate the Section 998 litigation practice would discourage plaintiffs' attorneys in CPRA cases from settling because they would face no consequence for rejecting a reasonable and fair offer, but would have potentially significantly more to gain in fees by proceeding with a costly litigation process. This would hold true even if an attorney's client receives no additional benefit other than what would have been offered in a settlement. SB 518 creates a lopsided benefit to plaintiff attorneys over public agencies that encourages costly litigation, when a simple agreement could be reached instead. It is for these reasons that CSDA is opposed to SB 518.

Status: Will be heard next in the Senate Appropriations Committee.

Senate Bill 749 (Durazo) – Trade Secret Exemption and Reverse CPRA Actions -- OPPOSE

In response to CSDA's opposition, Senator Durazo (D- Los Angeles) amended her bill, Senate Bill 749, removing significant areas of concern related to the California Public Records Act (CPRA).

The amendments remove Section 2 of the bill, pertaining to "reverse-CPRA" lawsuits.

The removed provisions include:

1. In reverse CPRA actions, a requester of records shall be named as a real party in interest and may participate fully in the case.
2. In reverse CPRA actions, if the petitioner fails to prevent the disclosure of records, the petitioner shall pay the attorney fees of the requester.
3. In reverse CPRA actions, if the court finds that the public agency delayed disclosure of the record to facilitate the filing of the reverse public records action, or if the public agency declined to defend its position that the record was subject to disclosure, then the public agency shall pay the requester's reasonable attorney's fees.

Moving forward, the bill will have a single provision that seeks to remove the "Trade Secrets" exemption from the CPRA for records of wages, benefits, working hours, and other employment terms and conditions of employees working for a private industry employer, or a subcontractor of a private industry employer, pursuant to a contract with a state or local agency. This provision may impact the number of bids special districts receive in response to RFPs and the amount of information provided in those bids.

CSDA currently holds an oppose position on SB 749, but is evaluating the position on the bill going forward since the recent amendments addressed the most significant concerns.

Status: Will be heard next in the Senate Appropriations Committee.

#AdvocacyNews

#FeatureNews

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Teresa Lerch

From: Craig Murray <Craig_Murray@ci.richmond.ca.us>
Sent: Tuesday, May 7, 2019 10:04 AM
To: Mike Prinz; Teresa Lerch
Subject: FW: WEF Member Alert: Update on Biosolids and PFAS Concerns
Attachments: ATT00001.txt

Good info. for Board Packet and forward links to other Board Members.

From: Biosolids [mailto:biosolids-bounces@lists.casaweb.org] **On Behalf Of** Greg Kester via Biosolids
Sent: Tuesday, May 07, 2019 5:22 AM
To: biosolids@lists.casaweb.org
Subject: [CASA Biosolids] FW: WEF Member Alert: Update on Biosolids and PFAS Concerns

Hello everyone – There are a number of very informative and helpful links in the message below on Perfluorinated Compounds (PFAS) which I wanted to share in the event you are not a WEF member. Please let me know if you have any questions or comments. Thanks - Greg

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From: Water Environment Federation <marketing@wef.org>
Reply-To: Water Environment Federation <marketing@wef.org>
Date: Monday, May 6, 2019 at 2:01 PM
To: Greg Kester <gkester@casaweb.org>
Subject: WEF Member Alert: Update on Biosolids and PFAS Concerns



Update on Biosolids and PFAS Concerns

For the past several years concerns about PFAS (per-and polyfluoroalkyl substances) have been a high-profile issue for the water sector, media, and public.

PFAS are a group of man-made chemicals that includes PFOA, PFOS, and GenX. PFAS have been manufactured and used in a variety of industries, and although they have been phased out for many applications, they are still persistent in the environment. There is evidence that exposure to PFAS can lead to adverse human health effects although much more research is needed.

Concerns about PFAS have primarily focused on its presence in drinking water, however, some attention is turning to biosolids. There are rare cases where heavy industrial discharges of PFAS have impacted biosolids and state environmental agencies are beginning to evaluate regulations for biosolids. [See these stories from Maine](#), for example. WEF wants its members to be aware of these concerns, know that WEF is being proactive, and utilize facts and science-based communications resources as needed.

WEF's Position

Biosolids production recovers valuable nutrients, organic matter, and energy from treated wastewater – it is a safe and innovative process that lowers costs for consumers, improves our environment, conserves natural resources, and supports our nation's agricultural communities.

WEF is closely following concerns about PFAS and continuing to rely on the current science to inform its response. That science shows no significant health risk from human exposure to biosolids and that contamination of surface or ground water from biosolids is very unlikely. WEF urges federal and state regulators to focus on stopping these chemicals at their source through appropriate controls on industrial and other uses – before they enter the sewer system or the environment – and to consider the impacts of new policies or laws on utilities. WEF is committed to understanding more about PFAS and supports further research.

WEF Activities and Resources

WEF has a variety of activities underway and offers communications resources to respond to concerns about biosolids and PFAS.




- **Talking points on PFAS:** WEF has generated talking points on biosolids and PFAS that are based on the current science, the importance of biosolids to utilities and others, the need to focus on source control, and support for additional research. [Members can access the talking points.](#)
- **Availability to assist Member Associations and members:** WEF is available to assist MAs and members with communications and advocacy on biosolids, particularly to state agencies and at the local level.
- **News sources:** There are several useful sites for those interested in learning more about PFAS and tracking news, including a [webpage of the U.S. EPA](#), a [webpage of the North East Residuals and Biosolids Association](#), and the [PFAS](#)

Project run by [Northeastern University](#). There is also an informative overview video on [PFAS available on YouTube](#).

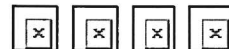
- **WEF Resources for Communications:** WEF has resources to assist members in communications, with much of the content housed at [biosolidsresources.org](#). There is basic information about biosolids, videos, social media, reports, and technical support documents. The [messaging book](#) is an especially valuable resource. WEF published an episode of the [Words On Water podcast](#) featuring Ned Beecher, the Executive Director of the North East Biosolids and Residuals Association. WEF has posted a series of videos on YouTube called "[Speaking of Biosolids](#)," which features brief interviews with experts talking about the various benefits of biosolids. WEF has also prepared a [package of social media content](#) to make it even easier to post about biosolids. WEF held a half-day workshop on biosolids communications on May 8 at the Residuals and Biosolids Conference and will hold a webinar version in June.
- **Collaboration across water sector:** WEF is working closely with the National Association of Clean Water Administrators (NACWA), The Water Research Foundation (WRF), WEF Member Associations, and regional biosolids organizations to track concerns, provide facts and science, and support an appropriate regulatory response. WEF is also in communication with the U.S. EPA about biosolids.

WEF plans to continue to expand biosolids advocacy, communications, and research and offering more resources for the water sector. All resources are posted at <http://biosolidsresources.org/OE/>. If you have any questions, please contact Patrick Dube, Biosolids Program Manager, at pdube@wef.org or Travis Loop, Senior Director of Communications and Public Outreach, at tloop@wef.org



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