



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

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

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

## **BOARD MEETING AGENDA**

**October 1, 2020**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the October 1, 2020 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, September 30, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

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

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

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/82892820728>

**OR**

**By teleconference at: +16699009128 Meeting ID 828 9282 0728**

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

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

**OPEN SESSION:**

**3:30 PM**

**1. PUBLIC COMMENT**

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

**3:35 PM**

**2. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for September 17, 2020
- B. Approve the Warrant List for October 1, 2020
- C. Approve Murray attending the Review of Wastewater Treatment Webinar on 9-2-20
- D. Approve Murray attending the Wastewater Disinfection Webinar on 9-30-20
- E. Approve Murray attending the PFAS Order Workshop 9-16-20
- F. Approve Murray attending the Managing Hostility in Public Discourse Webinar 9-9-20
- G. Approve Schriebman attending the CA Bioresources Alliance Symposium 11-12-20
- H. Approve Contract Amendment 4 to GHD John Duckett Pump Station Improvements Project
- I. Approve Award of Contract for On-Call Engineering Services
- J. Approve Application of Allocation of Capacity for APN 178-023-16- 642 Woodbine Drive Accessory Dwelling Unit
- K. Approve Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order

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

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

**3:45 PM**

**3. INFORMATION ITEMS:**

**STAFF/CONSULTANT REPORTS:**

- 1. Update ELAP to TNI Standards Presentation
- 2. Regional Land Application Site Feasibility Study Presentation
- 3. Marin County Independent Special District Selection Committee Changes to Election Rule- Written
- 4. General Manager Report – Verbal



- 4:45 PM 4. APPROPRIATION OF VEHICLE RESERVE FUNDS FOR FY 2020-2021 VEHICLE PURCHASES**  
Board to review and approve the use of Vehicle Reserve Funds for the purchase of vehicles in FY 2020-2021.
- 5:05 PM 5. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, Other Reports
  2. ELIAS
    - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
  3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2020 GM Evaluation Other Reports
  4. SCHRIEBMAN
    - a. JPA Local Task Force, NBWA Tech Advisory Committee, Other Reports
  5. YEZMAN
    - a. Gallinas Watershed Council/Miller Creek Watershed Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Ad Hoc HR Committee re: 2020 GM Evaluation Other Reports
- 5:15 PM 6. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
  - C. Pending Board Agenda Item Requests
    - i. Board Conference Registration Assistance
    - ii. Donation Policy
    - iii. Pump Station Vegetation Report
    - iv. Board Policy Revision B-60-51 Miscellaneous Expenses
- 5:20 PM 7. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**
- 5:25 PM 8. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: OCTOBER 15, NOVEMBER 5 AND NOVEMBER 19, 2020**

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

**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before September 28 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held October 1, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch  
District Secretary

---

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

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

**MINUTES OF SEPTEMBER 17, 2020**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON SEPTEMBER 17, 2020 AT 3:38 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

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

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District Secretary; Mike Cortez, District Engineer; Mel Liebmann, Plant Manager; Sahar Golshani, Environmental Services Director

**OTHERS PRESENT:** Pat Richardson, District Counsel; Mark Koekemoer and Jason Dow, CMSA; Frank Henry, CH Energy; Michael Boorstein, RVSD

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

**PUBLIC COMMENT:** None.

**CONSENT CALENDAR:**

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

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

Items B and E were pulled for discussion.

**ACTION:**

Board approved (M/S Schriebman and Clark 5-0-0-0) the Consent Calendar items A through K.

**Roll Call:**

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

56 ABSENT: None.  
57 ABSTAIN: None.

58

59 **INFORMATION ITEMS:**

60 **STAFF / CONSULTANT REPORTS:**

- 61 1. CMSA Source Control – Presentation by Mark Koekemoer from CMSA  
62 2. Administrative Biannual Report – Mike Prinz reported and Engineering Department Biannual  
63 Report– Mike Cortez reported  
64 3. General Manager Report – Verbal – Prinz reported

65

66 **ACTION ITEMS:**

67

68 **PG&E EFFICIENCY INCENTIVE PROGRAM PROPOSAL FROM CH ENERGY TO INSTALL LED**  
69 **LIGHTING AT DISTRICT FACILITIES**

70 Board and staff reviewed the CH Energy Proposal. Frank Henry from CH Energy spoke to the Board.

71 **ACTION:**

72 Board approved (M/S Yezman/Schriebman 5-0-0-0) authorizing the General Manager to execute PG&E  
73 and CH Energy contract documents to furnish and install LED lighting fixtures at the Treatment Plant and  
74 Pump Station facilities under PG&E's on-bill financing program.

75 Roll Call:

- 76 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
77 NOES: None.  
78 ABSENT: None.  
79 ABSTAIN: None.

80

81 **REVISION OF BOARD POLICIES B-50, B-60 AND ADMINISTRATIVE POLICY A-03**

82 Board and staff discussed Board Policy B-60 adding an additional policy B-60-51 which will cover  
83 Miscellaneous Expenses. A resolution adding Board policy B-60-51 will be on a future Board Agenda.

84

85 **BOARD MEMBER REPORTS:**

86 1. CLARK

- 87 a. NBWA Board Committee –Verbal report  
88 b. Other Reports– verbal - Virtual CA Special District Summit

89

90 2. ELIAS

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

94

95 3. MURRAY

- 96 a. Marin LAFCO – verbal report  
97 b. CASA Energy Committee– no report  
98 c. 2020 GM Evaluation Ad Hoc Committee- No report  
99 d. Other Reports– none

100

101 4. SCHRIEBMAN

- 102 a. JPA Local Task Force– no report  
103 b. NBWA Tech Advisory Committee– no report  
104 c. Other Reports- Written – Virtual CA Special District Summit ; Verbal - MCSTOPPP  
105 Committee meeting

106

107 5. YEZMAN

- 108 a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal -Schriebman reported  
109 on this meeting  
110 b. Flood Zone 7– no report  
111 c. CSRMA– verbal report

- 112 d. Ad Hoc Engineering Committee– no report
- 113 e. 2020 GM Evaluation Ad Hoc Committee- no report
- 114 f. Other Reports–no report

115

116 **BOARD REQUESTS:**

- 117 A. Board Meeting Attendance Requests –none
- 118 B. Board Agenda Item Requests – Board Conference registration assistance.

119

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

121 Discussion ensued.

122

123 **ACTION:**

124 Board approved (M/S Clark/Schriebman 5-0-0-0) the adjournment of the meeting at 6:32 pm.

125 Roll Call:

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

127 NOES: None.

128 ABSENT: None.

129 ABSTAIN: None.

130

131 The next Board Meeting is scheduled for October 15, 2020.

132

133

134 ATTEST:

135

136

137

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

139

140

141

142 APPROVED:

143

144

145

146

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

SEAL



Agenda Item 2B  
Date October 1, 2020

Las Gallinas Valley Sanitation District Warrant List 10/1/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	10/1/2020	EFT1	ADP Payroll	121,049.37		121,049.37	Paydate & Processing Charges
2	10/1/2020	N/A	All Star Rents	91.78		91.78	Propane for Forklift
3	10/1/2020	N/A	Aramark Unifrom Service	156.72		156.72	Uniform Service
4	10/1/2020	N/A	ArcSine Engineering	6,807.16		6,807.16	Marin Lagoon Pump Station
5	10/1/2020	N/A	AT&T Teleconference Services	147.78		147.78	Conference Phones
6	10/1/2020	EFT2	Bank of Marin	47,335.64		47,335.64	October Loan Payment - Recycled Water Loan
7	10/1/2020	N/A	Bay Area Air Quality MGNT District	14,989.00		14,989.00	Various Operating Permits
8	10/1/2020	N/A	Breakpoint Sales	380.40		380.40	Business Cards-Collection Crew
9	10/1/2020	N/A	Buchholz, Bob	220.00		220.00	CWEA Reimbursement - Grade 4 Cert.
10	10/1/2020	N/A	Buckles-Smith Electric Co.	51.03		51.03	Compactlogix End Cap
11	10/1/2020	ACH	CalPERS CERTBT-OPEB	11,630.00		11,630.00	Pre-fund GASB payment
12	10/1/2020	EFT	CalPERS	18,891.96		18,891.96	EE & ER's Retirement - 9/11 Paydate
13	10/1/2020	EFT	CalPERS 457	4,902.30		4,902.30	Employees Deferred Comp.
14	10/1/2020	EFT	CalPERS Required Contribution	400.00		400.00	Social Security Admin. 218 Annual Fee
15	10/1/2020	N/A	County of Marin	2,097.02		2,097.02	Annual McInnis Park Parcel Lease
16	10/1/2020	N/A	CWEA	98.00		98.00	N. Rogers Electrical Cert.
17	10/1/2020	EFT	Direct Dental	931.54		931.54	Dental Plan
18	10/1/2020	EFT	Discovery Benefits	391.85		391.85	EE FSA Accounts
19	10/1/2020	N/A	Fishman Supply Co.	267.42		267.42	Cups
20	10/1/2020	ACH	Gopher-It Trenchless	9,820.00		9,820.00	Sewer Lateral Replacement Program - 210 Corriolo Drive
21	10/1/2020	ACH	Gregory Equipment, Inc.	19,499.66		19,499.66	Retention Payment
22	10/1/2020	N/A	HDR Engineering Inc.	1,788.66		1,788.66	Evaluation for Class B Land Application Site
23	10/1/2020	N/A	Jackson's Hardware, Inc.	347.16		347.16	Misc. Supplies
24	10/1/2020	N/A	Kathy Wood & Associates	3,862.50		3,862.50	Real Estate Consulting Services for the Purchase of 405 Vendola Dr.
25	10/1/2020	N/A	Liebert Cassidy Whitmore	722.00		722.00	Legal Services
26	10/1/2020	N/A	Marin Ace	73.90		73.90	Misc. Supplies
27	10/1/2020	ACH	Murray, Craig	65.00		65.00	Dental for June
28	10/1/2020	N/A	North Bay Gas	3,520.70		3,520.70	Millermatic 252 Welder & Cylinder
29	10/1/2020	ACH	Nute Engineering	3,040.50		3,040.50	On-Call Support for Integrated Wastewater Master Plant, Engineering & Inspection Services

Las Gallinas Valley Sanitation District Warrant List 10/1/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	10/1/2020	N/A	Operating Engineers	510.00		510.00	Union Dues
31	10/1/2020	ACH	Orion Protection Services	318.50		318.50	Night Security 300 Smith Ranch
32	10/1/2020	EFT	Pacific Crest Group	2,400.00		2,400.00	HR Management Services
33	10/1/2020	ACH	Regional Government Services	32,361.25		32,361.25	Agreement for Professional Finance & Administrative Consultative Services - June & July
34	10/1/2020	N/A	SiteOne Landscape Supply	198.49		198.49	Misc. Supplies
35	10/1/2020	EFT	Sunlife Financial	2,112.74		2,112.74	Life Insurance, Addl Life and AD&D
36	10/1/2020	N/A	Underground Service Alert	890.06		890.06	USA Cost
37	10/1/2020	ACH	Univar	3,517.57		3,517.57	Deliverly of Sodium Hypochlorite
38	10/1/2020	EFT	US Bank Equipment Finance	1,455.15		1,455.15	Copier Finance Payment

Do not change any formulas below this line.

TOTAL \$ 317,342.81 \$ - \$ 317,342.81

EFT1	EFT1 = Payroll (Amount Required)	121,049.37	121,049.37	Approval:  Finance  GM  Board
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	37,219.78	37,219.78	
EFT	EFT = Vendor initiated "pulls" from LGVSD	31,485.54	31,485.54	
ACH	ACH = LGVSD initiated "push" to Vendor	80,252.48	80,252.48	
	Total	<u>\$ 317,342.81</u>	<u>\$ 317,342.81</u>	

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

AGENDA ITEM 2C  
DATE October 4 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

Location of meeting: ZOOM

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

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

Purpose of Meeting: INDUSTRY TRAINING

Other meeting attendees: UNKNOWN

Meeting relevance to District: WW TREATMENT FUNCTIONS

Frequency of Meeting: 1X EA

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 9/9/20

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

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



# Certificate of Completion

This certifies that

**Craig Murray**

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

## Overview of Wastewater Treatment

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

0.2 Continuing Education Units

Instructor(s): John Hamner



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

A handwritten signature in black ink, reading "Suzanne Anarde". The signature is written in a cursive, flowing style.

