



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

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

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

BOARD MEETING AGENDA

May 24, 2018 4:30 PM

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

Estimated
Time

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. REVIEW OF PRELIMINARY BUDGET

Staff to present the following proposed budgets for the fiscal year July 1, 2018 to June 30, 2019.

- A. Revenue Budget
- B. Operation and Maintenance Budget
- C. Capital Outlay Budget
- D. Debt Service Budget
- E. Reserve Budget

Staff recommendation: Additional review of preliminary FY 2018-19 budget in advance of consideration at the June 14th Public Hearing.

-
- 5:05 PM 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 May 10, 2018.
 - B. Approve the Warrant List for May 24, 2018.
 - C. Approve EOA Contract Proposal for July 1, 2018 to June 30, 2019.
 - D. Approve Interim General Manager Authority to Approve Maintenance Services for the BioCNG Digester Gas Conditioning Equipment Package.
 - E. Approve Award of Contract for UV Piping Repair to Gregory Equipment Inc.
 - F. Approve Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite.
 - G. Approve Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite.
 - H. Approve SCADA Support Services Agreement with ArcSine Engineering for FY 2018-19.
 - I. Approve Bid Award to Custom Tractor Service for Biosolids Removal and Surface Injection for FY Year 2018-2019.
- Possible expenditure of funds: Yes, Items B - I
- Staff recommendation: Adopt Consent Calendar – Items A through I.
- 5:20 PM 4. INFORMATION ITEMS:**
- A. STAFF/CONSULTANT REPORTS:
 - 1. Interim General Manager Report – Verbal
 - 2. Monthly Treasurer Report – Written
 - B. BOARD REPORTS:
 - 1. Human Resources Subcommittee – Verbal
 - 2. LAFCO - Verbal
 - 3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal
 - 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal
 - 5. NBWA – Written
 - 6. NBWRA/North Bay Water – Verbal
 - 7. Engineering Subcommittee – Verbal
 - 8. Other Reports – Verbal
- 5:50 PM 5. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
- 5:55 PM 6. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**

6:00 PM

7. ADJOURNMENT

AGENDA APPROVED:	Craig Murray, Board Vice President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before May 21, 2018, at 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held May 24, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: May 21, 2018



Teresa L. Lerch
District Secretary

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

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

Las Gallinas Valley Sanitary District 2018-2019 Proposed Budgets





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May 24, 2018

To the Board of Directors of the Las Gallinas Valley Sanitary District,

The management staff of the District is pleased to present to the Board the 2018/19 Proposed Revenue, Operating and Maintenance Expense, Debt Service, Reserve Funding, and Capital Outlay Budgets for review. These budgets reflect the District's progress in the five year capital improvement plan adopted by the Board in June 2015 for the 2016 through 2020 fiscal years.

Operating Revenue is expected to increase by \$468,050 primarily from a \$31 increase in the sanitary sewer service charge from \$867 to \$898 per equivalent dwelling unit. Interest income is expected to decrease as funds are expended on capital projects as discussed below.

Operating and Maintenance costs are expected to increase over the prior year budget by \$112,011 or 1.76%. Staffing levels are projected to increase by one full time equivalent. Staff has also budgeted for overlap between an interim and a permanent General Manager. Repairs and maintenance in FY2018 included two larger projects which will be completed prior to FY2019 resulting in the budget decreasing by \$191,950; funding for the lateral assistance program will increase by \$21,900 as repayment funds are reinvested; and legal costs are budgeted to decrease by \$130,000.

Reserve funding is decreasing as funds collected in the rate for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project debt service is utilized for that purpose.

Debt service requirements are \$3,990,000 for prior year debt including the 2017 Revenue Bonds.

The Capital Outlay effort for 2019 will be focused on the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects; however other equipment purchases, major repairs, planning for future projects and accumulation of funding for large projects will continue.

Sincerely,

Susan McGuire
Susan McGuire, CPA
Administrative Services Manager

Chris DeGabriele
Chris DeGabriele, PE
Interim General Manager

Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

Operating Revenue

The District is in the fourth year of a five year rate increase based on the capital outlay plan adopted by the Board in June 2015. The maximum rate for 2018/19 of \$898 per equivalent dwelling unit, consistent with the five year rate plan, is utilized in preparing the proposed budget.

Educational Revenue Augmentation Funds (ERAF) are determined by state statute. Special districts are allocated a certain amount of property tax revenues; however a portion is shifted from counties, cities, special districts, and redevelopment agencies to K-12 schools and community colleges. The District is subject to ERAF I and II tax shifts, which are specified by the State, using population and other factors and are adjusted yearly per the incremental growth rate in assessed property tax values. Staff has budgeted \$320,000 based on projected 2017/18 receipts.

Recycled water revenue is the estimated cost of providing water to North Marin Water District based on the projected costs for 2019.

Inspections, Permits, and Application fees reflect projected revenue from inspecting laterals as required by the planned changes to the District's Ordinance code. These inspections are proposed to be performed by a new Engineering Tech/Inspector position. The revenue is projected based on historical sales data for properties within the District for half the year.

Franchise fees, bank interest, supplemental property taxes, and Home Owner Property Tax Relief funds are projected to remain the same which is consistent with prior year budgets.

Interest on reserves, which are invested in the Bank of Marin and the Local Agency Investment Fund with the State of California, are expected to continue to yield low rates however they are increasing over prior years. As the District has built up cash for construction projects, the earnings have increased; however with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects proceeding with construction, staff expects reserves to be drawn down.

The Private Sewer Lateral Assistance program began in July 2012; the budget reflects the projected repayments for 2019.

Miscellaneous revenue is comprised of insurance policy dividends; staff is projecting that they will remain consistent in 2019 from the projected actual for 2018.

Funds in excess of the amount needed to fund the Operating and Maintenance and Debt Service budgets are transferred to General Construction.

Capacity Related Revenue

Activity for remodel permits and second units has increased from prior years but larger projects are proceeding slowly. Since the District is substantially built out and the pace of development is difficult to predict, staff is conservatively not budgeting any capital facility charges for 2019. The interest income for this category is for existing funds on deposit, which have been substantially expended for capital projects.

Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

General Construction Revenue

Secured property taxes are calculated based on the value of real property, land and personal property, such as structures, located upon real property. Secured property is taxed at a general rate of 1% of the assessed value. Property tax projections for 2018 are expected to be higher than budgeted; for 2019 they are projected to be slightly higher than 2018 levels.

Operating Transfer In consists of funds in excess of the amount needed to fund the Operating and Maintenance and Debt Service budgets.

Other Sources of Funds

Marin Municipal Water District entered into an agreement in March 2017, to buy into the existing capacity of the Recycled Water Treatment Facility as well as participating in the debt service of the 2017 Revenue Bonds associated with the estimated cost for the expansion of the facility. These funds are allocated to the reserve funding for the cost of the project.

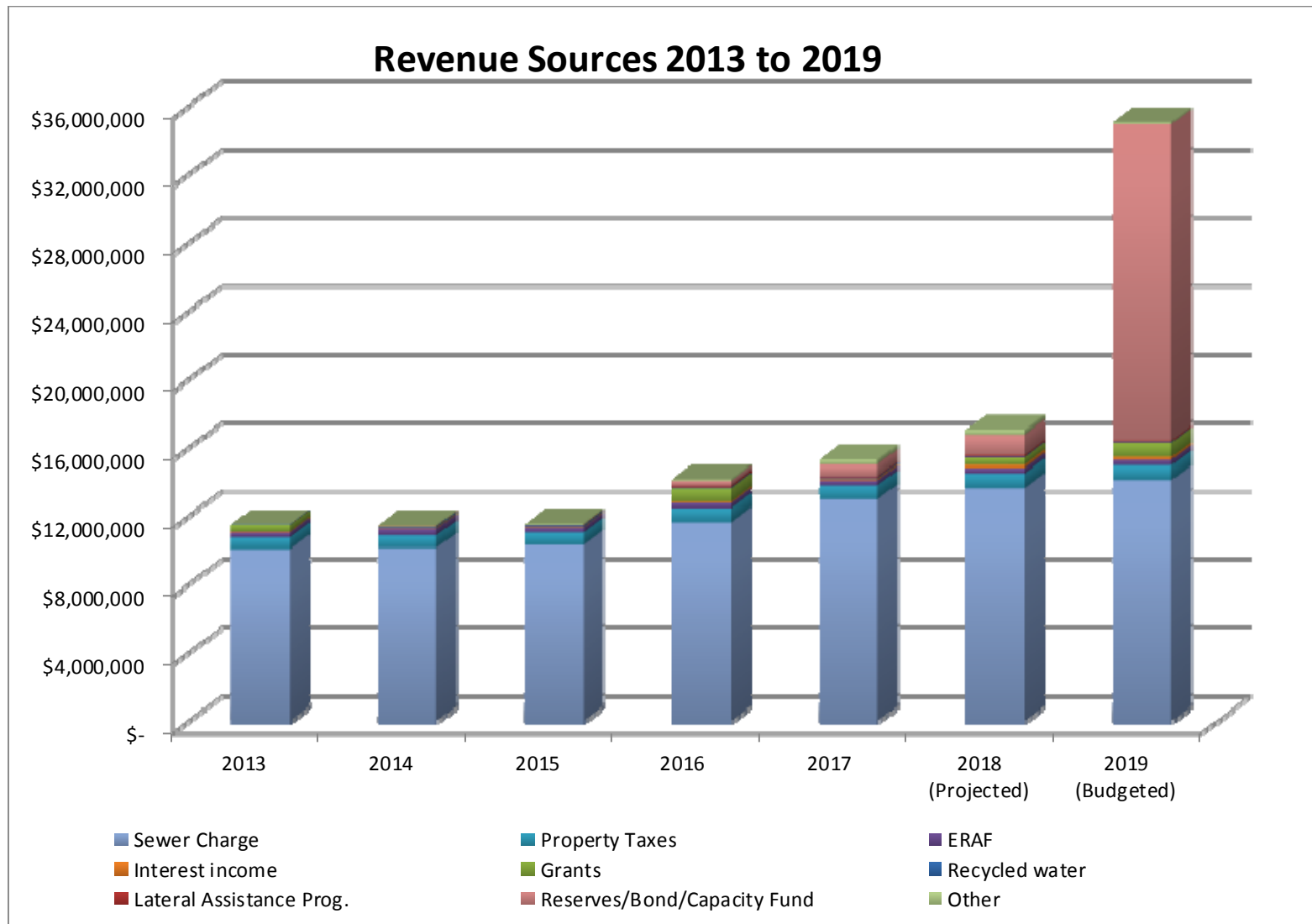
Utilization of Bond Funds and Reserves

The District has projects budgeted for 2017/18 which either will not begin prior to year end and are expected to proceed in 2018/19 or are accumulating funds over several years. These projects are included in the Capital Outlay budget and the related funding which will carry forward from 2017/18.

Transfers from the Bond Fund reflect projected interest income earned on the unspent proceeds.

The graph on the following page shows the composition of District revenues for the past five fiscal years plus the projected 2018 and budget for 2019.

Las Gallinas Valley Sanitary District Preliminary Budget 2018-19



Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

Operating and Maintenance Expenses

Employee Expenses:

Regular staff salaries are based on 2018 projected wages with a 2.5% cost of living increase as specified in the Memorandum of Understanding. The overall budgeted increase is \$73,000 which reflects the vacancy in the General Manager position for five months of the year; one new position in the engineering department to support projects and inspect laterals pursuant to the planned Ordinance code changes and a change in the Buildings and Grounds Maintenance position to a technical Equipment Maintenance position. Scheduled step changes have been applied where appropriate.

Extra hire is for staffing the Interim General Manager position during the transition to a permanent position.

Overtime is estimated based on projected 2018 amounts and reflect additional staffing for storm events.

Vacation and sick accrual is also estimated based on the prior three years trend; however it is difficult to predict how much time staff will accumulate rather than use.

Stand by time is based on projected wages, the regular rotation of personnel on duty, and additional staff who are on call during storm events.

Director salaries are projected based on the 2017 and 2018 amounts with a maximum 5% increase. Board members have received the same per meeting compensation since 2008.

Director benefits are based on the maximum allowance of \$200 per month per eligible director.

Social security tax is 7.65% of covered wages for all employees.

Group life insurance and long term disability insurance are projected from year to date 2018 amounts with adjustments for changes in census data.

CalPERS contributions are projected from regular wages with the anticipated employer contribution rate for 2019. Staff who became CalPERS members after 2013 are covered by a plan which requires a lesser retirement contributions by the District.

Health insurance is projected based on the known rates for July through December 2018 and the application of the health trend rate of +8% for 2019. Other Post-Employment Benefits are retiree health benefits for prior and current employees and is based on the actuarial valuation for the post-employment benefits dated January 1, 2017.

Dental insurance is paid through a self-insured plan and is based on actual claims made. Since claim expenses vary from person to person and from year to year, the budget is based on the average of the prior three years.

Vision insurance is a set amount and is projected based on current employees and projected new staff. Auto allowance and commute stipend are based on the known amounts for covered staff.

Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

Insurance:

Workers compensation insurance is based on projected wages for 2019 and application of the existing rates and a decrease in the experience modification factor based on lower District claims in the past two years.

Unemployment insurance is paid based on claims made. The District has not had a claim since 2004.

Pooled liability insurance includes general liability and mobile equipment, billed separately. The general liability insurance premium period is based on a calendar year and the mobile equipment on a fiscal year basis. The liability insurance is the larger premium for which half of the yearly cost is known based on the current billing. The budget for 2019 is the same as 2018, without reduction for any retroactive adjustments.

Fidelity bond for the cost of commercial crime insurance coverage is based on prior years.

