



101 Lucas Valley Road, Suite 300
San Rafael, CA 94903
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MANAGEMENT TEAM
Interim General Manager, Chris DeGabriele
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

February 3, 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 February 3, 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 the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, February 2, 2022. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at: <https://us02web.zoom.us/j/81768632735>

OR

By teleconference at: +16699009128 Meeting ID: 817 6863 2735

**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

1A. 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.

CLOSED SESSION:

4:05 PM

2A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: One case.

OPEN SESSION:

4:30 PM

1. PUBLIC COMMENT

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

4:35 PM

2. CONSENT CALENDAR:

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

- A. Approve the Board Minutes January 6 and January 18, 2022
- B. Approve the Warrant List for February 3, 2022

Possible expenditure of funds: Yes, Item B.

Staff recommendation: Adopt Consent Calendar – Items A and B.

4:40 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. Interim General Manager’s Report – Verbal
- 2. Annual Budget Development Timeline for FY 2022/23 - Written
- 3. Department Reports – Operations - Written

- 5:15 PM** **4. APPROVE ARCSINE CONTRACT AMENDMENT 2 FOR ADDITIONAL SCADA CONSTRUCTION SUPPORT FOR THE SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION PROJECT**
Board to review the contract amendment 2 for SCADA support for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project.
- 5:25 PM** **5. UPDATE TO COVID-19 PREVENTION PROGRAM**
Staff to report on recent changes to the District's COVID-19 Prevention Program including the incorporation of revised Cal/OSHA Emergency Temporary Standards around isolation and quarantine.
- 6:00 PM** **6. 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 Board Secretary before the meeting.
- 6:05 PM** **7. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, 2022 Operations Control Center Ad Hoc Committee, Other Reports
 2. FORD
 - a. NBWRA, Gallinas Watershed Council, Marin Special Districts Association, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 Human Resources Committee, 2022 Ad Hoc CSA 18 Ad Hoc Review committee, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, 2022 GM Recruitment Ad Hoc Committee, Other Reports
 4. SCHRIEBMAN
 - a. JPA Local Task Force, 2022 Legal Services Ad Hoc committee, 2022 Biosolids Ad Hoc Committee, 2022 Human Resources Ad Hoc committee, Other Reports
 5. YEZMAN
 - a. Flood Zone 7, CSRMA, 2022 Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2022 Legal Services Ad Hoc Committee, 2022 GM Recruitment Ad Hoc Committee, Marin Special Districts, 2022 Biosolids Ad Hoc committee, 2022 Ad Hoc CSA 18 Ad Hoc Review committee, Other Reports
- 6:15 PM** **8. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal

C. Recent Board Agenda Item Requests

- i. ACTION – Public Use of Reclamation – requested 1/6/22
- ii. ACTION – Invasive Species Removal in Reclamation – requested 1/6/22
- iii. ACTION – Low Income Discounts on Sewer Charges – requested 1/6/22
- iv. ACTION – Parliamentary Procedures – requested 1/18/22
- v. ACTION – Grant Funding Opportunities – requested 1/18/22
- vi. ACTION – District Secretary and Admin/Financial Specialist Compensation Review – requested 1/18/22
- vii. ACTION – Board Policy to address off-topic statements requested 1/18/22

6:35 PM 9. VARIOUS INDUSTRY RELATED ARTICLES

6:40 PM 10. ADJOURNMENT

FUTURE BOARD MEETING DATES: FEBRUARY 17 AND MARCH 3, 2022

AGENDA APPROVED:	Judy Schriebman, Board 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 January 31, 2022, 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held February 3, 2022, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: January 27, 2022


 Teresa L. Lerch
 District Secretary

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

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

AGENDA ITEM 1A

2/3/2022

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.

AGENDA ITEM 2A

2/3/2022

CLOSED SESSION

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

AGENDA ITEM 1

2/3/2022

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 JANUARY 6, 2022

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON JANUARY 6, 2022 AT 4:04 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

BOARD MEMBERS PRESENT: M. Clark, C. Murray, J. Schriebman and C. Yezman

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer

OTHERS PRESENT: Patrick Richardson, District Counsel, Ron Ford

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

1. PUBLIC COMMENT: None.

Richardson requested to add an item to the agenda pursuant to Government Code Section 54954.2(b)(2) for the appointment of a Board Member to the vacant Board position.

ACTION:

Board approved (M/S Schriebman/Murray 4-0-0-0) adding item 1A to the agenda pursuant to Government Code Section 54954.2(b)(2) for the appointment of a Board Member to fill the vacant Board position.

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

1A. APPOINTMENT OF NEW BOARD MEMBER:

Richardson directed Lerch to administer the oath of office to Ron Ford, who was appointed by the Board on January 4, 2022 to fill the LGVSD Board vacancy. Ford was officially sworn in as a District Board Member and was seated.

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON JANUARY 6, 2022 , AT 4:10 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left at 4:10 pm.
McDonald left at 4:20 pm

CLOSED SESSION:

PUBLIC EMPLOYMENT - INTERIM GENERAL MANAGER: pursuant to subdivision (b)(1) of Government Code Section 54957.

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of Government Code § 54956.9: Two potential cases.

ADJOURNMENT:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on January 6, 2022 at 4:53 pm.

BOARD MEMBERS PRESENT: M. Clark , R. Ford, C. Murray, J. Schriebman, C. Yezman

STAFF PRESENT: Dale McDonald, District Treasurer; Teresa Lerch, District Secretary; Mike Cortez, District Engineer

OTHERS PRESENT: Pat Richardson and Dave Byers, District Counsel; Tim Holmes, Kenwood Energy

PUBLIC COMMENT: A letter from the public was read to the Board.

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

2. BOARD ELECTIONS – PRESIDENT, VICE PRESIDENT, TREASURER , DISTRICT ENGINEER AND SECRETARY

Board discussed electing a President, Vice President, Treasurer and Secretary. Last Year it was Schriebman’s turn to be President, but Schriebman requested that she preferred to be a director instead of President and requested that Yezman become President and Clark become Vice President (next in rotation). For 2022, the rotation would be Schriebman as President and Yezman as Vice President.

ACTION:

Board nominated and approved (M/S Clark/Ford 5-0-0-0) Judy Schriebman to serve as President for 2022.

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

Board nominated and approved (M/S Schriebman/Clark 5-0-0-0) Crystal Yezman to serve as Vice-President.

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

Board nominated and approved (M/S Yezman/Ford 5-0-0-0) staff members Dale McDonald to serve at District Treasurer, Teri Lerch to serve as District Secretary and Mike Cortez to serve as District Engineer.

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

Yezman turned the meeting over to President Schriebman.

3. 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 December 2, 2021
- B. Approve the Warrant List for January 6, 2021
- C. Approve Order of the Board that Publication of Ordinance 188 has occurred
- D. Approve Annual Statement of Investment Policy Review
- E. Approve Annual Capital Facilities Charges Accounting and Reporting

Item D was discussed.

ACTION:

Board approved (M/S Ford/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.

4. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- 1. Acting General Manager's Report – McDonald reported.
- 2. District Correspondence - Discussion ensued.
- 3. Annual Expenditure Report for Board and Staff – McDonald reported.

5. SOLAR PHOTOVOLTAIC SYSTEM UPGRADE

The Board and staff discussed the proposed Solar Photovoltaic system upgrade. Tim Holmes from Kenwood Energy gave a presentation and answered questions from the Board. Discussion ensued.

ACTION:

Board approved (M/S Ford/Murray 5-0-0-0) staff recommendations to pursue a path for a Power Purchase Agreement (PPA) and come back to the board with the PPA information.

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

6. CREATE HUMAN RESOURCES AD HOC COMMITTEE

Board discussed creating a Human Resources Ad Hoc Committee.

ACTION:

Board President Schriebman created a Human Resources Ad Hoc Committee consisting of Directors Ford and Schriebman. Ford will be chair.

7. NOTICE OF REVIEW FROM MARIN LAFCO FOR THE REORGANIZATION OF CSA 18

Board reviewed and commented on the reorganization of County Services Area 18. Two members of the public spoke to the Board. Discussion ensued.

ACTION:

Board approved (M/S Clark/Ford 5-0-0-0) requesting acting General Manager McDonald draft a response to LAFCo based on comments from the Board and the public. President Schriebman created an CSA 18 Review Ad Hoc committee consisting of Directors Ford and Yezman. Ford is chair. The Ad hoc committee will review McDonald's response before it is sent to LAFCo. The Ad Hoc Committee will end after the CSA 18 response review is completed.

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

8. BOARD PRESIDENT APPOINTMENTS FOR 2022

Discussion ensued.

ACTION:

Board approved (M/S Ford/Schriebman 5-0-0-0) the committee assignments updated below:

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

Committee	Chair/ Associate Member	Alternate Member
NBWA Board Committee	Clark	Schriebman
NBWA Tech Advisory Committee	Open	Open
NBWA Conference Committee	Clark	
NBWRA	Ford	Clark
JPA Local Task Force**	Schriebman	
Gallinas Watershed Council	Ford	Schriebman
Marin LAFCO**	Murray	
CASA Energy Committee	Murray	
Marin Special Districts Association	Yezman/Ford	
CSRMA	Yezman	
Flood Zone 7	Yezman	Ford
2022 Engineering Ad Hoc Committee regarding the Secondary Treatment Plant Upgrade	Ford/Yezman	
2022 Operations Control Center Ad Hoc Committee	Clark/Ford	
2022 Legal Services Ad Hoc Committee	Yezman/Schriebman	
2022 GM Recruitment Ad Hoc Committee	Yezman/Murray	
2022 Biosolids Ad Hoc Committee	Yezman/Schriebman	
2022 HR Ad Hoc Committee	Ford/Schriebman	
2022 CSA 18 Review Ad Hoc Committee	Ford/Yezman	

**Appointments made by JPA Local Task Force and Marin LAFCO not LGVSD.

9. PUBLIC COMMENT:

None

10. BOARD MEMBER REPORTS – TABLED UNTIL NEXT MEETING.

Yezman reported on the 2021 GM Recruitment Ad Hoc committee.

11. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – none.
- B. Board Agenda Item Requests- Clark requested low-income discounts on Sewer Charges and Ford requested invasive species/weed abatement in Reclamation and Mountain Bikers in Reclamation be on a future agenda.

