



101 Lucas Valley Road, Suite 300  
San Rafael, CA 94903  
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www.LGVSD.org

**MANAGEMENT TEAM**  
General Manager, Curtis Paxton  
Plant Operations, Mel Liebmann  
Collections/Safety/Maintenance, Greg Pease  
Engineering, Michael P. Cortez  
Administrative Services, Dale McDonald

**DISTRICT BOARD**  
Megan Clark  
Ronald Ford  
Craig K. Murray  
Judy Schriebman  
Crystal J. Yezman

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.

## BOARD MEETING AGENDA

**OCTOBER 6, 2022**

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health, which was *due to end on September 30, 2021 (Exec. Ord. N-08-21)*. However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's previous Executive Orders. - In light of this – the October 6, 2022 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged, but not required, to submit comments in writing to ([tlurch@lgsd.org](mailto:tlurch@lgsd.org)) by 5:00 pm on Wednesday, October 5, 2022. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email ([tlurch@lgsd.org](mailto:tlurch@lgsd.org)) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.

\*Prior to the meeting, participants should download the Zoom app at:  
<https://zoom.us/download>.

### REMOTE CONFERENCING ONLY

Join Zoom Meeting online at: <https://us02web.zoom.us/j/82277059620>

OR

By teleconference at: +16699009128 Meeting ID: 822 7705 9620

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

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

Estimated  
Time

**OPEN SESSION:**

4:00 PM

**1. PUBLIC COMMENT**

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

4:05 PM

**2. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for September 15, 2022
- B. Approve the Warrant List for October 6, 2022
- C. Approve Murray attending Catalyzing Climate Action in K-12 Schools Webinar September 28
- D. Approve Resolution 2022-2283 B-100 Board Member Benefits and F-100 Credit Cards

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

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

4:15 PM

**3. INFORMATION ITEMS:**

**STAFF/CONSULTANT REPORTS:**

- 1. General Manager’s Report – verbal
- 2. Board Policy B-110 Election of Officers

4:30 PM

**4. AWARD OF CONTRACT FOR BIOSOLIDS PROGRAM AND RESEARCH PROJECT SUPPORT SERVICES**

Board to review and approve the Award of Contract to GHD, Inc. for Biosolids Program and Research Project Support services

4:40 PM

**5. STRATEGIC PLAN UPDATE**

Brent Ives from BHI Consulting, the Board and staff will review the updated Strategic Plan document.

6:40 PM

**6. BOARD MEMBER REPORTS:**

1. CLARK

- a. NBWA Board Committee, 2022 Operations Control Center Ad Hoc Committee, Other Reports

2. FORD

- a. NBWRA, Marin Special Districts Association, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 Human Resources Ad Hoc Committee, Other Reports

- 3. MURRAY
  - a. Marin LAFCO, CASA Energy Committee, Other Reports
  
- 4. SCHRIEBMAN
  - a. JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc committee, 2022 Biosolids Ad Hoc Committee, 2022 Human Resources Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports
  
- 5. YEZMAN
  - a. Flood Zone 7, CSRMA, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Legal Services Ad Hoc Committee, Marin Special Districts, 2022 Biosolids Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports

- 6:50 PM**
- 7. BOARD REQUESTS:**
    - A. Board Meeting Attendance Requests – Verbal
    - B. Board Agenda Item Requests – Verbal

**6:55 PM**

- 8. VARIOUS INDUSTRY RELATED ARTICLES**

**7:00 PM**

- 9. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: OCTOBER 20 AND NOVEMBER 3, 2022**

AGENDA APPROVED:	Crystal J. Yezman, Board Vice President	Patrick 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 October 3, 2022 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held by Zoom October 6, 2022 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: September 30, 2022

  
 Teresa L. Lerch  
 District Secretary

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

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

AGENDA ITEM 1

**10/6/2022**

**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.**

**MEETING MINUTES OF SEPTEMBER 15, 2022**

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON SEPTEMBER 15, 2022 AT 4:01 PM BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Judy Schriebman, Crystal Yezman
- BOARD MEMBERS ABSENT:** None.
- STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer;
- OTHERS PRESENT:** Patrick Richardson, District Counsel; Gregory Ramirez, IDEA; Cheri Fairchild, CPS HR;
- ANNOUNCEMENT:** President Schriebman announced that the agenda had been posted as evidenced by the certification on file in accordance with the law

**ACTION:**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON SEPTEMBER 15, 2022 , AT 4:02 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch and Fairchild left at 4:02 pm.

**CLOSED SESSION:**

**CONFERENCE WITH LABOR NEGOTIATOR** – Agency designated representative: Gregory Ramirez IDEA; pursuant to Government Code Section 54957.6

**ADJOURNMENT:**

**ACTION:**

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on September 15, 2022 at 5:00 pm.

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Judy Schriebman and Crystal Yezman
- STAFF PRESENT:** Curtis Paxton, General Manager; Dale McDonald, District Treasurer; Teresa Lerch, District Secretary, Mel Liebmann, Plant Manager
- OTHERS PRESENT:** Cheri Fairchild, CPS HR
- PUBLIC COMMENT:** None.

**REPORT ON CLOSED SESSION:** President Schriebman reported that there were no reportable actions in Closed Session.

1. **PUBLIC COMMENT:** None.

2. **CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for September 1, 2022
- B. Approve the Warrant List for September 15, 2022
- C. Approve Board Compensation August 2022
- D. Approve Murray attending the Growing Sustainable Communities Conference Oct 17-18 in Dubuque, Iowa
- E. Approve Resolution 2022-2280 Remote Meetings

Items C and D were discussed.

**ACTION:**

Board approved (M/S Yezman/Murray 5-0-0-0) the Consent Calendar items A through E.

- AYES: Clark, Ford, Murray, Schriebman and Yezman
- NOES: None.
- ABSENT: None.
- ABSTAIN: None.

3. **INFORMATION ITEMS:**

STAFF / CONSULTANT REPORTS:

- 1. General Manager's Report - Paxton reported
- 2. District Correspondence – written

4. **RESOLUTION 2022-2281 ADDING ENVIRONMENTAL SERVICES SUPERVISOR AS AN LRO**

Board reviewed Resolution 2022-2281 designating the Plant Manager, Plant Operations Supervisor and Environmental Services Supervisor as LRO (Legally Responsible Official) for reports to the Water Board. Discussion ensued.

**ACTION:**

Board approved (M/S Murray/Clark 4-1-0-0) Designating the Plant Manager, Plant Operations Supervisor and Environmental Services Supervisor as LRO (Legally Responsible Officials) for reports to the Water Board.

- AYES: Clark, Ford, Murray and Schriebman
- NOES: Yezman
- ABSENT: None.
- ABSTAIN: None.

5. **INFORMATION ITEMS CONTINUED:**

STAFF / CONSULTANT REPORTS:

- 3. Board Policy Review – B-100 Board Member Benefits and F-100 Credit Cards – Discussion ensued. Board requested modifications be made to F-100 and the policies be brought back to the Board for approval.

6. **ENVIRONMENTAL SERVICES SUPERVISOR VACATION BONUS**

Board considered the awarding of a vacation bonus to the Environmental Services Supervisor as compensation for prior year uncertainty regarding salary level.

**ACTION:**

Board approved (M/S Clark/Ford 5-0-0-0) awarding the Environmental Services Supervisor a one-time lump-sum vacation Bonus of 96 hours as compensation for prior year uncertainty regarding salary level.

AYES: Clark, Ford, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

**7. ELECTRICAL INSTRUMENTATION TECHNICIAN (EIT) REVISED SALARY RANGE**

Board reviewed the request to increase the salary range of the Electrical Instrumentation Technician position and adopt Resolution 2022-2282 revising the Salary Pay Schedule.

**ACTION:**

Board approved (M/S Ford/Yezman 5-0-0-0) adopting Resolution 2022-2282 revising the Salary Pay schedule and increasing the salary range of the Electrical Instrumentation Technician.

AYES: Clark, Ford, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

**8. BOARD MEMBER REPORTS**

1. CLARK

- a. NBWA Board Committee –no report
- b. NBWA Conference Committee – no report
- c. 2022 Operations Control Center Ad Hoc Committee – no report
- d. Other Reports–Annual WateReuse Conference – verbal report

2. FORD

- a. NBWRA – no report
- b. Gallinas Watershed Council– no report
- c. 2022 STPURWE Engineering Ad Hoc Committee – no report
- d. 2022 Operations Control Center Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee –no report
- f. Marin County Special Districts Association – no report
- g. Other Reports – Annual WateReuse Conference – verbal report

3. MURRAY

- a. Marin LAFCO – no report
- b. CASA Energy Committee– no report
- c. Other Reports – Biosolids webinar - verbal

4. SCHRIEBMAN

- a. JPA Local Task Force– no report
- b. Gallinas Watershed Council – no report
- c. 2022 Legal Services Ad Hoc Committee – no report
- d. 2022 Biosolids Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee –no report
- f. 2022 McInnis Marsh Ad Hoc Committee- no report
- g. Other Reports- none

5. YEZMAN

- a. Flood Zone 7– verbal report
- b. CSRMA – no report
- c. Marin Special District Association – no report
- d. 2022 STPURWE Engineering Ad Hoc Committee– no report
- e. 2022 Legal Services Ad Hoc Committee – no report
- f. 2022 McInnis Marsh Ad Hoc Committee- no report
- g. Other Reports–none

9. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Murray submitted a request to the Board Secretary for a Catalyzing Climate Action in K-12 Schools webinar on September 28<sup>th</sup>.
- B. Board Agenda Item Requests – None

10. MISCELLANEOUS DISTRICT CORRESPONDENCE:

Discussion ensued.

11. ADJOURNMENT:

**ACTION:**

Board approved (M/S Murray/Yezman 5-0-0-0) the adjournment of the meeting at 6:45 p.m.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for October 6, 2022 4 PM by Zoom Meeting at the District Office.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Crystal Yezman, Vice-President

SEAL



Agenda Item 2B  
 Date October 6, 2022

Las Gallinas Valley Sanitation District  
 Warrant List 10/06/2022 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	10/6/2022	EFT1	ADP Payroll	156,978.43		156,978.43	9/23/2022 Payroll & Processing Charges
2	10/6/2022	N/A	Aramark	1,731.90		1,731.90	Laundry Service w/e 8/29, 8/15 & 9/12, 9/19 & 9/26
3	10/6/2022	N/A	ArcSine Engineering	544.00		544.00	Construction Engineering Services, Marin Lagoon Pump Station- August
4	10/6/2022	N/A	AT&T	1,044.64		1,044.64	Phone Lines for Pump Stations - 9/7 - 10/6
5	10/6/2022	EFT2	Bank of Marin	27,723.45		27,723.45	Recycled Water Loan Payment-Oct
6	10/6/2022	EFT	Bank of Marin Cardmember Services	21,980.43		21,980.43	Credit Card Purchases - 8/5 - 9/6/2022
7	10/6/2022	N/A	Banner Bank	37,525.00		37,525.00	STPURWE- Retention # 42
8	10/6/2022	ACH	Bellecci & Associates	13,552.00		13,552.00	Engineering Services, Sewer Inspections- Customers Invoiced
9	10/6/2022	N/A	BHI Management Consulting	2,600.00		2,600.00	Strategic Planning Development
10	10/6/2022	ACH	Buckles-Smith	15,297.81		15,297.81	TechConnect Software Support Renewal- 1st Year
11	10/6/2022	N/A	Bullseye Telecom	323.99		323.99	Trunk Lines
12	10/6/2022	ACH	Cal-Steam	141.85		141.85	Misc. Supplies- Marin Lagoon Pump Station
13	10/6/2022	EFT	CalPERS 457	7,664.46		7,664.46	EE's Contribution to Deferred Comp. Paydate 9/23/2022
14	10/6/2022	EFT	CalPERS Health	44,708.74		44,708.74	CalPERS Health- Active & Employer Retiree Share -Oct
15	10/6/2022	EFT	CalPERS Retirement	24,644.84		24,644.84	EE & ER Payment to Retirement- Paydate 9/23/2022
16	10/6/2022	ACH	Caltest Analytical Labs	1,215.05		1,215.05	Outside Lab Testing
17	10/6/2022	N/A	Centricity GIS	900.00		900.00	Cityworks AMS Services
18	10/6/2022	N/A	Cintas	157.72		157.72	Replenish First Aide Kits
19	10/6/2022	N/A	City of Foster City	540.00		540.00	Recruitment Advertisement, Collections System Operator
20	10/6/2022	N/A	Comet Building Maintenance	1,620.00		1,620.00	Janitorial Services- Sept
21	10/6/2022	ACH	Contractor Compliance & Monitoring	4,065.25		4,065.25	Labor Compliance- August
22	10/6/2022	ACH	Core Utilities	960.00		960.00	IT Services - August
23	10/6/2022	N/A	CPM Construction	3,850.00		3,850.00	STPURWE- Scheduling & Estimating Services- August
24	10/6/2022	ACH	CPS HR	1,949.88		1,949.88	HR Consulting Services
25	10/6/2022	N/A	Cromer	723.29		723.29	Parts for Forklift
26	10/6/2022	N/A	DAC Associates	5,637.50		5,637.50	STPURWE- Geotechnical Construction Support Services- July
27	10/6/2022	N/A	Danadjieva Hansen Architects	3,775.00		3,775.00	Design Services, Operational Control Center Building
28	10/6/2022	ACH	DeGabriele, Chris	2,196.91		2,196.91	Consulting Services- August
29	10/6/2022	EFT	Direct Dental	791.50		791.50	Dental Payments

Las Gallinas Valley Sanitation District Warrant List 10/06/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	10/6/2022	N/A	Durkin Signs	1,773.98		1,773.98	"Path Closed" Sign
31	10/6/2022	N/A	East Bay MUD (BACWA)	9,132.00		9,132.00	Membership Dues, CBC Fees & Nutrient Surcharge
32	10/6/2022	N/A	EastWest Fencing	2,255.00		2,255.00	Temporary Fencing- Hawthorne Pump Station
33	10/6/2022	N/A	Environmental Science Associates	1,113.75		1,113.75	Flood Protection Plan Scoping- August
34	10/6/2022	ACH	EOA	139.50		139.50	On-Call Support, Integrated Wastewater Master Plan
35	10/6/2022	N/A	FedEx	45.07		45.07	Misc. Mailings
36	10/6/2022	N/A	G. D. Nielson Construction	26,030.95		26,030.95	Standby Generator Installation
37	10/6/2022	ACH	GHD	19,943.14		19,943.14	Biological Site Assessment
38	10/6/2022	ACH	Grainger	7,638.89		7,638.89	Valves, Breaker Lockout, Gloves, Paylocks, Confined Space Winch, Reactor, Leak Detector, Back-Flow Preventer
39	10/6/2022	ACH	Hach	1,392.80		1,392.80	Lab Supplies, Rust Remover
40	10/6/2022	N/A	Henry Curtis Ford	3,480.32		3,480.32	Repairs to Ford F-550- Coolant Leak
41	10/6/2022	N/A	IDEXX Distribution	1,733.38		1,733.38	Lab Supplies
42	10/6/2022	ACH	Kennedy Jenks	76,098.04		76,098.04	STPURWE - Construction Management & Inspection Services
43	10/6/2022	ACH	KoneCranes	3,120.00		3,120.00	Annual Crane Inspections
44	10/6/2022	N/A	Marin Ace	49.00		49.00	Duct Tape, Spray Paint
45	10/6/2022	N/A	Marin Independent Journal	1,011.33		1,011.33	52 Weeks Paper Delivery
46	10/6/2022	ACH	Marin Independent Journal	911.04		911.04	Classified Advertisement- Center Pivot #1, TWAS Enclosure
47	10/6/2022	ACH	Murray, Craig	184.05		184.05	Laptop Stand, Dental Reimbursement
48	10/6/2022	N/A	Myers & Sons Construction	712,975.00		712,975.00	STPURWE- Change Orders
49	10/6/2022	N/A	Napa Auto Parts	151.44		151.44	Fleet Parts
50	10/6/2022	N/A	North Valley Labor Compliance	150.00		150.00	Labor Compliance- LMC Revegetation Maintenance Hanford ARC
51	10/6/2022	ACH	Orion Protection Services	353.20		353.20	Nightly Patrol at Plant - Oct
52	10/6/2022	N/A	Pace Supply	3,540.09		3,540.09	PVC Piping @ Reclamation & Sawzall Blade
53	10/6/2022	N/A	PG&E	48,704.51		48,704.51	Electricity at Plant 7/27 - 8/25
54	10/6/2022	N/A	PG&E	6,291.47		6,291.47	Pump Stations- 6/28 - 7/27
55	10/6/2022	N/A	PG&E	2,699.46		2,699.46	Electricity on Solar Account - 7/27 - 8/25
56	10/6/2022	ACH	Polydyne	4,800.48		4,800.48	Clarifloc
57	10/6/2022	N/A	Proforma	775.99		775.99	LGVSD Hats
58	10/6/2022	ACH	Regional Government Services	4,989.15		4,989.15	Contracted Financial Services for August

**Las Gallinas Valley Sanitation District  
Warrant List 10/06/2022 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	10/6/2022	N/A	RelaDyne (aka North Bay Petroleum)	8,082.27		8,082.27	Diesel & Unleaded Fuel
60	10/6/2022	N/A	Rockwell Solutions	28,722.73		28,722.73	Scumbuster Wet Well Pump
61	10/6/2022	ACH	Safety Plus	7,260.00		7,260.00	12 Months of Online Safety Training for Staff
62	10/6/2022	N/A	Shape Incorporated	6,520.38		6,520.38	Replacement of Flygt Pump
63	10/6/2022	N/A	SiteOne Landscape Supply	22.39		22.39	Concrete Mix
64	10/6/2022	EFT	Sunlife Financial	3,154.71		3,154.71	EE's AD&D, Disability and Life Insurance-Oct
65	10/6/2022	ACH	Terryberry	197.22		197.22	Liebmann 10-Year Longevity Gift
66	10/6/2022	N/A	United Site Services	692.26		692.26	Porta Potty - 9/17 - 10/14
67	10/6/2022	ACH	Univar	21,703.55		21,703.55	Sodium Hypochlorite
68	10/6/2022	EFT	Vision Service Plan	542.25		542.25	Vision Plan- Oct
69	10/6/2022	N/A	Water Components & Building Supply	1,376.30		1,376.30	Misc. Supplies
70	10/6/2022	ACH	WECO	1,750.17		1,750.17	Signs "Share the Road", Replacement Blades
71	10/6/2022	EFT	WEX Health	150.38		150.38	FSA Administration & Claims- August
72	10/6/2022	N/A	Woodland Center Auto Supply	124.26		124.26	Shop Supplies, Coolant
73	10/6/2022	N/A	WSG Solutions	36,206.53		36,206.53	Replacement of Grit Washer
74	10/6/2022	N/A	Zappetini	300.00		300.00	Welding Job

Do not change any formulas below this line.

TOTAL \$ 1,443,132.07 \$ - \$ 1,443,132.07

EFT1	EFT1 = Payroll (Amount Required)	156,978.43	156,978.43	Approval:
EFT2	EFT2 = Bank of Marin loan payments	27,723.45	27,723.45	Finance
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	GM
N/A	Checks - Not issued	964,932.90	964,932.90	
EFT	EFT = Vendor initiated "pulls" from LGVSD	103,637.31	103,637.31	Board
ACH	ACH = LGVSD initiated "push" to Vendor	189,859.98	189,859.98	
	Total	<u>\$ 1,443,132.07</u>	<u>\$ 1,443,132.07</u>	

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

STPURWE Costs 836,085.54

2:08 PM

09/27/22

## Las Gallinas Valley Sanitary District

## Reconciliation Detail

6204 · Credit Card at Elan Financial, Period Ending 09/05/2022

Type	Date	Name	Memo	Amount	Balance
<b>Beginning Balance</b>					35,439
<b>Cleared Transactions</b>					
<b>Charges and Cash Advances - 98 items</b>					
Credit Card ...	08/05/2022	Miscellaneous	Welding Equipment KEVIN M LEWIS;	-2,279.05	-2,279
Credit Card ...	08/05/2022	Miscellaneous	Misc. Supplies CHRIS CAMPBELL;	-249.02	-2,528
Credit Card ...	08/05/2022	ReadyRefresh	Water Delivery Service AMY SCHULTZ;	-81.91	-2,609
Credit Card ...	08/08/2022	Comcast	Business Internet AMY SCHULTZ;	-538.22	-3,148
Credit Card ...	08/08/2022	ADT Commerical Security	Gate Security AMY SCHULTZ;	-25.00	-3,173
Credit Card ...	08/09/2022	WateReuse	Conference for C. Paxton TERESA LERCH;	-675.00	-3,848
Credit Card ...	08/09/2022	USA BlueBook	Digester Pipe Fitting Valve KEVIN M LEWIS;	-264.55	-4,112
Credit Card ...	08/09/2022	Miscellaneous	Nets for Pond Fish DONALD E MOORE;	-218.16	-4,330
Credit Card ...	08/09/2022	Zoom	Online Meeting Software AMY SCHULTZ;	-133.99	-4,464
Credit Card ...	08/09/2022	Miscellaneous	Bagels for All Hands Meeting PAM AMATO...	-54.45	-4,519
Credit Card ...	08/09/2022	ReadyRefresh	Water Delivery Service AMY SCHULTZ;	-50.75	-4,570
Credit Card ...	08/10/2022	Fisher Scientific Company ...	Exam Gloves SAHAR GOLSHANI;	-277.09	-4,847
Credit Card ...	08/10/2022	MicroBiologics Inc.	Lab Supplies SAHAR GOLSHANI;	-174.66	-5,021
Credit Card ...	08/10/2022	California Water Environm...	Membership for Elena SAHAR GOLSHANI;	-100.00	-5,121
Credit Card ...	08/10/2022	Amazon.com	Alcohol Wipes SAHAR GOLSHANI;	-63.22	-5,185
Credit Card ...	08/10/2022	Amazon.com	Coffee SAHAR GOLSHANI;	-29.99	-5,215
Credit Card ...	08/10/2022	Amazon.com	Calibration Weight Set SAHAR GOLSHANI;	-17.06	-5,232
Credit Card ...	08/11/2022	Environmental Resource A...	Lab Chemicals SAHAR GOLSHANI;	-241.02	-5,473
Credit Card ...	08/11/2022	Hardy Diagnostics	Operating Supplies SAHAR GOLSHANI;	-218.17	-5,691
Credit Card ...	08/11/2022	CPS HR Consulting	C. Paxton Harassment Training AMY SCH...	-50.00	-5,741
Credit Card ...	08/11/2022	Power Industries, Inc.	Measuring Tool DONALD E MOORE;	-39.40	-5,780
Credit Card ...	08/11/2022	Sonic.net	Internet Provider AMY SCHULTZ;	-19.95	-5,800
Credit Card ...	08/11/2022	Zoom	D. McDonald Online Meeting Software AM...	-14.99	-5,815
Credit Card ...	08/11/2022	Power Industries, Inc.	Gasket DONALD E MOORE;	-12.93	-5,828
Credit Card ...	08/12/2022	WEF	Conference Registration C. Campbell AMY...	-1,200.00	-7,028
Credit Card ...	08/12/2022	USA BlueBook	Digester Pipe Fitting Valve KEVIN M LEWIS;	-475.24	-7,503
Credit Card ...	08/12/2022	Amazon.com	Office Supplies SAHAR GOLSHANI;	-277.74	-7,781
Credit Card ...	08/12/2022	Miscellaneous	Adobe Software DONALD E MOORE;	-239.88	-8,021
Credit Card ...	08/12/2022	Starlink Internet	Alarm Service ROBERT M LIEBMANN;	-110.00	-8,131
Credit Card ...	08/12/2022	Starlink Internet	Ethernet Adapter ROBERT M LIEBMANN;	-27.00	-8,158
Credit Card ...	08/15/2022	Hach Company	Lab Supplies SAHAR GOLSHANI;	-518.92	-8,677
Credit Card ...	08/15/2022	Evoqua Water Technologie...	Lab Supplies SAHAR GOLSHANI;	-468.49	-9,145
Credit Card ...	08/15/2022	Grainger	U-Block Vest SAHAR GOLSHANI;	-20.03	-9,165
Credit Card ...	08/15/2022	The Weather Company	Weather App GREG PEASE;	-4.99	-9,170
Credit Card ...	08/16/2022	Air Technology	Contract Services SAHAR GOLSHANI;	-511.00	-9,681
Credit Card ...	08/16/2022	Terminix	Rodent Control AMY SCHULTZ;	-193.00	-9,874
Credit Card ...	08/16/2022	Call Center Sales	After Hours Answering Service AMY SCHU...	-46.46	-9,921
Credit Card ...	08/17/2022	Home Depot	Operatng Expenses STEVEN INSKEEP;	-543.91	-10,465
Credit Card ...	08/17/2022	Fisher Scientific Company ...	Lab Supplies SAHAR GOLSHANI;	-535.38	-11,000
Credit Card ...	08/17/2022	Home Depot	Operating Supplies 5STEVEN INSKEEP;	-189.51	-11,190
Credit Card ...	08/17/2022	cvs/pharmacy	Water ROBERT J BUCHHOLTZ;	-7.19	-11,197
Credit Card ...	08/17/2022	Miscellaneous	Fuel for chain saw ROBERT J BUCHHOLTZ;	-3.91	-11,201
Credit Card ...	08/18/2022	Miscellaneous	Extension Cords for OPS KEVIN M LEWIS;	-417.51	-11,618
Credit Card ...	08/18/2022	Miscellaneous	Custom Sockets for Valve Turner CHRIS C...	-238.91	-11,857
Credit Card ...	08/18/2022	Chevron	Purified Water DONALD E MOORE;	-6.19	-11,863
Credit Card ...	08/19/2022	Fisher Scientific Company ...	Lab Supplies SAHAR GOLSHANI;	-485.67	-12,349
Credit Card ...	08/19/2022	Miscellaneous	Operating Supplies SAHAR GOLSHANI;	-255.00	-12,604
Credit Card ...	08/19/2022	Amazon.com	Office Supplies GREG PEASE;	-64.86	-12,669
Credit Card ...	08/22/2022	Fisher Scientific Company ...	Lab Supplies SAHAR GOLSHANI;	-1,048.36	-13,717
Credit Card ...	08/22/2022	Cresco Equipment	Generator Rental GREG PEASE;	-703.95	-14,421
Credit Card ...	08/22/2022	Miscellaneous	Standing Desk for J. McNeal DALE MCDO...	-572.25	-14,993
Credit Card ...	08/22/2022	Amazon.com	Prime Fee PAM AMATORI;	-16.34	-15,010
Credit Card ...	08/24/2022	Amazon.com	Office Supplies PAM AMATORI;	-181.15	-15,191
Credit Card ...	08/24/2022	ReadyRefresh	Water Delivery Service AMY SCHULTZ;	-81.91	-15,273
Credit Card ...	08/24/2022	Amazon.com	Office SuppliesPAM AMATORI;	-58.92	-15,332
Credit Card ...	08/25/2022	Amazon.com	Office Supplies PAM AMATORI;	-246.70	-15,578
Credit Card ...	08/25/2022	FLeetio	Fleet Maintenance Software GREG PEASE;	-192.00	-15,770
Credit Card ...	08/25/2022	United Parcel Service	Mailing for Bio Wheel Invest. KEVIN M LE...	-77.60	-15,848
Credit Card ...	08/25/2022	McInnis Park Golf Course	Lunch MTG C. DeGabriele CURTIS D PAX...	-51.67	-15,900
Credit Card ...	08/26/2022	Amazon.com	Milliamp Clamp-Meter ROBERT M LIEBMA...	-1,384.29	-17,284
Credit Card ...	08/26/2022	Microsoft	License Fees AMY SCHULTZ;	-125.34	-17,409
Credit Card ...	08/26/2022	Fisher Scientific Company ...	Lab Supplies SAHAR GOLSHANI;	-62.87	-17,472
Credit Card ...	08/26/2022	McInnis Park Golf Course	Lunch MTG w/ J. Schriebman CURTIS D P...	-46.44	-17,519
Credit Card ...	08/26/2022	SC Barnes Buildings & Fen...	Fee at Hawthorne PS MANUEL CARDE...	-40.71	-17,559
Credit Card ...	08/26/2022	Microsoft	License Subscription AMY SCHULTZ;	-8.00	-17,567

