



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

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

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

## BOARD MEETING AGENDA

March 5, 2020

Estimated  
Time

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, OR ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

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

**LOCATION OF MEETING: DISTRICT OFFICE - 101 LUCAS VALLEY ROAD, EAST LOBBY, THIRD FLOOR CONFERENCE ROOM, SAN RAFAEL**

- 4:00 PM 1. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- CLOSED SESSION:**
- 4:05 PM 2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Pursuant to Government Code § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator Is Mike Prinz, General Manager.**
- OPEN SESSION:**
- 4:30 PM 1. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

- 4:35 PM**      **2. CONSENT CALENDAR:**  
 These items are considered routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is received from the staff or the Board.
- A. Approve the Board Minutes for the February 20, 2020 Special Meeting and the February 20, 2020 Regular Meeting
  - B. Approve the Warrant List for March 5, 2020
- Possible expenditure of funds: Yes, Item B.  
 Staff recommendation: Adopt Consent Calendar – Items A and B.
- 4:45 PM**      **3. ORGANIZATIONAL REVIEW STATUS UPDATE**  
 Sophia Selivanoff from Regional Government Services will present the Organizational Review status update to the Board.
- 5:15 PM**      **4. TOPICS FOR THE SPRING 2020 NEWSLETTER**  
 Board and staff to review the Spring Newsletter Topics.
- 5:25 PM**      **5. INFORMATION ITEMS:**
- A. STAFF/CONSULTANT REPORTS:
    - 1. General Manager Report – Verbal
    - 2. LGVSD Award – Historical Information - Written
    - 3. Departmental Reports July-Dec 2019– Written
    - 4. Secondary Treatment Plant Upgrade and Recycled Water Expansion Project Update - Presentation
- 6:15 PM**      **6. BOARD MEMBER REPORTS:**
- 1. CLARK
    - a. NBWA Board Committee, NBWA Conference Committee, Ad Hoc HR Committee re: 2019 GM Evaluation, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
  - 2. ELIAS
    - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
  - 3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2019 GM Evaluation Other Reports
  - 4. SCHRIEBMAN
    - a. JPA Local Task Force  
 NBWA Tech Advisory Committee, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports

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

6:30 PM

- 7. **BOARD REQUESTS:**
  - A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal

6:35 PM

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

6:40 PM

9. **ADJOURNMENT**

**FUTURE BOARD MEETING DATES: MARCH 19, APRIL 2 AND APRIL 16, 2020**

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 2, 2020 at 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held March 5, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

  
 \_\_\_\_\_  
 Teresa L. Lerch  
 District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the 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, 101 Lucas Valley Road, Suite 300, San Rafael, CA.

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

**SPECIAL MEETING MINUTES OF FEBRUARY 20, 2020**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON FEBRUARY 20, 2020, AT 2:01 PM, AT 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

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

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Teresa Lerch, District Secretary

**OTHERS PRESENT:** Patrick Richardson, District Counsel; Morin Jacob, Liebert Cassidy Whitmore

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

**PUBLIC COMMENT:** None.

**PREVENTING WORKPLACE HARASSMENT, DISCRIMINATION AND RETALIATION TRAINING**

The Board of Directors participated in Preventing Workplace Harassment, Discrimination and Retaliation Training presented by Morin Jacob from Liebert Cassidy Whitmore.

**ADJOURNMENT:**

**ACTION:**

Board approved (M/S Schriebman/Clark 5-0-0-0) the adjournment of the meeting 4:06 pm

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

NOES: None

ABSENT: None

ABSTAIN: None

The next Board Meeting is scheduled for 4:15 PM on February 20, 2020 at the District's office.

ATTEST:

\_\_\_\_\_  
Teresa Lerch, District Secretary

APPROVED:

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



1 **MINUTES OF FEBRUARY 20, 2020**

2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON FEBRUARY 20, 2020 AT 4:16 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY  
5 ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903  
6

7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, C. Murray, J. Schriebman and  
8 C. Yezman  
9

10 **BOARD MEMBERS ABSENT:** None.  
11

12 **STAFF PRESENT:** Mike Prinz , General Manager; Robert Ruiz, District  
13 Treasurer, Teresa Lerch, District Secretary  
14

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

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

21 **PUBLIC COMMENT:** None.  
22

23 **ACTION:**  
24

25 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
26 CLOSED SESSION ON FEBRUARY 20, 2020 , AT 4:17 PM, AT THE DISTRICT OFFICE, 101 LUCAS VALLEY  
27 ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.  
28

29 Lerch left at 4:17 pm.  
30

31 **CLOSED SESSION:**  
32

33 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code  
34 § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator  
35 Is Mike Prinz, General Manager. Seeking instruction/authority concerning price and/or terms of payment.  
36

37 **ADJOURNMENT:**  
38

39 **ACTION:**  
40 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
41 February 20, 2020 at 5:00 pm.  
42

43 **STAFF PRESENT:** Teresa Lerch, District Secretary, Mike Cortez, District  
44 Engineer, Irene Huang, Associate Engineer  
45

46 **OTHERS PRESENT:** Tom Gorman, Kennedy Jenks;  
47

48 **PUBLIC COMMENT:** None.  
49

50 **REPORT ON CLOSED SESSION:** President Elias reported that there were no reportable actions in  
51 Closed Session.  
52  
53  
54  
55

56 **ACTION:**  
57 Board approved (M/S Schriebman/Murray 5-0-0-0) moving items 5 and 6 of the Agenda calendar before the  
58 Closed Sessions and the Consent Calendar.

59 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
60 NOES: None.  
61 ABSENT: None.  
62 ABSTAIN: None.

63  
64 **APPROVE ADDITIONAL 6.5% CONSTRUCTION CONTINGENCY AND \$725,000 PG&E PHASE 2**  
65 **POWER REALIGNMENT BUDGET FOR SECONDARY TREATMENT PLANT UPGRADE AND**  
66 **RECYCLED WATER EXPANSION PROJECT**

67 Board and staff discussed the additional 6.5% Construction Contingency and \$725,000 PG&E Phase 2  
68 Power Realignment Budget for the Secondary Treatment Plant Upgrade and Recycled Water Expansion  
69 project.

70

71 **ACTION:**

72 Board approved (M/S Schriebman/Murray 5-0-0-0) additional 5% Construction Contingency in the amount  
73 of \$2,430,000 and an additional 1.5% in the amount of \$725,000 for the PG&E Phase 2 Power  
74 Realignment for a total of 6.5% contingency increase and the Board authorized the General Manager to  
75 execute a contract change order for the PG&E Phase 2 Power Realignment and a budget reallocation in  
76 the Fiscal 2019-20 CIP Budget in the amount of \$3,155,000.

77 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
78 NOES: None.  
79 ABSENT: None.  
80 ABSTAIN: None.

81

82 **CHANGE ORDER AUTHORIZATION – ELECTRICAL DUCT BANK FOR FUTURE STANDBY GENSET**  
83 **SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION**

84 Board and staff discussed the Change Order Authorization – Electrical Duct Bank for future standby Genset  
85 for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.

86

87 **ACTION:**

88 Board approved (M/S Yezman/Schriebman 5-0-0-0) the General Manager to execute Change Order  
89 No. 18 – Electrical Duct Bank for Future Standby Genset in the amount of approximately \$250,000.

90 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
91 NOES: None.  
92 ABSENT: None.  
93 ABSTAIN: None.

94

95 Cortez and Huang left at 5:40 pm.

96

97 **ACTION:**

98

99 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
100 CLOSED SESSION ON FEBRUARY 20, 2020, AT 5:40 PM, AT THE DISTRICT OFFICE, 101 LUCAS VALLEY  
101 ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

102

103 Lerch left at 5:40 pm.

104

105 **CLOSED SESSION:**

106

107 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS – ANTICIPATED LITIGATION: Significant.**

108 Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section 54956.9 – One  
109 potential case.

110 Prinz , Ruiz left at 6:00 pm

111

112 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER** – Pursuant to subdivision  
113 (b) (1) of Government Code Section 54957.

114

115 **ADJOURNMENT:**

116

117 **ACTION:**

118 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
119 February 20, 2020 at 6:20 pm.

120

121 **STAFF PRESENT:**

Mike Prinz , General Manager; Robert Ruiz, District  
Treasurer, Teresa Lerch, District Secretary

122

123

124 **OTHERS PRESENT:**

None.

125

126 **PUBLIC COMMENT:**

None.

127

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

130

131 **CONSENT CALENDAR:**

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

134

135 A. Approve the Board Minutes for February 6, 2020

136 B. Approve the Warrant List for February 20, 2020

137 C. Approve Board Compensation for January 2019

138 D. Approve Webinar attendance for Murray for Comparing Approaches to Inflow & Infiltration  
139 Migration – 1 hour Feb 6, 2020

140 E. Approve Webinar attendance for Murray for Biogas Driving the US Circular Economy – 1.5  
141 hours March 18, 2020

142 F. Approve Seminar attendance for Murray for Eminent Domain Seminar – March 25, 2020 San  
143 Francisco

144 G. Approve Conference attendance requests for Clark, Murray, Schriebman and Yezman to  
145 attend the NBWA Conference April 3, 2020 in Petaluma.

146

147 **ACTION:**

148 Board approved (M/S Schriebman/Murray 5-0-0-0) the Consent Calendar items A through G.

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

150 NOES: None.

151 ABSENT: None.

152 ABSTAIN: None.

153

154 **BUDGET CALENDAR AND STRATEGY FOR USER RATES FOR 2020-21**

155 Board and staff discussed the Budget Calendar and strategy for User Rates for 2020-21.

156

157 **INFORMATION ITEMS:**

158 **STAFF / CONSULTANT REPORTS:**

159 1. General Manager's Report – Verbal – Prinz reported.

