



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

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

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

BOARD MEETING AGENDA

April 12, 2018 3:30 PM

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

Estimated
Time

3:30 PM

1. PUBLIC COMMENT

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

3:35 PM

CLOSED SESSION:

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

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 March 28, 2018.
- B. Approve the Warrant List for April 12, 2018.
- C. Approve Board Compensation for March 2018.
- D. Approve Craig Murray attending the CASA & WasteReuse Public Policy Form on April 11th in Sacramento and the Special Districts Legislative Days Conference May 22-23, 2018 in Sacramento.
- E. Approve Interim General Manager Authority to Approve Nute Engineering Invoices for Professional Services Related to the Treatment Plant Access Road.
- F. Approve Interim General Manager Authority to Approve Emergency Rock Cross Vane Redesign and Reconstruction for Lower Miller Creek.
- G. Approve Notice Inviting Sealed Bids for Providing Services for Biosolids Removal and Sub Surface Injection (1,000,000 Gallons Minimum) During Fiscal Year 2018-2019.
- H. Approve Resolution 2018-2118 – Designating the Plant Manager and the Plant Operations and Maintenance Supervisor as Duly Authorized Representatives.
- I. Approve Resolution 2018-2119 – Proposing an Election.
- J. Approve Notice of Completion/Resolution 2018-2120 Accepting the 400 Merrydale Road 6 inch Sewer Sliplining Project

Possible expenditure of funds: Yes, Items B - G

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

4:50 PM

3. ACTION CALENDAR:

- A. Approve Request for Proposals for Executive Search Services
- B. Approve Employee Service Awards Program
- C. Approve Customer Service Questionnaire

5:50 PM

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

1. Interim General Manager Report – Verbal
2. Point Blue Conservation Science Request for Support – Written
3. Marin Sanitary Service's Service Area Annual Report for 2017 – Written
4. Monthly Treasurer Report – Written

B. BOARD REPORTS:

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

6:20 PM

5. BOARD REQUESTS:

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

6:25 PM

6. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE

6:30 PM

7. ADJOURNMENT

AGENDA APPROVED:	Megan Clark, Board President	David Byers, 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 April 9, 2018, at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held April 12, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: April 9, 2018



Teresa L. Lerch
District Secretary

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

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

SPECIAL MINUTES OF MARCH 28, 2018

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON MARCH 28, 2018, AT 2:01 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,
5 SAN RAFAEL, CALIFORNIA.
6

7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray, and
8 J. Schriebman
9

10 **BOARD MEMBERS ABSENT:** None.

11
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager, Mike Cortez,
13 District Engineer; Teresa Lerch, District Secretary; Mel
14 Liebmann, Plant Manager; Susan McGuire, District
15 Treasurer.
16

17 **OTHERS PRESENT:** David Byers, District Counsel (arrived at 2:16 pm).
18

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

23 **PUBLIC COMMENT:** None
24

25 **CONSENT CALENDAR:**

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

- 28 A. Approve the Board Minutes for March 15, 2018.
29 B. Approve the Warrant List for March 28, 2018.
30 C. Approve Craig Murray attending the IRWA Spring Forum March 23rd conference - Right of Way
31 Acquisition, Relocation, Condemnation Issues and the March 29th meeting with Marin Supervisor Arnold
32 and County OES Chief O'Reilly to discuss process to add Special District Member to Marin Disaster
33 Council.
34 D. Approve Judy Schriebman attending the Special District Leadership Academy Conference
35 July 8-11, 2018 in Napa.
36 E. Approve Proposition 218 Public Hearing Notice regarding FY 2018/19 Sewer Service Charge Increase.
37

38 **ACTION:**

39 Board approved (M/S Schriebman/Murray 5-0-0-0) the Consent Calendar Items A through E.

40 AYES: Clark, Elias, Greenfield, Murray and Schriebman
41 NOES: None.
42 ABSENT: None.
43 ABSTAIN: None.
44

45 **ACTION CALENDAR:**

- 46 A. Approve Resolution 2018-2116 – A Resolution Fixing Time and Place for Public Hearing on
47 Budget for the Fiscal Year 2018-2019.
48

49 **ACTION:**

50 Board approved (M/S Murray/Schriebman 5-0-0-0) Resolution 2018-2116 – A Resolution Fixing Time and
51 Place for Public Hearing on Budget for the Fiscal Year 2018-2019.

52 AYES: Clark, Elias, Greenfield, Murray and Schriebman.
53 NOES: None.
54 ABSENT: None.
55 ABSTAIN: None.

56 **ACTION CALENDAR:**
57 B. Approve Resolution 2018-2117 – A Resolution Fixing Time and Place for Public Hearing on
58 Sewer Service Charge Rates for the Fiscal Year 2018-2019.

59 **ACTION:**
60 Board approved (M/S Greenfield/Murray 5-0-0-0) Resolution 2018-2117 – A Resolution Fixing Time and
61 Place for Public Hearing on Sewer Service Charges for the Fiscal Year 2018-2019.
62 AYES: Clark, Elias, Greenfield, Murray and Schriebman.
63 NOES: None.
64 ABSENT: None.
65 ABSTAIN: None.
66

67 **ACTION CALENDAR:**
68 C. Approve Interim Manager Authority to Award Contract to Flatiron West Inc. for Construction
69 of Secondary Treatment Plant Upgrade and Recycled Water Expansion (a.k.a. Novato South
70 Service Area/LGVSD-MMWD Recycled Water Project. Discussion ensued.

71 **ACTION:**
72 Board rejected all Bids (M/S Elias/Greenfield 3-2-0-0) pursuant to Public Contracts Code section 20805 for
73 Construction of Secondary Treatment Plant Upgrade and Recycled Water Expansion (a.k.a. Novato
74 South Service Area/LGVSD-MMWD Recycled Water Project.
75 AYES: Elias, Greenfield and Murray.
76 NOES: Clark, Schriebman.
77 ABSENT: None.
78 ABSTAIN: None.
79

80 **ACTION CALENDAR CONTINUED:**
81 D. Approve Interim General Manager Authority to Award Contract to MWH Constructors for
82 Construction Management of Secondary Treatment Plant Upgrade and Recycled Water
83 Expansion – Interim General Manager DeGabrielle asked that this item be deferred to the
84 future.
85 E. Approve Interim General Manager Authority to Award Contract to CCMI for Labor
86 Compliance Monitoring of Secondary Treatment Plant Upgrade and Recycled Water
87 Expansion. Interim General Manager DeGabrielle asked that this item be deferred to the
88 future.
89

90 **INFORMATION ITEMS:**
91 **STAFF / CONSULTANT REPORTS:**
92 1. Interim General Manager Report – Verbal – DeGabrielle reported.
93

94 Byers left at 3:07 p.m.
95 Cortez and Liebmann left at 3:09 p.m.
96

97 **BOARD REPORTS:**
98 1. LAFCO – Verbal – Murray reported.
99 2. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
100 3. JPA Local Task Force on Solid and Hazardous Waste – Verbal – Schriebman reported.
101 4. NBWA – Verbal – Clark reported
102 5. NBWRA – Verbal – Elias reported.
103 6. Engineering Subcommittee – Verbal – no report.
104 7. Human Resources Subcommittee – Verbal – no report.
105 8. Other Reports – A) San Rafael District Elections – Verbal – Clark reported.
106
107
108
109
110

111 **BOARD REQUESTS:**
112 Board Meeting Attendance Requests – None.
113 Board Agenda Item Requests – Murray requested information on the Sewer Lateral Ordinance.
114 DeGabriele updated the Board. Schriebman requested an update on the Floating Solar Project.
115 DeGabriele is looking into this item.

116
117 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**
118 No discussion.

119
120 **ADJOURNMENT:**

121
122 **ACTION:**
123 Board approved (M/S Murray/Schriebman 5-0-0-0) the adjournment of the meeting at 3:37 p.m.
124 AYES: Clark, Elias, Greenfield, Murray and Schriebman.
125 NOES: None.
126 ABSENT: None.
127 ABSTAIN: None.

128
129 The next Board Meeting is scheduled for April 12, 2018 at the District Office.

130
131
132 **ATTEST:**

133
134
135 _____
136 Teresa Lerch, District Secretary

137
138
139 **APPROVED:**

140
141
142 _____
143 Megan Clark, Board President

144
145 **SEAL**

Las Gallinas Valley Sanitary District
Warrant List
04-12-18 DRAFT

Agenda Item 2B
Date April 12, 2018

	Date	Num	Vendor/Description	Amount	Notes/Explanation
1	4/12/2018	EFT	ADP, LLC	TBD	Payroll and processing fees for paydate 4/13/18
2	4/12/2018	ACH	3T Equipment Company, Inc.	5,072.60	(2) 500 gallon water tanks
3	4/12/2018	EFT	Bank of Marin	27,723.45	Loan payment APR-18
4	4/12/2018	EFT	Bank of Marin	19,612.19	Loan payment APR-18
5	4/12/2018	TBD	Comet Building Maintenance, Inc.	575.00	
6	4/12/2018	ACH	Contractor Compliance and Monitoring, Inc	250.00	
7	4/12/2018	ACH	Data Instincts	767.50	
8	4/12/2018	TBD	Dave Lehman Trucking, Inc.	1,150.00	Base rock for parking lot
9	4/12/2018	EFT	Direct Dental Administrators, LLC	149.00	
10	4/12/2018	TBD	Discovery Office Systems	482.97	
11	4/12/2018	ACH	EcoVerde	3,650.00	Purchase of one EG-10.2 Odor Control System
12	4/12/2018	TBD	Envirodyne Systems, Inc.	7,500.00	Secondary Treatment and RW Plant upgrade equipment purchase
13	4/12/2018	ACH	EOA, Inc.	10,883.89	Technical support for Regulatory Permits (Feb 2018)
14	4/12/2018	ACH	Fishman Supply Co.	265.87	
15	4/12/2018	ACH	Kempf, Kristina	34.23	
16	4/12/2018	TBD	Marin Ace	9.02	
17	4/12/2018	TBD	Marin Recycling HHW	150.80	
18	4/12/2018	TBD	North Bay Petroleum	2,099.13	Unleaded/Diesel
19	4/12/2018	ACH	Nute Engineering	1,085.50	
20	4/12/2018	TBD	Oberkamper & Associates	380.00	
21	4/12/2018	TBD	Operating Engineers Local No. 3	436.20	
22	4/12/2018	TBD	Petty Cash (Cash Box)	106.99	
23	4/12/2018	ACH	Redwood Security Systems	186.00	
24	4/12/2018	TBD	SMART	355.57	
25	4/12/2018	ACH	Univar USA Inc.	5,199.07	Liquid Sodium Bisulfite
			TOTAL	\$ 88,124.98	

Agenda Item 2 C
Date April 12, 2018

March 2018

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	5
Rabi Elias	4
Russell Greenfield	3
Craig Murray	6
Judy Schriebman	<u>4</u>
Total	<u><u>22</u></u>

Meeting Date: 4/12/2018
Paydate 4/13/2018



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: MEGAN CLARK Month: MARCH 2018

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.

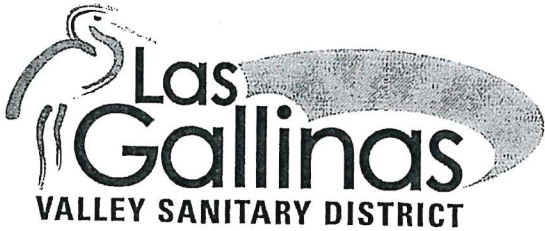
REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1st			
15 th	Reg.	X	
28 th	Special	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2 nd	NBWA conf.	X	
5 th	Dist. elections	X	
12 th	"	X	
TOTAL		3	

TOTAL MEETINGS CHARGED: 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.

Megan Clark Signature 3/28/18 Date
[Signature] Approved By/ Date 4/6/18 [Signature] Pay Date 4/13/18



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: Rabi Elias Month: March 2018


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.

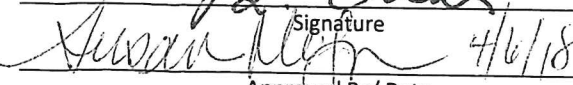
REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/29/18	Regular meeting	✓	
TOTAL		1	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/1/18	Eng. Com. meeting with chris	✓	
3/15/18	Special Meeting	✓	
3/26/18	NBWRA	✓	
TOTAL			

TOTAL MEETINGS CHARGED:	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


 Approved By/ Date

 3/28/18

 Date
 4/13/18

 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: Greenfield Russ Month: March 2018

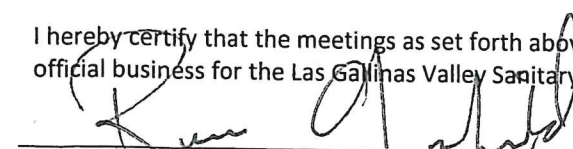
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

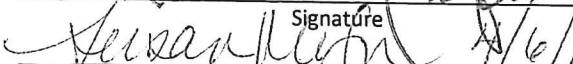
REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/15/18		✓	
3/28/18		✓	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/18/18	engineer / construction committee	✓	
TOTAL			

TOTAL MEETINGS CHARGED:	<u>3</u>
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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.

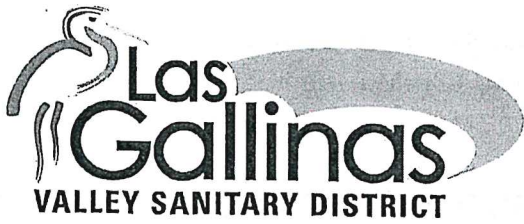


 Signature


 Approved By/ Date

 3/28/18
 Date

 4/13/18
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: MURRAY, Craig K. Month: March 2018

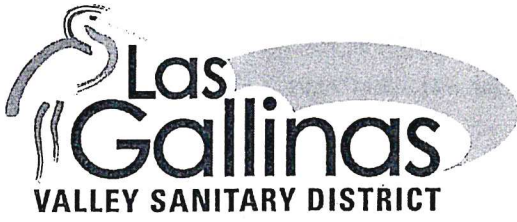
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/15/18	Special Board Meeting	X	
3/28/18	Special Board Meeting	X	
TOTAL		2/2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/6/18	District Check review, signing		X
3/8/18	Regular Meeting – Marin Operational Area – Disaster & Citizen Corp. Council – Marin County Board of Supervisors		X
3/11,25,31/18	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 3/11:3.5 Hours; 3/25: 2.5 Hours; 3/31: 2 Hours		X
3/14/18	International Right of Way (IRWA) Regular Monthly Luncheon Presentation: Income Approach & Introduction for Non-Appraisers & Case Study for Eminent Domain, Walnut Creek		X
3/15/18	LGVSD Energy Subcommittee. Regular Meeting of Marin Clean Energy. Open Time Presentation/Request to MCE Boards in San Rafael and Concord to consider Local Anaerobic Digestion & Energy Producers.	X	
3/19/18	Marin LAFCO – Budget Subcommittee	X	
3/23/18	IRWA San Jose Chapter 42 Spring Conference ROW Topics, Monterey	X	
3/29/18	County Code Change Discussion for DC3 Operational Area to be inclusive with a Special District Member. Meeting with County Supervisor Arnold & Leg. Assistant and OES Chief Reilly.	X	
TOTAL		4/8	

TOTAL MEETINGS CHARGED:	6
--------------------------------	----------

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.



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE



Signature
Susan Kign 4/6/18

Approved By/ Date

March 30, 2018
Date
4/13/18

Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: JUDY SCHRIEBMAN Month: MARCH 2018

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
3/5	reg mtg	✓	
3/28	special mtg	✓	
TOTAL		<u>2 = 2</u>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/2	NBWA Board meeting	✓	
3/7	BWC	✓	
3/13	BOS - Rx Safe Marin		✓
TOTAL		<u>2 = 3</u>	

TOTAL MEETINGS CHARGED: 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.

Judy Schrieberman Signature 3-28-18 Date
Susan Regier Approved By/Date 4/13/18 Pay Date



**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: April 11, 2018 Name: CASA & WateReuse Public Policy Forum

I would like to attend the CASA & WateReuse Public Policy Forum, The Sutter Club, 1220 9th Street, Sacramento, CA Meeting of CASA

To be held on the 11th day of April 2018 from 8:30 a.m. and returning on 11th day of April 2018 at ~10:00 p.m.

Actual meeting date(s): Wednesday, April 11, 2018

Purpose of Meeting: Review Legislative Priorities, Discuss Public Policy

Frequency of Meeting: 1x/Annual Mtg.

Estimated Costs of Travel (if applicable): ~\$350.: Reg. Fee: \$275., Toll, Mileage, Parking, Meals ~\$75.

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

: LGVSD Board Member Meeting Attendance Request CASA Sac 4 11 18 3 30 18

For Office Use Only

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



**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: May 22-23, 2018 Name: Special District Legislative Days

I would like to attend the Special Districts Legislative Days, The Sacramento Convention Center, 1400 J Street, Sacramento, CA 95814 Meeting of CSDA, Districts Stronger Together

To be held on the 22nd day of May 2018 from 0730 a.m. and returning on 23rd day of May 2018 at ~5:00 p.m.

Actual meeting date(s): Tuesday-Wednesday, May 22-23, 2018

Purpose of Meeting: State Leadership presentations and Public Policy works including Advocacy Day: Participate in pre-arranged meetings with State Legislators and Staff and Policy Day: Insights from legal experts and CSDA Lobbyists on newest laws, legal challenges and issues affecting District revenue and governance.

Frequency of Meeting: 1x/Annual Mtg.

Estimated Costs of Travel (if applicable): ~\$350. CSDA early reg. by 4/20: \$275.; Tolls, Mileage, Parking, Meals ~\$75.

Please submit to the District Administrative Assistant, no later than 2:00 p.m. on the Friday prior to the Board Meeting.
: LGVSD Board Member Meeting Attendance Request CSDA Sac 5 22-23 18 3 30 18

For Office Use Only

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



SPECIAL DISTRICTS LEGISLATIVE DAYS

#districtsadvocate

2018
May 22-23
Agenda

Tuesday, May 22 - Advocacy Day

7:30 – 8:30 a.m.

Registration and District NetWorks Café - Room 202/203

at the Sacramento Convention Center 1400 J Street, Sacramento, CA 95814

ENJOY A LIGHT BREAKFAST WITH YOUR NETWORK'S SPECIAL DISTRICT LEADERS

8:30 – 10:00 a.m.

Legislative Briefing

- Legislator of the Year Award
- What's Next After the Little Hoover Commission Report?
- Capitol Office Visit Preparation

10:00 a.m. – 12:30 p.m.

Capitol Office Visits – Round One

Between office visits, attendees can grab a water bottle, rest legs, and hear insights from veteran Capitol staffers in Capitol Room 127

12:30 – 2:30 p.m.

Lunch and Keynote Address

- Marcie Frost, CEO, CalPERS
- Special District Awards
- Debrief First Round of Capitol Office Visits

2:30 – 5:00 p.m.

Capitol Office Visits – Round Two

Between office visits, attendees can grab a water bottle, rest legs, and hear insights from veteran Capitol staffers in Capitol Room 127

5:00 – 6:30 p.m.

Legislative Reception at Mayahuel

1200 K Street, Sacramento, CA 95814

SPONSORED BY SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)



May 23 schedule on reverse

Wednesday, May 23 - Policy Day

8:00 – 9:30 a.m.

Policy Briefing with Breakfast

Get your fill on the major legislative and voter initiatives facing special districts

9:30 – 11:00 a.m.

In-Depth Policy Breakouts

Expert practitioners present the most significant court rulings and legislative actions impacting special districts in 2018 and proposed for 2019

- **Human Resources and Personnel (MCLE Credit) - Room 104**

Gage Dungy, Partner, Liebert Cassidy Whitmore

This session will provide employment law updates and anticipated future legislative actions. Specifically, it will touch on paid sick leave, MOU bargaining trends, sexual harassment, and other newly enacted and proposed laws employers should be aware of. Included will be a discussion on recent court decisions and their impacts on employment law. *This session qualifies for minimum continuing legal education by the State Bar of California in the amount of one (1) hour of General Participatory credit.*

- **Public Works and Facilities - Room 202/203**

Deborah Wilder, President, Contractor Compliance and Monitoring

This session will be a discussion of prevailing wage updates, challenges, and possible changes. Specifically, we will touch on an agency's obligation to timely file a PWC-100 and the imposition of fines by the DIR for untimely filing, as well as fines imposed for the employment of unregistered contractors on a project.

- **Revenue (MCLE Credit) - Room 103**

Kelly Salt, Partner, Best Best & Krieger, LLP

This session will provide an update on proposed and adopted legislation and court decisions that impact the revenues and finances of special districts in California. *This session qualifies for minimum continuing legal education by the State Bar of California in the amount of one (1) hour of General Participatory credit.*

11:00 a.m. – 12:00 p.m.

Closing Panel

Join together with the practitioners and legislative advocates for a final lightning round of questions and answers.



Consent 2E
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date April 12, 2018

To: Chris DeGabriele, PE, Interim General Manager
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: April 12, 2018
Re: Approve Interim General Manager Authority to Approve Nute Engineering Invoices for Professional Services Related to the Treatment Plant Access Road

BACKGROUND:

In response to staff's request, Nute Engineering has provided engineering services related to the Treatment Plant Access Road. Scope of work includes but not limited to the following:

- Preparation of plat maps and easement description
- Drafting of maps showing the proposed easements
- Attend meetings as needed

The invoice for services performed during the period January to February 2018 is \$36,418.

STAFF RECOMMENDATION:

Board Approve Interim General Manager Authority to Approve Nute Engineering Invoices for Professional Services Related to the Treatment Plant Access Road.

FISCAL IMPACT:

\$36,418

PERSON(S) TO BE NOTIFIED:

Nute Engineering



Consent _____ 2F _____
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date April 12, 2018

To: Chris DeGabriele, PE, Interim General Manager
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: April 12, 2018
Re: Approve Interim General Manager Authority to Approve Emergency Rock Cross Vane Redesign and Reconstruction for Lower Miller Creek

BACKGROUND:

The rock cross vane at Miller Creek near the SMART bridge installed during construction of the Lower Miller Creek Channel Maintenance Project in 2017 has inherent design issues which increase water flow velocity and resulted in erosion to the adjacent levees during the first storms in 2018. District staff and BCDC inspected the site on March 23, 2018, and BCDC has since required the District to develop a permanent solution using the design guidelines presented in the Natural Channel Design Review Checklist published by the US Fish and Wildlife Service. The plans and specifications for the permanent solution are required to be prepared by a qualified consultant and stamped by a registered professional engineer.

Staff has requested for proposals from three (3) consultants with previous experience on similar projects, and determined that the proposal submitted by Environmental Science Associates (ESA) best meets the project needs. Noble Consultants/GEC and Schaaf & Wheeler Consulting Engineers submitted the other proposals. ESA's fee estimate to prepare plans and specifications is not to exceed \$20,450.

The rough order of magnitude estimate of construction associated with the repair is \$50,000, plus \$5,000 for biological monitoring. This would require issuing a change order to CATS4U through the Lower Miller Creek Channel Maintenance Project, which is still an active District project. WRA is the biological monitoring subcontractor for CATS4U.

Due to the emergency nature of the project, staff has obtained emergency permits from the following regulatory agencies to temporarily place rock riprap along the creek banks should it become necessary to protect the levees prior to implementing ESA's design:

1. U.S. Army Corps of Engineers
2. San Francisco Bay Conservation and Development Commission (BCDC)
3. San Francisco Bay Regional Water Quality Control Board (RWQCB)
4. California Department of Fish and Wildlife
5. U.S. Fish and Wildlife Service
6. Environmental Protection Agency
7. Marin County Department of Public Works
8. National Marine Fisheries Service

In addition, staff has put two (2) contractors on standby to do the temporary repair with short notice. Staff will update the regulatory agencies and obtain BCDC's final approval when repair plans and specifications become available from ESA.



STAFF RECOMMENDATION:

Board Approve Interim General Manager Authority to Approve Emergency Rock Cross Vane Redesign and Reconstruction for Lower Miller Creek.