Repairs and Maintenance:

Vehicle parts and maintenance is based on 2018 year to date results with adjustments for projected activity during the remainder of the fiscal year.

Building maintenance consists of quarterly HVAC service and other routine maintenance.

Grounds maintenance is budgeted based on hiring an outside firm to perform work now done by the current Buildings and Grounds Maintenance position.

Power generation maintenance and repairs consists of work performed on the photo voltaic system, a maintenance contract for the BERS turbines, and maintenance of the CNG fill stations at the treatment plant and the pump station.

Equipment maintenance and repair are expected to remain similar to 2019. The amounts for Captains Cove and Marin Lagoon are from the budgets for those developments.

Capital repairs/replacements consist of items that are long-lived or life extending in nature but are not included in the capital improvements budget. They are either items that are capital in nature but the replacement/repair is not anticipated as part of the initial capital outlay budget or items such as small pumps and equipment with a cost under the \$5,000 capitalization threshold. There were two projects, the Primary Biofilter Feed Pump Replacement and Deep Bed Filter Valves and Effluent Pump Box Weir Replacements, during 2018 which were included for the treatment plant and are not expected to reoccur. These two projects cost \$157,000.

Other Operating Expenses:

Chemical costs are estimated based on past usage with an increase for 2019.

Pollution prevention program is contracted with Central Marin Sanitary Agency. The budget is based on prior year experience and projected amounts for 2018.

Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

Lab contract services are budgeted based on year to date 2018 charges for the treatment plant and the recycled water facility.

Small tools are budgeted based on needed items and prior year expenditures for each individual department.

Outside services consist of the cost of pagers, answering service, alarm system monitoring, security patrol, pre-employment screening, and portable restrooms in the reclamation area. Janitorial cost is projected based on adding one additional cleaning per week. Uniform service is projected for 2019 based on current year costs.

Aquatic review is conducted twice a year by contract.

Damage claims are budgeted based on the maximum deductible for one sewer overflow claim for the year.

Sludge Disposal is the cost for injecting digested biosolids in the District's dedicated disposal site. The amount is based on prior year activity.

Regulatory consultant budget is based on a proposal for 2019. The budget appears substantially in excess of current year to date expenditures; however work performed in connection with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects is charged to the capital budget and not reflected in the year to date Operating and Maintenance Expense. The costs incurred to date are 60% of the budgeted amount and the proposal for 2018-19 is approximately 5% less than 2017-18.

Engineering consultant is an estimate by staff based on the average activity during recent years. Some of this cost is reimbursed by project owners who apply for capacity.

Consultants include costs for updating the strategic plan, implementing the Canada goose management plan, the biennial actuarial valuation for the Other Post Employment Benefit Plan, recruiting for a general manager, performance of a compensation and classification study, and labor relations.

General operating supplies are budgeted by department based on prior year trends.

Utility power is for the treatment plant and the pump stations. For the pump stations, a small increase is budgeted for converting to the Deep Green alternative with MCE. For the treatment plant, the budget includes charges in excess of any rebates due to power consumption required for construction.

Telephone and water are budgeted based on year to date 2018 costs.

Fuel and oil budget is based on year to date 2018. Diesel usage has decreased with the utilization of the CNG powered vehicle for Collections.

Safety equipment and supplies and safety services are budgeted based on equipment needs and the proposal for 2018.

Lateral rehab assistance program is budgeted based on the amount in the 2019 rate plus reinvestment of the projected repayments from existing agreements.

Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

General and Administrative:

Conferences and mileage/travel are budgeted based on year to date 2018 activity.

Election costs are incurred if more than three people run for the three seats up for election.

Office supplies and expense is budgeted based on annualizing 2018 activity.

Computer support and supplies includes annual software renewals, the replacement of computers as needed and outside computer network support. The District is using more software from outside vendors which has increased the cost.

User charge collection fee is charged by the County of Marin for collecting the property taxes and sanitary sewer service charges on the tax rolls. Staff is projecting the amount based on 2018 rates.

Publications and legal ads are for contract/public bidding advertising, chemical procurement, public hearings, and recruiting.

Public education and outreach is for the joint efforts with other Marin County sewage treatment agencies, web site maintenance, the request by STRAW for funding, special mailings and for the District's newsletter and annual sewer rate change mailings.

Taxes, other is the annual LAFCO charge and is based on the projected 2019 charge.

Memberships and permits are based on the 2018 invoices with an increase for some permits.

Rents and leases for administration are costs for the lease of the postage machine, off-site records storage, railroad easements and copiers. Rents and leases for pumpstations are for portable stand by generators for storm events.

Legal expense is projected to decrease from 2018 activity as certain personnel matters and legal issues concerning the treatment plant upgrade are anticipated to be resolved.

Audit expense is based on the 2017 request for proposals which covers three years of audit engagements.

Employee recognition is based on year to date and projected 2018 activity.

Employee training and education includes the cost for the District to participate in the Liebert Cassidy Whitmore employment relations consortium and other offsite training. The District expects to continue to send staff for training in 2018. Continued training for staff development is budgeted in the consultant category.

Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

Reserves

- Working Cash Flow and Undesignated Capital reserves are budgeted based on the target balance established in 2009 and increase each year by 5%.
- The Capital Reserves for the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects are based on the actual payment required to service the 2017 Revenue Bonds and the amount that was included in the five year rate increase. These funds will be used to pay for the project expenses.
- Captains Cove and Marin Lagoon reserves are the excess of special assessments over projected operations, maintenance and capital expenditures which are collected for these developments.
- MMWD Debt Reimbursement reserves are the amounts MMWD is paying to the District for the buy-in for the existing recycled water treatment plant and the allocated share of the 2017 Revenue Bonds for the expansion project.

Debt Service

The District has five issuances of debt outstanding. They are as follows:

- Certificates of Participation (COP) with an original principal amount of \$10,000,000, which were issued in 2005, and have annual principal and interest payments through December 2025. The District refinanced them at a reduced interest rate of 3.3% which will save interest over the remaining life and will result in lower annual payments. The principal balance remaining is scheduled to be \$4,978,800 as of July 1, 2018.
- State Revolving Fund Loan (SRF) was a construction loan which originated in 2010 and was completely drawn down in 2012. The original principal amount was \$4,314,750 with annual principal and interest payments through June 2032. The interest rate is 2.7%. The principal balance remaining is scheduled to be \$3,291,573 as of July 1, 2018.
- Bank of Marin Loan which originated in 2011 with a principal amount of \$4,600,000. Monthly principal and interest payments are due through June 2031. The interest rate is 3.88%. The principal balance remaining is scheduled to be \$3,380,752 as of July 1, 2018.
- Bank of Marin Loan which originated in 2012 with a principal amount of \$2,000,000. Monthly principal and interest payments are due through August 2022. The interest rate is 3.25%. The principal balance remaining is scheduled to be \$915,028 as of July 1, 2018.
- 2017 Revenue Bonds were issued in April 2017 with a principal amount of \$38,365,000. The true interest rate to maturity is 3.298476%. Annual principal and interest payments are due through April 2042. The principal balance remaining is scheduled to be \$36,647,700 as of July 1, 2018.

The debt service does not reflect the reimbursement to be received from MMWD for buying into the existing recycled water treatment facility or their portion of the 2017 Revenue Bonds. The payments to be received from MMWD are transferred to the reserves budget.

Las Gallinas Valley Sanitary District

Preliminary Budget 2018-19

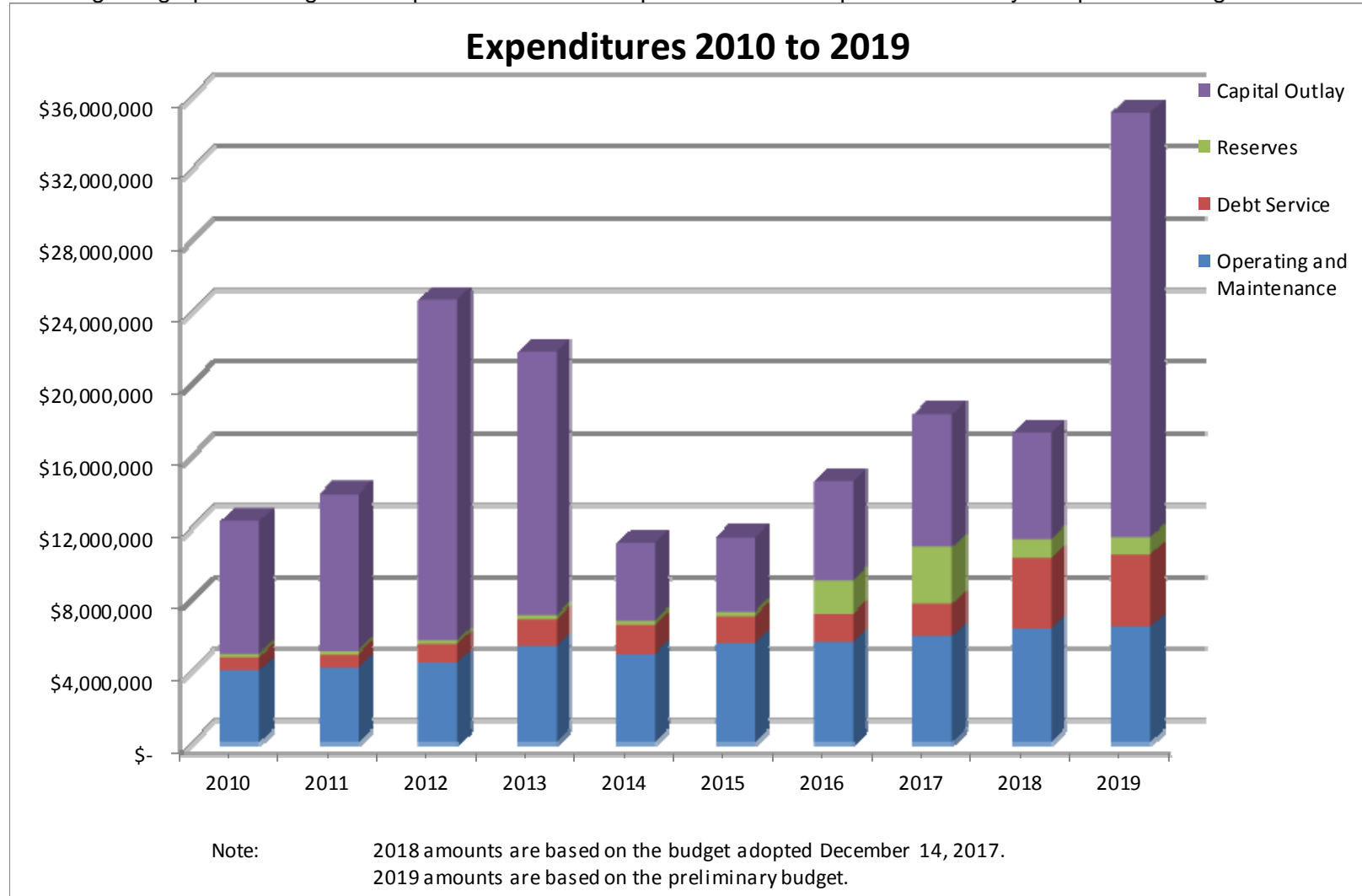
Capital Outlay

The Capital Outlay budget contains projects specifically identified in the Five Year plan for 2015/2016 through 2019/2020 plus miscellaneous capital needs that change yearly. See the separate Capital Outlay Budget for the list of projects and summary descriptions.

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Las Gallinas Valley Sanitary District Preliminary Budget 2018-19

The following is a graph showing the composition of District expenditures for the past nine fiscal years plus the budget for 2019.



MINUTES OF MAY 10, 2018

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON MAY 10, 2018, AT 4:03 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,
5 SAN RAFAEL, CALIFORNIA.

6
7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray and J.
8 Schriebman

9
10 **BOARD MEMBERS ABSENT:** None.

11
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Mike
13 Cortez, District Engineer – Both present for Closed
14 Session; Teresa Lerch, District Secretary

15
16 **OTHERS PRESENT:** David Byers, District Counsel

17
18 **ANNOUNCEMENT:** President Clark announced that the agenda had been
19 posted as evidenced by the certification on file in
20 accordance with the law

21
22 **PUBLIC COMMENT:** None.

23
24 **ADJOURNMENT:**

25
26 **ACTION:**

27
28 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO
29 CLOSED SESSION ON MAY 10, 2018, AT 4:05 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,
30 SAN RAFAEL, CALIFORNIA.

31
32 Lerch left at 4:05 p.m.

33
34 **CLOSED SESSION:**

35
36 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS –** Pursuant to Government Code
37 § 54956.8 Regarding Assessor Parcel Numbers: 155-121-14, 155-121-15, 155-121-16, 155-121-17, 155-
38 121-18, 155-121-30, 155-011-11 and 155-011-12. Real Property Negotiators are the Interim General
39 Manager and the District Counsel. District may negotiate with representatives of the Silveira family.
40 Under negotiation: Price and Terms of Payment.

41
42 **ADJOURNMENT:**

43
44 **ACTION:**

45 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on
46 May 10, 2018 at 4:34 pm.

47
48 **STAFF PRESENT:** Mike Cortez, District Engineer; Sahar Golshani,
49 Environmental Services Director; Teresa Lerch, District
50 Secretary; Susan McGuire, District Treasurer; Greg
51 Pease, Collection System/Safety Manager

52
53 **OTHERS PRESENT:** None

54
55 **PUBLIC COMMENT:** Two members of the public spoke to the Board.

