



101 Lucas Valley Road, Suite 300
San Rafael, CA 94903
Tel.: 415-472-1734
Fax: 415-499-7715
www.LGVSD.org

MANAGEMENT TEAM
General Manager, Mike Prinz
Plant Operations, Mel Liebmann
Collections/Safety/Maintenance, Greg Pease
Engineering, Michael P. Cortez
Administrative Services, Dale McDonald

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

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.

BOARD MEETING AGENDA

November 18, 2021

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health, which was due to end on September 30, 2021 (Exec. Ord. N-08-21). However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's previous Executive Orders. - In light of this – the November 18, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged, but not required, to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, November 17, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

**Prior to the meeting, participants should download the Zoom app at:
<https://zoom.us/download>.*

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at: <https://us02web.zoom.us/j/87686904443>

OR

By teleconference at: +16699009128 Meeting ID: 876 8690 4443

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

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

Estimated
Time

OPEN SESSION:

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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER: pursuant to Government Code Section 54957.

OPEN SESSION:

5:05 PM

1. PUBLIC COMMENT

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5:10 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 October 21, 2021
- B. Approve the Warrant List for November 18, 2021
- C. Approve Board Compensation for October, 2021
- D. Approve Resolution 2021-2230 Continuing Remote Board Meetings

Possible expenditure of funds: Yes, Item B and C.

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

5:15 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager Report – Verbal
- 2. District Correspondence – Written
- 3. Large Integrated Audit Initial Measures List – Written
- 4. Secondary Treatment Process Upgrade and Recycled Water Expansion Project Update - Presentation

- 6:00 PM** **4. OAKMONT SENIOR LIVING WILL SERVE AND RESOLUTION GRANTING AN EASEMENT**
Board to review and approve the Oakmont Senior Living Will Serve letter and Resolution 2021-2231 granting an Easement.
- 6:20 PM** **5. LOWER MILLER CREEK REVEGETATION MAINTENANCE AWARD**
Board to review the 1-year contract extension with Hanford ARC for the Lower Miller Creek.
- 6:30 PM** **6. COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) TECHNICIAN (MAINTENANCE PLANNER) JOB DESCRIPTION AND COMPENSATION**
Board to review and approve the Job Classification and compensation for the Computerized Maintenance Management System Technician.
- 6:45 PM** **7. 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.
- 6:50 PM** **8. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, 2021 Employee Climate Survey Ad Hoc Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
 2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, 2021 Legal Services Ad Hoc Committee, 2021 Employee Climate Survey Ad Hoc Committee, Marin Special Districts Association, Other Reports
 4. SCHRIEBMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports
 5. YEZMAN
 - a. Flood Zone 7,CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2021 Legal Services Ad Hoc Committee, Other Reports
- 7:00 PM** **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
 - C. Pending Board Agenda Item Requests
 - i. ACTION – Relocation Assistance Act Policy for Real Estate Acquisitions
 - ii. ACTION – Environmental Compliance Manager Position
 - iii. ACTION – Unrepresented Employee Contracts

7:05 PM 10. VARIOUS INDUSTRY RELATED ARTICLES

7:10 PM 11. ADJOURNMENT

FUTURE BOARD MEETING DATES: DECEMBER 2, DECEMBER 16 AND JANUARY 6, 2022

AGENDA APPROVED:	Crystal J. Yezman, 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 November 15, 2021 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held November 18, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: November 10, 2021



Teresa L. Lerch
District Secretary

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

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

AGENDA ITEM 1

11/18/2021

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.

11/18/2021

CLOSED SESSION

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

AGENDA ITEM 1

11/18/2021

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.

MEETING MINUTES OF OCTOBER 21, 2021

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON OCTOBER 21, 2021 AT 4:02 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

- BOARD MEMBERS PRESENT:** M. Clark, R. Elias, C. Murray, J. Schriebman, and C. Yezman
- BOARD MEMBERS ABSENT:** None
- STAFF PRESENT:** Mike Prinz, General Manager; Dale McDonald District Treasurer; Greg Pease, Collection System/Safety Manager, Mike Cortez, District Engineer, Irene Huang, Associate Engineer;
- OTHERS PRESENT:** Patrick Richardson, District Counsel; Fani Danadjieva from DHA;
- ANNOUNCEMENT:** President Yezman announced that the agenda had been posted as evidenced by the certification on file in accordance with the law
- 1. PUBLIC COMMENT:** None

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 September 16th, September 20th and September 30th, 2021
- B. Approve the Warrant List for October 21, 2021
- C. Approve Board Compensation for September 2021
- D. Approve Clark attendance at the State of the Estuary Meeting on October 1, 2021
- E. Approve Resolution 2021-2228 Finance Policy F-140 Donation Policy
- F. Approve Resolution 2021-2229 Continuing Remote Board Meetings

ACTION:

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

- AYES: Clark, Elias, Murray, Schriebman and Yezman
NOES: None.
ABSENT: None.
ABSTAIN: None.

3. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

1. General Manager Report – Prinz reported
2. District Correspondence – Discussion ensued.

4. OPERATIONS CONTROL CENTER BUILDING CONTRACT AMENDMENT WITH DANADJIEVA HANSEN ARCHITECTS

Board reviewed the Operations Control Center Building Contract Amendment #6 and the design of optional OCC Building features. Discussion ensued.

ACTION:

Board approved (M/S Elias/Schriebman 3-2-0-0) authorizing the General Manager to execute Contract Amendment 6 with Danadjieva Hansen Architects (DHA) in the amount of \$1,609,096 for final design of the Operations Control Center (OCC) Building with the following project components: Corporation Yard, Bioassay Facility, Firetruck Hammerhead within Treatment Plant, Parking lot improvements and authorized the design of optional OCC Building features in the amount of \$209,000 to include:

- a) Recycled water Feature
- b) Planning Irrigation System
- c) Signage
- d) Multi-Media Support
- e) Energy Modeling
- f) Leadership in Energy and Environmental Design (LEED) Certification

AYES: Clark, Elias and Schriebman

NOES: Murray, Yezman

ABSENT: None.

ABSTAIN: None.

5. CIVIL ENGINEERING TECHNICIAN JOB DESCRIPTION AND COMPENSATION

Board reviewed the Civil Engineering Technician job description and compensation. Discussion ensued.

Murray left at 6 p.m.

ACTION:

Board approved (M/S Schriebman/ Elias 4-0-1-0) the Civil Engineering Technician Job Description and Compensation salary schedule with the following addition to the job description: under Examples of Typical Functions – Organizes and maintains real property maps, surveys, legal documents, easements, and other real-property documents.

AYES: Clark, Elias, Schriebman and Yezman.

NOES: None.

ABSENT: Murray.

ABSTAIN: None.

6. MANAGEMENT AND UNREPRESENTED EMPLOYEE CONTRACT TERMS AND APPROVALS

ACTION:

Board approved (M/S Clark/Schriebman 4-0-1-0) tabling this item until the next Regular Board meeting.

AYES: Clark, Elias, Schriebman and Yezman.

NOES: None.

ABSENT: Murray.

ABSTAIN: None.

7. PUBLIC COMMENT – none.

8. BOARD MEMBER REPORTS:

1. CLARK

- a. NBWA Board Committee –no report
- b. NBWA Conference Committee – no report
- c. 2021 Employee Climate Survey Ad Hoc Committee- verbal report
- d. 2021 Operations Control Center Ad Hoc Committee – no report
- e. Other Reports–no report

2. ELIAS
 - a. NBWRA– verbal report
 - b. Ad Hoc Engineering Committee—no report
 - c. Ad Hoc 2021 GM Evaluation Committee –verbal report
 - d. 2021 Operations Control Center Ad Hoc Committee – no report
 - e. Other Reports– no report

3. MURRAY - absent
 - a. Marin LAFCO – no report
 - b. CASA Energy Committee– no report
 - c. Ad Hoc 2021 GM Evaluation Committee – no report
 - d. 2021 Legal Services Ad Hoc Committee – no report
 - e. 2021 Employee Climate Survey Ad Hoc Committee- no report
 - f. Marin County Special Districts Association – no report
 - g. Other Reports – no report

4. SCHRIEBMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal report
 - b. JPA Local Task Force– no report
 - c. NBWA Tech Advisory Committee– no report
 - d. Other Reports- no report

5. YEZMAN
 - a. Flood Zone 7– no report
 - b. CSRMA – no report
 - c. Ad Hoc Engineering Committee– no report
 - d. 2021 Legal Services Ad Hoc Committee – verbal report
 - e. Other Reports–no report

9. BOARD REQUESTS:

- A. Board Meeting Attendance Requests- none
- B. Board Agenda Item Requests- Clark reminded the Board President to schedule a closed session GM Evaluation.

10. VARIOUS INDUSTRY RELATED ARTICLES – Discussion ensued.

11. ADJOURNMENT:

ACTION:

Board approved (M/S Elias/Schriebman 4-0-1-0) the adjournment of the meeting at 6:19 p.m.

AYES: Clark, Elias, Schriebman and Yezman

NOES: None.

ABSENT: Murray

ABSTAIN: None.

The next Board Meeting is scheduled for Thursday, November 4, 2021 at 4:00 PM at the District Office.

ATTEST:

Teresa Lerch, Board Secretary

APPROVED:

Megan Clark, Board Vice-President

Agenda Item 283Date November 18, 2021Las Gallinas Valley Sanitation District
Warrant List 11/18/2021 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	11/18/2021	EFT1	ADP, Inc	137,910.88		137,910.88	11/05/2021 Payroll & Processing Charges
2	11/18/2021	ACH	A & P	84.70		84.70	Document storage - November
3	11/18/2021		Allmax Software Support, Inc.	1,920.00		1,920.00	Operator10 Wastewater annual support 5-seat historian. Support through 12/31/2022
4	11/18/2021		Aqua Engineering, Inc	23,039.85		23,039.85	STPURWE - Design Services during Construction
5	11/18/2021		Aramark Uniform Service	502.69		502.69	Laundry Service for Weeks
6	11/18/2021	EFT	Bank of Marin	47,335.64		47,335.64	Recycled Water Loan Payment- November
7	11/18/2021	ACH	Byers Law Office	13,434.83		13,434.83	Legal Services Rendered for October
8	11/18/2021		California Water Environment Association	192.00		192.00	Member Dues - Steve Inskeep
9	11/18/2021	EFT	CalPERS 457 Plan Deferred Comp	7,028.00		7,028.00	EE's Deferred Comp Plan -Paydate 11/5/2021
10	11/18/2021	EFT	CalPERS CERBT-OPEB	23,260.00		23,260.00	Other Pension Employee Benefits
11	11/18/2021	EFT	CalPERS Required Contribution	520.75		520.75	Pre-Fund GASB Payment - November
12	11/18/2021	EFT	CALPERS Retirement	20,900.06		20,900.06	EE & ER Payment to Retirement- Paydate 11/5/2021
13	11/18/2021	ACH	Cal-Steam, Inc.	566.23		566.23	Misc. supplies
14	11/18/2021		Cintas Corporation	125.34		125.34	Safewasher Service & Filter Replacement - November
15	11/18/2021		City National Bank	664,595.20		664,595.20	Loan Payment
16	11/18/2021	ACH	Core Utilities, Inc.	3,510.00		3,510.00	IT Services - October
17	11/18/2021		CPM Construction Inc.	5,600.00		5,600.00	STPURWE - Scheduling & Estimating Services
18	11/18/2021		Cropper Accountancy Corporation	5,000.00		5,000.00	Financial Statement Audit -June 30, 2021
19	11/18/2021	ACH	Data Instincts	2,527.50		2,527.50	Provide Public Information and Awareness - O(ctober 2021
20	11/18/2021	EFT	Direct Dental Administrators, LLC	186.00		186.00	Monthly Billing-November , EE payment for Dental Services
21	11/18/2021	ACH	Du-All Safety, LLC	4,728.00		4,728.00	Safety and Training for LGVSD- October 2021
22	11/18/2021	ACH	Elias, Rabi	200.00		200.00	Medical Reimbursement
23	11/18/2021	ACH	EOA, Inc.	8,437.70		8,437.70	Technical Assistance for Regulatory Permits
24	11/18/2021		Federal Express	15.79		15.79	Shipping Costs- Lab & Board Staff
25	11/18/2021	ACH	Gardeners' Guild	1,123.00		1,123.00	Grounds Maintenance-

**Las Gallinas Valley Sanitation District
Warrant List 11/18/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
26	11/18/2021	ACH	Grainger	936.47		936.47	Gloves, GP Motor
27	11/18/2021	ACH	Hanford ARC	3,603.80		3,603.80	LMC Revegetation Maintenance Services - October
28	11/18/2021	ACH	Kennedy/Jenks Consulting, Inc.	101,204.92		101,204.92	STPURWE - Construction Management & Inspection Services-
29	11/18/2021	ACH	Kleinfelder, Inc.	12,420.51		12,420.51	STPURWE Const Inspection & Materials testing
30	11/18/2021	ACH	Koff & Associates, Inc.	960.00		960.00	Class & Comp Study - Daata Collection
31	11/18/2021		Marin Water	7,974.15		7,974.15	Water Use at Plant and Pump Stations 300 SRR & Pump stations- October
32	11/18/2021		Marin/Sonoma Mosquito & Vector Control	1,527.05		1,527.05	Mosquito Control at Ponds
33	11/18/2021	ACH	Murray, Craig	125.00		125.00	Medical Reimbursment
34	11/18/2021		North Valley Labor Compliance Services	150.00		150.00	Labor Compliance for LMC Revegetation Maintenance Services - October
35	11/18/2021	ACH	Operational Technical Services, LLC	9,380.00		9,380.00	Additional Temp Operator for Vacancies
36	11/18/2021		Pacific Crest Group	742.50		742.50	HR Consulting Services- October
37	11/18/2021		Rathlin Properties LLC	8,829.00		8,829.00	101 LVR Rent - December
38	11/18/2021	ACH	Retiree Augusto	168.56		168.56	Retiree Health -Dec
39	11/18/2021	ACH	Retiree Burgess	184.03		184.03	Retiree Health -Dec
40	11/18/2021	ACH	Retiree Cummins	181.48		181.48	Retiree Health -Dec
41	11/18/2021	ACH	Retiree Cutri	480.12		480.12	Retiree Health -Dec
42	11/18/2021	ACH	Retiree Emanuel	238.25		238.25	Retiree Health -Dec
43	11/18/2021	ACH	Retiree Gately	206.97		206.97	Retiree Health -Dec
44	11/18/2021	ACH	Retiree Guion	206.97		206.97	Retiree Health -Dec
45	11/18/2021	ACH	Retiree Johnson	692.45		692.45	Retiree Health -Dec
46	11/18/2021	ACH	Retiree Kermoian	181.48		181.48	Retiree Health -Dec
47	11/18/2021	ACH	Retiree Mandler	181.48		181.48	Retiree Health -Dec
48	11/18/2021	ACH	Retiree McGuire	616.50		616.50	Retiree Health -Dec
49	11/18/2021	ACH	Retiree Memmott	181.48		181.48	Retiree Health -Dec
50	11/18/2021	ACH	Retiree Petrie	168.56		168.56	Retiree Health -Dec

**Las Gallinas Valley Sanitation District
Warrant List 11/18/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
51	11/18/2021	ACH	Retiree Pettey	180.74		180.74	Retiree Health -Dec
52	11/18/2021	ACH	Retiree Provost	1,191.25		1,191.25	Retiree Health -Dec
53	11/18/2021	ACH	Retiree Reetz	505.96		505.96	Retiree Health -Dec
54	11/18/2021	ACH	Retiree Reilly	181.48		181.48	Retiree Health -Dec
55	11/18/2021	ACH	Retiree Vine	181.48		181.48	Retiree Health -Dec
56	11/18/2021	ACH	Retiree Wettstein	655.00		655.00	Retiree Health -Dec
57	11/18/2021	ACH	Schriebman, Judy	200.00		200.00	Medical Reimbursment
58	11/18/2021	ACH	Retiree Williams	655.00		655.00	Retiree Health -Dec
59	11/18/2021	ACH	Univar USA Inc.	3,449.54		3,449.54	Sod Hypo 12.5 % Liquichl K2
60	11/18/2021	ACH	Yezman, Crystal	200.00		200.00	Medical Reimbursment

Do not change any formulas below this line.

