



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

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

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

BOARD MEETING AGENDA

December 5, 2019

MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, OR ON THE DISTRICT WEBSITE WWW.LGVSD.ORG

Estimated Time

LOCATION OF MEETING: 101 LUCAS VALLEY ROAD, MAIN ENTRANCE, WEST LOBBY, 2ND FLOOR CONFERENCE ROOM, SAN RAFAEL

4:30 PM

1. PUBLIC COMMENT

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

4:35 PM

2. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for November 15, 2019
- B. Approve the Warrant List for December 5, 2019
- C. Approve Board Compensation for November 2019

Possible expenditure of funds: Yes, Items B and C.

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

4:45 PM

3. APPROVE AWARD OF CONTRACT TO MWA ARCHTECTS FOR ADMINSTATION BUILDING SITE EVALUATION

Board to review and approve the award of contract to MWA Architects for the Administration Building Site Evaluation.

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- 5:00 PM** **4. APPROVE AWARD OF CONTRACT TO KENNEDY JENKS FOR INTEGRATED WASTEWATER MASTER PLAN**
Board for review and approve the award of Contract to Kennedy Jenks for the Integrated Wastewater Master Plan.
- 5:20 PM** **5. CHANGES TO BOARD POLICY B-60 BOARD MEMBER COMPENSATION – APPROVE RESOLUTION 2019-2178 – A RESOLUTION APPROVING A REVISED POLICY B-60, BOARD COMPENSATION**
Board and staff to review Resolution 2019-2178, a Resolution approving a revised policy for B-60 Board Compensation.
- 5:30 PM** **6. RESOLUTION 2019-2179 – A RESOLUTION APROVING REVISIONS TO BOARD FINANCE POLICIES – REVISION TO POLICY F-100 CREDIT CARDS**
Board and staff to review Resolution 2019-2179 revising policy section F-100 Credit Cards.
- 5:45 PM** **7. RESOLUTION 2019-2180 – A RESOLUTION APPROVING AND ADOPTING A CEQA ADDENDUM NO. 2 FOR THE SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION PROJECT**
Board and staff to review Resolution 2019-2180 approving and adopting a CEQA addendum No. 2 for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project
- 6:00 PM** **8. VIDEO RECORDING OF BOARD MEETINGS**
Board and staff to discuss increasing transparency through Video recording Board meetings.
- 6:20 PM** **9. INFORMATION ITEMS:**
A. STAFF/CONSULTANT REPORTS:
 1. General Manager Report – Verbal
- 6:30 PM** **10. BOARD REPORTS:**
 1. LAFCO - Verbal
 2. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
 3. JPA Local Task Force on Solid and Hazardous Waste – Verbal
 4. Flood Zone 7 - Verbal
 5. NBWA – Verbal
 6. NBWRA/North Bay Water – Verbal
 7. Engineering Subcommittee – Verbal
 8. Other Reports – Verbal

- 6:45 PM** **11. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal

6:50 PM **12. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**

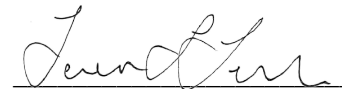
7:00 PM **13. ADJOURNMENT**

FUTURE BOARD MEETING DATES – DECEMBER 13, DECEMBER 19 AND DECEMBER 20

AGENDA APPROVED:	Craig K. Murray, Board President	Pat Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before December 2, 2019 at 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held December 5, 2019 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903

DATED: December 2, 2019



Teresa L. Lerch
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the first and third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903

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

SPECIAL MEETING MINUTES OF NOVEMBER 15, 2019

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON NOVEMBER 15, 2019, AT 9:10 AM, AT 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, CALIFORNIA.

BOARD MEMBERS PRESENT: M. Clark, R. Elias, C. Murray (arrived 9:25 am), J. Schriebman and C. Yezman

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Mike Prinz, General Manager;

OTHERS PRESENT: Chris Sliz, Regional Government Services

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

PUBLIC COMMENT: None.

BOARD OF DIRECTORS RETREAT

The Board and the General Manager participated in a Board Retreat with the District's Consultant Chris Sliz from Regional Government Services. Discussion regarding roles and responsibilities of the Board and the General Manager ensued.

The next Board Retreat workshop will be a follow up meeting in December.

ADJOURNMENT:

ACTION:

Board approved (M/S Clark/Elias 5-0-0-0) the adjournment of the meeting at 2:07 pm.

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

NOES: None

ABSENT: None

ABSTAIN: None

The next Board Meeting is scheduled for November 21, 2019 at the District's office.

ATTEST:


Mike Prinz, General Manager

APPROVED:

Craig K. Murray, Board President

Agenda Item 2B
Date December 5, 2019

Las Gallinas Valley Sanitation District
Warrant List 12/05/2019 - DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	12/5/2019	N/A	Able Tire & Brake	540.17		540.17	Tractor - Front Tire Repair
2	12/5/2019	EFT1	ADP	90,000.00		90,000.00	Payroll for 12/6/19
3	12/5/2019	ACH	Alliant Insurance Services Paid 12/2/19	206.00		206.00	Mobile Vehicle Program First QTR Payment
4	12/5/2019	N/A	Accountemps	4,676.80		4,676.80	Clerical help/ Admin & AP Week Ending 11/8 & 11/15
5	12/5/2019	ACH	Anthony Asaro	230.52		230.52	Safety Boots
6	12/5/2019	N/A	AQUA Engineering, Inc	142,996.79		142,996.79	STPURWE- Additional Engineering Services Phase 9
7	12/5/2019	N/A	AT&T	3,339.03		3,339.03	Phone Bill for various pump stations
8	12/5/2019	N/A	Bartel & Associates	1,300.00		1,300.00	GASBS Report for CalPERS Misc. Plans
9	12/5/2019	ACH	Bellecci & Associates	7,525.00		7,525.00	Oakmont Sewer Project & Sewer Main Rehab
10	12/5/2019	ACH	Brown & Caldwell	2,651.33		2,651.33	ESDC Secondary TP Upgrade & RW - Engineering Services
11	12/5/2019	ACH	BWS Distributors	417.20		417.20	Blower W/C Canister Ducting
12	12/5/2019	EFT	CalPERS Retirement	16,390.49		16,390.49	Pension Contribution for 11/8 paydate
13	12/5/2019	EFT	CalPERS 457 Plan Deferred Comp	4,371.42		4,371.42	Employee 457 Plan
14	12/5/2019	ACH	Caltest Analytical Laboratories	3,806.66		3,806.66	Various Analytical Testing and ELAP Cert.
15	12/5/2019	ACH	Central Marin Sanitation Agency	4,117.62		4,117.62	Public Education Costs
16	12/5/2019	N/A	Comet	1,866.61		1,866.61	Janitorial Cleaning- Nov 2019
17	12/5/2019	N/A	County of Marin, Central Collections	2,993.00		2,993.00	CUPA Permit Renewal
18	12/5/2019	N/A	CPM Construction Inc.	6,600.00		6,600.00	Secondary Treatment & RWTF Upgrade
19	12/5/2019	EFT	Credit Cards	26,988.01		26,988.01	Employee Credit Cards Purchases
20	12/5/2019	ACH	Data Instincts	810.00		810.00	Provide Public Info and Awareness Svcs & Guidance to LGVSD during 2019
21	12/5/2019	EFT	Direct Dental Administrators, LLC	278.32		278.32	Exberger Dental Payment
22	12/5/2019	EFT	Discovery Benefits	50.00		50.00	Administrative Fee
23	12/5/2019	ACH	FutureSense, LLC	793.77		793.77	Consulting Fees for Employee Climate Survey Assessment
24	12/5/2019	ACH	Huang, Yi Ying	630.96		630.96	Travel Reimbursement - Bio-Wheel Factory Visit
25	12/5/2019	ACH	Knights' Electric, Inc.	8,846.00		8,846.00	St. Vincent PS Conduit Repair
26	12/5/2019	N/A	Kyocera	300.00		300.00	Copier move to 101 Lucas Valley
27	12/5/2019	N/A	Liebert Cassidy Whitmore	5,873.66		5,873.66	Legal Services Rendered through 10/31/19
28	12/5/2019	N/A	Marin Ace	90.89		90.89	Keys Made, Supplies to Replace Rotameter on Ferric Pump, Screws, Tap Plug

Las Gallinas Valley Sanitation District
Warrant List 12/05/2019 - DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
29	12/5/2019	N/A	Marin County Tax Collector	487.56		487.56	Radio Shop Services - External Charges
30	12/5/2019	N/A	Marin Recycling HHW	199.00		199.00	Recycling -Batteries & Light Bulbs
31	12/5/2019	N/A	MSI Litho	119.90		119.90	Truck sign - E-Panel Metal sign
32	12/5/2019	N/A	MWH Constructors	30,546.48		30,546.48	Secondary Treatment Plant Upgrade & RW Expansion
33	12/5/2019	N/A	Operating Engineers	413.56		413.56	Employee Union Dues
34	12/5/2019	ACH	Orion Protection Services Group, Inc.	318.50		318.50	Partol Services for December
35	12/5/2019	N/A	PACE Supply	144.25		144.25	Replacement part for CNG Fueling Shed, Replace Water Valve on Camera Truck
36	12/5/2019	ACH	Regional Government Services Authority	1,318.50		1,318.50	Team Building Retreat, Organizational Analysis & GM Perf Eval
37	12/5/2019	ACH	Terryberry	155.23		155.23	T. Lerch - 5- Year Anniversiy Gift
38	12/5/2019	ACH	Vision Service Plan	396.15		396.15	December payment for Vision
39	12/5/2019	N/A	Water Components & Building Supply	755.88		755.88	Parking Lot Ballards \$ F750 Flusher
40	12/5/2019	N/A	WECO Industries	2,595.18		2,595.18	Flusher Hoses & Coopling
41	12/5/2019	N/A	Zee Medical Company	426.28		426.28	First Aid Kit Supplies

Do not change any formulas below this line.

TOTAL \$ 376,566.72 \$ - \$ 376,566.72

Las Gallinas Valley Sanitation District
Warrant List 12/05/2019 - DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
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EFT1			EFT1 = Payroll (Amount Required)	90,000.00		90,000.00	Approval:
EFT2			EFT2 = Bank of Marin loan payments	0.00		0.00	Finance
PC			Petty Cash Checking	0.00		0.00	
>1			Checks (Operating Account)	0.00		0.00	GM
N/A			Checks - Not issued	206,265.04		206,265.04	
EFT			EFT = Vendor initiated "pulls" from LGVSD	48,078.24		48,078.24	Board
ACH			ACH = LGVSD initiated "push" to Vendor	32,223.44		32,223.44	
Total				<u>\$ 376,566.72</u>		<u>\$ 376,566.72</u>	

Difference: \$ _____

Agenda Item 2C
Date December 5, 2019

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	4
Rabi Elias	4
Craig Murray	6
Judy Schriebman	5
Crystal Yezman	6
Total:	<u>21</u>

Meeting Date: 12/5/2019
Paydate: 12/6/2019



300 Smith Ranch Road, San Rafael, CA 94903

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

BOARD MEMBER ATTENDANCE FORM

*Entered
11/25
6/15 total*

Director's Name: MURRAY, Craig K. Month: November 2019

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day.

Board Members are limited to four (4) conferences or seminars per year.

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/7/19	Board Meeting	X	
11/15/19	Special Meeting – Board Retreat	X	
11/21/19	Board Meeting	X	
11/22/19	Special Meeting –Significant Exposure to District	X	
TOTAL		4/4	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/2/19	IFPTE Local 21 Bay Area Delegate Assembly, Oakland		X
11/3, 24/19	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 11/3: 0.5 hours; 11/23: 2.0 hours; 11/24: 0.5 hours		XXX
11/11/19	NACE Conference Long Beach – Travel Day	X	
11/12,13,14/19	NACE Conference Long Beach	XXX	
11/15/19	LGVSD President General Manager Coordinating Meeting		X
11/19/19	CSDA Marin Special Districts Association – Initial Board Formation Meeting - LGVSD Host		X
11/22/19	LGVSD President General Manager Coordinating Meeting		X
TOTAL		4/11	

<p>Total Meetings for which I am Requesting Payment/Approved: Board Members maximum of six (6) per Health & Safety Code §4733</p>	<p><i>6 MAX 8/15</i></p>
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300 Smith Ranch Road, San Rafael, CA 94903

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

BOARD MEMBER ATTENDANCE FORM

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

	November 25, 2019
Signature	Date
Approved By/Date	Pay Date

[Handwritten Signature]

12-6-19



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

*Entered
11/25
AS*

**BOARD MEMBER ATTENDANCE
FORM**

Director's Name: JUDY SCHRIEBMAN Month: NOV-2019

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/17	Reg mtg	✓	
11/15	Board retreat	✓	
11/21	Reg mtg	✓	
11/22	special mtg	✓	
TOTAL		4=4	

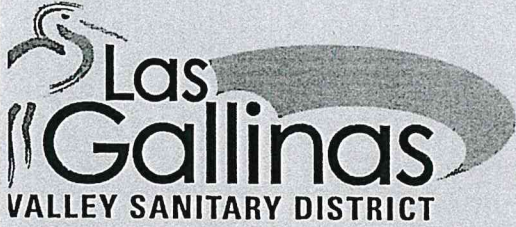
OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/6	JPA LTF solid + hazardous ^{waste}	✓	
11/6	GWC		✓
11/13	SR general plan 2040 Committee		✓
11/14	one on one w/ GM		✓
TOTAL		1=4	

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

Judy Schriebman
 Signature
Patricia King
 Approved By/ Date

11/22/2019
 Date
12-6-19
 Pay Date



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

*Entered
11/25/19
AS*

**BOARD MEMBER ATTENDANCE
FORM**

Director's Name: Crystal Yezman Month: Nov '19

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/7	Regular Board Mtg	✓	
11/15	Board Workshop	✓	
11/21	Regular Board Mtg	✓	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
11/20	Women's Leadership Conf.	✓	
11/6	Engineering Subcomm. Hcl	✓	
11/22	Closed Session	✓	
TOTAL			

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

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

Crystal Yezman
 Signature
Robert Deis
 Approved By/ Date

11/21/19
 Date
12-6-19
 Pay Date



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Michael P. Cortez, PE, District Engineer *mpc*
Mtg. Date: December 5, 2019
Re: Approve Award of Contract to MWA Architects for Administration Building Site Evaluation
Item Type: Consent _____ Discussion X Information _____ Other _____
Standard Contract: Yes X No _____ (See attached) Not Applicable _____

BACKGROUND:

In response to the Request for Proposals (RFP) for the Administration Building Site Investigation, the District received a total of seven proposals from Danadjieva Hansen Architects (DHA), Hazen & Sawyer, Kitchell, LCA Architects, Michael Heacock Architects, MWA Architects (MWA), and WLC Architects by the submittal deadline of October 18, 2019. The fee estimates range between \$23,000 and \$175,000. District staff has reviewed the proposals, and although most consultants appear to be qualified in designing buildings and similar structures, District Staff determined that MWA best qualifies for the initial site investigation similar with the scope listed in the RFP.

Highlights of MWA’s proposal include the following:

- MWA has a dedicated water infrastructure practice with direct experience in performing site investigation for numerous public agencies in California. A partial list of relevant administration building projects includes D.A. Porath Facility (Santa Cruz, CA), Sandy River Station (Sandy, OR), and Hayward Water Pollution Control Facility Laboratory/Administration Building.
- MWA has experience in preparing site layout and plan alternatives during the site evaluation process.
- MWA demonstrated a solid and clear understanding of project objectives outlined in the RFP.
- MWA proposed to include the following in the site investigation:
 - Six-month project schedule.
 - Preliminary project construction cost estimate of the selected site alternative for budgetary purposes.
 - Evaluation of previous administration building site proposed by DHA in 2017.
 - Needs assessment and site and building alternatives analysis.

On November 20, 2019, District Staff met with MWA to discuss the fee estimate and proposal with emphasis on employee and public access, environmental impacts, sea level rise, site restrictions,



and potential property acquisition needs. MWA has indicated that they could start the project in January 2020 and anticipates completion by June 2020.