C. Board Secretary Lerch reminded the Board of the upcoming meetings:

January 20, 2022 4 PM Regular Board Meeting

February 3, 2022 4 PM Regular Board Meeting

Engineering asked for a Board meeting workshop regarding the Operation Control Center. The Board was polled and January 18 at 1 pm was selected by consensus. Liebert Cassidy Whitmore will do Harassment Training for the Board on February 10 at 10 am. The Directors confirmed that they were available for this training.

12. MISCELLANEOUS DISTRICT CORRESPONDENCE:

Discussion ensued.

13. ADJOURNMENT:

ACTION: Director Clark made a motion to adjourn in honor of the U.S. Capital Police Officers on January 6, 2021. Ford seconded Clark's original motion. Murray made a friendly amendment to also recognize Ashli Babbitt, the only person that died that day. The friendly amendment was not seconded. Board approved (M/S Clark/Ford 4-0-0-0) the original motion and adjournment of the meeting at 7:40 p.m.

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

The next Board Meeting is scheduled for January 20, 2022, 4 PM by Zoom Meeting at the District Office.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Crystal J. Yezman, Board Vice-President
SEAL

MEETING MINUTES OF JANUARY 18, 2022

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON JANUARY 18, 2022 AT 1:03 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, CALIFORNIA.

BOARD MEMBERS PRESENT: M. Clark (arrived at 1:06 pm), R. Ford., C. Murray, J Schriebman and C. Yezman

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Teresa Lerch, Board Secretary, Dale McDonald, District Treasurer, Mike Cortez, District Engineer; Irene Huang, Associate Engineer;

OTHERS PRESENT: Patrick Richardson, District Counsel; Fani Hansen, DHA

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

1. PUBLIC COMMENT: None

2. OPERATIONS CONTROL CENTER WORKSHOP

Fani Hansen from Danadjieva Hansen Architects (DHA) presented information on the optional features of the Operations Control Center. Discussion ensued. District Engineering received direction from the Board regarding the following items:

1. Recycled Water Feature
2. Planting Irrigation System
3. Signage
4. Multi-Media Support
5. Energy Modeling
6. Leadership in Energy and Environmental Design (LEED) Certification

3. ADJOURNMENT:

ACTION:

Board approved (M/S Murray/Ford 5-0-0-0) the adjournment of the meeting at 2:57 PM

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

The next Board Meeting is scheduled January 20, 2022 4:00 PM at the District office and by Zoom meeting.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Crystal J. Yezman, Board Vice-President

SEAL

Las Gallinas Valley Sanitation District
Warrant List 2/03/2022 DRAFT

Agenda Item 2B
Date February 3, 2022

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	2/3/2022	EFT1	ADP Payroll	126,274.37		126,274.37	01/28/2022 Payroll & Processing Charges
2	2/3/2022	N/A	All Star Rents	342.21		342.21	Rental of Towable Boom, Propane for Rental
3	2/3/2022	N/A	Aqua Engineering	23,608.96		23,608.96	STPURWE - Engineering and Design Services- November
4	2/3/2022	N/A	Aramark Uniform Services	270.85		270.85	Uniform Laundry Service week of 1/17
5	2/3/2022	N/A	AT&T	731.72		731.72	Phone Lines @ Pump Stations- 1/7-2/6
6	2/3/2022	EFT2	Bank of Marin	47,335.64		47,335.64	Recycled Water Loan Payment- February
7	2/3/2022	ACH	Brown and Cadwell	451.44		451.44	Biogas Utilization Feasibility Study- Oct - Dec
8	2/3/2022	EFT	CalPERS 457 Plan	6,979.46		6,979.46	EE's Deferred Comp Plan -Paydate 1/28/2022
9	2/3/2022	EFT	CalPERS Health	38,154.84		38,154.84	CalPERS Health- Active & Employer Retiree Share -February
10	2/3/2022	EFT	CalPERS Retirement	20,996.53		20,996.53	EE & ER Payment to Retirement- Paydate 1/28/2022
11	2/3/2022	ACH	Central Marin Sanitation Agency	2,528.12		2,528.12	Inspection of FOG Program
12	2/3/2022	N/A	Comet Building Maintenance	1,620.00		1,620.00	Janitorial Services and Supplies- Dec
13	2/3/2022	EFT	Direct Dental	1,156.40		1,156.40	Employee Dental
14	2/3/2022	N/A	Flo-Line Technology	1,198.60		1,198.60	Valve Seat
15	2/3/2022	ACH	Gopher-It Trenchless	10,000.00		10,000.00	Sewer Lateral Assistance Program- 459 Hibiscus Way
16	2/3/2022	N/A	Government Finance Officers Association	160.00		160.00	Annual Membership
17	2/3/2022	ACH	Grainger	162.81		162.81	Misc. Supplies for Plant
18	2/3/2022	N/A	JDB Systems	970.35		970.35	Gas Meter Repair at Marinwood Pump Station
19	2/3/2022	ACH	Kennedy Jenks	98,423.93		98,423.93	STPURWE- Construction Management and Inspection Services - December
20	2/3/2022	ACH	Kennedy Jenks	1,812.20		1,812.20	Alternative Funding and Grant Consulting Services- December
21	2/3/2022	N/A	Liebert Cassidy Whitmore	468.00		468.00	Legal Services- December
22	2/3/2022	N/A	Marin Recycling HHW	502.20		502.20	E-Waste Recycling
23	2/3/2022	N/A	Operating Engineers Local #3	556.56		556.56	Union Dues for Paydate 1/28/2022
24	2/3/2022	ACH	Orion Protection Services	318.50		318.50	Patrol Services for 300 Smith Ranch Rd.
25	2/3/2022	N/A	P2S	6,766.75		6,766.75	Arc Flash Hazard Analysis- 12/15-1/15
26	2/3/2022	ACH	Polydyne	3,771.14		3,771.14	Purchase of Clarifloc
27	2/3/2022	ACH	Regional Government Services	3,159.00		3,159.00	Financial Services through December
28	2/3/2022	N/A	Shape Incorporated	13,691.76		13,691.76	Pump Repair/Rebuild- Parts & Labor
29	2/3/2022	EFT	Sunlife Financial	3,630.55		3,630.55	EE's AD&D, Disability and Life Insurance-Feb 2022

Las Gallinas Valley Sanitation District Warrant List 2/03/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	2/3/2022	N/A	T&T Valve	2,683.98		2,683.98	Flanged Globe Valves
31	2/3/2022	EFT	United Site Services	531.80		531.80	Porta Potties for Water Stopages - Jan/Feb
32	2/3/2022	EFT	Vision Service Plan	455.49		455.49	EE Vision for February
33	2/3/2022	EFT	Water Components & Building Supply	260.52		260.52	Fire Hose
34	2/3/2022	EFT	WEX Health	21.77		21.77	Employee FSA Payment

Do not change any formulas below this line.

TOTAL \$ 419,996.45 \$ - \$ 419,996.45

EFT1	EFT1 = Payroll (Amount Required)	126,274.37	126,274.37	Approval: <table border="1"><tr><td> </td></tr><tr><td>Finance</td></tr><tr><td> </td></tr><tr><td>GM</td></tr><tr><td> </td></tr><tr><td>Board</td></tr></table>		Finance		GM		Board
Finance										
GM										
Board										
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64							
PC	Petty Cash Checking	0.00	0.00							
>1	Checks (Operating Account)	0.00	0.00							
N/A	Checks - Not issued	53,571.94	53,571.94							
EFT	EFT = Vendor initiated "pulls" from LGVSD	72,187.36	72,187.36							
ACH	ACH = LGVSD initiated "push" to Vendor	120,627.14	120,627.14							
	Total	<u>\$ 419,996.45</u>	<u>\$ 419,996.45</u>							

Difference: \$ -

STPURWE Costs 122,032.89

2/3/2022

Interim General Manager Report

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



Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
 (415) 526-1519 dmcDonald@lgvSD.org
Meeting Date: February 3, 2022
Re: Annual Budget Development Timeline for FY 2022/23
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board to receive the annual budget development and adoption timeline.

BACKGROUND:

Attached is the tentative budget calendar for the 2022/23 Fiscal Year (FY). This calendar indicates that the budget will be brought to the Board for approval on June 16, 2022.

A Sewer Service Charge study was completed by HDR in 2021 and was used to develop proportional and cost-based sewer service rates for two fiscal years, FY 2021/22 and FY 2022/23. Notices were mailed to all property owners (Prop 218 Notice) on the sewer rate increase. A hearing was held on June 17, 2021 and the rate increases were adopted. The second-year sewer service charge increase of 9%, equivalent to \$95 per sewer service unit, will be used in developing the preliminary budget. During the budget process the Board can determine whether the increase is still warranted or if a lower increase would suffice.

The attached Budget Calendar and Timeline includes dates for drafting and mailing a Prop 218 Notice if it is determined that a sewer service charge increase of more than 9% is required to balance the budget in FY 2022/23.

Adoption of the budget and, if needed any rate increases, will be completed before deadline of June 30, 2022.

PREVIOUS BOARD ACTION: Board approved Ordinance No. 187 settings the sewer service charge for each service unit for FY 2022/23 at \$1,122.

ENVIRONMENTAL REVIEW: N/A

FISCAL IMPACT: None



Budget Calendar and Timeline for the Adoption of the 2022-2023 Budget

Date	Task
February 8, 2022	Budget Kickoff Meeting / CIP Discussion with Managers
February 15, 2022	Preliminary CIP Budget Review with Managers (O&M and CIP)
March 3, 2021	Mid Year Budget Review FY 21/22 and Forecast EOY w/ Board
March 15, 2022	Budget Revision to Managers for Review
March 17, 2022	Draft 218 Notice for Sewer Rate Increase to Board <i>(if needed)</i>
Early April	Prepare Preliminary Non-Residential Commercial Sewer Rate Calculations ⁽¹⁾
April 7, 2022	Board Meeting to Set Budget and Sewer Service Charge Public Hearings Dates <ul style="list-style-type: none"> * Resolution Fixing Time and Place for Budget Hearing * Resolution Fixing Time and Place on Sewer Service Charges <i>(if needed)</i> * Approve 218 Notice <i>(if needed)</i>
April 19, 2022	Budget Workshop with the Board - Prelim Budget - <i>Special Meeting</i>
April 25, 2022	218 Notices Mailed to Property Owners <i>(if needed)</i> ⁽²⁾
May 9, 2022	Update Proposed Budget w/ Employee Costs CPI Data
May 19, 2022	Review Proposed Budget w/ Board and Approve Rate Increase <i>(if needed)</i>
May 26, 2022	Publication of Legal ad No. 1 for Budget and Sewer Rates Public Hearings
June 9, 2022	Publication of Legal ad No. 2 for Budget and Sewer Rates Public Hearings
June 16, 2022	Budget and Sewer Service Charge Hearings and Adoption at Regular Board Meeting <ul style="list-style-type: none"> * Resolutions Certifying Legal Notice Has Been Given * Public Hearing for Sewer Service Charge <i>(if needed)</i> * Public Hearing for the Budget * Resolution Confirming the Annual Sewer Service Charge and Supplemental Charges * Resolution Fixing and Approving the Budget * Resolution Providing for the Collection of Sewer Service Charges on the Tax Roll * Resolution Determining the Appropriation of Tax Proceeds * Adopt Pay Scale of Wages effective July 1, 2022

(1) Timing dependent on MMWD providing the data. Request after April 1.

