



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

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

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

BOARD MEETING AGENDA

July 26, 2018 4:30 PM

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

Estimated Time

- 4:30 PM **1. PUBLIC COMMENT**
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 4:35 PM **2. 2017/18 FINANCIAL AUDIT PLANNING DISCUSSION**
John Cropper, CPA of Cropper Accountancy, will discuss with the Board the upcoming annual financial audit.
- 4:55 PM **3. REVIEW BOARD POLICY B-50 TRAINING/CONFERENCE/SEMINARS TRAVEL**
- 5:25 PM **4. 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 July 12, 2018.
 - B. Approve the Warrant List for July 26, 2018.
 - C. Approve Board Compensation for June 2018.
 - D. Approve Award of Contract for Sewer Main Rehabilitation 2018.
 - E. Approve Award of Contract for Towable 4" & 8" Emergency Pumps to Pac Machine Company.
 - F. Approve Pre-Purchase of Replacement Parts for Grit Classifiers and Resolution 2018-2135.
 - G. Approve Craig Murray attending the Biowest 2018 Conference Sept 9 -12, 2018 in Chelan, Washington and the International Water Conference November 4-8, 2018 in Scottsdale, Arizona.
- Possible expenditure of funds: Yes, Items B through G.
Staff recommendation: Adopt Consent Calendar – Items A through G.

5:35 PM

5. ACTION CALENDAR:

- A. Set Special Meeting Dates for Strategic Plan Update.
- B. Draft Recruitment Brochure.
- C. Approve Call for Bids – Secondary Treatment Plant Upgrade and Recycled Water Expansion.

5:55 PM

6. INFORMATION ITEMS:

A. STAFF/CONSULTANT REPORTS:

- 1. Interim General Manager Report – Verbal
- 2. Administration Department Quarterly Report – Written
- 3. Engineering Department Quarterly Report – Written
- 4. Operations Department Quarterly Report – Written

B. BOARD REPORTS:

- 1. Human Resources Subcommittee – Verbal
- 2. LAFCO - Verbal
- 3. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
- 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal
- 5. NBWA – Verbal
- 6. NBWRA/North Bay Water – Verbal
- 7. Engineering Subcommittee – Verbal
- 8. Other Reports – Verbal

6:20 PM

7. BOARD REQUESTS:

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

6:25 PM

8. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE

6:30 PM

9. ADJOURNMENT

AGENDA APPROVED:	Megan Clark, Board President	Pat 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 July 23, 2018, at 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held July 26, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: July 23, 2018

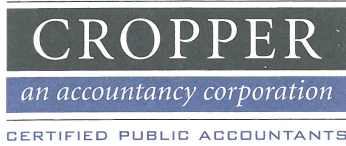


Teresa L. Lerch
District Secretary

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

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

July 26, 2018



office location
2700 Ygnacio Valley Road, Ste 270
Walnut Creek, CA 94598

(925) 932-3860 tel

mailing address
2977 Ygnacio Valley Rd, PMB 460
Walnut Creek, CA 94598

(925) 476-9930 efax

www.cropperaccountancy.com

July 13, 2018

The Board of Directors of
Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, CA 94903

We are engaged to audit the financial statements of the business-type activities of Las Gallinas Valley Sanitary District (LGVSD) for the year ended June 30, 2018. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a *two-way dialogue can provide valuable information for the audit process.*

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 4, 2018, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

- 1) Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
- 2) As part of our audit, we will consider the internal control of LGVSD. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
- 3) We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters
- 4) In addition to our audit opinion, we are also responsible for communications to the Board at the conclusion of the audit. A management letter to be written, but be issued if audit findings and/or observations require this letter.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to RSI (Management's Discussion and Analysis, Schedules of the District's Contributions and Proportionate Share of the Net Pension Liability as well as Other Post-Employment Benefits Schedule for Funding Progress-CERBT), which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on Budget to Actual, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is

to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

As part of our planning, we will determine:

1. Planning materiality factors and executing the audit materiality factors in addition to the specific thresholds and amounts.
2. Significant audit risks for material misstatement, whether due to fraud or error.
3. Create an audit plan to address the significant risks using internal controls (where appropriate) to test the operating effectiveness of controls.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately July 25, 2018 and issue our report on approximately September 30, 2018. John Cropper is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of LGVSD board of directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Cropper Accountancy Corporation

CROPPER ACCOUNTANCY CORPORATION
Walnut Creek, California



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 3

Agenda Summary Report

Date July 26, 2018

To: Chris DeGabriele, Interim General Manager
From: Teri Lerch, District Administrative Assistant
Mtg. Date: July 26, 2018
Re: Reimbursement of Conference expenses - Board Policy B-50
 Training/Conference/Seminars/Travel

BACKGROUND:

The Board adopted comprehensive policies in July 2009. Periodically these policies are updated. Board Policy B-50-10 established the guidelines for attendance at Training, Conferences and Seminars.

During the July 12, 2018 Board meeting, the Board requested that Board Policy B-50 be brought before the Board at the next Board meeting for further discussion. Board members were asked to send District Counsel specific language suggestions for changes to the policy.

During the previous fiscal years, the amount spent for Board Member attendance at conferences has been:

	Board Member Conference Expenditures				
	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
Clark	\$5,707.00	\$4,000.99	\$3,482.02	\$4,086.00	\$2,438.00
Elias	\$4,091.00	\$3,798.80	\$4,205.57	\$3,068.00	\$2,669.00
Greenfield	\$3,981.00	\$4,835.29	\$4,274.58	\$2,319.00	\$5,687.00
Murray	\$11,216.00	\$3,105.34	\$8,242.61	\$6,714.00	\$4,984.00
Schriebman	\$2,778.00	\$2,274.40	\$1,079.50	\$2,197.00	\$1,533.00
Total Spent	\$27,773.00	\$18,014.82	\$21,284.28	\$18,384.00	\$17,311.00

This topic was discussed at the August 4, 2016 Board meeting. (See enclosed Agenda Summary Report). The Board reviewed the Agenda Summary report and after lengthy discussion, agreed that no changes be made to the policy.

STAFF RECOMMENDATION:

A matter for Board determination.

FISCAL IMPACT:

None.

PERSON TO BE NOTIFIED:

District staff.



Consent _____
 Staff/Consultant Reports _____
 Agenda Item _____
 Date _____

Agenda Summary Report

To: Mark R. Williams, General Manager
From: Susan McGuire, Administrative Services Manager and Teresa Lerch, District Administrative Assistant
Mtg. Date: August 4, 2016
Re: Reimbursement of Conference expenses - Board Policy B-50 Training/Conference/Seminars/Travel

BACKGROUND:

The Board adopted comprehensive policies in July 2009. Periodically these policies are updated. Board Policy B-50-10 established the guidelines for attendance at Training, Conferences and Seminars.

At the April 28, 2016 Board meeting, the Board approved, via consensus that one day conferences without overnight travel will not be considered a conference and will be reimbursed as a special meeting.

During the July 14, 2016 Board meeting, the Board requested that Board Policy B-50 be brought before the Board at the next Board meeting for further discussion. Board members were asked to send staff specific language suggestions for changes to the policy. (See attached).

Board to consider the following:

- Increased costs due to mode of transportation i.e. driving to conferences vs. flying and renting a car
- Renting a vehicle to travel to a conference rather than using a personal vehicle, what costs should be included?
- Establishing an annual dollar amount to be spent on conferences by each Board member per year
- The total number of conferences per year.

During the previous three fiscal years, the amount spent on conferences has been:

Board Member Conference Expenditures

	6/30/2016	6/30/2015	6/30/2014
Clark	\$ 3,482.02	\$ 4,086.00	\$ 2,438.00
Elias	\$ 4,205.57	\$ 3,068.00	\$ 2,669.00
Greenfield ⁽¹⁾	\$ 4,274.58	\$ 2,319.00	\$ 5,687.00
Murray	\$ 8,242.61	\$ 6,714.00	\$ 4,984.00
Schriebman	\$ <u>1,079.50</u>	\$ <u>2,197.00</u>	\$ <u>1,533.00</u>
Total spent ⁽²⁾	\$ <u>21,284.28</u>	\$ <u>18,384.00</u>	\$ <u>17,311.00</u>
Total budget	\$ 17,500.00	\$ 20,000.00	\$ 20,000.00



(1) Does not include June 2016, WESTCAS Santa Fe, New Mexico expenses per draft expense report of \$2,467.81.

(2) Does not include NBWA annual conference since District receives some free tickets through a sponsorship and it was a one day local event.

STAFF RECOMMENDATION:

A matter for Board determination.

FISCAL IMPACT:

None.

PERSON TO BE NOTIFIED:

District staff.

B-50 TRAINING/CONFERENCES/SEMINARS/TRAVEL/MEALS**Purpose**

This policy establishes the rules for attendance at training, conferences, seminars and other travel.

Since trips and travel expenses for training, conferences and seminars are being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible to attain maximum benefit. Board members will limit expenses being borne by the District to be within the allowed limits.

B-50-10 Attendance Encouraged, but Limit on Number of Conferences. Board Members are encouraged to attend educational training, conferences and seminars, and serve as representatives of the District at professional meetings that clearly benefit the District and are directly related to improving the operation of the District. In general, Board Members are limited to four (4) conferences or seminars per calendar year for which the District will pay expenses per the approved usual and reasonable travel related reimbursement chart below. For multi-day conferences, compensation shall be at a maximum of one meeting per day. If travel to a conference requires travel of four hours or more, portal to portal, the Board member may charge for that day.

One day conferences without overnight travel will not be considered in the annual attendance limit and will be reimbursed as a special meeting. Board Members are required to submit a Meeting Attendance Request or a Conference Registration Form in advance of the requested travel. In order to receive approval for reimbursement, the requests should be submitted at least five business days prior to the Board Meetings.

B-50-20 Usual and Reasonable Costs. The Board will comply with Government Code §53232.2. The District will pay all usual and reasonable costs associated with attendance at approved training, conferences, seminars, and other travel, including, but not limited to, registration, lodging, mileage, meals, ground transportation and travel. Actual and necessary expenses incurred in the performance of official duties shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Usual meal related expenses shall be limited in total amount per day to the current District per diem amounts, which are pursuant to the prevailing U.S. General Services Administration's (GSA) current breakdown of meal reimbursement expenses per Internal Revenue Service (IRS) guidance. Attachment 1 contains a breakdown of the Daily Total for partial days and the maximum Daily Total for California locations.

Hotel receipts are not adequate for documentation for food expenses. The expenses shall be presented to the Board for approval through the normal administrative process.

Transportation (ie – by passenger vehicle, scheduled shuttle or taxi) reimbursement for travel to San Francisco Airport or Oakland Airport will not exceed a maximum of \$46.00 one way.

Cash tips unsubstantiated by receipts (i.e. - bellman, hotel maid) shall be reimbursed as incidental expenses subject to the prevailing US General Services Administration's current breakdown of incidental expenses.

Transportation expenses to an offsite event that is scheduled as part of a conference or meeting shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Tips for transportation such as cabs and shuttles that are included in the receipt from the driver shall be reimbursable and not included in the incidental expense portion of the daily expense limit specified by the US General Services Administration.

B-50-30 Expenses for Non-Conference Related Meetings. A Board member may attend a meeting that is not part of a conference where District business is discussed. Reasonable expenses for transportation and meals shall be reimbursed, subject to the substantiation requirements and meal and incidental expense allowances described above, after receiving approval from the Board.

B-50-40 Report to Board. A Board member who attends a conference/seminar/meeting etc. for which the District has paid expenses shall make an oral or written report to the Board, detailing what was learned that benefits the District.

Resolution No. 2017 – 2106	Date Approved: October 12, 2017
President of the Board	Supersedes: 2016-2065

7/26/2018

**REVIEW BOARD POLICY B-50
ADDITIONAL DOCUMENT FROM DISTRICT COUNSEL
Agenda Item 3**

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

MINUTES OF JULY 12, 2018

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON JULY 12 2018, AT 4:04 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,
5 SAN RAFAEL, CALIFORNIA.
6

7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray (arrived at
8 4:09 PM) and J. Schriebman
9

10 **BOARD MEMBERS ABSENT:** None.

11
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Mike
13 Cortez, District Engineer; Teresa Lerch, District Secretary.
14 Susan McGuire, District Treasurer
15

16 **OTHERS PRESENT:** David Byers, District Counsel
17

18 **ANNOUNCEMENT:** President Clark announced that the agenda had been
19 posted as evidenced by the certification on file in
20 accordance with the law
21

22 **PUBLIC COMMENT:** None.
23

24 **CONSENT CALENDAR:**

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

- 27 A. Approve the Board Minutes for June 26, 2018.
28 B. Approve the Warrant List for July 12, 2018.
29 C. Approve Judy Schriebman attending the 33rd Annual WateReuse Symposium September 9-12, 2018
30 in Austin Texas.
31 D. Approve Craig Murray attending the Biowest 2018 Conference Sept 9 -12, 2018 in Chelan, Washington
32 and the International Water Conference November 4-8, 2018 in Scottsdale, Arizona.
33 E. Approve Request for Proposals for CM & Inspection Services – Sewer Main Rehabilitation 2018.
34 F. Approve Updated List of Prequalified General Contractors and Electrical Subcontractors – Secondary
35 Treatment Plant Upgrade and Recycled Water Expansion.
36 G. Approve Pre-Purchase of Replacement Parts for Grit Classifiers and Resolution 2018-2135.
37 H. Approve Order of the Board that publication of Ordinance 173 and Ordinance 174 has occurred.
38

39 Item G was pulled by staff.

40
41 Item D was discussed. It was pulled by the Board and will be on the next Board Agenda.
42

43 **ACTION:**

44 Board approved (M/S Schriebman/Greenfield 5-0-0-0) the Consent Calendar Items A, B, C, E, F and H.

- 45 AYES: Clark, Elias, Greenfield, Murray and Schriebman
46 NOES: None.
47 ABSENT: None.
48 ABSTAIN: None.
49
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57 **ACTION CALENDAR:**
58 A. Approve 2018 Board Meeting Schedule Modification. Discussion ensued.

59
60 **ACTION:**
61 Board approved (M/S Schriebman/Greenfield 5-0-0-0) 2018 Board Meeting Schedule Modification.
62 AYES: Clark, Elias, Greenfield, Murray and Schriebman.
63 NOES: None.
64 ABSENT: None.
65 ABSTAIN: None.

66
67 **INFORMATION ITEMS:**
68 **STAFF / CONSULTANT REPORTS:**
69 1. Interim General Manager Report – Verbal – DeGabriele reported.
70 2. Monthly Treasurer’s Report – Written – McGuire reported.
71 3. Design Update – Secondary Treatment Plant Upgrade and Recycled Water
72 Expansion – Written – Cortez and DeGabriele reported.

73
74 Cortez left at 4:50 p.m.

75
76 **BOARD REPORTS:**
77 1. Human Resources Subcommittee – Verbal – No report.
78 2. LAFCO – Verbal – Murray reported.
79 3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – No report.
80 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal – No report.
81 5. NBWA – Verbal – No report.
82 6. NBWRA/North Bay Water – Verbal – Elias and DeGabriele reported.
83 7. Engineering Subcommittee – Verbal – Elias reported.
84 8. Other Reports – Verbal – Clark, Elias and Schriebman reported on the CSDA Special
85 Leadership Academy Conference. Greenfield reported on Flood Zone 7.

86
87 **BOARD REQUESTS:**
88 A. Board Meeting Attendance Requests – none.
89 B. Board Agenda Item Requests – the Board would like to review Board policies at future meetings and
90 would like to review Board Policy B-50 – Reimbursement of Conference Expenses at the next Board
91 meeting.

92
93 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**
94 No discussion.

95
96 **CPS HR CONSULTING PRESENTATION**
97 Consultant Josh Jones from CPS HR Consulting presented to the Board. Discussion ensued.
98
99 Byers left at 6:24 PM.

100
101 **ADJOURNMENT:**

102
103 **ACTION:**
104 Board approved (M/S Elias/Schriebman 5-0-0-0) the adjournment of the meeting at 6:30 p.m.
105 AYES: Clark, Elias, Greenfield, Murray and Schriebman.
106 NOES: None.
107 ABSENT: None.
108 ABSTAIN: None.