PREVIOUS BOARD ACTION(S): N/A

ENVIRONMENTAL REVIEW: N/A

FISCAL IMPACT:

Not to exceed \$115,000. The project was approved in the 2019-20 budget as Project Number 20100-02 in the amount of \$100,000. The difference in funds above \$100,000 is reserved in the unallocated reserve for capital of \$2,316,331.

STAFF RECOMMENDATION(S):

1. Board to authorize budget revision of \$15,000 to augment the design costs budgeted in FY 2019-20 CIP Budget.
2. Board to award a contract to MWA Architects for the Administration Building Site Evaluation project.

Section 1: General Firm Information

MWA Architects is a collaborative design practice with a firmly held belief that innovative design is inherently sustainable and enriches the community.

Since the firm's founding in San Francisco in 1988, MWA Architects has successfully balanced the needs of the community and the natural environment with critical infrastructure, and the people who operate and maintain it. Our design team brings proven experience on similar projects, allowing us to quickly identify critical issues and potential obstacles and more assuredly meet your project goals, schedule, and budget. We are adept at providing technically proficient and beautifully designed spaces.

MWA currently employs 43 architectural and interior design staff in three offices. Our architects recognize that each project offers unique constraints and opportunities based on the site, the client, and the community. We have the capacity to field a large team for the full design scope of a project, as well as smaller teams to provide quick, accurate feasibility studies for new or rehabilitation work. We are skilled at listening, utilizing graphic tools to convey design concepts, and following up in a timely fashion.

RELEVANT EXPERIENCE AND PROJECT REFERENCES

MWA has pursued a mission of providing public agencies with quality design and effective, well managed project delivery services in support of public works and infrastructure capital improvement programs. Our water and infrastructure practice has performed numerous existing facility and site condition assessments, and routinely facilitates guiding our clients through the facility needs assessment and programming (or program validation) process. Following completion of the facility condition assessment and facility programming process, MWA is frequently retained to develop planning studies to explore a range of potential design solutions which may include renovation, expansion, or replacement of existing facilities. Our experience encompasses a wide range of project types, from small renovation projects to new facilities, to master planning studies for the phased implementation of multiple buildings and campuses.

We understand the challenges our public clients face in balancing the delivery of vital community services while serving as stewards of the public funding. In this environment, projects demand the level of thorough analysis and planning required to see that an appropriate balance is achieved between function, performance, life-cycle costs, and sustainability. Our commitment to our clients is to work in a collaborative process with their stakeholders to gain a thorough understanding of their operational requirements, the challenges they face in meeting their key performance metrics, and to design facilities that provide them with the space and work process organization required for them to be successful and inspired. MWA also understands that quality design must also be accompanied by efficient and effective project delivery. Managing scope, schedule, and budget while communicating in a proactive manner to inform decision making, and to achieve stakeholder consensus is an invaluable asset in achieving successful outcomes for public projects.

Projects for which MWA provided planning services for expansion and modernization of facilities include:

- D.A. Porath Facility Master Plan, Santa Cruz County Sanitation District, Santa Cruz, CA
- Interstate Renovation Project, Portland Water Bureau, Portland, OR
- Hayward Water Pollution Control Facility Laboratory/Admin Building, Hayward, CA
- SFO Mel Leong Industrial Wastewater Treatment Plant Lab/Admin Building, CA
- Clean Water Services Operations & Maintenance Facility Expansion, Tigard, OR
- Santa Cruz Water Quality Laboratory Remodel and Expansion, Santa Cruz, CA
- Alameda County Water District Water Quality Laboratory, Fremont, CA
- Mario Menesini Environmental Laboratory, CCCSD, Martinez, CA
- Stockton Delta Water Supply Project Water Treatment Plant (LEED Gold), CA
- Sandy River Station, Portland Water Bureau, Sandy, OR
- Brentwood Water Treatment Plant, Contra Costa Water District, Brentwood, CA
- CCCSD Headworks Upgrades, Central Contra Costa County Sanitary District, Martinez, CA
- King County Jameson/ArcWeld Building, Seattle, WA
- Tri-City Water Pollution Control Plant Expansion, Oregon City, OR



ADDRESS/PHONE

135 Main Street, #550
San Francisco, CA 94105
415.957.2750

CONTACT

Greg Robley, AIA
Project Manager,
Director of Water and
Infrastructure
Direct 415.489.1252
grobley@
mwaarchitects.com

YEARS IN BUSINESS

31

FIRM SIZE

43 Employees Firmwide
12 in the Bay Area
10 LEED APs
21 Registered Architects
4 Interior Designers

OFFICES

San Francisco, CA
Oakland, CA
Portland, OR

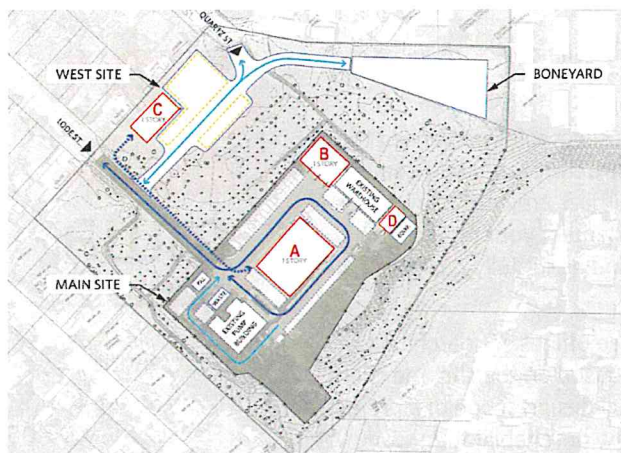
RELEVANT EXPERIENCE

Over 100 projects in the water and infrastructure industry

WORKLOAD

80% of our work is for public or nonprofit clients

D.A. PORATH FACILITY MASTER PLAN | SANTA CRUZ, CA



The D.A. Porath Sanitation Facility serves as the primary pumping station between the eastern County sewer system and the City of Santa Cruz Treatment Plant. The approximately 11,000 sf building area also serves as the home base for all Santa Cruz County Sanitation District maintenance and administrative activities. The existing facilities date back to 1975, with minimal improvements to accommodate the significant growth in staff and operations at the location. Administrative offices, public outreach, environmental compliance testing, support areas, and maintenance, operations, and electrical

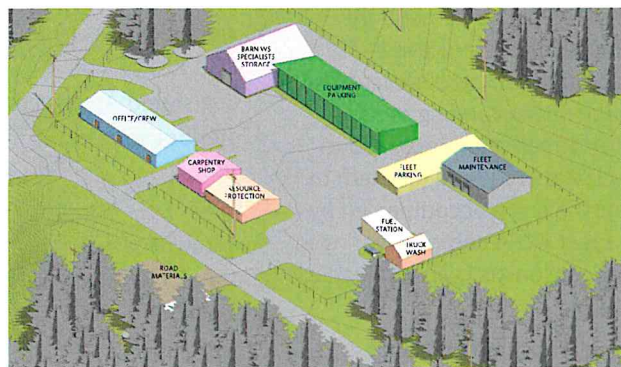
CLIENT REFERENCE

Santa Cruz County Sanitation District
 Beatriz Barranco
 County of Santa Cruz Public Works
 831.454.2160
beatriz.barranco@santacruzcounty.us

shops occupy the same undersized building and shared temporary structures.

MWA prepared a Facility Master Plan to support the next 20 years of operations, including providing a road map for addressing deficiencies in existing facilities, reorganizing and optimizing available site, protecting the existing habitat, incorporating neighborhood concerns, and constructing new facilities in a phased approach. Located in a residential community and nestled in a protected Eucalyptus grove, the environmental challenges required specific consideration and a creative approach to site layout, building construction, and project phasing. After identifying current and future program needs through staff interviews, job shadows, site analysis, and review of existing documentation, four site layout alternatives were developed, evaluated, and scored against the overall project criteria and objectives. Alternatives included new construction as well as renovation and expansion of existing facilities, supported by a seismic evaluation that was conducted concurrently. A preliminary cost analysis, phasing plan, and constructability approach was developed for each alternative to enable the District's intention for long term implementation of the highest scoring alternative in the Facility Master Plan.

SANDY RIVER STATION FACILITIES PLAN | SANDY, OR



The Sandy River existing facilities are used by Portland Water Bureau staff to operate and maintain the roads, reservoirs, dams, trails, facilities, and the three conduits that deliver Bull Run water to Portland. The approximately 13,600 sf of facilities, some dating back almost 100 years, have been adapted and expanded to accommodate the growing work needs over the years. Some of these facilities have been identified to be in fair to poor condition, with some potentially deficient to meet

CLIENT REFERENCE

City of Portland Water Bureau
 Marie Del Toro
 Project Manager
 503.823.7643
marie.deltoro@portlandoregon.gov

the needs of the future Bull Run operations. Uses include administrative offices, carpentry shop, truck wash, fuel station, vehicle maintenance/repair, and watershed, equipment and vehicle storage.

MWA was tasked with learning how the Sandy River Station facilities currently function, what the future needs are, determine if the Sandy River Station site is viable for all future needs, and develop a facilities plan that provides recommendations for the Bull Run Operations' support facilities for the next 50 years. After completion of the site program, four plan alternatives were developed and evaluated against the project goals and criteria and scored. Each alternative accounted for facilities, site circulation, grading, drainage, and environmental hazards. Preliminary cost analyses and narratives that addressed constructability, construction phasing, challenges, and opportunities were then completed. A final site plan recommendation was developed with estimated cost information, optimal phasing, and 3-D massing diagrams and facility layouts.

HAYWARD WPCF LABORATORY/ADMINISTRATION BUILDING | HAYWARD, CA



The Hayward Water Pollution Control Facility (WPCF) is the primary wastewater treatment facility for the City of Hayward. Staff is located throughout the facility in various buildings that can no longer accommodate current functions, particularly the laboratory testing, monitoring, and record keeping needs. Since its construction in 1970, the approximately 7,400 sf

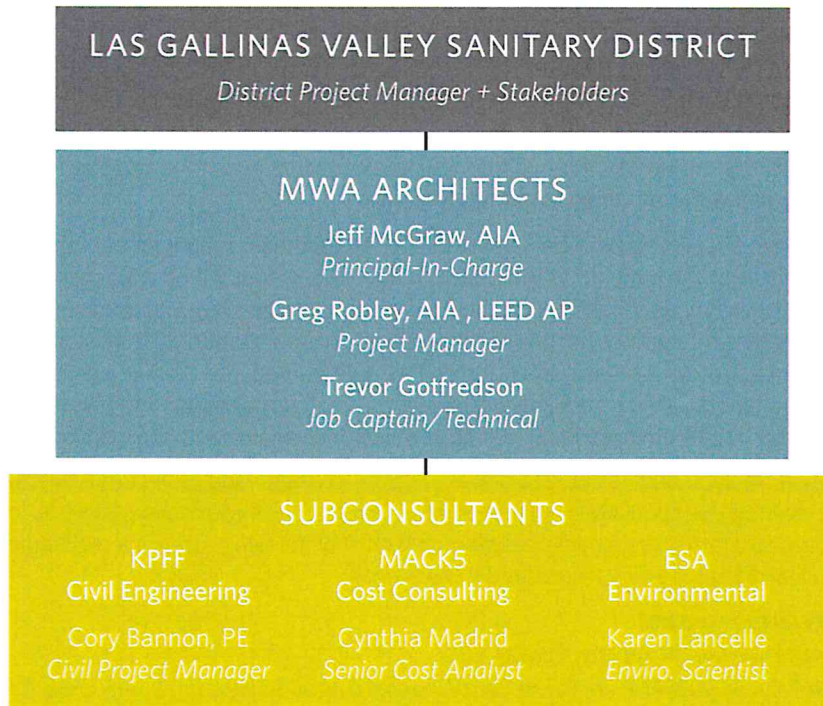
CLIENT REFERENCE

City of Hayward
Feng Chang, Senior
Utilities Engineer
510.293.5098
feng.chang@hayward-
ca.gov

Laboratory/Administration Building has seen staffing levels outgrow available space due to increased administrative, engineering, operations, maintenance, laboratory, and support functions.

MWA's Facilities Plan focuses specifically on upgrading the laboratory and office space facilities for the next 25 years, so that the already expanded lab functions are accommodated and future certification requirements are met without physical changes to the building or systems. After identifying deficiencies in the existing facilities, MWA established space needs for the six user groups, documented important adjacencies and design criteria, developed conceptual site and building layout alternatives, and designed the conceptual building envelope. MWA provided lab planning and design expertise with feedback and direction from staff to create an effective and feasible lab layout specifically tailored to the operating requirements of the Hayward WPCF. Similar efforts were applied to the administrative office, public, and support areas to consolidate all identified groups into one facility for the first time. A recommended site and building layout were chosen based on an evaluation of project objectives and criteria to support the design and construction of the new Laboratory/Administration Building as part of long term improvements at the WPCF.

ORGANIZATION CHART



RESUMES

We know that who works with you to plan your administration building is critical to successfully realizing your vision for this project. The scope of this project is work that is very familiar to us, and our current and projected workload will have no effect on our ability to work on your project. The MWA team consists of senior staff who strongly support the teamwork concept from inception to project completion. Our core design team is comprised of the following individuals. Additional technical staff will be assigned as needed.



JEFFREY MCGRAW, AIA

Principal-In-Charge

Jeff McGraw will be responsible for total A/E contract compliance, monitoring both MWA and subconsultant service performance with their agreements, and he will have the authority to bind MWA's resources in response to the needs of the project. Jeff, as well as Project Manager Greg Robley, will provide ongoing project continuity, and they will be accountable for overall project delivery. As part of MWA's quality assurance protocol, he will regularly review work for design and management performance.

With MWA since its inception in 1988, Jeff specializes in the planning and design of public infrastructure projects with a pronounced specialty in water and wastewater infrastructure and laboratory facilities. He is a registered architect licensed to practice architecture in the State of California.

Education

Bachelor of Architecture,
University of Oregon
School of Architecture &
Allied Arts, 1988

Registration

Registered Architect:
California, No. C-24100
Oregon, No. 4353
Washington, No. 8044

SELECTED RELEVANT EXPERIENCE

- Sunnyvale WPCP Administration and Laboratory Building, Sunnyvale, CA
- North City Pure Water Facility, San Diego, CA
- Sandy River Station Facilities Plan, Portland Water Bureau, Portland, OR
- San Luis Obispo Water Resource Recovery Facility, San Luis Obispo, CA
- Oak Harbor Clean Water Facility, Oak Harbor, WA
- Chambers Creek Wastewater Treatment Plant, University Place, WA
- Bull Run Supply Treatment Improvements Project, Portland, OR
- Stockton Delta Water Supply Project Site Plan & Water Treatment Plant, Stockton, CA
- San Francisco Public Utility Commission Headworks Facility, San Francisco, CA

GREG ROBLEY, AIA, LEED AP

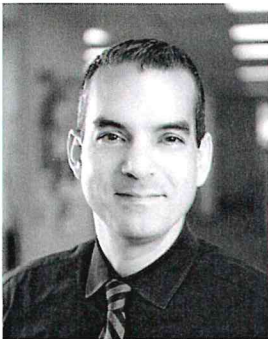
Project Manager | Director of Water and Infrastructure

As Project Manager, Greg Robley will be responsible for project team management, continuity, and discipline over the life of the project. As the District's day-to-day contact, he will organize, orchestrate, and monitor the flow of work. Working with the Principal-In-Charge, Greg will administer MWA's quality control process throughout the project, facilitating communication with the consultant team so that all District standards, procedures and policies are implemented into the work products. In liaison with the subconsultant discipline leads, he will be responsible for making sure the work of all disciplines is reviewed and thoroughly checked prior to project milestone reviews and final delivery.

Greg joined MWA in 2012 and has 25 years of experience in design and project management for public infrastructure facilities. He specializes in innovative design solutions with an expertise in code analysis, complex building programs, sustainable design, and technical detailing. Greg is a registered architect in the State of California and a LEED Accredited Professional.