FISCAL IMPACT:

\$75,450

PERSON(S) TO BE NOTIFIED:

AnchorCM
CATS4U



Consent _____ 2G
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date April 12, 2018

To: Chris DeGabriele, Interim General Manager
From: Mel Liebmann, Plant Manager
Mtg. Date: April 12, 2018
Re: Notice Inviting Sealed Bids for Providing Services for Biosolids Removal and Sub Surface Injection (1,000,000 Gallons Minimum) During Fiscal Year 2018-2019

BACKGROUND:

The District's NPDES Permit allows for surface injection of biosolids at the District's dedicated biosolids disposal site. The District utilizes a contract land maintenance firm to inject approximately 1,000,000 gallons of biosolids annually. District staff has developed a service contract that identifies the specifications for this work which includes an additional 500,000 gallons of biosolids removal and injection if needed. This work is seasonally influenced and will be performed during the District's "Non Discharge Season".

Bid opening is scheduled for May 18, 2018. Please see the attached bid notice.

STAFF RECOMMENDATION:

Board to approve the Notice Inviting Sealed Bids for Providing Services for Biosolids Removal and Sub Surface Injection (1,000,000 Gallons Minimum) During Fiscal Year 2018-2019.

FISCAL IMPACT:

\$67,500 (Estimated).

PERSON TO BE NOTIFIED:

N/A

**NOTICE INVITING SEALED BIDS
FOR PROVIDING SERVICES FOR BIOSOLIDS REMOVAL AND
SURFACE INJECTION (1,000,000 GALLONS MINIMUM) DURING
FISCAL YEAR 2018-2019**

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 18, 2018**, for providing services for biosolids removal and surface injection at the District's dedicated biosolids disposal site during the twelve month period July 1, 2018 to June 30, 2019. 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 4:00 PM on May 24, 2018 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, 2018

Las Gallinas Valley Sanitary District

By _____
Chris DeGabriele
Interim General Manager

RESOLUTION NO. 2018-2118

A RESOLUTION DESIGNATING THE PLANT MANAGER AND PLANT OPERATIONS AND MAINTENANCE SUPERVISOR AS DULY AUTHORIZED REPRESENTATIVES FOR PURPOSES OF REPORTING TO THE REGIONAL WATER BOARD, STATE WATER BOARD, OR USEPA

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, Federal regulations, and the District's National Pollutant Discharge Elimination System (NPDES) Permit and the State of California Waste Discharge Requirements (Reclamation and Recycled Water Permits) require that all reports and information submitted to the Regional Water Board, State Water Board, and/or USEPA shall be signed and certified in accordance with the Federal Standard Provisions that comprise Attachment D of the NPDES Permit, and

WHEREAS, the required certification must be signed by a principal executive officer, ranking elected official, or a duly authorized representative of that person, and

WHEREAS, Board Resolution No. 2014-2014 designated the current Plant Manager to serve as the District's duly authorized representative

WHEREAS, there are times when the Plant Manager may not be available to certify reports and information that must be submitted to the above-referenced regulatory agencies

WHEREAS, The Plant Operations and Maintenance Supervisor also has the necessary qualifications and experience to serve as the District's duly authorized representative in the event the Plant Manager is unavailable,

NOW, THEREFORE, BE IT RESOLVED that the Las Gallinas Valley Sanitary District by resolution, approves and authorizes the General Manager to designate the Duly Authorized Representatives including the Plant Manager and the Plant Operations and Maintenance Supervisor for certifying reports or other information submitted pursuant to the NPDES Permit, WDRs, or as requested by the Regional Water Board, State Water Board or the USEPA.

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 April 12, 2018, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

SEAL

Megan Clark, Board President



Consent _____
Staff/Consultant Reports _____
Agenda Item _____
Date _____

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager
From: Mel Liebmann, Plant Manager
Mtg. Date: April 12, 2018
Re: Resolution 2018-2118 Designating the Plant Manager and the Plant Operations and Maintenance Supervisor as Duly Authorized Representatives for Purposes of Reporting to the Regional Water Board, State Water Board, or USEPA

BACKGROUND:

A requirement of the Chief Plant Operator is to serve as the Duly Authorized Representative for the Purposes of Reporting to the Regional Water Board, State Water Board and USEPA. The Board of Directors passed resolution 2014-2014 at the July 24, 2014 board meeting that designated Mel Liebmann, Plant Manager and Chief Plant Operator, as the Duly Authorized Representative for Purposes of Report to the Regional Water Board, Stat Water Board, or USEPA.

For the purpose of providing continuous management of regulatory compliance, it is good practice to designate an alternate position that would be responsible for carrying out regulatory reporting requirements in the event that the Chief Plant Operator is unavailable. The individual that would be designated as an alternate must meet the state's requirements for qualifying as a Duly Authorized Representative. Josh Binder, Plant Operations and Maintenance Supervisor, has fulfilled the requirements outlined in Section V. B.2 and V.B.3 Attachment D of Order No. R2015-0021 NPDES No. CA0037851.

STAFF RECOMMENDATION:

Board approve Resolution 2018 – 2118 – A Resolution Designating the Plant Manager and the Plant Operations and Maintenance Supervisor as Duly Authorized Representatives for Purposes of Reporting to the Regional Water Board, State Water Board, or USEPA.

FISCAL IMPACT:

NA

PERSON TO BE NOTIFIED:

Mel Liebmann
Josh Binder

RESOLUTION NO. 2018-2119

**PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

LAS GALLINAS VALLEY SANITARY DISTRICT

RESOLVED, by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, as follows:

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 6th day of November, 2018, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) 3

Number of Short Term Positions (2-year)

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;

2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

Payment for the publication of a candidate’s statement of qualification is the responsibility of the Candidate.

* * * * *

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 April 12, 2018, by the following vote of the members thereof:

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

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

APPROVED:

Megan Clark, Board President

(seal)

RESOLUTION No 2018-2120

**A RESOLUTION ACCEPTING THE
400 MERRYDALE RD 6-INCH SEWER SLIPLINING
FOR**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, Nor-Cal Pipeline Services of Fairfield, California, executed a contract on November 22, 2017 in the amount of \$43,970 to complete 400 MERRYDALE RD 6-INCH SEWER SLIPLINING project, Job No. 18200-01, scope defined in Contract Documents and Specifications dated September 2017 prepared by District staff, for District ownership and maintenance;

WHEREAS, Nor-Cal Pipeline Services completed the project without change orders; and

WHEREAS, Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District by a Notice of Completion dated April 12, 2018, 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 12th day of April 2018, 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)

Megan Clark, President Board of Directors

Exhibit A

Notice of Acceptance of Completion
400 MERRYDALE RD 6-INCH SEWER SLIPLINING

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

400 MERRYDALE RD 6-INCH SEWER SLIPLINING

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 12th day of April 2018, did file with the Secretary of said District a Statement of Completion of the following described work, the 400 MERRYDALE RD 6-INCH SEWER SLIPLINING project, Job No. 18200-01, the contract for doing which was awarded to Nor-Cal Pipeline Services of Fairfield, California, and entered into on November 22, 2017. 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 15th day of January, 2018. Acceptance of completion of said work was ordered by the District Board on April 12, 2018 and the name of the surety on the contractor's Faithful Performance Bond and Payment Bond for said project is The Ohio Casualty Insurance Company.

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 400 MERRYDALE RD 6-INCH SEWER SLIPLINING project, all as more particularly described in the plans and specifications approved by the Board of Directors of said District on September 14, 2017.

The site of the construction and improvements was in and around 400 Merrydale 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 Interim 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 April 2018.

LAS GALLINAS VALLEY SANITARY DISTRICT

Chris DeGabriele, Interim General Manager

**DISTRICT BOARD**

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

DISTRICT ADMINISTRATION

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

ATTACHMENT 1**STATEMENT OF COMPLETION****400 MERRYDALE RD 6-INCH SEWER SLIPLINING
(JOB NO. 18200-01)**

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 Nor-Cal Pipeline Services of Fairfield, California, dated November 22, 2017, was completed to my satisfaction on January 15, 2018.

That said work and improvements are more particularly described in the Contract Documents dated September 2017, prepared by District staff, approved by the Board of Directors of said District, and advertised for public bidding on September 14, 2017.

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: April 12, 2018

By: _____
Michael P. Cortez, PE
District Engineer



Consent _____
Staff/Consultant Reports _____
Agenda Item 3A _____

Agenda Summary Report

Date April 12, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Susan McGuire, Administrative Services Manager *SM*
Mtg. Date: April 12, 2018
Re: Approve Request for Proposals for Executive Search Services

BACKGROUND:

The District appointed an Interim General Manager on December 14, 2017. The District needs to recruit for a permanent General Manager. Staff has prepared a Request for Proposal for Executive Search Services.

Staff has identified ten (10) firms that perform executive search services for special districts and small local agencies such as LGVSD. Staff also plans to contact California Special Districts Association about posting the RFP on their site.

STAFF RECOMMENDATION:

Board approve the Request for Proposals for Executive Search Services.

FISCAL IMPACT:

Estimated at \$25,000 to \$30,000.

PERSON TO BE NOTIFIED:

Not applicable.



DISTRICT BOARD

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

DISTRICT ADMINISTRATION

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

REQUEST for PROPOSALS for Executive Search Services

April 20, 2018

***Proposals due no later than 3:00 p.m. on Monday, May 14, 2018 ***

I. PROPOSAL OVERVIEW

The Las Gallinas Valley Sanitary District (LGVSD) is requesting proposals for the services of an Executive Search Firm to identify potential candidates for the position of the General Manager, the Chief Executive Officer of LGVSD. The firm should have expertise in providing executive search services to local government agencies in California and will assist LGVSD in successfully attracting, interviewing and hiring a General Manager. To be eligible for consideration, the proposing firm must demonstrate that the principal(s) assigned to the project, have successfully completed similar services to those specified in Section V of this RFP, with organizations similar in size and complexity to LGVSD. The successful firm will work directly with the Board of Directors and Administrative Services Manager for all activities involved in the recruitment process. The successful firm may be responsible for the following activities including, but not limited to: assisting in the development of the position description and profile, testing and screening applicants, development of the search strategy, advertising and announcements, candidate assessment and interviews, and recommendations of the most qualified candidates to the Board of Directors and Administrative Services Manager. Firms are requested to incorporate the monthly hours in the fee structure of their submitted proposal.

II. PROPOSAL TIMELINE

Responses to this Request for Proposal (RFP) must be submitted in writing and received by LGVSD no later than 3:00 p.m. pacific standard time (PST) on Monday, May 14, 2018. No changes or adjustments to the deadline shall be made without a written addendum to this RFP signed by the Board President and circulated to all respondents. Proposal submittals by e-mail are encouraged and should be directed to the Administrative Services Manager, Susan McGuire at smcguire@lgsd.org.

An outline of the proposal timeline’s key dates follows.

RFP Issued	Monday, April 20, 2018
... Deadline for Questions	Monday April 30, 2018
... Deadline for Responses	Wednesday, May 4, 2018
Deadline to Submit Proposals	Monday, May 14, 2018 at 3 p.m.
Interviews with Selected Firms	May 21 – 24, 2018
Contract Award	Tuesday May 29, 2018
Start Date	June 11, 2018

* Interviews may be conducted in person or by video conferencing and at the preference of the firm/individual. (Interview type will have no effect on the award.)

* LGVSD reserves the right to adjust this timeline as it deems necessary. Notification of adjustments to the timeline shall be provided to all respondents.

* LGVSD reserves the right to award a contract, to modify the scope of services required as necessary, and to accept or reject any or all submittals received as a result of this RFP.

III. DISTRICT BACKGROUND

Las Gallinas Valley Sanitary District (LGVSD) is an independent special district formed in 1955 under the Sanitary District Act of 1923. Located in beautiful Northern California, between San Rafael and Novato, it serves a population of more than 30,000 people. The District's sewerage collections system consists of 105 miles of gravity pipelines and 28 pumping stations and the District operates a 2.92 million gallons per day average dry weather flow treatment plant facility. The District produces recycled water for the neighboring North Marin Water District and provides treated effluent for Marin Municipal Water District which further treats it for distribution as recycled water. The District has a wildlife water reclamation area which is popular with the public for bird watching, walking and biking.

The District is governed by an at large elected five-member Board of Directors and has 21 full-time equivalent positions within four departments. The District's budget for the 2017/18 fiscal year was \$17,093,000. The mission of the District is to protect public health and our environment, providing effective wastewater collection, treatment, and recycling services.

IV. ANTICIPATED PROJECTS

The District has proposed a \$51 million Secondary Treatment Plant Upgrade and Recycled Water Expansion project beginning construction in the fourth calendar quarter of 2018; the project is expected to take 30 months to complete and will be the largest capital project undertaken by the District in its history.

Ongoing projects include biennial sewer improvement projects to repair and replace sewer mains, lower and upper laterals; development of a Collections System master plan, upgrades to the administration facility and participation in the North Bay Water Reuse Authority. The District's current 5 year rate plan will be in its fourth year in 2018/19 which requires that planning for the next 5 year capital plan to begin in early 2019.

V. SCOPE OF WORK

The District desires to conduct an executive recruitment for a General Manager. Firms responding to this inquiry should propose all services and associated costs to deliver full cycle executive recruitment and selection services. The Board desires to have the position posted by July 1, 2018 and filled by November 1, 2018.

The Executive Search Services for a General Manger would include:

- Solicit input from the Board or Board Human Resources Committee, through meetings and/or interviews to understand the role, responsibilities, qualifications and appropriate experience needed for the position.
- Develop a recruitment strategy, process and timetable for completion of the work in consultation with the Board.
- Develop an accurate and appealing job description. The existing job description for the General Manager is included as Attachment A.

- Screen all applicants and create a recommended candidate list.
- Assess the qualifications of interested candidates against those required in the job description and recommend potential candidates for interviews to the Board
- Perform appropriate background and reference checks.
- Coordinate the candidate interviews with the Board.
- Notify applicants not selected.
- Assist the Board in compensation negotiations

VI. QUALIFICATIONS AND EXPERIENCE

The firm selected should have depth and expertise in public sector executive recruitment. The firm selected should have a demonstrated ability to provide and manage similar services as described in the SCOPE OF WORK section.

VII. REQUESTED INFORMATION

Please provide the following information:

1. The name, address and phone number of your firm's contact person for this proposal;
2. Describe the expertise and relevant experience of the consultant who will be the point of contact responsible for this work;
3. Provide a description of your firm.
4. Provide the names and experience of each individual who would be assigned to work on this account;
5. Provide 3 professional and appropriate references from Elected Officials with whom the consultant has successfully worked with recently to fill a similar executive officer position.

VIII. FEE STRUCTURE

Please provide the following information in a separate, sealed envelope:

1. A detailed, fixed price proposal to perform the work as described in the SCOPE OF WORK.
2. The hourly billing rate for services for personnel who would be assigned to work on this project.
3. Any other pricing/cost data necessary to complete the work as described in the SCOPE OF WORK
4. Billing policies and procedures

Please note that all billing for professional services may be subject to audit by the District and/or independent auditors.

IX. PROPOSAL SUBMISSION

All proposals must be submitted in writing and include the following information requested below. Each section should be clearly defined and separated from the others. Please provide six (6) physical copies and an electronic version of the proposal.

1. Your firm's general approach to accomplishing the work described in the SCOPE OF WORK. If your firm cannot perform some of the work performed, describe how your firm will facilitate the completion of the work successfully;
2. Your firm's qualifications and experience as described in QUALIFICATIONS AND EXPERIENCE;
3. Information requested in REQUESTED INFORMATION;
4. Your firm's proposed fees as requested in FEE STRUCTURE (provided in a separate, sealed envelope);
5. Any additional comments or statements which will assist in the evaluation of your firm's information.

Proposals should be submitted in writing to: Susan McGuire
Administrative Services Manager
300 Smith Ranch Road
San Rafael, CA 94903
Phone: (415) 472-1033 x 19
Email: smcguire@lgvdsd.org

Deadline: All proposals must be delivered to the District at the address indicated by no later than 3:00 PM on Monday, May 14, 2018. Late proposals will not be accepted.

X. SELECTION PROCEDURES

Proposals submitted will be evaluated by:

Chris DeGabriele, Interim General Manager
Susan McGuire, Administrative Services Manager
Megan Clark and Craig Murray, Board Human Resources Committee members

A. Evaluation Criteria and Process

Submittals will be evaluated for specificity, completeness, qualifications of personnel, demonstrated knowledge and experience providing the breadth and depth of services required by the District as described in the section entitled Scope of Work. Based on evaluation of the proposals, the most qualified firm(s) may be invited to interview with the District; interviews are tentatively scheduled for the week of May 21, 2018.

B. Award

Award of the contract will be in the form of an Agreement for Consultation and Professional Services between the District and the selected firm. The District's standard Agreement for Consultation and Professional Services has been attached for reference and review.

C. Insurance Requirements

The District requires that all consultants meet the District standards for insurability, as specified in Section 14 of the District's Agreement for Consultation and Professional Services (attached).

XI. ADDITIONAL INFORMATION AND DISCLAIMERS

All requests for additional information or clarification should be made to Susan McGuire, Administrative Services Manager at smcguire@lgvsd.org.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the District. The proposer shall not publish or release any of the results of its examination without the expressed written permission of the District. During the evaluation process the District reserves the right to request additional information or clarifications from the proposers. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected. The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.



Consent _____
Staff/Consultant Reports _____
Agenda Item ____3B____

Agenda Summary Report

Date April 12, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Susan McGuire, Administrative Services Manager *SM*
Mtg. Date: April 12, 2018
Re: Employee Service Awards Program

BACKGROUND:

Staff proposes starting a formal Employee Service Awards Program. Staff has contacted two companies to review their programs and selection of options. Both companies offer programs which contact employees at set service intervals with a tailored congratulatory letter and information on how to browse the award options.

The offerings from Terry Berry appear to be superior to the program offered by Gifts of Choice while still allowing for a reasonably priced program for the District.

Currently after employees complete 1 year of service, the supervisor purchases donuts and acknowledges the achievement. Staff recommends continuing that process.

Staff recommends the following acknowledgement intervals with the corresponding price points:

3 Years	\$56.50
5 Years	\$80.24
10 Years	\$109.09
15 Years	\$154.79
20 Years	\$218.21
25 Years	\$290.59
30 Years	\$398.86
35 Years	\$478.13

The initial set up for the program is \$399; the cost to have a District logo imprint die prepared is an additional \$299 - \$499 depending on the complexity. After that, the District's cost is based on actual service level awards plus tax and shipping. To set up the website, notification system and congratulatory letter will take 1-2 and if a die is requested it would be 3-4 weeks. Staff discussed the timing of getting the program up and running in light two upcoming retirements and believe it can be in place before they leave in early May, although the items may be shipped after they have retired.



Based on the years of service for current employees and their dates for achieving the service awards the estimated cost for the initial year is approximately \$1,200 for the program setup, die setup for the District logo and the retirement acknowledgements. After that, the cost will vary but average \$500 per year based on the attached analysis.

The District's employee recognition budget is currently \$4,500; this includes expenses for quarterly safety lunches, one year anniversary recognitions with donuts, monthly birthday celebrations, new hire lunch, the holiday lunch, and other miscellaneous costs. The District has typically spent less than the budgeted amount of \$4,500 in prior years; however for 2017/18 we would exceed the budget due to the logo travel mugs and hats provided to staff and the setup of the new program with Terry Berry. Putting this program in place, along with the other employee recognition programs, are a positive step in changing the culture and improving employee morale in the long run.

STAFF RECOMMENDATION:

Board approve the employee service awards program.

FISCAL IMPACT:

Approximately \$1,200 for the first year and an average of \$500 per year subsequently.

PERSON TO BE NOTIFIED:

Terry Berry.



Consent _____
Staff/Consultant Reports _____
Agenda Item 3C

Date April 12, 2018

Agenda Summary Report

To: Board of Directors
From: Chris DeGabriele, PE, Interim General Manager
Mtg. Date: April 12, 2018
Re: Customer Service Questionnaire

BACKGROUND:

One initiative beneficial to gauge customer input on LGVSD performance is a customer service questionnaire. The attached questionnaire was modeled after that used at North Marin Water District and was modified by LGVSD staff to address LGVSD functions. Each customer who interacts with LGVSD staff will be provided a tri-fold postcard size questionnaire to be filled out and mailed back. District staff will compile statistics on number distributed, number returned, and level of performance (Agree, Ok, Disagree) with notation from customer comments. It is hoped that this information can assist improvement in staff functions where needed. The statistics will be shared quarterly with the Board.

STAFF RECOMMENDATION:

Approve Customer Service Questionnaire

FISCAL IMPACT:

Not known at this time, but expected to be less than \$1,000 annually.

PERSON TO BE NOTIFIED:

Teri Lerch



CUSTOMER SERVICE QUESTIONNAIRE

Our goal is to provide prompt, competent and courteous service on a timely basis. Your input is vital to our success. Please help us serve you and others by taking a few minutes to answer the questions below. Thank you for responding.

Chris DeGabriele, Interim General Manager

What was the nature of your contact with us?

- Permit or Inspection
- Billing/Fees
- Sewer/Manhole Overflow
- Construction Project
- Private Lateral/Cleanout
- Odor Complaint
- Plant Tour Request
- Other_____

Statements	Check As Appropriate		
	Agree	Ok, Neutral	Disagree
Staff was courteous and helpful.			
Staff provided complete, accurate information to you.			
Service was prompt.			
My needs were resolved to my satisfaction.			
My overall experience was positive.			

Comments:

Are there any issues you feel Las Gallinas Valley Sanitary District should address in the future:

Please fold this survey in thirds, with District address on outside

Tape and mail. Postage will be paid by Las Gallinas Valley Sanitary District.

Property Address: _____

4/12/2018

Interim General Manager Report

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



Consent _____
Staff/Consultant Reports _____
Agenda Item _____ 4A2 _____

Agenda Summary Report

Date April 12, 2018

To: Board of Directors
From: Chris DeGabriele, PE, Interim General Manager
Mtg. Date: April 12, 2018
Re: Point Blue Conservation Science Request for Support

BACKGROUND:

Point Blue Conservation Science (PBCS) annually makes a request for financial support for its' Students and Teachers Restoring a Watershed (STRAW) program (2018/19 request is included as Attachment 1). PBCS is a non-profit conservation science organization focused on conserving wildlife and ecosystems through research, outreach and partnerships. The STRAW program works with local schools and children to implement creek restoration projects and education regarding wildlife and ecosystems. For several years, LGVSD has provided \$7,000 in support to the STRAW program with an additional \$2,000 challenge if another agency matches said amount.

At the May 25, 2017 Board of Directors meeting the Board authorized \$7,000 in support for FY2016/17 and \$7,000 in FY2017/18 with a \$2,000 match challenge to the County of Marin and Dixie School District. Funding is available in the current fiscal year budget.

PBCS has provided the GEEP (Global Environmental Education Partnership) Case Study regarding STRAW for further information (Attachment 2), noting that it is the best summary of the overall program issued to-date.

STAFF RECOMMENDATION:

Information Only

FISCAL IMPACT:

Up to \$9,000 in FY2018/19

PERSON TO BE NOTIFIED:

Laurette Rogers, PBCS

Point Blue Conservation Science/STRAW Proposal to Las Gallinas Valley Sanitary District
Students and Teachers Restoring Miller Creek Watershed

Request

Point Blue Conservation Science respectfully requests \$10,000 for its Students and Teachers Restoring A Watershed (STRAW) Program to educate students and restore degraded riparian habitat in the Miller Creek watershed. Throughout the 2018/2019 school year, STRAW will collaborate with at least **five teachers** to bring watershed science education to **600 K-12 students** at Miller Creek Middle School and Dixie School. This project will culminate in three days of habitat restoration at Miller Creek with students, their parents, and their teachers—improving water quality and wildlife habitat and reducing erosion. Following the restoration, STRAW will maintain the site for three to 10 years, ensuring long-term success.

Community Need

Many students do not know what a watershed is or how their actions affect the health of the water, soil, and plants around them. Additionally, degraded riparian habitat in these communities is inadequate for providing natural benefits including flood protection, healthy water and soil, and carbon sequestration (storage of carbon in plants and the soil rather than the atmosphere). STRAW assists schools in meeting state science education standards while restoring floodplains to help trap sediment and slow the erosive force of water from heavy rains.

