



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

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

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

SPECIAL BOARD MEETING AGENDA

In accordance with Government Code Section 54956

Craig K. Murray, Board President, has called for a Special Meeting as follows:

June 27, 2019

**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

1:00 PM

1. PUBLIC COMMENT

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

1:05 PM

2. CONSENT CALENDAR:

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

- A. Approve the Warrant List for June 27, 2019
- B. Approve Conference request for Murray to attend the CASA Conference in San Diego August 21-23
- C. Approve EOA, Inc. FY 2018/19 Contract Amendment to Extend to December 31, 2019
- D. Approve EOA, Inc. Contract Proposal for July 1, 2019 to June 30, 2020
- E. Approve SCADA Support Services Agreement FY 2019-20

Possible expenditure of funds: Yes, Items A-E.

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

1:20 PM 3. STRATEGIC PLAN WORKSHOP:
Board Workshop with the District's consultant, Chris Sliz, Regional Government Services to review and discuss the District's Strategic Plan update.

3:00 PM 4. ADJOURNMENT

FUTURE BOARD MEETING DATES – JULY 17, AUGUST 1 AND AUGUST 15.

AGENDA APPROVED:	Craig K. Murray, Board President	David Byers, 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 June 26, 2019, at 1:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held June 27, 2019 at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: June 24, 2019


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
Warrant List
06-27-19 DRAFT

Agenda Item 2A
Date June 27, 2019

	Date	Num	Vendor	Amount	Description for items > \$1000
1	6/27/2019	EFT1	ADP, Inc.	97,201.26	Payroll and processing fees for paydate 06/21/19
2	6/27/2019	TBD	Accountemps	1,330.10	Admin assistance
3	6/27/2019	TBD	AQUA Engineering, Inc	42,316.25	STPURWE April 2019 Marin Lagoon Pump Station
4	6/27/2019	TBD	ArcSine Engineering	2,494.58	March 2019
5	6/27/2019	TBD	AT&T	2,828.43	6/7-7/6/19
6	6/27/2019	EFT	Bank of Marin Cardmember Services	26,295.59	District Visa closing date 6/5/19 Reclamation PS pump #4; remove, rebuild and re-install; materials and labor
7	6/27/2019	TBD	Bartley Pump PM, LLC	2,200.00	maintenance/parts for collections trucks
8	6/27/2019	ACH	BWS Distributors, Inc.	3,531.65	
9	6/27/2019	EFT	Calif. Public Employees Retirement System	200.00	
10	6/27/2019	EFT	Calif. Public Employees Retirement System	15,574.81	Pension contribution employee and employer for 6/21/19 paydate
11	6/27/2019	EFT	CalPERS Supplemental Income 457 Plan	4,081.42	Employee salary deferrals for 6/21/19 paydate
12	6/27/2019	EFT	CALPERS Health	25,578.49	July 2019
13	6/27/2019	ACH	Caltest Analytical Laboratory	3,512.15	Lab samples
14	6/27/2019	ACH	Campbell, Christopher	102.08	
15	6/27/2019	ACH	Diego Truck Repair, Inc.	771.86	
16	6/27/2019	EFT	Direct Dental Administrators, LLC	2,155.51	Dental claims June 2019
17	6/27/2019	EFT	Discovery Benefits	50.00	
18	6/27/2019	TBD	DNG Enterprises, Inc.	996.52	
19	6/27/2019	ACH	Downing Heating & Air Conditioning, Inc.	1,088.00	Quarterly maintenance agreement
20	6/27/2019	ACH	Elias, Rabi	200.00	
21	6/27/2019	ACH	Fontana, Lauren	67.40	
22	6/27/2019	TBD	Jackson's Hardware, Inc.	305.19	
23	6/27/2019	TBD	K.J. Woods Construction, Inc.	64,732.66	Release of Retention
24	6/27/2019	TBD	Liebert Cassidy Whitmore	2,736.00	Sonoma/Marin consortium
25	6/27/2019	TBD	Marin Ace	14.14	
26	6/27/2019	ACH	Murray, Craig	125.00	
27	6/27/2019	TBD	Pacific Gas & Electric CDX7397590484 SOLR	19.71	
28	6/27/2019	TBD	Petty Cash (Cash Box)	178.41	
29	6/27/2019	TBD	Rachel Z Kamman, PE	4,392.10	Miller Creek (repair, maintain, modify) (4/1-5/31/19)
30	6/27/2019	ACH	Retiree Augusto	187.74	
31	6/27/2019	ACH	Retiree Burgess	598.00	
32	6/27/2019	ACH	Retiree Cummins	187.74	
33	6/27/2019	ACH	Retiree Cutri	462.74	
34	6/27/2019	ACH	Retiree Emanuel	258.83	
35	6/27/2019	ACH	Retiree Gately	224.41	
36	6/27/2019	ACH	Retiree Guion	224.41	
37	6/27/2019	ACH	Retiree Johnson	632.90	
38	6/27/2019	ACH	Retiree Kermoian	187.74	
39	6/27/2019	ACH	Retiree Mandler	187.74	
40	6/27/2019	ACH	Retiree McGuire	563.00	
41	6/27/2019	ACH	Retiree Memmott	187.74	