109
110 The next Board Meeting is scheduled for July 26, 2018 at the District Office.
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ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Megan Clark, Board President

SEAL

Las Gallinas Valley Sanitary District
Warrant List
07-26-18 DRAFT

Agenda Item 4B
Date July 26, 2018

	Date	Num	Vendor	Amount	Description for items > \$1000
1	7/19/2018	EFT1	ADP, LLC	91,115.54	Payroll for payday 7/20/18
2	7/19/2018	EFT1	ADP, LLC	283.63	Processing fees for payday 7/6/18
3	7/18/2018	15663	VOID	0.00	Vendor paid by credit card
4	7/26/2018	ACH	A and P Moving Inc	84.70	
5	7/26/2018	TBD	Allmax Software Support, Inc.	1,170.00	Antero CMMS Annual Support
6	7/26/2018	ACH	AnchorCM	1,105.00	Descanso PS generator installation Amend#1
7	7/26/2018	TBD	AT&T Teleconference Services	4.99	
8	7/26/2018	EFT	Calif. Public Employees Retirement System	13,710.29	Pension contribution employee and employer for 7/20/18 payday
9	7/26/2018	EFT	CalPERS Health	24,020.43	Health Benefits Aug 2018
10	7/26/2018	EFT	CalPERS Supplemental Income 457 Plan	4,023.37	Employee salary deferrals for 7/20/18 payday
11	7/26/2018	ACH	Caltest Analytical Laboratory	1,719.50	Samples 5/22-6/19/18
12	7/26/2018	ACH	Contractor Compliance and Monitoring, Inc	704.25	
13	7/26/2018	ACH	Core Utilities, Inc.	2,790.00	IT services June 2018
13	7/26/2018	ACH	Custom Tractor Service	3,480.00	Secondary Treatment & RW Expansion sludge ponds clearing
14	7/26/2018	EFT	Direct Dental Administrators, LLC	1,518.20	July 2018 dental claims
15	7/26/2018	TBD	DNG Enterprises, Inc.	106.57	
16	7/26/2018	TBD	Dublin San Ramon Services District	510.00	
17	7/26/2018	ACH	Elias, Rabi	200.00	
18	7/26/2018	TBD	Fisher Scientific Company LLC	9,090.44	Glassware washer for Lab
19	7/26/2018	ACH	FutureSense, LLC	2,000.00	Employee Climate Survey
20	7/26/2018	ACH	Greenfield, Russell	200.00	
21	7/26/2018	ACH	Koff & Associates, Inc.	260.00	
22	7/26/2018	TBD	Liebert Cassidy Whitmore	3,052.80	Legal Services rendered through 06/30/18; CalPERS Appeal re Uniforms
23	7/26/2018	TBD	Marin Ace	67.04	
24	7/26/2018	TBD	Marin County Tax Collector	10,355.76	LAFCO Charges Fiscal year 2018/19
25	7/26/2018	ACH	Mission Linen Supply	541.67	
26	7/26/2018	ACH	Murray, Craig	100.00	
27	7/26/2018	TBD	Operating Engineers Local No. 3	407.12	
28	7/26/2018	ACH	Retiree Augusto	183.34	
29	7/26/2018	ACH	Retiree Burgess	592.00	
30	7/26/2018	ACH	Retiree Cummins	183.34	

Las Gallinas Valley Sanitary District
Warrant List
07-26-18 DRAFT

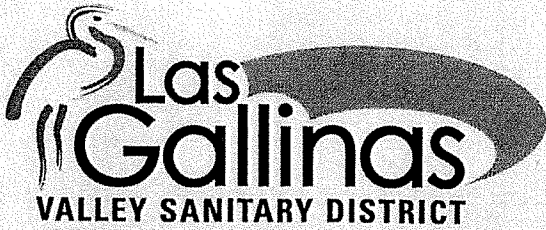
	Date	Num	Vendor	Amount	Description for items > \$1000
31	7/26/2018	ACH	Retiree Cutri	528.52	
32	7/26/2018	ACH	Retiree Emanuel	249.30	
33	7/26/2018	ACH	Retiree Gately	212.97	
34	7/26/2018	ACH	Retiree Guion	212.97	
35	7/26/2018	ACH	Retiree Johnson	624.35	
36	7/26/2018	ACH	Retiree Kermoian	183.34	
37	7/26/2018	ACH	Retiree Mandler	183.34	
38	7/26/2018	ACH	Retiree Memmott	338.25	
39	7/26/2018	ACH	Retiree Petrie	197.76	
40	7/26/2018	ACH	Retiree Pettey	592.00	
41	7/26/2018	ACH	Retiree Pickrel	183.34	
42	7/26/2018	ACH	Retiree Provost	249.30	
43	7/26/2018	ACH	Retiree Reetz	499.68	
44	7/26/2018	ACH	Retiree Reilly	183.34	
45	7/26/2018	ACH	Retiree Vine	183.34	
46	7/26/2018	ACH	Retiree Wettstein	592.00	
47	7/26/2018	ACH	Retiree Williams	592.00	
48	7/26/2018	ACH	Schriebman, Judy	200.00	
49	7/26/2018	TBD	Unicorn Group	1,319.95	Secondary Treatment & RW Expansion July 2 Preview Set
50	7/26/2018	ACH	WesTech Engineering, Inc.	12,644.24	Secondary Treatment & RW Plant upgrade equipment purchase - Item #7A (DAFT system)
			TOTAL	\$ 193,549.97	

Agenda Item 4C
Date July 26, 2018
June 2018

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Rabi Elias	2
Russell Greenfield	2
Craig Murray	6
Judy Schriebman	3
Total	<u>19</u>

Meeting Date: 7/26/2018
Paydate 7/6/2018



300 Smith Ranch Road, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: MEGAN CLARK Month: JUNE 2018

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
14 th	REG	X	
28 th	REG	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8 th	NBWA - REG	X	
11 th	HR - COMP + CLASS	X	
13 th	HR - Future Sense	X	
18 th	HR - GM SEARCH	X	
TOTAL		4	

TOTAL MEETINGS CHARGED: 6

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Megan Clark
 Signature
Amanda [unclear] 7/3/18
 Approved By Date

6/15/18
 Date
7/6/2018
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Month: June 2018 Name: Rabi Elias
 Director's Name: _____ Month: _____

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/14/18	Regular	✓	
6/28/18	Regular	✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
TOTAL			

TOTAL MEETINGS CHARGED:	2
--------------------------------	---

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

R. Elias
 Signature
Susan Kemp 7/3/18
 Approved By/ Date

6/28/18
 Date
7/6/2018
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: Greenfield, Russ Month: June 2018

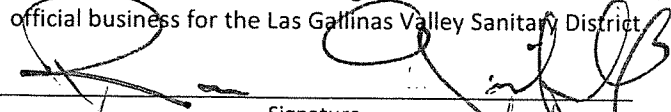
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/14/18		✓	
6/28/18		✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
TOTAL		0	

TOTAL MEETINGS CHARGED: 2

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District


 Signature
Susan Morgan
 Approved By Date

6/28/18
 Date
7/6/2018
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: MURRAY, Craig K. Month: June 2018

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/11,13/18	Human Resources Subcommittee Meeting	XX	
6/18/18	Human Resources Subcommittee Meeting		X
6/14/18	Regular Board Meeting	X	
6/28/18	Regular Board Meeting	X	
TOTAL		4/5	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/6/18	City of San Rafael, Bicycle and Pedestrian Advisory Committee (BPAC), Bicycle Ped.Master Plan 2018-2023 Discussion, Update on San Rafael General Plan 2040		X
6/12/18	County Supervisor Meeting – Disaster Council, Special District Rep., Proposed Code Change Meeting	X	
6/12/18	San Rafael Clean Coalition Mtg. Vol. Program Ann Bauer, Economic Development, Boyd Gate House, Review Vol.Efforts		X
6/13/18	International Right of Way Association – Chapter Annual Review, Officer Elections		X
6/14/18	Social Science of Organics Recycling: Designing Programs That Change Behavior, compostingcollaborative.org, BioCycle		X
6/14/18	Regular Board Meeting - LAFCO		X
6/10,17,25/18	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 6/4: 2 hours; 6/17:1.5 hours; 6/25: 0.5 hours		XXX
6/19/18	County Supervisor Meeting – Disaster Council, Special District Rep., Merit Hearing. (A Special District Member Approved).	X	
6/19/18	American Public Works Association. Webinar. Talking Top Tech: Asset Management		X
6/21/18	CASA Air Quality, Climate Change & Energy Workgroup Meeting	X	



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE

Director's Name: JUDY SCHRIBMAN Month: JUNE 2018

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/14	Reg mtg	✓	
6/28	Reg mtg	✓	
TOTAL		2 = 2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/6	GWC mtg	✓	
TOTAL		1 = 1	

TOTAL MEETINGS CHARGED: 3

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

[Signature]
 Signature
Susan Mignone 7/3/18
 Approved By/ Date

6-28-18
 Date
7/6/18
 Pay Date

7/26/2018

**Award of Contract for Sewer Main Rehabilitation 2018
Agenda Item 4D**

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



Consent _____ 4E _____
Staff/Consultant Reports _____
Agenda Item _____

Date July 26, 2018

Agenda Summary Report

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: July 26, 2018
Re: Award of Contract for Towable 4" & 8" Emergency Pumps to Pac Machine Company

BACKGROUND:

On July 18, 2018, the District opened bids for the Towable 4" & 8" Emergency Pumps project, and Pac Machine Company of Benicia is the sole bidder at \$192,777.65.

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

Staff has evaluated the bids and found that Pac Machine Company is a responsive and responsible bidder.

STAFF RECOMMENDATION:

Approve Interim General Manager Authority to Approve the Award of Contract for Towable 4" & 8" Emergency Pumps in the amount of \$192,777.65.

FISCAL IMPACT:

\$192,777.65

PERSON(S) TO BE NOTIFIED:

David Kesich, Pac Machine Company



Consent ____4F____
Staff/Consultant Reports _____
Agenda Item _____

Agenda Summary Report

Date July 26, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: July 26, 2018
Re: Approve Pre-Purchase of Replacement Parts for Grit Classifiers and Resolution 2018-2135

BACKGROUND:

The original motors and gear drives that came with the two (2) existing grit classifier units the District purchased from WSG & Solutions, Inc. in 2011 are experiencing intermittent problems and beyond the manufacturer’s warranty. The defective components are part of a pre-engineered design and include a unique electronic speed control unit regulated by a proprietary motor control panel. Per vendor’s recommendation, the components should be replaced in kind to avoid re-engineering the system with non-original equipment manufacturer (non-OEM) parts that could require mechanical and electrical modifications, or create compatibility issues. The solution would be implemented in the upcoming Plant Improvements 2018 Project, which is currently advertised for public bids and scheduled to start construction in September 2018.

In response to staff’s request, WSG & Solutions, Inc. has submitted a proposal in the amount of \$43,709 including labor and taxes for the original motors and gear drives. Final cost will be adjusted based on actual cost of the installed units. The procurement is within the budget allocation for Job # 12600 – Plant Improvements 2018 project shown in the Las Gallinas Valley Sanitary District 2018-2019 Budget adopted on June 14, 2018.

STAFF RECOMMENDATION:

Board adopt Resolution 2018-2135 for the procurement of replacement parts for the grit classifiers.

FISCAL IMPACT:

\$43,709

PERSON(S) TO BE NOTIFIED:

WSG & Solutions, Inc.

RESOLUTION NO. 2018-2135

**A RESOLUTION FINDING THAT CERTAIN PARTICULAR MATERIAL,
PRODUCT, THING OR SERVICE NEED BE DESIGNATED BY A
SPECIFIC BRAND OR TRADE NAME IN PROCESS EQUIPMENT REPAIR AND/OR
REPLACEMENT**

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

WHEREAS, the District is undertaking equipment replacement or repair, the scope of which is to repair, upgrade and/or improve equipment which are part of the District's wastewater treatment facilities; and

WHEREAS, said repair, upgrade and improvement of the existing equipment is necessary for the continued efficient operation of the District's wastewater treatment facilities; and

WHEREAS, in the future the District anticipates the necessity for like improvement projects for the general capital repair and maintenance of the District's sewer collection system, pump stations, and treatment facilities, which will entail the use of equipment, products and materials not unlike those to be used in previous projects and the current Project; and

WHEREAS, the District Engineer has presented an opinion, based upon the equipment and materials and systems in use in existing facilities, that it is necessary to identify certain specific materials or products by a specific brand or trade name in current and for future projects for the general capital repair and maintenance of the District's sewer collection system, pump stations, and treatment facilities, due to the overriding need to match other equipment, products and materials in use in the District's wastewater treatment facilities, now and in the future; and

WHEREAS, it is in the best interests of the efficient operation of the District's existing facilities and cost effectiveness of current and future projects to use those specified materials or products, as indicated in the "Summary of Specified Equipment," attached hereto as Exhibit "A," as they best match other equipment and/or products already in use in the District's existing facilities; and

NOW, THEREFORE, THE BOARD MAKES THE FOLLOWING FINDINGS:

1. That pursuant to Public Contract Code § 3400 and based upon the opinion of the District Engineer the specification and designation of particular materials, products or things by specific brand or trade name, as indicated in Exhibit "A" attached hereto, in the drafted current and for future projects for the general capital repair and maintenance of the District's sewer collection system, pump stations, and treatment facilities, without the provision or allowance for "equal" materials, products or things to

be submitted by any bidders for the Project or future projects, is necessary in order to match other products in use in the existing facilities; and

2. Furthermore, that the specification and designation of particular materials, products or things by specific brand or trade name will provide the Project and future projects with higher quality and more cost effective materials, products or things than if other brands or trade names were utilized even though they may be "equal" to those materials, products or things specified in the bid specifications.

AND THEREFORE, THE BOARD HEREBY ORDERS:

1. That those materials, products or things identified and specified in the "Summary of Specified Equipment," attached hereto as Exhibit "A" shall be incorporated into the bid specifications for the Project and for future projects for the general capital repair and maintenance of the District's sewer collection system, pump stations, and treatment facilities, without the allowance for provision of "equal" material, products or things by any submitted bids.

* * * * *

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 regular meeting thereof held on July 26, 2018, by the following vote of the members thereof:

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

Megan Clark, President of Board of Directors

Attest:

(seal)

Teresa L. Lerch, District Secretary

EXHIBIT A

SUMMARY OF SPECIFIED EQUIPMENT

Prepared by:

Michael Cortez

Date:

July 26, 2018

	Description*	Manufacturer	Cost	Sole Source Justification
1.	<p>Two (2) Replacement Drive and External Lower Bearing Parts</p> <ul style="list-style-type: none"> • Drive Assembly Shaft mounted helical drive complete with 1.0 HP Explosion proof motor same as the existing one except inverter duty. The speed variation will be accomplished by means of a stand-alone Variable Frequency Drive (VFD) which must be installed in a non-explosion proof area by customer. • External Lower Bearing Assemblies Complete Lower Bearing internal components including the shaft same as the original one, ready to be used with the zero-speed switch. Does not include the speed switch, bracket and guard. • 316 SSSL Mounting Hardware for the new drives. 	WSG & Solutions	Included in the total cost below.	Replacement parts for existing grit classifiers.
Total Cost for All Equipment and Services:			\$43,709	

AGENDA ITEM
DATE

4G
July 26, 2018



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/28/18 Name: CRAIG K. MURRAY

I would like to attend the BIOFEST 2018 CONFERENCE Meeting
of NORTHWEST BIOSOLIDS

To be held on the 9 day of SEPT. from 8/5 a.m. / p.m. and
returning on 12 day of SEPT. from 8/5 a.m. / p.m.

Actual meeting date(s): 9/9-11/18

Purpose of Meeting: ACADEMIC & APPLIED RESEARCH IN BIOSOLIDS
NETWORK WITH OTHERS IN BIOSOLIDS.

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): FLIGHT, HOTEL, GROUND TRANSPORT.
\$1,500

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

For Office Use Only

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

AGENDA ITEM _____
DATE _____



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/28/18 Name: CRAIG K. MURRAY

I would like to attend the INTERNATIONAL WATER CONFERENCE Meeting
of IWE

To be held on the 4 day of NOV from 8/5 a.m. / p.m. and
returning on 8 day of NOV from 8/5 a.m. / p.m.

Actual meeting date(s): 11/4-8/18

Purpose of Meeting: CURRENT APPLICATIONS & TECHNOLOGY
OF INDUSTRIAL WATER TREATMENT INDUSTRY

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): FLIGHT, HOTEL, GROUND-TRANSP...
~ 11,500

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

For Office Use Only

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



Consent _____
Staff/Consultant Reports _____
Agenda Item 5A _____

Agenda Summary Report

Date July 26, 2018

To: Board of Directors
From: Chris DeGabriele, PE, Interim General Manager
Mtg. Date: July 26, 2018
Re: Set Special Meetings for Strategic Plan Update

BACKGROUND:

At the June 28th Board of Directors meeting, the Board authorized using RGS to facilitate the 2018 Strategic Plan Update. This year, pursuant to a FutureSense Employee Climate Report recommendation, the Board will engage with staff in the annual strategic planning. The RGS consultant, Chris Sliz, proposes the following tasks and timeline:

1. July 25, 2018 1 - 3 pm Strategic Plan Process overview with the management team.
2. August 3, 2018 7 - 9 am Strategic Plan kickoff session with all staff.
3. August 24, 2018 8:30 - 11:30 am Strategic Plan kickoff session with the Board at a special meeting.
4. September 7, 2018 7 - 9 am Strategic Plan meeting with staff to review items from initial Board session.
5. September 14, 2018 8 am – 12 pm Strategic Plan session with the Board at a special meeting.
6. September 19, 2018 7-11 am Strategic Plan meeting with staff
7. September 21, 2018 7-11 am Strategic Plan meeting with staff
8. September 27th at a regular meeting or 28th special meeting Strategic Plan presented to the Board.

The above timeline will require special meetings to be set for August 24th (8:30-11:30am); September 14 (8am to noon); and September 28th (8am to noon). The Board has suggested holding these meetings at an offsite, neutral location and staff will investigate same and inform the Board should an alternate location be utilized.

STAFF RECOMMENDATION:

Consider setting special meetings on August 24, September 14 and September 28 to conduct the LGVSD 2018 Strategic Plan Update.

FISCAL IMPACT:

\$4,500 (consultant fee approved on June 28, 2018). Facility rental fee TBD.

PERSON TO BE NOTIFIED:

Chris Sliz, RGS Project Manager
Susan McGuire, LGVSD Administrative Services Manager

7/26/2018

**Draft Recruitment Brochure
Agenda Item 5B**

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



Agenda Summary Report

Date July 26, 2018

To: Chris DeGabriele, PE, Interim General Manager *CD*
From: Michael P. Cortez, PE, District Engineer *MC*
Mtg. Date: July 26, 2018
Re: Call for Bids - Secondary Treatment Plant Upgrade and Recycled Water Expansion

BACKGROUND:

Plans and specifications prepared by Aqua Engineering for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project, also known as Novato South Service Area/LGVSD-MMWD Recycled Water Project (Project) are complete and ready for bid advertisement. The bidding documents supersede the Contract Documents of a similar project that the District Board rejected for award on February 26, 2018. The Engineer's estimate of construction cost is \$49 million.

The scope of work for each project component is as follows (See attached map for the location of each work item.):

Secondary Treatment Plant Upgrade:

- Modification of the existing headworks, including grit chamber modifications and other miscellaneous items.
- Construction of a new electrical building.
- Modifications to primary clarifier effluent piping.
- Demolition of primary and secondary biofilters.
- Construction of new primary pump station, anoxic basins, and aeration basins, including splitter structures, RAS collection structure, and installation of all associated equipment, pumps, pipes, valves, gates, and other related items.
- Modification of the existing secondary clarifier for interim phasing operation.
- Construction of two new secondary clarifiers and all associated mechanisms, piping, valves, and other related items.
- Construction of new dechlorination dosing facility including foundations/pads, building, and associated tanks, pumps, valves, piping, and other related items.
- Modifications to existing chlorine contact chamber piping, water storage piping, and outfall structure.
- Construction of new mechanical thickener system. Construction includes installation of thickener units, pumps, piping, valves, gates, and other items associated with thickening.
- Alternate bid item: Construction of new UV building including all foundations, concrete channels/structures, interior rooms/finishes, and all installation of all associated equipment, pumps, pipes, valves, gates, and other related items.

Recycled Water Expansion:

- Removal of deep bed filter sand media and associated equipment, and modifications to existing structure to accommodate additional recycled water treatment facility (RWTF) feed pumps and storm water drain pumps.
- Installation of new pond water return pumps (in existing pump station structure).



- Installation of additional RWTF feed pumps in existing concrete channel.
- Installation of RWTF membrane skids in existing process building.
- Installation of new feed pumps in existing wet well to transfer membrane effluent to chlorine chamber.
- Installation of new recycled water distribution pumps.
- Other site modifications such as equipment pads, gasoline/fuel tank pads.