Community Impact and Project Evaluation

This funding will help us reach over 600 students in Las Gallinas Valley Sanitary District, who will understand (1) what a watershed is, (2) what a riparian area and/or wetland is, and (3) why healthy riparian areas and wetlands are important. At least 5 teachers at Miller Creek Middle School/Dixie School will be prepared to implement multi-part, place-based education at their schools. As a result, students and teachers will feel connected to their local watershed and its issues. STRAW's restorations will achieve at least 70% survival rate for planted native vegetation. This target accounts for potential weather extremes during establishment, yet is sufficient to improve water quality, reduce erosion, and increase carbon sequestration.

Project Budget

STRAW's restoration and education in the Miller Creek watershed will cost \$33,000 to implement and maintain. The District's past support has helped to leverage additional cash support of \$11,000 and \$20,491 in volunteer hours. Thank you for considering this request!

We invite the District to host an informational table at the opening day of our annual teacher institute, Watershed Week, Monday, Aug 6th, to inform teachers and partners about the resources you provide and career opportunities for students in your industry, which is so vital for watershed protection. In addition, we are happy to confer with you about the new Miller Creek levee restoration on LGVSD land, if that is desired.

Additional Information

How STRAW Works

Point Blue Conservation Science's Students and Teachers Restoring A Watershed (STRAW) is a dynamic, award-winning program that combines quality science education, innovative, student-implemented habitat restoration, and community ownership. STRAW currently completes more than 55 professional quality restoration projects each year, engaging 4,000 K-12 students in immersive science education and community service. This program provides in-class support and ongoing teacher professional development, designing educational experiences grounded in the latest conservation science and technology to address climate change. Over its 26-year history, STRAW has built a collaborative network of teachers, students, scientists, ranchers, and other community members to restore habitats in the San Francisco Bay Area. We do this all without charge to the schools, instead relying on donors to support this critical work.

Supporting teachers: One of STRAW's main goals is to improve teacher capacity to teach environmental science. Many of our participating teachers receive little or no training in this topic area beyond the professional development offered through STRAW. STRAW trains teachers in restoration methodology, investigative watershed studies, and project-oriented pedagogy, thereby building teacher proficiency in science education as a whole. STRAW provides teachers with resources, materials, and technical support to integrate watershed science content into their instructional programs.

Supporting students: STRAW engages students and their families in habitat restoration projects, connecting them with nature and creating a ripple effect throughout the community. After spending time digging, planting, and helping to restore the environment, STRAW participants feel a sense of pride in their work and a stronger connection to the land.

Supporting habitat enhancement: Riparian restoration creates wildlife habitat with numerous benefits, including atmospheric carbon sequestration and improved water quality and storage. STRAW restoration projects use native vegetation to enhance habitat and water quality, advancing the recovery of endangered species. Since 1993, we have engaged more than 45,000 students in over 600 creek and wetland restorations, repairing over 35 miles of riparian habitat.

Miller Creek Restoration History

For the past 20 years, STRAW has worked to restore Miller Creek's degraded riparian habitat by removing invasive plant species and planting native species. Miller Creek was a pilot location for Point

Blue's climate-smart restoration process (learn more at <http://bit.ly/2oHVXfE>). This year, we will plant native trees, shrubs, and grasses, as well as remove invasive English ivy, Himalayan blackberry, and cape ivy. We are excited to continue engaging the Miller Creek Watershed community to restore ecosystem benefits for wildlife and people.



Geep GLOBAL ENVIRONMENTAL EDUCATION PARTNERSHIP

Sharing ideas to create a more just and sustainable future through the power of environmental education

CASE STUDY

Students and Teachers Restoring A Watershed (STRAW)

San Francisco Bay, California, USA

CONTRIBUTORS

[Laurette Rogers, Point Blue Conservation Science](#)
[John Parodi, Point Blue Conservation Science](#)
[Ginger Potter, U.S. Environmental Protection Agency](#)

GEEP is a partnership of the U.S. Environmental Protection Agency, the Environmental Protection Administration of Taiwan, and the North American Association for Environmental Education.



Students and Teachers Restoring A Watershed (STRAW)



GOALS KEY

[United Nations Sustainable Development Goals](#)
addressed

Overview

The [Students and Teachers Restoring A Watershed \(STRAW\) Program of Point Blue Conservation Science](#) is a collaborative network of K-12 students and teachers leading their communities to restore their local ecosystems.

In addition to providing all the benefits of any professional-quality habitat restoration, STRAW has the added benefit of bringing in community ownership and integrated science education. STRAW has decades of proven success providing in-class lessons and field studies for students, as well as professional development for teachers that brings greater understanding, meaning, and commitment to habitat restoration work. Today STRAW is addressing climate change through innovative restoration practices that students implement through cutting-edge restorations proven to increase ecosystem health and resilience.

This case study illustrates how:

- K-12 students can engage meaningfully in professional-quality ecosystem restoration work in their communities
- Teachers can be effectively supported and encouraged to integrate watershed studies into their curricula
- Partnerships across diverse groups of stakeholders including students, teachers, ranchers, scientists became central to the program's success



Photo: ©STRAW



Background

STRAW builds upon the work of the award-winning Shrimp Club, founded in 1992 by Laurette Rogers' 4th grade class. The Shrimp Club publicized the plight of the endangered California freshwater shrimp and pioneered methods by which students could participate in the professional restoration of creek corridors, guided by restoration scientists. By 1998, local ranchers saw multiple benefits to the land, and the community wanted to expand this work. The Shrimp Project became STRAW, a project of two nonprofit organizations: [The Bay Institute](#) and the [Center for Ecoliteracy](#). The STRAW program then began to seek more grants and donations so it could partner with more ranchers and teachers, hosting community events and professional development.

STRAW is now managed by Point Blue Conservation Science, an organization that advances nature's health through science, restoration, outreach, and partnerships. Point Blue's highest priority is to reduce the negative impacts of accelerating changes in land-use, climate, and the ocean on wildlife and ecosystems, while fostering adaptation to the changes ahead.

Today STRAW organizes and supports an even larger network of schools, landowners, environmental organizations, restoration specialists, and community members to pursue environmental studies and restoration projects on a larger scale in local watersheds. STRAW students are immersed in a year-long study of restoration science education.

Approach

The STRAW Program uses innovative strategies, sound scientific information, and wide-ranging partnerships to sustain a community-based education network focused on protecting and restoring critical ecosystem functions in San Francisco Bay creeks and wetlands, which greatly improve the health of the Bay. STRAW brings rigorous scientific content into the classroom and provides hands-on restoration activities for students that provide critical thinking and problem solving skills. One of the greatest strengths of STRAW is that the project is about “real work.” Students and teachers, along with STRAW partners are restoring watersheds. This singular focus brings a sense of importance to the project and the work being accomplished. STRAW participants develop commitment to their work and to each other.

Through its collaborative partnerships, STRAW links ranchers, rangers, restoration scientists, biologists, and other professionals to teachers and students resulting in about 50 habitat restoration projects implemented annually by over 3,500 K-12 students and about 150 teachers. STRAW staff maintain and monitor all restoration sites for 3 to 10 years to ensure success. In addition, STRAW provides regular professional development training for teachers and restoration science education for students, with every class receiving at least one to four lessons a year.

Empowering Students — STRAW emphasizes a project-based learning approach, allowing students to explore their own questions, think critically, and develop positive social skills and values. Students apply and deepen their knowledge of academic subjects such as math, science, history, and language arts as they explore creek ecology and hydrology, bird and aquatic insect studies, water quality monitoring, mapping, native plants, and nature writing. They learn that they have the power to contribute to their communities through habitat restoration. Environmental science education is delivered in coordination with other school science curriculum, the [Next Generation Science Standards \(NGSS\)](#), and Common Core curriculum through multiple sessions throughout the year. The program also introduces students to science careers by connecting them with scientists, restorationists, and other conservation partners during field trips.

Supporting Teachers — STRAW provides teacher training, mentoring, and in-class support for teachers at no cost, so that they can integrate watershed studies across their curricula throughout the school year. For the past 18 years, an annual teacher training called Watershed Week engages teachers in deeper learning on a theme related to climate-adapted restoration. It is a three-day experience in August designed to expose 65-100 participants to cutting-edge watershed science and watershed issues, with time to learn from each other. In addition, two other evening training events are offered throughout the year, building on an annual theme. Partners serve as faculty, collaborating in the design and facilitation of the training opportunities.

Restoring the Environment — Each year, over 3,000 K-12 students do 45-50 professional-quality restoration projects designed to withstand future impacts of climate change (climate-smart restoration). Restoration activities can include planting a diverse suite of native species chosen to survive in future climates and to provide food and cover for wildlife. Students also remove invasive non-native plant species and building biotechnical structures—mainly willow walls—that help the creek banks recover from erosion. All of these techniques help improve water quality and create new habitat for wildlife. Working with restoration professionals, students have re-created important habitat on urban and ranch sites, seeing the return of songbirds and other native species. STRAW restoration projects are designed to directly benefit at-risk species, improve in-stream conditions, aid in compliance with state regulatory water quality requirements, and improve the land’s ecological and agricultural productivity.

Reconnecting Communities — Watershed studies and restoration emphasize the interconnections between natural and human communities. Collaboration with partners is the backbone of STRAW. These relationships support a professional and authentic experience for our students and partners. Our partners include government agencies, agricultural organizations, businesses, and other nonprofit organizations.

Implementing Climate Change Research Recommendations — Working with Point Blue scientists, STRAW restoration projects have been influenced by a climate-smart restoration design process which involves gathering information about current conditions, making predictions about the future, and making decisions that maximize the likelihood that a restoration will be successful in multiple climate future scenarios. For example, STRAW students and teachers implement restoration projects that are more resilient in the face of an uncertain climate by planting a greater variety of native plants that fruit and flower at different times so that migratory species might be sustained. In this way, students and teachers can attain a climate-smart mindset that acknowledges the imminent pressures of climate change, and looks for ways to address these pressures in a restoration project.

Creating Innovative Partnerships — STRAW connects to agencies, businesses and nonprofit organizations to form partnerships so that resources can be pooled and participating partners' goals set for water quality, habitat connectivity, carbon sequestration, community involvement, and project resiliency can be met through collaborative work. Many long-term partners such as the [Marin Resource Conservation District](#), [Prunuske Chatham Inc.](#), the [U.S. Fish and Wildlife Service](#), and [Marin Stormwater Pollution Prevention Program](#) support a variety of watershed studies and restoration activities.



An analysis of the economic value of STRAW's work was conducted by M. Cubed, an economic consulting service, based on the restoration of 17 acres over two years in Marin, Sonoma, Napa, and Solano counties in California. The analysis identified a cost-benefit ratio of \$14.22 to \$1. That is, for every \$1 invested in the STRAW Program, \$14.22 is returned back to communities through stormwater treatment and wildlife habitat alone. This does not include benefits to education and community-building.

Connecting People with Sustainable Agriculture — Two important factors that STRAW addresses are the disconnection between the urban/suburban and agricultural communities, and increasing regulatory pressures for the reduction of non-point source (NPS) pollution in the watersheds in which the STRAW Project works. Strong relationships with farming families allow STRAW to help to ensure the viability of local independent agriculture.

Evaluation Plan

Evaluation of STRAW Restoration: STRAW evaluates its restorations to determine short-term and long-term successes. For the short-term, STRAW measures plant survival by species and percentage of cover. STRAW also uses photo monitoring of the site to visually assess success and inform future projects through an adaptive management process. A subset of STRAW sites are monitored for changes in wildlife response over time, using birds as indicators of ecological function and overall health (see Tracking Ecological Progress, below).

TRACKING ECOLOGICAL PROGRESS USING BIRDS AS INDICATORS



Photo: Rick Clark

Birds respond quickly to changes in their environment, which include enhancement projects like habitat restoration. Monitoring bird diversity and abundance quickly and effectively helps to evaluate the long-term effectiveness of STRAW projects.

The total number of birds detected at STRAW restoration sites can be compared with the following averages over a subset of STRAW projects at various ages of maturity.

- 0-6 species detected in poorly vegetated or recently restored (1-2 years) sites
- Up to 38 species in the well-vegetated or oldest sites (10+ years).

With proper management and maintenance of restoration sites, the diversity of bird species increases over time as seen in the composite graph above, which shows data collected by Point Blue Conservation Science at STRAW restoration sites in 2009.

Evaluation of STRAW Education: STRAW continues to develop and refine its curricula, depending on teacher and partner feedback, as well as information from various assessments. Each year STRAW assesses the educational value of its programs through some of the following methods:

Assessing student learning:

- Pre and post oral or written assessments during pre-restoration presentations
- Pre and post oral or written assessments during restoration days
- Oral responses to questions at restorations
- STRAW Multi Visit Program (MVP) students complete a “share project” to represent their personal connection to the restoration and share their learning with their communities

Assessing teacher learning:

- Watershed Week surveys
- End and beginning of school year surveys
- Occasional meetings with STRAW teachers individually or in small school groups

Over time, STRAW has undergone several comprehensive program evaluations. Most recently, to ensure the success of its education practices, the STRAW Program piloted a quantitative evaluation to measure student learning as a result of participation in the STRAW Program. During the first year of piloting the evaluation, preliminary results suggested that STRAW education programs resulted in a significant positive increase in student knowledge, behaviors, and attitudes relative to ecological health.

Outcomes

Key outcomes over the 25 years of the STRAW program have included:

For ecosystems:

- **Sequestration of an estimated 47 metric tons of carbon every year** for each kilometer of riparian habitat restored through STRAW, equivalent to offsetting the greenhouse gas emissions of 36 cars every year.
- **Reduction in nutrient run-off and water quality impairments** such as excessive sedimentation, leading to compliance with state regulations.

For participants:

- **Changes in social behaviors and attitudes** among students, teachers, ranchers, and other community members, leading to stronger connections to and care for local ecosystems.
- **Participation by nearly 46,000 students in over 550 restorations** on rural and urban creeks and wetlands, planting over 45,000 native plants and restoring approximately 33 miles of habitat.
- **Stronger connections between K-12 students, the natural world, and agriculture**, so they can see their direct role in supporting nature conservation and sustainable farming.
- **Recognition among students that they can do professional-quality work**, and make important contributions to their communities.
- **Motivation for some participants to seek environmental protection college degrees or work in the environmental sciences.** Several students have come back to STRAW to continue doing community restorations as young adult interns.
- **Participation by over 700 teachers**, who have received ongoing support and training that enables them to create a yearlong context of watershed education.
- **Support for teachers to stay in teaching by “making environmental education easy.”** Teachers appreciate the connection and inspiration that the STRAW Teacher Network brings them, giving strength and support to the environmental work that inspires them and helps them meet the Next Generation Science Standards (NGSS).



Photo: © Don DeBold.

Lessons Learned

Key lessons learned over more than 25 years of the STRAW program include:

- **The public wants to help protect the environment.** Many people are eager to participate and to help nature. Once the program began, a wide variety of stakeholders came forward to help implement the program.
- **Restoration of small tributaries is an effective way to restore a watershed.** The beneficial cumulative effects of successive, connected restoration projects within watersheds in terms of water quality improvement and habitat connectivity is well documented. Engaging multiple stakeholders in these projects has allowed STRAW to work on all property types, from private ranches to national parks, resulting in long-lasting and comprehensive positive impacts to the landscape.
- **The STRAW program engages student intellect and emotions.** The STRAW program brings learning alive for students and creates enthusiastic engagement and long-term knowledge retention. Students are learning to be leaders by leading their communities in cutting-edge restorations.
- **Students want to contribute to their community.** Students of all ages can do professional-quality restoration work and can be contributing citizens in their communities. They discover the gratification of seeing themselves as competent individuals working collaboratively to help their community and ecosystem.
- **Program participation helps teachers expand their knowledge and skill sets.** Participating in the STRAW program provides teachers with opportunities to gain insight into different learning styles, how students work in teams, and how they learn and behave outside of the classroom.
- **Developing partnerships and relationships are fundamental to success.** Relationships, including with children, teachers, ranchers, scientists, and others, are essential to the success of STRAW. These relationships are the heart of the program. Equally important are the partnerships developed to implement the program. Shared ownership means that STRAW is dynamic: always adapting to current needs and circumstances.
- **Building community is a valuable goal.** When community members work together, things become more human and humane as they begin to interrelate and understand differing perspectives. The restoration is a hub to gather around: a place to work together, get to know each other, appreciate each other.
- **The STRAW Program is a model replicable program.** STRAW has designed a Toolkit to help others begin their own restoration projects. STRAW is also preparing a guide and training with the goal of inspiring, mentoring, and connecting with other STRAW-like projects.

Resources

For more information:

- Students and Teachers Restoring a Watershed (STRAW) website: <http://www.pointblue.org/our-science-and-services/conservation-science/conservation-training/straw-program>
- A Simple Question documentary: <http://www.pointblue.org/our-science-and-services/conservation-science/conservation-training/straw-program#asq>

Contacts:

Laurette Rogers, STRAW Founder and Ambassador lrogers@pointblue.org
John Parodi, STRAW Restoration Manager jparodi@pointblue.org





Consent _____
Staff/Consultant Reports _____
Agenda Item 4A3

Agenda Summary Report

Date April 12, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Susan McGuire, Administrative Services Manager *SM*
Mtg. Date: April 12, 2018
Re: Marin Sanitary Service's *Service Area Annual Report for 2017*

BACKGROUND:

The District has awarded the refuse, recycling and organics/composting hauling and processing franchise to Marin Sanitary Service (MSS) for its customers located in the unincorporated areas of the District. As part of the Franchise Agreement, MSS prepares an annual report on the prior year activities, changes in programs, and discusses new laws and compliance issues. Attached is the 2017 report for review.

Several jurisdictions in Marin that have contracts with MSS and utilize a similar rate setting methodology have joined together as a Franchisors' Group to share information and reduce costs: San Rafael, Larkspur, Ross, the Las Gallinas Valley Sanitary District, and the County of Marin, including areas within the Ross Valley Sanitary District boundaries. The Marin Franchisors' Group (MFG) meets several times per year to oversee MSS's operations, to review MSS's rate proposals, and to supervise the work of the consultant conducting the rate review.

The MFG has engaged R3 Consulting Group, Inc. (R3) to review the current rate setting methodology to simplify and streamline the process. As part of this, R3 will be performing a detailed rate review of the 2018 actual costs and projected 2019 costs to set the actual rates for 2019. R3, the MFG and MSS have established the following schedule for 2018:

April – May

- R3 completes detailed analysis of MSS Rate Application using data in 2018 Rate Application.
- R3 requests additional information and explanation as needed from MSS.
- R3 establishes initial findings and adjustments to Rate Application.

June

- R3 shares initial Detail Rate Review findings with the Group and MSS via email.
- R3 meeting with the Group to discuss findings, adjustments and next steps, followed by joint meeting with MSS to discuss same.
- R3 available for one-on-one meetings with Group members and/or Council/Board subcommittees as requested by individual Group members.
- Final recommendations and report of 2019 Rate Application pending updated forecasts from MSS (August).

July

- R3 completes new rate setting methodology as presented via Amendment to Franchise Agreement.
- R3 shares draft Amendment with Group and MSS via email to seek comments, questions.



- R3 responds to comments and questions and makes necessary revisions to draft Amendment.
- Draft Amendment to be held pending Meet and Confer process.
- R3 available for one-on-one meetings with Group members and/or Council/Board subcommittees as requested by individual Group members.

August

- MSS provides R3 and Group 2019 Rate Application Request Letter including updated expense and revenue forecasts to finalize the Rate Application for 2019.
- R3 meeting with the Group to share results of 2019 Rate Application review and draft report and to prepare for Meet and Confer with MSS.
- R3 available for one-on-one meetings with Group members and/or Council/Board subcommittees as requested by individual Group members.

September

- Begin Meet and Confer with MSS. Items for discussion and negotiation to include:
 - Results of 2019 Rate Application.
 - Rate setting methodology update and Amendment to Franchise Agreement.
 - Recycling Revenue Fund resolution.
 - Revisions to other agreement terms and conditions affected by the above.
- R3 to schedule standing weekly meetings in September and October with negotiation team (subset of Group) and MSS.
 - Schedule will be developed in advance, as soon as July if feasible.

October

- Complete Meet and Confer with MSS
 - Finalize 2019 Rate Adjustment.
 - Finalize new rate setting methodology.
 - Finalize Recycling Revenue Fund resolution.
 - Finalize Franchise Agreement amendment language.
- R3 to complete Final Report of 2019 Rate Adjustment and Rate Adjustment Methodology

November – December

- Council / Board hearings to adopt 2019 rates and new rate setting methodology.
- R3 available for one-on-one meetings with Group members and/or Council/Board subcommittees as requested by individual Group members.

The District’s franchise fee is a flat amount of \$25,000; prior to setting that rate in 2008 it was \$6,000. Other jurisdictions within the County charge franchise fees ranging from 10 -15% plus road impact fees. The Board has previously discussed increasing the franchise fee but not taken action. If the Board desires to consider this, it would be prudent to do so now as part of the rate review so that proposed rates brought forward in the fall would have the franchise fee included for the public hearing process.

The projected 2018 rate revenue for the District’s service area is \$2,382,000. The current franchise fee of \$25,000 is approximately 1%. Increasing the franchise fee to 5%, 10% or 15% would result in approximately the following revenue to the District and rate impacts to its customers:

Percentage	Dollar Amount	Per 32 Gallon	3 yard Commercial
Current ~ 1%	\$ 25,000	\$33.05	\$478.81
5%	\$119,100	\$34.49	\$499.64
10%	\$238,200	\$36.49	\$528.66
15%	\$357,309	\$38.73	\$561.07



For comparison, the rate survey prepared by R3 in January 2018 reported that the MFG Average monthly rate is \$39.63 for a 32 gallon can and \$550.76 for a 3 yard bin collected once a week and the Marin County average monthly rate without the MFG is \$36.40 for a 32 gallon can and \$422.50 for a 3 yard bin collected once a week.

STAFF RECOMMENDATION:

Board to consider increasing the franchise fees to 5% of the refuse, recycling and organics/composting hauling and processing revenue for the 2019 rate calculation.

FISCAL IMPACT:

Unknown at this time.

PERSON TO BE NOTIFIED:

R3 Consulting, Inc. and Marin Sanitary Service.

Marin Sanitary Service
1050 Andersen Drive, San Rafael CA, 94901
Tel 415-456-2601
www.marinsanitaryservice.com



SERVICE AREA ANNUAL REPORT

FOR CALENDAR YEAR 2017

TABLE OF CONTENTS

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EXECUTIVE SUMMARY

Executive Summary

CONTINUED COMMITMENT

Marin Sanitary Service (MSS) continuously puts forth its best effort to help our jurisdictions meet their Zero waste and greenhouse gas reduction goals. In 2012, an amendment was made to the Franchisors' Group (FG) agreements that included a provision of a comprehensive annual report to describe progress and achievements in meeting Zero waste goals through programs and activities. This amendment was implemented in 2013. All data presented is for the entire MSS Service Area (San Rafael, Larkspur, Ross, LGSVD, Ross Valley-North, Ross Valley-South, County of Marin, Fairfax and San Anselmo). This report is for calendar year 2017.

OPERATIONAL EFFICIENCY

The Operational Improvement Plan and Zero Waste Programs detailed in this report illustrate MSS's commitment to diverting resources from the landfill. Our goal as we learn, implement, and refine new technologies and make fleet enhancements, is to keep costs as low as possible while maintaining quality service. MSS adds new programs and/or reviews and enhances ongoing programs on an annual basis. Community Outreach and Education is essential to meeting diversion goals.

2017 IN REVIEW

No new programs were added in 2017. MSS focused on refining routes, increasing participation, decreasing contamination in the recycling and organics streams, and helping customers become compliant with the State laws for Mandatory Commercial Recycling (AB 341) and Mandatory Commercial Organics Recycling (AB 1826). In addition, the MSS 4R Planet School Programs in partnership with Zero waste Marin continued to expand.

LOOKING AHEAD

For 2018, MSS will focus on improving the quality of recycling and organics materials collected. In light of stricter requirements to move materials to Asian markets, MSS must collect recycling materials that are virtually contaminant free to ensure the materials can be sold. Due to State mandates on cleanliness of finished compost, Composters are also requiring a much cleaner feedstock of organic materials collected by MSS. Customer education and improvements in collection and processing will continue to be a priority.

