



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  
Vacant  
Administrative Services Manager

## **BOARD MEETING AGENDA**

**May 7, 2020**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the May 7, 2020 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgvsd.org) by 5:00 pm on Wednesday, May 6, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgvsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

*\*Prior to the meeting, participants should download the Zoom app at:*

*https://zoom.us/download A link to simplified instructions for use of the Zoom app is:*

*<https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/85338463726>

**OR**

**By teleconference at: +16699009128 Meeting ID 853 3846 3726**

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

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

Estimated Time

3:15 PM

**CLOSED SESSION:**

- 1. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** pursuant to subdivision (b)(1) of Government Code Section 54957.
- 2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code Section 54957.

**OPEN SESSION:**

4:30 PM

1. **PUBLIC COMMENT**

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

4:35 PM

2. **CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for April 16 and April 17, 2020
- B. Approve the Warrant List for May 7, 2020
- C. Approve Schriebman attending the Adapting Tides Webinar April 28
- D. Approve Murray attending the Budgeting for the Covid-19 Recession Webinar May 5
- E. Approve Resolution 2020-2187 – A Resolution Proposing an Election
- F. Approve Extension of Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Function per Marin County Public Health Order

Possible expenditure of funds: Yes, Items B through E.

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

- 
- 4:45 PM**      **3. FEE AGREEMENT FOR LEGAL SERVICES**  
Board to consider proposed fee agreement for legal services.
  - 5:00 PM**      **4. SET PUBLIC HEARING FOR PROPOSED ORDINANCE 182 AN ORDINANCE AMENDING TITLE 2, CHAPTER 1 SANITARY CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT – CAPITAL FACILITIES CHARGE**  
Board to review the proposed Ordinance 182 – An Ordinance Amending Title 2, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District which will update the capital facilities charge based on the inflationary adjustment as provided for in the Ordinance. Board to set a Public Hearing for Ordinance No 182, An Ordinance Amending Title 2, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.
  - 5:10 PM**      **5. APPROVE THE REVISED CONTRACT AMOUNT WITH PG&E FOR CONSTRUCTION OF PHASE 2 POWER LINE REALIGNMENT PROJECT**  
Board to review and approve the revised contract amount with PG&E for construction of Phase 2 Power line Realignment project.
  - 5:25 PM**      **6. BID AWARD – BIOSOLIDS SURFACE INJECTION AND RECLAMATION PASTURELAND IRRIGATION OPERATIONS AND MAINTENANCE SERVICES**  
Board to review and approve Biosolids/Reclamation Bid Award.
  - 5:35 PM**      **7. APPROVE BOARD APPOINTMENT ACTING DISTRICT TREASURER**  
Board to review and approve Acting District Treasurer.
  - 5:40 PM**      **8. DRAFT SPRING NEWSLETTER**  
Board to review and approve Draft Spring Newsletter.
  - 5:55 PM**      **9. INFORMATION ITEMS:**  
A. STAFF/CONSULTANT REPORTS:
    - 1. General Manager Report – Verbal
    - 2. Retention of CPSHR Consulting for Administrative Services Manager Recruitment Services
    - 3. Retention of Regional Government Services for Temporary Assistance
    - 4. Marin County Civil Grand Jury Follow-up Report on Web Transparency of Agency Compensation Practices
  - 6:15 PM**      **10. BOARD MEMBER REPORTS:**
    - 1. CLARK
      - a. NBWA Board Committee, NBWA Conference Committee, Ad Hoc HR Committee re: 2019 GM Evaluation, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
    - 2. ELIAS
      - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
    - 3. MURRAY
      - a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2019 GM Evaluation Other Reports

- 4. SCHRIEBMAN
  - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
- 5. YEZMAN
  - a. Gallinas Watershed Council/Miller Creek Watershed Council Flood Zone 7,CSRMA, Ad Hoc Engineering Committee re: STPURWE, Other Reports

6:25 PM

**11. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal

6:30 PM

**12. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**

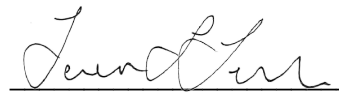
6:35 PM

**13. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: MAY 21, JUNE 4, JUNE 18, 2020**

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before May 4, 2020 at 3:15 p.m., I posted the Agenda for the Board Meeting of said Board to be held May 7, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch  
District Secretary

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

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



Agenda Item 2A  
Date May 7, 2020

**MINUTES OF APRIL 16, 2020**

1  
2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION BY ZOOM CONFERENCE ON APRIL 16, 2020 AT 3:36 PM AND STAFF BY ZOOM  
5 CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE  
6 ROOM, SAN RAFAEL, CA. 94903  
7

8 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray,  
9 J. Schriebman, C. Yezman  
10

11 **BOARD MEMBERS ABSENT:** None  
12

13 **STAFF PRESENT:** Mike Prinz , General Manager Teresa Lerch, District  
14 Secretary,  
15

16 **OTHERS PRESENT:** Pat Richardson, District Counsel  
17

18 **ANNOUNCEMENT:** President Elias 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 **ACTION:**  
25

26 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
27 CLOSED SESSION ON APRIL 16, 2020 , AT 3:37 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT  
28 OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.  
29

30 Lerch left at 3:37 pm.  
31

32 **CLOSED SESSION:**  
33

34 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – General Manager: pursuant to subdivision (b)(1)  
35 of Government Code Section 54957.  
36  
37

38 **ADJOURNMENT:**  
39

40 **ACTION:**

41 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
42 April 16, 2020 at 5:09 pm.  
43

44 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark ,R. Elias, C. Murray,  
45 J. Schriebman, C. Yezman  
46

47 **STAFF PRESENT:** Teresa Lerch, District Secretary, Robert Ruiz, District  
48 Treasurer, Mike Cortez, District Engineer  
49

50 **OTHERS PRESENT:** Sophia Selivanoff, Regional Government Services;  
51 Adam Butler and Gerald Fejarang from Kennedy Jenks  
52

53 **PUBLIC COMMENT:** None.  
54

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

57  
58 **CONSENT CALENDAR:**

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

- 61 A. Approve the Board Minutes for April 2, 2020
- 62 B. Approve the Warrant List for April 16, 2020
- 63 C. Approve Board Compensation for March 2020
- 64 D. Approve Craig Murray attending CWEA COVID-17 Webinar April 9th, Continuity of  
65 Operations and Emergency Staffing 1.5 hours

66 **ACTION:**

67 Roll Call:

68 Board approved (M/S Clark/Schriebman 5-0-0-0) the Consent Calendar items A through D.

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

70 NOES: None.

71 ABSENT: None.

72 ABSTAIN: None.

73

74 **ORGANIZATIONAL REVIEW STATUS UPDATE**

75 Sophia Selivanoff from Regional Government Services presented the Organizational Review status update  
76 to the Board. Discussion ensued.

77

78 **MASTER PLAN UPDATE – BUSINESS RISK AND VULNERABILITY ANALYSIS**

79 Adam Butler and Gerald Fejarang from Kennedy Jenks presented the Master Plan Update and Business  
80 Risk Vulnerability Analysis update. Discussion ensued.

81

82 **POTENTIAL TEMPORARY MODIFICATIONS OF DISTRICT PROTOCOLS RELATED TO COVID-19**  
83 **EXPOSURE AND DESIGNATION OF THE SECONDARY TREATMENT PROCESS UPGRADE AND**  
84 **RECYCLED WATER EXPANSION PROJECT AS AN ESSENTIAL FUNCTION PER 3/31/2020 MARIN**  
85 **COUNTY HEALTH ORDER, PER RESOLUTION 2020-2184**

86 Board and staff discussed the COVID- 19 Pandemic and Resolution 2020-2184.

87 **ACTION:**

88 Roll Call:

89 Board approved (M/S Yezman/Schriebman 5-0-0-0) Resolution 2020-2184 with modifications by District  
90 Counsel.

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

92 NOES: None.

93 ABSENT: None.

94 ABSTAIN: None.

95

96 **INFORMATION ITEMS:**

97 **STAFF / CONSULTANT REPORTS:**

- 98 1. General Manager's Report – Verbal – Prinz reported. Prinz reminded the Board that there is a Special  
99 Board meeting – Board Policy workshop on April 27.
- 100 2. Board Member, Conference, Travel and Hotel Reservations – Written – Prinz reported. Discussion ensued.

101

102 **BOARD MEMBER REPORTS:**

103 1. CLARK

104 a. NBWA Board Committee – no report

105 b. NBWA Conference Committee– no report

106 c. Ad Hoc HR Committee re: 2019 GM Evaluation-no report

107 d. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report

108 e. Other Reports– no report

- 109 2. ELIAS  
110 a. NBWRA– no report  
111 b. Ad Hoc Engineering Committee— no report  
112 c. Other Reports– no report  
113  
114 3. MURRAY  
115 a. Marin LAFCO– verbal report  
116 b. CASA Energy Committee– verbal report  
117 c. Ad Hoc HR Committee re: GM Evaluation – no report  
118 d. Other Reports– will report at the next Board meeting on the COVID-19 webinar  
119 4. SCHRIEBMAN  
120 a. JPA Local Task Force– no report  
121 b. NBWA Tech Advisory Committee– no report  
122 c. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report  
123 d. Other Reports– no report  
124 5. YEZMAN  
125 a. Gallinas Watershed Council/Miller Creek Watershed Council– no report  
126 b. Flood Zone 7– no report  
127 c. CSRMA– no report  
128 d. Ad Hoc Engineering Committee— no report  
129 e. Other Reports– verbal report -COVID-19 conference call and webinar  
130

131 **BOARD REQUESTS:**

- 132 A. Board Meeting Attendance Requests – \_Clark will submit an attendance request for Ethics training.  
133 B. Board Agenda Item Requests – Schriebman requested a written contract from Legal Counsel.  
134

135 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

136 Discussion ensued.  
137

138 **ADJOURNMENT:**  
139

140 **ACTION:**

141 Board approved (M/S Elias/Schriebman 5-0-0-0) the adjournment of the meeting at 7:39 pm.

142 Roll Call:

143 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
144 NOES: None.  
145 ABSENT: None.  
146 ABSTAIN: None.  
147

148 The next Board Meeting is scheduled for April 17, 2020.  
149  
150

151 ATTEST:  
152  
153

154 \_\_\_\_\_  
155 Teresa Lerch, District Secretary  
156  
157  
158

159 APPROVED:  
160  
161  
162

163 \_\_\_\_\_  
164 Judy Schriebman, Vice President

SEAL

1 **SPECIAL MINUTES OF APRIL 17, 2020**

2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION BY ZOOM CONFERENCE ON APRIL17, 2020 AT 12:08 PM AND STAFF BY ZOOM  
5 CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE  
6 ROOM, SAN RAFAEL, CA. 94903  
7

8 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark R. Elias C. Murray  
9 J. Schriebman, C. Yezman  
10

11 **BOARD MEMBERS ABSENT:** None  
12

13 **STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District  
14 Secretary; Robert Ruiz, District Treasurer; Mel Liebmann,  
15 Plant Manager; Greg Pease, Collections Manager; Mike  
16 Cortez, District Engineer  
17

18 **OTHERS PRESENT:** Pat Richardson, District Counsel  
19

20 **ANNOUNCEMENT:** President Elias announced that the agenda had been  
21 posted as evidenced by the certification on file in  
22 accordance with the law.  
23

24 **PUBLIC COMMENT:** None.  
25

26 **TACTICAL GOALS FOR FY 2020-2021**  
27 Board and staff discussed the tactical goals for FY 2020-2021.  
28

29 **BUDGET WORKSHOP**  
30 Introduction of Preliminary 2020-2021 Budget including Revenue, Operation and Maintenance, Debt  
31 Service, and Capital Outlay budgets. Discussion ensued.  
32

33 **ADJOURNMENT:**  
34

35 **ACTION:**  
36 Board approved (M/S Clark/Schriebman 5-0-0-0) the adjournment of the meeting at 4:10 pm.  
37 Roll Call:

- 38 AYES: Clark, Elias, Murray, Schriebman and Yezman.
- 39 NOES: None.
- 40 ABSENT: None.
- 41 ABSTAIN: None.
- 42

43 The next Board Meeting is scheduled for April 27, 2020.  
44  
45

46  
47 **ATTEST:**  
48  
49

50  
51 \_\_\_\_\_  
52 Teresa Lerch, District Secretary  
53  
54

55 APPROVED:

56

57

58

59

60

\_\_\_\_\_  
Judy Schriebman, Vice President

SEAL

Las Gallinas Valley Sanitation District  
Warrant List 5/7/2020Date May 7, 2020

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	5/7/2020	EFT1	ADP	111,513.49		111,513.49	4/24 Payroll, ADP Services Bundle
2	5/7/2020	N/A	ADT	25.00		25.00	Monthly Alarm Security
3	5/7/2020	N/A	Aramark	362.81		362.81	Jackets for Employees
4	5/7/2020	N/A	ArcSine Engineering	39,815.04		39,815.04	Secondary Treatment - Project MGNT & Coordination/
5	5/7/2020	N/A	AT&T	3,344.02		3,344.02	Phone Bill for various pump stations
6	5/7/2020	N/A	Azteca Systems LLC	11,000.00		11,000.00	AMS Workgroup Starter 5-Pack, CCTV Interface & App License for Cityworks Software Annual Renewal
7	5/7/2020	EFT2	Bank of Marin	47,335.64		47,335.64	May Loan Payment - Recycled Water Loan
8	5/7/2020	N/A	Banner Bank	154,340.11		154,340.11	Retention for Myers & Sons Construction Project payment of \$2,932,462.05
9	5/7/2020	N/A	Bartley Pump	21,389.00		21,389.00	Replacement/Rebuild of Reclamation Pumps
10	5/7/2020	N/A	Bolt Staffing	2,967.26		2,967.26	Temp Collections Help Week Ending 4/12 & 4/26
11	5/7/2020	ACH	Brown & Caldwell	11,018.34		11,018.34	Engineering Services during Construction
12	5/7/2020	ACH	BSW Distributors Inc	47.63		47.63	N95 Dust Masks
13	5/7/2020	ACH	Cal-Steam Inc.	44.32		44.32	Gaskets to Repair Secondary Digester Pipe.
14	5/7/2020	EFT	CalPERS 457 Plan	3,663.30		3,663.30	EE's Deferred Compensation Plan 4/10 Paydate
15	5/7/2020	ACH	CalPERS CERTBT-OPEB	11,630.00		11,630.00	Pre-fund GASB payment
16	5/7/2020	EFT	CalPERS Health	28,592.33		28,592.33	CalPERS Health- Active & Employer Retiree share
17	5/7/2020	EFT	CalPERS Retirement	17,701.61		17,701.61	EE & ER Payment to Retirement, Paydate 4/10
18	5/7/2020	ACH	CAT4U	48,594.40		48,594.40	Lower Middle Creek Channel Maintenance Project
19	5/7/2020	N/A	Challenge Rooter	6,500.00		6,500.00	Sewer Lateral Assistance Program - 704 Las Colindas Rd.
20	5/7/2020	N/A	Cintas	125.06		125.06	Safewasher Service & Filter Change
21	5/7/2020	N/A	Comet Building Maintenance	1,575.00		1,575.00	Janitorial Services for April
22	5/7/2020	N/A	CWEA	338.00		338.00	Certificates for Fernandes, Campbell & Rogers
23	5/7/2020	N/A	Deil Marketing	4,098.98		4,098.98	4 Desk-Top Monitor Stands
24	5/7/2020	EFT	Direct Dental	198.64		198.64	Staff Dental
25	5/7/2020	ACH	Downing Heating and AC	1,169.92		1,169.92	Replacement of Defective Coil Circuit Control Board in Headworks AC Unit
26	5/7/2020	N/A	Electrical Equipment Co.	1,044.31		1,044.31	Fixed Film Reactor Motor for Shelf Spare
27	5/7/2020	N/A	Federal Express	243.76		243.76	Various Mailings
28	5/7/2020	N/A	FLW Inc.	404.14		404.14	Pressure Gauge Guards for Grit Pumps
29	5/7/2020	ACH	GHD	11,963.75		11,963.75	Terra Linda - Hwy 101 Trunk Sewer Capacity, Station Improvements



Las Gallinas Valley Sanitation District Warrant List 5/7/2020							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	5/7/2020	N/A	Goldstar Products	847.90		847.90	Wet Well Cleaning Products
31	5/7/2020	N/A	Instrument Technology Corp.	12,012.50		12,012.50	Camera & Locator
32	5/7/2020	N/A	Jackson's Hardware	74.04		74.04	Misc. Tools & Supplies
33	5/7/2020	N/A	JDB Systems	4,783.70		4,783.70	SCADA Programming
34	5/7/2020	N/A	Kennedy-Jenks	156,944.79		156,944.79	Integrated Wastewater Master Plan, Construction MGNT & Inspection Services
35	5/7/2020	N/A	Kleinfelder Inc.	24,073.82		24,073.82	STPURWE -Construction Inspection & Materials Testing
36	5/7/2020	N/A	Liebert Cassidy Whitmore	167.00		167.00	Legal Services
37	5/7/2020	N/A	Marin Munciple Water District	3,279.51		3,279.51	Meter Reads for Pump Stations
38	5/7/2020	N/A	Myers & Sons Construction	2,932,462.05		2,932,462.05	STPURWE Construction Contract (Ret #13)
39	5/7/2020	N/A	Operating Engineers	960.00		960.00	Union Dues for Paydates 4/10 & 4/24
40	5/7/2020	ACH	Orion Protection	318.50		318.50	Night Security 300 Smith Ranch
41	5/7/2020	N/A	Regional Government Services Authority	14,843.58		14,843.58	Organizational Analysis, GM Eval
42	5/7/2020	ACH	Restoration Management Company	463.66		463.66	Sewage Remediation
43	5/7/2020	N/A	Roto Rooter Plumbers	11,937.42		11,937.42	Repair & Install New Sewer main Pipe
44	5/7/2020	N/A	Roy's Sewer Service	2,137.50		2,137.50	Pipe & Wet Well Cleaning with Vactor Truck
45	5/7/2020	N/A	Safety-Kleen	101.55		101.55	Oil/Recovery Fees
46	5/7/2020	N/A	Shamrock	11.51		11.51	Doble w/Wire
47	5/7/2020	N/A	SMART	378.68		378.68	Utility Agreement Fee
48	5/7/2020	EFT	Sunlife Financial	2,237.30		2,237.30	Life Insurance, Addl Life and AD&D
49	5/7/2020	N/A	United Site Services	887.52		887.52	Porta Potties for Water Outages 4/10 & 4/20
50	5/7/2020	ACH	Univar	20,798.29		20,798.29	Furnish Sodium Bisulfite & Sodium Hypochlorite
51	5/7/2020	EFT	Vision Service Plan	375.30		375.30	Vision for May
52	5/7/2020	N/A	Water Components & Building Supply	563.88		563.88	Gaskets, Rebar Bender, Sonotube Valve Ball
53	5/7/2020	N/A	WRA Inc.	5,662.62		5,662.62	Lower Miller Creek Monitoring

**Las Gallinas Valley Sanitation District  
Warrant List 5/7/2020**

Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
------	-----	--------	-----------------	-------------------------	--------------	-----------------------

Do not change any formulas below this line.

TOTAL	\$ 3,737,368.48	\$ -	\$ 3,737,368.48
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EFT1	EFT1 = Payroll (Amount Required)	111,513.49	111,513.49	Approval:
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	3,419,702.06	3,419,702.06	
EFT	EFT = Vendor initiated "pulls" from LGVSD	52,768.48	52,768.48	
ACH	ACH = LGVSD initiated "push" to Vendor	106,048.81	106,048.81	
Total		\$ 3,737,368.48	\$ 3,737,368.48	

Difference: \$ -



AGENDA ITEM 2C  
DATE May 7, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 4/28/20 Name: Judy Schriebman

I would like to attend the Adapting to Rising Tides Webinar Meeting of  
Resilient Shores: ART SLF Vulnerability and Adaptation Study

To be held on the 28 day of April from 5:30 p.m. to 7:00 p.m.

Location of  
meeting: Webinar

Actual meeting date(s): April 28, 2020

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

**Purpose of Meeting:** Dana Brechwald, the Adapting to Rising Tides (ART) Program Manager at the Bay Conservation and Development Commission will be presenting findings from the just-released ART Sea Level Rise Vulnerability and Adaptation Study including the San Rafael Operational Landscape Unit (OLU).

**Other meeting attendees:** \_\_\_\_\_

**Meeting relevance to District:** SLR; this information may prove useful to LGVSD as SLR affects us all, including our ratepayers

**Frequency of Meeting:** one time

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

**Date submitted to Board Secretary:** 4/29/2020

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

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

AGENDA ITEM 2D  
DATE May 7, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 5/30/2020 Name: MURRAY, CRAIG K.

I would like to attend the BUDGETING FOR THE COVID-19 RECESSION Meeting  
of CSDA

To be held on the 5<sup>th</sup> day of MAY from 10 a.m. / p.m. to  
5<sup>th</sup> day of MAY from 11:30 a.m. / p.m.  
to

Location of meeting: WEBINAR

Actual meeting date(s): 5/5/2020

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

Purpose of Meeting: COVID-19 BUDGET TRAINING

Other meeting attendees: UNKNOWN

Meeting relevance to District: BUDGET

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): N/A

Date submitted to Board Secretary: 4/30/2020

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

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



## California Special Districts Association

*Districts Stronger Together*

## Webinar: Budgeting for the COVID-19 Recession

### Presenters:

Andy Belknap, Senior VP, Management Partners

Bob Leland, Special Advisor, Management Partners

Steve Toler, Partner, Management Partners

The pandemic-induced recession is quickly changing the revenue landscape for public agencies.