Las Gallinas Valley Sanitary District
Warrant List
06-27-19 DRAFT

	Date	Num	Vendor	Amount	Description for items > \$1000
42	6/27/2019	ACH	Retiree Petrie	163.37	
43	6/27/2019	ACH	Retiree Pettey	187.74	
44	6/27/2019	ACH	Retiree Provost	258.83	
45	6/27/2019	ACH	Retiree Reetz	511.48	
46	6/27/2019	ACH	Retiree Reilly	187.74	
47	6/27/2019	ACH	Retiree Vine	187.74	
48	6/27/2019	ACH	Retiree Wettstein	598.00	
49	6/27/2019	ACH	Retiree Williams	598.00	
50	6/27/2019	ACH	Schriebman, Judy	200.00	
51	6/27/2019	ACH	Universal Coatings, Inc.	4,987.50	
52	6/27/2019	ACH	Yezman, Crystal	200.00	
			TOTAL	<u>\$ 317,062.70</u>	

Handout

Agenda Item 2B AGENDA ITEM 2B

Date June 27, 2019 DATE June 27, 2019



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/18/19 Name: CRAIG K. MURRAY

I would like to attend the 64th ANNUAL CONF- Meeting of CASA

To be held on the 21st day of AUGUST from 8 a.m. / p.m. and returning on 23rd day of AUGUST from 5 a.m. / p.m.

Actual meeting date(s): 8/21-23/19

Purpose of Meeting: CASA MTL + INDUSTRY TRAINING
Marriott Marquis 3 nights 20, 21, 22

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): \$1,500

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 2B.1



Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Mel Liebmann, Plant Manager *ML*
Mtg. Date: June 27, 2019
Re: EOA, Inc. FY 2018/19 Contract Amendment to Extend to December 31, 2019
Item Type: Consent XX Discussion _____ Information _____ Other _____
Standard Contract: Yes XX No _____ (See attached) Not Applicable _____

BACKGROUND:

The District has an existing contract with EOA, Inc. to provide technical and regulatory support for permits issued by the State and Regional Water Boards, including the NPDES permit, Reclamation Permit, Recycled Water Permit, the Statewide General Order for Sanitary Sewer Systems, and regional NPDES permits for mercury/PCBs and nutrients which name the District as a co-permittee. EOA's contract also provides support for the Secondary Treatment and RWTF Facility Upgrade project for issues related to regulatory compliance, and for "as needed" support in other areas. EOA's contract with the District is normally renewed on a FY basis, with the current contract set to expire on June 30, 2019.

The Regional Water Board conducted a Plant Compliance Evaluation Inspection (CEI) on March 29, 2018 and issued a report on April 12, 2018. That report directed the District to develop a maintenance plan for the marsh and storage ponds. The District requested and received approval from Water Board staff to submit the updated Plan by December 31, 2019

EOA's familiarity with the District's facilities and operations, and its understanding of the regulatory environment puts it in a favorable position to efficiently coordinate the update effort, and to take the lead in preparing the updated Plan, with support from District staff and input from the District's biological consultant. EOA has indicated that the work could be performed with budget remaining in its existing FY 2018/19 contract (estimated to be ~\$24,000 as of June 30), but that an extension of time for that contract would be required to complete the work.

PREVIOUS BOARD ACTION:

Approval of EOA Contract Proposal for July 1, 2018 to June 30, 2019 at May 24, 2018 Meeting.

ENVIRONMENTAL REVIEW:

NA



FISCAL IMPACT:

The estimated cost for the work would be up to ~\$24,000, however the funds have already been encumbered as part of EOA's FY 2018/19 contract with the District.