## Las Gallinas Valley Sanitary District Reconciliation Detail

6204 · Credit Card at Elan Financial, Period Ending 09/05/2022

Type	Date	Name	Memo	Amount	Balance
Credit Card ...	08/26/2022	Microsoft	Email Software AMY SCHULTZ;	-2.00	-17,569.
Credit Card ...	08/29/2022	California Special Districts ...	Conference TERESA LERCH;	-600.00	-18,169.
Credit Card ...	08/29/2022	California Water Environm...	Recruitment Collection System Operator A...	-305.00	-18,474.
Credit Card ...	08/29/2022	Comcast	Internet at Pump Stations AMY SCHULTZ;	-240.70	-18,715.
Credit Card ...	08/29/2022	NeoGov	Recruitment Collection System Operator A...	-199.00	-18,914.
Credit Card ...	08/29/2022	California Special Districts ...	Recruitment Collection System Operator A...	-105.00	-19,019.
Credit Card ...	08/29/2022	Miscellaneous	Phone Cover - Otterbox for P. Quinn PAM ...	-83.79	-19,103.
Credit Card ...	08/29/2022	Safeway	Office Supplies - Creamers, etc PAM AMA...	-28.46	-19,131.
Credit Card ...	08/29/2022	Amazon.com	Charge Error, Credit on next bill DONALD ...	-19.99	-19,151.
Credit Card ...	08/29/2022	Amazon.com	Charge Error Paid by Check DONALD E M...	-11.73	-19,163.
Credit Card ...	08/29/2022	Amazon.com	Charge error, credit on next bill DONALD E...	-2.99	-19,166.
Credit Card ...	08/29/2022	Amazon.com	Charge error, credit on next bill DONALD E...	-2.99	-19,169.
Credit Card ...	08/29/2022	Amazon.com	Charge error, credit on next bill DONALD E...	-2.99	-19,172.
Credit Card ...	08/30/2022	Miscellaneous	Car Wash Subscription CURTIS D PAXTON;	-40.00	-19,212.
Credit Card ...	08/31/2022	Amazon.com	LED Headlamp (x3) GREG PEASE;	-245.10	-19,457.
Credit Card ...	08/31/2022	SC Barnes Buildings & Fen...	Building Supplies WILLIAM C FRANKLIN;	-48.10	-19,505.
Credit Card ...	09/01/2022	Rice Lake Weighting System	Lab Supplies SAHAR GOLSHANI;	-1,752.11	-21,257.
Credit Card ...	09/01/2022	Amazon.com	Angle Grinder GREG PEASE;	-151.64	-21,409.
Credit Card ...	09/01/2022	County of Marin, County Cl...	Docs to be Reorded - Engineering PAM A...	-40.50	-21,449.
Credit Card ...	09/01/2022	Amazon.com	Charge error, paid by check DONALD E M...	-11.52	-21,461.
Credit Card ...	09/01/2022	Amazon.com	Charge error, paid by check DONALD E M...	-8.61	-21,470.
Credit Card ...	09/01/2022	Amazon.com	Charge error, paid by check DONALD E M...	-8.61	-21,478.
Credit Card ...	09/01/2022	Amazon.com	Charge error, paid by check DONALD E M...	-7.53	-21,486.
Credit Card ...	09/01/2022	Amazon.com	Charge error, paid by check DONALD E M...	-7.53	-21,493.
Credit Card ...	09/02/2022	Amazon.com	Misc. Supplies GREG PEASE;	-148.35	-21,642.
Credit Card ...	09/02/2022	Amazon.com	Office Supplies PAM AMATORI;	-54.05	-21,696.
Credit Card ...	09/02/2022	Treasury Software	ACH Software AMY SCHULTZ;	-39.95	-21,736.
Credit Card ...	09/02/2022	Amazon.com	Office Supplies PAM AMATORI;	-33.79	-21,769.
Credit Card ...	09/02/2022	Amazon.com	Office Supplies PAM AMATORI;	-29.58	-21,799.
Credit Card ...	09/06/2022	ReadyRefresh	Water Delivery Service AMY SCHULTZ;	-81.91	-21,881.
Credit Card ...	09/06/2022	Craigslist	Recruitment Collection System Operator A...	-75.00	-21,956.
Credit Card ...	09/06/2022	Amazon.com	Office Supplies PAM AMATORI;	-40.33	-21,996.
Credit Card ...	09/06/2022	ADT Commerical Security	Gate Security AMY SCHULTZ;	-25.00	-22,021.
<b>Total Charges and Cash Advances</b>				<b>-22,021.72</b>	<b>-22,021.</b>
<b>Payments and Credits - 2 items</b>					
Bill	08/23/2022	Bank of Marin Cardmembe...	Credit Card charges 7/7/2022 - 8/4/2022	35,439.00	35,439.
Credit Card ...	08/25/2022	Microsoft	License Cost Credit AMY SCHULTZ;	41.29	35,480.
<b>Total Cleared Transactions</b>				<b>13,458.57</b>	<b>13,458.</b>
Cleared Balance				-13,458.57	21,980.
Register Balance as of 09/05/2022				-13,458.57	21,980.
<b>Ending Balance</b>				<b>-13,458.57</b>	<b>21,980.</b>

AGENDA ITEM 2 C  
DATE October 6, 2022



**BOARD MEMBER CONFERENCE/  
MEETING/WEBINAR ATTENDANCE REQUEST**

Date: 9/12/22 Name: Murray, Craig K.

I would like to attend the Catalyzing Climate Action in K-12 Schools Meeting of  
Environmental and Energy Study Institute

To be held on the 28th day of Sept from 12:00pm a.m. / p.m. to  
28th day of Sept from to 1:30pm a.m. / p.m.

Location of meeting: Washington, D.C.

Actual meeting date(s): Sept.28, 2022

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

Purpose of Meeting: Review of one of largest public-sector energy consumers

Meeting relevance to District: GHGs, Transp. Fuel, Bldg. Resilience, Food Waste Mgt.

YES NO

Request assistance from Board Secretary to register for Conference:  N

**Board Directors to make their own Hotel Reservations and book their own transportation including airfare, taxi and/or shuttles.**

Frequency of Meeting:  
1x

Estimated Costs of Travel (if applicable): n/a

Date submitted to Board  
Secretary: 9/12/22

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

AGENDA ITEM \_\_\_\_\_  
DATE \_\_\_\_\_

Please submit this form to the Board Secretary no later than 1 week prior to the Board Meeting.


**Craig Murray**

---

**From:** Daniel Bresette, EESI <eesi@eesi.org>  
**Sent:** Monday, September 12, 2022 11:48 AM  
**To:** Craig Murray  
**Subject:** Wednesday, September 28, Back to School! Catalyzing Climate Action in K-12 Schools.

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

To view this email as a web page, go [here](#).



Environmental and Energy Study Institute




# Briefing Notice

## Back to School Catalyzing Climate Action in K-12 Schools


**Wednesday, September 28**  
**3:00 pm - 4:30 pm EDT**

**Free and open to the public**  
**Please RSVP**

A live webcast will be streamed at 3:00 PM EDT at [www.eesi.org/livecast](http://www.eesi.org/livecast)  
[@eesionline](#)    [#eesitalk](#)

Add to  **Google Calendar**    Add to other calendar      **Adobe**

**The Environmental and Energy Study Institute (EESI)** invites you to a briefing on catalyzing climate action in K-12 schools. Public K-12 schools in the United States





operate 480,000 fossil fuel-powered school buses, produce 530,000 tons of food waste, and are one of the largest public-sector energy consumers—all of which contribute to climate change. From electric buses to energy-efficient, resilient buildings, implementing climate solutions in schools can reduce greenhouse gas emissions while also creating a healthier environment for students and teachers to learn and work in. At the same time, schools need to be made more resilient to worsening [climate impacts](#) such as wildfires and extreme heat, which can disrupt school operations and impact student learning.

During this briefing, panelists will discuss the federal policy levers needed to scale up climate mitigation and adaptation actions in schools to build a more sustainable, resilient, and equitable education sector.

Speakers for this forum are:

- **Laura Schifter**, Senior Fellow, Aspen Institute | [@AspenInstitute](#)
- **Sue Gander**, Director of the Electric School Bus Initiative, World Resources Institute | [@worldresources](#)
- **Joanna Pi-Sunyer**, Sustainability Analyst, Baltimore City Public Schools | [@BaltCitySchools](#)

**This event is free and open to the public. [Please RSVP.](#)**

Materials from this briefing will be posted [here](#) after the event.

For more information, contact Dan O'Brien at [dobrien@eesi.org](mailto:dobrien@eesi.org) or (202) 662-1880.

**Environmental and Energy Study Institute**  
**Daniel Bresette, Executive Director**

EESI is an independent 501(c)(3) non-profit organization established in 1984 by a bipartisan Congressional caucus to provide timely information and develop innovative policy solutions that set us on a cleaner, more secure and sustainable energy path.

[www.eesi.org](http://www.eesi.org)



**CFC #10627**

This email was sent to: [craig\\_murray@ci.richmond.ca.us](mailto:craig_murray@ci.richmond.ca.us)



Item Number 2D  
GM Review cp

# Agenda Summary Report

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**To:** Board of Directors  
**From:** Teri Lerch, District Secretary  
 (415) 526-1510; tlerch@lgsd.org  
**Mtg. Date:** October 6, 2022  
**Re:** Approve Resolution 2022-2283 adopting revised Board Policies B-100 Board Member Benefits and F-100 Credit Cards  
**Item Type:** Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

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**STAFF RECOMMENDATION**  
Attached for approval is Resolution 2022-2283 updating policies B-100 Board Member Benefits and F-100 Credit Cards. Board suggested changes are shown in highlight (strikeout format) and clean copies are also provided.

**BACKGROUND**  
The Board has requested to review and update Board Policies.

**PREVIOUS BOARD ACTION**  
On September 15, 2022, Board reviewed policies B-100 Board Member Benefits and F-100 Credit Cards with staff and requested it come back with suggested revisions for approval.

**ENVIRONMENTAL REVIEW**  
N/A

**FISCAL IMPACT**  
N/A

**RESOLUTION NO. 2022-2283**

**A RESOLUTION APPROVING BOARD POLICY REVISIONS FOR B-100 BOARD MEMBER BENEFITS AND F-100 CREDIT CARDS**

**THE LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the Board of Directors (“Board”) has determined that a comprehensive list of Policies and Procedures for the Board is in the best interest of the District; and

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

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

**WHEREAS**, such policies may need to be updated from time to time; and

**WHEREAS**, on September 15, 2022, the Board reviewed and suggested changes on Board policies B-100 Board Member Benefits and F-100 Credit Cards;

**NOW THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy sections: B-100 BOARD MEMBER BENEFITS AND F-100 CREDIT CARDS. The previously approved Board Policies B-100 and F-100 are 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 6<sup>TH</sup> day of October 2022, 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:

---

Judy Schriebman, President of Board of Directors

**B-100 BOARD MEMBER BENEFITS**

**Purpose**

This policy establishes the rules for benefits for Board Members.

**B-100-10 Insurance Choices.** Each Board Member shall receive District Health Care and/or District Self-Insured Dental Care and/or District Long Term Care group insurance coverage at the sole choosing of the Board Member. The “cafeteria” insurance arrangement allows each Board Member to select one, two, or all three of the plans to fit individual needs.

**B-100-20 Limits on Cost.** The District shall pay up to \$200 per month to provide the cafeteria premium insurance coverage for each Board Member, with each Board Member responsible to pay any costs of the coverage above \$200 per month in insurance premiums. In-lieu of the cafeteria insurance coverage, Board members may be reimbursed up to \$200/month for insurance and/or related health or dental expenditures.

**B-100-30 Eligibility.** The group insurance coverage shall be available only to “active” Board Members.

**B-100-40 Comparable Benefits.** The Board has deemed that the benefits provided to Board Members are less than the benefits provided to District employees. The Board also has determined that the benefits are comparable to benefits received by other sanitary district directors in Marin County and are in accord with the comparative responsibilities and commitment that must be made by Board Members.

**B-100-50 Notification of Changes.** Board Members must notify the District if their insurance coverage changes and it would impact their limits on cost.

<b>Resolution No. 2022-2283</b>	Date Approved: October 6, 2022
President of the Board	Last Reviewed: October 6, 2022

## F-100 CREDIT CARDS

### Purpose

This policy establishes who gets credit cards, the controls over their use, repayment, and required documentation for employees for purchases of minor supplies and services on behalf of the District; paying for travel when on District business trips; and making small purchases as authorized in the Purchasing Policy.

**F-100-10 Board Oversight.** The Board Vice-President is authorized as the primary account holder who shall review statements of credit card transactions with supporting materials along with the warrant list. This Board member is not to use the credit card for purchasing. Per Board decision, on May 8, 2003 Board Members cancelled their credit 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 issue of new cards in a timely matter.

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-100-25 Responsibility.** The primary responsibility for ensuring the appropriate use of credit cards lies with the Named Cardholder. The Named Cardholder is responsible for obtaining receipts and providing them to the Administrative/Financial Specialist monthly.

The Department Head is responsible for (1) safeguarding against misuse of credit cards under control of their department staff; (2) implementing departmental procedures to ensure that purchases are appropriately reviewed, approved, and processed in a timely manner.

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

- Budgeted District expenses and to certain vendor accounts.
- 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 for security.
- 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. Excludes alcohol.
- 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.

<b>Resolution No. 2022-2283</b>	Date Approved: October 6, 2022
President of the Board	Last Reviewed: October 6, 2022

**Credit Card Limits**

General Manager	Up to	\$20,000
Plant Manager	Up to	\$10,000
District Engineer	Up to	\$10,000
Collection/Maintenance/Safety Manager	Up to	\$10,000
Administrative Services Manager	Up to	\$10,000
District Secretary	Up to	\$ 5,000
Administrative/Financial Specialist	Up to	\$ 5,000
Assistant/Associate Engineer	Up to	\$ 5,000
Environmental Services Supervisor	Up to	\$ 5,000
Plant Operations Supervisor	Up to	\$ 5,000
Maintenance Supervisor	Up to	\$ 5,000
District Administrative Assistant	Up to	\$ 2,000
Selected Plant, Collections and Maintenance Workers	Up to	\$ 1,200

**F-100-40 Review.** The Administrative/Financial Specialist is to provide monthly statements to each Named Cardholder, collect receipts from each Named Cardholder and reconcile them to credit card transactions on a timely basis. The Administrative Services Manager shall review credit card purchases and determine the adequacy of receipts. The General Manager shall be provided credit card statements, receipts, and summary report for final review.

**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 by an employee.

**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 continuation of the 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 travel expenses, emergency purchases and incidental items related to District business up to \$2,500 per event.

Use of personal credit cards for District purchases other than outlined above requires prior approval by the General Manager or will not be paid by the District.

<b>Resolution No. 2022-2283</b>	Date Approved: October 6, 2022
President of the Board	Last Reviewed: October 6, 2022

Draft

**B-100 BOARD MEMBER BENEFITS**

**Purpose**

This policy establishes the rules for benefits for Board Members.

**B-100-10 Insurance Choices.** Each Board Member shall receive District Health Care and/or District Self-Insured Dental Care and/or District Long Term Care group insurance coverage at the sole choosing of the Board Member. The "cafeteria" insurance arrangement allows each Board Member to select one, two, or all three of the plans to fit individual needs.

**B-100-20 Limits on Cost.** The District shall pay up to \$200 per month to provide the cafeteria premium insurance coverage for each Board Member, with each Board Member responsible to pay any costs of the coverage above \$200 per month in insurance premiums. In-lieu of the cafeteria insurance coverage, Board members may receive be reimbursed up to \$200/month for insurance and/or related health or dental expenditures.

**B-100-30 Eligibility.** The group insurance coverage shall be available only to "active" Board Members.

**B-100-40 Comparable Benefits.** The Board has deemed that the benefits provided to Board Members are less than the benefits provided to District employees. The Board also has determined that the benefits are comparable to benefits received by other sanitary district directors in Marin County and are in accord with the comparative responsibilities and commitment that must be made by Board Members.

**B-100-50 Notification of Changes.** Board Members must notify the District if their insurance coverage changes and it would impact their limits on cost.

Resolution No. 2009-1872	Date Approved: July 9, 2009
President of the Board	Supersedes: Last Reviewed:



**F-100 CREDIT CARDS**

Draft

**Purpose**

This policy establishes who gets credit cards, the controls over their use, repayment, and required documentation for purchases of minor supplies and services on behalf of the District; paying for travel when on District business trips; and making small purchases as authorized in the Purchasing Policy.

**F-100-10 Cancelled Cards.** On May 8, 2003 Board Members cancelled their credit cards. There is one Board member that is authorized as the main account holder, who shall receive notices regarding credit card transactions. This Board member is not to use the credit card for purchasing.

**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 issue of new cards in a timely matter.

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-100-25 Responsibility.** The primary responsibility for ensuring the appropriate use of credit cards lies with the Named Cardholder. The Named Cardholder is responsible for obtaining receipts and providing them to the Administrative/Financial Specialist monthly.

The Department Head is responsible for (1) safeguarding against misuse of credit cards under control of their department staff; (2) implementing departmental procedures to ensure that purchases are appropriately reviewed, approved, and processed in a timely manner.

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

- Budgeted District expenses and to certain vendor accounts.
- 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 for security.
- 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.

**Credit Card Limits**

General Manager	Up to	\$20,000
Plant Manager	Up to	\$10,000

<b>Resolution No. 2019-2479</b>	<b>Date Approved December 5, 2019</b>
<b>President of the Board</b>	<b>Last Reviewed:</b>

District Engineer	Up to	\$10,000
Collection/ <del>Maintenance</del> and Safety Manager	Up to	\$10,000
Administrative Services Manager	Up to	\$10,000
District <del>Administrative Assistant</del> Secretary	Up to	\$ 5,000
Administrative/Financial Specialist- <del>III</del>	Up to	\$ 5,000
Assistant/Associate Engineer	Up to	\$ 5,000
Environmental Services <del>Director</del> -Supervisor	Up to	\$ 5,000
Plant Operations and <del>Maintenance</del> -Supervisor	Up to	\$ 5,000
<del>Maintenance Supervisor</del>	Up to	\$ 5,000
<del>District Administrative Assistant</del>	Up to	\$ 2,000
Selected Plant, Collections and Maintenance Workers		
	Up to	\$ 1,200

**F-100-40 Review.** The Administrative/~~Financial Specialist Services Manager~~ is to provide monthly statements to each Named Cardholder, collect receipts from each Named Cardholder ~~District Employees~~ and reconcile them to credit card transactions on a timely basis. The ~~Administrative Services Manager General Manager~~ shall review ~~District employee~~ credit card purchases and determine the adequacy of receipts. The General Manager shall be provided credit card statements, receipts, and summary report for final review.

**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 by an employee.

**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 continuation of the 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 travel expenses, emergency purchases and incidental items related to District business up to \$2,500.

Use of personal credit cards for District purchases other than outlined above requires prior approval by the General Manager or will not be paid by the District.

<b>Resolution No. 2019-2179</b>	<b>Date Approved: December 5, 2019</b>
<b>President of the Board</b>	<b>Last Reviewed:</b>

**10/6/2022**

**General Manager Report**

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



Item Number 3.2  
GM Review CP

# Agenda Summary Report

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**To:** Board of Directors  
**From:** Teri Lerch, District Secretary  
(415) 526-1510; tlerch@lgsd.org  
**Mtg. Date:** October 6, 2022  
**Re:** Board Policy Review of B-110 Election of Officers  
**Item Type:** Consent \_\_\_\_\_ Action \_\_\_\_\_ Information X Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X \_\_\_\_\_

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### STAFF RECOMMENDATION

Attached for information and Board review are current Board Policies B-110 Election of Officers.

For clarity, original policy B-110 are included with Draft policy B-110 with suggested changes highlighted in yellow and deletions shown in red. Staff will receive comments on the subject policies at the meeting and through October 12<sup>th</sup>.

Comments received will be incorporated or addressed prior to bringing back these policies to the Board for approval at the next Board meeting.

The Board has requested to review and update Board Policy.

### PREVIOUS BOARD ACTION

None

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A

## B-110 ELECTION OF OFFICERS

### Purpose

This policy establishes the rules for election of Board officers and sets forth the duties of the officers.

**B-110-10 Annual Organizational Meeting.** The Board shall hold an annual organizational meeting at its first regular meeting in January each year during which the officers of the Board shall be established or reconfirmed

**B-110-20 Selection of President and Vice-President.** ~~In the first year — (e.g. January 2004) — the year 2003 Vice-President shall become President. At the same time a~~ A rotation will be established by years of service with the next longest serving Board Member becoming Vice-President and then President, the following year, and continuing down the line of service serving next and so-forth. In the case of Directors that were both elected at the same time, the Director with the greater number of votes will serve as Vice-President and then President first. If the number of votes is no longer available, the rotation of those members will be established by drawing straws.

**B-110-30 Term of office.** The term of office for President shall be one year. The term of office for Vice-President shall be one year.

**B-110-40 Board Secretary, District Treasurer, and District Engineer.** The Board shall designate a Secretary to the Board, District Treasurer, and a District Engineer.

**B-110-50 Office of President.** The President shall serve as chairperson at all Board meetings and shall have the same rights as the other Board Members in voting; introducing motions, resolutions and ordinances; and participating in discussions.

**B-110-60 Chairperson.** In the absence of the President, the Vice President shall serve as chairperson. If both the President and Vice President are absent, the remaining Board Members shall select one of themselves to act as chairperson.

**B-110-70 Executing Documents.** The President shall execute Board documents on behalf of the Board unless such authority has been delegated to the District General Manager under specific circumstances.