Responding to the changes requires leaders to understand the extent of their fiscal challenges and formulate strategies to adapt. Strategies include forecasting what the near future might look like, developing solutions to improve the agency's financial outlook, and communicating both the forecast and the potential solutions to elected officials, employees and the community. This webinar will look at how agencies can begin to formulate future scenarios, options that include cutting costs and increasing revenues, and best ways to engage stakeholders.

***Registration will be capped at 150 participants, however, CSDA will be recording and offering on-demand a few days following the webinar.***

10:00 a.m. - 11:30 a.m.

## Sign In

### Username

cmurray@lcvsd.org

### Password

.....

Keep me signed in

SIGN IN

[Forgot username?](#) |

[Forgot password?](#)

[Create a new account](#)

Free CSDA member  
\$95 Non-member

**When** 5/5/2020 10:00 AM - 11:30 AM



1112 9th Street, Suite 200  
Sacramento, CA, 95814  
877.924.2732 | 916.442.7881



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**California Special Districts Association**  
*Districts Stronger Together*

## Order Confirmation

### California Special Districts Association

1112 I Street, Suite 200, Sacramento, CA 95814

**Order Number** 82585

**Order Date** 4/30/2020

**Bill To** Craig K. Murray

**Ship To** Craig K. Murray  
300 Smith Ranch Rd  
San Rafael, CA 94903-1929  
UNITED STATES

Item	Quantity	Price	Total
Webinar: Budgeting for the COVID-19 Recession <b>When:</b> 5/5/2020 10:00 AM - 5/5/2020 11:30 AM <b>Registration Option:</b> Webinar: Budgeting for the COVID-19 Recession	1	0.00	0.00
			5/5/2020
	<b>Item Total</b>		0.00
	<b>TRANSACTION GRAND TOTAL</b>		0.00

A confirmation is being sent to: cmurray@lcvsd.org

**Send another copy to:**

Send



## Agenda Summary Report

---

To: Mike Prinz, General Manager *MP*  
From: Teri Lerch, District Secretary *TL*  
Mtg. Date: May 7, 2020  
Re: November 2020 Election – Resolution 2020-2187  
Item Type: Consent \_\_\_\_\_ Discussion X Information \_\_\_\_\_ Other \_\_\_\_\_  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

---

### BACKGROUND:

Staff received the attached email from the County of Marin Registrar of Voters office regarding the November 2020 Election Notification for Districts. Directors Murray and Schriebman are up for re-election. A Resolution requesting consolidation and elections services is required (see attached). A Confirmation of District boundaries and a Confirmation of the Current Roster are also required.

Please note the nomination filing period of all candidates is **July 13 through August 7**. **Incumbents must file during this period.** The candidate manual will not be ready until late June. It will be emailed to applicable Board members when available.

### PREVIOUS BOARD ACTION:

Statewide General Election – November 6, 2018  
Director, Las Gallinas Valley Sanitary District Elected Term  
Megan Clark - 2018 to 2022  
Rabi Elias – 2018 to 2022  
Crystal Yezman – 2018 to 2022

### ENVIRONMENTAL REVIEW:

N/A

### FISCAL IMPACT:

Currently estimated at \$25,000.

### STAFF RECOMMENDATION:

Board review and approve Resolution 2020-2187 – A Regularly Scheduled Election to Be Held in this Jurisdiction; Requesting the Board of Supervisors to Consolidate with Any other Election Conducted on Said Date, and Requesting Election Services by the Marin County Elections Department

RESOLUTION NO. 2020-2187

LAS GALLINAS VALLEY SANITARY DISTRICT

A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY  
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT

RESOLVED, by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, as follows:

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 3<sup>rd</sup> day of November, 2020, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year)      2    
Number of Short Term Positions (2-year)              

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

Payment for the publication of a candidate's statement of qualification is the responsibility of the Candidate.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on May 7, 2020, by the following vote of the members thereof:

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

\_\_\_\_\_  
Teresa L. Lerch, District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

\_\_\_\_\_  
Judy Schriebman, Board Vice President

(seal)



## Teresa Lerch

---

**From:** Miller, Dan <DanMiller@marincounty.org>  
**Sent:** Tuesday, April 21, 2020 11:11 AM  
**To:** Teresa Lerch  
**Subject:** November 2020 Election Notification for Districts  
**Attachments:** Confirmation of District Boundaries.pdf; LasGallinasSanitary.pdf; Sample Resolution for Districts.docx

### ***From the Marin County Elections Department:***

Your district's regularly scheduled board member election is to be held on November 3, 2020. Below are the dates pertinent to filing your district documents and candidate nominations:

- **July 1<sup>st</sup>** - not less than 125 days prior to the date of the election please deliver to our office your resolution requesting consolidation and election services (sample attached).
- Complete the attached Confirmation of Boundaries form and return by email to report no district boundary changes. Please contact me as soon as possible if your jurisdictional boundaries have changed since your last election. We will need to include this information in our voter database.
- Confirm the current roster and terms of office for your board members, and state if the district or the candidate is responsible for the payment of a candidate's statement of qualification. Sign, scan, and return by email. If there are any discrepancies please let me know immediately.
- **July 13<sup>th</sup> thru August 7<sup>th</sup>** - The nomination filing period for all candidates. Incumbents must file during this period.
- **August 8<sup>th</sup> thru August 12<sup>th</sup>** - If an incumbent does not file by Aug. 7<sup>th</sup> an extension of the nomination filing period will open for all candidates other than incumbents.

It's possible that the candidate manual will not be ready until late June. It will be emailed to you when available.

### ***Due to the COVID-19 pandemic our office has implemented filing options based on public health considerations to best accommodate you and your candidates.***

1. One option per Elections Code §10510 is to grant district secretaries the authorization to issue nomination documents to incumbents and potential candidates, either in person or by email. The documents, once completed, may be filed with your office as long as our office receives everything by the deadline. Please let me know if you might be interested. Training will be provided.
2. Considering the health and safety of everyone involved all candidates coming to our office must do so by appointment.
3. Electronic submission of all documents from districts and candidates will be accepted. Afterwards only certain original documents must be sent to our office, and by regular mail. More information about those documents will be forthcoming.

Thank you,

Dan Miller   
CANDIDATE & FILING SERVICES

County of Marin Elections Department  
3501 Civic Center Drive, Suite 121  
San Rafael, CA 94903



MARIN COUNTY ELECTIONS DEPARTMENT  
DISTRICT BOUNDARY CONFIRMATION REQUEST  
For the November 3, 2020 Statewide General Election

This is to confirm that the jurisdictional boundaries have not changed since the last district-wide election or the last printing of the boundary map.

Please complete and email this form to [danmiller@marincounty.org](mailto:danmiller@marincounty.org).

Name of Jurisdiction: \_\_\_\_\_  
Please Print

***As the representative of the above named jurisdiction I confirm there have been no boundary changes to this jurisdiction since the last election or boundary revision:***

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name of Representative: \_\_\_\_\_  
Please Print

Title of Representative: \_\_\_\_\_  
Please Print

## Elected Officials and Terms of Office

**District Info: Las Gallinas Valley Sanitary District**

300 Smith Ranch Rd  
San Rafael CA 94903

As required by Elections Code 10509 please confirm the information listed below regarding your jurisdiction's elective offices to be filled at your next general candidate election.

**Your next scheduled candidate election is November 3, 2020.**

Sign and return this form if the information is correct. Contact the Elections office immediately if changes are needed.

PAYMENT FOR THE PUBLICATION OF THE STATEMENT OF QUALIFICATIONS IS THE RESPONSIBILITY OF THE

\_\_\_\_\_ (candidate or district)

Ballot Heading(s):	Elected/ Appointed	Term of Office
District Las Gallinas Valley Sanitary District <b>Director</b>	Elected	12/7/2018 to 12/2/2022
Rabi John Elias 428 Blackstone Dr San Rafael, CA 94903		
<b>Director</b>	Elected	12/7/2018 to 12/2/2022
Megan Mary Clark 85 Yosemite Rd San Rafael, CA 94903		
<b>Director</b>	Elected	12/7/2018 to 12/2/2022
Crystal Jeanette Yezman 1125 Adrian Way San Rafael, CA 94903		
<b>Director</b>	Elected	12/4/2015 to 12/4/2020
Judith Anne Schriebman 3 Poco Paso San Rafael, CA 94903		
<b>Director</b>	Elected	12/4/2015 to 12/4/2020
Craig K Murray 443 Montecillo Rd San Rafael, CA 94903		

I have reviewed all information contained on this form and have indicated any changes necessary.

**Please  
Stamp  
District Seal Here**

\_\_\_\_\_  
*Signature*

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE GOVERNING BODY OF THE

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY  
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

**WHEREAS**, it is the determination of said governing body the regularly scheduled election to be held on the 3<sup>RD</sup> day of November, 2020, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) \_\_\_\_\_

Number of Short Term Positions (2-year) \_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_  
Secretary



Item Number 2F

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MSP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Date:** May 7, 2020  
**Re:** Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order  
**Item Type:** Consent  Discussion \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached)  
**Not Applicable:**

## BACKGROUND

The shelter-in-place order issued by Marin County Health Officer in effect as of the writing of this report requires recurring designation of projects previously designated by the lead agency as Essential Governmental Functions.

## PREVIOUS BOARD ACTION

Board approved Resolution 2020-2184 on April 16, 2020 designating the Secondary Treatment Process Upgrade and Recycled Water Expansion (STPURWE) Project as an Essential Governmental Function as defined in the Order of the Marin County Health Officer dated March 31, 2020, section 13.f.v.4.

## ENVIRONMENTAL IMPACT

Not Applicable.

## FISCAL IMPACT

None.


## STAFF RECOMMENDATION

Board to approve continued Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order.



## Agenda Summary Report

---

To: LGVSD Board of Directors  
From: Mike Prinz, General Manager   
Mtg. Date: May 7, 2020  
Re: Proposed Fee Agreement for Legal Services  
Item Type: Consent  Discussion  Information  Other   
Standard Contract: Yes  No  (See attached) Not Applicable

---

### BACKGROUND

As a public agency, the District has typical needs for legal counsel, however those needs are not sufficient to warrant having in-house legal staff. The District has, therefore, relied on Byers-Richardson for a range of legal services, reportedly since November of 1992. Based on District invoice records, the Firm's name in 1999 was McCracken, Byers & Haesloop LLP. This is the earliest reference to Legal Counsel in existing District invoice archives.

During early 2019, the then newly hired General Manager attempted to obtain a copy of the current Professional Services Agreement between the District and Byers-Richardson and discovered that neither Byers-Richardson nor District Staff could locate such an agreement.

On April 28, 2020 District Counsel requested that the attached proposed fee agreement be put on the consent agenda for the May 7, 2020 Board Meeting.

District organizational structure indicates the District Counsel reports directly to the Board.

Board Policy B-160-20, attached, describes a process by which Legal Counsel is selected and retained.

### PREVIOUS BOARD ACTION

Board policy B-160 indicates an approval date of July 9, 2009. Resolution 2009-1872, which presumably created the original B-160 policy along with all other Board Policies, was approved on May 28, 2009.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

Legal Services are included in each fiscal year's budget in an approximate amount of \$120,000.

### STAFF RECOMMENDATION

Staff recommends that the Board establish an agreement for legal services through the process stipulated by Board Policy B-160 and specifically invite Byers-Richardson to submit a proposal in response to an anticipated Request for Proposals.



**B-160 LEGAL COUNSEL****Purpose**

This policy establishes the process to select and hire a Legal Counsel for the District, and sets forth the duties of the Legal Counsel.

**B-160-10 Method.** The Board by resolution shall employ by contract or other appropriate means an attorney to serve as Legal Counsel for the District.

**B-160-20 Selection Process.** The process to select a Legal Counsel shall include, but not be limited to, the following: (1) issuance by the Board of a Request for Proposals, (2) appointment by the President of an ad hoc Board committee, which may include the President, to review the proposals in cooperation with the General Manager, (3) selection by the committee of leading candidates to be interviewed by the Board in closed personnel session, (4) background check of the leading candidate or candidates, and (5) selection of a Legal Counsel by the Board in open session. A fee schedule and other conditions of employment, including provisions for evaluation and termination, shall be negotiated between the Board and the legal counsel in closed personnel session and approved by the Board in open session.

**B-160-30 Annual Review.** The Board or a designated committee of the Board shall conduct an annual performance review of the Legal Counsel. The method will be determined by the Board or delegated by the Board to a committee.

**B-160-40 Adviser.** The Legal Counsel shall advise the Board and General Manager concerning their respective legal responsibilities for full compliance with all laws pertaining to the governing, administering, and operating of the District. The Legal Counsel shall review and comment on all appropriate matters that come before the Board and that may also involve the General Manager

**B-160-50 Duties.** Specific duties of the Legal Counsel shall include, but not be limited to, preparing and reviewing contracts, leases, deeds, agreements, and other legal documents; handling legal aspects of land and right-of-way actions; preparing and processing petitions and other documents involved in annexations; handling legislative matters of interest to or affecting the District; making all necessary preparations for Board elections and reviewing election procedures and returns; bringing to the Board's attention matters of interest or concern; advising the Board on labor-law requirements; performing other tasks as ordered by the Board.

**B-160-60 Attendance.** The Legal Counsel will attend all meetings of the Board, as required. All action items requiring the attention of Legal Counsel shall be agendaized early in meetings to allow for Counsel's release from the meeting.

**B-160-70 Relationship to General Manager.** The Legal Counsel shall advise the General Manager on appropriate legal matters and shall perform other duties as requested by the General Manager.

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

# BYERS/RICHARDSON

Lawyers  
260 W. MacArthur St.  
Sonoma, CA 95476-7426  
Phone: (650) 759-3375  
Facsimile: (707) 721-1469

## AGREEMENT FOR LEGAL SERVICES

This **AGREEMENT FOR LEGAL SERVICES** (the "agreement") constitutes the contract by which the Law Firm of BYERS/RICHARDSON ("we") will provide legal services to the LAS GALLINAS VALLEY SANITARY DISTRICT and its BOARD OF DIRECTORS, ("you") on the following terms.

1. **PREVIOUS AGREEMENT.** This agreement supercedes a previous fee agreement entered into in November of 1992.
2. **SCOPE OF SERVICES.** You are hiring us as your attorneys, to represent you as District Counsel. We will provide those legal services reasonably required to represent you. We will take reasonable steps to keep you informed of progress and to respond to your inquiries. If a court action is filed, we will represent you through trial and post-trial motions. Unless a different agreement is made in writing, this agreement will govern all future services we may perform for you.
3. **CLIENT'S DUTIES.** You agree to be truthful with us, to cooperate, to keep us informed of developments, to abide by this agreement, to pay our bills upon receipt and to keep us advised of your address, telephone number and whereabouts.

4. **TRUST DEPOSIT.** This agreement does not require payment of a Trust Deposit.

5. **LEGAL FEES AND BILLING PRACTICES.** You agree to pay the following rates for legal services:

David J. Byers	\$ 250.00 per hour
Patrick M.K. Richardson	\$ 250.00 per hour
Daniel Denebeim	\$ 250.00 per hour

The rates on this schedule are subject to change on sixty (60) days written notice. If you decline to pay any increased rates, we have the right to withdraw as your counsel.

We will charge you for the time we spend on telephone calls relating to your matter, including calls with you, opposing counsel or court personnel. The legal personnel assigned to your matter will confer among themselves about the matter, as required. When they do confer, each person will charge for the time expended. We will charge for waiting time in court and elsewhere and for travel time, both local and out of town. Unlike the practices of many other professional firms, you are not billed for secretarial service except when overtime is paid to do work on your matter.

6. **COSTS AND OTHER CHARGES.**

(a) In General

We will incur various costs and expenses in performing legal services under this agreement. You agree to pay for those costs and expenses in addition to the hourly fees. The costs and expenses commonly include process servers' fees, fees fixed by law or assessed by courts and other agencies, court reporters' fees, messenger and other delivery fees, photocopying and other reproduction costs.

(b) Experts, Consultants and Investigators



To aid in the preparation or presentation of your case, it may become necessary to hire expert witnesses, consultants or investigators. We will not hire such persons unless you agree to pay their fees and charges. We will select any expert witnesses, consultants or investigators to be hired.

(c) **Out of Town Travel**

You agree to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by our personnel. You will also be charged the hourly rates for the time legal personnel spend traveling.

7. **BILLING STATEMENTS.** We will send you monthly statements for fees and costs incurred. You will be charged simple interest at the rate of twelve percent (12%) on any unpaid portions of your bill that are sixty (60) days old. The fact that you are charged interest does not eliminate your responsibility to pay the bill when it is received.

8. **LIEN.** You hereby grant us a lien on any and all claims or causes of action that are the subject of our representation under this agreement. Our lien will be for any sums owing to us at the conclusion of our services. The lien will attach to any recovery you may obtain, whether by arbitration award, judgment, settlement or otherwise.

9. **DISCHARGE AND WITHDRAWAL.** You may discharge us at any time. However, upon such discharge all monies due us shall be paid immediately. We may withdraw with your consent or for good cause. Good cause includes your breach of this agreement, including your failure to pay your bills upon receipt, your refusal to cooperate with us or to follow our advice on a material matter, or, finally, any fact or circumstance that would render our continuing representation immoral, unlawful or unethical.

When our services conclude, all unpaid charges will immediately become due and

payable. After our services conclude, we will, upon your request, deliver your file to you, along with any funds or property of yours in our possession.

10. **ATTORNEY'S FEES.** If any legal action is necessary to enforce the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which that party may be entitled.

11. **DISCLAIMER OF GUARANTEE.** Nothing in this agreement and nothing in our statements to you will be construed as a promise or guarantee about the outcome of your matter. We make no such promises or guarantees. Our comments about the outcome of your matter are expressions of opinion only.

12. **ERRORS AND OMISSION COVERAGE.** We maintain errors and omissions insurance coverage applicable to the services to be rendered.

13. **EFFECTIVE DATE.** As earlier noted this agreement supercedes an earlier fee agreement and we will continue to render services as we have done until this agreement is signed.

14. **SOLE AGREEMENT.** This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect except if in writing.

**BYERS/RICHARDSON**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

David J. Byers

I have read and understand the foregoing terms and agree to them as President of the BOARD OF DIRECTORS and on behalf of the LAS GALLINAS VALLEY SANITARY DISTRICT.

**LAS GALLINAS VALLEY SANITARY DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Rabi Elias, Board President

ATTEST

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Teresa Lerch, District Secretary



Consent \_\_\_\_\_  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item 4  
 Date May 7, 2020

# Agenda Summary Report

To: Mike Prinz, General Manager *MSP*  
 From: Michael P. Cortez, PE, District Engineer  
 Mtg. Date: May 7, 2020  
 Re: Proposed Ordinance 182 – Amendment to Title 2, Chapter 1, Sanitary Code of the Las Gallinas Valley Sanitary District  
 Item Type: Consent \_\_\_\_\_ Discussion X Information \_\_\_\_\_ Other \_\_\_\_\_  
 Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached)  
 Not Applicable: X

## BACKGROUND:

The existing Ordinance 177, Title 2, Chapter 1 adopted on June 20, 2019 requires a periodic update to maintain parity of the Capital Facilities Charge (CFC) in current dollar value. The Ordinance utilizes a base Engineering News Record (ENR) San Francisco City Index of 12,051 (July 2018). The July 2019 ENR Index for San Francisco is 12,354 (July 2019). The CFC and the connection fee per additional plumbing fixture unit (PFU) will be adjusted in the same proportion as the change in the ENR Index.

- CFC will be adjusted from \$6,224 to \$6,380.
- Connection Fee per additional PFU when the addition or alteration causes the existing structure to exceed twenty (20) PFUs will be adjusted from \$311 to \$319.

Staff has revised the Ordinance language referencing the CFC to the Miscellaneous Fee Schedule published annually by the District to avoid revising the Ordinance each year. The methodology has not changed, and the CFC calculation would still be based on the ENR Index similar to prior revisions.

Legal counsel has reviewed and agreed to the proposed revisions with the caveat that while statutory and case law currently supports this action, this exception to Prop 218 could be applicable on a case-by-case basis.

Attached is the proposed Ordinance No. 182, which amends Article IX, Section 907 of Title 2, Chapter 1 of the Ordinance Code.

## PREVIOUS BOARD ACTION

Board adopted Ordinance No 177, An Ordinance to Amending Title 2, Chapter 1, Sanitary Code of the Las Gallinas Valley Sanitary District on June 20, 2019.

## ENVIRONMENTAL IMPACT

Not Applicable.

## FISCAL IMPACT:

Capacity Fee Revenue Increase: \$156 for CFCs and \$8 for PFUs.

## STAFF RECOMMENDATION:

Board set a Public Hearing Date for Ordinance No 182, An Ordinance to Amending Title 2, Chapter 1, Sanitary Code of the Las Gallinas Valley Sanitary District for July 2, 2020.



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

**ORDINANCE 182  
AN ORDINANCE AMENDING TITLE 2, CHAPTER 1,  
SANITARY CODE OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

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

Section 1. Title 2, Chapter 1, Section 907, of the Ordinance Code of the Las Gallinas Valley Sanitary District, is amended to read as follows:

**ARTICLE IX. PERMITS AND FEES**

Section 907. Capital Facilities Charge.