SELECTED RELEVANT EXPERIENCE

- Soquel Creek Pure Water Facility, Soquel, CA
- D.A. Porath Facility Master Plan, Santa Cruz County Sanitation District, Santa Cruz, CA
- City of Hayward Water Pollution Control Facility Laboratory/Administration Building, Hayward, CA
- Sunnyvale WPCP Administration and Laboratory Building, Sunnyvale, CA
- San Francisco Public Utility Commission Southeast Plant Biosolids Digester Facilities, CA
- La Verne Warehouse Study, Metropolitan Water District of Southern California, Los Angeles, CA
- SFPUC Central Bayside Improvements Project, San Francisco, CA



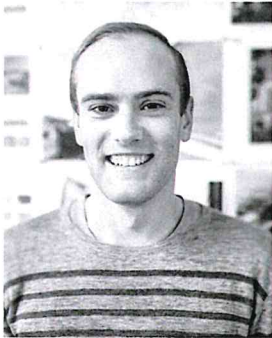
Education

Bachelor of Architecture,
University of Texas,
Austin, 1993

Registration

Registered Architect:
California #30986, 2007
LEED Accredited
Professional

- SFO Mel Leong Industrial Wastewater Treatment Plant Laboratory/Administration Building, San Francisco, CA
- EBMUD San Ramon Valley Recycled Water Program Pump Station, San Ramon, CA
- City of Palo Alto Regional Water Control Plant Long-Range Facilities Plan, Palo Alto, CA
- South Bayside System Authority Raw Wastewater Pumping Stations Predesign, Redwood City, CA
- City of Vacaville Water Quality Laboratory, Vacaville, CA



TREVOR GOTFREDSON

Job Captain

Trevor will be responsible for preparation and technical detailing of the architectural plans. Utilizing his proactive leadership style, he will manage the technical staff and address the incorporation of subconsultant findings and input to assemble and test our approach to the master plan. He is a strong planner and designer and will convey the project goals and design intent throughout the project. Trevor's ability to problem-solve, in addition to his expertise in BIM, REVIT and CAD, adds value to multidisciplinary project teams.

Trevor brings to MWA a background in transportation design and urban planning. He has worked with design teams on intermodal garages, train stations, airport terminal improvements, and now with MWA, water treatment and testing facilities. He uses his passion for infrastructure to improve cities and communities through his work. Trevor joined MWA in 2017 and is currently working on the Sunnyvale WPCP Administration and Laboratory Building project.

Education

Master of Architecture,
Northeastern University,
Boston, MA, 2017

Bachelor of Science
in Architecture,
Northeastern University,
Boston, MA, 2016

SELECTED RELEVANT EXPERIENCE

- Sunnyvale WPCP Administration and Laboratory Building, Sunnyvale, CA
- D.A. Porath Facility Master Plan, Santa Cruz County Sanitation District, Santa Cruz, CA
- City of Hayward Water Pollution Control Facility Laboratory/Administration Building, Hayward, CA
- SFO Mel Leong Industrial Wastewater Treatment Plant Laboratory/Administration Building, San Francisco, CA
- San Francisco Public Utility Commission Southeast Plant Biosolids Digester Facilities, CA

SUBCONSULTANT INFORMATION

MWA proposes the following subconsultants for the LGVSD Administration Building Site Evaluation project. Each firm will assign staff members who will be available to perform their work on the project as part of an integrated design team to improve project quality, project objectives, and most importantly, client satisfaction.



CIVIL ENGINEERING: KPFF Consulting Engineers

KPFF has been in business since 1960 growing from a single office in Seattle to become a nationally recognized firm with more than 1,000 team members and 20 offices throughout the U.S. In 2017 their San Francisco office celebrated its 25th anniversary of providing creative, practical solutions for public and private clients, ranging from municipal/public works projects and government sites, high-tech R&D/manufacturing campuses, parks, residential and commercial projects. Civil services include master planning, site evaluation, analysis, design and construction support of grading, utilities, stormwater drainage treatment and detention. Representative related work includes:

- Vacaville Water Quality Laboratory, Vacaville, CA (with MWA)
- D.A. Porath Facility Master Plan, Santa Cruz County Sanitation District, Santa Cruz, CA (with MWA)
- Sunnyvale WPCP Administration and Laboratory Building, Sunnyvale, CA (with MWA)
- Livermore Water Quality Laboratory, Livermore, CA (with MWA)
- Bair Island Waterline Extension, Redwood City, CA
- Marin General Hospital, Hospital Replacement Building, Greenbrae, CA
- North Bay Medical Center Campus Expansion, Fairfield, CA
- PG&E Potrero Substation, San Francisco, CA
- Tesla Factory On-Call Civil Engineering Services, Fremont, CA

Key Staff

Cory Bannon, PE, Civil Project Manager



COST ESTIMATING: MACK⁵

mack⁵ was established by experienced design and construction professionals in 2001 to provide planning and management for complex construction projects. They specialize in public and nonprofit works, including municipal buildings, public safety, public works, laboratories, water treatment plants and administration buildings. Their team includes seasoned staff with diverse backgrounds — cost estimators, architects, engineers, and contractors. mack⁵ brings a unique perspective and broad knowledge to planning for managing and controlling costs, schedules and quality at all stages of a project's life. Representative related work includes:

- Sunnyvale WPCP Administration and Laboratory Building, Sunnyvale, CA (with MWA)
- D.A. Porath Facility Master Plan, Santa Cruz County Sanitation District, Santa Cruz, CA (with MWA)
- Livermore Water Quality Laboratory, Livermore, CA (with MWA)
- Vacaville Water Quality Laboratory, Vacaville, CA (with MWA)
- Santa Cruz Water District Lab Expansion, Santa Cruz, CA (with MWA)
- Castro Valley Sanitary Administration Building & Corporation Yard, CA
- Soquel Creek Water District Facilities, Soquel, CA
- Shoreline Administration & Maintenance Buildings, Mountain View, CA
- Santa Clara Valley Water District Vegetation Building & Corporation Yard, San Jose, CA

Key Staff

- Cynthia Madrid, Senior Cost Analyst



ENVIRONMENTAL: ESA | ENVIRONMENTAL SCIENCE ASSOCIATES

For over 45 years ESA environmental professionals have been delivering robust environmental compliance and monitoring services related to public works infrastructure projects for municipalities throughout the Western United States. One of the hallmarks of their success has been the premium they place on focused client-oriented project management. Since environmental compliance and monitoring projects are complex by nature and require the integration of objectives from multiple agencies and stakeholders, superior project management is key to project success. ESA provides a full range of environmental planning and compliance services, including environmental constraints analyses, CEQA, permitting, and monitoring. Representative related work includes:

- Sunnyvale WPCP Administration and Laboratory Building, Sunnyvale, CA (with MWA)
- Las Gallinas Valley Sanitary District Recycled Water Facility, San Rafael, CA
- NBWRA North Bay Water Recycling Program, Sonoma, Napa, and Marin Counties
- SFPUC Biosolids Digester Facilities Project, San Francisco, CA (with MWA)
- Sunnyvale WPCP Master Plan, Sunnyvale, CA
- San Jose WPCP Master Plan, San Jose, CA

Key Staff

- Karen Lancelle, Project Manager

Section 2: Project Understanding and Approach

PROJECT UNDERSTANDING

MWA has reviewed the Request for Proposals (RFP) for the Administration Building Site Evaluation issued by the Las Gallinas Valley Sanitary District (LGVSD), including all attachments. Based on our review of the RFP documents, we understand that the District is seeking qualified firms to perform site investigations necessary for a new Administration Building near or within the existing LGVSD Wastewater Treatment Plant (WWTP) to replace two existing, inadequately sized buildings containing staff and laboratory functions. MWA understands that the new Administration Building must accommodate 20 full-time District employees as well as any anticipated staff growth.

We understand that an optimum Administration Building configuration and site location will be based on careful consideration of constructability, construction cost, access and parking, environmental impacts, sea level rise, and any property acquisition needs or site restrictions. The site proposed by Danadjieva Hansen Architects will also be considered.

Our team will strive to balance functionality and practicality with a thoughtful sensitivity to plant operations, site constraints, and environmental concerns. Our approach to your project is tailored to establish an administration building concept that embodies your organizational goals, integrates seamlessly into the WWTP and Las Gallinas Marsh environment, and best serves the community and ratepayers. MWA's approach consists of:

- Clearly defining the project scope and goals
- Designing the project within your budget and schedule
- Facilitating effective and inclusive communication
- Tailoring a design process for creative, efficient, and cost-effective solutions
- Utilizing design team experience and leadership

PROJECT MANAGEMENT

MWA will provide the design leadership necessary to establish and implement a highly organized, interactive planning and design process that includes District staff as integral participants. MWA Project Manager, Greg Robley, and his project team will bring project stakeholders together to explore intersections between the functional, technical, and inspirational requirements of this project. Orchestrated dialogue, clear decision making, endorsement between tasks, and adherence to a clear schedule and budget will allow our team to provide you with a design solution that thoroughly addresses your current and future needs.

At the beginning of the project, we will develop a work plan and schedule that includes a calendar of stakeholder engagement and deliverables. The District stakeholder representatives will participate in workshops at each phase of the work to review deliverables and provide feedback. Review comments and responses will be documented in a comment log. Design progress and draft deliverables will be reviewed and action items will be addressed during biweekly conference calls with the District.

KICK-OFF AND DATA COLLECTION

The MWA project team will meet with project stakeholders in the first of a series of workshops to review roles, responsibilities, project approach, and schedule. We will lead a dialogue to clearly define the District's vision and goals which will serve to guide the project through all subsequent tasks. In addition to requesting the previous administration building design documentation, we will request and review any existing as-builts, surveys, geotechnical reports, and environmental documents in order to establish an efficient work plan for subsequent investigations and dialogues.

NEEDS ASSESSMENT

A key objective for this project will be to provide comfortable, flexible, and efficient workspace for the District's Administration, Engineering, Operations, Maintenance, and Collections groups. Our team's facility evaluation and needs assessment activities will serve to:

- Understand existing facilities and how they serve or fall short of current operational needs
- Establish a baseline of required spaces, square footages, and adjacencies
- Establish a set of objectives and priorities for the evaluation of project alternatives
- Consider scenarios for growth, flexibility, and adaptation to regulatory and technological changes
- Identify opportunities for innovative workspace, building technologies, and sustainability strategies

Our team will walk the WWTP and adjacent District property to identify potential building sites, including the previously proposed administration building site location, making note of development opportunities and constraints. We will also identify parking needs for visitor, employee, and District vehicles, pedestrian and vehicular circulation routes, fire access, and any crisis activities that would necessitate special site or building uses.

We will perform a visual survey of the existing administration building and modular lab building, documenting current uses to establish a baseline of resources and space needs. The visual survey will be followed with job shadows of any staff that perform duties outside of the traditional office environment. MWA has found that the job shadowing process gives us a quick understanding of start-of-day and end-of-day routines, interactions and meetings, and other activities or procedures performed on or from the plant. Conversations with staff in their work environment help us to more clearly define special space requirements, equipment inventories, and critical adjacencies.

Our team will build on collected data, visual assessment, and job shadows with a series of group-based interviews held over the course of a half-day workshop. Representatives and managers from each work group will be invited to interactively describe their group's responsibilities, daily challenges, and the spaces required to best perform their work. The staff will have an opportunity to prepare for the workshop by filling out a survey distributed in advance. Survey and interview questions will be developed to confirm observed space needs and identify additional needs and deficiencies. Interviews with group managers will examine broader organizational requirements and expectations for growth or technological changes. This process will yield a set of objectives and priorities that will be used to validate requested space needs and evaluate potential design alternatives.

Collected data and input will allow us to quantify and describe the gap between current conditions and future expectations and help to determine space sizes, workflow requirements, and critical adjacencies. The administration building program will consist of a table that includes gross square footage, space type identification, and essential design criteria for each room, space, or functional area. Bubble diagrams will be developed to illustrate key organizational concepts and critical adjacencies. Program information will be critically analyzed against established objectives and priorities to identify wants versus needs and short term needs vs. long term needs. We will review and verify these results with the District in a Program Verification Workshop.

SITE AND BUILDING ALTERNATIVES ANALYSIS

Locating a potentially multi-level structure on or near bay mud and surrounded by buried utilities, critical infrastructure, and sensitive wetlands will rely on careful, transparent site development. The siting of the building is paramount to optimizing user access, safety, and workflow while maintaining sensitivity to the natural environment and daily plant O&M. We will review any geotechnical recommendations for the purposes of examining cost, constructability, and optimum siting to meet project goals. We will also consider the need for phased construction and coordination with other improvement projects at the plant.

With the assistance of our environmental consultant, our team will consider potential environmental constraints, such as biological or cultural resources, that could result in permitting constraints or create a mitigation burden. Using existing flood hazard data, we will also assess tidal and flood hazards and sea-level rise projections at potential building sites.

Our team will develop strategies for locating and configuring the administration building program on several potential sites. Using floor plan layouts and 3D massing models, site and building

configurations will test building space configurations, identifying potential synergies or adjacency conflicts. Site layouts will identify potential locations for the building, landscaping features, parking, pedestrian and vehicular circulation, and other exterior program features. Our team will develop 3-4 initial conceptual design alternatives for initial review and feedback with the District.

Three alternatives will be further refined for comparative evaluation. A scoring matrix will be prepared to evaluate the potential of each design alternative based on previously identified objectives and priorities. In an Alternatives Analysis Workshop, the District and project team will review and score the alternatives. Through this collaborative exercise, we expect that a preferred alternative will be identified and recommended for further development.

Throughout the concept evaluation process, our cost estimating consultant, mack5, will work with the project team to help identify risk factors. They will produce a Class 5 order of magnitude cost estimate of each alternative to support the comparative evaluation. The final estimate will incorporate soft costs, inflationary trends, prevailing market conditions, and escalation as appropriate.

CONCEPTUAL DESIGN REPORT

A Conceptual Design Report will be prepared summarizing Administration Building project objectives and design criteria, space program, concept alternatives, analysis and assumptions, and final recommendations. A rough order of magnitude comparative cost estimate will be included along with other supporting analysis outlining the pros and cons for each alternative. The report will include preliminary site and floor plans and a copy of all collected data and work products.

MWA will prepare a presentation for the LGVSD Board to provide a high level overview of the proposed administration building concept and the collaborative process that project stakeholders used to arrive at the recommended solution.