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

59
60 **MARIN SCHOOL OF ENVIRONMENTAL LEADERSHIP PRESENTATION**
61 Students from Marin School of Environmental Leadership did a presentation on Microbeads for the Board.
62 Discussion ensued.

63
64 **ACTION:**
65 Board approved (M/S Clark/Schriebman 5-0-0-0) a \$1,000. Donation towards the Marin School of
66 Environmental Leadership microbead project.

67 AYES: Clark, Elias, Greenfield, Murray and Schriebman
68 NOES: None.
69 ABSENT: None.
70 ABSTAIN: None.

71
72 Golshani left at 5:05 p.m.

73
74 **CONSENT CALENDAR:**
75 These items are considered routine and will be enacted, approved or adopted by one motion unless a request for
76 removal for discussion or explanation is received from the staff or the Board.

- 77 A. Approve the Board Minutes for April 26, 2018.
78 B. Approve the Warrant List for May 10, 2018.
79 C. Approve Board Compensation for April 2018.
80 D. Approve Conference Attendance for Megan Clark, Russ Greenfield and Craig Murray –
81 CASA Annual Conference August 8-10, 2018 in Monterey.
82 E. Approve 2017-2018 Third Quarter Financial Statements as of March 31, 2018.
83 F. Approve Interim General Manager Authority to Approve WRA for Lower Miller Creek 5-Year Monitoring
84 and Reporting Services.
85 G. Approve Resolution 2018-2124 – A Resolution Accepting the Primary Biofilter Feed Pump #1
86 Replacement.

87
88 Items B and F were discussed.

89
90 **ACTION:**
91 Board approved (M/S Murray/Clark 5-0-0-0) the Consent Calendar Items A-G.

92 AYES: Clark, Elias, Greenfield, Murray and Schriebman
93 NOES: None.
94 ABSENT: None.
95 ABSTAIN: None.

96
97 **PROPOSED ORDINANCE 174 AN ORDINANCE ADDING CHAPTER 7 OF TITLE 1 TO THE**
98 **ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT**

99 Board discussed setting a public hearing for Ordinance 174 – An Ordinance adding Chapter 7 of Title 1 to
100 the Ordinance Code of the Las Gallinas Valley Sanitary District to provide informal bidding procedures
101 under the Uniform Public Construction Cost Accounting Act.

102
103 **ACTION:**
104 Board approved (M/S Schriebman/Murray 5-0-0-0) setting the public hearing for Thursday, June 28, 2018
105 to review Ordinance 174 adding Chapter 7 of Title 1 to the Ordinance Code of the Las Gallinas Valley
106 Sanitary District to provide informal bidding procedures under the Uniform Public Construction Cost
107 Accounting Act.

108 AYES: Clark, Elias, Greenfield, Murray and Schriebman
109 NOES: None.
110 ABSENT: None.
111 ABSTAIN: None.

112
113 **ACTION CALENDAR:**
114 A. Approve Request for Proposals for Executive Search Services. McGuire reported. Discussion
115 ensued.

116 **ACTION:**
117 Board approved (M/S Murray/Greenfield 5-0-0-0) Request for Proposals for Executive Search Services.
118 AYES: Clark, Elias, Greenfield, Murray and Schriebman.
119 NOES: None.
120 ABSENT: None.
121 ABSTAIN: None.
122

123 B. Consider Participation in North Bay Water and North Bay Drought Contingency Plan.
124 DeGabriele reported. Discussion ensued.

125
126 **ACTION:**
127 Board approved (M/S Schriebman/Elias 4-1-0-0 Participation in North Bay Water and North Bay Drought
128 Contingency Plan.
129 AYES: Clark, Elias, Murray and Schriebman.
130 NOES: Greenfield.
131 ABSENT: None.
132 ABSTAIN: None.
133

134 **INFORMATION ITEMS:**
135 STAFF / CONSULTANT REPORTS:
136 1. Interim General Manager Report – Verbal – DeGabriele reported.
137 2. Lateral Specifications/Lateral Inspection Ordinance Progress Update – Written – DeGabriele and Pease
138 reported. Discussion ensued.
139
140 Cortez left at 6:50 p.m.
141 Byers and Pease left at 6:10 p.m.
142

143 **BOARD REPORTS:**
144 1. Human Resources Subcommittee – Verbal – Clark and Murray reported. Discussion ensued.
145 2. LAFCO – Verbal – Murray reported.
146 3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
147 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal – Greenfield reported.
148 5. NBWA – Written – Schriebman reported.
149 6. NBWRA/North Bay Water – Verbal – See Action item B above.
150 7. Engineering Subcommittee – Verbal – no report.
151 8. Other Reports –Verbal – Clark mentioned that Laurette Rogers from STRAW invited the Board to visit
152 tomorrow. Murray gave an update on the Marin County Disaster Council.
153

154 **BOARD REQUESTS:**
155 A. Board Meeting Attendance Requests – none.
156 B. Board Agenda Item Requests – Schriebman requested a letter or possibly an article be written on
157 Permethrin. DeGabriele will follow up. The Board requested that Deep Green Energy be on a future
158 agenda.
159

160 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**
161 Discussion ensued.
162
163
164
165
166

167 **ADJOURNMENT:**

168

169 **ACTION:**

170 Board approved (M/S Schriebman/Murray 5-0-0-0) the adjournment of the meeting at 6:46 p.m. in
171 memory of Art Reichert, who was active in the Gallinas Watershed Council and many other community
172 service projects.

173 AYES: Clark, Elias, Greenfield, Murray and Schriebman.

174 NOES: None.

175 ABSENT: None.

176 ABSTAIN: None.

177

178 The next Board Meeting is scheduled for May 24, 2018 at the District Office.

179

180 **ATTEST:**

181

182

183

184 _____
Teresa Lerch, District Secretary

185

186

187

188 **APPROVED:**

189

190

191

192 _____
Craig Murray, Board Vice-President

193

194 **SEAL**

Las Gallinas Valley Sanitary District
Warrant List
05-24-18 DRAFT

Agenda Item 3B
Date May 24, 2018

	Date	Num	Vendor	Amount	Description for items > \$1000
1	5/24/2018	EFT	ADP, LLC	TBD	Payroll for payday 5/25/18
2	5/24/2018	EFT	ADP, LLC	331.58	Processing fees for payday 5/11/18
3	5/24/2018	EFT	Calif. Public Employees Retirement System	TBD	Pension contribution employee and employer for 5/25/18 payday
4	5/24/2018	EFT	CalPERS Supplemental Income 457 Plan	TBD	Employee salary deferrals for 5/25/18 payday
5	5/24/2018	EFT	Direct Dental Administrators, LLC	267.20	
6	5/24/2018	TBD	All Star Rents	232.93	
7	5/24/2018	ACH	AnchorCM	517.50	
8	5/24/2018	TBD	AT&T	1,790.66	May 7 - Jun 6 phone charges
9	5/24/2018	TBD	AT&T Teleconference Services	7.25	
10	5/24/2018	TBD	Azteca Systems LLC	9,000.00	CityWorks software license (annual license) 05/15/18-05/14/19
11	5/24/2018	EFT	Bank of Marin Cardmember Services	18,283.91	Morrill Industries - bollards for parking lot; Friedman's - fence project barbed wire build materials
12	5/24/2018	TBD	Bartle Wells Associates, Inc	1,500.00	Sewer service rate survey for annual rate notice
13	5/24/2018	ACH	CalPERS Fiscal Services Division	5,698.00	Pre-fund GASB
14	5/24/2018	ACH	CALPERS Health	27,977.55	Health benefits June 2018
15	5/24/2018	ACH	Core Utilities, Inc.	2,670.00	IT Services April 2018
16	5/24/2018	TBD	CWEA-RES	85.00	
17	5/24/2018	TBD	DNG Enterprises, Inc.	26.47	
18	5/24/2018	ACH	Elias, Rabi	200.00	
19	5/24/2018	ACH	FutureSense, LLC	12,847.54	Leadership model development - year 1; HR structural assessment and recommendation
20	5/24/2018	ACH	Greenfield, Russell	200.00	
21	5/24/2018	ACH	Harrington Industrial Plastics, LLC	93.98	
22	5/24/2018	TBD	JDB Systems	944.35	
23	5/24/2018	TBD	McPhail Fuel Company	1,534.75	Propane tank refills
24	5/24/2018	ACH	Mission Linen Supply	407.66	
25	5/24/2018	ACH	Murray, Craig	100.00	
26	5/24/2018	ACH	Nor-Cal Pipeline Services	1,564.00	400 Merrydale Rd; 6-in sewer sliplining - construction (retention #2)
27	5/24/2018	TBD	North Bay Petroleum	2,930.21	Unleaded/diesel
28	5/24/2018	TBD	Pacific Gas & Electric - 0580531718-6	1,403.39	03/27/18-04/25/18; Plant
29	5/24/2018	TBD	Pacific Gas & Electric - 1991349158-5	6,887.92	3/19-4/17/15; Pump Stations

Las Gallinas Valley Sanitary District
Warrant List
05-24-18 DRAFT

30	5/24/2018	TBD	Pacific Gas & Electric CDX7397590484 SOLR	21.48	
31	5/24/2018	ACH	Regional Government Services Authority	1,202.50	Employee Communication training
32	5/24/2018	ACH	Retiree Augusto	183.34	
33	5/24/2018	ACH	Retiree Burgess	592.00	
34	5/24/2018	ACH	Retiree Cummins	183.34	
35	5/24/2018	ACH	Retiree Cutri	528.52	
36	5/24/2018	ACH	Retiree Emanuel	249.30	
37	5/24/2018	ACH	Retiree Gately	592.00	
38	5/24/2018	ACH	Retiree Guion	212.97	
39	5/24/2018	ACH	Retiree Kermoian	183.34	
40	5/24/2018	ACH	Retiree Mandler	183.34	
41	5/24/2018	ACH	Retiree Memmott	338.25	
42	5/24/2018	ACH	Retiree Petrie	197.76	
43	5/24/2018	ACH	Retiree Pettey	592.00	
44	5/24/2018	ACH	Retiree Pickrel	183.34	
45	5/24/2018	ACH	Retiree Provost	249.30	
46	5/24/2018	ACH	Retiree Reetz	499.68	
47	5/24/2018	ACH	Retiree Reilly	183.34	
48	5/24/2018	ACH	Retiree Vine	183.34	
49	5/24/2018	ACH	Retiree Williams	592.00	
50	5/24/2018	ACH	Schriebman, Judy	200.00	
51	5/24/2018	TBD	SiteOne Landscape Supply, LLC	22.88	
52	5/24/2018	TBD	Southern Counties Lubricants	91.56	
53	5/24/2018	ACH	Timmons Group	1,540.00	Upgrade existing software to improve functionality (services through 4/29/18)
54	5/24/2018	ACH	WECO Industries	1,175.04	Replacement snivels for flusher trucks (4)
			TOTAL	\$ 107,682.47	



Consent 3C
Staff/Consultant Reports _____
Agenda Item _____
Date May 24, 2018

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager
From: Mel Liebmann, Plant Manager *ML*
Mtg. Date: May 24, 2018
Re: EOA Contract Proposal for July 1, 2018 to June 30, 2019

BACKGROUND:

District consultant, Ray Goebel of EOA, has provided sewage collection system and treatment plant discharge regulatory compliance consulting services to the District for over 15 years. Mr. Goebel's regulatory expertise has proven essential in meeting existing and new regulatory requirements. In addition to his advisory skills, Mr. Goebel completes numerous mandatory regulatory reports outlined in the attached EOA proposal.

Mr. Goebel's familiarity with the District's facilities and compliance history has been instrumental on several occasions when staff has had questions regarding the interpretation, intent and history of the many permits for which the District is required to maintain compliance. Mr. Goebel regularly reviews written correspondence between the District and the Regional Water Quality Board to improve the effectiveness of communication. He also keeps staff informed of pending or future requirements that could impact District operations. EOA has an exemplary record of providing reports on time and being responsive to Staff requests throughout their years of service to the District.

Staff is currently reviewing design documents for the secondary treatment upgrade to the wastewater treatment plant. Mr. Goebel has attended several Secondary Treatment Recycled Water Upgrade Project design meetings and has provided guidance to staff in making decisions regarding process selection and design that will result in a treatment facility that will exceed existing regulations and ensure compliance for years to come.

The table below lists the last seventeen years of annual costs for regulatory compliance consulting services from EOA, Inc. The EOA, Inc. 2018-19 proposal for consulting services is \$159,300. The EOA, Inc. 2017-18 proposal totaled \$167,500. EOA Inc. has billed the District \$98,857 through May 4, 2018 against this current year's contract with EOA, Inc. The expected to-go expenditures this FY are estimated at \$33,700 bringing the estimated total to \$132,557.



Fiscal Year	Total Cost	Difference	Fiscal Year	Total Cost	Difference
2017-18	\$145,000		2008-09	\$112,061	\$14,1663
2016-17	\$164,212	+865	2007-08	\$126,724	+\$37,311
2015-16	\$163,347	+\$4,485	2006-07	\$89,413	+\$11,317
2014-15	\$158,862	+\$5762	2005-06	\$78,096	+\$15,402
2013-14	\$153,100	+\$19,769	2004-05	\$62,694	+\$40,475
2012-13	\$133,331	+\$12,960	2003-04	\$103,169	+\$18,920
2011-12	\$146,291	+\$6,792	2002-03	\$84,249	+\$20,649
2010-11	\$139,499	-\$26,371	2001-02	\$63,600	+\$13,426
2009-10	\$165,870	+\$53,809	2000-01	\$50,174	

Staff believes that continuing to utilize EOA as a regulatory consultant is the best way to ensure consistent and effective regulatory compliance and technical support at a critical time in the District's history. Staff recommends continuing to use EOA as the District's regulatory consultant and not seek other proposals for these services.