Suzanne Anarde, CEO

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



Training and Events  
(http://www.rcac.org/trainings)

Welcome Craig | Profile  
(/assnfe/me.asp) | Logout  
(/CookieRedirect.asp?  
COKMODE=DESTROYCOOKIES)

(https://www.facebook.com/rcac.org)

(https://twitter.com/rcacorg)

(https://www.linkedin.com/company/rcac)

## Overview of Wastewater Treatment 090220

### Event Date & Time

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

### Location

ONLINE  
Pacific Standard Time

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

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

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

### Wednesday, September 2

[Wednesday, September 9 \(https://www.events.rcac.org/assnfe/ev.asp?ID=2291%20%20\)](https://www.events.rcac.org/assnfe/ev.asp?ID=2291%20%20)

[Wednesday, September 16 \(https://www.events.rcac.org/assnfe/ev.asp?ID=2292\)](https://www.events.rcac.org/assnfe/ev.asp?ID=2292)

[Wednesday, September 23 \(https://www.events.rcac.org/assnfe/ev.asp?ID=2293\)](https://www.events.rcac.org/assnfe/ev.asp?ID=2293)

[Wednesday, September 30 \(https://www.events.rcac.org/assnfe/ev.asp?ID=2294\)](https://www.events.rcac.org/assnfe/ev.asp?ID=2294)

[Wednesday, October 7 \(https://www.events.rcac.org/assnfe/ev.asp?ID=2295\)](https://www.events.rcac.org/assnfe/ev.asp?ID=2295)

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

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

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

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

### For registration information, contact:

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

[Add to Cart \(Cart.asp? Mode=SAVENEWCRS&mlUtl EventID=2290&PID=B44552032383032393234243731313D25313D2A3B5B3435363A303031333B5532323B33\)](#)

## On-Line Registration

### Attendee

Fee End Fee Description  
Date

9/2/2020 [No charge \(Cart.asp? Mode=SAVENEWCRS&mlUtl EventID=2290&mlUtl FeeID=2170&PID=B44552032383032393234243731313D25313D2A3B5B3435363A303031333B5532323B33\)](#)

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

Contact RCAC 3120 Freeboard Drive, Suite 201, West Sacramento, CA 95691 (916) 447-2854 Fax: (916) 372-5635

Copyright © 2019 Rural Community Assistance Corporation. All rights reserved. | The Rural Community Assistance Corporation website is offered as a resource tool only. All information contained therein is believed to be up to date, but not guaranteed. The Rural Community Assistance Corporation disclaims any liability for any errors or omissions.

**Agenda Item**  
**Date** October 1, 2020



Training and Events  
(http://www.rcac.org/trainings/)

Welcome Craig | Profile  
(/assnfe/me.asp) | Logout  
(/CookieRedirect.asp?  
COKMODE=DESTROYCOOKIES)

(https://www.facebook.com/rcac.org)

(https://twitter.com/rcacorg)

(https://www.linkedin.com/company/rcac)

## Wastewater Disinfection 093020

### Event Date & Time

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

Location

ONLINE  
Pacific Standard Time

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

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

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

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

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

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

### For registration information, contact:

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

[Add to Cart \(Cart.asp?\)](#)  
Mode=SAVENEWCRS&mlUill\_EventID=2294&PID=B44552533383633393234243731313D26313D2A3B5B3435363A303031333B5532323B333

### On-Line Registration

Attendee	Fee End	Fee Description
	Date	
	9/30/2020	No charge (Cart.asp?) Mode=SAVENEWCRS&mlUill_EventID=2294&mlUill_FeeID=2174&PID=B44552533383633393234243731313D26313D2A3B5B3435363A303031333B5532323B333

Home (http://www.rcac.org)

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

Copyright © 2019 Rural Community Assistance Corporation. All rights reserved. | The Rural Community Assistance Corporation website is offered as a resource tool only. All information contained therein is believed to be up to date, but not guaranteed. The Rural Community Assistance Corporation disclaims any liability for any errors or omissions.

AGENDA ITEM 2E  
DATE October 1, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

Location of meeting: ZOOM

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

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

Purpose of Meeting: DISCUSSION OF PFAS ORDER + APPLICATIONS

TO WW + RELEVANT AREAS SUCH AS LAND APPLIED BIOSOLIDS

Other meeting attendees: UNKNOWN

Meeting relevance to District: STATE WATER BOARD ORDER

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 9/9/20

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

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



## Craig Murray

---

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

Good Morning,

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

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

Stay tuned for more details about presentations and speakers!

Thank you,  
Jared

Jared Voskuhl  
Manager of Regulatory Affairs  
California Association of Sanitation Agencies

Mobile 916.694.9269

AGENDA ITEM 2 F  
DATE October 1, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

Location of meeting: ZOOM

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

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

Purpose of Meeting: TECHNIQUES FOR EFFECTIVE ENGAGEMENT

Other meeting attendees: UNKNOWN

Meeting relevance to District: MANAGEMENT IN THE AGE OF ANGER

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 9/9/20

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

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



Home / Events

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

Sep 09, 2020 - Sep 09, 2020

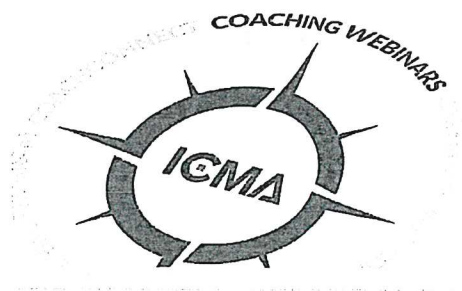
01:30 pm - 03:00 pm ET

WEBINAR

## Overview

### ICMA Coaching Program Webinar Series

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



#### What we'll cover:

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

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

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

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

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

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

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

### 2020 ICMA Coaching Webinars

Sign up for all of the webinars in the series with one click here.

## Event Details

### When

Sep 09, 2020 - Sep 09, 2020

01:30 pm - 03:00 pm ET

Registration Deadline: 09/09/2020

### Price

Member Price: \$0.00

Non-Member: \$0.00

Learn more about the new program from ICMA

About

Contact

Join ICMA

More info

EMAIL

Subscribe





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

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

✓ You are registered!

Overview   Handouts   Discussion   Contents (3)

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

## Topics

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

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

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

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

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



This is to certify that

**Craig Murray**

has attended

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

1.50 ICMA CE credits

September 9, 2020

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

**Marc A. Ott**  
ICMA Executive Director

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

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



# BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 9/19/20 Name: Judy Schriebman

I would like to attend the Virtual Symposium Meeting of  
CA Bioresources Alliance

To be held on the 12 day of Nov from 9:00 a.m. to 13 day of  
Nov. from 4:45 p.m.

Location of meeting: Virtual

Actual meeting date(s): Nov. 12 and 13, 2020

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

**Purpose of Meeting:** The CBA Symposium brings together municipal organic waste reduction and climate managers, facility developers and operators, local zoning and permitting authorities, regulatory agencies, policymakers, trade associations, public interest organizations, and academia to discuss how to make full use of our valuable organic waste byproducts. The focus this year includes funding, technology, and social issues that need to be addressed. CASA's Greg Kester will be moderating a panel on SB 1383

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

Meeting relevance to District: biogas/biosolids info

Frequency of Meeting: One time

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

Date submitted to Board Secretary: 9/19/2020

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


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





Item Number 24

# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Michael P. Cortez, PE, District Engineer   
**Meeting Date:** October 1, 2020  
**Re:** Approve Contract Amendment 4 to GHD  
 John Duckett Pump Station Improvements Project  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve Contract Amendment 4 to GHD for the John Duckett Pump Station Improvement Project.

## BACKGROUND

In response to District staff's request, GHD has submitted a proposal in the amount of \$12,132 to evaluate the potential purchase of an alternative site for the John Duckett Pump Station as a result of the Evaluation of Alternative Pump Station Site (Amendment 3) by GHD. The site is owned by San Rafael Manor and is located on the opposite side of 1030 Los Gamos Rd west of Hwy 101, which is near the Terra Linda freeway trunk sewer crossing. This site likely provides easier access for maintenance than the existing site and appears to be less susceptible to sea level rise. See Attachment 1 for graphic depicting location of the alternative site.

District staff reviewed the proposal and deemed the scope of services and total fee estimate reasonable. Due to GHD's involvement on the project, issuing a competitive request for proposals for the additional work was not justifiable.

## PREVIOUS BOARD ACTION

Board approved Award of Contract to GHD for:

- [1] Pre-Design Services for the Terra Linda-Hwy 101 Trunk Sewer Improvements on May 2, 2013 in the amount of \$178,038,
- [2] Design Services for the Terra Linda-Hwy 101 Trunk Sewer Crossing & John Duckett Pump Station Improvements Project on September 25, 2014 in the amount of \$772,296, and
- [3] Flow Monitoring Services and Peak Wet Weather Flow Analysis on December 10, 2015 in the amount of \$60,729.

## ENVIRONMENTAL REVIEW

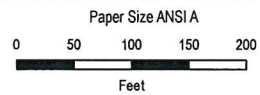
N/A



**FISCAL IMPACT**  
\$12,132



ATTACHMENT 1



Map Projection: Mercator Auxiliary Sphere  
Horizontal Datum: WGS 1984  
Grid: WGS 1984 Web Mercator Auxiliary Sphere



Las Galinas Valley Sanitary District  
Terra Linda - Hwy 101 Trunk Sewer Crossing &  
John Duckett Pump Station Improvements Project

Job No: 11200-04  
Project No. GHD: 8410618  
Revision No. -  
Date August 25, 2020

Layout of Proposed JDPS Site

FIGURE 1





August 31, 2020

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

GHD Ref: 8410618

**RE: Proposal for Engineering Services – Terra Linda – Hwy 101 Trunk Sewer Crossing & John Duckett Pump Station Improvements Project (Job No. 11200-04), San Rafael, CA  
Additional Effort to Coordinate with Alternative Pump Station Site Owners**

Dear Mr. Cortez:

GHD Inc. is pleased to submit this proposal and scope of work for professional engineering services to coordinate with the alternative pump station site owners on the west side of Highway 101 along Los Gamos Road for the Terra Linda – Hwy 101 Trunk Sewer Crossing & John Duckett Pump Station Improvements Project (Project).

## **Project Understanding and Background**

GHD is currently under contract (Job No. 11200-04) with the Las Gallinas Valley Sanitary District (District) to provide engineering services for implementing improvements to the John Duckett Pump Station (JDPS) and construction of a new trunk sewer between the pump station and the west side of Highway 101, undercrossing Gallinas Creek and the highway. In March 2020, the District authorized GHD to evaluate an alternative pump station site on the west side of Highway 101. GHD submitted several draft reports in April 2020 and June 2020 to analyze the alternative sites and to ultimately recommend a location with improved site access, increased hydraulic capacity, and reduced risk associated with seal level rise. To provide the District with additional information regarding the availability of the alternative site west of Highway 101, GHD will coordinate further with the site owners for a meeting to discuss the District's interest in the property.

## **Scope of Work**

### **Task 1 – Project Management**

GHD will provide project management services during the project, and the following additional project management activities are associated with this proposal:

- Project coordination between District and project team.
- Project review meeting. GHD will include a review meeting with the District to review the results of the Draft Alternatives Evaluation Report. GHD will meeting with District staff to review comments and discuss final concepts for incorporation into the Final Report document.
- Progress reporting and coordination. GHD will provide monthly progress reporting and project management services over the course of the revised project schedule.
- Quality assurance and quality control process and procedures. A mandatory component of our internal QA/QC process requires the involvement of an experienced professional engineer, who is not otherwise





involved in the day-to-day design of the project, to review the submittals. Our QA/QC manager work with the design team on ensuring the project goals are met.

## Task 2 – Alternatives Evaluation Report

### Task 2.4 Coordination with Alternative Pump Station Site Owners

GHD will coordinate with the owners of the alternative pump station site to arrange a meeting to discuss the District's interest in the property. Based on initial research, the open space area west of Los Gamos Road is owned by the same group that is responsible for the residential lots east of Los Gamos Road. The property manager indicated that the properties are all under a stock cooperative and require board approval (approval of 160 members). GHD will draft a proposal letter on behalf of the District that will be send to their board for discussion at their board meetings that are held on the 4th Tuesday of every month. All items for the board meeting must be sent to her and be provided a minimum 8 days in advance of the board meeting. Following input from their board, GHD will provide additional coordination for the District, including attendance at a formal meeting with the owners.

### Task 2.5 Participation in District Board Meeting Presentation

The findings, conclusions, and recommendations for the pump station site will be presented to the District's board for input. GHD will provide materials and graphics for the District for inclusion in the presentation. GHD will also attend the meeting to support the District with any questions from the Board.