OPERATIONAL IMPROVEMENT PLAN

Operational Improvement Plan

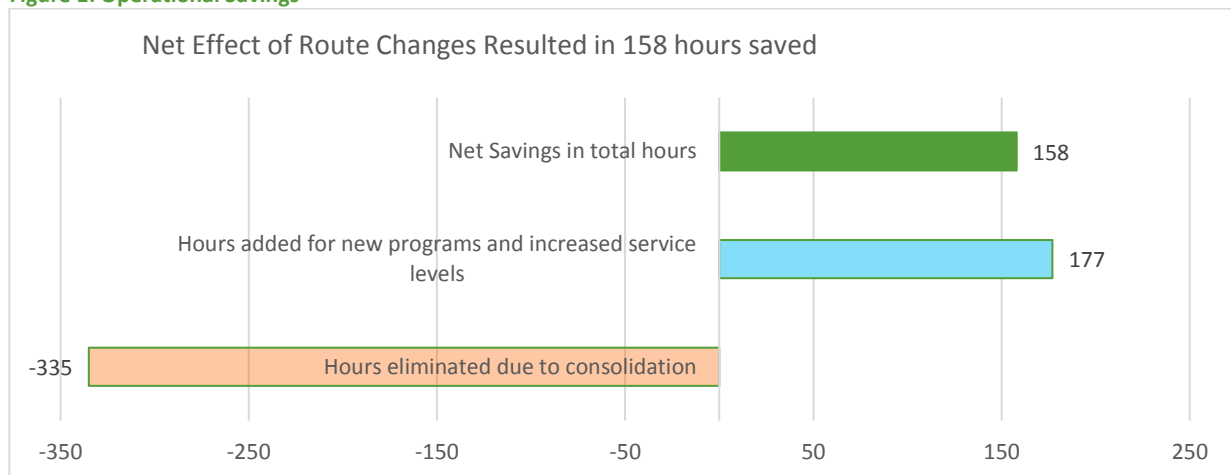
OPERATIONAL EFFICIENCY

MSS continuously strives for operational improvements. By attending conferences, subscribing to trade journals and being active members in various trade associations, we are able to learn the latest trends and best practices in the industry. This knowledge has allowed us to make investments in new technologies and equipment, to improve our fleets, and increase operational efficiency. **Keeping costs low** while maintaining **quality service** is our overarching goal.

ROUTING OPTIMIZATION

Route Smart, our route optimization soft-ware, combined with the use of Mobile-pak software and tablets, allow drivers and managers to continue to improve routing and customer service delivery. As a result of our routing efficiencies, we were able to enhance services while reducing our net route hours by 158 hours per week (Figure 1).

Figure 1: Operational Savings



We are no longer a “garbage” company. We are “resource haulers”. With time and personnel savings that have been achieved, MSS has been able to devote more resources to the implementation of additional diversion routes. In 2012, MSS needed a total of 54 drivers to complete all routes; due to consolidations, we now have 49 drivers (Table 1).

Table 1: Routes and Employee Breakdown

Collected Material	# of Routes	# of Employees
Garbage	18	21
Recycling	18	18
Organics	9	9
Food Waste (F2E)	1	1
Totals	46	49

OPERATIONAL IMPROVEMENT PLAN

ROUTING COLLECTION CHANGES

Commercial Recycling

In 2016, MSS investigated the feasibility of using split body trucks, similar to those used in residential areas, for commercial recycling collection. Test runs proved successful and led to the decision to purchase three rear loading split body collection vehicles, essentially separating commercial recycling collection from residential recycling collection. The addition of these new vehicles on commercial recycling routes has allowed for consolidation and more efficiency. Prior to this, commercial recycling was collected in separate trucks--one for containers (glass, plastics, metal) and one for fibers (papers, cardboard) and residential trucks were often used to help with the increasing volume of recyclables in businesses and multifamily dwellings. The decision to use rear loader vehicles allows the driver to see what customers are placing in the containers and will help to reduce contamination of materials delivered to Marin Recycling for processing.



All commercial and multifamily accounts were reviewed, and analyzed by service type, location, service levels, service time, and tonnage for inclusion in sequencing the new routes. Using RouteSmart, three new route territories were created covering 3,631 service stops per week. New five-day routes were created and optimized within each territory. Implementation took place in June 2017, and after initial adjustments, the project was completed in July 2017.

SMALL TRUCK SERVICES

MSS has provided small truck collection services along private driveways and small, narrow streets for many years. Small truck routes are interspersed in existing larger truck routes which makes routing more difficult to optimize. Historically this service was only provided to garbage carts, but in response to customer demand service was expanded to include recycling and organics collection. This added another layer of complexity to the routing. In June 2017, MSS evaluated the small truck routes using RouteSmart to determine how to increase route efficiency. The project had three main goals:

1. Eliminate an existing 4 hour recycle route 2 days per week by integrating into a full-time small recycle truck route.
2. Eliminate all overtime.
3. Optimize sequencing of all routes by area.

4,631 small truck service stops were entered into RouteSmart for review and re-sequencing. All routes were reorganized by day and area along with new route sequencing by type:

- 1,717 garbage stops
- 1,331 organics stops
- 1,583 recycle stops

Because the small truck routes are service area wide, it was necessary to change some customers service collection days. This meant that some streets serviced by small trucks had different collection days than neighbors on streets that could accommodate the larger trucks. All customers received

OPERATIONAL IMPROVEMENT PLAN

prior notice if their service day was changed. The project was completed in September 2017 with minimal impact to customers.

On Board Computers (Tablets)

MSS introduced driver handheld tablets into our fleet in Spring 2015. Additional tablets were added in 2017 bringing the total for use on routes to 43 (Table 2). Tablets not only save paper as the need for printed route lists is eliminated, they save time for the drivers by making route changes easier to implement. They also improve communication by allowing real time feedback to the Operations and Office Staff on what is happening on the routes. This ultimately improves customer satisfaction and improves overall work flow efficiency.



Tablets are also used to perform service audits on Commercial Garbage routes to verify billing accuracy. Updated service data can then be loaded onto the tablets for daily use. The goal for 2018 is to use tablets on all routes. We will be adding tablets to the Residential Curbside Recycling routes and the remaining Residential Organics routes.

Table 2: 2017 Tablet Implementation

Route Type	# of Tablets
Roll-off and Cart Delivery	13
Residential Garbage	9
Commercial Garbage (Front End Loaders)	4
Organics	6
Food Waste (F2E)	1
Commercial Recycle	10
Total Tablets in Use	43

RESIDENTIAL SERVICES

Residential Services

RESIDENTIAL SERVICE LEVELS

Residential Customers: Comprehensive hauling services **for one low rate**

We're more than just the garbage company - we're your resource hauler, providing comprehensive recycling and landfill services in a basic bundled service package for one low cost.



The more you recycle, the more you save. See reverse side to learn how.

Visit www.marinsanitaryservice.com for guidelines on what is recyclable and compostable.

All residential customers are offered three services as part of the bundled “resource hauling” rate. This includes a gray “landfill” (garbage) cart, a dual sort split body recycling cart and a green organics cart. The bundled rate is based on the size of the landfill cart. At the end of 2017, there were 30,154 customers signed up for service with MSS. Duplexes and Triplexes are considered residential customers. If a property manager pays the bill, the duplex or triplex is considered to be a single customer; therefore, the cart numbers will exceed the actual customer count. Not all customers have recycling carts and many customers have multiple organics carts. Tables 3 and 4 show the residential cart subscription levels for year end 2017 compared to year end 2016. The subscription to 20-gallon carts continues to increase annually. This could be a reason for an increase in contamination seen at the Marin Recycling Center. These numbers are only for MSS supplied tipper carts and do not reflect customer owned cans or bags that contain extra garbage, yard waste and/or recycling.

Table 3: Residential “Landfill” Cart Service Subscriptions

Residential Weekly Garbage Service			
Number of Carts			
CART size	2017	2016	% change
20 gallon	5,663	5,291	7%
32 gallon	18,856	19,165	-2%
64 gallon	5,495	5,529	-1%
96 gallon	589	567	4%
Total	30,603	30,552	

RESIDENTIAL SERVICES

Table 4: Residential Cart Service Subscription for Recycling and Organics

Residential Weekly Dual Sort Recycling Service			
Number of Carts			
CART size	2017	2016	% change
5 gallon bucket*	752	821	-8%
32 gallon**	22	22	0%
64 gallon	28,010	28,233	-1%
96 gallon	1,715	1,393	23%
Total	30,499	30,469	
Residential Weekly Green Waste Service			
Number of Carts			
CART size	2017	2016	% change
35 gallon	1188	786	51%
64 gallon	29,924	29,998	0%
96 gallon***	36	35	3%
Total	31,148	30,819	

*Use of 5 gallon bucket is being phased out.

**Only offered in duplexes or triplexes where each tenant pays their own bill.

***Only available at Duplexes and Triplexes with shared service and are being phased out.

ADDITIONAL DIVERSION SERVICES

In 2016, the following new programs were added to help divert more materials from the landfill.

1. Residential Scheduled Curbside Clean-up of up to fourteen (14) 32-gallon bags or cans of additional garbage, recyclables, or yard waste at the curb in the fall and the spring.
2. Residential On-Call collection of up to two (2) bulky items twice per year.
3. Municipal Illegal Dumping support for all service areas.

RESIDENTIAL SERVICES

These programs have been very well received by the community and continue to grow in popularity. (Table 5). Overall, there was a significant increase in participation from 12% to 21%. Customers receive flyers twice per year with the printed or emailed bill that alerts them to the clean-up dates and program details (Figure 2). Details are also listed on the website <http://marinsanitaryservice.com/special-residential-services/>.

Table 5: Program Statistics

	2017	2016	% Change
Tonnage Diverted	279	199	40%
• Scheduled Clean-ups	116	94	23%
• Bulky Items	156	99	58%
• Illegal Dumping	7	6	17%
Bulky Items collected (items)	6483	3656	77%
Participation	21%	12%	

Figure 2: Sample Mailers

COMMERCIAL AND MULTIFAMILY SERVICES

Commercial and Multifamily Services

COMMERCIAL BUSINESS SERVICE LEVELS

Commercial businesses are offered recycling services as part of a “bundled rate”. Beginning in 2015, two organics programs were offered for the same charge to all commercial customers. Since there is a wide variety of container types, sizes and collection frequency, the data is reported based on overall weekly yardage of service. Commercial business customers are offered the following containers types and service for landfill (garbage) materials.

- 32, 64, and 96 gallon MSS tipper carts. 20 gallon carts are offered on a case by case basis only after a successful recycling and composting program has been established.
- 1, 2, 3, 4, 5, and 6 cubic yard bins.
- 10, 18, 20, 25 cubic yard roll-off boxes. Larger sizes are available upon request.
- Compactors: sizes range from 3 cubic yards to 40 cubic yards.

Recycling and Organics Services are primarily offered for collection in carts. Cardboard and Organic materials may be collected in bins. The following container types and sizes are available for commercial customers

- 32, 64, and 96 gallon blue carts for paper recycling.
- 32, 64, and 96 gallon brown carts for containers recycling (plastic, glass, metal bottles & cans).
- 32 and 64 gallon organics green carts for composting.
- 32 and 64 gallon food waste dark green carts for food to energy.
- 1, 2, and 3 cubic yard bins for cardboard recycling.
- 1 and 2 cubic yard bins for food waste for food to energy.

Overall, the percentage of landfill (garbage) service subscriptions have decreased (Table 6) and the level of “diversion” services has increased (Table 7). This is significant and is primarily due to enhanced commercial recycling service offerings and outreach & education.

Table 6 Commercial Weekly Landfill (Garbage) Service in Cubic Yards

SERVICE IN YARDS	2017	2016	% Change
LANDFILL			
CARTS	1418	1421	-0.2%
BINS	3960	3968	-0.2%
ROLL-OFF BOXES	719	698	3.0%
COMPACTORS*	2308	2255	2.4%
TOTAL	8405	8342	0.8%

*Compaction Rate is 2:1

COMMERCIAL AND MULTIFAMILY SERVICES

Table 7 Commercial Weekly Services for Recycling and Organics

SERVICE IN YARDS	2017	2016	% Change
RECYCLING			
CARTS	1798	1732	4%
BINS	2731	2466	11%
COMPACTORS*	184	184	0%
TOTAL	4713	4382	8%
ORGANICS			
CARTS	166	150	11%
BINS	18	3	500%
ROLL-OFF BOXES	63	56	13%
F2E	244	227	7%
TOTAL	491	436	13%

*Compaction Rate is 2:1

MULTIFAMILY DWELLING SERVICE LEVELS

Multifamily Dwellings: Comprehensive hauling services for one low rate

We're more than just the garbage company - we're your resource hauler, providing comprehensive recycling and landfill services in a basic bundled service package for one low rate.



RECYCLING

- Organics
- Paper
- Glass, metal and plastic
- Cardboard

GARBAGE

Everything put in the garbage goes directly to landfill.

The more you recycle, the more you save. See reverse side to learn how.
 Call **415-456-2601** or visit www.marinsanitaryservice.com for more information.

Multifamily Dwellings (MFDs) are offered recycling services as part of a “bundled rate”. In 2016, organics service was offered to tenants at apartment buildings and is included as part of the bundled rate. In addition, MFD tenants receive kitchen pails after attending a workshop for the collection of compostable materials. Since there is a wide variety of container types and sizes and collection frequency, the data is reported based on overall weekly yardage of service. MFD customers are offered the following containers types and service for landfill (garbage) materials.

- 32, 64, and 96 gallon MSS tipper carts. 20 gallon carts are offered only after a successful recycling and composting program has been established.
- 1, 2, 3, 4, 5, and 6 cubic yard bins.

COMMERCIAL AND MULTIFAMILY SERVICES

- 10, 18, 20, 25 cubic yard roll-off boxes. Larger sizes are available upon request.
- Compactors: sizes range from 3 cubic yards to 40 cubic yards.

Recycling and Organics Services are primarily offered for collection in carts. Cardboard and Organic materials may be collected in bins. The following container types and sizes are available for MFD customers

- 32, 64, and 96 gallon blue carts for paper recycling.
- 32, 64, and 96 gallon brown carts for containers recycling (plastic, glass, metal bottles & cans).
- 32 and 64 gallon organics green carts for composting.
- 1, 2, and 3 cubic yard bins for cardboard recycling.
- 2 and 3 cubic yard bins organics bins for composting.

While the percentage of landfill service subscriptions have increased, the level of “diversion” service subscriptions have also increased, especially for organics services (Table 8). MSS is hopeful that with increased outreach & education and the addition of organics service, we will see a decrease in landfill and an increase in diversion.

Table 8 Multifamily Weekly Services for Landfill (Garbage), Recycling and Organics.

SERVICE IN YARDS	2017	2016	% Change
LANDFILL			
CARTS	1605	1585	1%
BINS	1860	1791	4%
ROLL-OFF BOXES	25	43	-42%
COMPACTORS*	32	50	-36%
TOTAL	3522	3469	2%
RECYCLING			
CARTS	1659	1648	1%
BINS	130	82	59%
TOTAL	1789	1730	3%
ORGANICS			
CARTS	360	284	27%
ROLL-OFF BOXES	25	25	0%
TOTAL	385	309	25%

*Compaction Rate is 2:1

COMPLIANCE WITH STATE LAWS

Compliance with State Laws

MANDATORY COMMERCIAL RECYCLING (AB 341)

Mandatory Commercial Recycling (AB 341) has been in effect since July 2012. This law calls for recycling 75 percent of California's solid waste by 2020. It is important to note that AB 341 is a continuation of an effort by the state to reduce greenhouse-gas (GHG) emissions, as required by AB 32, which became law in 2006. Simply stated, recycling reduces GHG emissions, and, through the implementation of AB 341 will make a significant reduction in these emissions.

Educating businesses about recycling is a dynamic and ongoing process. MSS has two (2) Commercial Recycling Coordinators working with businesses and apartment buildings on all organics and recycling programs. In addition, there is a full-time School Recycling Coordinator. New businesses and their employees are educated about recycling requirements and opportunities. Existing businesses and their employees are monitored and encouraged to divert even more resources from the landfill.

Every year, the MSS Director of Compliance meets with CalRecycle staff to discuss outreach, education and monitoring efforts and results for each jurisdiction we serve. In addition, CalRecycle staff conduct site visits of our model customers. The State staff have consistently praised the work we are doing on implementation and monitoring of state goals for diversion.

Waste audits are part of the monitoring process and help to identify waste types and volumes of divertible materials in the disposed of waste stream. Every year drivers perform visual waste audits for all commercial and multifamily dwelling customers. Drivers visually inspect garbage carts and bins to determine the percentage of divertible material such as glass, plastic, cans, paper, cardboard, yard waste and food waste. There were ~1,600 **visual** audits performed in 2017. Customers with 50% or more of divertible material were referred to the appropriate Outreach Staff for waste stream assessments. Waste stream assessments are on-site assessments of the waste stream (total flow of materials generated) and recycling potential of an individual business, institution, or household. From this assessment, service and education needs are determined and a waste reduction plan is developed and implemented.

MSS has 2,317 commercial business customers. We are proud to report that 99% of all businesses are compliant with the law (Table 9). Under AB 341, only 560 commercial customers (24%) of all customers are required to have recycling services. Of the 770 Multifamily Dwellings (MFDs), 99% are compliant with the law (Table 10). Six (6) MFDs remain non-compliant and are in San Rafael. The majority of these MFDs are managed by the same property management company. The Compliance Manager continues to work with code enforcement and the Climate Corp intern with the City of San Rafael to get them to gain compliance. Collaboration between the public, the city/town staff and MSS is key to the success of this law. Of the jurisdictions MSS serves, only Fairfax has a Mandatory Commercial Recycling Ordinance that requires ALL commercial businesses and multifamily dwellings to recycle and/or

COMPLIANCE WITH STATE LAWS

compost. This has been very successful in increasing diversion and participation in MSS recycling and organics programs.

Table 9: Commercial Business Compliance with AB 341 (4+ CY per week of service must recycle)

	Qualifies: NOT compliant	Qualifies: Recycles	Grand Total
2012 Year End Total	82	NA	NA
2013 Year End Total	54	341	395
2014 Year End Total	25	378	403
2015 Year End Total	5	552	557
2016 Year End Total	0	566	566
2017 Year End Total	2	560	562

Table 10: Multifamily Dwelling Compliance with AB 341

	Qualifies: NOT compliant	Qualifies: Recycles	Grand Total
2012 Year End Total	133	NA	NA
2013 Year End Total	94	284	378
2014 Year End Total	43	601	644
2015 Year End Total	28	621	649
2016 Year End Total	9	629	638
2017 Year End Total	6	653	659

MANDATORY COMMERCIAL ORGANICS RECYCLING (AB 1826)

AB 1826 Mandatory Organic Recycling Collection was established out of the need to decrease greenhouse gas emissions in the AB 32 (California Global Warming Solutions Act of 2006) scoping plan. The goal is to capture and recycle organic waste (food scraps, yard and plant debris, landscape and pruning material, nonhazardous wood, and food-soiled paper). MSS has offered two organics recycling program options to all commercial customers since 2014. Customers can choose to participate in Commercial Food Waste to Energy (F2E) or Commercial Composting. These services are offered for 30% less cost than Landfill services as an incentive to encourage customers to participate. Customers receive tools to help them recover the materials such as kitchen pails, slim jim bins, posters and hands-on training.

Commercial businesses and multifamily dwellings are required to subscribe to composting or anaerobic digestion service for their organic waste. This law phases in the mandatory recycling of commercial organics over time. In 2017, the threshold for compliance decreased from eight (8) cubic yards of organics per week to four (4) cubic yards of organics per week. Compliance is shown in Table 11. It should be noted that Fairfax is the only jurisdiction in Marin County that has passed an ordinance that states all businesses with organic waste **MUST** subscribe to and divert all organics generated. Without the strength of similar ordinances across Marin County, we do not anticipate significant increases in

COMPLIANCE WITH STATE LAWS

customers subscribing to organics services even with our ongoing customer outreach activities.

Table 11: Commercial Business Compliance with AB 1826 at Year End 2017

JURISDICTION	Qualifies 4+ CY Organics: NOT compliant	Qualifies: Has Organics	Grand Total
San Rafael	104	20	124
Consolidated County of Marin	9	4	13
Las Gallinas Valley Sanitary District	6	1	7
Ross	2	2	4
Larkspur	27	5	32
San Anselmo	6	2	8
Fairfax*	13	35	48
Grand Total	167	69	236

*Fairfax commercial customers that have more than 32 gallons per week of organic material must participate in a diversion program.

Multifamily Dwelling (MFDs) are exempt from counting food waste in their total organics per week calculation, and are required only to divert yard debris, landscaping and pruning materials only under this law. Most apartment buildings with 24 or more units self-haul or contract with a landscaping company. For this reason, MSS is focusing on getting the food scraps, food soiled paper and smaller volumes of yard debris. Since implementation of the organics program in 2016, 51% (393) are now participating.

COMMERCIAL AND MULTIFAMILY OUTREACH, EDUCATION AND MONITORING

Having specialized Recycling Program Coordinators has allowed MSS to streamline and individualize outreach efforts for the variety of customers in the commercial sector. Assessments of the customers' waste stream is then used to tailor a recycling program that best suits the business type. The Operations staff and Outreach staff use this data to create a comprehensive diversion plan. Once recycling and/or organics services are established, the teams work to "right size" the garbage service which often results in decrease in the overall "resource hauling" bill. There have been 3,585 different outreach contacts for 2017 (Table 12). This is down 22% primarily due to the loss of a Recycling Coordinator (4,356 in 2016). MSS plans to fill the position in 2018.

Table 12: Commercial/Multifamily Outreach by Type January-December, 2017



DIVERSION, RECYCLING, AND GLOBAL IMPACTS OF STATE MANDATES

Diversion, Recycling, and Global Impacts of State Mandates

DIVERSION RATES

Jurisdictional ***diversion rates*** are calculated based on a disposal-based indicator which is a per capita disposal rate expressed as pounds per person per day (PPD). This disposal rate uses two factors: a jurisdiction's population and its disposal tonnage, as reported by disposal facilities. Table 13 details the State diversion goals and activities that contribute to it.

Table 13: State Diversion Goal: AB 939 (1989)

AB 939 State Goal: 50 Percent Diversion from the Landfill (Jurisdictional Mandate)	
Activities that Count Toward Goal	<i>Diversion:</i> Source Reduction Composting Recycling ADC AIC Other Beneficial Reuse Transformation Credit
Activities that Do Not Count Toward Goal	<i>Disposal:</i> Landfill (Including Exports) Some Transformation Engineered Municipal Solid Waste (EMSW) Green Waste ADC (Beginning in 2020)
Baseline Waste Generation and Base Years in pounds per person per day (ppd)	12.6 ppd (2003-2006)
Statewide Disposal Target in pounds per person per day (ppd)	6.3 ppd

Tonnage reported from residential and commercial self-hauling, construction & demolition debris box rentals, and a host of other non-franchised programs within the County and MSS Service Area are reflected in the Jurisdictional diversion rate that is reported by MSS to the Marin Hazardous and Solid Waste Joint Powers Authority (JPA), who in turn reports this tonnage information to the State of California.

EVALUATION OF CURRENT TRENDS

Table 14 shows the historical trends in the County Diversion Rates reported to CalRecycle. The Marin JPA AB 939 landfill diversion rate dropped to 69% in 2016 from 74% in 2015 and is primarily based on the following reasons:

DIVERSION, RECYCLING, AND GLOBAL IMPACTS OF STATE MANDATES

- Landfill disposal increased from 188,116 tons in 2015 to 223,071 tons in 2016, an increase of 34,955 tons, while the population increased by only 4,178 people.
- The PG&E transmission facility in San Rafael was demolished and contributed to a significant increase in landfilled tonnage. This was a one-time event.
- The pounds per person per day increased from 4.0 PPD to 4.6 PPD.
- China’s National Sword Initiative, which has tightened the market specifications for mixed waste paper and mixed rigid plastics, has become an effective ban for many recyclers that do not have dual-stream collection.