STAFF RECOMMENDATION:

Staff recommends that the Board approve a no-cost extension of EOA's FY 2018/19 contract from June 30, 2019 to December 31, 2019 and authorize the General Manager or his designee to issue the extension.



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Mel Liebmann, Plant Manager *ML*
Mtg. Date: June 27, 2019
Re: EOA, Inc. Contract Proposal for July 1, 2019 to June 30, 2020
Item Type: Consent XX Discussion _____ Information _____ Other _____
Standard Contract: Yes XX No _____ (See attached) Not Applicable _____

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 working with Mr. Goebel on NPDES Permit reissuance and work related to the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project (STPURWE). Mr. Goebel has attended several STPURWE 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. 2019-20 proposal for consulting services is \$185,200. The EOA, Inc. 2018-19 proposal totaled \$159,300 and the District has been billed \$97,000 through June 5, 2019 against this current year's contract. The expected to-go expenditures this FY are estimated at \$38,000, bringing the estimated total to \$135,000. The \$24,300 that is left in the FY 2018-19 contract is anticipated to be used to complete the review and revision of the reclamation maintenance portion of the District's reclamation permit, (WDR Order No. 92-064)



Fiscal Year	Total Cost	Difference	Fiscal Year	Total Cost	Difference
2018-19	\$159,300		2009-10	\$165,870	+\$53,809
2017-18	\$132,557	-31,655	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

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.

PREVIOUS BOARD ACTION:

Approval of EOA Contract Proposal for July 1, 2018 to June 30, 2019 at May 24, 2018 Meeting.

ENVIRONMENTAL REVIEW:

NA

FISCAL IMPACT:

\$185,200

STAFF RECOMMENDATION:

Board approve EOA, Inc. Contract Proposal for July 1, 2019 to June 30, 2020.

**EOA Scope of Work for Las Gallinas Valley Sanitary District
Technical Support for Regulatory Permits and NPDES Permit Reissuance
July 1, 2019 – June 30, 2020**

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, to be reissued in May 2019), 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.

The NPDES permit expires on June 20, 2020. The District must submit an application for reissuance of the permit by October 21, 2019.

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 2018/19 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 (2/1/19)
- 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 (2/1/19)
- Annual EPA 503 Biosolids Report (2/15/19) [assisted District staff]
- Annual Reclamation Project Report (3/13/19 in)
- Annual Recycled Water Facility Report (3/14/19)
- 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 finalized in Fall 2018.
- Assistance in responding to inquiries from regulatory agencies and discharger organizations, and review of documents prepared by those entities (e.g. CASA surveys)
- 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 (e.g. regional nutrient permit reissuance).
- 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 2019/2020

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, 2019 through June 30, 2020. 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 2019/2020 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 2019/2020, 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.

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)

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

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.



District's Pollution Prevention Program (i.e., advice on program implementation and review of Annual Report), since primary support for this Program is provided by CMSA. 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.

Estimated Hours: 264 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 Contingency Plan, and we assume this division of responsibility will remain the case in FY 2018/19. (EOA did a significant update of the Contingency Plan in 2018 within the Task 2 budget). 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, and are important for retaining "institutional memory" of treatment plant practices. The O&M Manual/SOPs also document 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.

Task 2 does not include development of a new Reclamation Area Management Plan, as requested by the Water Board in its 2018 plant compliance inspection report. (Some elements of that Plan, such as the Reclamation Area Water Balance, have been prepared under EOA's current contract for use during the 2019 reclamation season). EOA will submit a separate proposal for the development of a new Reclamation Area Management Plan.

Estimated Hours: 80, 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

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.

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 District questions related to regulatory issues, coordination with Regional Water Board regarding the project, participation in the development of control strategies and review of submittals or changes that have regulatory impacts, and follow-up work related the RWTF's Engineering Report update (to be completed in FY 2018/2019). The latter includes response to questions or issues raised by the Regional Water Board or Division of Drinking Water staff. EOA will also submit any other 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 plans reissue the Statewide General Order in 2019 or 2020.

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. EOA's budget for this task does not anticipate that significant revisions to the District's SSMP resulting from adoption of the new Statewide General Order will be required in FY2019/2010.

³ The District is required to contribute financially to monitoring activities and regional special studies required under the 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.