160 2. 2018-19 Comprehensive Annual Financial Report (CAFR) – Written – Ruiz reported

161 3. Treasurer's Report as of December 31, 2019 – Written – Ruiz reported

162

163 Byers left at 7:05 pm.

164

- 165 **BOARD MEMBER REPORTS:**  
166 1. CLARK  
167 a. NBWA Board Committee – no report  
168 b. NBWA Conference Committee– no report  
169 c. Ad Hoc HR Committee re: 2019 GM Evaluation-no report  
170 d. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report  
171 e. Other Reports– no report  
172 2. ELIAS  
173 a. NBWRA– no report  
174 b. Ad Hoc Engineering Committee— no report  
175 c. Other Reports– no report  
176  
177 3. MURRAY  
178 a. Marin LAFCO– verbal report  
179 b. CASA Energy Committee– no report  
180 c. Ad Hoc HR Committee re: GM Evaluation – no report  
181 d. Other Reports– ESSI Washington DC Resilience West Coast Briefing – written report  
182 4. SCHRIEBMAN  
183 a. JPA Local Task Force– no report  
184 b. NBWA Tech Advisory Committee– no report  
185 c. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report  
186 d. Other Reports– no report  
187 5. YEZMAN  
188 a. Gallinas Watershed Council/Miller Creek Watershed Council– no report  
189 b. Flood Zone 7– no report  
190 c. CSRMA– Written report  
191 d. Ad Hoc Engineering Committee— no report  
192 e. Other Reports– no report  
193

194 **BOARD REQUESTS:**

- 195 A. Board Meeting Attendance Requests –none.  
196 B. Board Agenda Item Requests – County yearly 218 Notice request and ADU policy.  
197

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

199 Discussion ensued.  
200

201 **ADJOURNMENT:**  
202

203 **ACTION:**

204 Board approved (M/S Schriebman/Clark 5-0-0-0) the adjournment of the meeting at 7:15 pm.

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

206 NOES: None.

207 ABSENT: None.

208 ABSTAIN: None.  
209

210 The next Board Meeting is scheduled for March 5, 2020 at the District Office.  
211  
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221 ATTEST:

222

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225 \_\_\_\_\_  
Teresa Lerch, District Secretary

226

227

228

229 APPROVED:

230

231

232

233 \_\_\_\_\_

234 Rabi Elias, Board President

SEAL



Agenda Item 2B  
Date March 5, 2020

Las Gallinas Valley Sanitation District  
Warrant List 3/05/2020 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	2/6/2020	EFT1	ADP Payroll	101,555.74		101,555.74	02/28/20 Paydate
2	2/6/2020	N/A	ADT Protection Service	5,382.86		5,382.86	Installed front gate lock at 300 Smith Ranch Rd.
3	2/6/2020	N/A	Aqua Engineering	31,176.66		31,176.66	Secondary Treatment Plant Upgrades
4	2/6/2020	N/A	AT&T	3,298.02		3,298.02	Phone Bill for various pump stations
5	2/6/2020	EFT2	Bank of Marin	47,335.64		47,335.64	March Loan Payment - Recycled Water Loan
6	2/6/2020	EFT	Bank of Marin Visa Credit Cards	24,319.23		24,319.23	Credit Card Charges 01/7/2020 to 02/05/2020
7	2/6/2020	N/A	Bartley Pump LLC	4,741.00		4,741.00	Rebuild Reclamation Pump 3
8	2/6/2020	ACH	Bellecci & Associates	15,781.00		15,781.00	Inspection Services for Sewer main Rehab, Quail Hill CIPP, Marinwood TS Hwy 101
9	2/6/2020	ACH	Brown & Cadwell	822.35		822.35	RIN an LCFS Credit Eval Tech Memo
10	2/6/2020	N/A	Cal-Pacific Reporting	80.00		80.00	Room Rental for Private Meeting
11	2/6/2020	ACH	CalPERS - CERBT- OPEB	11,630.00		11,630.00	Pre-fund GASB payment
12	2/6/2020	EFT	CalPERS - Health	28,592.33		28,592.33	CalPERS Health- Active & Employer Retiree share
13	2/6/2020	EFT	CalPERS - Retirement	18,012.15		18,012.15	Retirement Paydate 2/14/2020
14	2/6/2020	EFT	CalPERS 457 Plan Deffered Comp	4,347.30		4,347.30	457 Deferred Comp Plan 2/14 paydate
15	2/6/2020	ACH	Caltest Analytical	1,565.61		1,565.61	Samples Testing
16	2/6/2020	ACH	Cental Marin Sanitation Agency	2,395.80		2,395.80	FOG Program - 250 Gallons of SBS
17	2/6/2020	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Change
18	2/6/2020	N/A	Comet Building Maintenance	1,329.77		1,329.77	Janitorial Cleaning- Feb 2020
19	2/6/2020	N/A	County of Marin	64.00		64.00	Annual Lease agreement of 3 parcels - Rent increase
20	2/6/2020	N/A	CWEA	188.00		188.00	Certificate renewal for R. Loveless & C. Gill
21	2/6/2020	EFT	Direct Dental	92.00		92.00	Dental Payment for Pease
22	2/6/2020	N/A	Empire Earthworks	14,625.00		14,625.00	Solar Panel Replacement Project
23	2/6/2020	N/A	Fast Response On-Site Testing	730.00		730.00	Audiometry Medical Testing for Staff
24	2/6/2020	N/A	G3 Engineering	4,909.01		4,909.01	Blue-White M-3 Pump w/Spare Roller & Tube
25	2/6/2020	N/A	Golden State Lumber	145.46		145.46	Wall for new Locker Room
26	2/6/2020	ACH	Gopher-It Trenchless Sewer	9,846.00		9,846.00	Sewer Lateral Assistance Program for 24 Lenglen Ave.
27	2/6/2020	ACH	Hanford ARC	7,000.00		7,000.00	LMC Revegetation Maintenance Services
28	2/6/2020	ACH	Harrington Industries	9,078.63		9,078.63	SBS Tank Heaters
29	2/6/2020	ACH	Hazen & Sawyer	13,040.00		13,040.00	Flow Equalization System Design Contract, On-Call Construction Contract Services

Las Gallinas Valley Sanitation District Warrant List 3/05/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	2/6/2020	N/A	Herb's Pool Service	126.39		126.39	Chemicals for Plant Operation
31	2/6/2020	N/A	Jackson's Hardware	212.32		212.32	Black storage crate for collection truck
32	2/6/2020	N/A	JDB Systems	1,007.85		1,007.85	Installation of a Miltronics Ultrasonic Transducer
33	2/6/2020	N/A	Kleinfelder	15,779.87		15,779.87	STPURWE Construction & Materials Testing,
34	2/6/2020	N/A	Liebert Cassidy Whitmore	38.00		38.00	Legal Services
35	2/6/2020	N/A	Marin Ace	13.06		13.06	Simple Green Solution
36	2/6/2020	N/A	Marin Sanitary Service	424.00		424.00	Extra Garbage Bins for Ops Building Remodel
37	2/6/2020	N/A	MuniQuip	1,608.69		1,608.69	Moyno EZ Strip Pump & Gear Reducer HP Motor
38	2/6/2020	ACH	Murray, Craig	1,194.83		1,194.83	Reimbursement of Expenses for 2019
39	2/6/2020	N/A	MWA Architechts	4,814.15		4,814.15	Admin Building Site Evaluation Contract
40	2/6/2020	ACH	Nute Engineering	910.25		910.25	Engineering & Inspection Services
41	2/6/2020	ACH	Orion Protection Services	318.50		318.50	Night Security 300 Smith Ranch
42	2/6/2020	N/A	PACE Supply	10.21		10.21	SBS Feed
43	2/6/2020	ACH	Redwood Security Systems	399.00		399.00	Building Security System
44	2/6/2020	N/A	Regional Government Services	736.50		736.50	Basic Principles Committee meeting Workplace Integration
45	2/6/2020	EFT	Sunlife Financial	2,071.91		2,071.91	Life Insurance, Addl Life and ADD
46	2/6/2020	N/A	Synectic Technologies	887.78		887.78	Phone Programming & Supplies
46	2/6/2020	N/A	TPx Communications	639.95		639.95	Phone Services
47	2/6/2020	N/A	Uline	2,208.78		2,208.78	Lockers & Locker Room Bench
48	2/6/2020	N/A	United Site Services	856.50		856.50	Porta Potties at Plant
49	2/6/2020	ACH	Univar	12,286.99		12,286.99	Sodium Bisulfite & Sodium Hypochlorite deliveries
50	2/6/2020	ACH	WECO Industries	249.28		249.28	Seal, Valve and Cylinder for Pump
51	2/6/2020	N/A	Zee Medical	311.22		311.22	Replenish First Aid Kits

**Las Gallinas Valley Sanitation District  
Warrant List 3/05/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
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Do not change any formulas below this line.