PROPOSED PROJECT SCHEDULE

TASK	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
Kick-Off Meeting/Site Walk	★					
Data Collection and Review	■					
Programming Workshop	★					
Space Program/Adjacencies		■				
Program Verification Workshop			★			
Initial Concept Alternatives			■			
Review Concepts				★		
Refine Concept Alternatives				■		
Alternatives Analysis Workshop					★	
Draft Concept Report/Cost Estimate					■	
District Review						■
Final Concept Report						■
Concept Presentation						★

Section 3: Compensation

	MWA Architects - Prime Consultant					ESA - Environmental					KPFF - Civil			MackS - Cost		Totals	
	PIC	Project Manager	Job Captain	Design Staff	Subtotals	Program Manager	Project Manager	Coastal Engineer	Project Associate	Subtotals	PIC	Project Manager	Project Engineer	Subtotals	Senior Cost Planner		Subtotals
	Hourly Rates	\$245.00	\$185.00	\$130.00	\$110.00	\$225.00	\$190.00	\$205.00	\$125.00	\$220.00	\$155.00	\$130.00	\$180.00				
PROJECT TASKS																	
1.0 Project Management	1	16			\$3,205.00					\$0.00	0	0	0	\$0.00		\$0.00	\$3,205.00
2.0 Kick-Off Meeting/Site Walk		4	8		\$1,780.00					\$0.00	0	6	0	\$930.00		\$0.00	\$2,710.00
3.0 Data Collection and Review	1	4	8		\$2,025.00		8	4		\$2,340.00	0	4	4	\$1,140.00		\$0.00	\$5,505.00
4.0 Interviews/Job Shadow		8	16	24	\$6,200.00					\$0.00	0	0	0	\$0.00		\$0.00	\$6,200.00
5.0 Building Program/Adjacencies	1	4	40	40	\$10,585.00					\$0.00	0	0	0	\$0.00		\$0.00	\$10,585.00
6.0 Program Verification Workshop		4	8	24	\$4,420.00					\$0.00	0	0	0	\$0.00		\$0.00	\$4,420.00
7.0 Develop Concept Alternatives	1	16	40	120	\$21,605.00	4	16	8	24	\$8,580.00	2	16	16	\$5,000.00		\$0.00	\$35,185.00
8.0 Alternatives Analysis Workshop		4	8	24	\$4,420.00					\$0.00	0	8	0	\$1,240.00		\$0.00	\$5,660.00
9.0 Cost Estimate Comparison	1	1	2		\$690.00					\$0.00	0	0	0	\$0.00	40	\$7,200.00	\$7,890.00
10.0 Administration Building Concept Report	1	16	80		\$13,605.00	4	16	8	24	\$8,580.00	2	16	8	\$3,960.00		\$0.00	\$26,145.00
11.0 Concept Presentation		4	4	16	\$3,020.00					\$0.00	0	0	0	\$0.00		\$0.00	\$3,020.00
TOTALS																	
Total Estimated Hours	6	81	214	248		8	40	20	48		4	50	28		40		
Total Fees					\$71,555.00					\$19,500.00				\$12,270.00		\$7,200.00	\$110,525.00
REIMBURSABLES																	
Travel/Prints					\$1,000.00					\$150.00				\$400.00		\$0.00	\$1,550.00
SUBCONSULTANT MARKUP (5%)																	
					\$1,948.50												
TOTAL CONTRACT NOT TO EXCEED																	
					\$74,503.50					\$19,650.00				\$12,670.00		\$7,200.00	\$114,023.50



Agenda Summary Report

To: Mike Prinz, General Manager *MAD*
From: Michael P. Cortez, PE, District Engineer *mpc*
Mtg. Date: December 5, 2019
Re: Approve Award of Contract to Kennedy Jenks for Integrated Wastewater Master Plan
Item Type: Consent Discussion Information Other
Standard Contract: Yes No (See attached) Not Applicable

BACKGROUND:

In response to the Request for Proposals (RFP) for Engineering Services for the Integrated Wastewater Master Plan (IWMP) project, the District received proposals from Brown and Caldwell, Carollo, GHD, Hazen & Sawyer, and Kennedy Jenks by the submittal deadline of August 30, 2019. After reviewing the consultants' proposals and conducting an interview with Carollo and Kennedy Jenks on October 14, 2019, staff determined that Kennedy Jenks best meets the District requirements and will produce a successful project. Highlights of Kennedy Jenks' proposal include the following:

- Presentation of a well-integrated team with extensive San Francisco Bay Area experience in developing Master Plans.
- Presentation of a reliability-based approach to address current risks and imminent threats to treatment plant operations and collection system maintenance, which would allow the District to sustain its assets near and long term. This risk-based approach is considered pivotally valuable in light of the age and extent of District assets, in addition to the lack of historical master planning.
- Demonstration of detailed investigation of existing collection system and treatment plant facilities, including the Secondary Treatment Plant Upgrade & Recycled Water Expansion (STPURWE) project.
- Preparation of a defensible Master Plan that would include wastewater treatment plant, biosolids, and recycled water components, which would assist District Staff in developing future connection fee and rate increase studies.
- Inclusion of 16 technical memorandums to address specific concerns raised by District Staff during pre-proposal meeting and site visits, all of which are described in an extensive workplan.
- Identification of risks that closely match potential issues currently identified by District Staff.

Carollo appears to have very good understanding of the issues and objectives listed in the RFP, and presented an impressive list of company and team experience in developing IWMPs in



Northern California similar in scope to District requirements. However, District Staff feel that Kennedy Jenks put more effort in identifying current risks, developing mitigation strategies, and prioritizing solutions in its proposal.

As part of the master planning effort, District Staff recommends hiring Nute Engineering and EOA for institutional knowledge support and assistance to Kennedy Jenks on on-call basis. Nute Engineering has a long history of working with District treatment plant facilities and collection system. EOA has been the District's permit consultant and familiar with the NPDES permit requirements.

PREVIOUS BOARD ACTION(S):

On February 28, 2019, Board approved a scope revision of the Collection System Master Plan to expand it into a District-wide, multiphase, Integrated Wastewater Master Plan.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

Time and expense, value of services not to exceed \$1,096,802. The project was approved in the 2018-19 and 2019-20 budget years as Project Number 20100-05 with a total budget of \$400,000 for Phase 1. Phase 2 and 3 will be included in the 2020-21 and 2021-22 budgets as appropriate for a combined FY 20/21, 20/22 total of \$800,000. The total budget for the IWMP will be increased by \$200,000 from the \$1,000,000 previously discussed on February 28, 2019. This augmentation will be addressed in the next 2 years' budget processes.

Kennedy Jenks has broken their proposal into phases that acknowledge the incremental budget authorization. Phases not currently budgeted will not be authorized until warranted by the future fiscal year budgeting processes.

STAFF RECOMMENDATION(S):

1. Board to approve the award of a contract to Kennedy Jenks for Engineering Services for the Integrated Wastewater Master Plan project in the amount of \$300,000 for Phase 1.
2. Board to authorize the expenditure of \$800,000 for Phase 2 and Phase 3 in FY 2020-21 and FY 2021-22, respectively, as funds are allocated for those fiscal years.
3. Board to authorize the General Manager to execute agreements with Nute Engineering and EOA for on-call support and assistance to Kennedy Jenks during the master planning effort for \$50,000 each.



275 Battery Street, Suite 550
San Francisco, California 94111
415-243-2150

22 November 2019

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

Subject: Letter Scope for Professional Services for an Integrated Wastewater Master Plan
(Job No. 19200-04)

Dear Mr. Cortez,

This letter scope is provided at your request for Professional Services for an Integrated Wastewater Master Plan (IWMP) for the Las Gallinas Valley Sanitation District. Your IWMP is essential to prioritizing critical near-term needs while defining long-term opportunities for sustainable stakeholder service levels. This letter scope describes our scope of services to implement your IWMP; providing a description of tasks, deliverables, assumptions, schedule and budget.

Scope of Services

The proposed scope of services will be performed in three phases, as follows:

- Phase 1 – BRVA / Preliminary Assessments (FY 19/20)
- Phase 2 – Detailed Assessments (FY 20/21)
- Phase 3 – Integrated Wastewater Master Plan Recommendations (FY 21/22)

Services to be performed by Kennedy Jenks (KJ) are summarized by project phase and task in Table 1. Deliverables are detailed with an anticipated schedule, in Table 2, following the scope of services.

Table 1: Summary of IWMP Development Phases and Associated Tasks

Phase-1 BRVA and Preliminary Assessments FY-19/20	Phase-2 Detailed Assessments FY-20/21	Phase-3 IWMP Recommendations FY-21/22
1.1 Project Management - QAQC	2.1 Project Management - QAQC	3.1 Project Management - QAQC
1.2 Business Risk and Vulnerability Assessment (BRVA)	2.2 Detailed Assessment of Assets	3.2 Detailed Assessment of Assets
1.3 Preliminary Assessment of Assets	A Collection System Cond./Perform. Assess	A Climate Change Assessment
A Collection System Cond./Perform. Assess	B Collection System Capacity Analysis	B Physical and Digital Security Assessment
B Collection System Capacity Analysis	C WWTP Condition/Performance Assessment	C Asset Management Program Assessment
C WWTP Condition/Performance Assessment	D WWTP Basis of Planning and Sec. Assess	3.3 Risk Mitigation Solutions - Non-Urgent CIP
D WWTP Basis of Planning and Secondary Assessment	E Biosolids Disposal System Assessment	A Collection System Recommendations
E Biosolids Disposal System Assessment	F Recycled Water System Assessment	B WWTP Recommendations
F Recycled Water System Assessment	G Climate Change Assessment	C Biosolid Recommendations
G Climate Change Assessment	H Physical and Digital Security Assessment	D Recycled Water Recommendations
H Physical and Digital Security Assessment	I Asset Management Program Assessment	3.4 Miller Creek Management
I Asset Management Program Assessment	2.3 Risk Mitigation Solutions - Urgent CIP	3.5 Disaster Resilience Assessment
1.4 Risk Mitigation Solutions - Urgent CIP	2.4 Miller Creek Management	3.6 Conceptual Level Cost Estimates
	2.5 Disaster Resilience Assessment	3.7 Land Management and Optimization
	2.6 Land Management and Optimization	3.8 Energy Management and Optimization
		3.9 Integrated Wastewater Plan

Phase 1 – BRVA / Preliminary Assessments (FY 19/20)

1.1 Project Management - QAQC (Phase 1)

KJ will manage the proposed scope, schedule and budget to assure and technical products adhere to client's expectations in a cost-effective manner. Effort includes:

- Phase Workplan
- Project setup, contracting, and subcontract execution
- Monthly invoices and status reports
- Coordination with project team
- Meetings
 - Kickoff with project team
 - Monthly (PM, DPM and/or task lead) conducted in person or by phone, as-appropriate
 - Monthly status calls (PM, DPM and/or task lead) by phone
- QA/QC of technical deliverables

Assumptions: KJ and District staff maintains communication and coordination throughout project and provides District staff availability for meetings.

1.2 Business Risk and Vulnerability Assessment (BRVA)

KJ will identify and define the District's risk profile (defining criticality parameters and scale) based on a review of District's existing information followed by the BRVA workshop series. Existing information may include the District's asset hierarchy, electrical one-lines, PIDs, and PFDs. This will help KJ establish a baseline understanding of the District's risk, which will then be built upon with input from District staff.

The result of the BRVA will prioritize process needs within each of the District's key system (WWTP, Collection System, Recycled Water Facility, and Biosolids Disposal System) to focus on critical assets in subsequent tasks. The BRVA will aim to initiate a cultural shift from reactive to proactive maintenance through reliability training and will provide the District with:

- Defensible risk matrix for logical risk prioritizations
- Identification of Urgent and Non-Urgent Asset Needs
- Training presentations on core principles of reliability and asset management

The BRVA will also help identify threats and associated risks from climate change, regulatory pressures, data security, asset reliability, system resiliency, and workforce succession to be analyzed further as they relate to specific assets in subsequent tasks.

Assumptions: Selected Individuals from District staff will participate in a multi-day workshop. District representatives include engineering, safety, management, procurement, regulatory, and operations and maintenance personnel - providing institutional knowledge. Workshop attendance will be scheduled by the District and held at the District's meeting room, which will be fully equipped with audio-visual equipment.

1.3 Preliminary Assessment of Assets

The preliminary assessments in Phase 1 will build upon the BRVA, will improve KJ's understanding of priority assets/systems identified from the BRVA, and will provide insights that will improve the subsequent risk estimate tasks. Ultimately, these risk estimates will prioritize the District's CIP needs and will provide the knowledge necessary to apply the correct CIP of maintenance improvement strategy.

Assumptions: For each subtask below, it is assumed that the District will provide feedback to KJ via regularly scheduled calls on preliminary results to facilitate ongoing analysis. Draft and Final Assessment TMs will be provided under Phase 2 and 3.

A Collection System Condition / Performance Assessment (Phase 1)

KJ will perform a two-hour, Tier 1 condition and performance assessments and pump test at up to 10 of the District's pump stations (PS) to be identified based on the results of the BRVA. Assessments will focus on the following asset classes: Rotating, Fixed, Linear, Structural, Electrical, Instrumentation & Control/SCADA.

KJ will also complete a desktop analysis of gravity sewers and force mains following PS field assessments based on a review of existing information provided by the District. Based on the results of this analysis, KJ may recommend and, if needed, complete a Tier 2 condition assessment for up to three force mains in Phase 2.

Existing information is anticipated to include:

- District's GIS database
- District's sewer pipe CCTV inspection results (PACP quick score summaries)
- Nute Engineering report (circa 2009)

- John Ducet Pump Station Basis of Design Report (GHD)
- Cityworks CMMS data export in .csv or .xlsx format (including regular work orders, repair/replacement history, and maintenance history)

Assumptions: District shall provide access to needed records (GIS database) and to physical asset locations (PS and associated structures) for field assessments. District shall setup each facility for pump test to facilitate 2-hour assessment by KJ's team.

B Collection System Capacity Analysis (Phase 1)

KJ understands that while the District has mostly experienced 'build-out' conditions, that the recent Senate Bill 13 requirements may drive increased density development of existing parcels. KJ will work with District staff to review the region's General Plans and for District staff to provide commentary on growth estimates and anticipated target areas over the next 15 years.

Alternatively, the District may provide KJ with previous studies conducted for the Collection System and evaluate the estimated basis for flow generation projections. KJ may also evaluate flow metering studies, pump station flow data, pump run times and current draw.

KJ will use one of these two options to perform an Excel-based capacity analysis model of the District's trunk line sewers (up to 5 trunk lines). KJ will also consider the District's most recent flow monitoring data and estimates of inflow and infiltration (I/I) as part of this evaluation. This analysis will provide a defensible baseline estimate that the District can share with developers that may responds to the needs of Senate Bill 13.

In addition, KJ will also:

- Assess the capacity of up to 3 force mains from Task 1.3.A via existing analyses and results of pump tests.
- Identify gravity 'hot spots' acknowledging built-out system and Senate Bill 13 requirements
- Review sewer system master plan and I/I Reconnaissance Report
- Identify capacity and potential bottleneck risk for further evaluation based on Hydraulic Institute statistics

Assumptions: District will help facilitate analyses, provide related completed studies and document reviews as noted.

C WWTP Condition / Performance Assessment (Phase 1)

KJ will evaluate the District's Wastewater Treatment Plant (WWTP) based on risks identified during the BRVA to focus on Urgent needs in Phase 1 and 2 and Non-Urgent needs in Phase 2 and 3. The transition from urgent to non-urgent needs will depend on the quantity and severity of asset needs discovered during the BRVA.

KJ will focus its assessment of assets (Liquid and Process) on the following classes: Rotating, Fixed, Linear, Structural, Electrical, Instrumentation & Control/SCADA asset classes. KJ will perform prioritized as-needed condition assessments and desktop analyses based on focus

process areas and base the assessment from the BRVA prioritization results. Through these assessments, KJ will identify process limitations, including clarifier capacity (secondary capacity assessment per WEF MOP8), process redundancy, and flow split issues. KJ will also evaluate reliability issues in redundancy, flow-splitting and equalization, off-spec water diversion needs, hydraulic constraints, biogas recovery system, and pending nutrient regulations. Information from these assessments will feed into the risk mitigation solutions to be provided in subsequent tasks (for urgent and non-urgent needs).

Assumptions: KJ assumed that urgent needs will be determined by the results of the BRVA workshop and that up to 5 major process areas will be determined most vulnerable (e.g. Electrical distribution systems are typically a high risk asset).

D WWTP Basis of Planning and Secondary Process Assessment (Phase 1)

KJ will provide a specific evaluation of the secondary system in parallel to task 1.3.D by building a secondary process model to simulate the current operation (Phase 1) and to establish the basis of planning for assessing WWTP limitations (Phase 2). KJ will use the process simulator to identify secondary process limitations relative to regulatory outlook, capacity, redundancy (Phase 2). A data request will be submitted to review process data to build the process simulator and to facilitate a specific secondary process assessment. Based on KJ's understanding of the system following this assessment, KJ will review and comment on relevant future regulatory outlook risks.

Assumptions: District will help facilitate analyses and reviews as noted. In particular, the District will compile data and drawings in electronic format and provide to KJ. It is also assumed that:

- Process assessment will consider capacity and redundancy for the aeration basins, aeration system, RAS pumps, WAS pumps, and secondary clarifiers and the ability of these units to support future effluent quality objectives
- Capacity assessments will be based on operation within recommended design ranges
- Process simulations will be steady state. Three (3) process simulations are included in this scope.
- The design flows and loads for the WWTP will remain unchanged from current values through the planning horizon

E Biosolids Disposal System Assessment (Phase 1)

KJ will provide a specific evaluation of the WWTP's biosolids disposal system to prioritize master plan recommendations relative to the Biosolids system and based on potential risks relevant to regulatory outlook, regional demand, and potential revenue opportunities from regional partners. The goal of this specific task is to maximize the use of District's existing assets to benefit the bottom line and to evaluate the option(s) for balanced land use and revenue opportunities. This will be evaluated first from a District perspective, then with potential regional solutions.

