



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

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

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

SPECIAL BOARD MEETING AGENDA

In accordance with Government Code Section 54956

Megan Clark, Board President, has called for a Special Meeting as follows:

January 18, 2018

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

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

GENERAL SESSION – 3:30 P.M.

1. PUBLIC COMMENT PERIOD:

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

5 minutes – Approximately 3:35 p.m.

CLOSED SESSION – 3:35 P.M.

- 2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Significant exposure to litigation pursuant to subdivision (b) of Gov. Code Section 54956.9 - One potential case.
- 3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS —** Pursuant to Government Code § 54954.2(b)(2); Property: 4238 Redwood Blvd; Agency Negotiator: District Counsel.

25 minutes – Approximately 4:00 p.m.

GENERAL SESSION – 4:00 P.M.

1. PUBLIC COMMENT PERIOD:

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

5 minutes – Approximately 4:05 p.m.

2A. 1

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 Wastewater Treatment Plant Operator Recruitment, Hiring and Salary Negotiation.

Possible expenditure of funds: Yes, Item A.

Staff recommendation: Adopt Consent Calendar – Item A.

5 minutes – Approximately 4:10 p.m.

3A. 1
3B. 1

3. SECONDARY TREATMENT AND RECYCLED WATER TREATMENT FACILITY UPGRADE PROJECT

Receive update on the Secondary Treatment and Recycled Water Treatment Facility Upgrade project.

A) Approve Interim General Manager Authority to Award Contract Amendment 1 to Brown & Caldwell for Additional Services for the Secondary Treatment and Recycled Water Treatment Facility Upgrade

B) Approve Interim General Manager Authority to Award of Contract for Construction Management Services Task 1 for the Secondary Treatment and Recycled Water Treatment Facility Upgrade

Possible expenditure of funds: Yes, Item A up to \$26,500 and Item B up to \$64,000.

Staff Recommendation: Approve Items A and B.

20 minutes – Approximately 4:30 p.m.

4A. 1-3
4B. 1-12
4C. 1-8
4D. 1-10

4. STAFF/CONSULTANT REPORTS:

A. Administrative Department Report – December 2017

B. Collection Department Report – December 2017

C. Engineering Department Report – December 2017

D. Operations Department Report – December 2017

30 minutes – Approximately 5:00 p.m.

5A. 1
5B. 1

5. BOARD REQUESTS:

A. Board Meeting Attendance Requests – Verbal

B. Board Agenda Item Requests – Verbal

5 minutes – Approximately 5:05 p.m.


6. ADJOURNMENT

5 minutes – Approximately 5:10 p.m.

AGENDA APPROVED: Megan Clark, 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 January 17, 2018, at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held January 18, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: January 16, 2018


Teresa L. Lerch
District Secretary

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

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



Consent 2A
Staff/Consultant Reports _____
Agenda Item _____
Date January 18, 2018

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager *CD*
From: Mel Liebmann, Plant Manager *ML*
Mtg. Date: January 18, 2018
Re: Wastewater Treatment Plant Operator Recruitment, Hiring and Salary Negotiation

BACKGROUND:

The Operations Department is staffed by a Plant Manager, a Plant O&M supervisor and five Wastewater Treatment Plant (WWTP) Plant Operator positions. One WWTP Operator position will become vacant when Gary Wettstein is expected to retire from District employment in April of this year. This key position is a necessity that provides sufficient staffing required to operate and maintain the WWTP that continues to evolve and will further increase in sophistication as improvements are completed.

Staff is seeking individuals who have the required certification and excellent mechanical and or, electrical skills, to operate and maintain the advanced process equipment that Operations personnel will be responsible for, in the anticipated secondary treatment improvement project. Staff desires to fill the position of Wastewater Treatment Plant Operator no later than July 1, 2018.

STAFF RECOMMENDATION:

Board approve recruitment, salary negotiation and hiring of a Wastewater Treatment Plant Operator.

FISCAL IMPACT:

Operator Grade I (Steps 6-10) \$5,420.65 to \$6,588.92 per month
Operator Grade II (Steps 8-12) \$5,976.36 to \$7,264.40 per month
Operator Grade III (Steps 10-14) \$6,588.92 to \$8,009.04 per month

Additional pay is available above scale for dual certification at 5% and 10% for triple certification.

Monthly Commute Stipend of \$250 to \$500 available to Operations and Collections staff that live within 15 and 7.5 miles of the District office respectively.

PERSON TO BE NOTIFIED:

N/A



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 3A
 Date January 18, 2018

Agenda Summary Report

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *mpc*
Mtg. Date: January 18, 2018
Re: Approve Interim General Manager Authority to Award Contract Amendment 1 to Brown & Caldwell for Additional Services for the Secondary Treatment and Recycled Water Treatment Facility Upgrade Project

BACKGROUND:

On February 16, 2016, the District hired Brown & Caldwell (B&C) to “peer” review the plans and specifications for the Secondary Treatment and Recycled Water Treatment Facility Upgrade Project (Project) being prepared by Aqua Engineers. B&C completed the Secondary Treatment Expansion Predesign Report in February 2013, which became the bases of most of the design criteria of the Project.

As part of the ongoing bid evaluation process of the Project, Brown & Caldwell has submitted a proposal in response to staff’s request for assistance with selecting a Construction Management firm, and to provide support to develop a schedule of major milestones for successful bid award and project implementation. B&C has submitted a fee schedule on time-and-expense basis with value of services not to exceed \$26,500.

STAFF RECOMMENDATION:

Board approve Interim General Manager authority to award Contract Amendment 1 to Brown & Caldwell for Additional Services for the Secondary Treatment and Recycled Water Treatment Facility Upgrade Project.

FISCAL IMPACT:

Not to exceed \$26,500

PERSON(S) TO BE NOTIFIED:

Brown and Caldwell



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 3B
 Date January 18, 2018

Agenda Summary Report

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *mpc*
Mtg. Date: January 18, 2018
Re: Approve Interim General Manager Authority to Award Contract for Construction Management Services Task 1 for the Secondary Treatment and Recycled Water Treatment Facility Upgrade

BACKGROUND:

On October 12, 2017, the District sent out Request for Proposals (RFP) for Construction Management (CM) and Inspection Services for the Secondary Treatment and Recycled Water Treatment Facility Upgrade project. Four (4) consultants, namely: AnchorCM, Consolidated CM, GHD, and MWH Constructors (MWHC) responded to the RFP by the submission deadline of December 1, 2017.

On January 5, 2018, staff interviewed all four CM firms. The interview panel consisted of representatives from LGVSD, AQUA Engineers, and Brown & Caldwell. After evaluating qualifications and responses to the objectives of the RFP, staff determined that MWHC best meets the District requirements. MWHC has performed similar CM and inspection services for similar projects in San Jacinto, Hesperia & Apple Valley, Lake Forest and Woodland in the past few years.

Staff anticipates awarding a contract to MWHC for CM and inspection services simultaneously with the award of a construction contract to the apparent low bidder at an appropriate time in the future. Staff will continue negotiating the scope of work and fee estimate with MWHC for potential cost savings before awarding a contract.

However, as part of the ongoing bid evaluation process, staff has requested MWHC to submit a separate proposal designated as Task 1 to assist staff in reviewing the apparent low bidder's schedule of values and preliminary schedule prior to award of a construction contract. MWHC fee estimate for the services requested will be presented at the Board meeting. This fee estimate for Task 1 and other overlapping tasks with the RFP will be credited toward the final contract amount with MWHC.

STAFF RECOMMENDATION:

Board approve Interim General Manager authority to award contract to MWH Constructors for Construction Management Services Task 1 for the Secondary Treatment and Recycled Water Treatment Facility Upgrade.

FISCAL IMPACT:

To be reported at the meeting.

PERSON(S) TO BE NOTIFIED:

MWH Constructors

Administration Department Report

December 2017

Below is a summary of the activities performed by the Administration Department during the month of December.

Human Resources and Payroll

Personnel Matters:

- Continued meeting with the Board HR Committee to discuss proposals from FutureSense and RGS to provide human resources services.
- Began onboarding and orientation process for Interim General Manager.
- Began separation process for retiring General Manager.
- Updated retiree medical benefit amounts and notify recipients of 2018 reimbursements.
- Attended California Public Employers Labor Relations Association Annual Conference.
- Attended Liebert Cassidy Whitmore annual labor law update webinar.
- Meet with representatives of OE3 to discuss pending issues.

Retirement contract:

- CalPERS' audit of retirement contract for September 1, 2010 through September 30, 2013 has been finalized. Appeal of outstanding issue is pending. Legal counsel argued for consolidation of cases in Northern California, however this was denied. They will be moving forward with scheduling a hearing.

Payroll:

- Processed 2 payrolls which included:
 - Reviewing 47 time sheets.
 - Matching up 21 absence slips.
 - Absence slips are completed by all employees for requested time off, utilization of sick time, and requests for conference/training attendance.
 - Requests that are for a full day are posted to the master calendar by the District Administrative Assistant.
 - As part of the review of the payroll for processing, these slips are verified with the time reported on the timesheet.
 - Staff is transitioning to paperless time off requests to streamline the process and make the payroll and approval process more efficient.

Administration

- Continuous website updates for posting of agendas, minutes, resolutions, ordinances and public hearing notices, blending events, and personnel changes.
- Attended NBWRA Board meeting.
- Drafted the Winter 2018 newsletter with Data Instincts.
- Reviewed report by R3 on the Marin Sanitary Service Refuse Hauling 2018 rate request.
- Planned holiday lunch for the Board and staff

Board Support

- Assembled four Board meeting agenda packets containing 109 pages.
- Registration for Board member attendance for the CASA conference in Washington, DC

Finance

- Attended annual tax law update training.
- December receipts of sewer user charge were on budget.

December 2017

- December receipts of property taxes are projecting collections in excess of the budget of \$30,000 and ERAF appear to also be \$30,000 in excess of the budget for 2018.
- Private Sewer Lateral Assistance Program activity:
 - No applications were submitted or finalized during December.
 - For the year to date, \$23,466 has been expended. The budget for 2017-18 is \$197,915, so 11.9% has been committed.
- Transactions processed in December:

Number of Transactions	Accounts Payable Payments Issued	Purchase Orders Processed
264	99	14

- Cash activity for the month consisted of transferring funds between the operating account and LAIF for the receipt of the first installment of sewer user charge, property taxes and ERAF for 2018.
- Cash activity for the twelve months primarily relates to the proceeds from the bond sale.

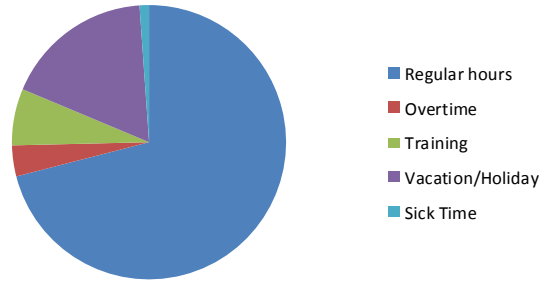
	<u>December 31, 2017</u>	<u>November 30, 2017</u>	<u>Change from Previous Month</u>	<u>December 31, 2016</u>	<u>Change from Previous Year</u>
Cash and Investments					
Bank of Marin-Operating	\$ 187,447	\$ 187,972	\$ (525)	\$ (307,715)	\$ 495,162
Bank of Marin Sweep	301,424	122,716	178,708	640,972	(339,548)
Bank of Marin-Zero Balance	170,334	101,507	68,827	12,555	157,779
Bank of Marin - Surcharge-Marín Lagoon	158	103,146	(102,988)	115,111	(114,953)
Bank of Marin-Surchg. Captains Cove	24,555	24,552	3	33,129	(8,574)
Bank of Marin-Connection Fee	319,908	319,871	37	284,562	35,346
Bank of Marin-Private Sewer Lateral Rehab	141,191	141,186	5	163,873	(22,682)
Petty cash	1,072	1,073	(1)	792	280
Debt Service Reserve-Recycled Water	584,585	583,419	1,166	579,974	4,611
Debt Service Reserve-SRF Loan	292,895	292,311	584	290,584	2,311
Capital Project Reserve Fund	1,910,497	1,910,398	99	-	1,910,497
Bank of Marin Liquid Savings	2,475,009	3,008,042	(533,033)	3,368,925	(893,916)
Local Agency Investment Fund	19,665,916	12,665,916	7,000,000	18,512,547	1,153,369
US Bank - Bond Fund	37,068	37,061	7	-	37,068
Local Agency Investment Fund - Bond Funds	<u>39,820,967</u>	<u>39,820,968</u>	<u>(1)</u>	<u>-</u>	<u>39,820,967</u>
Cash and Investments	<u>\$ 65,933,026</u>	<u>\$ 59,320,138</u>	<u>\$ 6,612,888</u>	<u>\$ 23,695,309</u>	<u>\$ 42,237,717</u>

December 2017

Staff Hours Utilization

During December administration staff utilization of available time was as follows:

Type of Hours	Hours Available	Percentage of Hours Available
Regular hours	371.25	71.0%
Overtime	19.00	3.6%
Training	35.00	6.7%
Vacation/Holiday	92.00	17.6%
Sick Time	5.75	1.1%
Total	523.00	100.0%





Collections Department Monthly Report

December 2017

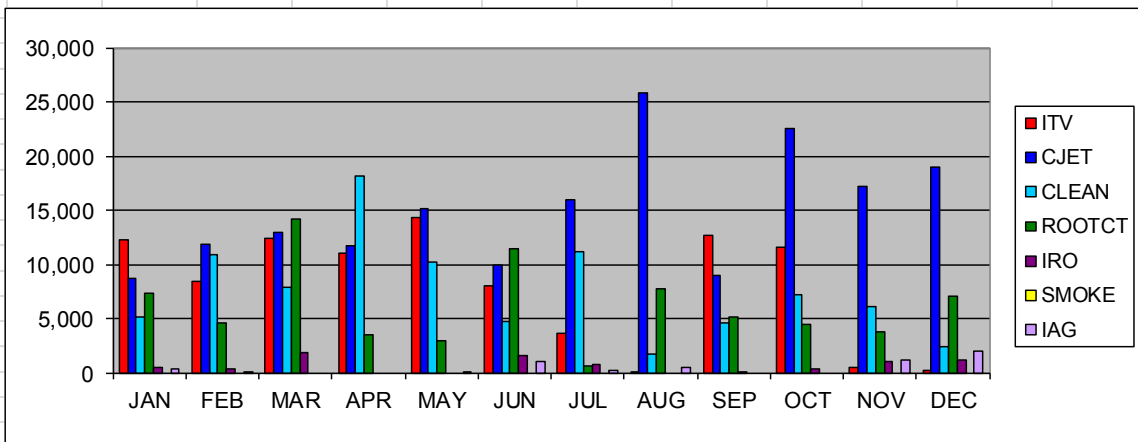
Greg Pease, Collection System/Safety Manager

Department Summary

The LGVSD Collection System Department is responsible for the day-to-day operation and maintenance of 105 miles of gravity sewer lines and 6.72 miles of force mains, servicing a population of approximately 29,000 residents and businesses throughout the District. The department consists of 3 Collection System Operators, 1 Lead Collection System Operator and the Collection System/Safety Manager. General sanitary sewer Preventative Maintenance tasks include hydroflushing, root-cutting, and CCTV inspection. In addition to Preventative Maintenance, Collection System Operators are responsible for lateral repair/replacement inspections, Underground Service Alert (USA) locating, customer inquiries (incident reports), Air Release Valve Maintenance and monitoring 15 pump stations within the District.