TOTAL	\$ 409,314.65	\$ -	\$ 409,314.65
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EFT1	EFT1 = Payroll (Amount Required)	101,555.74	101,555.74	Approval:
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	Finance
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	GM
N/A	Checks - Not issued	96,470.11	96,470.11	
EFT	EFT = Vendor initiated "pulls" from LGVSD	77,434.92	77,434.92	Board
ACH	ACH = LGVSD initiated "push" to Vendor	86,518.24	86,518.24	
Total		\$ 409,314.65	\$ 409,314.65	

Difference: \$ -





# Agenda Summary Report

To: LGVSD Board of Directors  
 From: Mike Prinz, General Manager *MP*  
 Mtg. Date: March 5, 2020  
 Re: Organizational Review Status Update

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

### BACKGROUND:

The District's 2018 Strategic Plan, adopted on November 15, 2018, included Goal 5: Perform Organizational Analysis and update the Organization Chart. The District contracted with Regional Governmental Services (RGS) in March, 2019 to conduct the Organizational Analysis. The District's revised and prioritized list of 2019/2020 Strategic Initiatives retains this initiative as priority 4: Conduct Organizational Review.

After interviewing District Managers in March, 2019, it became apparent that a critical task of the organizational analysis was to identify the District's core functions and analyze the allocation of District resources to those functions, in addition to allocation of resources to other potentially non-core or discretionary functions.

A range of interactions with Staff occurred over the summer of 2019 which generated a substantial amount of data, primarily via digital surveys and face to face staff interviews. Board members are currently being interviewed to determine the Board perceptions of the District's core functions.

RGS' organizational review work is anticipated to provide recommendations regarding resource allocations, including increases to staff levels in specific areas.

### PREVIOUS BOARD ACTION:

The Board adopted the 2018 Strategic Plan on November 15, 2018, and conducted Strategic Planning Workshops on May 21, June 27, and August 28, 2019.

### ENVIRONMENTAL REVIEW:

Not applicable.

### FISCAL IMPACT:

None.

### STAFF RECOMMENDATION:

None. This is an informational status update only.



# Agenda Summary Report

**To:** Mike Prinz, General Manager *VADP*  
**From:** Robert D. Ruiz, Administrative Services Manager  
**Mtg. Date:** March 5, 2020  
**Re:** Topics for the Spring 2020 Newsletter.

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

### BACKGROUND:

The District publishes newsletters every 6 months for its ratepayers to inform them about District projects, programs and other items of interest. Each newsletter typically has one main topic and three to four smaller articles. Staff is planning to mail the Spring 2020 newsletter in late April or early May..

Attached is a listing of newsletter articles from 2011 through 2019 grouped by topics.

Staff prepared the last newsletter in the Fall of 2019, a copy of which is attached. The topics were:

- Update on Treatment Plant Upgrade.
- District Administrative/Engineering Office Move.
- Sewer Lateral Ordinance.
- PG&E "Public Safety Power Shutoff" Program.
- Understanding the Recycled water storage ponds.

Staff has created a list of items that the Board may want to include in the next newsletter: (A maximum of 5 topics will typically fit in our regular newsletter format.)

- Update on Treatment Plant Upgrade.
- Recycled Water Facility Upgrade.
- District Partnerships – Benefits to All
- Departmental spotlight – Collections Department
- Keeps Fats, Oils, & Grease out of the drain.
- Zero Waste – garbage, organics, and recycling.
- Help Protect Local Waterways and the Bay – Tips for your Pool, Spa or Fountain.

### PREVIOUS BOARD ACTION:

N/A

### ENVIRONMENTAL REVIEW:

N/A

### FISCAL IMPACT:

The newsletter is budgeted in the 2019-20 Budget.



**STAFF RECOMMENDATION:**

Staff requests that the Board discuss these options for the newsletter and chose from the listed recommendations.

# LAS GALLINAS VALLEY SANITARY DISTRICT

2/24/2020

## NEWSLETTER TOPICS

3:05 PM

SORTED BY DATE

### Publication

Topic	Article Title	Date	Period
Construction	Update on Treatment Plant Upgrade.	2019	Fall
District	District Administrative/Engineering Office Move.	2019	Fall
Ordinance	Sewer Lateral Ordinance.	2019	Fall
District	PG&E "Public Safety Power Shutoff" Program.	2019	Fall
District	Understanding the Recycled water storage ponds.	2019	Fall
Construction	Update on Treatment Plant Upgrade.	2019	Spring
Construction	Possible Road Closure.	2019	Spring
Rates	New Rates and Public Hearing.	2019	Spring
Drain/Flushing	Are they really Flushable.	2019	Spring
District	New Team at LGVSD: New Employees and Board	2019	Spring
District	LGVSD starting strong in 2018.	2018	Winter
District	Chris DeGabriele hired as interim general manager.	2018	Winter
Flushing	Microbeads study under way.	2018	Winter
Biogas	Biogas energy recovery system: another step towards energy independence.	2018	Winter
Plant Upgrade	Current Status of treatment plant upgrade project.	2018	Winter
Admin Bldg	Dilapidated building needs urgent revamping.	2017	Summer
Plant Upgrade	Treatment Plant upgrade addresses critical issues.	2017	Summer
Reclamation	Miller Creek dredging resumes.	2017	Summer
Recycled Water	Potable reuse is the addition of advanced purified water, either indirectly or directly, into a drinking water system.	2017	Summer
Recycled Water	All water is recycled. Don't judge water by its history but by its quality.	2017	Summer
Refuse	Free Service: bulky item removal. Plus, curbside clean-up coming in the fall.	2017	Summer
Laterals	Always Get Three Quotes Before Performing Work	2016	Fall
Pest Control	Keep Mosquitos in Check Around Your Home	2016	Fall
Reclamation	River Otters Provide Student Biologist with Field Experience	2016	Fall
Reclamation	Miller Creek Dredging Begun	2016	Fall
Flushing	Did I cause a sewer overflow? Be aware of what you put down the drain.	2016	Fall
Pollution prevention	We Can All Do Our Part to Achieve Zero Waste	2016	Spring
Recycled water	Advanced Purified Recycled Water – the New Drought Proof Water Supply	2016	Spring
Laterals	Protect your sewer lateral and prepare for wet winter	2015	Fall
Pest Control	Tips for Your Pool, Spa, or Fountain	2015	Fall
Pollution prevention	Thermometer, bulbs and battery exchange	2015	Fall
Grants	Grants Received for Biogas Conversion to Energy	2015	Fall
Reclamation	Parking at reclamation area	2015	Fall
Refuse	Compost giveaway	2015	Fall
Flushing	"Wipe Out" Flushing of Personal Wipes!	2015	Spring



# LAS GALLINAS VALLEY SANITARY DISTRICT

2/24/2020

3:05 PM

## NEWSLETTER TOPICS

SORTED BY DATE

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Topic	Article Title	Date	Period
Pest Control	You Can Help Protect the Bay	2015	Spring
Rates	District Continues to Address Aging Infrastructure, Changes in Wastewater Content, and New Regulations	2015	Spring
Rates	Next Phase of Critical Upgrades Requires Fee Increases	2015	Spring
Rates	Tours, Workshops, and Public Hearing Scheduled	2015	Spring
Flushing	Wastewater Treatment Complicated by New Contaminants	2014	Fall
Flushing	Don't Use the Drain as a Dump	2014	Fall
Laterals	Roots and Sewer Laterals Don't Mix Well	2014	Fall
Plant Upgrade	District Forced to Upgrade Aging Treatment Plant to Meet Regulations	2014	Fall
Reclamation	Hiking, Biking, Views on Bayside Trails	2014	Fall
Admin Bldg	Facilities Need Upgrading	2014	Spring
Awards	District Wins Finance Award	2014	Spring
District	Las Gallinas Valley Sanitary District: 60 Years of Service to Marin Residents	2014	Spring
Laterals	What is a Property Easement and Do You Have One on Your Property?	2014	Spring
Flushing	FDA Questions Effectiveness, Safety of Antibacterial Soaps	2014	Spring
Pest Control	Keep Your Pool or Spa Clean — and Protect Waterways	2014	Spring
Awards	LGVSD Awarded Certificate of Excellence for Transparency	2014	Winter
Projects	District Looks Ahead to Meet Regulatory Requirements	2014	Winter
Rates	Board considers options for sewer rate billing methods: variable vs. fixed	2014	Winter
Rates	Public Meeting on Proposed Rate Changes	2014	Winter
District	LGVSD Workers Go Above and Beyond to Help a District Customer in Need	2014	Winter
Awards	Awards Recognize Outstanding District Programs and Performance	2013	Summer
District	District Redesigns Website for Easier Access	2013	Summer
Flushing	Protect Water Quality: Watch What You Flush	2013	Summer
Flushing	Antibacterial Soaps Can Harm the Environment and Wildlife	2013	Summer
Plant Upgrade	Upgrades Maintain System Efficiency and Environmental Health	2013	Summer
Projects	LGVSD Will Perform Smoke Testing During Summer Months	2013	Summer
Laterals	It's Time to Have Your Pipes Inspected!	2013	Winter

# LAS GALLINAS VALLEY SANITARY DISTRICT

2/24/2020

## NEWSLETTER TOPICS

3:05 PM

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	LGVSD Launches New Recycled Water Treatment Facility	2013	Winter
Plant Upgrade	LGVSD Trails Offer Hiking, Biking, Views and More	2013	Winter
Reclamation	Recycled Water: A Track Record for Safety	2013	Winter
Recycled Water	Avoid Using The Toxic Insecticide Permethrin	2012	April
Pest Control	We Must Reduce Inflow and Infiltration	2012	May
Inflow and Infiltration	Lighting Change Decreases Glare, Saves Money	2012	May
Projects	Growing Problem: Goose Population Boom	2012	May
Reclamation	Recycled Water Project Under way	2012	May
Recycled Water			
Awards	Awarded Sewer Collection System of the Year... Again!	2011	March
Grants	District Awarded \$871,000 Grant for Recycled Water	2011	March
	What's the Best Way to Fix Laterals and How to Make it Affordable?	2011	March
Laterals	Damaged Laterals Are Privately Owned but Harm the Community	2011	March
Laterals	We Are Developing Lateral Inspection and Repair Options	2011	March
Laterals	Residential food waste composting test a success	2011	March
Refuse			