A) Applicants desiring connection to the wastewater facilities of the District shall pay a capital facilities charge of ~~\$6,224~~ per Equivalent Sewer Unit ("E.S.U.") to the District prior to connection as shown in the Miscellaneous Fee Schedule published annually by the District.

\*\*\*\*\*

5) Additions or alterations of existing structures (other than high-flow or high-strength) shall be charged a sewer connection fee (sometimes referred to as Capital Facilities Charge) and be subject to additional conditions of connection in accordance with the following:

(a) No Connection fee shall be charged where the addition or alteration will not cause the existing structure to exceed twenty (20) Plumbing Fixture Units (PFUs). In the event the addition or alteration causes the existing structure to exceed twenty (20) Plumbing Fixture Units (PFUs), a Connection

fee charge of ~~Three Hundred Eleven Nineteen Dollars (\$311)~~ per Plumbing Fixture Unit (PFU) added shall be charged as shown in the Miscellaneous Fee Schedule published annually by the District.

\*\*\*\*\*

D) Adjustment. To maintain parity of the Capital Facilities Charge in current-dollar values, the charge will be reviewed ~~periodically~~ annually. Any adjustments, if necessary, shall be ~~passed by ordinance~~ based on the Engineering News Record (ENR) San Francisco City Index for the month of July of the prior year. The Capital Facilities Charge will be shown in the Miscellaneous Fee Schedule published annually by the District. ~~as follows:~~

2) ~~The base ENR Index, as of the adoption of this Ordinance, is 12,051 (July 2018).~~

Section 2. Upon adoption of this Ordinance, it shall be entered in full in the minutes of the Board of Directors, shall be posted on the District's front gate bulletin board, the District's website, shall be published once in the Marin Independent Journal, and shall take effect immediately upon the expiration of thirty (30) days of said publication and posting.

Section 3. All other ordinances and parts of ordinances inconsistent herewith are hereby repealed.

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on July 2, 2020, by the following vote of members thereof:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Teresa Lerch, District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

\_\_\_\_\_  
Rabi Elias, Board President


(seal)

DRAFT



Consent \_\_\_\_\_  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item 5  
 Date May 7, 2020

# Agenda Summary Report

To: Mike Prinz, General Manager   
 From: Michael P. Cortez, PE, District Engineer  
 Mtg. Date: May 7, 2020  
 Re: Approve the Revised Contract Amount with PG&E for Construction of Phase 2 Power Line Realignment Project  
 Item Type: Consent \_\_\_\_\_ Discussion X Information \_\_\_\_\_ Other \_\_\_\_\_  
 Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached)  
 Not Applicable: X

## BACKGROUND:

District staff has received a revised contract amount from PG&E for their portion of work related to Phase 2 power relocation for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project. The scope of work consists of pulling cables between Phase 1 and a new power pole near the treatment plant main entrance, installation of a short section of overhead power within County of Marin property, and all necessary tie-ins to reenergize the line and other service connections.

(See below for a graphical representation.)

The revised contract amount is in addition to the initial payment of \$89,028 for the estimate provided by PG&E in April 2019 based on the preliminary design prepared by Aqua Engineering. The scope of work has been revised to continue the undergrounding along the plant perimeter road and abandon the overhead power across the treatment plant that serves the Helen Vine Facility.

It is unclear in the revised PG&E Estimate if there are any overlapping tasks between the new and previous estimate. Staff is working with PG&E to clarify the tasks and will report the actual contract amount at the Board Meeting, if available. The actual contract amount will be adjusted based on final clarification with PG&E.

### Summary of Payments to PG&E for Phase 1 & Phase 2:

1. Phase 1 Contract (January 2019)	\$63,375
2. Phase 2 Contract (April 2019)	\$89,028
3. Phase 2 Revised Contract (May 2020)	\$290,409 *
<b>Subtotal:</b>	<b>\$442,812</b>

\* - Based on final verification with PG&E.

The total amount shown above does not include the following change orders to Myers & Sons Construction:

1. Change Order No. 13 for Phase 1	\$93,476
2. Change Order No. 18 for Phase 2	\$512,673
<b>Subtotal:</b>	<b>\$606,149</b>





The total amount for all work related to the power realignment of the STPURWE is \$1,048,961.

### PREVIOUS BOARD ACTION

1. Board approved General Manager Authority to enter into an Agreement with PG&E for construction of Phase 1 Power Line Realignment Project on December 13, 2018.
2. Board authorized for the General manager to execute a contract change order in the amount of \$512,673 for contractor's portion of PG&E Phase 2 Power Realignment on February 20, 2020.

### ENVIRONMENTAL IMPACT

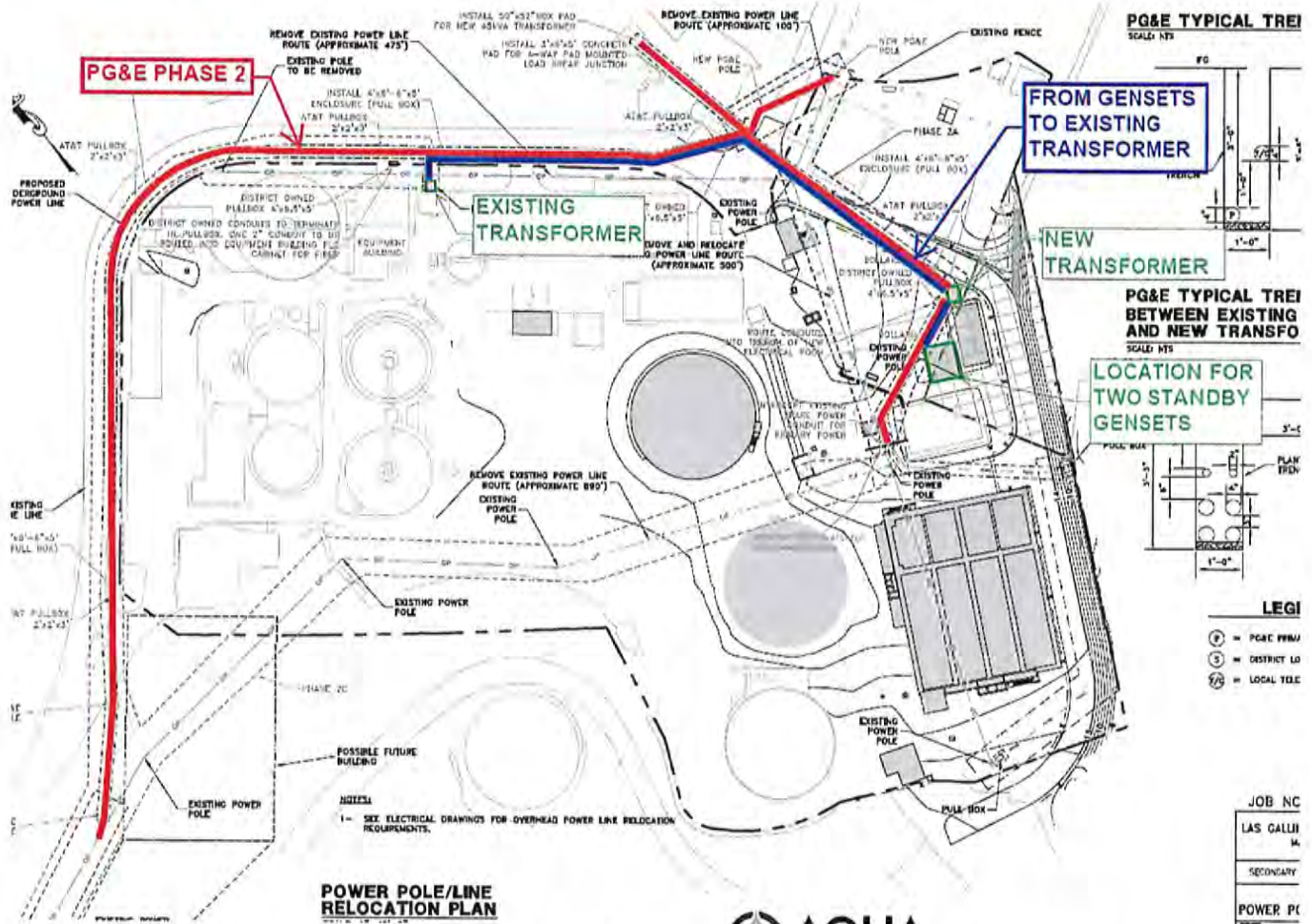
Not Applicable.

### FISCAL IMPACT:

Up to \$290,409

### STAFF RECOMMENDATION:

Board to approve the revised contract amount with PG&E for construction of Phase 2 Power Line Realignment Project and authorize the General Manager to execute the revised contract.







Consent \_\_\_\_\_  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item 6  
 Date May 7, 2020

# Agenda Summary Report

To: Mike Prinz, General Manager *MSP*  
 From: Mel Liebmann, Plant Manager  
 Mtg. Date: May 7, 2020  
 Re: Bid Award - Biosolids Surface Injection and Reclamation Pastureland Irrigation Operations and Maintenance Services  
 Item Type: Consent \_\_\_\_\_ Discussion X Information \_\_\_\_\_ Other \_\_\_\_\_  
 Standard Contract: Yes \_\_\_\_\_ No X (See attached) Not Applicable \_\_\_\_\_

## BACKGROUND

The District's NPDES Permit allows for surface injection of biosolids at the District's dedicated biosolids disposal site. Approximately 1,500,000 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. This work is seasonally influenced and will be performed during the District's "Reclamation Season", typically May through October which coincides with the permit required discharge prohibition period.

Plant effluent that is discharged to the reclamation storage ponds during this time of year must be land applied in the irrigation pastures as a means of disposal. This reduces the storage burden and is anticipated to provide the capacity to successfully meet the full term of the prohibition period. The District utilizes professional services to operate and maintain the irrigation equipment, pasture preparation, and limited levee road maintenance during the reclamation season.

Two alternate bid items were included in the notice inviting sealed bids. The first is for the purchase, transport, spreading and disking of gypsum soil amendment in order to increase soil permeability. This is a common practice described in the reclamation permit that has been deferred for over a decade in the District's pasture land. The second alternate bid item is for irrigation of an additional 20 million gallons of recycled water in the event that the District needs to exercise this option within the term of the contract.

A single bid from Custom Tractor Services Inc. was received during the invitation for bids period. The Bid was officially opened and read on April 24, 2020 with the following result recorded:

Custom Tractor Services Inc.

- Item 1: Sludge removal and sub-surface injection into the dedicated land disposal site. \$88,400
- Item 2: Reclamation area and pasture irrigation Operations and Maintenance. \$92,434

Alternate Bid Items:

- Purchase, transport, spread and disk gypsum material @ 2.5 tons/acre. 200 Acres @ \$320 per acre. Total \$64,000
- Additional pasture irrigation of up to 20 million gallons @ .00035 per gallon. Total \$ 7,400

**NOTICE INVITING SEALED BIDS**

**LAS GALLINAS VALLEY SANITARY DISTRICT  
MARIN COUNTY, CALIFORNIA**

**FOR PROVIDING BIOSOLIDS DISPOSAL & RECLAMATION  
PASTURES IRRIGATION OPERATION & MAINTENANCE SERVICES  
DURING THE YEAR 2020**

NOTICE IS HEREBY GIVEN that for and on behalf of the District Board, the General Manager of the Las Gallinas Valley Sanitary District, Marin County, California, will receive sealed bids up to, but not later than **10:30 AM on April 24, 2020**, for providing services for biosolids disposal and reclamation pastures irrigation operation and maintenance during the twelve month period May 8, 2020 to June 30, 2021. Bids to be in accordance with Specifications that can be obtained from the office of the Las Gallinas Valley Sanitary District, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903 (415) 472-1734.

Said sealed bids shall be delivered to the General Manager of the District on or before said date and time, at the District office, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903. Any bids received after the scheduled closing time for receipt of bids shall be returned unopened. Bids will be publicly opened and examined on said day and hour by the General Manager or his authorized representative and will be referred to and considered by the Las Gallinas Valley Sanitary District Board of Directors at their meeting to be held at 4:30 PM on May 7, 2020 at its regular meeting place.

Bids shall be submitted on the form provided by the District and attached hereto and shall be enclosed in a sealed envelope bearing the name of the bidder and marked "BID FOR PROVIDING BIOSOLIDS DISPOSAL & RECLAMATION PASTURES IRRIGATION OPERATION & MAINTENANCE SERVICES". If submitting sealed bids for more than one service contract, EACH service contract must be enclosed in a separately sealed and appropriately labeled envelope.

The District Board may, at its discretion, reject any and all bids or waive any irregularities or informalities in any bid or in the bidding.

DATED: April 8, 2020

Las Gallinas Valley Sanitary District

By \_\_\_\_\_  
Mike Prinz  
General Manager

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**B I D F O R M**

**FOR PROVIDING SERVICES FOR IRRIGATION PASTURE OPERATION & MAINTENANCE and for BIOSOLIDS REMOVAL AND SURFACE INJECTION (1,500,000 GALLONS) DURING THE YEAR 2020**

The undersigned, as bidder, declares that he/she has examined thoroughly the attached SPECIFICATIONS AND NOTICE INVITING SEALED BIDS, and that he/she hereby agrees, if this bid is accepted, to provide services for biosolids removal and surface injection to the Las Gallinas Valley Sanitary District in accordance with said Specifications and Notice for the following prices. **Agreement Term for all bid items is May 8, 2020 to December 31, 2020**

**BASE BID**

DESCRIPTION	ITEM PRICE
<p><b>ITEM 1:</b> Sludge removal and sub-surface injection into the dedicated land disposal (DLD) site of 1.5 million gallons from Sludge Storage Ponds (approx. ½ of total pond volume)</p> <p>Price includes:</p> <ul style="list-style-type: none"> <li>• Mowing roadways around DLD field site and sludge lagoons (4 times)</li> <li>• Preparation of sludge disposal field (DLD) by laser levelling</li> <li>• Initial and periodic disking of DLD area to maximize disposal capacity/infiltration to 6" depth (4 times)</li> <li>• Mixing of pond contents prior to and during removal</li> <li>• Removal of contents, transport and uniform injection in DLD site</li> <li>• Daily sludge flow monitoring</li> <li>• Collection of daily composite samples on sludge removal days and delivery to District Lab</li> <li>• Other work as required to complete project</li> </ul>	
<b>Total Item 1</b>	<b>\$ 88400<sup>00</sup></b>
<p><b>ITEM 2:</b> Reclamation Area and Pasture Irrigation Operations &amp; Maintenance</p> <p>Price includes:</p> <ul style="list-style-type: none"> <li>• Irrigation of approximately 100 million gallons of stored water from District's three effluent ponds</li> <li>• Chisel ripping Pastures #1 - #5 to 12" depth prior to commencement of irrigation (once)</li> <li>• Disking Irrigation Pastures #1 - #5 (4 Times)</li> <li>• Mowing levee roads around irrigation pastures (4 times)</li> </ul>	



DESCRIPTION	ITEM PRICE
<ul style="list-style-type: none"> <li>Remove vegetation from both sides to top of bank of main drainage ditch from Hamilton Field (approximately 3,100 lineal feet)</li> <li>Bulldoze rows of vegetation spoils from ditch cleaning for Pastures #1, #2, #3</li> <li>O&amp;M of the pivot irrigation systems and of the available fixed irrigation heads, piping and valves in areas of pasture not covered by pivots (corners). Operation shall comply with the restrictions of Order R2-1992-064.</li> <li>Mobilization/demobilization of temporary above ground piping of all portable irrigation cannons. (pivot corners)</li> <li>Collection of one set of four soil samples for analysis by outside laboratory. Cost of analysis to be paid by the District.</li> <li>Other work as required to complete the project</li> </ul>	
<b>Total Item 2</b>	\$ 92434 <sup>00</sup>

**ALTERNATE BID ITEM**

DESCRIPTION	UNIT	PRICE PER ACRE
Purchase, transport, spread and disk gypsum material @ 2.5 tons/acre (calcium dehydrate equivalence) in Pastures #1 - 5	200 Acres	320 <sup>00</sup>
DESCRIPTION	UNIT	PRICE PER GALLON
Additional pasture irrigation of up to 20 million gallons	20 million gallons	.00035 <sup>00</sup>

Bidder agrees to abide by The Las Gallinas Valley Sanitary District's requirements and all California State and Federal laws, regulations, and restrictions related to Biosolids handling and disposal. Bidder also agrees to abide by The Las Gallinas Valley Sanitary District's requirements under the San Francisco Bay Area Regional Water Quality Control Board under Order No. 92-064 and any Federal laws, regulations, and restrictions related to Land Application of Secondary Treated Effluent.

Bidder encloses a Payment Schedule (Exhibit C), a copy of its insurance certificate in accordance with District Insurance Requirements (Exhibit D), identification of the Service Provider Team (Exhibit E) and a signed acknowledgment of the Contractor/Service Provider Safe Work Requirements (Exhibit F) with bid.

DATED: 4-21-2020

  
Signature of Bidder

Neal Carstensen  
Print Name and Title

NAME AND ADDRESS OF ORGANIZATION:

Custom Tractor Service

484 Ely Rd N

Petaluma CA 94954

Email

Fax Carstensenfarms @ G mail

Telephone 707 484 1931

**Accepted:**

Per Board Action on: \_\_\_\_\_

By:

\_\_\_\_\_  
Mike Prinz, General Manager

Date \_\_\_\_\_



Item Number 7

## Agenda Summary Report

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**To:** Mike Prinz, General Manager *MP*  
**From:** Teri Lerch, District Secretary  
**Mtg. Date:** May 7, 2020  
**Re:** Board Elections –Appoint Acting District Treasurer  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

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### BACKGROUND:

The Board Secretary, Treasurer and District Engineer positions are held by District Staff members and are appointed each year by the Board.

District Treasurer, Robert Ruiz separated from the District on April 29, 2020.

### PREVIOUS BOARD ACTION:

On January 9, 2020, Board nominated and approved Robert Ruiz as District Treasurer.

### ENVIRONMENTAL REVIEW:

N/A

### FISCAL IMPACT:

None.

### STAFF RECOMMENDATION:

Board appoint Mike Prinz, General Manager as Acting District Treasurer.

## Agenda Summary Report

---

To: LGVSD Board of Directors  
From: Mike Prinz, General Manager *MDP*  
Mtg. Date: May 7, 2020  
Re: Approval of the Spring 2020 Newsletter.

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

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### BACKGROUND:

The District produces a newsletter approximately every 6 months in order to update customers regarding subjects of interest about the District. Each newsletter typically has one main topic and three to four smaller articles. Staff is planning to mail the Spring 2020 newsletter in May 2020.

Attached is the draft newsletter for review, which includes the following topics:

- Update on Treatment Plant Upgrade
- Departmental spotlight – Collections Department
- Amalgam Separation
- Tips for your Pool, Spa or Fountain
- Leveraging Partnerships
- Reclamation Area Closure Update

### PREVIOUS BOARD ACTION:

On March 5, 2020, the Board discussed potential newsletter topics and gave Staff direction.

### ENVIRONMENTAL REVIEW:

N/A

### FISCAL IMPACT:

The newsletter is budgeted in the 2019-20 Budget.

### STAFF RECOMMENDATION:

Staff requests that the Board review the draft newsletter, provide comments regarding potential revisions, and approve it for publication.



# THE HERON

Las Gallinas Valley Sanitary District

Spring 2020

## Project Update: Treatment Plant Upgrade/Recycled Water Expansion

After several years of planning, the construction on the District's \$62 million Secondary Treatment Plant Upgrade and Recycled Water Expansion Project got underway in early 2019. The work has been going non-stop since then, and continues to make substantial progress. Work is anticipated to continue into 2022.

Here are some of the key milestones achieved just since late last year: Installed portions of the PG&E power supply underground; completed construction of foundations, and began construction of concrete walls, for the Primary Pump Station, Anoxic Basin, and Aeration Basin facilities; completed construction of the new Electrical Building; installed a new 30" diameter pipeline to bring wastewater to the facility's new Primary Pump Station; completed installation of the new Recycled Water Treatment Facility membranes and Distribution Pump Station.

Work during the first half of 2020 includes completion of PG&E power supply undergrounding; startup and testing of the Electrical Building and the Recycled Water Treatment Facility membranes and Distribution Pump Station; installation of bio-wheel systems in the Aeration Basin



*Fabricating new stainless steel pipework at the UV building.*

facilities (for aeration and mixing of partially-treated wastewater); installation of pumps in the Primary Pump Station; and more...!

You've been reading about this project for the last several years, but here's a reminder of its major components:

- Replace the two trickling filters and fixed film reactor with a hybrid fixed-film activated sludge process, with 18 MGD capacity
- Build two new secondary clarifiers to accommodate the increased secondary treatment flow and provide redundancy for this critical process

*Continued on page 4...*

### Reclamation Area Closure Update

At the time this newsletter was printed, the reclamation area and trails are closed for the duration of the COVID-19 shelter-in-place order. Please also note that construction at the facility may require closure of the Reclamation Area at other times. Check the District website at [lgvsd.org](http://lgvsd.org) for updated information.

## District's Monitoring Helps Keep Mercury Out of the Environment

The District regularly monitors a little-known source of mercury and other heavy metals, to ensure those toxic materials don't find their way into the environment. That source is dental amalgam — a combination of silver, tin, copper, mercury, and other metals that dentists have traditionally used for fillings.