Year to Date Footage

COLLECTION CREW 2017													
Measurement in feet													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ITV	12,194	8,481	12,334	10,980	14,272	7,949	3,628	136	12,614	11,595	528	200	94,911
CJET	8,717	11,831	12,940	11,722	15,185	9,952	15,992	25,883	8,958	22,513	17,146	19,014	179,853
CLEAN	5,187	10,864	7,871	18,194	10,139	4,687	11,105	1,645	4,564	7,187	6,077	2,432	89,952
ROOTCT	7,315	4,546	14,133	3,504	2,895	11,501	662	7,793	5,090	4,388	3,826	7,075	72,728
IRO	501	400	1,871	0	0	1,519	770	0	105	300	977	1,102	7,545
SMOKE	0	0	0	0	0	0	0	0	0	0	0	0	-
IAG	288	80	0	0	44	1010	225	420	0	0	1201	2000	5,268
TOTAL	34,202	36,202	49,149	44,400	42,535	36,618	32,382	35,877	31,331	45,983	29,755	31,823	450,257



Preventative Maintenance

December 2017

Hydro-Flushing

CJET/CLEAN

111 sewer mains, totaling 21,446 linear feet (4.1 miles), were flushed in the month of December.

CCTV Inspections

ITV/IRO

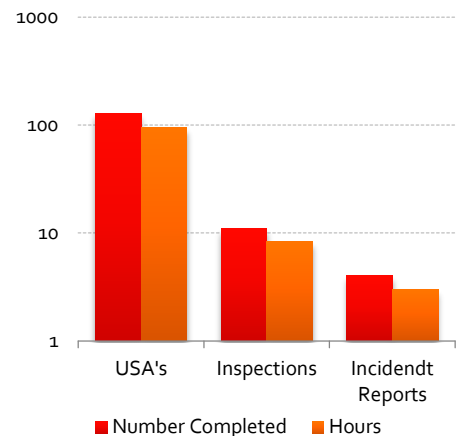
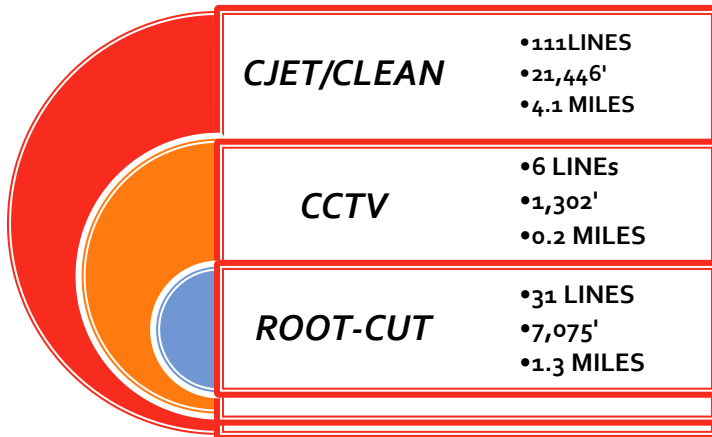
6 sewer mains, totaling 1,302 linear feet (0.2 miles), were inspected via CCTV inspection.

Root-Cut

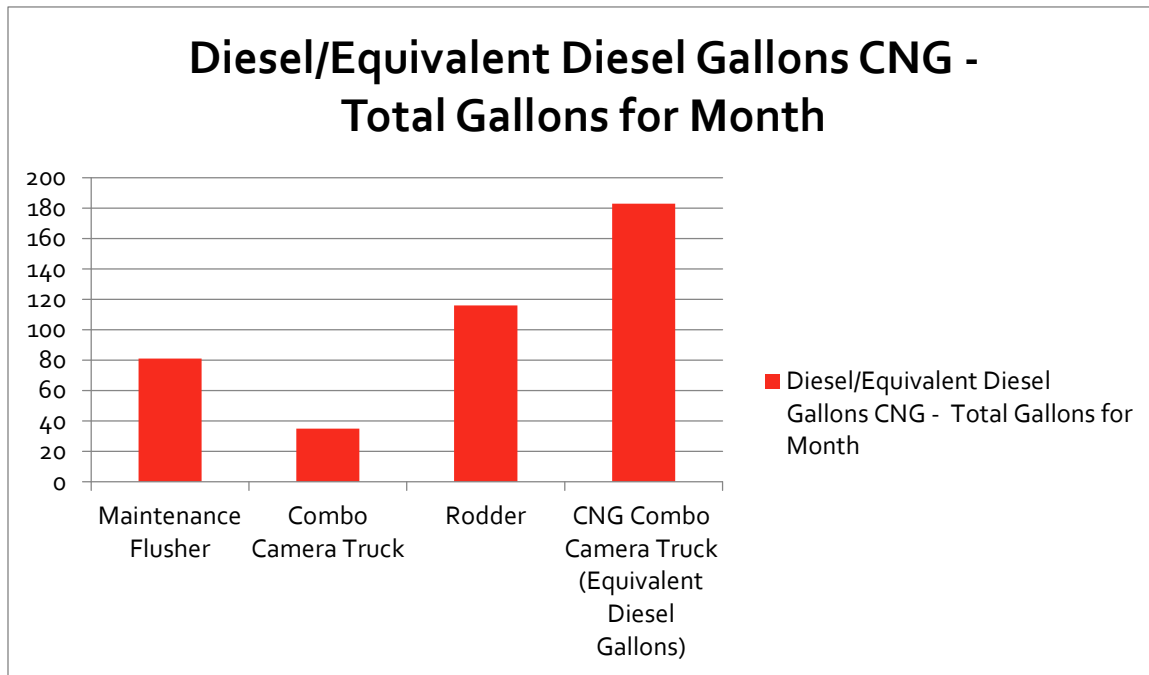
31 sewer mains, totaling 7,075 linear feet (1.3 miles), were Root-Cut.

MISCELLANEOUS TASKS

- ▲ **UNDERGROUND SERVICE ALERT (USA)**
127 USA'S completed (0.75 hours x 127 = 95.25 hours)
- ▲ **LATERAL INSPECTIONS**
11 inspections completed (YTD =96)
(0.75 hours x 11= 8.25 hours)
- ▲ **INCIDENT REPORTS**
There was 4 incident for the month of December.
- ▲ **AIR-RELEASE VALVE (ARV) MAINTENANCE**
No maintenance to report



Fuel Used



Repairs Required (December 2017)

- Aries Camera Head and controller in Fresno – Warranty Repair

Miscellaneous Info

- Merrydale repair and inspection - RVSD/LGVSD collaboration
- Guide Dog For The Blind – District Access discussed and evaluated with architect – on site
- Christmas/Holiday party

Collection System Spill Summary

December 2017

Sanitary Sewer Overflows (SSO)

There were no Sanitary Sewer Overflows reported/verified on District system or public right-of-way for the Month of December 2017.

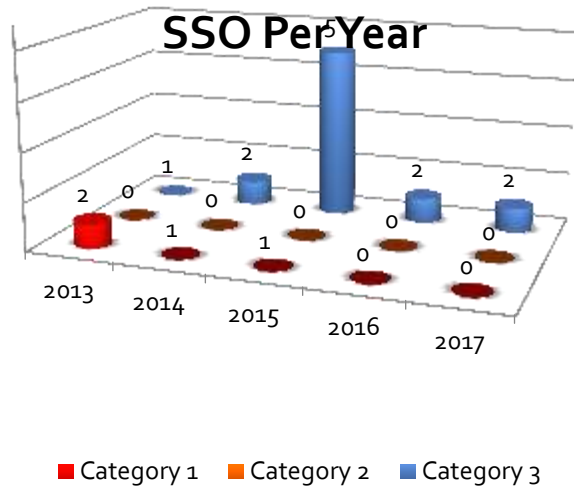
of spills Year To Date = 2

of gallons spilled Year To Date = 69

Category 1 – Reaches waters of the state, any volume

Category 2 – SSO more than a 1,000 gal that does NOT reach waters of the state

Category 3 – All other SSO's (i.e. less than 1,000 gal that do NOT reach waters of the state.)



SEWER SYSTEM OVERFLOWS (PROJECTED - PER 100 MILES/PER YEAR) CATEGORY 1

	# of Spills	Net Volume (Gallons)
LAS GALLINAS CS	0.0	0.0
STATE MUNICIPAL AVG	5.70	9,522.88
REGIONAL MUNICIPAL AVG	6.31	3,962.10

SEWER SYSTEM OVERFLOWS (PROJECTED - PER 100 MILES/PER YEAR) CATEGORY 2

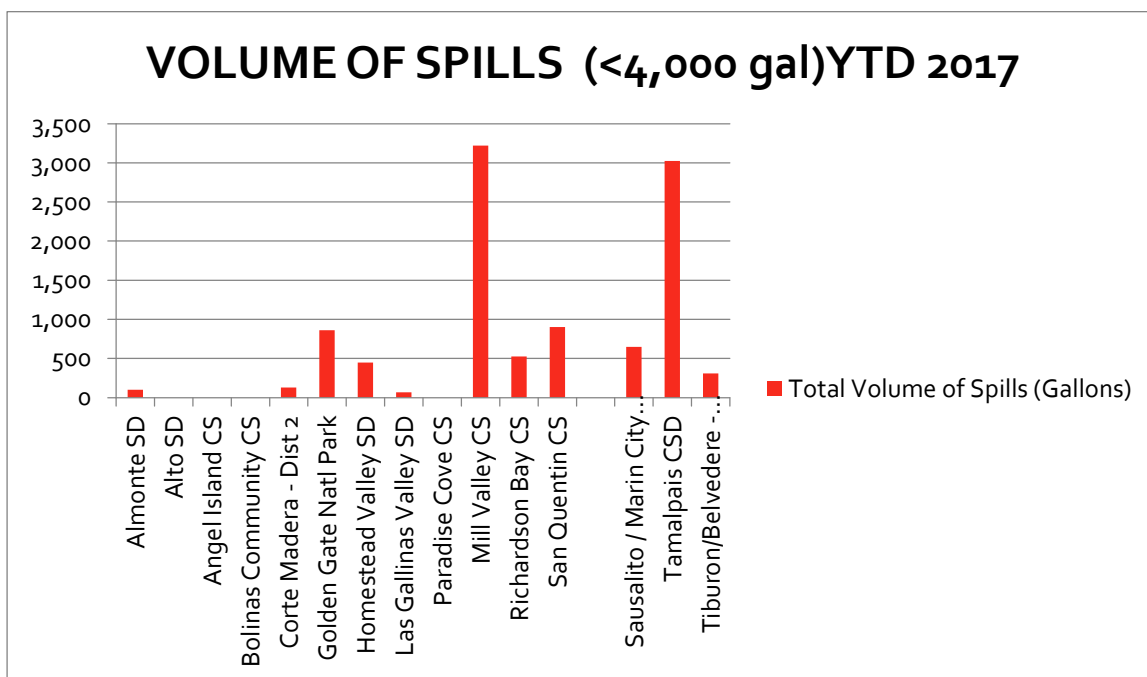
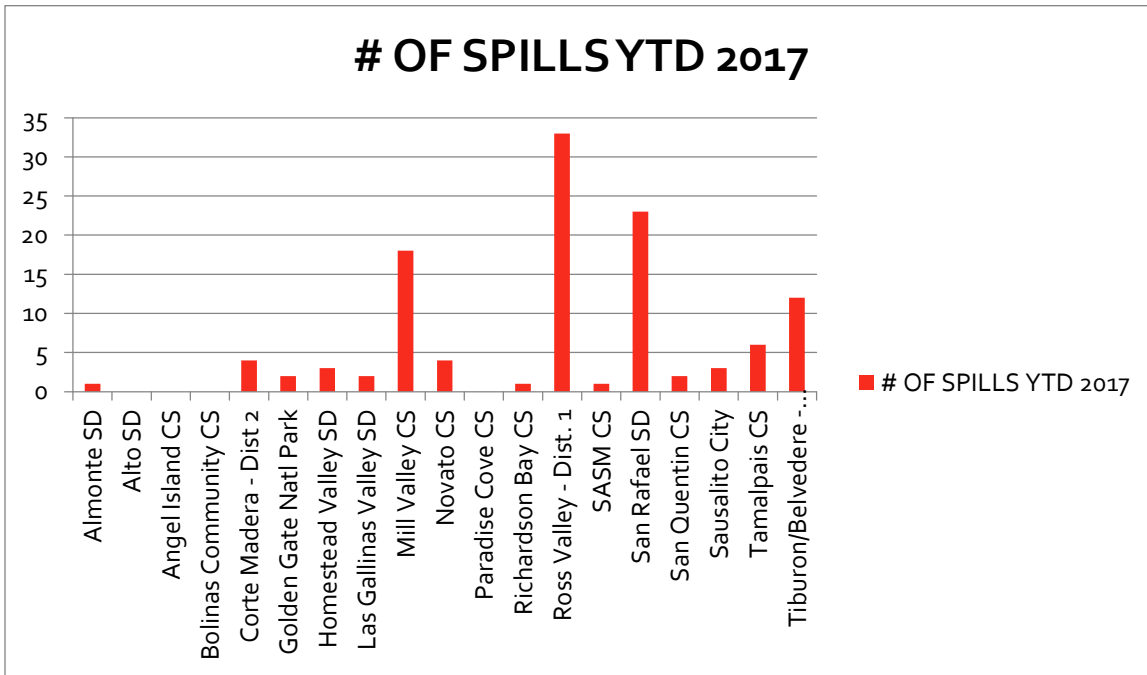
	# of Spills	Net Volume (Gallons)
LAS GALLINAS CS	0.0	0.0
STATE MUNICIPAL AVG	2.64	1,839.49
REGIONAL MUNICIPAL AVG	2.45	278.67