**LAS GALLINAS VALLEY SANITARY DISTRICT**

2/24/2020

**NEWSLETTER TOPICS**

3:06 PM

SORTED BY Topic

**Publication**

<b>Topic</b>	<b>Article Title</b>	<b>Date</b>	<b>Period</b>
Admin Bldg	Dilapidated building needs urgent revamping.	2017	Summer
Admin Bldg	Facilities Need Upgrading	2014	Spring
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**LAS GALLINAS VALLEY SANITARY DISTRICT**

2/24/2020

**NEWSLETTER TOPICS**

3:06 PM

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Laterals	What is a Property Easement and Do You Have One on Your Property?	2014	Spring
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**LAS GALLINAS VALLEY SANITARY DISTRICT**

2/24/2020

**NEWSLETTER TOPICS**

3:06 PM

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**3/5/2020**

**General Manager Report**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
  - PGE Large Integrated Audi
  - Sewer Lateral Inspection Update
  - Budget Workshop dates
- Presentation

## Agenda Summary Report

---

To: Mike Prinz, General Manager **MSP**  
From: Robert D. Ruiz, Administrative Services Manager  
Mtg. Date: March 5, 2020  
Re: LGVSD Award- Historical Information.

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

---

### BACKGROUND:

A request was made by the Board to compile a list of awards that the District had received. The following is an historical all-inclusive listing of awards from the past to present. They include:

1. California Sanitation Risk Management Authority (CSRMA) for Workers' Compensation recognizes agencies that strive to maximize employee safety and minimize insurance claims costs by sponsoring the following awards:
  - a. Excellence Award in the Small Agency Category 2012/13.
  - b. Superstar Award: Received for 2009/10, 2005/06, 2003/04 and 2004/05.
2. California Water Environment Association (CWEA)
  - a. Statewide Awards:
    - i. Public Education 2012 and 2009.
    - ii. Collection system of the Year Award: Small system Category (2-249 Miles): 2010.
  - b. CWEA Redwood Empire Section Awards.
    - i. Public Education: 2016, 2015, 2014, 2013, 2012, 2011 and 2008.
    - ii. Collection System of the Year Awards: Small system Category (2-249 Miles): 2016, 2012, 2010 and 2008.
3. Government Finance Officers Association (GFOA)
  - a. Certificate of Achievement for Excellence in Financial Reporting: 2018 back to 2012.
4. Special Districts Association.
  - a. District Transparency Certificate of Excellence. 2019, 2017, 2015, 2013
5. Safety Achievement Record: 579 days as of September 20, 2016.

In recent years we applied for a Project of the Year Award with ABC Biogas Industry Awards, but it was not granted.

A range of utility award programs exist in the industry. Staff will continue to pursue awards as time permits and as project progress warrants doing so.

### PREVIOUS BOARD ACTION:

None.

### ENVIRONMENTAL REVIEW:

N/A



**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

None. This is for information only.



# Operations Department Report

July - December 2019



*H2O Innovation Biowheel Fabrication Facility Tour Minneapolis Minnesota 11/11/2019.*

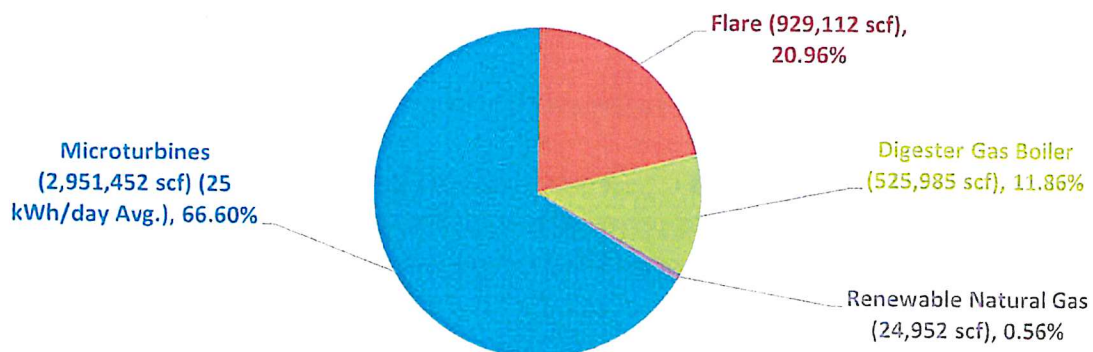
## Recycled Water Facility Totals

- 34,992,425 Gallons Distributed to North Marin Water District
- 32,969 kilowatt hours consumed, approximate cost = \$4,778
- No Recycled Water was Produced by MMWD per Operational Agreement to facilitate STPURWE Project

## Biosolids

- 348 dry tons Class B biosolids produced & 127 dry tons applied to the District's dedicated land disposal site

## Biogas Utilization



## Events

### General

- 7/3/19 Four portable generators placed at pump stations lacking standby power were leased in anticipation of PG&E PSPS events. 8/14/19 All treatment plant and pump station generators were operated on standby power for a 24-hour period to establish baseline fuel usage data. 10/26/19 to 10/28/19 The treatment plant and pump stations were operated on standby generator power during the PG&E Public Safety Power Shut-off event.
- After multiple site visits, the District's gas microturbine contracted service provider discovered extensive corrosion and failed welded joints in the interior of both microturbines. On November 26, 2019, the service company replaced the core components of both microturbines at no charge to the District.
- By the end of 2019, the Operations control room was relocated to main entrance of the administration building.

### Wastewater Treatment Plant

- 8/26/19 Operations staff worked with all STPURWE project parties to coordinate a major process service outage that required the bypass of the treatment plant's only secondary clarifier. Unfortunately, the plan did not function as designed resulting in an unauthorized bypass during the first night of operation.
- 10/21/19 A new Ferric Chloride chemical pump was installed to enhance sludge settling during storm events
- 11/12/19 The District's contracted HVAC service company installed a new external pressure reducing valve on the RNG/BERS boiler but was unable to start the boiler. Recently a boiler service company was able to replace an internal gas control valve and perform start-up of this BERS project equipment.
- 11/18/19 After 36 years of service, Fixed Film Reactor pump #3 failed and was replaced.
- 11/29/19 A failure of the tank heating elements in sodium bisulfite (SBS) tank #1 resulted in crystallization of the SBS which requires temperatures to remain above 50 degrees F. The tank was emptied, cleaned and new heaters have recently been installed.
- 12/7/19 The Deep Bed Filter was found not performing backwash cycles. An analog input card installed in the programmable logic controller had failed and was subsequently replaced.
- 12/16/19 A sludge pump for Primary Clarifier #1, installed in the 2018 Plant Improvements project, failed after less than 9 months of operation. Rocks, nominally one inch in diameter, may have contributed to or caused the failure.
- The STPURWE project's General Contractor has inadvertently damaged potable and non-potable water lines on multiple occasions. The disruptions to service have required a considerable amount of regular and overtime hours from Operations staff to isolate and restore service to these utilities.

### Pump Stations

- 10/16/19 Operations staff installed new float switches at McInnis pump station. The existing float switches were found with failed wire insulation.
- 10/22/19 A nonfunctioning check valve and a failed motor starter contactor were replaced at Descanso pump station's #1 pump.
- Rafael Meadows pump station continues to have issues with homeless people damaging the perimeter fence and using power from the control cabinet's external power outlet, which are used to maintain the charge on the station's standby generator. Staff have notified SRPD multiple times and are investigating alternative means of securing the site.



## Recycled Water & Reclamation

- 7/16/19 A circuit board inside UV power distribution cabinet #2 failed and was replaced.
- 9/5/19 The pasture irrigation operation & maintenance contractor inadvertently damaged the electrical conduit and conductors that provide power to St. Vincent's pump station while removing vegetation from the drainage ditch leading to the pump station. An electrical contractor made the necessary repairs to restore power to the pump station. Staff are investigating insurance coverage for the costs to repair the damage.
- The lack of the MMWD Recycled Water Plant's production has resulted in higher than usual reclamation storage pond operating levels.

## Lab & Regulatory Compliance

### Reclamation Season (July-September)

- The treatment plant continued to operate in non-discharge mode during July-September 2019. All monitoring requirements for NPDES permit were met and water quality constituents were within permit limitations.
- 7/17/19 The District's biological consultant performed a semi-annual biological monitoring field inspection of the reclamation wildlife pond for the District.

### Discharge Season (October-December)

- 10/1/19 The District began discharging effluent to Miller Creek.
- 11/19 to 11/26 The treatment plant ceased discharging effluent to Miller Creek to accommodate construction efforts of the STPURWE project. During this period there was estimated flow of 13.675 MG plant effluent discharged to Reclamation Storage Ponds, which is allowed by the District's NPDES permit.
- In the fall semester, lab staff worked with freshmen students from Terra Linda High School about microbeads and their impact on water environment. Staff also helped them prepare for a Board of Directors presentation.
- Several blending events occurred in connection with the heavy storms that hit the North Bay in December 2019. Result for December 6-7 event exceeded the 45 mg/L trigger value for TSS. In accordance with the permit, District staff sent out samples from the event for analysis of other constituents as specified in the permit. All constituents were below permit limitations.
- The District laboratory director completed the seven sessions of TNI training in 2018-19 and frequently attended related workshops and trainings for any updates. The lab staff is ready to implement TNI standards when it is officially adopted by ELAP.
- The District Certificate (#2407) of Environmental Accreditation will be expiring on February 28, 2020. During the month of November, the District completed the renewal application and all the other requirements and sent it to Environmental Laboratory Accreditation Program. The ELAP certificate authorizes the District to run a variety of analysis in-house (Microbiology of Drinking Water and Wastewater, Inorganic Chemistry of Wastewater, and Whole Effluent Toxicity of Wastewater). It is very important to keep and maintain the ELAP certification.