**B-110-80 Assuring Integrity.** As presiding officer at Board meetings, the President shall assure the integrity of the Board process, including the effectiveness of meetings and the Board's adherence to Board policy. The President shall recognize speakers and makers of motions, call for public participation, rule on the passage or failure of motions, ensure that all Board Members have an equal opportunity to speak during discussions, appoint ad hoc committee members and chairpersons, and set the time and place for any special meetings.

**B-110-90 Public Ceremonies.** The President or other designee shall represent the District in public ceremonies.

<b>Resolution No. 2009-1872</b>	<b>Date Approved: July 9, 2009</b>
<b>President of the Board</b>	<b>Supersedes: Last Reviewed</b>

**B-110 ELECTION OF OFFICERS****Purpose**

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**B-110-90 Public Ceremonies.** The President or other designee shall represent the District in public ceremonies.

<b>Resolution No. 2009-1872</b>	Date Approved: July 9, 2009
President of the Board	Supersedes:





Item Number 4  
GM Review CP

# Agenda Summary Report

To: Board of Directors  
From: Michael P. Cortez, PE, District Engineer  
(415) 526-1518; [mcortez@lqvsd.org](mailto:mcortez@lqvsd.org)  
Meeting Date: October 6, 2022  
Re: Award of Contract to GHD, Inc.  
Biosolids Program and Research Project Support Services  
Item Type: Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
Standard Contract: Yes X No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

## STAFF RECOMMENDATION

Board to Award a Contract to GHD, Inc. for Biosolids Program and Research Project Support Services in the amount of \$950,834.

## BACKGROUND

In alignment with the District’s goal of transitioning from biosolids disposal to beneficial use starting May 2023, the *San Francisco Bay Regional Water Quality Control Board* (Water Board), on July 1, 2022, issued a *Notice of Applicability* (NOA) for the District to land apply biosolids in the Reclamation Area under *Order No. 2004-0012-DWQ, General Waste Discharge Requirements for the Discharge of Biosolids to Land for Use as a Soil Amendment in Agricultural Activities* (General Order). In accordance with the NOA timeline, staff has:

1. Developed a draft biological assessment report with GHD and the Water Board for the existing 304 acres of effluent disposal and cultivated lands in the Reclamation Area including the 66 acres of pasture purchased from St. Vincent’s in 2006.
2. Developed preliminary scope of Flood Protection Plan with ESA, GHD, and the Water Board. The final plan is due on February 3, 2023. ESA is currently drafting the final scope for a proposal to develop a final plan.
3. Conducted a kick-off meeting with Purdue University for the EPA National Priorities Program 3-year research project, *Unregulated Organic Chemicals in Biosolids: Prioritization, Fate and Risk Evaluations for Land Applications* (Research Project).
4. Developed an RFP and awarded a contract to APTIM for the installation of 10 new groundwater monitoring wells in late October 2022, which is an addition to 4 existing wells in the proposed biosolids disposal area. Per the NOA, the Research Project requires 14 monitoring wells that would become permanent for General Order compliance.

Due to the unexpected length of time to develop scope for monitoring, reporting, and flood protection plans, including the time to initiate the above items, District staff has deemed that it is prudent and in the best interest of the District to forgo the RFP process and award the contract



to GHD for project continuity. More importantly, this contract is necessary to meet the February 3, 2023 NOA deadline and the District's plan to land apply in May 2023. The contract will cover all aspects of the Research Project and other NOA items for the next three years except the Flood Protection Plan that staff anticipates on requesting for Board approval of contract award in the next few weeks.

Furthermore, the GHD Project Manager, Mary Martis, has been involved with the District's biosolids program since project inception and has prepared the District's Notice of Intent (NOI) to land apply, which became the Water Board's basis of developing NOA requirements. Mary is also a key member of the Research Project team and works in similar capacity for Vallejo Flood & Wastewater District and City of Santa Rosa, which both have recently joined the Purdue University Research Project.

In response to staff request, GHD has submitted the attached proposal for implementation, monitoring, reporting, assessment of alternative biosolids management options, and EPA research project support. Staff has reviewed the scope and fee schedule and deemed reasonable to award a contract to GHD in the amount of \$950,834. Current District policy allows such an option as explained with details in the attached LGVSD Sole Source Justification/Waiver of Competitive Bidding form.

**PREVIOUS BOARD ACTION(S)**

N/A

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

Time and expense, not to exceed \$950,834.

This project will be funded by the following projects from the FY 2022-23 budget:

1) Biosolids System Improvement Analysis	\$107,000
2) Remaining Budget from Groundwater Monitoring Wells Installation	+\$173,264
Subtotal:	\$280,264
Shortfall:	\$670,570*

\* - Staff will reallocate budget from other FY 2022-23 CIP projects to cover the shortfall.

## SOLE SOURCE JUSTIFICATION/ WAIVER OF COMPETITIVE BIDDING

Departments must use this form when submitting a sole source justification. GM/ASM may require departments to submit additional documentation to support analysis of the justification. Additional documentation may include, but is not limited to, the statement of work, cost breakdown, funding source, grant funding, resumes, etc.

All information must be provided, and all questions must be answered. The "Required Approvals" section must include a date for each original signature, as appropriate for the transaction.

<b>Department and Representative Information</b>	
<b>Department:</b> <a href="#">Engineering</a>	
<b>Name of Primary Contact for this request:</b> <a href="#">Michael P. Cortez, PE, District Engineer</a>	
<b><i>By submitting this request, the Department Representative above certifies the following:</i></b>	
<p>My department's recommendation for a sole Source Justification (SSJ) is based upon an objective review of the product/service required, compliance requirements, schedule demands and is in the best interest of the District.</p> <p>No gratuities, favors or compromising actions have influenced this request. My personal preference for particular brands, types of equipment, materials or firms has not been of influence. I know of no conflict of interest on my or any other individual's part, nor do I have any personal involvement in any way with the supplier(s) involved. As an approved department representative, I have gathered technical information and have made a concentrated effort to review comparable equipment/services. I hereby certify as to the validity of the information and feel confident this justification for sole source item, manufacturer, or service is accurate and appropriate for this acquisition.</p> <p>By writing, justifying and submitting statements to waive competitive process, I understand these statements become part of the public record. False statements would carry weight similar to perjury. I recognize District personnel must not make any false or misleading statements in order to justify a sole source/brand or a waiver of procurement.</p>	
<b>Vendor Information</b>	
<b>Vendor Name:</b> <a href="#">GHD Inc.</a>	
<b>Vendor Point of Contact Name and Email:</b> <a href="#">Mary Martis</a> , <a href="mailto:Mary.Martis@ghd.com">Mary.Martis@ghd.com</a>	
<b>Required Information</b>	
<b>Request Type:</b> <input checked="" type="checkbox"/> Goods & Services <input type="checkbox"/> IT Goods <input type="checkbox"/> IT Services <input type="checkbox"/> IT Goods & Services <input type="checkbox"/> New Proprietary Software <input type="checkbox"/> Existing Proprietary Software <input type="checkbox"/> Minor Public Work <input checked="" type="checkbox"/> Insufficient Time for bidding	<input type="checkbox"/> <b>Sole Source Item:</b> Piggybacking with other Cooperative Purchasing Public Contracts (e.g. Sourcewell, BACC)  <input type="checkbox"/> <b>Sole Source Item:</b> Preapproved sole source per Resolution # 2010-1898, 2010-1915 & 2010-2083  <input type="checkbox"/> <b>Sole Source Item:</b> Item is required due to equipment compatibility, maintenance, training and parts support, or safety, and is available from only one source and is one-of-a-kind, not sold through distributors. Manufacturer is the exclusive authorized distributor.  <input type="checkbox"/> <b>Sole Brand/Manufacturer:</b> Item is required due to equipment compatibility, maintenance, training and parts support, or safety, and/or is one-of-a-kind. Various sources can supply this product and will be competitively bid for this brand/manufacturer with "no substitution or like equal" language provided within the solicitation.  <input checked="" type="checkbox"/> <b>Sole Source Service:</b> Services cannot be provided by any other consultant/contractor/provider.

**Waiver of Competitive Bidding:**

If limitations on the source of supply, necessary restrictions in specifications, necessary standardization, quality considerations, or other valid reasons for waiving competition appears, then purchases may be made without recourse to the competitive bidding provisions of this District.

**Waiver of Competitive Bidding Minor Public Work:**

A minor contract for public works may be made free of the bidding requirements of this chapter when the awarding authority determines that it is in the best interests of the District to suspend competitive bidding for that contract, per District policy.

**Continuation of Previous Consultants Work Product and/or Project:**

**Insufficient Time (Explain)** In alignment with the District's goal of transitioning from a practice of biosolids disposal to beneficial use, in October 2021, the District submitted a Notice of Intent (NOI) to land apply biosolids on District-owned land under the State's *General Waste Discharge Requirements for the Discharge of Biosolids to Land for Use as a Soil Amendment in Agricultural Activities, Order No. 2004-0012-DWQ* (General Order).

After 10 months of delays, in July 2022, the District received a Notice of Applicability (NOA) authorizing the District to land apply its biosolids under the General Order with several conditions required for enrollment (i.e., additional monitoring and reporting requirements). The permit to land apply biosolids became immediately effective with a February 3, 2023, deadline to comply with the conditions of enrollment, putting the District under pressure to immediately initiate compliance actions within the conditions of the NOA and associated Monitoring and Reporting Program (MRP).

Conditions of enrollment (to be completed by February 3, 2023) include requirements that the District:

- Participate in the EPA National Priorities Program three-year research project, *Unregulated Organic Chemicals in Biosolids: Prioritization, Fate and Risk Evaluations for Land Applications (Research Project)*;
- Install 10 groundwater monitoring wells;
- Perform a biological assessment of 304 acres of District-owned land;
- Develop a Biosolids and Site Characteristics Work Plan;
- Prepare a Sampling & Analysis Plan; and
- Prepare a Flood Protection Plan.

The Research Project kicked off in May 2022 and the District, a project partner and research test site, needs to expedite getting involved; the Research Project Test Plan is due to the Water Board February 3, 2023 (a condition of enrollment under the General Order).

The District developed and issued an RFP to install 10 new groundwater monitoring wells, awarded the work to APTIM, and the wells are scheduled to be installed in late October 2022.

In August 2022, a biological site assessment was performed by GHD and the District has received a draft report; the final report is due to the Water Board on February 3, 2023.

As of September 2022, the District is in negotiations with ESA to prepare a Flood Protection Plan, also due to the Water Board by February 3, 2023.

No work has yet been performed to develop the Research Project Test Plan, the Biosolids and Site Characterization Work Plan, and the Sampling & Analysis Plan – all due February 3, 2023 (in addition to the above-listed plans), to comply with

the NOA. There is not sufficient time to develop and issue an RFP(s), issue an award(s), negotiate a contract(s), and issue notice(s)-to-proceed between now and the compliance deadline of February 3, 2023.

Estimated Requested Award Amount:\* \$950,834

Will the purchase limit the ability of other vendors to compete on future purchases such as supplies, upgrades, or replacements?  YES  NO – Upon completion of the three-year Research Project, research-associated General Order compliance activities will be lifted. At this point, NOA and MRP compliance will shift to that defined under the General Order and the District can develop and issue an RFP to select a new consultant to provide monitoring and reporting services, if desired.

Is your request going to become an ongoing need?  YES  NO – Yes and No. Yes, compliance monitoring and reporting will become an on-going need for the District to continue its beneficial use program (biosolids land application); No, the District will not need to maintain the same consultant to perform the required monitoring and reporting program.

If yes, what is the yearly budget amount identified for the ongoing need? \$150,000 to \$200,000

**Description of Acquisition**  
**Complete responses must be provided for all of the following items.**

Provide a very brief and general description of the acquisition here:

District received an NOA in July 2022 authorizing it to land apply its biosolids under the General Order. The services to be acquired are for implementation of the monitoring and reporting conditions of the NOA and MRP which includes participation in the three-year Research Project. Work includes sampling plan preparation, biosolids and site characterization, sampling and analysis, quarterly monitoring and reporting, Research Project support, and assessment of alternative biosolids management options. Several other items in the NOA have been put out to bid including the well drilling and climate change readiness work (i.e., Flood Protection Plan).

**A. THE ACQUISITION REQUESTED IS BEING AWARDED AS A WAIVER FOR THE REASONS STATED BELOW: (NOT REQUIRED FOR PRE-APPROVED ITEMS)**

**1. Describe the acquisition being requested and why it is restricted to this good/service/supplier or subject to a waiver of competition.**

The acquisition being requested is support for the implementation of the monitoring and reporting conditions of the NOA. The NOA/MRP includes specialized water quality and soil sampling that is outside the scope of typical wastewater sampling conducted by the District. There are limited consultants who can support the detailed sampling necessary and are familiar with the EPA Research Project requirements. GHD, the proposed consultant, is coordinating similar MRP implementation and sampling under the EPA-funded Research Project for two other Bay Area Agencies, and can provide the sampling services, while also ensuring consistency across the different agencies.

The physical constraints of the system to collect samples are challenging, and GHD has experience with these conditions and can support obtaining accurate samples that will inform future decisions.

The Research Project has already been initiated as has the District's NOA with conditions, thus, initiating the sampling and characterization work as soon as possible is important to the District's overall wastewater compliance.

**2. Provide the background of events that prompted this request.**

(For non-IT and IT goods, include the unique performance factors and explain why they are required. Previous history, bid process or any other data)

The District received the NOA to beneficially land apply its biosolids in July 2022, which is a change in procedure from the previous disposal practice. While the District applied for a permit in October 2021, due to workload issues at the Water Board, the NOA was not issued until July 2022. Concerns about trace elements and other constituents of concern in biosolids triggered the need for detailed studies and were added as conditions to the approved NOA.

District staff expedited installation of monitoring wells and initiated required climate studies from the NOA. However, work on the MRP requirements of the NOA has not been initiated due to the complexity and recent notification of the final NOA conditions.

**3. What are the consequences of not purchasing the good/service or contracting with the proposed supplier?**

The biosolids characterization, monitoring approach and data collected may not be compatible with the EPA Research Project, causing LGVSD additional work to obtain new supplemental data. The District may not be able to meet the recently identified February 3, 2023 NOA deadline, which could affect continued permission to beneficially land apply biosolids in the future and maintain permit compliance.

**4. What criteria were used in the market research to substantiate no competition or waiver, including evaluation of other goods/services?**

(Provide a narrative to the extent of your market research that includes suppliers contacted, or an explanation of why market research was not conducted. For goods, include what other products were examined and why they were rejected?)

When the District's Engineering Department took over the biosolids project from the prior General Manager, staff evaluated the local consulting firms that could complete the type of work needed to comply with the NOA conditions of enrollment as well as the MRP, and support Research Project activities. Staff called several local firms to understand their expertise and experience to support the District's needs in a timely manner. In the end, staff determined for the monitoring and reporting portion of the NOA GHD provided the best value in terms of qualifications and ability to connect with the EPA Research Project.

**5. If possible, provide (attach) current written documentation from the Vendor that supports Justification.**

Mary Martis, PE, GHD's proposed project manager has been supporting the District's biosolids management vision for the past four years, and is a key member of the Research Project team. Ms. Martis will provide the institutional knowledge and congruency needed to continue to support the District's biosolids management goal and broader vision to create a sustainable program that can provide a long-term biosolids management solution for the District as well as interested partner agencies. She understands the impacts of changing biosolids legislation, and the current social, political, and environmental concerns associated with biosolids and Per- and Polyfluoroalkyl Substances (PFAS). Mary has a long history of working with agencies to create forward-thinking, creative programs to address complex challenges, and has assisted with obtaining millions of dollars in grant funding to support those projects / programs.

**B. PRICE ANALYSIS: (NOT REQUIRED FOR PRE-APPROVED ITEMS)**

**1. How was the price determined to be fair and reasonable?**

(Explain and provide the basis of your comparison to include market rates, contract pricing, historical pricing, cost breakdown, etc., as applicable.)

District staff have experience working with many of the Bay Area's major wastewater consulting firms (e.g., Carollo, Brown & Caldwell, GHD). When requesting proposals, staff request rate and hour breakdown of costs and compare hourly rates from different firms on a regular basis as well as average hourly cost for the level of effort estimated. GHD's rates are fair in comparison to other consulting firms. This is evidenced by the recent RFP process for the installation of the 10 new groundwater monitoring wells where GHD provided a cost competitive proposal.

**2. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.**

(Substantiate the cost savings realized or averted costs. The information provided must include a narrative that describes and supports the cost savings realized or avoided by acquiring the goods/services from this supplier.)

The use of GHD, who is the lead consultant for the two other agencies involved in the three-year EPA Research Project, will translate to time and cost efficiencies (i.e., savings) in the District's participation as part of the NOA conditions of enrollment. In addition, potential costs (i.e., cost avoidance) with re-sampling or additional analysis to ensure compatibility with the Research Project will not be needed as the same protocols will be used for each agency. Further, with GHD's expertise in sampling and monitoring for "non-characteristic" wastewater constituents such as PFAS (and the protocols required for such sampling), savings/cost avoidance will be realized throughout the three-year NOA compliance period.

Division Manager and ASM Approvals:

**By Signing Below, I Hereby Certify That:**

- 1) I am aware of the District's requirements for competitive bidding, as well as the criteria for justification for sole source/brand purchasing or waiver of competitive bid.
- 2) I have reviewed the technical information presented above and concur with the findings presented.
- 3) I certify that this purchase will not present a conflict of interest and that I have received no gifts or gratuities from this supplier.
- 4) To the best of my knowledge, a sole source/brand purchase in this case would withstand a possible audit or a Vendor's protest.

<b>Required Approvals</b>	
<p style="text-align: center;"><b>Division Manager</b></p> <p style="text-align: center;"> <input type="checkbox"/> Approved                      <input type="checkbox"/> Denied                 </p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature</p> <p style="color: blue; text-align: center;">Michael P. Cortez</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Print Name</p> <p>DATE _____</p>	<p style="text-align: center;"><b>Administrative Services manager</b></p> <p style="text-align: center;"> <input type="checkbox"/> Approved                      <input type="checkbox"/> Denied                 </p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Print Name</p> <p>DATE _____</p>



22 September 2022

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

Submitted via email: [mcortez@lqvsd.org](mailto:mcortez@lqvsd.org); [ihuang@lqvsd.org](mailto:ihuang@lqvsd.org)

**Subject: Proposal to Provide Biosolids Program and Research Project Support Services**

Dear Mike:

Thank you for the opportunity to support Las Gallinas Valley Sanitary District (District) with its biosolids management program and biosolids-related research project. As you are aware, about five years ago, the District and its Board established a goal of shifting from biosolids land disposal to beneficial use; beneficial use that would involve land application of the District's Class B biosolids on up to 304 acres of District-owned agricultural lands located adjacent to its wastewater treatment plant. The District also explored the idea of providing a biosolids management solution for other Marin County wastewater agencies as a regional land application site or composting operation. Alternatives for establishing an economically viable, long-term biosolids management program were evaluated at a high-level including:

- Dewatering and land application of Class B biosolids,
- On-site composting of Class B biosolids to create a Class A product, and
- Expansion of the alternative/potential biosolids management programs to a regional operation that could support county-wide management needs.

Since setting its goal to move from disposal to beneficial use of biosolids, the District has successfully enrolled under the State's *General Waste Discharge Requirements for the Discharge of Biosolids to Land for Use as a Soil Amendment in Agricultural Activities, Order No. 2004-0012-DWQ* (General Order), and joined an EPA National Priorities Program as a test site in a four-year research project, *Unregulated Organic Chemicals in Biosolids: Prioritization, Fate and Risk Evaluations for Land Applications* (Research Project). The Research Project kicked off in May 2022, and the District received a Notice of Applicability (NOA) in July 2022 authorizing it to land apply its biosolids under the General Order.

The District has also completed a biosolids land application feasibility study, which led to preparing a Notice of Intent to land apply biosolids under the General Order and to establishing early partnerships with other Marin County wastewater agencies interested in supporting a regional biosolids management solution. The District is currently evaluating the feasibility of establishing a compost operation on land that could provide additional or alternative management capacity for District biosolids, as well as provide capacity for other agencies seeking a long-term management solution. Installation of 10 new groundwater monitoring wells on the 304 acres, which is required for General Order compliance and to support Research Project activities, is scheduled for October, and a biosolids compost market assessment is nearing completion.

Mary Martis has been supporting the District's biosolids management vision for the past four-to-five years, is a key member of the Research Project team, and as our proposed project manager, will provide the institutional knowledge and congruency needed to continue to support the District's biosolids management goal and broader vision to create a sustainable program that could provide a long-term biosolids management solution for the District as well as interested partner agencies. She has assembled a leadership team including Mark Grey of Mark Grey Consulting who has worked alongside her over the past three years supporting the District's biosolids operations planning, and Morgan Hargrave who is a subject matter expert in NOA and Monitoring and Reporting Program (MRP) compliance. A brief overview of GHD's capabilities, as well as team resumes is provided as an attachment.



## Scope of Work

GHD, Inc. (GHD) has developed the following scope of work and level of effort estimate based on our understanding of program and project needs. We have identified monitoring-related tasks as optional where the services are more than one year out but needed to maintain compliance as a condition of enrollment under the General Order. In addition, as a condition of enrollment under the General Order, the District must participate in the four-year Research Project. The General Order enrollment requirements under the NOA and associated MRP are comingled/directly tied to the Research Project so coordination of services between the biosolids management program and Research Project are critical for overall program compliance and project success – and, with the recent addition of two other Bay Area wastewater agencies as participants in the Research Project, collaboration and coordination of efforts between the three agencies (GHD has been retained by the other agencies as well) will exemplify the District's forward-thinking leadership and its important role in looking at how biosolids can be beneficially managed for the long term.

The following paragraphs outline the scope of services needed to maintain compliance with the NOA and associated MRP, as well as to deliver on the District's commitment as a partner and test site for the Research Project. The scope of services is comprised of the following tasks:

- Task 1: Develop Biosolids and Site Characterization Work Plan and Sampling and Analysis Plan
- Task 2: Implement Characterization Work Plan and Prepare Report
- Task 3: Establish Inspection and Oversight Program SOP
- Task 4: Prepare Pre-Application Report
- Task 5: MRP Implementation (2023-2025)
- Task 6: Project management
- Task 7: Research Project Support
- Task 8: Assess Future Biosolids Management Alternatives

### Sampling, Monitoring, and Reporting Services for NOA and MRP Compliance

GHD will perform the following sampling, monitoring, and reporting services, and produce the associated plans and reports required for NOA and MRP compliance:

- Biosolids Site Characterization Work Plan
- Biosolids Site Characterization Report (Years 1, 2 and 3)
- Sampling and Analysis Plan (S&A Plan)
- Sampling and Analysis Report (Years 1, 2 and 3)
- Pre-Application Report (APN-155-011-33, Year 1; other APNs, Years 2 and 3)

In addition, GHD will provide as-needed services to coordinate work associated with a Flood Protection Plan required by the NOA as a condition of enrollment under the General Order and being developed by others.

### Task 1: Develop Biosolids & Site Characterization Work Plan, and S&A Plan

#### Subtask 1.1: Biosolids and Site Characterization Work Plan

A *Biosolids and Site Characterization Work Plan* (Characterization Work Plan) is required per the NOA as well as Section V, Monitoring Requirements, Paragraph A, Biosolids Monitoring, of the MRP. The Characterization Work Plan is required prior to biosolids land application and must be submitted to the San Francisco Bay Regional Water Quality Control Board (Water Board) no later than February 1, 2023. The Characterization Work Plan should investigate the occurrence of constituents in the treatment plant's biosolids and in soil in and adjacent to the area where biosolids are disposed of and will be applied to the land, as well as groundwater and surface waters receiving stormwater runoff from areas where biosolids are applied to land. Characterization of baseline conditions and conditions after land application occurs should be included in the Characterization Work Plan; existing historical data may be used to inform baseline conditions. The Characterization Work Plan should be coordinated with the Research Project.

Per the NOA, the Characterization Work Plan should include the following:

- A site description and historical property use.
- A description of the geology, hydrogeology, and surface water hydrology of the property and vicinity.
- Summary of existing information and soil or water quality data, if any, at the property and vicinity, including an evaluation of their relevance to current conditions.
- A map showing the proposed sampling locations by media (e.g., soil, groundwater, surface water) with a table or text presenting the rationale for each location.
- A description of field sampling methods to be used.
- A list of target constituents for laboratory analysis by media (e.g., biosolids, soil, groundwater, and surface water) for a one-time sampling and analysis, rationale for constituent selection, and identification of laboratory analytical methods to be used; reference list to consider of target constituents is provided in NOA.
- A basis for evaluating soil, groundwater, and surface water data with suitable ambient background conditions, water quality objectives, or other screening guidelines for the target constituents.
  - Biosolids and field soils data shall be evaluated against ambient background conditions; the General Order; *Standards for the Use or Disposal of Sewage Sludge*, Code of Federal Regulations, title 40, part 503 (40 CFR Part 503); *Beneficial Reuse of Dredged Materials: Sediment Screening and Testing Guidelines*, San Francisco Bay Regional Water Quality Control Board Draft Staff Report (May 2000) and *Expert review of the sediment screening guidelines for the beneficial reuse of dredged material in San Francisco Bay* (2020); San Francisco Bay Regional Water Quality Control Board Environmental Screening Levels (ESLs); and peer reviewed toxicity thresholds for sediment (for constituents of emerging concern not included in the prior references).
  - Groundwater and surface water data shall be evaluated against ambient background conditions; the General Order; 40 CFR Part 503; ESLs; and peer-reviewed toxicity thresholds for freshwater and marine water.
- Identification of permits or authorizations to be obtained.
- A schedule for the field implementation of the Work Plan, data evaluation, and reporting of results.