(2) Minimum time is 45 days in advance of public hearing date of June 16. The deadline for mailing would be May 2.

CRITICAL PROCESS

- Treatment plant effluent was directed to the Reclamation Storage Ponds for the months of September and October, except for two days to accommodate extreme influent flows after the October 24th storm event. On Nov. 9, 2021, the treatment plant began discharge to Miller Creek for the winter season.
- Staff assisted in coordination of, and modified operations to accommodate 12 service outage requests (SOR) by the General Contractor for the STPURWE project.
- All four Bio-Wheel aeration trains were in operation providing adequate dissolved oxygen to the secondary treatment process September through December
- A 3 mgd capacity pumping system was installed at primary clarifiers 2 and 3 in December to provide additional primary treatment during the discharge season.
- Primary Clarifier 2 bypass diversion structure effluent line's inflatable plug was removed in November to provide additional secondary bypass flow capacity during storm events.
- Treatment plant chemical analyzer sample pump pressure transmitters, not provisioned for in the STPURWE project, were installed as a change order.
- The treatment plant's 50% chlorinated/50% dechlorinated sample flow system utilized by the de-chlorination process analyzer proved inaccurate and unreliable with the installed flow control valves. An improved sample flow system was designed and constructed by staff to replace the installed equipment in December.
- The large fan pump, used for boosting effluent flow to Miller Creek during storm events, was sent in for overhaul after finding that it was inoperative in November.
- Nov. 15, 2021, The SF Bay Regional Water Quality Control Board Case Manager, William Burrell, was onsite for a tour of the new secondary treatment process. The Oct. 24, 2021, storm event was also discussed.

NON-CRITICAL PROCESS

- Staff continued to work with the STPURWE project team to resolve deficiencies found with the new bypass control structure, chemical monitoring and delivery systems, sludge thickening units and the recycled water facility process control equipment.
- Microturbine service company diagnosed and repaired both units in December.
- Secondary Digester Cleaning Project was rescheduled for April 2022.
- Testing of Bio-Wheel Process dissolved oxygen delivery with 3 trains online. Test was successful with existing mixed liquor concentration. Testing with higher concentration, when new secondary clarifiers are available, will confirm specified capacity.

PERFORMANCE METRICS

Sewage Treated

- 2.94 million gallons per day average daily influent flow for September through December.

Recycled Water Production

- 12.28 million gallons of recycled water was pumped to North Marin Water District for distribution.
- 52.49 million gallons of recycled water was pumped to Marin Municipal Water District for distribution.

Reclamation

- Pond Levels Beginning of September – Pond #1 = 6.0’ - Pond #2 = 5.8’ ~ 65 % of Capacity
 Pond Levels at End of December – Pond #1 = 8.85’ - Pond #2 = 8.65’ ~ 98 % of Capacity
 31 million gallons of stored effluent applied to the irrigation pastures in report period.

Solar Power Generation

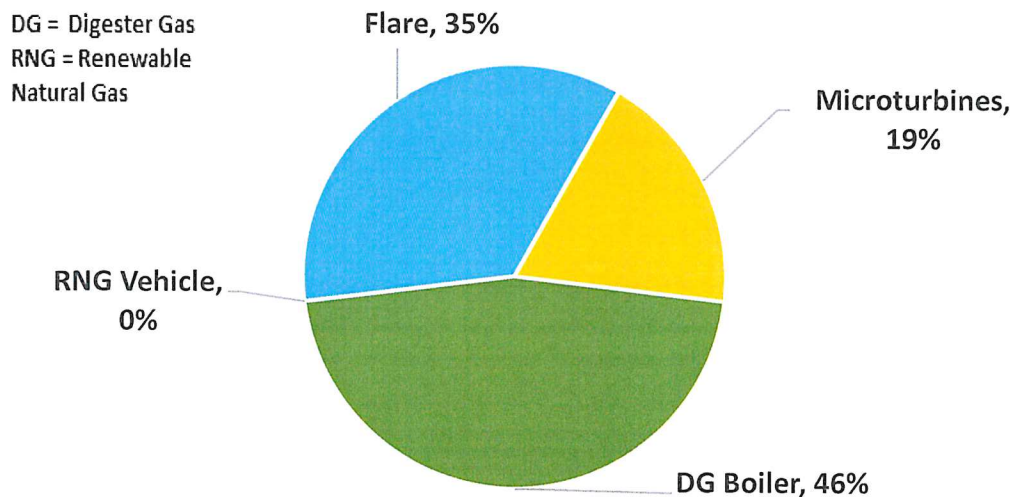
- 26,674 kWh offsetting approximately \$4,801 in PG&E/MCE electrical consumption costs using an average rate of \$0.18/kWh. Inverters A & B were shut down in Dec. for safety.

Biosolids

- 1.5 million gallons of digested sludge was removed from the sludge lagoons and applied to the dedicated land disposal site in 2021.

Biogas Utilization

- Total Digester Gas Produced – 4,855,681 scf – Microturbines at 56% uptime producing a total of 59,192 kWh, offsetting approximately \$10,654 in PG&E/MCE electrical consumption costs using an average rate of \$0.18/kWh.



NPDES PERMIT COMPLIANCE

Occurrence Date & Violation Type	Description	Corrective Action
10/24/2021 Other Effluent Violation	Enterococci Monthly 90th% limit is 110 MPN/100 mL and reported value was 2419.6 MPN/100 mL at EFF-001B (Blending).	Results from enterococcus analysis always lag sample collection by 24 hrs. In this case, the conditions that led to the violation had largely passed by the time the result was available. Although the plant was still blending on 10/25 when that day's sample was collected, that result (3.1 MPN/100 mL) indicated adequate disinfection had been restored.
10/25/2021 Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Chlorine, Total Residual Instantaneous Maximum limit is 0 mg/L and reported value was 3.24 mg/L at EFF-001.	Operators immediately took corrective action upon notification. Operators increased the SBS dose and put the system into manual control. Lab staff collected another effluent sample and confirmed a zero residual.
10/25/2021 Category 1 Pollutant (Effluent Violation for Group 1 Pollutant)	Total Suspended Solids (TSS) Maximum Daily (MDEL) limit is 20 mg/L and reported value was 72 mg/L at EFF-001B (Blending). Total Suspended Solids (TSS) Monthly Average limit is 15 mg/L and reported value was 18.3 mg/L at EFF-001B (Blending). Total Suspended Solids (TSS) Weekly Average (Mean) limit is 18 mg/L and reported value was 23.6 mg/L at EFF-001B (Blending).	The additional Effluent sample collected on 10/26-29/21 even though the plant switched back to Reclamation mode, terminating discharge to the creek on Monday, October 25, 2021.
10/25/2021 Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Copper, Total Recoverable Monthly Average limit is 8.6 ug/L and reported value was 14.4 ug/L at EFF-001B (Blending). Copper, Total Recoverable Maximum Daily (MDEL) limit is 11 ug/L and reported value was 21 ug/L at EFF-001B (Blending).	The District sent the additional Effluent sample collected on 10/26/21 to the contract lab (Caltest) for copper analysis immediately after became aware of the circumstance even though the plant switched back to Reclamation mode, terminating discharge to the creek on Monday, October 25, 2021. The Copper result for the second sample collected on 10/26/21 was 7.7 ug/l is below the maximum daily limit (11 ug/l) and the monthly average limit (8.6 ug/l).
11/30/2021 Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Cyanide, Total (as CN) Monthly Average (Mean) limit is 6.4 ug/L and reported value was 7.5 ug/L at EFF-001.	The contract laboratory (Caltest) believes that the presence of Nitrate/Nitrite in the sample may have caused interference in the analysis, therefore, the District requested that Caltest staff verify the accuracy of the original result and re-analyze the sample though respecting that the regulatory hold time has expired. The duplicate results of 8.1 ug/l and 6.3 ug/l for the re-analyzed Cyanide sample had an RPD>20%, indicating non-homogeneity of sample. Each result, however, was close to the original result of 7.5 ug/l. As a measure of prevention, staff have asked Caltest to provide immediate notification of pre-confirmed results if they approach or exceed permit limits. This should provide staff with increased opportunities for collecting additional samples before months end.
11/30/2021 Other Effluent Violation	Enterococci Monthly 90th% limit is 110 MPN/100 mL and reported value was 2419.6 MPN/100 mL at EFF-001.	On November 12, the District initiated accelerated monitoring immediately after becoming aware of the November 10 result. The accelerated monitoring results from November 12 through 30 indicated adequate disinfection had been restored.
12/22/2021 Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Chlorine, Total Residual Instantaneous Maximum limit is 0 mg/L and reported value was 0.32 mg/L at EFF-001.	Operators immediately took corrective action upon notification. Operators increased the SBS dose and put the system into manual control. Staff collected an effluent sample and confirmed a zero residual.
12/23/2021 Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Chlorine, Total Residual Instantaneous Maximum limit is 0 mg/L and reported value was 0.17 mg/L at EFF-001.	Operators immediately took corrective action upon notification. Operators increased the SBS dose and put the system into manual control. Staff collected an effluent sample and confirmed a zero residual.
12/31/2021 Other Effluent Violation	Enterococci Monthly 90th% limit is 110 MPN/100 mL and reported value was 2419.6 MPN/100 mL at EFF-001B (Blending).	As a result of several blending events in December 2021 the enterococcus results were >2419.6 MPN/100ml which, exceeded the 10 percent of all enterococcus bacteria samples in a calendar month of 110 MPN/100 ml. On December 13, the District initiated accelerated monitoring immediately after becoming aware of the December 12 result.
12/31/2021 Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Copper, Total Recoverable Maximum Daily (MDEL) limit is 11 ug/L and reported values were as follows at EFF-001B (Blending). o12/13/21 15 ug/l o12/15/21 12 ug/l o12/23/21 15 ug/l o12/24/21 15 ug/l	As a result of the very high plant influent flows that occurred in connection with the heavy storm in the month of December, the treatment began blending. The lab staff collected the requisite composite sample in accordance with the permit. The following Copper results exceeded the 11 ug/L maximum daily effluent limit (MDEL). o12/13/21 15 ug/l o12/15/21 12 ug/l o12/23/21 15 ug/l o12/24/21 15 ug/l
12/31/2021 Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Copper, Total Recoverable Monthly Average limit is 8.6 ug/L and reported value was 10 ug/L at EFF-001B (Blending).	The District sent the additional Effluent samples to the contract lab (Caltest) for copper analysis immediately after became aware of the circumstance. o12/25/21 10 ug/l o12/29/21 7.7 ug/l o12/26/21 9.2 ug/l o12/30/21 7.4 ug/l o12/28/21 9.8 ug/l o12/31/21 6.5 ug/l
12/31/2021 Category 1 Pollutant (Effluent Violation for Group 1 Pollutant)	Total Suspended Solids (TSS) Monthly Average Percent Removal minimum of 85% and reported value was 76.8% at EFF-001B Total Suspended Solids (TSS) Weekly average limit is 45 mg/L and reported value was 58.7 mg/L at EFF-001B (Blending). Total Suspended Solids (TSS) Monthly average limit is 30 mg/L and reported value was 38.6 mg/L at EFF-001B (Blending).	The last three consecutive Copper results for the accelerated monitoring samples were below the permit limit. In addition to heavy and persistent rains during the month of December which caused, the INF wastewater was diluted, a major ongoing construction and the process of expanding the capacity of the secondary treatment, the removal of the final effluent total suspended solids during high flow conditions was very limited, therefore the monthly average TSS percent removal of 76.8 % was below permit-specified minimum of 85%. The TSS weekly average of 58.7 mg/l for the 3rd week of December was above the permit limit of 45 mg/l. Also, the average of all TSS samples collected in December was 38.6 mg/l, as compared to the permit AMEL of 30 mg/l. The District expects a substantial improvement in solids reduction after completion of expanding the capacity of the secondary treatment process project. This may result in compliance with the 85% removal even when the influent steam is highly diluted.



Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lqvsd.org
Meeting Date: February 3, 2022
Re: Approve ArcSine Contract Amendment 2 for Additional SCADA Construction Support for the STPURWE Project
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes X No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

Board to approve Contract Amendment 2 with ArcSine Engineering for additional Supervisory Control and Data Acquisition (SCADA) Construction Support for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project.

BACKGROUND

The STPURWE project is nearing completion and considerable efforts are now focused on the programming and integration of new systems into the overall treatment plant SCADA system. The challenges encountered during this stage are related to finetuning of the design and integration between new and existing systems, which are complicated by recent storm events. To achieve seamless transition before final completion of construction, staff has identified additional SCADA related tasks for ArcSine. The scope also includes prior efforts authorized by the District completed through December 2021 in response to emergencies and other requests to mitigate downtime.

In response to District staff's request, ArcSine has submitted a proposal and fee estimate of \$290,100 to cover the previous efforts not included in the original contract and Amendment 1. ArcSine's proposal also includes funding forecast for anticipated tasks that have been identified by staff. Staff has reviewed the proposal and deemed the scope of work and fee estimate reasonable.

PREVIOUS BOARD ACTION

1. Board approved a contract to ArcSine Engineering for SCADA Programming Services for the STPURWE project on November 15, 2018.
2. Board approved Contract Amendment 1 to ArcSine Engineering for SCADA Programming Services for the STPURWE project on December 10, 2020.

ENVIRONMENTAL REVIEW

N/A



FISCAL IMPACT

\$290,100, funding source will be through budget allocation from remaining and unused funds for FY 2021-2022 CIP projects.



**SECONDARY TREATMENT AND RWTF UPGRADE
LAS GALLINAS VALLEY SANITARY DISTRICT**

**SCADA PROGRAMMING
SCOPE OF WORK - AMENDMENT 2**

ArcSine Project No. 1663.05/T1

January 10, 2022

INTRODUCTION

For the District's Secondary Treatment Upgrade Project, underway since December 2018, ArcSine Engineering is under Contract for SCADA programming, control strategy editing, standards development, technical coordination, and submittal support. ArcSine's initial Scope and Scope Amendment No. 1 are based on the assumption that the programming work would follow the progressions of definition, development, factory testing, and field testing. Following field testing, minor changes might be made, but the systems would otherwise be left as is. No allowances were made in either Scope for additional out-of-scope work.

ArcSine is a T&M resource to the District, and out of necessity ArcSine's efforts have been higher than those on which the initial Scope and Scope Amendment No. 1 were based. This Scope of Work covers additional work in the following general categories:

- Expanding the programming work to systems not installed or modified as part of the secondary treatment and RWF upgrade.
- Adding functionality not covered in the Contract Control Descriptions.
- Implementing temporary/interim systems, and partial commissionings (and recommissioning) of systems.
- Modifying previously completed work, for a wide variety of reasons.
- Overhaul of the recycled water system overall.

The actual PLC programming and graphics (HMI) work is a fraction of the time required. In general, any given work item requires the following:

- Coordination.
- Scheduling.
- Developing the "requirement":
 - RFI's
 - E-mails
 - Control Strategies
 - Meetings
 - Confirming the request
- Programming work
 - PLC programming
 - Graphics development/changes
 - Database changes
 - Alarm notification changes

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

- Reporting changes
- Edits to Control Descriptions

- Testing:
 - Test procedures/checklists
 - Shop testing
 - Contractor/CM coordination
 - Field testing

- Closeout:
 - Corrections/further changes
 - Tuning
 - As-Built results

The best interests of the project were served, and continue to be served by adjusting approaches and responding to needs as they arise. This approach resulted in out-of-scope work, some of which was complete as of the end of December 2021, and some of which is projected beyond that date. Note that some in-scope work also remains to be completed, but this Amendment is only addressing out-of-scope work.

TASK 1 - RECYCLED WATER SYSTEM OVERHAUL

Introduction

The project made sweeping changes and additions to the recycled water system. The Contract Documents expressed the requirements in the form of Process and Instrumentation Diagrams and Control Descriptions, including the following processes:

- RW Filter Feed Pumping
- RW Effluent Wetwell Pump Station
- UV Bypass Valves
- RW Clear Well
- RW Distribution Pumps
- RW Hypochlorite Pumps
- Diversion Control
- NMWD Storage Tank
- MMWD Storage Tank
- CT Interlocking for pump control
- Filtration PLC-40 communications with project PLC-RW

In the course of commissioning, and early operations by the District, the consequences of the modifications became evident to project stakeholders, ultimately resulting in an overture by the District to address recycled water as a system. Factors in play included the following:

1. The Contract Documents described the 10 unit processes largely as standalone. But in practice, it was learned that a systems approach was needed.
2. Operations reporting and regulatory reporting were not detailed in Contract Documents. The requirements required definition, and grew in complexity, including addressing numerous special conditions.

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

3. The specified pressure control approach for filter feed pumping was impractical given the filters' abrupt demand changes, demands over which the Plant Control System has no authority. Startups were protracted in attempts to work around this with additional signal handshaking, but in the end that proved inadequate. Short-term solutions were implemented to suffice while longer-term approaches could be worked out.
4. System startup and shutdown complexities were unmanageable given the lack of system-wide Plant controls. Process startup and shutdown sequencing, and responses to abnormal conditions, were not defined (and need to be defined).
5. Plant flow variations were problematic without the use of a system-wide approach.
6. Limited instrumentation necessitated "inferences" of certain process conditions such as chlorine residuals. These inferences made sense during steady-state conditions, but not during startup and shutdown conditions.
7. Flow return paths were inadequate to reasonably respond to out-of-spec conditions.
8. Other challenges encountered during startups.

System Approach

Wisely, the District initiated a systematic look at recycled water, which resulted in the following:

1. A system-wide controls scheme, in lieu of individual processes workshops. An overhaul and restatement of controls.
2. Added return flow paths.
3. Added instrumentation.
4. A process and controls approach which minimizes shutdowns.
5. A holistic look at reporting, including when/how to deal with out-of-range conditions.
6. Renaming equipment.
7. Elimination of the UV system.
8. Changes to filter feed pumping.

These changes were (and are being) defined through a series of workshops, edits to Control Descriptions, issuances of RFI's and responses, and extensive coordination. The level of effort for programming and related was well above what was included in the estimates on which the Contract is based.

Work Completed As of 30 December 2021

The following preparatory work items are complete:

- Coordination with District personnel on operational issues. Attempted workarounds within the unit process framework.
- Some off-hours support, particularly for low-flow conditions and shutdowns.

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

- Receive the District's request to assess system issues.
- District requested PLC programming changes to improve short-term performance (interim fixes)
- Review Control Descriptions, notes.
- Prepare for and attend an on-site workshop.
- Author an RFI, and assemble supporting information.
- Receive Engineer's provisional responses, review.
- Attend two virtual workshops.
- Internal coordination.

Work Pending As Of 1 January 2022

The following work items are pending:

- Detailed review of Engineer's responses.
- Edit Control Descriptions, submit with any questions, for formal review and approval.
- Develop PLC "state machine."
- Revise PLC programming within this framework (for each unit process).
- Revise HMI configuration.
- Revise alarm notification.
- Resolve loose ends in the course of the above.
- Revise programming documentation.
- Develop factory test procedures.
- Factory test.
- Develop field test procedures (based on factory procedures).
- Deploy the changes to the field.
- Coordinate and field test (allow 1 week on site total. This allowance assumes that the work can and will be scheduled to be undertaken in a consolidated fashion.)
- Make minor corrections following testing.
- File management.
- As-built Control Descriptions and other documentation.