Diversion rates have been in the mid-70’s for the past several years despite state and local recycling mandates and efforts. This is due in part to the increase in pounds per person per day landfill disposal (Table 15).

Table 14: Marin County Historical Diversion Rates

Year	Diversion Rate
2012	75%
2013	74%
2014	75%
2015	74%
2016	69%
2017	NA*

*Will be available in August 2018

Table 15: State, County and MSS Disposal Comparisons (PPD)

Year	County of Marin	State of California	MSS Rate Regulated PPD
2012	3.8	4.3	2.32
2013	4	4.4	2.19
2014	3.8	4.5	2.44
2015	4	4.7	2.37
2016	4.6	4.9	2.50
2017	NA*	NA*	2.41

*Will be available in August 2018

RECYCLING RATES

The State set a goal to recycle 75% of all materials collected from the landfill by 2020. This goal also includes AB 341 (Mandatory Commercial Recycling-2012) and AB1826 (Mandatory Commercial Organics Recycling-2016). Activities that count as recycling are defined in Table 16. For the purpose of this report, only tonnages for materials collected and processed under the Franchise Agreement with the MSS Franchised Service Areas are presented going forward as “Recycling Rates”.

DIVERSION, RECYCLING, AND GLOBAL IMPACTS OF STATE MANDATES

Table 16: AB 939 Definition of Recycling

State Goal: 75 Percent Recycling Rate	
Activities that Count Toward Goal	Recycling: Source Reduction Composting Recycling
Activities that Do Not Count Toward Goal	Disposal: Landfill (Including Exports) Engineered Municipal Solid Waste (EMSW) Disposal-Related: ADC AIC Other Beneficial Reuse All Transformation Waste Tire-Derived Fuel
Baseline Waste Generation and Base Years in pounds per person per day (ppd)	10.7 ppd (1990-2010)
Statewide Disposal Target in pounds per person per day (ppd)	2.7 ppd

Summary of MSS Recycling Efforts Over the Years

China’s policies have affected recycling and diversion rates for the County of Marin and the State of California: however, the MSS Rate regulated recycling rate has been gradually improving despite rising regional disposal increases due in large part to its pursuit of other recycling goals and ongoing attention to outreach & education (Table 17).

Table 17: Historical Recycling Rates: County vs. MSS

Year	State of California	MSS Rate Regulated
2012	50%	45%
2013	50%	53%
2014	50%	50%
2015	47%	50%
2016	44%	52%
2017	NA*	53%

**Data will be available August 2018*

DIVERSION, RECYCLING, AND GLOBAL IMPACTS OF STATE MANDATES

REVIEW OF CALIFORNIA'S FIRST RECYCLING LAW: AB 939

California's landmark recycling law, AB 939, is nearly 30 years old. Convenient, low-cost curbside recycling programs currently serve the vast majority of residents in the state. In Marin County all single and multifamily residents and businesses have access to recycling services. Hundreds of millions of tons of waste have been diverted from landfills since the law's inception, conserving scarce natural resources and providing a host of other environmental benefits---including GHG emissions reductions---in the process. Along the way, an expensive and highly sophisticated network of recycling and composting facilities was developed by private industry---with critical assistance from local government---to handle and process that portion of the waste stream that was formerly disposed in landfills. All of that may soon change due to changes in the international commodity markets and lack of domestic markets.

GLOBAL AND LOCAL IMPACTS OF AB 341: CONTAMINATION AND COMMODITY VOLATILITY

In July, 2012, California established and passed a Statewide goal to reach a 75% recycling rate and passed Mandatory Commercial Recycling legislation (AB 341). The Statewide goal also includes all residential recycling programs as well as construction & demolition. At the same time California was setting higher recycling goals to move more materials from landfills to recycling markets, China, a major market for recyclables in the United States, was passing stricter laws on imports of recycling materials. 'Operation Green Fence' was formally implemented in February 2013, enforcing a 2011 law, and was billed as an aggressive inspection effort aimed at curtailing the amount of contaminated recyclable bales and waste that was being sent to China. China has since implemented an even stricter law known as the National Sword (2017) that will further decrease the contamination rate for mixed paper and other plastics and metals to just 0.05%. Their decisions to significantly reduce the amount of contaminated materials they have been receiving has major implications for recycling operations. To keep up with the strict export policies, recycling processors, like the Marin Recycling Center, is having to add costly measures such as increased staffing, slowing of conveyor belts, and the addition of specialized equipment, to guarantee cleaner bales.

The mandates to remove more materials from the landfill and "wishful" recycling on the part of consumers are leading to more and more contaminants in the recycling stream and a decline in salvage values as more materials are moved to market (Table 18). Figure 3 shows the trends in contamination at the Marin Recycling Center (MRC) from 2012 through 2017. Prior to 2012, the Marin Recycling Center had average residual (contamination) rates of 1%.

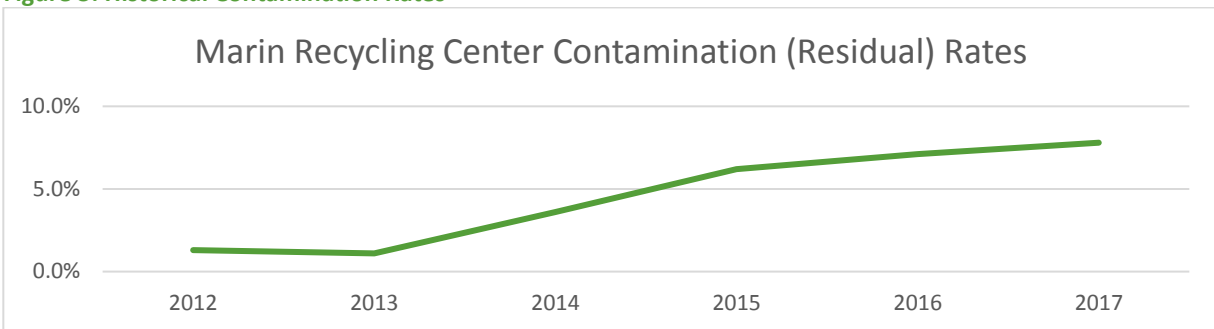
Table 18: Commodity Price Changes (5-year review) Average Price Per Ton

Commodity	2013	2014	2015	2016	2017	% Change 2013-2017
Cardboard	\$177	\$163	\$147	\$151	\$204	15%
Newsprint	\$144	\$157	\$132	\$145	\$162	13%
Office paper	\$181	\$192	\$191	\$222	\$215	19%
Mixed paper	\$125	\$121	\$106	\$116	\$125	0%

DIVERSION, RECYCLING, AND GLOBAL IMPACTS OF STATE MANDATES

Aluminum cans	\$1,358	\$1,593	\$1,214	\$1,137	\$1,317	-3%
Glass	\$39	\$80	\$18	\$19	\$27	-31%
HDPE #2 natural	\$614	\$814	\$544	\$415	\$524	-15%
HDPE #2 color	\$402	\$537	\$395	\$278	\$288	-28%
PET #1	\$487	\$486	\$221	\$194	\$248	-49%
Mixed Rigid Plastics (#3-7)	\$23	\$88	\$20	\$1	\$10	-57%

Figure 3: Historical Contamination Rates



MSS CONTAMINATION MITIGATION EFFORTS

In April of 2017, when China announced plans to lower the threshold for contamination in bales of recyclables, MSS put several strategies in place.

Operational Improvements

1. City recycling cans have a high percentage of contamination in them. These have now been re-routed to single stream loads that are now processed at Marin Resource Recovery.
2. MSS identified and exchanged hundreds of broken split carts.
3. The dividers in the split trucks were reinforced to prevent commingling of material.
4. Drivers were instructed that commingling of containers and fiber was not acceptable and that all necessary steps were to be taken to minimize co-mingling. A new policy was created and drivers were instructed to:
 - a. Take pictures
 - b. Leave flyers
 - c. Leave carts
 - d. Return when carts are contaminant free.
5. Improvements to the Marin Recycling Center equipment was completed in January of 2018.
6. Customer Service Representatives and Outreach staff follow-up with all customers identified by drivers as having issues with contamination. Driver tablets help streamline this process. Repeat customers or those with extreme contamination are charged for contaminated carts and bins.

DIVERSION, RECYCLING, AND GLOBAL IMPACTS OF STATE MANDATES

The importance of contaminant free recycling carts and bins will require stricter enforcement by MSS in light of what is happening in the Asian commodity markets.

Outreach Campaigns

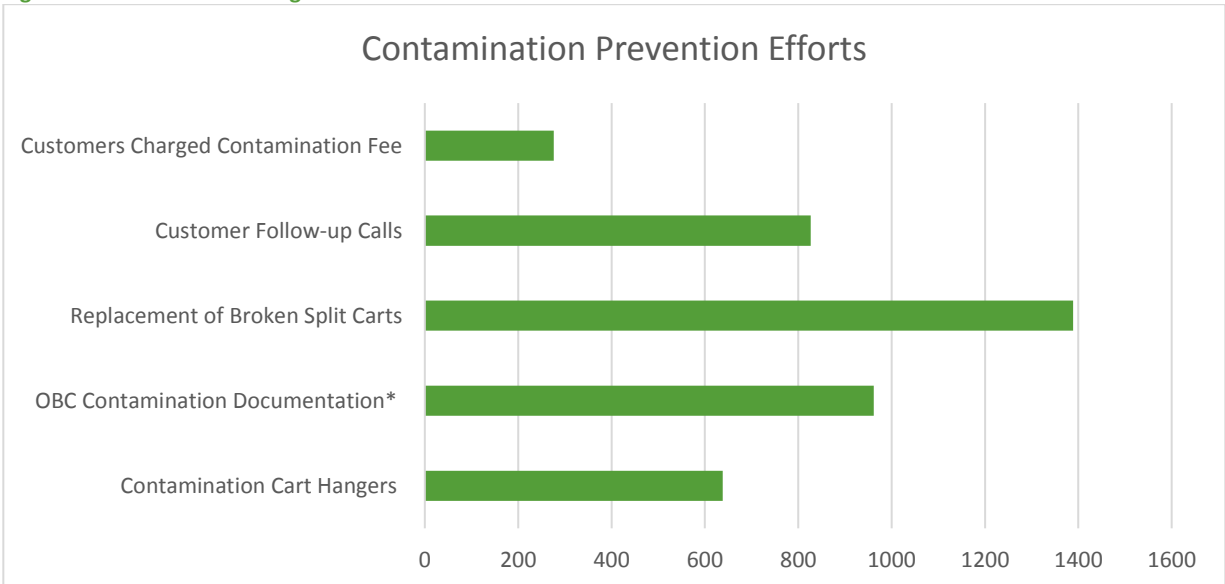
1. Bill inserts were mailed to all customers (single family, multifamily and commercial business).
2. New flyers for commercial recycling and cardboard were created and distributed to drivers to leave with customers.
3. Flyers on the rules of recycling were created and distributed to residential drivers to leave with customers.
4. A webpage was created with information <https://marinsanitaryservice.com/reducing-contamination/>.
5. A social media campaign was launched to educate people on the effects of contamination on processing, costs, and ability to market materials.

Data Collection and Analysis

1. Daily reports are run to analyze driver reported customer issues from tablets and cart hangers.
2. Monthly reports on broken recycling carts are tracked, analyzed and distributed to Operations staff.

Since April, 2017, a total of 4,000 separate actions have been taken to try and minimize contamination (Figure 4).

Figure 4: Contamination Mitigation Measures



*OBC=On-board Computer documentation using tablets.

RECYCLING RATES (WEIGHT AND VOLUME BASED)

Recycling Rates (Weight and Volume Based)

RECYCLING RATES BY WEIGHT AND BY VOLUME

In 2016, MSS hired a new Director of Financial Reporting. One of the primary roles of this position is to continually update and fine tune the tonnage reporting system in order to accumulate the most accurate data available. Since coming on board, enhancements have been made to the system which have resulted in a restatement of the 2016 data, primarily in the commercial recycling tonnage. Table 19 shows the restated 2016 data and the 2017 data by sector. The recycling rates by sector are highlighted in yellow. Table 20 shows the volumetric recycling rate by sector and is based on overall volume of service subscriptions. Overall, weight based and volumetric based recycling rates have increased slightly.

Table 19: MSS SERVICE AREA DISPOSAL AND RECYCLING Rates (tons)

Tons Collected:	Residential 2017	Residential 2016	Commercial 2017	Commercial 2016	Total 2017	Total 2016
Curbside Organics	22,702	21,089	* N/A	* N/A	22,702	21,089
Curbside Containers Recycling	5,327	4,915	2,467	2,117	7,794	7,032
Curbside Paper Fiber Recycle	6,099	5,433	2,810	2,320	8,909	7,753
Curbside Cardboard Recycle	N/A	N/A	4,085	4,272	4,085	4,272
Transfer Station	26,107	26,346	19,169	21,547	45,275	47,893
Curbside Food Waste (F2E)	N/A	N/A	2,460	2,352	2,460	2,352
Commercial processed at Marin Resource Recovery Center (MRRC)	N/A	N/A	10,156	10,056	10,156	10,056
Total Tons Collected	60,235	57,783	41,146	42,664	101,381	100,448

*Commercial yard waste is co-collected with residential yard waste. Tonnage is included with Residential.

Tons Recycled:	Residential 2017	Residential 2016	Commercial 2017	Commercial 2016	Total 2017	Total 2016
Curbside Organics	22,702	21,089	* N/A	* N/A	22,702	21,089
Curbside Containers Recycling	5,327	4,915	2,467	2,117	7,794	7,032
Curbside Paper Fiber Recycle	6,099	5,433	2,810	2,320	8,909	7,753
Curbside Cardboard Recycle	* N/A	* N/A	4,085	4,272	4,085	4,272
Curbside Food Waste (F2E)	* N/A	* N/A	2,460	2,352	2,460	2,352
Commercial recovered through MRRC	* N/A	* N/A	6,703	7,241	6,703	7,241
Total Tons Recycled	34,128	31,437	18,525	18,301	52,653	49,739

*Commercial yard waste is co-collected with residential yard waste. Tonnage is included with Residential.

Recycling Rate	57%	54%	45%	43%	52%	50%
-----------------------	------------	------------	------------	------------	------------	------------

RECYCLING RATES (WEIGHT AND VOLUME BASED)

Tons to Landfill

Population

Landfill pounds per person per day

2017	2016
48,728	50,709
111,000	111,000
2.41	2.50

Table 20: Volumetric Recycling Rates by Sector (Cubic Yards of Service)

	Volumetric Service Recycling Rates (Cubic Yards of Service)						
	Residential		Commercial/MF		Total		
	2017	2016	2017	2016	2017	2016	
Service Volume (Cubic Yards):							
Organics	9,687	9,646	876	723	10,563	10,369	
Curbside Recycle (Fibers & Containers)	9,709	9,649	6,410	6,036	16,119	15,685	
Landfill	5,569	5,583	10,757	10,743	16,326	16,326	
Recycling Rate	78%	78%	40%	39%	62%	61%	

CUSTOMER SERVICE DATA

Customer Service Data

RESIDENTIAL AND COMMERCIAL/MULTIFAMILY NEW STARTS AND ACCOUNT CLOSURES FOR 2017

Table 21 details the number of new accounts and closed accounts by customer type. All new Residential customers received the Residential Service Guide that explains MSS Curbside collection services and programs, debris box rental and document shredding; Marin Resource Recovery Center drop-off information; Marin Recycling drop-off and buy-back information; and Marin Household Hazardous Waste drop-off information as well as the HHW Curbside Collection Brochure. Commercial and Multifamily new customers received information on MSS Curbside collection services and programs, debris box rental and document shredding; Mandatory Recycling & Organics laws and ordinances; and Marin Household Hazardous Waste drop-off information. In effort to increase productivity and reduce hold times, MSS implemented an online customer service feature that enables customers to ask questions, make service changes and pay their bills.

Table 21: New Starts and Account Closures by Customer Type

New Starts		Closed Accounts	
Residential	2325	Residential	2188
Commercial Businesses & Multifamily Dwellings	162	Commercial Businesses & Multifamily Dwellings	152

AUTOMATIC PAYMENT SERVICES

In an effort to conserve resources, MSS encourages customers to receive their bills electronically and to pay their bills online. This program is gaining in popularity. MSS also offers automatic payments by credit card or electronic check that is managed by the customer service department for those customers who prefer not to use a web-based service (Table 22). In 2016, 7,860 customers participated in this program. This increased to 8,869 in 2017.

Table 22: Automatic Payment Data

Online Bill Pay 2017		Automatic Payments not web-based 2017	
Residential	6,010	Residential	2,121
Multifamily Dwellings	101	Multifamily Dwellings	99
Commercial Business	360	Commercial Business	106

RESIDENTIAL AND COMMERCIAL/MULTIFAMILY CUSTOMER COMPLAINTS

In 2016, MSS switched to a new phone system that allowed customers to select the reason for their call from a menu, based on customer feedback. The intent was to allow customers to get to a customer

CUSTOMER SERVICE DATA

service representative who could best help them with their question or service need. Calls to the main number hear the following:

“Hello, you have reached Marin Sanitary Service. Please note, our menu options have changed. If you know your party’s extension, you may dial it at any time. For residential services and payments, please press 1. For commercial, multi-family service and payments, press 2. For document shredding, press 4. For temporary debris boxes, press 6. To hear these options again, please press 9.”

We have also added options to reach Marin Resource Recovery Center (Indoor Dump) and Marin Recycling Center. In 2017, MSS received 62,209 calls regarding franchised service. This is a 38% decrease from 2016 (100,393 calls received). This is most likely due to more customers are getting information from the website and are paying bills online. The majority of calls are service related (start/stop service, change service), billing related or general education questions about collection and program information. The average time to answer calls is eight (8) seconds which is less than 2 rings. This has remained steady.

We are proud to report that there are minimal complaint calls from the customers we serve. The total number of complaint calls decreased 6% in 2017 compared to 2016 and are detailed in Table 23. The majority of calls were due to missed collections and broken containers. In most cases, the drivers were able to empty the missed containers on the same service day or the next business day. All broken containers were either repaired or replaced. In addition, MSS had 72 separate written (letter, email) compliments for MSS staff in 2017.

Table 23: Complaints and Compliments by Type by Service Area 2016-2017

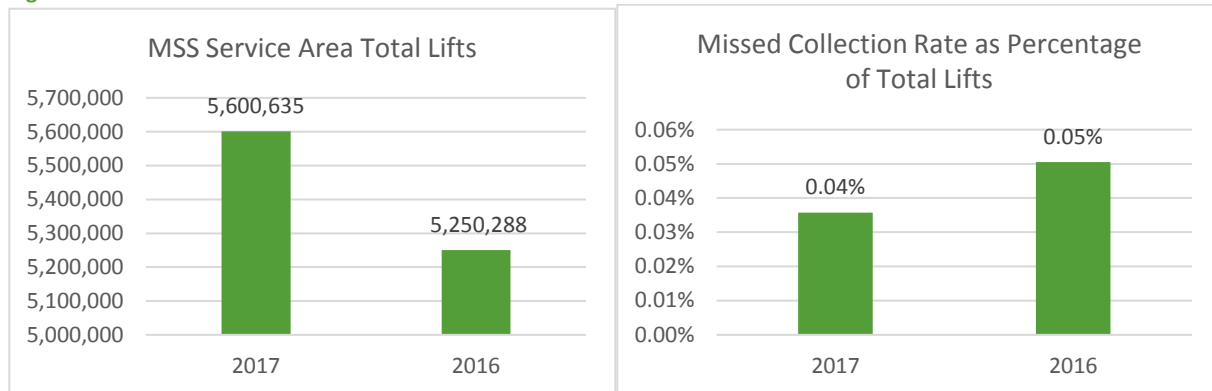
Jurisdiction	Missed Collections		Broken Containers		Service Issues		Compliments	
	2017	2016	2017	2016	2017	2016	2017	2016
Consolidated County of Marin	257	370	604	513	56	58	23	45
San Rafael	922	1092	2343	2195	29	144	15	31
Las Gallinas Valley Sanitary District	171	203	515	572	5	16	6	17
Ross	75	108	112	141	3	15	5	8
Larkspur	155	243	333	460	12	32	6	22
San Anselmo	264	383	1120	742	15	39	10	23
Fairfax	159	255	297	280	17	52	7	8
MSS Service Area Totals	2,003	2,654	5324	4,903	137	356	72	154

Every time a driver empties a container, it is recorded as a “lift”. It is important to know the number of lifts to gain an understanding of the magnitude of misses. In 2016, MSS recorded 5,250,288 lifts. With increased recycling and organics containers in use, the number of lifts increased in 2017 to 5,600,635. Figure 7 shows the increase in lifts (chart on left) and decrease in misses (chart on right). There was a 6% decrease in the number of reported misses from 2016 to 2017. This is due to several factors, tablet

CUSTOMER SERVICE DATA

use by drivers that allows for GPS monitoring and date/time stamping of container lifts and accuracy in documentation by Customer Service Representatives.

Figure 5: Missed Collection Statistics



REPORTS OF INJURIES AND DAMAGE TO PROPERTY

Marin Sanitary Service has an active safety committee that meets monthly to review accidents and injuries. The committee includes owners, supervisors, loss control and insurance personnel. Each department has a tailored safety plan that includes ongoing training and review of new equipment and procedures, OSHA required. Documented employee safety meetings are held daily, weekly, monthly and throughout the year with written agendas and handout materials in all departments.

All accidents and injuries are investigated in an interactive process with the employee to determine what factors caused the event. If it is determined that changes to equipment, procedures, or collection location could prevent a recurrence, corrective action is taken whenever possible. If refresher training is needed, it is addressed with the entire department. Any claim of damage is investigated immediately by supervisors and the safety administrator. If the Company is liable, restitution is made to the owner/customer by either repair at the Company's expense or payment to the owner/customer. Liable automobile damage is repaired by a reputable, local business and a rental is provided if needed, or payment is made if the owner/customer prefers.

In 2016, along with the appointment of Ron Piombo as General Manager Operations (former Chair of the MSS Safety Committee), we raised the bar in many areas of safety and operations. Incidents that may have been considered non-preventable or possibly not noted under prior criteria are now counted as preventable and all are considered recordable. The number and type of incidents continue to be reviewed on a monthly basis under the scrutiny of the Safety Committee and addressed via additional training, operational changes, etc. In 2017, we saw a decrease in the number of preventable events but an increase in the number of non-preventable events. The increase in work comp claims is due to repeated heavy lifting and new workers compensation parameters that require all first aid injuries to be reported as claims. Overall, we continue to see a low number of incidents annually. Details are shown in Table 24 below.

CUSTOMER SERVICE DATA

Table 24: Injuries and Accidents 2017 compared to 2016

TITLE	DESCRIPTION	2017 TOTALS	2016 TOTALS
Preventable Damage Event	Property or vehicle damage determined the fault of MSS driver.	14	23
Non-preventable Damage Event	Not due to driver negligence and not the fault of any other party. Trees/wires snagged that are lower than allowed or damage that driver could not have avoided, malfunctioning gates closing on trucks, gate blowing shut, etc.	13	5
Work comp injuries	Injuries on the job defined by OSHA as work related.	20	9
	GRAND TOTAL	47	37

PUBLIC OUTREACH AND ZERO WASTE PROGRAMS

Public Outreach and Zero Waste Programs

OUTREACH AND EDUCATION SERVICES

At Marin Sanitary Service, community involvement through education, outreach and alliance building is our greatest passion and supports our ultimate goal of Zero waste. Our duty is to engage and educate our community in how *they too* can be part of the solution. Outreach is the most important aspect in reaching our goal of Zero waste. In order to provide more hands-on training to customers, MSS now employs three full-time Recycling Programs Coordinators each dedicated to a customer type in addition to a full-time Household Hazardous Waste Coordinator. Their contact information and program specialty are listed below (Table 25).