When the dentist uses suction to remove excess liquid from a patient's mouth (when installing, removing, or modifying an amalgam filling), that liquid can contain traces of amalgam. Before pre-treatment regulations were in place, that water would go down the drain, into the sewer system, and through the wastewater treatment plant. But treatment plants aren't specifically designed to efficiently remove heavy metals, so those serious toxics would end up in the ecosystem where they damage the aquatic environment, and harm fish and other creatures.

For many years, Bay Area wastewater treatment agencies

*Continued on page 2...*





have had local pre-treatment regulations in place to capture amalgam materials before they enter the environment. This is done by requiring most types of dental offices to have an amalgam separator device — the suction water goes through that device, the amalgam is filtered out, and the water continues on to the sewer system. While most dentists now use composite resins instead of amalgam for new fillings, there are still plenty of existing amalgam fillings out there — so this is an important way of preventing those materials from entering the environment.

The District's role is to periodically visit all dental offices within its jurisdiction, to see that the amalgam separators are correctly operating and check their filter cartridges. When determined to be nearly full, the dental office requests a new cartridge from the device's manufacturer, swaps it out, and ships the old one back. The manufacturer then processes the material for recycling, appropriate disposal, or re-use for other purposes.

The federal government made amalgam separators mandatory in 2017 for most types of dental facilities — so local districts like Las Gallinas are already way ahead of the curve in protecting the environment from that source of mercury and other toxic heavy metals.



Amalgam separator

## Mutually-Beneficial Partnerships Leverage our Efforts

Wastewater treatment and production/distribution of recycled water are very complex, multi-layered processes — physically, logistically, and regulatory. The District has built and maintains a number of key partnerships with other agencies in the region, which offer mutual benefits and advantages.

**Marin Sanitary Service (MSS)** is one such partner. Under contract with the District, MSS provides some key recycling programs such as the Mercury Thermometer Exchange Program, the Fluorescent & CFL Bulb Drop-Off Program, the Battery Recycling Program, and the Compost Giveaway Program. Additionally, MSS provides weekly residential and commercial waste collection, street sweeping, and garbage/recyclables pick-up services within the District's service area. MSS is also under contract to Marin County for those services in other areas.

[www.marinsanitaryservice.com](http://www.marinsanitaryservice.com)



Two other valued partners are the **Marin Municipal Water District** and **North Marin Water District**, both of which are public agencies (special districts). These agencies provide water to their customers in central and southern Marin County (Marin Water) and parts of northern Marin County (North Marin Water).

A large portion of the District's recycled water is distributed to those two agencies which then sell it for use in landscape irrigation, car washes, cooling towers, commercial laundries, and toilet flushing.

These partnerships provide the District with an opportunity to beneficially reuse the recycled water it produces, in a wonderful, environmentally-conscious way.

The two agencies participate in the costs of operations and maintenance of the District's recycled water facility.

[www.marinwater.org](http://www.marinwater.org)  
[www.nmwd.com](http://www.nmwd.com)



The **Marin/Sonoma Vector and Mosquito Control District (MSMVCD)** is another special district with which Las Gallinas has a working partnership. The District works with the MSMVCD to monitor the species of mosquitos in the District's wildlife ponds. MSMVCD personnel place surveillance traps at the ponds, apply biological controls such as mosquito fish, and apply microbial and chemical control when needed.

Most recently, the District worked with MSMVCD as part of the removal of cattails from the wildlife pond, which increases the water surface area, opens areas to wind and small wave action, and creates wildlife "pathways" among the cattails — which also reduces mosquito breeding areas.

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







River otters are sometimes seen in the District's wildlife pond area.

## Help Protect Local Waterways — Tips for your Pool, Spa, or Fountain

### Attention pool, spa, and fountain owners:

Pools, spas and fountains should never be drained into a street gutter or storm drain! That water often contains harsh chemicals, and since gutters and storm drains empty directly into local waterways and eventually into the Bay, those chemicals can get into the ecosystem and seriously harm fish and other aquatic creatures.

Here's an idea: your spa, fountain, and pool waters can easily be dechlorinated by exposure to the sun, then used to irrigate your landscape. As a general rule, you can irrigate landscaped areas if the chlorine concentration is at or below 0.1 parts per million (ppm) and within a pH of 6.5 to 7.8.

If you must drain your pool into the sanitary sewer system, you can only do so after obtaining a low-cost permit from the District. Please call (415) 472-1734 for more information.

While it can be a challenge to keep your swimming pool, spa, or fountain free of algae, there are ways to accomplish this AND protect local waterways from harm.

Never use copper algaecides to control algae. These are highly toxic to aquatic life and can enter creeks and marshes when uncovered pools and spas overflow into storm drains during the rainy season.

Maintaining proper chlorine levels and regular cleaning are better ways to control algae, and reduce or eliminate use of algaecides. And, a high quality "safety" pool cover not only protects children from accidental drowning, but also keeps out leaves, saves water and chemicals from evaporation, and protects the environment by preventing rainwater from getting into the pool and overflowing — thus keeping chemically treated pool water from spilling into the storm drains when it rains. Water collected on the pool cover can be captured for reuse in your landscape. Your pool should not be plumbed to drain to your sewer lateral.



## Department Spotlight: Collections System

The District's sanitary sewer collections system is a combination of pumps, pipelines, and other equipment that transports household and commercial wastewater to the District's treatment facility. But it's far more than hardware — it's also a group of trained, specialized employees who work to maintain the system for the protection of public health and safety and the environment.

The Collections System Department has three Collections System Operators, one Lead Operator, and the Collections Safety Manager. This staff is responsible for the day-to-day operation and maintenance of 105 miles of gravity sewer lines and almost seven miles of force mains, serving a population of nearly 30,000 residents and businesses within the District's service area.

Some of their Preventative Maintenance tasks include hydroflushing, roof-cutting, and CCTV (closed circuit television) inspection of pipelines. Other responsibilities include lateral repair/replacement inspections, Underground Service Alert (USA) locating, customer inquiries and incident reports, air release valve maintenance, and monitoring/maintaining 15 pump stations within the District — in short, they are protecting the capital investment that the community has made in the collections system, so that it performs as intended.

Meet the Collections System Department staff:



**Greg Pease**, Collections Safety Manager



**Bob Buchholz**, Lead Operator



**Rob Fernandes**, Operator III



**Chris Gill**, Operator III



**Manuel Cardenas**, Operator I 47



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903  
Phone (415) 472-1734 • Fax (415) 499-7715  
www.lgvsd.org

**Board of Directors**

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


**Board Meetings are**

held at 4:30 PM on  
the first and third  
Thursday of each month

ECRWSS – Postal Customer

**District Administration**

Mike Prinz, General Manager

 Printed on recycled paper using soy-based inks.

"Project Update" continued from page 1

- Rehabilitate and upgrade the existing solids gravity thickening process by adding a dissolved air floatation thickener, to improve solids processing efficiency and increase energy production from the anaerobic digesters
- Expand the Recycled Water Plant's treatment filtration capacity from 1.4 to 5.4 MGD; this will be funded primarily by the Marin Municipal Water District (MMWD) which will then retire its recycled water plant, creating much needed space for elements of the Project. This will reduce MMWD's capital, operations and maintenance costs for providing recycled water.



Aeration basin interior walls formwork and rebar.



New membrane filters in the Recycled Water Treatment Facility.

Remember — whenever you are on District property during this construction project:

- **Be Cautious** — watch in all directions for equipment, trucks, and work crews
- **Be Aware** of lane changes and temporary closures of Smith Ranch Road

- **Observe all safety and traffic signage** and follow directions from construction workers

- **Do not park or walk on Smith Ranch Road**

Thank you for your continued patience — we apologize for any inconvenience as we work to bring you the highest level of service possible.



**5/7/2020**

**General Manager Report**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
  - Coronavirus Update, PPE
  - Administrative Services Support
  - Recruitments
  - HR Services Support
  - M.A.S.S. Meeting Topics
  - Easement Vehicle Status
- Presentation



# Agenda Summary Report

**To:** LGVSD Board of Directors  
**From:** Mike Prinz, General Manager *MP*  
**Mtg. Date:** May 7, 2020  
**Re:** Retention of CPSHR Consulting for Administrative Services Manager Recruitment Services  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

**BACKGROUND:**

The District's Administrative Services Manager separated from the District, effective April 29, 2020. The ASM was identified through a recruitment managed by CPSHR Consulting (CPSHR) and subsequently hired by the District in December 2019. CPSHR provided a guarantee that if the ASM did not remain employed by the District for at least 2 years, CPSHR would waive services fees for a follow up recruitment.

The General Manager is processing a contract amendment with CPSHR for expenses only, which are not waived as part of the guarantee described above.

**PREVIOUS BOARD ACTION:**

N/A

**ENVIRONMENTAL REVIEW:**

N/A

**FISCAL IMPACT:**

CPSHR will need to charge for expenses such as advertising and background checks of potential hires, the cost for which is not to exceed \$6,000.

**STAFF RECOMMENDATION:**

None. Informational only.



# Agenda Summary Report

To: LGVSD Board of Directors  
 From: Mike Prinz, General Manager *MSP*  
 Mtg. Date: May 7, 2020  
 Re: Retention of Regional Governmental Services for Temporary Assistance  
 Item Type: Consent \_\_\_\_\_ Discussion \_\_\_\_\_ Information X Other \_\_\_\_\_  
 Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

**BACKGROUND:**

The District's Administrative Services Manager separated from the District, effective April 29, 2020. The General Manager is aggressively pursuing a range of recruitment activities in order to hire a replacement as soon as possible. In order to continue administrative and financial functions of the District until a replacement is hired, Regional Governmental Services (RGS) has been retained for assistance with specific administrative tasks.

If additional services are required, a larger scope contract will be brought to the Board for consideration at a later date

**PREVIOUS BOARD ACTION:**

N/A

**ENVIRONMENTAL REVIEW:**

N/A

**FISCAL IMPACT:**

The scope of services provided by RGS shall not exceed the General Manager's signature authority of \$45,000.

**STAFF RECOMMENDATION:**

None. Informational only.



Item Number 9A4

# Agenda Summary Report

To: Mike Prinz, General Manager *MP*  
 From: Teri Lerch, Board Secretary *TL*  
 Mtg. Date: May 7, 2020  
 Re: Marin County Civil Grand Jury Follow-up Report on Web Transparency of Agency Compensation Practices dated April 28, 2020  
 Item Type: Consent  Discussion  Information  Other   
 Standard Contract: Yes  No  (See attached) Not Applicable

**BACKGROUND:**

The Marin County Civil Grand Jury intermittently publishes transparency update reports summarizing its findings with respect to special district transparency. The most recent report was made available to the public on April 28, 2020.

Information from the LGVSD website regarding Board member compensation was mentioned in the report. See attached.

Staff will update the District's website with the requested transparency recommendations.

**PREVIOUS BOARD ACTION:**

N/A

**ENVIRONMENTAL REVIEW:**

N/A

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

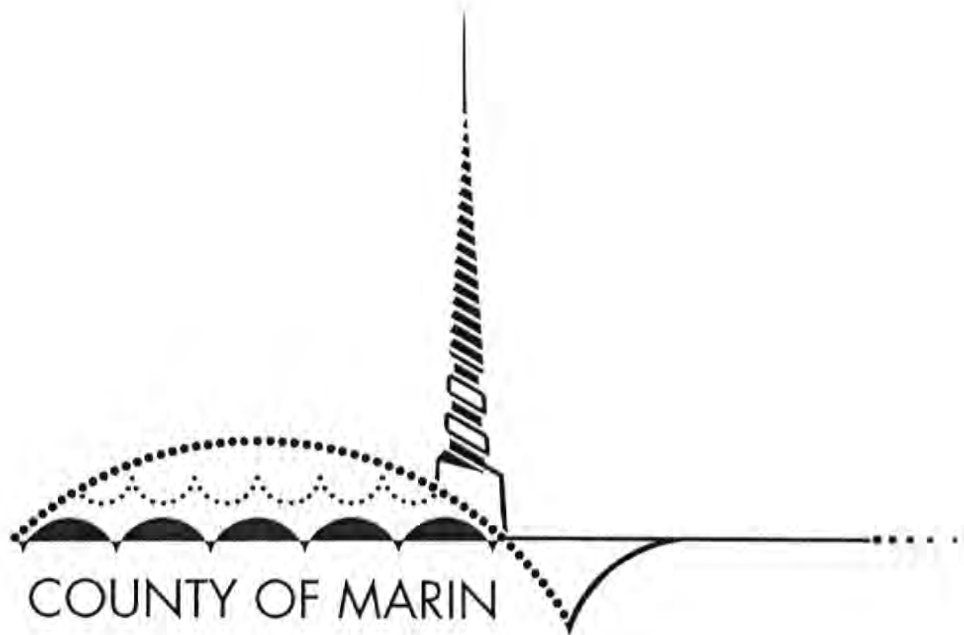
Information only.



2019–2020 MARIN COUNTY CIVIL GRAND JURY

# Follow-Up Report on Web Transparency of Agency Compensation Practices

April 28, 2020



### **A Note about the Coronavirus Pandemic**

The 2019–2020 Marin County Civil Grand Jury is issuing its reports during the unprecedented conditions of the COVID-19 pandemic. We are well aware that Marin County is in crisis and that critical public health concerns, operational difficulties, and financial challenges throughout the county have a greater claim to government attention right now than the important issues raised by this Grand Jury.

We are confident that, in due course, Marin will come through this crisis as strong as ever.



## Follow-Up Report on Web Transparency of Agency Compensation Practices

### Summary

Many Marin public agencies fail to make the compensation for their elected officials and employees fully transparent on their public websites, despite state legal requirements and past Grand Jury recommendations that they do so. The 2019–2020 Grand Jury examined the current status of 34 Marin public agency websites to determine if they are meeting transparency standards with respect to compensation disclosures.

California law requires most public agencies to report the annual compensation of their “elected officials, officers, and employees” to the state controller’s office, which posts this information on its Government Compensation in California website at *publicpay.ca.gov* (Public Pay).<sup>1</sup> Each local agency with a website also is legally required to post “in a conspicuous location . . . information on the annual compensation of its elected officials, officers and employees.”<sup>2</sup>

All of Marin’s cities, towns, and major agencies have websites, so each of them is required to post annual compensation data, and the public should be able to easily find this information.

Over and above these basic legal requirements, the public has an interest in understanding compensation policies with regard to elected officials, including information about wages, health and retirement benefits, and reimbursement policies. There is a wide variance in compensation policies and the total amounts and benefits paid to elected officials. The public should be able to access this information easily and quickly rather than having to dig through meeting minutes or policy manuals that may or may not be easy to find on a website.

The 34 agency websites audited included those of the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts. The Grand Jury wanted to know if the legal disclosure requirements were met and if detailed information about compensation and benefits for elected officials was readily available.

This investigation revealed that a great majority of audited agency websites failed to comply fully with legal compensation disclosure requirements. Compensation information was often difficult to find and outdated. Information on actual compensation paid to elected officials was also missing, difficult to find, or insufficient. In many cases, it was difficult to find information about compensation policies for elected officials. In contrast, the Marin Municipal Water

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<sup>1</sup> California Government Code § 53892, accessed March 30, 2020, [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53892](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53892).

<sup>2</sup> California Government Code § 53908, accessed March 30, 2020, [http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53908](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53908).



District<sup>3</sup> (MMWD) and the North Marin Water District<sup>4</sup> each annually post a detailed report on the compensation of their elected officials.

This Grand Jury report makes specific recommendations for every agency to follow to ensure compliance with legal requirements and to go beyond compliance to achieve higher standards of public transparency.

## Background

The transparency of public agencies and their compensation policies has been an ongoing topic of state and local concern. In recent years, the state legislature amended the California Government Code to require the posting of annual compensation data on agency websites.<sup>5</sup> Local agencies are now required to report their compensation data to the state controller's office, which posts the data on the Public Pay site.<sup>6</sup>

Since 2014, the Marin County Civil Grand Jury has published four reports on web transparency:

- A 2013–2014 Grand Jury report, *What Are Special Districts and Why Do They Matter?*, recommended that the county post a complete list of all of Marin's special districts on its website to enable residents to understand the extent of local government.<sup>7</sup> The county did not fulfill this recommended action.
- In March 2016, the 2015–2016 Grand Jury followed up with its *Web Transparency Report Card*, reiterating, among other things, that the master list of special districts should be completed.<sup>8</sup> It also recommended that all agencies should update their websites "to include the annual compensation of . . . elected officials, officers and employees."<sup>9</sup> These recommended actions were not completed.
- The 2016–2017 Grand Jury issued its *Web Transparency Report Card Update*, which noted a marked improvement in the quality of agency websites. This report card also noted additional room for improvement for many agencies.<sup>10</sup>

<sup>3</sup> Marin Municipal Water District, *Annual Report on Board Compensation*, August 7, 2018, <http://marinwater.org/DocumentCenter/View/3602/Board-Compensation-Annual-Report?bidId=>.

<sup>4</sup> North Marin Water District, 2018 Compensation Report, accessed March 30, 2020, <https://www.nmwd.com/pdfs/NMWDCompensationReportCY2018.pdf>.

<sup>5</sup> California Government Code § 53908

<sup>6</sup> Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov>.

<sup>7</sup> Marin County Civil Grand Jury, *What Are Special Districts and Why Do They Matter?*, May 20, 2014, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd\\_master\\_list\\_report.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd_master_list_report.pdf).

<sup>8</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, March 10, 2016, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencyrptcard/2015\\_16-web-transparency-report-card.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencyrptcard/2015_16-web-transparency-report-card.pdf).

<sup>9</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, p. 10.

<sup>10</sup> Marin County Civil Grand Jury, *2016–2017 Web Transparency Report Card Update*, June 8, 2017, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2017/web-transparency-update.pdf>.



- In a report entitled *Special Districts Transparency Update*, the 2018–2019 Grand Jury noted that the special districts list recommended by the 2013–2014 Grand Jury still had not been created.<sup>11</sup> The report reiterated this recommendation and suggested that the special district list include “complete compensation components and amounts (including salary, insurance, stipends, in kind goods, conference fees and other benefits, and reimbursements).”<sup>12</sup>

The Grand Jury has focused on these issues for more than six years, without satisfactory resolution. Perhaps with this follow-up report, agencies will come to understand the vital importance of public transparency and will be more forthcoming with this information and finally improve their websites. Public transparency regarding compensation of elected officials is essential because the public needs accurate information about its government agencies. Transparency helps to maintain trust in the government and gives information to the public that helps guide decisions on matters of self-governance. It makes responsive democracy work.

## Approach

The Grand Jury reviewed the work of prior juries as published in the four previous reports and audited the websites of 34 of Marin’s public agencies, including the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts (this report uses the term “agency” to refer to these diverse jurisdictions). Jurors reviewed these websites to determine if they met the legal requirements by providing easy access to accurate, current compensation data for public employees. Jurors also checked the board or council pages of these websites to determine if they included detail about annual compensation for elected officials.

The audit was conducted by having at least one juror review each agency’s website and compile a list of any deficiencies. This work was then reviewed by at least two other jurors. Those three jurors then reached a consensus for each agency. These agency website reviews were valid as of February 20, 2020.

## Discussion

### The Public Should Know the Compensation of Its Elected Officials

The taxpaying public has a right to know the compensation of its elected officials. Compensation may include the following:

- Monthly wages or a fixed stipend per meeting attended
- Additional compensation for sitting on affiliated boards, subcommittees, or commissions, or for attending extra meetings on behalf of their agency

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<sup>11</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, June 13, 2019, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2018-19/special-districts-transparency-update.pdf>.

<sup>12</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, p. 5.

- Healthcare benefits
- Retirement benefits
- Reimbursement for travel, attending conferences, or industry events
- Reimbursement for cell phones, computers, or tablets (or free use of such equipment)

The public should be informed that there is a wide variance in compensation policies. Some agencies have adopted a policy not to compensate their elected officials. In addition, total compensation and benefits paid to elected officials for similar agencies varies. The high and low ranges for compensation at various types of agencies are summarized in Table 1. In some cases, elected officials waive their right to some or all compensation.

**County Supervisors**

Unlike elected officials in most cities, towns, and other agencies, Marin County supervisors are full-time employees and receive full-time salaries and benefits. Total 2018 annual compensation for members of the Marin County Board of Supervisors ranged from \$173,000 to \$186,000, plus benefits.

**Table 1. Ranges of Elected Officials Annual Compensation in 2018**

Agency Type	Low*	High
Cities/Towns	\$0	\$17,000
Fire Districts	0	2,800
Sanitation Districts	0	19,000
Water Districts	1,600	39,000

\* Low does not reflect those who waive compensation in agencies that pay their elected officials.

**City and Town Council Members**

For town and city councilmembers, total annual compensation for 2018 ranged from zero in Belvedere, Ross, and Tiburon to about \$17,000 in San Rafael. Annual compensation was typically in the \$3,000 to \$5,000 range, and councilmembers in some municipalities, including San Rafael, elected to waive compensation.

**Fire District Board Members**

Total 2018 compensation for individual board members in Marin’s nine audited fire districts ranged from zero to \$2,800. Board members in the Bolinas, Sleepy Hollow, Southern Marin, and Stinson Beach Fire Protection Districts do not receive compensation. In the Novato Fire Protection District, 2018 compensation for one board member was about \$2,800. The Central Marin Fire Authority was formed in 2018 and, as of February 1, 2020, had not yet filed its first compensation data with the state controller, but the agency is included in this report so that it will fulfill the requirement that it post its compensation data.