*evaluation*

### Engineering Fee

Compensation for services for the basic scope of services and optional tasks provided herein shall be on a time and materials basis. The fee for the basic scope of services is \$12,132. See Attachment No. 1 for a detailed fee estimate. Please note that the attached fee estimate also accounts for changes in rates since the design contract was signed in November 2014.

Please don't hesitate to contact us if you have any questions regarding the scope of work. Thank you for the opportunity to serve the Las Gallinas Valley Sanitary District.

Sincerely,  
GHD Inc.

**Matt Winkelman, P.E.**  
Principal

**Casey Raines, P.E.**  
Project Manager



## ATTACHMENT NO. 1 GHD - PROJECT FEE ESTIMATING SHEET

**Project Name:** Terra Linda Trunk Sewer Project - Phase 1, Amendment 4  
**Prepared by:** C. Raines  
**Reviewed by:** M. Winkelman  
**Job Number:** 8410618

**Client:** Las Gallinas Valley Sanitary District  
**Date:** August 31, 2020

Task / Item	LABOR CATEGORY >  RATE >	LABOR COSTS							FEE COMPUTATION	
		PIC / QA/QC \$265 /Hr	Project Manager \$210 /Hr	Proj Eng. \$185 /Hr	Env. Planner \$195 /Hr	CAD / Graphics \$145 /Hr	Admin \$125 /Hr	TOTAL HOURS	*OTHER DIRECT COSTS	TOTAL FEE
<b>TASK 1 Project Management</b>										
1.1 Project Management		2	8	2	0	0	2	14	\$84	\$2,914
<b>SUBTOTAL TASK 1</b>		2	8	2	0	0	2	14	\$84	\$2,914
<b>TASK 2 Alternatives Evaluation Report</b>										
2.4 Coordination with Alternative Pump Station Site Owners		2	8	8	0	4	2	24	\$144	\$4,664
2.5 Participation in Distirct Board Meeting Presentation		2	6	6	2	6	2	24	\$144	\$4,554
<b>SUBTOTAL TASK 2</b>		4	14	14	2	10	4	48	\$288	\$9,218
<b>PROJECT TOTALS</b>		6	22	16	2	10	6	62	\$ 372	\$ 12,132

\*OTHER DIRECT COSTS include telephone, mileage, printing, photocopies and other miscellaneous direct expenses.



# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Michael P. Cortez, PE, District Engineer *MPC*  
**Meeting Date:** October 1, 2020  
**Re:** Award of Contract for On-Call Engineering Services  
**Item Type:** Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes X No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

## STAFF RECOMMENDATION

Board to Award Contracts for On-Call Engineering Services to [1] Hazen and Sawyer and [2] Freyer & Laureta/HydroScience Engineers.

## BACKGROUND

On August 31, 2020, the District received proposals from the following consultants in response to the Request for Proposals (RFP) for the On-Call Engineering Services issued on August 7, 2020:

1. Bellecci and Associates
2. CSW/Stuber-Stroeh Engineering Group
3. Freyer & Laureta/HydroScience Engineers
4. Hazen & Sawyer
5. Schaaf & Wheeler Consulting Civil Engineers

Kennedy Jenks acknowledged the RFP but indicated their interest in focusing on current efforts for the District. The project provides for multi-disciplinary design and construction engineering assistance on various planned or unplanned District projects including drafting, inter-agency correspondence, and similar services. Staff has reviewed the proposals and found that [1] Hazen and Sawyer and [2] Freyer & Laureta/HydroScience Engineers (F&L/HSE) best meet the requirements of the RFP.

Hazen has extensive wastewater treatment and collection system experience within a team of local engineers to be augmented by nationwide experts if needed. In addition, Hazen has provided small scope District on-call engineering services and have proven to be effective and responsive in providing fast and reliable responses to emergency projects such as the influent screen rebuild, electrical and ultraviolet disinfection support for the STPURWE project, and other urgent services. Similarly, the joint venture team of F&L/HSE has also presented an extensive list of wastewater and collection system experience in the Bay Area backed by an in-depth staff of local, multi-disciplinary engineers. Staff will evaluate the District's on-call needs on a case by case basis and issue task orders to each consultant as appropriate based on project needs and consultant availability. The task order distribution between the two consultants will depend on project specifics and consultant workloads; however, the combined value of services shall not exceed the current budget of \$100,000 in the FY 2020-21 CIP Budget.

## PREVIOUS BOARD ACTION

N/A

## ENVIRONMENTAL REVIEW

N/A



**FISCAL IMPACT**  
Up to \$100,000





Item Number 25

# Agenda Summary Report

**To:** Mike Prinz, General Manager MSD  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** October 1, 2020  
**Re:** Application of Allocation of Capacity for APN 178-023-16  
 642 Woodbine Dr Accessory Dwelling Unit  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter for the Accessory Dwelling Unit (ADU) located at 642 Woodbine Dr.

## BACKGROUND

The property owner of 642 Woodbine Dr is seeking approval to construct a 119 square-foot Accessory Dwelling Unit on the same parcel as the existing single-family residence. The 119 square-foot ADU includes 6 plumbing fixture units (PFUs). The square footage of the unit is less than the maximum ADU size of 750 square feet threshold for impact fee collection. No sewer lateral work is proposed. District Staff has reviewed the plans and based on the information provided, a Will Serve Letter has been drafted.

Potential Access Issues to Impacted Sewer Facilities: None.

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

The estimated additional flow from the proposed project is approximately 60 gpd. It should have negligible impact to downstream sewer facilities. Staff is tracking additional flows from proposed residential and commercial developments and will be evaluating the combined effects as part of the master planning currently in progress with Kennedy Jenks.

## PREVIOUS BOARD ACTION

N/A

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

N/A



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

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

Date: October 1, 2020  
 Property Owner: Gray Dougherty  
 Property Owner Address: 642 Woodbine Dr  
 San Rafael, CA 94903  
 Applicant: Gray Dougherty  
 Project Name: 642 Woodbine Dr (Accessory Dwelling Unit)  
 Project Address: 642 Woodbine Dr  
 San Rafael, CA 94903  
 Project APN: APN 178-023-16

**Re: Will-Serve Letter**

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the October 1, 2020 Board Meeting.

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

The standard terms and conditions of approval are as follows:

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

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

The Connection Fee approved by the Board is as follows:

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

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

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

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

Please note if payment schedule as above is not followed, you risk losing your allocation.

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

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

Sincerely,

Mike Prinz, General Manager

AGREED:

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

Cc: Michael P. Cortez, District Engineer





Item Number 22

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** October 1, 2020  
**Re:** Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

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

## BACKGROUND

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

## PREVIOUS BOARD ACTION

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

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

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

N/A



Agenda Item 3.1  
Date October 1, 2020

ANNOTATED COPY BY QUALITY ASSURANCE SOLUTIONS, LLC

EL-V1-2016-Rev 2.1



ENVIRONMENTAL LABORATORY SECTOR

VOLUME 1

MANAGEMENT AND TECHNICAL REQUIREMENTS  
FOR LABORATORIES PERFORMING  
ENVIRONMENTAL ANALYSIS

TNI Standard

P.O. Box 2439  
Weatherford, TX 76086  
817-598-1624  
[www.nelac-institute.org](http://www.nelac-institute.org)

© 2016 The NELAC Institute

Some material in this document is reproduced from ISO/IEC 17025:2005 with permission of the American National Standards Institute (ANSI) on behalf of the International Organization for Standardization (ISO). No part of the reproduced language may be copied or reproduced in any form, including an electronic retrieval system or be made available on the internet, a public network, by satellite or otherwise without prior written permission of ANSI, 25 West 43rd Street, New York, NY 10036.

## TNI (THE NELAC INSTITUTE) 2016 STANDARD

- THIS IS THE INTERNATIONAL STANDARD FOR TESTING AND CALIBRATION LABORATORIES.

## GOALS UNDER ISO/TNI REQUIREMENTS



To assure the organization is legally compliant



To assure its customers are satisfied with the work product



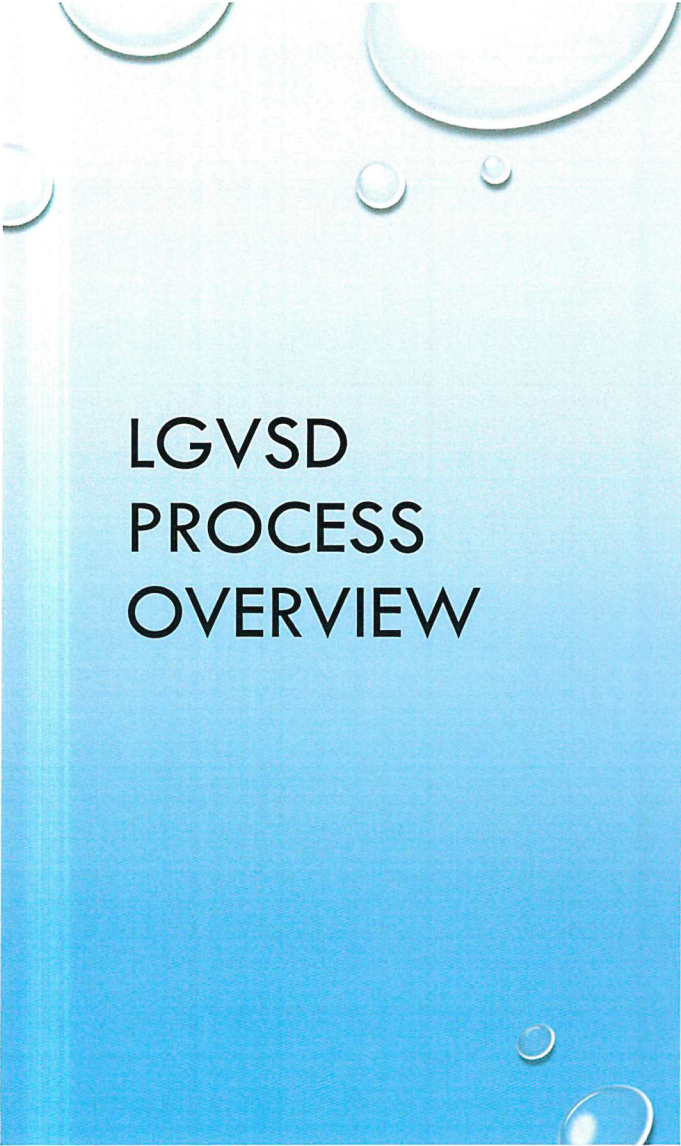
Expectations for performance are made consistent through alignment with a standard for how to do business (or lab testing in this case).



## TOOLS FOR IMPLEMENTATION:

- THE NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION CONFERENCE (NELAC) INSTITUTE OR TNI 2016 STANDARD, REV 2.1
- THE “TNI STANDARD GUIDANCE FOR SMALL LABORATORIES”
- TNI STANDARD INTERPRETATIONS
- QUALITY ASSURANCE MANUAL TEMPLATE
- THE TNI ASSESSOR CHECKLIST 2009
- GANTT CHART FOR TRACKING PROGRESS





# LGVSD PROCESS OVERVIEW

---

Identifying and training the QA designee(s)

---

Implementation planning (Gantt chart development, clause prioritization)

---

Detailing the current processes and potential process changes (identifying gaps)

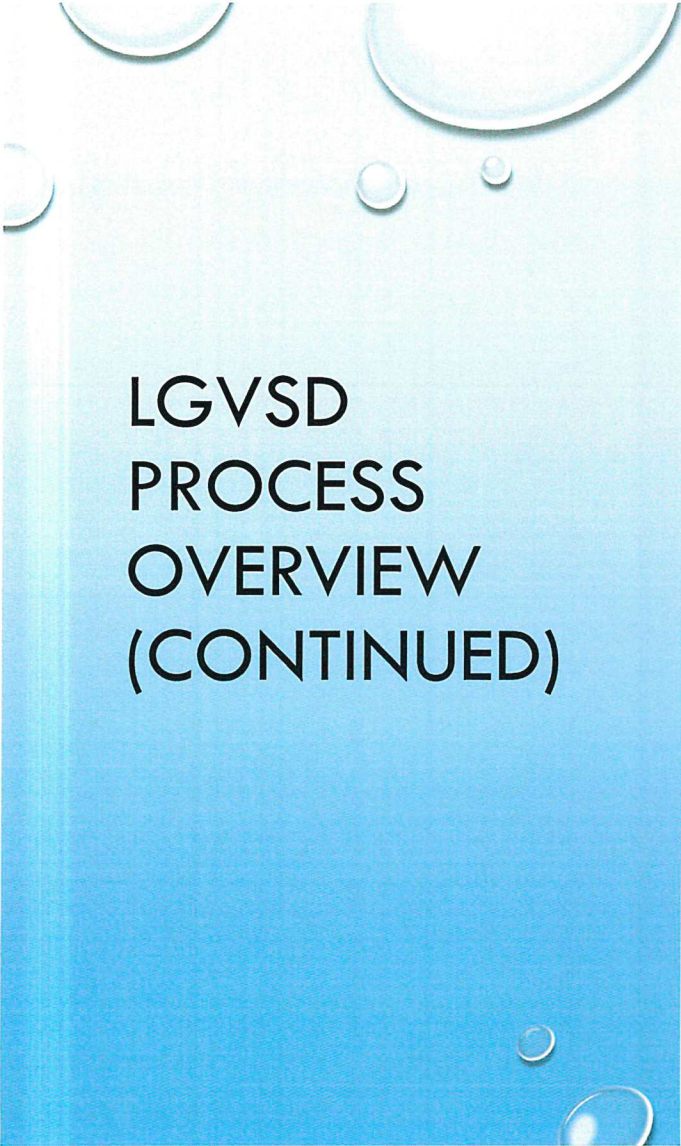
---

Procedure and QA Manual development for management and technical requirements

---

Evaluation of method-specific procedure format and content





# LGVSD PROCESS OVERVIEW (CONTINUED)

---

LIMS (Laboratory Internal Management System) considerations and configuration for forms/queries/tracking