Table 25: Outreach Department Staff Contacts by Specialty

OUTREACH DEPARTMENT STAFF			
Name	Title	Email	Primary Focus
Jennifer Grenier Selvig	Recycling Programs Coordinator	Jennifer.Grenier@marinsanitary.com	Large Commercial Businesses and C&D Programs
Ruben Hernandez	Recycling Programs Coordinator	Ruben.Hernandez@marinsanitary.com	Food to Energy and Commercial Organics
Izzy Parnell-Wolfe	Community Outreach and School Recycling Programs Coordinator	izzy.parnell-Wolfe@marinsanitary.com	Tours, Recycling Education and Outreach in School, Community Outreach and Events.
Kathy Wall	HHW Coordinator	Kathy.Wall@marinsanitary.com	Curbside and Drop-off HHW Programs

All Service Area residential and commercial customers have received multiple mailed communication pieces informing them of MSS programs and services. These mailings have educated the public on zero waste programs, proper recycling and composting practices, the hours and times of operation at all facilities, proper disposal of household hazardous waste, and Mandatory Commercial Recycling and Organics Recycling (AB 341 and AB 1826). Materials were also distributed to public libraries, city/town halls, police and fire departments, Chambers of Commerce and community bulletin boards to reach more of the community.

Figure 8 below details the various Outreach and Communications activities. Community meetings include, but are not limited to, Chambers of Commerce, Climate Action Planning committees, School Green Teams, Home Owner and Neighborhood Association meetings. Community newsletters are non-MSS publications and include City and Town Manager electronic newsletters, school newsletters and neighborhood association print and online newsletters. Community events are fairs or workshops for the public.

PUBLIC OUTREACH AND ZERO WASTE PROGRAMS

Figure 6: Public Outreach by Type (not including Schools or Mandatory Commercial Recycling)

	ADVERTISEMENT	49
	SOCIAL MEDIA POSTS	161
	ONLINE ADS	25
	BILLING INSERTS	186
	COMMUNITY EVENTS	38
	COMMUNITY MEETINGS	144
	PRESENTATIONS	19
	NEWSLETTERS	2
	COMMUNITY NEWSLETTER ARTICLES	4
	COMMUNITY TOURS	15

ONLINE EDUCATION

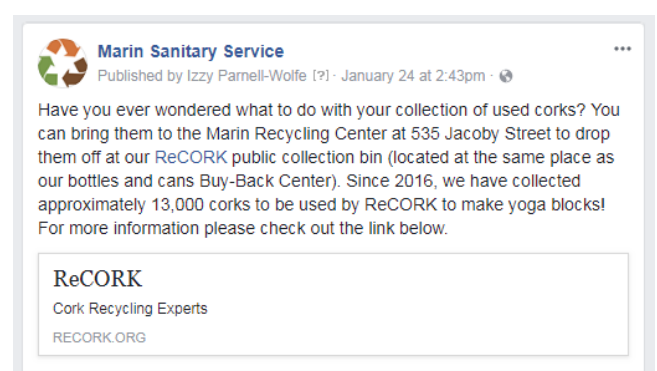
Nowadays, more people turn to the internet for information. The MSS website is filled with information on all programs and details on how to recycle more and subscribe to services (www.marinsanitaryservice.com). To keep up with this trend, MSS is increasing its online social media presence. We had 161 social media posts in 2017 and have a goal to double this in 2018. Please like us at (<https://www.facebook.com/marinsanitary>) and follow our Twitter and Instagram handles at ([mssrecycles](https://www.instagram.com/mssrecycles))! We launched a You Tube Channel <https://www.youtube.com/user/MSSoutreach> and have several videos posted for customers to learn about us. We worked with a videographer this year and will launch a virtual tour in 2018.



Marin Sanitary @mssrecycles · 26 Dec 2017
Happy Holidays! Service this week has been delayed by one day because of the Christmas Holiday. If you are normally serviced on Tuesday, you carts will be emptied on Wednesday. Friday customers will be emptied on Saturday morning.

HOLIDAY COLLECTION SCHEDULE FOR RECYCLING, ORGANICS & GARBAGE
Collection for recycling, organics and garbage WILL NOT occur on Christmas Day or New Year's Day. Collection for all service days will be moved to the following day. The service schedule will return to normal the week after New Year's Day, January 8-12, 2018.

YOUR REGULAR COLLECTION DAY	MONDAY December 25 January 1	TUESDAY December 26 January 2	WEDNESDAY December 27 January 3	THURSDAY December 28 January 4	FRIDAY December 29 January 5
SERVICE UPDATE	COLLECTION MOVED TO TUESDAY December 26 January 2	COLLECTION MOVED TO WEDNESDAY December 27 January 3	COLLECTION MOVED TO THURSDAY December 28 January 4	COLLECTION MOVED TO FRIDAY December 29 January 5	COLLECTION MOVED TO SATURDAY December 30 January 6



Marin Sanitary Service
Published by Izzy Parnell-Wolfe [?] · January 24 at 2:43pm · 🌐

Have you ever wondered what to do with your collection of used corks? You can bring them to the Marin Recycling Center at 535 Jacoby Street to drop them off at our ReCORK public collection bin (located at the same place as our bottles and cans Buy-Back Center). Since 2016, we have collected approximately 13,000 corks to be used by ReCORK to make yoga blocks! For more information please check out the link below.

ReCORK
Cork Recycling Experts
RECORK.ORG

PUBLIC OUTREACH AND ZERO WASTE PROGRAMS

4R PLANET SCHOOL PROGRAM AND TOURS

At MSS, our goal is to educate, equip and empower school districts, individuals and/or classrooms to develop comprehensive waste reduction and recycling plans.



The following services are provided to schools at no cost:

- Onsite evaluation of recycling needs.
- Waste audits to help schools know what recyclables are still being thrown in the trash.
- Signage, stickers, and curbside containers to help with source separation.
- Educational lessons and assemblies on the 4R's.
- Source separation trainings.
- Green team guidance on waste reduction planning.
- Educational tours of MSS recycling facilities.
- Lending library of resources: books, DVDs, binders with lesson plans that meet California curriculum standards.
- Online resources: sample letters, lesson ideas, recycling procedures and more.

The 4R Planet School Program is twofold. The first is our on-site program which includes tours of the MSS recycling facilities and lessons on the 4 R's in the MSS Environmental Classroom. Second is our in-school program which includes hands-on training, waste diversion program assistance, and customized educational lessons. All of these activities are led by our Education & School Recycling Program Coordinator. There was a total of 417 outreach activities performed in the schools we serve (Figure 9). Onsite Outreach & Education includes, but is not limited to: onsite trainings with Green Teams, meetings with administrators and/or custodians, lunch visits to help with monitoring the sorting stations, guest speaking at environmental club meetings, conducting staff trainings, etc.

Figure 7: School Outreach by Type Calendar year 2017



PUBLIC OUTREACH AND ZERO WASTE PROGRAMS

MSS partners with Zero Waste Marin on The Zero Waste Schools Program designed to help Marin County schools implement composting and recycling programs in order to comply with new mandatory state laws. The program has already enrolled ten (10) schools in the MSS Service area. They are listed below (Table 26). Middle Schools and High Schools will be enrolled after all elementary schools complete the program. Dixie, Coleman, Brookside, and San Pedro Schools will be enrolled for the 2018-2019 school year.

Table 26: Zero Waste Marin Schools Program Participants

School Name	Status
Laurel Dell (San Rafael)	Completed the program in 2016
White Hill Middle School (Fairfax)	Completed the program in 2016
Glenwood (San Rafael)	Completed the program in 2017
Vallecito (San Rafael)	Completed the program in 2017
Manor (Fairfax)	Currently enrolled
Wade Thomas (San Anselmo)	Currently enrolled
Short Elementary (San Rafael)	Currently enrolled
Mary Silveira (San Rafael)	Currently enrolled
Sun Valley (San Rafael)	Currently enrolled
Bacich Elementary (Unincorporated County)	Currently enrolled
Bahia Vista (San Rafael)	Currently enrolled

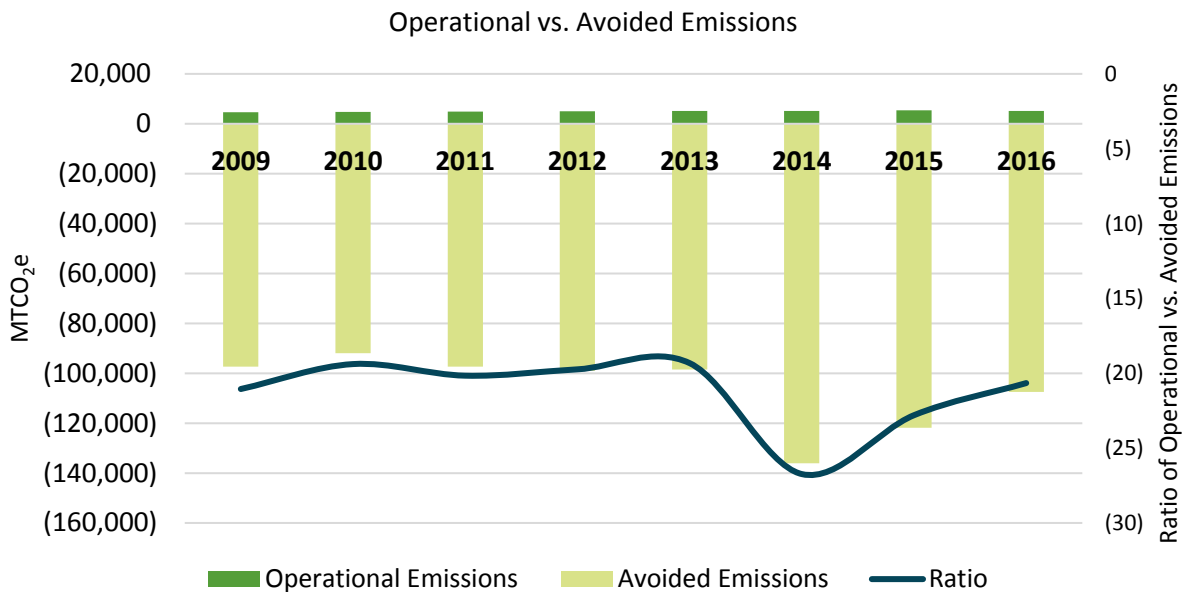
GREEN HOUSE GAS MITIGATION

Green House Gas Mitigation

GREEN HOUSE GAS MITIGATION

MSS has been annually tracking its operational emissions since 2006 and its avoided emissions since 2009 (Figure 5), and has fully offset its direct emissions, on average 21 times - well beyond Net-Zero! The majority of our emissions are from direct mobile combustion, which includes all of our on and off-road vehicles. Figure 1 below depicts the history of MSS' avoided emissions and demonstrates how MSS' Net-Zero offsets have been steadily improving. We now have three Parker E3 Hydraulic Hybrid Refuse Trucks that use RunWise® technology—which are decreasing our emissions further. RunWise® is a unique hydrostatic drive combined with brake energy recovery capabilities that delivers dramatic fuel savings, lowers noise levels, reduces brake wear and improves vehicle performance. The RunWise® technology is on the Environmental Protection Agency (EPA) National Clean Diesel Campaign's Emerging Technologies List and can decrease fuel usage up to 50 percent resulting in lower carbon emissions. All three trucks continue to perform well and are using ~40% less fuel.

Figure 8: Emissions Reporting



Removing food waste from landfill containers continues to be a priority as it is not only a heavy material, it is the number one cause of GHG emission. By offering two comprehensive organics programs for customers, the municipalities served by MSS are in compliance with AB 1826 (Mandatory Organics

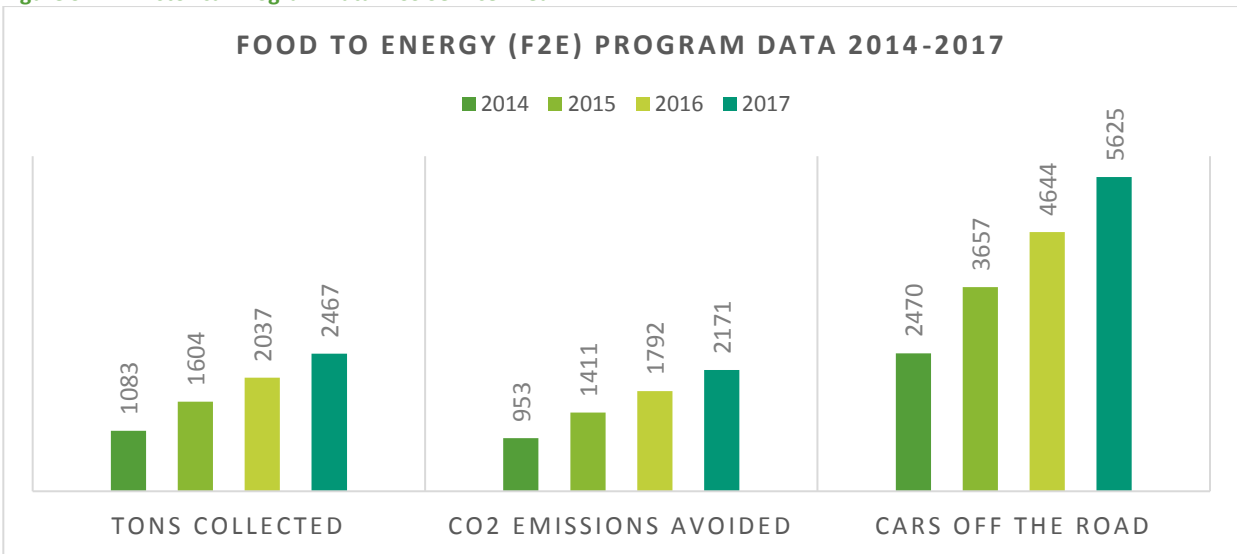
GREEN HOUSE GAS MITIGATION

Recycling-2016) and are ahead of the curve for compliance with SB 1383 (Short Lived Climate Pollutants-2017).

MSS's partnership with the Central Marin Sanitation Agency allows commercial food waste to be transformed into renewable electricity rather than producing methane at a landfill. At the end of 2017, 200 participants were enrolled and diverted ~**2,400 tons** of food. This is comparable to removing 5,625 cars from the road annually and has led to 2,171 metric tons of carbon dioxide from being released into the atmosphere (Figure 9).

In addition to expanding the Food to Energy (F2E) program, MSS continues to encourage customers to put the food scraps into the organics containers and not the landfill containers. In 2017, ~1,700 more tons of organic feedstock were recovered and sent to WM Earth Care at Redwood Landfill for more for composting in 2017 than in 2016 primarily due to an expansion of the program to include commercial businesses and multifamily dwellings.

Figure 9: F2E Historical Program Data MSS Service Area



LOOKING AHEAD TO 2018

Looking Ahead to 2018

In keeping with our mission to conserve natural resources, MSS will continue to strive to provide the highest level of collection and recovery service to our jurisdictions and customers in the most cost-effective manner.

The following overarching goals have been identified by the company for 2018.

1. Continue to focus on increasing organic diversion through ongoing outreach activities to overcome what is commonly known as the “ick” factor.
2. Increase electronic communications not only to conserve paper but to allow customers to have real time relevant information.
3. Continue our work to consolidate commercial recycling routes, making them more efficient overall.
4. Continue work with R3 and the Franchisors’ Group to streamline the rate setting methodology.
5. Collaborate with all Sonoma and Marin County haulers on a joint publication on the consequences of contamination in the recycling stream. The goal is to educate the community on the effects of contamination on processing, recovering and selling quality materials.
6. Continue to encourage customer participation in all programs, increase recycling rates to keep resources out of the landfill, and decrease contamination.

Major challenges facing the industry and our company

2018 will be a year of great uncertainty with the ability to meet state and local mandated recycling and diversion goals.

Like most other recyclers, MSS has long operated at the mercy of a volatile, international recycling market. We are familiar with and plan for the occasional, significant drop in commodities prices, and are poised to weather most of these fluctuations in pricing. What is happening today is completely different. The mixed paper and plastics markets have largely disappeared, with no sign that it will return anytime soon, if ever. China, a major market for recyclables in the United States, has imposed stricter regulations known as the National Sword on imports of recycling materials. These regulations will mandate the contamination rate for mixed paper and other plastics and metals to just 0.05%. China’s decisions to significantly reduce the amount of contaminated materials they have been receiving has major implications for recycling operations. To keep up with the mandates, recycling processors, like the Marin Recycling Center, are having to add costly measures such as increased staffing, slowing of conveyor belts, and the addition of specialized equipment, to guarantee cleaner bales.

Industry experts tell that this is the new “norm” and that materials will be harder to sell and prices will be significantly lower with a tighter range of lows and highs. Beginning mid-February, many of our industry affiliates were told they no longer have markets for their materials. MSS, like other franchised haulers, are still obligated to collect these materials despite having nowhere to send the materials. Due to this crisis, our professional trade association, the California Refuse Recycling Council, is seeking emergency relief in the form of legislation. We will keep the jurisdictions we serve informed as this crisis

LOOKING AHEAD TO 2018

continues to unfold and work closely on solutions that are realistic and cost effective. It is critical that we sustain high expectations for clean materials.

On behalf of all Marin Sanitary Service employees, we thank you for the opportunity to be your "Resource Hauler". We truly appreciate the trust you have placed in us and we value the close working relationship we have developed over the years and look forward to a successful 2018.

Sincerely,

Kimberly Scheibly,
Director of Compliance & Customer Relations

CONTACT INFORMATION

Contact Information

KIM SCHEIBLY DIRECTOR, COMPLIANCE & CUSTOMER RELATIONS	ROGER WILLIAMS CHIEF FINANCIAL OFFICER	PATTY GARBARINO PRESIDENT
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Tel 415-485-5648

Patty.Garbarino@marinsanitary.com

**Las Gallinas Valley Sanitary District
 Treasurer's Report - Operating and Investment Accounts
 For the month of March 2018**

I. Account Summary: Bank and Investment Accounts

Accounts Summary	March 31, 2018	February 28, 2018	Change from Previous Month
Summary of Bank and Investment Accounts			
Bank of Marin			
Operating	\$ 169,958	\$ 241,643	\$ (71,685)
Operating Sweep	131,140	119,333	11,807
Zero Balance	7,385	103,713	(96,328)
Surcharge-Marine Lagoon	109,550	109,536	14
Surcharge-Captains Cove	30,911	30,907	4
Connection Fee	25,290	25,287	3
Private Sewer Lateral Rehab	179,924	176,387	3,537
Capital Project Reserve Fund	2,194,203	2,142,451	51,752
Liquid Savings	889,672	1,577,060	(687,388)
Petty cash	1,107	949	158
Investment Accounts			
Debt Service Reserve-Recycled Water	585,753	584,585	1,168
Debt Service Reserve-SRF Loan	293,480	292,895	585
Local Agency Investment Fund	17,710,008	19,710,008	(2,000,000)
Cash and Investments	\$ 22,328,381	\$ 25,114,754	\$ (2,786,373)

II. Account Activity for Bank of Marin Accounts

Bank of Marin operating account activity is for paying regular operating expenses of the District.

Reimbursement by MMWD for the quarterly buy in payment was received and deposited to the Capital Project Reserve Fund.

Funds were transferred from the Local Agency Investment Fund to pay operating expenses and the Revenue Bond payment due April 2018.

Statement of Compliance:

The investments accounts are invested in compliance with the District's investment policy, adopted at the February 23, 2017 Board meeting and California Government Code Section 53600. In addition, the District does have the financial ability to meet its cash flow requirements for the next six months.

Prepared by: Susan McGuire
 Susan McGuire, CPA Administrative Services Manager

Reviewed by: Chris DeGarbriele
 Chris DeGarbriele, PE Interim General Manager

**Las Gallinas Valley Sanitary District
Treasurer's Report - 2017 Revenue Bonds
For the month of March 2018**

I. Summary of Bond Accounts and Cumulative Activities Since Inception

Accounts Summary	Starting Balance 4/28/2017	Total Activities Since Inception	Ending Balance March 31, 2018
1 Bond Project Fund	\$ 41,000,000	\$ (1,058,138) ^(a)	\$ 39,941,862
2 Cost of Issuance Fund	193,121	(193,115)	6
3 Bond Payment Fund	<u>-</u>	<u>1,717,300</u>	<u>1,717,300</u>
 Total	 <u>\$ 41,193,121</u>	 <u>\$ 466,047</u>	 <u>\$ 41,659,168</u>

(a) Funds drawn to reimburse project costs were transferred to the Capital Project Reserve Fund.

II. Accounts Details for the month of March 31, 2018

1 Bond Project Fund		
Beginning Balance March 1, 2018		\$ 39,941,862
Interest income from Local Area Investment Fund (LAIF) Not posted yet		<u>-</u>
Ending Project Fund Balance at March 31, 2018		<u>\$ 39,941,862</u>
<hr/>		
2 Cost of Issuance Fund		
Beginning Balance March 1, 2018		\$ 37,063
Funds transferred to Bond Payment Fund for scheduled principal and interest payment		(37,069)
Interest income from US Bank estimated to be an annual yield of 2.0%		<u>12</u>
Ending Project Fund Balance at March 31, 2018		<u>\$ 6</u>
<hr/>		
3 Bond Payment Fund		
Beginning Balance March 1, 2018		\$ 11
Funds transferred from Cost of Issuance Fund for scheduled principal and interest payment		37,069
Deposit by District for scheduled principal and interest payment		1,680,220
Interest income from US Bank estimated to be a 2.0% for annual yield		<u>-</u>
Ending Project Fund Balance at March 31, 2018		<u>\$ 1,717,300</u>

4/12/2018 BOARD REPORTS

Agenda Item 4B1

Human Resources Subcommittee

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

Agenda Item 4B2

LAFCO

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

Agenda Item 4B3

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 4B4

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 4B5

NBWA

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

Agenda Item 4B6

NBWRA

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

Agenda Item 4B7

Engineering Subcommittee

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

4/12/2018 BOARD REPORTS

Agenda Item 4B8

Other Reports – San Rafael District Elections

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

4/12/2018

Human Resources Subcommittee

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



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 _____.

4/12/2018

BOARD AGENDA ITEM REQUESTS

Agenda Item 5B

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

From Greg Kester, CASA Director of Renewable Resource Programs

Pharmaceuticals and personal care products in the drinking water- are biosolids to blame?

Well, in a very general sense, the answer is yes. We have biosolids because we have people. We also have animal manure because most of us people are not vegetarians and like to have the occasional steak or fried chicken. Pharmaceuticals and personal care products are everywhere in our environment, including birds, fish and polar ice caps. This is because of two things; with over 7 billion people on the planet it is very difficult to find any place or animal that has not been impacted by our presence, and we are now able to detect things in extraordinarily low concentrations.

The library this month is all about pharmaceuticals and personal care products in our groundwater and drinking water. This comes from a request from our local Department of Ecology where a well sample showed signs of anthropogenic influence in the parts per trillion level- typically at 1-2 parts per trillion over the detection limit. What exactly is a trillion? A trillion is a thousand billion which in turn is a thousand million.