SEWER SYSTEM OVERFLOWS (PROJECTED - PER 100 MILES/PER YEAR) CATEGORY 3

	# of Spills	Net Volume (Gallons)
LAS GALLINAS CS	1.80	2.38
STATE MUNICIPAL AVG	5.51	62.78
REGIONAL MUNICIPAL AVG	6.54	30.1

Marin County Sanitary Sewer Overflows (SSO) Regional

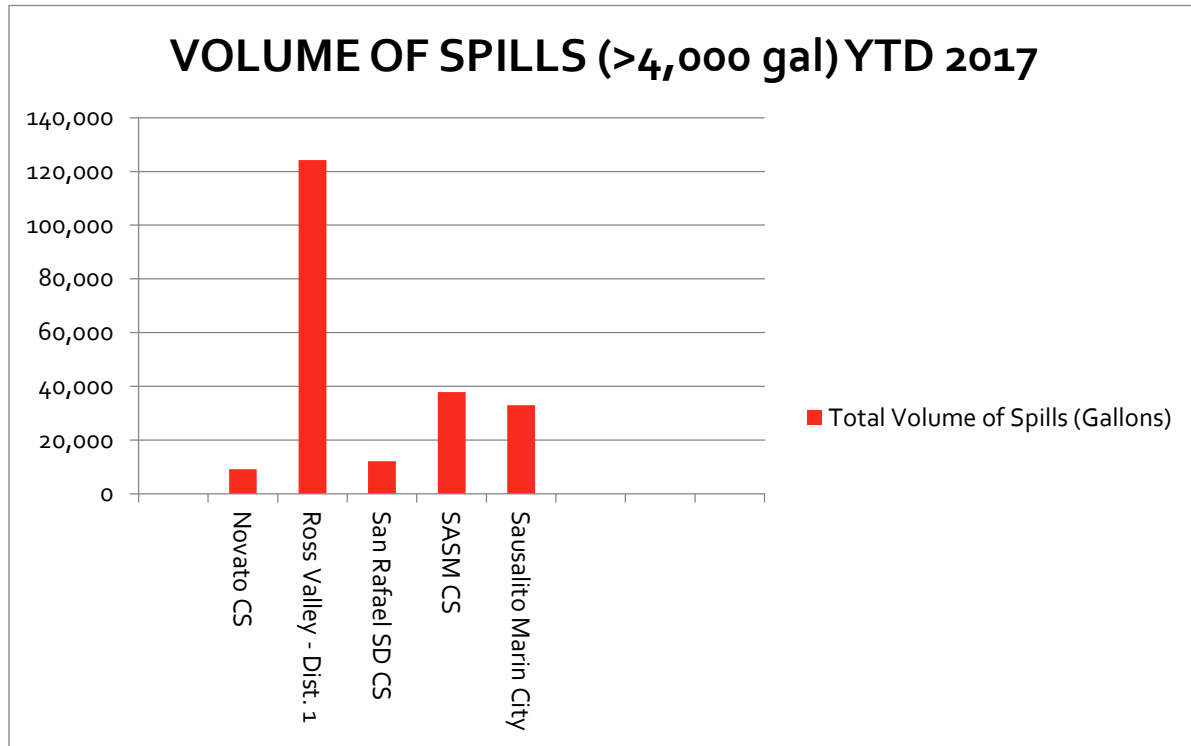
December 2017



Marin County Sanitary Sewer Overflows (SSO) regional

December 2017

Large Volume Spillers



LGVSD Safety

Training

December Training (Du-All Safety) – Electrical Safety Refresher

Injuries

None

Lost Time Accidents

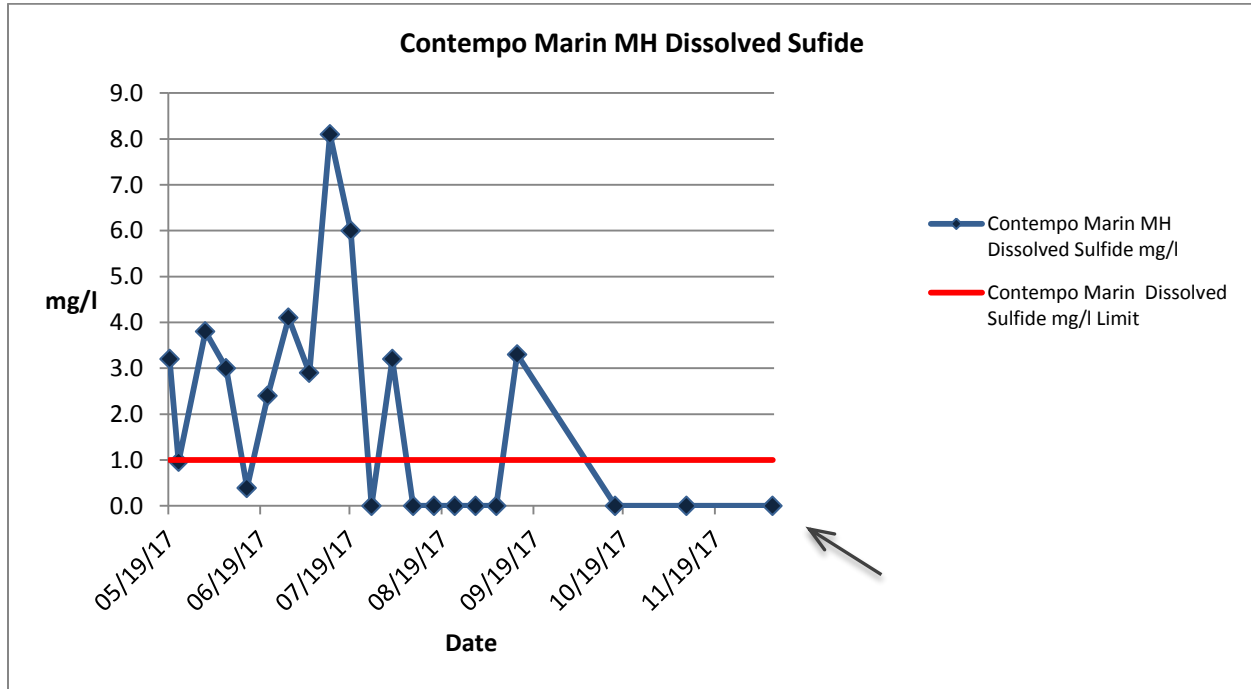
Last Lost Time Accident 9/27/2016 – It has been 461 Days since our last lost time accident

Safety Committee

Safety Committee Meeting Scheduled for December 12, 2017. Annual facility inspection performed.

Contempo Marin Discharge Dissolved Sulfide

December 2017



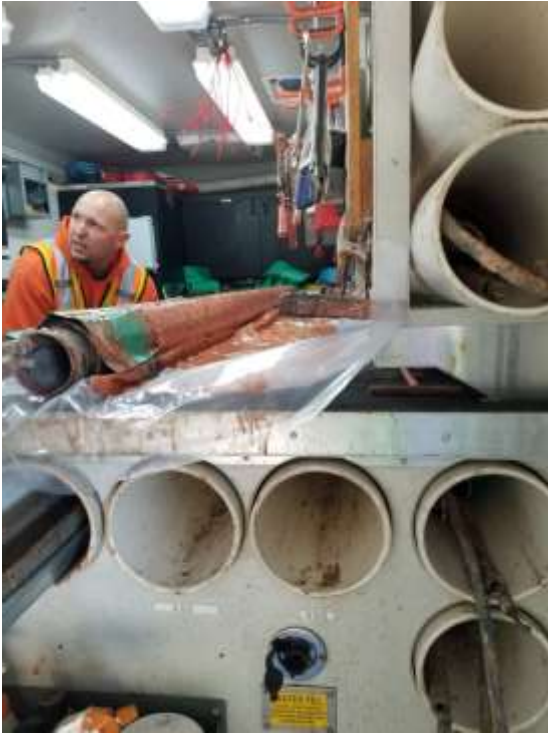
Collection System Repairs - Line Crew Observations

December 2017

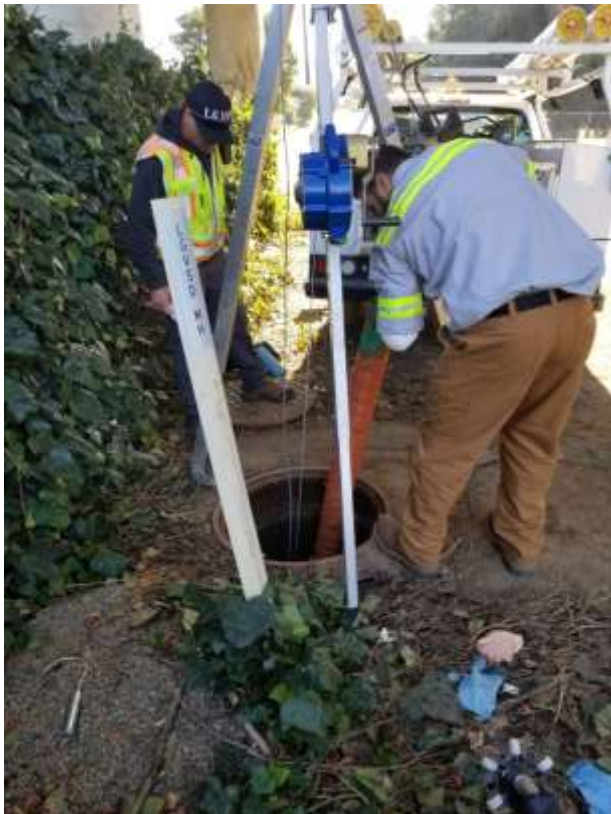
Collection System Repair - Line Crew Observations 2017					
Date	Address	Description of Problem	Priority Level (1-5 ; 1-low 5-high)	MH #'s (Upstream +Downstream)	Initials
12/1/17	El Fasian	Roots in hanhole	5	T035.25	C.G./B.J.
12/1/17	El Fasian	Roots in hanhole	5	T035.21	C.G./B.J.
12/1/17	St. Vincent	Unsafe access of manhole.	5	M000.47	C.G./B.J.
12/1/17	578 Miller Creek	Broken manhole collar/a.c.	5	M033.05	C.G./B.J.
11/15/17	blue blossom easment	roots intruding from first barrel connects to M.H. base	3	M123.03 to M123.01	BB
11/20/17	584 Miller creek	asphalt missing around frame set at M033.05	4	M033.07 to M033.05	BB
11/30/17	outside duckett p.s.	severe break where 6in main ties into M.H. T010.03	5	T012.01 to T010.03	BB
11/30/17	Manhole right inside duckett P.S.	severe root inside M.H. T010.01	5	T010.03 to T010.01	BB

Collection System Repair - Mutual Aid RVSD Merrydale Repair





8' Fiberglass repair being prepared for installation



Inserting repair plug



Inserting the 8' Fiberglass Repair



RVSD staff removing plug



RVSD staff removing plug

Engineering Department Report

December 2017

(Note: New activities since last report are italicized and underlined.)

A. TREATMENT PLANT/RECLAMATION/RECYCLED WATER

1. Biogas Energy Recovery System

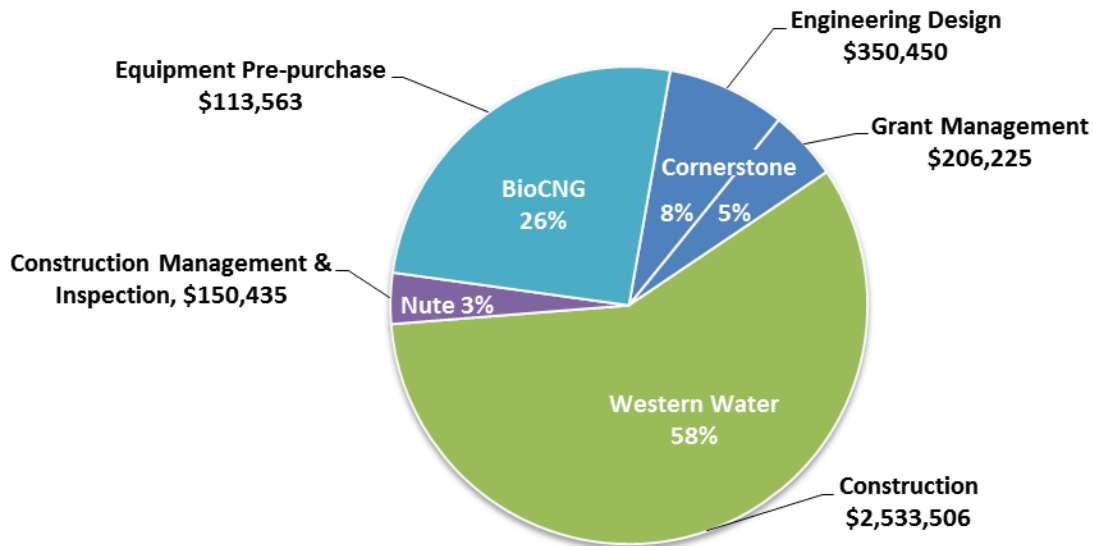


Figure 1.1: Total project cost to date: \$4,354,179

- **Recent activities with Cornerstone (design consultant):**
 - Staff and Cornerstone continue to discuss and investigate startup issues.
 - Third Start-up occurred the week of 12/18/2017.
 - BERS is able to produce RNG with both microturbines running while maintaining a retention flame on the waste gas burner.