### Regulatory Compliance NPDES Permit Excursions

Date Occurred	Violation Description	Corrective Action
12/3/2019	Instantaneous Effluent Total Chlorine Residual >0.0	Failed Sodium Bisulfite storage tank heating element replaced.
11/30/2019	Instantaneous Effluent Total Chlorine Residual >0.0	Failed Sodium Bisulfite storage tank heating element replaced.
11/29/2019	Instantaneous Effluent Total Chlorine Residual >0.0	Failed Sodium Bisulfite storage tank heating element replaced.

# Collections/Maintenance/Safety Department Report

July – December 2019



Recently Purchased 2019 VacCon

### Collection System Maintenance

## COLLECTION CREW 2019

Measurement in feet

	JANUARY - JUNE	JULY - DECEMBER	TOTAL
<b>ITV</b>	17,856	16,984	34,840
			-
<b>CJET</b>	82,233	54,719	136,952
			-
<b>CLEAN</b>	134,353	94,141	228,494
<b>TOTAL</b>	234,442	165,844	400,286

ITV = Camera truck

CJET = Flushing with camera truck

CLEAN = Flushing with flusher truck





# Collections/Maintenance/Safety Department Report

## Underground Service Alerts - Markouts Completed

- 1,476 USA's completed (0.75 hours x 1476 = 1,107 hours)

## Service Requests (Customer call outs - Incident Reports)

- There were 7 Service Requests for the months of July -December 31, 2019

## Collection System Overflow Summary

Sanitary Sewer Overflows (SSO) – There were (0) Sanitary Sewer Overflow reported/verified in the District.

### # of spills Year to Date

- Jan – Mar. = 1; Apr. – June = 1; July – Sept. = 0; Oct. – Dec. = 0

## New Construction - Lateral Inspections

- 48 inspections completed (0.75 hours x 48= 36 hours)

## Private Sewer Lateral Replacement

- (54) lateral replacement/repair permits issued.
- (48) laterals replaced = approximately 2,025 feet of Sewer Laterals Replaced

## Lateral Inspection Ordinance

- The Sewer Lateral Inspection Ordinance No. 180 was adopted November 21, 2019.
- Beginning the week of December 2, 2019, administrative duties began in order to create the necessary forms, applications, report templates and notifications to the appropriate agencies effected by the Ordinance.

District Maintenance activities performed by the Skilled Maintenance Worker and Out of Class Assignment Maintenance Supervisor during October – December 2019 (Skilled Maintenance Worker start date – October 2019.

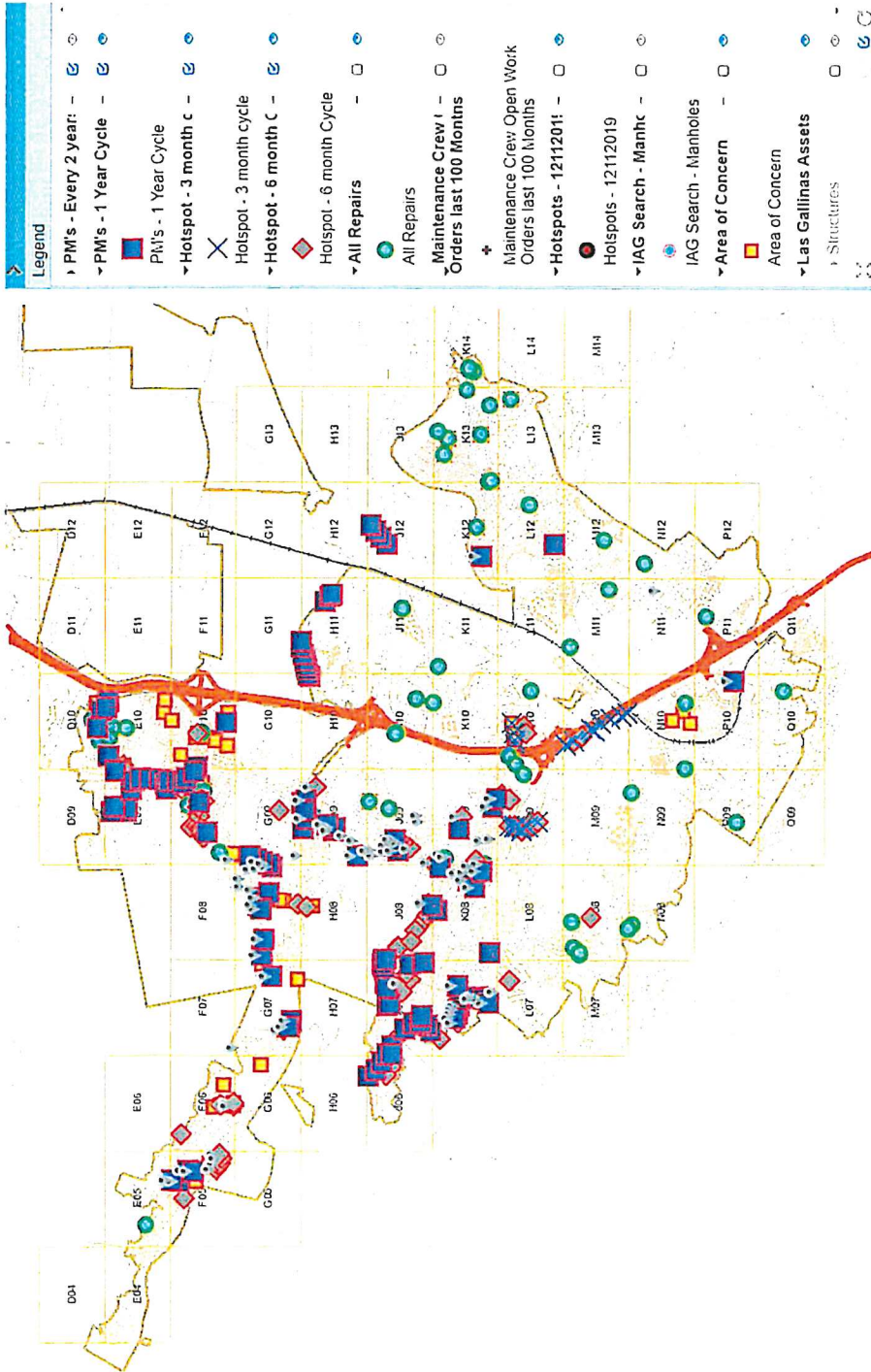
- October 2019: Rebuild Redwood valve box behind old administration building.
- October 2019: Safety Trip Hazard Identification and Painting (Curb and other raised hazards in plant and corporation yard).
- November 2019: Extensive vegetation cleanup in reclamation
- November 2019: Reclamation Pump Station vegetation removal, regrading and general cleanup.
- November 2019: Reclamation Shop cleanup and regrading/addition of rock to the parking area
- December 2019: Plant Operations Control center remodel and relocation
- December 2019: Collections/Maintenance Department conference room remodel and relocation
- December 2019: Deep Bed Filter - Pump drain line replacement
- December 2019: Fixed Film Reactor – Pump replacement

### Safety - Calendar

- July 16, 2019 – Hearing Conservation Training
- August 2019 – Hearing Tests
- September 17, 2019 Hazardous Communication and Hazardous Waste
- October 15, 2019 – Spill Prevention, Containment and Cleanup. Spill Drill
- December 17, 2019 – Lock Out Tag Out procedures and practical

# Collections/Maintenance/Safety Department Report

Collection System Problem Spot Map – In Development (Cityworks)





July – December 2019



*Figure 1. Construction of Aeration Basins. Photo taken on 12/23/2019.*

## **Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) Progress:**

- Awarded Construction Management contract to Kennedy Jenks to take over for MWH Constructors.
- Awarded the following consulting services for construction support:
  - DAC Associates – Geotechnical Engineering Services during Construction
  - Kleinfelder, Inc. – Construction Inspection and Materials Testing Services
  - CPM Construction – On-Call Scheduling and Estimating Support
- PG&E and Myers and Sons Construction (Contractor) completed PG&E Phase 1 relocation construction.
- Finalizing change order for extra cost associated with the deletion.
- PG&E Phase 2 undergrounding design completed.
- Working with County of Marin and State Parks in obtaining easement for PG&E Phase 2 relocation.