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

- Coordination throughout the steps above. Allow for four virtual workshops.
- Coordinate the work above with other work covered in this Scope.

TASK 2 - ADD SCADA WORKSTATION IN ELECTRICAL BUILDING

In February of 2021 for Plant Operators, the District requested the addition of a SCADA workstation to the electrical building. ArcSine provided software estimates to the District. The District procured the additional software license and ArcSine proceeded with programming, installation, and testing. This workstation is of high utility, and is used as remote access for collections staff as well.

Work Complete As Of 30 December 2021

As of December 2021 the work is complete, and includes the following:

- Coordination, definition of the requirements
- Hardware and software procurement
- Workstation configuration
- Develop test procedures
- Startup and testing
- SCADA software installation
- SCADA software testing

Work Yet To Go As Of 1 January 2022

- None.

TASK 3 - REVERSE ENGINEERING AND PROGRAMMING OF LARGE EFFLUENT FAN PUMP

This pump was shown on the Contract Documents as to be removed. ArcSine was advised during a Construction meeting this equipment was to be kept in service, which was formalized on October 11, 2021, by PCO 224. PLC Control and HMI programming existed on PLC 30, which is scheduled for demolition. ArcSine reverse engineered the existing programming and reprogrammed the PLC controls in PLC 40 and in the SCADA HMI. ArcSine performed unwitnessed testing with Mike Brown Electric, and later FATC with District Staff.

Work Complete As of 30 December 2021

- Coordination
- Reverse engineer existing functions
- Workshop with District
- Develop Control Descriptions, for “as-desired” conditions, including conforming to project standards
- Program PLC
- Program HMI

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

- Database entries
- Alarm notification
- Develop Test Procedures
- Unwitnessed testing
- Deploy to the field
- Loop Testing
- Motor Controls Test
- FATC

Work Yet To Go As Of 1 January 2022

- Support during replacement pump commissioning. Verify alarms.
- As-built Control Descriptions.

TASK 4 - REVERSE ENGINEERING AND PROGRAMMING OF SMALL FAN PUMP

The Contract Documents show this pump as being removed. ArcSine was advised during a Construction meeting this equipment was to be salvaged, which was formalized on October 11, 2021, by PCO 284. Existing PLC Control and HMI programming existed on PLC 30 which is scheduled for demolition. ArcSine reverse engineered the existing programming and reprogrammed the PLC controls in PLC 40 and in the SCADA HMI. ArcSine performed unwitnessed testing with Mike Brown Electric, and later FATC with District Staff.

Work Complete As of 30 December 2021

- Coordination
- Workshops
- Reverse Engineer Existing Controls
- Develop RFI's
- Control Descriptions
- Test Procedures
- PLC programming
- HMI programming
- Unwitnessed testing
- Deploy to the field
- FATC
- Submittal Reviews

Work Yet To Go As Of 1 January 2022

- Update Control Descriptions

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

TASK 5 - ADD BYPASS CONTROL GATE LEVEL INSTRUMENT AND RELATED FUNCTIONS

During workshops it was agreed by the Project Engineers and District Staff adding analog gate level instrument would provide improved process control and reporting. (The planned approach of using flow inferences was proving to be unworkable.) The addition of the level instrument required significant changes to PLC process control as well as changes to the HMI, database, and OPS 10 programming (reporting).

Work Complete As of 30 December 2021

- Coordination
- Early troubleshooting, attempts to implement workaround
- Workshop
- PLC programming
- HMI programming
- Develop Test Procedures
- Factory test
- Deploy to the field
- Loop testing
- FATC
- Reporting changes

Work Yet To Go As Of 1 January 2022

- As-built Control Descriptions
- Check performance

TASK 6 - ADD DECHLORINATION STORAGE TANK MARQUEE

ArcSine was advised during the weekly construction meeting of the District request for a Dechlorination Storage Tank Marquee displaying tank levels. ArcSine worked with Mike Brown Electric in developing hardware recommendations for the District. Upon District approval of the hardware, ArcSine programmed the PLC to communicate with the marquee to display Tank Levels.

Work Complete As of 30 December 2021

- Coordination
- Develop equipment recommendations
- Submittal review(s)
- PLC programming (partial)

Work Yet To Go As Of 1 January 2022

None.

TASK 7 - TROUBLESHOOT PRIMARY CLARIFIERS DIVERSION FLOW

In October District Staff notified ArcSine the Primary Clarifiers Diversion flow shows flow when none is present. ArcSine moved the PLC programming and worked with District Staff to

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

calibrate Diversion Flow. Diversion flow, flow totals were added to the HMI as well as historization.

Work Complete As of 30 December 2021

- Coordination
- Workshop
- Control Description update
- PLC programming
- HMI programming
- Database changes
- Alarm notification
- Develop Test Procedures
- Factory testing
- Deploy to the field
- Loop testing
- FATC

Work Yet To Go As Of 1 January 2022

- Update Control Descriptions.

TASK 8 - TROUBLESHOOT PRIMARY PUMP STATION MAX FLOW

Changes were made in response to District requests to adjust the primary pump station maximum flows.

Work Complete As of 30 December 2021

- Coordination
- Control Description update
- PLC programming
- HMI programming
- Develop Test Procedure
- FATC

TASK 9 - ADD RW UV BYPASS DIVERSION

In February of 2021, the District requested that CL2 and turbidity values from the RW Filter PLC be used in PLC 40 as inputs for Diversion, with associated logic changes. ArcSine worked with the District and Engineer to develop a control strategy, and ArcSine implemented, developed, and commissioned RW Turbidity diversion. ArcSine added additional data points to the SCADA historian and the alarm and events servers.

Work Complete As of 30 December 2021

- Coordination
- Workshops
- Control Description update
- PLC programming
- HMI programming

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

- Database changes
- Alarm notification
- Develop Test Procedures
- Factory testing
- Deploy to the field
- Loop testing
- FATC

Work Yet To Go As of 1 January 2022

- None.

TASK 10 - REPROGRAM ALL VFD'S IN THE PROJECT FOR HMI RESET

Upon Completion of the FATC of the VFD's installed in the Electrical Building, and during the RAT of the Anoxic Basins, the District Staff requested HMI reset buttons in SCADA. This required the Instrument supplier to make programming changes to all VFD's included in the project. ArcSine added I/O and programming in the PLC and added graphics to the HMI for approximately 38 VFD's in the project.

Work Complete As of 30 December 2021

- Coordination
- Configure VFD
- Program PLC
- Program HMI
- Develop Test Procedures
- FATC

Work Yet To Go As of 1 January 2022

- None.

TASK 11 - SUPPORT BIOWHEEL GEARBOX MODIFICATIONS

ArcSine was asked to participate in some of the workshops and meetings associated with the deficiencies found during the RAT of the BioWheels. Those workshops resulted in requests of ArcSine in support of the District making the case that the supplier needed to make corrections. ArcSine was requested to reprogram the speed controls of all 16 VFD's on two different occasions, adjusting min/max speeds for SCADA auto operations. ArcSine also supported the District and the Engineer with mining historical data used to check equipment performance.

Work Complete As of 30 December 2021

- Coordination
- Attend Workshops
- PLC Programming
- Test programming changes
- Data Collection Support
- PLC programming to limit motor speeds

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

Work Yet To Go As Of 1 January 2022

- None.

TASK 12 - SBS PLC UPGRADE

In the course of PLC programming, it was discovered existing SBS PLC would not support the PLC firmware version used for the project's programming. ArcSine recommended using project spare parts to upgrade the existing PLC. Upon approval from District Staff, ArcSine replaced the PLC, restored the original programming, and tested with Operations staff.

Work Complete As of 30 December 2021

- Coordination
- Configure CPU and download existing program
- Develop test procedures
- Factory test PLC
- Install CPU
- Field test CPU

Work Yet To Go As Of 1 January 2022

- None.

TASK 13 - TEMPORARY REPORTING.

The RAT for North Marin flow revealed that the flowmeter did not provide accurate flow data to SCADA, and thus recycled water reports were not accurate. ArcSine worked with the District staff in analyzing available data to estimate monthly flows to North Marin for Billing.

Work Complete As of 30 December 2021

- Coordination
- Develop spreadsheet estimating model
- Workshops
- Develop temporary reports
- Submit temporary reports

Work Yet To Go As Of 1 January 2022

- None.

TASK 14 - RECYCLED WATER FILTER FEED PUMPS

The recycled water filter feed pump FATC was completed on September 30, 2020. The startup involved adding handshaking signals with the filter PLC in an attempt to deal with flow demand changes which were not under the Plant PLC's control. These workarounds were imperfect, and did not address the fundamental problems. Subsequently, meetings and workshops ensued, which resulted in additional recommendations to reduce pressure through the filter membranes, and to add additional motor and filter combinations to automatic control. These new recommendations would have escalated complexity and pushed the Plant PLC into a

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

virtually unmaintainable state. During several workshops with the Project Engineers, District Staff, and the packaged systems provider it was decided pump control should reside in the same location as demand control (in the package PLC), to provide a means for supply and demands to be coordinated.

Work Complete As of 30 December 2021

- Extended commissioning, and rework to attempt to match flows with demands. Coordination with Suez, adding signal interfaces.
- Following commissioning, reviewed the Engineers' lookup table, and attempted to map that in normal and failure modes. With abrupt flow changes, and no control of that flow, this was unwieldy.
- Edited Control Descriptions in response to the new idea to consolidate supply commands (filter feed pumping) with demand (filters).
- Coordination and discussions to date.

Work Yet To Go As Of 1 January 2022

- Coordination
- Receive confirmation of package controls interfaces
- Edit Control Descriptions (minor)
- PLC programming
- HMI programming
- Database changes
- Alarm notification
- Test procedures
- Factory testing
- Deploy to the field
- Field testing
- As-Built Control Descriptions

TASK 15 - PRIMARY CLARIFIER BYPASS

During the construction meeting on September 22, 2021. ArcSine was notified of PCO 288, a change request adding temporary piping from Primary Clarifiers 2 and 3 to the Bypass Control Box. This would include temporarily using 52-PMP-1211 VFD from Clearwell Supply Wetwell. ArcSine disabled the existing code associated the 52-PMP-1211 for recycled water and developed code for level control in the PC 2 and 3 Effluent Boxes.