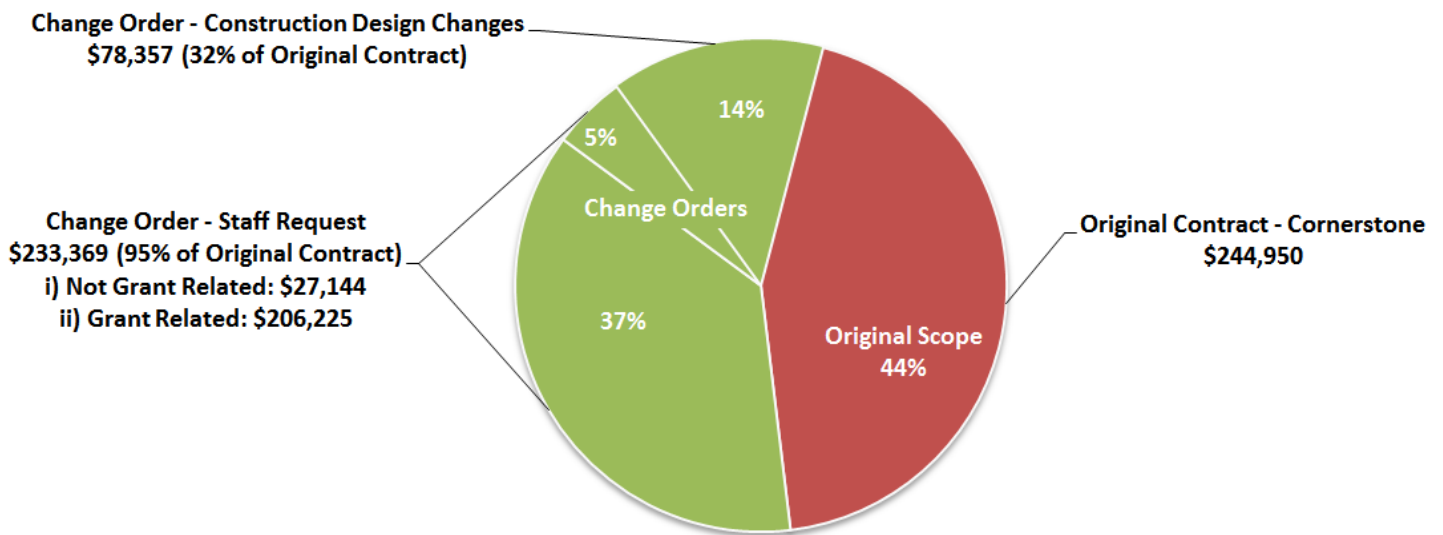


Figure 1.2: Design cost with Cornerstone to date: \$556,675

- **Status of current and other potential funding sources:**

	Status	Amount
CEC Alternative and Renewable Fuel and Vehicle Technology Program	<ul style="list-style-type: none"> ▪ Amendment approved for a no-cost 6-month time extension. ▪ LGVSD applied for a six-month extension on 7/27/2017 because of insufficient time to collect 6 months of usage data before Agreement expiration date. ▪ Received Notice of Proposed Award on 8/20/2015. 	\$250,000
CEC Advancing Clean Energy from Biogas, Biomethane, and Natural Gas	<ul style="list-style-type: none"> ▪ <u>Submitted written Notice of Completion of Construction on 1/11/2018.</u> ▪ LGVSD needs to apply for an extension when the system is operational. ▪ Amendment approved on 2/29/2016 for budget revision. ▪ Executed Agreement on 6/17/2015. 	\$999,070
California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) Sales and Use Tax Exemption	<ul style="list-style-type: none"> ▪ Executed Master Regulatory Agreement, effective 8/20/2015. 	Tax exclusion value of \$72,960
Self-Generation Incentive Program (SGIP)	Declined	
Natural Gas Vehicle Incentive	Not claimable, purchase made outside of the reservation window.	

Description	Amount (\$)	Percentage (%)
Grants + Tax Exclusion	\$1,322,030	30%
District Funds	\$3,032,149	70%
<i>Total:</i>	\$4,354,179	100%

- **Construction activities (Western Water):**

- Construction issues discovered during start-up:
 - leakage at the methane storage tank due to degraded gaskets
 - malfunctioning water sensor preventing hydronic boiler from starting

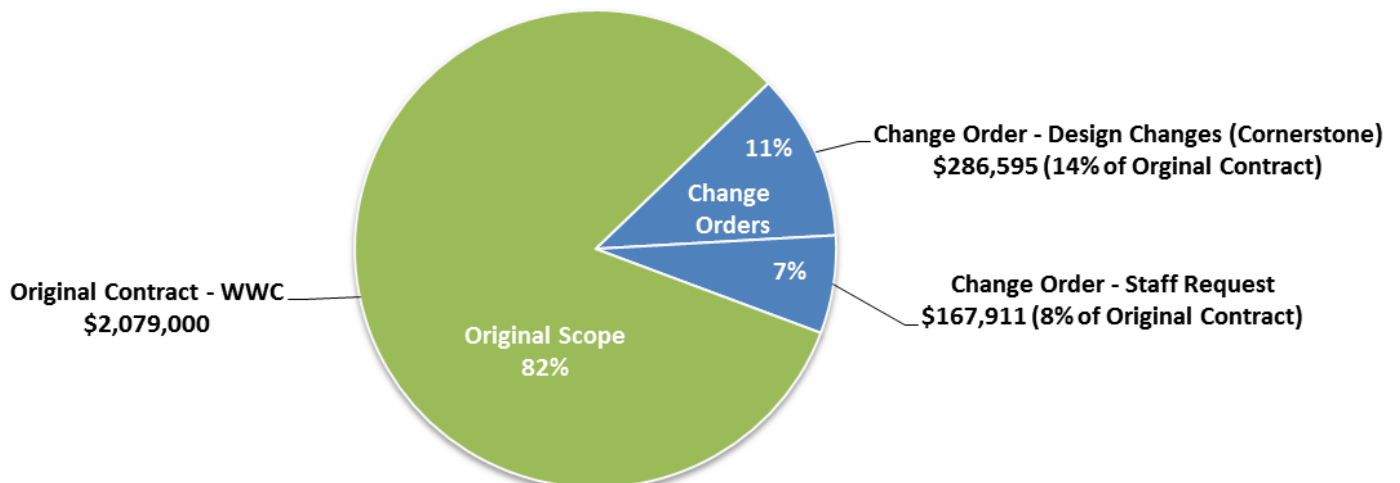


Figure 1.3: Construction cost with Western Water Constructors to date: \$2,533,506

- **Recent activities with BioCNG (pre-purchase of equipment):** Release of final payment is on hold pending operation of the system.

Description	Amount (\$)	Percentage (%)
Original Contract - BioCNG (adjusted with Sales Tax Exemption)	\$1,015,359	91%
Change Order - Staff Request	\$98,205	9%
<i>Total:</i>	\$1,113,563	100%

- **Improvements to Canopy Structure at Smith Ranch Fueling Station**
 - Existing canopy is unable to prevent rain coming through and does not provide sufficient coverage on the sides.
- **Fencing at Smith Ranch Pump Station**
 - Grading and fence design is not 100% compatible, which results in a clearance in excess of 2 inches between ground and bottom of the fence.

2. Secondary Treatment and Recycled Water Plant Upgrade

Funding Activities: No Updates

	Status	Amount
U.S. Bureau of Reclamation (USBR) WaterSMART Title XVI Grant	<ul style="list-style-type: none"> ▪ Provided requested documents ▪ Submitted application on 12/10/2015 	Received a \$750,000 (estimated) construction grant thru NBWRA.
State Revolving Fund (SRF) Loan	Canceled	
Pacific Gas and Electric Company's Self-Generation Incentive Program (SGIP)	<ul style="list-style-type: none"> ▪ Submitted Savings by Design (SBD) application on 7/6/2015. 	Potential savings of up to \$500k toward construction; Extra \$50K toward design
Bond Funding	<ul style="list-style-type: none"> ▪ Bond sale occurred on 4/11/2017. 	\$41,670,000

Design and Bidding Activities:

- Two contractors submitted bids for the plant upgrade project.
 - Flatiron West Inc.: \$57,958,378 (\$51,006,378 without bid alternates)
 - Kiewit: \$68,387,378 (\$61,546,378 without bid alternates)
- Staff continues to discuss next steps for the project because Flatiron's apparent low bid came in at \$58 million, which is 66% over the engineer's estimate of \$35 million.
- Staff is in discussion with County of Marin for lease or purchase of two county properties related to the plant upgrade project. Staff and County staff to meet on 1/22/2018 for further discussion.
- Pre-Qualification:
 - Approval of List of Prequalified General Contractors and Electrical Subcontractors: 9/14/2017 & 9/28/2017
- Equipment Purchase of the Secondary Treatment Upgrade project:
 - Equipment submittals have been received and currently under review by AQUA.

Construction Management and Inspection Services:

- Staff has completed the Request for Proposals and solicited proposals from qualified Resident Engineers to provide construction management, inspection, and miscellaneous funding compliance monitoring services for the project.
 - Proposal Due Date: 12/1/2017
 - Interviews: 1/5/2018; all four CM firms were interviewed.
 - Proposal evaluation is complete.
 - Staff requested proposal for additional pre-construction services from MWH Constructors.
 - Award of Pre-Construction Contract: 1/18/2018, pending Board Approval

Projects to be Combined with Secondary Treatment Upgrades:

- **Recycled Water Facility Expansion**
- **Reclamation Parking Lot and Miscellaneous Site Improvements**
 - Access road design from entrance of WildCare to tie in point of the AQUA design is currently on hold, until further notice.
 - AQUA has taken over the design for the parking lot and sections of the road.
 - BKF Engineers has completed the 90% design.

3. Operations Control Center (OCC) – ON HOLD

4. Lower Miller Creek Maintenance

- Outstanding Issues:
 - Rock cross vane installed in Lower Miller Creek is now a barrier to fish passage. Resolved.
 - Existing bench location is at a low point. Staff requested contractor to relocate the bench and regrade the area.
- Staff to discuss Five-year Long-term Maintenance Plan for the revegetation.
- Hanford ARC (subcontractor to CATS4U) has completed irrigation system installation and revegetation.
- Construction resumed on 9/6/2017. Channel excavation improvement has been completed. CATS4U finished installation of culverts, gates, and fencing west of the creek.
- CATS4U reestablished the creek flow line in the areas dredged last year by removing some silt deposit to maintain a uniform downward slope up to the bridge.
- Authorizations received from the following agencies: San Francisco Bay Conservation and Development Commission, US Army Corp of Engineers, National Marine Fisheries Service, California Department of Fish and Wildlife, SF Bay Regional Water Quality Control Board (RWQCB), U.S. Environmental Protection Agency (EPA), U.S. Fish and Wildlife Service, State Lands Commission, and Marin County.
- Notice to Proceed: 8/22/2016
- Award of Construction Contract: 8/4/2016

5. Primary Digester Miscellaneous Improvements

- Outstanding Issues:
 - Western Water Constructors needs to provide better support for some new conduits. WWC agreed to complete as part of BERS project. Issue is considered resolved.
 - WWC to remove of scrap metals (old guardrails) from the temporary storage area. Resolved.
- Notice of Completion: 2/8/2018
- WCC began construction on 3/13/2017.
- Project has been split into three categories:
 - **Primary Digester Sandblasting and Painting:** Complete.
 - **Prefabricated 316SS Primary Digester Dome:** Complete.
 - **Primary Digester Improvements 2016:** See above.

6. Equipment Building Sludge Pumps 9 and 11 Replacement – No Updates

- Staff is developing plans and specification for the replacement of 2 existing belt-driven Wemco grit pumps at the equipment building.
- Engineer's estimate: \$50,000

7. Primary Biofilter Feed Pump #1 Replacement

- Gregory Equipment Inc. (GEI) has completed installation of screenings compactor discharge pipe support, manifold mounting plate, and pipe support for the biofilter pump.
- Pump submittal has been released. Lead time of this pump is 14-16 weeks. Upon delivery, GEI will return to site for installation and project completion.
- Award of Contract to Gregory Equipment, Inc.: 9/14/2017
- The projects provides for the replacement of an existing Cascade Model 12AF horizontal pump, including the installation of four heavy duty, floor-mounted pipe supports, at the Biofilter Pump Pit.
- Call for Bids: 7/13/2017

B. COLLECTION SYSTEM/PUMP STATIONS

1. 400 Merrydale Rd 6-inch Sewer Sliplining

- Nor-Cal Pipeline Services has completed CIPP (cured-in-place pipe) installation on 1/17/2018.
- Award of Contract: 11/9/2017
- Call for Bids: 9/14/2017
- The projects provides for rehabilitating of approximately 270 lineal feet of existing 6-inch Asbestos Cement Pipe (ACP) sewer behind Michaels Craft Store near the Merrydale Rd-Hwy101 bridge overcrossing.

2. Descanso PS Generator Installation & Reliability Upgrades

- Release of Retention: 12/27/2017
- Notice of Completion: 11/9/2017

- Scope of Work: Re-purposing the current standby towable generator as permanent backup generator for the Descanso PS, complete with automatic and manual transfer switches and associated power and signal wiring; Wet well piping replacement and disposal of existing generator at Descanso PS; Miscellaneous site paving and other improvements.

3. Rafael Meadows PS Generator Installation & Reliability Upgrades

- District and City of San Rafael staff met to discuss options of the layout on 9/13/2017.
- City of San Rafael has distributed its preliminary concept to include a variable width pathway down North Merrydale Road, which runs in front of District's Rafael Meadows Pump Station. The proposed parking stalls could potentially limit District access to the pump station.

4. Sewer Main Rehabilitation 2016

- Release of Retention: 12/14/2017
- Notice of Completion: 10/26/2017

5. John Duckett PS & Terra Linda Trunk Sewer Improvements

- GHD and V&A gave a presentation to the Board on 3/9/2017 on proposed improvements, updated project cost, and wet weather evaluation.
- Staff requested GHD to provide a revised proposal to better reflect the revised scope based on input from the District.
- Staff is reviewing Draft 2016 Sewer Flow Monitoring and Inflow/Infiltration Study.
- Staff will discuss a revised engineering design cost from GHD for the miscellaneous design changes requested by the District.

6. Combined Terra Linda/Duckett/Mulligan/Smith Ranch Force Main Rehabilitation – On Hold

- Staff met with the Silveiras on 10/4/2016 to discuss easement realignment.
- Staff has reviewed the draft easement map prepared by ILS for the proposed realignment of existing easements running across Silveira Ranch and Wildcare site.
- Lower Marinwood Trunk Sewer Improvements will become part of this project.

7. Hawthorne Pump Station Property Line

- Property line and existing fence does not match. Record of Survey has been submitted and waiting for final approval from the County Surveyor.
- District to replace existing fencing at a later date.