STAFF RECOMMENDATION:

Board approve the EOA Contract Proposal for July 1, 2018 to June 30, 2019.

FISCAL IMPACT:

\$159,300

PERSON TO BE NOTIFIED:

Ray Goebel of EOA

**EOA Scope of Work for Las Gallinas Valley Sanitary District
Technical Support for Regulatory Permits
July 1, 2018 – June 30, 2019**

BACKGROUND

The District's NPDES discharge permit (Order R2-2015-0021) was reissued at the Water Board's May 13, 2015 hearing, with an effective date of July 1, 2015. The District is also subject to the Water Board's regional Mercury and PCBs Permit (Order R2-2017-0041), the regional Nutrient Permit (Order R2-2014-0014), the District's Reclamation Permit (Order 92-064), the recycled water facility's General Order for Water Reuse (Order R2-96-011), the State Water Board's General Order for Sanitary Sewer Systems (Order 2006-003-DWQ), various Permits to Operate issued by the Bay Area Air Quality Management District (BAAQMD) for treatment plant and pump station generators and equipment, and other regulations established by these agencies and the USEPA.

EOA provides technical and regulatory support to the District related to the above permits and regulations. Work performed by EOA on behalf of the District includes assistance in securing the permits (where applicable), preparation of permit-mandated reports, documents and plans, coordination of permit-mandated studies, support for the District's data management and reporting systems, participation in plant upgrade planning processes, and technical support to the District staff on various operational, regulatory, and permit compliance issues.

SUMMARY OF FY 2017/18 WORK

Under its FY 2017/18 contract with the District, EOA prepared the following documents for submittal to the Water Board as required by the District's NPDES and other permits:

- Annual NPDES Self-Monitoring Report (2/1/18)
- Plant O&M Manual, Contingency Plan, Wastewater Treatment Plant Reliability Assurance Plan, Wastewater Facilities Report, and Wet Weather Improvements Plan: conducted annual reviews, updated as needed and prepare status reports (2/1/18)
- Annual EPA 503 Biosolids Report (2/15/18) [assisted District staff]
- Annual Reclamation Project Report (3/6/18)
- Annual Recycled Water Facility Report (3/6/18)
- Annual Pollution Prevention Report (2/28/18) [review only]

EOA also provided technical support to District staff in a number of other areas, including:

- Support to plant operations and laboratory, primarily in areas related to compliance with the above-referenced permits, but also general support (e.g., treatment process performance evaluation, development of SOPs, etc.)
- Support for the laboratory data management system (Operator 10), which hosts monitoring data required by the NPDES, Recycled Water and Reclamation permits, as well as other data used by plant operations for process control.
- Secondary Treatment and RWTF Upgrade Project: Providing input to designers on regulatory and technical issues, review of design documents, and participation in design review workshops.

- Support to the collection system operations, and implementation of the District’s Sewer System Management Plan (SSMP), including biannual SSMP audit.
- Assistance in responding to inquiries from regulatory agencies and discharger organizations, and review of documents prepared by those entities (e.g. CASA sewer lateral survey)
- Participation on District’s behalf in permit-mandated regional activities, and in the activities of Bay Area Clean Water Agencies (BACWA) on issues of importance to the District
- Tracking local and State regulatory developments that will impact the District (e.g. State Water Board recycled water policies and chronic toxicity policy).
- Miscellaneous support and advice to District managers and staff on a range of technical and regulatory issues

EOA SCOPE OF WORK FOR FY 2018/2019

Consistent with past District practices, this scope of work is designed to provide the District with assistance in implementing requirements of the District’s various permits described above. The scope and budget presented herein are for the period July 1, 2018 through June 30, 2019. The hour estimates contained in this scope of work are based on assumptions regarding the level of support needed by the District and necessary to generate the various work products, and that EOA’s work effort will not vary significantly from current expectations. Hours may be reallocated among tasks to respond to unanticipated issues or needs raised by regulatory agencies or District management. Compensation for EOA’s services will be charged on a time and expense reimbursable basis, in accordance with EOA’s FY 2018/2019 Fee Schedule – LGVSD. (Attachment A)

Table 1 list tasks and/or deliverables required by the District’s various permits (or other regulatory mandates) in FY 2018/2019, the tasks under which those deliverables will be prepared, and the specified due dates. Except where indicated, EOA has the lead role in preparing these reports. Many of the Permit deliverables are due during the January-March period.

EOA will continue to provide District staff with an annual schedule of permit-mandated reports and milestones, and will coordinate with the District’s other consultants or contractors on issues related to compliance, operations, and facilities.

Tasks to be performed by EOA under this scope of work are as follows:

Task 1. Support for Permit Self-Monitoring Programs, Data Management, and Compliance and Operational Assistance

Under Task 1, EOA will provide ongoing technical assistance to District staff in meeting the self-monitoring program requirements specified in the District’s NPDES Permit, Reclamation Permit, the regional NPDES permits for mercury, PCBs, and nutrients, the USEPA biosolids regulations, and in preparing monthly and annual self-monitoring compliance reports required by these permits; support for the District’s toxicity testing programs; support for the laboratory/operations data management (Operator 10 database); support to staff in responding to inquiries and requests for information from regulatory agencies, and for other “as needed” assistance related to monitoring,



reporting, permit compliance, and plant operations.¹ Historically, EOA has provided only limited support for the District's Pollution Prevention Program (i.e., advice and review of Annual Report), since primary support for this Program is provided by CMSA. If the District implements a transition (from CMSA to LGVSD staff) of managing that Program and preparing the Annual Pollution Prevention Report, EOA will support District staff in that transition. As in previous years, EOA does not expect to play a lead role on air-related issues (e.g. securing BAAQMD permits and preparing reports) but will continue to assist District staff in that area where requested.

Table 1. FY 2018/2019 NPDES Permit Tasks and Deliverables

Permit Provision	Permit Due Date	EOA Task #	Description
Attach. G Prov. VC.1	Monthly	Task 1	Prepare Monthly Compliance Reports (support to LGVSD staff)
Attach. G Prov. VC.1	2/1/19	Task 1	Prepare Annual NPDES Report
Attach. G Prov. VC.1.f	2/1/19	Task 2	Plant O&M Manual, Contingency Plan, Wastewater Facilities Status Report: update as needed and prepare status report for inclusion in the NPDES Annual Report
Provision VI.C.5.a	2/1/19	Task 2	Reliability Assurance Plan: update as needed and prepare status report for inclusion in the NPDES Annual Report
Provision VI.C.5.b	2/1/19	Task 2	Report on progress in implementing Wet Weather Improvement Plan, private sewer lateral ordinance, and other measures to reduce blending, and prepare status report for inclusion in the NPDES Annual Report.
Provision VI.C.4.a	2/19/19	Task 1	Prepare Annual EPA Biosolids Report (support to LGVSD staff)
Provision VI.C.5.a	2/28/19	Task 1	Assist staff in reviewing Annual Pollution Prevention Program Report
Reclamation Permit	3/15/19	Task 1	Prepare Annual Reclamation Project Report (Order 92-064)
Recycled Water Permit	3/15/19	Task 6	Prepare Annual Recycled Water Report (General Order 96-011)

Estimated Hours: 300 hr, plus 24 hr clerical/technician

Task 2. Plant Reports and Documents- Review, Revise and Develop Status Updates

The Permit requires the District to annually review, revise and provide status updates for the plant O&M Manual, Contingency Plan, Spill Prevention Plan, and Wastewater Facilities Status Report. Historically, EOA has had primary responsibility for maintaining all of these documents except the

¹ District staff have responsibility for all permit-required monitoring and for the preparation of monthly and quarterly self-monitoring reports. EOA's role in these reports is limited to support and (when needed) review. However, EOA takes the lead role in preparing the various annual reports.



Contingency Plan, and we assume this division of responsibility will remain the case in FY 2018/19. Aside from fulfilling a permit requirement, the O&M Manual (and related plant SOPs) are used as training and reference documents for new operations staff. The O&M Manual/SOPs also provide documentation that the plant's wet weather blending practices are an integral part of the plant design, and are applied in a consistent and traceable manner.²

The NPDES Permit required preparation a Reliability Assurance Plan for the treatment plant, and an updated Wet Weather Improvement Plan that addresses measures taken by the District to reduce blending. Both of these Plans were prepared under EOA's FY2015-16 contract. Time requirements for follow-up and annual status reporting related to these documents are now relatively small. For that reason, and because there are no other permit-mandated "special studies" in progress, updating of these Plans has been incorporated into Task 2, rather than being broken out into a separate task.

Estimated Hours: 96, plus 4 hr clerical

Task 3. Participation in Discharger Organizations and Regional Regulatory Mandates

Organizations such as BACWA, CASA, and CWEA play a critical role in representing the interests of treatment plant and collection system agencies in regulatory and policy making decisions by State and local regulatory agencies. In addition, these organizations provide member agencies with resources and technical support to meet shared permit requirements, such as the Regional Monitoring Program (RMP), the Copper and Cyanide Action Plans, requirements of the regional Mercury & PCBs Permit, and of the regional Nutrient Permit (Order R2-2014-0014).³

Task 3 provides for 2 hr/month for EOA to track and/or participate in the activities of these organizations on the District's behalf, with an emphasis on the BACWA Permits, Collection System, and Recycled Water committees. EOA will periodically update District staff and Board on important developments that emerge from these committees.

Estimated Hours: 24

Task 4. Support for Secondary Treatment and RWTF Upgrade Project

Task 4 provides for support related to the Secondary Treatment and RWTF Upgrade project, including response to questions related to regulatory issues, coordination with Regional Water Board, review of design submittals, and other support as requested by the District. EOA will complete the update of the RWTF's Engineering Report to reflect the expansion of the facility and changes to its operations (i.e., District's assumption of recycled water production for MMWD and the switch to use of MMWD's chlorine contact tank/storage tank to meet recycled water disinfection requirements), submit the revised report to the Regional Water Board and State Division of Drinking Water for approval, and respond to any questions raised by those agencies. EOA will also submit any other

² The practice of "blending" (bypassing high wet weather flows around certain treatment processes to avoid wash-out of biological processes) remains controversial. It is essential that a treatment plant that employs blending have the practice recognized in its NPDES permit, and that the practice be well documented as being a part of the plant design and operations.

³ The District is participating in a regional special study required by the regional Nutrient Permit. The District's role in the study is limited to providing certain information to the study coordinator and reviewing study documents that relate to District facilities for accuracy. Under Task 3, EOA will continue supporting the District's role in the study.

information required by the Regional Water Board to update its coverage under the existing general recycled water Order R2-96-011.⁴

Estimated Hours: 72

Task 5. Support for Sewer System Management Plan and Collection System Issues

In 2005, the Regional Water Board issued a requirement that all wastewater collection system agencies develop Sewer System Management Plans (SSMPs), to reduce or eliminate occurrences of sanitary sewer overflows (SSOs). The State Water Board also issued SSMP requirements in the form of a General Order No. 2006-003 that closely paralleled similar requirement imposed by Regional Water Board. The District's SSMP was completed and certified in August 2008. The SSMP was updated in October 2013 SSMP and the required biannual internal SSMP audits were conducted by EOA and District staff in April of 2014, 2016, and 2018. The State Water Board has announced its intention to reissue the Statewide General Order in 2018.

Under Task 5, EOA will continue to support the District's implementation of the SSMP and provide ongoing support to staff on issues related to the collection system. EOA will also track and update District staff on developments related to reissuance of the Statewide General Order.

Estimated Hours: 24

Task 6. Support for Recycled Water Permit

The recycled water facility operates under the Water Board's General Reuse Order No. 96-011. LGVSD's role under this order is limited to that of recycled water Producer, while NMWD is responsible for distribution and regulation of recycled water use sites. (The same inter-agency relationship will exist with MMWD when the RWTF expansion is completed). Order No. 96-011 requires ongoing monitoring of recycled water quality (performed by District laboratory staff) and preparation of an annual report. Under Task 6, EOA will prepare the Recycled Water Annual Report for submittal to the Water Board by March 15, 2019 and provide support to District staff on operational and compliance issues related to the RWTF. Work related to expansion of the RWTF will be conducted under Task 4.

Estimated Hours: 36

Task 7. Miscellaneous & Contingency

At the discretion of the General Manager and subject to the allocated budget, EOA will provide technical and regulatory support for miscellaneous and/or unanticipated issues that may arise during the course of this contract that do not fall under Tasks 1-6.

Allocated Hours: 24 hr

⁴ At this point, Bay Area recycled water agencies have been allowed to continue operating production and distribution facilities under the Regional General Order R2-96-011, and have not been required to apply for coverage under the new Statewide Recycled Water General Permit (Order WQ 2016-0068). If a switch to the statewide order is required, EOA will prepare the necessary application forms and attachments. That effort might require that the Task 5 budget be supplemented from Task 8.



BUDGET

EOA's budgets for each of the above-described tasks are listed in Table 2.

**Table 2
EOA Budget for FY 2018/2019**

Task No.	Task Description	Task Budgets		
		EOA	Expns	Total
1	Support for NPDES, Reclamation, and Recycled Water Permit Self-Monitoring Programs, Plant Operations, Data Management, and Compliance Assistance	\$83,000		\$83,000
2	Prepare Various Plant Reports for Submittal to Water Board	\$26,300		\$26,300
3	Participation in Discharger Organizations and Regional Regulatory Efforts	\$6,500		\$6,500
4	Support for Planning of Secondary Treatment Process Improvements	\$19,500		\$19,500
5	Support for Sewer System Management Plan and Collection System Issues	\$6,500		\$6,500
6	Support for Recycled Water Permit	\$9,800		\$9,800
7	Miscellaneous & Contingency	\$6,500		\$6,500
XP	Project Expenses		\$1,200	\$1,200
	Total Project Budget	\$158,100	\$1,200	\$159,300

TOTAL NOT-TO-EXCEED BUDGET: \$159,300



Environmental and Public Health Engineering

Attachment A FY 2018/2017 Fee Schedule for LGVSD

The following fee schedule covers personnel rates for EOA, Inc. staff.