Tentative project schedule:

- | | |
|---------------------------|------------------------------------|
| 1. Call for bids: | July 26, 2018 |
| 2. Bid walk: | (To be determined) |
| 3. Bid opening | September 26, 2018 |
| 4. Notice of Award: | November 15, 2018 |
| 5. Notice to Proceed: | December 15, 2018 |
| 6. Start of Construction: | January 2019 |
| 7. End of Construction: | +36 months after Notice to Proceed |

The following firms have been prequalified to bid the project:

General Contractors:

1. Auburn Constructors, Inc. (Sacramento, CA)
2. Balfour Beatty Infrastructure, Inc. (Fairfield, CA)
3. Flatiron West, Inc. (Benicia, CA)
4. Gateway Pacific Contractors, Inc. (Sacramento, CA)
5. Kiewit Infrastructure West Co. (Fairfield, CA)
6. Myers & Sons Construction, LLC (Sacramento, CA)
7. C. Overaa & Co. (Richmond, CA)
8. Schimmick Construction Company, Inc (Oakland, CA)
9. Western Water Constructors, Inc. (Santa Rosa, CA)

Electrical Subcontractors:

1. Auburn Constructors, Inc. (Sacramento, CA)
2. Blocka Construction, Inc. (Fremont, CA)
3. Mike Brown Electric Co. (Cotati, CA)
4. Schimmick Construction Company, Inc (Oakland, CA)
5. Western Water Constructors, Inc. (Santa Rosa, CA)

STAFF RECOMMENDATION:

Board approve Call for Bids for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project (aka Novato South Service Area/LGVSD-MMWD Recycled Water Project).

FISCAL IMPACT:

The Engineer's estimate of construction cost is \$49 million.

PERSON(S) TO BE NOTIFIED:

Scheduled for advertisement in the Marin IJ, and distribution to select builder's exchanges in the Bay Area.

7/26/2018

Interim General Manager Report

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

Administration Department Report

April – June 2018

Below is a summary of the activities performed by the Administration Department during the quarter.

Human Resources and Payroll

Training, Staff Development Employee Engagement:

- Continued meeting with the Board HR Subcommittee to discuss the requests for proposals for the Classification and Compensation study and to review proposal submissions. Begin engagement planning with chosen consultant.
- Continued meeting with Board HR Subcommittee to discuss the requests for proposals for the General Manager Search Services engagement and to review proposal submissions. Begin engagement planning with chosen consultant.
- Met with Board HR Subcommittee to complete review of FutureSense report on its review of the District's human resources structure and duties.
- Worked with FutureSense to roll out the management team 360° assessment.
- Completed communications training series with RGS.
- Confirmed training opportunities with the County of Sonoma. Followed up on the status of a Memorandum of Understanding between the District and County of Sonoma to allow District staff to attend training beginning in summer of 2018.
- Coordinated Safety Achievement luncheon for all staff.
- Scheduled training for Labor/Management Committee members.
- Attended International Public Management Association for Human Resources Western Region Conference in Sacramento.
- Participated in various short webinars related to payroll, cyber security/fraud, hiring and employee engagement matters.

Recruitment and Separation:

- Completed recruitment for Wastewater Treatment Plant Operator and began orientation/onboarding process.
- Completed retirement process with two employees.

Benefits:

- Implemented employee years of service acknowledgement awards program.
- Implemented Flexible Benefits Plan for employees and held Open Enrollment information meeting for staff.

Retirement:

- CalPERS' audit of retirement contract for September 1, 2010 through September 30, 2013 has been finalized. Appeal of outstanding issue is pending. Legal counsel argued for consolidation of cases in Northern California, however this was denied. They will be moving forward with a hearing, scheduled for September 2018 in Sacramento.

Payroll:

- Provided an overview of the District's ADP payroll system to new administration staff at North Marin Water District.
- Updated pay scales for cost of living increase and prepared required Board resolution to adopt them effective July 1, 2018.

April – June 2018

- Processed Cost of Living increases for all staff.

Administration

- Continuous website updates for posting of agendas, minutes, resolutions, ordinances and public hearing notices, blending events, and personnel changes.
- Continued major project to update and revamp the existing web site to eliminate inaccurate and outdated information as well as enhance the usability and ease of navigation for visitors.
- Worked with Engineering and Collections departments to send letters to property owners regarding the 2018 Sewer Improvement Project. Tracked returned right to enter permission forms and notarized right-to-enter forms for affected property owners. Sent two follow up mailings to property owners who did not respond.
- Worked with outside IT consultant on various computer server issues and assisted Collections department with implementation of GIS computer program on field tablets.
- Prepared annual consultant contracts for the fiscal year beginning July 1, 2018.
- Met with Marin Franchisors Group and the consultant to discuss 2018 process for 2019 rate review.
- Met with Marin County staff to renew the District's Green Business Certification.

Board Support

- Assembled seven Board meeting agenda packets containing 720 pages.
- Registered and made travel arrangements for Board members to attend various conferences and seminars.
- Processed expense reimbursement requests for Board members who attended conferences and other meetings.
- Published various notices in the newspaper regarding public hearings and ordinance changes.

Finance

- Prepared third quarter FY 2018 financial statements and budget to actual analysis.
- Refined and finalized FY 2019 budget preparation.
- Prepared preliminary sewer user charge calculations for FY 2019. Contacted property owners, as part of budget due diligence process, with significantly higher charges to confirm usage and alert them to higher bills.
- Attended California Financing Coordinating Committee funding fair in Santa Rosa to explore financing options for the projected cash flow shortfall on Secondary Treatment Upgrade and Recycled Water Expansion project.
- Attended Government Finance Officers Association annual conference.
- Modified Board purchasing policies to reflect necessary changes due to the District's adoption of the California Uniform Construction Cost Accounting Act.
- Private Sewer Lateral Assistance Program activity:
 - Processed three applications which were submitted during the quarter.
 - One outstanding assessment was repaid early due to property refinancing or sales.
 - One assessment was finalized for a total of \$6,000.
 - For the fiscal year 2017/18, \$52,406 was expended. The budget for 2017-18 was \$197,915, so 26.5% was committed. Unused funds will be rolled over to 2018-19.

Administration Department Report

April - June 2018

- Financial transactions processed in Q4 FY 2018:

Number of Transactions	Accounts Payable Payments Issued	Purchase Orders Processed
1,042	513	54

- Cash activity for the quarter consisted of receipt of the second installment of sewer user charges and property tax revenue, investment of excess cash in LAIF, and transfers of funds between the liquid savings and operating accounts to pay ongoing expenses.
- Connection fees were transferred to the operating account to pay capacity related project costs.
- Deposits to the Capital Project Reserve Fund were receipts from MMWD for the buy in to the existing recycled water facility.
- The Deposit to the LAIF – Bond Fund shown below is for the quarterly interest earnings.

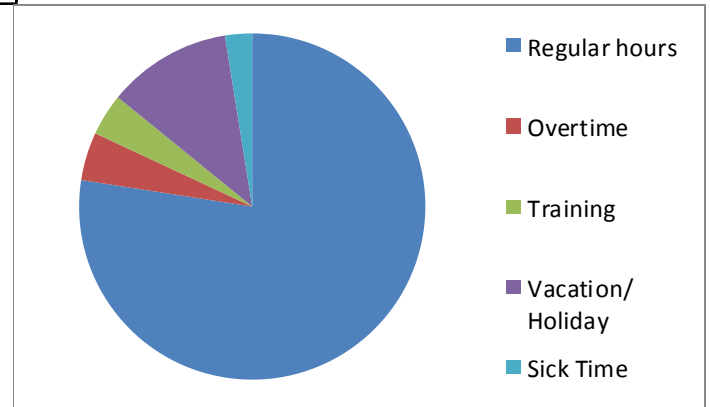
	March 31, 2018	June 30, 2018	Change from Previous Quarter
Cash and Investments			
Bank of Marin-Operating	\$ 169,958	\$ 117,324	\$ (52,634)
Bank of Marin Sweep	131,140	498,190	367,050
Bank of Marin-Zero Balance	7,385	203,586	196,201
Bank of Marin Liquid Savings	889,672	1,474,389	584,717
Bank of Marin-Private Sewer Lateral Rehab	179,924	169,372	(10,552)
Bank of Marin - Surcharge-Marín Lagoon	109,549	118,030	8,481
Bank of Marin-Surcharge Captains Cove	30,911	25,886	(5,025)
Bank of Marin-Connection Fee	25,291	38,414	13,123
Petty cash	1,107	1,005	(102)
Debt Service Reserve-Recycled Water	586,886	586,886	-
Debt Service Reserve-SRF Loan	294,054	294,054	-
Capital Project Reserve Fund	2,194,203	2,246,196	51,993
Local Agency Investment Fund	17,710,008	20,781,281	3,071,273
US Bank - Bond Fund	6	113	107
Local Agency Investment Fund - Bond Funds	<u>39,941,862</u>	<u>40,090,470</u>	<u>148,608</u>
Cash and Investments	<u>\$ 62,271,956</u>	<u>\$ 66,645,196</u>	<u>\$ 4,373,240</u>

April - June 2018

Staff Hours Utilization

Administration staff hours for the period April to June 2018:

Type of Hours	Hours Available	Percentage of Hours Available
Regular hours	1,265.00	77.4%
Overtime	73.50	4.5%
Training	64.00	3.9%
Vacation/ Sick Time	189.75	11.6%
Sick Time	41.25	2.5%
Total	1,633.50	100.0%



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Engineering Department Report

Apr - June 2018

(Note: New activities since last report are italicized and underlined.)

A. TREATMENT PLANT/RECLAMATION/RECYCLED WATER

1. **Secondary Treatment Plant Upgrade and Recycled Water Expansion**

Funding Activities:

	Status	Amount
U.S. Bureau of Reclamation (USBR) WaterSMART Title XVI Grant	<ul style="list-style-type: none"> ▪ <i>Provided requested information and updated project status to NBWRA.</i> ▪ 2-year extension in Grant eligibility authorized. 	\$847,150 construction grant thru NBWRA.
State Revolving Fund (SRF) Loan	<ul style="list-style-type: none"> ▪ Not actively seeking funding due to uncertainty in availability of funds. 	N/A
Pacific Gas and Electric Company's Savings by Design Program	<ul style="list-style-type: none"> ▪ Submitted Savings by Design (SBD) application on 7/6/2015. 	Potential savings of up to \$500k toward construction; Extra \$50K toward design
Bond Funding	<ul style="list-style-type: none"> ▪ Bond sale occurred on 4/11/2017. 	\$41,670,000

Dates

Call for Bids:	7/26/2018
Bid Walk:	(to be determined)
Bid Opening:	9/26/2018
Notice of Award:	11/15/2018
Notice to Proceed:	12/15/2018
Construction Duration:	+36 months after NTP

Design and Bidding Activities:

- *Staff and consultants are finalizing the rebid package.*
 - *Weekly design update meetings were held to monitor project progress.*
 - *5/31/2018 – Comments Resolution Meeting was held to discuss comments received on the June 2018 review set. More than 300 comments were received from the Project team consisting of District staff, Brown & Caldwell, MWH Constructors, and ArcSine Engineering.*
 - *7/2/2018 – Received July 2018 review set from Aqua Engineering.*
 - *7/10/2018 – Met with PG&E on site to discuss power pole relocation. Design estimate is expected within 3 weeks.*
 - *7/12/2018 – Project team discussed Summary of Work, Bid Schedule, Construction Schedule, Construction Estimate, and addressed unresolved comments.*
- Staff is in discussion with County of Marin for lease of two county properties related to the plant upgrade project, *including salvaging of five (5) palm trees*. County will provide a draft of the lease for review.

- McInnis Marsh Restoration Coordination:
 - Staff discussed with the County on potential bay trail path through the plant. County will evaluate the following options:
 - 1) Path along Miller Creek
 - 2) Path along proposed roadway
- Pre-Qualification:
 - Updated List of Prequalified General Contractors and Electrical Subcontractors: 7/12/2018
 - Myers & Sons Construction, LLC was added to the list as General Contractor.
- Equipment Purchase of the Secondary Treatment Upgrade project:
 - H2O Innovation Bio-Wheel Meeting on 5/23/2018:
 - Staff emphasized the importance of success, questioned fabrication process and installation of the equipment, discussed maintenance effort, and performance guarantee.
 - Staff negotiated a final invoice amount with WesTech for contract cancellation due to budget constraints and changes in the project scope.
- Geotechnical:
 - Staff worked with Miller Pacific Engineering Group for geotechnical and/or environmental evaluation of the biofilter media, sludge pond materials, and creek dredge spoils.
 - Biofilter media – The material could be reused for aggregate subbase or structure fill if it is crushed and processed to meet the respective gradation requirements. Not considered as hazardous in accordance with federal and state regulations.
 - Dredged spoils – Not suitable as aggregate subbase or structural fill.
 - Sludge pond materials – Generally not considered as hazardous in accordance with federal and state regulations.
- Staff is working with arborists for quotes to remove trees in the sludge pond area to provide access to PG&E prior to start of construction.

Description	Amount (\$)	Percentage (%)
Original Contract w/ Aqua Engineering	\$2,061,610	65%
Amendments - Design Changes to Original Scope	\$668,000	21%
Amendment 5 - Associated with Rejecting, Redesigning, and Rebidding Efforts	\$463,500	15%

Description	Amount (\$)	Percentage (%)
Original Contract w/ ArcSine Engineering – Associated with Design Support, Secondary Programming, and SCADA Support.	\$170,634	68%

Amendment 1 - <i>Associated with design & review support during redesign and rebidding.</i>	\$24,481	10%
Amendment 2 - <i>Associated with additional design and review support, and evaluation of the process control and communications.</i>	\$53,998	22%
<i>Total:</i>	\$249,113	78%

Description	Amount (\$)	Percentage (%)
Original Contract with Brown & Caldwell - <i>Associated with Peer Review Services of Engineering Design.</i>	\$73,415	40%
Amendment 1 - <i>Associated with Original Bid Evaluation Services and Assistance with Pre-Award Phase</i>	\$26,461	14%
Amendment 2 - <i>Associated with Rejecting, Redesigning, and Rebidding Efforts.</i>	\$84,643	46%
<i>Total:</i>	\$184,519	100%

Description	Amount (\$)	Percentage (%)
Original Contract w/ MWH Constructors – <i>Associated with Bid Evaluation Services.</i>	\$63,520	17%
Amendment 1 – <i>Associated with support during redesign & rebidding.</i>	\$307,525	83%
<i>Total:</i>	\$371,045	100%

Construction Management and Inspection Services:

- MWH Constructors (MWHC) has been selected as the construction manager to provide input on bidding documents and assist staff in reviewing the apparent low bidder’s schedule of values and preliminary schedule prior to award of a construction contract.

Projects to be Combined with Secondary Treatment Upgrades:

- **Recycled Water Facility Expansion**
- **Reclamation Parking Lot and Miscellaneous Site Improvements**
 - Access road design from entrance of WildCare to tie in point of the Project - General Manager approached Silveira on 5/8/2018 regarding property acquisition.
 - Parking lot has been removed from the project due to budget constraints.
 - AQUA has taken over the design for sections of the road.

2. Biogas Energy Recovery System

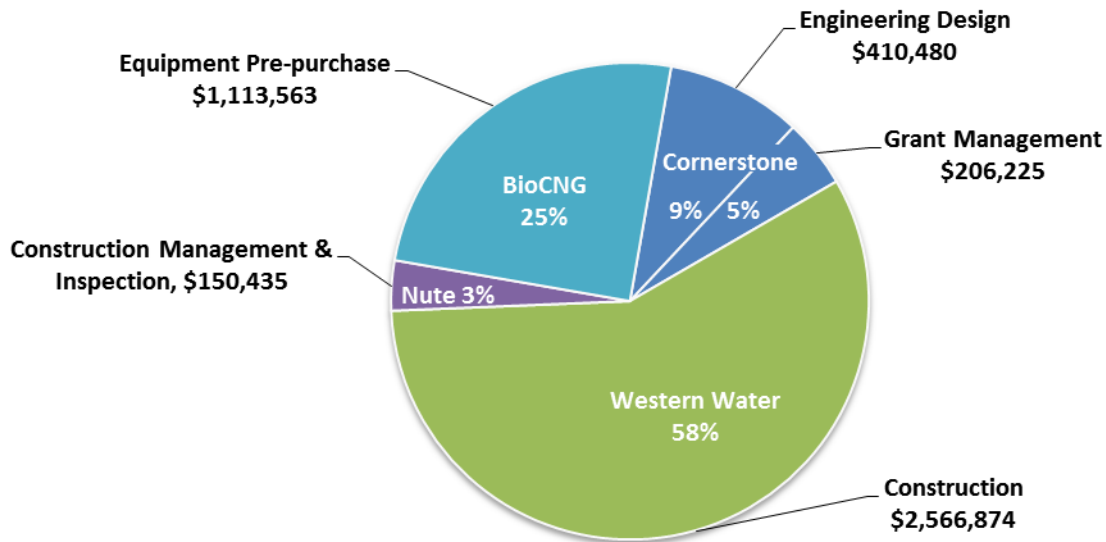


Figure 1.1: Total project cost to date: \$4,447,577

- **Recent activities with Cornerstone (design consultant):**
 - *Cornerstone met with staff on 6/7/2018 to review technical memo for findings of the treatment plant process audit related to the hydronic system. No single metric appears to be the cause for digester gas quality or quantity. List of recommendations were provided for the District to consider for further evaluation, including modifications to the existing hydronic system, gas monitoring and evaluation tasks.*

Description	Amount (\$)	Percentage (%)
Original Contract	\$244,950	40%
Change Order - Staff Request	\$282,699	46%
Change Order - Design Changes	\$89,057	14%
<i>Total:</i>	\$616,705	100%

- **Status of current funding sources:**

Grant	Status	Amount
CEC Alternative and Renewable Fuel and Vehicle Technology Program	<ul style="list-style-type: none"> ▪ <i>Technical Advisory Committee Meeting scheduled for 7/31/2018.</i> ▪ Submitted Notice of Completion of Construction for the Smith Ranch Fueling Station on 4/11/2018. 	\$250,000
CEC Advancing Clean Energy from Biogas, Biomethane, and Natural Gas	<ul style="list-style-type: none"> ▪ Submitted written Notice of Completion of Construction on 1/11/2018. 	\$999,070
California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) Sales and Use Tax Exemption	<ul style="list-style-type: none"> ▪ Applied to BioCNG equipment procurement on Change Order 9. 	Tax exclusion value of \$72,960

Note: Grant reporting requirements are being completed by Cornerstone.

Description	Amount (\$)	Percentage (%)
Grants + Tax Exclusion	\$1,322,030	30%
District Funds	\$3,125,547	70%
<i>Total:</i>	\$4,447,577	100%

- **Construction activities (Western Water):**
 - Startup has been completed for the plant time-fill fueling station and boiler.
 - Training to be scheduled for staff after the CNG truck returns to site from maintenance.