⁴ In 2016, the State Water Board issued Statewide Recycled Water General Permit (Order WQ 2016-0068). Regional Water Boards have been instructed to transition permittees such as LGVSD who are operating under existing regional general permits (e.g. Order 96-011) to the Statewide General Permit. The timing of that transition is uncertain. If a switch to the Statewide Permit occurs in FY 2019/2020, EOA will prepare the necessary application forms and attachments. Note also that Order 89-127, held jointly by MMWD and LGVSD, will likely be rescinded, and MMWD will file for coverage (as Distributor only) under the Statewide Permit.

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 (or Statewide Order WQ 2016-0068) 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 is covered under Task 4.

Estimated Hours: 36

Task 7. NPDES Permit Reissuance

The permit application is due on October 24, 2019. The Regional Water Board's current schedule calls for the new permit to be adopted at the May 13, 2020 Water Board hearing. Work anticipated under this task is described in the following subtasks. In the event a particular subtask requires a greater level of effort than expected, hours may be shifted among subtasks (or if necessary, other primary tasks) subject to the overall project budget.

Subtask 7-1. Prepare NPDES Permit Application Package. EOA will prepare a complete permit application package or Report of Waste Discharge (ROWD). The document will include all of the necessary State and Federal forms, with the required data on effluent quality, plant performance, etc. In addition to completing the permit application, this task includes preparation of a detailed draft application transmittal letter to communicate relevant technical information, requests, or proposed permit changes that may not be fully addressed by the application forms. The transmittal will include a brief summary of the RPA and effluent limits results (Task 2) and any data validation issues.

Estimated Hours: 40

Subtask 7-2. Reasonable Potential Analysis and Effluent Limits Derivation. EOA will prepare a Reasonable Potential Analysis (RPA), and for those constituents that demonstrate reasonable potential, calculate the expected effluent limits. EOA uses a version of the Water Board's RPA Excel workbook to do the analysis and perform the calculations.

A careful evaluation of influent, effluent, and ambient data is an essential prerequisite for conducting the Reasonable Potential Analysis (RPA) and effluent limits calculations, and certain data are also required to complete the permit application forms. During this data evaluation, we may identify data for invalidation, or data that has been incorrectly entered into the California Integrated Water Quality System (CIWQS) that should be identified in the permit application transmittal letter.

Although we have access to all monitoring data through the laboratory's Operator 10 database, our approach will most likely be to download influent/effluent data compliance that has been submitted through CIWQS, to ensure that the data set corresponds exactly to what the District has previously submitted. The budget for this task includes the compilation of data required to complete both this task and Task 1 above.

The results of the RPA are documented in a technical memo included in the application package. The RPA process is particularly sensitive to "outlier" values, where a single analytical result can provide the basis for a finding of RP and subsequent effluent limits. EOA understands the process and has successfully argued for censoring or invalidation of unrepresentative values that would otherwise have resulted in effluent limits.

Estimated Hours: 26

Subtask 7-3. Prepare Utility Analysis

In order for the permit to allow the continued practice of "blending" fully and partially treated wastewater during high flow events, the Water Board requires that a "Utility Analysis" (a.k.a. "No Feasible Alternatives Analysis") be included as part of the package. EOA prepared NFAA's for the District's two previous application packages, and is very familiar with requirements.⁵ The limited budget for this task is based on EOA's expectation that most of the work in preparing the NFAA will be completed in FY 2018/2019.

Estimated Hours: 12

Subtask 7-4. Dilution Credit / Toxicity Limits The RPA memo typically include a summary of studies used to justify historic mixing zones and corresponding dilution credits for effluent limit calculation. For the 2015 permit reissuance, the District contracted with Kamman Hydrology to perform a simplified dilution analysis for use in establishing effluent limits for chronic toxicity. In the end, the Water Board did not rely on that study, but instead relied on the dilution credit that is used in calculating the District's effluent limit for cyanide, since that value was already recognized in the SF Bay Area Basin Plan.

Aside from cyanide, chronic toxicity is the only LGVSD effluent limit for a dilution credit is allowed. Under the new Statewide Toxicity Policy, expected to be adopted in 2019, a different methodology based on USEPA "Test for Significant Toxicity (TST)" will be adopted. That methodology evaluate test results on a "pass-fail" basis, and specifically allows use of a dilution credit in determining the Instream Waste Concentration (IWC), which represents the percentage of plant effluent used in the chronic toxicity test solution. The credit is critical for compliance, in that the District was historically unable to meet the permit limits (which were "triggers" in previous permits) without a dilution credit. The use of a modest (2.25:1) dilution credit has allowed the District to remain in consistent compliance under the current permit.