Assumptions: District will help facilitate analyses and reviews as noted.

F Recycled Water System Assessment (Phase 1)

KJ will provide a specific evaluation of the District's recycled water facility (RWF) and system to assess current operations and to identify opportunities to optimize recycled water use. This assessment will evaluate potential regulatory outlook risks and regional demand opportunities and will help clarify the agreement between the District-run system and the privately-operated irrigation disposal system.

KJ will leverage information from the RWF expansion project to identify equipment O&M issues. In addition, KJ will:

- Assess land use optimization opportunities by revisiting local agreement with farmer and potential future demands for NMWD and MMWD
- Perform water balance to assess seasonal storage operations/needs to maximize reuse (if needed)
- Assess ongoing issues with monitoring for compliance and potential solutions

Assumptions: District will provide assumptions, observations and outcomes from RWF Expansion project and will:

- Share existing and potential future/revised agreements with NMWD, MMWD and local farmer.
- Provide historical supply trends and demands curves for recycled water

This tasks also assumes that:

- The assessment of equalization storage for operational needs is being performed by others.
- Condition assessment of RWF and/or UV system is not included
- Future recycled water demands beyond on-site use at the plant or on District-owned irrigated pastures will be estimated based on external studies (by NMWD or MMWD), if available. A full market assessment is not included in this scope of services.

G Climate Change Assessment (Phase 1)

KJ will, working with its subconsultant ESA, define sea-level rise projections (based on County Climate Change projections) and exposure pathways such as drainage and groundwater flow estimates. Effort in this task will identify the timeline of impacts for each risk and impacts on critical assets. This task will also describe infrastructure vulnerabilities due to climate risks and provide preliminary mitigation solutions (concept level only, potential cost estimated to be provided under Phase 3).

Assumptions: District will provide historical flooding information and mapping (if available), identify known drainage issues, provide qualitative assessment of infrastructure vulnerabilities only (to be supported by BRVA).

H Physical and Digital Security Assessment (Phase 1)

KJ will, working with its subconsultant Arcsine, evaluate the District's Pump Station's (and SCADA/WWTP site) risk(s) relative to digital and physical security and will provide preliminary mitigation recommendations accordingly. This task will evaluate up to 10 of the most critical pump station facilities based on the results of the BRVA.

Assumptions: District will help facilitate analyses and provide site access and reviews as noted.

I Asset Management Program Assessment (Phase 1)

KJ will identify gaps in the asset management program based on results of BRVA and will evaluate the potential impact of revenue generating opportunities based on outcomes of the Land Management and Optimization (Phase 2) and Energy Management and Optimization (Phase 3) tasks. These may provide investment strategies and the potential for outside funding. Potential gaps to be identified will be relative to work execution management (WEM), computerized maintenance management system (CMMS), information data management systems (IDMS), management of change (MOC), and reliability engineering.

Assumptions: District will help facilitate analyses and reviews as noted.

1.4 Risk Mitigation Solutions - Urgent CIP (Phase 1)

KJ will discuss preliminary solutions to the District's most urgent CIP needs during regularly held calls for validation and for further development under Phase 2. KJ will identify risk mitigation opportunities for highest-risk assets (to be addressed within next 5 years) within each system (Collection System, WWTP, Recycled Water Facility, and Biosolids). KJ will identify potentially feasible solutions for up to 10 key issues identified under Phase 1. It is expected that under Phase 2, KJ will provide preliminary Alternatives Analysis of up to three feasible solutions with Level 5 cost estimates and will recommend the preferred solution for each asset need explaining how the solution can be implemented as Urgent CIP projects.

Assumptions: District will help facilitate analyses and reviews as noted.

Phase 2 – Detailed Assessments (FY 20/21)

The specific scope under Phase 2 will depend on the results of Phase 1 and the specific focus recommended as a result of the BRVA. The scope below describes the general tasks that are anticipated to be completed at the time of this letter scope.

2.1 Project Management - QAQC (Phase 2)

See Task 1.1 scope and assumptions.

2.2 Detailed Assessment of Assets (Phase 2)

KJ will build upon the results of Phase 1 and perform detailed assessment of assets that warrant further evaluation to refine risk estimates. This work may include destructive and/or

non-destructive testing, which will be determined based on the BRVA and preliminary assessment results of task 1.3 A through I.

2.3 Risk Mitigation Solutions - Urgent CIP (Phase 2)

KJ will provide recommendations for CIP project repairs or replacements or for modified management strategies based on evaluations to this point. Urgent asset needs may be those assets that are easy to access and implement a recommendation for and may be determined to have a critical risk impact to facility operations, warranting urgent action.

2.4 Miller Creek Management

KJ will, working with its subconsultant ESA, identify maintenance needs to uphold creek quality and performance of WWTP effluent diffusers and will provide preliminary recommendations evaluating up to three alternatives for improved permit conditions.

2.5 Disaster Resilience Assessment

KJ will evaluate the District's risk relative to potential disasters (up to five disaster situations based on results of BRVA workshop) and provide mitigation recommendations (up to 3 recommendations per each disaster situation) accordingly.

2.6 Land Management and Optimization

KJ will evaluate improvements for land use (Biosolids) and acquisition as they relate to the above Urgent (Phase 1 and 2) and Non-Urgent (Phase 3) CIP project recommendations. The goal of this tasks is to optimize the District's use of existing and potential future properties and to define 503 Rule compliance requirements.

Phase 3 – Integrated Wastewater Master Plan Recommendations (FY 21/22)

The specific scope under Phase 3 will depend on the results of Phase 1 and 2 and the specific focus recommended as a result of the BRVA. The scope below describes the general tasks that are anticipated to be completed at the time of this letter scope.

3.1 Project Management - QAQC (Phase 3)

See Task 1.1 scope and assumptions.

3.2 Detailed Assessment of Assets (Phase 3)

This task will build upon the results of and complete Task 2.2.

3.3 Risk Mitigation Solutions - Non-Urgent CIP (Phase 3)

KJ will provide a list of projects to justify a rate increase and to provide support to a connection fee study and rate analysis that will be completed by Others. Through this task, KJ will:

- Identify risk mitigation opportunities for remaining high-risk (Non-Urgent) assets within each system (Collection System, WWTP, Recycled Water Facility, and Biosolids).
- Provide a project description sheet for each asset need and its feasible solution.

- Identify feasible solutions for up to 10 key issues in each facility system (Collection System, WWTP, RWF, Biosolid) identified based on results of Phase 1 and 2 assessments.
- Provide preliminary Alternatives Analysis of up to three feasible solutions with Level 5 cost estimates.
- Recommend preferred solution for each asset need and how they can be implemented in a future CIP project(s).

3.4 Miller Creek Management (Phase 3)

This task will build upon the results of and complete Task 2.4.

3.5 Disaster Resilience Assessment (Phase 3)

This task will build upon the results of and complete Task 2.5.

3.6 Conceptual Level Cost Estimates

KJ will provide a Level 5 cost estimates for Non-Urgent CIP identified feasible solutions.

3.7 Land Management and Optimization (Phase 3)

This task will build upon the results of and complete Task 2.6.

3.8 Energy Management and Optimization

KJ will evaluate improvements for energy use and production as they relate to Urgent and Non-Urgent CIP project recommendations.

3.9 Integrated Wastewater Master Plan

The Integrated Wastewater Master Plan (IWMP) will document results of assessments completed under Phase 1 through 3. KJ will provide a list of WWTP, collection system, and RWF CIPs for budgeting purposes and a related list of upcoming regulations that may be impacted. KJ will consolidate asset needs into logical CIP projects based on asset type, funding, system location, and other considerations and will then prioritize CIP projects based on risks, regulatory drivers, and financing. This task will integrate Biosolid and RWF recommendations with those at the WWTP and will group asset needs into logical CIP projects based on location, asset type, priority, and financing options and based on preferred alternatives.

KJ will work with the District's GIS consultant to incorporate IWMP results into the District's existing GIS database. This information should be accessible online with an ESRI enterprise GIS license. KJ will facilitate providing assessment results in tabular format to be included in GIS attribute tables for mapping and reporting.

The BRVA and risk assessment summaries will provide a streamlined framework that can be repeated for other process area assessments and which will support connection fee and rate studies.

KJ will also provide a financial analysis and recommendations for improved cash flow and funding to support CIP project recommendations. The IWMP will comment on and identify key needs for District in terms of physical assets and staffing resources.

A Draft IWMP will be submitted for District staff to review and comment on. KJ will then address these comments and provide a Final IWMP complete with CIP project recommendations.

Assumptions: The District's existing GIS database can be viewed via GIS online, which is supported by an ESRI enterprise GIS license (common to most wastewater agencies).

As-Requested Additional Services

A specific scope of work for as-requested additional services may be developed for any phase. The scope and fee would be developed in collaboration with the District's PM and the proposed budget would be authorized on an as-needed basis.

Project Deliverables and Anticipated Schedule

Table 2: Summary of Task Deliverables and Schedule

Task	Description	Deliverable	Start *	End *
PHASE 1 BRVA / Preliminary Assessments				
1.1	Project Management - QAQC (Phase 1)	Workplan, Monthly Status Reports, Meeting agendas and minutes, QA/QC comments	12/15/19	6/30/19
1.2	Business Risk and Vulnerability Assessment (BRVA)	Two 1.5-hour Reliability presentations, Reliability workshops (4-6 hours ea.), Training materials, District Risk Profile TM (Draft and Final)	1/1/20	2/28/20
1.3	Preliminary Assessment of Assets	Updates provided during regular meetings. Draft and Final TMs provided under Phase 2 and 3	1/1/20	6/30/20
A	Collection System Cond./Perform. Assess. (Phase 1)			
B	Collection System Capacity Analysis (Phase 1)			
C	WWTP Condition/Performance Assessment (Phase 1)			
D	WWTP Basis of Planning and Sec. Assess. (Phase 1)			
E	Biosolids Disposal System Assessment (Phase 1)			
F	Recycled Water System Assessment (Phase 1)			
G	Climate Change Assessment (Phase 1)			
H	Physical and Digital Security Assessment (Phase 1)			
I	Asset Management Program Assessment (Phase 1)			
1.4	Risk Mitigation Solutions - Urgent CIP (Phase 1)		6/1/20	6/30/20
PHASE 2 Detailed Assessments				
2.1	Project Management - QAQC (Phase 2)	Monthly status reports, Meeting agendas and minutes, QA/QC comments	7/1/20	6/30/21
2.2	Detailed Assessment of Assets (Phase 2)	Draft and Final Assessment TMs for each Task 2.2 A-F		
A	Collection System Cond./Perform. Assess. (Phase 2)			
B	Collection System Capacity Analysis (Phase 2)			
C	WWTP Condition/Performance Assessment (Phase 2)			
D	WWTP Basis of Planning and Sec. Assess. (Phase 2)			
E	Biosolids Disposal System Assessment (Phase 2)			
F	Recycled Water System Assessment (Phase 2)	Additional Risk Assessments TM (Draft)		
G	Climate Change Assessment (Phase 2)			
H	Physical and Digital Security Assessment (Phase 2)	Asset Mgmt. Program Assess. TM (Draft)		
I	Asset Management Program Assessment (Phase 2)			
2.3	Risk Mitigation Solutions - Urgent CIP (Phase 2)	Urgent CIP Project Recs TM (Draft and Final)		
2.4	Miller Creek Management			

Task	Description	Deliverable	Start *	End *
2.5	Disaster Resilience Assessment	Additional Risk Assessments TM (Draft) - see Task 2.2 G/H		
2.6	Land Management and Optimization	Land Management TM (Draft)		
PHASE 3 IWMP Recommendations				
3.1	Project Management - QAQC (Phase 3)	Monthly status reports, Meeting agendas and minutes, QA/QC comments	7/1/21	6/30/22
3.2	Detailed Assessment of Assets (Phase 3)	-		
A	Climate Change Assessment (Phase 3)	Additional Risk Assessments TM (Final)		
B	Physical and Digital Security Assessment (Phase 3)	Asset Mgmt. Program Assess. TM (Final)		
C	Asset Management Program Assessment (Phase 3)	Non-Urgent CIP Project Recommendations TM for each Task 3.3 A-D		
3.3	Risk Mitigation Solutions - Non-Urgent CIP (Phase 3)			
A	Collection System Recommendations			
B	WWTP Recommendations			
C	Biosolid Recommendations			
D	Recycled Water Recommendations			
3.4	Miller Creek Management (Phase 3)	Additional Risk Assessments TM (Final) - see Task 3.2 G/H		
3.5	Disaster Resilience Assessment (Phase 3)	None, results to be included in 3.3 TMs		
3.6	Conceptual Level Cost Estimates	Land Management TM (Final)		
3.7	Land Management and Optimization (Phase 3)	Energy Management TM (Draft and Final)		
3.8	Energy Management and Optimization	IWMP Report (Draft and Final)		
3.9	Integrated Wastewater Plan			

* Actual dates to be confirmed upon NTP

Budget

A summary of the budget is provided in Table 3. Phase 1 budget will be authorized based on the scope of services detailed herein. Phase 2 and 3 scope and budgets may be adjusted based on the results of Phase 1 and before Board approval.

Table 3: Summary of Estimated Budget

Phase/Task	Description	Budget
PHASE 1 BRVA / Preliminary Assessments		
1.1	Project Management - QAQC (Phase 1)	\$60,000
1.2	Business Risk and Vulnerability Assessment (BRVA)	\$65,000
1.3	Preliminary Assessment of Assets	
A	Collection System Condition / Performance Assessment (Phase 1)	\$25,000
B	Collection System Capacity Analysis (Phase 1)	\$10,000
C	WWTP Condition / Performance Assessment (Phase 1)	\$25,000
D	WWTP Basis of Planning and Secondary Process Assessment (Phase 1)	\$20,000
E	Biosolids Disposal System Assessment (Phase 1)	\$25,000
F	Recycled Water System Assessment (Phase 1)	\$15,000
G	Climate Change Assessment (Phase 1)	\$15,000
H	Physical and Digital Security Assessment (Phase 1)	\$10,000
I	Asset Management Program Assessment (Phase 1)	\$15,000
1.4	Risk Mitigation Solutions - Urgent CIP (Phase 1)	\$15,000
	PHASE 1 (FY 19/20) TOTAL	\$300,000
PHASE 2 Detailed Assessments		
2.1	Project Management - QAQC (Phase 2)	\$85,802
2.2	Detailed Assessment of Assets (Phase 2)	
A	Collection System Condition / Performance Assessment (Phase 2)	\$65,000
B	Collection System Capacity Analysis (Phase 2)	\$16,000
C	WWTP Condition / Performance Assessment (Phase 2)	\$30,000
D	WWTP Basis of Planning and Secondary Process Assessment (Phase 2)	\$60,000
E	Biosolids Disposal System Assessment (Phase 2)	\$20,000
F	Recycled Water System Assessment (Phase 2)	\$15,000
G	Climate Change Assessment (Phase 2)	\$35,000
H	Physical and Digital Security Assessment (Phase 2)	\$25,000
I	Asset Management Program Assessment (Phase 2)	\$25,000
2.3	Risk Mitigation Solutions - Urgent CIP (Phase 2)	\$50,000
2.4	Miller Creek Management	\$22,000
2.5	Disaster Resilience Assessment	\$23,000
2.6	Land Management and Optimization	\$20,000
	PHASE 2 (FY 20/21) TOTAL	\$491,802

Table 3 (con't): Summary of Estimated Budget

Phase/Task	Description	Budget
PHASE 3 IWMP Recommendations		
3.1	Project Management - QAQC (Phase 3)	\$30,000
3.2	Detailed Assessment of Assets (Phase 3)	
A	Climate Change Assessment (Phase 3)	\$5,000
B	Physical and Digital Security Assessment (Phase 3)	\$5,000
C	Asset Management Program Assessment (Phase 3)	\$5,000
3.3	Risk Mitigation Solutions - Non-Urgent CIP (Phase 3)	
A	Collection System Recommendations	\$35,000
B	WWTP Recommendations	\$35,000
C	Biosolid Recommendations	\$20,000
D	Recycled Water Recommendations	\$20,000
3.4	Miller Creek Management (Phase 3)	\$5,000
3.5	Disaster Resilience Assessment (Phase 3)	\$5,000
3.6	Conceptual Level Cost Estimates	\$20,000
3.7	Land Management and Optimization (Phase 3)	\$5,000
3.8	Energy Management and Optimization	\$15,000
3.9	Integrated Wastewater Plan	\$0
A	Draft IWMP and CIP project recommendations	\$60,000
B	Final IWMP and CIP project recommendations	\$40,000
	PHASE 3 (FY21/22) TOTAL	\$305,000
	IWMP TOTAL (Phase 1-3)	\$1,096,802

Closing

We look forward to working with you to develop your Integrated Wastewater Master Plan. Please do not hesitate to contact me with any questions on this letter scope.