Work Complete As of 30 December 2021

- Coordination
- Workshops
- Reverse Engineer Existing Controls
- Develop RFI's
- Control Descriptions
- Test Procedures
- PLC programming

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

- HMI programming
- Unwitnessed testing
- Deploy to the field
- On-site FATC

Work Yet To Go As Of 1 January 2022

- Undo temporary code
- Verify that the post-undo programs function properly

TASK 16 - STORM EVENT SUPPORT

For storm events, including the notable event on October 24, 2021, Plant influent flows exceeded the Plant's headworks capacity of 25 mgd for about 10 hours. ArcSine has worked with District staff and District Engineers to evaluate what occurred, though analyzing historical data and making PLC programming changes to improve operation during storm events. During this event, and later storm events, ArcSine monitored Plant conditions remotely after hours, and provided telephone consultation and support for District staff. In most cases, the support involved programmer and engineering staff to assess what to do.

Work Complete As of 30 December 2021

- Coordination
- Meetings with District Staff and Engineers
- PLC Programming
- HMI programming changes
- Temporary Reporting for event
- Engineer analysis of reports
- Telephone support during normal working hours
- Telephone support after hours

During this October event, and later storm events, ArcSine monitored Plant conditions remotely after hours, and provided telephone consultation and support for District staff. In most cases, the support involved programmer and engineering staff to assess what to do.

Work Yet To Go As Of 1 January 2022

- Update Control Descriptions

Include the following allowances for future support of this nature:

- Senior Programmer: 40 hours
- Staff Programmer: 30 hours
- Principal Engineer: 8 hours
- Clerical (for followup correspondence): 4 hours

TASK 17 - CHLORINATION/DECHLORINATION TROUBLESHOOTING

The District notified ArcSine that chlorination and dechlorination were not functioning as expected. Extensive testing and monitoring of the process controls and instruments ultimately revealed that dechlorination would overdose when setpoint was higher than the concentration of

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

chlorine entering dechlorination. ArcSine's programming staff consulted with District representatives project personnel and ArcSine's Senior Engineering staff to evaluate the problem(s) and possible solutions. The conclusion was that the dechlorination analyzers were failing to properly read residuals.

The problem was exacerbated in trim mode, which as intended would increase dosing to resolve a discrepancy between instrument output and the operator-chosen setpoint.

Through monitoring, analyses, and coordination, the root of the problem was understood to be the instruments themselves. The actions were taken as follows:

1. Instrument calibrations.
2. PCO 293 was issued October 11, 2021, to install four pressure transmitters in the Dechlor Building, with the expectation that ArcSine would make PLC, HMI, and other changes. Those changes were made.
3. An additional analyzer was added, and configured within the SCADA system.
4. Coordinated with District staff for recognition of analyzer issues and turning off trim control.

Work Complete As of 30 December 2021

- Coordination
- Meetings with District Staff and Engineers
- PLC Programming
- Develop HMI programming Changes
- Temporary Reporting for event (providing data)
- Engineer Analysis of Reports
- After hours telephone support

Work Yet To Go As Of 1 January 2022

- Field Testing
- Periodic checking

TASK 18 - ADD GENERATOR ETHERNET DATA COLLECTION

The project drawings showed a limited number of discrete outputs from the generator to SCADA. Upon commissioning of the generator, it was brought to the attention of District staff additional useful data could be collected via Ethernet communications. On March 10, 2021, PCO 240 was issued. District Staff requested ArcSine develop recommendations to collect the additional generator data. Implementation into SCADA has yet to be scheduled.

Work Complete As of 30 December 2021

- Coordination
- Develop equipment recommendations
- Submittal review(s)

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

Work Yet To Go As Of 1 January 2022

- Update Control Descriptions
- PLC programming
- HMI programming
- Develop Test Procedures
- Deploy to the field
- Field testing
- Update Control Descriptions

TASK 19 - NEW JOCKEY PUMP AT UV WETWELL/CLEARWELL SUPPLY

ArcSine was advised by the Construction Manager on August 19, 2021, by e-mail that the project team was considering replacing Pump 3 and the UV wetwell with a jockey pump. This pump has yet to be installed.

Work Complete As of 30 December 2021

- Coordination
- Meetings with District Staff and Engineers
- PLC programming (started)

Work Yet To Go As Of 1 January 2022

- Control Strategy edits
- PLC programming
- HMI programming
- Develop Test Procedures
- Factory testing
- Deploy to the field
- Field testing
- As-built the result
- Support for minor changes

TASK 20 - ADD CHLORINATION PUMP

The District is adding an additional Chlorination Pump and has requested ArcSine to add to SCADA.

Work Complete As of 30 December 2021

- Coordination

Work Yet To Go As Of 1 January 2022

- PLC Programming
- HMI Programming
- Develop Test Procedure
- Develop Reports

SCADA PROGRAMMING SECONDARY TREATMENT AND RWTF UPGRADE

- Test HMI
- Test Alarms

TASK 21 - NEW NAMES FOR EQUIPMENT AND STRUCTURES

The naming conventions were confusing, and resulted in frequent misunderstandings. As part of the recycled water overhaul, the Engineer coordinated with the District on names, with the goal of renaming certain equipment and structures. This will impact drawings (no ArcSine action), Control Descriptions, graphical screens, PLC programming, alarm notification, databases, and reports.

Work Complete As of 30 December 2021

- Submitted listings of variations of identification
- Coordination

Work Yet To Go As Of 1 January 2022

- Receive direction, review
- Edit Control Descriptions
- Edit graphical screens
- Edit PLC programming (selectively)
- Edit alarm notification
- Edit databases
- Edit reports

TASK 22 - MANAGEMENT AND TRACKING

The base scope and associated estimates were predicated on the theme that the programming work would be driven by written documentation and limited scope workshops. In practice, attendance of weekly meetings was (and remain necessary) to stay in lockstep with current events. Factors, many outside of anybody's control, resulted in the project having to regularly adapt. ArcSine's work needed to adapt as well.

Work Complete As of 30 December 2021

- Attend additional meetings
- Track the extra work herein

Work Yet To Go As Of 1 January 2022

- Additional meetings (allow for 16 meetings).
- Allow for the following additional management and tracking moving forward:
 - Senior Programmer: 40 hours
 - Principal Engineer: 24 hours
 - Clerical: 8 hours

**SCADA PROGRAMMING
SECONDARY TREATMENT AND RWTF UPGRADE**

Additional changes are not included in this Scope and Fee Estimate, Additional changes will be estimated and forwarded to the District. ArcSine would recommend the District budget for additional changes such as Demolition of UV PLC.

NOT INCLUDED

The following work items are available, but are not yet included in this Scope.

1. Allowance for additional work.


ArcSine recommends the District include an allowance to cover additional changes, which given the broad extent of changes underway, appears likely. ArcSine suggests the following:

- Senior Programmer: 80 hours
- Programmer: 80 hours
- Principal Engineer: 40 hours
- Clerical: 24 hours.

2. No further training is included.
3. District staff have become accustomed to ArcSine's support, which as covered in this scope has been provided to date to help the District cope with difficult circumstances. This scope includes limited resources to provide such support.
4. Demolition of the UV PLC is not included.
5. Commissioning of the overhauled recycled water system as scoped is assumed to occur in a single 1-week period. Should a revisit be needed, for example to tune systems under other operating conditions, such a revisit is not included.
6. Recycled water functionality or changes beyond what has already been defined is not included.
7. This Scope is based on the assumption that for filter feed pumping Suez programs the interface will be just as covered in the Control Descriptions. This Scope does not include any resources for "enforcement," or for making changes to line up with some other approach Suez might choose to take.



Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
 (415) 526-1519 dmcDonald@lqvsd.org
Meeting Date: February 3, 2022
Re: Update to COVID-19 Prevention Program
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Direct staff to continue implementation of mandatory COVID-19 prevention programs to mitigate the risk of COVID-19 in the workplace as required by Federal, State, Cal/OSHA, and Marin County Health Orders.

Confirm that the General Manager has overall authority and responsibility for implementing the provisions of the COVID-19 Prevention Program in the workplace.

Consider discussion on additional COVID-19 policies that would go beyond the mandatory requirements covered in the COVID-19 Prevention Program. Future Board action would be required for adoption of any policies developed which could require union bargaining and/or have a fiscal impact on the District.

BACKGROUND

On March 4th, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19 (Executive Order N-25-20). County health officials around the State began implementing local health orders. The County Health Officer of Marin issued their first Order prohibiting all non-essential gathering on March 16, 2020. There have been numerous orders and recommendations at the Federal, State, and local level since the start of the pandemic as changing conditions warranted during this pandemic.

The California Department of Public Health (“CDPH”) and California Department of Industrial Relations Division of Occupational Safety and Health (“Cal/OSHA”) provided guidance to critical essential services such as wastewater utilities on May 12, 2020. A written, Site-specific COVID-19 Protection Plan (“SPP”) was a requirement, and it was put into place by the District.

Management implemented the SPP and worked to continue safeguarding its employees and the public while working through the pandemic.



COVID-19 Prevention Program

On November 30, 2020, Cal/OSHA approved Emergency Temporary Standards ("ETS") which included a requirement to develop a COVID-19 Prevention Program ("CPP"). Las Gallinas Valley Sanitary District developed its CPP in partnership with Du-All Safety and published it in January 2021 following the model program provided by Cal/OSHA. Various updates and clarifications have been made since.

Revised Cal/OSHA COVID-19 ETS went into effect on June 17, 2021. The revised ETS requires employers to implement different COVID-19 protection policies for fully vaccinated and unvaccinated employees. To permit compliance with Federal, State, and local laws related to COVID-19, including ETS, and to ensure the continued safe operation of services at the District, management requested its employees provide information on their vaccination status. (See Title 8 California Code of Regulations §§ 3205-3205.4)

On December 27, 2021, the Centers for Disease Control and Prevention ("CDC") shortened its recommended isolation and quarantine periods for people who test positive for, or are exposed to, COVID-19. On December 30, 2021, the CDPH followed suit by partially adopting the CDC's shorter isolation and quarantine recommendations for the general public. The new CDPH guidance shortened the minimum time recommended for isolation and quarantine from ten days to five days in alignment with timeframe recommendations from the CDC, but it includes an additional recommendation that an individual receive a negative COVID-19 test in order to exit quarantine and isolation periods after five days.