8. Floating Solar

- Staff to provide assistance with contract development and provide inputs from engineering perspective.

C. LAND DEVELOPMENT, LAFCO & MISCELLANEOUS ACTIVITIES

1. Land Development Projects:

- County of Marin projects:
 - The Oaks – A new residential care facility comprised of two buildings. The Main Building would include 51 independent living units or rooms and the Assisted Living/Memory Care Building would include 75 living units or rooms.
 - Responded to latest submittal on 7/3/2017
 - Upper Road – Modification of a previous land division of a 2.79-acre vacant parcel.
 - Responded to latest submittal on 7/5/2017
 - Busse Land Division – Vacant Land on Sunny Oaks Dr and N. San Pedro Rd: Proposed to divide a 4.4 acre lot into four lots.
 - Responded to latest submittal on 7/13/2017.
- City of San Rafael projects:
 - 1060 Las Pavadas Ave – Applicant requests to reduce the rear yard setback requirements and legalize an existing rear sunroom addition to the residence.
 - Staff responded to latest submittal.
 - 3833 Redwood Highway – Demolition of three one-story classroom buildings, construction of ten three-story townhome buildings with a total of 44 residential units, and 92 parking spaces.
 - Staff responded to latest submittal on 11/2/2017.
 - Fire Station No. 57 – Development of a new fire station to replace the existing. Central Marin Sanitation Agency developed a monitoring program for the Automated Rainwater Diverter System that connects to both storm and sewers for the truck wash area.
 - City of San Rafael has submitted an application to dispose of treated water into LGVSD collections system. Central Marin Sanitation Agency is finalizing the permit.
 - Staff met with City staff on 7/21/2017 to discuss manhole access issue.
 - Staff met with County staff on 8/4/2017 to discuss manhole access issue.
- Helen Vine Center:
 - Staff met with contractor for the Helen Vine Center to go over LGVSD requirements of their sewer facilities.
- Guide Dogs for the Blind
 - Staff responded to a list of questions from contractor regarding District standards and acceptable alternatives, such as backflow prevention device and cleanout size.
- Applications received and processed for Addition/Alteration: N/A
- Public Notice Received:
 - Notice and Referral of Planning Application – The Oaks Master Plan Amendment, Design Review, and Tree Removal Permit

2. LAFCO – No Updates

- 1501 Lucas Valley Road

- Staff has discussed the preliminary design of a private sewer system with Camiccia Construction.
- Received copy of “An Agreement Limiting Wastewater Services Pursuant to Conditions of annexation of Territory” prepared by Cassandra Hatch of Camiccia Construction and signed by the property owner.
- Dave Byers reviewed and approved the agreement for Mark Williams’ signature.
- Returned the signed document to the property owner.
- LAFCO will finalize its portion of the annexation process for LGVSD review.
- 91 Glenside
 - Staff drafted a letter regarding connection fees payable to LGVSD for legal counsel’s review.
 - LAFCO has filed for recordation a Certification of Completion for the re-annexation (reorganization) of the property into LGVSD from San Rafael Sanitation District.
 - The architect will resubmit plans for lateral reconnection to LGVSD for review and approval.
 - LGVSD to develop fee schedule and miscellaneous fees for the property.



December 2017

Operations Department Report



BERS Microturbines in Operation

Recycled Water Facility Totals

- 218,583 Gallons Distributed to North Marin Water District
- 1,224 kilowatt hours consumed, approximate cost = \$177.50

Bio Gas Production & Utilization

- 845,536 scf Total Digester Gas Produced
- 670,553 scf abated by Waste Gas Burner
- 174,983 scf utilized by Digester Gas Boiler

Events

- The Deep Bed Filter chlorine analyzer stopped drawing sample water through the flow cell. Staff rebuilt the analyzer including the pump motor, tubing and rollers.
- The motor starter for the Deep Bed Filter backwash pump #1 failed and required replacement.
- On December 14th and 23rd the Treatment Plant and multiple pump stations experienced a brief loss of utility power.
- Valve exercising, flow meter vaults, and sump pit cleaning was performed at all pump stations.
- The Treatment Plant has difficulty in meeting copper permit restrictions. Alternative Copper treatment alternatives are being explored.
- A final BERS start-up was performed by Cornerstone/Tetrattech. At least one microturbine has been operating since the week of start up. Methane gas leaks prohibited the startup team from fully testing the RNG storage tank and slow fill station. Western Water Constructors has been contacted to repair the gas leaks.
- Operations staff rebuilt Primary Biofilter pump #1. Persistent cavitation lead to the pump's premature failure.
- A power cord was found connected to Rafael Meadows pump station that lead to an adjacent homeless encampment. A report that included damage to the station's fencing was submitted to San Rafael PD.
- Glycerin is currently being fed to the Primary Digester and stored in a bulk storage tank. When the current glycerin supply is exhausted, the bulk storage tank will be repurposed for Ferric Chloride.

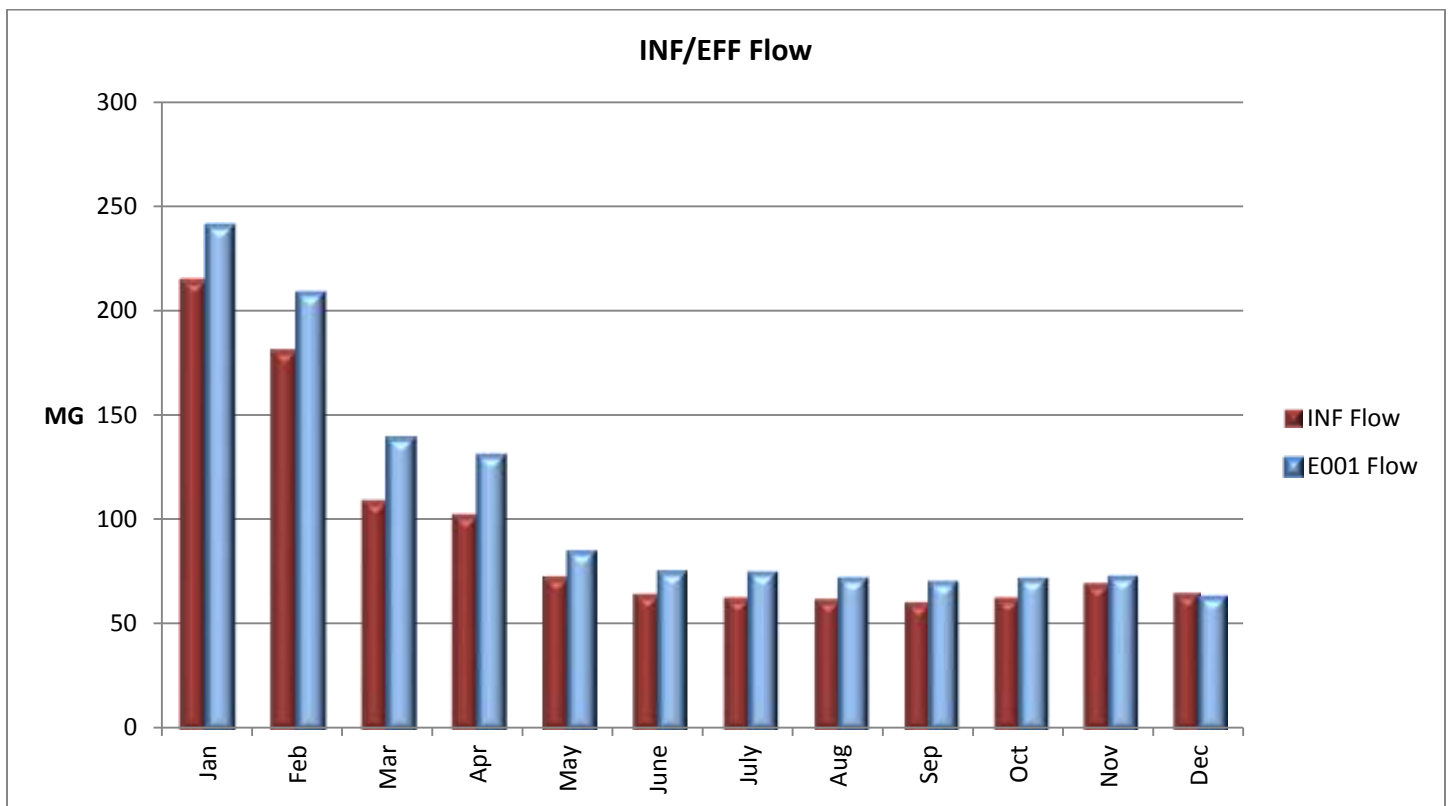
Operations Department Employee Hours Report

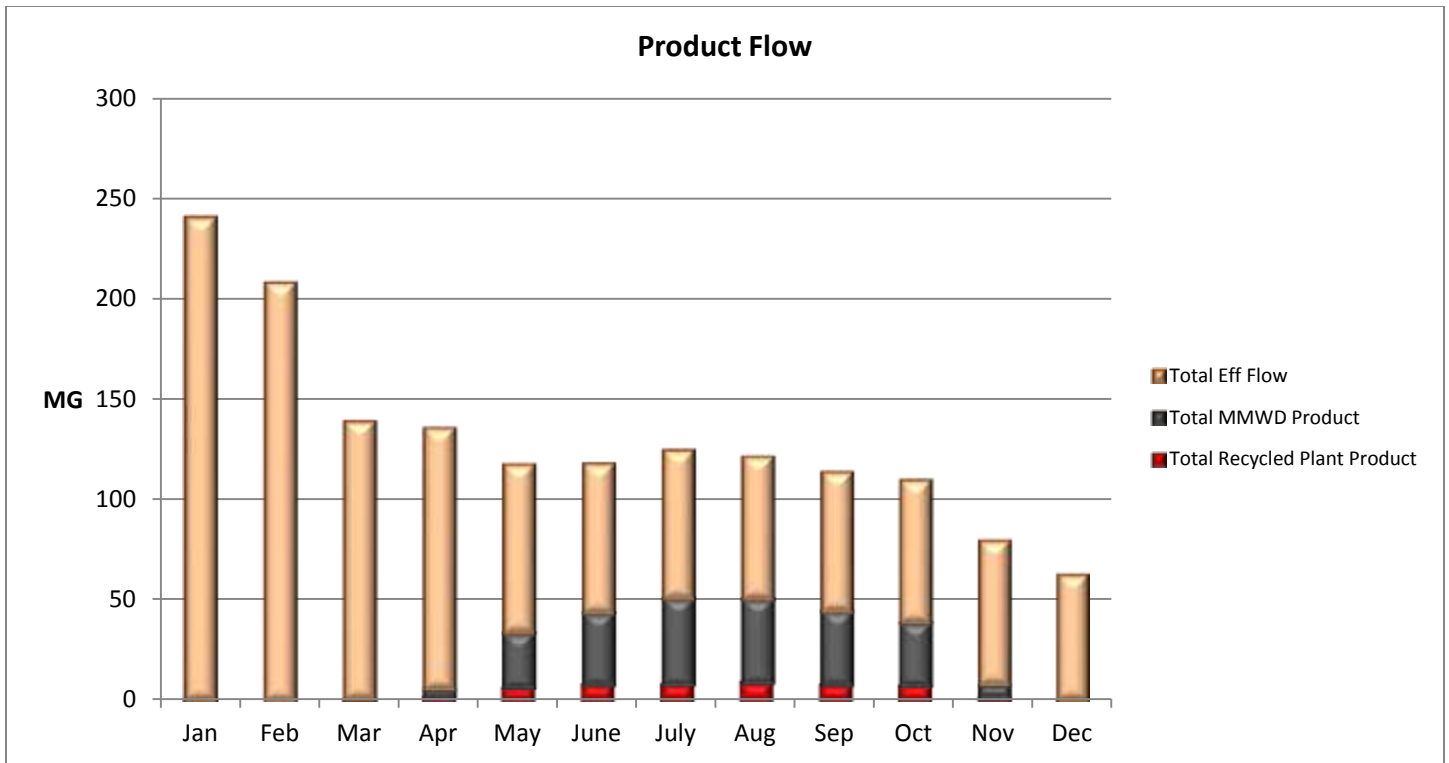
Type of Hours	Hours Available	Percentage of Hours Available
Regular Hours	1,253.75	77.38%
Conference & Training	11.50	0.71%
Stand-By	62.00	3.83%
Overtime	30.25	1.87%
Vacation & Holiday	234.25	14.46%
Sick	28.50	1.76%
Total	1,620.25	100%

Lab Summary

The District continued discharging effluent to Miller Creek during the month of December. All monitoring requirements for NPDES permit were met and constituents were below permit limitations with the exception of the copper.