⁵ Although completion of the Secondary Treatment Plant upgrade project is expected to greatly reduce reliance on blending, and future construction of a flow equalization basin may eliminate it completely, the District will still need to rely on blending during the course of the next permit. Unless sanctioned by the permit, blending is viewed by the Water Board as an unauthorized bypass, and subject to enforcement action.

At this point it is uncertain whether the Water Board will continue to utilize the cyanide dilution credit derive a different credit from the 2015 Kamman Hydrology study, or require a new more robust dilution study. EOA's budget for this task would cover coordination of such a study (if required) but does not included the study itself, which would be performed by others.⁶

Estimated Hours: 24

Subtask 7-5. Communicates with Regional Water Board Staff Informal meetings with regulatory agency staff can be an effective way to reach agreement on permit language and requirements prior to the issuance of the administrative draft or tentative order, eliminating the need and expense associated with extensive formal written comments and responses. EOA has experience and understanding of those areas where Water Board staff may be flexible versus those where flexibility is not likely. This task provides for a meeting (and/or teleconference) with Water Board staff, plus time to prepare an agenda, meeting materials, and/or meeting summary.

Estimated Hours: 12

Subtask 7-6. Review / Comment on Administrative Draft and Tentative Order. The Water Board typically sends out an Administrative Draft (AD) version of the permit with very little time (e.g. one week) for review and comment. Ideally, before the AD is released, most issues have been "flushed out" through meeting(s) and/or informal correspondence with Water Board staff. The AD is the best opportunity for resolving issues, since Water Board staff are less likely to make changes once the formal Tentative Order (TO) is issued. Still, comments on the TO are often made to put something in the record and/or appeal directly to Water Board members on issues that could not be resolved at the staff level.

Estimated Hours: 20

Subtask 7-7. Attend Regional Board Permit Adoption Hearing EOA will attend the Water Board hearing and, if necessary, provide testimony on the WQCP's behalf, or prepare testimony for delivery by WQCP staff or officials. It would be EOA's goal to assist the WQCP and RWB staff in resolving all issues at or before the TO stage so that the Permit could be adopted at the hearing as a consent item.

Estimated Hours: 8

Task 8. 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.

Estimated Hours: 24

⁶ EOA has managed studies conducted by a firm that specializes in water quality modelling (RMA) for several clients. If the Water Board insisted on a new study, we would likely recommend that firm, since Water Board staff are familiar with the model used and with the means used by RMA to present the results.

BUDGET

EOA's budgets for each of the above-described tasks are listed in Table 2. This proposal provides for approximately 488 hours of engineering/scientist staff time, plus 24 hours of technician/clerical support. The not-to-exceed budget of \$185,200 includes a \$1,200 allowance for expenses. Work will be performed on a time and materials basis in accordance with the attached FY 2019/2020 fee schedule.

STAFFING

The Project Manager will be Ray Goebel, P.E., who will conduct a majority of the work. He will be supported by Kristin Kerr, P.E. and Courtney Siu, P.E., primarily for permit reissuance subtasks 7.1 and 7.2. Other qualified EOA staff may provide support as appropriate.

**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	\$75,400		\$75,400
2	Prepare Various Plant Reports for Submittal to Water Board	\$22,600		\$22,600
3	Participation in Discharger Organizations and Regional Regulatory Efforts	\$6,700		\$6,700
4	Support for Planning of Secondary Treatment Process Improvements	\$20,100		\$20,100
5	Support for Sewer System Management Plan and Collection System Issues	\$6,700		\$6,700
6	Support for Recycled Water Permit	\$10,000		\$10,000
7	NPDES Permit Reissuance	\$35,800		\$35,800
8	Miscellaneous & Contingency	\$6,700		\$6,700
XP	Project Expenses		\$1,200	\$1,200
	Total Project Budget	\$184,000	\$1,200	\$185,200

TOTAL NOT-TO-EXCEED BUDGET: \$185,200

Attachment A: 2019-2020 LGVSD Fee Schedule



Environmental and Public Health Engineering

Attachment A FY 2019/2020 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:

Personnel Category	Hourly Rates
Principal	\$279
Managing Engineer/Scientist III.....	\$271
Managing Engineer/Scientist II	\$256
Managing Engineer/Scientist I	\$245
Senior Engineer/Scientist III – Project Leader	\$225
Senior Engineer/Scientist/Planner II.....	\$206
Senior Engineer/Scientist/Planner I.....	\$188
Associate Engineer/Scientist III	\$179
Associate Engineer/Scientist II.....	\$170
Associate Engineer/Scientist I.....	\$145
Assistant Engineer/Scientist	\$130
Technician	\$114
Clerical/Computer Data Entry.....	\$80

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.