On January 6, 2022, the Department of Industrial Relations ("DIR") provided updated guidance concerning isolation and quarantine requirements that apply to employees in employer workplaces. The guidance incorporates the recent CDPH update on isolation and quarantine periods into the Cal/OSHA COVID-19 ETS.

Specifically, the DIR provided that the December 30, 2021 CDPH Guidance, which shortened the isolation and quarantine periods for the general public, applies to employers subject to the Cal/OSHA ETS and to their employees and workplaces.

What this means:

- The District's COVID-19 Prevention Program CPP will be updated to reflect shorter isolation and quarantine requirements. Staff have been informed and management is implementing this new guidance while the CPP is being updated.
- Employees have been asked to provide their booster status to Human Resources. It will remain confidential, but information is needed by management in order to determine quarantine/isolation periods.

The latest version of the District's COVID-19 Prevention Program can be found on the District website www.lgvsd.org under the COVID-19 section on the home page.

Cal/OSHA released a flyer on January 19, 2022 summarizing "What Employers and Workers Need to Know About COVID-19 Isolation and Quarantine". A copy of the Cal/OSHA flyer is attached to this Agenda Summary Report.



What Are Nearby Agencies Doing

All agencies have implemented their own CPP based on their workplace needs. In conversations with other nearby sanitary agencies most governing bodies have allowed management to best determine the implementation of ever-changing guidelines from various agencies. A summary of the conversations is listed below:

- Vaccinations are encouraged but not mandated. No agencies that I have spoken to in Marin has a vaccination requirement. There are a few smaller agencies in the East Bay that have mandated vaccinations (2 out of 20 on recent call).
- Some agencies have 100% vaccination compliance (excluding booster). LGVSD is at 71% vaccinated with the remainder unvaccinated or unwilling to report.
- Regular testing of employees is not common. One district administratively implemented weekly mandatory testing of unvaccinated employees, picking up the cost for the first two tests but then required employees to perform tests on their own at their own cost. That agency now has a 100% vaccinated workforce and this testing program is no longer implemented. A larger agency in the East Bay is testing weekly on-site at a cost of \$8K a week.
- Supplemental Paid Sick leave, required by law for agencies with 26 employees, expired September 30, 2021. Nearby agencies followed Federal and State requirements to provide these benefits but fortunately they were not used as there were no COVID-19 cases in their workforce. The first impact to nearby agencies was a reported case of COVID-19 in mid-December. The Governor and legislative leaders are considering an Extended Supplemental Paid Sick Leave program to support businesses amid the Omicron surge. Management is expecting this to pass and will seek advise of District Counsel and/or Liebert Cassidy Whitmore on if and how it would need to be implemented.

PREVIOUS BOARD ACTION

On April 16, 2020, the Board and staff discussed the COVID-19 Pandemic and adopted Resolution 2020-2184 declaring that the spread of COVID-19 constitutes an emergency in the District and declared the work on the Secondary Treatment Plant Upgrade and Recycled Water Expansion ("STPURWE") Project as an Essential Governmental Function.

The Board approved the continued designation of the STPURWE Project as an Essential Government Function since the original designation through November 19, 2020. Once the CPP was developed the requirement for continued declaration by the Board was no longer needed.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None to receive this report.

What Employers and Workers Need to Know About COVID-19 Isolation and Quarantine

January 19, 2022

This fact sheet provides employers and workers not covered by the [Aerosol Transmissible Diseases standard](#) with information on when and for how long workers must be excluded from the workplace if they test positive or are exposed to someone who has COVID-19. The chart below reflects the new California Department of Public Health (CDPH) isolation and quarantine periods guidance from January 6, 2022, which overrides the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards in certain circumstances.

More information is available on [Cal/OSHA's ETS FAQs](#).

Vaccination status	Isolation or quarantine	Period of time to be excluded from work
All workers that test positive for COVID-19, regardless of vaccination status	Isolation	<ul style="list-style-type: none"> • Must be excluded from the workplace for at least 5 days. • A worker can return to work after day 5 if they do not have symptoms <u>and</u> test negative. • If a worker cannot test or declines to test¹ they can return to work after 10 days. • Must wear a face covering around others at work for a total of 10 days after the positive test.
Unvaccinated workers exposed to someone with COVID-19	Quarantine	<ul style="list-style-type: none"> • Must be excluded from the workplace for 5 days after the close contact <u>and</u> take a test on day 5. • A worker can come back to work after day 5 if they test negative and do not have any symptoms. • If the worker cannot test or declines to test¹ they can return to the workplace after day 10 if they do not have symptoms. • Must wear a face covering around others at work for 10 days after exposure. • If the worker develops symptoms, they must be excluded pending a test result.
Booster-eligible, but not boosted workers exposed to someone with COVID-19	No quarantine	<ul style="list-style-type: none"> • Does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after close contact. • Must wear a face covering around others at work for 10 days after exposure. If the worker develops symptoms, they must be excluded pending a test result.
Workers received a booster, or are fully vaccinated but not yet booster-eligible.	No quarantine	<ul style="list-style-type: none"> • Does not need to be excluded from work if asymptomatic, but must take a test on day 5 after exposure. • Must wear a face covering around others at work for 10 days after exposure. • If they develop symptoms, the worker must be excluded from the workplace pending a test result.

¹ An employer may require a test. More information is available in the [Department of Fair Employment and Housing FAQ](#).

Commonly Asked Questions

When do workers need to be paid exclusion pay if exposed to COVID-19?

When workers are required to be excluded from work due to work-related COVID-19 exposure, they must be paid exclusion pay. Workers should speak with their employers about available exclusion pay. Some exceptions apply, for example if the worker can work from home, or they are receiving disability pay or Workers' Compensation Temporary Disability Payments.

What is required if a worker was exposed to COVID-19 but tests are not available?

If a worker that is unvaccinated cannot be tested as required, quarantine must continue for at least 10 days as explained in the table. If a worker is fully vaccinated, whether or not they are booster eligible or have received a booster, and the worker cannot be tested on or by day 5, as applicable, employers should follow the ETS by ensuring the worker wears a face covering and maintains six feet of distance for 14 days following the close contact.

This guidance is an overview, for full requirements see Title 8 sections [3205](#), [3205.1](#), [3205.2](#), [3205.3](#), [3205.4](#)

- January 19, 2022 – Updated to clarify this fact sheet does not apply to workplaces covered by the Aerosol Transmissible Diseases Standard.



For assistance with developing a COVID-19 Prevention Program, employers may contact Cal/OSHA Consultation Services at 1 800 963 9424 or InfoCons@dir.ca.gov
For Consultation information or publications, access the following link or copy the site address: [DOSH Consultation www.dir.ca.gov/dosh/consultation.html](http://www.dir.ca.gov/dosh/consultation.html)

AGENDA ITEM 6

2/3/2022

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.

2/3/2022

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, NBWA Conference Committee, 2022 Operations Control Center Ad Hoc Committee , Other Reports

FORD

NBWRA, Gallinas Watershed Council/Miller Creek Watershed Council, Marin Special Districts Association, 2022 Engineering Ad Hoc Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 HR Ad Hoc Committee, 2022 CSA 18 Review Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, 2022 GM Recruitment Ad Hoc Committee, Other Reports

SCHRIEBMAN

JPA Local Task Force, 2022 Legal Services Ad Hoc Committee, 2022 HR Ad Hoc Committee, 2022 Biosolids 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 GM Recruitment Ad Hoc Subcommittee, 2022 Biosolids Ad Hoc Committee, 2022 CSA 18 Review Ad Hoc Committee, Other Reports



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.

2/3/2022

BOARD AGENDA ITEM REQUESTS

Agenda Item 8B

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

Marin water officials lift drought limits, penalties

MARIN MUNICIPAL

District acts after storms nearly fill local reservoirs

By Will Houston

whouston@marinij.com

The Marin Municipal Water District voted unanimously this week to rescind water use limits and associated penalties that took effect in December.

The decision on Tuesday means ratepayers will be not be penalized for excessive water use in their February bills, which would have been the first time they could have been applied.

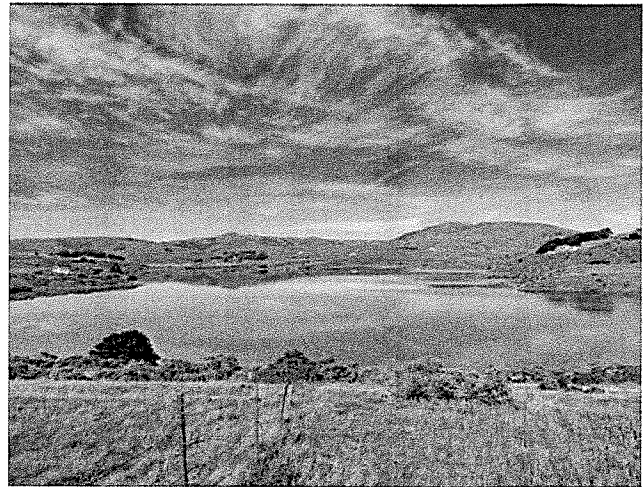
The decision is also the first rollback of the district's drought restrictions that were implemented last year in the face of dwindling water supplies following two dry winters.

After a series of heavy storms in the final months of 2021 nearly refilled the district's seven local reservoirs, district staff and board members said it no longer makes sense to keep these emergency measures in place.

"We are in highly different circumstances," board member Monty Schmitt said on Tuesday.

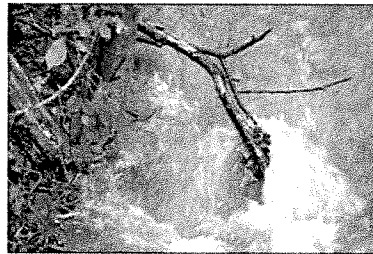
The district's seven reservoirs are nearly 96% full and about 120% of the average storage for this time of year. Should no more rain fall between now and the end of September, the reservoirs would be at about 63% of capacity, which would be slightly higher than the district had in September 2020, according to Paul Sellier, district operations director.

DROUGHT» PAGE2



Nicasio Reservoir near Nicasio — the Marin Municipal Water District's seven reservoirs are nearly 96% full and about 120% of the average storage for this time of year.

SHERRY LAVARS — MARIN INDEPENDENT JOURNAL



Runoff water flows through a tributary into Fairfax Creek in Fairfax.

ALAN DEP — MARIN INDEPENDENT JOURNAL

3

Drought

FROM PAGE 1

The water use limits and penalties were adopted in September at a time when the district and its 191,000 residents in central and southern Marin faced depleted reservoirs by mid-2022.