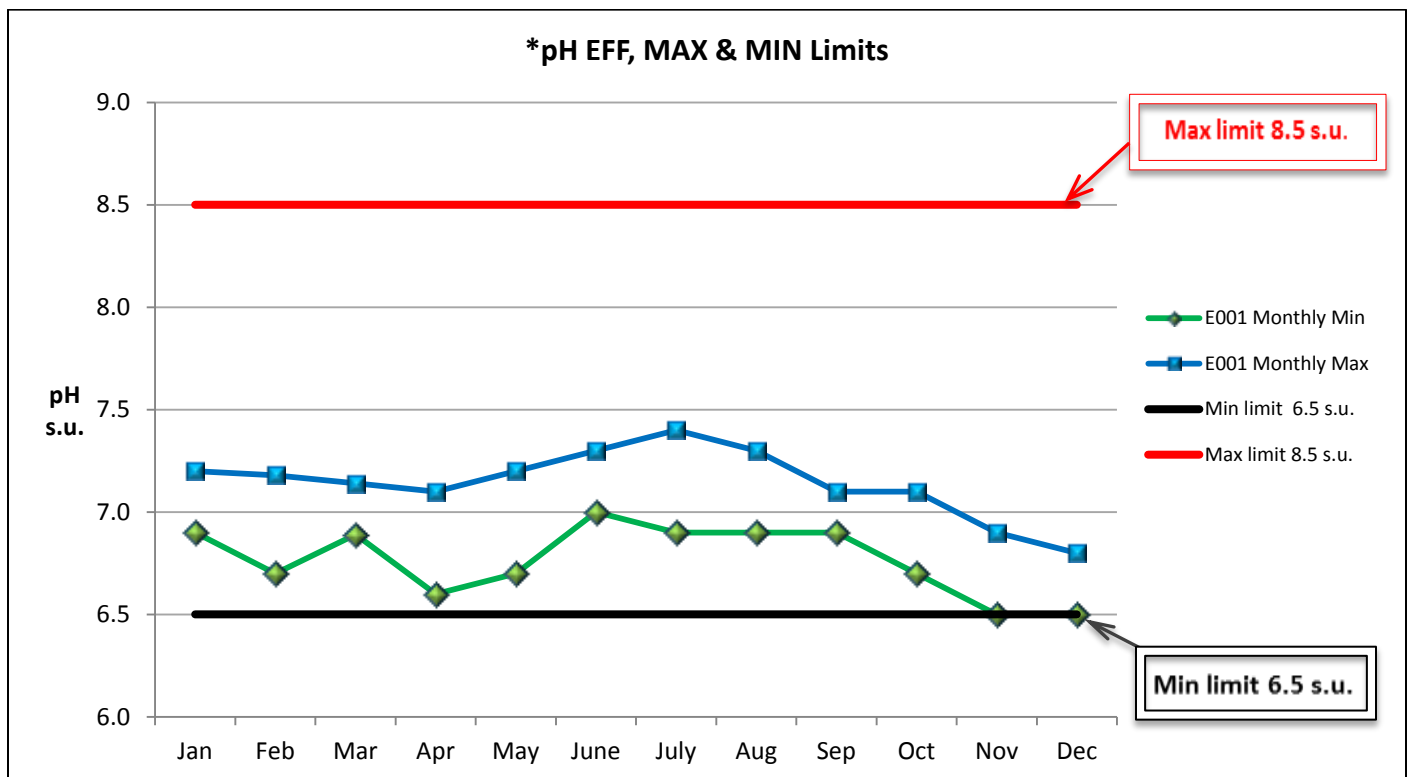
- **Copper:** The copper results (EFF-001 sample date December 6th), had a value of 11 ug/l, which exceeded the 8.6 ug/l monthly average effluent limit, but was at the 11 ug/l maximum daily effluent limit (MDEL). Upon receipt of the result on December 18th, the lab staff collected additional samples and sent them to the contract laboratory (Caltest) for copper analysis. The final result for the monthly average is still pending. Based on the recent copper results, the District believes the polymer treatment did not improve the copper removal. However, the recent copper data study and comparison from the three treatment plants (LGVSD, NSD, and CMSA) by Ray Goebel (EOA inc.) shows “the higher % removals typically achieved by activated sludge plants (and combined plants)”.
- **Chronic Toxicity:** Monitoring of plant effluent for chronic toxicity was conducted from December 4, 2017 through December 10, 2017. The contract laboratory (Pacific Ecorisk) reported results of <1.0 TUc for survival and <1.0 TUc for growth.



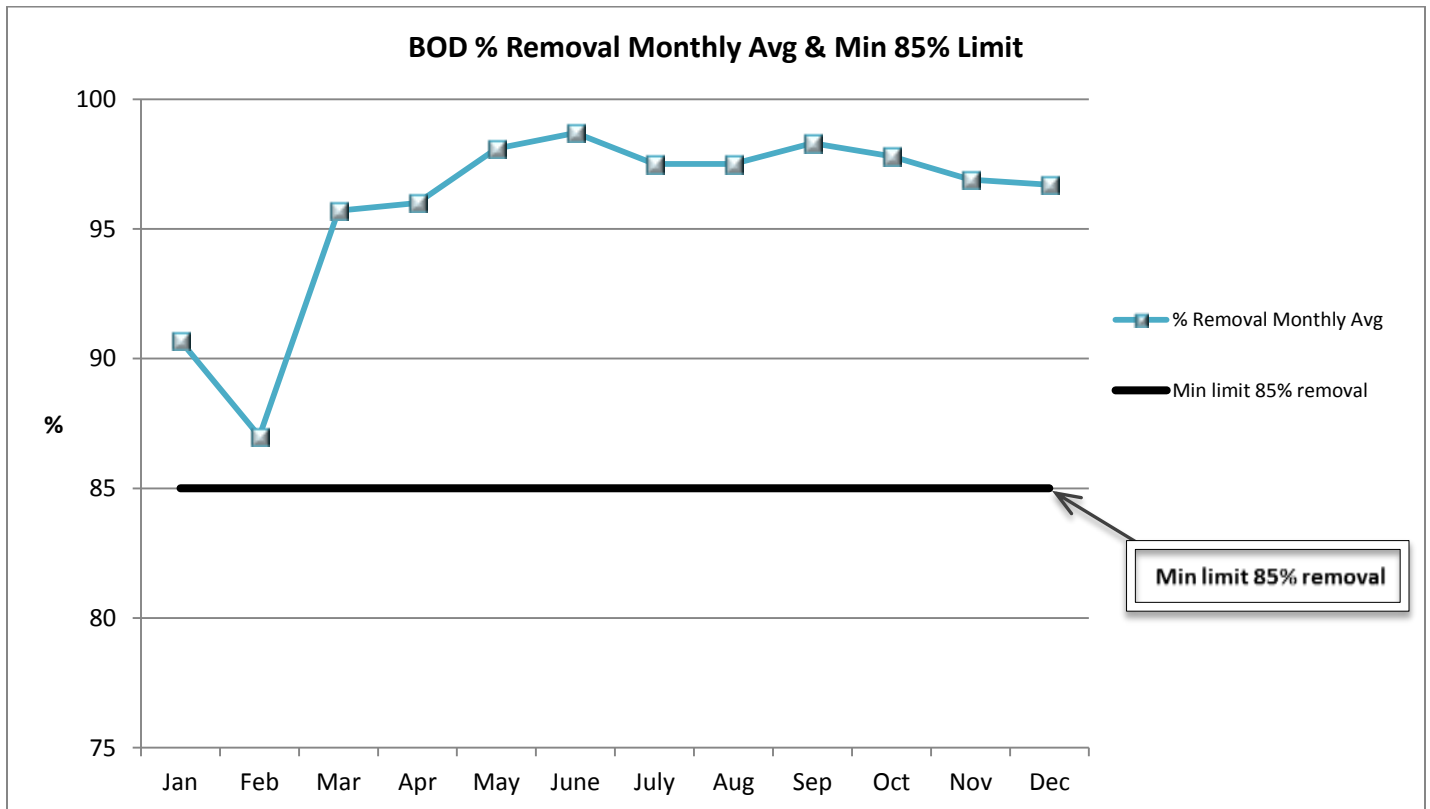
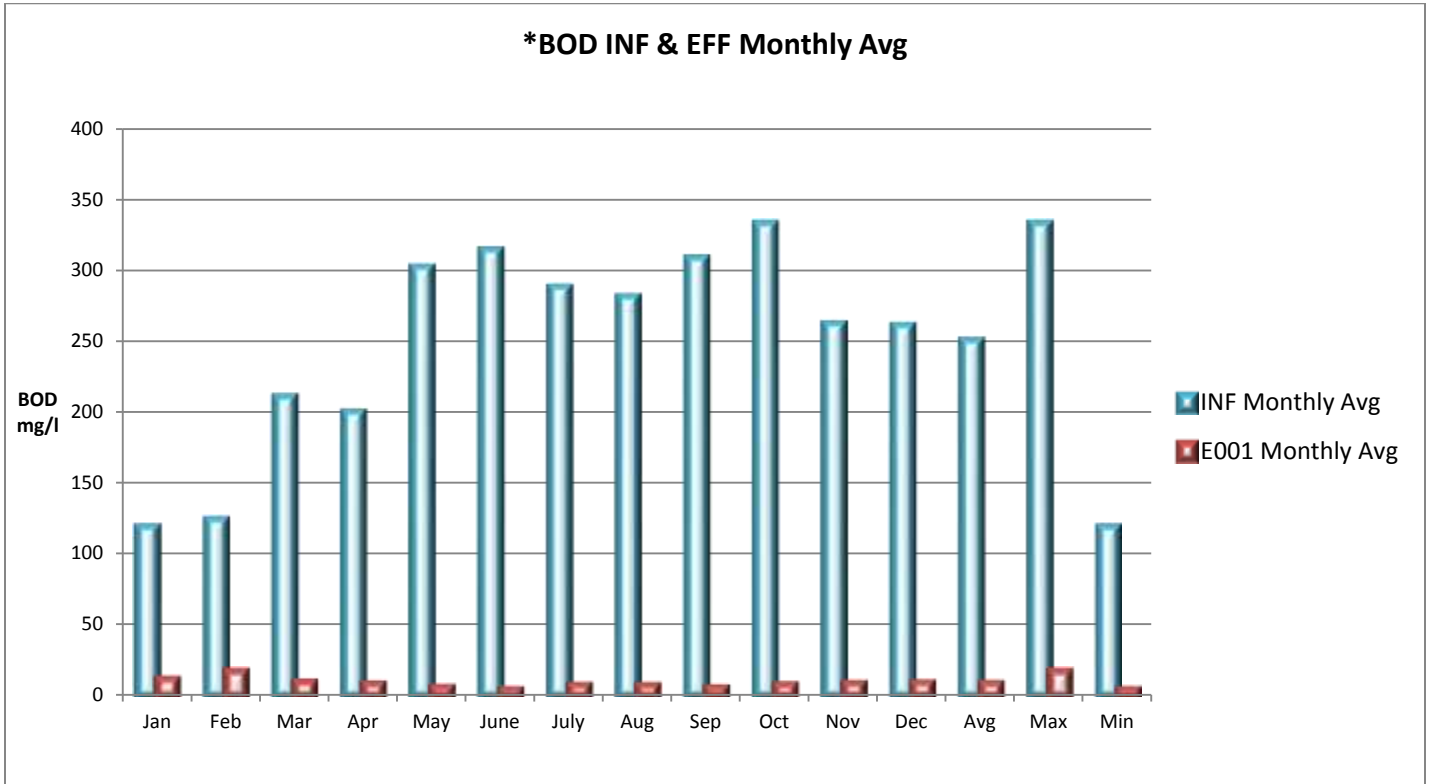


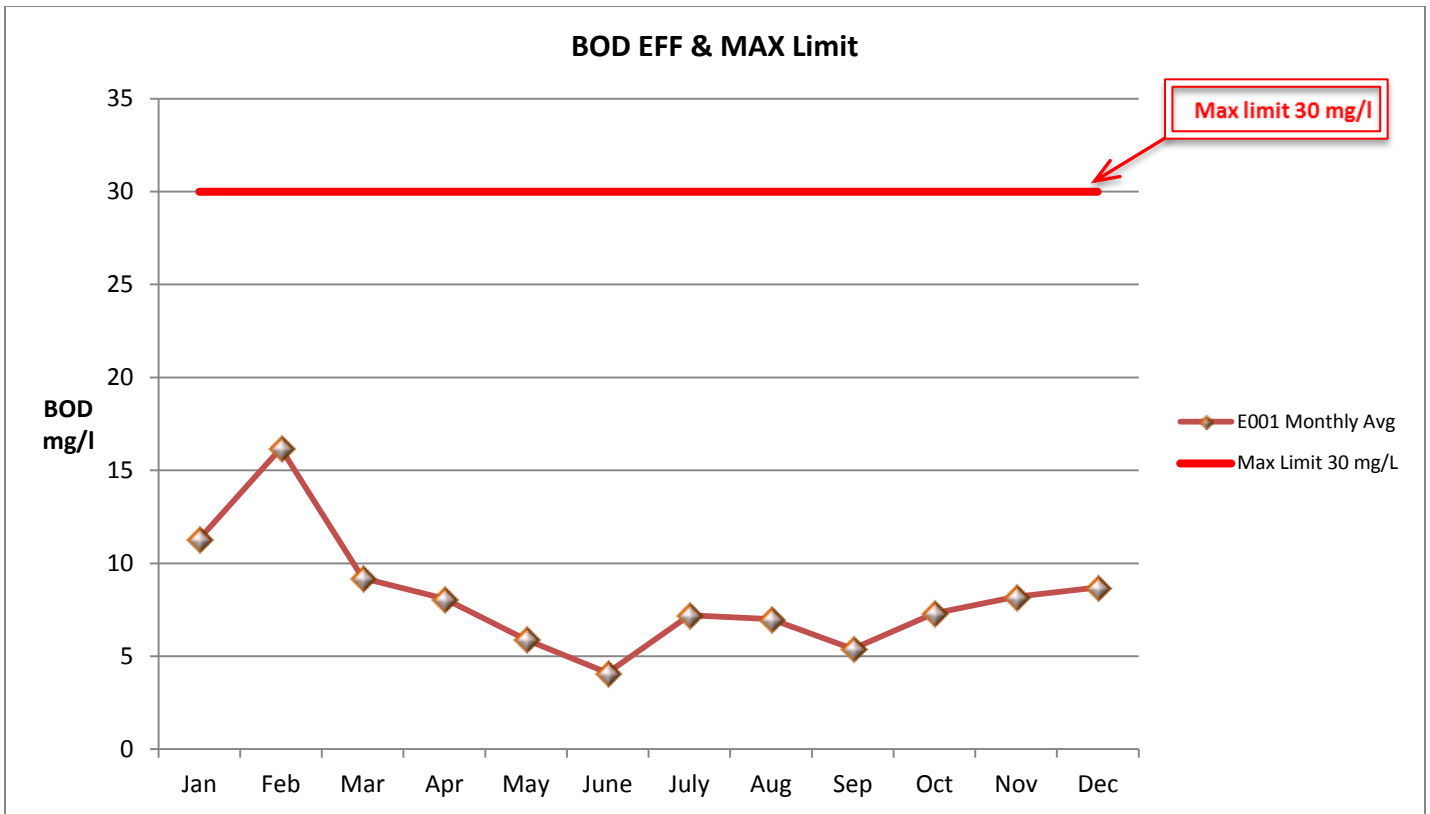
***Lower effluent flows are the result of the production from the District's Recycled Water Facility.**

***pH is a measure of the Hydrogen ion concentration of a solution. pH ranges from 0 to 14. A pH of 7 is neutral. A pH less than 7 is acidic, and a pH greater than 7 is basic.**