GHD will develop a draft Characterization Work Plan meeting the above-listed requirements. GHD will meet with District staff to review the draft Characterization Work Plan. The draft Characterization Work Plan will be issued up to three days in advance of the meeting. GHD will incorporate District comments into the draft Characterization Work Plan and issue the draft document to the Water Board for review and comment. GHD will meet with Water Board staff to review the draft Characterization Work Plan. Upon receipt of Water Board comments, GHD will meet with the District to review comments and will update the document as a final and issue to the Water Board prior to February 1, 2023. A summary of activities with approximate timing for each activity follows.

- Develop draft Characterization Work Plan (October 2022)
- Meet with District staff to review draft Characterization Work Plan (October 2022)
- Update draft Characterization Work Plan incorporating District comments and issue to Water Board (November 2022)
- Meet with Water Board staff (November 2022)
- Develop final draft Characterization Work Plan (December 2022)
- Meet with District staff to review final draft and issue final document to Water Board (January 2023)
- Meet with Water Board staff to review final Characterization Work Plan (January 2023)
- Issue final Characterization Work Plan (February 1, 2023)

**Deliverables:**

- Work Plan (draft/final)
- Meeting Notes (email summary)

**Assumptions:**

- Up to two revisions of the draft Work Plan prior to finalizing it.
- All meetings will be conducted using a virtual platform (i.e., MS Teams).
- Two meetings with District staff; each meeting up to one hour in duration.
- Two meetings with Water Board staff; each meeting up to one hour in duration.

**Subtask 1.2 Sampling and Analysis Plan**

The GHD team will develop and submit a Sampling and Analysis (S&A) Plan outlining the methodology that will be employed to be compliant with the terms of the NOA, and MRP. At a minimum, the S&A Plan will describe the following:

- Sample chain-of-custody procedures and documentation
- Sampling locations
- Sampling frequencies
- Sample handling/preservation procedures
- Analytical methods
- Sample containers, preservatives, and holding times

In collaboration with District analytical laboratory staff, GHD will develop a draft S&A Plan meeting the above-listed requirements and consistent with the needs of the Research Project (as applicable the S&A Plan will be developed concurrently with the Characterization Work Plan and be coordinated with the Research Project). GHD will meet with District staff to review the draft S&A Plan. The draft S&A Plan will be issued up to three days in advance of the meeting. GHD will incorporate District comments into the draft S&A Plan and issue the draft document to the Water Board for review and comment. GHD will meet with Water Board staff to review the draft S&A Plan. Upon receipt of Water Board comments, GHD will meet with the District to review comments and will update the document as a final and issue to the Water Board prior to February 1, 2023. A summary of activities follows with approximate timing for each activity.

- Review existing laboratory Standard Operating Procedures (SOPs), coordinate with District, and prepare draft S&A Plan (October 2022)
- Meet with District staff to review draft S&A Plan (October 2022)
- Update draft S&A Plan incorporating District comments and issue to Water Board (November 2022)
- Meet with Water Board staff (November 2022)
- Develop final draft S&A Plan (December 2022)
- Meet with District staff to review final draft and issue final document to Water Board (January 2023)
- Meet with Water Board staff to review final S&A Plan (January 2023)
- Issue final S&A Plan (February 1, 2023)

**Deliverables:**

- Sampling and Analysis Plan (draft/final)
- Meeting Notes (email summary)

**Assumptions:**

- The S&A Plan will be comprised of the District's relevant current laboratory SOPs and expanded to include the new groundwater monitoring well locations. If current SOPs are not available, a change order request will be submitted with additional scope and budget needed to create the documents.
- Up to two revisions of the draft S&A Plan prior to finalizing it.
- All meeting will be conducted in a virtual format (i.e., MS Teams).
- Two meetings with District staff; each meeting up to one hour in duration.
- Two meetings with Water Board staff; each meeting up to one hour in duration.
- Two meetings with Research Project lead investigator; each meeting up to one hour in duration.

**Estimated Level of Effort**

GHD's estimated level of effort for completing Task 1, Develop Biosolids and Site Characterization Work Plan and Sampling and Analysis Plan is approximately sixty thousand dollars (\$48,780).

**Task 2: Implement Characterization Work Plan and Prepare Report**

GHD will implement the Characterization Work Plan following the approved S&A Plan and prepare the required Biosolids and Site Characterization Report. A list of activities to complete this subtask follows.

**Subtask 2.1: Pre-Field Coordination**

GHD will prepare a site-specific Health and Safety Plan (HASP) to inform site workers of known hazards and to provide health and safety guidance. The HASP will remain onsite at all times during field activities and will be reviewed and signed by all site workers and visitors on a daily basis.

The GHD project team will complete contractor and vendor selection and engagement activities, complete purchase orders, obtain and review required certificates of insurance, and obtain any required permits for the work. A site visit will be completed with the selected contractor(s) to review the proposed work areas prior to completing the characterization work. The project team will schedule the work after completing the site visit and obtaining any required permits.

Pre-field coordination activities will begin after Water Board approval of the Characterization Work Plan as well as S&A Plan are received. A summary of activities follows with approximate timing for each activity.

**Summary of Activities**

- Prepare site-specific HASP (April 2023)
- Complete contractor and vendor selection and engagement (April/May 2023)
- Complete onsite site visit with selected contractor (May 2023)
- Coordinate and schedule field work (May 2023; subject to change)

**Deliverables:**

- Site-Specific HASP (draft/final)

**Assumptions:**

- Characterization Work Plan and S&A Plan are issued approximately in February 2023 and Water Board approval is obtained within 60-days of issuance.
- Required permits take no longer than 6 weeks to obtain.
- Mobilization to site and site visit not to exceed eight hours of effort.

**Subtask 2.2: Biosolids and Site Characterization Field Work**

GHD staff and selected contractors will complete the work outlined in the approved *Characterization Work Plan*. The biosolids material will be sampled. A team of two GHD staff members will collect soil samples at two background locations outside the land application area, and at least six sampling locations within the discrete land application area identified in the NOA, for a total of eight soil sampling locations. Each soil

sampling location will include samples from three separate depth intervals – 0 to 0.25 feet below grade (fbg), 0.25 to 1 fbg, and 1 to 2 fbg using a 3-inch diameter bucket hand auger, for a total of 24 soil samples. Each sample will be thoroughly mixed to create a composite sample representative of each depth interval. GHD will engage a groundwater sampling contractor to complete the groundwater characterization, including measuring groundwater levels and collecting samples from fourteen monitoring wells and collecting surface water samples if and where appropriate. All biosolids, soil, groundwater, and surface water samples will be properly handled, labelled, stored, and transported under chain-of-custody protocol to a selected analytical laboratory for the proposed chemical and physical analyses.

A summary of activities follows with approximate timing for each activity.

#### **Summary of Activities**

- Collect one sample of the biosolids material (May 2023)
- Collect 24 soil samples at locations and depth intervals as described above (May 2023)
- Measure depth to groundwater in monitoring wells MW-01 through MW-10, G-1, and G-3 through G-5 (May/June 2023)
- Each monitoring well will be purged of at least three well volumes until temperature, pH, and electrical conductivity have stabilized prior to sampling using PFAS protocols (May/June 2023)
- Collect up to four surface water samples
- Submit all samples to analytical laboratory using chain-of-custody protocols and within hold time limits (June/July 2023)
- Profile IDW, transportation and disposal

#### **Deliverables:**

- Field Notes (email summary)
- Chain of Custody

#### **Assumptions:**

- No C-57 license required to collect shallow soil samples.
- Collection of biosolids and soil samples not to exceed 4 days of field work.
- The 14 groundwater monitoring wells are reasonably accessible using typical all-terrain vehicles.
- Up to four surface water sampling locations are reasonably accessible using typical all-terrain vehicles or walking.
- Some chemical groundwater analyses may have short hold times requiring extra staff onsite to transport samples to lab on a regular basis.
- Biosolid analyses to include EPA Priority Pollutant list, polycyclic aromatic hydrocarbons (PAHs), volatile organic compounds (VOCs), metals (arsenic, cadmium, chromium, copper, lead, mercury, molybdenum, nickel, selenium, silver, and zinc), cyanide, PCBs (arochlors, aldrin, dieldrin), semi-volatile organics (SVOCs), total nitrogen, ammonia nitrogen (as N), nitrate nitrogen (as N), total phosphorous (as P), total potassium, pH, salinity, total solids content, percent moisture, per- and polyfluoroalkyl substances (PFAS). Note: these parameters are as currently listed in the NOA and are subject to change depending on recommendations from Research Project team. The Research Project university analytical laboratory may perform some of the analytical tests at no charge to the District. The estimated costs for analytical laboratory testing (by non-university analytical laboratory) will be updated based on the approved Characterization Work Plan and S&A Plan. Estimated costs for analytical testing are budgetary only and subject to change.
- Soil sample analysis to include soil classification (USCS and USDA), total solids, total alkalinity as CaCO<sub>3</sub>, cation exchange capacity, electrical conductivity, chloride, pH, metals, PFAS. Note: PFAS testing may be performed by the Research Project team's university analytical laboratory and therefore would be of no cost to the District. The estimated costs for analytical laboratory testing (by non-

university analytical laboratory) will be updated based on the approved Characterization Work Plan and S&A Plan. Estimated costs for analytical testing are budgetary only and subject to change.

- Groundwater and surface water sample analyses to include chloride, nitrate as nitrogen, nitrite as nitrogen, sulfate, metals, alkalinity as CaCO<sub>3</sub>, total dissolved solids (TDS), total Kjeldahl nitrogen (TKN), total phosphorous, sulfide, cyanide, ammonia, total organic carbon (TOC), total nitrogen, fecal coliform, PFAS. Note: PFAS testing may be performed by the Research Project team's university analytical laboratory and therefore would be of no cost to the District. The estimated costs for analytical laboratory testing (by non-university analytical laboratory) will be updated based on the approved Characterization Work Plan and S&A Plan. Estimated costs for analytical testing are budgetary only and subject to change.
- The scope of work and fee proposal for this task may need to be updated based on the outcome of approved Characterization Work Plan and S&A Plan.

### **Subtask 2.3: Biosolids and Site Characterization Report**

The GHD team will prepare a Biosolids and Site Characterization Report (Characterization Report) and submit it to the Water Board. The Characterization Report will summarize the findings of the site characterization field work and present the occurrence of constituents in the treatment plant's biosolids and in soil in and adjacent to the area where biosolids are disposed of and will be applied to the land, as well as groundwater and surface waters receiving stormwater runoff from areas where biosolids are applied to land. The Characterization Report, at a minimum, will include the following:

- Description of preparatory and investigation activities
- Description of the laboratory analytical results for biosolids, soil, groundwater, and surface water
- Data evaluation
- Conclusions and recommendations
- Maps showing the final locations of field sampling locations and depicting analytical results, as appropriate
- Tables of analytical results
- Copies of laboratory analytical reports and other information (e.g., boring logs, permits, waste manifests)

GHD will develop a draft Characterization Report meeting the requirements listed above, distribute the draft report to District personnel, and then meet with District staff to review the draft Characterization Report. GHD will then incorporate District comments into the draft Characterization Report and issue a final document to the Water Board. A summary of activities follows with approximate timing for each activity.

#### **Summary of Activities**

- Prepare draft Characterization Report (August – September 2023)
- Meet with District staff to review draft Characterization Report (September/October 2023)
- Update draft Characterization Report incorporating District comments and issue final Characterization Report to Water Board (October/November 2023)

#### **Deliverables:**

- Biosolids and Site Characterization Report (draft/final)
- Meeting Notes (email summary)

#### **Assumptions:**

- Biosolids and site characterization field work is completed, and analytical results are received by August 2023.
- Up to two revisions of the draft Characterization Report prior to finalizing it.

- Two meetings with District staff; each meeting up to one hour in duration.
- Two meetings with Water Board staff; each meeting up to one hour in duration.
- Meetings will be conducted in a virtual format (i.e., MS Teams).
- Data/information collected as part of the Work Plan effort and associated with the Research Project will be maintained separately as it is confidential to the Research Project.
- Research-Project-associated data evaluation, outcomes, findings, conclusions, and recommendations will not be included in the Report; direct research and associated reporting will be performed by others (i.e., research team).
- Characterization Work Plan work associated with the Research Project will be published separately by the Research Project Principal Investigator and submitted to the Water Board once available in the public domain (which could be four plus years from time of sampling).
- The scope of work and fee proposal for this task may need to be updated based on the outcome of implementing the Characterization Work Plan and is therefore being provided for budgetary purposes only.

#### **Estimated Level of Effort**

GHD's estimated level of effort for completing Task 2, Implement Characterization Work Plan and Prepare Report, is approximately one-hundred-fourteen thousand two-hundred-eighty-five dollars (\$88,600).

#### **Task 3: Establish Inspection and Oversight Program SOP**

In support of the District's biosolids land application program, the District is required to establish and implement an inspection and application oversight program to monitor and control biosolids application rates and ensure compliance with the NOA. Each discrete application field will need to be managed and monitored as follows:

- Pre-application Oversight:
  - Define crop to be planted.
  - Calculate allowable loading rate based on soil nitrogen residual data from the previous fall and most recent plant available nitrogen (PAN) and moisture content data.
  - Document communication of allowable loading rates to spreader operator.
- Pre-application Inspection:
  - Verify that setbacks are clearly delineated.
  - Verify that runoff controls are in place and functional.
  - Verify that culverts are blocked (where applicable).
- Application Oversight:
  - Verify compliance with setbacks and allowable loading rate.
  - Verify compliance with soil incorporation requirements.
- Post-application Oversight:
  - Confirm with irrigation manager requirements to control runoff for the specified period after application.
  - Calculate actual biosolids and PAN loading rates.
  - Note anticipated dates of planting, irrigation, and harvest.

GHD will develop an Inspection and Oversight Program sufficient to meet NOA requirements. The program document will be developed as an SOP. GHD will meet with District staff to review the draft Inspection and Oversight SOP. The draft SOP will be issued up to three days in advance of the meeting. GHD will incorporate District comments into the draft SOP and issue the draft document to the Water Board for

review and comment. GHD will meet with Water Board staff to review the draft SOP. Upon receipt of Water Board comments, GHD will meet with the District to review comments and will update the document as a final and issue to the Water Board prior to commencing its first biosolids land application event.

**Deliverables**

- Biosolids Land Application Inspection and Oversight SOP (draft/final)
- Meeting Notes (email summary)

**Assumptions**

- The scope of work and fee proposal for this task may need to be updated based on approved Characterization Work Plan requirements and approved S&A plan requirements and is therefore being provided for budgetary purposes only.
- Implementation of the Biosolids Land Application Inspection and Oversight SOP is not included in this scope of work. If desired by the District, GHD can provide a scope and fee proposal for providing these services once the SOP is approved by the Water Board.

**Estimated Level of Effort**

GHD's estimated level of effort for developing the Inspection and Oversight Program SOP is thirty-eight thousand five hundred dollars (\$33,599).

**Task 4: Prepare Pre-Application Report**

The GHD team will prepare a *Pre-Application Report* (Pre-App Report) and submit it to the Water Board for APN 155-011-33 prior to the application of biosolids in accordance with the General Order and the MRP. It is anticipated that the Pre-App Report will be issued to the Water Board by mid-April 2023 to enable the District to begin land application on that parcel (APN 155-011-33) at the start of dry weather season, if desired. As the Research Project advances, additional pre-application reports may be required should biosolids land application be planned for the other two parcels (i.e., APNs 155-011-13 and 14). A summary of activities follows with approximate timing for each activity.

- Prepare draft Pre-App Report (February 2023)
- Meet with District staff to review draft Pre-App Report (March 2023)
- Update draft Pre-App Report incorporating District comments and issue to Water Board (March 2023)
- Meet with Water Board staff (March 2023)
- Develop final draft Pre-App Report (April 2023)
- Meet with District staff to review final draft and issue final document to Water Board (April 2023)
- Meet with Water Board staff to review final Pre-App Report (April 2023)
- Issue final Pre-App Report (April 2023; subject to change)

**Deliverables:**

- Pre-Application Report (draft/final)
- Meeting Notes (email summary)

**Assumptions:**

- Up to two revisions of the draft Pre-App Report prior to finalizing it.
- All meetings to be conducted in a virtual format (i.e., MS Teams).
- Two meetings with District staff; each meeting up to one hour in duration.
- Two meetings with Water Board staff; each meeting up to one hour in duration.



- The scope of work and fee proposal for this task may need to be updated based on the outcome of implementing the Characterization Work Plan and is therefore being provided for budgetary purposes only.
- A separate scope and fee estimate will be prepared for Additional pre-application reports to land apply on the other parcels is not included in the scope of work.

#### **Estimated Level of Effort**

GHD's estimated level of effort to prepare the initial 2023 Pre-App report as well as Year 2 and Year 3 reports for land applying biosolids is one hundred thousand dollars (\$100,000).

#### **Task 5: MRP Implementation**

The MRP describes requirements for monitoring the land application of biosolids generated from the District's wastewater treatment plant at 300 Smith Ranch Road, San Rafael, in Marin County (site), to agricultural areas on District property.

The MRP requires the following:

- Annual biosolids monitoring
- Routine field monitoring
- Annual soil monitoring
- Quarterly groundwater monitoring for the first year, semi-annual groundwater monitoring thereafter
- Monitoring reports summarizing each monitoring event
- A pre-application report
- An Annual summary report

The following paragraphs outline GHD's proposed scope of work, schedule and deliverables, and estimated level of effort to implement the MRP over a period of three years, beginning with biosolid land application on one of the District's agricultural parcels estimated to take place in May 2023.

#### **Subtask 5.1: Annual Biosolids and Soil Monitoring**

GHD will collect the required biosolid and soil samples on an annual basis, during the fourth quarter of each year in 2023, 2024, and 2025. Soil monitoring will include two background soil sampling locations outside of the land application areas (e.g., within application setback areas) and at least six soil sampling locations within the discrete land application area identified in the NOA. Sampling locations will be distributed to be representative of each subarea and predominant soil type. Soil samples will be collected from each sampling location at the following depth intervals: 0.25 feet below grade (fbg), 0.25 to 1 fbg, and 1 to 2 fbg using a 3-inch diameter bucket hand auger, for a total of 24 soil samples. The top organic layer of soil will be removed prior to taking sample. Each sample will be thoroughly mixed to create a composite sample representative of the depth interval and will be analyzed as specified in the MRP. Results of the annual biosolids and soil monitoring events will be presented in the annual summary report required in the MRP. A summary of activities follows with approximate timing for each activity.

#### **Summary of Activities**

- Complete routine pre-field coordination and notifications
- Collect one sample of the biosolid material (4Q2023)
- Collect 24 soil samples at locations and depth intervals as described above (4Q2023)
- Submit all samples to an analytical laboratory using chain-of-custody protocols and within hold time limits (4Q2023)

#### **Deliverables:**

- Field Notes (email summary)
- Chain of Custody

**Assumptions:**

- No C-57 license required to collect shallow soil samples.
- Collection of biosolid and soil samples not to exceed 4 days of field work.
- Biosolid analyses to include EPA Priority Pollutant list, polycyclic aromatic hydrocarbons (PAHs), volatile organic compounds (VOCs), metals (arsenic, cadmium, chromium, copper, lead, mercury, molybdenum, nickel, selenium, silver, and zinc), cyanide, PCBs (arochlors, aldrin, dielfrin). semi-volatile organics (SVOCs), total nitrogen, ammonia nitrogen (as N), nitrate nitrogen (as N), total phosphorous (as P), total potassium, pH, salinity, total solids content, percent moisture, per- and polyfluoroalkyl substances (PFAS). Note: PFAS testing may be performed by the Research Project team's university analytical laboratory and therefore would be of no cost to the District. The estimated costs for analytical laboratory testing (by non-university analytical laboratory) will be updated based on the approved Characterization Work Plan and S&A Plan. Estimated costs for analytical testing are budgetary only and subject to change.
- Soil sample analysis to include soil classification (USCS and USDA), total solids, total alkalinity as CaCO<sub>3</sub>, cation exchange capacity, electrical conductivity, chloride, pH, metals, PFAS. Note: PFAS testing may be performed by the Research Project team's university analytical laboratory and therefore would be of no cost to the District. The estimated costs for analytical laboratory testing (by non-university analytical laboratory) will be updated based on the approved Characterization Work Plan and S&A Plan. Estimated costs for analytical testing are budgetary only and subject to change.
- The scope of work and fee proposal for this task may need to be updated based on the outcome of work being performed by others in developing the Characterization Work Plan and S&A Plan.

**Subtask 5.2: Routine Field Monitoring**

The routine field monitoring task specified in the MRP relates to establishing and implementing an inspection and application oversight program to monitor and control biosolids application rates and ensure compliance with the NOA and General Order. Each discrete application field shall be managed and monitored as follows:

1. Pre-application Oversight:
  - a. Define crop to be planted.
  - b. Calculated allowable loading rate based on soil nitrogen residual data from the previous fall and most recent plant available nitrogen (PAN) and moisture content data.
  - c. Document communication of allowable loading rates to spreader operator.
2. Pre-application Inspection:
  - a. Verify that setbacks are clearly delineated.
  - b. Verify that runoff controls are in place and functional.
  - c. Verify that culverts are blocked (where applicable).
3. Application Oversight:
  - a. Verify compliance with setbacks and allowable loading rate.
  - b. Verify compliance with soil incorporation requirements.

GHD anticipates performing two site visits during the fourth quarter of each year in 2023, 2024, and 2025 to complete the pre-application inspections and application oversight. A summary of the annual routine field monitoring events will be presented in each annual summary report as required in the MRP. A summary of activities follows with approximate timing for each activity.

**Summary of Activities**

- Complete routine pre-field coordination and notifications
- Obtain pre-application oversight information from District personnel

- Complete one pre-application site visit
- Complete one application oversight site visit

**Deliverables:**

- Field Notes (email summary)

**Assumptions:**

- Annual biosolid applications to one parcel

**Subtask 5.3: Groundwater Monitoring**

GHD will conduct quarterly groundwater monitoring and sampling (GWM&S) events in 3Q2023, 4Q2023, 1Q2024, and 2Q2024, followed by semi-annual GWM&S events in 4Q2024, 2Q2025, and 4Q2025. The groundwater monitoring program in the MRP applies to existing monitoring wells MW-01 through MW-10, G-1, and G-3 through G-5 and any wells subsequently installed. During each GWM&S event, depth to groundwater will be measured to the nearest 0.01 feet and water table elevations will be calculated and used to determine groundwater gradient and direction of flow. Each monitoring well will be purged of at least three well volumes until temperature, pH, and electrical conductivity have stabilized prior to sampling. Samples will be collected using approved EPA methods and Per- and polyfluoroalkyl substances (PFAS) protocols. Groundwater monitoring will include, at a minimum, constituents specified in the table in the MRP.

All groundwater samples will be properly handled, labelled, stored, and transported under chain-of-custody protocol to a selected analytical laboratory for the proposed chemical analyses. Investigation-derived waste (IDW) is anticipated to be generated from purged groundwater. IDW will be profiled and transported offsite for proper disposal.

A groundwater monitoring report (GWR) will be generated following each GWM&S event. Each GWR will include the following required items as specified in the MRP:

- Analytical data arranged in tabular form
- A discussion of analytical data illustrating compliance with waste discharge requirements and spatial or temporal trends, as applicable
- A summary of IDW management
- A potentiometric map presenting groundwater elevation and flow direction and gradient
- A map summarizing chemical concentrations detected
- Field notes and laboratory analytical reports as attachments

A summary of activities follows with approximate timing for each activity.