---

Performance Test (PT) Program requirements and alignment

---

Records/Forms preparation for migration to LIMS or as hard copy

---

Training staff (Bench-level, Administrative)

---

In-house audits (Gap Analyses, TNI Audit Preparation)

---

Ongoing Management and Technical System Support Post-Accreditation

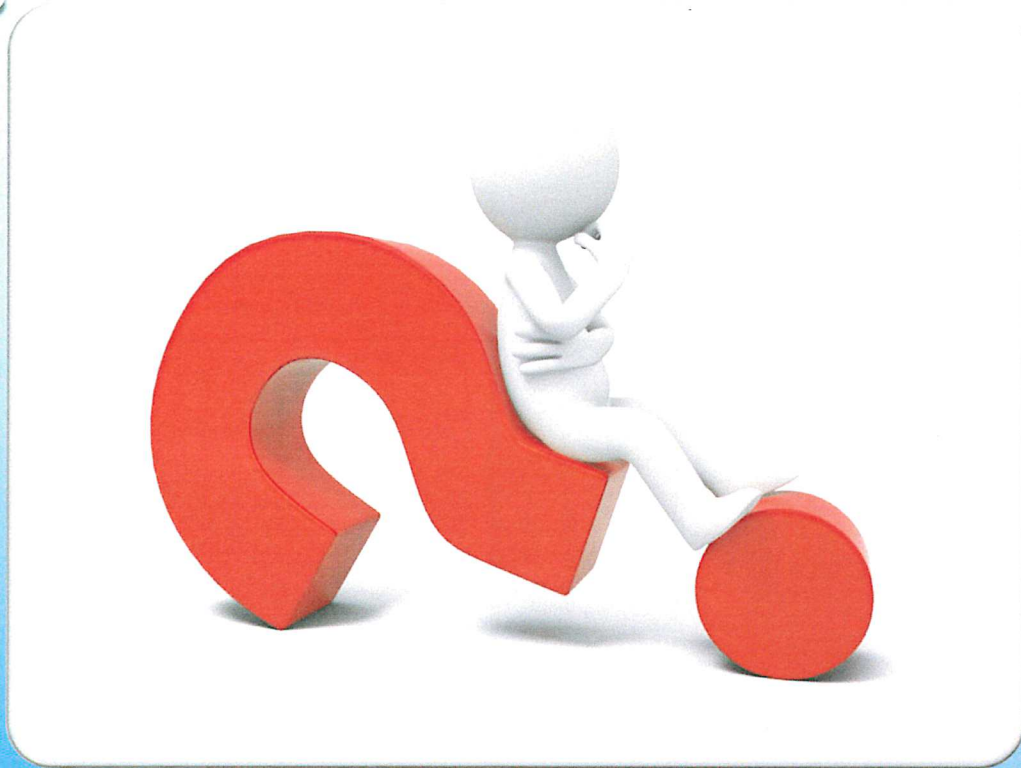
➤ **TNI STANDARD  
IMPLEMENTATION  
TIME FRAME**

TIMER STARTED: JULY 2020

ALL ENVIRONMENTAL LABORATORIES HAVE THREE  
YEARS FROM JULY 2020 TO BE IN COMPLIANT








QUESTIONS ?



# Agenda Summary Report

To: LGVSD Board 

From: Mike Prinz, General Manager

Mtg. Date: October 1, 2020

Re: Regional Land Application Site Feasibility Study

Item Type: Consent \_\_\_\_\_ Action \_\_\_\_\_ Information X \_\_\_\_\_ Other \_\_\_\_\_

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

## STAFF RECOMMENDATION

None. Information only. HDR Staff will present the results described in the attached draft Technical Memorandum: Regional Land Application Site Feasibility Analysis. Due to website uploading limitations, the appendices of the report are not included in the attachment but are available upon request.

## BACKGROUND

The second highest, current strategic initiative of the District pertains to improving the District's biosolids management program. The District's current strategic initiatives, in prioritized order, are:

1. Improve Operational Efficiency
- 2. Establish Beneficial Use of Biosolids**
3. Improve Operational Resilience
4. Conduct Organizational Review
5. Develop Asset Management System
6. Improve Facility Use, Access and Planning

HDR was retained in January, 2020 to analyze potential for land application of biosolids in the District's 300 acre reclamation area. Several other nearby, Marin County Sanitary Districts are contemplating biosolids management decisions that could be affected by a local, regional biosolids management system.

The District's current 9 acre Direct Land Disposal (DLD) system has been in operation for several decades and is the sole mode of biosolids disposal that the District relies on. The function of the DLD area does not include any beneficial use of biosolids, however broader land application of biosolids within the District's reclamation area would constitute a beneficial use.

## PREVIOUS BOARD ACTION

The Board conducted Strategic Planning workshops on May 21, June 27, and August 26, 2019.

The Board reviewed the General Manager's proposed CY 2020 and FY 2020-2021 Tactical Goals in support of current Strategic Initiatives on April 17, 2020.



**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

None. Informational only.



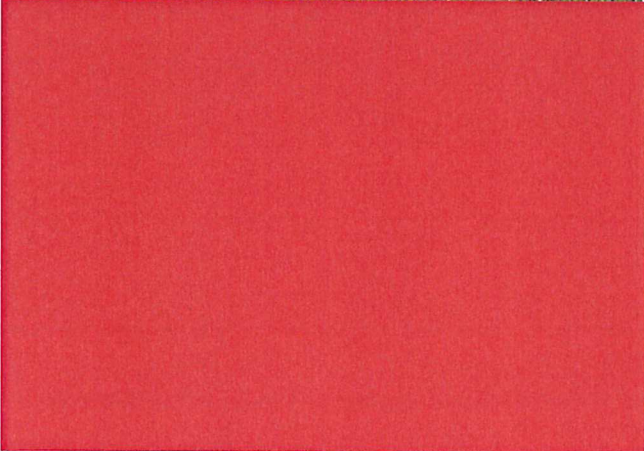


# Draft Technical Memorandum

## Regional Land Application Site Feasibility Study

Las Gallinas Valley Sanitary District

September 16, 2020



## Contents

1	Introduction.....	1
2	Soil Sampling and Characterization .....	2
	2.1 Sampling Locations .....	2
	2.2 US EPA 503 Metal Concentrations .....	2
	2.3 Nitrogen Concentrations.....	5
3	Acreage Capacity Analysis.....	7
	3.1 Secondary Effluent Irrigation Nitrogen Loading Estimate .....	7
	3.2 Potential Annual Nitrogen and Metals Loading from Biosolids .....	8
	3.3 Land Application Mass Balance .....	8
4	Summary of Findings .....	12
5	Recommendations .....	12
6	References .....	13

## Appendices

Appendix A. Soil Sampling Analytical Results .....	14
Appendix B. LGVSD Biosolids and Biogas Fact Sheet (2019) .....	15
Appendix C. LGVSD Pasture Irrigation Flow Rate Data (2018 and 2019) .....	16
Appendix D. LGVSD Pasture Irrigation Nitrogen Data (2018 and 2019).....	17
Appendix E. LGVSD Biosolids Analytical Data (2018) .....	18

## Tables

Table 1. Las Gallinas Valley Sanitary District Parcel Soil Sampling Locations .....	2
Table 2. Las Gallinas Sanitary District Soil Sampling Results by APN for Metals.....	4
Table 3. Las Gallinas Valley Sanitary District Soil Sampling Results by APN for Nitrogen Forms .....	6
Table 4. Summary of Las Gallinas Valley Sanitary District Spray Effluent Nitrogen Loading .....	7
Table 5. Summary of District Biosolids Mass and Volume for Land Application and Percent Solids .....	8
Table 6. Summary of Typical Crop Demand and District Biosolids Application Rates to Meet Demand.....	10
Table 7. Summary of Biosolids Application Rates Using 1.5 MG of District Biosolids .....	11

## Figures

Figure 1. Parcels owned by LGVSD. ....	1
--	---

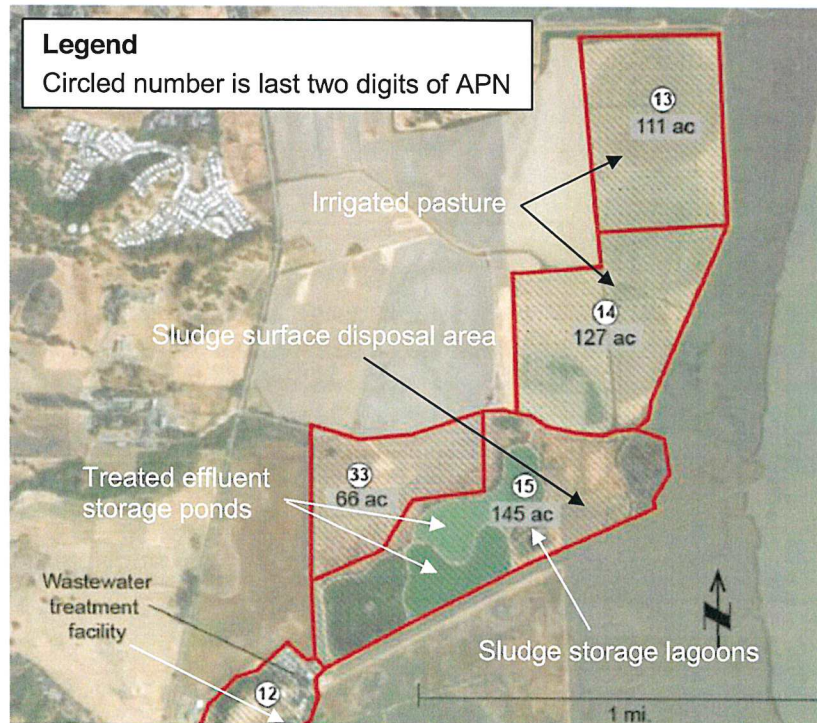


*Page intentionally left blank.*

# 1 Introduction

Las Gallinas Valley Sanitary District (District) initiated a study to evaluate its land assets for the development of a biosolids management operation following the completion of the *Biosolids Management and Future Biosolids Master Plan* (Master Plan) for Sanitary District No. 5 of Marin County. The results of the Master Plan indicated that the District’s acreage may potentially provide a long-term, financially feasible solution for managing biosolids generated by the agency, as well as biosolids generated by other agencies located within the county. The District and other Marin County wastewater treatment agencies have been considering collaborating to support the development of a county-wide biosolids management operation. The District is one of two agencies, with the other being Novato Sanitary District (NSD), in Marin County with land assets that could be used and/or repurposed as a regional biosolids management facility.

The District’s wastewater treatment plant is located near San Pablo Bay in the Las Gallinas Valley between Novato and San Rafael, in Marin County, California. The District owns several parcels of land (450 acres) in proximity to its wastewater treatment plant as shown on Figure 1. Stored treated effluent is beneficially reused to irrigate roughly 238 acres of pasture (APNs 155-01-13 and 155-01-14) and about 145 acres are comprised of treated effluent storage ponds, stabilized sludge storage lagoons, and a sludge surface disposal site (APN 155-01-15). LGVSD owns an additional 66 acres that are not currently used in facility operations (APN 155-01-33).