TOTAL \$ 1,131,686.34 \$ - \$ 1,131,686.34

EFT1	EFT1 = Payroll (Amount Required)	137,910.88	137,910.88	Approval: Finance GM Board
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	0.00	0.00	
EFT	EFT = Vendor initiated "pulls" from LGVSD	99,230.45	99,230.45	
ACH	ACH = LGVSD initiated "push" to Vendor	174,131.44	174,131.44	
	Total	<u>\$ 411,272.77</u>	<u>\$ 1,131,686.34</u>	

Difference: \$ _____

STPURWE Costs 142,265.28

Directors' Meeting Attendance Recap

NAME	TOTAL MEETINGS
MEGAN CLARK	4
RABI ELIAS	4
CRAIG MURRAY	6
JUDY SCHRIEBMAN	4
CRYSTAL YEZMEN	4
TOTAL:	<u>22</u>

Meeting Date: 11/18/2021

Paydate: 11/22/2021



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Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: MEGAN CLARK Month: OCTOBER, 2021

Board Members shall be compensated for up to the legal limit of six (6) meetings 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
7 th	Reg.	X	
11 th	Special - Parliamentary	X	
21 ST	Reg.	X	
TOTAL		3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1 ST	NBWA - reg.	X	
TOTAL		1	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	4
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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.

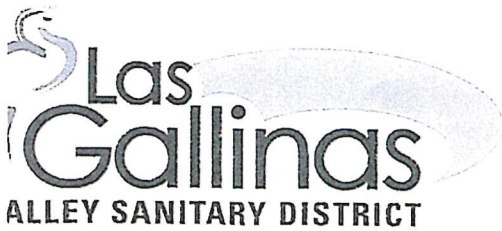
Megan Clark
Director Signature

11.5.21
Date
11/9/2021

[Signature]
Administrative Services Manager Approved

11.5.21
Date

[Signature]
Board Secretary Received



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BOARD MEMBER ATTENDANCE FORM

Director's Name: Rabi Elias Month: October 2021

Board Members shall be compensated for up to the legal limit of six (6) meetings 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
10/7/21	special Mtg	✓	
10/11/21	special Mtg	✓	
10/21/21	Reg. Bd. Mtg	✓	
TOTAL		3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
10/29/21	Comm. Mtg Eval. GM	✓	
TOTAL		1	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	4
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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
Director Signature

10/30/21
Date
11/9/2021

[Signature]
Administrative Services Manager Approved

11/1/21
Date
Date

[Signature]
Board Secretary Received



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BOARD MEMBER ATTENDANCE FORM

Director's Name: MURRAY, Craig K. Month: October 2021

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
10/6/21	Legal Services Ad Hoc Committee	X	
10/7/21	Board Meeting	X	
10/11/21	Special Board Meeting – Parliamentary Procedures	X	
10/21/21	Board Meeting	X	
TOTAL		4/4	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
10/7,10,16/21	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 10/7 0.5 hours; 10/10 0.5 hours; 10/16 2.5 hours;		XXX
10/13/21	CWEA, CASA Biosolids & Renewable Energy Seminar	X	
10/14/21	Marin LAFCo Commission Meeting		X
10/19/21	LGVSD Board Member General Manager Coordination Meeting		X
10/28/21	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	
TOTAL		2/7	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	6/11
--	-------------

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.

Craig K. Murray

October 23, 2021

Director Signature

Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Administrative Services Manager Approved

Board Secretary Received

11/9/2021

Date

10.25.21

Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Judy Schriebman Month: Oct. 2021

Board Members shall be compensated for up to the legal limit of six (6) meetings 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
10/7	Regular Meeting	X	
10/11	Special Meeting	X	
10/21	Regular Meeting	X	
TOTAL		3:3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
10/6	Gallinas Watershed Council	X	
TOTAL		1:1	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	4
--	----------

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.

Judy Schriebman

11/1/2021

Director Signature

Date

[Signature]

11/9/2021

Administrative Services Manager Approved

Date

[Signature]

11/11/21

Board Secretary Received

Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: _____ Yezman _____ Month: ___ Oct 2021 _____

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
10/07/21	Regular Board Mtg	X	
10/11/21	Special Board Mtg	X	
10/21/21	Regular Board Mtg	X	
TOTAL		3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
10/06/21	Legal Ad Hoc	X	
TOTAL		1	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	4
--	----------

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.

Director Signature

11/05/21
Date

Administrative Services Manager Approved

11/9/2021
Date

Board Secretary Received

11/5/21
Date

Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Dale McDonald, Administrative Services Manager
(415) 526-1519 dmcDonald@lgvSD.org
Meeting Date: November 18, 2021
Re: Proclaiming a Local Emergency Exists and Authorization for Continued Remote Teleconference Meetings of the Board
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Adopt Resolution No. 2021-2230 to allow continued use of remote teleconference for District public meetings per Gov. Code Sec. 54953.

BACKGROUND

On September 20, 2021, Governor Newsom signed AB 361. The legislation provides that local agencies subject to the Brown Act may continue to hold certain public meetings via video/teleconference as they have done during the COVID-19 emergency declared by Governor Gavin Newsom on March 4, 2020.

The legislation allows such meetings to continue during a proclaimed state of emergency if state or local officials have recommended measures to promote social distancing. Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. The District's COVID-19 Prevention Program promotes social distancing between individuals for the safety of both employees and the public.

The proposed resolution provides the Board the option to continue to hold remote video / teleconference meetings when appropriate while the state proclamation of emergency remains in place.

To continue with AB 361 remote video/teleconference meetings, the District must reconsider the circumstances of the emergency **every 30 days** and determine that either the state of emergency continues to directly impact the ability of the members to meet safely in person; or, state or local officials continue to impose or recommend measures to promote social distancing. These findings must be made by majority vote. *Gov. Code § 54953(e)(3)*.

PREVIOUS BOARD ACTION

On September 30, 2021 the Board adopted Resolution No. 2021-2226 to allow continued use of remote teleconference for District public meetings. The Board confirmed continued use of remote teleconference meetings by adopting Resolution No. 2021-2229 on October 21, 2021.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None

RESOLUTION NO. 2021-2230

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER, DATED MARCH 4, 2020, IN CONTINUING EXECUTIVE ORDERS, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT FOR THE PERIOD OF *NOVEMBER 18, 2021 THROUGH DECEMBER 18, 2021*, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the LAS GALLINAS VALLEY SANITARY DISTRICT ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of LAS GALLINAS VALLEY SANITARY DISTRICT's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-2229 on October 21, 2021, finding that the requisite conditions exist for the Board of Directors of the LAS GALLINAS VALLEY SANITARY DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, a State of Emergency has been proclaimed by Governor Gavin Newsom, dated March 4, 2020 and continuing; and

WHEREAS, the California Department of Public Health has issues Health Orders, as of August 5, 2021, noting that California is currently experiencing the fastest increase in COVID-19 cases during the entire pandemic with 18.3 new cases per 100,000 people per day, with case rates increasing ninefold within two months. The Delta variant is highly transmissible and may cause more severe illness. In fact, recent data suggests that viral load is roughly 1,000 times higher in people infected with the Delta variant than those infected with the original coronavirus strain, according to a recent study. And that the Delta variant is currently the most common variant causing new infections in California; and

WHEREAS, effective, August 3, 2021, the Public Health Officer of The County of Marin (“Health Officer”), in keeping with Health Orders from the California Department of Public Health, required all individuals to wear face coverings when indoors in workplaces and public settings, with limited exemptions, and recommends that businesses make face coverings available to individuals entering the business on the basis Since April 2021, the SARS-CoV-2 B.1.617.2 (Delta) variant has been circulating in Marin County. This variant is highly transmissible in indoor settings and requires multi-component prevention strategies to reduce spread. Despite high vaccination rates, Marin County is experiencing substantial levels of community transmission due to the Delta variant. While most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing. Hospitalizations have also increased, primarily among unvaccinated persons. Marin County is also seeing a concerning uptick in cases among staff and residents in long-term care facilities; and

WHEREAS, the Delta variant continues to pose a significant risk to the health and safety of attendees at an in-person meeting of the Board of Directors of the District; and

WHEREAS, the Board of Directors does hereby find that, as noted by the Governor, the California Department of Public Health and the Marin County Public Health Officer, that a State of Emergency continues to exist in regard to the Covid-19 outbreak and its Delta variant, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California, the California Department of Public Health and the Public Health Officer of The County of Marin; and
and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the Board of Directors of LAS GALLINAS VALLEY SANITARY DISTRICT shall

continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District will continue to:

1. Clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option;

2. Provide the relevant remote access information to members of the public looking to attend a meeting of a local agency legislative body. This information includes, but is not limited to: phone numbers, passwords, URLs, email addresses, etc., such that members of the public are able to attend the meeting remotely;

3. Ensure that the public remains able to connect to a meeting and offer public comment by the means previously advertised in the meeting notice or agenda; and

4. In the event that meetings are interrupted by technological or similar technical disruptions must first resolve those issues before taking any other action(s) on items on the meeting agenda.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF LAS GALLINAS VALLEY SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and due to the continuing Covid-19 pandemic and its Delta variant, which would present an imminent risk to the health and safety of the Board of Directors and members of the public at an in-person meeting due to the confined space in which the Board of Directors meeting are normally held.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020 and continuing through follow-up Executive Orders, the most recent being Executive Order N-08-21, issued June 11, 2021.

Section 4. Remote Teleconference Meetings. The General Manager and Staff of the LAS GALLINAS VALLEY SANITARY DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 18, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of LAS GALLINAS VALLEY SANITARY DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

* * * * *

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 November 18, 2021, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Teresa Lerch, District Secretary

APPROVED:

Crystal J. Yezman, President of Board of Directors

11/18/2021

General Manager Report

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – only for November 18 and December 2
Agenda Packets
- Presentation



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

10/29/2021

Mike Prinz
General Manager
Las Gallinas Valley Sanitary District, California

Dear Mr. Prinz:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2020 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

10/29/2021

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Las Gallinas Valley Sanitary District** for its annual comprehensive financial report for the fiscal year ended June 30, 2020. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
 From: Mel Liebmann, Plant Manager mliebmann@lgvsd.org
 Meeting Date: October 21, 2021
 Re: Large Integrated Audit Initial Measures List
 Item Type: Consent _____ Discussion _____ Information XX _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable XX _____

STAFF RECOMMENDATION

None, Information only.

BACKGROUND

As a part of discussions with Kennedy Jenks Engineering Consultants during the development of the Integrated Wastewater Master Plan, District staff were made aware of a PG&E sponsored program that utilizes third party engineering consultants to review customer facilities and provide suggestions regarding process related energy savings opportunities that could be realized in the treatment plant. AESC, Inc. is the consulting firm that produced the Large Integrated Audit Initial Measures List (IML) document found in today's agenda packet.

The Initial Measures List was developed through an information sharing effort between District staff and AESC, Inc. representatives. The level of review by AESC, Inc. is only intended to serve as a starting point for further discussion. Detailed design efforts are required to implement many of the improvements evaluated as part of this energy analysis.

The IML provides a summary of seven measures, if undertaken by the district, would result overall in energy savings of 427,029 kWh annually and cost savings of \$98,217 based on AESC, Inc.'s estimation.

The first measure in the IML, *Pure Oxygen Dosing in the Collection System/Plant Influent*, is an interesting approach to reducing biological oxygen demand to the treatment plant by eliminating or reducing, to the extent possible, septic conditions in the collections system. Unfortunately, there is little empirical data available for this nascent technology which would justify full implementation. Staff will keep apprised of pilot studies or projects utilizing this technology and report to the board in the future if necessary.

The second measure, *Renovate UV Light System with Reflective Chamber Lights*, would effectively increase the potential ultraviolet light transmittance inside the recycled water facility's (RWF) UV disinfection reactors. This recommendation would be a likely candidate for further review, but it is unlikely that the UV disinfection system will be returned to service. The new RWF sodium hypochlorite disinfection system is superior in terms of cost and energy efficiency to the UV system.

The third measure, *Ammonia Based Aeration Controls (ABAC) in Bio-Wheels*, is a proven technology where ammonia concentration and the specific state of the nitrogen cycle, is used as an additional process



variable to control the delivery of oxygen to the aeration basins. The typical result of the implementation of a properly tuned ABAC system is the reduction of required energy and improved effluent characteristics i.e. better settleability and lower nitrate concentration.

The fourth measure, *Large bubble mixing in Bio-Wheels*, as characterized, would supplement the Bio-wheel's mixing ability in areas that the Bio-wheels are not effective in the aeration basins. The additional mixing would reduce dead zones where solids can accumulate and decompose, resulting in increased oxygen demand to the system. This technology is worthy of additional discussion if inadequate mixing is observed or can be demonstrated through testing.

The fifth measure, *Gas leakage assessment*, is essentially a program to continuously assess the integrity of gas equipment and piping related to the anaerobic digesters and the Biogas Energy Recovery System BERS. This is certainly a good recommendation and staff are routinely checking the system with gas leak detection equipment to remedy any potential gas leaks when discovered.

The sixth measure, *Optimize ferric chloride/PAC chemistry*, is an analytical review to optimize the existing chemically enhanced primary treatment or CEPT system's chemicals, ferric chloride and poly aluminum chloride. This is an essential effort that staff undertake every 3 to 5 years. Most chemical vendors provide this service free of charge.

The seventh measure, *Air scour and backwash based on turbidity and not time*, is a recommendation to install new turbidity measuring instruments that will provide information to the automated control system which can be programmed to perform backwash cycles in the deep bed filters (DBF) based on the relative clarity of the influent water quality. The DBF's will become obsolete after the commissioning of the new secondary clarifiers in the Secondary Treatment Plan Upgrade Recycled Water Expansion (STPURWE) project. The DBF structure is slated to be repurposed as a plant drainage pump station in the final phase of the STPURWE project.

In consideration of the amount of staff time required to accommodate construction and to gain a mastery of the new systems in the STPURWE project, staff intend to revisit the items on this IML, that have not been acted on already, in one year. Staff will also continue to engage staff of Kennedy Jenks Engineering Consultants to seek guidance in regard to the specific potential opportunities expressed in the IML and the ongoing efforts to produce the Integrated Wastewater Management Plan.

This Large Integrated Audit IML supports the first strategic goal of improving operational efficiency.

PREVIOUS BOARD ACTION

NA

ENVIRONMENTAL REVIEW

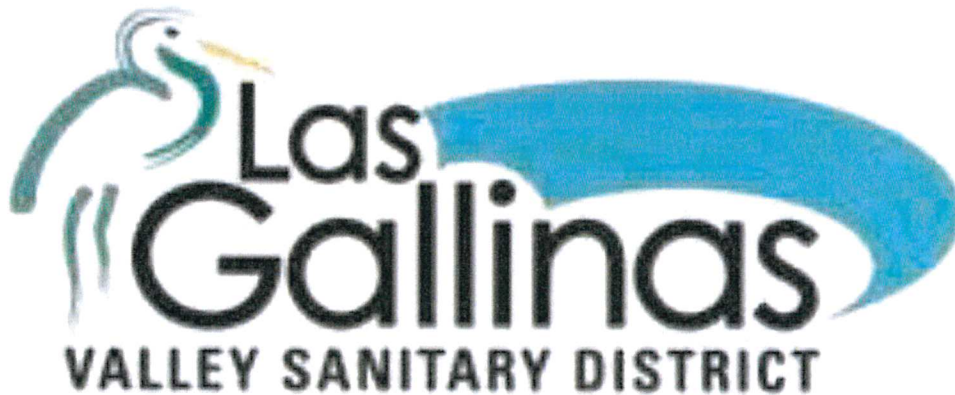
NA

FISCAL IMPACT

NA



Large Integrated Audit: Initial Measure List Report



Las Gallinas Valley
Sanitary District
300 Smith Ranch Rd,
San Rafael, CA 94903

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Draft Report by

AESC, Inc.

2021.01.18

Disclaimer

This energy analysis report intends to identify energy savings opportunities associated with recommended upgrades to the facility's equipment systems at this site. Approximate saving ranges are included in this report to make decisions about reducing energy use at the facility. However, this report is not intended to serve as a detailed engineering design document. It should be noted that detailed design efforts are required to implement several of the improvements evaluated as part of this energy analysis.

As a result, Pacific Gas and Electric Company (PG&E) and AESC, Inc. are not liable if estimated savings ranges or economics are not achieved. All savings and cost estimates in the report are for informational purposes and are not to be construed as a design document or as guarantees.

In no event will PG&E or AESC, Inc. be liable for the failure of the customer to achieve a specified amount of energy savings, the operation of the customer's facilities, or any incidental or consequential damages of any kind in connection with this report or the installation of recommended measures.

Always contact your PG&E Account Manager before purchasing equipment or implementing any recommended measures to receive assistance with the incentive application.

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Section 1

Initial Measures List

PG&E and AESC, Inc. performed an energy assessment of your facility. Based on this preliminary review, the following measures identified may save your facility energy and reduce operating costs. Your facility may also qualify for PG&E's financial incentive program(s) or zero percent (0%) on-bill financing (OBF) loans.