Description	Amount (\$)	Percentage (%)
Original Contract - Western Water	\$2,079,000	81%
Change Order - Design Changes	\$286,595	11%
Change Order - Staff Request	\$201,279	8%
<i>Total:</i>	\$2,566,874	100%

- **Recent activities with BioCNG (pre-purchase of equipment):** BioCNG is processing a maintenance contract for the Digester Gas Conditioning Equipment package.
- **Improvements to Canopy Structure at Smith Ranch Fueling Station** – on hold
- **Canopy Structure for BERS Equipment** – on hold
- **Fencing at Smith Ranch Pump Station** – on hold

3. Lower Miller Creek Maintenance

- Rock cross vane installed for Miller Creek has caused erosion to the adjacent levees.
- Staff is working with Environmental Science Associates and DAC Associates to re-build rock structure as designed, plus enhancements and geotechnical levee repair. Currently, there are three potential approaches:
 1. Use large rocks to fill levee cavity
 2. Use compacted earth to fill cavity, and add rock and/or biotechnical surface armoring for added erosion resistance
 3. Mix of 1 and 2: Use rock fill in targeted locations, and compacted earth fill in remainder
- Hanford ARC's 120-day guarantee period expired on 4/30/2018, but will perform maintenance under a separate contract for the revegetation.
- Staff confirmed with Regional Water Quality Control Board based on interpretation of the Water Quality Certification that Year 1 Annual Revegetation Monitoring Report will not be due until 1/31/2019.
- WRA conducted geomorphology observations and noted that everything looks good except the rock vane situation.

4. Plant Improvements 2018

- Scope of work: Replacing and upgrading two grit pumps and controls to meet current process needs. Installing new progressive cavity sludge pump and controls. Replacing approximately 30 worn and aged plug valves within the sludge/ grit solids handling system.

Replacement of two Hydrocyclone Grit separators with lower capacity units to meet current process needs. The project includes ancillary piping changes to accommodate the new process equipment, and additional worker safety measures.

- The Engineer's estimate of construction cost is \$280,750.

	Dates	Status
Call for Bids:	6/28/2018	✓
Bid Walk:	7/18/2018	✓
Bid Opening:	8/1/2018	
Notice of Award:	8/9/2018	
Notice to Proceed:	8/15/2018	
Construction Duration:	+120 days after NTP, or December 2018	

5. UV Piping Repair

- Staff found that an additional section of pipe not included in the original contract is starting to show signs of corrosion. The temporary repair was thought to be PVC, but it is not feasible for this application after further investigation. As a result, staff decided to use epoxy lined ductile iron pipe instead.
- Scope of work: Replacement of an existing 18" ductile iron pipes and fittings with 316L stainless steel. Removal and offsite disposal of existing 18" PVC and ductile iron pipes and fittings.
- The target completion date is first week of September 2018.
- The current construction cost contract is \$212,493.

	Dates	Status
Call for Bids:	4/26/2018	✓
Bid Walk:	5/9/2018	✓
Bid Opening:	5/15/2018	✓
Notice of Award:	5/24/2018	✓
Notice to Proceed:	6/1/2018	✓
Construction Duration:	+90 days after NTP	

6. Towable 4" & 8" Emergency Pumps

- Staff determined the options/accessories and hose fittings to be included as part of the procurement.
- Scope of work: To procure 4" & 8" emergency pumps.
- Staff opened bids on 7/18/2018 and Pac Machine Company is the apparent low bidder at \$192,777.

	Dates	Status
Call for Bids:	6/14/2018	✓
Bid Opening:	7/18/2018	✓
Notice of Award:	7/26/2018	Scheduled
Equipment Delivery:	+60 days after NTP	

7. Miscellaneous

- Marin Lagoon Dredged Materials
 - The Marin Lagoon dredging project is planned for September through December 2019. Marin Lagoon Homeowners Association plans to stockpile dredged materials onto the District property through St. Vincent's access road.
 - Staff has met with Marin Lagoon HOA a few times and is in the process of developing an agreement that is acceptable to both parties.

B. COLLECTION SYSTEM/PUMP STATIONS

1. Highway 101 Crossings

- Miksis Services Inc. has provided cleaning and televising services for the following crossings:
 - Terra Linda Trunk Sewer
 - Marin Wood Trunk Sewer
 - Northgate Industrial Park Trunk Sewer
 - Mulligan Trunk Sewer
- Miksis has made a spot repair on Mulligan Trunk Sewer.

2. Rafael Meadows PS Generator Installation & Reliability Upgrades – On Hold

- District and City of San Rafael staff met to discuss options of the layout on 9/13/2017.
- City of San Rafael has distributed its preliminary concept to include a variable width pathway down North Merrydale Road, which runs in front of District's Rafael Meadows Pump Station. The proposed parking stalls could potentially limit District access to the pump station.

3. Sewer Main Rehabilitation 2018

- Staff has encountered difficulties in obtaining bids for this project; hence, the bid due date was extended by another week hoping to attract additional contractors.
- Scope of Work: Rehabilitation of approximately 1,483 lineal feet of existing 6 and 8-inch sewer mains and trunk sewers at the following locations: Garden Ave, Corrillo Dr, Beechnut Ct, Channing Way, and John Duckett Pump Station. Replacement of approximately 24 lower laterals.
- The Engineer's estimate of construction cost is \$750,000.

	Dates	Status
Call for Bids:	6/14/2018	✓
Bid Walk:	6/28/2018	✓
Bid Opening:	7/24/2018	Extended
Notice of Award:	7/26/2018	Scheduled
Notice to Proceed:	8/8/2018	
Construction Duration:	+120 days after NTP	

4. **John Duckett PS & Terra Linda Trunk Sewer Improvements – On Hold**

- GHD and V&A gave a presentation to the Board on 3/9/2017 on proposed improvements, updated project cost, and wet weather evaluation.
- Staff requested GHD to provide a revised proposal to better reflect the revised scope based on input from the District.
- Staff is reviewing Draft 2016 Sewer Flow Monitoring and Inflow/Infiltration Study.
- Staff will discuss a revised engineering design cost from GHD for the miscellaneous design changes requested by the District.

5. **Combined Terra Linda/Duckett/Mulligan/Smith Ranch Force Main Rehabilitation**

- Staff met with the Silveiras on 10/4/2016, 1/31/2018, and 5/8/2018 to discuss easement realignment.
- Staff has reviewed the draft easement map prepared by ILS for the proposed realignment of existing easements running across Silveira Ranch and Wildcare site.
- Lower Marinwood Trunk Sewer Improvements will become part of this project.

6. **Hawthorne Pump Station Property Line**

- Property line and existing fence does not match. Record of Survey has been submitted and waiting for final approval from the County Surveyor.
- District reaching out to adjacent property owners.

7. **Floating Solar**

- Lease agreement revisions submitted to legal counsel and Ciel et Terre – in their court.

C. **LAND DEVELOPMENT, LAFCO & MISCELLANEOUS ACTIVITIES**

1. **Land Development Projects:**

- County of Marin projects:
 - Marin Jewish Community Campus – Long term campus development including new or expanded educational, religious, and residential uses on approximately 13 acre of property.
 - Phase One includes replacement of the existing synagogue with a new two-story structure. Construction of a new pool facility. Renovations and minor expansion of the existing education building.
 - Phase Two includes construction of a second floor addition to the existing K-8 school and construction of a new two-story middle school behind existing playfields. Construction of 30 to 45 senior apartments with associated community rooms and on-site parking spaces.
 - Staff has reviewed the submittal and provided a response on 6/8/2018.
- City of San Rafael projects:

- 1650 Los Gamos Drive Medical Office Building/Parking Structure – Construction of a 37-foot tall, 3-level, 476-stall parking structure.
 - Staff responded to latest submittal on 5/4/2018.
- Lagoon Park Staff Building (160 Armory Drive) – Renovation of an existing building.
 - Staff confirmed with architect that no additional plumbing fixtures were installed.
- Applications received and processed for Addition/Alteration: 31 Jefferson Ave
- Miscellaneous Notice:
 - Notice of Availability of Draft Mitigated Negative Declaration of Environmental Impact and Notice of Public Hearing for Marinwood Park Maintenance Facility Replacement Project for July 26, 2018

2. LAFCO

- 1501 Lucas Valley Road
 - Staff will provide some additional information regarding to the sewer system to Camiccia Construction.
 - Received copy of “An Agreement Limiting Wastewater Services Pursuant to Conditions of annexation of Territory” prepared by Cassandra Hatch of Camiccia Construction and signed by the property owner.
 - LAFCO will finalize its portion of the annexation process for LGVSD review.
- 91 Glenside – No updates.
 - Staff drafted a letter regarding connection fees payable to LGVSD for legal counsel’s review.
 - LAFCO has filed for recordation a Certification of Completion for the re-annexation (reorganization) of the property into LGVSD from San Rafael Sanitation District.
 - The architect will resubmit plans for lateral reconnection to LGVSD for review and approval.



Apr-June 2018

Operations Department Quarterly Report



MMWD Recycled Water Facility Pump Station Gate Valve Repair Project

Recycled Water Facility Totals

- 0 Gallons Distributed to North Marin Water District (RWF UV Disinfection Inoperable)
- 4,356 kilowatt hours consumed, approximate cost = \$631.51

Bio Gas Production & Utilization

- 4,350,416 scf Total Digester Gas Produced
- 3,092,544 scf utilized by Microturbines
- 385,942 scf abated by Waste Gas Burner
- 29,348 scf utilized by Digester Gas Boiler

Events

- Cal-Microturbine replaced failed wiring harnesses on both microturbines. Both wiring harnesses failed prematurely.
- Gaskets on the BERS system RNG skid failed and were replaced with Teflon gaskets that will hold up better to UV light and have a higher tolerance to heat.
- Western Water Constructors trenched and repaired a compromised gas line underground between the RNG storage tank and the slow fill RNG station. The repair was required before commissioning of timed-fill vehicle fueling station and the hydronic boiler could commence.
- On one occasion, the BERS system control panel caused the microturbines to shut down and would not restart. After troubleshooting, Operations staff replaced a failed relay.
- Since project completion, both RWF UV Reactors have experienced various problems with the wiper system due to the mortar lining of the pipe deteriorating and entering the UV Reactor causing the wiper system to fail over time. To repair the wiper system, Operations staff ordered the necessary parts and contracted the assistance of an authorized repair technician to help District staff properly install the new parts.
- On May 7th, the treatment plant experienced a power outage and ran on generator power for approximately 7 hours.
- Primary Clarifier #1 sludge pump was found not pumping. Operations staff found the pump to be airbound due to a leaking compressed air line isolation valve. The clarifier was drained below the level of the isolation valve and taken out of service so the valve could be replaced.
- The Headworks Programmable Logic Controller experienced a failure which interrupted remote communication back to Operations SCADA terminals for multiple pieces of equipment. The Plant Manager determined the problem to be a failed Control Net Card and contracted with ArcSine Engineering to source a new card and install it on an emergency basis.
- Operations staff repaired the scraper arm on Primary Clarifier #1.
- Marin Municipal Water District repaired a large gate valve in their recycled water feed pump station. LGVSD staff drained a primary clarifier to provide flow equalization and kept the District's diversion box dewatered during the time that MMWD's staff was performing a confined space entry to make the repair.
- Primary Clarifier's #2 and #3 were individually taken out of service and inspected.

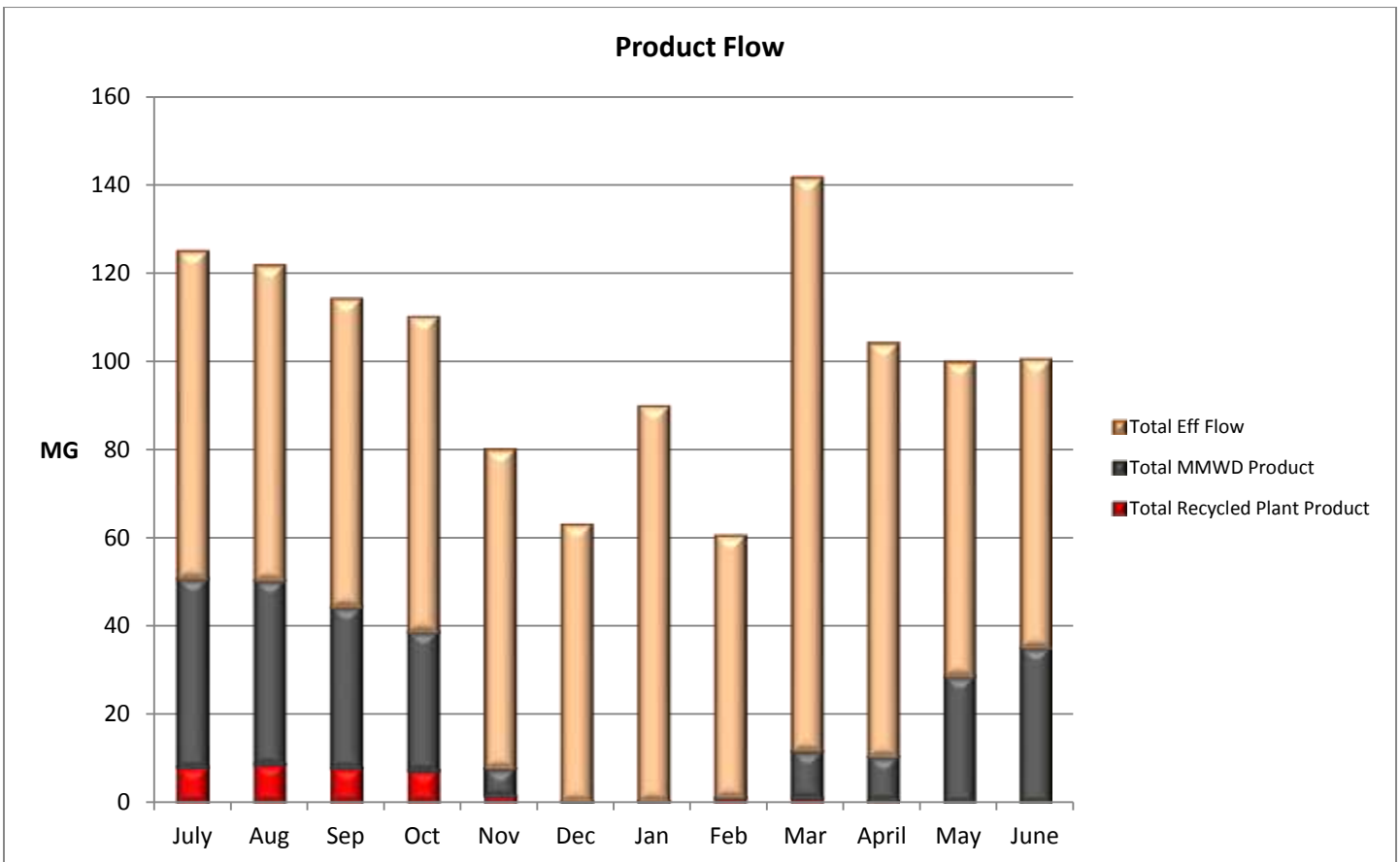
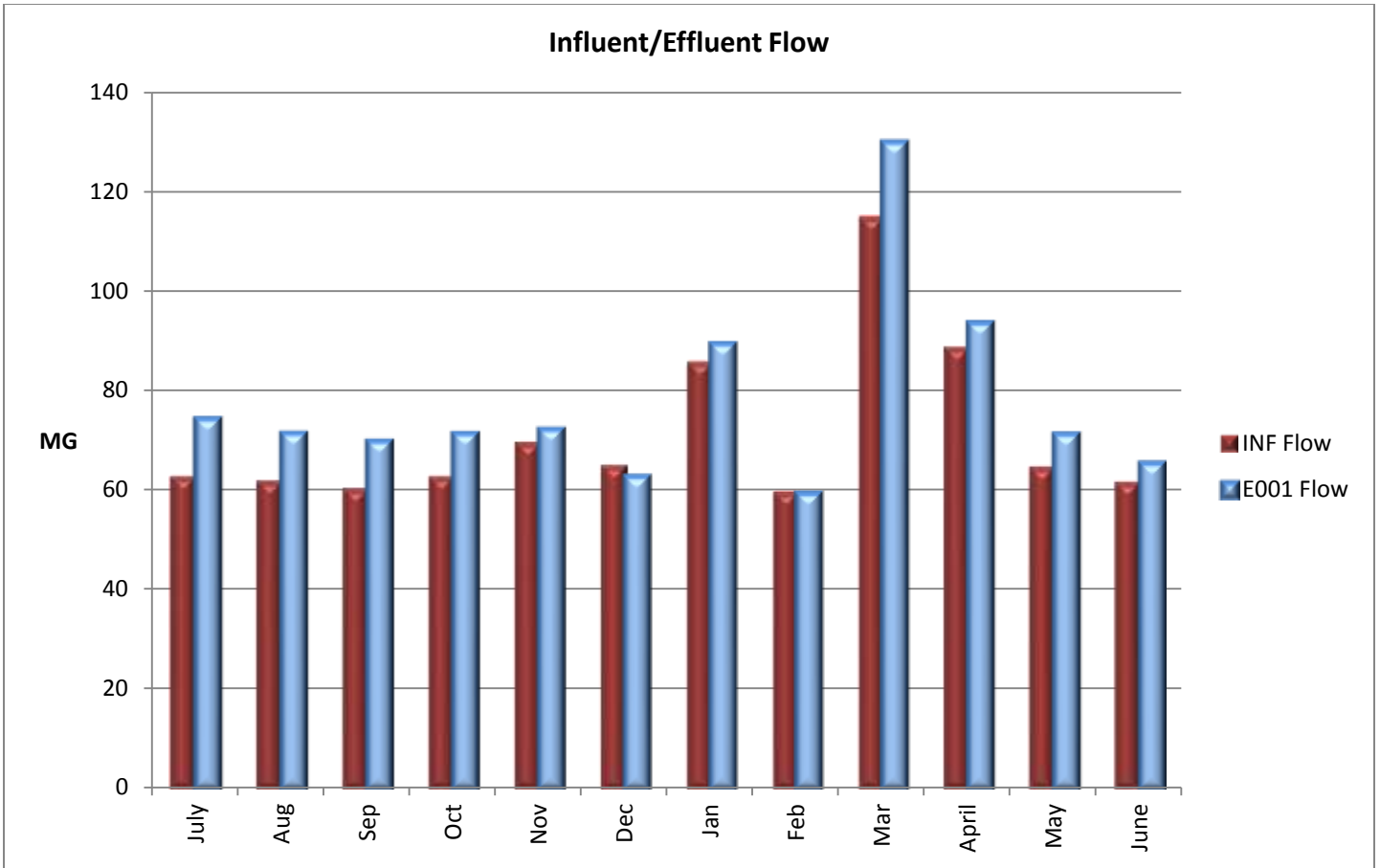
- A pneumatic valve at the inlet of the Recycled Water backwash tank was found leaking water. Staff ordered a repair kit and installed new seals and peripheral components.
- ArcSine Engineering began configuring data transfers from the SCADA historical server to the Operator 10 Wastewater database. This data link will automate data entries that had been entered manually by Laboratory staff.
- The Air Relief Valve at Civic Center pump station failed after being in service for 30 years. Operations and Line Crew staff coordinated a shutdown of various pump stations in the late evening to install a new valve and pressure gauge diaphragm.