**Summary of Activities**

- Measure depth to groundwater in monitoring wells MW-01 through MW-10, G-1, and G-3 through G-5
- Collect groundwater samples using PFAS protocols from each monitoring well
- Submit all samples to analytical laboratory using chain-of-custody protocols and within hold time limits
- Profile IDW, transportation and disposal
- Compile

**Deliverables:**

- Field Notes (email summary)
- Chain of Custody
- GWR following each GWM&S event

**Assumptions:**

- Fourteen groundwater monitoring wells are reasonably accessible using typical all-terrain vehicles.
- Some chemical groundwater analyses may have short hold times requiring extra staff onsite to transport samples to lab on a regular basis.
- Groundwater and surface water sample analyses to include chloride, nitrate as nitrogen, nitrite as nitrogen, sulfate, metals, alkalinity as CaCO<sub>3</sub>, total dissolved solids (TDS), total Kjeldahl nitrogen (TKN), total phosphorous, sulfide, cyanide, ammonia, total organic carbon (TOC), total nitrogen, fecal coliform, PFAS. Note: PFAS testing may be performed by the Research Project team's university analytical laboratory and therefore would be of no cost to the District. The estimated costs for analytical laboratory testing (by non-university analytical laboratory) will be updated based on the approved Characterization Work Plan and S&A Plan. Estimated costs for analytical testing are budgetary only and subject to change.
- The scope of work and fee proposal for this task may need to be updated based on the outcome of work being performed by others in developing the Biosolids and Site Characterization Work Plan and S&A Plan (scope of work being performed separately and is not included as part of this proposal).

**Subtask 5.4: Annual Reports**

The GHD team will prepare an Annual Report to be submitted by February 1 of 2024, 2025, and 2026. The Annual Report shall include the following:

1. A summary of all analytical data and verification of compliance with the biosolids monitoring requirements
2. For each discrete application field, a chronological log of dates of biosolids application, irrigation, precipitation, and runoff control operations. Specifically, information demonstrating compliance with the routine field monitoring requirements
3. For each discrete application field:
  - a. Total cumulative metals loading rates as of the end of the previous calendar year;
  - b. Calculation of the total metals and nitrogen loading rates for the year;
  - c. The cumulative metals loading rates since biosolids land application began; and
  - d. The cumulative metals loading rates to date as a percentage of the cumulative metals loading limits
4. A report of soil monitoring, including:
  - a. Sampling and analysis activities, including a scaled map of sampling locations;
  - b. Tabulation of all soil analytical results;
  - c. Historical time vs. concentration plots for each constituent at each sampling interval;
  - d. A discussion of any observed spatial or temporal variation; and
  - e. Whether pH adjustment is needed and, if so, how and when the adjustment will be made
5. A groundwater monitoring summary report including:
  - a. Tabular and graphical summaries of all data collected during the year;
  - b. An evaluation of the groundwater quality beneath the site;
  - c. A discussion of compliance and the corrective actions taken, as well as any planned or proposed actions needed to bring the discharge into full compliance with the waste discharge requirements;
  - d. A discussion of any data gaps and potential deficiencies/redundancies in the monitoring system or reporting program; and
  - e. The results for all groundwater analyses conducted in the year

6. A copy of calibration log page(s) verifying calibration of all hand-held monitoring instruments performed during the year
7. For the duration of the research project Unregulated Organic Chemicals in Biosolids: Prioritization, Fate and Risk Evaluation for Land Applications, EPA Grant Number R840245, for which the Discharger is a participating site, the annual report shall include a status update on research project work associated with the Discharger site

GHD will develop a draft Annual Report meeting the requirements listed above, distribute the draft report to District personnel, and then meet with District staff to review the draft Annual Report. GHD will then incorporate District comments into the draft Annual Report and issue a final document to the Water Board. A summary of activities follows with approximate timing for each activity.

**Summary of Activities**

- Prepare draft Annual Report (November/December each year)
- Meet with District staff to review draft Characterization Report (December/January each year)
- Update draft Characterization Report incorporating District comments and issue final Characterization Report to Water Board (January 2024, 2025, and 2026)

**Deliverables:**

- Annual Report (draft/final)
- Meeting Notes (email summary)

**Assumptions:**

- Three Annual Reports
- Up to two revisions of the draft Annual Report prior to finalizing it
- Two meetings with District staff; each meeting up to one hour in duration

**Estimated Level of Effort**

GHD’s estimated level of effort to perform the work outlined under Task 5, MRP Implementation (2023-2025), is approximately \$428,244.

**Task 6 – Project Management**

The project management task is comprised of activities including project coordination and controls, finance and budget tracking, and quality assurance/quality control. The project manager will set up project-related meetings, issue agendas and meeting notes.

**Deliverables:**

- Monthly invoices will reflect work performed for the preceding monthly period and will be issued within the first 15 business days of the month following the reporting month.
- A brief progress report will be included as part of each monthly invoice.

**Assumptions:**

- All documents and written communications will be issued in electronic format only (i.e., MS Word; Adobe PDF).
- All meeting agendas and notes will be prepared in outline form and issued as email content.
- All meetings will be conducted on a virtual platform (i.e., Microsoft Teams) unless otherwise noted.
- All deliverables will be developed in accordance with GHD’s Quality Assurance/Quality Control Program.

**Estimated Level of Effort**

GHD’s estimated level of effort to provide project management services is \$50,906

### **Task 7 – Research Project**

Mary Martis will continue to support Research Program activities on an as-needed for the planned four-year program duration with support from other GHD staff on an as-needed basis. It is recommended that the District budget seventy-five thousand dollars (\$75,000) for this task.

### **Task 8 – Assess Future Biosolids Management Alternatives**

GHD will provide as-needed services to support the District's biosolids management operations and related efforts. Scope of work may include RFQ and RFP development, assistance with Water Board communications, and support managing contractors and technology trials. GHD recommends the District budget one hundred thousand dollars (\$100,000) for these activities.

### **Optional Services (CEQA)**

In addition, while compliance with the California Environmental Quality Act (CEQA) for current operations is covered by the General Order, additional CEQA documentation would be needed if the District proposes a new discretionary action with the potential for environmental impacts. Such actions could include changes in the mode of operation (e.g., transporting biosolids off-site) or expanding the land application program to accept biosolids from other agencies. Under these types of scenarios, the appropriate form of CEQA documentation could comprise an Environmental Impact Report (EIR) accompanied by supporting technical studies (e.g., air quality, biological resources, other). GHD recommends the District budget two-hundred-and-fifty thousand dollars (\$250,000) for potential future CEQA work.

### **Fee Proposal**

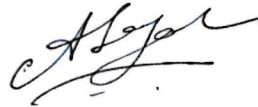
The proposed fee for the scope of work outlined herein, reflecting a three-year effort, is a time-and-materials fee not to exceed *nine-hundred-fifty thousand eight hundred thirty-four dollars (\$950,834)*, excluding optional services. A level of effort estimate, and associated cost on a task basis summary is attached.

We appreciate the opportunity to support your forward-thinking biosolids management program and Research Project. If you have any questions, please feel free to contact Mary Martis directly.

Regards,



Mary Martis, PE  
Project Manager  
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Abhay Hanamsagar, PMP  
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O 949.585.5215  
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Detailed Fee Estimate

Description	PD/QC	Team Lead	Field Geologist	PM	Staff Scientist	Drafter	HES Manager	Admin Support	Total Hours	Labor Total	McCambell Analytical	Confluence Environmental	Mark Grey	Subs Markup	Total Subs	GHD Truck \$85/day	GHD PID \$150/day	Misc Field Supplies	Dab.	Total Disb.	Estimated Project Total
	Mary Martin \$323	Morgan Hargrave \$226	Dave Barnard \$186	Jack Sutton \$186	Gastaway-Steere \$151	Minerva DuRa \$205	Maie Downing \$131	Himberlee Loop \$76													
<b>Develop Biosolids and Site Characterization Work Plan and Sampling and Analysis Plan</b>																					
<b>Task1</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>71</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>25</b>	<b>162</b>	<b>\$35,480</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$1,200</b>	<b>\$13,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>	<b>\$100</b>	<b>\$48,780</b>
Subtask 1.1 Biosolids and Site Characterization Work Plan	37	0	0	13	0	4	0	6	60	\$15,645	\$0	\$0	\$6,000	\$600	\$6,600	\$0	\$0	\$50	\$0	\$50	\$22,295
Subtask 1.2 Sampling and Analysis Plan	21	0	0	58	0	4	0	19	102	\$19,835	\$0	\$0	\$6,000	\$600	\$6,600	\$0	\$0	\$50	\$0	\$50	\$26,485
<b>Implement Biosolids Characterization Work Plan and Prepare Report</b>																					
<b>Task2</b>	<b>26</b>	<b>12</b>	<b>144</b>	<b>4</b>	<b>100</b>	<b>4</b>	<b>4</b>	<b>18</b>	<b>312</b>	<b>\$66,450</b>	<b>\$22,759</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$2,576</b>	<b>\$28,335</b>	<b>\$1,615</b>	<b>\$1,200</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$3,815</b>	<b>\$88,600</b>
Subtask 2.1 Pre-Field Coordination	0	3	18	0	16	0	4	4	45	\$7,270	\$0	\$0	\$0	\$0	\$0	\$85	\$0	\$0	\$0	\$85	\$7,355
Subtask 2.2 Biosolids and Site Characterization Field Work	2	9	70	4	84	0	0	0	169	\$29,128	\$22,759	\$3,000	\$0	\$2,576	\$28,335	\$1,530	\$1,200	\$1,000	\$0	\$3,730	\$61,193
Subtask 2.3 Biosolids and Site Characterization Report	24	0	56	0	0	4	0	14	98	\$20,052	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,052
<b>Task3 Establish Inspection and Oversight Program SOP</b>																					
<b>Task3</b>	<b>50</b>	<b>10</b>	<b>0</b>	<b>30</b>	<b>25</b>	<b>4</b>	<b>4</b>	<b>15</b>	<b>138</b>	<b>\$30,249</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$300</b>	<b>\$3,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50</b>	<b>\$0</b>	<b>\$50</b>	<b>\$33,599</b>
Subtask 3.1 Establish Inspection and Oversight Program SOP	50	10	0	30	25	4	4	15	138	\$30,249	\$0	\$0	\$3,000	\$300	\$3,300	\$0	\$0	\$50	\$0	\$50	\$33,599
<b>Task4 Prepare Pre-Application Report</b>																					
<b>Task4</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>25</b>	<b>20</b>	<b>0</b>	<b>60</b>	<b>395</b>	<b>\$78,705</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$2,000</b>	<b>\$22,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,705</b>
Subtask 4.1 Prepare Pre-Application Report (2023-2025)	90	0	0	200	25	20	0	60	395	\$78,705	\$0	\$0	\$20,000	\$2,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$100,705
<b>Task5 MRP Implementation (2023-2025)</b>																					
<b>Task5</b>	<b>115</b>	<b>42</b>	<b>0</b>	<b>228</b>	<b>964</b>	<b>60</b>	<b>0</b>	<b>108</b>	<b>1517</b>	<b>\$255,117</b>	<b>\$132,393</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$15,339</b>	<b>\$168,732</b>	<b>\$2,295</b>	<b>\$800</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$4,395</b>	<b>\$428,244</b>
Subtask 5.1 Annual Biosolids and Soil Monitoring (2023-2025)	6	12	0	39	264	0	0	12	333	\$52,680	\$20,190	\$0	\$0	\$2,019	\$22,209	\$340	\$600	\$400	\$0	\$1,340	\$78,229
Subtask 5.2 Routine Field Monitoring	0	6	0	12	96	0	0	6	120	\$18,540	\$0	\$0	\$0	\$0	\$0	\$765	\$0	\$400	\$0	\$1,165	\$19,705
Subtask 5.3 Groundwater Monitoring	25	24	0	105	406	42	0	48	650	\$106,593	\$112,203	\$21,000	\$0	\$13,320	\$146,523	\$1,160	\$0	\$700	\$0	\$1,860	\$285,006
Subtask 5.4 Annual Report	84	0	0	72	198	18	0	42	414	\$77,304	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,304
<b>Task6 Project Management (9% of Total)</b>																					
<b>Task6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,906</b>	<b>\$50,906</b>	<b>\$50,906</b>
Subtask 6.1 Project Management (9% of Total)	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,906	\$50,906	\$50,906
<b>Task7 Research Project Support</b>																					
<b>Task7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>
Subtask 7.1 Research Project Support	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000
<b>Task8 Assess Future Biosolids Management Alternatives</b>																					
<b>Task8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>
Subtask 8.1 Future Biosolids Management	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000
<b>Total Labor Hours</b>	<b>339</b>	<b>44</b>	<b>144</b>	<b>533</b>	<b>1114</b>	<b>96</b>	<b>8</b>	<b>228</b>	<b>2524</b>	<b>\$456,001</b>	<b>\$155,152</b>	<b>\$24,000</b>	<b>\$35,000</b>	<b>\$21,415</b>	<b>\$215,567</b>	<b>\$3,910</b>	<b>\$1,800</b>	<b>\$2,650</b>	<b>\$250,906</b>	<b>\$259,266</b>	<b>\$950,834</b>
<b>Estimated Project Total</b>	<b>\$109,497</b>	<b>\$14,464</b>	<b>\$26,784</b>	<b>\$99,138</b>	<b>\$168,214</b>	<b>\$19,680</b>	<b>\$1,048</b>	<b>\$17,176</b>	<b>2524</b>	<b>\$456,001</b>	<b>\$155,152</b>	<b>\$24,000</b>	<b>\$35,000</b>	<b>\$21,415</b>	<b>\$215,567</b>	<b>\$3,910</b>	<b>\$1,800</b>	<b>\$2,650</b>	<b>\$250,906</b>	<b>\$259,266</b>	<b>\$950,834</b>

→ The Power of Commitment

GHD Pty Ltd | ABN 39 008 488 373

**10/6/2022**

STRATEGIC PLAN UPDATE

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



10/6/2022

## **BOARD MEMBER REPORTS**

### **CLARK**

**NBWA Board Committee, Operations Control Center Ad Hoc Committee , Other Reports**

### **FORD**

**NBWRA, Marin Special Districts Association, 2022 Engineering Ad Hoc Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 HR Ad Hoc Committee, Other Reports**

### **MURRAY**

**Marin LAFCO, CASA Energy Committee, Other Reports**

### **SCHRIEBMAN**

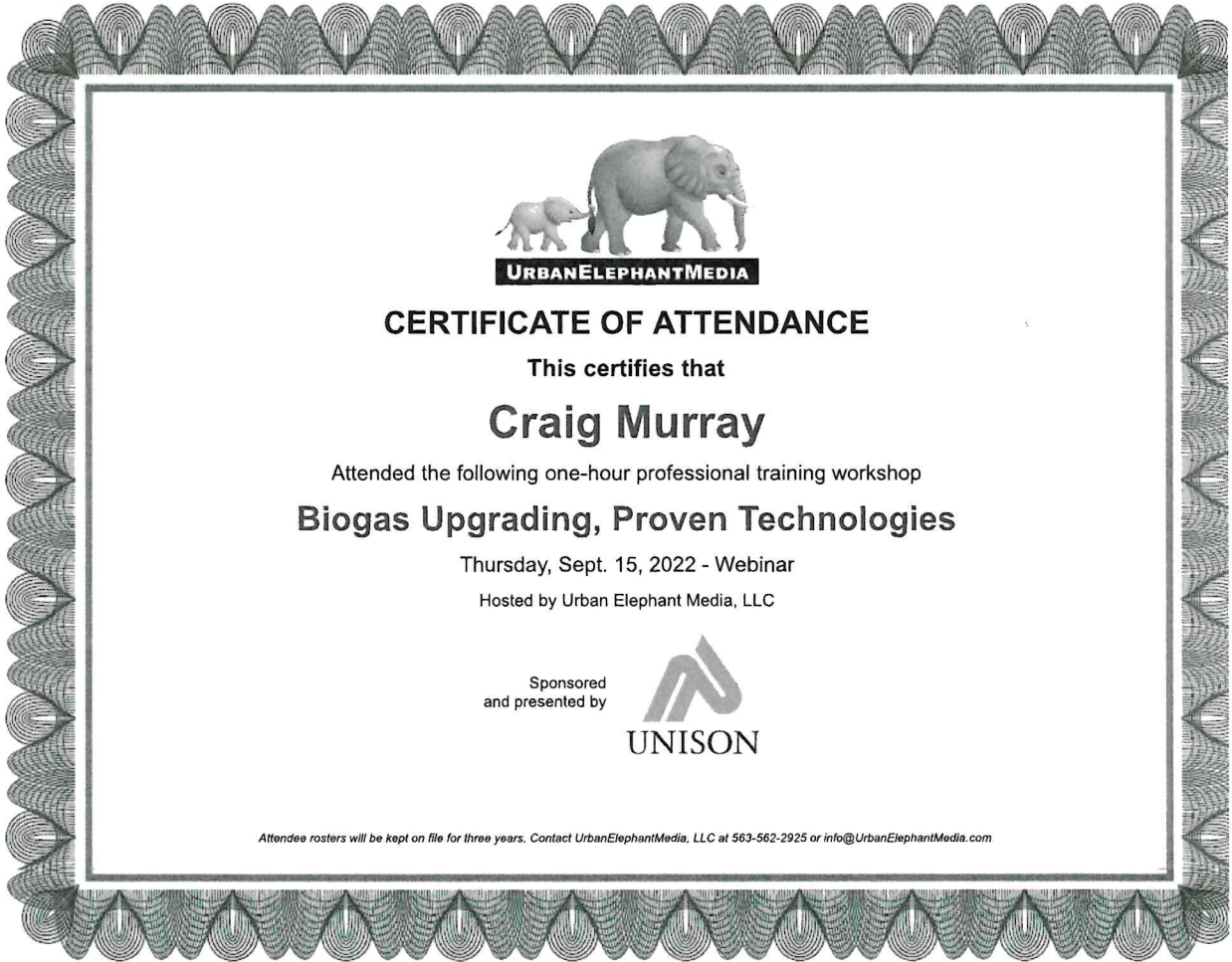
**JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc Committee, 2022 HR Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports**

### **YEZMAN**

**Flood Zone 7, CSRMA, Marin Special Districts Association, 2022 Ad Hoc Engineering Sub-Committee re: STPURWE, 2022 Legal Services Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, 2022 McInnis Marsh Ad Hoc Committee Other Reports**

*Agenda Item 6.3*  
*Date October 6, 2022*

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CALAFCo September 19, 2022

Craig K. Murray

Two Agencies in Dispute LAFCo Role.

Rene LaRoche CALAFCo EO, Gary Thompson, EO Riverside LAFCo, 5 years CM Jurupa Valley

OC Sanitation District Service Area 7 (inc and unicorp. OC): Annexation or Reorganization. Divest local and provide regional sanitation in northern boundary. 2 Agencies filed applications: IRWD formed in 1961 WW and urban run off treatment. EOCWD: provide wholesale water and 1985 added retail water. Transfer of WW from OC San District to a Successor Agency. Demographics review: 7,800 acres in City of Tustin, pop. 81,000. Adjacent to two agencies service boundaries. Previous disolutions and incorporations, illogical boundaries, wholesale and small retail water selling boundary and outside of Service Area 7. District over many years divested to Irvine Ranch WD. Key responsibilities is the Facilitated Process, MSR policy. Scope of review of providers and alternative providers and at similar cost to the ratepayers. Potential successor agencies (part of MSR process): 2 cities and 3 districts. Wanted to make sure met CKH objectives included current and proposed service levels and current cost by OC San District to alt. providers and was it feasible with financing. Existing v. proposed sewer fees. Multiple meetings w/participants. City of Tustin and Orange graciously bowed out because not looking to annex these areas. Residents of North Tustin (hilly area, large lots) did not want to Annex. OC LAFCo continued with EOCWD and IRWD. Ultimately, IRWD filed annexation application (already provided WW services). EOCWD: Regorg. Latent power and annexation to district would be required. Several public hearings, took 3 years in process, very thorough analysis by LAFCo staff on infrastructure how to be maintained, sewer user rates (proposed lower rates than being charged by OC San. District), both agencies indicated provide an enhanced level of service (cleaning, improving the systems). IRWD was proposing the lowest rates. Q/A: East Orange Co Water District originally filed and neighbors both originally supported East Orange. County didn't weigh in but did on Property Tax Exchange but not on assumption of service.

Priscillia Mumpower. Analyst II, SD Co LAFCo. Fallbrook PUD and Rainbow MWD: seek to reorg. Wholesale water provider. To annex to eastern water district and detachments concurrent from SD Regional Water Authority. Fallbrook: 33, 986 pop. Potable, recycled water. 28,193 ac. Rainbow municipal WD: also 5 member elected board w.potable and ww. 22,130 pop and 51,543 ac. Both agencies lie in northern SD just so of Riverside co. land uses predominant rural and village areas and residential. SD Co. Water Authority: Dependent 951k acres include camp Pendleton. 3.3 M pop. Western developed portion of SD county. Eastern Municipal WD: potable, WW, recycled. 346k ac, 825k pop. Dispute: 2 separate reorg. Proposals to achieve cost savings for their rate payers. Rise to subsequent lawsuits (Otay WD seek CEQA compliance SD Sup. Court Otay WD favor ruling). SD Co. Water Authority: resolution to 4 issues sought: 1. What means both fallbrook and rainbow can be met; 2. Not affect others financially; 3. Not increase reliance on bay delta; 4. Reorg. Not affect diminution of Water Authority voting power at MWD. SD LAFCo: MOU w/SD and Riverside co. LAFCo; MSRS Fallbrook PUD, Rainbow MWD and Eastern MWD. Established of Advisory Committee: Dr. Michael Haneman consultant also hired expert on water. (Water Rate iMpacts, water availability/reliability; contemplating an exit fee). Annual payment of between \$13M to \$18.5 M based on share of deliveries.

Est. approx. \$33 M impact to SDCWA for CY 2022; Approx. \$7.6M in cost-savings FPUD/RMWD. Water Availability: SDCWA superior reliability; MWD sources have reliability issues. Q/A: MOU for Riv and SD LAFCo made explicit who responsible both agencies in SD and looking to annex to Riv LAFCo agency boundary. Exit Fee: based on amount of water purchased from SD Co Water Authority in past and SD Co thought exit fee help if 2 agencies did depart. Local agencies no fee bec contribute to infrastructure near SD border that they did not contribute to. How many years of annual exit payments? 3 to 10 year fee and committee brought to said 5 year fee.

Carolyn: Staff recommendations to Commission approval. Commission took in local governance and citizen comments and sentiments of OC filing of BK, IRWD, EOCWD being a smaller District concern w/o experience as well as being smaller and more tied to community. Disapproved Staff recommendation and approved annexation to East Orange County Water District. Images of meeting with public and pro EOCWD t shirts. Orange Co. LAFCo did fulfill role as Facilitator and at end as the Decision Maker. It was an open public process for residents in that area – questions taken by staff, deliberative, facilitative process. Priscilla: Still with Ad Hoc Committee and detachment to SD Co Voting Power. Rates and Water Reliability. Q/A: Exit Fee: Matter of Law or Discretion. Agencies say don't have to pay and weighed against what other rate payer impacts in SD County. Orange County LAFCo reqd. : Transition Plan; Rate Study in 3-5 years; Plan for highly regulated permits and confirmation that they were applying with State; tied to our MSR cycles. Priscilla: When do we weigh in, stay neutral. Found article in local news org. precaution on Social Media. ReTweet from County Water Authority that LAFCo promoting the applicants position. Early 2000s L107 Policy on jurisdictional changes that Applicants pay the consultants fees and therefore shield the Commission. Otherwise thought have to bring to multiple public hearings. Thompson to Priscilla: Pier review on Hanneman. Delta Water Master and two agencies have reviewed. Carolyn: Did in house but did have out of house peer review. Objective was for Data to drive staff recommendation. Commission did take in Data but other factors. Looked at both applications in consideration. To LAFCo staff online it won't always go your way. One agency changed it many times to remain competitive. Staff looked at policy to improve and now deadline for an applicant to change its application. To process things in the most efficient way.