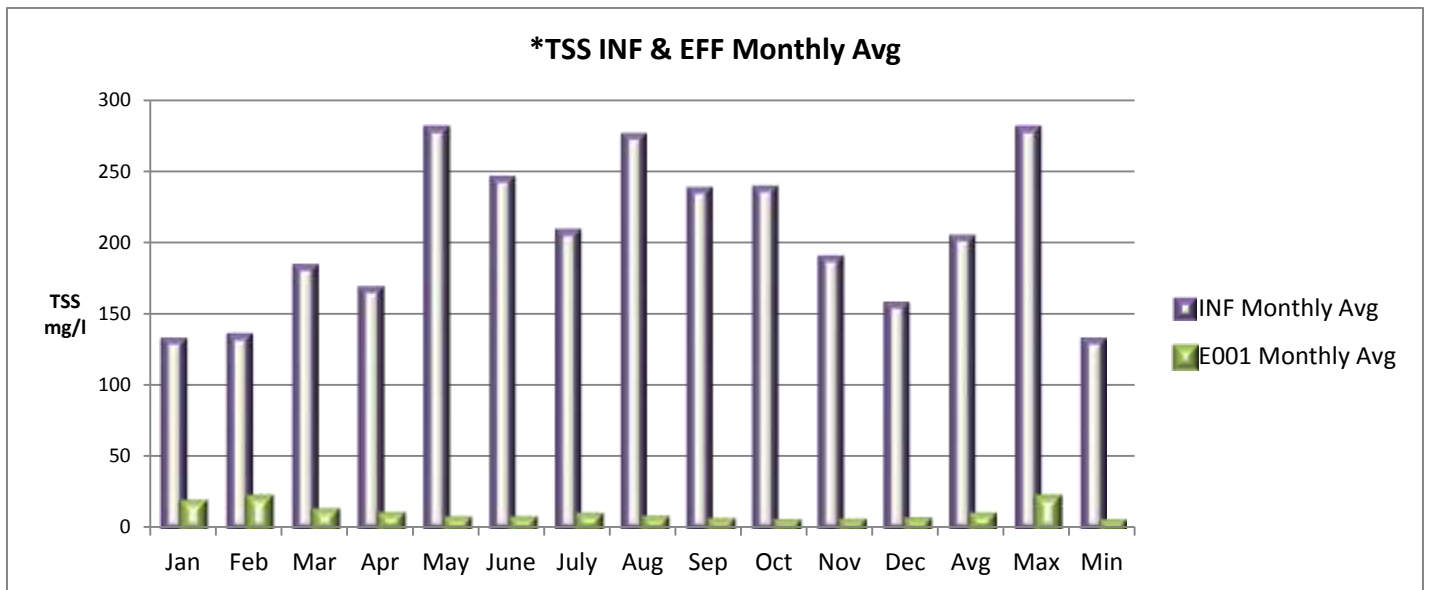


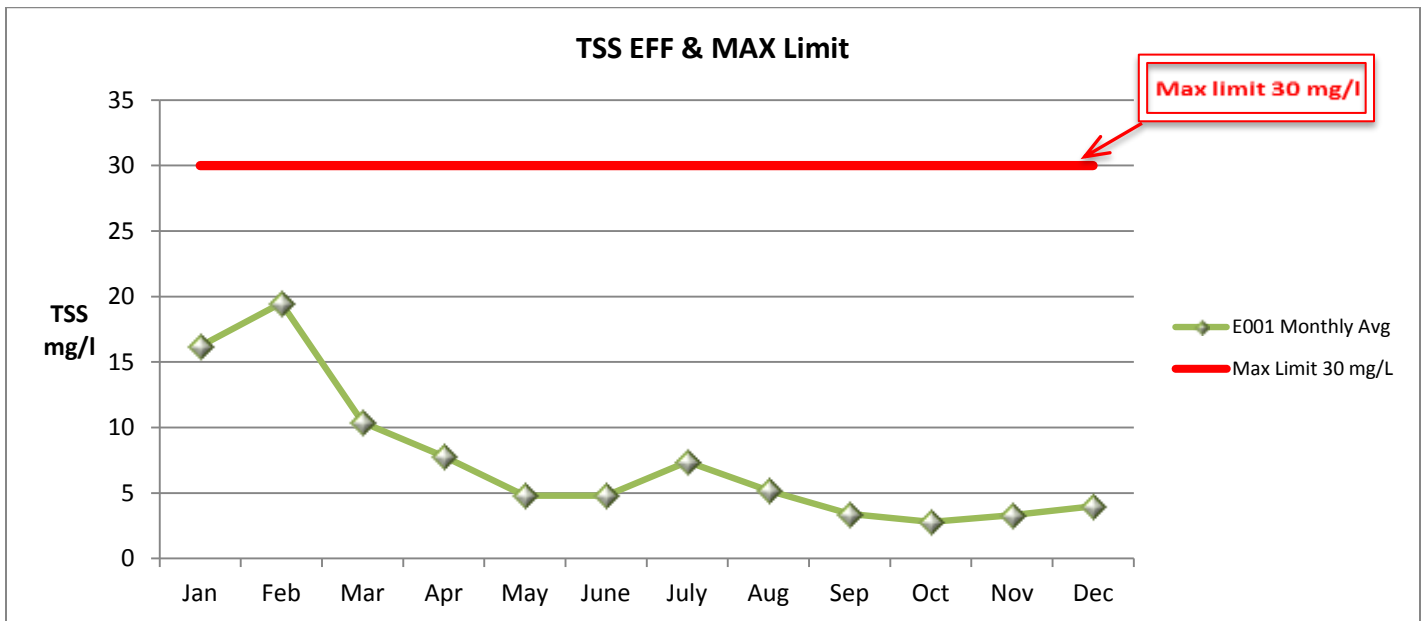
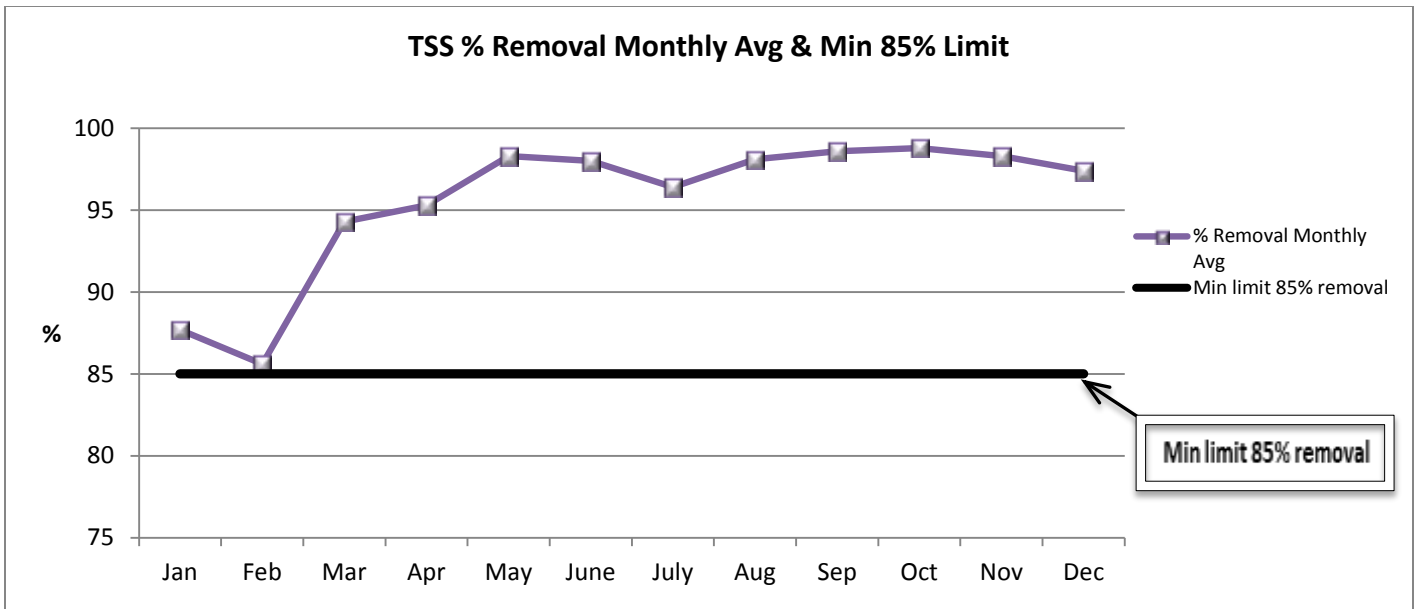
***Biochemical oxygen demand (BOD)** is the amount of dissolved oxygen needed by aerobic biological organisms in a body of water to break down organic material present in a given water sample at certain temperature over a specific time period. BOD can be used as a gauge of the effectiveness of wastewater treatment plants.





***Total suspended solids (TSS) include all particles suspended in water, which will not pass through a filter. Suspended solids are present in sanitary wastewater and many types of industrial wastewater. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.**



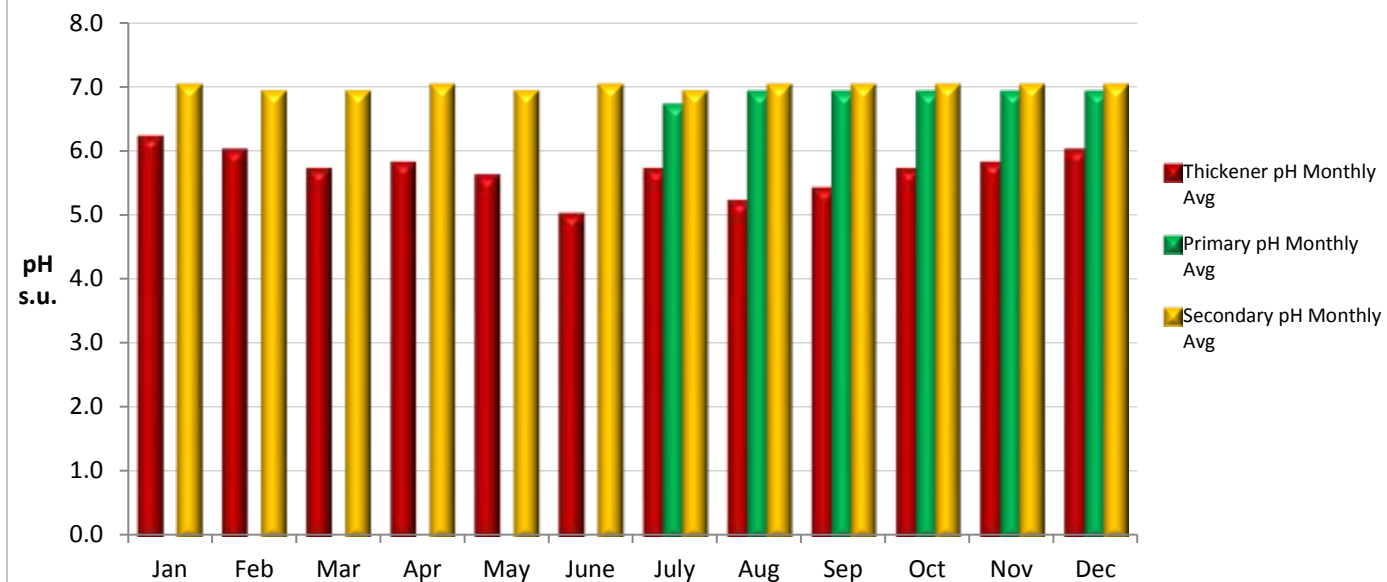


Digester Functionality:

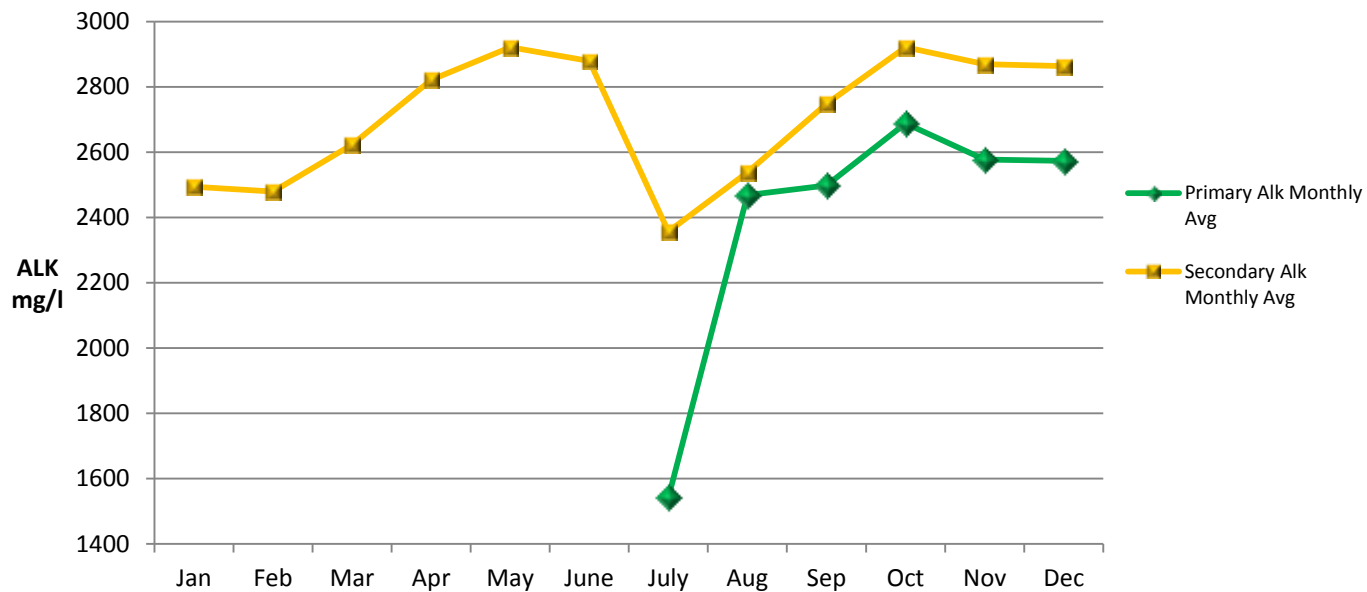
In a well-functioning digester, two groups of bacteria are working in harmony to break down organic matter. Saprophytic bacteria hydrolyze and convert complex organic compounds to low molecular weight (simple) compounds. These are essentially the waste products of the saprophytes. Among these waste products are short-chain fatty acids such as acetic, propionic and butyric acids. These are called **volatile acids** because they can be distilled at atmospheric pressure. Other organisms feed on the newly produced Volatile Acids and convert the acids to methane gas. If too much raw sludge is pumped to the digester and an excess of volatile acids are produced, the environment will become acidic, which is unsuitable for these organisms unless the alkalinity also increases.