### STPURWE Progress (Cont'd):

- Held five monthly meetings with County staff regarding Memorandum of Agreement for construction access, golf net, drainage culvert design, San Francisco Bay Trail Connection, and other issues.
- Filed CEQA Addendum 2 to include contractor staging area adjacent to the sludge lagoons.
- \$10,738,848 in payments made under Progress Payment #3 thru 8.
- \$598,329 in change order authorizations.
- Held project update meetings for the ad hoc engineering subcommittee on 7/1/2019 and 11/6/2019.
- Held project update meetings for the full Board on 9/5/2019 and 12/19/2019.
- **Construction Activities:**
  - Completed PG&E Phase 1 realignment.
  - Finished all caissons installation and testing.
  - Poured concrete slab, grade beam, and foundation for the Aeration and Anoxic Basins, Primary Pump Station, and WAS Pump Station.
  - Completed foundation, interior trench walls, CMU walls, and roof installation for Electrical Building.
  - Installed 30" tee and bypass piping for secondary clarifier.
  - Installed Pipe #100 24" to the Clear Well influent pipe.
  - Installed Recycled Water Feed Pumps.
  - Removed bulk storage chemical tanks, poured housekeeping pad, installed valves and interconnecting piping work for Recycled Water Treatment Facility.
  - Completed two 16" diameter tees for MMWD Clearwell near McInnis Golf Course.
  - Completed coating of the interior walls of Supernatant Pump Station.
  - Began working on removal and installation of the new roof on MMC#3 Electrical Building.
  - Payment issued as of Dec 2019: \$12,380,829 (26.3% completion)
  - Work completed through December 2019 \$16,787,094 (35% completion)



Below is a summary of Engineering Department activities and project status during the last six months of the year:

<b>Job No.</b>	<b>Project Description</b>	<b>Status/Updates</b>
<b>ADMINISTRATION</b>		
20100-02	<b>Administration Building Site Evaluation</b> <i>Site investigation for Administration Building.</i>	<ul style="list-style-type: none"> <li>• Awarded contract to MWA Architects.</li> </ul>
20100-04	<b>Integrated Wastewater Master Plan</b> <i>Development of an Integrated Wastewater Master Plan.</i>	<ul style="list-style-type: none"> <li>• Awarded contract to Kennedy Jenks.</li> </ul>
<b>ENGINEERING</b>		
20125-01	<b>On-Call Consultant Contract</b> <i>Provide on-call consultant services for small projects and emergency projects, when applicable.</i>	<ul style="list-style-type: none"> <li>• Hazen &amp; Sawyer (HS) assisted staff on evaluation of existing bar screens.</li> <li>• HS reviewed Marin Lagoon Pump Station design and provided a construction estimate.</li> <li>• HS provided support in the sizing of a backup generator for the STPURWE project.</li> </ul>
20125-01	<b>On-Call Construction Contract</b> <i>Provide on-call construction services for small projects and emergency projects, when applicable.</i>	<ul style="list-style-type: none"> <li>• Piazza Construction completed:               <ol style="list-style-type: none"> <li>1) Trunk Sewer Manholes Repair in the Silveira field;</li> <li>2) Sink holes investigation on Silveira Field easement;</li> <li>3) St. Vincents Stormwater Pump Station Headwall Repair;</li> <li>4) Emergency Manhole Repair on Miller Creek Road</li> </ol> </li> <li>• Piazza applied for encroachment from City of San Rafael for Las Gallinas - Las Flores Relief Sewer</li> </ul>
<b>COLLECTION SYSTEM</b>		
11200-03	<b>John Duckett Sewage Main Capacity and Storage</b> <i>Project will include the design for deepening of the Duckett pump station, eliminating the visible Gallinas Creek crossing and a new Highway 101 crossing.</i>	<ul style="list-style-type: none"> <li>• Project status update meeting on 12/12/19.</li> <li>• Staff requested GHD to evaluate alternate new Pump Station site location before resuming design.</li> </ul>
11200-03	<b>Marinwood Trunk Sewer Repair</b> <i>Trenchless rehabilitation of 420 LF of 18" diameter ABC (Asbestos Bonded Corrugated) underground sewer crossing at Highway 101 near Postmile 15.6-Miller Creek Rd overcrossing using Cured-in-Place Pipe (CIPP) lining.</i>	<ul style="list-style-type: none"> <li>• Miksis Services Inc. completed the CIPP installation and cleared ditch as requested by Caltrans.</li> <li>• Caltrans to review access road options.</li> </ul>
19200-01	<b>Sewer Main Rehabilitation 2020</b> <i>Annual sewer system rehabilitation; force main locating and mapping; replace/repair ARV's</i>	<ul style="list-style-type: none"> <li>• Project will include force main mapping and rehabilitation of ARV's.</li> <li>• Staff is working on ARV design and RFP's for force main mapping.</li> </ul>
<b>PUMP STATIONS/FORCE MAINS</b>		
12300-05	<b>Rafael Meadows Pump Station</b> <i>Upgrade of existing electrical facilities, installation of permanent standby generator, security fencing, storm drainage system, and water line at the PS. Project includes tree removal/planting, site regrading and AC paving, and installation of LED site lighting.</i>	<ul style="list-style-type: none"> <li>• Civil improvements are on hold, pending City of San Rafael's final parking layout and promenade plans related to District vehicle access issues.</li> <li>• Staff is coordinating with a developer for potential cost sharing of pump upgrades.</li> </ul>

<b>Job No.</b>	<b>Project Description</b>	<b>Status/Updates</b>
14300-05	<b>Combined Force Main Repair/Replacement</b> <i>Replace or repair existing force main to the treatment plant and installation of redundant line for summer and winter flows.</i>	<ul style="list-style-type: none"> <li>• Design on hold at 50% pending Master Plan and granting of easements from the Silveiras.</li> </ul>
18360-01	<b>Marin Lagoon Pump Station</b> <i>Pump station control cabinets need to be upgraded due to deterioration, corrosion, and aging of the infrastructure.</i>	<ul style="list-style-type: none"> <li>• Staff to finalize and return comments to ArcSine on 95% drawings and specifications.</li> <li>• Hazen &amp; Sawyer provided comments and construction estimate of the design.</li> </ul>
18300-05	<b>Hawthorne Pump Station Fencing</b> <i>Replacement and realignment of pump station fencing.</i>	<ul style="list-style-type: none"> <li>• Project is on hold since 2017 due to property line discrepancy with pump station neighbors.</li> </ul>
<b>RECLAMATION</b>		
11500-09	<b>Miller Creek (Lower Miller Creek Channel Maintenance)</b> <i>Rock vane caused levee erosion. Repair rock vane and levee. Continue monitoring of the revegetation per regulatory requirement.</i>	<ul style="list-style-type: none"> <li>• Completed in-channel work in Oct 2019.</li> <li>• Revegetation was completed in Dec 2019.</li> </ul>
17500-05	<b>McInnis Marsh Restoration</b> <i>Financial participation with County of Marin. Force main relocation.</i>	<ul style="list-style-type: none"> <li>• No pending work this period.</li> </ul>
20500-02	<b>Reclamation Valves &amp; Transfer Boxes</b> <i>Installation of 36" transfer valve. Investigate possible leak. Replace transfer boxes and deck. Install additional guardrail/posts/fencing for public safety.</i>	<ul style="list-style-type: none"> <li>• Staff requested quote from Piazza Construction.</li> </ul>
20500-03	<b>St. Vincent Pump Station Headwall/Levee Repair</b> <i>Repair levee and headwall near St. Vincent Pump Station discharge pipe.</i>	<ul style="list-style-type: none"> <li>• Completed by Piazza in Dec 2019.</li> </ul>
20500-10	<b>Center Pivot No. 2 Irrigation System Replacement</b> <i>Replace center pivot irrigation system.</i>	<ul style="list-style-type: none"> <li>• Informally bid per UPCCAA guidelines.</li> <li>• Rejected bids due to budget constraints.</li> <li>• Rebid project in February 2020.</li> </ul>
20500-04	<b>Sharp Solar Panel Replacement Project</b> <i>Replacement of solar panels on District property.</i>	<ul style="list-style-type: none"> <li>• Issued PO to Empire Electric for installation of solar panels using UPCCAA guidelines.</li> <li>• Installation is delayed due to wet weather.</li> </ul>
20500-05	<b>Marsh Pond Capacity Restoration</b> <i>Cattails removal.</i>	<ul style="list-style-type: none"> <li>• Filed Notice of Exemption per CEQA guidelines.</li> <li>• Removal was completed by CATS4U on 11/11/2019.</li> </ul>
20500-05	<b>Marsh Pond Long Term Vegetation Management</b> <i>Prepare long-term vegetation management plan for marsh pond.</i>	<ul style="list-style-type: none"> <li>• WRA is working on the long-term plan.</li> </ul>
<b>TREATMENT PLANT</b>		
12600-02	<b>Plant Improvements 2018</b> <i>Replacement of grit pumps, grit motor controls, hydrocyclones, and installation of progressive cavity sludge pumps.</i>	<ul style="list-style-type: none"> <li>• Punch list and failed Moyno pump warranty process in progress.</li> </ul>
12600-07	<b>Secondary Treatment Plant Upgrades</b>	