**Figure 1. Parcels owned by Las Gallinas Valley Sanitary District**

The District retained HDR Engineering, Inc. (HDR) to conduct a preliminary acreage capacity analysis and feasibility assessment for land use as a biosolids land application site at the District's wastewater treatment plant site (i.e., adjacent acreage). The capacity of a total of 304 acres was considered to support a regional biosolids land application site that comprises of the following parcels of land:

- APN 155-01-13
- APN 155-01-14
- APN 155-01-33

In accordance with California Biosolids General Order 2004-0012-DWQ (General Order) methods and procedures, the capacity estimate will determine the background and projected US EPA 503 metal concentrations and loading rates resulting from a biosolids land application program. Soil sampling to measure the concentration of nitrogen, US EPA 503 metals (40 CFR Part 503, 2004), and other constituents was conducted as required to permit a biosolids land application site.

## 2 Soil Sampling and Characterization

Soil sampling provides background characterization of the soils in areas where biosolids land application will likely be performed and meets the Notice of Intent and Pre-Application sampling requirements should the District desire to apply for a biosolids land application permit under the General Order. Soil sampling was performed by Precision Agri Lab on January 23, 2020 and January 24, 2020 within APNs 155-01-13, 155-01-14, and APN 155-01-33. A discussion of the soil sampling methods and results is provided in the subsequent sections. All analytical results are provided in Appendix A.

### 2.1 Sampling Locations

Soil samples were taken within areas currently used to grow a pasture hay crop (APNs 155-01-13 and 155-01-14) and the area south of the pasture that is currently not used (APN 155-01-33). The soil sample locations were selected at random within each of the APNs, and samples were grabbed at depths of six and 18 inches. Soil sample locations were selected at random within a 20 to 25 acre block. This is a statistically significant method for background characterization and permitting (EPA, December 2002). The number of sampling locations and representative area sampled are provided in Table 1.

**Table 1. Las Gallinas Valley Sanitary District Parcel Soil Sampling Locations**

APN	No. of Random Sampling Locations	Area Sampled (No. of acres)
155-01-13	5	111
155-01-14	6	127
155-01-33	3	66
Total	14	304

### 2.2 US EPA 503 Metal Concentrations

The US EPA 503 metals include: arsenic, cadmium, chromium, copper, lead, mercury, molybdenum, nickel, selenium, zinc, and potassium. All metals, except for potassium, were measured to a depth of

six inches below the ground surface; potassium and other nutrient measurements were taken at a depth of 18 inches. The samples were collected over a two-day period from January 23, 2020 through January 24, 2020.

With the exception of arsenic, all metals detected in the soil samples were below the maximum limits reported in the California 50 soil series benchmark data (Kearney Foundation Special Report, 1996). The arsenic concentrations measured were close to the maximum values provided in the benchmark data, but do not present a concern for biosolids land application since arsenic is naturally occurring in California soils.

A summary of the soil sample metals data by APN is provided in Table 2, along with the maximum concentration by metal reported in the Kearney Foundation Special Report.



**Table 2. Las Gallinas Sanitary District Soil Sampling Results by APN for Metals**

APN	Sample No.	Arsenic (mg/kg)	Cadmium (mg/kg)	Chromium (mg/kg)	Copper (mg/kg)	Lead (mg/kg)	Mercury (mg/kg)	Molybdenum (mg/kg)	Nickel (mg/kg)	Selenium (mg/kg)	Zinc (mg/kg)	K <sup>(1)</sup> (mg/kg)
155-01-33	1	8.3	ND	85	26	21	0.041	ND	72	ND	73	4000
	2	5.8	ND	76	22	53	0.055	ND	83	ND	51	2700
	3	7.5	ND	85	26	18	0.05	ND	83	ND	65	3800
155-01-13	1	11	ND	73	32	14	0.16	ND	51	ND	56	2700
	2	8.4	ND	67	29	12	0.13	ND	46	ND	51	2900
	3	9.7	ND	69	29	12	0.13	ND	47	ND	52	2800
	4	10	ND	72	32	13	0.13	ND	50	ND	56	2600
	5	11	ND	67	29	14	0.12	ND	45	ND	51	2500
155-01-14	1	9.3	ND	66	29	14	0.13	ND	48	ND	53	2800
	2	12	ND	69	31	13	0.14	ND	47	ND	54	2700
	3	11	ND	71	30	13	0.11	ND	50	ND	56	2700
	4	8.9	ND	63	28	11	0.12	ND	43	ND	50	2800
	5	10	ND	70	30	13	0.12	ND	50	ND	57	2600
	3	12	ND	78	32	15	0.11	ND	49	ND	56	3000
<b>Maximum Conc.<sup>(2)</sup></b>	-	<b>11</b>	<b>1.70</b>	<b>1579</b>	<b>96.4</b>	<b>97.1</b>	<b>0.9</b>	<b>9.6</b>	<b>509</b>	<b>0.430</b>	<b>236</b>	<b>30000</b>

<sup>(1)</sup> K measured at 18-in at same location, while all other metals were measured at 6-in

<sup>(2)</sup> Maximum concentration reported in Kearney Foundation Special report

## 2.3 Nitrogen Concentrations

Nitrogen was measured at a depth of 18 inches at all sampling locations. The nitrogen forms included total kjeldahl nitrogen (TKN), ammonia nitrogen (NH<sub>3</sub>-N), and nitrate nitrogen (NO<sub>3</sub>-N). The nitrogen data reflect measurable amounts of organic and inorganic nitrogen in the soil profile. This result is characteristic of productive agricultural soils, but does not indicate over fertilization or excessive buildup. Soil NO<sub>3</sub>-N concentrations were below 5 mg/kg or ppm (e.g., the 80<sup>th</sup> percentile measured value is 3.9 mg/kg for NO<sub>3</sub>-N).

A summary of the soil sample nitrogen data by APN is provided in Table 3.



**Table 3. Las Gallinas Valley Sanitary District Soil Sampling Results by APN for Nitrogen Forms**

		Ammonia as Nitrogen (mg/kg)	EC	Nitrate + Nitrite as Nitrogen (mg/kg)	Nitrite as Nitrogen (mg/kg)	Phosphorus (mg/kg)	TKN (mg/kg)	Total Nitrogen (mg/kg)
<b>155-01-33</b>	1	59	41	5	0.91	260	1600	1600
	2	43	19	3.5	0.34	300	980	980
	3	80	52	1.9	0.87	300	2000	2000
<b>155-01-13</b>	1	40	280	4.1	1.6	540	950	960
	2	65	110	2.5	1.3	550	1600	1600
	3	62	170	2.9	1.6	480	1300	1300
	4	59	420	3	1.6	550	1400	1400
	5	57	230	2.4	1.3	390	1200	1200
<b>155-01-14</b>	1	100	140	3	1.5	400	1200	1200
	2	74	170	3.2	1.7	470	1700	1700
	3	60	200	3.7	1.5	480	1500	1500
	4	51	230	2.9	1.4	550	1600	1600
	5	47	290	4.2	1.6	510	1500	1500
	6	56	140	3.5	1.9	200	1200	1200

### 3 Acreage Capacity Analysis

To estimate the capacity of the District’s available acreage as a biosolids land application site for biosolids from within the region (i.e., Marin County), soil sample concentrations, secondary effluent irrigation nitrogen concentration, and biosolids generation data was considered.

#### 3.1 Secondary Effluent Irrigation Nitrogen Loading Estimate

From May to October, secondary effluent is used to irrigate APNs 155-01-13 and 155-01-14 for the production of pasture hay crop. Based on 2018 and 2019 E007 Flow data (Appendix C), a total application of 90 and 80.6 million gallons were reported, respectively.

For the purpose of this evaluation, it was assumed that 200 acres of the total 238 acres in APNs 155-01-13 and 155-01-14 were irrigated with secondary spray effluent. The spray effluent contains beneficial macro and micronutrients, including a substantial amount of nitrogen. Using the total volume applied each year, and applying laboratory analysis concentrations of the spray effluent for the three nitrogen forms (TKN, NH<sub>3</sub>-N, and NO<sub>3</sub>-N), the total nitrogen load applied annually can be determined. Spray effluent nitrogen data for 2018 and 2019 were obtained from the District and are provided in Appendix D. The 80<sup>th</sup> percentile value of total nitrogen of 18.2 mg/L was selected for load calculation using the two years of data. To be conservative, it was assumed that all of the nitrogen applied in the spray effluent was 100 percent available for crop fertilization.

An estimate of the nitrogen loading is provided in Table 4. Using the volume applied during the dry seasons in 2018 and 2019 (i.e., 90 million gallons and 80.6 million gallons, respectively), and a total nitrogen concentration of 18.2 mg/L, approximately 68 pounds (lbs) of nitrogen per acre was applied in 2018, and approximately 61 lbs of nitrogen per acre in 2019. For biosolids loading rates and capacity determination, the contribution of plant available nitrogen (PAN) per acre from spray effluent was subtracted from the target fertilization rate for the pasture hay crop. To be conservative, 68 lbs of nitrogen per acre was used for agronomic rate calculations as well.

**Table 4. Summary of Las Gallinas Valley Sanitary District Spray Effluent Nitrogen Loading**

Year	Volume Applied		Nitrogen Applied		
	gallons	liters	kg <sup>1</sup>	kg/ac <sup>2</sup>	lbs/ac
2018	90,000,000	340,687,053	6,201	31	68
2019	80,600,000	305,104,183	5,553	28	61

Notes: <sup>(1)</sup> Spray Effluent 80<sup>th</sup> percentile NO<sub>3</sub>-N = 18.2 mg/L;

<sup>(2)</sup> Calculation procedure: mg/L NO<sub>3</sub>-N x L Effluent = mg NO<sub>3</sub>-N x kg N/1,000,000 mg = kg/200 acres = kg/ac



### 3.2 Potential Annual Nitrogen and Metals Loading from Biosolids

To estimate the annual nitrogen and metals loading from the available biosolids data, the following data and assumptions were considered:

1. District storage pond biosolids have an average concentration of 4 percent solids (see Appendix B).
2. The District was not able to provide biosolids nitrogen data, so standard values were assumed.

The District anaerobically digests its sludge to meet Class B requirements, with a solids concentration of about 4 percent. The amount of biosolids generated on a wet and dry weight basis by the District for 2018 is provided in Table 5.

**Table 5. Summary of District Biosolids Mass and Volume for Land Application and Percent Solids**

Generator/Year	Liquid (gal)	Mass wet (tons)	Mass dry (tons)	Percent Solids
District 2018	3,540,000	14,762	590	4.0

The 80<sup>th</sup> percentile of the metals data available from the District was compared to US EPA 503 metals concentration limits stated for land application of biosolids (40 CFR § 503.13, (b)(3)). Based on the comparison, biosolids for the District are well below the pollutant concentration (PC) limits stated in the US EPA 503 regulations for metals. As biosolids metals concentrations are below the PC limits, a cumulative soil loading analysis does not need to be conducted at this time (40 CFR § 503.13, (a)(2)(ii)). The metals data for both agencies is included in Appendix E.

### 3.3 Land Application Mass Balance

A land application mass balance was performed for the District’s 304 acres, considering Class B biosolids available from the District. The following assumptions were considered in performing the land application mass balance:

- All biosolids are of Class B quality.
- Class B biosolids can only be land applied during dry weather conditions (typically May to October).
- Estimated crop demand was based on literature review values and best professional judgment for irrigated pasture, with multiple harvests per year.
- No District stabilized sludge/biosolids nitrogen data were available at the time of the study. Using typical nitrogen form concentrations for liquid biosolids (7% TKN; 2% NH<sub>3</sub>N; 0.0001% NO<sub>3</sub>N) were assumed; based on assumed nitrogen concentrations, the District’s biosolids were estimated to contain approximately 0.008 lbs/gal of PAN.
- District biosolids are on average, 4 percent total solids (Appendix B).
- District irrigated pasture lands would continue to be irrigated with stored plant effluent.

- Pasture hay would continue to be farmed on the 238 acres of District irrigated pasture.
- A hay crop would be planted and farmed on 66 acres of District land that is currently unused; irrigation may or may not be provided.
- Hay will be harvested at least one time per year.
- Irrigated pasture hay has a nitrogen demand of 200 pounds per acre.
- The 238 acres of irrigated District pasture receives 68 lbs per acre per year of PAN from treated secondary spray effluent.
- There is a small amount of residual soil nitrate nitrogen in the soils analyzed for the studied parcels to a depth of 18 inches, resulting in 10 lbs per acre of PAN.

A summary of the results are provided in Table 6 for estimated District biosolids application rates.