Very truly yours,

KENNEDY JENKS



Dawn Taffler, PE, LEED®
 Project Manager



Adam Butler, PE
 Deputy Project Manager

Client/Address: Las Gallinas Valley Sanitation District
 300 Smith Ranch Road
 San Rafael, CA 94903

Contract/Proposal Date: 22 November 2019

Schedule of Charges

January 1, 2019

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	\$130
Engineer-Scientist-Specialist 2	\$160
Engineer-Scientist-Specialist 3	\$180
Engineer-Scientist-Specialist 4	\$195
Engineer-Scientist-Specialist 5	\$215
Engineer-Scientist-Specialist 6	\$240
Engineer-Scientist-Specialist 7	\$265
Engineer-Scientist-Specialist 8	\$280
Engineer-Scientist-Specialist 9	\$295
CAD-Technician	\$115
Senior CAD-Technician	\$130
CAD-Designer	\$150
Senior CAD-Designer	\$170
Project Administrator	\$125
Administrative Assistant	\$105
Aide	\$80

In addition to the above Hourly Rates, a four percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2019 through December 31, 2019. After December 31, 2019, invoices will reflect the Schedule of Charges currently in effect.



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: December 5, 2019
Re: Changes to Board Policy B-60 Board Member Compensation.

Item Type: Consent Discussion Information Other
Standard Contract: Yes No (See attached) Not Applicable

BACKGROUND:

The Board reviewed and approved substantial changes to policy B-60 on by a previous resolution on May 21, 2019. In this current revision to the policy, the Board made additional changes to compensation for web training and also added a clause that allows the Board to approve a meeting that doesn't fall into the listing of approved meetings.

PREVIOUS BOARD ACTION:

Resolution 2019-2164 approved a revision of Policy for B-60.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

This will have an immaterial impact on the budget.

STAFF RECOMMENDATION:

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

RESOLUTION No 2019-2178

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

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

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

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

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

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

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

- Webinars, online trainings, and tours of facilities that are at least 1 1/2 hours in length and pertain to District Business.
- Multiple party conference calls convened by LGVSD subcommittees that are at least 2 hours in length that pertain to District Business.
- Non-Public LGVSD subcommittee meetings such as Ad Hoc meetings that are over an hour in length.
- One-on-one meetings between appointed LGVSD committee members with any other outside agency or committee via face-to-face interaction or telephone, which are at least 1 hour long, pertain to District Business and are not for logistical purposes only.
- Tours of District facilities with public officials that are at least an hour long.

- Other meetings falling outside the above listed meeting descriptions shall be brought to the Board for a determination of compensability prior to any Board member's attendance at such meetings.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 5th of December 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Craig K. Murray, President Board of Directors



Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Robert D. Ruiz, Administrative Services Manager *DR*
Mtg. Date: December 5, 2019
Re: Approval of Resolution 2019-2079 Revision to Policy F-100 Credit cards.
Item Type: Consent _____ Discussion X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

BACKGROUND:

The District needs to purchase supplies from numerous vendors. In order to pick up supplies new vendors require petty cash, a check or a credit account. In many cases, project delays have occurred due to having to apply for credit with new vendors. It can take a week for the admin staff to evaluate the vendor, fill out and submit our credit information in an application. Once submitted the vendor also takes time to evaluate our application. With a credit card, employees have the ability to immediately purchase budgeted supplies with no need to apply for credit from vendors.

The current credit card procedures protect the District from credit card misuse via verifying all purchases with receipts and reconciling all credit purchases with those receipts. If receipts are not collected from the employee, the credit card will be retrieved until the receipt is produced or the employee can produce proof of the purchase and justify its need.

A change to the policy is proposed that authorizes the General Manager to decide who should receive a credit card without having to create a resolution for approval. Staff has found the need for several additional employees to have credit cards including plant operators, collection staff and maintenance staff. Since employees may change on different occasions, there is a need to allow the General Manager to assign a credit card in order to avoid delays in projects.

In the red-line version of the changes, you will also see that verbiage has been added in the policy in order to increase the protection for the District from credit card misuse.

PREVIOUS BOARD ACTION:

Resolution 2018-2112 Revising Board policies.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

No substantive fiscal impact will occur, other than a savings in staff time required for procurements.

STAFF RECOMMENDATION:

Staff requests that the Board review changes to the policies and approve the resolution.

Attachments:

Exhibit A – Revised Policy F-100 Credit Cards

RESOLUTION NO. 2019-2179

A RESOLUTION APPROVING BOARD FINANCE POLICIES

THE LAS GALLINAS VALLEY SANITARY DISTRICT

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

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

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy section: F – 100 Credit Cards, a copy of which is attached as Exhibit A.

The previously approved Board Policy F- 100 is hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 5th of December 2019, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary

APPROVED:

Craig K. Murray, President of Board of Directors

F-100 CREDIT CARDS This policy establishes who gets credit cards, the controls over their use, repayment, and required documentation.

F-100-10 Cancelled Cards. On May 8, 2003 Board Members cancelled their credit cards, ~~and there is one Board member that is authorized as the main account holder, who will receive notices regarding credit card transaction. This Board member is not to use the credit card for purchasing.~~ no current authorization for cards.

F-100-20 Distribution. Credit cards shall be provided to District Staff members as determined necessary for the position by the General Manager. The Board is to be notified of the issuance of new credit cards on a timely manner. ~~upon approval of the Board.~~

In order to maintain security over District issued credit cards, staff shall maintain possession of their District issued credit cards and not loan them to other staff for use.

F-100-30 Limits on Purchases and Credit Card Limits. Credit card purchases shall be limited to:

- Budgeted or GM authorized District expenses.
- District business related seminar and conference expenses to include lodging, travel, meals, conference registration, and other appropriate expenses. The Administrative Services Manager is to be notified if the credit card is to be used outside the District. This is done in order to notify the bank, which is a bank security measure.
- Meal expenses, as well as the meal expense of a guest if the breakfast/lunch/dinner meeting includes necessary discussion of District business with the guest.
- Spouse or guest expense under very limited circumstances and only when paying for the spouse or guest in another manner is difficult or cumbersome. Reimbursement to the District, accompanied by an expense receipt, shall be made in a timely manner.
- Other instances deemed appropriate by the General Manager.

A.

Credit Card Limits

General Manager	Up to	\$20,000
Plant Manager	Up to	\$10,000
District Engineer	Up to	\$ 7,500 <u>10,000</u>
Collection and Safety Manager	Up to	\$ 7,500 <u>10,000</u>
Administrative Services Manager	Up to	\$ 7,500 <u>10,000</u>
District Administrative Assistant	Up to	\$ 5,000
Administrative/Financial Specialist I/II	Up to	\$ 2,000 <u>5,000</u>
Assistant/Associate Engineer	Up to	\$ 5,000
Environmental Services Director	Up to	\$ 5,000
Plant Operations and Maintenance Supervisor	Up to	\$ 5,000
<u>Selected Plant, Collections and Buildings and</u>		
<u>Ground Maintenance Workers</u>	Up to	\$ 4,000 <u>1,200</u>

F-100-40 Review. The Administrative Services Manager is to collect receipts from District Employees and reconcile them to credit card transactions on a timely basis. General Manager shall review District employee credit card purchases and determine the adequacy of receipts.

F-100-50 Revocation. A majority vote of the Board is required to revoke the use of a card by the General Manager. The General Manager may revoke the use of a credit card of by-an employee. ~~for violation of the credit card and/or purchasing policy.~~

F-100-60 Prohibitions. Unauthorized use of a credit card or use of a credit card for personal purchases is strictly prohibited. The unauthorized use shall be reimbursed to the District by the employee before use of the credit card will be allowed.

F-100-70 Use of Personal Credit Cards for District Business. Employees who are issued District credit cards are required to use them for District business unless administratively unfeasible.

Employees who do not have District issued credit cards may use personal cards to pay for District expenses, which can include travel expenses, emergency purchases and incidental items related to District business up to \$2,500.

Personal Use of personal-District credit cards for-District- or purchases other than outlined above requires prior approval by the General Manager. If credit purchases are not approved the District will require reimbursement by the employee who made those charges before that person's District credit card will be allowed to be used again.

<u>Resolution No. 2019-2179</u>	<u>Date Approved: December 5, 2019</u>
<u>President of the Board</u>	<u>Supersedes: February 8, 2018</u>



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
 From: Michael P. Cortez, PE, District Engineer *mpc*
 Mtg. Date: November 20, 2019
 Re: Approve Resolution 2019-2180 – A Resolution Approving and Adopting a CEQA Addendum No. 2 for the Secondary Treatment Plant Upgrade & Recycled Water Expansion Project
 Item Type: Consent _____ Discussion X Information _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

BACKGROUND:

CEQA Addendum No. 2 for the Secondary Treatment Plant Upgrade & Recycled Water Expansion (STPURWE) Project will address the existing staging area near the sludge storage lagoons in the Reclamation Area as recommended by the California Department of Fish and Wildlife (CDFW). Until recently, the area was utilized by the contractor to store construction materials. However, the District suspended its use because the site was not included in the 2016 Final Initial Study/Mitigated Negative Declaration (IS/MND) and Addendum No. 1. The area does not encroach onto the existing road and would not obstruct public use or any other uses of the area. District Staff has hired WRA to review and investigate site conditions and apply mitigation measures to ensure that there will be no effects to burrowing owls and nesting birds. If the addendum is approved, the staging area will be made available to the contractor as a negotiable courtesy.

PREVIOUS BOARD ACTION(S):

1. On June 9, 2016, Board approved Resolution No. 2016-2073 – A Resolution Adopting A Mitigated Negative Declaration for the Las Gallinas Secondary Treatment and Recycled Water Plant Upgrade Project.
2. On November 15, 2018, Board approved Resolution No. 2018-2141 – A Resolution Approving and Adopting the First Addendum to the Adopted Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (Addendum No. 1) for the Las Gallinas Secondary Treatment and Recycled Water Plant Upgrade Project.

ENVIRONMENTAL REVIEW:

Pursuant to CEQA guidelines, the STPURWE Project will be modified through Addendum No. 2 to include a permanent staging area as described above. All applicable mitigation measures from the 2016 IS/MND and Addendum No. 1 will be implemented, including Mitigation Measure BIO-2 for Nesting Bird Surveys and Avoidance.



District Staff and WRA have determined that inclusion of the area does not constitute substantial changes to the original STPURWE Project.

The attached resolution is required in order to formally approve the CEQA addendum.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION(S):

Board approve Resolution 2019-2180 – A Resolution Approving and Adopting a CEQA Addendum No. 2 for the Secondary Treatment Plant Upgrade & Recycled Water Expansion Project

RESOLUTION NO. 2019-2180

A RESOLUTION APPROVING AND ADOPTING AN ADDENDUM (ADDENDUM No. 2) TO THE ADOPTED INITIAL STUDY/MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM FOR THE LAS GALLINAS SECONDARY TREATMENT AND RECYCLED WATER PLANT UPGRADE PROJECT (JOB NO. 12600-07 & 16650-02) AND APPROVING THE MODIFIED PROJECT FOR THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Las Gallinas Valley Sanitary District (the "District") approved and adopted Resolution No. 2016-2073 on June 9, 2016 approving and adopting the Mitigated Negative Declaration (the "2016 MND") and Mitigation Monitoring and Reporting Program for the Secondary Treatment and Recycled Water Plant Upgrade Project (also known as Secondary Treatment Plant Upgrade and Recycled Water Expansion, or Novato South Service Area/LGVSD-MMWD Recycled Water Project), to handle peak wet weather flows, improve effluent quality, and maximize the plant's ability to provide recycled water; and

WHEREAS, the types of facilities included in the Secondary Treatment and Recycled Water Plant Upgrade provide additional capacity for wet weather treatment, reduced nutrient concentrations and improved effluent quality. Specific elements include: a combined fixed-film, activated sludge process, equalization basin, replacement of three existing pump stations with one new primary pump station, two additional secondary clarifiers, raising the secondary treatment and clarification processes out of reach of tidal influences, expansion of the Recycled Water Facility to design capacity, sludge thickeners, various new structures to house said elements and related piping, realignment of the main road to the perimeter to limit tidal influences, relocated laboratory building, and modifications to the administration building, relocation of some power poles and overhead power lines, removal of existing lagoons on the east side of the plant, electrical system upgrades, new utility transformer, new service entrance, new metering equipment, replacement of the existing generator, and new odor control system (the "Project"); and

WHEREAS, the Project currently under consideration (herein after "Modified Project") consists of a new permanent staging area to store construction materials. The permanent staging area is situated south of the sludge storage lagoons near the Las Gallinas Wildlife Ponds that are part of the ongoing operation of the wastewater treatment plant. The staging area does not encroach onto the existing road south of the sludge storage lagoons and would not obstruct public use or any other uses of the area. All applicable mitigation measures from the 2016 IS/MND are required to be implemented by the Modified Project, including Mitigation Measure BIO-2 (Nesting Bird Surveys and Avoidance); and

WHEREAS, the District's staff has determined that construction of the Modified Project does not constitute substantial changes to the original Project, preparation of an Addendum is consistent with the California Environmental Quality Act, Public Resources Code Section 15164(b) (CEQA); and

WHEREAS, the Modified Project as analyzed in the Addendum has been presented to the Board, attached hereto as Exhibit "A" and made a part thereof, and the Board has carefully reviewed these documents and all of the information contained in the record for the Project; and

WHEREAS, the Addendum was prepared pursuant to CEQA, the State CEQA Guidelines, and the District's Local CEQA Guidelines; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF LAS GALLINAS VALLEY SANITARY DISTRICT AS FOLLOWS:

Section 1. The above recitals are incorporated herein by reference.

Section 2. Environmental Findings. The Board, in light of the whole record before it including, but not limited to, the District's local CEQA guidelines, the proposed Addendum and documents incorporated therein by reference, any comments received and responses provided, and other substantial evidence (within the meaning of Public Resources Code Sections 21080(e) and 21082.2) within the record and/or provided at the public meeting, hereby finds and determines as follows:

Review Period: That the District is not required by CEQA to circulate the Addendum for public review.

Compliance with Law: That Addendum was prepared, processed, and noticed in accordance with the CEQA (Public Resources Code Section 21000 *et seq.*), the CEQA Guidelines (14 California Code of Regulations Section 15000 *et seq.*) and the District's local CEQA guidelines.

Independent Judgment: That Addendum reflects the independent judgment and analysis of the District.

Mitigation Monitoring and Reporting Program: That the mitigation measures identified in the Mitigation Monitoring and Reporting Program adopted by the District on June 9, 2016 designed to ensure compliance during Project implementation, are sufficient to mitigate for any potentially significant impacts identified and are fully enforceable through permit conditions, agreements, or other measures as required by Public Resources Code Section 21081.6.