<b>Job No.</b>	<b>Project Description</b>	<b>Status/Updates</b>
	<i>Increase secondary treatment capacity and provide treatment plant upgrades.</i>	See cover page for status update.
16650-02	<b>Recycled Water Facility Expansion</b> <i>Expand Recycled Water Facility.</i>	See cover page for status update.
20600-01	<b>Influent Screens Rebuild</b> <i>Rebuild two Parkson units.</i>	<ul style="list-style-type: none"> <li>Placed order for two Parkson units.</li> <li>CATS4U anticipated to start field work in March 2020.</li> </ul>
20600-03	<b>BERS Boiler</b> <i>Fix issue with boiler.</i>	<ul style="list-style-type: none"> <li>Rescheduled boiler technician to be on-site until gas valve is received.</li> </ul>
20600-03	<b>BERS &amp; Smith Ranch Canopy</b> <i>Weather protection for CNG skids and facilities.</i>	<ul style="list-style-type: none"> <li>Move to FY 2020/21 pending potential BERS piping project and other civil improvements.</li> </ul>
20600-04	<b>Flow Equalization Basin</b> <i>Design and construction of flow equalization basin.</i>	<ul style="list-style-type: none"> <li>Kick-off meeting held on 12/18/2019.</li> <li>Hazen &amp; Sawyer to complete review of background materials and information.</li> </ul>
<b>LAND DEVELOPMENT</b>		
	<b>350 Merrydale Rd/3833 Redwood Hwy</b> <i>Demolition of three (3) one-story classroom buildings on site and construction of 9 buildings containing a total of 44 residential townhome units.</i>	<ul style="list-style-type: none"> <li>Responded to project CEQA assessment.</li> <li>Staff will discuss cost sharing of pump station upgrades with the developer.</li> </ul>
	<b>Costco at Northgate Mall - 5800 Northgate Dr</b> <i>Demolition of existing Sears and two other buildings for construction of a new Costco Warehouse Center.</i>	<ul style="list-style-type: none"> <li>Staff responded to City of San Rafael (SR) Planning Division's referral on 9/6/2019.</li> </ul>
	<b>Fire Station 57 - 3530 Civic Center Dr</b> <i>Replace existing with a new fire station.</i>	<ul style="list-style-type: none"> <li>Staff has completed final inspection of sanitary sewer facilities on 11/21/2019.</li> </ul>
	<b>Kaiser Parking Garage - 1650 Los Gamos Dr</b> <i>Construction of a parking structure on the existing parking lot.</i>	<ul style="list-style-type: none"> <li>Staff corresponded with BKF Engineers regarding sanitary sewer relocation, access road, sand-oil separator and other issues.</li> </ul>
	<b>Kaiser Medical Office Building - 1650 Los Gamos Dr</b> <i>Convert existing office building into a medical office building.</i>	<ul style="list-style-type: none"> <li>Staff responded to City of SR Building Department's referral on 11/11/2019.</li> <li>Staff working with BKF on sewer design issues.</li> </ul>
	<b>SCA Marin Specialty Surgery Center - 1 Thorndale Dr</b> <i>Construction of a outpatient surgery center within existing tenant space.</i>	<ul style="list-style-type: none"> <li>Staff responded to City of SR Building Department's referral on 9/11/2019.</li> </ul>
	<b>Silveira Ranch Assisted Living - 301 Smith Ranch Rd</b> <i>To re-develop the site as assisted living/memory care center.</i>	<ul style="list-style-type: none"> <li>Staff responded to Marin County Planning Division's referral on 7/18/2019.</li> </ul>
	<b>Sunrise Senior Living - 111 Merrydale Rd</b> <i>Renovation within existing tenant space.</i>	<ul style="list-style-type: none"> <li>Staff responded to City of SR Building Department's referral on 9/4/2019.</li> </ul>
	<b>3 Oak Ridge Rd</b>	

<b>Job No.</b>	<b>Project Description</b>	<b>Status/Updates</b>
	<i>Construction of an accessory dwelling unit.</i>	• Issued Will Serve Letter on 10/17/2019.
<b>13 Jefferson Ave</b>	<i>Construction of an accessory dwelling unit.</i>	• Staff provided plan review comments on 9/25/2019. • Issued Will Serve Letter on 11/7/2019.
<b>22 Leona Ave</b>	<i>Construction of a 2-story single-family residential unit.</i>	• Issued Will Serve Letter on 8/15/2019.
<b>163 Deepstone Dr</b>	<i>Construction of an accessory dwelling unit.</i>	• Issued Will Serve Letter on 12/19/2019.
<b>800 Upper Rd</b>	<i>Construction of an accessory dwelling unit.</i>	• Staff provided comments on its sewer design.
<b>4136 Redwood Hwy</b>	<i>Renovation of an existing 2-story office building.</i>	• Issued Will Serve Letter on 11/7/2019.



July - December 2019

Below is a summary of the activities performed by the Administration Department during the last six months of the year.

## Human Resources and Payroll

Training, Staff Development and Employee Engagement:

- ASM trained with Society of Human Resource Management (SHRM) to be certified in 2020.
- Attended 2 Special District's HR Forum meetings (meetings with other Special Districts) to discuss new laws and ask questions regarding particular HR issues.
- Attended CalPelra (California Public Employers Labor Relations Association) conference for 3 days training for updates on a variety of HR issues, review and discussion of new labor laws.
- Coordinated Labor Committee Meetings (LMC). Direct communications with Union Rep and LGVSD negotiator regarding union issues.
- Reviewed several employee evaluations and discussed improvements with managers.
- Incorporated a new HR system in ADP. Allows for easier on-boarding for new employees and adds training, such as Sexual Harassment training for new employees.
- Involved in FutureSense communication with employees for a 2019 survey.
- Employees who have achieved new certifications:

Employee	Date Achieved	Certification
Rogers, Norman	11/30/2019	Mech/Tech Grade 1 NEW Dual Cert

Recruitment and Separation:

- Revised job descriptions for new positions: Administrative Assistant and Skilled Maintenance Worker.
- Successfully recruited for 3 positions during this last half of the year.
  - Skilled Maintenance Worker I – Anthony Asaro
  - Financial Administrative Specialist I – Amy Schultz
  - Administrative Assistant – Pam Amatori

Benefits:

- Completed required compliance testing for the Flexible Benefits Plan.
- Prepared monthly calculations based on age of the retirees on health insurance to assure that they are at limits as indicated in the health insurance retirement plan.

Retirement:

- CalPERS' audit of retirement contract for the selected period of September 1, 2010 through September 30, 2013 has been finalized. This appeal was dealing with uniforms being persable. We and 3 other districts, with the advice of counsel, have settled for a total cost to the District of \$1,100 for that 3 year period up to present. One agency is still pursuing additional legal action.

Payroll:

- Processed thirteen regular payrolls.

July - December 2019

**Workers Compensation:**

- There were no lost time accidents during this half of the year.

**Administration**

- Set up new procedures to better safeguard fund transfers (ACH).
- Successfully managed the move of the Admin office to 101 Lucas Valley Road, Suite 300.
- Continuous website updates for posting of agendas, minutes, resolutions, ordinances and public hearing notices, blending events, and personnel changes.
- Received the last Parity Statement for the I-Bank Loan that allows us to borrow on the \$12 million dollar fund. The State Water Board finally complied with repeated requests for this statement.

**Board Support**

- Supported the Board in setting up Board meetings, preparing agendas, scheduling special meetings and assisting with expense reimbursements.
- Published various notices in the newspaper regarding public hearings and ordinance changes.
- Modified several Board Policies regarding meeting locations, compensation and travel.

**Finance**

- Finalized the 2019-20 Annual Audit, which was approved by the board January 16, 2020.
- Prepared the annual State Bond reports for the Marin Public Financing Authority and for LGVSD.
- Attended 2 Special District's Finance Forum meetings and hosted one of the meetings. These are meetings where the Finance Directors of Special Districts meet to discuss issues of concern.
- Private Sewer Lateral Assistance Program activity:
  - Processed five applications which were submitted during the period.
  - As of July 1<sup>st</sup>, 2019, four assessments were paid back for a total of \$16,861.
  - For the first six months of 2019/20, \$45,000 has been expended.
  - Our projected billing for this for 2019-20 is \$78,200.

**3/5/2020**

**Secondary Treatment Plant Upgrade and Recycled Water  
Expansion March 2020 Project Update  
Agenda Item 5A4**

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

3/5/2020

## **BOARD MEMBER REPORTS**

### **CLARK**

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

### **ELIAS**

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

### **MURRAY**

Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: GM Evaluation, Other Reports

### **SCHRIEBMAN**

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

### **YEZMAN**

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



**North Bay Watershed Association**

Draft Summary - the North Bay Watershed Association (NBWA) Board of Directors.

Date: Friday, January 3rd, 2020 – 9:30 a.m. to 11:30 a.m. Location: Marin Municipal Water Dist.

**Directors or Representatives Present Included:**

Board Member	Agency/Org	Board Member	Agency/Organization
Michael Boorstein	Central Marin Sanitation Agency	Megan Clark	Las Gallinas Valley
Pam Meigs	Ross Valley Sanitary District	Susan Gorin	Sonoma County
Elizabeth Patterson	Solano County Water	Jean Mariani	Novato Sanitary District
Damon Connolly	Marin County	Rick Fraites	North Marin Water District
Paul Jenson	City of San Rafael	Ryan Gregory	Napa Sanitation District
Leon Garcia	Napa Co. Flood Control & Water Cons. Dist.	Mike Healy	City of Petaluma
Elisabeth Patterson	Solano Water	Will Stockard	MCSTOPPP

1. Call to Order – Chair Gibson began the meeting at 9:34 a.m.
2. There was no Public Comment, and the Board Approved 3. the Agenda; 4. the Treasurer's Report; and 5. the December Meeting Summary.

**6. Board Sharing**

Megan started off the round of information sharing by telling the group about the finalization of the LGVSD's new plant and said they are just waiting on PG&E. She mentioned that they have moved their administrative offices to 101 Lucas Valley. Leon mentioned the opening of the Newell open space, which burned in a 500 acre fire last year, and that while the burn area willows seem iffy, the oaks are doing ok. They also took this opportunity to work with Napa Co to re-grade the road for better stormwater management. Elisabeth mentioned that Solano is doing a habitat conservation plan mostly for terrestrial species. Pam mentioned their new metrics reports and reminded the group about Ross Valley's PSAs. She also said Ross Valley completed \$30M in capital projects. Paul reported out on the city's Measure AA application to restore Tiscornia Marsh, one of several pieces that Marin Audubon was able to fund recently. Jack talked about being in year 4 of the Resilient Forestry project and that the District is looking at soil investigations and other work. MMWD also completed an annual update of the vegetation inventory, and several meetings have been held regarding the possible use of the Watershed by e-bikes. Damon followed up on the earlier NBWA discussions about the WRDA Act, discussion that began last March on invitation by the House Resources Committee. The local group brainstormed about how the Army Corps is looking at the costs of projects and have proposed a pilot program in areas around the county looking at green and grey solutions. Damon was just back in DC last week and got a favorable reception to re-

imagining the Corp's benefit cost analyses. Susan introduced herself as the new representative from Sonoma County.