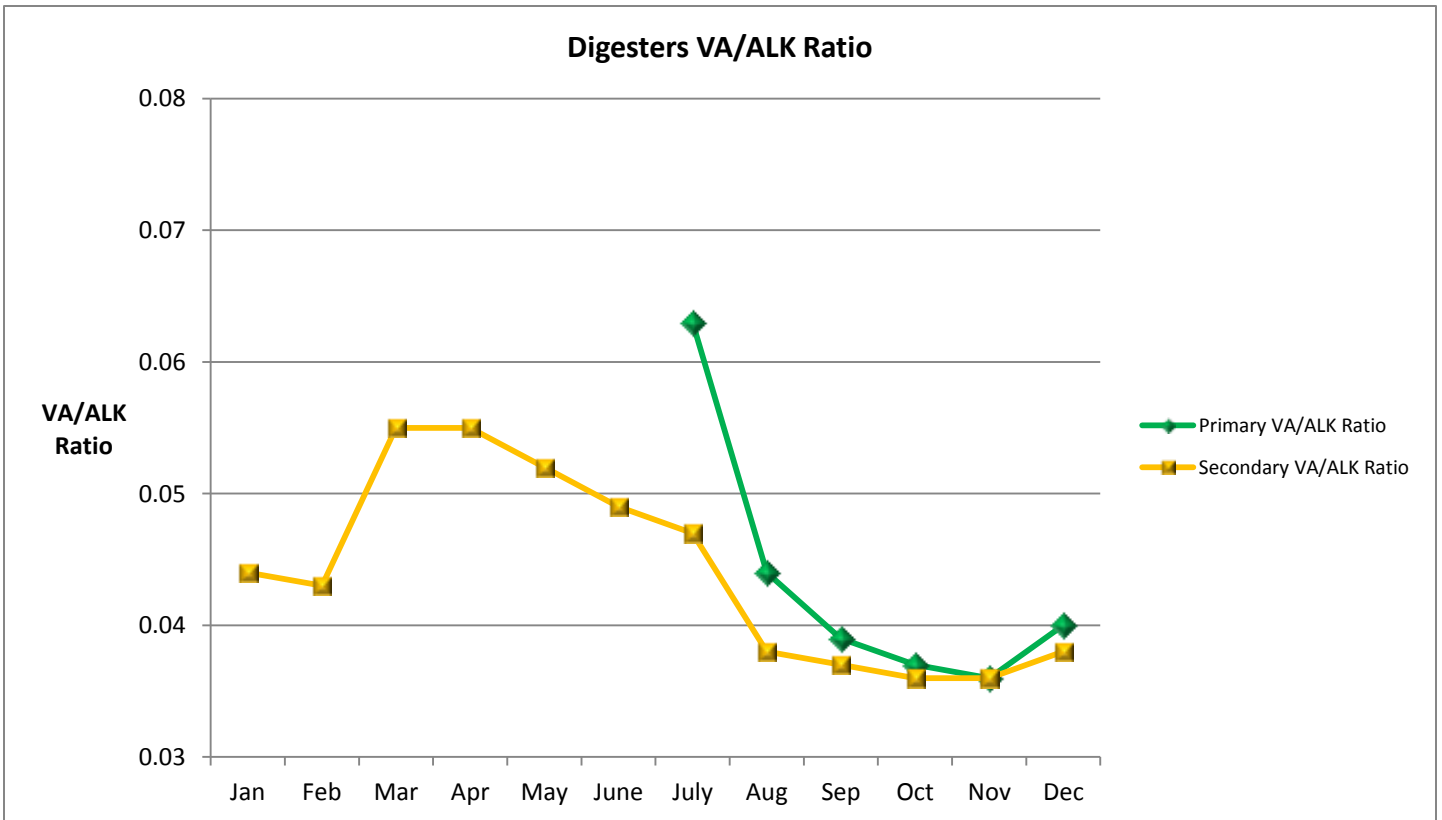
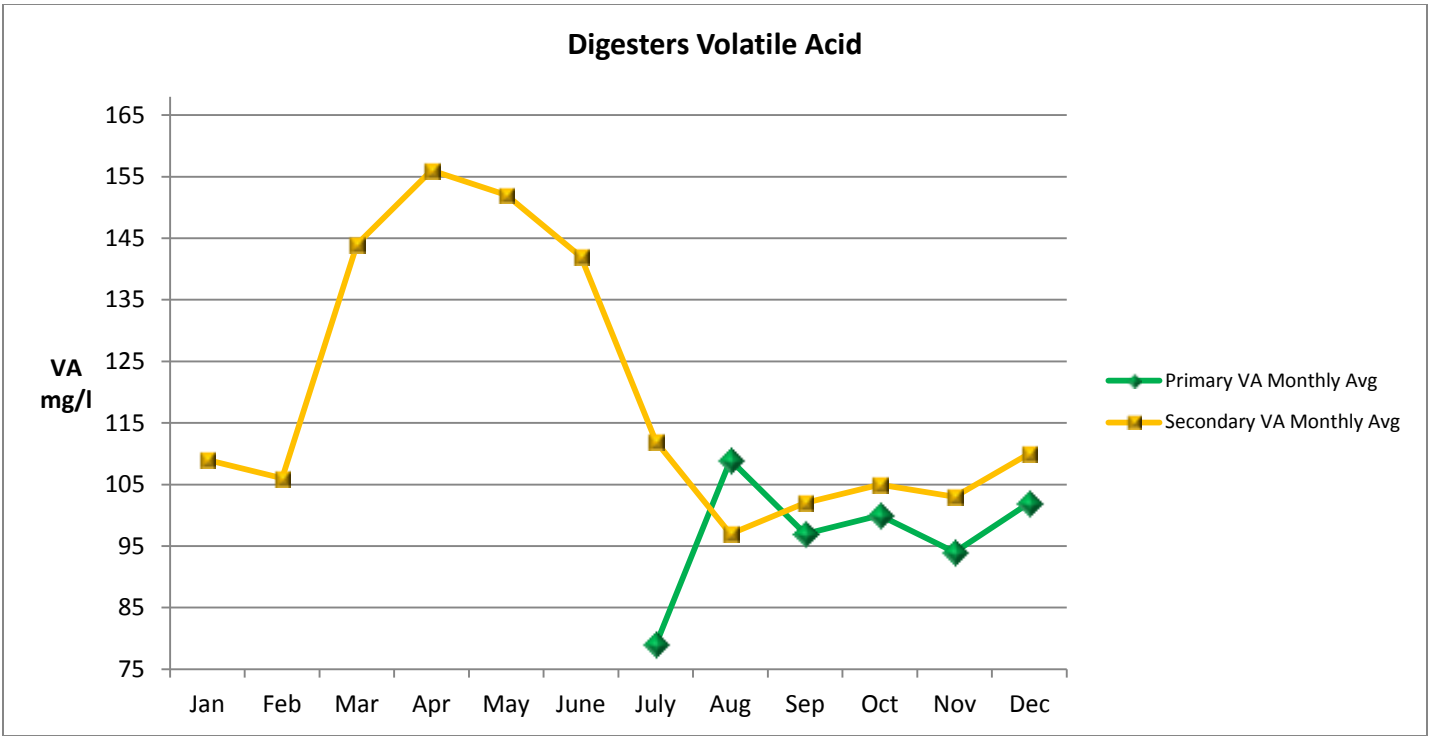
Alkalinity is a measure of the capacity of water to neutralize acids. **Total solids (TS)** are dissolved solids plus suspended and settleable solids in water. **Volatile Solids (V.S.)** are those solids in water or other liquids that are lost on ignition of dry solids at 550°C.

Digersters pH

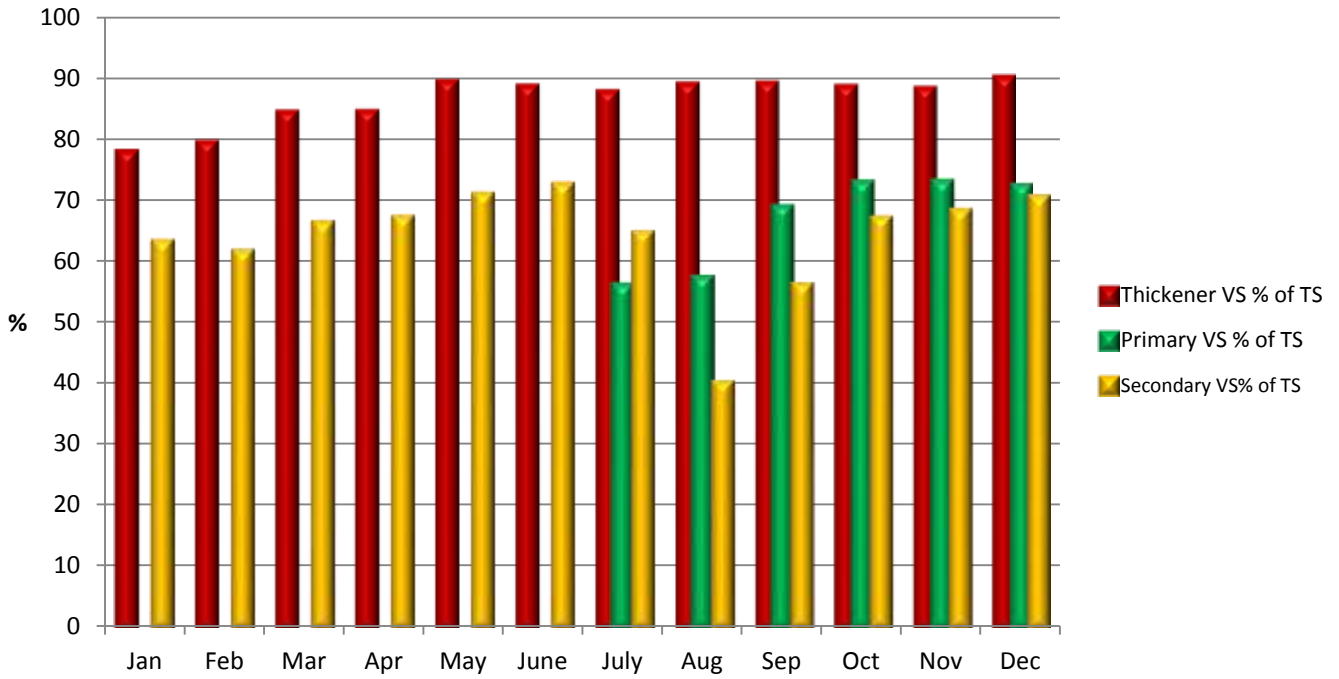


Digersters Alkalinity

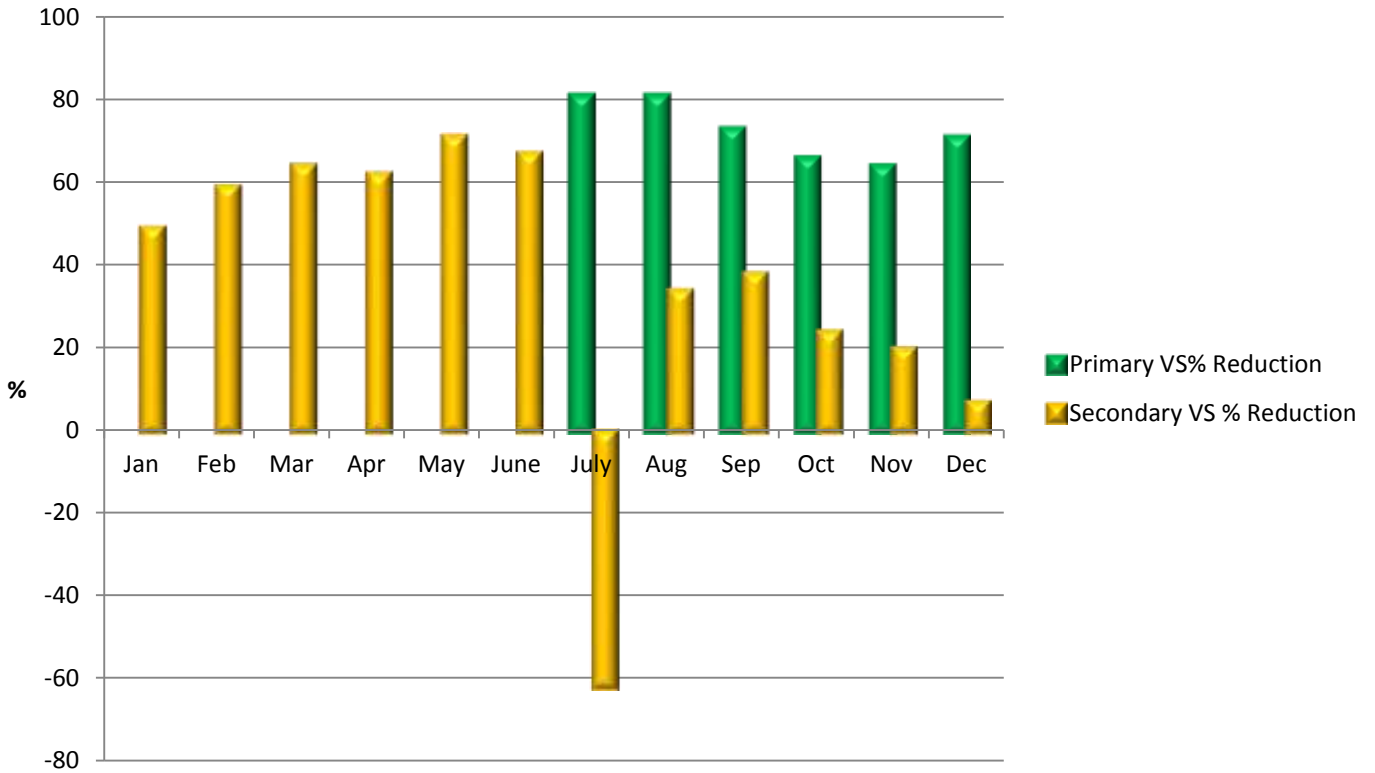




Digesters Volatile Solid % Of Total Solid



Digesters Volatile Solid % Reduction





**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Actual meeting date(s): _____

Purpose of Meeting: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

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

For Office Use Only

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

1/18/2018

BOARD AGENDA ITEM REQUESTS

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