Summary

The table below provides an overview of potential energy efficiency and process optimization measures identified during a preliminary assessment and review of available data. AESC appreciates the support from Las Gallinas Valley Sanitary District and Kennedy Jenks in providing planning and engineering documents for review. AESC recommends that LGVSD evaluate the following measures for feasibility and cost effectiveness, and are available to support the District in whatever capacity is required.

Table 1: Initial Measures List

EEM #	Measure Description	estimated kWh/year savings	estimated kW/year savings	Annual cost savings	Rebate/ Incentive	Project Cost	SPB (yrs)	Measure Priority
1	Pure oxygen dosing in the collection system/influent	271,818	31.0	\$ 62,518	\$ 37,273	\$ 300,000	4.20	High
2	UV reflective chambers	64,824	7.4	\$ 14,910	\$ 8,889	\$ 140,000	8.79	Medium
3	ABAC in Bio-Wheel secondary	117,614	13.4	\$ 27,051	\$ 16,128	\$ 150,000	4.95	High
4	Large bubble mixing in Bio-Wheel secondary	27,443	3.1	\$ 6,312	\$ 3,763	\$ 90,000	13.66	High
5	Gas leakage assessment	TBD	TBD	TBD	TBD	TBD	TBD	High
6	Optimize ferric/PAC chemistry	3,920	0.4	\$ 902	\$ 538	\$ 15,000	16.04	Medium
7	Air scour and backwash based on turbidity and/or head loss	19,482	2.2	\$ 4,481	\$ 2,671	\$ 10,000	1.64	High
TOTAL		505,101	58	\$ 116,173	\$ 69,261	\$ 705,000	8.21	
CLAIMABLE		427,029	46	\$ 98,217				

If all of the measures are implemented, the Las Gallinas Valley Sanitation District may save 427,029 kWh per year representing annual energy cost savings of \$98,217. Each measure's savings estimates are evaluated in reference to the other measures. As a result, each measure's baseline is the previous measure's proposed energy usage after the measure is completed. The total energy savings are slightly higher than the "Claimable" savings listed in Table 1, due to the self generation of electricity from bio-gas collected on site. The claimable savings are estimates of reduced purchased electricity from the grid and supplied by PG&E.



EEM #1: Pure oxygen dosing in the collection system/ influent

The purpose of this measure is to reduce the energy demand associated with the pass-through of dissolved sulfide, soluble biological oxygen demand (sBOD), and Ammonia-Nitrogen (NH_x-N) generated in the collection system that is added to in-plant processes. Hydrogen sulfide (H₂S) evolved from the influent flow in the distribution channels and headworks must be scrubbed. Elimination of septic conditions via oxidation will reduce sBOD generated in the currently septic conditions of the collection system, reducing the oxidation load and toxicity passed onto the secondary system. This will likely stabilize biological performance and reduce ammonia-N breakthrough while reducing the amount of aeration energy required with the current treatment regime.

This measure offers an innovative alternative to current aeration technology utilizing high-pressure, high-velocity nozzles that infuse supersaturated nano-bubbles upstream of the treatment facility. Delivering supersaturated, non-buoyant oxygen, and other gas-water solutions through high-velocity nozzles create “clouds” of nano-bubbles that optimize wastewater treatment, biological activity, and wastewater odor management. This measure proposes to reduce organic loading to the treatment facility through integration in the collection system. Below is an overview of the key characteristics and benefits of this measure:

- The nano-bubble solution enables oxygen to remain in the solution for up to weeks without measurable loss to off-gassing. This process combines enhanced dissolution capabilities and patented high-velocity nozzles for superior oxygen transfer efficiency (SOTE) delivering up to 40-times more dissolved oxygen than conventional aeration. The nano-bubbles oxygen-water emulsions range from a few nanometers to microns in diameter, resulting in a reduced rate of rising, and minimizing losses to off-gassing due to the Brownian motion of the oxygen bubble. This increases the time that dissolved oxygen is available for stabilizing aerobic conditions, biological processes, chemical treatment, and environmental remediation.
- Rapid dissolved oxygen delivery is effective in preventing conditions that produce odors and health hazards
- Inline injection assists in reducing sewer pipe corrosion and possible premature infrastructure failure
- Low operating costs, minimal operator requirements
- Increased positive biological activity, enhanced organic sludge reduction, oxidation of various contaminants
- The nano-bubble infusion process results in enhanced solubility and gas transfer efficiency, making higher concentrations available, providing more interface surface area, and extended time in solution. It combines for better biological activity, chemical reactions, or emulsification of various contaminants.
- Reduces or eliminates the need for odor control systems in the collection system and at the treatment plant.

This measure is anticipated to reduce energy consumption by 40% in the headworks and 25% in the secondary treatment process including the Bio-Wheel and blowers while minimizing odor and corrosion control strategies in the collection system.

EEM #2: Renovate UV Light System with Reflective Chamber Lights

Ultraviolet transmissivity (or transmittance) (UVT) is the percentage of light at wavelength 254 nanometers passing through a water sample. UVT is an important water quality parameter, as it affects the effectiveness of the UV disinfection process.

The existing UV disinfection system at the plant delivers a single dose of UV light through the wastewater before the UV rays are absorbed by the concrete of the opposing wall in the disinfection chamber. This inherently inefficient disinfection process requires significantly more UV light and associated power as the majority of the light is not absorbed by pathogens or contaminants in the water but is instead wasted when absorbed by the chamber walls. This extensive energy usage in the present system can be considerably reduced by installing reflective chamber UV disinfection systems. Reflective chamber systems capitalize on the reflective surface of the chamber, allowing UV light to reflect through the water multiple times until absorbed by a target pathogen or contaminant. The proposed system will require significantly lower source light, source power, and overall energy consumption, with an estimated energy reduction of 25% on the UV system based on AESC's experience on previous projects. The current system in place will be replaced with novel stainless steel cylindrical vessels. In conventional UV systems, between 0 to 20% of the UV light is reflected by the vessel. So, while this technology uses that same low-pressure mercury lamp technology as many other manufacturers, the chamber design uses the light generated much more efficiently. It has a smaller footprint, uses fewer lamps (about 75% less), resulting in a general improvement in performance created by a uniform distribution of UV light.

A cascade of benefits may be realized with the coupled implementation of EEM 1 and EEM 2 whereby the pure oxygen infusion may increase UVT levels, requiring a lower UV dose rate to achieve disinfection. These savings are not calculated at this preliminary stage but can be investigated further, as necessary.

EEM #3: Ammonia Based Aeration Controls in Bio-Wheels

The plant currently utilizes dissolved oxygen (DO) measurement and fixed setpoint control for aeration sequencing. DO control is a proxy to ensure that biological processes are occurring but often results in over aeration and/or chemical utilization.

Utilizing an active monitoring system such as ammonia-based aeration control (ABAC) will reduce energy associated with excessive Bio-Wheel rotation and aeration blower demands. ABAC is a feed-forward and feed-back cascade control concept for controlling total $\text{NH}_x\text{-N}$ in the secondary treatment process. Its main goals are to tailor the aeration intensity to the $\text{NH}_x\text{-N}$



loading and to maintain consistent nitrification/denitrification, to meet effluent limits but minimize energy consumption. The time interval for nitrification and denitrification phases is based on real-time measurements of NH₄-N and NO₃-N. Understanding both NH₄-N and NO₃-N levels in the treatment basin ensures the correct level of DO for the nitrification stage and prevents nitrate exhaustion causing orthophosphate release during the denitrification state or untreated nitrate harming the total nitrogen compliance and reducing settling efficiency. This improves flocculation formation and settling. Should the wastewater eventually have specific ammonium and total nitrogen limit, functionality can be built into the control strategy to allow priority to be given to a particular parameter, giving the plant maximum compliance protection and improved treatment flexibility. This measure is estimated to save 15% of the calculated Bio-Wheel system and blowers energy consumption. The cost for this measure includes equipment for Real-time control including sensors and software for data support, as well as installation cost.

EEM #4: Large bubble mixing in Bio-Wheels

The function of this measure is to improve overall mixing and gain full function of the bio-wheel tank volumes for secondary treatment. Large bubble mixing (LBM) will eliminate “dead zones” below the bio-wheels. It will also eliminate toxicity and oxygen demand associated with septic sludge accumulating below the bio-wheels and gain full treatment activity. Further, the downward vortex associated with LBM increases the hang-time of diffused air and increases Standard Oxygen Transfer Efficiency (SOTE) by 15-20%, reducing aeration output and energy demand. The cost of energy for compressed air and equipment costs must be weighed against increased tank function (CIP and mixing volume) and reduced aeration energy. This measure includes the installation of a new 15 hp air compressor to supply the LBM system. This measure may allow aeration tankage to be removed from service, reducing mixing energy by 50hp/1000cf.

The sequential LBM system provides bursts of air radially through narrowly spaced twin plates fixed to the floor of a tank or vessel. This burst radiates a broad plate of air outward, which induces the formation of a large bubble (3-4 feet in diameter) into the liquid at bottom of tanks and vessels. Non-aerated mixing is created via the buoyant force of the massive bubble rising through the liquid. The upward velocity of the bubble both pushes and pulls water through the column by creating pressure at the top of the rising bubble and vacuum below the bubble as it rises. As the large bubble rises through the water, it creates micro-currents along the sides of the bubble which creates latent eddies in the column of water. These eddies spin the mixed liquor in anoxic and aerobic zones. It also entraps diffused air bubbles in the aerobic zones, causing the small aeration bubbles to linger in the water, and continue oxygen transfer to the activated sludge.

Additionally, at the moment of the “burst,” the air provides a shallow, intense hydraulic shock wave outward across the floor of the tank. This hydraulic shock wave essentially helps to jar any organic sediments off the floor and into the flow of water coming in towards the bubble. At the water surface, the velocity gradient moves any foam away from the middle of the tank and towards the outer perimeter, where it is usually pulled back into the water, or where it may be

removed. This helps to keep the surface of the tank clear of foam and debris that can harbor undesired organisms, such as Nocardia with 10% savings on the Bio-Wheels and blowers.

EEM #5: Gas leakage assessment

The digester gas recovery system at Las Gallinas, also known as the 'Bioenergy Recovery System (BERS)' currently experiences leakage in its pipelines. A gas leak mitigation strategy has to be developed followed by rigorous analysis to determine the reasons for the failure of the microturbine. Further evaluation will need to be completed to determine the viability of this measure, to assess the location, and quantify the leakage.

EEM #6: Optimize ferric chloride/PAC chemistry

Currently, the plant uses standard, preset quantities of ferric chloride/ poly-aluminum chloride (PAC) and polymer in their wastewater treatment during winter storms. This measure proposes a study to be conducted on the relationship between the amount of ferric chloride/PAC being used at the plant relative to polymer consumption.

PAC can offer several advantages over ferric chloride. Because PAC is pre-neutralized and has a higher charge density than ferric chloride, it coagulates via a more efficient mechanism, called charge neutralization. This allows PAC to be effective at lower doses than ferric chloride when one compares the actual metal being added by the coagulant to the system. Resulting benefits can include:

- Less pH depression and alkalinity depletion, reducing lime or caustic requirements
- Reduced chemical sludge volumes
- Sludge density is increased
- Improved results in higher pH systems
- Better performance in cold water

This can optimize the usage of both the coagulant and the polymer, which in turn will reduce the volume of sludge generated. This will reduce the energy in recirculation/ pumping of these chemicals and sludge, and turn treatment of these chemicals and sludge. This will reduce the load on the sludge and scum pumps by 20%.

EEM #7: Air scour and backwash based on turbidity and not time

The filters in the plant currently are running based on time. The currently programmed runtime for each filter is 60 minutes with a 22-minute backwash cycle. This measure intends to run the filters based on turbidity. This means that the filters are optimized to the maximum efficiency and duration, depending on the influent water quality. This would increase the runtimes and reduce backwash frequencies, thereby saving energy by 15% on the air scour blower and



backwash pumps. The project cost associated with this measure includes the time spent in developing the strategy, implementation, and monitoring of this measure.



This section of the report identifies the project team members and includes contact information.

Name	Role	Contact Information
Las Gallinas Valley Sanitation District		
Mel Liebmann	Plant Manager	mliebmann@lgvsd.org
Mike Prinz	General Manager	mprinz@lgvsd.org
Mike Cortez	District Engineer	mcortez@lgvsd.org
PG&E		
Viet T Nguyen	Customer Relations Manager	Vtn2@pge.com
Auditor Firm		
Antonio Corradini, PE	Principal Engineer	acorradini@aesc-inc.com
James Ferro	Program Manager	jferro@aesc-inc.com
Wyatt Troxel	Senior Process Specialist	wyatttroxel@me.com
Kevin Miller	Process Specialist	kmiller@@aesc-inc.com
Anjali Tharakkal	Environmental Specialist	atharakkal@aesc-inc.com

The plant has a dry weather flow design capacity of 2.92 million gallons per day (MGD) and can treat up to approximately 9 MGD with full secondary treatment. From December 2009 through October 2014, the average dry weather effluent flow was 2.11 and its average wet weather effluent flow was 3.23 MGD. The maximum daily effluent flow was 12.36 MGD.

Existing treatment processes include two mechanically cleaned fine screens, two aerated grit chambers, one 80-foot diameter primary clarifier/flow equalization basin, two 65-foot diameter primary clarifiers, two trickling filters, a secondary clarifier, a fixed film reactor for nitrification, eight coarse media (anthracite) deep-bed filters, and two underground chlorine contact basins. Disinfection occurs using sodium hypochlorite and dechlorination using sodium bisulfite. Treated effluent is discharged to Miller Creek during the wet season. During the dry season, treated effluent is routed to an onsite reclamation system and re-used for landscape irrigation and other approved uses, after passing through a recycled water plant.

The plant is in the process of upgrading the secondary treatment process. The new secondary treatment process, which will replace the existing trickling filters, secondary clarifier, and fixed film reactor, will include four anoxic treatment basins, four aeration basins, and two secondary clarifiers. The anoxic basins will have blowers for coarse bubble mixing and the aeration basins will include four bio-wheels per basin.

The facility operates 24 hours a day, 7 days a week.