**Sanitation District Board Members**

In Marin’s 10 sanitation districts, 2018 total annual board member compensation ranged from zero in the Tiburon and Central Marin Sanitation Districts to as high as \$19,000 in the Las Gallinas Valley Sanitary District. Typically, annual board member compensation in Marin’s sanitation districts ranges from \$1,000 to \$4,000.



## Water District Board Members

The 2018 annual board member compensation in Marin's three water districts ranged from \$1,600 in the Stinson Beach Water District to \$9,000 in the North Marin Water District to \$39,000 in the Marin Municipal Water District.

## Legal Requirements Regarding Compensation Disclosures

There are two sections in the California Government Code requiring compensation disclosures. Section 53892 requires that most public agencies (school districts are excluded) report annually to the state controller the total compensation of all "elected officials, officers and employees."<sup>13</sup> The state controller publishes this information for all agencies on the Public Pay website.

Section 53908 requires that if an agency has a website "it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the controller." An agency could comply with this provision by posting a complete table on its website that includes all of the data actually filed with the state controller, and by updating that table each year. Section 53908 also allows an agency to comply with the transparency requirement by posting, "in a conspicuous location on its Internet Web site, a link to" the Public Pay site.<sup>14</sup>

The Grand Jury also notes that Section 53908 mentions *twice* that the Public Pay link must be "conspicuous," a term that is not defined in the code. For purposes of its investigation, the Grand Jury decided that a link could be deemed conspicuous if it satisfies *both* of the following criteria:

- The link is located on a page that is within three clicks of the website's home page (where a hover causing a menu to be revealed is equivalent to a click).
- The link can be found within five minutes of starting a search, whether by browsing menus or using a search box on the website.

This is a commonsense approach that, if anything, is generous to agencies, since internet users are unlikely to invest as much as five minutes in such a search.

The Grand Jury also determined that a Public Pay link that does not go directly to the agency's page on the Public Pay site for the most recently available year should not be considered compliant with the intent of the transparency requirements set forth in the law.

During its investigation, the Grand Jury discovered that some agencies were not reporting board member compensation to the state controller's office because they had been advised by the state controller's office that this was not required unless a W-2 form for the compensation was issued. Some elected officials are paid fees for which W-2 forms are not issued. State officials have now confirmed that the elected officials' compensation must be reported regardless of how they are paid.

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<sup>13</sup> California Government Code § 53892.

<sup>14</sup> California Government Code § 53908.

## Public Transparency of Compensation for Elected Officials

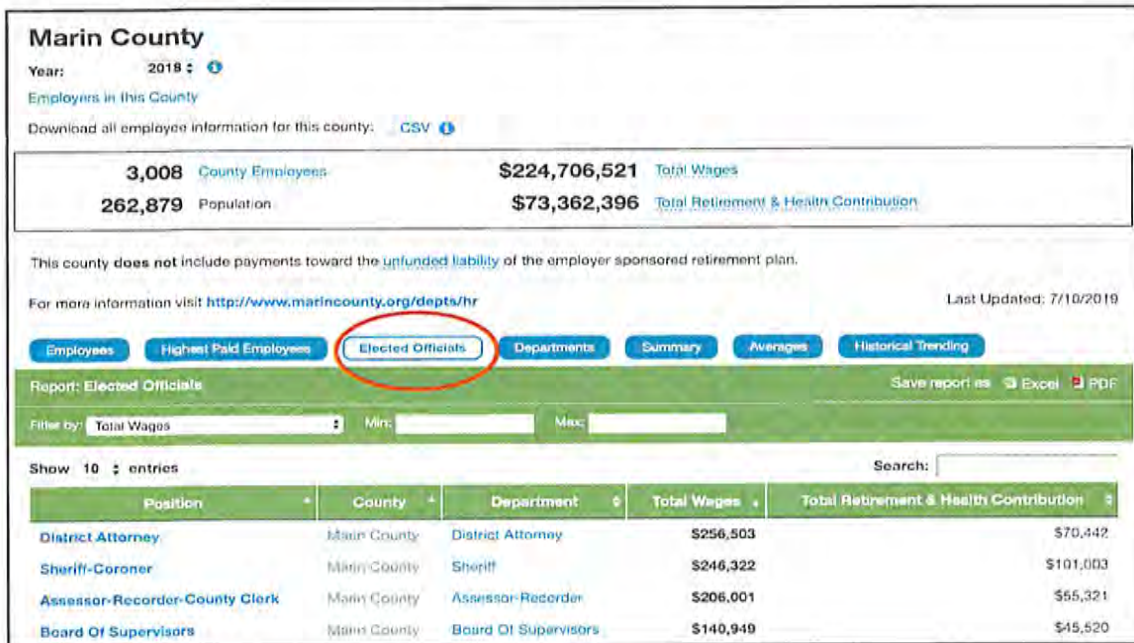
Beyond the basic legal requirements in California state law, public transparency goals would be better served by stronger disclosure of compensation policies and detailed compensation paid to elected officials. While total compensation paid to elected officials can be found by clicking an “Elected Officials” button on the agency’s page on the Public Pay site, as shown in Figure 1, most users would not necessarily see this link and might need to scroll through multiple pages of employees before finding the elected officials.

To make locating the information easier, a link can be included directly from the agency’s website to the elected officials data on the Public Pay site. This can be done by simply adding `&rpt=5` to the end of a regular Public Pay URL link.

The data on the Public Pay site for elected officials is limited to total wages and total retirement and health contributions. The site does not break out elements such as per-meeting stipends, reimbursements or payments for serving as an agency liaison to other advisory committees, councils, and forums. For better transparency on their websites, local agencies should disclose all elements of compensation for their elected officials and establish this higher standard as best practice for all of Marin County.

Both MMWD and the North Marin Water District have excellent practices with regard to transparency on compensation of their elected officials. The MMWD website’s board page provides a quick link to an annual compensation report detailing board compensation policies

**Figure 1. Public Pay Elected Officials Page Example**



Source: Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov/Reports/Countries/County.aspx?entityid=21&year=2018&rpt=5>



and annual amounts paid to each member for regular board meetings, board committees, other special board meetings, and liaison assignments to advisory committees, councils, and forums. It also details total annual payments for conferences, training, and memberships, as well as medical and dental benefits and other benefits, including iPad data plans. North Marin Water District discloses several annual board compensation elements by a direct link to the financial report it files with the state controller's office, but it is not as detailed as the MMWD report.

## Results of the Website Audit

The Grand Jury audit found that many website compensation links were missing or broken. In other cases, links were not easy to find. Policies and compensation for elected officials were not always posted. Thirty of the 34 audited agency websites failed to comply fully with legal disclosure requirements.

### Missing or Inconspicuous Links

Fifteen of 34 of the audited agency websites failed to post a compensation report or a "conspicuous" link to their data on the Public Pay site. These agencies are shown in Table 2. The worst example of this was the County of Marin's website, where four jurors were each unable to locate a compensation link after searching for at least 15 minutes.

In the investigation, the Grand Jury observed that several agencies post a link to the Transparent California website rather than to the Public Pay website.<sup>15</sup> Transparent California is not included in Government Code Section 53908, so this does not comply with the legal requirements.

The Grand Jury recommends that all the noncompliant agencies identified in Table 2 remedy these deficiencies by placing a Public Pay link on the web page listed in the table. Generally, the audit revealed that the best location for a Public Pay link is either the finance or human resources section of the agency's website.

### Link Does Not Go Directly to the Agency's Most Recent Data

Many agencies include a Public Pay link on their website that is deficient because it connects the user to an outdated page or to the state's Public Pay home page rather than directly to the local agency data on the Public Pay site. The Grand Jury believes this is largely due to a technical oversight.

Appendix A contains the recommended Public Pay link for each audited agency, as well as links for 22 additional agencies that were not audited. A key feature of these links is that they include the ID number of the agency, but exclude any parameter specifying a year (an example of this parameter is *&year=2016*). By *excluding* the specific year parameter, the link will automatically lead a user to the most recent available data for that agency, and it will not become outdated over time. This will save the agency the work of updating the link on an annual basis while reducing the chance of errors in future postings.

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<sup>15</sup> Transparent California, accessed March 30, 2020, <https://transparentcalifornia.com>.



**Table 2. Agency Websites with Missing or Inconspicuous Links to Compensation Data**

<b>Agency</b>	<b>Recommended Conspicuous Location for Link</b>
City of Mill Valley	<a href="http://www.cityofmillvalley.org/gov/departments/finance/default.htm">http://www.cityofmillvalley.org/gov/departments/finance/default.htm</a>
City of Sausalito	<a href="https://www.sausalito.gov/departments/administration/finance/financial-documents">https://www.sausalito.gov/departments/administration/finance/financial-documents</a>
Town of Tiburon	<a href="http://townoftiburon.org/154/Administration-Finance">http://townoftiburon.org/154/Administration-Finance</a>
County of Marin	<a href="https://www.marincounty.org/depts/df">https://www.marincounty.org/depts/df</a>
Bolinas Fire Protection District*	<a href="https://www.bolinasfire.org/board-members">https://www.bolinasfire.org/board-members</a>
Central Marin Fire Authority**	<a href="https://centralmarinfire.org/admin/finance">https://centralmarinfire.org/admin/finance</a>
Kentfield Fire Protection District	<a href="https://www.kentfieldfire.org/administration/finance-a-budget">https://www.kentfieldfire.org/administration/finance-a-budget</a>
Sleepy Hollow Fire Protection District	<a href="https://shfpd.org/about-us/finances">https://shfpd.org/about-us/finances</a>
Southern Marin Fire Protection District	<a href="https://www.southernmarinfire.org/admin">https://www.southernmarinfire.org/admin</a>
Stinson Beach Fire Protection District*	<a href="https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets">https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets</a>
Almonte Sanitary District	<a href="https://www.almontesd.org/governance.php">https://www.almontesd.org/governance.php</a>
Central Marin Sanitation Agency	<a href="https://www.cmsa.us/finance/">https://www.cmsa.us/finance/</a>
Las Gallinas Valley Sanitation District	<a href="http://www.lgvsd.org/about-us/board-of-directors/">http://www.lgvsd.org/about-us/board-of-directors/</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://www.rvsd.org/31/Open-Government">https://www.rvsd.org/31/Open-Government</a>
Stinson Beach Water District	<a href="http://stinson-beach-cwd.dst.ca.us/index.html">http://stinson-beach-cwd.dst.ca.us/index.html</a>

\* Existing link goes to Transparent California rather than Public Pay

\*\* Formed in 2018 and not required to report for that year

**Agency Websites Should Have a Link Directly to Elected Officials Data**

Although it is simple to link directly to a page on the Public Pay website showing actual compensation paid to elected officials, none of the audited agencies currently do so. All Marin public agency websites should have a direct link from their board or council page to their “Elected Officials” page on the Public Pay site. All Marin agencies should adopt this higher standard of transparency.

A link to the “Elected Officials” page on the Public Pay site can be added simply by adding a new parameter to the end of the normal Public Pay link as is shown for all agencies in Appendix A. For instance, the City of San Rafael could include such a link by adding *&rpt=5* to

the end of its Public Pay link, resulting in the following:

<https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256&rpt=5>.

### **Agencies Should Post Compensation Policies and Annual Compensation Details**

The Grand Jury audit revealed that compensation policies for many agencies either were not posted or were scattered in a wide variety of hard-to-find locations. Eighteen of the 34 agencies did not post such information on the board or council pages of their websites. As described previously, public transparency is promoted by posting detailed information about the compensation policies for elected officials. All agencies should post this information on their board or council web pages. As an example, MMWD posts detailed information about the annual compensation of its elected officials. All Marin agencies should adopt this higher standard of transparency.

### **Conclusion**

To make informed decisions on matters of self-governance, the public needs to understand the workings of their public agencies, including the compensation of elected officials. Public transparency helps to maintain trust in the government. It makes responsive democracy work.

By following the recommendations in this report, Marin's public agency websites can come into compliance with state legal requirements. Following these recommendations will reduce the chance of errors and minimize the time needed to keep websites current. These changes also will improve public access to important information while increasing the transparency that is essential to good government in a democratic society.

### **Findings**

- F1. Many Marin public agencies fail to include on their websites either a link to the *publicpay.ca.gov* site showing compensation for their elected officials, officers, and employees, or a table showing such data. The Grand Jury determined that these agencies fail to comply with the requirements of Government Code Section 53908.
- F2. Any link to compensation data on an agency's website that takes more than five minutes or three clicks from the home page to locate, does not reasonably satisfy the intent of the Government Code that the information be easily located and "conspicuous" on the agency's website.
- F3. Any link to *publicpay.ca.gov* on an agency's website that fails to go directly to the agency's current compensation data on that website does not satisfy the intent of the Government Code that information be easily located.
- F4. Regarding compensation policies for elected officials, many public agencies do not provide the public with easy access to information regarding salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.



- F5. Regarding detailed disclosure of total compensation paid, most public agencies do not break out all components of compensation paid to their elected officials, including salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- F6. By comparison to other public agencies, Marin Municipal Water District annually publishes an exemplary report on its website of total compensation paid to its elected officials for salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees), councils and forums, reimbursements, health and retirement benefits, and other benefits such as equipment.

## Recommendations

- R1. To comply with the intent of Government Code Section 53908, no later than 90 days after the date of this report, agencies should include on their websites a link to the *publicpay.ca.gov* site showing compensation of their elected officials, officers, and employees using the formatted URL examples that are shown in Appendix A.
- R2. No later than 90 days after the date of this report, agencies should modify the location of their existing *publicpay.ca.gov* links to satisfy the requirement of Government Code Section 53908 that their link be “conspicuous.” Conspicuous locations for agencies are suggested in Table 2.
- R3. No later than 90 days after the date of this report, agencies should modify their existing *publicpay.ca.gov* links so that they provide a direct link to their current compensation data on the state site. To eliminate the need for annual updates, the URL used for the link should exclude any parameter specifying a year. Formatted URL examples are shown on Appendix A.
- R4. No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their “Elected Officials” page on the *publicpay.ca.gov* site, conforming to the format suggested on Appendix A.
- R5. No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- R6. No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency’s board or council web page.

R7. No later than 90 days after the date of this report, agencies not audited in this report should review their websites for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1–R6 of this report and ensure that their websites include links to the *publicpay.ca.gov* site as shown in Appendix A.

## Request for Responses

According to the California Penal Code, agencies required to respond to Grand Jury reports generally have no more than 90 days to issue a response. It is not within the Grand Jury’s power to waive or extend these deadlines, and to the Grand Jury’s knowledge, the Judicial Council of California has not done so. But we recognize that the deadlines may be burdensome given current conditions caused by the COVID-19 pandemic.

Whether the deadlines are extended or not, it is our expectation that Marin's public agencies will eventually be able to return to normal operations and will respond to this report. In the meantime, however, public health and safety issues are of paramount importance and other matters might need to wait.

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses from the following governing bodies:

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
<b>Audited Agencies</b>												
County of Marin		X	X	X	X		X	X	X	X	X	
City of Belvedere			X		X			X	X		X	
City of Larkspur			X	X	X			X	X	X	X	
City of Mill Valley	X	X	X		X	X	X	X	X		X	
City of Novato			X		X			X	X		X	
City of San Rafael			X		X			X	X		X	
City of Sausalito		X			X		X		X		X	
Town of Corte Madera			X	X	X			X	X	X	X	
Town of Fairfax			X		X			X	X		X	
Town of Ross			X		X			X	X		X	
Town of San Anselmo			X		X			X	X		X	

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Town of Tiburon		X	X		X		X	X	X		X	
Bolinas Fire Protection District	X	X	X	X		X		X	X	X		
Central Marin Fire Authority	X	X				X						
Kentfield Fire Protection District		X	X		X		X	X	X		X	
Novato Fire Protection District			X	X	X			X	X	X	X	
Ross Valley Fire Department				X	X				X	X	X	
Sleepy Hollow Fire Protection District	X	X	X	X	X	X	X	X	X	X	X	
Southern Marin Fire Protection District		X			X		X		X		X	
Stinson Beach Fire Protection District	X	X	X			X		X	X			
Tiburon Fire Protection District			X	X	X			X	X	X	X	
Almonte Sanitary District	X	X	X	X	X	X	X	X	X	X	X	
Alto Sanitary District			X		X			X	X		X	
Central Marin Sanitation Agency		X	X		X		X	X	X		X	
Homestead Valley Sanitary District			X	X	X			X	X	X	X	
Las Gallinas Valley Sanitary District		X	X		X		X	X	X		X	
Novato Sanitary District			X	X	X			X	X	X	X	
Richardson Bay Sanitary District			X	X	X			X	X	X	X	
Ross Valley Sanitary District (Sanitary District No. 1)	X	X	X	X	X	X	X	X	X	X	X	
Sanitary District No. 5 – Tiburon-Belvedere				X	X				X	X	X	



Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Sausalito-Marín City Sanitary District			X		X			X	X		X	
Marín Municipal Water District					X				X		X	
North Marín Water District					X				X		X	
Stinson Beach County Water District	X	X			X	X			X		X	
<b>Agencies Not Audited</b>												
Bel Marín Keys Community Services District												X
Belvedere-Tiburon Joint Recreation Committee District												X
Belvedere-Tiburon Library Agency												X
Bolinas Community Public Utility District												X
Central Marín Police Authority												X
Firehouse Community Park Agency												X
Inverness Public Utility District												X
Marín City Community Services District												X
Marín Clean Energy (MCE)												X
Marín County Resource Conservation District												X
Marín County Transit District												X
Marín General Services Authority (MGSA)												X
Marín Healthcare District												X

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Marin/Sonoma Mosquito and Vector Control District												X
Marinwood Community Services District												X
Muir Beach Community Services District												X
Sonoma-Marin Area Rail Transit District												X
Tamalpais Community Services District												X
Tomales Village Community Services District												X
Transportation Authority of Marin												X

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code Section 933 (c) and subject to the notice, agenda, and open meeting requirements of the Brown Act.

Note: At the time this report was prepared, information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury *not* contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

## Appendix A – Direct Public Pay Internet Links

### Properly Formatted PublicPay.ca.gov Link

**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
<b>Audited Agencies</b>	
City of Belvedere	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248</a>
City of Larkspur	<a href="https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251">https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251</a>
City of Mill Valley	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252</a>
City of Novato	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253</a>
City of San Rafael	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256</a>
City of Sausalito	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257</a>
Town of Corte Madera	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249</a>
Town of Fairfax	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250</a>
Town of Ross	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254</a>
Town of San Anselmo	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255</a>
Town of Tiburon	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258</a>
County of Marin	<a href="https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21">https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21</a>
Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>



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Agency	Agency Public Pay URL
Bolinas Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237</a>
Central Marin Fire Authority	Link not available at Public Pay as of February 20, 2020
Novato Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239</a>
Ross Valley Fire Department	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827</a>
Sleepy Hollow Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240</a>
Southern Marin Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241</a>
Stinson Beach Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242</a>
Tiburon Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243</a>
Almonte Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986</a>
Alto Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987</a>
Central Marin Sanitation Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814</a>
Las Gallinas Valley Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989</a>
Novato Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992</a>
Marin Municipal Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529</a>
North Marin Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404</a>



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Agency	Agency Public Pay URL
Stinson Beach County Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405</a>
<b>Agencies Not Audited</b>	
Bel Marin Keys Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945</a>
Belvedere-Tiburon Joint Recreation Committee District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813</a>
Belvedere-Tiburon Library Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623</a>
Bolin Community Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198</a>
Central Marin Police Authority	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831</a>
Firehouse Community Park Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818</a>
Inverness Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199</a>
Marin City Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946</a>
Marin Clean Energy (MCE)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821</a>
Marin County Resource Conservation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108</a>
Marin County Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399</a>
Marin General Services Authority (MGSA)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822</a>
Marin Healthcare District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552</a>
Marin/Sonoma Mosquito and Vector Control District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685</a>

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Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>
Muir Beach Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948</a>
Sonoma-Marin Area Rail Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400</a>
Strawberry Recreation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905</a>
Tamalpais Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949</a>
Tomales Village Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950</a>
Transportation Authority of Marin	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480</a>



5/7/2020

## **BOARD MEMBER REPORTS**

### **CLARK**

NBWA Board Committee, NBWA Conference  
Committee, Ad Hoc HR Sub-Committee re: GM Evaluation,  
Ad Hoc HR Sub-Committee re: 2019 Employee Climate  
Survey, Other Reports

### **ELIAS**

NBWRA , Ad Hoc Engineering Sub-Committee re:  
STPURWE, Other Reports

### **MURRAY**

Marin LAFCO, CASA Energy Committee, Ad Hoc HR Sub-  
Committee re: GM Evaluation, Other Reports -Ethics  
Training

### **SCHRIEBMAN**

JPA Local Task Force, NBWA Tech Advisory Committee,  
Ad Hoc HR Sub-Committee re: 2019 Employee Climate  
Survey, Other Reports

### **YEZMAN**

Gallinas Watershed Council/Miller Creek Watershed  
Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-  
Committee re: STPURWE, Other Reports