**Table 6. Summary of Typical Crop Demand and District Biosolids Application Rates to Meet Demand**

<b>Crop Demand and Estimated District Biosolids Application Rates</b>		
<b>238 Acre Parcels (Irrigated with Spray Effluent)</b>		
Total PAN demand (pasture grass) <sup>(1)</sup>	200	lbs/ac
Other source of PAN - spray effluent	68	lbs/ac
Other source of PAN - soil nitrate N	10	lbs/ac
Crop PAN demand met from biosolids	122	lbs/ac (200 – 68- 10)
District biosolids PAN	0.008	lbs/gal
Biosolids PAN application rate	15,250	gal/ac (122 / 0.008)
Area available for biosolids application	238	ac
Biosolids volume to meet demand	3,629,500	gal
Biosolids loads to meet demand	726	loads @ 5000 gal/load
<b>66 Acre Parcel</b>		
Total PAN demand (pasture grass)	200	lbs/ac
Other source of PAN - soil nitrate N	10	lbs/ac
Crop PAN demand met from biosolids	190	lbs/ac (200 – 10)
District biosolids PAN content	0.008	lbs/gal
Biosolids PAN application rate	23,750	gal/ac (190 / 0.008)
Area available for biosolids application	66	ac
Biosolids volume to meet demand	1,567,500	gal
Biosolids loads to meet demand	314	loads @ 5000 gal/load
<b>Total biosolids volume to meet demand</b>	<b>5,197,000</b>	<b>gal</b>



An alternative scenario was evaluated that limits the total amount of District biosolids available to 1.5 million gallons (MG) at 4 percent solids. With this limit, the resulting application consists of one load (5,000 gallons/load) per acre and provides approximately 40 lbs of PAN per acre. The amount of PAN provided for crop fertilization reduces by 33 percent and 21 percent for the 238 acre and 66 acre parcels, respectively.

The difference in percent of total PAN demand met is a result of the annual treated effluent application to the District’s 238-acre parcel, and residual nitrogen available for plant uptake, which remains in the soil profile and is subtracted from the target PAN rate. In either case, the application rate is conservative and well below the crop demand target.

Another way to analyze application of 1.5 MG of District biosolids over the 304 total acres available, is to consider separating the 238-acre and 66-acre parcels into discrete areas. A summary of this scenario is provided in Table 7. For the 238-acre parcel, applying 1.5 MG of biosolids to it results in an application rate of 6,308 gallons per acre, providing 50 lbs of PAN per acre. This is 41 percent of the target application rate shown in Table 6. For the 66-acre parcel, applying 1.5 MG of biosolids to it results in an application rate of 22,727 gallons per acre, providing approximately 182 lbs of PAN per acre. This is 96 percent of the target application rate shown in Table 6.

**Table 7. Summary of Biosolids Application Rates Using 1.5 MG of District Biosolids**

1.5 MG Biosolids Applied over 304 Acres		
1,500,000 gal/ 5000 gal/Load/304 acres	1	Load/acre
1,500,000 gal x 0.008 lbs PAN gal	12,000	lbs PAN
12,000 lbs PAN/304 acres	39.5	lbs PAN/acre
1.5 MG Biosolids Applied over 238 Acres		
1,500,000 gal/5000 gal/Load/238 acres	1.3	Load/acre
1,500,000 gal x 0.008 lbs PAN gal	12,000	lbs PAN
12,000 lbs PAN/238 acres	50.4	lbs PAN/acre
1.5 MG Biosolids Applied over 66 Acres		
1,500,000 gal/ 5000 gal/Load/66 acres	4.5	Load/acre
1,500,000 gal x 0.008 lbs PAN gal	12,000	lbs PAN
12,000 lbs PAN/66 acres	181.8	lbs PAN/acre

Based on this additional analysis, the District has substantial capacity and flexibility to manage its own biosolids production with 1.5 MG of biosolids available for land application.



## 4 Summary of Findings

A preliminary acreage capacity analysis and feasibility assessment for land use as a biosolids land application site at the District's wastewater treatment plant site (adjacent acreage) was completed for APNs 155-01-13, 155-01-14, and APN 155-01-33. Soil sampling was conducted to measure the concentration of nitrogen, US EPA 503 metals, and other constituents as required to permit a biosolids land application site.

The District's land assets are of adequate capacity to implement a land application program to manage its biosolids. The District's land assets are of adequate capacity to manage its biosolids through land application (assuming 1.5 MG biosolids at 4 percent total solids), as well as some additional biosolids from another/other agencies.

A summary of the key findings follows:

- The estimated total capacity for land application of District biosolids to pasture hay crops grown in APNs 155-01-13, 155-01-14, and APN 155-01-33, is 5.2 MG of Class B biosolids at 4 percent total solids.
- The District's biosolids can be land applied to APNs 155-01-13 and 155-01-14 at an agronomic rate of 15,250 gallons per acre, providing 122 lbs per acre of PAN (assumes 3.5 MG biosolids at 4 percent solids).
- The District's biosolids can be land applied to APN 155-01-33 at a rate of 23,750 gallons per acre, providing 190 lbs per acre of PAN (assumes 3.5 MG biosolids at 4 percent solids).
- The acreage studied has adequate capacity as a land application site for the District's current annual average volume of stabilized sludge (3.5 MG biosolids at 4 percent solids).
- At 1.5 MG biosolids at 4 percent solids land applied over the 304 acres, the District could manage additional Class B biosolids from another agency or agencies.

## 5 Recommendations

- District to collect additional biosolids data needed to prepare a Notice of Intent and Pre-Application Report required for biosolids land application permitting as defined under the General Order.
- If the District's biosolids data are found to be within the range of assumed values used in the analysis, it is recommended that the District apply for a biosolids land application permit under the General Order to manage its biosolids within the 304 acres evaluated; the District should obtain a biosolids land application permit prior to considering land application of biosolids from other agencies.
- If the District moves forward with a program to land apply its biosolids on District property, on-site dewatering of District biosolids should be considered to reduce the number of trucks that would be required to distribute the biosolids across acreage.
- If the District desires to offer a regional biosolids management solution to other agencies within Marin County, or beyond, consideration of a regional biosolids compost operation is recommended (in addition to obtaining a biosolids land application permit for its biosolids). It is

recommended that the District perform a feasibility study to evaluate supporting a regional biosolids composting facility on District land.

## 6 References

Bradford, G. R., et al. "Background concentrations of trace and major elements in California soils." *Kearney Foundation Special Report, University of California, Riverside* (1996): 1-52.

EPA. "G-5S (2002) Guidance on choosing a sampling design for environmental data collection, United States Office of Environmental." *Environmental Protection Information Agency Washington, DC* 20460.


"State Water Resources Control Board Order No. 2004 – 0012 – DWQ General Waste Discharge Requirements for the Discharge of Biosolids to Land for Use as a Soil Amendment in Agricultural, Silvicultural, Horticultural, and Land Reclamation Activities." ORDER (2004).

USEPA. "40 CFR Part 503—Standards for the Use or Disposal of Sewage Sludge." *Fed. Register* 58 (1993): 9387-9401.



# Agenda Summary Report

---

**To:** Mike Prinz, General Manager   
**From:** Teri Lerch, Board Secretary  
**Mtg. Date:** October 1, 2020  
**Re:** LGVSD Ballot Regarding Marin County Independent Special District Selection Committee Changes to Election Rules  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

---

### STAFF RECOMMENDATION

None. Information only.

### BACKGROUND

The Vice President of the Marin County Special Districts Association requested participation in a mail-in ballot election process on September 2, 2020. The election pertains to the approval of proposed election rules for Marin LAFCo special district representatives. See attached.

Formal action is not required by a special district; the presiding officer retains full voting discretion under State law. Board President Elias cast his ballot on September 22, 2020. His ballot is attached and has been transmitted to the Marin County Special Districts Association.

### PREVIOUS BOARD ACTION

On January 12, 2017, the Board approved the nomination of Craig Murray as a Special District Member to fill a LAFCo position.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A

# Marin County Independent Special District Selection Committee

## Changes to Election Rules

### PURPOSE

A mail-ballot election has been called for the purpose of changing the rules for the Marin County Independent Special District Selection Committee (CISDSC). The attached document has the full set of rules being presented to vote on.

### AUTHORIZED VOTERS

All 30 independent special districts in Marin County are eligible to cast one ballot through their presiding officer or designee as appointed by the affected board. Formal action is not required by a special district; the presiding officer or designee retains full voting discretion under State law.

### VOTING INSTRUCTIONS

Please select either a "YES" vote if you support the rule changes or "NO" vote if oppose the rule changes. Sixteen (16) votes are needed to reach quorum in this process, so please return this ballot to ensure a quorum is reached. A ballot returned with no clear markings will count towards quorum but not count towards the percentage needed for approval.

Please return this ballot to the Marin County Special Districts Association, c/o Bill Hansell, Vice-President, by e-mail ([manager@altosanitarydistrict.org](mailto:manager@altosanitarydistrict.org)) or by standard mail to: Bill Hansell, Alto Sanitary District, PO Box 163, Mill Valley CA 94942, no later than 5:00 P.M. on Monday, October 5<sup>th</sup>, 2020.

YES

NO

Presiding Officer (or Board designee):

Rabi Elias      R. Elias      9/22/2020

Print Name

Signature

Special District



## **Proposed Election Rules for Marin LAFCo Special District Representatives**

### **Background:**

California Government Code §56332 (attached) establishes a process to facilitate the participation of all the independent special districts with regards to the selection of two regular and one alternate special district representatives to Marin LAFCo. This process calls for the County LAFCo to preside over elections where a quorum of the Marin County Independent Special District Selection Committee (CISDSC) cannot be reached. In Marin County the CISDSC has historically had issues getting quorum so has had to rely on Marin LAFCo to run the process. With the formation of Marin County Special Districts Association (MCSDA) an opportunity has presented itself for the CISDSC to work with the MCSDA to help achieve a quorum of the CISDSC and create rules for the election of LAFCo seats that best fit the needs of the current members of the CISDSC. Should at least 16 of the 30 CISDSC Boards/Commissions approve the below changes to the process then this process will become the process the CISDSC follows.

### **Proposed Election Rules:**

Marin's CISDSC shall consist of the presiding officer of the legislative body for each agency who is a paying member of Marin LAFCo or an alternate board member as appointed by each body. Upon notification by the Marin LAFCo Executive Officer of a term expiration or vacancy, the CISDSC will convene per the timetable minimally required by §56332 to fill the vacancy/vacancies as described below:

1. When notified, the MCSDA shall initiate the ballot process for special district members prior to the pending expiration of the term of a special district member or immediately upon notification that the eligibility of a special district member will be ending prior to the expiration of his or her term.
2. The MCSDA shall initiate the ballot process by emailing each member agency of the CISDSC a Call for Nominations including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing via email by special district governing boards within 60 days of the date of the Call for Nominations. The submittal of a nomination must include a statement of the candidate's qualifications.
3. Should the number of candidates nominated be equal to the number of seats available the nominated candidate(s) shall be deemed the winner(s); no ballots created and the membership of CISDSC informed of the winning candidate appointment to LAFCo.
4. Within five working days after the close of the nomination period, the MCSDA shall email a ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate as provided by the candidate(s).
5. The MCSDA Local Government Committee shall appoint a person to be the election officer for any election where more candidates are running than there are seats available. The person appointed must either be a board member/staff of a CISDSC jurisdiction or staff for Marin LAFCo. The person appointed cannot be a candidate for a seat which is up for election or come from a jurisdiction that has a candidate on the ballot. The election officer sole responsibility is to conduct the counting of ballots and determining the winner of the election.
6. The MCSDA shall call for a meeting of the CISDSC to be held not less than 60 days after the distribution of ballots. Selection Committee meetings can be held concurrent with MCSDA meetings (i.e. at the same location and either immediately before or after the MCSDA meeting.) Per §56332(a), members representing a majority of the eligible districts shall constitute a quorum. For districts not able

to send a representative to the meeting the paper ballot shall count as that jurisdiction's attendance and count towards quorum.

7. At the CISDSC meeting, in-person ballots will be collected and tallied with all ballots sent in prior to the counting of ballots. A majority of independent special districts must cast ballots to select a special district member.

8. Ballots cast by each special district must bear the signature of the district's presiding officer or by another board/commission member as approved by that groups governing body. Ballots submitted by a vote of the district's board/commission shall have precedent over a ballot submitted by a presiding officer.

9. All ballots and other records of each selection process shall be retained in the Marin LAFCo office for at least four years and shall be immediately available for public inspection.

10. When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

a) Each district casting a vote shall rank the candidates in order of their preference. Completed ballots should indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice, etc.

b) In counting the votes by the Selection Committee, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.

c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority of eligible ballots and is selected as special district member.

d) In case of a tie between two people a coin toss shall be performed to break the tie. Should the tie be between 3 or more people the election office shall pick a method that gives all an equal chance.