Webinar recorded and in the Members Only section in CALAFCo University. Feb. 2023 Session: The Dirty Dozen: Things I wished I knew about the Act. Topic suggestions: [Info@calafco.org](mailto:Info@calafco.org)

###



## AGENDA

### Air Quality, Climate Change, and Energy (ACE) Workgroup Meeting

**Meeting Date/Time:** September 22, 2022 / 8:30 – 10:30 am  
**Meeting Location:** Zoom Link (provided in the meeting appointment)  
**Dial-in:** Zoom Call-In (provided in the meeting appointment)

#### COMMENCEMENT

ITEM	LEAD
Welcome/Roll Call	Jackie Zipkin (Chair), Sarah Deslauriers (CASA)
Review/Approval of Agenda	All

#### LEGISLATIVE & STATE BUDGET UPDATE

	ITEM	LEAD	STATUS
1.	State Legislation	Jessica	Status of ACE-tracked bills and others, Governor's signature by Sept 30
2.	Governor's Budget	Jessica	Status of final budget ( <a href="#">AB 179</a> )

#### PRIORITY ISSUES/ACTION ITEMS

	ITEM	LEAD	NOTES
1.	<a href="#">AB 32 Scoping Plan</a> Update: Carbon Neutrality by 2045	Sarah	<a href="#">Workshop Series</a> , <a href="#">Draft Scoping Plan Update</a> , <a href="#">Little Hoover Commission meetings Sept 8 and 22</a> , Governor's <a href="#">letter</a> to CARB Chair, meetings with CARB Board, Chief Counsel and executives, please consider testifying at Oct 27-28 Public Board meeting to maintain all current uses of biogas!
2.	CARB Advanced Clean Vehicle Regulations (Electrification)	Sarah Steve David Greg	Draft <a href="#">Advanced Clean Fleet Regs</a> , Draft <a href="#">Public Fleet Requirements</a> comments due Oct 17, please consider testifying at Oct 27-28 Public Board meeting to maintain use of biogas as CNG until other "clean" technologies are feasible (if any), responding to Board/Executives request for mark-up of reg, including 200-Vehicle Project, <a href="#">State Implementation Plan</a> (to be heard today by Board!), and compare to other/academic/national approach
3.	In-Use Off-Road Diesel-Fueled Fleets Regulation	Sarah	<a href="#">Proposed Amendments</a> posted Sept 20, comments submitted Jan 2022 on potential amendments, comments due Nov 7, Public Hearing Nov 17
4.	<a href="#">SB 1383: Organic Waste CH<sub>4</sub> Emissions Reductions</a>	Greg Sarah	County ordinance outreach by CalRecycle, CAPCOA meeting to collaborate w/ CalRecycle and CARB on SB 1383 implementation challenges
5.	<a href="#">Criteria Pollutants &amp; Toxics Emissions Reporting &amp; Hot Spots Program</a>	Sarah David	<a href="#">Summary of CTR and EICG</a> , report BAU air toxics through 2028, working with Air Districts/source test specialists to draft Step 1, Air Districts to help identify field test participants – monthly Subgroup meetings scheduled!
6.	CA Adaptation Update	Sarah	OPC meetings on Sea Level Rise Action Plan, <a href="#">30x30 California</a> kick-off event <a href="#">Sept 28</a> , SWRCB climate change preparedness survey status update, and Regional Water Board approaches to climate change resilience planning

#### INFORMATIONAL ITEMS

	ITEM	LEAD	NOTES
1.	CPUC SB 1440 Decision & Terms	Greg	Cal/OSHA remains a challenge, use of biogas in vehicles
2.	<a href="#">CARB Low Carbon Fuel Standard</a>	Sarah	Potential changes to pathways
3.	<a href="#">EPA Renewable Fuel Standard RINs</a>	Sarah	New staff considering D3 value for co-digestion biogas
4.	Renewable Energy Credits	Sarah, Ben	Increased value of credits with longterm agreements
5.	Carbon Sequestration Meta-Analysis	Sarah	Final report by end of 2022
6.	BACT for Large Emergency Diesel Engines: BAAQMD, SMAQMD, SJVAPCD, SCAQMD	Sarah David	BAAQMD, SMAQMD, and SJVAPCD adopted Tier 4; SCAQMD to adopt Tier 4 w/ source test provisions
7.	Potential Amendments to Diesel Engine Off-Road Standards	Sarah	CARB planning for Tier 5 (criteria pollutants & first ever CO <sub>2</sub> standards) BACT 2024-2028
8.	<a href="#">Inflation Reduction Act</a>	Sarah	Targets energy security, community resilience, climate mitigation, and financial incentives, <a href="#">one-page summary</a>

#### UPCOMING CONFERENCES/EVENTS

NAME	DATE/LOCATION
<a href="#">California Climate &amp; Energy Collaborative</a>	Sept 21-22, San Diego
WEFTEC	Oct 8-12, New Orleans
CASA Winter Conference	Jan 25-27, Palm Springs

NEXT MEETING: October 27<sup>th</sup>, 8:30-10:30 am



## AGENDA

### Air Quality, Climate Change, and Energy (ACE) Workgroup Meeting

#### Additional topics we review periodically for progress or changes:

##### State

- CARB Mandatory GHG Reporting Regulation
- CARB Scoping Plan Updates (Natural & Working Lands, Vehicle Electrification, Clean/Renewable Energy)
- CEQA Guidance on GHG Emissions
- CNRA Climate Change Assessment
- CNRA Online CA Sea Level Rise Database
- CNRA Safeguarding CA: Implementation Action Plans
- CEC Climate Change Research Plan
- OEHHA CalEnvironScreen Tool
- California's Climate Future report (by Governor Brown)
- Funding Opportunities

##### Regional Adaptation Collaboratives

- Bay Area Climate Adaptation Network (BayCAN)
- San Francisco Bay Regional Coastal Hazards Adaptation Resiliency Group (CHARG)
- Southern California Association of Governments (SCAG) Regional Climate Adaptation Framework

##### National

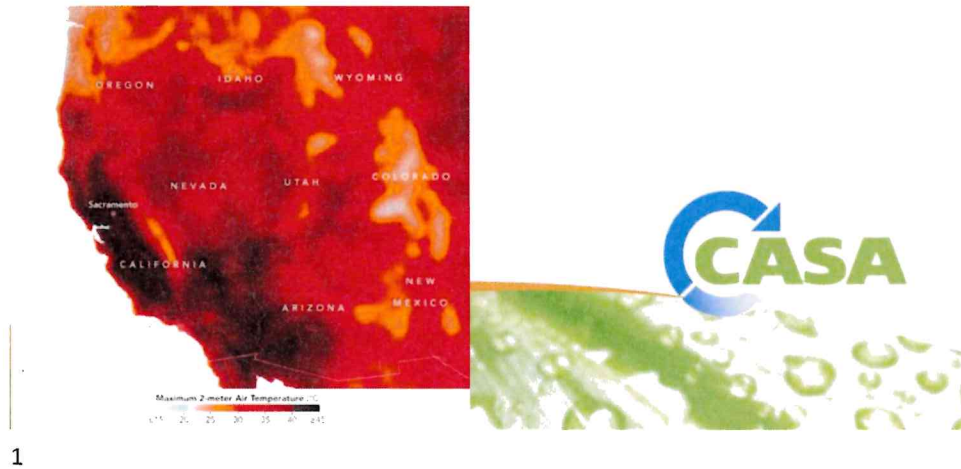
- NEPA Guidance on GHG Emissions
- EPA Creating Resilient Water Utilities
- EPA EJScreen Tool
- EPA Mandatory GHG Reporting Regulation Updates
- EPA Clean Power Plan (on stay)
- EPA Existing Source Performance Standards
- EPA Biogenic Emissions Accounting Framework
- White House Budget for DOE Energy Efficiency and Renewable Energy Programs
- White House Climate Change Support Office
- NACWA Energy Workgroup
- NACWA Climate & Resilience Workgroup
- Funding Opportunities

##### International

- Global GAP (Good Agricultural Practices) & Biosolids
- IWA Nitrous Oxide Modeling

## Air Quality, Climate Change, & Energy (ACE) Workgroup Meeting

September 22, 2022 (8:30 – 10:30 am)  
Zoom Link – See Meeting Appointment



## State Legislation & Governor's Budget



## Status of State Legislation – Governor’s signatures are happening through Sept 30<sup>th</sup>

- **AB 1857** (Garcia, Cristina D) – **SIGNED!**  
limits the amount of solid waste diverted to incineration and “transformation” processes (e.g., pyrolysis) to 10%
- **AB 1985** (Rivas, Robert D) – **SIGNED!**  
phases in mandatory procurement of products (that improve soil health, C-sequestration) under SB 1383 – need NRCS Code 336 updated to allow biosolids to be eligible products (CDFA, Virginia Jameson, may help)
- **AB 2247** (Bloom) – **SIGNED!**  
Requires labeling of products with intentional use of PFAS, sent Letter of Support
- Green hydrogen legislation (e.g., SB 1075 supporting hydrogen hubs)

3

## Status of State Legislation – Climate Package

- **CARBON NEUTRALITY:** AB 1279 codifies statewide carbon neutrality no later than 2045 and establishes an 85% emissions reduction target as part of that goal.
- **100% CLEAN ELECTRIC GRID:** SB 1020 establishes clean electricity targets of 90% by 2035 and 95% by 2040 with the intent of advancing the state’s trajectory to the existing 100% clean electricity retail sales by 2045 goal.
- **CAPTURING AND REMOVING CARBON POLLUTION:** SB 905 and SB 1314 advance engineered technologies to remove carbon pollution, while banning the use of those technologies for enhanced oil recovery. Also establishes a regulatory framework for carbon removal and carbon capture, utilization and sequestration.
- **NATURE-BASED SOLUTIONS:** AB 1757 enlists nature in the state’s climate agenda to develop an achievable carbon removal target for natural and working lands.

4



## Status of Governor's Budget (AB 179)

- \$37.5 M GGRF to OPC for implementation of SB 1 addressing sea level rise
- \$37.5 M GGRF to the State Coastal Conservancy for protecting communities and natural resources from sea level rise
- \$0.5 M to the California EPA for the Water-Energy Nexus Registry
- \$280 M GGRF (out of \$1.6 B) for Cap-and-Trade Discretionary Spending Plan:
  - \$50 M to ARB for Clean Cars 4 All and other Equity Projects
  - \$10 M to ARB for AB 617 implementation
  - \$75 M to State Coastal Conservancy and OPC to address sea level rise.
  - \$5 M to ARB for methane satellites
  - \$30 M to ARB for community air monitoring
  - \$20 M to ARB for lower emission boats
  - \$10 M to ARB to address HFC refrigerants
  - \$5 M to ARB for wood stoves
  - \$10 M to CalRecycle for methane reduction for wastewater treatment
  - \$10 M to CDFA for methane reduction using cattle feed
  - \$20 M to CDFA for the Alternative Manure Management Program
  - \$20 M to the CEC for CalSHAPE
  - \$15 M to Department of Community Services and Development for farmworker housing in the Low-Income Weatherization Program



5

## Status of Governor's Budget (AB 179)

- \$100 M to support the Hydrogen Program at CEC and \$5 M to Governor's Office of Business and Economic Development to support hydrogen hubs
- \$100 M to support Industrial Grid Support and Decarbonization Program at CEC
- \$25 M to support Food Production Investment Program at CEC
- \$162 M to support Equitable Building Decarbonization program, of which \$50 M is to support the TECH initiative
- \$20 M to support adoption of ultra-low-GWP refrigerants
- \$45 M to support Offshore Wind Infrastructure
- \$100 M to support Oroville Pump Storage
- \$200 M for energy transmission projects, first round supporting Salton Sea region
- \$50 M to support carbon removal projects
- \$235 M to support ZEVs and infrastructure, with \$180 M to support Clean Cars 4 All and other equity projects, \$15 M to support fueling infrastructure grants, and \$40 M to support implementation of CARB's Commercial Harbor Craft regulations



6

## Priority Issues/ Action Items



7

### 1. AB 32 Scoping Plan Update: Carbon Neutrality

- **CARB Target:** Carbon neutrality by 2045
- Scoping Plan [Workshops](#) used for receiving feedback:
  - Natural and Working Lands (Draft Climate Smart Strategy)
  - Building Decarbonization
  - Electricity Sector
    - SB 100 report and Integrated Energy Policy Report
    - IOU renewable natural gas goals by 2035 and 2045
  - Transportation Sector (draft ACF regulation)
  - Short-Lived Climate Pollutants (reduction under SB 1383 regulation)
  - Environmental Justice
- **Draft released in May and final draft to be released in September**
- **Staff expected to present to Board Oct 27<sup>th</sup>-28<sup>th</sup> , concurrently with Draft ACF**
- **Board expected to approve by mid-November 2022**
  
- **Comments on Draft submitted June 24<sup>th</sup> and July 26<sup>th</sup>**
- **Attended Little Hoover Commission Meeting July 6<sup>th</sup>, Sept 8<sup>th</sup>, and Today!**
- **Meeting with Board Chair, Members, and Executives (2<sup>nd</sup> and 3<sup>rd</sup> round)**



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## 1. AB 32 Scoping Plan Update: Carbon Neutrality

- **CARB recommended (May 2022)** targeting 2045 with existing and emerging fossil fuel alternatives while aligning with existing statutes and Executive Orders (however, it is inconsistent with the 2022 SIP)
- **Governor’s July Letter to CARB (July 2022)** – “Prioritize investments in equity and community resilience, while expanding opportunities for climate innovation and manufacturing here in California.”
- **CASA commented on:**
  - The role of wastewater non-fossil fuel **biogas** in achieving scoping plan goals while maintaining reliable essential public services
  - The role of wastewater **biosolids** in natural & working lands (climate smart strategy)
- **CASA Asks:**
  - CARB maintain multiple pathways for renewable non-fossil fuel biogas use for wastewater sector resilience (leveraging events during the heat wave)
  - Delay a transition of essential public service fleet vehicles, subject to technology demonstration (providing explicit edits to regulation and ISOR)
  - CARB to acknowledge benefits of biosolids and show plans to incorporate quantification of those benefits in the NWL scenario modeling



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## 2. CARB Advanced Clean Fleet (ACF) Regulations

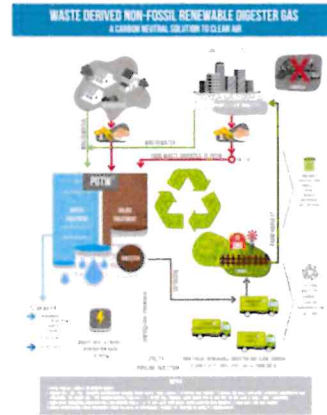
- **Draft Regulations released August 30th**
  - 50% of vehicles added must be ZEVs by January 1, 2024
  - 100% of vehicles added by 2027
- **CARB OBJECTIVE:** Limit internal combustion engines (including natural gas) in heavy-duty vehicles, convert to zero emission technologies as quickly as possible (Governor called for 100% ZEV sales by 2035 in his July 2022 letter to CARB)
- **ISSUES WITH DRAFT REGULATION:**
  - Draft language only allows biogas to CNG for vehicles that have exemptions (e.g., two-engine, unavailability, or other) until a ZEV or NZEV meeting their definition is commercially available
  - Staff would like the sector to pursue technology demonstration of biogas use in fuel cells or hydrogen production for vehicle and onsite use in the meantime
- **ASK:** Allow essential public service providers to continue to use biogas for CNG until successful technology demonstration complete for our sector (minimum of ten years) – this may include successful demonstration of CNG (low carbon, low NOx) vehicles suitable for the sector’s needs



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## 2. CARB Advanced Clean Fleet (ACF) Regulations

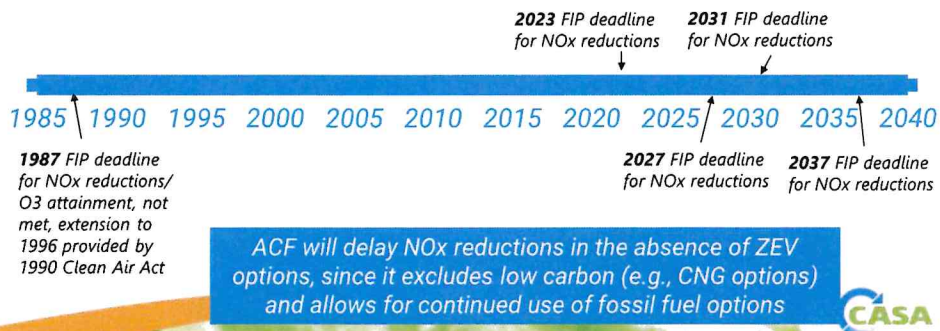
- Actions since the release of the latest draft regulation
  - Met with Chair Randolph and Board Members Davina Hurt (BAAQMD), Dr. John Balmes, Phil Serna (SMAQMD)
  - Scheduling meetings with Board Members Hector De La Torre, Tania Pacheco-Werner (SJVAPCD), Nora Vargas (SDAPCD), Vice Chair Berg, Dr. Daniel Sperling (UC Davis), and Chief Counsel Ellen Peter
  
- CASA Action Items moving forward
  - Priority – submit redline edits on regulatory language, as well as \$ information
  - Submit formal comment letter by Oct 17<sup>th</sup>
  - Testify Oct 27<sup>th</sup> and 28<sup>th</sup>



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## 2. CARB Advanced Clean Fleet (ACF) Regulations

- Other State Efforts
  - 200-Vehicle Project (still in progress) – investigating In-Use Emission Performance of Heavy-Duty Natural Gas Vehicles (showing NOx reductions relative to diesel vehicles, but CARB staff has stated CNG does not perform)
  - State Implementation Plan (summer draft released Aug 12, Boarding hearing today) not consistent with federal NOx reduction deadlines, scheduling meeting with CARB Chief Counsel to discuss this inconsistency (i.e., ignoring the 1997 and 2016 SIP NOx reduction requirements to be met by 2023)



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## 2. CARB Advanced Clean Fleet (ACF) Regulations

### Other National efforts

- EPA's Heavy-Duty Engine and Vehicle Rule (comments submitted May 13<sup>th</sup>)
  - Includes low-NOx, low-carbon CNG derived from wastewater biogas
  - Proposed further GHG reductions begin with model year (MY) 2027 timeframe, based on it being appropriate considering lead time, costs, and other factors, including market shifts to zero-emission technologies in certain segments of the heavy-duty vehicle sector
- Multi-State Medium- and Heavy-Duty ZEV MOU signed by 17 states (including CA) and Washington DC, committing to a slower phase-in of electric vehicles:
  - ZEVs comprising 30% of medium- and heavy-duty vehicle sales by 2030
  - 100% of sales by 2050

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## 3. Proposed Amendments to the In-Use Off-Road Diesel-Fueled Fleets Regulation

- Potential amendments presented Dec 14, 2021
- CASA submitted comments Jan 14, 2022:
  - Support inclusion of Alternative Fuels to achieve criteria pollutant reductions
  - Support inclusion of an Exemption for Vehicles Used for Emergency Operations
  - Support Section 2449(e)(6)(A) providing a Compliance Extension for Equipment Manufacturer or Installer Delays
  - Support Section 2449(e)(9) providing Compliance Flexibility for Delays in Availability of Tier 3 or Tier 4 Vehicles
  - Suggestions for a feasible process for records review and tracking fleet Certificate of Reported Compliance
  - Suggested CARB prepare and post a list of available R99 locations for entities to determine if their fleet is within an area that does or does not have access to R99.
  - Recommended use of alternative low emission fuels achieving the same or greater emissions reductions be allowed (e.g., renewable wastewater-derived biogas).
- Proposed amendments posted Sept 20
- Written comments due Nov 7
- CARB Public Hearing Nov 17

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## 4. SB 1383: Organic Waste Methane Emissions Reduction



- 40% methane reduction by 2030 (relative to 2013 levels)
- Organic waste diversion from landfills  
(includes biosolids, digestate, and sludges)
  - 50% by 2020 (relative to 2014 levels)
  - 75% by 2025 (relative to 2014 levels)
- Implementation
  - State to enforce jurisdictions Jan 1, 2022 (local entities enter agreements)
  - Local jurisdictions to start enforcement Jan 1, 2024
  - Compliance by Jan 1, 2025
- CalRecycle outreach to jurisdictions regarding county ordinances
- Meetings of SW-WW-Regulators to continue
- CASA following up with CAPCOA to convene group

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## 5. Criteria Pollutants & Toxics Reporting and Air Toxics “Hot Spots” Program Updates

- AB 617 gives CARB authority to “harmonize” air monitoring, reporting, & emission reductions from stationary sources
- AB 2588 Hot Spots compound list is >1,700 compounds (from >500)
  - Unknown toxicity levels
  - Unknown emission factors
  - Many are not relevant to WWTPs
- Phased compliance allows WWTPs to:
  - Report business-as-usual through 2028 (reporting begins 2029 for 2028 data)
  - Perform “two-step process” for determining shortlist of compounds
    - Scanning air space of unit processes to determine detectable compounds
    - Determining the sampling and analysis methods to quantify emissions (Mimic 1990 Pooled Emissions Estimation Program, PEEP, but is broader in scope since it looks beyond VOCs)

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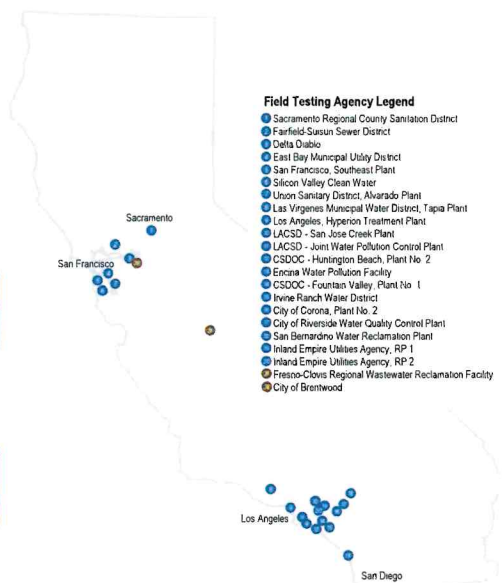
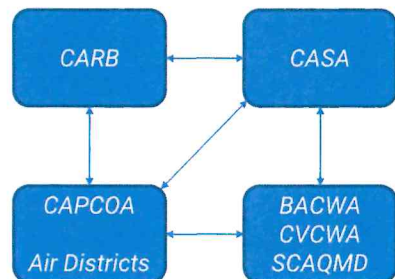
## 5. Next steps for the Wastewater Sector...

- 2022 actions:
  - Meeting with air districts and source test specialists – built spreadsheet of CARB-approved sampling/ analysis methods to determine if scanning is feasible
  - Considering option of performing preliminary scanning at a single facility in the Bay Area, Central Valley, and South Coast
  - Discussed draft approach for Step 1 with John Swanson (CARB) – agreed reasonable
  - Draft list of participating agencies shows 101 facilities are:
    - >10 MGD, covered primaries OR
    - >5 MGD, uncovered primaries
  - Air Districts to weigh in on participating agencies to serve as field testing sites
  - Coordinating meetings w/ CARB to begin in November
  - Select governing structure by end of year
  
- Actions will be led by Subgroup (meeting invite to be sent today) – please let me know if you’d like to join!