Our charges are divided into two categories: personnel, and direct expenses. A new fee schedule is issued at the beginning of each year. Charges for all work, except where other arrangements have been made, are based on the new schedule of charges.

PERSONNEL

Personnel charges are for any technical, clerical or administrative work necessary to perform the project. Work tasks include geologic and environmental consulting, engineering and computer services, regulatory liaison, and report preparation. Personnel rates are as follows:

<u>Personnel Category</u>	<u>Hourly Rates</u>
Principal Engineer	\$271
Managing Engineer/Scientist III.....	\$263
Managing Engineer/Scientist II.....	\$249
Managing Engineer/Scientist I	\$238
Senior Engineer/Scientist III – Project Leader	\$218
Senior Engineer/Scientist/Planner II.....	\$200
Senior Engineer/Scientist/Planner I.....	\$183
Associate Engineer/Scientist III	\$174
Associate Engineer/Scientist II.....	\$165
Associate Engineer/Scientist I.....	\$141
Assistant Engineer/Scientist	\$126
Technician	\$111
Clerical/Computer Data Entry	\$78

Charges for professional services are in increments of one quarter-hour. Depositions/legal testimony charged portal-to-portal, at 200% of standard rates, with a four-hour minimum charge. In accordance with California Civil Procedure 2037.7, where applicable, the minimum fee must be paid prior to commencement of testimony. Preparation for court cases is charged on a time-and-materials basis as outlined in this fee schedule.

DIRECT EXPENSES

Reimbursement for expenses directly related to services provided will be charged at cost plus 10%. Examples of such direct expenses include:

- Costs of sub-consultants or subcontractors
- Costs of special fees (insurance, permits, etc.)
- Costs of long-distance telephone, copying, drafting, blueprints, etc. (EOA copies charged at \$0.10 each for B&W, \$0.35 each for color. Large format \$0.15/sq ft for B&W, \$0.50/sq ft for color)
- Costs of color map production supplies (color ink and large format paper)
- Costs or rental of special equipment
- Costs of authorized travel and related expenses
- Automobile mileage directly related to services, at current IRS rate.

INVOICES

Invoices are prepared and submitted on a monthly basis, as either final or progress billings and are payable upon receipt unless prior arrangements have been made. Interest of 1-1/2% per month, or the maximum rate allowed by law, is payable on accounts not paid within 30 days.



Consent _____ 3D _____
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date May 24, 2018

To: Chris DeGabriele, PE, Interim General Manager
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: May 24, 2018
Re: Approve Interim General Manager Authority to Approve Maintenance Services for the BioCNG Digester Gas Conditioning Equipment Package

BACKGROUND:

The Biogas Energy Recovery System (BERS) is substantially complete and has been functioning properly as designed with the exception of the backup boiler and CNG fill station, which are currently being addressed by the contractor. A critical component of the BERS is the Digester Gas Conditioning Equipment Package (BioCNG skid) pre-purchased by the District from BioCNG, LLC in 2015. The BioCNG skid is necessary to condition digester gas for the microturbines, and further enhances excess conditioned gas to Renewable Natural Gas (RNG) for the onsite CNG vehicle fill station and backup boiler.

In response to staff request, BioCNG has submitted a proposal in the amount of \$15,000 to perform the following services:

- Initial and semi-annual performance optimization visits consisting of:
 - Inspection of BioCNG skid and fine-tuning of control settings.
 - Review of programming logic and system operation, production data and run time, and shutdown alarms and other operational issues.
 - Sampling of gas streams with portable gas meter to confirm accuracy of onsite meter.
 - Sampling of waste gas stream to confirm filter membrane integrity.
- The proposal includes optional on-call assistance on a Time and Materials (T&M) as needed basis not to exceed \$5,000. BioCNG anticipates that the majority of the requests for assistance can be assessed and responded to remotely using the LGVSD's Virtual Private Network (VPN), thus reducing the need for travel expenses.

This agreement, including the microturbines maintenance agreement with Cal Microturbine, and a future maintenance agreement for both the onsite and Smith Ranch CNG vehicle fill stations, will comprise the necessary annual maintenance agreements by specialty contractors for the overall BERS facility.

STAFF RECOMMENDATION:

Approve Interim General Manager Authority to Approve Maintenance Services for the BioCNG Digester Gas Conditioning Equipment Package.

FISCAL IMPACT:

\$15,000 plus \$5,000 on T&M Basis as needed

PERSON(S) TO BE NOTIFIED:

BioCNG, LLC



Consent ____ 3E ____
Staff/Consultant Report _____
Agenda Item _____

Date May 24, 2018

Agenda Summary Report

To: Chris DeGabriele, PE, Interim General Manager
From: Michael P. Cortez, PE, District Engineer
Mtg. Date: May 24, 2018
Re: Award of Contract for UV Piping Repair to Gregory Equipment Inc.

BACKGROUND:

On May 15, 2018, the District opened bids for the UV Piping Repair project, and Gregory Equipment Inc. of Redding is the sole bidder at \$158,743.

Staff has reviewed the set of bidding documents to determine if it was overly restrictive: i.e., if only one contractor could meet the requirements, however, staff found that the plans and specifications are typical for projects of this nature, and other contractors could have met the bidding requirements.

Staff has evaluated the bids and found that Gregory Equipment Inc. is a responsive and responsible bidder.

STAFF RECOMMENDATION:

Approve Interim General Manager Authority to Approve the Award of Contract to Gregory Equipment Inc. for the UV Piping Repair project in the amount of \$158,743.

FISCAL IMPACT:

\$158,743

PERSON(S) TO BE NOTIFIED:

Steve Gregory, Gregory Equipment Inc.



Consent ___3F___
 Staff/Consultant Reports _____
 Agenda Item _____

Agenda Summary Report

Date May 24, 2018

To: Chris DeGabriele, Interim General Manager
From: Mel Liebmann, Plant Manager
Mtg. Date: May 24, 2018
Re: Approve Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite..

BACKGROUND:

As a member agency of The Bay Area Chemical Consortium (BACC), District staff received all documents and correspondence relating to the solicitation of bids to furnish sodium hypochlorite for the twelve month period of July 1, 2018 to June 30, 2019 from the BACC administrating agency, The Dublin San Ramon Services District (DSRSD). Sodium Hypochlorite is used for disinfection to remain in compliance with the Wastewater Treatment Plant NPDES permit requirements and also to maintain disinfection in the recycled water distribution system.

In 2015, BACC members voted to approve the ability for vendors to submit bids for sodium hypochlorite by geographic region. LGVSD is a member agency located in the Marin-Sonoma-Napa region. DSRSD received bids from two vendors; Univar USA Inc. and Olin Corporation. The BACC bid review document revealed that Univar USA Inc. was the lowest responsive bid for the Marin-Sonoma-Napa region. Olin Corp.'s bid was responsive but not the lowest priced for the Marin-Sonoma-Napa region.

BACC 2018-19
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$0.665
Olin Corporation	\$0.739

BACC 2017-18
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$0.549
Olin Corporation	\$0.569
Hasa Incorporated	\$0.876
Sierra Chemical Co.	\$2.000



A copy of the Notice of Intent to Award Contract in Response to BACC Bid No. 13-2018 for Supply and Delivery of 12.5% Sodium Hypochlorite addressed to Univar USA Inc. was received from DSRSD on May 3, 2018. DSRSD advised BACC member agencies to contact Univar USA Inc. to arrange for purchasing sodium hypochlorite (12.5%) for period July 1, 2018 to June 30, 2019.

The District benefits from being a BACC member agency by leveraging the buying power of multiple agencies to receive the best pricing for bulk chemicals. There is also an additional benefit of reduced staff time that is dedicated to bid process administration. This allows staff the ability to focus on the many current and future projects that the District is in the process of undertaking.

STAFF RECOMMENDATION:

Approve Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite (12.5% Concentration) during the twelve month period July 1, 2018 to June 30, 2019.

FISCAL IMPACT:

The draft FY-17-18 budget for sodium hypochlorite is \$53,000 for the treatment plant and recycled water facility

PERSON TO BE NOTIFIED:

Univar USA, Inc.



Consent _____ 3G _____
 Staff/Consultant Reports _____
 Agenda Item _____

Agenda Summary Report

Date May 24, 2018

To: Chris DeGabriele, General Manager
From: Mel Liebmann, Plant Manager
Mtg. Date: May 24, 2018
Re: Approve Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite.

BACKGROUND:

As a member agency of The Bay Area Chemical Consortium (BACC), District staff received all documents and correspondence relating to the solicitation of bids to furnish sodium bisulfite for the twelve month period of July 1, 2018 to June 30, 2019 from the BACC administrating agency, The Dublin San Ramon Services District (DSRSD). Sodium bisulfite is used for de-chlorination of plant effluent disinfected with sodium hypochlorite to remain in compliance with the Wastewater Treatment Plant NPDES permit requirements.

The DSRSD received bids from two vendors, Univar USA Inc. and Chemurgic. The BACC bid review document revealed that Univar USA Inc. was the lowest responsive bid and the Chemurgic and Brenntag bids were found to be incomplete and not the lowest.

BACC 2018
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$1.057
Chemurgic	\$1.350
Brenntag	no bid for 25% solution

BACC 2016
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$0.969
Chemurgic	\$1.180

A copy of the Notice of Intent to Award Contract in Response to BACC Bid No. 11-2018 for Supply and Delivery of 25% Sodium Bisulfite addressed to Univar USA Inc. was received from The Dublin San Ramon Services District (DSRSD) on May 3, 2018. DSRSD advised BACC member agencies to contact Univar USA Inc. to arrange for purchasing sodium bisulfite (25%) for period July 1, 2018 to June 30, 2019.



The District benefits from being a BACC member agency by leveraging the buying power of multiple agencies to receive the best pricing for bulk chemicals. There is also an additional benefit of reduced staff time that is dedicated to bid process administration. This allows staff the ability to focus on the many current and future projects that the District is in the process of undertaking.

STAFF RECOMMENDATION:

Approve Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite (25% Concentration) during the twelve month period July 1, 2018 to June 30, 2019.

FISCAL IMPACT:

The draft FY-17-18 budgeted amount for sodium bisulfite is \$46,000

PERSON TO BE NOTIFIED:

Univar USA, Inc.



Consent 3H
 Staff/Consultant Reports _____
 Agenda Item _____
 Date May 24, 2018

Agenda Summary Report

To: Chris DeGabriele, Interim General Manager
From: Mel Liebmann, Plant Manager *ML*
Mtg. Date: May 24, 2018
Re: SCADA Support Services Agreement FY 2018-19

BACKGROUND:

The District utilizes a Supervisory Control and Data Acquisition (SCADA) System to perform the functions necessary to provide continuous operation of the wastewater treatment plant, recycled water facility and sewage pump stations. Staff's ability to monitor, control, make decisions and present performance data is reliant on a network of integrated equipment that requires maintenance and occasional modification when necessary.

ArcSine Engineering has provided these services to the District for the last fiscal year. ArcSine engineers and technicians have worked with staff to accomplish several important upgrades including: Integration of the Biogas Energy Recovery System into the existing SCADA system, installed and configured two Historian servers with new database software, and upgraded the existing control and data presentation software to the latest version with licensing that will provide the increased monitoring point capacity that will be required for the Secondary Treatment Recycled Water Facility Upgrade project.

ArcSine has worked with staff to provide a scope of work and fee estimate for providing ongoing support of the District's SCADA system through FY 2018-19. ArcSine Engineering's proposal is included with this summary report. ArcSine Engineering's billing is based on time and material actually expended.

STAFF RECOMMENDATION:

Board approve acceptance of ArcSine Engineering's proposal to provide SCADA support services for FY 2018-19.

FISCAL IMPACT:

\$81,297

PERSON TO BE NOTIFIED:

Doug McHaney of ArcSine Engineering



SCOPE OF WORK

SCADA SUPPORT LAS GALLINAS VALLEY SANITARY DISTRICT

ArcSine Project 1663.04

May 15, 2017

INTRODUCTION

This Scope of Work covers professional services to be provided by ArcSine Engineering (Consultant) for ongoing support of Plant control systems.

Task 1 –Basic Structure And Recordkeeping

The following activities cover SCADA work items ArcSine identified through field investigations and meetings with staff.

1.1 SCADA Hardware and Maintenance Thereof:

A. Work previously completed under prior Authorizations:

1. A SCADA hardware inventory/network list was developed.
2. Updated the SCADA hardware inventory/network list as additional devices are identified while obtaining files.
3. Developed SCADA hardware network list, submitted to District, and stored findings on HIST02. Formalized division of responsibilities between ArcSine, District IT (Core Utilities), and Plant staff.
4. Performed backups and stored on HIST02; archived off site at ArcSine.
5. Developed On Call Support Log located on HIST02.

B. Work to be completed under this Scope:

1. Publish procedures for:
 - a. Basic recordkeeping
 - b. Software backup
 - c. File management
 - d. Remote access/related work

2. Identify required spares for devices on SCADA Hardware Inventory/Network list. Assess what the District has on hand, and develop a list of spare parts which the District needs to purchase.
3. Purchasing spares is not included.