**AGENDA**

*Agenda Item 10-3-1*  
*May 7, 2020*

**Air Quality, Climate Change, and Energy Workgroup Meeting**  
**Meeting Date/Time:** April 23, 2020 / 10:30 am – 12:30 pm  
**Meeting Location:** WebEx Link (delivered via meeting appointment)  
**Dial-in:** Provided via WebEx Link

**COMMENCEMENT**

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

**LEGISLATIVE UPDATE**

	ITEM	LEAD	STATUS
1.	2020 Bill Cycle	Jessica/Jared	Updated bills list (including <a href="#">PSPS bills</a> ), legislature temporarily closed
2.	Governor's Budget	Jessica/Jared	Budget status

**PRIORITY ISSUES/ACTION ITEMS**

	ITEM	LEAD	NOTES
1.	COVID-19	Greg/Jessica	Impact to the legislative and regulatory process, <a href="#">resources on CASA Website</a> , <a href="#">SWRCB fact sheet</a> released 4/22
2.	PFAS	Greg/Jared	<a href="#">SWRCB PFAS</a> , <a href="#">CASA and National Coalition fact sheets</a> SWRCB Phase 3 Investigation update, Region 2 interests
3.	SB 1383: Organic Waste Reduction Regs	Greg	<a href="#">SB 1383</a> , Final Draft released 4/20, Comments due 5/20
4.	<a href="#">AB 617: Community Air Protection Program</a> & <a href="#">AB 2588 Toxics Program</a>	Sarah/David	CARB and CAPCOA activities, meetings with Dave Edwards (CARB) and draft schedule for 2020-2022 PEEP Update, upcoming <a href="#">workshop 4/30</a> to discuss proposed amendments to the Emission Inventory Criteria and Guidelines Regulation

**DISCUSSION/INFORMATIONAL ITEMS**

	ITEM	LEAD	NOTES
1.	CA Adaptation: SWRCB	Sarah/Greg	SWRCB Climate Change Preparedness Survey Update
2.	Regional Hot Topic: BAAQMD Climate Pollutants (CH4 & N2O)	Sarah	<a href="#">Regulation 13 development</a> , 13-1 tabled, <a href="#">revised draft 13-2</a> BACWA comments, 13-4 preparation
3.	Methane <a href="#">Hotspots Survey &amp; Source Finder</a>	Sarah/ David	NASA JPL fly-overs and reporting
4.	SWRCB Co-digestion Capacity Analysis	Sarah	Targeting release/roll-out in May 2020
5.	SB 100 <a href="#">Joint Agency Report</a> & Scoping Workshops	Sarah	Renewable energy/zero-carbon resources to supply 100% of electric retail sales by 2045
6.	Biogas/Biomethane Management: <ul style="list-style-type: none"> <li>EPA <a href="#">Renewable Fuel Standard</a> RINs</li> <li>Biogas Accidental Release Prevention &amp; Risk Management</li> </ul>	Greg/Sarah	RIN values low, next steps following D.C. Policy Forum CalOSHA <a href="#">Process Safety Management</a> Standards update, recent meetings with new OSHA contact – progress!
7.	Flare Rules: <a href="#">SCAQMD Rule 1118.1</a> & SJVAPCD Rule 4311 Updates	David/Ray	SCAQMD: Meetings, status of mandated research SJVAPCD: Resuming rule-making
8.	Biosolids & Fire Reclamation Efforts	Greg	Project at Las Virgenes/Calabasas, Phase 1
9.	USFS Wood Innovation Grant	Greg	2-year project testing the use of biochar for odor control

**UPCOMING CONFERENCES/EVENTS**

NAME	DATE/LOCATION
<a href="#">COVID-19 Webinar: Coronavirus and Disinfection</a>	April 30, Webinar
<a href="#">CWEA Annual Conference</a>	Postponed to October 27 - 30, Reno
<a href="#">WEF Residuals &amp; Biosolids Conference</a>	Cancelled, but going digital! More information to come.

**NEXT MEETING:** May 28<sup>th</sup>, 8:30 - 10:30 am (webinar/conference call)



## AGENDA

### Air Quality, Climate Change, and Energy Workgroup Meeting

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

##### State

- CARB Natural & Working Lands
- CARB Mandatory GHG Reporting Regulation
- CARB 2030 Target Scoping Plan
- CEQA Guidance on GHG Emissions
- CNRA Climate Change Assessment
- CNRA Online CA Sea Level Rise Database
- CNRA Safeguarding CA: Implementation Action Plans
- CEC Climate Change Research Plan
- OEHHA CalEnvironScreen Tool
- California's Climate Future report (by Governor Brown)
- Funding opportunities

##### National

- NEPA Guidance on GHG Emissions
- EPA EJScreen Tool
- WERF Phase II Project (lab scale based model) - N<sub>2</sub>O Emissions from Wastewater Treatment Processes
- WERF High Quality Biosolids from Wastewater Project
- EPA Mandatory GHG Reporting Regulation Updates
- EPA Clean Power Plan (on stay)
- EPA Existing Source Performance Standards
- EPA Biogenic Emissions Accounting Framework
- White House Budget for DOE Energy Efficiency and Renewable Energy Programs
- NACWA Energy Workgroup
- NACWA Climate & Resilience Workgroup
- Funding opportunities

##### International

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



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

April 23, 2020 (10:30 am – 12:30 pm)

Zoom – See Meeting Appointment for registration link

Please avoid using “HOLD” – Thank You! 😊



1

## Legislative Update

Policy Committee deadline is tomorrow

Legislature closed through early May



2

## 2020 Assembly Bills for Review by ACE

- AB 1567 (Organic Waste Scoping Plan)
- AB 1941 (RPS: Hydro & Nuclear)
- AB 2371 (Climate Change: Adaptation – Establish a science advisory team)
- AB 2441 (Climate Change: Safeguarding California Plan update)
- AB 2547 (RPS Program: Unbundled Renewable Energy Credits)
- AB 2612 (GHG Reduction Fund: Organic Waste Recycling \$100M annual allocation)
- AB 2619 (Coastal Resources: Coastal Resilience, Adaptation, & Access)
- AB 2680 (Solid Waste: Green Material, Land Application)
- AB 2720 (CEQA: ND/MND, GW recharge projects)
- AB 2737 (Community Emissions Reduction Programs: Toxic Air Contaminants)
- AB 2866 (Vehicle Air Pollution: Clean Fleet Program)
- AB 2940 (Energy: Hydrogen)
- AB 2959 (Solid Waste: Byproducts from processing of food & beverages)
- AB 3100 (Self-Generation Incentive Program, fire threatened districts)
- AB 3128 (Electricity: deenergization events, fuel cells)
- AB 3163 (Biogas, revise definition)



3

## 2020 Senate Bills for Review by ACE

- SB 45 (Wildfire Prevention, SDW, Drought Preparation, & Flood Protection Bond of \$5.5B)
- SB 667 (GHGs: Recycling Infrastructure & Facilities – financial incentives, innovation)
- SB 1044 (Firefighting Equipment & Foam: PFAS chemicals, notification to consumers)
- SB 1052 (Water Quality: Municipal WW, SW and dry weather runoff management)
- SB 1056 (DW: PFAS, testing methodologies)
- SB 1100 (Coastal Resources: Sea Level Rise, CCC guidelines, assessment, and mitigation via local coastal program)
- SB 1215 (Electricity: Microgrids Grant to establish Deenergization Event Resiliency Fund)
- SB 1258 (CA Climate Technology and Infrastructure Financing Act, catalyst project fund)
- SB 1293 (Coastal Resources: Sea Level Rise, establish revolving loan fund to allow local governments to purchase threatened coastal properties for leasing)
- SB 1314 (Community Energy Resilience Act, grant program for energy resilience plans)
- SB 1320 (Climate Change: CA Assessment to be every 2 years & establish sector impacts)
- SB 1352 (Gas Corporations: Biomethane Procurement, 20% procurement req't by 1/1/30)



4

## 2020 Bills for Review by ACE – PSPS related

### Assembly Bills

- AB 1915 (Electrical Corporations: Deenergization events)
- AB 1916 (Deenergization: notification)
- AB 1936 (Price Gouging: PSPS)
- AB 2033 (Deenergization: Spoilage)
- AB 2178 (Emergency Services)
- AB 2182 (Emergency Backup Generators: Water & W/W), ACWA
- AB 2356 (Electrical corporations: safety compliance)
- AB 2568 (Disaster Preparedness: Local Government, animal shelter)
- AB 2705 (Deenergization events)
- AB 3100 (SGIP)
- AB 3128 (Electricity: Deeng, fuel cells)

### Senate Bills

- SB 378 (Electric orporation: Deenergization Events)
- SB (Emergency Services: Telecommunications)
- SB 802 (Emergency Backup Generators: Health Facilities)
- SB 862 (Planned Power Outage: Public Safety)
- SB 884 (Education Force: PSPS)
- SB 952 (Sales and Use Taxes: Exemption)
- SB 1069 (Telecommunications: Emergencies/Natural Disasters)
- SB 1099 (Emergency Backup Gens), CMUA
- SB 1185 (NG Powered Generators)
- SB 1233 (Electricity: PSPS)

5

## Governor’s FY 2021 Budget: Climate

- \$12 billion over the next five years
- Key areas of the climate budget:
  - Climate resilience bond
  - Cap-and-trade expenditures to transition to a carbon-neutral economy
  - Climate Catalyst Fund to promote new technologies (small businesses and emerging industries):
    - Administered by Infrastructure and Economic Development Bank
    - Finance investments in low-carbon transportation
    - Sustainable agriculture and waste diversion through low-interest loans
    - Capitalize the Fund with \$1 billion General Fund over the next four years
- (GHG) Fund will have a revolving loan structure to leverage private capital

**Climate Budget**  
(Dollars in Millions)

Funding Mechanism	2020-21 Total	5 Year Total
Climate Resilience Bond	-	\$4,750
Cap and Trade Expenditure Plan	\$965	\$4,025
Climate Catalyst Fund	\$250	\$1,000
General Fund One-Time Investments	\$169	\$169
General Fund Ongoing Expenditures	\$35	\$315
Existing Bond and Special Fund Expenditures	\$308	\$1,424
<b>Total</b>	<b>\$1,727</b>	<b>\$12,483</b>

**May Budget Update to Come – Significant Changes Expected**

6






## Priority Issues/ Action Items

7

### 1. COVID-19

- SWRCB released a fact sheet April 22 on wastewater
- CASA Website for resources: <https://casaweb.org/covid-19/>
- Working with UofA, Stanford and others on wastewater surveillance to better estimate community infection
- Example impact at plants:
  - Santa Rosa Water's compost operation is down since repairs for screening could not be performed due to COVID-19 social distancing requirements



### Fact Sheet

**California's Recycled Water and Treated Wastewater is Safe from the COVID-19 Virus**

**Existing stringent state standards protect public from COVID-19**

- Wastewater treatment plants treat municipal wastewater to standards that protect the beneficial uses of the waters into which the treated wastewater is discharged. Some plants treat wastewater to more stringent standards so that the highly treated water can be reused for landscape irrigation, dust control at construction sites, and groundwater recharge for future use as a drinking water source. The level of treatment required depends on the beneficial uses of the receiving waters and ultimate use of the treated wastewater.
- Scientific experts have determined that existing treatment plant disinfection processes substantially disinfect wastewater containing the COVID-19 virus.
- Municipal wastewater treatment plants in California go beyond minimum requirements and provide additional tertiary tertiary treatment to meet stringent State Water Board public health standards for water disposal or water recycling whenever there is a risk to the public.
- The State and Regional Water Boards establish and enforce stringent municipal wastewater treatment and water recycling standards in order to protect drinking water sources including surface and ground water basins. Wastewater treatment is an essential function, and this work continues during the COVID-19 emergency.
- Recycled water treatment facilities predominantly utilize a multi-layer approach to remove contaminants, including coagulation, flocculation, multiple layers of treatment providing extra layers of safety and helps ensure that viruses are continuously removed or destroyed so that essentially none remain.
- Wastewater treatment plants are engineered to disinfect treated wastewater through chlorination and/or ultraviolet light disinfection processes as a final step that successfully eliminate viruses not destroyed in the other layers of treatment. This provides further assurance that the water is safe to be recycled or discharged back to land or surface water.

CALIFORNIA REGIONAL WATER BOARD - SACRAMENTO AREA  
STATE WATER BOARD - SACRAMENTO AREA  
SANTA ROSA WATER BOARD

8

## 2. Per and Poly-fluoroalkyl Substances (PFAS)

- Quick facts:
  - Background levels are in ppb range, notification triggers are in ppt
  - No federally approved method for analyzing biosolids, wastewater
  - Notification levels for PFOS/PFOA remain at 6.5/5.1 ppt
  - Response levels for PFOS/PFOA at 40/10 ppt (from 70 ppt)
- SWRCB investigation
  - Phase 3 – includes WWTPs & land application sites (likely not to start until summer, possibly later due to COVID-19 impacts)
  - Quarterly sampling of influent, effluent and biosolids
- Region 2 Water Board interest in plant uptake of PFAS
- CASA hired GSI to provide review of scientific research
- CASA is holding working group calls



9

## 3. SB 1383 (SLCP Reduction Implementation): Organic Waste Reduction Regulations

- 40% methane reduction by 2030 (relative to 2013 levels)
- Organic waste diversion from landfills (includes biosolids, digestate, and sludges)
  - 50% by 2020 (relative to 2014 levels)
  - 75% by 2025 (relative to 2014 levels)
- CEC/CPUC to incentivize biogas production/use



10

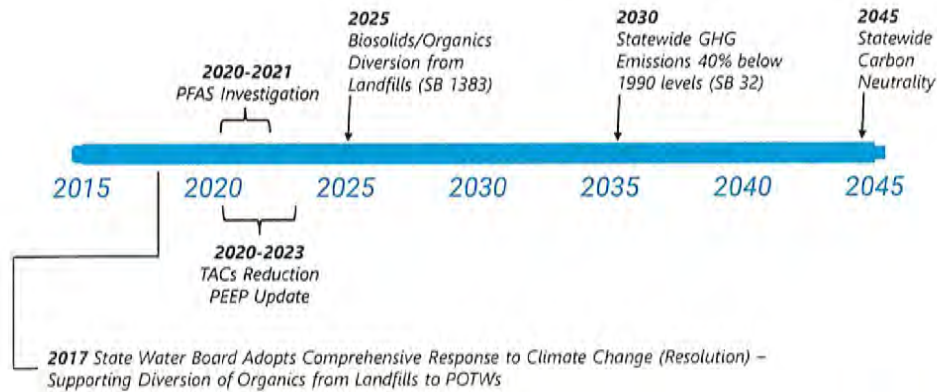
### 3. SB 1383 (SLCP Reduction Implementation): Organic Waste Reduction Regulations

- Updates:
    - Ashlee Yee replaced Hank Brady (as lead of SB 1383), to provide
    - Office of Administrative Law sought clarity in regulatory language
    - Final Draft released April 20<sup>th</sup>, marked start of 30-day public comment period
- Comments due May 20<sup>th</sup>**
- Next Steps
    - Adoption targeted for July 1, 2020
    - State to start enforcement on jurisdictions January 1, 2022
    - Local jurisdictions to start enforcement January 1, 2024
    - Compliance by January 1, 2025



11

### 4. Toxics: State actions to mitigate climate change overlap with examination of PFAS & reducing TACs



12



## 4. Toxics: AB 617 & AB 2588

- Two programs being updated this calendar year (possibly into the next)...
- AB 617 (2020): Criteria Air Pollutant & Toxic Air Contaminant Reporting
  - Implements statewide annual reporting and establishes new policies for emissions inventory data (to understand sources of emissions contributing to adverse health risks or other impacts at the local, regional, and statewide level – sources in aggregation as well).
- AB 2588 (1987): Air Toxics "Hot Spots" Program
  - Established a statewide program for the inventory of air toxics emissions from individual facilities, as well as requirements for risk assessment and public notification of potential health risks.



13

## 4. Toxics: AB 617 & AB 2588 proposed amendments

- AB 617 2020 proposed amendments...
  - Bring back the general sector list (table) originally proposed, broadly including WWTPs: *10 MGD WWTPs w/ covered systems (or 5 MGD uncovered systems) to report the complete AB 2588 list of toxic compounds on annual basis*
  - \* "Systems" refers to primary treatment per original AB 2588 program language
- AB 2588 2020 updates include...
  - Expanding the compound list by >800 compounds – which presents the following issues:
    - AB 617 language as is would require reporting all of these compounds, but...
    - Many do not have known toxicity levels
    - Many do not have known emission factors

*In their absence, ARB proposes using factors for "similar" compounds in Reporting and Health Risk Assessments, possibly greatly exaggerating prioritization scores*



14

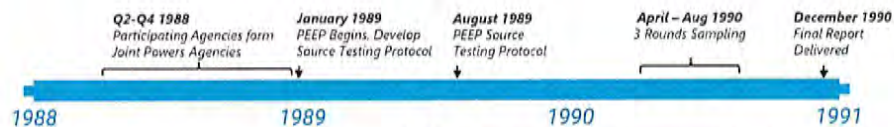
## 4. Toxics: 1990 PEEP

- Provided participating agencies a standard estimation methodology for determining air toxics emissions from their respective facilities.
  - 25 POTWs across CA formed a JPA
  - 18 unit processes (liquid, solid, gas)
  - 20 sites (managed as north and south)
  - 3 rounds of sampling over 5 months
  - Project duration: ~2 years (1989-1990)
  - Budget: \$2.5M (1990)
  
- Result: Emission factors for a short-list of targeted compounds determined by participating agencies and air district staff



15

## 4. Toxics: 1990 PEEP Timeline Details



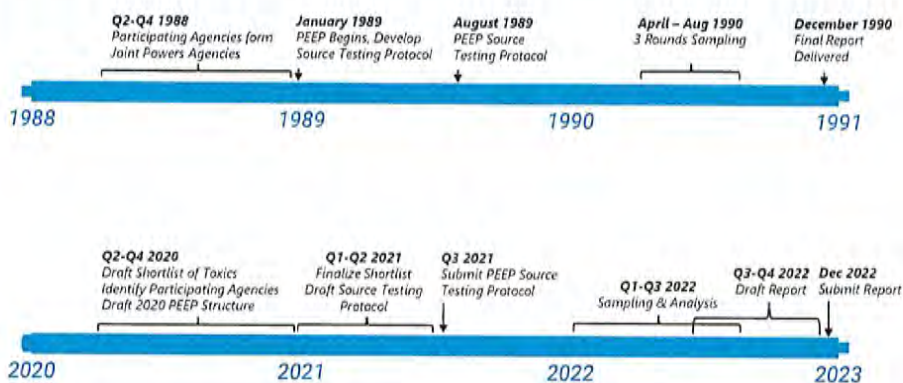
**Compounds targeted:**  
20-25 Volatile Organic Compounds (VOCs) for raw wastewater, non-combustion processes, and combustion processes.

- Processes targeted:**
- Aerated Grit Chamber
  - Primary Sedimentation Tanks
  - Diffused Air Activated Sludge
  - Mechanically-Mixed Air Activated Sludge
  - Pure Oxygen Activated Sludge
  - Trickling Filters
  - Secondary Clarifiers
  - Tertiary Filters
  - Chlorine Contact Tank
  - Dechlorination Facilities
  - Dissolved Air Flotation Thickeners
  - Gravity Sludge Thickeners
  - Anaerobic Digesters
  - IC Engines
  - Digester Gas Fired Boilers
  - Belt Filter Press
  - Sludge Centrifuge
  - Sludge Drying Beds



16

## 4. Toxics: 1990 & (potential) 2020 PEEP Timelines



17

## 4. Toxics: Next Steps

- CARB webinar on April 30<sup>th</sup> to discuss proposed amendments
- Schedule meeting with CARB to discuss approach for determining the short-list of compounds for the wastewater sector in early May
- Collect influent data from CASA members
- Draft approach for and perform an updated pooled emissions estimating program (PEEP) to update outdated emission factors for the identified short-listed toxic compounds

18



## Upcoming items...in review

- Draft America's Water Infrastructure Act 2020 (released yesterday)
  - \$17 billion to increase water storage, offer flooding protection and repair wastewater and irrigation systems among other measures
  - Not related to AWIA 2018, mandating risk and resilience assessments
- Draft DW Infrastructure Act 2020
  - \$2.5 billion, with \$300 million in grants to help "deal with" PFAS
- Implementation of the 2017 Scoping Plan - CARB workshop today discussing efforts to continue progress toward achieving the 2030 GHG reduction target

19



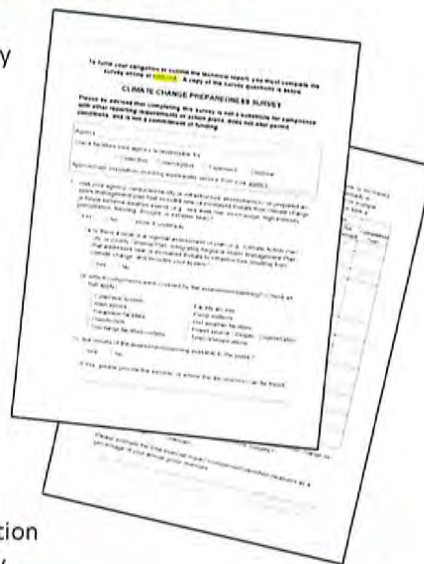
## Discussion/ Informational Items

20



# 1. SWRCB Climate Change Resolution

- State Water Board seeks feedback:
  - Permit modifications and other regulatory requirements to reduce vulnerability to flooding, storm surge, and sea level rise.
  - Use of U.S. EPA’s Climate Resilience Evaluation and Awareness Tool (CREAT) or a comparable approach to identify vulnerabilities to climate change impacts at water and wastewater utilities.
- State Water Board to distribute revised survey
  - NPDES, WDR, and SSO holders
  - 45-day response
  - Planning to host a webinar after distribution to answer questions regarding the survey



21



## 2. Regional Hot Topic: BAAQMD Climate Pollutants Regulation

### Rules and Regulations

Regulation 13: Climate Pollutants

- Rule 13-1: Significant Methane Releases
- Rule 13-2: Organic Material Handling
- Rule 13-3: Composting Operations
- Rule 13-4: Wastewater Operations\*
- Rule 13-5: Hydrogen Plants
- Rule 8-34: Solids Waste Disposal Sites\*

	GHGs	Odors	VOCs	Toxics
Rule 13-1: Significant Methane Releases	CH <sub>4</sub>	Yes	Yes	Yes
Rule 13-2: Organic Material Handling	CH <sub>4</sub>	Yes	Yes	Yes
Rule 13-3: Composting Operations	CH <sub>4</sub>	Yes	Yes	Yes
Rule 13-4: Wastewater Operations*	CH <sub>4</sub> , N <sub>2</sub> O	Yes	Yes	Yes
Rule 13-5: Hydrogen Plants	CH <sub>4</sub>	Yes	Yes	Yes

\* Future rule development efforts.