Operations Department Employee Hours Report

Type of Hours	Hours Available	Percentage of Hours Available
Regular Hours	3,946.25	79.28%
Conference & Training	152.50	3.06%
Stand-By	234.00	4.70%
Overtime	103.00	2.07%
Vacation & Holiday	458.72	9.22%
Sick	82.53	1.66%
Total	4,977.00	100%

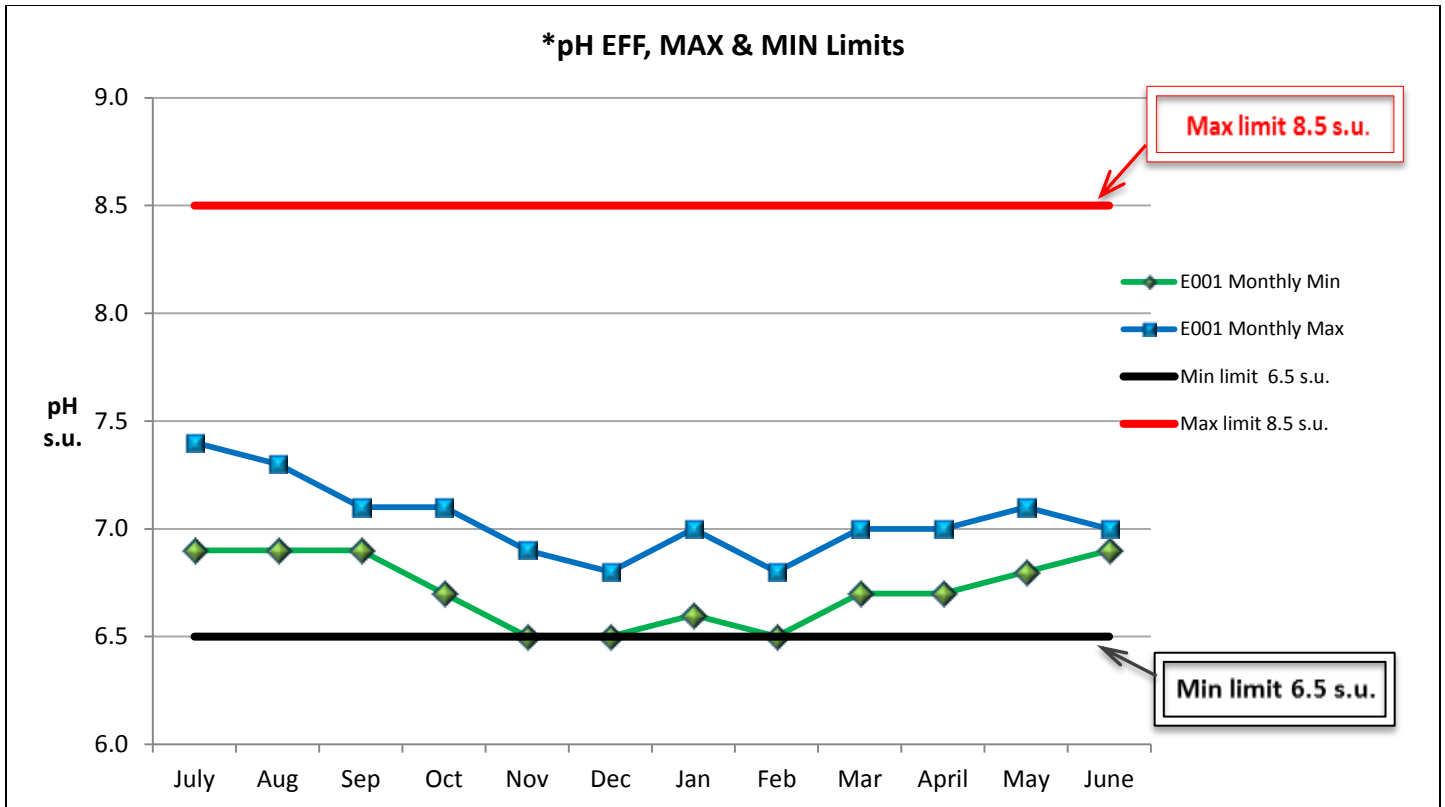
Lab Summary

- The Treatment Plant continued discharging effluent to Miller Creek from April 1st through April 27th, 2018. The Treatment plant stopped discharging effluent to Miller Creek on April 27, 2018, at 10:05 am, commencing the reclamation season. All monitoring requirements for NPDES permit were met and constituents were below permit limitations.

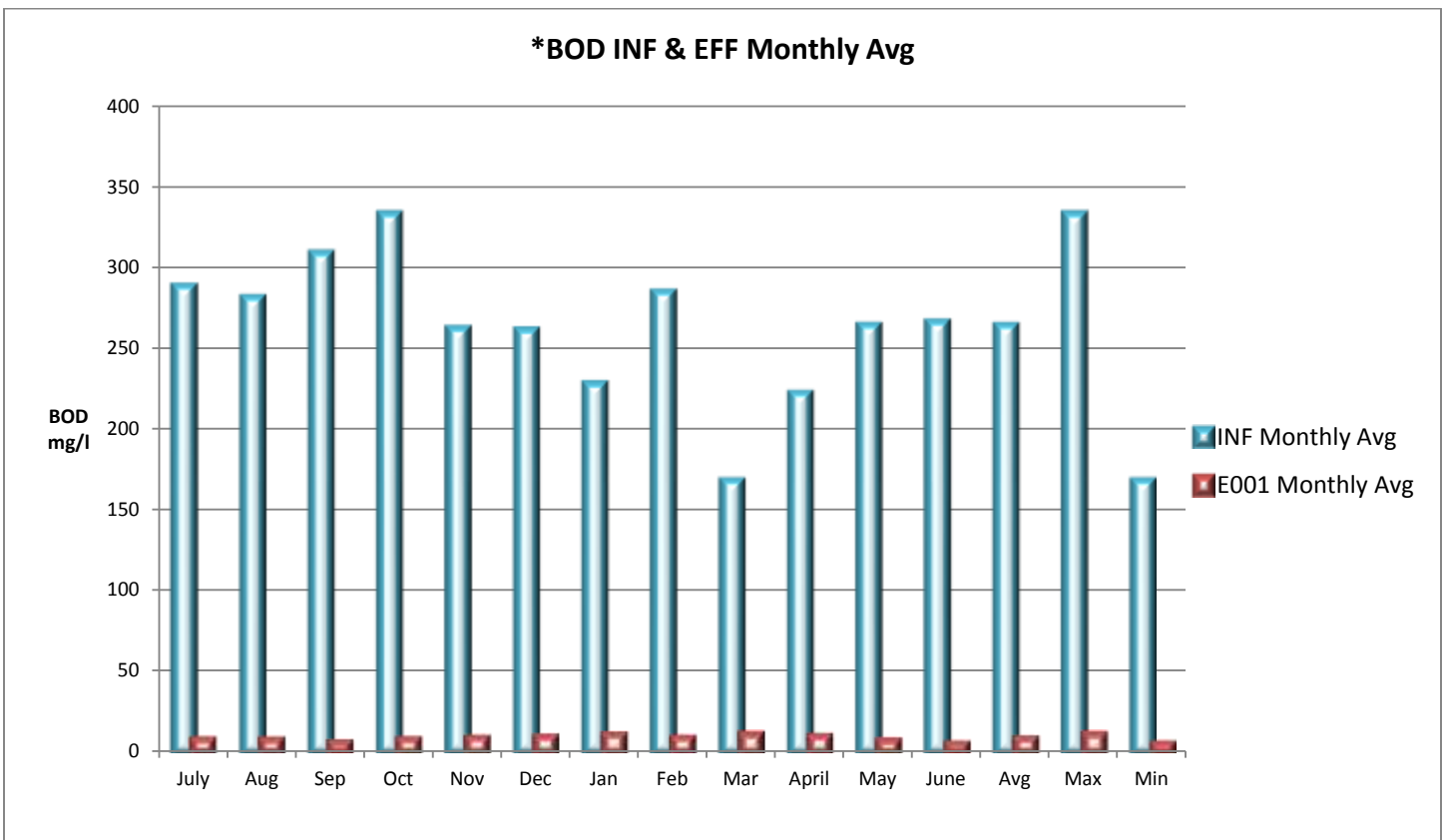


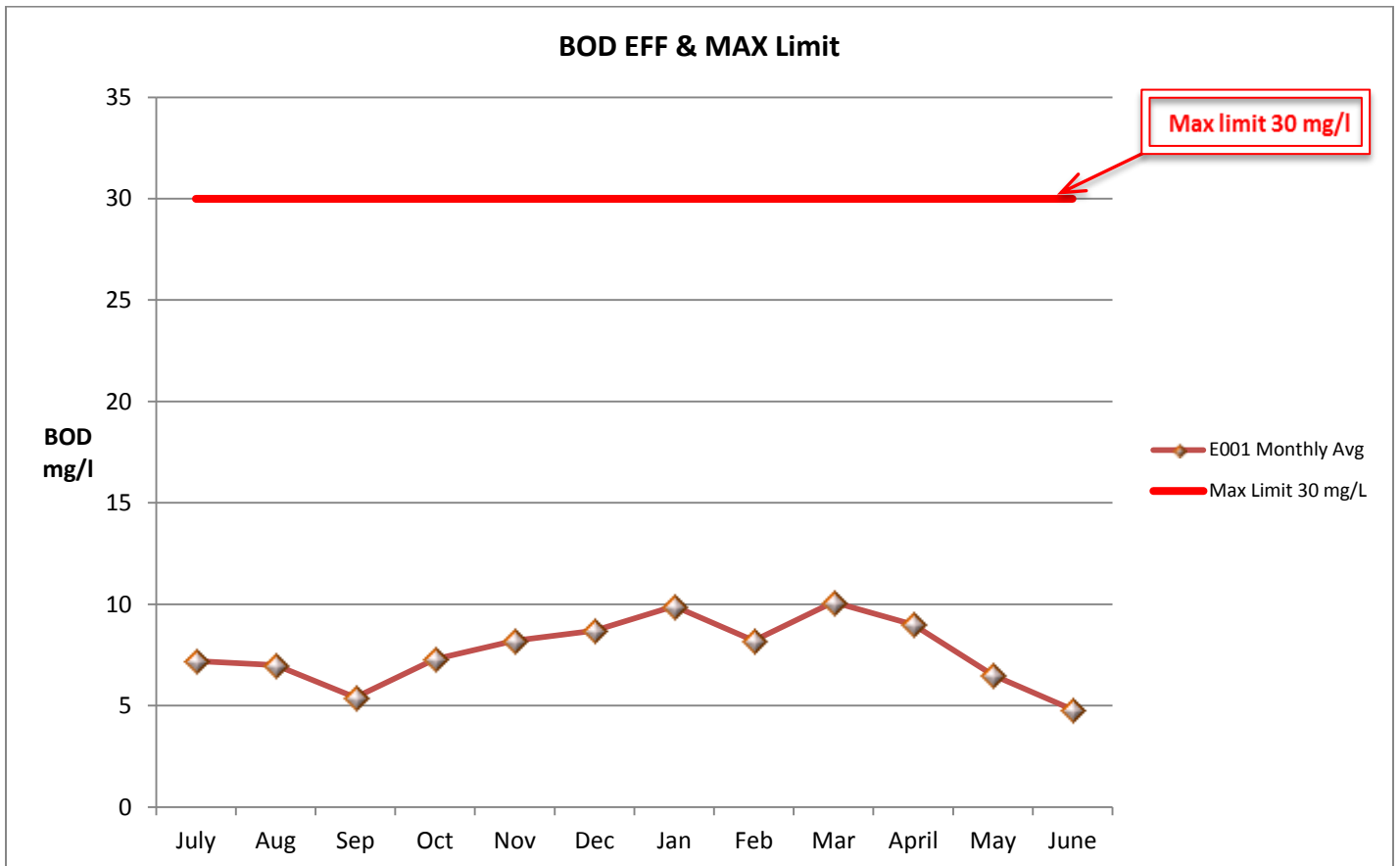
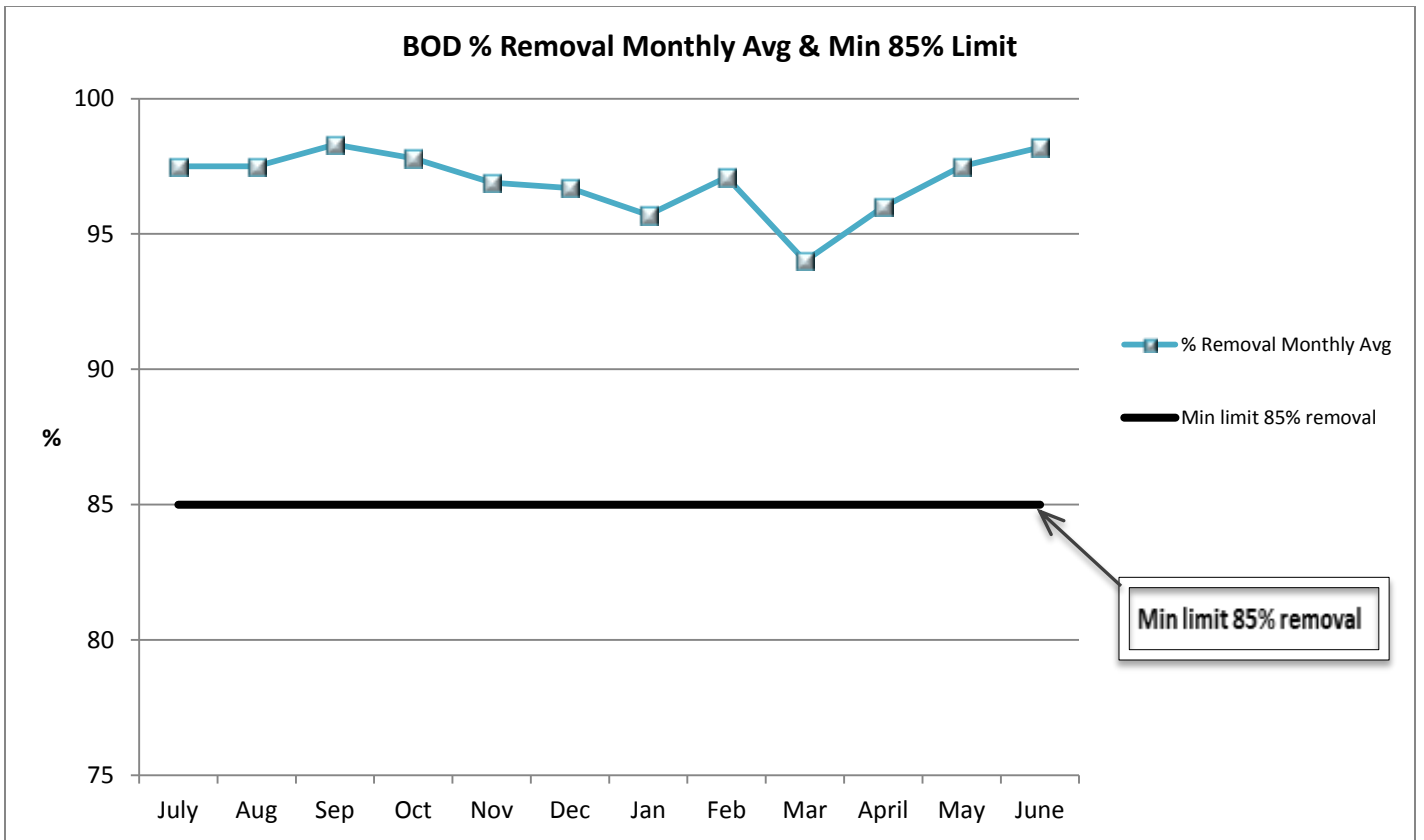
***Lower effluent flows are the result of the production from the District's Recycled Water Facility**

*pH is a measure of the Hydrogen ion concentration of a solution. pH ranges from 0 to 14. A pH of 7 is neutral. A pH less than 7 is acidic, and a pH greater than 7 is basic.