Item Number 2E

Agenda Summary Report

To: Mike Prinz, General Manager *[Signature]*
From: Mel Liebmann, Plant Manager *[Signature]*
Mtg. Date: June 27, 2019
Re: SCADA Support Services Agreement FY 2019-20
Item Type: Consent XX Discussion _____ Information _____ Other _____
Standard Contract: Yes XX No _____ (See attached) Not Applicable _____

BACKGROUND:

The District utilizes a Supervisory and Control 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 operational decisions and present performance data regarding the system 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 year. They have worked with staff to remedy many shortcomings of the existing control system. ArcSine staff continue to develop documentation in the programmed environment that makes troubleshooting easier. Other important improvements include implementing alarm server redundancy, process control and supervisory modifications, and configuration changes for pump station telemetry.

ArcSine has worked with staff to develop a scope of work and fee estimate to provide ongoing support of the District's SCADA system for FY 2019-20. ArcSine's proposal is included with this summary report. ArcSine Engineering's billing is based on time and material expended.

Staff believes that continuing to utilize ArcSine Engineering for SCADA Support Services is the most advantageous way to maintain effective and reliable monitoring and control systems utilized in District operations and treatment processes. ArcSine Engineering has been contracted to perform programming for the District's Secondary Treatment Plant Upgrade and Recycled Water Expansion project. Their staff are intimately familiar with the District's SCADA network, a critical and complex District asset. The selection of ArcSine Engineering was based on a well-established reputation for delivering excellent service to several regional utilities.

ArcSine Engineering has worked with staff over the last two years to develop and implement a plan to apply industry best practices that will assure a uniform well documented environment for both the programmer and end user. This foundational work expedites troubleshooting, ensures consistency, reduces errors and allows for rapid transition to other service providers, if desired, in the future. Staff recommends continuing to use ArcSine Engineering as the District's SCADA Support Services provider and not seek other proposals for these services.



PREVIOUS BOARD ACTION:

Approval of ArcSine Engineering Contract Proposal for July 1, 2018 to June 30, 2019 at May 24, 2018 Meeting.

ENVIRONMENTAL REVIEW:

NA

FISCAL IMPACT:

\$63,095

STAFF RECOMMENDATION:

Board approve acceptance of ArcSine Engineering's proposal to provide SCADA support services for FY 2019-20.



SCOPE OF WORK

SCADA ON-CALL SUPPORT LAS GALLINAS VALLEY SANITARY DISTRICT

ArcSine Project No. 1663.06

May 31, 2019

INTRODUCTION

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

Several work items in this Scope are carried over from the On-Call Support Scope of Work for the 2018/2019 Fiscal Year. Due to the on-call nature of the work, higher priority troubleshooting items presented themselves and we were directed to address those higher priority items instead of performing the scoped maintenance work.

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. Updated the SCADA hardware inventory/network list as additional devices are identified while obtaining files.
2. Developed SCADA Alarm List.

B. Work to be completed under this Scope:

1. Publish procedures for:
 - a. Basic recordkeeping
 - b. File management

Task 2 – Previously Identified Support Requests

2.1 Support requests previously completed:

- A. Rerouted Mulligan communications to talk directly to Mulligan from SCADA instead of routing through PLC 10.
- B. Implemented recycled water chlorine pump.
- C. Troubleshooted 1106A and 1106B Level Transmitters
- D. Added analog and channel alarms for 1106A level transmitter

2.2 Support requests to be completed:

- A. Modifications to SBS dosing, to increase dose when analyzers are in alarm.
- B. Follow up on researching woodbox chlorine anomalies (currently waiting on data to accumulate).
- C. Test alarm graphic halo on effluent fan pump.
- D. Changes to reporting in response to Ray Goebel's comments on the Reporting Control Description. To include:
 1. Correct calculation for:
 - a. EFF: 001
 - b. Estimated Flow to Outfall: 001
 - c. Estimated Flow to Outfall: 002
 - d. Facility: Location: Parameters
 2. Remove CPS10 placeholders created for testing.
- E. Research why recycled water production was reported on days when no water was produced.
- F. Determine what alarms currently exist for recycled water effluent turbidity and what actions the control system will automatically take.