11. Should a vacancy occur during a special district member's term of office, a new election shall be held for the unexpired term of the special district member or alternate member according to the process above.



State of California

GOVERNMENT CODE

Section 56332

---

56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may

serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified



mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

(Amended by Stats. 2018, Ch. 86, Sec. 6. (AB 3254) Effective January 1, 2019.)

**10/1/2020**

**General Manager Report**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
  - Recent small spill
  - Lateral Inspection update
  - Discharge date change
  - New Departmental update format in development
- Presentation



# Agenda Summary Report

**To:** LGVSD Board of Directors  
**From:** Mike Prinz, General Manager *MP*  
**Meeting Date:** October 1, 2020  
**Re:** Appropriation of Vehicle Reserve Funds for FY 2020-2021 Vehicle Purchases  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve the use of Vehicle Reserve Funds in the amount of \$379,100 for the purchase of vehicles in FY 2020-2021.

## BACKGROUND

During FY 2018-2019, the District established a vehicle reserve fund in the amount of \$1 million. The purpose of this fund is to ensure that there are sufficient funds for vehicle and equipment replacement. During the budget workshop held on April 27, 2020, staff recommended using this reserve for FY 2020-2021 in order to reduce the proposed annual increase in sewer service charge rates.

At the time of budget adoption, District staff had not obtained specific estimates for all of the vehicles in need of replacement during the fiscal year. Now that all estimates have been acquired, the necessary funds need to be formally appropriated from the reserve. The balance in this reserve will be reviewed as part of the FY2019-2020 audit, which will facilitate a detailed recommendation regarding the long-term vehicle replacement funding strategy.

Table 1 (attached) summarizes the vehicles proposed to be acquired with the appropriated funds. The existing vehicles to be replaced are considered beyond their useful life and/or no longer meet the needs of the staff workloads and augmented organizational structure. Vehicle 1 is being replaced with a more general-purpose pool vehicle as a result of the transfer of full pump station operational responsibility to the Collection Division from Operations Division. Further, vehicle 7 is proposed in order to facilitate full functionality of the approved electrical and instrumentation technician position, which is anticipated to be filled in the second quarter of calendar year 2021.

Procurement is anticipated to occur through Sourcewell™, a cooperative purchasing organization typically used by governmental agencies to minimize vehicle procurement costs. Manufacturer's suggested retail pricing (MSRP) has been used to develop the appropriation amount in order to accommodate miscellaneous outfitting costs for some of the vehicles; vehicle pricing through Sourcewell™ will be lower than MSRP.





Funds obtained through the liquidation of existing vehicles to be replaced as well as residual appropriated funds (if any) after vehicle procurements and outfitting are completed will be returned to the vehicle reserve fund.

**PREVIOUS BOARD ACTION**

On June 18, 2020, the Board approved Resolution 2020-2193 approving the budget for FY 2020-2021.

On June 6, 2019, the Board approved Resolution 2019-2168 approving the budget for FY 2019-2020.

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

The appropriation of funds represents anticipated spending from the vehicle reserve account. Restoration of used funds will be included with the aforementioned long-term vehicle replacement funding strategy review.

**Table 1. Proposed Vehicle Acquisition Appropriation Tally**

No.	Existing (Ex) /Proposed Vehicle	Year	Miles	Use	Replacement	MSRP Price	Use
1	Ex - Pump Station/Plant Toyota Tacoma	2003	183,283	Pump Station Rounds	Toyota Rav-4 hybrid	\$30,000	Pool Vehicle
2	Ex - Forklift - Mitsubishi	2004	N/A	Shipments and chemical totes	Case 586H Forklift	\$93,000	Shipments and chemical totes
3	Ex - Lab Ford Ranger and Plant Tricycles	2009, varies	11,814, N/A	onsite transportation for sample collection, personnel, and tools	(3) Electric Carts	\$42,000	Transportation in and around the plant for operations and lab
4	Ex - Collections Department Ford Ranger	2009	77,274	Miscellaneous. tasks, parts runner	Ford F-350 stake side (Flatbed)	\$45,000	Emergency Response, Tow generators/pumps, capable of towing our largest 12" pump, easement vegetation and general debris hauling
5	Ex - Collections Department Chevrolet Silverado	2008	127,940	Emergency Response, Tow generators/pumps, supplies and parts pickup, auxiliary fuel tank to refuel equipment, Tool supply for responding to day to day activities and spills	Ford F-250	\$41,000	Emergency Response, Tow generators/pumps, supplies and parts pickup, auxiliary fuel tank to refuel equipment, Tool supply for responding to day to day activities and spills
6	Ex - Collections Manager Chevrolet Silverado	2008	90,076	Emergency Response, Tow generators/pumps, supplies and parts pickup.	Ford F-250	\$41,000	Emergency Response, Tow generators/pumps, supplies and parts pickup, auxiliary fuel tank to refuel equipment, Tool supply for responding to day to day activities and spills
7	PROPOSED	-	-	Needed for approved electrical and instrumentation position	Ford Transit 150	\$48,000	Electrical/Instrumentation Van – to carry various electrical parts, supplies and equipment to offsite locations.
						<b>Subtotal</b>	\$340,000
						<b>Total, with Tax/Delivery 9% + 2.5%</b>	\$379,100

10/1/20

## **BOARD MEMBER REPORTS**

### **CLARK**

NBWA Board Committee, Other Reports-Special District  
Virtual Summit

### **ELIAS**

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

### **MURRAY**

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

### **SCHRIEBMAN**

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

### **YEZMAN**

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



Agenda Item 5.1  
Date October 1, 2020

**Teresa Lerch**

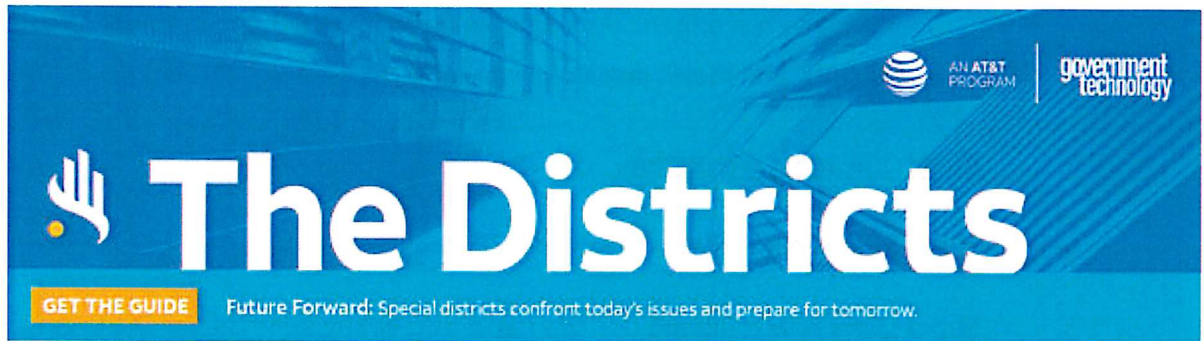
---

**From:** Teresa Lerch  
**Sent:** Monday, September 21, 2020 6:52 AM  
**To:** Teresa Lerch  
**Subject:** FW: Special district leaders discuss COVID lessons-learned and next steps

**From:** Megan Clark <mclark@lgvsd.org>  
**Sent:** Sunday, September 20, 2020 6:08 PM  
**To:** Teresa Lerch <tlersch@lgvsd.org>  
**Subject:** Fwd: Special district leaders discuss COVID lessons-learned and next steps

Begin forwarded message:

**From:** Government Technology <[newsletters@govtech.com](mailto:newsletters@govtech.com)>  
**Date:** September 17, 2020 at 08:01:15 PDT  
**To:** Megan Clark <[mclark@lgvsd.org](mailto:mclark@lgvsd.org)>  
**Subject:** Special district leaders discuss COVID lessons-learned and next steps  
**Reply-To:** Government Technology <[newsletters@govtech.com](mailto:newsletters@govtech.com)>



*Welcome to the latest issue of The Districts, where we chronicle the people, issues and activities impacting special districts across the U.S.*

Our Special Districts Virtual Summit for the West Region brought together special district leaders from across the western U.S. to share lessons learned from the COVID response and discuss how these experiences are reshaping internal operations, citizen services and leadership strategies for the future.

More than 200 special district officials joined the live virtual summit on Aug. 25, which featured speakers from special districts that provide public transportation, library services, water, electric power, and parks and recreation services. Panelists offered a

real-life look at how they are adapting to the realities of the post-COVID world. Key takeaways include:

- Districts with modern technology -- robust networks, cloud platforms, digital documents and mobile devices -- had a relatively easy time moving non-essential staff to remote work.
- Sensors and other Internet of Things devices are being repurposed to support social distancing requirements and other emerging needs.
- Virtual meetings and public hearings implemented due to the pandemic have in some cases increased citizen engagement.
- The uncertain post-COVID environment requires clear and consistent communication from special district leaders to employees about workplace policies, virus safety and future plans.
- Avoiding burnout for remote employees is a growing concern. Special district leaders say they're encouraging remote staff to take breaks and vacation days.
- Leaders say they're striving to support employees who are experiencing financial hardships, childcare struggles and mental health challenges due to COVID and the resulting economic downturn.
- Districts are enhancing staff training to maintain engagement, preserve workplace culture and reskill displaced workers.

[Watch the entire event here.](#)

### **Don't Miss These Upcoming Virtual Events**

Make plans now to attend our two remaining virtual summits for 2020: [Special Districts Virtual Summit Central on Sept. 17](#) and [Special Districts Virtual Summit East on Oct. 7](#). These interactive two-hour events bring together special district leaders for important discussions on how internal operations, citizen services and leadership techniques are evolving to cope with post-COVID realities. Don't miss your chance to connect and share insights with your peers across the nation.

### **Innovation Awards: Last Call**

Time is running out to [submit your nomination for a 2020 Special Districts Innovation Award](#). This year's program showcases technologies and leadership related to COVID-19 response and recovery efforts. Tell us your story -- but do it fast. Submissions are due by Sept. 25. Choose from three award categories:

**Technology Innovation: Citizens** — Making services available online, sharing new information, deploying new engagement tools, etc.

**Technology Innovation: Operations** — Deploying remote work initiatives, reengineering business processes, enhancing security, etc.

**Technology Innovation: Leadership** — Recognizing special district officials who have led innovative and bold responses to COVID-19

### **District Spotlight: Transforming Transit Ticketing**

The Monterey-Salinas Transit District, located on California's central coast, found innovative ways to serve its community during the pandemic. As public transit ridership plummeted, the district redeployed resources to help feed hungry families and support remote learning.

"As a public service provider, you don't restore your service just to restore your service, you try to identify where you can accomplish the most good," says district CEO Carl Sedoryk. "Based on what we were hearing, we started doing a number of things."

Over the summer, transit drivers and vehicles that would have otherwise been idle began helping Meals on Wheels in Salinas Valley to deliver 8,000 meals to seniors and persons with disabilities. The district also parked Wi-Fi equipped commuter buses in agricultural communities to provide hotspots for students who lacked connectivity for distance learning.

"We'd set them up in parking lots, and people could come in their cars and piggyback on our signal," says Sedoryk. "We were out there every day during the end of the school year, and we're ramping it up again as the new school year is starting."

[Read more about the district's evolution.](#)

### **More Articles Worth a Read**

Here are more stories from special districts around the country. [Share your own news with us](#) for inclusion in the next newsletter.

[Water districts in West Virginia are using Internet of Things devices to protect drinking water supplies.](#) New tools automate monitoring and deliver real-time information to plant operators.



[An August cyberattack may have compromised personal information for 9,300 employees at the Southeastern Pennsylvania Transportation Authority.](#) The attack also forced the district to shut down real-time arrival information for several weeks.

[The Jacksonville Transportation Authority in Florida launched an innovative on-demand ride service for area neighborhoods.](#) Some routes will use open-air, six-passenger electric scooters.

This email was sent to [mclark@lqvsd.org](mailto:mclark@lqvsd.org).

[Unsubscribe](#) | [Opt out of all e.Republic email](#) | [Privacy Statement](#)  
© 2020 e.Republic. All rights reserved. 100 Blue Ravine Rd. Folsom, CA 95630, USA. Phone: 916-932-1300



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10/1/2020**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 6B**

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





# BIOCYCLE

THE ORGANICS RECYCLING AUTHORITY

SINCE 1960



AUGUST 10, 2020 | CLIMATE, CONNECTIONS, MARKETS, STORM WATER MANAGEMENT

## Connections: Calculating Potential For Compost Use On Highways

*If highways used compost the same way a good farmer does, Departments of Transportation would become substantial compost consumers. Part III*

Part I Compost On The Open Road

A way to understand the potential for compost use on highways is to consider the centerline miles, which are a measure of how far a highway goes, not how wide it is. While Departments of Transportation (DOTs) also care about lane miles (number of lanes across) it is likely never going to be the case that DOTs put vegetative strips between lanes. Myself, I am content with the striped lines.