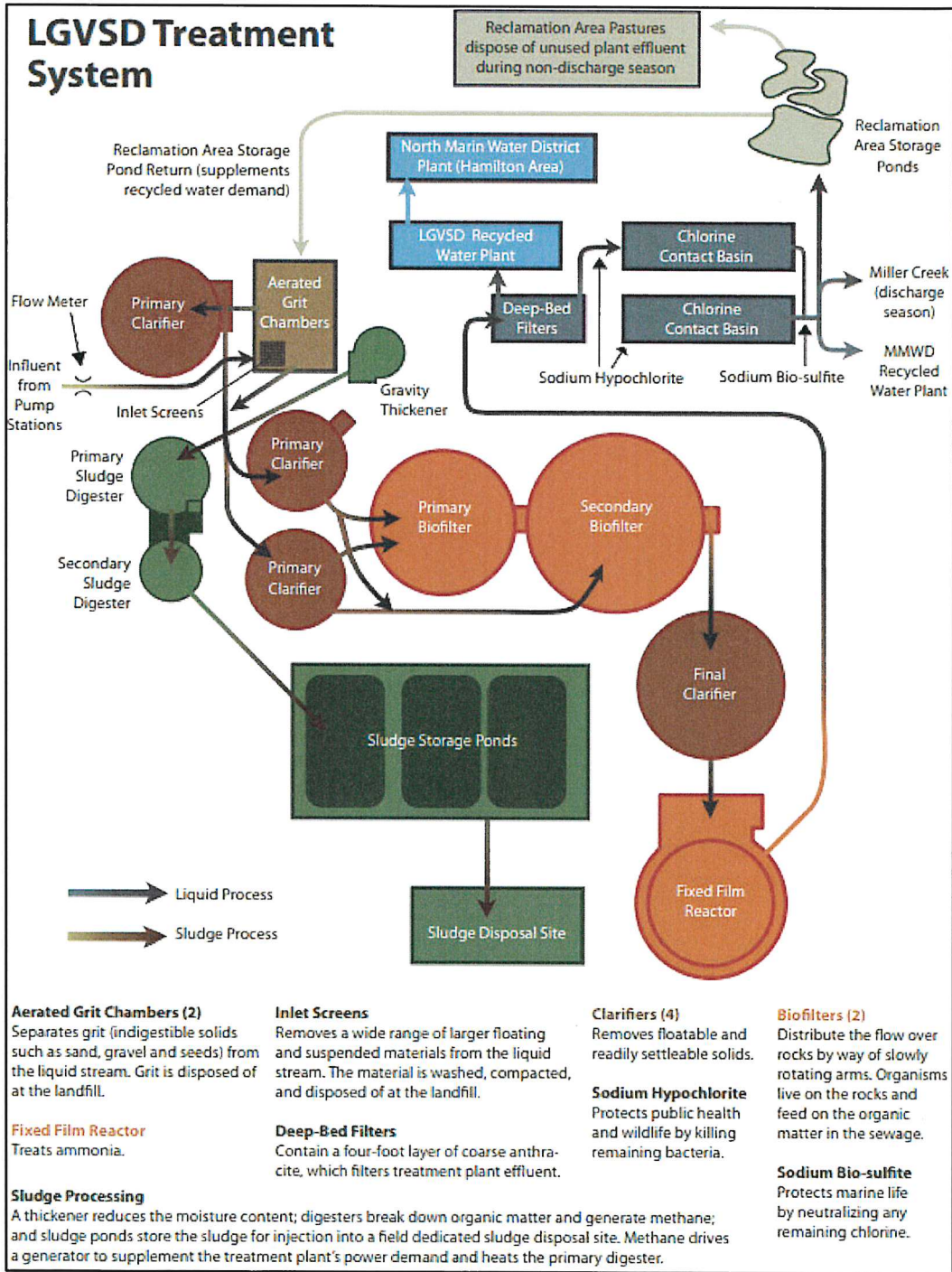


Figure 1: Existing Process Flow Diagram

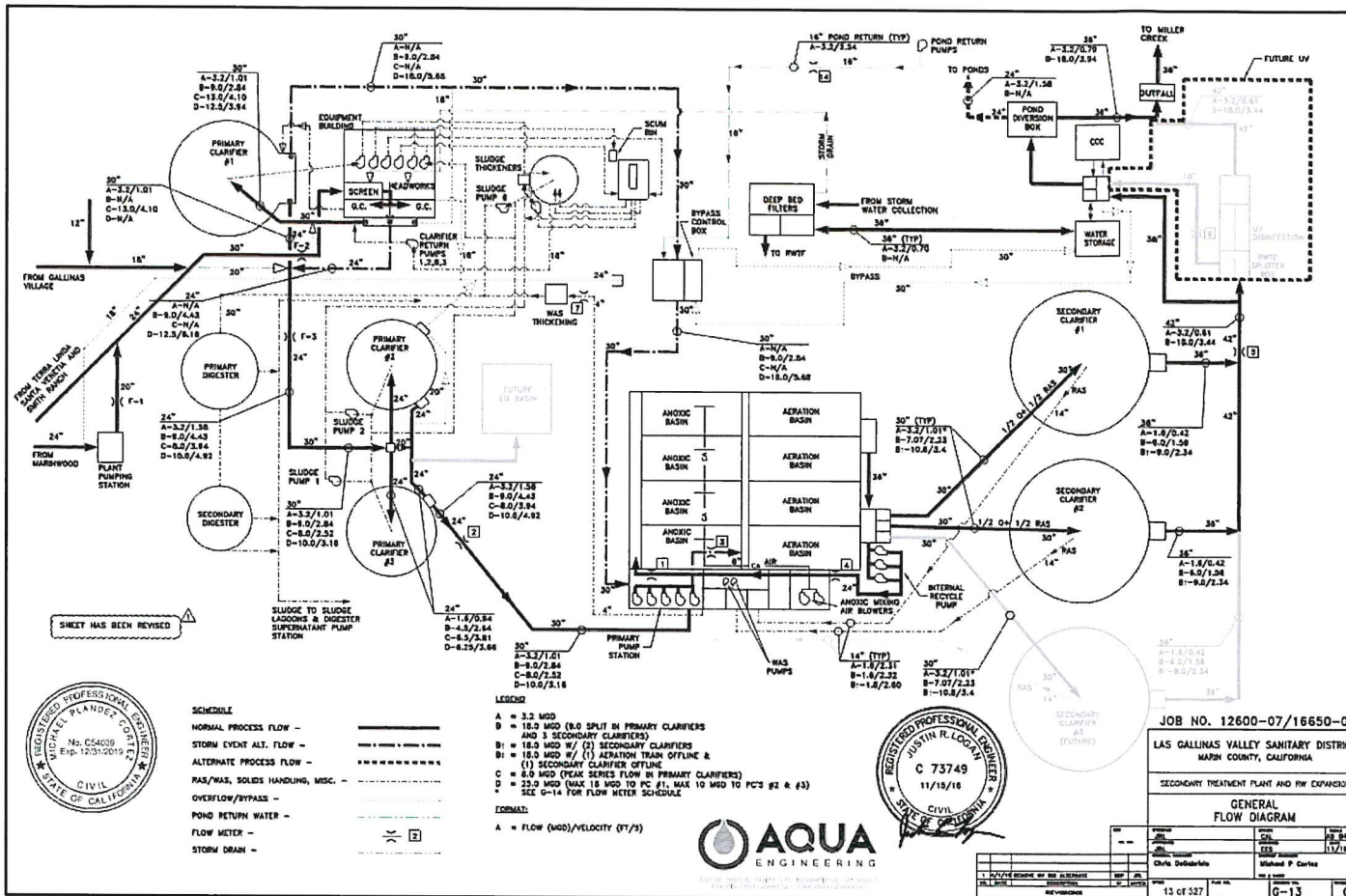


Figure 2: New Process Flow Diagram



Initial Measure List – Las Gallinas Valley Sanitary District

Section 4

Energy-Using Systems

The site is equipped with an onsite generation used to offset the electrical load. The plant is equipped with primary and secondary digesters along with two 65kW Capstone Microturbines for onsite generation. Below is a list of the major energy-using equipment currently on site (green) and proposed (red).

Table 2: Equipment List

Equipment	HP	Total No.	No. in service	Time/day	HP total
Sodium hypochlorite pumps	0.5	3	3	24	1.5
Sodium bisulfite pumps	0.5	2	2	24	1
Air compressors	10	2	1	24	10
Filter feed pumps	75	2	1	24	75
Backwash pumps	60	2	1	6	60
CIP pumps	25	2	1	24	25
Grit chamber blower	5	2	1	24	5
Bioenergy compressor	15	2	1	24	15
PC scum pumps	10	2	1	4	10
Sludge pumps	7.5	2	1	4	7.5
PC sludge pumps	5	2	1	4	5
Deep bed filter blowers	25	2	1	1.5	25
Bio-Wheel motors	12.5	16	12	24	150
Primary pumps 1&2	20	2	1	24	20
Primary pumps 3,4&5	40	3	2	24	80
Filter feed pumps 3&4	125	2	1	24	125
WAS drain pump	10	1	1	8	10
Secondary clarifier rake	1.5	2	2	24	3
WAS pumps	5	2	2	8	10
Internal recycle pumps	20	3	2	24	40
Anoxic blower	15	2	1	24	15
Blowers	50	2	1	24	50
Internal recycle pumps	20	2	1	24	20
Anoxic blower	15	1	1	24	15
LBM compressor	15	1	1	24	15
Total HP					793
UV modules (KW)	18.5	4	2	24	37



The following tables summarize the actual purchased monthly energy usage for the past year.

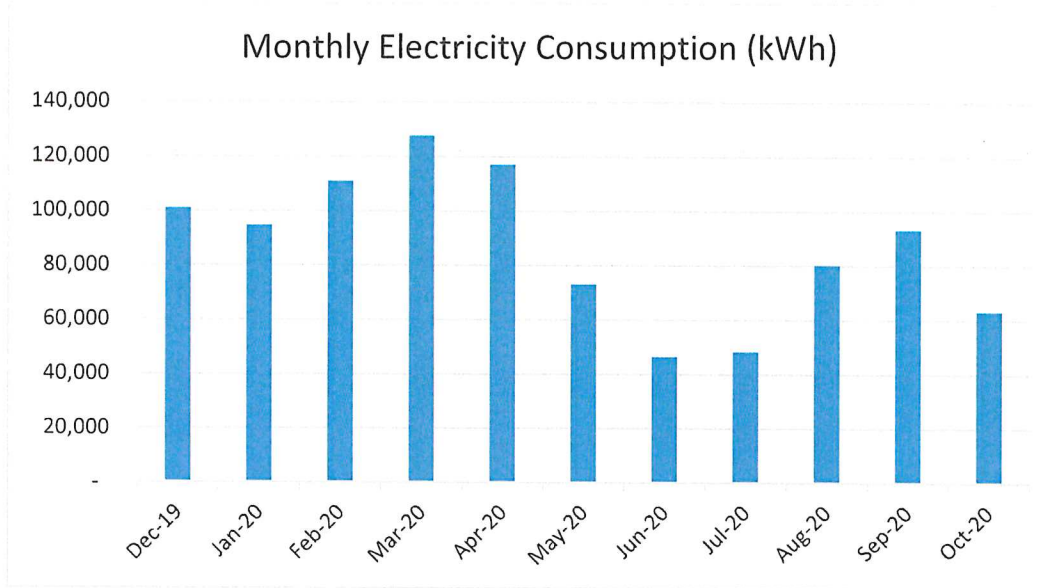


Figure 3: Monthly energy consumption

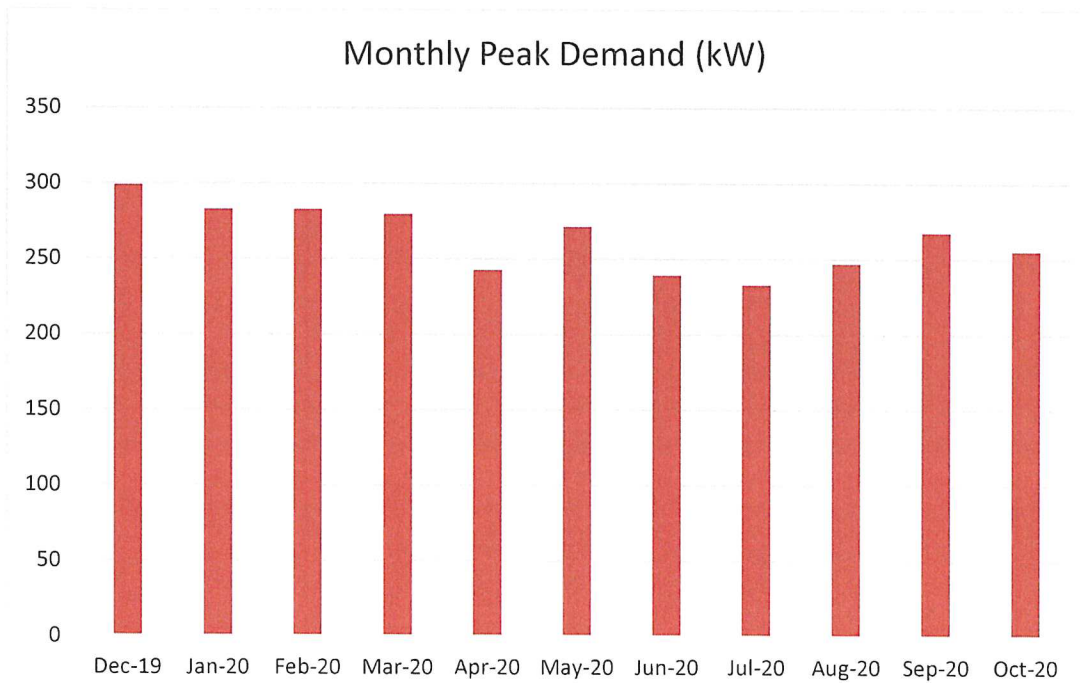


Figure 4: Monthly peak demand

Month/Yr	Peak Demand (kW)	Electricity Consumption (kWh)
Dec-19	298.88	100,875
Jan-20	282.88	94,584
Feb-20	282.88	110,960
Mar-20	279.68	127,644
Apr-20	242.56	117,013
May-20	271.36	73,119
Jun-20	239.36	46,391
Jul-20	232.96	48,279
Aug-20	247.04	80,279
Sep-20	267.52	93,274
Oct-20	255.36	63,174

Table 3: Monthly peak demand and energy consumption



11/18/2021

**Secondary Treatment Plant Upgrade and Recycled Water
Expansion Project Update Agenda Item 3.4**

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



Agenda Summary Report

To: Mike Prinz, General Manager *MDP*
From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lqvsd.org
Meeting Date: November 18, 2021
Re: Application of Allocation of Capacity for APN 179-064-01
 Oakmont 3773 Redwood Hwy
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

- 1) Board to approve the issuance of a Will Serve Letter for the Oakmont Senior Living located at 3773 Redwood Hwy.
- 2) Board to adopt Resolution 2021-2231 granting of a new sewer easement from Oakmont of San Rafael LLC.

BACKGROUND

Oakmont of San Rafael LLC is seeking a Will Serve Letter for the approval of an 88-unit senior assisted living and memory care facility on Redwood Hwy. The project consisted of the demolition of an existing commercial building and construction of a new three-story building for the new living units. Based on the information provided, the connection fee is \$425,339.

Also included with the project is the upsizing of an existing 8-inch into a 10-inch sewer main located within an existing 7-foot-wide easement, which is now increased to 10 feet per staff request. Staff reviewed and approved the sanitary sewer construction in July 2019. All major sewer improvements have been inspected and were found to be satisfactory by the District-hired inspector, Bellecci & Associates. As project design engineers, Brelje & Race Consulting Engineers has provided a Certificate of Completion indicating that the sewer improvements were constructed per design plans and specifications. In addition, District Counsel has reviewed the new 10-foot easement document and approved it as to form. A future quitclaim for the original 7-foot easement will be brought to the Board when available for processing.

The Will Serve Letter is contingent upon satisfaction of the conditional requirement to address any corrective actions in the sanitary sewer improvement components of the project before the District signing off on the final inspection form for the City of San Rafael Building Department.

Potential Access Issues to Impacted Sewer Facilities: Adequate vehicle access to the new manholes has been provided.

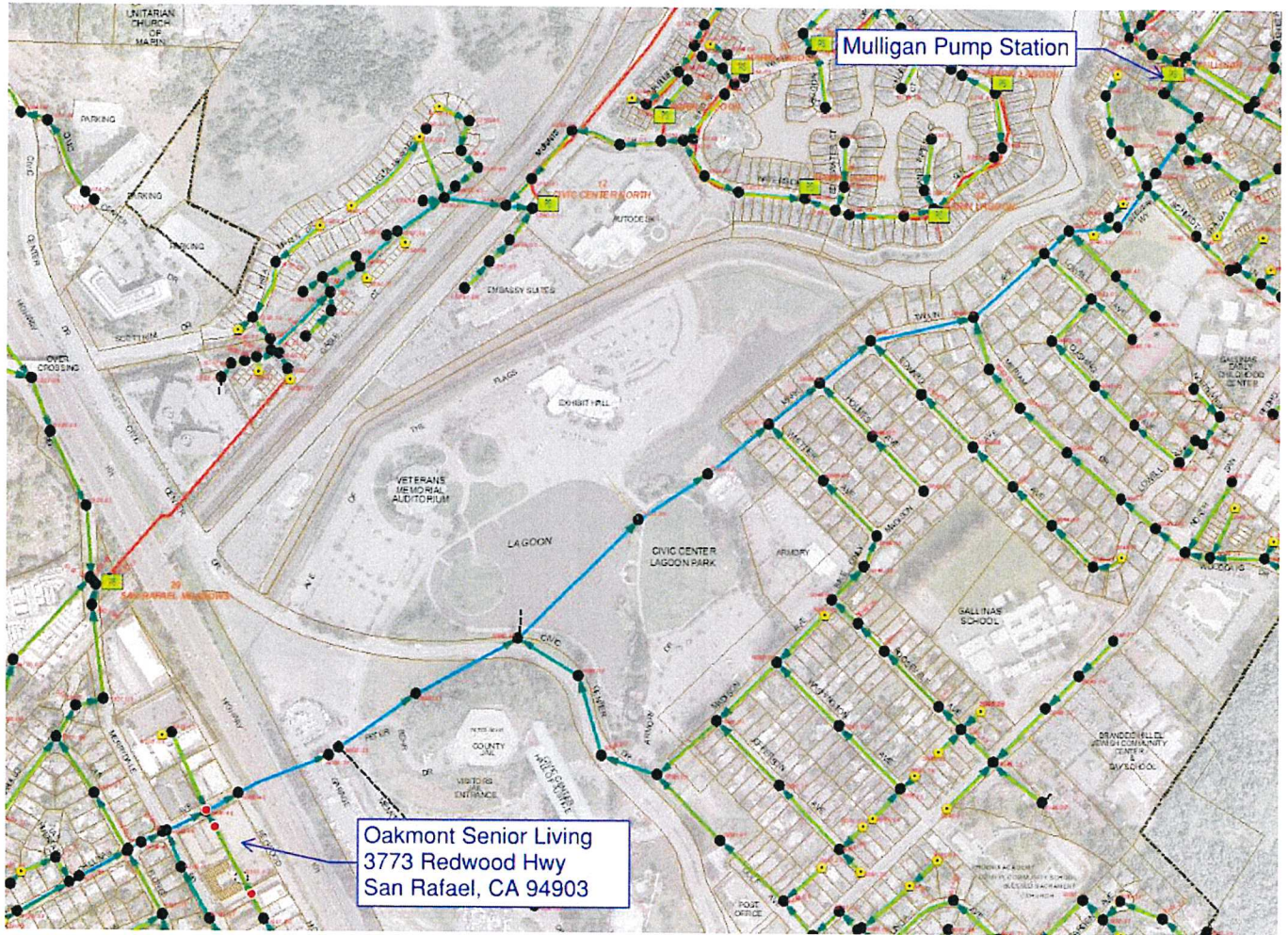


Figure 2. Proximity to Mulligan Pump Station

RESOLUTION No. 2021-2231

**A RESOLUTION AUTHORIZING EXECUTION OF A
CERTIFICATE OF ACCEPTANCE OF EASEMENT
APN 179-064-01, SAN RAFAEL**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, Oakmont of San Rafael LLC has dedicated a sewer easement being a portion of that parcel of land described in the grant deed to Oakmont of San Rafael LLC, recorded as document number 2018-0004743, Official Records of Marin County, being more particularly described and set forth in Exhibits "A" through "B" which are attached hereto and incorporated by reference herein, in favor of the District for the upsizing of the existing sewer crossing said property;

WHEREAS, the sewer includes an easement for maintenance of the new sanitary sewer; and

WHEREAS, the District Engineer has reviewed the easement and found the metes and bounds to be satisfactory,

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District, herein, accepts the easement and approves recordation of the Certificate of Acceptance of Grant of Interest in Real Property with the Marin County Recorder, which is attached hereto and incorporated by reference herein.