Task 2 – Network Monitoring

2.1 Work previously completed:

- A. ArcSine reviewed network monitoring software and installed a demo version on HIST02. The application performed the basic network monitoring task without error. Operations staff agreed network monitoring provides necessary data for troubleshooting network related issues.

2.2 Work to be completed:

- A. Furnish and install complete network monitoring software package.
- B. Review existing SCADA Equipment list.
- C. Develop Equipment To Be Monitored list.
- D. Review network alarm notification software configuration with District staff.
- E. Configure network alarm notification for District and ArcSine staff.

Task 3 – Implement PLC-Based Flow Totals And Analog Input Filtering

Work previously completed under prior Authorizations:

- A. ArcSine implemented PLC-based flow totals for BERS. Developed HMI screens for BERS flow totals.
- B. ArcSine installed a new SCADA historian and integrated direct data transfer of flow totals to OPS 10 Lab software.

Work to be completed:

- A. Provide industry-best-practices filtering on analog inputs associated with flow and chemical dosing.
- B. Implement logic to update PLC-based flow totals for Hour, Previous Hour, Day, Yesterday, Month, and Last Month.
- C. Develop additional HMI screens for PLC-produced flow totals.
- D. Document procedures adding additional data points from SCADA historian to OPS 10 database.

Task 4 – Quarterly Reviews

4.1 Perform scheduled quarterly site visits to discuss SCADA topics, and address issues. Work items will include tasks such as the following:

- Review the Operator logged items.
- Interview Plant staff on the items above, and any other issues.
- Install any required updates or patches to the SCADA System.
- Develop or update trends or reports as required.
- Verify SCADA server redundancy.
- Check PLC error logs.
- Check VFD error logs.
- Check LOI error logs.

A. Prepare and submit a trip report for each visit.

B. Allow for four visits per year; include preparation, 2 days on site, plus follow up.

C. At the District's discretion, the support can be used for the Treatment Plant and/or Pumping Stations.

Task 5- On Call Support, On Site And Off Site

This Task is comprised of remote on-call support, and emergency on-site support of the Plant control system.

5.1 Provide remote on-call SCADA support to Plant staff. Provide telephone support and remote troubleshooting support through VPN access. For estimating purposes, allow for the following:

A. Twenty (20) telephone consultations at 2 hours each (40 hours total), with no formal documentation or followup.

B. Ten (10) involved consultations at 6 hours each (60 hours total), with the time covering correspondence, teleconferences, work, testing, recordkeeping.

5.2 Provide on-site response to SCADA urgent events. Allow for three on-site visits, in addition to the quarterly visits. Allow for 16 hours each event, total, plus reasonable expenses.

Task 6 – Other Improvements

6.1 This includes support for changes and selective upgrades to control systems, particularly for vulnerabilities which warrant immediate attention. To the extent practical, the changes and upgrades will conform to the standards developed under other Scopes.

6.2 Work previously completed under prior Authorizations:

- A. Integration of BERS into SCADA historian.
- B. Developed BERS SCADA screens.

6.3 Allow for the following:

- A. Two (2) minor upgrades, at 24 hours each.
- B. Two (2) medium scope upgrades, at 32 hours each.
 - 1. The work includes defining the change, making the change, and testing and documentation. The revised functionality will be narratively expressed in Control Descriptions conforming to Plant standards. Allow for one on-site visit (this assumes that some changes are commissioned remotely, and some in conjunction with scheduled visits).

NOT INCLUDED

- 1. Covered by separate scopes will be Secondary Design Support and Secondary Programming.

**Las Gallinas Valley Sanitary District
SCADA Support
Fee Estimate**

Description	Review	Senior Programmer	Design Engineer	Programmer	Technician	Drafting	Clerical	Expenses	
	\$198	\$161	\$123	\$118	\$85	\$98	\$75		
Task 1 – Achieving Basic Structure And Recordkeeping									
1.1.B.1 Publish Procedures (work costed here):	1			12				4	
a. Basic record keeping									
b. Software backup									
c. File management									
d. Remote access/related work									
1.1.B.2. Identify required spares for devices on SCADA	1			6	4	2			
Subtotal - Hours	2	0	0	18	4	2		4	
Subtotal - Fee	\$ 396	\$ -	\$ -	\$ 2,124	\$ 340	\$ 196		\$ 300	\$ -
Task Subtotal	\$ 3,356								
Task 2 -Network Monitoring									
2.2 Work To Be Completed									
A. Furnish and install Network Monitoring				4					\$200
B. Review existing SCADA Equipment list	1			2	1				
C. Develop Equipment To Be Monitored list	1			6	2			1	
D. Review network alarm with District Staff.				4				1	
E. Configure network alarm notification for District and ArcSine Staff				8					
Subtotal - Hours	2	0	0	24	3	0		2	
Subtotal - Fee	\$ 396	\$ -	\$ -	\$ 2,832	\$ 255	\$ -		\$ 150	\$ 200
Task Subtotal	\$ 3,833								
Task 3 - Implement PLC-Based Flow Totals And Analog Input Filtering									
3.2 Work To Be Completed									
A. Filter analog inputs associated with flow and chemical dosing		4		18	16	4	4		\$800
B. Implement logic to update PLC-based flow totals (Hr, Prev. Hr., Day, Yesterday, Mo., Last Mo.)	1	4		8				2	\$1,000
C. Develop HMI screens for PLC-produced flow totals	1	1		4					
D. Document procedure adding data points from historian to OPS 10 Server				1				1	
				4					
Subtotal - Hours	2	9	0	35	16	4		7	
Subtotal - Fee	\$ 396	\$ 1,449	\$ -	\$ 4,130	\$ 1,360	\$ 392		\$ 525	\$ 1,800
Task Subtotal	\$ 10,052								
Task 4 - Quarterly Reviews									
A. Perform quarterly site visits to discuss SCADA topics:									\$1,000
Review the Operator logged items.									
Interview Plant Staff on the items above, and any other issues.									
Install any required updates or patches to the SCADA System.									
Develop or update trends or reports as required.									
Verify SCADA server redundancy.									
Check PLC error logs.									

**Las Gallinas Valley Sanitary District
SCADA Support
Fee Estimate**

Description	Review	Senior Programmer	Design Engineer	Programmer	Technician	Drafting	Clerical	Expenses
	\$198	\$161	\$123	\$118	\$85	\$98	\$75	
Check VFD error logs.								
Check LOI error logs.								
A. Prepare and submit a trip report for each visit	2			8			4	
B. Allow 4 visits/year; include prep., 2 days on site, plus followup	4			102			6	\$1,200
Subtotal - Hours	6	0	0	110	0	0	10	
Subtotal - Fee	\$ 1,188	\$ -	\$ -	\$ 12,980	\$ -	\$ -	\$ 750	\$ 2,200
Task Subtotal	\$ 17,118							
				1				
Task 5 - On Call Support, Onsite And Offsite								
5.1 Provide remote on-call SCADA support to Plant staff; allow the following:								
A. 20 telephone consultations at 2 hours each (40 hours total)	8	12		20				
B. 10 involved consultations at 6 hours each (60 hours total)	6	6		48			4	
5.2 Allow 3 on site visits, 16 hours each event (48 hours total) plus expenses	3	3		66				\$900
Subtotal - Hours	17	21	0	134	0	0	4	
Subtotal - Fee	\$ 3,366	\$ 3,381	\$ -	\$ 15,812	\$ -	\$ -	\$ 300	\$ 900
Task Subtotal	\$ 23,759							
Task 6 - Other Improvements								
6.1 Allow for the following improvements								
A. Two (2) minor upgrades, at 24 hours each	4	12		32			4	
B. Two (2) medium scope upgrades, at 32 hours each	4	12		48			4	
B.1 Allow for 1 on site visit								\$300
Subtotal - Hours	8	24	0	80	0	0	8	
Subtotal - Fee	\$ 1,584	\$ 3,864	\$ -	\$ 9,440	\$ -	\$ -	\$ 600	\$ 300
Task Subtotal	\$ 15,788							
Subtotal	\$ 73,906							
10% contingency	\$ 7,391							
Total	\$ 81,297							



Consent ____31____
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date May 24, 2018

To: Chris DeGabriele, Interim General Manager
From: Mel Liebmann, Plant Manager
Mtg. Date: May 24, 2018
Re: Bid Award to Custom Tractor Service for Biosolids Removal and Surface Injection for FY 2018-2019

BACKGROUND:

The District's NPDES Permit allows for surface injection of biosolids at the District's dedicated biosolids disposal site. Approximately 1,000,000 gallons of biosolids are removed annually from the District's Sludge Lagoons and land applied via surface injection. The District utilizes professional services to perform this disposal. District staff has developed a service contract which identifies the specifications for this work which includes an additional 500,000 gallons of biosolids removal and injection if needed. This work is seasonally influenced and will be performed during the District's "Reclamation Season", typically May through October.

A single bid from Custom Tractor Services Inc. was received during the call for bids period. The Bid was officially opened and read at 10:47 a.m. on May 18th, 2018 with the following result recorded:

Custom Tractor Services Inc. \$70,500.00

A thorough review of the bid submission revealed that Custom Tractor Services Inc. currently has Exhibit D (District Insurance Requirements) on file with the District. The bidder did not submit Exhibit E (Service Provider Professional Team). However, the lone bidder has an established history with the District as the supplier for these services. The District is aware that the professional services team for Custom Tractor Services Inc. is the owner/operator (Neal Carstenson). Custom Tractor Services Inc. submitted a signed copy of Exhibit F (Contractor/Service Provider Safe Work Requirements)

STAFF RECOMMENDATION:

Award bid to Custom Tractor Services, waiving the minor irregularity, for supplying professional services for biosolids removal and surface injection from July 1, 2018 through June 30, 2019.

FISCAL IMPACT:

\$70,500

PERSON TO BE NOTIFIED:

Neal Carstensen of Custom Tractor Services Inc.

5/24/2018

Interim General Manager Report

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

**Las Gallinas Valley Sanitary District
 Treasurer's Report - Operating and Investment Accounts
 For the month of April 2018**

I. Account Summary: Bank and Investment Accounts

Accounts Summary	April 30, 2018	March 31, 2018	Change from Previous Month
Summary of Bank and Investment Accounts			
Bank of Marin			
Operating	\$ 219,353	\$ 169,958	\$ 49,395
Operating Sweep	275,676	131,140	144,536
Zero Balance	17,957	7,385	10,572
Surcharge-Marine Lagoon	108,103	109,550	(1,447)
Surcharge-Captains Cove	19,526	30,911	(11,385)
Connection Fee	25,294	25,290	4
Private Sewer Lateral Rehab	169,360	179,924	(10,564)
Capital Project Reserve Fund	2,194,324	2,194,203	121
Liquid Savings	2,791,932	889,672	1,902,260
Petty cash	1,060	1,107	(47)
Investment Accounts			
Debt Service Reserve-Recycled Water	585,753	585,753	-
Debt Service Reserve-SRF Loan	293,480	293,480	-
Local Agency Investment Fund	20,781,281	17,710,008	3,071,273
Cash and Investments	\$ 27,483,099	\$ 22,328,381	\$ 5,154,718

II. Account Activity for Bank of Marin Accounts

Bank of Marin operating account activity is for paying regular operating expenses of the District.

The April installment of sewer user charge collections, property taxes and ERAF funds were received. Funds in excess of projected cash flow requirements for two to three months were transferred to the Local Agency Investment Fund to maximize interest earnings.

Statement of Compliance:

The investments accounts are invested in compliance with the District's investment policy, adopted at the February 23, 2017 Board meeting and California Government Code Section 53600. In addition, the District does have the financial ability to meet its cash flow requirements for the next six months.

Prepared by: Susan McGuire
 Susan McGuire, CPA Administrative Services Manager

Reviewed by: Chris DeGabriele
 Chris DeGabriele, PE Interim General Manager

**Las Gallinas Valley Sanitary District
Treasurer's Report - 2017 Revenue Bonds
For the month of April 2018**

I. Summary of Bond Accounts and Cumulative Activities Since Inception

Accounts Summary	Starting Balance 4/28/2017	Total Activities Since Inception	Ending Balance 4/30/2018
1 Bond Project Fund	\$41,000,000	\$ (909,530) ^(a)	\$ 40,090,470
2 Cost of Issuance Fund	193,121	(193,111)	10
3 Bond Payment Fund	-	94	94
Total	<u>\$41,193,121</u>	<u>\$(1,102,547)</u>	<u>\$ 40,090,574</u>

^(a) Funds drawn to reimburse project costs were transferred to the Capital Project Reserve Fund.

II. Accounts Details for the month of March 31, 2018

1 Bond Project Fund		
Beginning Balance April 1, 2018		\$ 39,941,862
Interest income from Local Area Investment Fund (LAIF) estimated annual yield of 1.51%		<u>148,608</u>
Ending Project Fund Balance at April 30, 2018		<u><u>\$ 40,090,470</u></u>
2 Cost of Issuance Fund		
Beginning Balance April 1, 2018		\$ 6
Funds transferred to Bond Payment Fund for scheduled principal and interest payment		-
Interest income from US Bank estimated to be an annual yield of 2.0%		<u>4</u>
Ending Cost of Issuance Fund Balance at April 30, 2018		<u><u>\$ 10</u></u>
3 Bond Payment Fund		
Beginning Balance April 1, 2018		\$ 1,717,300
Funds transferred to pay the scheduled principal and interest payment due		(1,717,300)
Interest income from US Bank estimated to be a 2.0% for annual yield		<u>94</u>
Ending Bond Payment Fund Balance at April 30, 2018		<u><u>\$ 94</u></u>

5/24/2018 BOARD REPORTS

Agenda Item 4B1

Human Resources Subcommittee

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

Agenda Item 4B2

LAFCO

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

Agenda Item 4B3

Gallinas Watershed Council/Miller Creek Watershed Council

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

Agenda Item 4B4

JPA Local Task Force on Solid and Hazardous Waste

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

Agenda Item 4B5

NBWA

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

Agenda Item 4B6

NBWRA/North Bay Water

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

Agenda Item 4B7

Engineering Subcommittee

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

Agenda Item 4B8

Other Reports

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

Agenda Item 4B5
Date May 24, 2018

North Bay Watershed Association

Summary of the meeting of the North Bay Watershed Association (NBWA) Board of Directors

Date: Friday, May 4th, 2018 – 9:30 a.m.