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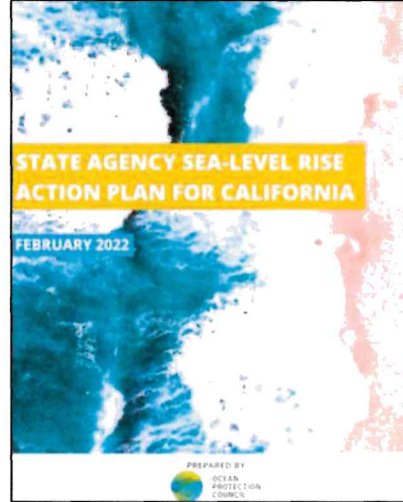
## 5. Next steps for the Wastewater Sector... and Communication approach



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## 6. CA Adaptation: OPC Sea Level Rise Action Plan (FY 2021/22 – 2024/25)

- Released Feb 2022 by SLR Leadership Team (finalized in August 2022)
- ~80 State Actions categorized by SLR Principle
  - 1. Best Available Science
  - 2. Partnerships
  - 3. Communications
  - 4. Local Support
  - 5. Alignment
  - 6. Resilience Projects
  - 7. Equity & Social Justice
- Next round of updates in spring 2023
- Upcoming Workshops
  - Oct 6<sup>th</sup> no relevant action items on agenda
  - Dec 7<sup>th</sup> (agenda to be released)



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## 6. CA Adaptation: 30x30 California

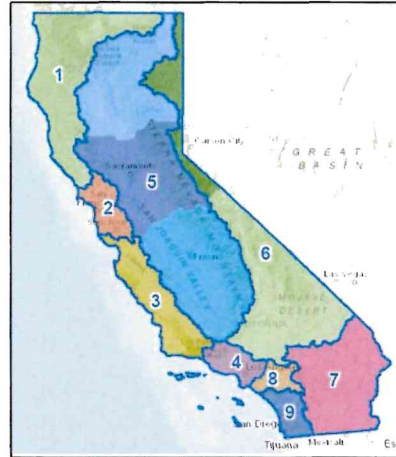
- Strategy to conserve additional 6 million acres of land and half a million acres of coastal waters, organized into 10 Pathways:
  1. Accelerate Regionally Led Conservation
  2. Execute Strategic Land Acquisitions
  3. Increase Voluntary Conservation Easements
  4. Enhance Conservation of Existing Public Lands and Coastal Waters
  5. Institutionalize Advance Mitigation
  6. Expand and Accelerate Environmental Restoration and Stewardship
  7. Strengthen Coordination Among Governments
  8. Align Investments to Maximize Conservation Benefits
  9. Advance and Promote Complementary Conservation Measures
  10. Evaluate Conservation Outcomes and Adaptively Manage
- Upcoming Event
  - September 28<sup>th</sup>, Partnership Kick-off Event in Sacramento (9:30 am – 4 pm)
  - In person, morning session is also virtual

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## 6. CA Adaptation: Varying Approaches to Resilience Planning across Regional Water Boards

- Email sent Sept 1<sup>st</sup>
- NPDES/WDR permit renewals have been requiring climate change vulnerability assessments, action plans, resilience plans, disaster preparedness plans, etc...of various scopes depending on the Regional Water Board
- Some are more prescript than others
- Please be aware of your region, how other regions are approaching it, and ready to negotiate

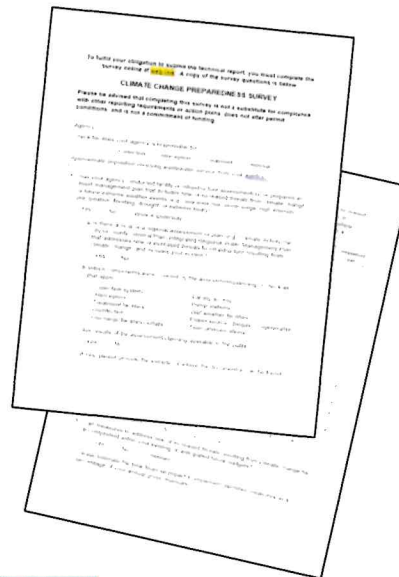


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## 6. CA Adaptation: SWRCB Climate Change Preparedness Survey

- State Water Board to:
  - Send NPDES and WDR permit holders to be surveyed in 2022
  - 45-day response
  - Webinar after formal distribution
  - Communicate through Chris Hyun
  - Follow development of SWRCB priority areas:
    - Drinking water
    - Wastewater/co-digestion
    - Sea level rise
    - Harmful algal blooms



**Will notify members when we hear from SWRCB!**

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## Informational Items

25

### 1. CPUC SB 1440 Decision & Terms

- On 2/24/22, CPUC approved support of SB 1440 to require Investor-Owned Utilities (IOUs) to procure biomethane via pipeline injection (still must comply with Cal/OSHA standards, but EPA is expected to issue a new proposal in Sept and finalize in Aug 2023)
- Biogas from POTWs who co-digest with diverted organic waste will be given priority as targeted customers
- Requires 17.6 Bcf be procured in 2025 apportioned among IOUs: SoCalGas 49%, PG&E 42%, SDGE 7%, SWG 2% based on their Cap & Trade allowance
- Procurement increases to over 4 times that (72.8 Bcf) in 2030 and beyond
- Must agree to use ZEVs or NZEVs – CNG vehicles are allowed as NZEVs until electric vehicles are available
- Electric generation from biomethane is limited to generation capacity at time entered into procurement agreement

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## 2. CARB Low Carbon Fuel Standard

- Designed to reduce petroleum dependency and achieve air quality benefits:
  - Decrease the carbon intensity of CA's transportation fuel pool
  - Provide an increasing range of low-carbon and renewable alternatives
- July workshop discussed potential changes – recommending pathways take the fuel to hydrogen vs CNG
- Comments submitted August 8<sup>th</sup>

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## 3. EPA Renewable Fuel Standard: RINs

- RFS RIN values for sludge-based biogas (D3, cellulosic) vs food waste-based biogas (D5, advanced biomass fuel)
- Recent interpretation is biogas from co-digestion is valued at D5
- Discussed “plan b” – to allocate D3 and D5 per feedstock
- Greg surveyed POTWs across US to collect average MCRT, VSR, and scf/lb VSR and submitted data to EPA (to establish a baseline)
- New EPA staff assigned to RFS is looking at D3 for all biogas
- EPA considering approach to determining allocation
  - Letter sent to EPA July 26<sup>th</sup>, met team July 27<sup>th</sup>, 2021
  - Met February 22<sup>nd</sup>, 2022 to answer EPA's questions on survey information provided
  - Met new EPA staff assigned to RFS at WEF RBC 2022 (Office of Transportation & Air Quality working the Office of Water Management)
  - Draft Rule for public comment expected soon – possibly after elections



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## 4. Renewable Energy Credits

- CPUC approved use of tradable renewable energy credits (TRECs) in the California Renewable Portfolio Standard (RPS) program
- Allows parties required to meet the RPS to purchase RECs "unbundled" or separate from the associated renewable energy
- At the time, the use of TRECs for RPS compliance would be limited to no more than 25% of a given investor owned utility's or Electric Service Provider's annual obligation
- Initial price cap was set at \$50, both the 25% limitation and \$50 price cap were lifted in 2013
- REC value increased recently to >\$3 per REC recently and folks are looking at 10-year agreements



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## 5. Carbon Sequestration Meta-Analysis

### Systematic Reviews & Data Extraction

- Virginia Tech to quantify C-sequestration potential from land-applied biosolids
- Systematic review of published and unpublished data
- Data (with consent of authors) to be added to open-access repository
- Promote biosolids research, identify gaps, and inform/harmonize future collection methods

### Can You or Someone You Know Help?

- Review full text
  - Materials and Methods section
  - Checking soil organic carbon/matter data
- If you have unpublished data and it shows changes in soil organic carbon/matter concentrations and stocks, please share
- **Report by end of 2022**



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## 6. BACT, Large Emergency Diesel Engines $\geq 1,000$ bhp

- Air District Activities
  - BAAQMD – effective January 1, 2020
  - Sacramento Metro AQMD – effective June 4, 2021
  - San Joaquin Valley APCD – effective April 29, 2022
  - South Coast AQMD – approved September 2, 2022
    - BACT scientific review committee and public review process underway
    - Since compliant engines are tested by their manufacturers, SCAP negotiated testing requirements for compliant engines to match certified engines to avoid unnecessary testing requirements
    - Advise operators not to use backup generators when the power is NOT out
  
- General interest in replacing existing backup generators by 2037
- SCAQMD has stated it is willing to provide \$ for demonstration of new technology

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## 7. Potential Amendments to Diesel Engine Off-Road Emission Standards

- Tier 5 Standards
- Aiming to reduce NO<sub>x</sub> emissions (up to 90%) and PM emissions (up to 75%) compared to today's Tier 4 final emission standards
- Stringent exhaust standards for all power categories, including those that do not utilize exhaust aftertreatment (i.e., DPFs and SCRs)
- First-time CO<sub>2</sub> standards
- Proposal to Board expected 2024
- Implementation to start in 2028
- Workshop held: August 8<sup>th</sup>

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## 8. US Inflation Reduction Act of 2022

- **Purpose: Support workers/families by reducing costs for prescription drugs, health care, and energy.**
  - Expands tax credits for energy efficient commercial buildings, new energy efficient homes, and Electric Vehicle charging infrastructure.
  - Expands clean energy tax credits for wind, solar, nuclear, clean hydrogen, clean fuels, and carbon capture.
  - Establishes Make it in America provisions / tax incentives for manufacturing U.S.-sourced products such as batteries, solar, and offshore wind components, and technologies for carbon capture systems.
  - Clean energy tax credits will be increased by 10% if projects are established in communities previously relying upon coal, oil, or natural gas as a significant source of employment
  - Allocates funding toward the transition of Class 6 and 7 heavy-duty vehicles to Zero Emission Vehicles.
  - Amends the CAA to include a GHG Reduction Fund (\$7B), low emissions electricity program, and others
  - Grant programs for reducing GHGs

**Please take a look!**



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## Conferences/Events

- **California Climate & Energy Collaborative**  
September 21<sup>st</sup> – 22<sup>nd</sup>, San Diego
- **WEFTEC**  
October 8<sup>th</sup> – 12<sup>th</sup>, New Orleans
- **CASA Winter Conference**  
January 25<sup>th</sup> – 27<sup>th</sup>, Palm Springs



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## Upcoming Meetings

- October 27<sup>th</sup> – coordinate to also join CARB's Public Board meeting on the Proposed ACF

Thank you!



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## CASA Advanced Clean Vehicle Subgroup Meeting

Craig K. Murray

9/28/22

Topic: To discuss CARB Rule Promulgation to implement an Only Electric All Vehicle Rule on WW

Sarah Deslauriers: Disc. w/Board Members to focus on an exemption. No luck on near zero emission to use biogas as fuel. So then what exemptions. Look at 2 engine exemption that there is no electric option at this time. Disc. What can we do to get time for exemption and use of biogas and need it for our resilience. SCAQMD Krakoff: to request exemption. 1. Exempt WW sector producing biogas; 2. Demonstration over 10 years with 3<sup>rd</sup> party whether have vehicles can take Hydrogen rather than electric; 3. How to define "Commercially Available" and whether tech. is implementable.

Steve Jepsen, SCAP: Some on call operations, vehicle operations. Other component like to use biogas for resilience but not to have vehicle fuel eliminated like current rule is being proposed. Bigger than just asking for an Exemption because can't get an Electric Vector. Question if CARB is real in determining what is Commercially Available. Sarah: like to here from industry on what actually is commercially available. ACWA, SAMusa, CASA and all different groups want to come together and coalesce with definition.

23 on zoom call from agencies in CA. Frank Prewoznik, IRWD. Inadequate dfn. On available vehicles. CMUA, SCAP and NCPUA approached CARB with an indpt. Advisory body on if vehicles were commercially available and tied to the rule. Response was just NO. So Coast AQMD Clean Fuels Program and way they approach product development and ACKA Wayne Miller, many years of experience w/demonstration and application of product and widespread deployment. How So Coast AQMD and their process may be helpful in how to define Commercially Available. Sarah: DoD and define Ability to Deploy also helpful process. Frank: Demo. Process is what Sarah and group is recommending. Sarah: Have Demonstration THEN consider Commercial Availability. Determines Viability.

SJ: Look through regs. And redlines. Issue with Class 8 largest chasis (at DOD Weight Limit – so then smaller water and debris tanks to accommodate batteries) and battery not sufficient only last 1 hour. Need to be more like ICE internal combustion engine for reliability. Emma Maack, SFPUC talking to fleet and one of the Managers says biggest consider is time involved in building charging infrastructure. Even is ZEV commercially available and have to purchase by Jan. 2024 WE DO NOT HAVE THE INFRASTRUCTURE to support these vehicles. We don't know what we are getting, does not make sense, and can't plan on capital improvements because just don't know on charging infrastructure. Nick Blair – ACWA Investor Owned Field do not feel sufficient data received from CARB. IOU and how many mega watts needed. They saying you the fleet need then to determine and provide back. Capacity? Procurement Policies can take up to two years. SD and Imperial attended past ACE events and vocational vehicles are not front of mind of manufacturers and NOT Commercially Available. Richard Lao IEUA: Commercial Availability. One delivered and comments from public. Bare minimum of 100 miles. Say 50 or 100 vehicles as threshold as commercially available. ZEVs 2,000 pounds limit. Lucia Diaz IEUA Grid use and need to charge, lowers resiliency. PO need to be in last month to purchase with National Auto Fleet for next year. 1 year time frame is constraint and huge increase. 25% increase diesel based on chasis. Ford Lightning. \$26k now \$34k. Manage fleet system IEUA. CKM: Further look at demonstration and use of prior bifuel options like popular Ford F150, CA v. USA and direction of a National Energy Policy as touted, needed said by T Boone Pickens. Staff, Union acceptance.

Sarah: Cost, EJ Factors. Jose Rodrigues USD Ford Lightning just purchased. \$10k for ext. battery life. Full electric vehicle costs. \$600k avg. now and then going to \$1.2M for just one vehicle. Absurd to go to board and emergency vehicle. Fire Truck has a pony motor to run the vehicle in emergency. Are we defeating the purpose of going full electric. Are we defeating the purpose?  
Q: Training for Staff, autofleet group 10-30% for govt. purchases.

Steve Jepsen: All share concerns for emergency response. And how to avert emergency by being ready, staged then waiting for some part or vehicle down or needing repair. 3 items: Commercial Availability; Addl. Items #6 & #7 Year 2033 (we requested 10 years) because Craig Segal said not going to give you 10 years; Frank P.: p. A18 on redline: asks what are duties are with Commercially Availability and p. A1 14 on configuration. Concerned CARB Staff essentially missed what we are doing with these vehicles what are the applications (ie So Coast AQMD) and demonstration.

: CASA Adv Fleet Vehicle Working SubGroup 9 28 22



submitted for Class 4 and Class 5 chassis. To do so, applicants must submit either of the following:

is this sufficient? Our comments go beyond the "configuration"

Q1  
Six months is not enough time to determine if the vehicle body is viable for the purposes of supporting essential public services.

(A) A signed statement or email from the vehicle manufacturer stating the chassis is not compatible with the applicable configuration and for what reasons; or

(B) A signed statement or email from each authorized installer of the needed vehicle body stating that for each available ZEV or NZEV chassis, the installer is unable to configure the body on the chassis without violating safety standards prescribed under title 8, CCR by the California Department of Industrial Relations, Division of Occupational Safety and Health, comparable federal or state health and safety laws where the vehicle operates, or federal highway safety laws. The statement must identify which of these safety laws or standards would be violated and for what reasons.

(5) If the Executive Officer determines the conditions specified in section 2013.1(d)(4) are no longer met, the vehicle configuration will be removed from the list six months after the determination is made and the configuration is considered commercially available.

(e) **Mutual Aid Assistance.** Fleet owners may apply for this exemption if they have a mutual aid agreement to send vehicles to assist other entities during a declared emergency event and at least 75 percent of their California fleet is comprised of ZEVs. The exemption is limited to replacing vehicles with a GVWR greater than 14,000 lbs. and does not apply to pickup trucks, buses, box trucks, vans, any tractors, or any vehicle configurations commercially available as NZEVs. The Executive Officer will rely on the information submitted in sections 2013.1(e)(1)-(4) and their good engineering judgment in determining whether to approve the exemption. The fleet owner must do and submit all of the following by email to TRUCRS@arb.ca.gov to apply:

considered part of the California fleet for the entire calendar year.

"CARB" means the California Air Resources Board.

"Class 2b through 3" means a vehicle with a GVWR greater than 8,500 lbs. and less than or equal to 14,000 lbs.

"Class 4" means a vehicle with a GVWR greater than 14,000 lbs. and less than or equal to 16,000 lbs.

"Class 5" means a vehicle with a GVWR greater than 16,000 lbs. and less than or equal to 19,500 lbs.

"Class 6" means a vehicle with a GVWR greater than 19,500 lbs. and less than or equal to 26,000 lbs.

"Class 7" means a vehicle with a GVWR greater than 26,000 lbs. and less than or equal to 33,000 lbs.

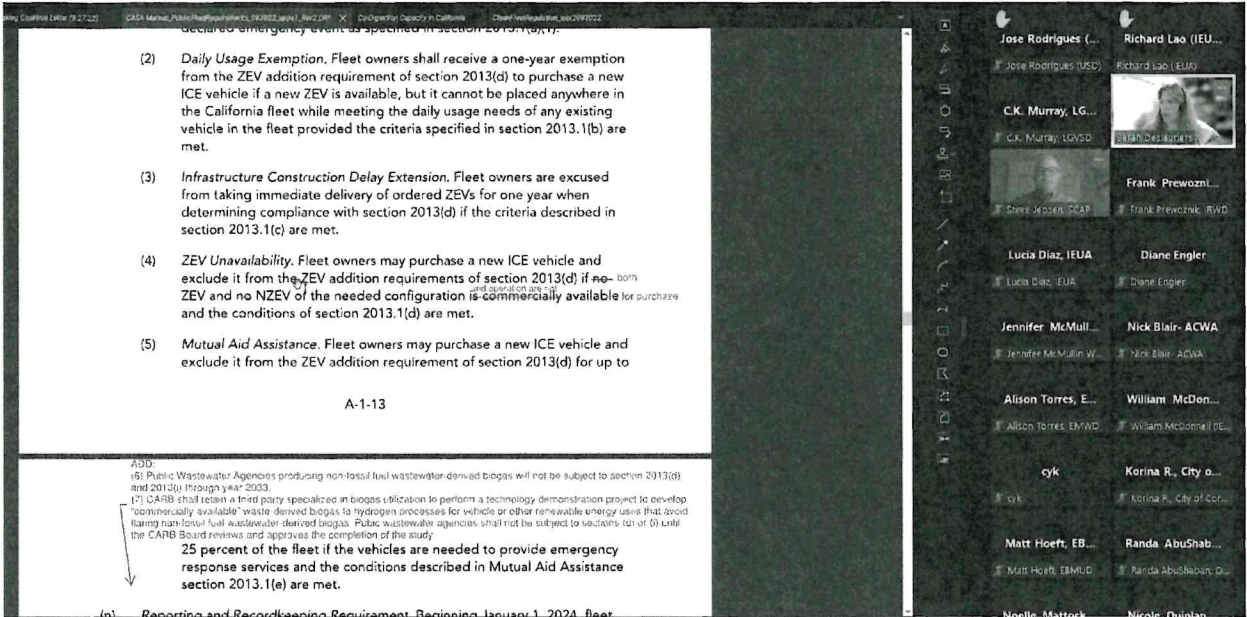
"Class 8" means a vehicle with a GVWR greater than 33,000 lbs.

"Configuration" means the primary intended function for which a vehicle is designed as determined by the body of a complete vehicle or by the equipment integrated into the body that is permanently attached to the chassis. It does not include auxiliary equipment or secondary uses of equipment that is added to or carried on the vehicle body.

"Declared emergency event" means the time period of an emergency event declared or duly proclaimed by a local governing body, state Governor, or the President of the United States during the emergency conditions described in California Government Code section 8558.

Comment: "Commercially available" means a ZEV or NZEV that is being sold or leased to the general public and is the result of the completion of manufacturing in time to satisfy the regulatory requirements for a government procurement as determined by a qualified third-party vendor.

Richard Lao IEUA: Our Agency own comment letter. Immediate replacement needs. Vehicle in accident and needed replacement. Can't wait another year. Need in draft vehicle deliveries over a year. It could be considered unavailable, on slides, but should be considered in this draft. Delay of Delivery.



Sarah: Reconvene for testimony. Sending draft to Gideon Kracka to speak with other CARB Board Members on comments and final before submission. Oct. 17 get back together and reach out once maybe twice. Folks have biogas and CNG in place and this will be impacting. For Oct.27, 28 Testimony at CARB Board Sacramento: Need GM and Directors. Typically 3 minutes to testify may go down to 1 mintue. Background on facility, service area and key comment on your facility. Group help focus comments. Board Member Kracka: need at least 10 to testify. Steve Jepsen: Don't have to go to Sac. Impt. It is essential public service vehicles (powerful msg. that essential vehicle, needed to protect public health). Need as many people commenting as we can get. Sarah: Lots of Folks not satisfied with this CARB draft rule. Very compelling with many speakers. Please provide written edits on marked up language want to get to Gideon by next week. SJ: Need to Register, click on link put in your name and email address. Two links to participate and observing.

###



**BOARD MEMBER  
MEETING ATTENDANCE REQUEST**

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

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

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

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

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

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

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

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

Request assistance from Board Secretary to register for Conference:  YES  NO

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

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

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

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

Please submit this form to the Board Secretary no later than 1 week prior to the Board Meeting.

**10/6/2022**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 7B**

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

*Agenda Item* 8  
*Date* October 6, 2022

MOUNT TAMALPAIS

## **MMWD touts progress on wildfire prevention efforts**

Funding supports defense of homes, reservoirs, equipment



Carl Sanders, right, a Marin Municipal Water District official, discusses fire fuel management near Lake Lagunitas in the Mount Tamalpais watershed on Monday. PHOTOS BY ALAN DEP — MARIN INDEPENDENT JOURNAL



Dense vegetation grows near Lake Lagunitas in the watershed. The water district manages about 20,000 acres in the area.

**BY WILL HOUSTON**

[WHOUSTON@MARINIJ.COM](mailto:WHOUSTON@MARINIJ.COM)

Nearly 80 years have passed since Mount Tamalpais had a major wildfire, leaving decades of built-up trees and brush that make the water supply — and tens of thousands of homes — vulnerable to a destructive blaze.

Now the Marin Municipal Water District, which manages about 20,000 acres of the watershed and supplies water to 191,000 residents, is using a recent funding infusion from the state to fortify wildfire defenses around its reservoirs and facilities as well as to reduce the intensity of fires when they do occur.

On Monday, the district hosted state and local officials to view the progress made so far in recent and ongoing projects around Lake Lagunitas and Bon Tempe reservoirs.

As dignitaries walked along the hillsides around Lake Lagunitas, the group saw two juxtaposing landscapes. Further up the slopes stood overgrown forestland packed with dense stands of Douglas fir, oak and madrone along with brush, fallen branches and other dead vegetation — all prime fuel for a major wildfire.

“This is our landscape in the absence of fire, this is a landscape that is fire-deprived,” district official Carl Sanders said, gesturing toward the upper hillside. “We haven’t had a significant fire on the mountain since 1945, so almost 80 years. Almost everything that we’re challenged with managing and maintaining these days is due to that reason.”

In contrast were the lower portions of the hill, where hand crews had gone in the year before, creating a more open forest floor where the trees were spaced farther apart and the remnants of felled trees were scattered across the ground.

The intent of the work, Sanders said, is to try to replicate historic conditions when fires occurred more frequently. He said redwood tree ring data along the Bolinas Ridge showed fires occurred about every decade or so, he said, whether by lightning strikes or through prescribed fires by Indigenous people such as the Coast Miwok.

"The fire would have burned through a lot more often but with less severity than we see now," Sanders said. "Instead of a blackened landscape, it probably would have left it a little closer to what we see here after the work we did with mechanical treatment."

While some of the cleared vegetation will be burned, larger logs and trunks will remain on the landscape to be used as animal habitat. Sanders said these logs do not burn at high intensity compared to flashier fuels such as grass and brush.

Wildfire risk across the watershed has been exacerbated by a variety of issues. Sudden oak death now affects about half of the watershed managed by the district, resulting in highly flammable fuels, said Shaun Horne, the district watershed manager.

The landscape has also had a proliferation of highly flammable invasive brush and the encroachment of Douglas fir onto grasslands, outcompeting the slower-growing hardwood trees such as oak. More extreme weather patterns, stoked by climate change, are expected to worsen conditions.

A major fire could threaten the district's ability to pump and treat water by knocking out power lines or damaging storage tanks, treatment plants and pump stations. The district has more than 190 facilities throughout the watershed that require fire prevention work such as trimming trees and clearing defensible space.

"If we have a very large scale catastrophic fire, the impact to our water supply is extreme," said Monty Schmitt, who sits on the district board.

Work to reduce fuels and thin out forests near Lake Lagunitas was completed last year using a \$1 million grant from the California Coastal Conservancy.

Another \$3 million grant from Cal Fire is funding work to clear vegetation near the Bon Tempe treatment plant.

Built during the 1960s, the plant was placed at a higher elevation on a steep, densely forested hillside in order to allow water to be gravity fed to the distribution system, thereby reducing power costs to pump the water. The trade-off is that it is now in a fire-prone area. The vegetation and forest restoration work is set to be completed in the next year.

The district's larger treatment plant in the San Geronimo Valley relies more heavily on pumps to treat and distribute the water, making it more vulnerable to power outages and the ability to treat enough water to meet demands, said Jim Kenney, the district superintendent of operations.

This year, state Assemblyman Marc Levine, whose district includes Marin, was able to secure \$1 million in the state budget for the district to purchase three emergency generators for the treatment plant that will allow the plant to operate during power outages.

"We never had that before," Kenney said.

Horne, the watershed manager, said the district is planning to scale up work as part of its fire prevention plan adopted in 2019. The plan calls for investing \$13.5 million over five years toward fire prevention and forest restoration projects. The projects include creating thousands of acres of fuel breaks; thinning vegetation; and regularly using prescribed burns for the first time in more than 15 years.

This work will also integrate with other wildfire projects nearby being performed by other agencies, including a planned 38-mile shaded fuel break along Ross Valley, according to Mark Brown, executive director of the Marin County Wildfire Prevention Authority.

“Once we establish these fuel breaks, they’re infrastructure that we have to maintain,” Brown said.

More information about the projects can be found at [marinwater.org/WatershedResiliency](https://marinwater.org/WatershedResiliency).



UTILITY REACTS

## MMWD criticizes report on its drought response

Says grand jury's assessment lacked credibility, had errors



Bon Tempe Lake in Fairfax on Monday. The Marin County Civil Grand Jury's accusation that the Marin Municipal Water District did not take past steps to build a more resilient water supply drew criticism from district officials. ALAN DEP — MARIN INDEPENDENT JOURNAL



Low water levels a year ago at Nicasio Reservoir. The Marin Municipal Water District said that it "took all necessary and appropriate steps to assure continued water service to its customers."  
 SHERRY LAVARS – MARIN INDEPENDENT JOURNAL, FILE

**BY WILL HOUSTON**

[WHOUSTON@MARINIJ.COM](mailto:WHOUSTON@MARINIJ.COM)

Marin Municipal Water District is pushing back on a Marin County Civil Grand Jury report asserting the agency nearly faced depleting its reservoirs this year because it had not taken past steps to build a more resilient water supply.

The grand jury assessment lacked credibility, included factual errors and is being used to incite more critique of the district's handling of the drought last year, the district Board of Directors said.

"It certainly was very angry at the district for failing to do something," board member Cynthia Koehler said during a discussion on the report Sept. 6. "But if you go through it, they actually never had the courage or conviction to say what that thing should have been."

"The thing has been weaponized, I can tell you that much," board member Larry Bragman said of the report.

The grand jury report came after two winters of drought in 2019-2020 and 2020-2021 threatened to deplete local reservoirs as soon as mid-2022. Last year, the district prepared to build an emergency \$100 million pipeline across the Richmond-San Rafael Bridge to pump in Sacramento Valley water to prevent that outcome. The project was put on hold after several large storms at the end of 2021 nearly refilled the district's seven reservoirs in the Mount Tamalpais watershed.