2.3 The following item has been requested by the District, but Scope is still being determined. This item is not included in this Scope.

- A. Modifications to pump station control strategies, such as modifying/bypassing setpoints:

Task 3 – On-Site Reviews

3.1 Perform scheduled 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.
- Verify SCADA server redundancy.

3.2 Prepare and submit a trip report for each visit.

3.3 Allow for three visits per year; include preparation, (2) man days on site per visit, plus follow up.

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

Task 4- 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.

4.1 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. Fifteen (15) telephone consultations at 3 hours each (45 hours total), with no formal documentation or followup.
- B. Five (5) involved consultations at 8 hours each (40 hours total), with the time covering correspondence, teleconferences, work, testing, recordkeeping.

4.2 Provide on-site response to SCADA urgent events. Allow for three on-site visits, in addition to the schedule visits in Task 3. Allow for 12 hours each event, total, plus reasonable expenses and oversight.

Task 5 – Other Improvements

5.1 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.

5.2 Work completed under prior Authorizations:

- 5.2.1 Developed Group alarms by process.
- 5.2.2 Modified Win911 to only dial out group alarms after hours.
- 5.2.3 Modifications to Reporting.

5.3 Allow for the following resources to address other improvements:

- A. Two (2) minor upgrades, at 22 hours each.
- B. Two (2) medium scope upgrades, at 29 hours each.
- C. 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), one man-day.

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

Description	Review \$198	Senior Programmer \$161	Design Engineer \$123	Programmer \$118	Technician \$85	Drafting \$98	Clerical \$75	Expenses
Task 1 – Achieving Basic Structure And Recordkeeping								
1.1.B.1 Publish Procedures (work costed here):	1			12			4	
a. Basic record keeping								
b. File management								
Subtotal - Hours	1	0	0	12	0	0	4	
Subtotal - Fee	\$ 198	\$ -	\$ -	\$ 1,416	\$ -	\$ -	\$ 300	\$ -
Task Subtotal	\$ 1,914							
Task 2 -Existing Support Requests								
2.2 Work To Be Completed								
A. Modifications to SBS dosing, increase dose when analyzers are in alarm.	2			35			1	
B. Follow up on researching woodbox chlorine anomalies.	1			8				
C. Test alarm halo on effluent fan pump.				1				
D. Changes to reporting in response to Ray's comments.				16				
E. Research why recycled water production was reported on days when no water was produced.				18			1	
F. Recycled water effluent turbidity alarm research.				18			1	
Subtotal - Hours	3	0	0	96	0	0	3	
Subtotal - Fee	\$ 594	\$ -	\$ -	\$ 11,328	\$ -	\$ -	\$ 225	\$ -
Task Subtotal	\$ 12,147							
Task 3 - On Site Reviews								
3.1 On Site Reviews to discuss SCADA topic (Work Costed In 3.3)								
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.								
Verify SCADA server redundancy.								
3.2 Prepare and submit a trip report for each visit	2			8			4	
3.3 Allow three visits/year; include prep., 2 days on site, plus followup	4			60			6	\$900
Subtotal - Hours	6	0	0	68	0	0	10	
Subtotal - Fee	\$ 1,188	\$ -	\$ -	\$ 8,024	\$ -	\$ -	\$ 750	\$ 900
Task Subtotal	\$ 10,862							
Task 4 - On Call Support, Onsite And Offsite								
4.1 Provide remote On-Call SCADA Support to plant staff; allow the following:								
A. Fifteen telephone consultations at 3 hours each (45 hours total)	5	10		30				
B. Five involved consultations at 8 hours each (40 hours total)	5	5		30			4	
4.2 Allow three on site visits, 12 hours each event (36 hours total) plus expenses and oversight	3	3		36				\$900
Subtotal - Hours	13	18	0	96	0	0	4	
Subtotal - Fee	\$ 2,574	\$ 2,898	\$ -	\$ 11,328	\$ -	\$ -	\$ 300	\$ 900
Task Subtotal	\$ 18,000							

6/27/2019
Strategic Plan Workshop
Agenda Item 3

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