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on November 18, 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Crystal J. Yezman, Board President
Las Gallinas Valley Sanitary District

WHEN RECORDED RETURN TO:
Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

AREA: Redwood Highway, San Rafael
APN: 179-064-01

**CERTIFICATE OF ACCEPTANCE OF GRANT
OF INTEREST IN REAL PROPERTY**

THIS IS TO CERTIFY that the easement over real property conveyed by the attached **EASEMENT DEED** dated _____, 2021 from **OAKMONT OF SAN RAFAEL LLC.**, to **LAS GALLINAS VALLEY SANITARY DISTRICT**, a California special district created pursuant to Health & Safety Code Sec. 6400 et seq., is hereby accepted by order of Las Gallinas Valley Sanitary District's Board of Directors and the grantee consents to the recordation thereof by its duly authorized officer.

DATED: _____

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

APPROVED:

(seal)

Crystal J. Yezman, Board President
Las Gallinas Valley Sanitary District

Recording Requested by:
Las Gallinas Valley Sanitary District

WHEN RECORDED MAIL TO:
Las Gallinas Valley Sanitary District
Attention: General Manager
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

APN: 179-064-01

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT OF EASEMENT FOR UNDERGROUND UTILITIES

OAKMONT OF SAN RAFAEL LLC., a California limited liability corporation (“Grantor”) hereby grants to LAS GALLINAS VALLEY SANITARY DISTRICT, a California special district created pursuant to Health & Safety Code Sec. 6400 et seq. (“Grantee”) the following easements situate in the County of Marin, State of California, more particularly described in Exhibit “A” and “B” hereto attached and by reference incorporated herein.

To have and to hold said easement for the purpose of acquiring, constructing, completing, reconstructing, repairing, maintaining and operating underground sanitary sewers and appurtenances for said District, together with the right of ingress and egress therefor.

Grantor hereby shall not place or construct, nor allow a third party to place or construct, any building or other permanent structures, or construct any other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities, without the Grantee’s prior written approval; provided, however, paving, driveways, curbs, gutters and related improvements may be constructed over the easement areas without Grantee’s prior written consent.

Grantor shall maintain the easement areas, including but not limited to the maintenance and repair of the retaining wall, vehicle gate, access road, and fencing at all times in good condition, subject to reasonable wear and tear and events of casualty, condemnation, and force majeure. Both Grantor and Grantee shall have reasonable access to the easement area from time to time, as is necessary to carry out their duties and obligations under this agreement.

Grantor shall not park or permit standing vehicles of any kind within the easement area described in Exhibit “A”, except on a temporary basis in connection with maintenance and repair.

Grantee shall have no responsibility or liability of any kind whatsoever in conjunction with the use or maintenance of the utility easement or right-of-way, provided Grantee shall use the easement area in accordance with a commercially reasonable standard of care and applicable

laws and any work performed by Grantee shall be performed lien-free. Grantor agrees to indemnify, defend and hold Grantee harmless from any and all liabilities including, but not limited to, costs, losses, orders, liens, penalties, claims, demands, damages, expenses, litigation costs and attorney's fees which it may incur as a consequence of this Grant of Easement for Underground Utilities to the extent arising from any and all claims and losses to anyone who may be injured or damaged by reason of Grantor's, their agents, employees, contractors, successors or assigns, willful misconduct, negligence or wrongful acts or omissions in the use of the easement areas.

This agreement, and the easement granted herein, shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, transferees and assigns of Grantor (as the owner of the easement area) and the Grantee, and the easements shall be considered a covenants running with the land.

This agreement shall be governed by and construed in accordance with the laws of the State of California. To Grantor's knowledge, there is no litigation pending with respect to the property as of the date Grantor signed the Agreement that would interfere with the rights granted herein.

It is further understood and agreed that this instrument constitutes the entire agreement between the Grantor and the Grantee, there being no oral agreements or representation of any kind made between the Grantor and Grantee.

This agreement may be amended or modified only by written agreement of all parties. This agreement supersedes all prior discussions, negotiations, agreements and memoranda whether oral or written.

IN WITNESS WHEREOF, Grantor and Grantee hereby execute this Grant of Easement for Underground Utilities.

GRANTOR:

OAKMONT OF SAN RAFAEL LLC

By: _____
Keith Fitzsimons
Manager

GRANTEE:

LAS GALLINAS VALLEY
SANITARY DISTRICT

By: _____
Crystal J. Yezman, Board President

EXHIBIT A
PUBLIC SANITARY
SEWER EASEMENT

ALL THAT REAL PROPERTY SITUATED IN THE COUNTY OF MARIN, STATE OF CALIFORNIA, AND BEING A PORTION OF LOTS 4, 7, 8, 9 AND 10 ALL IN BLOCK 27, AS SHOWN UPON THAT CERTAIN MAP ENTITLED "MAP OF SUBDIVISION A OF GOLF LINKS TRACT, NEAR SAN RAFAEL, MARIN COUNTY, CALIFORNIA", FILED ON JANUARY 14, 1908 IN VOLUME 2 OF MAPS AT PAGE 107, MARIN COUNTY RECORDS, DESCRIBED AS FOLLOWS:

THE WESTERLY 10 FEET OF THE LANDS OF OAKMONT OF SAN RAFAEL LLC, AS DESCRIBED BY DEED RECORDED AS DOCUMENT NUMBER 2018-0004743, OFFICIAL RECORDS OF MARIN COUNTY.

CONTAINING AN AREA OF 3500 SQUARE FEET MORE OR LESS.

APN: 179-064-01

DATE: October 22, 2021

PREPARED BY: BRELJE & RACE, CONSULTING ENGINEERS

JOB NO.: 4362.00



LAS GALLINAS AVE

FOEHR FAMILY LP
APN 179-064-07

LOT 4

LOT 5

LOT 6

10'

PUBLIC SANITARY
SEWER EASEMENT

LOT 7

OAKMONT OF SAN RAFAEL
APN 179-064-01
DOC NO 2018-0004743

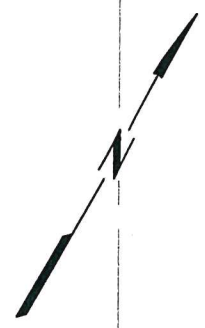
LOT 8

- CIVIC CENTER ARMS
 APN 179-340-01
 APN 179-340-02
 APN 179-340-03
 APN 179-340-04
 APN 179-340-05
 APN 179-340-06
 APN 179-340-07
 APN 179-340-08
 APN 179-340-09
 APN 179-350-01
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 APN 179-360-04
 APN 179-360-05
 APN 179-360-06
 APN 179-360-07
 APN 179-360-08
 APN 179-360-09
 APN 179-360-10

LOT 9

LOT 10

DOUGAN HERBERT
APN 179-064-02



REDWOOD HIGHWAY

US 101

TAB: EXHIBIT B

10-22-21 roech \4362\map\4362-R_SHT.dwg

THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY. ANY ERRORS OR OMISSIONS ON THIS EXHIBIT SHALL NOT AFFECT THE DEED DESCRIPTION.



SCALE IN FEET
1" = 50 Ft.



JOHN SIDNEY LACEY RCE 31909

EXHIBIT B

PUBLIC SANITARY SEWER EASEMENT

OWNER: OAKMONT OF SAN RAFAEL
9240 OLD REDWOOD HIGHWAY, SUITE 200.
WINDSOR, CA 95492

DOC NO. 2018-0004743 | APN 179-064-01

PREPARED BY

Brelje & Race
CONSULTING ENGINEERS
475 Aviation Blvd., Ste 120 - Santa Rosa, CA 95403 - 707-976-1322
www.brelje.com



101 Lucas Valley Road, Suite 300
 San Rafael, CA 94903
 Tel.: 415-472-1734
 Fax: 415-499-7715
 www.LGVSD.org

MANAGEMENT TEAM
 General Manager, Mike Prinz
 Plant Operations, Mel Liebmann
 Collections/Safety/Maintenance, Greg Pease
 Engineering, Michael P. Cortez
 Administrative Services, Dale McDonald

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

Date: November 18, 2021
 Property Owner(s): Oakmont of San Rafael LLC
 Property Owner Address: 9240 Old Redwood Hwy, Suite 200
 Windsor, CA 95492
 Applicant: OSL Construction
 Project Name: Oakmont of San Rafael
 Project Address: 3773 Redwood Hwy
 San Rafael, CA 94903
 Project APN: APN 179-064-01

Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the November 18, 2021 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project consisting of 49 Assisted Living Units (ALU) that are considered dwelling units, 234 Plumbing Fixture Units (PFU) for 11 Assisted Living Units and 28 Memory Care Units (MCU), and 160.50 PFU for other common areas. This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval. **This letter is contingent upon satisfaction of the conditional requirement to address any corrective actions in the sanitary sewer improvement components of the project before the District signing off on the final inspection form for the City of San Rafael Building Department.**

The standard terms and conditions of approval are as follows:

Initial	Item	Condition of Approval
	1	You pay for the facility capacity fee (new connection fee) in accordance with LGVSD ordinances and policies. Please note payment date obligation and amount obligation.
	2	You agree to abide by all conditions of approval of the Board of Directors.
	3	This Will Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project.
	4	After the lateral inspection is completed and the connection verified, the property will be added to the sewer user charge and will receive a charge for this service.
	5	Prior to the connection of any sewer lateral, you must contact the District for the appropriate lateral inspection permit. A lateral tie in inspection is required before any lateral can be backfilled.
	6	Applicant shall reimburse the District for all plan review, field verification before and after construction, and inspection fees accrued associated with this project.

A complete summary of the project specific conditions of approval is included in the Board Meeting minutes.

The Connection Fee approved by the Board is as follows:

Connection Fee for 49 ALU (dwelling) at 90% of \$6,666/unit:	\$ 293,970.60
Connection Fee for 66 PFU in 11 non-dwelling ALU at \$333/PFU:	\$ 21,978.00
Connection Fee for 168 PFU in 28 non-dwelling MCU at \$333/PFU:	\$ 55,944.00
Connection Fee for 160.50 PFUs at \$333/PFU:	\$ 53,446.50
No Credit for Existing PFUs:	<\$ 0.00>
<i>Total Connection Fee:</i>	\$ 425,339.10
Application Fee:	\$ 500.00 (paid)
Engineering Review and Inspection Fees:	\$ TBD
Total Fee:	\$ 425,839.10
Outstanding Balance:	\$ 425,339.10

The proposed PFU shall be subjected to field verification upon project completion. The connection fee may be adjusted for actual number of additional plumbing fixture units.

The District ordinance provides for payment of the Connection Fee over a two-year period according to the following:

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, November 18, 2022; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, November 18, 2023; or upon the date of building permit issuance, whichever occurs first;

Please remit **\$425,339.10** and make the check payable to Las Gallinas Valley Sanitary District. Please note if payment schedule as above is not followed, you risk losing your allocation.

By issuing this **Will-Serve Letter**, LGVSD is not incurring any liability of any nature, including but not limited to mandate, damages or injunctive relief. LGVSD is making no representation to the applicant nor waiving any rights it has under any applicable State or Federal law. In the event there is any court imposed moratorium on LGVSD, a connection to the District system may not occur. In the event any government agency imposes a moratorium on LGVSD, a connection to the District system may not occur. In the event there is not sufficient capacity, a connection to the District system may not occur.

If connection has not been made within three years, the allocation will be terminated without prejudice. Upon request, you will receive a refund of 90% of the above fees and you will be able to re-apply for an allocation at the fee rate then prevailing. Please sign and date the original of this letter and return it to the District office within 10 days. The copy is for your records.

Sincerely,

Mike Prinz, General Manager

AGREED:

Project Applicant

Date: _____

Cc: Michael P. Cortez, District Engineer
Dale McDonald, Administrative Services Manager



Agenda Summary Report

To: Mike Prinz, General Manager *MDP*
 From: Michael P. Cortez, PE, District Engineer
 (415) 526-1518; mcortez@lqvsd.org
 Meeting Date: November 18, 2021
 Re: Approve 1-Year Contract Extension with Hanford ARC for
 Lower Miller Creek Revegetation Maintenance Requirements
 Item Type: Consent X Action _____ Information _____ Other _____
 Standard Contract: Yes X No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

Board to approve a 1-year contract extension with Hanford ARC for the Lower Miller Creek revegetation maintenance program required by regulatory agencies.

BACKGROUND

Pursuant to the California Department of Fish and Wildlife (CDFW) and Regional Water Quality Control Board (RWQCB) environmental permit requirements for the 2016 Lower Miller Creek Channel Maintenance Project, the District has hired Hanford ARC for Years 1 through 3 of a minimum 6-year monitoring program to ensure proper revegetation of the areas disturbed during construction.

In response to the Board’s previous request, District Staff has requested for quotes for Year 4 from four specialized landscaping companies that bid on the same project few years ago but received only one proposal from Hanford ARC in the amount of \$60,732. The scope of work is similar to prior years and the fee proposal is approximately 27% lower than Year 3. Staff has reviewed Hanford’s new proposal and deemed the 1-year extension reasonable.

Hanford was the lowest bidder for Year 1 and their performance for Years 1 through 3 are satisfactory. The current contract for Year 3 with Hanford expired in October 2021.

PREVIOUS BOARD ACTION

- 1) On June 28, 2018, the Board approved a 1-year contract with Hanford ARC in the amount of \$37,625 for landscaping maintenance of the disturbed areas of Lower Miller Creek during the dredging project in 2016 and 2017.
- 2) On August 15, 2019, the Board approved a 1-year contract extension with Hanford ARC in the amount of \$79,170 for the Lower Miller Creek revegetation maintenance program required by regulatory agencies.
- 3) On September 17, 2020, the Board approved a 1-year contract extension with Hanford ARC in the amount of \$83,130 for the Lower Miller Creek revegetation maintenance program required by regulatory agencies.



ENVIRONMENTAL REVIEW

The project was reviewed and approved by the Regional Water Quality Control Board and other agencies under the Lower Miller Creek Channel Maintenance Project.

FISCAL IMPACT

Not to exceed \$60,732.



755 Baywood Drive, Suite 380
 Petaluma, CA 94954
 (707) 996-6633
www.hanfordarc.com
info@hanfordarc.com
 CA LIC. 461167

Lower Miller Creek Maintenance 2021

To: Las Gallinas Valley Sanitary District
Address: 101 Lucas Valley Rd., Ste. 300
 San Rafael, CA 94903

Hanford contact: Will Johnson
Phone: (707) 766-4905
Email: w.johnson@hanfordarc.com

Attention: Irene Huang
Phone: (415) 526-1529
Email: ihuang@lgsd.org

Date: 10/25/21
Quote valid for: 30 days
Anticipated start: November/December 2021

Item	Description	Quantity	Unit	Unit price	Ext. Price
1	Maintenance work	1	LS	\$60,732.00	\$60,732.00
2					
3					
4					
5					
6					
7					
8					
GRAND TOTAL					\$60,732.00

SCOPE SUMMARY

Weed Inspections and Removal

Hanford shall schedule weed control inspections every other month for a minimum of six (6) times each year of the maintenance period. Inspections shall include, at a minimum, identifying and marking weeds to be controlled and discussing control timing and methods. Following each weed control inspection, Hanford shall begin a weed control event, unless otherwise approved by Engineer. Invasive plant control event shall be completed within ten (10) working days of beginning the event. Note: Remove only weeds/plants that may potentially harm the shrubs and plants planted during revegetation completed in December 2018.