22



## 2. Regional Hot Topic: BAAQMD Climate Pollutants Regulation

Rule	Next Workshop	Board Presentation	Notes
13-1: Significant Methane Releases	TBD	TBD	Tabled indefinitely, focus on source-specific rules first
13-2: Organic Waste Handling	None	Q2 2020?	Focus on organic material handling: Material Recovery Facilities, Transfer Facilities, Chip & Grind Facilities.
13-3: Composting Operations	Q2 2020	Q4 2020?	Draft language in development.
13-4: Sewage Treatment & Anaerobic Digestion	Q2 2020	Q4 2020 (likely 2021)	BACWA requested involvement to provide input on draft language and workshop report. Draft rule to consider biogas produced/collected, minimizing other pollutants, flare requirements, record keeping, reporting requirements, etc.
13-5: Hydrogen Plants	Q1 2019	Q3 2020	Focus on hydrogen production at petroleum refineries.
8-34: Solid Waste Disposal (Landfills)	Q2 2020	Q4 2020	Focus on methane from landfills – BAAQMD to align with state and federal requirements.

23

## 3. Methane Hotspots Research & Source Finder



- AB 1496 (2015) – methane hot spots legislation to identify, measure and monitor areas of high methane concentrations
- Tiered observation system to perform measurements: satellite- / aircraft-based remote sensing, ground verification, and regional inventories
- Small fraction (<10%) of sources in a category responsible for majority (>50%) of emissions (landfills, refineries = “super emitters”)
- CARB/CEC partnered with NASA/JPL to perform aerial methane survey to identify “super-emitters”
  - Wastewater ~2%, likely flare/digester leakage – *preventive maintenance*
- Continuing to review results of fly-overs online (links in agenda)

24





## 4. SWRCB Co-Digestion Capacity Analysis

### Submitted final chapters per task July 31, 2019

1. Estimate organics generation in 2025 and 2030
2. Assess existing capacity (without rehab/modifications)
3. Assess future capacity in 2025 and 2030 (without & with rehab/ modifications)
4. Assess methane emissions
5. Additional Topics:
  - Investigate opportunities and barriers at small- to medium-sized facilities
  - Examine pilot/demonstration facilities that have already operated



### Roll-out of report to public still expected May 2020 (tying to hold webinar on results)



25

## 5. SB 100 Joint Agency Report & Scoping Workshops

- SB 100: Requires renewable energy and zero-carbon resources supply 100% of electric retail sales to end-use customers by 2045
- Requires CEC, CPUC, and CARB to complete joint agency report to Legislature by January 1, 2021 (every 4 years thereafter)


Four PATHWAYS Scenarios will be used in SB 100 modeling

- Reference Scenario:
  - Updated statewide reference scenario aligned with 2019 Integrated Energy Policy Report
- Mitigation Scenarios (used in 2018 CEC Study and 2019 CPUC Reference System Plan 2045 Framing Analysis):
  - High Electrification
  - High Hydrogen
  - High Biofuels



26

## 6. Biogas/Biomethane Management

- EPA Renewable Fuel Standard RINs
    - Meeting with Madison Le during Policy Forum
    - Proposed apportionment of RIN values for sludge-based biogas (D3) vs food waste-based biogas (D5)
- 
- OSHA's Process Safety Management (PSM) Standard
    - Actions triggered by >10,000 lbs of biogas (unless all is used onsite)
    - General RMP Guidance - Appendix F: Supplemental Risk Management Program Guidance for WWTPs states...
 

*"For methane, the 10,000-pound threshold applies to the total weight of the flammable mixture of digester gases, not just the weight of methane or flammables in the mixture."*
  - Potential scenarios by which the PSM program **may** allow exemptions from its requirements are being discussed with OSHA

27

## 7. Flare Rules: SCAQMD Rule 1118.1 & SJVAPCD Rule 4311

- SCAQMD
  - Examining impacts of SB 1383
    - Food Waste Diversion
    - Beneficial Use Technology Assessment – Working Group Meeting #5 today
      - If necessary, staff will request an extension beyond the January 2021 deadline to complete the Technology Assessment
      - Relying on studies by the wastewater sector
- SJVAPCD – Rule 4311
  - Resuming amendments to limit use and proposing a lower NO<sub>x</sub> limit (0.018 lbs/MMBtu)



28

## 8. Biosolids and Fire Reclamation Efforts

- Site secured in Las Virgenes/Calabasas (Phase 1) for Class B, Class A compost, & Class A dried pellets for land application
- Looking for a site in Bay Area (Phase 2) and back to Colorado (Phase 3)



Ventura County



Las Virgenes/Calabasas



29

## 9. U.S. Forest Services Wood Innovation Grant

- CASA applied for grant at request of Sierra-NV Conservancy & Governor's Office of Planning & Research
- Two-year grant with U-CO and UC-Merced/Phoenix Energy
- Investigate viability of replacing GAC with biochar (from gasification of dead trees) for pre- and post-treatment odor control
  - Year 1: Perfect activation of biochar (bench to full scale)
  - Year 2: Five agencies to test (SOCWA, Delta Diablo, LACSD, South Lake Tahoe, and VVWRA)
- Report anticipated to be distributed early 2021



### Early results from Delta Diablo:

- Biochar too fine and moist
- Siloxanes not removed well
- H<sub>2</sub>S removal slightly better



30



## Upcoming Conferences/Events

- **CWEA COVID-19 Webinar: Coronavirus and Disinfection**  
April 30, Online
- **CWEA Annual Conference**  
October 27-30, Reno
- **WEF Residuals & Biosolids Conference**  
Cancelled, but going digital – more information to come.

31



## Upcoming Meetings

- May 28<sup>th</sup>
- June 25<sup>th</sup>
- July 23<sup>rd</sup> (In-Person?)
- August 27<sup>th</sup>
- September 24<sup>th</sup>
- October 22<sup>nd</sup>
- November 12<sup>th</sup> (In-Person)
- December 17<sup>th</sup>

Thanks for Joining!

32



## Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Mar 12, 2020

Training Time\*: 2 hr. 13 min.


This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.



By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.

Participant Signature 

Craig Murray

Participant Name

City of Richmond, Las Gallinas Valley Sanitary

Agency Name MARIN LAFCO

*NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; **these certificates are only available upon completing the online session.** \* To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.*



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

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

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

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

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

Other meeting attendees: \_\_\_\_\_

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

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

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

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

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

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



**5/7/2020**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 11B**

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

News | March 30, 2020

## Wastewater Test Could Provide Early Warning Of COVID-19

Researchers at Cranfield University are working on a new test to detect SARS-CoV-2 in the wastewater of communities infected with the virus.

The wastewater-based epidemiology (WBE) approach could provide an effective and rapid way to predict the potential spread of novel coronavirus pneumonia (COVID-19) by picking up on biomarkers in faeces and urine from disease carriers that enter the sewer system.

Rapid testing kits using paper-based devices could be used on-site at wastewater treatment plants to trace sources and determine whether there are potential COVID-19 carriers in local areas.

Dr Zhugen Yang, Lecturer in Sensor Technology at Cranfield Water Science Institute, said: "In the case of asymptomatic infections in the community or when people are not sure whether they are infected or not, real-time community sewage detection through paper analytical devices could determine whether there are COVID-19 carriers in an area to enable rapid screening, quarantine and prevention.

"If COVID-19 can be monitored in a community at an early stage through WBE, effective intervention can be taken as early as possible to restrict the movements of that local population, working to minimise the pathogen spread and threat to public health."

Recent studies have shown that live SARS-CoV-2 can be isolated from the faeces and urine of infected people and the virus can typically survive for up to several days in an appropriate environment after exiting the human body.

The paper device is folded and unfolded in steps to filter the nucleic acids of pathogens from wastewater samples, then a biochemical reaction with preloaded reagents detects whether the nucleic acid of SARS-CoV-2 infection is present. Results are visible to the naked eye: a green circle indicating positive and a blue circle negative.

"We have already developed a paper device for testing genetic material in wastewater for proof-of-concept, and this provides clear potential to test for infection with adaption," added Dr Yang. "This device is cheap (costing less than £1) and will be easy to use for non-experts after further improvement.

"We foresee that the device will be able to offer a complete and immediate picture of population health once this sensor can be deployed in the near future."

WBE is already recognised as an effective way to trace illicit drugs and obtain information on health, disease, and pathogens. Dr Yang has developed a similar paper-based device to successfully conduct tests for rapid veterinary diagnosis in India and for malaria in blood among rural populations in Uganda.

Paper analytical devices are easy to stack, store and transport because they are thin and lightweight, and can also be incinerated after use, reducing the risk of further contamination.

An overview of the approach – Can a Paper-Based Device Trace COVID-19 Sources with Wastewater-Based Epidemiology? – co-authored with Hua Zhang and Kang Mao of the Institute of Geochemistry, Chinese Academy of Sciences, Guiyang, China, has recently been published in the [Environmental Science & Technology](#) journal.

Further development of the test is being sponsored by the Natural Environment Research Council (NERC) and Royal Academy of Engineering.

### About Cranfield University

[Cranfield University](#) is a specialist postgraduate university that is a global leader for education and transformational research in technology and management.

Source: [Cranfield University](#)

## Report: Public agencies fail on pay transparency

### GRAND JURY

**By Will Houston**

*[whouston@marinij.com](mailto:whouston@marinij.com) @Will\_S\_Houston on Twitter*

Most Marin County government agencies are still failing to be fully transparent on how much they pay their officials and employees, according to a new civil grand jury report.

“The public should be able to access this information easily and quickly rather than having to dig through meeting minutes or policy manuals that may or may not be easy to find on a website,” the watchdog panel said in the report, which was released Wednesday.

The problems persist despite state mandates and previous recommendations made by the grand jury, according to the report.

“The Grand Jury has focused on these issues for more than six years, without satisfactory resolution,” the report states. “Perhaps with this follow-up report, agencies will come to understand the vital importance of public transparency and will be more forthcoming with this information and finally improve their websites.”

The grand jury analyzed the disclosures made by the county, 11 cities and towns, 10 sanitary districts, nine fire districts and three water districts on their websites.

State law requires agencies with websites to post the annual compensation of their employees and elected officials. The websites must also include a link to the State Controller’s Office public pay website in a “conspicuous location.”

Many public agencies are required to report compensation figures annually to the State Controller’s Office. Some agencies were not reporting board

member compensation because they had been informed by the state that it was not required “unless a W-2 form for the compensation was issued,” according to the report.

“Some elected officials are paid fees for which W-2 forms are not issued,” the report states. “State officials have now confirmed that the elected officials’ compensation must be reported regardless of how they are paid.”

Some agencies were only posting links to the Transparent California website rather than the controller’s site, according to the grand jury. Transparent California is a website created by the Nevada Policy Research Institute, a nonprofit organization promoting private solutions over government solutions to public issues.

To improve transparency, the grand jury is recommending that agencies place a link to the controller’s database on their websites where it can be found within three clicks of the home page and within five minutes of searching.

The report says the entities not properly disclosing this information are Marin County, Mill Valley, Sausalito, Tiburon,

**PAY » PAGE 4**



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## Pay

### FROM PAGE 3

six fire districts and authorities, four sanitary districts and the Stinson Beach Water District.

“We’re always interested in increased transparency,” Dan Eilerman, assistant county administrator, said Wednesday in response to the report. “The county is a large organization and just last year won a national award for its digital infrastructure and information transparency. We’ll review the grand jury’s suggestions to find straightforward ways of best communicating information to the public.”

The county’s Department of Information Services and Technology placed fourth in its county-size category in the Digital Counties Survey Center run by the Center for Digital Government and the National Association of Counties.

The grand jury is calling on agencies to look to the Marin Municipal Water District and the North Marin Water District for examples of detailed compensation data. That said, the grand jury still sees room for improvement and is recommending these two districts and several other agencies to post a link to the state controller’s website on their board web pages. In addition, the report recommends that agencies publish annual reports listing how much their elected officials were paid in the previous fiscal year.

“We appreciate the grand jury’s recognition of our transparency and attention

to detail,” said Ben Horenstein, general manager of the Marin Municipal Water District, “and we were pleased to see our work used as an example of best practices in these areas. We understand the importance of transparency in keeping the public’s trust, and we are carefully reviewing the report and the recommendations.”

### COVID-19 changes

State law requires the local governments and agencies to respond to the grand jury recommendations within 90- to 120day windows. However, the grand jury has expressed concern about whether the COVID-19 pandemic’s strain on staff time will allow them to comply with these laws.

Each grand jury report being issued in the coming weeks will include a statement acknowledging the coronavirus crisis and its potential impact on agencies.

“Whether the deadlines are extended or not, it is our expectation that Marin’s public agencies will eventually be able to return to normal operations and will respond to this report,” the grand jury report states. “In the meantime, however, public health and safety issues are of paramount importance and other matters might need to wait.”

Foreperson Lucy Dilworth said the jury has shifted exclusively to online meetings. Presiding Judge Andrew Sweet has extended members’ terms through Sept. 30, with no plans to impanel a new jury “until matters become clearer,” she said in an email.

**NOTICE INVITING SEALED BIDS**

**LAS GALLINAS VALLEY SANITARY DISTRICT  
MARIN COUNTY, CALIFORNIA**

**FOR PROVIDING BIOSOLIDS DISPOSAL  
& RECLAMATION PASTURES IRRIGATION  
OPERATION & MAINTENANCE SERVICES  
DURING THE YEAR 2020**

NOTICE IS HEREBY GIVEN that for and on behalf of the District Board, the General Manager of the Las Gallinas Valley Sanitary District, Marin County, California, will receive sealed bids up to, but not later than 10:30 AM on April 24, 2020, for providing services for biosolids disposal and reclamation pastures irrigation operation and maintenance during the twelve month period May 8, 2020 to June 30, 2021. Bids to be in accordance with Specifications that can be obtained from the office of the Las Gallinas Valley Sanitary District, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903 (415) 472-1734.

Said sealed bids shall be delivered to the General Manager of the District on or before said date and time, at the District office, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903. Any bids received after the scheduled closing time for receipt of bids shall be returned unopened. Bids will be publicly opened and examined on said day and hour by the General Manager or his authorized representative and will be referred to and considered by the Las Gallinas Valley Sanitary District Board of Directors at their meeting to be held at 4:30 PM on May 7, 2020 at its regular meeting place.

Bids shall be submitted on the form provided by the District and attached hereto and shall be enclosed in a sealed envelope bearing the name of the bidder and marked "BID FOR PROVIDING BIOSOLIDS DISPOSAL & RECLAMATION PASTURES IRRIGATION OPERATION & MAINTENANCE SERVICES". If submitting sealed bids for more than one service contract, EACH service contract must be enclosed in a separately sealed and appropriately labeled envelope.

The District Board may, at its discretion, reject any and all bids or waive any irregularities or informalities in any bid or in the bidding.

DATED: April 8, 2020

Las Gallinas Valley Sanitary District

By \_\_\_\_\_  
Mike Prinz  
General Manager

NO. 377 APRIL 10, 17, 2020

## Remote forums set on coronavirus crisis

### THE COUNTY

Local officials are organizing two teleconference forums about the coronavirus pandemic on Wednesday, April 15.

At 6:30 p.m., a panel will discuss the latest updates on the crisis. The participants will include state Sen. Mike Mc-Guire, Marin County Public Health Officer Dr. Matt Willis, Supervisor Katie Rice, Marin County Superintendent of Schools Mary Jane Burke and Rob Eyler, chief economist for the Marin Economic Forum. The forum will also include a University of California physician focused on infectious diseases.

The public can dial in at 1-844-767-5679. The access code is 204015. Residents can submit questions in advance by emailing [Senator.Mc-Guire@Senate.ca.gov](mailto:Senator.Mc-Guire@Senate.ca.gov).

At 10 a.m., Assemblyman Marc Levine plans a forum about support for seniors during the crisis. The panelists will include Lee Pullen, director of the Marin County Area Agency on Aging; Paul Dunaway, director of the Sonoma County Adult and Aging Division; and Elece Hempel, executive director of Petaluma People Services.

The public can dial in at 1-605-313-5111. The access code is 492901. Residents can submit questions in advance by emailing [Assemblymember.Levine@assembly.ca.gov](mailto:Assemblymember.Levine@assembly.ca.gov).

### NOVATO

#### Police seek robber in crime at market

A robber with a knife threatened a Novato store clerk and escaped with cash from the registers, police said Tuesday.

The crime was reported at about 11:30 p.m. Monday at the Shell gas station market at South Novato Boulevard and Rowland Boulevard. Police were unable to find the robber.

Witnesses with potential information for investigators can email [crimetips@novato.org](mailto:crimetips@novato.org) or call 415-897-1122. A surveillance image of the robber is available online at [bayareane.ws/2K1RjTg](https://bayareane.ws/2K1RjTg).

### SOUTHERN MARIN

#### Agency set to update sewer funds program

The Sewerage Agency of Southern Marin is poised to approve changes in its sewer lateral replacement program, also known as “cash for sewers.”

The program provides grants and low-interest loans for homeowners to make repairs.

Under the changes, properties will no longer have to be owner-occupied to be eligible for loans, and the repayment term will be extended to two to three years, said Mark Grushayev, wastewater treatment manager. The repayment term has been one to two years.

“Changes are minor, but help to simplify and clarify the application process,” Grushayev said. “The application is now including a check list for required documents.”

The agency board is slated to approve the changes at its meeting at 5 p.m. Thursday.

The meeting will be held remotely on Zoom. Public access information is available at [bit.ly/3ejIF0h](https://bit.ly/3ejIF0h).

The agency includes the city of Mill Valley, the Tamalpais Community Services District, the Almonte Sanitary District, the Alto Sanitary District, the Homestead Valley Sanitary District and the Richardson Bay Sanitary District. It serves about 29,500 residents.



The police department said the robber is white and about 6 feet tall and might have gray hair. He wore a black mask, green gloves, gray pants, gray shoes and a long-sleeved gray shirt. The shirt had an "Ice Bowl 2019" disc golf logo on the front.

**Marin Independent Journal**

4000 Civic Center Drive, Suite 301  
San Rafael, CA 94903  
415-382-7335  
legals@marinij.com  
2074259

LAS GALLINAS VALLEY SANITARY  
300 SMITH RANCH ROAD  
SAN RAFAEL, CA 94903

**PROOF OF PUBLICATION  
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA  
County of Marin**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**04/10/2020, 04/17/2020**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 17th day of April, 2020.

*Donna Lazarus*

Signature

**PROOF OF PUBLICATION**

Legal No. **0006477036**

**NOTICE INVITING SEALED BIDS**

**LAS GALLINAS VALLEY SANITARY DISTRICT  
MARIN COUNTY, CALIFORNIA**

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DATED: April 8, 2020

Las Gallinas Valley Sanitary District

By \_\_\_\_\_  
Mike Prinz  
General Manager

NO. 377 APRIL 10, 17, 2020

## Teresa Lerch

---

**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Thursday, April 23, 2020 12:49 PM  
**To:** Undisclosed Recipients  
**Subject:** Supreme Court rejects EPA's narrow view of Clean Water Act - AP 4/23/20

### Supreme Court rejects EPA's narrow view of Clean Water Act

Mark Sherman, Associated Press 4/23/20

WASHINGTON (AP) — The Supreme Court ruled Thursday that sewage plants and other industries cannot avoid environmental requirements under landmark clean-water protections when they send dirty water on an indirect route to rivers, oceans and other navigable waterways.

Rejecting the Trump administration's views, the justices held by a 6-3 vote that the discharge of polluted water into the ground, rather than directly into nearby waterways, does not relieve an industry of complying with the Clean Water Act.

"We hold that the statute requires a permit when there is a direct discharge from a point source into navigable waters or when there is the functional equivalent of a direct discharge," Justice Stephen Breyer wrote for the court.

The decision came in a closely watched case from Hawaii about whether a sewage treatment plant needs a federal permit when it sends wastewater deep underground, instead of discharging the treated flow directly into the Pacific Ocean. Studies have found the wastewater soon reaches the ocean and has damaged a coral reef near a Maui beach.