The grand jury report recommended the district, which serves 191,000 residents in central and southern Marin, create at least a four-year water supply. The district's reservoirs make up about 75%

of its annual supply and have about a two-year supply of water. The remainder of the district's supply comes from Russian River water imports from the Sonoma Water agency.

The district last faced depleting local supplies in the 1976-1977 drought. After building a temporary pipeline across the Richmond Bridge to avoid running out of water, the district expanded its reservoir supplies by doubling the size of Kent Lake, its the largest reservoir, and building the Soulajule Reservoir.

In a statement, grand jury foreperson Pat Shepard said she had no further comment other than to say "the report was investigated, written and approved by the 19-member 2021-2022 grand jury and stands on its own."

In its responses, the water district noted that the western U.S. is going through a historic drought, with the last 22 years being the driest in the past 1,200 years, according to a study published by Columbia University's Lamont-Doherty Earth Observatory.

"I would have liked to have seen something that maybe stepped back and sort of explained the bigger and more complex picture that California water management has become with climate change," board member Monty Schmitt said of the grand jury report.

The district's response stated that it "took all necessary and appropriate steps to assure continued water service to its customers."

These steps included conservation incentives, water use restrictions, pursuing the pipeline project, upgrading the Kastania Pump Station to increase the amount of Russian River water it is able to import and creating a new agreement with Sonoma Water to buy more water during high winter flows on the Russian River.

The district said it is following many of the grand jury's recommendations, including studying a variety of new water supply options, including desalination, a pipeline, expanding reservoir storage and new water supply possibilities with Sonoma Water such as groundwater storage.

Kimery Wiltshire, president of the Sausalito-based Confluence West nonprofit organization that works on water issues in the West, said the previous 2012-2016 drought was a wake-up call to water districts throughout California.

She said that MMWD "hit the snooze button" and was the only water district in the Bay Area to require drastic water cuts that affected the economy and quality of life during the drought.

"While other districts kicked off water recycling, desalination, and reservoir projects, initiated smart-metering and adopted drought-resilient budget-based water rate structures, Marin Water leaned mostly on asking ratepayers to conserve, hoping for rain," Wiltshire said.

Larry Minikes, a Marin Conservation League board member and former member of the water district's citizens advisory committee, said the grand jury report did not acknowledge the role that residents have played in rejecting new water supply projects such as a desalination plant.

"When we have tried to increase water supply — and I was part of that community back in 2000 — we didn't want to see it by an overwhelming margin," Minikes told the board. "Everyone was concerned about Realtors and growth and changing the character of the community.

"Now we're screaming bloody murder — 'Where the hell is our water?'" he said. "You're damned if you do, you're damned if you don't."

MARIN VOICE

## Search for firm supply starts with recycled water plan

It is encouraging to read about the interest from Marin residents in examining the need for the Marin Municipal Water District to expand our water supply. The gravity of the Western states' 22-year drought has been reinforced by Gov. Gavin Newsom.

"Water conservation is no longer going to cut it," Newsom told the media recently.

We agree, because Marin needs a reliable and firm source of water that will be always available.

History has taught us that the challenges of the future cannot be solved by the solutions of the past. Also, science indicates the future will present challenges greater than we currently face.

We are well aware there is no one solution to the dilemma we are facing and realize an ensemble of actions will be necessary to respond to our existing and future challenges.

Right now, MMWD is holding public hearings on alternatives to strengthen water supply, focused upon three general areas: desalination, creating new supplies and expanded water recycling use. All of these possibilities should be considered, but we would add caution when considering the first two and offer support for the latter.

Desalination was piloted in Marin twice in the last 30 years. Although it is viable at the pilot scale, due to prohibitive costs and uncertain environmental approvals, it never progressed in Marin.

In California, numerous desal facility plans have been considered over the past 20 years. But, to date, only one large-scale plant was ever permitted, with a similar plant in Los Angeles rejected earlier this summer.

Certainly, permitting and construction of a sufficiently sized desal facility for Marin is not a near-term solution (10 years would be ambitious). To be candid, as currently designed, desal facilities create a huge negative environmental footprint. They use massive amounts of energy to purge the salt water across membranes, water inlets destroy sea life and the proper disposal of brine is a hurdle. It seems that until these environmental difficulties are resolved, it will be problematic for the Marin community to support this alternative.

New water supplies are welcome, but most are dependent upon uncertain winter rainfall to fill the rivers and reservoirs, all of which may be impacted by the changing climate. Raising dams has complications in increasing net water supplies due to requirements for water releases. Delivering water from the Russian or Yuba rivers by way of pipelines is also dependent upon uncertain winter rainfall.

As we have recently seen, portions of the water from Sonoma County are not guaranteed. So, even this year, we are being throttled back for lack of supply compared to previous years.

We need expanded "firm water," not "as available water" for a dependable supply. Preferably, we need to secure a new supply that is not solely reliant on winter rain or contracts that provide water when it is available.

Some Marin residents opine that the only option that is actionable today which produces firm water is to expand our recycled water system. MMWD was among the recycled water pioneers in the 1970s when it partnered with the Las Gallinas Valley Sanitary District.

There are multiple opportunities to increase the supply and to expand the delivery system within Marin. MMWD's urban water plan identifies more than 30 major sites using over 1,000 acre-feet (about 4% of current demand) per year of drinking water. Why not move these sites now to permanently use recycled water?

The sites include three golf courses, San Quentin State Prison, multiple parks, cemeteries and business parks. Of course, every user switched to recycled water permanently increases our firm supply of fresh water.

As engineers, we are pleased the water district is exploring options, but in the meantime, we support MMWD being sensible in prioritizing local solutions that provide a firm and dependable water supply.

Water recycling with local supply and local control, as well as a minimal environmental impact, is our best answer for expanding our water supply.

*Chris Morrison is a water engineer who served on the MMWD Board of Directors from 1984 to 1992. Peter Hess is an environmental policy consultant, engineer and retired executive director of the Bay Area Air Board.*

DICK SPOTSWOOD

## Not MMWD's place to critique Civil Grand Jury's concerns

One of Marin County's most respected institutions is the Civil Grand Jury.

It's correctly perceived as being above politics. Jurors are volunteers that diligently do their own homework and have no agenda except promoting excellent, honest local government.

That's why it was disappointing to see some Marin Municipal Water District directors blow off the Civil Grand Jury's well-thought June report, "A Roadmap to Water Resilience for Marin Municipal Water District."

Three points from the report explain why MMWD directors weren't smiling when they read the jury's findings.

"For most of 2021, people living within the Marin Municipal Water District (MMWD) anxiously faced the prospect of the District literally running out of water."

"Last year's drought emergency could have been avoided if MMWD had taken sufficient measures to provide for a resilient water supply."

"The Grand Jury calls upon MMWD to commit to securing a four-year supply of water, amounting to an additional 10,000 to 15,000 acre-feet per year. If MMWD is able to publicly share its position regarding this commitment in the near term, it would enable public debate and discussion on this critical issue in advance of upcoming District elections in November 2022."

It's difficult to disagree with any of these points.

One benefit of directly electing special purpose district directors is they'll listen to the public and change course if that's their best route to reelection.

Two directors running again this year, Jack Gibson from Division 1 (North San Rafael and Sleepy Hollow) and Larry Bragman in Division 3 (Ross Valley) seemed to have finally gotten the message that new water sources are essential.

Guaranteeing that there's adequate water to meet reasonable demand is job one. That's the campaign theme of at least three newcomers running for the board: Jed Smith, in Southern Marin's wide open Division 4 race, Ranjiv Khush (Division 3) and Matthew Samson (Division 1).

That most of the candidates are at least talking about developing additional water sources is one reason why this November's election for three posts on the five-member MMWD board is competitive.

One water commissioner that didn't like what she heard from the Civil Grand Jury was Southern Marin's Cynthia Koehler. The water board's 18-year veteran is the sole incumbent not running for reelection.

Her blunt criticism of the report was ironic. She told the IJ, "It certainly was very angry at the district for failing to do something. ... But if you go through it, (the jurors) actually never had the courage or

conviction to say what that thing should have been.”

If anyone lacked “courage or conviction” to outline and then execute ideas for developing additional water sources, it’s Koehler. Eighteen years is more than enough time to secure effective preparation for climate change and the era of droughts.

Koehler might have courage, but she lacks any conviction that new water sources are essential. She was the lead advocate for the “conservation first” approach that’s dominated board actions in recent years.

“Conservation first” is an appropriate strategy but only if it’s immediately followed by completing plans for new water sources. That essential second step never happened.

Now, it’s up to candidates in the fast-approaching water board election to convince voters that they individually have the “courage and conviction” to make MMWD water resilient for the long term.

That’s a warning for Monty Schmitt and Larry Russell, the MMWD directors whose terms don’t expire until 2024. Immediately after November’s election returns are final, the spotlight shifts to them.

Russell and Schmitt need to be prepared for the key query: What are you doing to guarantee MMWD has finished studying options and is underway to provide new reliable water sources for thirsty Marinites?

*Columnist Dick Spotswood of Mill Valley writes on local issues Sundays and Wednesdays. Email him at [spotswood@comcast.net](mailto:spotswood@comcast.net).*

## Teresa Lerch

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**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Tuesday, September 20, 2022 1:21 PM  
**To:** Undisclosed Recipients  
**Subject:** Mini-documentary to focus on Pure Water Soquel project - WaterWorld 9/20/22

### **Mini-documentary to focus on Pure Water Soquel project**

WaterWorld 9/20/22

Produced by BBC StoryWorks as part of a series of films on water management, the mini-documentary profile the story of Soquel Creek Water District's groundwater replenishment and water recycling project.

An upcoming mini-documentary will focus on Soquel Creek Water District's advanced water purification project.

The film was produced for the District by BBC StoryWorks and focuses on the Pure Water Soquel project. It is part of a human-centric film series presented by the International Water Association called "Beneath the Surface: The Journey of Water." The series includes short films that profile the innovations and innovators advancing water sustainability.

The complete series, which initially launched at the International Water Association Conference in Denmark, includes 16 unique stories from around the world. The Pure Water Soquel film is one of only two in the series from the United States with others from around the world representing Spain, Uganda, Brazil, Scotland, Sweden, Portugal, and more.

Each film has a unique launch date to coincide with worldwide promotion from BBC StoryWorks. Pure Water Soquel's film will be officially released online on Thursday, September 22 – the first of the series to have its international introduction. The [Pure Water Soquel film](#) and the entire series can be [viewed online for free](#).

The mini-documentary tells a story of the severe drinking water challenges faced in the California mid-coast region, and how the District, its community, and neighboring partners determined that replenishing groundwater with advanced purified recycled water was the most productive path toward a sustainable water supply.

Filming and production for the Pure Water Soquel footage began in March 2022, and includes interviews with Melanie Mow Schumacher, Pure Water Soquel's Program Director; Cindy Wallis-Lage, Black and Veatch's Executive Director for Sustainability and Resilience; and Bridget Hoover, the Water Quality Protection Program Director for the Monterey Bay National Marine Sanctuary.

"We're pleased to bring this short film to the community that we serve, and others who are interested in how our small District came to the forefront of utilizing advanced purified water," said Tom LaHue, president of the Soquel Creek Water District Board of Directors. "It's our hope that people will gain a further understanding of how important Pure Water Soquel is to a sustainable water future and combating further seawater intrusion."

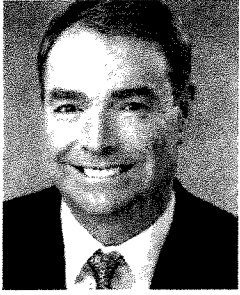
Link: <https://www.waterworld.com/wastewater/reuse-recycling/press-release/14283043/minidocumentary-to-focus-on-pure-water-soquel-project>

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**News Update**



## Supervisor's Corner



• Damon Connolly, District 1 Supervisor,  
415-473-7331,  
[DConnolly@marincounty.org](mailto:DConnolly@marincounty.org),  
<http://tinyurl.com/DamonC>

### **Take Climate Action and Electrify Your Home**

We must address the climate crisis, make important changes and shape a path forward for a cleaner future for all.

Ensuring new and remodeled homes use electric appliances is an important part of the strategy. Through the Climate Action Plan Subcommittee, we are working on an ordinance specifying energy efficiency measures for renovations and new buildings. The ordinance would allow the County to exceed state minimum standards. The goal is to adopt uniform building codes countywide that are consistent across all jurisdictions. The ordinance is expected to come before the Board of Supervisors in October or November of this year for consideration. If you're ready to make the switch, Electrify Marin can help you go electric. Go online to [marincounty.org/electrify](http://marincounty.org/electrify) and see if you qualify for a rebate.

### **First County Economic Strategic Plan Adopted**

Supervisor Arnold and I have been working to address the health and economic impacts of COVID through the Marin Economic Recovery Task Force. Last year, we secured a \$130,820 federal grant to support a strategic planning process that promotes a healthy green economy with opportunities for everyone. I'm excited to share that the County has approved its first Economic Vitality Strategic Plan.

The plan highlights our countywide goals, dovetails into existing strategic efforts, and provides a competitive advantage to the County and community partners seeking future grant applications. We focused on five key flagship initiatives: 1) expanding and integrating Marin's workforce infrastructure, 2) catalyzing growth of Marin's entrepreneurial ecosystem, 3) accelerating growth of climate solutions and enabling enterprises, 4) increasing pathways to economic mobility for Marin Residents, and 5) Formalize Countywide economic development activities. The County has set aside \$600,000 to support these efforts.

### **Flood Protection Designs to be Considered**

We secured a contract with Stuber Stroeh to develop engineering designs for the Santa Venetia Levee Upgrade Project. The design work is underway, and we are planning on holding a community meeting to review the designs before finalizing them in November.

We plan to utilize the existing FEMA grant to support the design, environmental compliance, and outreach efforts. Staff will continue to work to secure voluntary easements and pursue additional funding, both through FEMA and other viable options.

### **China Camp Road Feasibility Study**

We are moving forward with identifying long term solutions to flooding along low-lying segments of China Camp Road. The roadway runs along sensitive marshlands, serves as a crucial evacuation route and provides access to thousands of people each year seeking to enjoy the natural and recreational benefits China Camp provides. In partnership with State Parks and the National Estuarine Research Reserve, the County plans on starting a feasibility study to inform the possible solutions for the roadway. Once the engineering needs are understood we can begin reaching out to the community to gather input on the possible alternatives.

*Continued from Page 2...*

"They are both electronic emergency notification systems, but each system serves a different purpose.

### **When do we use Alert Marin?**

- When ACTION is needed at a SPECIFIC ADDRESS or NEIGHBORHOOD
- The actions are generally evacuation or shelter in place
- Imminent flooding, wildfires, and evacuations with life safety implications
- During-event information about evacuation routes, shelters, transportation
- Other public safety incidents where lives may be at risk

### **When do we use Nixle?**

- When INFORMATION is needed in a ZIP CODE
- Road closures, general updates, issues affecting larger areas
- Post-disaster information about shelters, transportation, or supplies
- Police activity and general public safety information"

## **Buck's Landing Park Update**

• Craig Richardson, Senior Open Space Planner, Marin County Parks, 415-473-7057, [crrichardson@marincounty.org](mailto:crrichardson@marincounty.org)

On July 12, 2022, the Marin County Board of Supervisors entered into a purchase and sale agreement to buy the Smith property at Buck's Landing. This will be the second and final phase of acquisition for the park site. Upon successfully closing escrow, the County would add the 7.27-acre property to its 32-acre Buck's Landing Park, which the County acquired in 2020. Acquisition of the Smith property will allow Marin County Parks greater flexibility to manage the larger property for public access to the bay, protect natural habitat, and provide recreational opportunities. The purchase price is \$1,850,000, with funds coming from Parks' Measure A tax revenues that are earmarked for land acquisitions.



## **From the Las Gallinas Valley Sanitary District**

• Dale McDonald, Administrative Services Manager,  
[dmcDonald@lgsd.org](mailto:dmcDonald@lgsd.org)



Looking to repair or replace your sewer lateral but concerned about the cost? The Las Gallinas Valley Sanitary District (LGVSD) has a

Sewer Lateral Assistance Program that provides funding with low interest rates to lessen the burden homeowners face when a sewer lateral needs repair or replacement. Customers can apply to borrow up to \$10,000 to finance the work with 10 years to pay back the money at a 2% interest rate.

The LGVSD also has a new Low-Income Sewer Rate Assistance Program. This program was developed to help low-income customers by providing a 10% reduction for qualifying residential ratepayers. If you are enrolled in the PG&E Care Program and own your home, you most likely qualify.

Visit the website at [www.lgsd.org](http://www.lgsd.org) or call 415-472-1734 for more information.

EDITOR'S NOTE: After a four-month recruitment process, **Curtis Paxton** was selected as the Las Gallinas Valley Sanitary District's (LGVSD) new General Manager. The LGVSD Board of Directors is pleased to announce that Mr. Paxton, a resident of Napa, began his new position with the District on August 8. To read the entire News Release, visit <https://tinyurl.com/2p9xz3ej>

## Second Saturday Medians

• Nanni Wurl, 415-472-3269

In July, we worked on the longest median again. Working were **Carolyn Byrne, Wayne Lechner, Dave Knopf** (who took weeds and clippings), **Mandie McCabe**, and **Carl & Helen Sitchler**. We did a pretty good, over-all job, but it needs some finetuning so we will return in August. Some of the plants do not look very good but that's "life in the fast lane." Somebody had a fatal attraction and hit it – our last two medians have many fatal encounters :- ( People drive too fast or maybe are intoxicated on their way through the neighborhood.



Our workday in August was the longest median again. **Carolyn Byrne** picked up a lot of trash including a dirty diaper. This is too gross for words, and it will stop us from working on the medians at one point. **Wayne Lechner** spent a lot of time trying to find a fix for irrigation. This median has no manual hook-ups. It gets hit a lot. **Carl & Helen Sitchler** did pruning and **Mandie McCabe** was unable to work but still bought our lunch. We appreciated her kindness very much. We all look forward to getting a sandwich from **Rocky's Quality Meats** after we are finished with our work.

We would like to thank **Joel Yau** for loaning us his green can again. In his way, his dedication to this ill-fated median is as strong as ours.

Wayne and I are watering the Medians from Meadow to the Convalescent Home. The Median right in front of the Convalescent Home gets no water. It reminds me of myself, just plodding on. The survival of the determined ones.

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S-S Dinner  
4-9pm  
Tu-F Lunch  
11:30am-2pm  
Dinner 5-9pm  
Closed Monday

### SVNA Community Meetings

September 28 and October 25 at 7pm



## McInnis Marsh Update – Learn More at the October SVNA Community Meeting

• Veronica Pearson, Sr. Ecological Restoration Planner, Marin County Parks, [vpearson@marincounty.org](mailto:vpearson@marincounty.org), 415-473-5086

The County of Marin continues to work on identifying locations for placement of dredge sediment from Gallinas Creek and improving wetlands at McInnis Marsh. Since the SVNA meeting on April 26, Marin County staff have held internal calls with both our design team, the **Las Gallinas Valley Sanitary District** staff, and a subcommittee of the LGVSD Board. The goal is to utilize previous work to advance the beneficial reuse of dredge sediments, wetland restoration, and planning for sea level rise. On May 18, County staff meet with the **Bay Restoration Regulatory Integration Team (BRRIT)** to present potential methods and locations for dredge sediment placement. The County is currently performing additional wetland mapping in response to questions raised by the BRRIT. Concurrently, Parks is working on advancing a design to open up the southern end of McInnis Marsh to tidal action on lands owned and managed by the County. At the October SVNA meeting, **Veronica Pearson**, Sr. Ecological Restoration Planner with Marin County Parks, will provide an update on restoration efforts led by Marin County Parks as well as recent meetings with the County and LGVSD.

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Laurie Steese RN CMT

415-491-4914 [lsteese@gmail.com](mailto:lsteese@gmail.com)



71 San Pablo Ave.  
San Rafael, CA 94903

(415) 472-3230

Monday-Saturday  
6:00am - 9:00pm

Sunday 7:00am - 8:00pm

# Missing our Friends and Neighbors ~ ~ ~ ~ ~

## Norma Novy – (12/16/43 – 8/22/22)

Linda Levey (with help from Linda Novy)



We lost the magnificent **Norma Novy** in August of 2022. She was quite a woman and I know I speak for us all when I say this is a huge loss for the neighborhood, her family, and her family of friends.

Norma was well-loved in Santa Venetia, and an integral part of the neighborhood. She started with the newsletter in 2003 and joined the Board in 2009. She volunteered on many Committees (including Land Use, Social,

Neighborhood Watch, and more) and she always stepped up when needed with postcards, flyers, signs, or a big smile. She served as our SVNA President for many years as well, until she moved to Oregon in 2016. Even then, she continued to produce our newsletter and helped with other artwork and projects as requested – she always said YES! Norma was a creative entrepreneur and seemed to have a million different and fun ideas. She was an artiste extraordinaire, with a fantastic eye for design. She utilized that perspective in how she renovated her garden which was bursting with flowers, vegetables, and fruit trees. And, as a Master Gardener, Norma shared her knowledge and bounty with the neighborhood. Norma was also an intuitive psychic helping those who needed support. And, finally, Norma was an incredible belly dancer, and her joy when dancing was contagious. She was so much more than what she did, it was the joy she brought to everything that was her true essence.



My sympathies go out to her sister, **Linda Novy**, and her entire family, her many Santa Venetia and Marin friends, and her new friends in Oregon – everyone who knew Norma, loved Norma. She will be missed.

There will be 2 memorials for Norma, one in Marin and one in Medford, dates to be announced in a forthcoming obituary in the Independent Journal.

You can read more about Norma and her Sister in this IJ article: <https://tinyurl.com/y3zacxxk> and in the May 2013 SVNA Newsletter where she was highlighted as a Notable Neighbor: <https://tinyurl.com/27496raz> (see page 5).

## Pam Greenfield – (3/12/51 – 9/17/22)



We just lost Pam and didn't want to let this newsletter go out without acknowledging **Russ Greenfield** and his family's loss, and our loss. A Celebration of Life will be held at McNear's Beach on October 16, 2022 at 12pm-3pm. We'll have an article and more information in the next newsletter.

## Janet Lopez – 10/10/42 – 8/20/22

• Jodi Lopez

**Jan Lopez**, a long-time resident of Santa Venetia, passed away peacefully, surrounded by her loving family, on August 20, 2022, in San Rafael, CA, at the age of 79.

Born on October 10, 1942, in Chicago, IL, Jan attended St. Mary's high school and then nursing school at St. Francis Hospital School of Nursing. She worked at the hospital in the Labor and Delivery department, which she described as the best job ever.



She moved from Chicago to San Francisco in 1964 and began working at St. Mary's Hospital, continuing her career in Labor and Delivery. She took a brief break from nursing in 1967 to travel to Europe with her best friend of 60 years and fellow Santa Venetia resident, **Carol Bellerio**. In 1968 she met the love of her life, **Michael Lopez**. They married in 1969 and lived in Cow Hollow before moving to their home on Birch Way with their two children, **Michael** and **Jodi**, in 1974. In 1985, the family moved to Northridge, where they made many life-long friends.

To know Jan was to love her. Those who knew her best have described her as beautiful, funny, brave, caring, giving, smart and fun to be around. She was a soulmate, a best friend, a loving mother, and a fierce friend who will be missed by all who knew her.

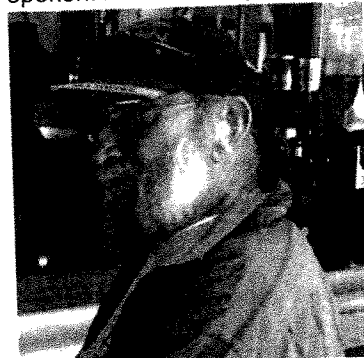
A celebration of Jan's life will be held on Saturday, November 5th, at 11am, at St. Vincent's, 1 St. Vincent's Drive, San Rafael.

To read more about Jan, visit the IJ: <https://tinyurl.com/2y5ns3ps>

## Zacharias Nicholson – (6/27/48 – 8/17/22)

• Maritza Dannecker

It is with great sadness that we announce the passing of Santa Venetia resident, **Zach Nicholson**. Many may remember Zach holding court daily seated at the center of the **Chalet Basque** bar. Those of you who knew him well, knew that while often quiet, he had a wonderful sense of humor. He was honest, thoughtful, compassionate, reliable, trustworthy, and plain spoken. And he always laughed loudest at his own jokes.



Zach was born on June 27, 1948, grew up on the Peninsula, served in the Marines during the Vietnam war, and resided in Santa Venetia for many years. He loved the ladies, music, road trips, watching Jeopardy, taking charge of the tv remote, spending time with friends, and Budweiser!

Zach is survived by his former wives, daughter, son, sister, and grandchildren. One of Zach's favorite sayings was, "I wanted to be a lawyer, but my mom wanted me to be a roofer." Zach retired as a roofer. Cheers to Zach, may he be at peace. Now "Shut that door!"