Irrigation System Maintenance

Hanford shall maintain the irrigation system during the maintenance period. Irrigation maintenance shall include inspecting the system for any leaks or damage and making repairs as needed. In addition, Hanford shall adjust the irrigation watering schedule as required to ensure that the plantings remain in good health. A minimum of six irrigation system inspections per year, which should take place at the same time as weed control inspection/removal event.

Plant Replacement - Shrubs (1 gallon)

Replacement and reseeding will be on a time and materials basis, as negotiated with LGVSD prior to start of each planting and reseeding event.

Plant Replacement - Herbaceous Plants (rosepot)

Replacement and reseeding will be on a time and materials basis, as negotiated with LGVSD prior to start of each planting and reseeding event.

Maintenance Inspections and Reporting

This task includes additional maintenance activities needed to ensure that the plants remain in good health, the project site remains free of debris and trash, and maintenance activities are recorded. The planting watering basins shall be maintained, and mulch shall be re-applied as needed for the first three years following implementation. Following the completion of each maintenance activity, Hanford shall remove all trash and construction debris from the project site. Hanford shall record all maintenance activities and observations in a maintenance logbook and submit the maintenance logbook to LGVSD once annually between October 1-15 of each year, unless otherwise authorized by LGVSD staff.

Hanford shall comply with the following:

Labor Compliance

1. 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.
2. Department of Industrial Relations Registration of Contractors & Subcontractors:
 - a. Contractor must have current registration with the Department of Industrial Relations.
 - b. Pursuant to Labor Code Section 1771.4(a)(1) – all contractors and subcontractors must furnish Certified Payroll Records (CPRs) weekly to the Agency they are contracted with and file electronic 5 certified payroll records weekly directly to the Labor Commissioner, Division of Labor Standards Enforcement (DLSE).
 - c. Pursuant to Labor Code Section 1776(c) – the certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or forms that contain the same information as the forms provided by the division.
 - d. Pursuant to Labor Code 1771.5 - the awarding agency shall withhold contract payments when payroll records are delinquent or inadequate.
 - e. Pursuant to Title 8 California Code of Regulations Section 16451(d)/Labor Code Section 1771.4(a) (2) - the contractor must post job Posters and Notices as required by Department of Industrial Relations and as required by other State agencies.



- f. In submitting a proposal on this Project, it shall be the Contractors sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law(s).

QUALIFICATIONS

- Hanford requires a two (2) week notice to start work/schedule resources.
- Hanford works 7:00 am – 3:30 pm, Monday - Friday. This proposal excludes weekend and holiday work, unless specifically requested; in those instances, costs would be re-negotiated.
- Hanford reserves the right to re-schedule or postpone work at any time due to existing environmental conditions that created unsafe work environment for crews (Covid-19, air quality index, wildfires, etc.).
- We assume full access to the site in order to perform our work (gates unlocked, property access, etc.)
- Proposal specifically excludes design, surveys, monitoring reports or water pollution control elements (unless specifically negotiated).

AUTHORIZATION

By signing below, the proposed party has accepted this proposal by its duly authorized office, as of the day and year set forth below:

Signature

Date

Name and Title



Agenda Summary Report

To: Mike Prinz, General Manager *MSP*

From: Dale McDonald, Administrative Services Manager *M*
 (415) 526-1519 dmcDonald@lgvSD.org

Meeting Date: November 18, 2021

Re: Computerized Maintenance Management System (CMMS) Technician Job Description and Compensation

Item Type: Consent Action Information Other

Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board to approve the job description and set the compensation salary schedule for the Computerized Maintenance Management System (CMMS) Technician position as recommended by management.

BACKGROUND

To address a range of District needs associated with business risk, approved strategic initiatives, staff morale, and workload distribution the Board approved creating the position of CMMS Technician during the FY 2021-22 budget process among other position approvals.

Koff & Associates was asked to develop a new classification job description for the CMMS Technician position and form a recommendation on compensation for this position. A copy of their report dated November 1, 2021, is attached which describes the study goals, classification and compensation study methodology, details on the CMMS position, and compensation study findings.

The position will perform technical and field duties in support of maintaining the Geographic Information System (GIS)-based Computerized Maintenance Management System (CMMS) software including asset data and information gathering, equipment tagging, and the development of spare parts records, asset location, and systemic and equipment hierarchies. Developing and maintaining an asset management system is Strategic Initiative Five and this position is critical to the implementation of this initiative.

Koff & Associates ended up having to look outside of the local geographic area, although still within the San Francisco Bay Area, for other agencies with a comparable classification/position. It should be noted that the match at Delta Diablo has a slightly higher level of responsibility in that they position not only is responsible for the CMMS database, but also for maintenance planning responsibilities. In addition, for Dublin San Ramon Services District, the CMMS Technician classification is actually allocated to the broader Administrative Assistant II classification.



As a note, while Koff & Associates did not find a comparable classification, they also looked at the following agencies (*these include agencies that were in the 2018 LGVSD labor market, other agencies that are in the local geographic area, and other wastewater agencies of similar size and scope of services*):

- Castro Valley Sanitary District
- Counties of Marin and Sonoma (including Sonoma County Water Agency)
- Marin Municipal Water District
- Oro Loma Sanitary District
- Vallejo Flood and Wastewater District

Based on the above, and as outlined in the report, the recommendation from Koff & Associates is to set the CMMS Technician classification to a salary range in alignment with the District’s Skilled Maintenance Worker II position, which is the same salary range as the recently created Civil Engineering Technician position. The median total salary described in Attachment B of the report shows a top monthly salary range (Step 5) of \$8,216 and an average top range of \$8,898.

Management agrees with the recommendation from Koff & Associates and recommends setting the salary schedule for the CMMS Technician classification per below:

Represented Classification	Monthly Salary				
	Step 1	Step 2	Step 3	Step 4	Step 5
Civil Engineering Technician	7,182	7,541	7,918	8,314	8,730

The new position would be a represented employee and receive the benefits outlined in the Memorandum of Understanding between the District and Operating Engineers Local 3.

Creation of the position and development of the job description was a result of a needs analysis performed as part of Strategic Initiative Four. Conducting the organizational review helped staff understand the changing needs of the District and led to the CMMS Technician position being created to help the Maintenance and Engineering department manage the assets of the District.

PREVIOUS BOARD ACTION

On June 17, 2021 the Board approved funding for the new positions including the CMMS Technician in the FY 2021-22 budget.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The total yearly maximum salary cost would be \$104,760. The adopted budget included \$107,376 for this position. The proposed salary schedule is within budget and the costs for this position are in the current 2021-22 budget.



To: Dale McDonald, Administrative Services Manager, Las Gallinas Valley Sanitary District
From: Alyssa Thompson, Senior Project Manager, Koff & Associates a Gallagher Company
Date: November 1, 2021
Re: Computerized Maintenance Management System (CMMS) Technician

In June 2021, Las Gallinas Valley Sanitary District (“LGVSD”) contracted with Koff & Associates (K&A) to conduct a classification and compensation study for a new classification of Computerized Maintenance Management System (CMMS) Technician.

Study Goals

The goals and objectives of the study were to:

- Develop a description that:
 - Recognizes the scope and level of responsibility of the classification;
 - Provides a basis for future recruitment, assessment, and selection for the classification; and
 - Provides a basis for establishing a compensation level that is commensurate with the nature of the work performed;
- Provide sufficient documentation to allow LGVSD to integrate the studied classification into their overall classification and compensation plan;
- Assist LGVSD in developing competitive pay based on market data and internal alignment principles;
- Ensure that the salary recommendation is fiscally responsible and meets the needs of LGVSD with regards to recruitment and retention of qualified staff; and
- Develop a memorandum that documents the classification and compensation study methodology, findings, and recommendations.

Classification and Compensation Study Methodology

The following provides an overview of the classification and compensation study methodology.

A. Stakeholder Meetings

- Meetings were conducted with the General Manager, Administrative Services Manager, and Collection System/Maintenance/Safety Manager to understand:
 - The purpose and typical responsibilities of the classification;
 - Minimum qualifications required to perform the work;
 - How the work of the classification fits within the overall work of the department and LGVSD; and



- The current and future needs of the District related to the classification.
- B. Draft Class Description Development
 - A class description was developed for the CMMS Technician classification.
 - Compliance with Fair Labor Standards Act (FLSA) and Americans with Disability Act (ADA) requirements was reviewed and updated.
- C. Class Description Review and Update
 - A draft copy of the new classification description was submitted to LGVSD to provide comments and concerns regarding any modifications and to ensure that no factual information was overlooked.
- D. Compensation Data Collection and Salary Range Recommendation
 - The same seven comparator agencies that were used in the 2020 Total Compensation Study were included in this study. Due to the limited number of comparator agencies in the labor market, K&A also looked at other agencies (including cities in Marin and Sonoma Counties and wastewater districts) in the San Francisco Bay Area.
 - Base salary data was collected and analyzed. The market average and median salaries were calculated and reported.
 - Based on the market data collected (external equity) and LGVSD's current compensation structure (internal equity), a recommendation to place the CMMS Technician into an appropriate salary range was developed.
- E. Presentation of Recommendations
 - The classification description and salary range recommendation for the new CMMS Technician was presented to the General Manager, Administrative Services, and Board of Directors.

CMMS Technician

The CMMS Technician is a new classification; and the definition, typical duties, education and experience requirements, and classification characteristics related to supervision received and independence of action are presented below. The classification description was developed based on information gathered from the General Manager, Administrative Services Manager, and Collection System/Maintenance/Safety Manager, as well as review of similar classifications at other local government agencies. The full CMMS Technician classification description is included as Attachment A.



Definition

Under general supervision, performs technical and field duties in support of maintaining the Geographic Information System (GIS)-based Computerized Maintenance Management System (CMMS) software including asset data and information gathering, equipment tagging, and the development of spare parts records, asset location, and systemic and equipment hierarchies; customizes, implements, and participates in developing CMMS technical processes and procedures; provides training and software system support to operations, maintenance, engineering, and other District staff; participates in the design and planning of new applications and technologies related to CMMS; and performs related work as required.

Typical Duties

The following are a representative sample of the duties and responsibilities performed by the CMMS Technician.

- Organizes, coordinates, maintains, and updates GIS-based CMMS database including asset registry and records, identification hierarchy, and repair and maintenance history.
- As new assets are deployed, gathers cut sheets, inspects equipment, and retrieves serial number and attaches and maintains data tags.
- Works with and serves as a liaison between maintenance, engineering, and operations staff in order to optimize capital planning, operations, and maintenance activities District-wide.
- Collects data from various sources for asset condition assessment including work orders, maintenance, and operations reports and graphs, maps, and as built and construction drawings; generates reports from the asset management database.
- Reviews data entered by field crews and other District staff; verifies accuracy of information, researches discrepancies, and records information; ensures quality control of reports and data.
- Serves as the database administrator; creates and maintains user profiles and assigns access rights; customizes database framework including templates, records, codes, and descriptions; evaluates software updates for implementation; and provides training to other system users.
- Participates in the development of procedures to collect and maintain asset data.
- Communicates with District staff, vendors, and contractors in the design, installation, maintenance, and repair of the CMMS database; inspects and tests upgrades installed by contractors/vendors.



- Reads and interprets schematics, drawings, diagrams, and related technical documentation necessary to maintain information on assets.
- Updates GIS maps as needed with information on vertical and linear assets.
- Maintains accurate logs and records work performed and materials and equipment used.

Education and Experience

Equivalent to completion of twelfth (12th) grade with supplemental coursework in civil engineering, mechanical drawing, algebra, geometry, or trigonometry and three (3) years of providing technical support to an asset management program, preferably within a waterworks system.

Supervision Received and Independence of Action

The incumbent in the classification is expected to work independently and exercise judgment, discretion, and initiative within established guidelines. This classification receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies of the work unit.

Compensation Study Findings

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study. We relied on the revised CMMS Technician classification description as the foundation for the market comparison.

Data was collected during the month of September 2021, through websites, conversations with human resources, accounting, and/or finance personnel at each comparator agency, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Comparator Agencies

There are seven agencies included in the compensation study:

1. Central Marin Sanitation Agency
2. Novato Sanitary District
3. Ross Valley Sanitary District
4. Sausalito-Marín City Sanitary District
5. Sanitation District No. 5 Marin County
6. Sewerage Agency of Southern Marin
7. West County Wastewater District

In addition, K&A also collected and reported market data for the following agencies:



- City of Santa Rosa
- Delta Diablo Sanitation District
- Dublin San Ramon Services District
- Napa Sanitation District

Data Collection & Matching Methodology

When K&A researches and collects data from the comparator agencies to identify possible matches for the CMMS Technician, there is an assumption that we will not be able to find comparable matches that are 100% equivalent to this classification. Therefore, we do not match based upon job titles, which can often be misleading; rather we analyze class descriptions before we consider it as a comparable match.

Our methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e. entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

We require that a classification's "likeness" be at approximately 70% of the matched classification to be included.

Market Results

The top monthly (base) salary data compares the top of the salary range and/or control point salaries for the recommended comparable classification at each survey agency. In addition to salary data, we also reported the effective date of the salary and if known, the next scheduled salary adjustment (date and % increase).



The average (mean) and median (midpoint) of the comparator agencies are reported. The mean is the sum of the survey agencies' salaries divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. However, since the labor market only included seven comparator agencies, K&A reported the market calculations if there were at least three comparator agencies with a matching classification.

K&A found five agencies with a comparable classification to the CMMS Technician; the market average is \$8,257 per month and median is \$8,216 per month. The market data is presented in Attachment B.

Internal Alignment

Internal alignment between classifications is a fundamental factor to be considered when making salary decisions. It is important to analyze market data and internal relationships within class series as well as across the organization and make adjustments to salary range placements as necessary based on the needs of the organization.

Salary Range Recommendation

The proposed salary range is based on LGVSD's pay philosophy, market data collected, internal alignment/equity considerations, and how great the competition is with other agencies over recruitment and retention of a highly qualified workforce.

The recommendation is to place the CMMS Technician to a salary range in alignment with the Skilled Maintenance Worker II because when looking at both classifications in comparison to one another, both classifications are comparable in terms of being expected to work independently and exercise judgment and initiative; and receiving only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Also, both classifications require comparable levels of qualifications in terms of formal education/training and experience. Specifically:

- CMMS Technician requires equivalent to completion of twelfth (12th) grade with supplemental coursework in civil engineering, mechanical drawing, algebra, geometry, or trigonometry and three (3) years of providing technical support to an asset management program, preferably within a waterworks system; and by comparison,
- Skilled Maintenance Worker requires equivalent to completion of the twelfth (12th) grade; four (4) years of progressively responsible experience in the maintenance and



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repair of electrical, electronic, mechanical equipment, instrumentation, and communication systems such as those found in a wastewater treatment plant; and possession of a California Water Environment Association Grade I Electrical Instrumentation Technician Certificate or a Grade I Mechanical Technologist Certificate is required.

Recommendation: Place the CMMS Technician in the same salary range as the Skilled Maintenance Worker II with Step 1 salary of \$7,182 and Step 5 salary of \$8,730 effective July 1, 2021.

Conclusion

We wish to reiterate that this report and our findings are meant to be a tool for LGVSD to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff. However, financial realities and LGVSD's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data represents a market survey that will give LGVSD an instrument to make compensation decisions.

We want to thank Las Gallinas Valley Sanitary District for your time and cooperation in bringing this study to a successful conclusion. It has been a pleasure working with LGVSD on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Attachment A

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) TECHNICIAN

DEFINITION

Under general supervision, performs technical and field duties in support of maintaining the Geographic Information System (GIS)-based Computerized Maintenance Management System (CMMS) software including asset data and information gathering, equipment tagging, and the development of spare parts records, asset location, and systemic and equipment hierarchies; customizes, implements, and participates in developing CMMS technical processes and procedures; provides training and software system support to operations, maintenance, engineering, and other District staff; participates in the design and planning of new applications and technologies related to CMMS; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of CMMS maintenance duties to ensure that facilities, equipment, and systems operate effectively and are maintained in safe and effective working condition. The incumbent is expected to work independently and exercise judgment, discretion, and initiative within established guidelines. A position at this level receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Organizes, coordinates, maintains, and updates GIS-based CMMS database including asset registry and records, identification hierarchy, and repair and maintenance history.
- As new assets are deployed, gathers cut sheets, inspects equipment, and retrieves serial number and attaches and maintains data tags.
- Works with and serves as a liaison between maintenance, engineering, and operations staff in order to optimize capital planning, operations, and maintenance activities District-wide.