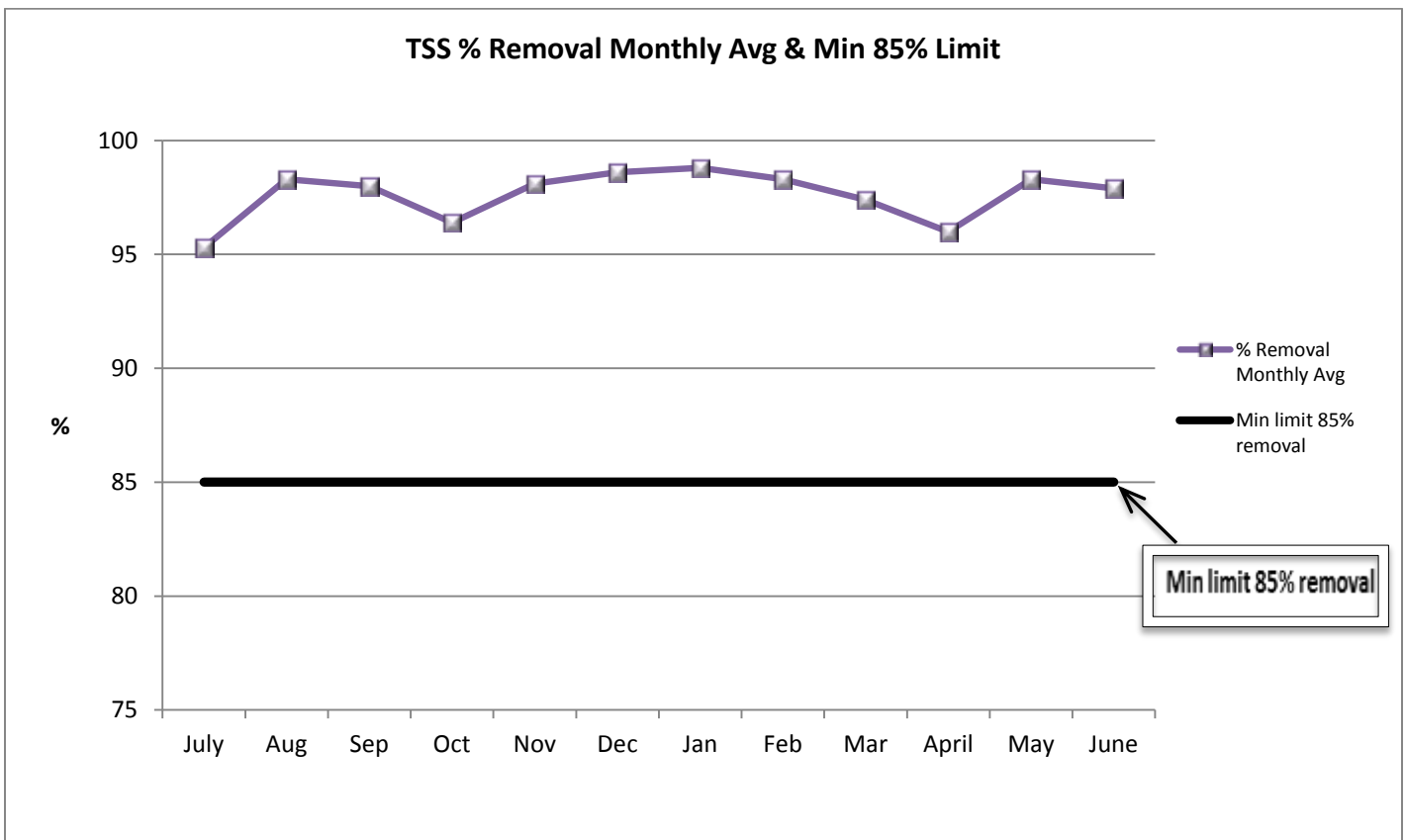
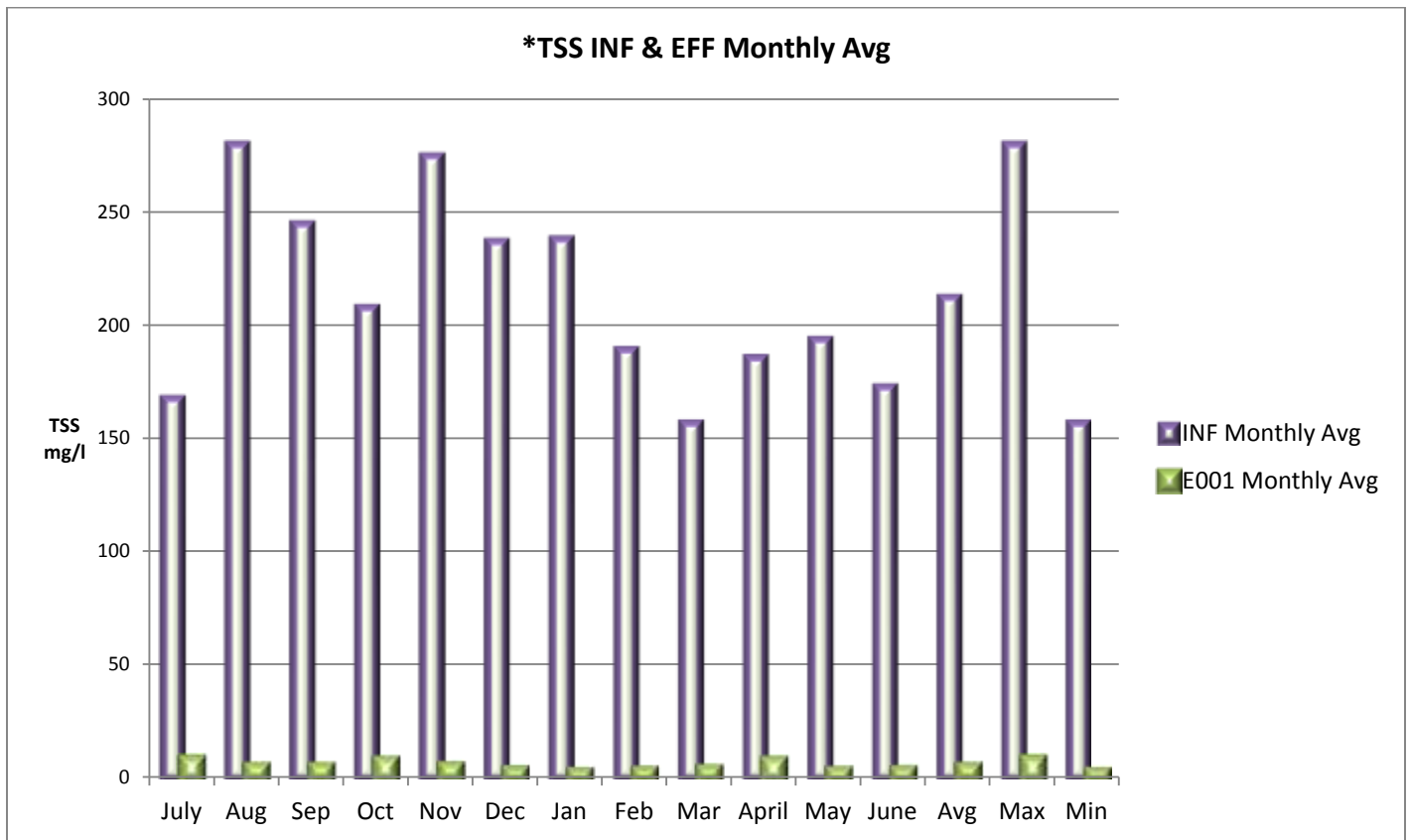


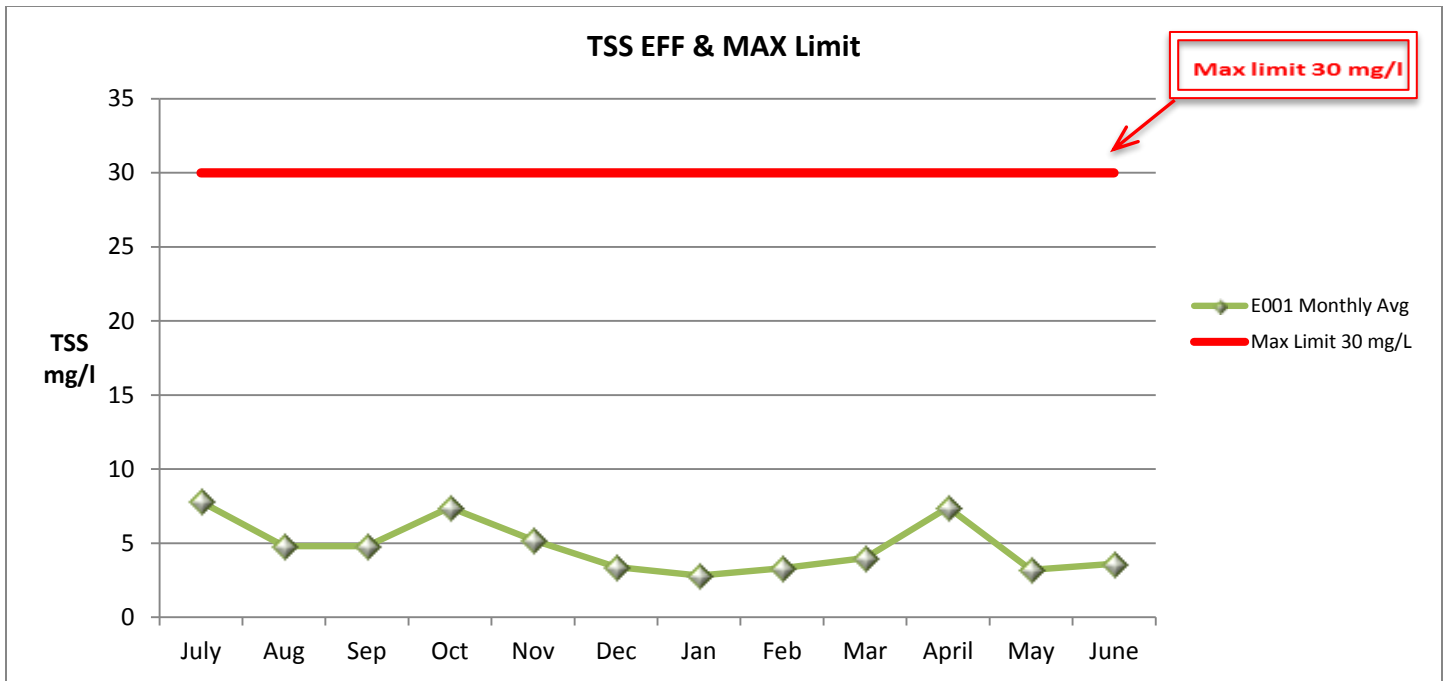
*Biochemical oxygen demand (BOD) is the amount of dissolved oxygen needed by aerobic biological organisms in a body of water to break down organic material present in a given water sample at certain temperature over a specific time period. BOD can be used as a gauge of the effectiveness of wastewater treatment plants.



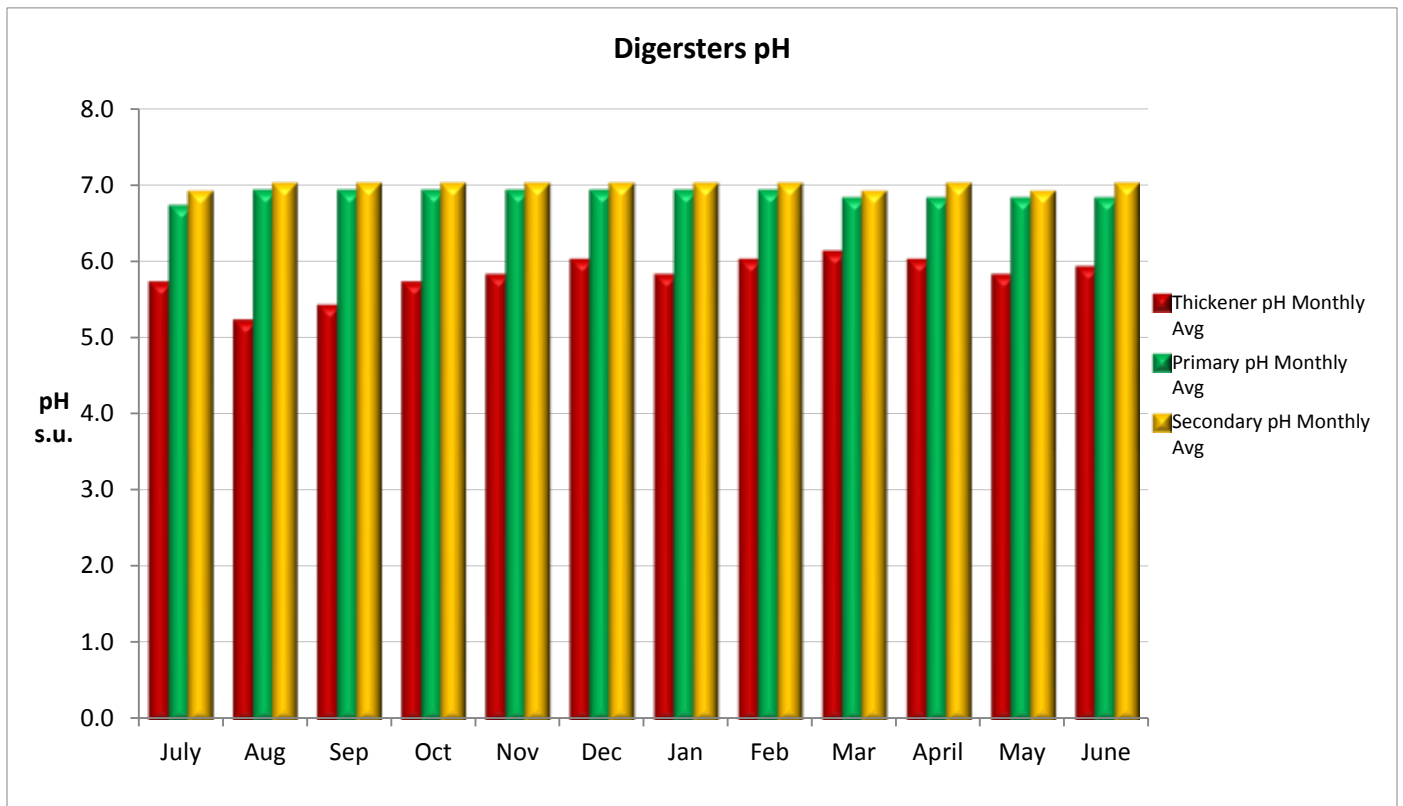


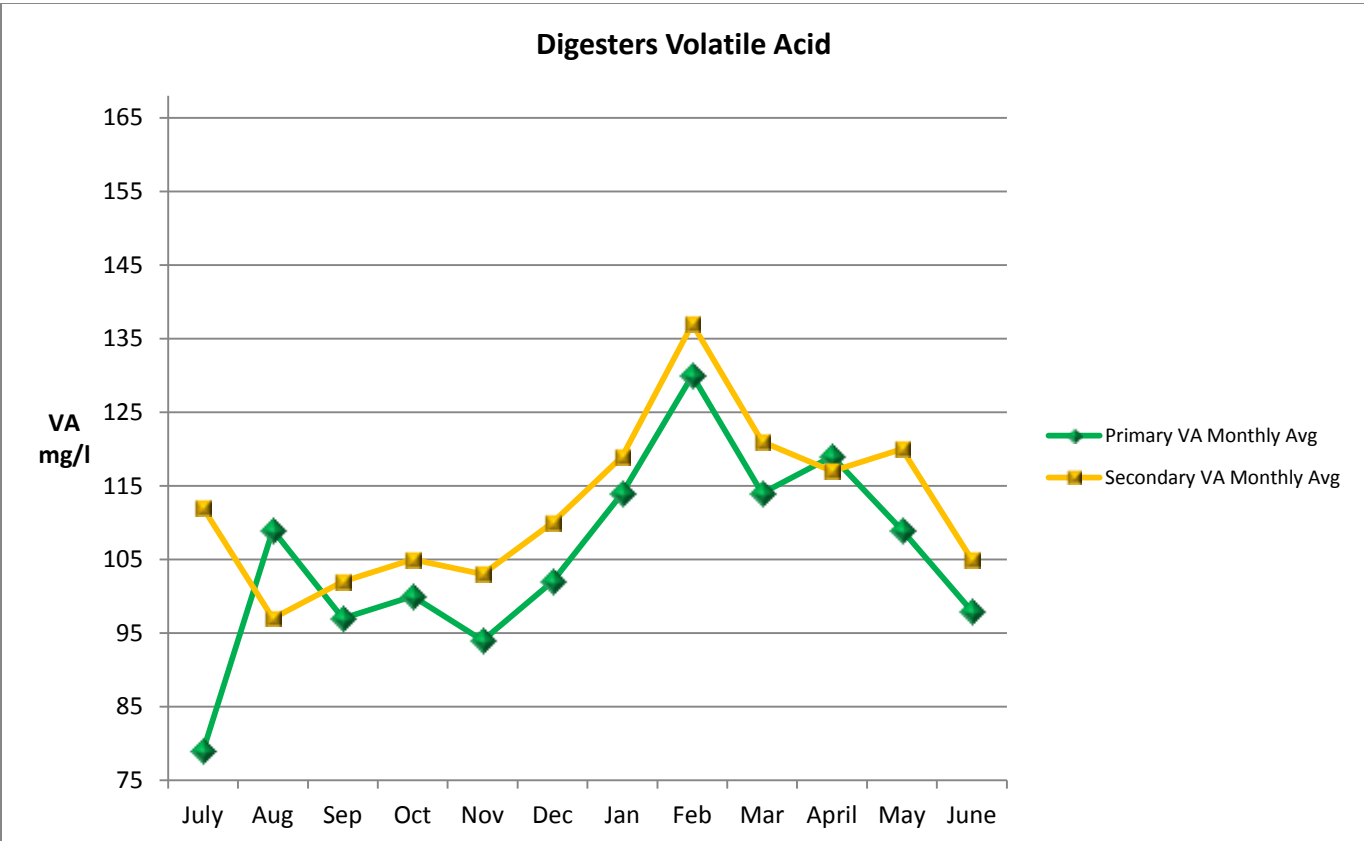
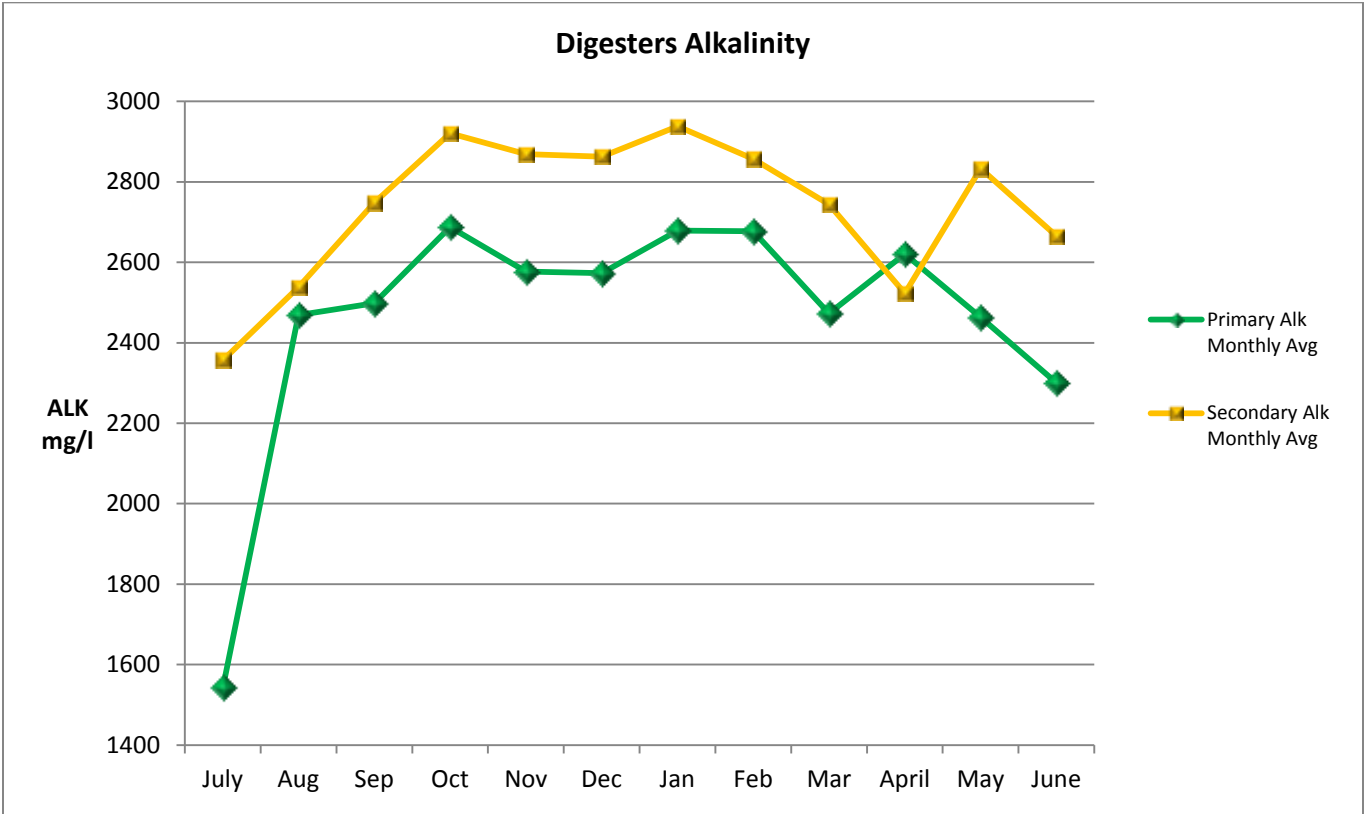
***Total suspended solids (TSS) include all particles suspended in water, which will not pass through a filter. Suspended solids are present in sanitary wastewater and many types of industrial wastewater. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.**