No Significant Effect: That there are no new significant impacts as a result of the proposed revisions to the Project and that mitigation measures imposed as conditions of approval on the original Project avoid or mitigate any potential significant effects on the environment identified in the Initial Study to a point below the threshold of significance. Furthermore, after taking into consideration the mitigation measures imposed, the District finds that there is no substantial evidence, in light of the whole record, from which it could

be fairly argued that the Modified Project may have a significant effect on the environment. Therefore, the District finds that the Modified Project will not have a significant effect on the environment.

Section 3. Adoption of Addendum No. 2 to the 2016 MND adopted on June 9, 2016 and Addendum No. 1 adopted on November 15, 2018. The Board hereby approves and adopts the Addendum prepared for the Las Gallinas Secondary Treatment and Recycled Water Upgrade Project and approves the Modified Project.

Section 4. Notice of Determination. The Board directs District staff to prepare, execute, and file a Notice of Determination with the Marin County Clerk within five (5) working days of the passage and adoption of this Resolution.

Section 5. Custodian of Records. The documents and materials that constitute the record of proceedings on which these findings are based are located at 300 Smith Ranch Road, San Rafael, CA 94903. The custodian of these records is Teresa Lerch, District Secretary.

Section 6. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED this 5th day of December 2019.

Craig K. Murray, President Board of Directors

ATTEST:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

CERTIFICATION

I, Teresa Lerch, Secretary of the Board of Directors of Las Gallinas Valley Sanitary District, certify that the foregoing resolution was regularly adopted by the Board of Directors of said District at a regular meeting held on the 5th day of December, 2019, by the following vote of the Directors:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Las Gallinas Valley Sanitary District, this 5th day of December, 2019.

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

EXHIBIT A

ADDENDUM TO THE ADOPTED INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE LAS GALLINAS SECONDARY TREATMENT AND RECYCLED WATER PLANT UPGRADE PROJECT

(Due to their size, the following are provided on the enclosed CD, and a hard copy is available at the counter.)

Addendum to the Adopted Initial Study/Mitigated Negative Declaration

Appendix A – Nesting Bird Survey Results for the Las Gallinas Valley Sanitary District Secondary Treatment Upgrade Project, San Rafael, California (June 7, 2019)

Appendix B – Final Initial Study/Mitigated Negative Declaration – Las Gallinas Secondary Treatment and Recycled Water Plant Upgrade Project (June 2016)

Mitigation Monitoring and Reporting Program



Agenda Summary Report

To: LGVSD Board **MDP**
 From: Mike Prinz, General Manager
 Mtg. Date: December 5, 2019
 Re: **Video Recording of Board Meetings**

Item Type: Consent _____ Discussion **X** Information _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable **X** .

BACKGROUND:

Lack of transparency of Marin County Special Districts has been highlighted in 3 Grand Jury reports since 2015 and in various articles in the Marin Independent Journal, most recently in June of 2019 (*Marin grand jury: Special districts still too murky*). While the District prides itself in transparency, as evidenced in its successful pursuit of Special Districts Leadership Foundation (SDLF) Transparency Certificates of Excellence in 2013, 2015, 2017, and 2019 (2 year certificates), the District does not make audio recordings of Board meetings readily available to the public and does not record video of Board meetings.

Audio recordings of Board meetings are routinely created on an antiquated cassette tape recording system and are physically archived in a utility storage area, however they are not available to the public unless a specific request is made. Minutes of all Board meetings are created and published on the District's website and are often developed from a cumbersome review of cassette audio recordings of meetings. In order to facilitate improved access to information from audio recordings of meetings and to make audio files more readily accessible to the Public, Staff are anticipating converting the cassette tape recording system to a digital system and archiving audio files on the District's website.

Unlike the 'one stop shop' setting of City Council meetings where all functions of a City are discussed under one roof, the web of special districts in Marin County requires the Public to follow multiple individual 'channels' in order to track the range of public services provided by special districts. For this reason, staff believes that making and publishing video recordings of District Board meetings online will:

1. Increase the potential for public engagement, discourse, and feedback regarding District functions,
2. Increase public convenience for any who might otherwise have difficulty attending Board meetings,
3. Distinguish the District's commitment to transparency,
4. Demonstrate the District's proactive interest in obtaining future transparency awards, and
5. Improve the customer experience for ratepayers within the District.



Within Marin County, the Central Marin Sanitation Agency, Ross Valley Sanitary District, and Sanitary District 2 (Corte Madera) currently video record their Board meetings.

PREVIOUS BOARD ACTION:

N/A

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

Video recording of Board meetings can be achieved simplistically with an initial investment of approximately \$500 and a monthly charge of \$100 for a system as simple Arlo™. More elaborate systems, such as live streaming, are available for substantially higher costs, but are not necessary to achieve the benefits described above. Funding for a simplistic video recording system is available in the currently budget office expense account.

STAFF RECOMMENDATION:

Staff recommends that the Board discuss the merits of video recording Board meetings and direct staff via motion to pursue establishing video recording capabilities for future meetings.

12/5/2019

General Manager Report

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
 - STPURWE Project Update
 - New Staff
 - Future Special Board Meeting
 - Boardroom at new location
 - Other topics as appropriate
- Presentation

12/5/2019 BOARD REPORTS

Agenda Item 10.1

LAFCO

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

Agenda Item 10.2

Gallinas Watershed Council/Miller Creek Watershed Council

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

Agenda Item 10.3

JPA Local Task Force on Solid and Hazardous Waste

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

Agenda Item 10.4

Flood Zone 7

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

Agenda Item 10.5

NBWA

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

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

Agenda Item 10.6

NBWRA/North Bay Water

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

Agenda Item 10.7

Engineering Subcommittee

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

12/5/2019 BOARD REPORTS

Agenda Item 10.8 Other Reports

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



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Actual meeting date(s): _____

Purpose of Meeting: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

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

For Office Use Only

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

12/5/2019

BOARD AGENDA ITEM REQUESTS

Agenda Item 11B

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

Governor Phil Scott Announces Vermont Phosphorus Innovation Challenge Finalists

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Montpelier, Vt. – Governor Phil Scott announced over \$1 million in state funding awarded to five groups for innovative technologies to separate and extract phosphorus from various waste streams as part of Stage Three of the Vermont Phosphorus Innovation Challenge (VPIC).



Photos courtesy of Agrilab Technologies, Inc.

“These innovative projects not only enhance our efforts to restore Vermont’s waterways but also promote economic growth and environmental sustainability,” said Governor Scott. “Congratulations to the groups who are moving on in the completion and I look forward to seeing your creative solutions develop in the coming months.” See video on Facebook

VPIC was announced in February 2018 as an X-Prize style competition to harness creative solutions to address phosphorus pollution in Vermont. VPIC complements ongoing, essential work to install conservation measures and best management practices to reduce phosphorus losses from farms and in stormwater runoff from developed lands. These new technologies aim to make existing protections even more effective.

Of the 27 initial VPIC applicants, six groups were selected for initial funding awards. Beginning in September 2018, awardees engaged in technology prototyping and business case development, honing their technologies for phosphorus recovery and researching the market potential for the extracted nutrients. Over the summer, field visits were made to each group to monitor progress on implementation and to further understand the respective technologies. The final component of Stage Two for VPIC was the submission of a final business report earlier this fall.

These reports included a detailed business plan describing the method, process and costs for full implementation; the proven ability of the technologies to recover phosphorus; the potential revenue streams associated with recovered phosphorus; and an explanation of the suitability of technology or practice to address Vermont’s existing phosphorus challenge. The business plan also described additional available funding and investments outside of state resources to help fully scale implementation of each proposal. Submission of this report qualified participants to move on to Stage Three of the VPIC.

Following a thorough review of the reports, five projects were selected for further development. Each awarded project is unique and proposes an effective and innovative solution to address the phosphorus pollution that impacts water quality statewide.

VPIC Proposals Selected

DVO, Inc. and University of Vermont (UVM) – Chilton, WI

\$500,000

Anaerobic digesters at dairy farms statewide that will be enhanced for advanced solids control using Dissolved Air Flootation (DAF) processes. These vessels will develop a 'P-Cake' product that is high in phosphorus and other nutrients. This product will be handled by a newly formed Vermont company (NEWCO) which will operate a newly opened facility in Vermont that will process, bag and/or bottle this material as a marketable retail product, as well as producing, selling and distributing bulk fertilizer and soil amendment materials.

Green State Biochar – Barton, VT

\$135,000

Use of local renewable organic wood waste materials that are processed in an innovative pyrolysis machine developed in Vermont to produce a sequestered carbon product called Biochar. The awarded funds will help construct a larger kiln for the increased capacity to produce biochar. This biochar will be used in several Phosphorus Capture Systems, acting as a filter to efficiently capture the majority of the phosphorus from various types of agricultural runoff and producing valuable soil amendment/fertilizer products called p-enriched biochar for local reuse. Market research and business planning will help to determine the demand for p-enriched biochar.

Agrilab Technologies Inc. – Enosburg Falls, VT

\$320,200

Use of a combination of existing phosphorus (P) recovery technologies, composting and drying equipment to establish a series of hub and spoke sites for P processing infrastructure in Franklin, Addison, Lamoille and Caledonia counties. The first model will set up a composting 'hub' in Franklin County and begin with items such as physical working pads, electric and data service, storage and related infrastructure work on several 'spoke' farms in Franklin, Lamoille and Caledonia counties. Additionally, Agrilab Technologies will build and utilize a Hot Box 8A-250R, a 20-foot containerized compost aeration and heat recovery (CAHR) unit. The unit may be moved between two or more farms in the initial years of operation and adds to positive aeration and drying capacity of the materials. The infrastructure and pieces of equipment address needs of P separation and concentration, pathogen destruction and volume reduction via composting of manure-based P products, and further stabilization through aerated drying. Market research and business planning will occur to determine the demand for the composted end products.

Digested Organics – Ann Arbor, MI

\$137,500

Awarded funding for the construction of a mobile ultrafiltration (UF) system to process manure and/or digested manure from about 100 dairy cows. The unit will include a fiber-removal process and small commercial-scale stainless steel UF system to create permeate (also known as tea-water) and concentrate. UF permeate contains very little phosphorus and will remain on the farm for land application while the concentrate rich in phosphorus will be a slurry available to nearby farms and composting operations where it can be converted into higher value products. By being mobile, the unit can move from farm to farm as needed, providing flexibility to use the unit where it is most beneficial, adjust to changing seasonal conditions, and expose more farmers to the technology throughout the state.

Village of Essex Junction, Chittenden County Solid Waste District and UVM –

Essex Junction, VT

\$58,907

Struvite generation systems are employed to remove Phosphorus from waste streams originating from water resource recovery facilities. The new Pe-Phlo System allows for controlled formation and removal of Struvite and Vivianite outside of the treatment process. The collected Struvite can be processed as a fertilizer resource outside of the wastewater facility. Pe-Phlo is viable on a small-scale application because it uses an innovative application of pipeline descaling technology as a means of enhancing crystalline Struvite generation and Phosphorus removal. It also uses a proprietary electrical field on the filter that allows for efficient capture of the Struvite crystals generated. Pe-Phlo enhanced Struvite generation and capture improves the scalability to Vermont-sized water resource recovery facilities and Vermont sized farms.

Innovating To Reduce Phosphorous Impacts

For more information on the VPIC

Disputed water fee adjusted for some

Wa ter

MARIN MUNICIPAL

Waived for the low income; cut based on size of meter

By Will Houston

whouston@marinij.com @Will_S_Houston on Twitter

Marin's largest water supplier is further reducing its new, controversial fee to some customers, including waiving it altogether for qualified low-income water users.

The Marin Municipal Water District's new capital maintenance fee that took effect in July charges ratepayers a fixed fee based on their water meter size, with the fee increasing with meter size. The vast majority of customers have between a 5/8-inch and 1-inch water meter, with fee amounts for those ranging from \$163 to \$409 per year. The district is using the revenue to pay for deferred repair and replacement of its aging water tanks, pumps, pipes and treatment plants.

The changes adopted by the district's Board of Directors in a unanimous vote on Tuesday will allow ratepayers who have larger water meter sizes for reasons unrelated to their water consumption — such as for fire sprinklers or water pressure issues — to reduce their fee to a tier based on how much water they use. Before this change, these ratepayers were allowed to only reduce by one payment tier. Directors Cynthia Koehler and Jack Gibson were absent from the vote.

"As we've received applications for this adjustment we discovered that there are many more instances than we anticipated where the upsizing of the meter occurred and was more than one size," district treasurer and Administrative Services Division manager Charles Duggan told the board.

The fee reduction will also apply to the district's other meter-based fees such as the water-

WATER»PAGE 2

Disputed water fee adjusted for some

Wa ter

FROM PAGE 1

shed maintenance fee and service fees.

The district has approved 553 applications for fee adjustments as of Nov. 8, of which about 177 customers could have dropped by more than one meter size and 21 accounts by more than two meter sizes, according to the staff report.

Mimi Willard, president of the Coalition of Sensible Taxpayers, or COST, said the fee reductions show the district is “backpedaling” and are proving her organization’s allegations that ratepayers are being overcharged by the district. COST argues the fees should be charged based on water use. The group filed litigation against the water district this year alleging the fee to be an illegally approved tax.

“You go through all kinds of contortions and force your customers and staff to do the same in order to fix the inherent issues —overcharging and unfairness — that accompany the meterbased fees,” Willard told the board.

In response, district General Manager Ben Horenstein said the district has been charging meterbased fees for years, if not decades.

“So this is not something new for this organization and that practice is pervasive across California and the entire country,” he said.

Linda Johnson, a former Tamalpais Community Services District board member, thanked the district for its work and urged the board to approve the changes.

The board also voted to waive the fee entirely for ratepayers who qualify for the district’s low-income discount program. In addition, the board removed a qualification for the program in which the program only applied to customers who had up to a 1-inch meter size.

“In surveying several of our staff members, no one was really sure why that was there,” Duggan said.

This is the second change to the low-income program qualifications this year. When the board adopted the new fee and rate increases in May, it changed the qualification to customers who have an income of 80% or below the low-income level established by the U.S. Housing and Urban Development Department. Before, it was 60% or below.

The fee waiver will result in the district losing an estimated \$137,400 in fee revenue per year. This loss cannot be covered by other ratepayers per restrictions in Proposition 218, according to district staff, and would instead have to be covered by non-rate revenue such as from district land lease rent.

While staff had originally proposed a fee reduction for customers who qualify for the district’s medical disability discount, the board chose not to include a waiver. Director Larry Russell questioned why the waiver should apply to both.

“It seems to me that, unless the medical has the need for the low-income exemption, that I don’t think we should a priori decide that if you have a medical that you need the (capital maintenance fee) reduction,” he said. “I think that’s fair.”

The rest of the board agreed, but said they would be open to revisiting the fee waiver if needed.

The district has about 700 customers under its low-income program and 300 people on the medical disability program. Both programs already waive the district’s bimonthly watershed maintenance and service charge fees.

The district has made other changes to the fee since adopting it in late May. In June, the board voted to allow public agencies such as school districts and city governments to defer payment of its new capital maintenance fee by up to four years and pay it back over a period of five years with interest.

Tuesday's meeting was also the first that was filmed and live-streamed by the district. The district voted earlier this year to begin filming its meetings in response to public concerns about transparency during the rate and fee increase process this year. The video has been viewed just more than 20 times since Thursday.

Marin takes on concrete pollutant

Concrete

ENVIRONMENT

County supervisors agree to new regulations for reduced carbon dioxide emissions

By Richard Halstead

rhalstead@marinij.com @HalsteadRichard on Twitter

Marin County has adopted new regulations governing the use of new poured concrete in an innovative attempt to address an often overlooked source of carbon dioxide emissions.

“Concrete is the most widely used construction product in the world and is also one of the most polluting,” Molly Culton, a conservation organizer at Sierra Club told the Board of Supervisors before the panel’s unanimous vote to approve the ordinance Tuesday.