- Collects data from various sources for asset condition assessment including work orders, maintenance, and operations reports and graphs, maps, and as built and construction drawings; generates reports from the asset management database.
- Reviews data entered by field crews and other District staff; verifies accuracy of information, researches discrepancies, and records information; ensures quality control of reports and data.
- Serves as the database administrator; creates and maintains user profiles and assigns access rights; customizes database framework including templates, records, codes, and descriptions; evaluates software updates for implementation; and provides training to other system users.
- Participates in the development of procedures to collect and maintain asset data.
- Communicates with District staff, vendors, and contractors in the design, installation, maintenance, and repair of the CMMS database; inspects and tests upgrades installed by contractors/vendors.
- Reads and interprets schematics, drawings, diagrams, and related technical documentation necessary to maintain information on assets.
- Updates GIS maps as needed with information on vertical and linear assets.
- Maintains accurate logs and records work performed and materials and equipment used.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of GIS-based CMMS database and GIS software.
- Principles and practices of a comprehensive asset management program.
- Principles and practices of updating maps using GIS.
- Principles, practices, infrastructure, materials, tools, equipment, and supplies required to maintain wastewater collection, treatment, and recycled water systems, including linear and vertical assets.
- Methods and techniques of evaluating materials and equipment and assigning asset codes consistent with asset identification hierarchy.
- Basic mathematic techniques.
- Techniques for providing a high level of customer service by effectively dealing with vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Update and maintain asset data and information in a GIS/CMMS database.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

- Understand and follow oral and written instructions.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Read, interpret, and prepare schematics, drawings, specifications, and related technical documents.
- Make accurate mathematical calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of twelfth (12th) grade with supplemental coursework in civil engineering, mechanical drawing, algebra, geometry, or trigonometry and three (3) years of providing technical support to an asset management program, preferably within a waterworks system.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment including a computer; must possess mobility to work in a wastewater treatment plant setting and, in the field, to gather information on assets; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, and kneel to gather asset information and reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees occasionally work in a wastewater treatment plant and in the field, and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.



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Attachment B

Attachment B
Las Gallinas Valley Sanitary District
Market Compensation Data - Top Monthly Salary
September 2021

CMMS Technician						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Las Gallinas Valley Sanitary District	Computerized Maintenance Management System Technician	Proposed			
2	Delta Diablo Sanitation District	Maintenance Planner/Scheduler	\$ 11,291	7/1/2021	Unknown	Unknown
3	Napa Sanitation District ^{1,2}	[Asset Management Analyst / Collection System Technician]	\$ 9,899	7/1/2021	Unknown	Unknown
4	Sewerage Agency of Southern Marin	Engineering Technician	\$ 8,216	7/1/2019	Unknown	Unknown
5	City of Santa Rosa ³	[Civil Engineering Technician III / Utilities Technician]	\$ 7,916	9/7/2021	Unknown	Unknown
6	Dublin San Ramon Services District	Administrative Assistant II	\$ 7,168	1/1/2021	Unknown	Unknown
7	West County Wastewater District	N/C				
8	Central Marin Sanitation Agency	N/C				
9	Novato Sanitary District	N/C				
10	Ross Valley Sanitary District	N/C				
11	Sanitation District No. 5 Marin County	N/C				
12	Sausalito-Marín City Sanitary District	N/C				

Summary Results		Top Monthly Salary
Average of Comparators		\$ 8,898
% Las Gallinas Valley Sanitary District Above/Below		
Median of Comparators		\$ 8,216
% Las Gallinas Valley Sanitary District Above/Below		
Number of Matches		5

N/C - Non Comparator
 ISD - Insufficient market data to do analysis

1 - Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - Asset Management Analyst requires any combination of education and experience equivalent to a bachelor's degree and 3 years of experience; Collection System Technician requires Grade III Collection System Maintenance certificate.

3 - Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

AGENDA ITEM 7

11/18/2021

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.

11/18/2021

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, NBWA Conference Committee, 2021 Operations Control Center Ad Hoc Committee, 2021 Employee Climate Survey Ad Hoc Committee, Other Reports

ELIAS

NBWRA , Ad Hoc Engineering Sub-Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Subcommittee, 2021 Operations Control Center Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Subcommittee, 2021 Legal Services Ad Hoc Committee, 2021 Employee Climate Survey Ad Hoc Committee, Marin Special Districts Association, Other Reports

SCHRIEBMAN

Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force, NBWA Tech Advisory Committee, Other Reports

YEZMAN

Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-Committee re: STPURWE, 2021 Legal Services Ad Hoc Committee, Other Reports



AGENDA

Air Quality, Climate Change, and Energy (ACE) Workgroup Meeting

Agenda Item # 3
Date November 18, 2021

Meeting Date/Time: October 28, 2021 / 8:30 – 10:30
Meeting Location: Zoom Link (provided in the meeting appointment)
Dial-in: Zoom Call-In (provided in the meeting appointment)

COMMENCEMENT

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

LEGISLATIVE UPDATE

	ITEM	LEAD	STATUS
1.	2021 State Legislative Bill Cycle	Jessica/Alma	Final list of bills
2.	Governor’s Budget	Jessica/Sarah	Budget update, Draft Final Cap-and-Trade Fourth Investment Plan

PRIORITY ISSUES/ACTION ITEMS

	ITEM	LEAD	NOTES
1.	AB 32 Scoping Plan Update: Carbon Neutrality by 2045 (or 2035?!)	Sarah	Workshop Series updates on Natural & Working Lands, Clean/Renewable Electricity, Vehicle Electrification, SLCs, Scenario Inputs, and Environmental Justice, submitted comments Oct 22 on scenario inputs, next workshops on Oct 29 and Nov 2, EJ groups submitted petition for rulemaking to exclude fuels from biomethane from dairy and swine (to be heard by CARB today)
2.	CARB Advanced Clean Vehicle Regulations (Electrification)	Sarah, David	Advanced Clean Truck Rule (2020) & Advanced Clean Fleet Rule (2021), CARB Board and Executives outreach underway, Subgroup to meet to prepare for meetings, comments due Oct 29, adoption of 2020 Mobile Source Strategy (workshop today)
3.	SB 100 Joint Agency Report : Achieving 100% Clean Electricity in California	Sarah	Report represents an initial assessment, workshop Nov 1 on approach to include non-energy benefits and social costs in future, comments due Nov 12
4.	SB 1383: Organic Waste Methane Emissions Reductions	Sarah, Ryan	SB 1383 , CalRecycle Webinar Series : Recycling and Disposal Reporting System (RDRS) Requirements Oct 26 + others this week!
5.	CA Adaptation Update	Sarah	Coastal Commission Public Review Draft of Critical Infrastructure Sea Level Rise Guidance (comments submitted Sept 24), draft CA Adaptation Strategy update released (comments due Nov 17), SWRCB climate change preparedness survey expected late 2021, latest Bay Adapt Joint Platform efforts (completed in Oct)
6.	Criteria Pollutants & Toxics Emissions Reporting & AB 2588 Toxics Program	Sarah David	Summary of CTR and EICG , CARB Final Statement of Reasons , business-as-usual reporting of air toxics through 2028, outline approach for statewide two-step process this fall

INFORMATIONAL ITEMS

	ITEM	LEAD	NOTES
1.	BAAQMD Climate Pollutants Regulation	Sarah	Regulation 13 suspended, BACWA survey results summarized
2.	Carbon Sequestration Meta-Analysis	Rebecca	Invitation open to assist systematic review into early 2022
3.	Biogas/Biomethane Management: EPA Renewable Fuel Standard RINs	Sarah	EPA staff to consider apportioning D3 vs D5 value for sludge vs food waste-based biogas, submitted national data
4.	CPUC SB 1440 Biogas Procurement Proceedings	Sarah	Comments on Staff Proposal submitted June 30
5.	New BACT for Large Emergency Diesel Engines: BAAQMD, SMAQMD, SCAQMD	Sarah David	BAAQMD and SMAQMD process complete; SCAQMD public process underway

UPCOMING CONFERENCES/EVENTS

NAME	DATE/LOCATION
California Bioresources Alliance Symposium	Nov 18-19, Virtual
Water Utility Resilience Forum	Dec 13-15, Miami
CASA Winter Conference	Jan 19-21, Palm Springs

NEXT MEETING: November 16th, 8:30 to 10:30 am (webinar/conference call)



AGENDA

Air Quality, Climate Change, and Energy (ACE) Workgroup Meeting

Additional topics we review periodically for progress or changes:

State

- CARB Mandatory GHG Reporting Regulation
- CARB Scoping Plan Updates (Natural & Working Lands, Vehicle Electrification, Clean/Renewable Energy)
- CEQA Guidance on GHG Emissions
- CNRA Climate Change Assessment
- CNRA Online CA Sea Level Rise Database
- CNRA Safeguarding CA: Implementation Action Plans
- CEC Climate Change Research Plan
- OEHHA CalEnvironScreen Tool
- California's Climate Future report (by Governor Brown)
- Funding Opportunities

Regional Adaptation Collaboratives

- Bay Area Climate Adaptation Network (BayCAN)
- San Francisco Bay Regional Coastal Hazards Adaptation Resiliency Group (CHARG)
- Southern California Association of Governments (SCAG) Regional Climate Adaptation Framework

National

- NEPA Guidance on GHG Emissions
- EPA Creating Resilient Water Utilities
- EPA EJScreen Tool
- EPA Mandatory GHG Reporting Regulation Updates
- EPA Clean Power Plan (on stay)
- EPA Existing Source Performance Standards
- EPA Biogenic Emissions Accounting Framework
- White House Budget for DOE Energy Efficiency and Renewable Energy Programs
- White House Climate Change Support Office
- NACWA Energy Workgroup
- NACWA Climate & Resilience Workgroup
- Funding Opportunities

International

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

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

October 28, 2021 (8:30 – 10:30 am)

Zoom Link – See Meeting Appointment



1

Legislative Update



2

Assembly Bills

- AB 72 (Petrie-Norris D) Environmental protection: coastal adaptation projects: natural infrastructure: regulatory review and permitting: report
- AB 284 (Rivas, Robert D) Climate goal: natural and working lands
- AB 322 (Salas D) Energy: Electric Program Investment Charge program: biomass
- AB 843 (Aguiar-Curry D) Renewables Portfolio Standard Program: renewable feed-in tariff
- AB 1261 (Burke D) State Air Resources Board: greenhouse gas emissions: incentive programs

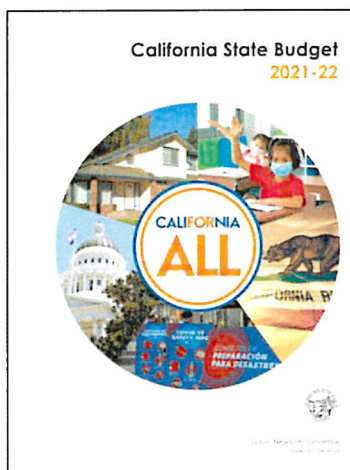
Senate Bills

- SB 1 (Atkins D) Coastal resources: sea level rise
- SB 27 (Skinner D) Carbon Sequestration: state goals: natural and working lands: registry
- SB 83 (Allen D) CA Infrastructure and Economic Development Bank: SLR Revolving Fund
- SB 372 (Leyva D) Medium- and heavy-duty fleet purchasing assistance program: ZEVs
- SB 418 (Laird D) Sea level rise planning: database
- SB 619 (Laird D) Organic waste: reduction regulations

3

Governor's Budget

- Resilience-related allocations within budget:
 - Emergency Response
 - Climate Change
 - Drought Support & Water Resilience
 - Wildfire & Forest Resilience
 - Climate Resilience (\$3.7B to be allocated)
 - Zero-Emission Vehicle Acceleration
 - Clean Energy
 - Natural Resources
 - Environmental Protection
 - Sustainable Agriculture
 - Climate Smart Agriculture for Sustainability and Resiliency
 - Transportation

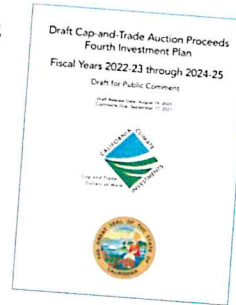


4



Draft Final Cap-&-Trade 4th Investment Plan

- FY 2022/23 – 2024/25
- Guiding Principles for allocating funding:
 - Implementation of State Climate Goals
 - Advancing Equity and Environmental Justice
 - Improving Public Health
 - Supporting a Climate-Resilient and Prosperous Economic Future
 - Fostering Interagency Coordination
- Comments on draft submitted 9/17
- Draft Final version released 10/27



5

Draft Final Cap-&-Trade 4th Investment Plan

- Did not acknowledge CASA as an information source
- Appendix B – Analysis of Potential Investment Types (including sector specific allocations)
 - Did not highlight wastewater sector in all areas it benefits
 - Very little mention of wastewater overall
- Comments due 11/8
- Workshop to be held 11/19
- Final due Jan 2022



6

Priority Issues/ Action Items



7

1. AB 32 Climate Change Scoping Plan Update 2022

- **Target:** Carbon neutrality by 2045 (**but can we do it by 2035?!**)
- Scoping Plan [Workshops](#) through Spring 2022 on:
 - Natural and Working Lands
 - Transportation Sector (parallel proceeding to develop ACF regulation)
 - Electricity Sector (parallel proceeding under SB 100)
 - Short-Lived Climate Pollutants (SLCPs)
 - Environmental Justice and Equity – Petition for Rulemaking to exclude all fuels derived from biomethane from dairy and swine manure from the LCFS Program submitted Oct 27th to CARB (to be heard by CARB today during Board meeting)
- Last workshop Sept 30th – Scenario Inputs Technical Workshop
- Next workshops Oct 29th (Scenario Inputs Technical Workshop) and Nov 2nd (Electricity Sector)
- Full draft SPU expected by Spring 2022, final draft in Fall 2022



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1. AB 32 Climate Change Scoping Plan Update 2022

Draft Scenario Overview

- Alternative 1: Achieve carbon neutrality by 2035, with complete phaseout of combustion and no reliance on engineered carbon removal.
- Alternative 2: Achieve carbon neutrality by 2035, with full suite of technology options, including engineered carbon removal.
- Alternative 3: Achieve carbon neutrality by 2045, utilizing a broad portfolio of existing and emerging fossil fuel alternatives and achievement of Executive Order N-79-20.
- Alternative 4: Achieve carbon neutrality by 2045, utilizing existing and emerging technologies, in line with recent agency reports (AB 74 carbon neutrality in transportation, SB 100 zero-carbon electricity grid).