#### 7. The State of the Estuary Update, Caitlin Sweeney, SFEP

Caitlin began her presentation by reminding the group that the (San Francisco Estuary Partnership) SFEP is one of 28 programs around the nation. The program covers the bay, delta, and the watersheds that drain into the bay. SFEP is a locally based EPA program, housed at MTC. They have a 38 member advisory committee. SFEP is responsible for reporting out on the status and trends of health of the Estuary, and they released the update late last year. This report focuses on the need for water and land resilience in light of climate change coupled with social resilience. The Estuary is large and it can take time for changes to show up, so they chose 5 indicators to review in 2019, ones that covered the entire Estuary and ones where change can be detected. The story is fair to good for tidal marshes, things are fair in the bay and improving, but the Delta continues to lag. There is a positive story also for urban water use as we see continuing behavior change even as the drought has abated and despite population increase. Judy S. asked if pesticide use is being tracked and Elisabeth responded that the new groundwater law is helping with that. Rick asked about plans for more water being taken out of the bay. Caitlin highlighted the poor state of freshwater flows into the bay. In the upper Estuary the fish community is poor with the exception of Suisun marsh. In the lower Estuary the status is good, but long term monitoring shows a decline. Pam asked if they look at development as a change agent; Caitlin said they only look at results and noted that the fish data is collected offshore so may not fully reflect new marsh restoration.

Some thoughts were given to new indicators of landscape and community resilience for future evaluation. One element could be acre of subsided lands; across the Estuary 400,000 acres are unconnected to the tides and their low elevation places them at risk of flooding. Another possible indicator might be shore resilience; looking at acres of shoreline hardened and therefore not very resilient. Finally, they wanted to look at the resilience of community space. Compared to the national average we do a good job of providing (proximity to) open space - with disadvantaged communities having smaller parks and more limited access. Elisabeth pointed out that the state definition of DAC does not adequately take into consideration agricultural communities. Lastly, the report highlights the voices of those who use the Estuary.

The intended impact of the report is to drive management actions around the Estuary, and clearly shows that we need to continue marsh and freshwater flow work, create resilient shorelines and make communities more resilient. The point is to stay focused on returning the Estuary to better health in the long term.

#### 8. News from US EPA, Luisa Valiela, Region 9 US EPA

Luisa began by letting the Board know the a new water quality and habitat restoration grant round will open shortly. It's a fund that has been coming to the region since 2008, at about \$5 million a year. They will have \$5.5 million this round. It's a competitive program and can fund projects within the 9 Bay Area counties. Luisa expects to get this year's RFP out in February. EPA has funded riparian and bay shoreline projects and communities looking to better manage stormwater. Megan asked about funding horizontal levees. Luisa answered by telling the group that EPA has funded an approach to that on the Hayward shoreline. She suggested everyone become familiar with the San Francisco Estuary Institute's work that was foundational to better stormwater/green infrastructure planning around the region. EPA has funded a lot of Napa River work, the Sonoma Ecology Center and the RCDs to work on corridors and fish improvements. Will asked about ability to fund a planning project, Luisa answered yes, but it should be linked to implementation projects and the



applicant must be strongly committed to completion. All the grant information is up on EPA's website.

She mentioned that in 2019 EPA released the National Water Reuse Action Plan which is now out for comment. The lead in California is David W Smith at Region 9. Finally, Luisa talked about the concerns over PFAS, (Teflon is one product) a class of chemicals that has been found in very high concentration in San Francisco Bay mammals, and there is a concern about it getting into public drinking waters. She suggested that those interested should look at EPA's website for more information on these chemicals.

#### 9. The New Game of Floods, Chris Choo, Marin County

Chris reminded the group that NBWA funded the update of the Game of Floods and she walked through the history of "the watery Marin" by showing historic flood flow photos. She reminded the group that the region has lost huge amounts of Bay wetlands. Sea level rise, now 8 inches of rise in the bay, is accelerating. How do we prepare our communities and our infrastructure? The county did a vulnerability assessment in 2016 and it will be the treatment plants, pipes, utility lines, and businesses are in the floodplain areas. Need to think about how to respond. We also need to look at those areas in wild land/urban interface for fire vulnerabilities. Chris then brought the group back to the Game of Floods and how the game helps people focus on what is at stake. The new game is simplified and boxed and is now finally ready for distribution.

#### 10. Next Meeting: February 7, 2020, Novato Sanitation District

SUBMITTED BY: Judy Kelly, Executive Director NBWA



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**3/5/2020**

**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



# FEMA FEMA Grants \$3M to Improve Flood Protection for Marin County Homes

(1)

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**Release date:** February 10, 2020

**Release Number:** RIX-NR-20-07

**Oakland, Calif.** – The Federal Emergency Management Agency (FEMA) has granted \$3 million to the California Governor’s Office of Emergency Services (Cal OES) and Marin County to reduce flood risk and extend flood protection to the community of Santa Venetia.

Funds will be used to improve and raise a berm located atop an existing earthen levee system. While the old berm system has worked until now for high tides, the deterioration of the timber, compounded with rising sea levels and sinking land elevations, threatens its ability to protect around 900 Santa Venetia homes from flooding and tidewater that backs up from San Pablo Bay.

Seven-thousand feet of wood panels will be replaced by composite lumber, a blend of wood fiber, plastic, and thermoplastic resin that is resistant to decay, pest infestation, seepage, and sliding. The upgraded panels will extend the life of the system at least 50 more years.

The \$4 million Hazard Mitigation Grant Program (HMGP) project will be funded by \$3 million from FEMA, with non-federal sources covering the remaining \$994,000.

FEMA's HMGP helps states, territories, federally-recognized tribes, local communities and certain private, non-profit organizations become more resilient to potential infrastructure damage and reduce future disaster costs. In the past 30 years, FEMA has invested more than \$1.3 billion to reduce disaster risk in California.

###

*FEMA's mission is helping people before, during, and after disasters. Follow FEMA Region IX online at [twitter.com/femaregion9](https://twitter.com/femaregion9) (<https://twitter.com/FEMARegion9>) or view more news releases at [fema.gov/fema-regions/region-ix](https://www.fema.gov/fema-regions/region-ix) (<https://www.fema.gov/fema-regions/region-ix>).*

Last Updated: February 10, 2020 - 13:50

**Related State(s):**

[Region IX \(/fema-regions/region-ix\)](#)

[California \(/fema-regions/california\)](#)



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No. 158 Feb. 13, 20, 2020

**NOTICE INVITING INFORMAL BIDS**

1. The Las Gallinas Valley Sanitary District hereby invites informal bids for the **CENTER PIVOT NO. 2 REPLACEMENT REBID** Project, in accordance with the Uniform Public Construction Cost Accounting Act (UPCCAA) Procedures and other applicable law, and the following:

2. All bids must be delivered to the Las Gallinas Valley Sanitary District temporary office located at 101 Lucas Valley Rd, Suite 300, San Rafael, California 94903 on or before **11:00 AM, March 5, 2020**. Bids will be announced 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 rejected. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive. Electronic copies are acceptable if followed by a phone call to the District at 415-472-1734 confirming receipt prior to the bid opening time. Email to: Michael P. Cortez at [mcortez@gvsd.org](mailto:mcortez@gvsd.org) and cc: Irene Huang at [ihuang@gvsd.org](mailto:ihuang@gvsd.org) no later than the date and time shown above for consideration.

3. Pursuant to UPCCAA procedures, interested bidders must be prequalified by the District prior to submitting an informal bid for projects under \$200,000 such as this Project. Failure to do so will disqualify the bidder. If you would like your company prequalified, please complete and sign a Contractor's Pre-Qualification Application available at <http://www.gvsd.org> and submit to the District before the bid opening shown above.

4. A pre-bid meeting is scheduled for **February 27, 2020 at 9:00AM, 101 Lucas Valley Rd, Suite 300, San Rafael, CA 94903**. The pre-bid meeting is **non-mandatory**. Special site visits may be scheduled 24 hours in advance a minimum of five (5) working days before bid opening.

5. 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 to: Irene Huang, PE at [ihuang@gvsd.org](mailto:ihuang@gvsd.org) or 415-472-1734. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

6. 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 CENTER PIVOT NO. 2 REPLACEMENT REBID Project as shown in the Project Technical Specifications and Drawings and in accordance with the Contract Documents within **45 calendar days** of the Project commencement date specified in the Notice to Proceed for the Project. The Engineer's estimate is \$125,000.

7. SCOPE OF WORK. The Project work is generally described as:  
 a. Replacement of existing 185'-diameter Center Pivot No. 2 irrigation system and ancillary components.  
 b. Startup and testing.

8. 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.

9. 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](http://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 have any interest, may be ineligible to bid on, be awarded, or perform Project work as a subcontractor.

10. 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/ Mike Prinz  
 Mike Prinz, General Manager

Date: February 20, 2020

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