In certain states, compost use on highways is the way to go. For others it is a foreign concept. Texas (TX), Washington (WA) and California (CA) are three states that have found the value of the brown. That doesn't mean that they each use the same amount of compost or that they use it for the same reasons. If you are a compost producer, doing business with a state DOT typically means doing big business. For TX and WA, the DOT is the single biggest user of compost in the state. Washington wins the race here with more use per centerline mile than the other two states (Figure 1).

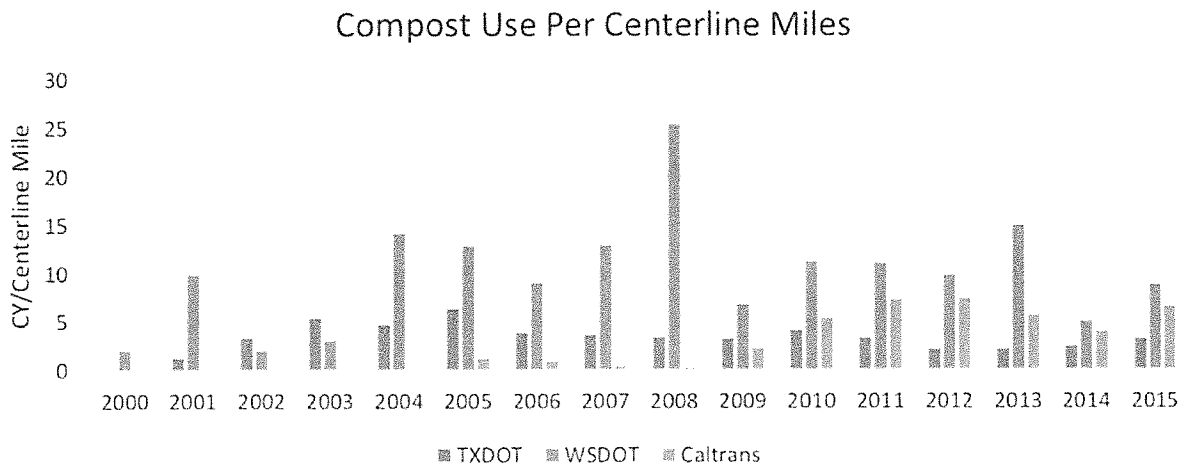


Figure 1 Source: R. Batjiaka

It is also important to consider how much of the highway has soil on the side (the right of way). If your road is surrounded by concrete, there is minimal potential for compost use. Here the CA Department of Transportation (Caltrans) is the baby with only 29,000 acres. Want wide open spaces, you should drive north to WA (97,500 acres) or head east to TX (1.1 million acres). Despite having a relatively few acres to work with, however, CA is the clear winner in terms of compost use per acre on right of ways (Figure 2).

## Compost Use per Acre of Right of Way

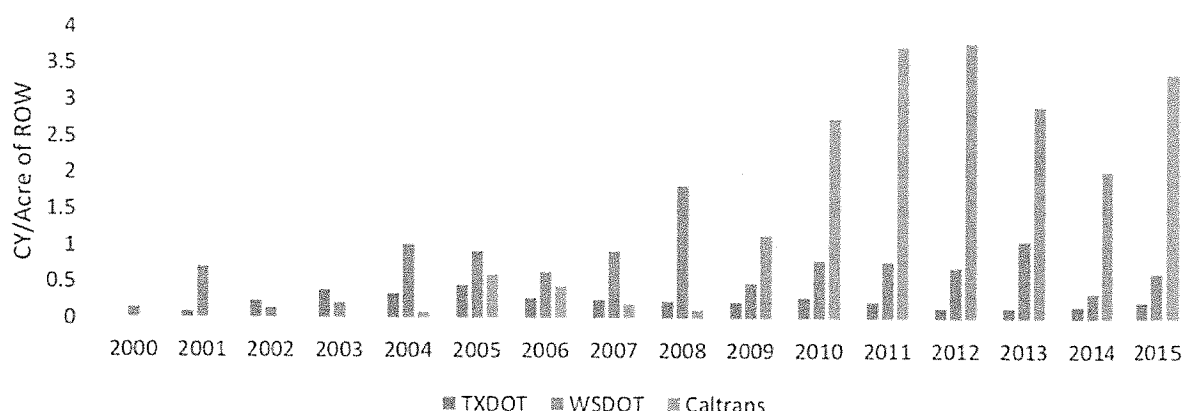


Figure 2 Source: R. Batjiaka

### Utilization Patterns

Even with these high rates of use, compost application to highways in these states is well below its potential. An early estimate, developed by the US Composting Council (USCC) and Composting Council Research and Education Foundation (CCREF) estimated that use could be as high as 3.35 to 6.725 million cubic yards if compost was applied annually to a depth of 1- to 2-inches on all land for which Caltrans had developed landscaping plans.

Ryan Batjiaka, a former graduate student of mine, looked into compost use in each of these states. He interviewed folks at each agency about how compost use started in their programs, how it is currently used and what the obstacles are to increasing its use. Most of the time, compost is used for new construction and to control erosion. The following summarizes use of compost in WA and CA:

*Washington State:* Regulations require that right of ways are maintained with stable plant communities that resist weeds, meet a range of environmental and operational standards, have minimal environmental impact and are cost-effective. There are also requirements to use recycled products; in fact, it is regulated that at least 80% of what is spent on soil amendments must be spent on compost. One of the uses is for storm water control. Compost put in socks, berms and blankets not only keeps the toe of the slope in place, it stops rainwater from ponding on the highway. It is also used for vegetated filter strips and bioswales. A major use is for erosion control. This explains why use in WA per centerline miles is so high.

*California:* The situation in CA is somewhat different. Regulations don't require compost use and while Caltrans uses a lot of compost, the practice isn't consistent across the different regions. Compost use for highways started in the state when the then Integrated Waste Management Board (now CalRecycle) reached out to Caltrans to encourage compost use. Utilization really began to increase in 2009. Previously, it was less than 5,000 cubic yards/year — enough for about one vegetated swale. Much effort was put into outreach and education. Unfortunately, mistakes were made. In one exceptionally bad case, a high lead compost was used for a project. Regulators rightly forced removal of all the contaminated material that had been applied at great expense.

Since that time, clear specifications for compost have been developed (thank you Ron Alexander, R. Alexander Associates) and the USCC's Seal of Testing Assurance (STA) program has been put into place. Despite this progress, there are regulatory concerns that composts will leach nutrients and be a source of contamination rather than a sink.

Finally, there is competition from other products. Many highway landscape architects and engineers are not accustomed to working with compost, even in a relatively high use state like

*Opening photo (top of page): Slope with completed treatments and temporary irrigation system. (Above) Application of compost blanket Photos courtesy of Caltrans*

CA. Many are used to dealing with proprietary products, such as bonded fiber mulch (BFM). This is a product that can be applied with a hydro-seeder. It consists of woody fibers applied with a tackifier (read paper mache). If you try the compost and use it correctly, as in the Central coast (Caltrans District 5), you'll see no purchase orders for BFM. If you drive further south to the San Diego area you'll find high use of BFM and no consideration of compost.

If composters start upping their game, the situation can change rapidly. Once landscape architects starting using specialized compost products like blankets and socks, use



increased rapidly. From 2010 to 2015 over 15,000 yards of socks have been used. California — despite very high use relative to WA and TX when considered on an acre right of way basis — still has a long way to go.

*Photo courtesy of Caltrans*

### **Just How Much Potential?**

In Part I of this series, I talked about how using compost along highway right of ways will do the same for that soil as it does for your gardens or your fields. Here, I've talked about specialized uses for compost on highways. The big three are: Vegetation establishment on new construction; Erosion control; and Storm water mitigation.

Even with use limited to these special categories, the three state DOTs that have embraced compost use comprise a majority of compost sales within those states. What if these same DOTs used compost the way a homeowner or a farmer does? A one-time special case application for these users doesn't cut it. Annual applications, improving the soils more each year, are a much more typical way to go. I'll do my own quick version of the USCC estimate of potential compost demand here based on the total California right of way acreage.

*Tons/year of compost:* 29,000 right of way acreage x 5 tons of compost = 145,000 tons/year of compost.

*Carbon sequestration:* Using the estimate for CO<sub>2</sub> sequestration per ton of compost used on highways that I did for WA State (1.2 tons of CO<sub>2</sub>/ton of compost): 145,000 tons of compost x 1.2 tons of CO<sub>2</sub>/ton of compost = 174,000 tons of CO<sub>2</sub>. That is pretty impressive for just one state, one with puny right of way acreage at that.

*Impact on compost supply:* I did a ballpark estimate that the 39 million people in CA could make about 750,750 tons of yard/ food scrap compost a year. If highways used the compost the same way a good farmer does: 145,000 tons of compost for Caltrans/750,750 total tons of compost = 19% of the total compost produced.

*Utilization of compost socks on slope in California Photo courtesy of Caltrans*

Now in the nitrogen column, part of the Drawdown series, I used an estimate of 27.6 million acres of irrigated farmland that could use compost. That didn't count the forestry acreage in California (33 million). It also doesn't take into account the quantity of compost that people like me want for their tomatoes and their lawns. In short, using compost for highway right of ways is a great end use, one that would help state budgets and reduce headaches for roadway landscape architects. In all likelihood, it would even be good for those stuck in

traffic, having something nice to look at on the side of the road. Getting these people who work within a jungle of regulations and are surrounded by engineers who love pavement above all else isn't easy, but it can be done. Just don't you dare short me out of my share.

*Sally Brown, BioCycle's Senior Adviser and long-time Connections columnist, is a Research Professor at the College of the Environment at the University of Washington.*

## References

Brown, S. and N. Beecher. 2020. Carbon accounting for compost use in urban areas. *Compost Sci. & Utilization*. 27:227-239.

Brown, S., K. Kurtz, A. Bary and C. Cogger. 2011. Quantifying benefits associated with land application of organic residuals in Washington State. *Environ. Sci. Technol.* 45:7451-7458.

TAGS: GREEN INFRASTRUCTURE

## RELATED POSTS

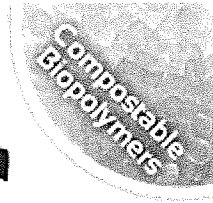
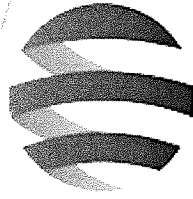
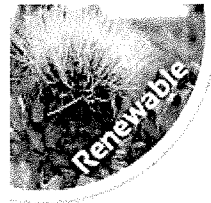
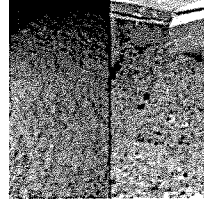
Compost Council Of  
Canada's Virtual Annual  
Conference



Kiss The Ground Movie  
Premieres On Netflix,  
Sept. 22

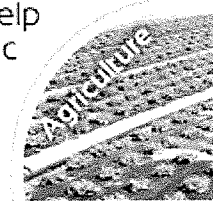


Codigestion Of Food  
Waste In California



# NOVAMONT

Bioplastic solutions  
designed to help  
divert organic  
waste from  
landfills



**ROTO-MIX**

Designed for  
Composting  
Performance

Available in  
Truck,  
Trailer or  
Stationary

USA

620.225.1142  
Cell 620.338.0090  
www.rotomix.com

**ROTO-MIX**

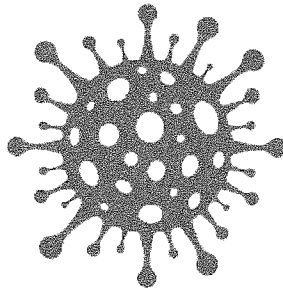




**NOVATO SANITARY DISTRICT**  
*Creating Worth from All of Novato's Waste*

To help our ratepayers cope with  
the impacts of COVID-19,  
Novato Sanitary District is offering

## **RATE RELIEF**



**10% RATE RELIEF** for Low-Income,  
Single Family **RESIDENTIAL** Households

and

A COVID-19 Rate Relief Program for  
**COMMERCIAL AND INSTITUTIONAL**  
ratepayers with partial or full closures  
from shelter-in-place orders

To learn more or apply, go to

**[www.novatosan.com](http://www.novatosan.com)**

**(415) 892-1694 or email [info@novatosan.com](mailto:info@novatosan.com)**