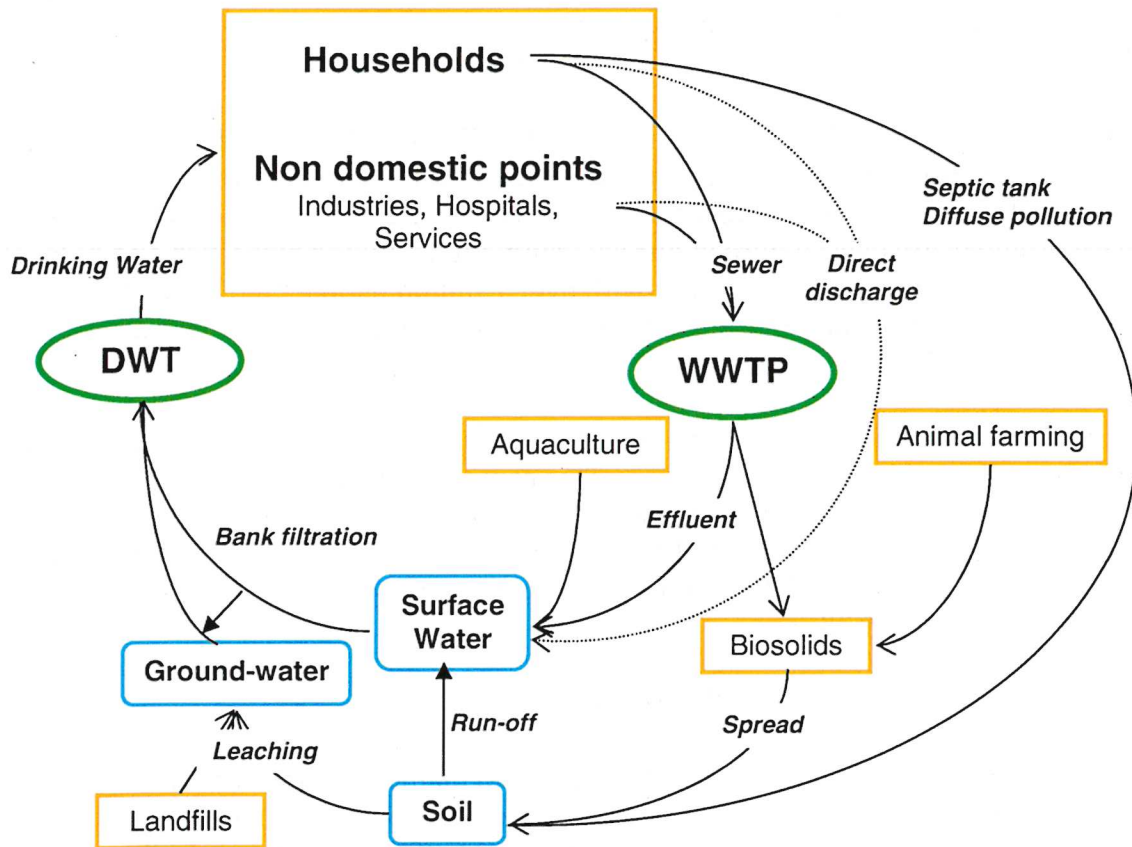
1 part per trillion = 1 in 1 000 000 000 000

In order to answer the question- are biosolids to blame, we have 5 articles that present results from groundwater surveys where people have looked for pharmaceuticals and other signs of human impact. If you take those 7 billion and combine those with the parts per trillion you are bound to find something- and all of the papers in the library did. I could stop this blurb right here, but I won't. You can also stop reading right here and I won't blame you if you do.

The first paper is a survey of the literature- always a good way to start. The authors divide pharmaceuticals into 24 classes of which 4 main groups dominate the literature and concerns. Those groups are:

- NSAIDs- non steroidal anti inflammatory drugs (ibuprofen and diclofenac)
- Anticonvulsants- read carbamazepine as the main culprit
- Antibiotics
- Lipid regulators- drugs to lower cholesterol such as gemfibrozil or lopid.

The first table is an exhaustive (or exhausting) list of different types of drugs and some of their metabolites along with references. There is a great figure showing pathways of drugs to water with households and animal farming as the two points of origin. If you want to skip the article and just look at the figure- it is copied below.



The next table tells you what percentage of what you take ends up in your pee- aka excretion rates of different pharmaceuticals. It is important to realize that we don't absorb a relatively high percentage of the pills that we take. From there there are figures showing concentrations in surface waters for NSAIDS and antibiotics from a wide range of sources primarily in the US and Europe. There is also a discussion of likely fate in the environment.

The second paper is a broad survey of US drinking water including water from 19 water utilities servicing 28 million people. Source water (rivers and lakes primarily) were also sampled. Drugs were found, typically at concentrations less than 10 ng/l or 10 ppt and were more common in source waters than in water following treatment:

The 11 compounds which were detected in greater than half of source waters were atenolol, atrazine, carbamazepine, estrone, gemfibrozil, meprobamate, naproxen, phenytoin, sulfamethoxazole, TCEP, and trimethoprim.

It turns out that the type of chemical oxidation used at the plant (ozone or chlorine) impacts whether compounds will be identified. There is a table with compounds, minimum detection limits, range of concentrations in source and treated waters and removal efficiency. To reiterate the initial point- between the 7 billion and parts per trillion it is very hard to not find something if you look.

The third paper focuses on water in Southern California where source water for drinking is from the Colorado River and the CA State Water Project. Concentrations of compounds in source waters were highest when water flows were lowest and at the high points were comparable to those in reclaimed wastewaters. No surprise based on the first two papers. Concentrations were also generally lower in the treated waters in comparison to the source waters. The authors site wastewater discharge into the source waters as the primary source of the compounds.

So what if your drinking water comes from a well instead of a river? The last two papers in the library focus on concentrations of these compounds (here also personal care products and other anthropogenic indicators as well as pharmaceuticals) in groundwater. The first of the two is from the USGS group that has been a leader in finding these compounds in waters, soils and biosolids. They sampled waters where impacts were expected- near landfills, unsewered communities and animal feedlots. They found at least one detect in 81% of the 47 sites sampled. The most common detects were insect repellants (35%), bisphenol A (30%), tri(2-chloroethyl) phosphate [a flame retardant] (30%), sulfamethoxazole [antibiotic] (23%) and 4- octylphenol monoethoxylate [from detergents] (19%). They note that some of the hits may have come from the process of installing the sampling wells. The last study sampled wells in Cape Cod, MA where most residents are on septic systems. Twenty wells were sampled for 92 compounds and at least one of those 92 were found in 75% of the wells. The most commonly found compounds were an antibiotic (60% of the samples) and perfluorooctane sulfonate- a surfactant (40% of the samples). It appears that many of the residents in Cape Cod got the Stainmaster carpets. Nitrate concentrations in water were strongly correlated with PCPPs. Septic systems are the source of the nitrates and nitrates are much easier and cheaper to test for than pharmaceuticals.

So there you have it. As I said early on in this summary- it is very hard to find pristine waters. Even if you buy bottled, that bottle is often plastic and will often leave some trace. Buying bottled also leads to huge issues of waste and more evidence of our imprint on this planet. Lowering our footprint is the solution here, not banning biosolids.

NEW ITEMS IN THE NBMA RESOURCE LIBRARY

Drugs in Drinking Water

April 2018

TITLE: Occurrence and fate of pharmaceutical products and by-products, from resource to drinking water

Author: Mompelat, S., B. Le Bot, O. Thomas

Source: Environ. International 2009 35:803-814

Abstract: Among all emerging substances in water, pharmaceutical products (PPs) and residues are a lot of concern. These last two years, the number of studies has increased drastically, however much less for water resources and drinking water than for wastewater. This literature review based on recent works, deals with water resources (surface or groundwater), focusing on characteristics, occurrence and fate of numerous PPs studied, and drinking water including water quality. Through this review, it appears that the pharmaceutical risk must be considered even in drinking water where concentrations are very low. Moreover, there is a lack of research for by-products (metabolites and transformation products) characterization, occurrence and fate in all water types and especially in drinking water.

Document#: NOR.WA.GW.5.1

TITLE: Pharmaceuticals and endocrine disrupting compounds in U.S. drinking water

Author: Benotti, M.J., R.A. Trenholm, B.J. Vanderford, J.C. Holady, B.D. Stanford, and S.A. Snyder

Source: Environ. Sci. Tech. 2009 43:597-603

Abstract: The drinking water for more than 28 million people was screened for a diverse group of pharmaceuticals, potential endocrine disrupting compounds (EDCs), and other unregulated organic contaminants. Source water, finished drinking water, and distribution system (tap) water from 19 U.S. water utilities was analyzed for 51 compounds between 2006 and 2007. The 11 most frequently detected compounds were atenolol, atrazine, carbamazepine, estrone, gemfibrozil, meprobamate, naproxen, phenytoin, sulfamethoxazole, TCEP, and trimethoprim. Median concentrations of these compounds were less than 10 ng/L, except for sulfamethoxazole in source water (12 ng/L), TCEP in source water (120 ng/L), and atrazine in source, finished, and distribution system water (32, 49, and 49 ng/L). Atrazine was detected in source waters far removed from agricultural application where wastewater was the only known source of organic contaminants. The occurrence of compounds in finished drinking water was controlled by the type of chemical oxidation (ozone or chlorine) used at each plant. At one drinking water treatment plant, summed monthly concentrations of the detected analytes in source and finished water are reported. Atenolol, atrazine, DEET, estrone, meprobamate, and trimethoprim can serve as indicator compounds representing potential contamination from other pharmaceuticals and EDCs and can gauge the efficacy of treatment processes.

Document#: NOR.WA.GW.5.2

TITLE: Seasonal variations in concentrations of pharmaceuticals and personal care products in drinking water and reclaimed wastewater in Southern California

Author: Loraine, G.A., and M.E. Pettigrove

Source: Environ. Sci. Tech. 2006 40:687-695

Abstract: Southern California imports nearly all of its potable water from two sources: the Colorado River and the California State Water Project (Sacramento-San Joaquin River Basin). Sewage treatment plant effluent (STPE) heavily impacts both of these sources. A survey of raw and treated drinking water from four water filtration plants in San Diego County showed the occurrence of several polar organic "pharmaceuticals and personal care products" (PPCP). These included phthalate esters, sunscreens, clofibrate, clofribic acid, ibuprofen, triclosan, and DEET. Several of these were also found in the finished water, such as di(ethylhexyl) phthalate, benzophenone, ibuprofen, and triclosan. Occurrence and concentrations of these compounds were highly seasonally dependent, and reached maximums when the flow of the San Joaquin River was low and the quantity of imported water was high. The maximum concentrations of the PPCPs measured in the raw water were correlated with low flow conditions in the Sacramento-San Joaquin Delta that feeds the State Water Project. The PPCP concentrations in raw imported water in the summer months approached that of reclaimed nonpotable wastewater.

Document#: NOR.WA.GW.5.3

TITLE: A national reconnaissance for pharmaceuticals and other organic wastewater contaminants in the United States — I) Groundwater

Author: Barnes, K.K., D.W. Kolpin, E.T. Furlong, S.D. Zaugg, M.T. Meyer, L.B. Barber

Source: Sci. Total Environ. 2008 402:192-200

To request information or documents, please contact Sally Brown via e-mail: slb@u.washington.edu or phone: (206) 616-1299.

Abstract: As part of the continuing effort to collect baseline information on the environmental occurrence of pharmaceuticals, and other organic wastewater contaminants (OWCs) in the Nation's water resources, water samples were collected from a network of 47 groundwater sites across 18 states in 2000. All samples collected were analyzed for 65 OWCs representing a wide variety of uses and origins. Site selection focused on areas suspected to be susceptible to contamination from either animal or human wastewaters (i.e. down gradient of a landfill, unsewered residential development, or animal feedlot). Thus, sites sampled were not necessarily used as a source of drinking water but provide a variety of geohydrologic environments with potential sources of OWCs. OWCs were detected in 81% of the sites sampled, with 35 of the 65 OWCs being found at least once. The most frequently detected compounds include N,N diethyltoluamide (35%, insect repellent), bisphenol A (30%, plasticizer), tri(2-chloroethyl) phosphate (30%, fire retardant), sulfamethoxazole (23%, veterinary and human antibiotic), and 4-octylphenol monoethoxylate (19%, detergent metabolite). Although sampling procedures were intended to ensure that all groundwater samples analyzed were indicative of aquifer conditions it is possible that detections of some OWCs could have resulted from leaching of well-construction materials and/or other site specific conditions related to well construction and materials. Future research will be needed to identify those factors that are most important in determining the occurrence and concentrations of OWCs in groundwater.

Document#: NOR.WA.GW.5.4

TITLE: Pharmaceuticals, perfluorosurfactants, and other organic wastewater compounds in public drinking water wells in a shallow sand and gravel aquifer

Author: Schaidler, L.A., R.A. Rudel, J.M. Ackerman, S.C. Dunagan, and J.G. Brody

Source: Sci. Total Environ. 2014 468-469: 384-393

Abstract: Approximately 40% of U.S. residents rely on groundwater as a source of drinking water. Groundwater, especially unconfined sand and gravel aquifers, is vulnerable to contamination from septic systems and infiltration of wastewater treatment plant effluent. In this study, we characterized concentrations of pharmaceuticals, perfluorosurfactants, and other organic wastewater compounds (OWCs) in the unconfined sand and gravel aquifer of Cape Cod, Massachusetts, USA, where septic systems are prevalent. Raw water samples from 20 public drinking water supply wells on Cape Cod were tested for 92 OWCs, as well as surrogates of wastewater impact. Fifteen of 20 wells contained at least one OWC; the two most frequently-detected chemicals were sulfamethoxazole (antibiotic) and perfluorooctane sulfonate (perfluorosurfactant). Maximum concentrations of sulfamethoxazole (113 ng/L) and the anticonvulsant phenytoin (66 ng/L) matched or exceeded maximum reported concentrations in other U.S. public drinking water sources. The sum of pharmaceutical concentrations and the number of detected chemicals were both significantly correlated with nitrate, boron, and extent of unsewered residential and commercial development within 500 m, indicating that wastewater surrogates can be useful for identifying wells most likely to contain OWCs. Septic systems appear to be the primary source of OWCs in Cape Cod groundwater, although wastewater treatment plants and other sources were potential contributors to several wells. These results show that drinking water supplies in unconfined aquifers where septic systems are prevalent may be among the most vulnerable to OWCs. The presence of mixtures of OWCs in drinking water raises human health concerns; a full evaluation of potential risks is limited by a lack of health-based guidelines and toxicity assessments.

Document#: NOR.WA.GW.5.5

CASA / EPA meeting Agenda

February 27, 2018

11:00 AM – 12:30 PM

CASA held an informative meeting with USEPA during DC Conference. CASA members met with numerous EPA staff on February 27th in Washington DC for a productive information exchange on a variety of topics. Attendees included the following:

Liz Resek (EPA/OST) National Biosolids Coordinator
Betsy Behl (EPA/OST)
Bob Bastian (EPA / OW/OW/OWM)
Thais Fournier (EPA/OST)
Amanda Jarvis (EPA/OST)
Christine Bergeron (EPA/OST)
Carey Johnston (EPA / OECA) - Phone
Lauren Fondahl (EPA Region 9) - Phone

Greg Kester (Director of Renewable Resource Programs - CASA)
Jim Colston (Environmental Services Director – OCSD)
Tim Becker (Board of Directors – Oro Loma SD and CASA Board of Directors)
Craig Murray (Board of Directors - Las Gallinas Valley SA)
Mike Hudson (Board of Directors – Fairfield-Suisun SD)
Peer Swan (Board of Directors – Irvine Ranch WD)
Dan Rheiner (Board of Directors – Sausalito-Marín City SD)
Jeff Kingston (GM – Sausalito-Marín City SD)
Jim Dunbar (GM - Lystek)

Items discussed and main points are inserted into the agenda below:

1. Overview of biosolids management, legislative mandates, Kern litigation, and emerging issues in California – Greg Kester (CASA)

CASA provided a summary of biosolids. 665 Dry Metric Tons of biosolids were produced in 2015 and CASA provided a summary of biosolids management methods employed, which included 62% of our biosolids being used for land application (42% as Exceptional Quality including 31% as compost, and 20% as Class B, with 13% going to Arizona), 20% as Alternative Daily Cover at landfills; 9% buried in landfills, and 3% each for incineration and surface disposal. CASA provided updates on how the wastewater community can help California achieve its laudable mandates and goals by 2020 and beyond, though noted there are challenges. These include: (1) providing 50 percent of the State's energy needs from renewable sources by 2030; (2) reducing carbon dioxide equivalent emissions to 1990 levels by 2020 and 40% below those levels by 2030; (3) reducing the carbon intensity of transportation fuel used in the State by 10 percent by 2020 and 20% by 2030; (4) reducing short lived climate pollutants, including methane; in part by diverting 50% of organic waste from landfills by 2020 and 75% by 2025, compared to 2014 values, and reducing methane emissions by 40% below 2013 levels by 2030. The Governor's Healthy Soils Initiative introduced several years ago is intended

to ensure sustainable agriculture for future generations of Californians and biosolids help meet all of its objectives.

The diversion requirement poses a challenge for the wastewater sector, since 29% of the biosolids produced currently go to landfills either as ADC or for burial. We noted that the wastewater sector can help the state meet its objectives and is recognized by the state as a key partner. We estimate that using mostly existing infrastructure, at least 75% of food waste currently landfilled could be co-digested at wastewater plants. By doing so, we will produce far more biogas and slightly more biosolids. It is critical then that markets exist for both products. We noted how we are working proactively with state agencies as regulations are being developed and believe language will be included to ensure such markets are incentivized. We let EPA know that it is vital for the entire state to be open to land application and any assistance from both the federal and state regulators is both welcome and necessary. We have stressed the need for the state to establish a statewide regulatory standard based on either the 40 CFR 503 federal standards or alternatively, the CA Statewide General Order. Likewise, we have advocated for a procurement requirement to be established whereby Investor (and Publicly) Owned Utilities would need to procure a set volume of biogas from anaerobic digestion. We recounted the legal victory achieved recently in litigation opposing the Kern County ordinance banning the land application of biosolids in unincorporated parts of the county. Kern County site Ph was 10.5 initially and after years of application now has a Ph of 7.8 and black healthy soil. The next iteration of regulations will be released at the end of April or early May and are optimistic that concerns will be addressed.

We also noted various cross media issues and points of conflict between the Clean Air Act and the Clean Water Act. This includes the ability to utilize biomethane produced in our digesters and from co-digestion of other organic waste streams. Some air districts in severe non-attainment for ozone impose extremely restrictive emission limits on internal combustion engines which make it very costly or infeasible to utilize their methane. Likewise the Public Utilities Commission imposes heating requirements on biomethane for direct injection in the pipeline which are prohibitive, though those standards are being re-evaluated this year.

2. Update on risk assessment underway for 10 constituents from 2003 biennial review and the other 135 constituents from last TNSSS – Liz Resek and Betsy Behl (OST)

Liz informed us that the biosolids core risk assessment model screening tool (BCRAM Screening Tool) and the probabilistic risk assessment (PRA) model are being re-evaluated to ensure they are both updated with the most up to date data and research. Therefore, the risk assessment for the 9 constituents from the 2003 biennial review plus molybdenum are on hold until the screening tool and PRA model are finalized and made public (Target completion end of 2018). The 10 risk assessments (pollutants identified in the 2003 biennial review plus molybdenum) are estimated to be available for public comment in 2019.

3. Update on the 2013, 2015, and 2017 Biennial Reviews – Liz Resek and Betsy Behl (OST)

Since both the risk screening model and the probabilistic risk assessment tool are being re-evaluated as noted above, it has slowed the release of the biennial reviews. However, the 2013 and 2015 reviews are proceeding through internal review and are expected to be released by the end of 2018. At this time, they are not expecting to recommend any additional constituents as needing

regulation. However, Betsy and Liz note that they have identified gaps in the data which preclude them from performing credible risk assessment. Efforts are underway to fill those gaps. Work is underway on the 2017 biennial review and they expect that to also be complete by the end of 2018.

4. Perfluorinated Compounds (PFCs) – Liz Resek and Betsy Behl (OST)

Betsy noted that PFCs are constituents of interest for which data is lacking. PFCs are being evaluated throughout the agency. The chemicals are ubiquitous and used in many household items, including fire retardant materials (and fire fighting foams), pizza boxes, popcorn bags, fabrics, carpets, etc. They have mainly been discontinued in the US but legacy issues remain. Betsy acknowledged that concentrations are much higher (exponentially) in household dust and other exposures than in biosolids. The exception is where PFCs were manufactured and waste was poorly managed or improperly discharged to sewerage systems and all recognized that it is primarily a source issue and not a biosolids issue. We stressed the need for accurate and sensitive communication so as not to sensationalize the issue or inappropriately indicate a problem where none exists. Much work will continue in this area across the agency and research world.

5. Electronic reporting rule for biosolids, update on how it went and next steps – Carey Johnston (EPA / OECA)

Carey and Lauren both noted that the electronic reporting went much better in its second year. Many of the issues identified in the first year of use (for 2016 activity) have been addressed. This included an ability to enter multiple analytical data points when more sampling was done than required. Data was accepted as maximum and average values. Far fewer problems were identified and many more facilities, 2,200 facilities, successfully reported. CASA has offered to beta test any new modifications as desired in the coming year. Carey noted that a change will be occurring to the underlying database used for the electronic reporting system in April. He does not anticipate it having significant impact on the way the report is viewed or how agencies interface with the system as it will be a more “behind the scenes” impact. NOTE: After the meeting, Region 9 has already shared the summary report of how California biosolids were managed in 2017. This confirms that the reporting went much better since no summary ever was provided last year.

Of critical importance is that all data will be publicly available around the end of March through the Enforcement and Compliance History Online (ECHO) website. A message was sent to all CASA members to review their data to ensure its accuracy. Data can be tracked at Echo@EPA.gov. If any errors are identified, contact should be made with the Region 7 Center of Excellence at R7_Biosolids_Center@EPA.gov to correct them.

6. Demonstration project for using biosolids to reclaim fire ravaged land – support and insight on funding opportunities. – Greg Kester (CASA)

CASA provided a brief overview of our anticipated research/demonstration project to use biosolids to reclaim fire ravaged land. The project has been accepted as a targeted collaborative research project with the Water Environment & Reuse Foundation who is now administering it. EPA remains very interested in this project and recognizes its value. \$70,000 has been raised from CASA members and partners out of a budget of \$200,000.

7. Using biosolids to reclaim other degraded sites – Kester (CASA)

We highlighted numerous other opportunities to use biosolids to reclaim degraded sites such as brownfields, overgrazed rangeland, superfund and other mine sites, and in San Francisco Bay Restoration efforts. Noted work with EPA Region 9 (Harry Allen), Nick Basta (Ohio State), and California Department of Toxic Substance Control to execute such projects. None have occurred yet, but we are hopeful of doing so this year.

8. In addition, CASA members provided brief overviews of their projects and proactive approaches they are taking. Discussion on need for Communication especially with regulators and on project benefits. CASA discussed engagement of University partners and seek Water Board and Cal Recycle support to fund research. Discussion on recent examples such as the Marin County Carbon Project and Marin Ranch Carbon Sequestration and look now at other ranches. Las Gallinas Valley SD is attempting to produce low carbon transportation fuel as well as provide power for on-site use. Orange County SD recently completed an exhaustive biosolids master plan. Sausalito-Marín City is a small facility at the base of the Golden Gate Bridge and will be considering options for biosolids management moving forward. They are also considering other upgrade options but are very space limited. Irvine Ranch WD is in the middle of a major expansion which includes anaerobic digestion, co-generation, FOG receiving, and a biosolids heat dryer. Fairfield-Suisun SD has partnered with Lystek International on a biosolids treatment technology which completed its first full year of operation as a Class A-EQ production facility. Over 45,000 wet tons of biosolids were received and processed from 8 different San Francisco Bay Area wastewater agencies. As a result of the Lystek technology, the biofertilizer end-product was land applied to almost 2,700 acres in Solano County in 2017. Lystek continues to support SF Bay Area agencies in meeting their diversification goals and achieve long-term diversion/recycling credits for biosolids beneficial use.

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Grow Bigger, Stronger Plants

Bloom out-performs both compost and commercial garden fertilizers

By Dr. Francis Gouin

Most commercial fertilizers are designed to provide nitrogen, phosphorus and potassium. Unless your soil is rich in other major elements such as calcium and magnesium as well as essential trace elements, your plants will not grow efficiently. Worse yet, repeated use of commercial fertilizers often depletes essential trace elements from the soil.

It takes deficiency of only one essential element to prevent plants from growing to their optimum potential. In many of the soil test results I review, boron, sulfur, zinc, calcium and magnesium are often deficient.

Bloom, a soil amendment produced at Washington, D.C.'s, Blue Plains Advanced Wastewater Treatment Plant, provides most all of the essential elements in a single application. Potassium (K) is the one element lacking in Bloom.

Bloom has the consistency, timing of nutrient release and range of nutrients to give plants of all sorts a head start.

First, it is more reliable than compost. Because compost is made by blending feedstocks, its nutrient content and availability of nutrients vary depending on the stocks and their maturity. Bloom is a very consistent product because it is not blended with any other feedstock. Neither the process nor the produce varies from day to day, week to week or month to month.

Second, it is rich in iron and essential trace elements.

Available iron means that plants fertilized with Bloom will develop deep, dark-green foliage. Growers at Homestead Gardens compared begonia plants grown in Bloom-amended potting medium with begonia plants growing in the same medium amended with Osmocote 18-6-12. The plants grown with the Bloom were nearly twice as large, contained many more flowers and had foliage black-green in color as compared to grassy-green for plants grown with Osmocote. In addition to being rich in iron, Bloom is also rich in essential trace elements not found in Osmocote 18-6-12.