“The production of cement, the binding agent in concrete, accounts for roughly 8% of global greenhouse gas emissions,” she said. “Marin County has the opportunity today to pave the way for other local governments in the Bay Area and beyond to adopt similar policies.”

Marin’s new ordinance requires anyone getting a building permit for a project to either reduce the amount of cement used or reduce the amount of traditional cement employed by substituting “alternative cementitious materials,” such fly ash, slag and glass pozzolans. According to Marin County planners, these cement alternatives are available locally and cost no more than traditional cement.

Most of the emissions come from “Portland cement,” the most common type of cement, which is made by heating powdered limestone in a kiln. The heating of the limestone releases carbon dioxide.

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Marin takes on concrete pollutant

Concrete

FROM PAGE 1

The Marin Builders Association didn’t take a position on the ordinance.

“As an association, we’re not concrete experts,” said Rick Wells, the association’s CEO. “The association is in support of climate-friendly construction. We are supportive of sustainable construction efforts whenever it is feasible and cost effective.”

The ordinance was developed over the course of a year with the help of a \$200,000 grant from the Bay Area Air Quality Management District. Participants in the process included members of academia, government and the concrete industry, as well as engineers and architects.

Geraldina Grunbaum, a senior planner with the Bay Area Air Quality Management District, told supervisors Tuesday, “We strongly feel that actions such as the one in front of the board today are critical for addressing the climate crisis.”

As with Marin County’s other green building policies, the law includes hardship and infeasibility exemptions where applicants cannot comply or where it is cost prohibitive to do so. Specific allowances are made for projects that need high early strength.

Nevertheless, on Tuesday Tom Tietz, executive director of the California Nevada Cement Association, urged Marin supervisors to make a change in the ordinance before adopting it. Tietz said the ordinance would make it more difficult to use a type of blended cement, known as Portland limestone cement, which produces 10% less carbon dioxide than traditional Portland cement.

“Our goal is to switch the market to that product; we’re just at the beginning stages of that in California,” Tietz said. “What we’re looking for is demand for it. That is what will create the change, if people start demanding it.”

Bruce King, a San Rafael engineer who came up with the idea for the ordinance, told supervisors, “We’re very happy with what we’ve got. I don’t think there is anything I would change about it.”

Following the meeting, William Kelley, deputy director of the county’s building and safety division, said the goal of the ordinance is to reduce carbon dioxide emissions produced by concrete in Marin by 30% either by reducing the amount of cement used or by using supplementary cementitious materials. Kelley said in future, however, the county could consider factoring in the reduced carbon production of products such as Portland limestone cement. “This is just the beginning,” Kelley said, “I see an iterative approach moving forward with the ordinance being improved to optimize the blended cement aspect.”

Bill Carney, chairman of Sustainable San Rafael, said one important aspect of the ordinance is that it recognizes that Marin County’s contribution to greenhouse gas emissions extends beyond the sources normally identified, such as electricity use and auto emissions. Carney said those traditional sources only account for about a third of Marin’s emissions when the consumption of products produced outside of Marin, such as concrete, are factored in.

“I think this puts us on a path towards considering those broader consumption patterns,” Carney said.

Supervisor Kate Sears said, “I personally found it so tremendous that there is such strong interest in concrete. It is indeed a very strong first step.”

INSIGHT: The Costs to Your Community of Chasing Background Levels of PFAS

By Ned Beecher

Nov. 25, 2019, 5:33 AM

North East Biosolids & Residuals Association's Ned Beecher examines the high costs of regulating background PFAS levels.

You're paying for PFAS cleanup now. Per- and polyfluoroalkyl substances (PFAS) are chemicals used in non-stick coatings, food wrappers, fabric treatments, other household products, firefighting foams, and industrial processes. All levels of government are collectively spending millions on PFAS – and that's increasing. Most of the spending is properly addressing highly contaminated sites, but more and more money is going to chasing trace background levels. How much will we spend? And at what point are any benefits unmeasurable or marginal?

PFAS have been in use more than 50 years and are persistent. They are in our trash, in our septic systems, and at our local wastewater and waste management facilities in trace amounts. Modern analytical chemistry has made it possible to measure parts per trillion (ppt). A ppt is equivalent to one second in 31,700 years.

Unfortunately, PFAS are also in our blood in a few parts per billion. And some PFAS persist there. That's what scares people. After the Flint water lead crisis, regulators feel pressure to be responsive. While Canada set drinking water limits of 200 and 600 ppt for the two most prominent PFAS – PFOA and PFOS – respectively, New Hampshire just regulated them at 12 and 15 ppt. These diverging standards reflect differing levels of political pressure within the context of scientific uncertainty. Rushing to set low limits on background levels of PFAS has unintended consequences, disrupting important environmental programs.

Wishing PFAS could be zero bumps up against the reality of ubiquitous background levels. For example, tests of wells on Cape Cod, MA showed home septic systems as the source of PFAS at levels above California's new notification levels and close to New Hampshire's limits. Michigan has found treated wastewater does not meet their surface water screening value for PFOS. Every wastewater, even from home septic systems, has several PFAS in parts per trillion. Must we regulate PFAS everywhere?

As states regulate, they try to estimate cost. A single mid-sized drinking water utility in North Carolina is spending ~\$36 million outright and \$2.9 million annually for PFAS treatment. New York estimates \$1 billion just for drinking water systems to meet proposed standards. New Hampshire, population just 1.36 million, estimates more than \$260 million to meet its new requirements. These estimates don't include indirect impacts on wastewater and waste operations and businesses.

And concerns about potential liability related to background levels of PFAS received by municipalities have further increased local costs. Such concerns led Concord, New Hampshire to ship biosolids with average trace levels of PFAS to Canada, at double the cost. In Maine, a moratorium on biosolids impacted local budgets by hundreds of thousands of dollars in the past six months. Yet the background levels of PFAS all our municipalities receive and manage show minimal, if any, impacts, compared to major PFAS sources. These frontline public water quality protectors will do what's needed, but municipal costs need to be justified, the benefits shown.

There are demonstrated benefits of cleaning high-contamination industrial and firefighting sites and drinking water. And such sites have clearly identifiable responsible parties. But how prudent is the focus on background PFAS from our households where the burden of cleanup falls squarely on municipal systems? Yes, the truly responsible parties, the chemical companies and industries that make and use PFAS, are being forced to pay and will increasingly. But extracting that money will take years. Meanwhile, state and municipal spending will climb into billions. How much of that will be spent chasing traces?

As New Hampshire rushed to set its PFAS standards, it did not complete full accounting of costs and benefits and skipped a needed public comment period. A local sewer district and other aggrieved parties have sued, asking a court to require proper process in rulemaking. Political pressure and agency expediency should not overrun the necessary scientific basis for regulations, especially given the huge potential costs involved. It is critical to get the science right and only act where benefits can be shown.

While their efforts were in good faith, New Hampshire and Maine have exposed the pitfalls of bending to political pressure and rushing forward with limited knowledge.

We can learn from this, and be smarter in our PFAS spending: focus on testing and treating drinking water using EPA's 70 ppt health advisory for now, reduce other obvious exposures (e.g., food packaging, fire-fighting foam recalls, manufacturing releases), continue cleaning up highly contaminated sites, and develop more science.

And the most cost-efficient, practical way to reduce risks is eliminating the use in commerce of persistent chemicals with likely toxicity, as demonstrated by the voluntary phase-outs of PFOA and PFOS in the 2000s, facilitated by EPA. Data clearly show the benefits – reduction in Americans' blood serum levels by 70% or more in the past 15 years. That's huge, cost effective, and a road map for future actions.

This column does not necessarily reflect the opinion of The Bureau of National Affairs, Inc. or its owners.

Author Information

Ned Beecher is Special Projects Manager and former Executive Director of North East Biosolids & Residuals Association.

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**BOARD OF DIRECTORS OF THE
LAS GALLINAS VALLEY SANITARY DISTRICT**

**ORDINANCE 179
AN ORDINANCE AMENDING TITLE 1,
CHAPTER 2 OF THE ORDINANCE CODE OF THE
LAS GALLINAS VALLEY SANITARY DISTRICT
TIME AND PLACE FOR REGULAR MEETINGS**

The Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, does ordain as follows:

ARTICLE I.

The contents of Title 1, Chapter 2, Time and Place for Regular Meetings, Article I, Meetings, Sections 103 and 104, Meeting Place and District Office, respectively, are amended to read as follows:

"ARTICLE I. MEETINGS

Section 103. Meeting Place. All meetings of the Board shall be held in the Las Gallinas Valley Sanitary District Office's Boardroom, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA, 94903, unless they shall adjourn to or fix another place of meeting, in a notice to be given thereof, or unless prevented by flood, fire or other disaster.

Section 104. District Office. The office of the District is hereby fixed and established at the Las Gallinas Valley Sanitary District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA, 94903, in said District.

The contents of Title 1, Chapter 2, Time and Place for Regular Meetings, Article III, Mailing Address, is amended to read as follows:

"ARTICLE III. MAILING ADDRESS. The official mailing address of said District is hereby established as 101 Lucas Valley Road, Suite 300, San Rafael, CA, 94903."

ARTICLE 2. ADOPTION AND NOTIFICATION

This Ordinance shall take effect and be in force either seven (7) days from the date of its passage and publication or as of December 1, 2019, whichever is later. The Ordinance or a summary of it shall be published once, with the names of the members of the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, voting for and against the same in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin. A certified copy of the full text of the proposed regulation or ordinance or proposed amendment to same shall be posted in the office of the clerk of the board, along with the names of those board members voting for and against the ordinance.

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on November 21, 2019, by the following vote of members thereof:

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

/s/Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:
/s/Craig K. Murray, Board President

no. 1566 Nov. 29, 2019

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**THE BOARD OF DIRECTORS OF THE
LAS GALLINAS VALLEY SANITARY DISTRICT
SUMMARY OF ORDINANCE NO. 186**

SEWER LATERAL ORDINANCE

The Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, did ordain to amend Title 1, Chapter 1, Article II, Definitions, and adding Title 2, Chapter 9, A Chapter Relating To The Regulation Of Inspection, Maintenance, and Replacement Of Sewer Laterals. "Sewer Lateral Ordinance" of the Ordinance Code Of The Las Gallinas Valley Sanitary District.

(1) Purpose. The Las Gallinas Valley Sanitary District ("District") finds and determines that during heavy rains, water is introduced into the District's system from infiltration and inflow ("I&I"). A portion of this I&I is believed to be introduced into the District's Sewer Mains from Sewer Laterals or other unpermitted sources or connections. Pursuant to its Districts Permits the District is required to identify and address I&I from Laterals. More specifically, the Ordinance is designed to prevent illegal connections that violate the Ordinance Code of the District.

(2) Under various circumstances outlined in the Ordinance a property owner will be required to obtain a Certification of Compliance following a Notice of Repair from the District.

(3) Prior to constructing a Lateral or connecting a new Building to an existing Lateral, or undertaking a Repair, Replacement or Rehabilitation of a Lateral, the Owner shall apply for and obtain a permit for the work from the District. The District may require plans, specifications or drawings and such other information as may be deemed necessary.

(4) An Owner is responsible to maintain and repair the entire service Lateral, from the Building connection to the Sewer Main. Property Owners, must clean, maintain and Repair Laterals serving their property sufficient to keep the Lateral in operable condition at all times.

(5) Mandatory Inspections and/or Pressure Testing: Any structure which has a Sewer Lateral are subject to Mandatory Inspections and/or Pressure Testing.

(a) An Owner is responsible to submit to the District Engineer a sewer service lateral inspection Report and obtain Certification of Compliance from the District.

(b) A sewer service lateral shall be inspected upon the occurrence of an Overflow or Malfunction; when the lateral has not been properly maintained; when there is a threat to the public health, safety, or welfare due to the condition of a sewer service lateral.

(c) The District may issue a Report of Findings, which shall describe any remedial actions required of the Owner, which may include repair or replacement of the lateral.

(d) In addition, inspection of a sewer service lateral may be required if there is an addition or improvements requiring a county or city building permit and that has a value of \$10,000 or greater; or a sale or transfer of property to any person other than the existing owner; or there is a title transfer, excluding transfers to an heir, from one co-owner to another co-owner, or into a revocable trust, or the handling of a trust, or a transfer to a spouse or domestic partner, or a transfer pursuant to a divorce decree or a decree of legal separation, or a transfer to a financial institution.

(e) The District will provide a Report of Findings to the Owner, describing any remedial actions required of the Owner, which will be limited to the elimination of illegal connections (sources of inflow). Repair or replacement of the lateral will not be required as a result of inspections performed pursuant to this section, however additional remedial actions may be described that the owner is advised to take in order to ensure reliable function of the lateral.

(f) An Owner will not be required to perform an inspection if there was an installation of a lateral within the prior 20 years; an owner received a Certification of Compliance or a Report of Findings indicating the absence of any illegal connections within the prior twenty (20) years; or an Owner can provide proof of any prior replacement or repair of a sewer service lateral.

(g) In order to cover District staff time and administrative costs, the District will assess fees according to the District's miscellaneous fee schedule. Fees shall be payable immediately by the current property upon requesting District services.

(6) The District Engineer is authorized to inspect laterals with notice to the property owner.

District employees are allowed to enter in and upon any buildings, industrial facilities, and properties for the purposes of inspection, re-inspection, observation, measurement, sampling, testing as may be necessary.

(7) Notice to Repair. The District Engineer provide a Notice to Repair for any deficiencies in the operation of the sewer service lateral and may specifically identify the deficiencies to be corrected and set a deadline for completion of the required corrective actions. Failure to make repairs as required may result in the District's recording of a Notice of Violation with the Marin County Recorder or other legal action. Illegal connections or sources of inflow identified during inspections must be eliminated or otherwise disconnected from the lateral within a 30-day grace period as measured from the date of discovery. Failure to comply within this grace period will result in a notice of Violation being filed with Marin County Recorder or pursuant to any other legal remedies. The owner must provide adequate verification of disconnection by a PACP Inspector or licensed plumber.

If additional or subsequent violations of this Ordinance are discovered on a property after corrective action, up to and including lateral replacement, has been previously ordered by the District, a Notice of Violation may be filed by the District with the Marin County Recorder, in addition to pursuit of any other legal remedies, until verification of corrective action is supplied to District offices.

(8) Pool Overflow Piping. Except for pools constructed prior to the effective date of this Ordinance, if pool overflow piping is connected to a sewer lateral, is considered an illegal connection and is not allowed.

(9) It is the policy of the District to require one Sewer Lateral serving one single family home. However, the District recognizes that the District contains groups of two or more properties that are serviced by one pre-existing Sewer Lateral. Where there is no problem with a Sewer Lateral that serves multiple properties, it is within the discretion of the District to allow the multiple service Lateral. Owners of the residences served by the Lateral shall jointly be responsible for the Repairs and for allocation of costs between themselves.

(10) A failure to conduct required Repairs upon issuance of a Notice to Repair can result in a determination that a property constitutes a hazard to public health and safety and/or action by District to disconnect the sewer lateral from the sewer main.

(11) Any violation of any ordinance, rule or regulation of a sanitary district by any Person is a misdemeanor punishable by imprisonment in the County jail not to exceed 30 days or by a fine not to exceed one thousand dollars (\$1,000) or both. Each and every connection, occupancy, prohibited discharge in violation of this Ordinance shall be deemed a separate violation and each and every day or part of a day a violation of the Ordinance, rule or regulation continues shall be deemed a separate offense hereunder and shall be punishable as such.

(12) Upon adoption of this Ordinance, it shall be entered in full in the minutes of the Board of Directors, shall be posted in one place in the District, shall be published once in the Marin Independent Journal, and shall take effect immediately upon the expiration of one (1) week of said publication and posting.

(13) All other ordinances and parts of ordinances inconsistent herewith are hereby repealed.

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on November 21, 2019, by the following vote of members thereof:

AYES: Clark, Elias, Murray, Schiebman, Yeaman
NOES: None
ABSENT: None
ABSTAIN: None

/s/Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:
/s/Craig K. Murray, Board President

no.1567 Nov. 29, 2019