As of Dec. 1, single-family homes were limited to using a certain amount of water during the summer and winter billing periods, or face penalties in the form of higher rates when they exceeded these allotments.

Apartment buildings, businesses and government agencies were exempted from the limits and penalties unless they had separate irrigation accounts.

The board's decision on Tuesday does not affect other restrictions still in place, such as the ban on outdoor sprinkler and drip irrigation use through the end of May, pool refilling limits and the district's systemwide 40% conservation target.

have to continue vigorously to address."

The North Marin Water District is also set to consider changes to water use restrictions for its 1,800 West Marin customers given the ample rainfall. Last year, the district implemented a 25% conservation mandate as well as restrictions such as irrigation limits in the face of depleting reservoirs.

These customers rely on well water in the Lagunitas watershed and use rainfall limits at Marin Municipal Water District's Kent Lake reservoir to gauge when to implement water limits. Rainfall at the reservoir is at 37 inches, which Drew McIntyre, general manager of the North Marin Water District, said is "well above" the minimum 28 inches needed to reconsider the water use rules.

"Accordingly, we expect to bring to our board revisions to conservation mandates in West Marin for their consideration at the Feb. 1 meeting," McIntyre said on Thursday.

The district is not considering lifting similar conservation mandates for the 60,000 residents in its Novato service area, McIntyre said.



(2)

The board will consider rescinding at least some of these rules at its Feb. 1 meeting.

“I think it’s really good that we’re separating it out and taking a very deliberate look at it,” board member Larry Bragman said on Tuesday.

At the same time, board members and some public attendees raised concern about sending a mixed message on the need for continued conservation given the vulnerability of the district’s water supplies made clear last year.

The district’s seven reservoirs hold about two years’ worth of supply while many other suppliers in the region have a four-year supply.

“Stepping on the gas and stepping on the brake within months of each other is not helping to get that constant message across,” Woodacre resident Phil Sotter told the board. “The district customers, I think, will need to come to a realization that the days of washing my car are over and the days of heavy lawn irrigation may be behind us.”

Marin Conservation League board member Roger Roberts suggested the board continue to set a conservation target for its customers.

On Feb. 1, the district is set to consider approving a review of the options it could take to increase its water supplies. If approved, the report is expected to be completed this summer, according to staff.

“Nature solved the shortterm problem,” board member Jack Gibson said. “Now we are faced with the longterm problem and that is what I think we

(4)

These customers rely primarily on Russian River water imports from the Sonoma Water agency for their supply.

McIntyre said the reason the Novato rules will remain in place is because Sonoma Water’s largest reservoir at Lake Sonoma is still below normal levels. Lake Sonoma is about 62% full.



Water runs down the Phoenix Lake spillway in Ross. The Marin Municipal Water District’s seven reservoirs are nearly 96% full and about 120% of the average storage for this time of year.

ALAN DEP — MARIN INDEPENDENT JOURNAL

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Larkspur toxic site cleanup cleared

FEDERAL AGENCY

Views sought on former treatment plant location

By Adrian Rodriguez

arodriguez@marinij.com

Federal regulators have approved the Ross Valley Sanitary District's \$10 million cleanup of a former wastewater treatment plant in Larkspur, the district announced.

The U.S. Environmental Protection Agency determined that district met the required PCB level of 0.24 milligrams/kilogram for soils at the property. PCBs, or polychlorinated biphenyls, are a known carcinogen.

The EPA issued an approval letter to the district Dec. 14 after a yearlong audit. The approval clears officials to make plans for the 10.7-acre site at 2000 Larkspur Landing Circle.

"At this point we could say confidently this property is cleaned and suitable for any use that the city of Larkspur could approve," said Steve Moore, general manager of the sanitary district.

The district has launched a public survey at surveymonkey.com/r/LarkspurLanding for comments on the use of the property. The survey

will run through March 10.

"The survey is a brief set of questions to try to create some insight for our board what preferences might be," Moore said.

The sanitary district operated the wastewater plant from 1948 to 1985. The plant was decommissioned and the district began treating water at the Central Marin Sanitation Agency plant in San Rafael.

The Larkspur plant was demolished in 1998 and 1999. PCBs were in some paint on the concrete administration building. After demolition,

PLANT» PAGE2

Plant

FROM PAGE 1

that concrete was crushed and used as backfill.

For most of the 20 years since, the lot has been used as a corporation yard for the district. The amount of contamination was unknown until a few years ago.

The EPA became aware of the contamination in 2018. In March 2019, the agency approved the site cleanup.

The cleanup project was completed in September 2020. Crews removed about 64,000 tons of soil and demolition debris to landfills and about 2,600 tons of hazardous waste. Excavated areas have been backfilled with clean soil.

Previously, the district considered a mixed-use complex at the site that would include housing, a hotel, open space and a district headquarters. Now that the district has purchased a building at 1111 Andersen Drive to use at its headquarters, that plan is off the table.

Over the past year, the district offered informational presentations that discussed its options, including declaring the property surplus and selling or leasing the land. Moore said the district could use a portion of the property in some other way, such as a storage yard.

Doug Kelly, president of the district board, said the board has not voiced a preference for the site.

"We really want to leave this open for the public's input," Kelly said. "It's their land. It's their property."

Larkspur City Manager Dan Schwarz said the city's general plan and housing element have identified the property as a potential site for housing and that there has also been talk of a possible hotel.

"As we go through our housing element and general plan update, that property will be one of several that would get a lot of discussion," Schwarz said.

"We're excited for the district for working through the process of getting their EPA clearance, which is difficult," Schwarz said. "They should be applauded for sticking with it and seeing it through."

Kelly said that once the survey results are in, the district staff will present the findings to the board at a public hearing.

"We're really, desperately hoping that folks will come participate in our meetings," Kelly said.

More information about the Larkspur Landing property is at bit.ly/3nMK0mV.

Fire guts Terra Linda condo

SAN RAFAEL

By Natalie Hanson

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Fire destroyed a rental apartment in a Terra Linda condominium complex on Monday.

The blaze was reported at 8:35 a.m. in a third-story residence at 260 Merrydale Road, San Rafael fire Deputy Chief Robert Sinnott said.

“The fire apparently started in a bedroom and the occupants heard the smoke detector,” Sinnott said.

A woman and a child were home at the time, according to Sinnott. No injuries were reported.

The fire was under control within 15 minutes, the department reported. The road was reopened at 10:45 a.m.

Minor damage also was reported in the residence directly below, Sinnott said. Temporary accommodations for those displaced were being sought.

The cause of the fire is under investigation.

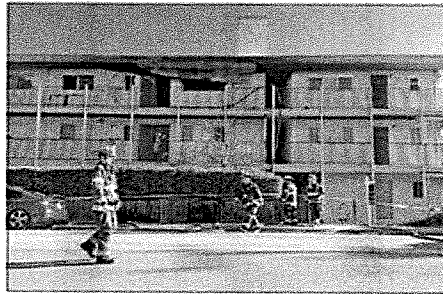
Resident Ishaq Hansia said his neighbor Willie Anderson helped

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San Rafael firefighters work at a condominium fire at 260 Merrydale Road in San Rafael on Monday.

PHOTOS BY ALAN DEP — MARIN INDEPENDENT JOURNAL



The fire caused major damage to a top-floor apartment and minor damage to the home below.

Fire

“She got out just in time,” said Anderson, who said other residents also helped him evacuate their neighbors.

“I think it was a team effort,”

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he said. get residents to safety.

“He pulled the fire alarm,” Hansia said. “He was doing a good job trying to get everyone out.”

Anderson said he helped an elderly woman who is hearing impaired and did not hear the alarm.

Hansia said he only had time to grab “some cash” and his cat. He said he was glad everyone was safe.

“It’s just one of those things,” he said. “You never know when a fire will happen.”

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How the Biden administration plans to protect your water systems from hackers

By Sean Lyngaas, CNN

Updated 9:10 AM ET, Thu January 27, 2022



These are secondary clarifier tanks, seen during a tour of the Hyperion Water Reclamation Plant in Playa Del Rey on August 4, 2021. The tour was held to explain how the plant that was partially flooded on July 11 causing a 17-million gallons of untreated sewage to be released to the 1-mile outfall into the Santa Monica Bay.

(CNN) — The Biden administration will help deliver cyber defense technologies and threat intelligence to US water utilities to try to bolster security for a sector that is often short of cash and personnel to deal with hacking threats, officials announced Thursday.

The "100-day" plan to increase cybersecurity resources for some of America's 150,000 public water systems comes a year after a hacker breached a Florida water treatment facility and temporarily changed the plant's chemical setting to a potentially dangerous level.

The incident at the Tampa-area facility did not cause any harm, but it spurred a heightened focus on the sector's vulnerabilities among federal officials and the water industry.

"There is absolutely inadequate cyber resilience across the water sector" to criminal and state-sponsored hackers, a senior administration told reporters in previewing the announcement.

The water security initiative will first focus on defenses at the water systems that serve the most people and then expand to smaller facilities, officials said.

The Environmental Protection Agency and US Cybersecurity and Infrastructure Security Agency will invite water utilities to a pilot program to deploy more sophisticated defensive tools on their systems, officials said. Data from the pilot program -- and input from water utilities already using such technology -- will be the basis of training and guidance that federal officials provide the sector.

The initiative follows similar "100-day plans" that the Biden administration has done to boost cybersecurity in the electricity and natural gas sectors.

The water security initiative is voluntary. Whereas, in other cases, federal agencies can regulate pipelines and electric utilities, they have very limited authority to impose cybersecurity rules on water utilities.

The stakes are high.

"Cyberattacks represent an increasing threat to water systems and thereby the safety and security of our communities," EPA Administrator Michael S. Regan said in a statement.

The water sector, like other critical infrastructure, has to contend with ransomware attacks and the potential for state-sponsored espionage. A ransomware incident at a Nevada water facility last March affected a computer



Awareness of the threats, and coordination to address it, have grown in recent years. The Water Information Sharing and Analysis Center works with several hundred utilities and other organization across in the US and elsewhere to disseminate cyberthreat data shared by the US government.

But resources have been a stark challenge.

In a 2020 survey, just 19% of water professionals were confident that fees and rates could cover existing services for their utilities, let alone the cost of upgrading their infrastructure.

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