Location: Novato Sanitary District, 500 Davidson Street, Novato, CA

Directors Present Included:

Board Member	Organization	Board Member	Organization
Michael Boorstein	Central Marin Sanitation Agency	Pam Drew	City of Novato
Mariam Aboudamous	City of American Canyon	Rick Fraites & Jack Baker	North Marin Water District
Judy Schriebman	Las Gallinas Valley Sanitation District	Pamela Meigs	Ross Valley Sanitary District
Leon Garcia	Napa County Flood Control & Water Conservation District		

Directors present represented 7 of the 19 agencies signatory to the Association MOU.

1. Board Actions - There were no Board Action Items. This was a Special Meeting of the NBWA Board focused on a tour of several of several North Bay wetland restoration sites completed or underway.
2. Introduction and Tour - After a 15 minute orientation by Beth Huning, Coordinator of the of the San Francisco Joint Venture, the Board members and public guests boarded a bus from the Novato Sanitary District office, and from there made a stop at the overview off Atherton Avenue to view/discuss the Bahia project. The group then drove East on Highway 37 toward Mare Island to view and discuss the numerous projects along this corridor, including Novato Creek, Carls Marsh, Hamilton/Bel Marin Keys, and Sears Pont/Sonoma Baylands. The group made a final stop at the top of the Sonoma Raceway where they were able to view much of the complex. Don Brubaker, Wildlife Refuge Manager, S.F. Bay National Wildlife Refuge Complex, met with the group along the way and he and Beth provided details of each of the viewed and or visited sites.

For more information, please view the tour handout which can be found at www.nbwatershed.org/board_meeting/.

Next Meeting Information: June 8th, 2018, Marin Community Foundation, 5 Hamilton Landing, Novato, CA 94949

SUBMITTED BY:
Sophie Porcelli
NBWA Staff | Program Specialist
Sonoma County Water Agency
Sophie.Porcelli@scwa.ca.gov



May 4th, 2018
9:30 a.m. – 12:00 p.m.

Wetland Restoration Tour Site Information

BAHIA ACQUISITION AND RESTORATION

Status: Acquisition and Restoration Complete; Monitoring and Phase 3 in Progress | Project Area: 625 acres

The Bahia property was acquired by the Marin Audubon Society in 2003 for tidal marsh restoration and to protect adjacent upland oak woodlands. Tidal marsh restoration and seasonal pond enhancement and re-establishment of natural hydrology were completed on 423.5 acres in 2009 with the goals of creating productive estuarine emergent tidal wetland habitat, including associated upland transition zone, enhance existing ponds and possibly seasonal wetlands. Additional levee breaches in 2013 restored an additional 200 acres that included enhancement and management of adjacent transition zones and seasonal wetland habitats. Phase 3 of Bahia Restoration includes enhancement, monitoring, and management of 400 acres of new marsh plain, seasonal wetland, and 35-40 acres of transition zone and upland habitat. As of 2017, ongoing work includes monitoring and management of 400 acres of new marsh plain, seasonal wetland, and 35-40 acre transition zone and upland habitat.

NOVATO BAYLANDS AND NOVATO CREEK

Status: Planning; Some Small Projects Completed | Project Area: L Novato Creek, San Jose Creek

The Novato Baylands encompasses almost 9,000 acres from Stafford Lake to the Bay, including the Hamilton Wetlands Restoration Project, the Bel Marin Keys Unit V expansion of the Hamilton Wetlands, and Marin County properties. Studies have identified flood control actions to alleviate flooding, restore riparian and wetland habitat, and expand public access.

In 1997, 8 acres of riparian habitat were restored as mitigation for the Novato Creek Flood Control Project.

Through the Flood Control 2.0 project a team of regional experts developed a long-term landscape vision for lower Novato Creek that incorporates habitat restoration actions into flood risk management. The vision highlights opportunities for restoring and sustaining vital tidal wetland habitats around lower Novato Creek while supporting a high level of flood protection under rising San Francisco Bay water levels. It provides Marin County Flood Control & Water Conservation District and other local partners with several “nature-based” adaptation options that can benefit people and habitats.



May 4th, 2018
9:30 a.m. – 12:00 p.m.

SONOMA BAYLANDS RESTORATION PROJECT

Status: Completed | Project Area: 304.6 acres

Acquisition of the property was completed in 1990 and restoration planning, construction and monitoring was a project of the State Coastal Conservancy, the US Army Corps of Engineers and Sonoma Land Trust. Implementation excavation of the marsh and construction of the levee and peninsulas were completed in 1994. Dredged material from the Port of Oakland were transported to the site in 1995. After the dredged materials settled for a period of several months, the outboard levee protecting the site from tidal inundation, breached. Construction of the project was completed in 1995 with the exception of a public trail. A 1.5 mile trail was constructed on the top of the levee spine and directional and interpretive signs posted in 2007. Access to the trail is from the Port Sonoma Access Road, parking and access to the trail is clearly signed. From WT: Habitat Plan -Estuarine wetlands, restored, 350 acres. Historical habitats, estuarine wetlands 343 acres.

SEARS POINT WETLANDS RESTORATION

Status: Construction Completed | Project Area: 1,116 acres

The Sears Point Preliminary Restoration Plan, published late February 2007 marked the completion of a 3-year planning process. It included five major project elements: 1) restore 960 acres of tidal marsh; 2) enhance up to 40 acres of seasonal wetlands across 400 acres of farmland and pasture; 3) enhance 15.5 acres of CA red-legged frog habitat by constructing breeding ponds, restoring riparian habitat and managing grazing; 4) enhance over 900 acres of upland grasslands, vernal pools, and riparian drainages through cattle management and exclusionary fencing; and 5) constructing 2.5 miles of the Bay Trail and up to 3.5 miles of additional trails. The additional trails link the Bay Trail to the San Pablo Bay National Wildlife Refuge Headquarters and the Sonoma Land Trust's Baylands Center.

In October 2015 the levee was breached in 2 locations, returning about 1000 acres of diked farmlands to tidal action. Concurrently, the Sonoma Land Trust transferred ownership of the lands south of Highway 37 to the US Fish and Wildlife Service's San Pablo Bay National Wildlife Refuge. The project was a partnership between Sonoma Land Trust and Ducks Unlimited in which both organizations worked to guide the project forward and find the funds to make it happen. As of May 2017, additional funds are being sought to develop additional public access connections from the Bay Trail to adjacent protected properties.

CULLINAN RANCH

Status: In-progress | Project Area: 2,758 acres

This wetland restoration project will restore diked baylands to tidal marsh. Implementation of this project was delayed because of the need to increase protection for Highway 37. Construction of the setback levee at Cullinan Ranch began in early October, 2011. Project managers received an encroachment permit from Caltrans in mid-December 2011 to tie the setback levee into the Highway 37 embankment. This phase of construction was completed by December, 2011 and was largely funded by NOAA American Recovery and Reinvestment Act funds. A prior restoration project at the site created interim seasonal wetland habitat during the planning, design, and development of the tidal restoration project, and created 1,264 acres of seasonal freshwater marsh on the site. Construction was completed by January 2014 when the levee on the major portion of the wetlands was breached, allowing tidal flow from the Napa River to restore much of the site to tidal wetlands over a projected timeframe of up to 50 years.



May 4th, 2018
9:30 a.m. – 12:00 p.m.

The remaining 290 acres is being restored to tidal marsh through upland and/or beneficially reused dredged sediments to create wetland and associated habitats for wildlife like salt marsh harvest mice. An offloading facility in Napa River is now importing dredged sediments from Vallejo to the site. The permit allows for importing some upland material from a separate Vallejo Sanitation District project for near term habitat creation, and improving the elevation and habitat slope of Pond 1 levee as well as constructing the public access features along it. There will also be monitoring and adaptive management of the entire 1,549-acre site.

NAPA SONOMA MARSHES STATE WILDLIFE AREA

Status: Completed | Project Area: 1,734 acres, under construction

Enhancement of Ponds 1, 1A, and 2 via levee repairs and repair or replacement of water control structures.

Ponds 1, 1A, and 2 were enhanced to better facilitate management of water depths and salinities to maximize habitat for migratory and breeding water birds.

The restoration in Ponds 6, 6A, 7, 7A, and 8 focuses on reducing elevated salinity levels and improving the ponds for migratory water birds. In 2001 Pond 8 was converted from a hypersaline pond into a productive foraging pond. Ponds 6 and 6A are island ponds surrounded by sloughs, and as part of the overall adaptive management strategy for the project, may be converted to tidal wetlands in 10 to 20 years. In June 2012, the California Department of Fish and Wildlife and U.S. Army Corps of Engineers signed the Project Partnership Agreement (PPA) to complete the final phase of the Napa River Salt Marsh Restoration Project, now under construction, comprising approximately 770 hectares. This phase of the project utilizes recycled water to reduce salinity levels in the former Cargill crystalizer ponds. Pond 6A is managed by CDFW to control salinity levels and to optimize wildlife habitat. It is surrounded by Napa Slough to the north and west, Pond 6 to the south, and Devil's Slough to the east with a private duck club in the northeastern corner of the pond. Pond 8 is a muted tidal pond and is bordered by Milton Road Sanitation Yard to the north, residents along Milton Road to the east, and tidal marsh to the west and south.

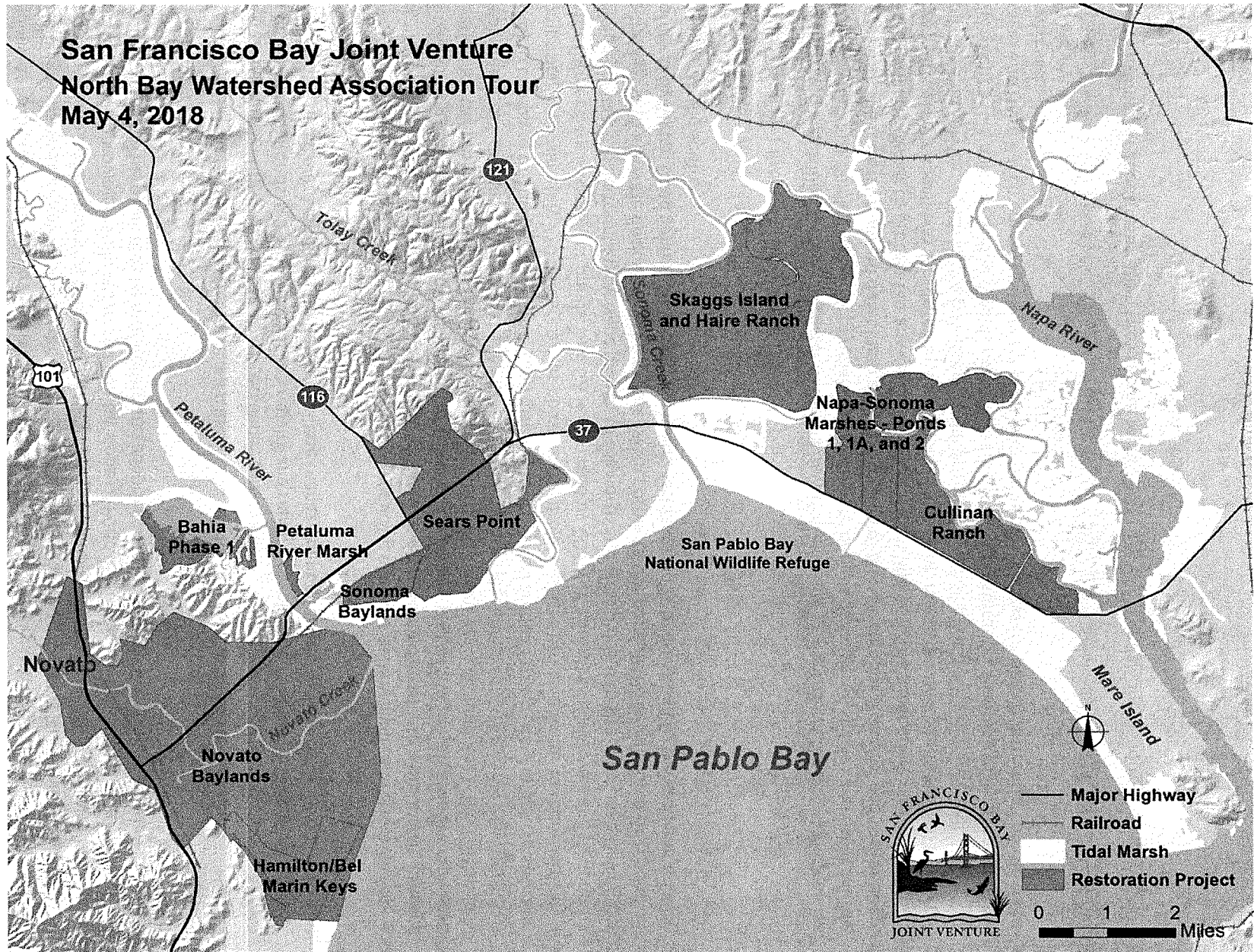
SKAGGS ISLAND AND HAIRE RANCH RESTORATION

Status: Planning | Project Area: 4,228 acres

Skaggs Island acquisition involved transfer of the US Naval Reserve site to the USFWS for inclusion in the San Pablo Bay National Wildlife Refuge for wetland restoration to benefit endangered species and other wildlife. Issues with the transfer involved demolition and remediation of 60-acre campus structure and the requirement of the property owner to protect the adjacent Haire Ranch from flooding. The subsequent purchase of the 1092-acre in 2013 Haire Ranch was facilitated by the Sonoma Land Trust, mostly funded by the Natural Resource Conservation Service, which is also providing partial restoration funding for the Haire Ranch unit. Trail construction (6.5 miles of SF Bay Trail) is part of the tidal wetland restoration. Planning for restoration at both Skaggs and Haire Ranch are currently in process, with permits in process for partial restoration on the Haire Ranch unit.