The Environmental Protection Agency under President Donald Trump reversed the agency's position that Breyer noted has appeared to work well for more than 30 years.

Justices Samuel Alito, Neil Gorsuch and Clarence Thomas dissented. "Based on the statutory text and structure, I would hold that a permit is required only when a point source discharges pollutants directly into navigable waters," Thomas wrote.

David Henkin, a lawyer for the environmental group Earthjustice who argued the case in the high court, said, "This is unquestionably a win for people who are concerned about protecting clean water in the United States."

Sewage plants and other polluters must get a permit under the Clean Water Act when pollutants go through a pipe from their source to a body of water. The question in this case was whether a permit is needed when the pollutant first passes through the soil or groundwater.

Maui injects 3 million to 5 million gallons a day of treated wastewater into wells beneath the Lahaina Wastewater Reclamation Facility, which sits about a half-mile from the Pacific shoreline. Environmental groups in Hawaii sued Maui after studies using dyes to trace the flow showed more than half the discharge from two wells was entering the ocean in a narrow area. They won a ruling from the federal appeals court based in San Francisco.

Breyer raised concerns during arguments in November that a ruling for Maui would provide a "road map" for polluters to evade federal permit requirements.

Still, the court did not go as far as the federal appeals court, which adopted a standard that would have brought even more groundwater discharges under the clean water law.



Link: <https://fox23maine.com/news/nation-world/supreme-court-rejects-epas-narrow-view-of-clean-water-act>

News Update

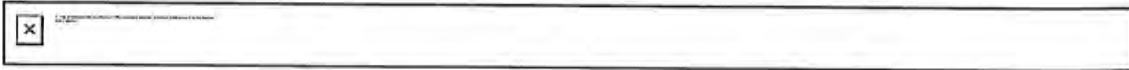


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**Teresa Lerch**

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**From:** WateReuse California <info@watereuse.org>  
**Sent:** Friday, April 24, 2020 8:30 AM  
**To:** Teresa Lerch  
**Subject:** ADV: Save the Date: 2020 WateReuse California Virtual Conference



## 2020 WateReuse California Virtual Conference

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- Presentation of the WateReuse California **Awards of Excellence**;
- Interactive sponsor and exhibitor hall;
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- Live President's reception **virtual cocktail party**.

This is **MORE** than just a Replacement Event for the March 2020 Conference, this is an opportunity for our community to stand **TOGETHER** in these unprecedented times to recognize the good work we do and share ideas for the future.

The WateReuse California virtual conference will be available online until July 24, 2020. Registration opens May 4, 2020.

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## Marin waste services adjust to risks from coronavirus

### COMPANIES RESPOND

Collectors, processors make some changes during crisis **WASTE» PAGE2**

**By Will Houston**

*[whouston@marinij.com](mailto:whouston@marinij.com) @Will\_S\_Houston on Twitter*

Marin County's waste collectors and processors, while maintaining most of their normal routines during the coronavirus pandemic, have modified some operations in response to the crisis.

San Rafael-based Marin Sanitary Service has temporarily suspended its recycling buyback program at its recycling center. Bulky item pickups have also been suspended.

Its recycling center continues to operate, but people are being asked to remain 6 feet apart and barriers have been set up, said Justin Wilcock, a Marin Sanitary Service executive.

"We're still receiving household hazardous waste materials," Wilcock said. "Our concern was we didn't want to suspend those services and see that stuff start piling up somewhere else."

At Recology, which serves Novato and several communities in West Marin, employees have their temperatures taken every day before starting work, said Celia Furber, a company manager. Collectors are provided face masks. Sorters at the recycling center have face shields in addition to masks underneath.

"We're really proud to continue providing these services right now and supporting the community," Furber said. "While many haulers have had to stop recycling services, recycling still continues in the communities that we service."

Recology has temporarily closed its hazardous waste and recycling center at 7576 Redwood



A Marin Sanitary Service truck operates on East Francisco Boulevard in San Rafael. Like health care workers, postal carriers and grocery clerks, sanitary service crews are among the essential services labor force having to face exposure of the virus.

**SHERRY LAVARS — MARIN INDEPENDENT JOURNAL**



Workers sort items from recyclable paper at the Marin Recycling Center in San Rafael.

**ALAN DEP — MARIN INDEPENDENT JOURNAL, FILE**



2

Blvd. in Novato. The company is still picking up bulky items.

At the Redwood Landfill and Recycling Center in Novato, employees are provided safety gear, hand sanitizer and gloves, said Karen Stern, a spokeswoman for parent company Waste Management. In addition, equipment is being wiped down regularly, she said.

“We haven’t had a COVID incident at Redwood,” Stern said. “Everyone is working well together.”

With many businesses closed and more people at home for

Waste

FROM PAGE 1

3

longer periods, there have been noticeable changes in the volume of materials and waste that are collected.

Nearly all of the waste haulers reported a drop in the amount of commercial business, which includes schools. Recology has seen an 18% drop in commercial business, Furber said.

At Marin Sanitary Service, the company has seen an increase in the amount of garbage, recycling and compost being collected overall, Wilcock said.

“I wouldn’t say anything has changed as far as types of materials we have been seeing,” he said. “There has been a lot more cardboard with people ordering online.”

Redwood Landfill has been experiencing similar trends.

“As you might expect with ‘shelter in place,’ we are receiving more residential trash and less commercial trash and fewer contractors are bringing construction and demolition material,” Stern said. “Our compost operation is going strong.”

Green Hauling, a smaller operator based in Novato, is working to provide what service it can while keeping employees safe. To limit staff exposure to the coronavirus, the company has suspended waste hauling and is only picking up debris bins, said Presley Balestreri, operations director. “We’re trying to prioritize waste services for other essential businesses for the community such as stores and restaurants to ensure that everything is still flowing in the community,” Balestreri said.

Like other smaller operations, Green Hauling has been experiencing difficulties in trying to maintain its business, Balestreri said.

“We are continually here to help our local community,” Balestreri said. “All of our members would like to personally thank all essential workers and everybody affected through this situation.”

Curbside collection services are calling on customers to do what they can to minimize how often drivers need to leave their trucks and handle collection bins by hand. Such actions include leaving 2 feet of space between collection bins. All trash, recycling and compost should fit within the bins with the lids closed.

In light of the financial strain on residents caused by the coronavirus pandemic, Recology and Marin Sanitary are both offering alternative billing options to customers.

“We understand businesses and residents are in various financial difficulties. We’re discussing what kind of opportunities we’ll have for our customers,” Wilcock said, adding that the company will not suspend anyone’s service during the shelter-in-place period.

In addition, residents are asked to wash their hands before bringing the carts to the curb and to wipe down the handles with a disinfectant wipe.

“We have had some very supportive customers,” Wilcock said. “It’s been helpful in building the morale of our drivers to be out on their routes and to see people putting out signs and notes thanking them.”



3

## Harry Schriebman

Harry Schriebman, 97, died at home in Corte Madera, CA on Tuesday, April 21, 2020 after a long battle with Parkinson's Disease.

Harry was born September 21, 1922, in Oakland, CA, and grew up in Los Angeles, the son of Fanny (Cohen) and Jacob "Jack" Schriebman. He grew up in Los Angeles, in poor circumstances, heading off to San Francisco with his brother Stan to enlist in the army. He served as a captain in Europe during World War II, describing the mud on the boots there as so thick he was inches taller. After the war, he met and married Annette Sabel on July 6, 1946. He carried his favorite photo of her in his wallet for his entire life. Harry worked for AT&T for more than 30 years in many capacities, moving around within the company when things got too boring or routine. Although he did not go to college, Harry was an avid reader of history, religion, and politics, seldom fiction. His quest for knowledge did not stop upon his retirement in 1979. Harry and Annette were frequent Elderhostel students, traveling and studying abroad and to historic US sites.

He was a regular Corte Madera Town Council attendee, following local politics with great enthusiasm, as did his brother, Stan. There was a friendly Schriebman rivalry on who could get the most letters printed in the IJ. Harry was concerned about the safety and security of his family and community and learned HAM radio in order to establish a more robust communications grid in Corte Madera. He organized a gathering in his living room to develop what became bi-annual neighborhood emergency safety drills that continue to this day. He also served on the board of the Mariner's Cove Neighborhood Association, composing the newsletter for several years. In 2000, Harry and Annette were named Corte Madera's Senior Citizens of the Year and served as Grand Marshalls in the town's Fourth of July parade.

excellent, and he kept family and friends startled and laughing when his zingers would appear, even when you thought he wasn't paying attention. During Passover Seders with the family, Harry and Annette were known to dress up as Moses and Miriam to "tell the story" in full costume from a script they developed together. While it was done to entertain the children, it created laughter and great memories for the adults in the room as well.

He is survived by his beloved wife of 74 years, Annette Schriebman; their son, Jeff Schriebman and wife Judy; and daughter, Joyce Schriebman and partner Yehezkel Landau; as well as five grandchildren and four great-grandchildren; along with his sisters Hattie Brogden and Miriam Maldonado. Sisters Sylvia Gardner, Lillian Kent, and brother Stanley Schriebman predeceased him.

Parkinson's may have hampered his body but did not cripple his spirit or his mind, which was active until his final day. He will be deeply missed.

A Memorial Service will be held at a later date, yet to be determined. The family requests donations in lieu of flowers be sent to the San Francisco-Marin Food Bank, 900 Pennsylvania Avenue, San Francisco, CA 94107.





2

What stands out for many of us who knew Harry was his quick wit and sense of humor. His timing was

*Marin sacrifice should be shared by public, private workforce*

**DICK SPOTSWOOD**

3

Maintaining morale in a period requiring communitywide sacrifice is a key role of government.

That's difficult in our era of division and tribalism. It should be slightly easier in Marin, a land blessed with a welleducated, generally community- spirited citizenry.

So far, those sacrifices are being quietly endured by most Marinites during this emergency. We witness collective sacrifices watching our public safety personnel along with front line medical professionals. Every day they go to work and put their health on the line. Ditto for grocery store clerks, utility workers, mail carriers and truck drivers who often are underpaid and always underappreciated.

The message we need to receive and believe is that we are all in this together. So far, we are not hearing this from the County of Marin.

A double standard is unacceptable when financial impacts from the pandemic- related business shutdown are devastating to some while others are unharmed. Unemployment, closed or struggling small businesses and decimated 401(k) retirement plans are now routine in the private sector.

Simultaneously, most government employees remain on the payroll even if their normal tasks are temporarily redundant. That's not wrong. In the envied European economic model, during calamities, public and private sector workers continue to receive salaries and benefits.

In the private sector, inequality is exemplified by corporate CEOs refusing to share the pain with their laid-off workers. In the public sector it's demonstrated by public employees still getting raises, so-called cost-of-living bumps, or bonuses. Both destroy the sense of common sacrifice

supervising homeless shelters. Oddly, police officers, deputy sheriffs and firefighters are not eligible to receive the supposed hazard pay.

The cash involved isn't huge. It's still galling to those laid-off from privatesector jobs, as people like retail clerks or restaurant managers see their publicsector equivalents such as records clerks or legal secretaries continue earning full pay and benefits plus a bonus for performing tasks that any able-bodied citizen might volunteer to do without being paid extra.

County government can demonstrate solidarity by sharing the financial pain. Do it by having our Board of Supervisors and senior county employees earning more than \$100,000 annually take a 5% pay cut for the duration and forego raises or cost-of-living increases. The only exception should be rank-and-file public safety workers and front-line medical staff.

In the East Bay, Concord's city council slashed its own pay by 10% while cutting top city executives' salaries by 5%. New York's Gov. Andrew Cuomo suspended a 2% pay raise. Hawaii's Gov. David Ige suggests an across-the-board 20% public employee pay cut in a state dependent on the now-vanished tourism industry. In New Zealand, a leader in fairness and equality, top government officials including much-admired Prime Minister Jacinda Ardern, cut their income for six months by 20%.

Our elected county supervisors are all professed progressives who've long espoused equality, pay equity and mutual sacrifice. By taking this step they'll once-and-for-all demonstrate to Marinites that we are truly all in this together.

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



2

necessary if we are going to stay the course during the pandemic.



**Dick Spotswood**

Sometimes a small action with poor optics can push emotions over the top.

Marin administrators — not municipalities or school districts — just granted their employees a range of pandemic-related benefits. Most of them, like enhanced family and sick leave, were either mandated by Congress for businesses over 500 employees or are trivial such as \$25 monthly stipends for using personal cell phones while working from home.

It was troubling that Marin officially declared that all non-sworn county employees are “disaster service workers,” making them eligible for an incentive bonus of \$50 per shift when performing designated tasks outside their job classification. Stated examples are working at food banks, driving people to COVID-19 tests and



**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Tuesday, April 28, 2020 10:14 AM  
**To:** Undisclosed Recipients  
**Subject:** ADV: Voters Overwhelmingly Favor Investment in Water Infrastructure According to New Poll - Value of Water 4/28/20

## **Voters Overwhelmingly Favor Investment in Water Infrastructure According to New Poll**

*Fifth Annual Value of Water Index finds 84 percent want the federal government to invest in water infrastructure; infrastructure should be one of the top priorities for federal government action according to voters.*

**WASHINGTON, DC (April 28, 2020)** - A new poll by the Value of Water Campaign released today shows that 84 percent of American voters want state and federal leaders to invest in water infrastructure. The near-unanimous support amid the COVID-19 pandemic reveals that voters value water and want elected officials to prioritize investing in infrastructure - specifically, drinking water and wastewater infrastructure.

For the fifth year in a row, the Value of Water Campaign poll surveyed over 1,000 American voters for the annual Value of Water Index. The poll asked voters how the nation should solve infrastructural issues and which priorities it should meet. Support for water infrastructure investment cuts across demographic, political, and geographic divisions.

Key poll findings include:

- **Eighty-four percent of Americans support (with 47 percent strongly supporting) increasing federal investment to rebuild the nation's water infrastructure.**
- **Eighty percent say rebuilding America's infrastructure is extremely or very important.** Americans support rebuilding the nation's infrastructure more than most other issues today, including reforming the healthcare system, expanding early childhood education, and ending the opioid crisis. It ranked similarly to strengthening the economy.
- **Seventy-three percent of Americans support investing in water infrastructure to increase resilience to climate change, even when told it could cost \$1.27 trillion.**
- **Seventy percent of Americans want the president and congress to develop a plan to rebuild water infrastructure.**
- **More than three in four democrats (94 percent), republicans (77 percent), and independents (76 percent) broadly support increasing federal investment.** Support also cuts across gender, age group and income.

Dave Metz, partner and president of Fairbank, Maslin, Maullin, Metz, and Associates (FM3), who helped to conduct the poll, said: "The COVID-19 crisis only sharpened public opinion about the need to keep people safe and healthy. Investments in water infrastructure that benefit public health are seen as critically important in this environment. The public also tends to see them as 'shovel-ready' investments that can create jobs and strengthen the economy."

Lori Weigel, principal of New Bridge Strategy, who was the other partner on the poll, said: "In the face of COVID-19, the public is thinking hard about needs versus wants. Needs, such as food, shelter, and water, are perceived as fundamental and worth investing in right now. That perception is shared by people across ideological and geographic lines."

Radhika Fox, CEO of the US Water Alliance and Director of the Value of Water Campaign, said: "Water utilities provide an essential service, protect public health, and help communities to thrive. These systems have operated continually for decades and need repairs. There is a huge gap between the investment our water systems need and what we actually spend each year, meanwhile the federal government's contribution to water infrastructure has plummeted for the last several decades. Investing in water is the smart thing to do for public health and for the economy. Voters are sending a clear message to state and federal leaders that investing in water must be a top priority."

A bipartisan research team FM3 (D) and New Bridge Strategy (R) conducted the poll, seeking voters' opinions on the nation's water infrastructure. The team fielded the poll from March 7-18, during a time when the COVID-19 pandemic begun to unfold in the United States and command public attention. See the full poll results [here](#).

###

More at: [www.thevalueofwater.org](http://www.thevalueofwater.org).

*The Value of Water Campaign educates and inspires the nation about how water is essential, invaluable, and in need of investment. Spearheaded by top leaders in the water industry, the Value of Water Campaign is building public and political will for investment in America's water infrastructure.*

**Media Contact: Abigail Gardner** | [agardner@thevalueofwater.org](mailto:agardner@thevalueofwater.org) | c. 412 977 3051

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## News Update



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FEMA

# Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures



Navigation

Search

Languages

**Release date:** March 19, 2020

**Release Number:** FACT SHEET

News Releases  
(/news-releases)

Fact Sheets (/fact-  
sheets)

News Desk  
Contacts (/media-  
contacts)

Consistent with the President’s national emergency declaration for the coronavirus (COVID-19) pandemic on March 13, 2020, FEMA urges officials to, without delay, take appropriate actions that are necessary to protect public health and safety pursuant to public health guidance and conditions and capabilities in their jurisdictions. FEMA provides the following guidance on the types of emergency protective measures that may be eligible under FEMA’s Public Assistance Program in accordance with the COVID-19 Emergency Declaration in order to ensure that resource constraints do not inhibit efforts to respond to this unprecedented disaster.

## FEMA Public Assistance Program

In accordance with section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”), eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of FEMA’s Public Assistance program. FEMA will not duplicate



assistance provided by the U.S. Department of Health and Human Services (HHS), (<http://www.hhs.gov/>) to include the Centers for Disease Control and Prevention (CDC) (<http://www.cdc.gov/>), or other federal agencies.

State, territorial, tribal, and local government entities and certain private non-profit organizations are eligible to apply for Public Assistance (<https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>). FEMA assistance will be provided at a 75 percent federal cost share. This assistance will require execution of a FEMA-State/Tribal/Territory Agreement, as appropriate, and execution of an applicable emergency plan. Local governments and other eligible PA applicants will apply through their respective state, tribal or territorial jurisdictions.

### **Eligible Assistance**

Under the COVID-19 Emergency Declaration described above, FEMA may provide assistance for emergency protective measures including, but not limited to, the following, if not funded by the HHS/CDC or other federal agency. While some activities listed may be eligible for funding through HHS/CDC, final reimbursement determinations will be coordinated by HHS and FEMA. FEMA will not duplicate any assistance provided by HHS/CDC):

- **Management, control and reduction of immediate threats to public health and safety:**
  - Emergency Operation Center costs
  - Training specific to the declared event
  - Disinfection of eligible public facilities

- Technical assistance to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety
- **Emergency medical care:**
  - Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
  - Related medical facility services and supplies
  - Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
  - Use of specialized medical equipment
  - Medical waste disposal
  - Emergency medical transport
- **Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)**
  - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
  - Non-congregate medical sheltering is subject to prior approval by FEMA and is limited to that which is reasonable and necessary to address

the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency.

- Household pet sheltering and containment actions related to household pets in accordance with CDC guideline.
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits movement of supplies and persons.
- Security and law enforcement
- Communications of general health and safety information to the public.
- Search and rescue to locate and recover members of the population requiring assistance.
- Reimbursement for state, tribe, territory and/or local government force account overtime costs.

## More Information

Further information about eligible emergency protective measures can be found in the [Public Assistance Program and Policy Guide](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf), ([https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG\\_3.1\\_508\\_FINAL\\_5-4-2018.pdf](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf)) FP 104-009-2 (April 2018).

For more information, visit the following federal government websites:



# Biobot Analytics Pulls \$4.2M for Sewage Testing Technology

BY: [News Staff](#) | April 29, 2020

The wastewater-testing startup [Biobot Analytics](#) has raised another \$4.2 million in seed funding while promoting a pro bono program for cities to gather data on COVID-19, according to the company's April 17 filing with the U.S. Securities and Exchange Commission.

Launched in 2017 from a research project at the Massachusetts Institute of Technology, the company has pulled in \$6.7 million in seed fundraising through five rounds to date. The latest round was led by MIT's The Engine, along with AmFam Institute Impact Fund, Y Combinator and DCVC. According to a [news release](#), the money will go toward growing the company's operations, funding market expansion and product development.

Initially used for gathering data about opioid use, Biobot analyzes urine and stool samples collected from wastewater to generate population-level insights about human health. The company started a [pro bono wastewater-testing program](#) in March to help cities assess the local prevalence of the coronavirus. To city departments or wastewater treatment facilities that fill out an application, Biobot has been shipping sampling kits and instructions at cost, about \$120, then asking that they take a couple samples a week and mail them back for analysis.

According to the news release, the company's opioid-related work with Cary, N.C., gave local officials accurate information that led to effective interventions, reducing overdoses by 40 percent and lowering their burden on the health-care system. Seven cities in Massachusetts are now conducting initial studies with Biobot's opioid testing kit.

"The team has shown the potential of using our wastewater systems for mitigating the opioid crisis, and now is the time to extend the approach to addressing other important health challenges, from COVID-19 and other viruses to environmental contaminants," said Ann DeWitt, a general partner of The Engine, in a statement.

Biobot has yet to disclose the extent of its findings related to COVID-19, although the news release said the company will publish COVID-19 data from 100 locations nationwide later this month. Based on an initial review of samples from March 18-25 at a large urban facility in Massachusetts, an [academic research paper](#) on April 7, which has not been peer-reviewed, found the prevalence of COVID-19 was "significantly higher than expected based on clinically confirmed cases."

This article was printed from: <https://www.govtech.com/biz/Biobot-Analytics-Pulls-42M-for-Sewage-Testing-Technology.html>