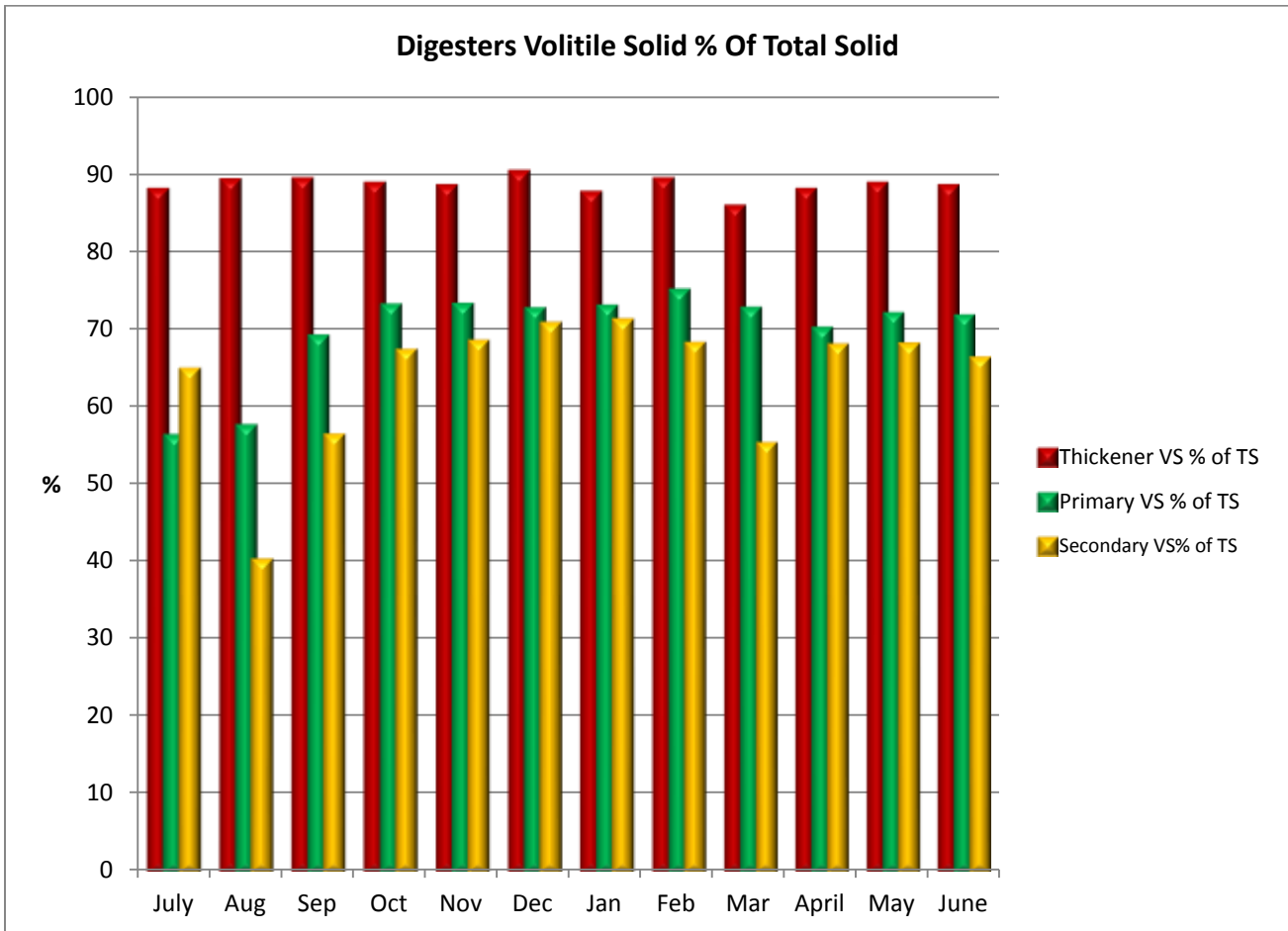
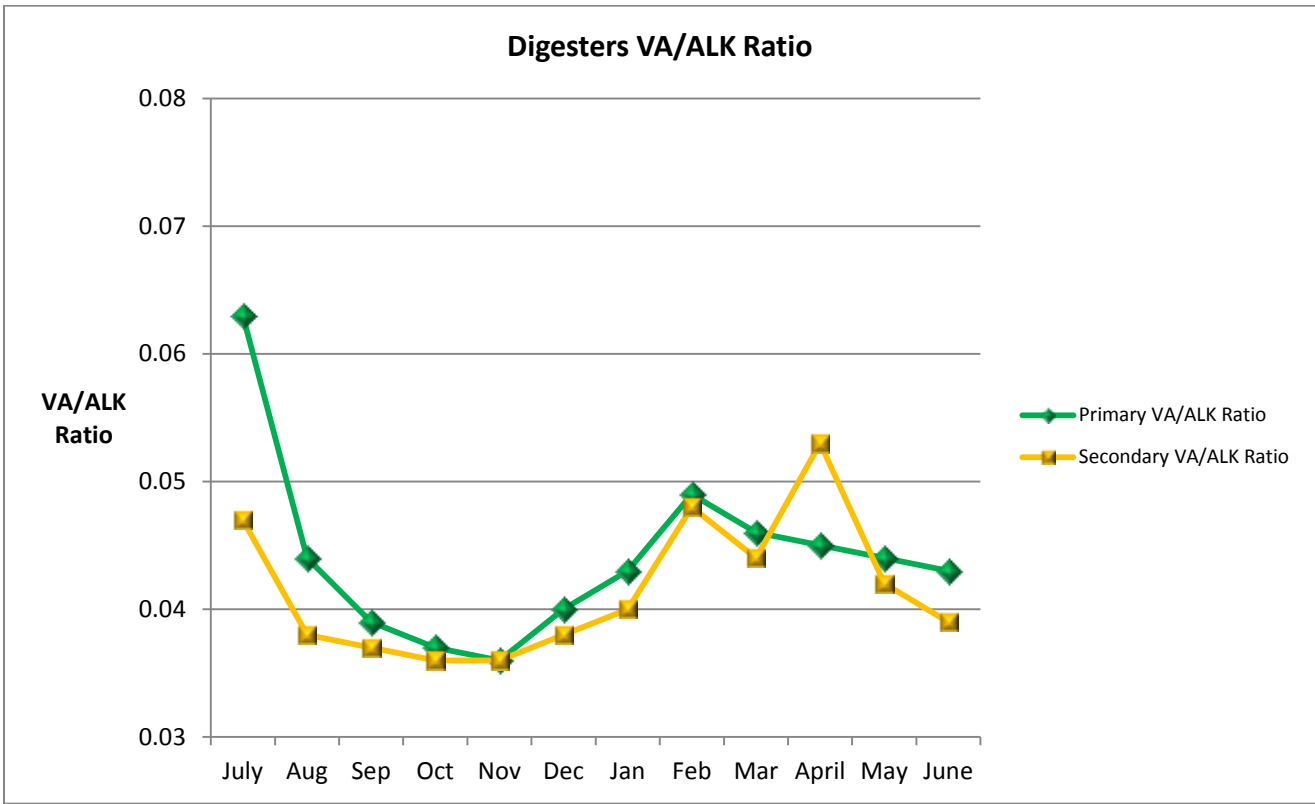




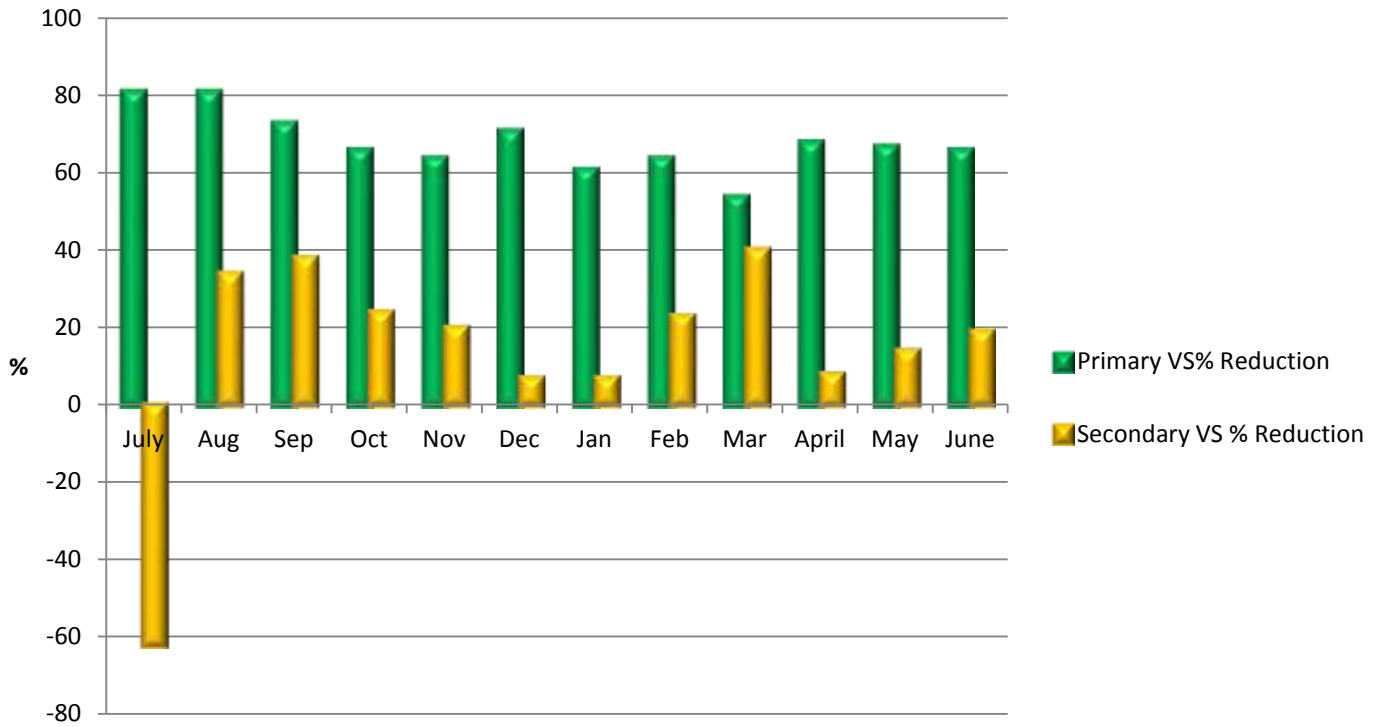
Digester Functionality: In a well-functioning digester, two groups of bacteria are working in harmony to break down organic matter. Saprophytic bacteria hydrolyze and convert complex organic compounds to low molecular weight (simple) compounds. These are essentially the waste products of the saprophytes. Among these waste products are short-chain fatty acids such as acetic, propionic and butyric acids. These are called **volatile acids** because they can be distilled at atmospheric pressure. Other organisms feed on the newly produced Volatile Acids and convert the acids to methane gas. If too much raw sludge is pumped to the digester and an excess of volatile acids are produced, the environment will become acidic, which is unsuitable for these organisms unless the alkalinity also increases. **Alkalinity** is a measure of the capacity of water to neutralize acids. **Total solids (TS)** are dissolved solids plus suspended and settleable solids in water. **Volatile Solids (V.S.)** are those solids in water or other liquids that are lost on ignition of dry solids at 550°C.



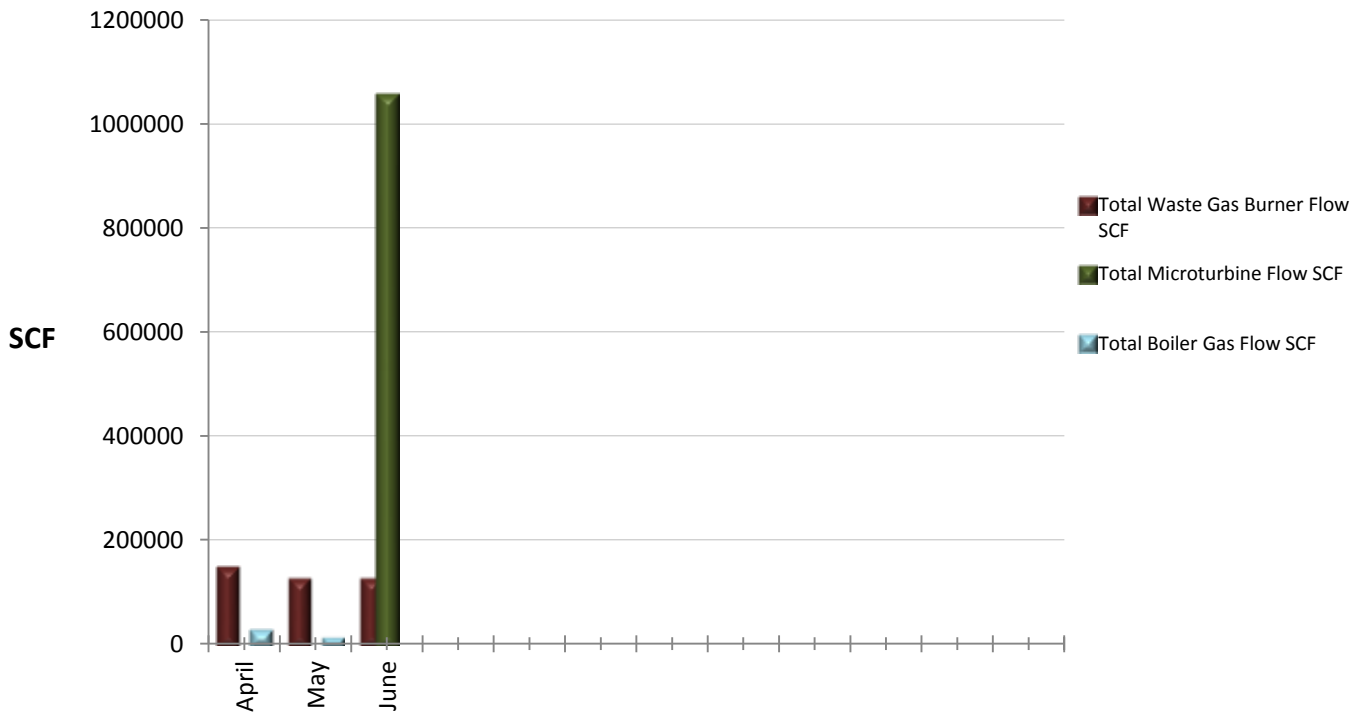




Digesters Volatile Solid % Reduction



Digester Gas Flow (BERS)



7/26/2018 BOARD REPORTS

Agenda Item 6B1

Human Resources Subcommittee

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

Agenda Item 6B2

LAFCO

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

Agenda Item 6B3

Gallinas Watershed Council/Miller Creek Watershed Council

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

Agenda Item 6B4

JPA Local Task Force on Solid and Hazardous Waste

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

Agenda Item 6B5

NBWA

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

Agenda Item 6B6

NBWRA/North Bay Water

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

Agenda Item 6B7

Engineering Subcommittee

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

Agenda Item 6B8

Other Reports

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

AGENDA ITEM 7A

DATE 7/26/2018



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Actual meeting date(s): _____

Purpose of Meeting: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

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

For Office Use Only

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

7/26/2018

BOARD AGENDA ITEM REQUESTS

Agenda Item 7B

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

Agenda Item 8

Date July 26, 2018



MARIN GREEN BUSINESS CERTIFICATE OF COMPLIANCE

Las Gallinas Valley Sanitary District

has met the criteria for continued participation in the Marin Green Business Program. Therefore this Certificate is awarded on this 9th day of July 2018 for outstanding efforts to reduce pollution & solid waste while conserving water, energy and other natural resources.

Member Since: August 2005

County of Marin

Dana Armanino, Marin Green Business Coordinator



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CR&R Environmental renewable natural gas pumped into SoCalGas pipelines

Published on July 06, 2018 by [Kevin Randolph](#)

Southern California Gas Co. (SoCalGas) and waste management company CR&R Environmental (CR&R) announced this week that they introduced renewable natural gas produced at CR&R's anaerobic digestion facility into SoCalGas pipelines.



This is the first renewable natural gas produced in California to be introduced into SoCalGas' pipeline system, SoCalGas said. "SoCalGas is committed to delivering cost-effective solutions to our customers that both reduce emissions linked to climate change

and keep energy bills affordable,” Sharon Tomkins, SoCalGas vice president of customer solutions and strategy, said. “The relationship with CR&R is a great example of a smart investment by CR&R that delivers immediate and meaningful air quality improvements to communities and reduce greenhouse gas emissions in the state.”

CR&R produced the gas at its anaerobic digestion facility in Perris, California from organic waste collected in Southern California cities. The biogas is upgraded to the same standards and specifications of traditionally-sourced natural gas and then injected into a new 1.4-mile section of SoCalGas pipeline. The gas will fuel about 400 of the company’s waste hauling trucks.

“We need clean fuels to achieve clean air,” Wayne Natri, executive officer of the South Coast Air Quality Management District, said. “This local production and distribution of renewable natural gas will reduce our dependence on fossil fuels and enhance our ability to reduce emissions from the region’s heavy-duty vehicles.”

« PETRO RIVER OIL TO DRILL THIRD EXPLORATION FIELD IN OKLAHOMA

GROUP MANAGER FROM NATIONAL RENEWABLE ENERGY LAB NAMED ASHRAE PRESIDENT »

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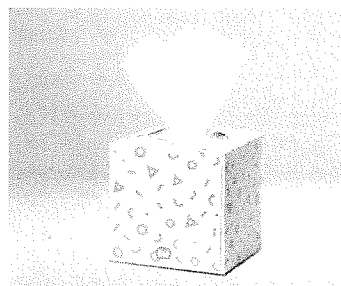
Premium toilet paper

Premium 3-Ply - 100% Bamboo Toilet Paper - Double Length Rolls \$52.00



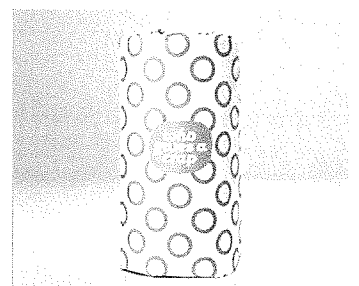
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Forest friendly tissues

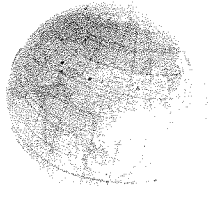
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Forest friendly paper towels

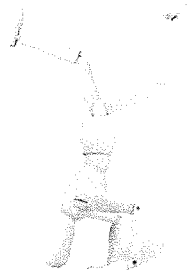
Forest Friendly Paper Towels - 6 Double Length Rolls \$16.00

\$10 Off



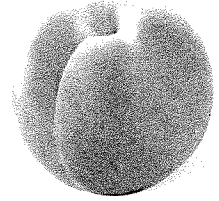
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LAS GALLINAS VALLEY SANITARY DISTRICT
300 Smith Ranch Road
San Rafael, California 94903

NOTICE INVITING SEALED BIDS

1. The Las Gallinas Valley Sanitary District hereby invites bids for the PLANT IMPROVEMENTS 2018 project, in accordance with California Public Contract Code Section 20604 and other applicable law, and the following:

2. All bids must be delivered to the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, California 94903 on or before 11:00 AM, July 25, 2018.