More information about restoration sites can be found: <https://www.ecoatlas.org/regions/ecoregion/bay-delta>

May 4th, 2018
9:30 a.m. – 12:00 p.m.





BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Actual meeting date(s): _____

Purpose of Meeting: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

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

For Office Use Only

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

5/24/2018

BOARD AGENDA ITEM REQUESTS

Agenda Item 5B

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



Agenda Item 6
Date May 24, 2018

RECEIVED

SVNA PUBLIC / LAND USE MEETING RE: 11 2018

JCC CAMPUS PROPOSES PROPERTY RE-ZONING & MASTER PLAN

The SVNA received notification and a press release regarding the pre-application filed with the County of Marin by the Osher Marin JCC regarding Rezoning and a Master Plan for their 13-acre site.

Some in our neighborhood think this is not a big deal.
Some think this is a huge deal.

COME TO THE MEETING TO FIND OUT FOR YOURSELF!

WHAT: SVNA Land Use/Public Meeting re JCC Re-zoning and MP
WHEN: Tuesday • May 15, 2018 • 7pm
WHERE: Korean Presbyterian Church
635 Adrian Way, at Rosal Way, in Santa Venetia.

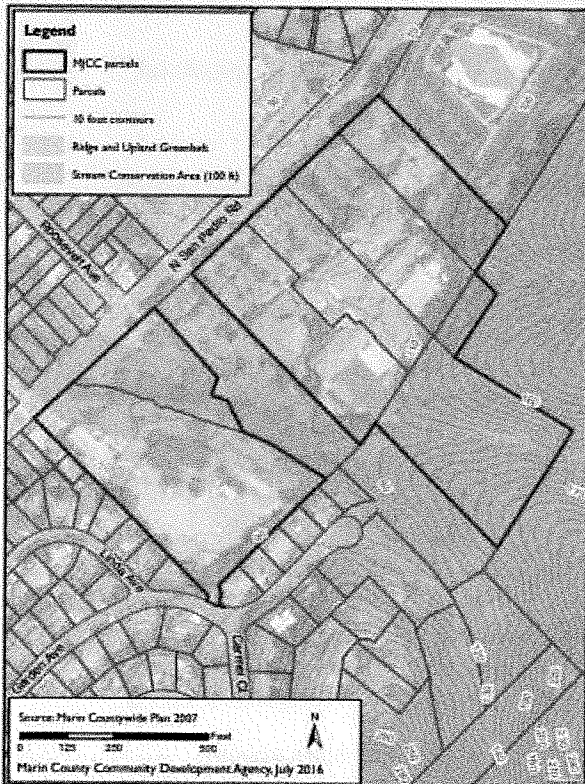


Figure 40. Marin Jewish Community Campus Constraints

- Questions and concerns that have been brought up include:
- Traffic, Traffic, Traffic: Traffic is already a problem. How will the increase in use affect our neighborhood?
- Environment: Will previously empty spaces be built upon? Will this further burden our infrastructure?
- Parking: Will there be increased parking and will it be enough?
- Quality of life: Will this be a plus for people living in the community?
- Zoning changes: Once zoning is changed, will our voice as a community be diminished as it pertains to future construction, reconfiguration, and use?
- PDA designation: If a Plan is accepted, are there any guarantees the initial "vision" will be adhered to? If a different development strategy is adopted later in the process, will we have any recourse?

As we all know, *Intentions* are not the same as *Actions*. If you are concerned about future uses and/or changes in our neighborhood, now is the time to show up with your questions and concerns.

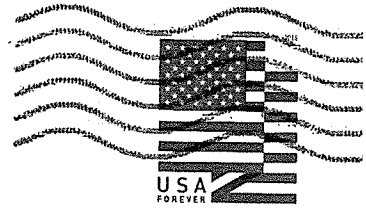
SVNA@santavenetia.org ~ www.thesvna.org



**Santa Venetia
Neighborhood
Association**
P.O. Box 4047
San Rafael • CA • 94913-4047

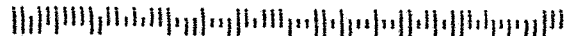
SAN FRANCISCO CA 940

09 MAY 2018 PM 5 L



Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903-1929

94903-192900



From the Santa Venetia Community Plan (page 50):

Density Considerations:

- **Countywide Plan Designation:** (multiple designations apply):
 - SF5 (Single Family Residential, 2-4 units per acre)
 - SF6 (Single Family Residential, 4-7 units per acre)
 - OC (Office Commercial/Mixed Use) • PR/RUG overlay (Planned Residential, 1 unit per 1-10 acres with Ridge and Upland Greenbelt Overlay)
- **Zoning** (multiple districts apply):
 - A-2:B-2 (Limited Agriculture, 10,000 sqft. minimum lot size) • R-A (Residential, Agricultural, 7,500 sq ft. minimum lot size)
 - R-A: B-1 (Residential, Agricultural, 6,000 sqft. minimum lot size)
 - R-A: B-2 (Residential, Agricultural, 10,000 sqft. minimum lot size)
 - AP (Administrative and Profession Office) • RMP-1 (Residential Multi-family Planned District, 1unit per acre)
 - RMP-29 (Residential Multi-family Planned District, 29 units per acre)
- **Requirements in RUG (Ridge and Upland Greenbelt) Overlay:**
 - Density for residential subdivisions within the RUG are calculated at the lowest end of the applicable Countywide Plan designation range (i.e. 1 unit per 10 acres).
 - No development within 300 feet horizontally and 100 feet vertically of visually prominent ridgelines (whichever is more restrictive) and a height limit of 18 feet if no suitable building sites exist outside of the ridge area.
- **Potential Site Development Constraints:**
 - Oak woodlands
 - Steep slopes (upper portions of property)
 - Stream setbacks
 - Archeological sensitivity
- **Community preferences:**
 - Minimize traffic impacts on the community to the maximum extent possible. As part of long term campus planning, the MJCC should consider creative traffic and parking demand management measures to reduce traffic congestion in the neighborhood, particularly during the "am peak" hour.
 - Upper hillside portions of the MJCC site should remain as undeveloped open space
 - New or modified exterior lighting on the campus should be designed to minimize impacts on surrounding properties.

The two links below show current and possible future uses for the property:

View the JCC Press Release here:

<https://app.box.com/s/aqidieid6qtn5yyh4sd5rilxran39v5n>

View the JCC Pre-Application Plans/Package here:

<https://app.box.com/s/ufubjvxsfhvm1ynhd8bmdhkih1y9vc6g>

Arthur George 'Art' Reichert

1950-2018

Art died peacefully with his wife Elaine at his side. Thanks to excellent care from his Kaiser team, he beat cancer, but succumbed to a series of infections.

His warm heart, quirky humor and sweet nature endeared him to many.

He loved to hike and canoe, especially on Gallinas Creek, rivers and the Bay. For many years he organized creek cleanups and was active in the Gallinas Watershed Council and many other community service projects.

Born in Buffalo, he migrated west to work at Fireman's Fund. In 1989 he met Elaine Gilmer whom he married in 1991. They had many wonderful adventures together.

A memorial gathering to celebrate Art's life will be held at 4PM May 18 at First Presbyterian Church in San Rafael. Wear festive clothes. In Art's memory, pick up trash wherever you see it. In lieu of flowers, donations to **MALT.org** or **GWC.org**.



Chief manager at water district to exit this year

MMWD

By Mark Prado

mprado@marinij.com @MarkPradoIJ on Twitter

The Marin Municipal Water District will have to find a new leader by the end of the year.

Krishna Kumar, 60, who took over the water district in October 2012, replacing Paul Helliker, will step down in December.

During his tenure, Kumar dealt with rate increases, drought and dam inspections.

“I think we have been able to maintain excellent customer service 24/7,” said Kumar, who lives in San Rafael. “I was personally vested in that for the community and we held up that part of the bargain.”

Kumar, known for a calm demeanor, said it was a quality that helped relax the culture at the water district.

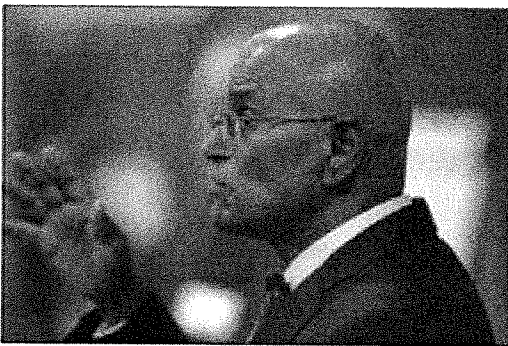
“The culture here has changed dramatically,” he said. “We really helped each other as a team to deliver the product.”

But it wasn't all smooth sailing for the district general manager.

Last year, Kumar announced a plan was to raise water rates on July 1 and again on July 1, 2018, increases that would have totaled 14 percent. Hikes in 2015 and 2016 resulted in an increase of 27 percent.

But after a community backlash, the district modified its rate hike plan to 7 percent last year and will consider a 7 percent hike on July 1, 2019. Before a 2019 increase is considered, the board will notify the public and hold a hearing no later than June 1, 2019.

Kumar acknowledged that period was not easy.



Krishna Kumar, general manager of the Marin Municipal Water District, said he will step down in December after a six-year tenure.

SHERRY LAVARS — SPECIAL TO MARIN INDEPENDENT JOURNAL

and talk, to his credit. It's a great example for government to be able to listen even if there may be a disagreement."

Kumar also led the district through a statewide drought. State orders issued in May 2015 required the water district to cut use by 20 percent to battle the drought. Conservation urged by the district helped keep reservoirs full in Marin and the impact was minimal.

More recently reservoir spillways underwent inspections "Repeated rate increases were hard," he said. "Who can stand that?"

While not always agreeing with Kumar, tax watchdog Susan Kirsch said he was fair and ready to listen.

"He is one of the most personable agency leaders we have," said Kirsch, who is part of the group Coalition of Sensible Taxpayers. "He is willing to sit down to make sure they are safe in the wake of the Oroville Dam problems.

Water district board member Jack Gibson said Kumar will be missed.

"He has worked out letter perfect," Gibson said. "He understands the value of public service. He handled all the tough issues really well and is very skilled at personal relations. He is an honest man. People trust him."

Gibson said the district will look at internal candidates and those outside the agency to replace Kumar. While three of the five seats on the water board are up for grabs in the November election, Gibson said the agency would not wait to work on finding a new leader.

Kumar — who is paid \$273,000 annually — had been with the Valley of the Moon Water District in Sonoma County before arriving in Marin. He plans to hike to the Mount Everest base camp in 2019.

"It's a life choice," he said of retiring early. "I want to travel."

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when there is unemployment. And her full comment was, “My children are not entitled to live here (Marin). If they can afford it, and they work hard, they can.”

I am calling out Mr. Engdahl’s obvious attempt to paint Toni in a bad light when she was fighting for Novato’s residents long before she ever considered running for supervisor. I should know. I’ve known here 46 years. I encourage everyone to watch said video and don’t just believe a Judy Arnold supporter is telling the truth.

— *Tina Zwiefelhofer, San Anselmo*

Congress must speak out against ‘Israeli atrocity’

Israeli snipers killed a reported 60 unarmed Palestinians and wounded at least 1,200 others in what can only be called a massacre. All of this is done with U.S. taxpayer dollars in violation of U.S. law that stipulates in the Foreign Assistance Act of 1961 that no assistance shall be provided to any government that “engages in a consistent pattern of gross violations of internationally recognized human rights.”

While one out of five children in the U.S. lives in poverty, tens of millions of our citizens go without health care, and our roads and bridges are crumbling, we lavish Israel with at least \$3.5 billion annually despite its ongoing violations of international law. A current United Nations report has stated that due to Israel’s harsh and illegal blockade of Gaza, life there has become unliveable with nearly all of its water now contaminated and its electrical system failing.

Palestinians are currently engaged in a legitimate and nonviolent struggle to end the Israeli occupation and their right to live in freedom and dignity with self-determination. We must call our members of Congress and tell them it is their duty to speak out against this Israeli atrocity.

— *David Glick, Fairfax*

Sanitary district: avoid permethrin products

Las Gallinas Valley Sanitary District provides sanitary sewer service to about 30,000 people in north San Rafael. The LGVSD mission is to protect public health and our environment, providing effective wastewater collection, treatment and recycling services.

Using permethrin on clothing and equipment to kill ticks is not recommended by LGVSD as it is toxic, even in very small amounts, to honeybees, fish and other aquatic life. LGVSD urges use of safer alternatives which do not contain permethrin-based insecticides.

A list of less toxic alternatives to try can be found in the LGVSD Heron Newsletter at lgvsd.org.

— *Chris DeGabriele, interim general manager, Las Gallinas Valley Sanitary District*