Third, Bloom's nutrients are available for roots to absorb both instantly and slowly over two to three months. When I visited Homestead, the plants had been growing in their containers for more than three months with only water and no additional fertilizer.

Bloom can be used as a top dressing incorporated into soil or as a potting media. I have used it successfully in a cyclone fertilizer spreader on turf and as an enrichment for garden soil.

Bloom is not fragrant but it has enough odor to repel rabbits and groundhogs.

How Safe is Bloom?

Q I know you are very enthusiastic about Bloom. I have a question, which I asked Blue Plains but got no response. So I'm relying on you.



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BelairEngineering.com
 Est. 1962

Are you confident that hormone-interfering and carcinogenic chemicals have been removed from the biosolids in Bloom? Removing bacteria is fine, but that's not all the bad stuff that results from normal waste treatment.

—Bobbie Kestenbaum, Edgewater

A The biosolids processed at the Blue Plains Wastewater Treatment Plant are tested monthly. All metals and compounds fall far below EPA standards.

Since I started conducting research with Blue Plains biosolids in 1972, I have used it for growing fruits and vegetables as well as ornamental plants. In 25 years of research, I have never uncovered any abnormalities or recorded uptake elements that do not normally occur in plants. The process used to convert biosolids to Bloom has been in use in Sweden for more than 25 years and is widely being used throughout Europe. I feel safer adding Bloom to my garden soil than I do driving Route 2 through Edgewater.

Publication Information

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Vallejo wastewater district hires new legal counsel

Trustees end 44-year contract with Vallejo firm

By John Glidden, Vallejo Times-Herald

Wednesday, March 21, 2018

It was an end of an era during the March 13 Vallejo Flood & Wastewater District meeting as trustees officially hired a new firm to provide legal services for the district.

That era lasted 44 years as the Vallejo-based Favaro, Lavezzo, Gill, Caretti & Heppell, PC acted as the district's legal counsel since July 1973.

"It has been a privilege and a pleasure to represent the board of trustees and district for so many years," said Gary Heppell, after a resolution was read honoring the firm.

The resolution recognized the various services the firm provided the district throughout the years, including purchase of Tubbs Island, the sale of property on Sonoma Boulevard, counseling the district on numerous construction project contracts and other legal services.

Last October, the board agreed to seek proposals from other legal firms after district staff recommended the move to ensure "the district's legal interests are well served."

Heppell said his firm was told the district believes it requires the legal services of a large firm with a specialized regulatory practice as wastewater regulations are expected to proliferate and be restrictive in the coming years.

"Our small local firm cannot provide those specialized services in-house," he said. "Given that reality, my firm has withdrawn its proposal to provide future legal services to the district."

Heppell said the firm waived the 90-day termination provision in the contract to allow smooth transition of legal services between firms.

The district received proposals from eight firms, with the board interviewing the top four ranked choices.

Trustees approved a two-year contract with the Oakland-based Burke, Williams & Sorensen, LLP. The firm will be paid \$150,000 per fiscal year.

The board consists of the Vallejo City Council and county supervisor Erin Hannigan. Trustees Pippin Dew-Costa and Hermie Sunga were absent from the meeting.

Contact John Glidden at (707) 553-6832.

Election district map upsets Latinos

SAN RAFAEL

Critics say boundaries OK'd by city override their input

By Keri Brenner

kbrenner@marinij.com @KeriWorks on Twitter

Despite pleas from the Canal area's Latino leaders and their supporters, the San Rafael City Council voted to establish a new election district map that combines the Canal with adjacent non-Latino neighborhoods in the same district.

Council members voted 4-1 Monday to select Canal Map 3B, which includes the Spinnaker and Baypoint neighborhoods together in the South District that also covers the mostly Latino Canal area. That was instead of Canal Map 3A1, which would have separated out Spinnaker-Baypoint and moved those neighborhoods into the East District.

"Once again, the council invited the people of color to come and be part of the process and provide some input," Omar Carrera, executive director of the Canal Alliance, said after the vote. "And once again, they override the input." Carrera said he and others would not be discouraged.

"This is just a common practice that we're seeing across the (Marin) county," he added. "This is not the end — we're going to continue organizing ourselves and mobilizing to make sure Latino voices are represented, not just here in the council but throughout the entire county."

Residents of Spinnaker and Baypoint said they were pleased with the decision, saying it creates a framework for future neighborhood unity — if thorny issues, such as lack of parking spaces, could be resolved.

"The adoption by the City Council tonight of Map 3B makes sense, because it keeps the integrity of East San Rafael — or as we call it now, the Southern District — all together," said David Bonfilio, a resident of Baypoint.

In addition to the South District, Map 3B also creates: West District, or downtown area; East District, which includes Peacock Gap and China Camp State

Park; and North District, or Terra Linda. Each district has roughly 14,500 people — based on the city's 2010 Census estimate of close to 58,000 in total population.

The new districts will be used to elect City Council members starting in 2020.

While some residents spoke on other sections of the map, the main issue Monday was whether the South District would include Spinnaker and Baypoint — or not.

"I've been going back and forth on this," said Mayor Gary Phillips. "I've watched our last meeting (on video) three times." Phillips ultimately voted with the majority for Map 3B, saying it made more sense because the adjacent neighborhoods use the same streets, community center, schools, utilities and other public services.

"All of the things that we do as a city brings those two neighborhoods together, not apart," said Councilwoman Maribeth Bushey. "I don't see a rationale to take that (Spinnaker- Baypoint) area out of a neighborhood that we

will be providing services to, and to give them a different representative (on council).”

Councilwoman Kate Colin, who cast the sole vote for Canal Map 3A1, disagreed, saying she supported the Canal residents’ wish to have their own district so they can have a greater chance to build voter registration and civic engagement — without fear of being overshadowed by the more politically active 400-home Spinnaker-Baypoint neighborhoods.

But Councilman Andrew McCullough said the city, under terms of the California Voting Rights Act, was not obligated to choose the best configuration for Latino representation, but to create a situation where underserved communities would have a greater opportunity to participate.

“It is not our responsibility to engineer the optimal outcome for Latino voters,” he said. “It is our responsibility to set up fair districts that also meet other criteria,” such as compactness of neighborhoods and natural geographic boundaries.

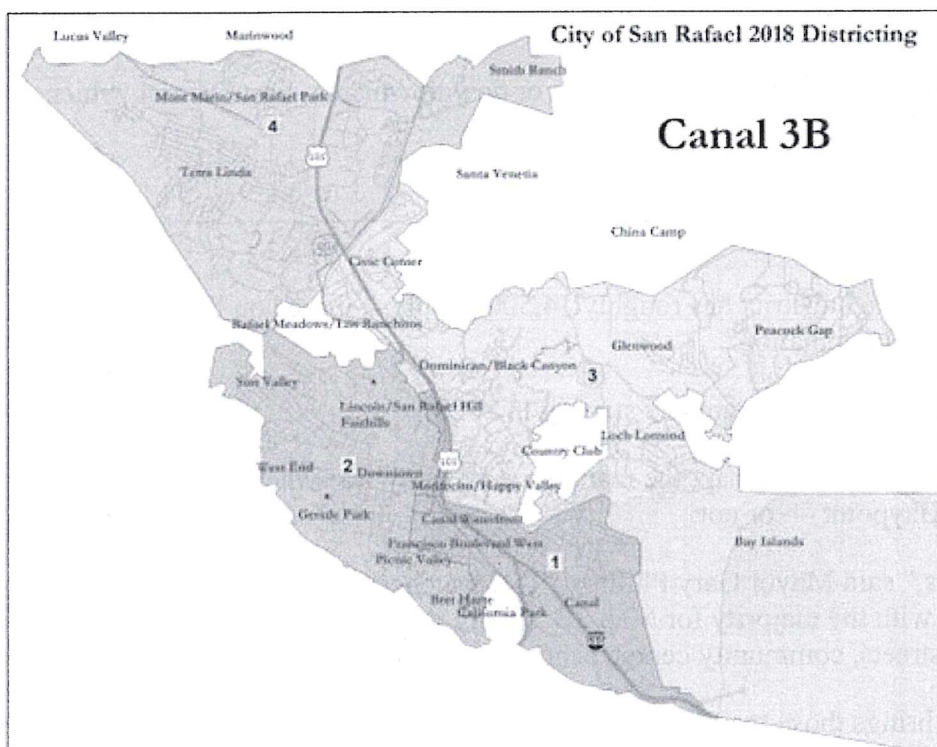
McCullough said he was swayed by the comments of Ross Bishop, of the Spinnaker Point Homeowners Association, who said Monday he was in favor of being included with the Canal in the South District.

“He said that the only real material issue (dividing the neighborhoods) is parking,” McCullough said. “Once that is overcome, everything else is shared.”

Chris Skinnell, outside counsel to the city on the issue, said the California Voting Rights Act only is concerned about correcting any alleged pattern of “racially polarized voting” where “underserved communities” don’t have the chance to field a candidate — as could happen if all council members are elected in the current citywide process. He said merely changing to district elections is a remedy to that pattern, and that cities are not required by the law to guarantee representation for Latinos or any other cultural groups.

San Rafael is one of numerous cities throughout the state that received a letter from Malibu attorney Kevin Shenkman alleging violations of the California Voting Rights Act and threatening to sue if the city did not switch over to district elections. Shenkman, representing the Southwest Voter Education Registration Project, gave the city a 90-day deadline to make the switch — a deadline the city has now met with Monday’s vote.

A second reading of the ordinance creating the four new districts will be April 16.



Glen Charles Ghilotti

Passed away unexpectedly on March 25, 2018 in Oklahoma at the age of 59 years. Devoted husband of Genevieve Ghilotti. Cherished father of Jennifer Ghilotti, Kevin Ghilotti, Tom McCoy, Jennilee Rodrigues, and Tina Studebaker. Beloved grandfather of Gwen and Lincoln McCoy and Archie Rodrigues. Loving brother of Gary Ghilotti, Patrick Ghilotti, Judy Ghilotti, and the late Jim, Greg, and Marcia. Survived by numerous nieces and nephews.

Born to Bonnie and Henry J. "Babe" Ghilotti on July 20, 1958, Glen was raised in San Rafael and attended Chico State. From a very young age, he was actively involved in his family's construction company. Striking out on his own, Glen created his own family business, Team Ghilotti, in Petaluma. Over the last eleven years, he has proudly owned and operated Team Ghilotti and considered himself very fortunate to work alongside his children, Jennifer and Kevin.

Glen's Petaluma farm, Glenhill Farm & Gardens, was an enormous sense of joy for him. His vision was to create a magical place where families could visit and learn about farming, petting zoo animals, and trains. It was during his trip to pick up a special trolley for the farm that Glen sadly passed away.

In his spare time, Glen collected antique Caterpillar tractors, trucks and military tanks. He was in the process of building a museum for people to visit at the farm to house his collection of rare and unique equipment.

Having a heart of gold, Glen was also very committed to fundraising for Miracle League North Bay, a ballpark for special needs children. Above all, Glen loved his family; his grandchildren were the light of his life. He was a wonderful and special man; he will be greatly missed.

Friends and family are invited to attend the Funeral Mass, Friday, April 6, 2018 at 10:00 am at St. Raphael's Catholic Church, 1104 Fifth Ave., San Rafael, CA. A Visitation will be held on Thursday, April 5, 2018 from 11:00 am to 3:00 pm at the PARENT-SORENSEN MORTUARY & CREMATORY, 850 Keokuk St., Petaluma, CA, followed by the Vigil Service at 6:00 pm at St. Raphael's Church. Memorial contributions may be made to Miracle League North Bay, 40 Fourth St., Ste. 286, Petaluma, CA 94952. Private Interment: Mt. Olivet Catholic Cemetery, San Rafael.

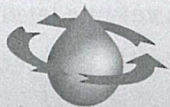
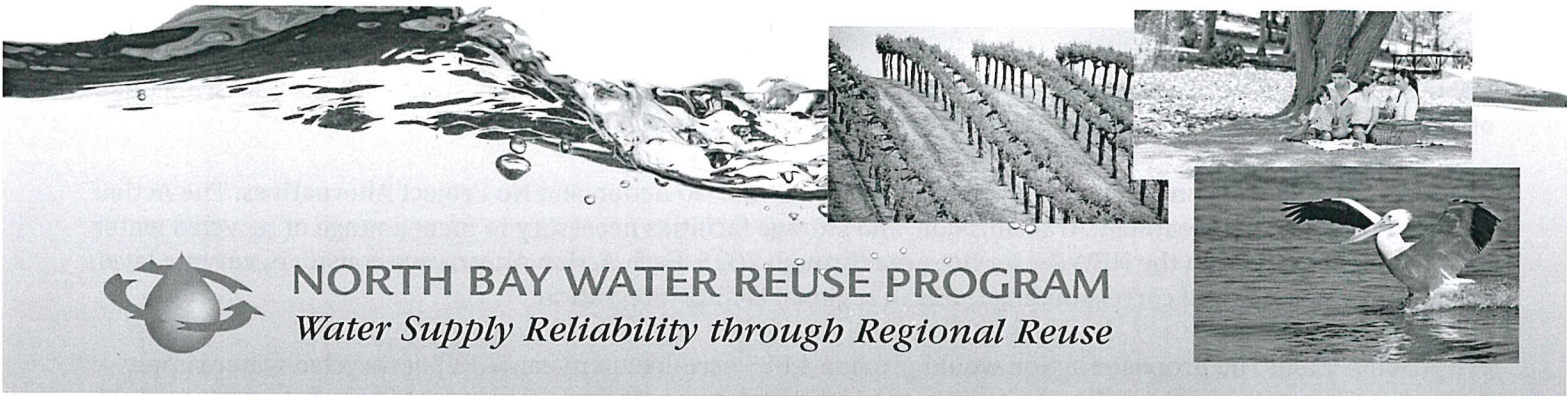


The San Rafael City Council approved a map with four districts to be used for council elections starting in 2020.

COURTESY CITY OF SAN RAFAEL

Wednesday, 04/04/2018 Pag.A01

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NORTH BAY WATER REUSE PROGRAM

Water Supply Reliability through Regional Reuse

North Bay Water Reuse Authority to Host Public Meetings to Review Phase 2 Recycled Water Projects

FOR IMMEDIATE RELEASE

April 4, 2018

Santa Rosa, CA — The North Bay Water Reuse Authority (NBWRA) has prepared a joint Draft Environmental Impact Report/ Impact Statement (EIR/EIS) pursuant to the California Environmental Quality Act (CEQA) and the National Environment Policy Act (NEPA) to assess potential environmental effects of the proposed Phase 2 of the North Bay Water Reuse Program or NBWRP. As contract administrator for the NBWRA, the Sonoma County Water Agency (SCWA) will act as Lead Agency under CEQA and the Department of Interior, Bureau of Reclamation will be the federal Lead Agency under NEPA. The 45-day review period begins on April 4, 2018, and close on May 18, 2018. Written comments on the Draft EIR/EIS may be submitted to:

Sonoma County Water Agency
Attn: Anne Crealock
404 Aviation Boulevard
Santa Rosa, CA 95403

You may also submit your comments electronically at the following website: www.nbwra.org Or via e-mail to: Phase2EIR@nbwra.org

The Project: The projects proposed in the Phase 2 Program would continue to build upon commitments to long-term inter-agency cooperation to address common needs related to reliable water supplies and enhanced environmental restoration. These projects would include construction and operation of treatment capacity improvements, distribution facilities, and storage facilities (seasonal and operational) to provide recycled water for environmental, agricultural, and municipal reuse in the North San Pablo Bay region, which encompasses approximately 318 square miles in Marin, Sonoma and Napa counties. Pipeline and pumping facilities would be installed within or along existing roadways. Treatment and storage facilities would be located at or near existing

wastewater treatment plants. This recycled water would be used in a manner consistent with the California Code of Regulations, Title 22, pertaining to the use of tertiary-treated recycled water.

The Draft EIR/EIS will consider two alternatives, as well as the No Action and No Project Alternatives. The Action Alternatives consist of treatment, transmission, and storage facilities necessary to meet a range of recycled water demand scenarios within the NBWRA service area through 2025. Each Action Alternative considers varying levels of recycled water use and corresponding levels of regional facility integration.

Proposed Action. The proposed action would provide 4,885 acre-feet per year (AFY) of recycled water supply through construction of 20.6 miles of pipeline, one additional pump station, 10 acre-feet (AF) of storage and 4.87 million gallons per day (mgd) of WWTP tertiary treatment capacity.

Storage Alternative. This alternative would include additional storage of 1,099 acre-feet (AF), treatment (0.85 mgd) and distribution facilities (11 miles) beyond the NBWRP Phase 2 to provide additional operational flexibility within individual member agency service areas. Implementation of this Alternative would result in an additional 1,934 AFY of recycled water compared to the Proposed Action, providing a total of 6,819 AFY of recycled water supply.

Environmental Analysis: Analysis of environmental impacts associated with the NBWRP Phase 2 identified potentially significant impacts, primarily temporary impacts resulting from construction activities, in the following areas: aesthetics; air quality; biological resources; cultural resources; hazards and hazardous materials; surface hydrology; groundwater; water quality; recreation; noise; public services and utilities; and transportation and traffic. Growth inducement potential, secondary effects of growth and cumulative impacts are also addressed in the Draft EIR/EIS. For environmental impacts determined to be significant or potentially significant, mitigation measures have been identified to reduce those impacts. Per CEQA Section 15087(c)(6), the Draft EIR/EIS identifies sites with documented use, storage, or release of hazardous materials or petroleum products under Section 65962.5 of the California Government Code found within 660 feet of the Phase 2 elements.

Document Availability: The Draft EIR/EIS is available for public review at the following locations during normal business hours:

Sonoma County Water Agency 404 Aviation Boulevard Santa Rosa, CA 95403	Marin County- Central Library 3501 Civic Center Drive #414 San Rafael, CA 94903	Novato Public Library 1720 Novato Blvd Novato, CA 94947
South Novato Public Library 931 C Street Novato, CA 94949	San Rafael Public Library 1100 E Street San Rafael, CA 94901	San Rafael Pickleweed Branch Library 50 Canal Street San Rafael, CA 94901
Sonoma Valley Regional Library 755 West Napa Street Sonoma, CA 95476	Petaluma Regional Library 100 Fairgrounds Drive Petaluma, CA 94952	Napa City-Cnty Library 580 Coombs Street Napa, CA 94559
American Canyon Library 300 Crawford Way American Canyon, CA 94503		

Persons interested in reviewing documents referenced in the EIR or receiving copies of the Draft EIR/EIS with a fee are invited to contact: Anne Crealock, Sonoma County Water Agency, 707-547-1948.

Public Hearings: A series of four public meetings will be held within the collective NBWRA service area during the 45-day Draft EIR/EIS review period. (The same content will be presented at each meeting.) The meetings will be held on the following dates:

May 7, 2018 (Monday)
6:30 PM – 8:00 PM
American Canyon City Hall (Council Chambers)
4381 Broadway, Suite 201, American Canyon

May 10, 2018 (Thursday)
6:30 PM – 8:00 PM
Petaluma Community Center, Craft Room 1
320 North McDowell Boulevard, Petaluma

May 9, 2018 (Wednesday)
6:30 PM – 8:00 PM
San Rafael Community Center Auditorium
618 B Street, San Rafael

May 14, 2018 (Monday)
6:30 PM – 8:00 PM
Sonoma Community Center, Room 110
276 East Napa Street, Sonoma

If you have a disability, which requires an accommodation, an alternative format, or requires another person to assist you while attending these meetings or reviewing associated materials, please contact the Water Agency at 707-524-8378, as soon as possible to ensure arrangements for accommodation.

Deadline: Comments on the Draft EIR/EIS must be received by the end of the 45-day public review period, which is May 18, 2018, at 5:00 p.m. Before including your name, address, phone number, e-mail address, or other personal identifying information in your comment, you should be aware that your entire comment – including your personal identifying information – may be made publicly available at any time. Submit comments in writing to: Anne Crealock, Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA 95403 or via email to: Phase2EIR@nbwra.org.

For more information, visit www.nbwra.org

To contact NBWRA email Phase2EIR@nbwra.org or call (707) 235-8965.

Contact:

Brad Sherwood
Community & Government Affairs
707-322-8192
Brad.Sherwood@scwa.ca.gov

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LEGISLATURE

Effort to ventilate budgets advances

McGuire bill would enhance special districts' online data

By Richard Halstead
rhalstead@marinij.com
@HalsteadRichard on Twitter

Marin's state senator has cleared a key hurdle on legislation to increase online transparency at California's more than 2,000 independent special districts.

Sen. Mike McGuire, who represents northern coastal counties in District 2, saw his Senate Bill 929 approved 6-0 by the Senate Committee on Governance and Finance on Wednesday. The bill goes to the Senate Appropriations Committee next.



McGuire

"There are millions of Californians who receive a vital service from a special district, yet they have no idea how their hard earned tax dollars are being spent because financial reports aren't online," McGuire, D-Healdsburg, said in a released statement. "They don't know what the district's board is doing because the agenda isn't posted online or how to contact their district on a call for service."

In addition to requiring independent special districts to maintain a website, the bill would require that each website include meeting agendas, clear information on the district's budget and expenditures, compensation reports, information on how to contact representatives of the district and more.

Last year, the Little Hoover Commission, which serves as the state's independent oversight agency, released a report recommending that the Legislature pass just such a law.

MCGUIRE » PAGE 2

McGuire

FROM PAGE 1

The state's special districts operate a variety of essential local services including fire protection, transit, parks, utilities and many others. The special districts come in two forms: independent and dependent.

Dependent special districts are overseen by an existing legislative body, such as a board of supervisors or a city council. Independent special districts have their own board of directors who are either elected or appointed by a local jurisdiction to fixed terms.

McGuire's bill would only apply to independent districts. There are 63 special districts in Marin, but at least a third of these are dependent districts.

The Marin County Civil Grand Jury has twice weighed in on the need for special districts to have well-designed websites.

The grand jury, however, has not drawn a distinction between dependent and independent districts. In fact, in a March 2016 report that evaluated web transparency, the grand jury included Marin's 20 school districts and 34 joint powers authorities along with special districts.

In that report, the grand jury found that 27 Marin local agencies lacked public websites and that 65 of the existing 99 websites needed to be improved.

The Brown Act requires all local agencies to post the agenda for any regular meeting 72 hours in advance in a location accessible to the public. And a state law was passed in 2011 requiring local agencies that have a website to post meet-

ing agendas on the website. However, there is no requirement that special districts maintain a website.

In its March 2016 report, the Marin civil grand jury criticized the county for not maintaining separate websites for all 28 special districts and four joint powers authorities that it oversees.

"The county just does not agree that is the most straightforward way of communicating to the public what would often be duplicative information," said Dan Eilerman, assistant county administrator.

Seventeen of the special districts Marin County oversees are community service areas, or CSAs. In its response to the grand jury, the county said CSAs are better described as financing mechanisms than municipal agencies.

California law allows residents in unincorporated

areas to form CSAs so they can tax themselves to provide a service such as including water, garbage collection, wastewater management, security and fire protection.

The law provides a way for residents living in the unincorporated area to get a higher level of service than they might otherwise. For example, in November 2016 Kent Woodlands residents in Community Service Area #17 approved an annual \$360 per living unit special tax to pay for additional patrol services by the county sheriff's department.

Eilerman said Marin County did respond to the grand jury's concerns.

"As a result of the grand jury investigation, our Department of Finance created a comprehensive listing website that includes a summary of all of our special districts and a link to a

budget document which includes a lot more information," Eilerman said.

No estimate has been prepared yet on the cost of implementing McGuire's bill should it be enacted into law. The bill would exempt districts if their governing body adopts a resolution declaring that complying with the law would be a hardship. Acceptable hardships would include a lack of funding, insufficient staffing or inadequate access to broadband communications. Even though the law would impose new duties on local agencies, the state would not reimburse local governments' compliance costs.

Ron Brown, who worked on the Marin civil grand jury's 2017 update on web transparency in Marin, said, "I think anything that encourages public agencies to be more transparent is a good thing."