3. Bids will be opened and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be returned unopened. Bids submitted by facsimile or other electronic means will not be accepted. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive.

4. A mandatory pre-bid meeting is scheduled for 9:00 AM on July 18, 2018 at 300 Smith Ranch Rd., San Rafael, CA 94903. A site visit will follow after the mandatory pre-bid meeting. This Project requires Bidders to submit a notarized copy of a Site Visit Affidavit to be submitted with the Bid. Special site visits may be scheduled 24 hours in advance with the Assistant Engineer, telephone number 415-472-1033, extension 29, a minimum of five (5) working days before bid opening.

5. The project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the PLANT IMPROVEMENTS 2018 project as shown in the project Technical Specifications and plans and in accordance with the Contract Documents within one hundred twenty (120) calendar days of the project commencement date specified in the Notice to Proceed for the project.

6. SCOPE OF WORK. The project work is generally described as:

- Replacement of two (2) 7.5 hp horizontal grit pumps with two (2) vertical 10 hp grit pumps.
- New grit pump motor controls installed in existing MCC.
- Replacement of two (2) D15 LB hydrocyclones with two (2) new D10B hydrocyclones and associated new piping.
- Installation of three (3) progressive cavity sludge pumps with motor control modifications.
- Sand Blast and Paint the two (2) plant grit chambers.

7. All the project work shall be completed in accordance with the bid packages on file at the District. Complete bid packages may be obtained at the District Offices, 300 Smith Ranch Road, San Rafael, CA 94903. There will be a fifty dollar (\$50) non-refundable charge for each bid package. Checks and money orders must be made payable to the Las Gallinas Valley Sanitary District. Requests for information on receiving bid packages should be directed to

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the District Offices at (415) 472-1734. Bid packages will be mailed upon request and receipt of the non-refundable charge and the bidder's UPS or FedEx account number.

8. In accordance with California Public Contract Code Section 20604.5, all bids must be presented under sealed cover and include one of the following forms of bidder's security: cash, cashier's check made payable to the District, certified check made payable to the District, or a bidder's bond. The amount of bidder's security provided must equal at least ten (10) percent of the total of the bid price for the base bid and the additive or deductive items listed in this notice. The successful bidder must submit to the District complete, executed copies of all documents specified in the contract checklist included in the bid package within seven (7) calendar days of receiving written Notice of Award of the project. Bidder's security of any successful bidder that fails to do so will be forfeited to the District. The documents required pursuant to the contract checklist include, but are not limited to, a payment or labor and materials bond in an amount of at least 100 percent of the amount payable by the terms of the project contract and that satisfies the requirements of California Civil Code Section 3246, and a performance bond in an amount of at least 100 percent of the amount payable by the terms of the contract. All project bonds must be executed by an admitted surety insurer in accordance with applicable law and acceptable to the District. The Engineer's estimate is \$480,750.

9. Pursuant to California Public Contract Code Section 3300, a minimum of a California Class A General Engineering Contractor's License, is required to bid on the project. In accordance with California Business and Professions Code Section 7028.15, all project work must be performed by properly licensed contractors and subcontractors with active licenses in good standing as of the date and time specified for bid opening. However, in accordance with California Public Contract Code Section 20103.5, if the project involves federal funds, project contractors and subcontractors must have active licenses in good standing no later than the time the project contract is awarded. Bids that do not satisfy applicable licensing requirements will be considered non-responsive. Licenses must be issued by the Contractor's State License Board of California and must be maintained in good standing throughout the project term. In accordance with California Business and Professions Code Section 7030.5, bidders must verify their Contractor's License number and license expiration date on the bid forms under penalty of perjury.

10. In accordance with California Public Contract Code Section 6109, contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform work as a subcontractor on the project.

11. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)). No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

12. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District Engineer's Office and will be made available on request. A copy of said wage rates is available online at www.dir.ca.gov/DLSR/PWD. In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors

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have any interest, may be ineligible to bid on, be awarded, or perform project work as a subcontractor.

13. In accordance with California Public Contract Code Section 3400, bidders may propose equals of products listed in the Technical Specifications or Drawings by manufacturer name, brand or model number unless the Technical Specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the District Engineer's Office for review at least seven (7) working days before the time specified for bid opening in accordance with the bidders' instructions contained in the bid package.

14. In accordance with California Public Contract Code Section 22300, except where prohibited by federal regulations or policies, the successful bidder may, on request and at its expense, substitute securities in lieu of amounts withheld by the District from progress payments to ensure performance under the contract in accordance with the Contract Documents. Such securities will be subject to the terms of the escrow for security deposit agreement contained in the Contract Documents.

15. The District reserves the right to reject any and all bids and/or to waive any bid irregularities to the extent permitted by law. If the District elects to award a contract for performance of the project, the contract will be awarded in accordance with California Public Contract Code Section 20603 and other applicable law to the responsible bidder submitting a responsive bid with the lowest total bid price for the base bid and the following additive or deductive alternate items as further described in the bid package.

16. Questions regarding the bid package should be directed in writing as soon as possible (but no later than five (5) working days prior to the opening of bids for Assistant Engineer. Phone: 415-472-1033, extension 29. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

17. All bids will remain valid for sixty (60) calendar days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the sixty (60) day period after the bid opening.


Las Gallinas Valley Sanitary District

By: /s/ Chris DeGabriele
Chris DeGabriele, Interim General Manager

Date: June 28, 2018

no.901 July 5, 12, 2018

Clean Energy lands first RNG customer in New York as fleet interest in the near-zero emissions fuel continues to grow

 Tom Quimby (/author/tomquimby) | July 12, 2018



A renewable natural gas (RNG) headline that doesn't mention California?

Seems strange, but it's true as natural gas leader Clean Energy Fuels announced this week that it landed its first RNG customer in New York, a municipality that will be using its ultra-low emissions fuel, Redeem, in 80 refuse trucks.

Clean Energy has been providing natural gas to the town of Brookhaven since 2008. But relative newcomer RNG is considered cleaner—much cleaner than any alternative fuel. It's the only alt fuel certified by the California Air Resources Board with a negative carbon index (CI) score. No other fuel comes close. That's because RNG is derived from methane which CARB considers to be a highly destructive greenhouse gas. Since that methane is not released into the atmosphere and instead is transformed into clean-burning RNG, the CI score drops.

An expected volume of 550,000 gasoline gallon equivalents (GGEs) of Redeem will annually power Brookhaven's 80 new refuse (<https://www.cleanenergyfuels.com/customer-solutions/refuse/>) and recycling trucks. Once the fuel is paired up with Cummins-Westport natural gas engines, emissions are nearly zero.

Word is traveling fast about Clean Energy's Redeem RNG. Company shares are up roughly 41 percent on the year, according to The Motley Fool. Turns out the ultra-low emissions fuel also provides attractive tax credits and stable prices.

"Cities are seeking ways to improve the environmental impact (<https://www.cleanenergyfuels.com/natural-gas-today/todays-fuel-challenge/>) of their vehicles and shield themselves from volatile diesel prices," said Chad Lindholm, vice president, Clean Energy. "RNG, the cleanest fuel available today, (<https://www.cleanenergyfuels.com/zeronow/>) is the logical choice of municipal fleets from a variety of geographic regions and markets."

But it seems no RNG story can stray too far from the Golden State where demand for RNG is strongest.

For instance, the City of Culver City, (<https://www.cleanenergyfuels.com/press-room/clean-energy-selected-as-preferred-vendor-for-cummins-facility-modifications-opens-multiple-stations-and-extends-long-term-contracts/>) which operates CNG public transit, refuse, and other municipal fleet vehicles at its station, signed with Clean Energy for over 700,000 GGEs of Redeem annually. Clean Energy also made modifications to the Culver City station, upgrading its compressors.

Additionally, the City of Beverly Hills has signed a 5-year RNG supply contract with Clean Energy for its private time fill station that fuels an expanding refuse fleet.

Related

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Cough, cough: California ignores its own emissions data in push for IC engine ban

Headlines hit this week stating that California is considering a ban on the nation's critical workhorse, the internal-combustion engine. Governor Jerry Brown is behind the push, ...

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Given the growing interest in Redeem and the fact that Clean Energy is the largest provider of RNG, CNG and LNG in North America, it doesn't hurt to reach out and learn more, which we did. Special thanks to Clean Energy vice-President and General Manager Tyler Henn for taking the time to answer our questions.

HWT: What is the approximate cost difference between RNG and CNG? Do RNG tax credits/incentives differ from CNG? If so, how?

Henn: In most cases, RNG is being supplied to fleets at parity to CNG, and additional environmental credits allow CNG station owners to receive additional revenue by receiving a share of total revenues generated.

HWT: What makes RNG the cleanest fueling option available?

Henn: It is the lowest carbon intensity (CI) fuel that is commercially available today with proven engine technology in the NGV medium- and heavy-duty vehicles. The average CI of RNG represents a 70 percent reduction in GHG emissions to ULSD, and negative CI fuels will soon also be available to CNG and LNG fleets.

HWT: Are more fleets expressing a greater interest in RNG? If so, why?

Henn: Yes, more fleets are interested as they recognize that RNG is likely the single most cost-effective method of reducing GHG emissions today, and with technology that won't disrupt or change their most important operations.

HWT: Are there any performance differences between RNG and CNG? If so, please briefly describe.

Henn: RNG is injected at the RNG production facility into the national natural gas pipeline infrastructure, where it is commingled with fossil natural gas. Because it represents a fraction of the total natural gas within that infrastructure, the RNG that is delivered to a fleet is identical to fossil CNG on a molecular level.

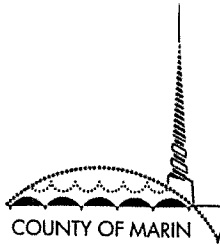
HWT: Is RNG pricing less volatile than other natural gas fuels?

Henn: The gas commodity price is the same for RNG and CNG, but the additional environmental credit revenues available when fueling with RNG make it an attractive option to any fleet considering adopting CNG or deploying additional CNG vehicles.



1 Comment

COMMENTS



NEWS RELEASE

www.marincounty.org/news

For Immediate Release

July 12, 2018

Contact:

Lynda Roberts

REGISTRAR OF VOTERS
Elections Office

Marin County Civic Center
3501 Civic Center Drive
Suite #121
San Rafael, CA 94903
415 473 6401 T
CRS Dial 711
lroberts@marincounty.org
www.marinvotes.org

Dan Miller

CANDIDATE SERVICES
Elections Office

Marin County Civic Center
3501 Civic Center Drive
Suite #121
San Rafael, CA 94903
415 473 6437 T
CRS Dial 711
DanMiller@marincounty.org
www.marinvotes.org

Candidate Filing Opens for November Election

Nominations accepted July 16 through August 10

San Rafael, CA – If you're inspired and feel a calling toward public service, take note that the nomination period opens July 16 for local offices in the November 6, 2018, General Election.

The nomination period ends at 5 p.m. Friday, August 10, with an extension to Wednesday, August 15, if an incumbent officeholder does not file. Seats open for nomination include:

- Marin County Board of Education, Sonoma County Board of Education, and 18 school districts
- Special districts including community services districts, fire protection districts, the Marin Healthcare District, public utility districts, recreation districts, the Marin Resource Conservation District, sanitary districts and water districts
- Sausalito City Council and Tiburon Town Council (*municipal candidates must file nomination documents with their respective city clerk*)

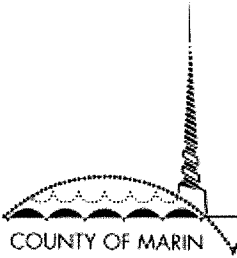
A complete list of open seats can be found on the [November General Election page](#) of www.marinvotes.org.

Candidates may pick up and file nomination papers at the Marin County Elections Department, Suite 121, Marin County Civic Center, 3501 Civic Center Drive, San Rafael. The hours are weekdays from 8 a.m. to 4:30 p.m. and until 5 p.m. on Friday, August 10. Candidates can [submit their application form online](#) as well.

Polls will be open from 7 a.m. until 8 p.m. on Tuesday, November 6. The deadline to register to vote in that election is Monday, October 22.

For more information about offices, terms and qualifications, call Dan Miller, Candidate Services, at 415-473-6437, or go to www.marinvotes.org. Follow the [Elections Department on Facebook](#).

###



NEWS RELEASE

www.marincounty.org/news

For Immediate Release
July 15, 2018

Contact:

Lynda Roberts
Registrar of Voters
Elections Department

Marin Civic Center
Administration Building
3501 Civic Center Drive
Suite 121
San Rafael, CA 94903
(415) 473-6401
Email: Lynda.Roberts@marincounty.org
Elections website

**NOTICE OF ELECTION AND NOMINATION PERIOD
for the NOVEMBER 6, 2018, GENERAL ELECTION
[Pursuant to Elections Code sec. 12112]**

NOTICE IS HEREBY GIVEN TO ALL QUALIFIED PERSONS that the General Election will be held on Tuesday, November 6, 2018, for the following school and special district offices:

SCHOOL DISTRICTS GOVERNING BOARD MEMBERS/TRUSTEES

Qualifications Board of Education: Registered voter in the trustee area which he/she represents and shall be elected by the electors of the trustee area. May not be the County Superintendent of Schools, any member of his/her staff, or any employee of a school district in the jurisdiction of the County Board of Education. [Education Code sec. 1000, 1006]

Marin County Board of Education	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
Trustee Area No.3		1	
Trustee Area No.5		1	
Trustee Area No.6		1	

Sonoma County Board of Education	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
Trustee Area No.2		1	

Qualifications School Districts: Registered voter in the district who is not disqualified by the Constitution or laws of the state from holding a public office. May not be an employee of the school district. [Education Code sec. 35107]

	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
Bolinas Stinson Union School District		3	
Dixie School District		3	
Kentfield School District		3	
Lagunitas School District		3	
Larkspur-Corte Madera School District		3	1
			8.10

Marin Community College District	3
Mill Valley School District	3
Nicasio School District	2
Novato Unified School District	3
Petaluma Joint Union High School District	3
Reed Union School District	3
Ross School District	3
Ross Valley School District	2
San Rafael School District	2
San Rafael School District candidates: Pick up and file papers with San Rafael City Clerk.	
Sausalito-Marín City School District	3
Shoreline Unified School District - Trustee Area No.1	2
Shoreline Unified School District - Trustee Area No.2	1
Sonoma County Junior College District - Trustee Area No.2	1
Tamalpais Union High School District	3

SPECIAL DISTRICTS DIRECTORS

Qualifications: Registered voter in the district at time nomination papers are issued. Additional qualifications, if any, are determined by the Principal Act of the District. [Elections Code sec. 201; Government Code sec. 24001]

COMMUNITY SERVICES DISTRICTS	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
Bel Marin Keys		2	
Marinwood		2	
Tamalpais		2	

FIRE PROTECTION DISTRICTS	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
Bolinas Fire District		2	1
Kentfield Fire District		3	
Novato Fire District		2	
Southern Marin Fire District		4	2
Stinson Beach Fire District		2	
Tiburon Fire District		3	

HEALTHCARE DISTRICT	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
Marin Healthcare District		3	
Candidates must be a registered voter in the district. [Health & Safety Code sec. 32100]			

PUBLIC UTILITY DISTRICTS	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
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Bolinas Community Public Utility District	3	
Inverness Community Public Utility District	2	1

RECREATION DISTRICTS	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
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Mesa Park Recreation District		3	
Strawberry Recreation District		3	

Recreation Districts: No person shall be a candidate for or be appointed to the board of directors unless he or she is a voter of the district [Public Resource Code 5784(c)]

RESOURCE CONSERVATION DISTRICT	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
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Marin Resource Conservation District		2	1
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Candidates shall (1) reside within the district and either own real property in the district or alternatively have served, pursuant to the district's rules, for two years or more as an associate director providing advisory or other assistance to the board of directors; or (2) be a designated agent of a resident landowner within the district. [Public Resources Code sec. 9352] Requires signatures of five (5) landowners within the district. [Public Resources Code sec. 9358]

SANITARY DISTRICTS	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
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Alto Sanitary District		2	1
Homestead Valley Sanitary District		2	1
Las Gallinas Valley Sanitary District		3	
Novato Sanitary District		3	
Richardson Bay Sanitary District		3	
Sausalito-Marín City Sanitary District		3	
Sanitary District No. 5—Tiburon		2	

WATER DISTRICTS	OPEN SEATS	Full Term (4 years)	Short Term (2 years)
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Marin Municipal Water District - Division 1		1	
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Candidates must be a registered voter in the division of the district at the time nomination papers are issued. [Water Code sec. 71501]

Marin Municipal Water District - Division 3		1	
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Candidates must be a registered voter in the division of the district at the time nomination papers are issued. [Water Code sec. 71501]

Marin Municipal Water District - Division 4		1	
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Candidates must be a registered voter in the division of the district at the time nomination papers are issued. [Water Code sec. 71501]

North Marin Water District		2	1
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Stinson Beach County Water District		2	
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CITIES/TOWNS

Nomination documents for candidates for office in the City of Sausalito and Town of Tiburon are available only at the respective City/Town Clerk's Office. Check with City Clerk for hours and procedures.

NOTICE IS FURTHER GIVEN that the nomination period for this election is from Monday, July 16 to Friday, August 10. Candidates may pick up and file their Declaration of Candidacy forms at the Marin County Elections Department, Room 121, Marin Civic Center, San Rafael, CA. Hours are Monday-Friday from 8 a.m. to 4:30 p.m. The office will be open until 5 p.m. on Friday, August 10. If an incumbent officeholder does not file for his/her district office by August 10, the filing period for that office will be extended to 5 p.m. Wednesday, August 15, for non-incumbent candidates only.

NOTICE IS FURTHER GIVEN that if there are not enough candidates to fill a district's open seats, there will be no election unless a petition requesting an election is submitted to the Elections Department by 5 p.m. Wednesday, August 15. The petition must be signed by 10 percent of the district's voters or 50 voters, whichever is less. Instead of an election, the Board of Supervisors will appoint the candidates who have filed nomination papers. If any open seats remain, they will be filled by appointment as follows: For school districts, by the Governing Board of the School District; for special districts, by the Board of Supervisors. [Education Code sec. 5326; Elections Code sec. 10515]

NOTICE IS FURTHER GIVEN that the polls will be open from 7 a.m. until 8 p.m. on Tuesday, November 6, 2018. The deadline to register to vote in this election is Monday, October 22.

NOTICE IS FURTHER GIVEN that the Elections Department will begin mailing vote-by-mail ballots on Monday, October 8, 2018, and will begin opening them on Tuesday, October 23 at the Marin Civic Center, Room 121, San Rafael, CA.

For more information about the General Election, go to [Election Schedule page](#), or call the Marin County Elections Department, Candidate Filing Division at 415-473-6437.

Lynda Roberts
Registrar of Voters