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2. CARB Advanced Clean Fleet (ACF) Regulations

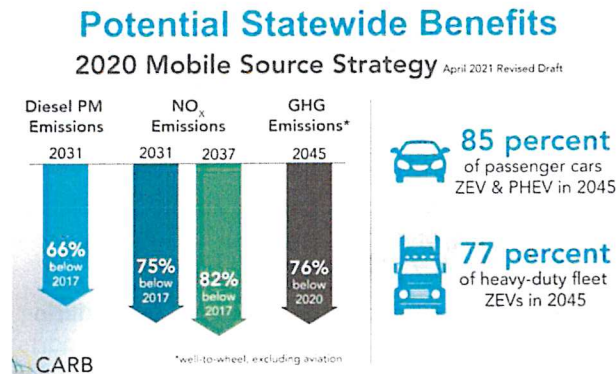
- Mandate: Zero-emission fleets by 2045 (Governor pushing for 2035, considered in Scoping Plan Update scenarios)
- Draft regulatory language released Aug 25th
- Workshops held since last meeting:
 - Oct 6th – Public Fleets
 - Oct 13th – High Priority Fleets
 - Oct 26th – Smaller Fleets
- Comments submitted Sept 27th, comments due Oct 29th
- CARB to release a second draft regulation
- Target adoption by summer 2022

10

2. CARB Advanced Clean Fleet (ACF) Regulations

- 2020 Mobile Source Strategy being heard today by CARB Board

- Mix of vehicle technologies that would provide the level of emissions reductions needed to meet our goals
- May go beyond levels of clean technologies from current regulatory proposals



- CASA Actions

- Meet with CARB Board Members and Executives (again)
- Submit comment letter Oct 29th and testify at future workshops
- Subgroup meeting being scheduled

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3. SB 100 Joint Agency Report (Workshop)

- 100% Clean Energy Act of 2018
- Renewable and zero-carbon resources to supply 100% of electric retail sales to end-use customers by 2045
- CEC, CPUC, and CARB drafted joint agency report to Legislature identifying pathways to achieve mandate (initial assessment)
- Nov 1st – Joint Agency Workshop on *Planning for Senate Bill 100 Analysis of Non-Energy Benefits, Social Costs and Reliability*
 - Session 1 – Focus on how non-energy benefits and social costs can be incorporated into the SB 100 analysis.
 - Session 2 – CEC staff will explore modeling approaches and data inputs and assumptions to evaluate the reliability of different renewable and zero-carbon resource builds to support SB 100.
 - Comments due Nov 12th

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4. SB 1383: Organic Waste Methane Emissions Reduction



- 40% methane reduction by 2030 (relative to 2013 levels)
- Organic waste diversion from landfills (*includes biosolids, digestate, and sludges*)
 - 50% by 2020 (relative to 2014 levels)
 - 75% by 2025 (relative to 2014 levels)
- Implementation
 - State to enforce on jurisdictions Jan 1, 2022 (local entities enter agreements)
 - Local jurisdictions to start enforcement Jan 1, 2024
 - Compliance by Jan 1, 2025



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4. SB 1383: Organic Waste Methane Emissions Reduction



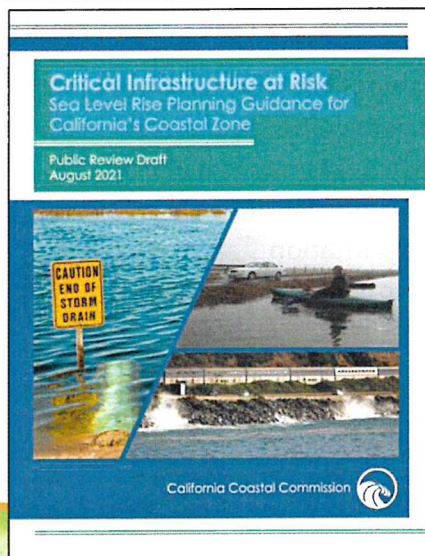
- Items to address...
 - Transfer of Emission Reduction Credits (offsets) from landfills to POTWs if combusting biogas onsite and compost facilities
 - Met with CalRecycle
 - Meeting with CAPCOA postponed to May
 - Understanding procurement of products – whether they will consider other products (biosolids) and how procurement is applied to city and district facilities
 - Updates to General Order considered, SWRCB Workgroup established looking at land application of biosolids
- CalRecycle Workshop Series



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5. CA Adaptation: Coastal Commission's *Critical Infrastructure at Risk: Sea Level Rise Planning Guidance for CA's Coastal Zone*

- Released August 16th
- Critical transportation infrastructure includes coastal roads, highways and railroad facilities (see Chapter 5)
- Critical water infrastructure includes wastewater treatment, stormwater, and water supply facilities (see Chapter 6)
- Comments submitted Sept 24th
- Schedule is not posted for next steps



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5. CA Adaptation: Natural Resources Agency efforts

- CA Adaptation Strategy (4th update)
 - Draft strategy update released Oct 18th with goal to final in 2022
 - Comments due by Nov 17th
- Climate adaptation strategy update is required every 3 years
- 2021 Strategy is designed to build on iterations since 2009 and integrate key elements of latest sector-specific plans:
 - Natural and Working Lands Climate Smart Strategy
 - Wildfire and Forest Resilience Action Plan
 - Climate Action Plan for Transportation Infrastructure
 - Water Resilience Portfolio

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5. CA Adaptation: Natural Resources Agency efforts

- Approach taken to for updating 2021 Strategy:
 - Set strategic direction and identify needed outcomes.
 - Unify efforts across all sectors and regions.
 - Help all Californians understand and contribute to California’s climate resilience.
- Format -
 - **Priority:** To see the state’s key priorities for building climate resilience and how state agencies are working to advance them, begin by exploring each priority.
 - **Goal:** Per Priority, the Strategy has specific goals and actions.
 - **Region:** To learn about climate challenges and related state efforts in a specific region, select from nine different geographic regions across the state.



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5. CA Adaptation: Natural Resources Agency efforts

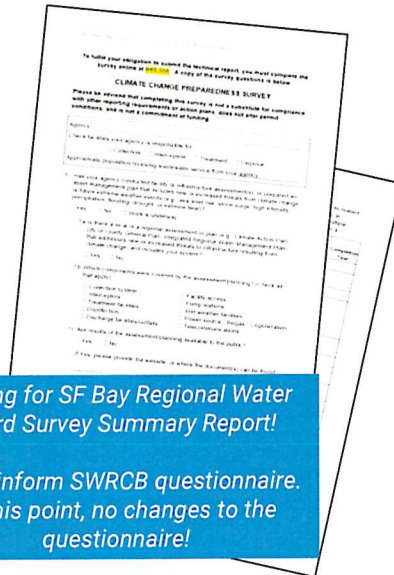
- Priorities
 - Strengthen Protections for Climate Vulnerable Communities
 - Bolster Public Health and Safety in Light of Increasing Climate Risks
 - Build a Climate Resilient Economy
 - Accelerate Nature-Based Climate Solutions and Strengthen Climate Resilience of Natural Systems
 - Make Decisions Based on the Best Available Climate Science
 - Partner and Collaborate to Leverage Resources
- Wastewater is mentioned 5 times, water reuse and wastewater recycling 3 times in 70 pages (but worthy mentions)
- Focus is heavy on water resources, mentioned 65 times



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5. CA Adaptation: SWRCB Climate Change Preparedness Survey


- State Water Board to:
 - Send NPDES and WDR permit holders to be surveyed in late 2021
 - 45-day response
 - Webinar after formal distribution
 - Communicate through Chris Hyun
 - Follow development of SWRCB priority areas:
 - Drinking water
 - Wastewater/co-digestion
 - Sea level rise
 - Harmful algal blooms

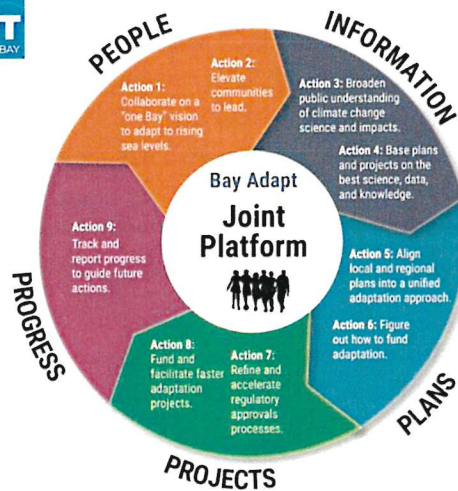


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5. CA Adaptation – Regional Efforts

- Example is 
- Bay Adapt Joint Platform: Consensus-based strategy comprised of 9 actions and 21 tasks to protect people and natural and built environments from sea level rise.



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6. Criteria Pollutants & Toxics Reporting and Air Toxics “Hot Spots” Program Updates

- AB 617 gives CARB authority to “harmonize” air monitoring, reporting, & emission reductions from stationary sources
- AB 2588 Hot Spots compound list is >1000 compounds (from >500)
 - Many of the compounds have unknown toxicity levels
 - Many of the compounds have unknown emission factors
 - Many of the compounds are not relevant to WWTPs
- CASA worked closely with CARB to negotiate phased compliance, allowing WWTPs to:
 - Report business as usual through 2028 (begin reporting in 2029 for 2028 data)
 - Perform a “two-step process” for determining a shortlist of compounds
 - Scanning air space of unit processes to determine detectable compounds
 - Determining the sampling and analysis methods to quantify emissions (Mimic 1990 Pooled Emissions Estimation Program, PEEP)



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6. Next steps for the Wastewater Sector...

- CASA One-Page Summary holds true (per FSOR)
- CASA to draft proposed structure for Two-Step Process with members October/November, addressing:
 - Timeline (phasing)
 - Estimated budget (by phase)
 - Needed support/expertise to inform budget estimate
 - Defining participating agencies

Understanding New Requirements for Air Toxics Reporting

California air districts are beginning to adopt new amendments to the California Air Resources Board's (CARB) Air Toxics "Hot Spots" Program Emission Inventory Listing and Subsequent (EIL) and the Reporting of Criteria Air Pollutants and Toxic Air Contaminants Regulation (CR). This fact sheet is to inform your organization of these regulatory updates, how they apply to the wastewater sector, and for your reference in discussions with air districts.

REGULATORY UPDATES: As part of improving air toxics emissions reporting, the public's access to the data and reduction strategies in the private communities, the updates to the EIL and CR:

- 1. Expand the number of compounds to be analyzed for monitoring and reporting from a total of 1000 to over 10,000 for permitted water facilities, including wastewater treatment plants (WWTPs).
- 2. Establish criteria for air monitoring and an approach for the "two step" process to identify a short list of toxics relevant to WWTPs.
- 3. Identify wastewater treatment facilities for emission reductions (specifying over/under/above/under/above).

Some most of the 1,000 compounds do not have approved sampling or laboratory methods, and have not been submitted to the Office of Environmental Health Hazard Assessment, health risk assessment and these compounds cannot be quantified in turn, any preliminary required estimation will yield estimated emission estimates, causing confusion and providing an unneeded path for air regulators.

WASTEWATER SECTOR IMPACTS & RESPONSE: CARB approved a phased compliance approach that allows permitted WWTPs to report business as usual through 2028 while the sector executes the two step process to:

1. Perform a scan of air toxics across various treatment plant unit processes to determine detectable compounds of the 1,000 compounds.
2. Quantify the emissions of detectable toxic compounds based on an approved sampling and analysis approach (working with air districts and CARB).

The two step process will take approximately two (2) years and about \$10 million for the wastewater sector to complete. In the meantime, the wastewater sector commits to quantify any new air toxic compounds and the completion of the statewide two step process and must rely upon the results of the two step process as the "best available data and methods" to which units or new air toxics needs to be reported (per CR).

This updated CARB will work with the membership to establish an oversight and cost recovery structure for the two step process. Therefore, about 20 WWTPs will need to sample emitting unit processes in accordance with approved protocols. A resource breakdown of the two step process is provided below.

Timeline: 2021, 2022, 2023, 2024, 2025, 2026, 2027

For more information or if you have questions, please contact Sarah Brummett at sbrummett@calcasa.org or David Riddler at driddler@calcasa.org. Updates are provided as part of CASA's Air Quality, Climate Change, & Energy Working Group meetings and Air Toxics Subgroup has been established that meets as needed.

Sampling and reporting protocols will be developed in collaboration with and approved by the air districts and CARB. CARB will lead the coordination and development of the protocols.



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Informational Items



23

1. BAAQMD Climate Pollutants Regulation 13

Rule development suspended due to COVID & lack of data

- Data needed before making decision to draft regulations or specify standard permit conditions
- BACWA surveyed POTWs (July-August) regarding BMPs to control methane emissions from:
 - Anaerobic digesters and ancillary equipment
 - Other treatment processes (i.e., lagoons)
- Summarizing responses (August-September)
- BACWA to share summary and meet with BAAQMD in Fall 2021

Responses from 63% of POTWs within Bay Area AQMD, which represents 92% of the total design average dry weather flow.



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2. Carbon Sequestration Meta-Analysis

Systematic Reviews & Data Extraction

- Virginia Tech to quantify C-sequestration potential from land-applied biosolids based on research/data
- Systematic review of published and unpublished data
- Data (with consent of authors) to be added to open-access repository
- Promote biosolids research, identify gaps, and inform and harmonize future collection methods

Can You or Someone You Know Help?

- Help review full text
 - Materials and Methods section
 - Checking for soil organic carbon/matter data
- **Please reach out to Mike Badzmierowski, Greg Evanylo, and Lee Daniels!**
- OR if you have data that has not been published already and it shows changes in soil organic carbon/matter concentrations and stocks, please consider sharing



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3. Biogas/Biomethane Management: RINs

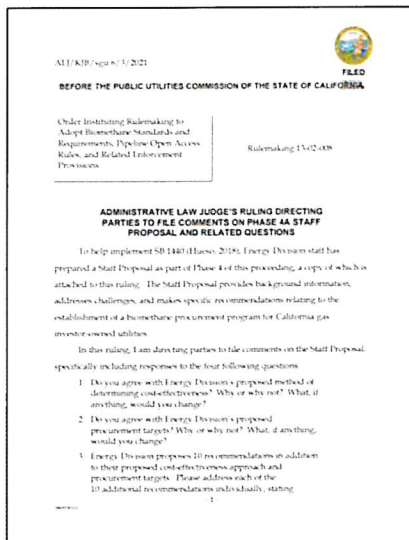
- EPA Renewable Fuel Standard RINs
 - Letter sent July 26th, met with EPA team July 27th
 - RFS RIN values for sludge-based biogas (D3, cellulosic) vs food waste-based biogas (D5, advanced biomass fuel)
 - Current interpretation is all biogas from co-digestion will be valued at D5
 - Discussed “plan b” – to allocate D3 and D5 per feedstock
 - Greg surveyed POTWs across US to collect average MCRT, VSR, and scf/lb VSR and submitted data to EPA
- Next steps – EPA to consider approach and how to determine the allocation on a consistent basis
 - EPA has a new hire (Mark Goldman) dedicated to this topic and working to answer questions



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4. CPUC SB 1440 Biogas Procurement Proceedings

- CASA is a party to the proceedings
- Staff Proposal released June 3rd
 - Consult with CARB to develop staff report
 - Determine if biomethane procurement targets or goals can be adopted in a cost-effective manner while complying with state and federal law
 - Consider 14 specific issues to ensure compliance with CA Public Utilities (PU) Code Section 651(b)
- Recommendation: Approve mandatory biomethane procurement program for CA's four large gas IOUs
- Comments submitted June 30th



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5. New BACT for Large Emergency Diesel Engines $\geq 1,000$ bhp – Tier 4 Engines

- CASA responding to Air Districts
 - Bay Area AQMD – comments submitted by BACWA 2/23
 - Sacramento Metro AQMD – comments submitted by CASA 4/30
 - South Coast AQMD – public process began
- CARB and local air districts are exploring electrified back-up engines

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Conferences/Events

- **California Bioresources Alliance Symposium**
November 18th – 19th, Virtual
- **Water Utility Resilience Forum**
December 13th – 15th, Miami
- **CASA Winter Conference**
January 19th – 21st, Palm Springs



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Upcoming Meeting

November 16th



Thank you!



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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: _____

Meeting relevance to District: _____

Request assistance from Board Secretary to register for Conference: YES NO

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

Please submit this form to the Board Secretary no later than 1 week prior to the Board Meeting.

11/18/2021

BOARD AGENDA ITEM REQUESTS

Agenda Item 9B

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

Teresa Lerch

Agenda Item 10
Date November 18, 2021

From: Mark Millan <millan@datainstincts.com>
Sent: Sunday, November 7, 2021 7:24 AM
To: Undisclosed Recipients
Subject: Upgraded Sonoma wells could help Marin supply - Marin IJ 11/7/21

COPING WITH DROUGHTS

Upgraded Sonoma wells could help Marin supply

Would be safeguard if state cuts Russian River imports
Will Houston, Marin IJ 11/7/21

North Bay water suppliers are partnering to create what would essentially be a water banking system to draw from during times of drought — and replenish when supplies are ample.

The Sonoma Water agency has already begun the work to bring three existing wells in the Santa Rosa Plain online to supply another source of water to Marin and its other customers in response to the drought. The agency has reactivated these wells for every drought since 1977, but now plans to upgrade them for the first time to allow water to be injected back into them.

"You can store it for years even, however long until you need it," said Jay Jasperse, Sonoma Water's chief engineer and groundwater management director. "You can look at aquifers as below- ground reservoirs, but much bigger."

Sonoma Water is a significant water supplier to Marin, providing about 75% of North Marin Water District's water supply for about 60,000 residents in the Novato area and about 2% 5% of the supply for the Marin Municipal Water District's 191,000 residents in central and southern Marin.

The Sonoma agency has two main reservoirs at Lake Sonoma and Lake Mendocino and imports Russian River water into Marin through an aqueduct running from Petaluma into northern Novato. The agency also supplies water to the cities of Cotati, Petaluma, Rohnert Park, Santa Rosa, Sonoma, the town of Windsor and Valley of the Moon Water Districts.

The project was inspired by two years of drought that have significantly strained water supplies for the agencies.

Sonoma Water's shrinking supplies in its two reservoirs prompted the state to ban about 1,800 water rights holders from diverting Russian River water and cutting water imports to customers such as Marin by 20%. Those restrictions have been temporarily lifted following the recent storms.

The North Marin Water District's only reservoir at Stafford Lake in Novato would have been nearly empty had it not pumped in Russian River water this winter. Marin Municipal Water District also faced depleting its main reservoir supplies by next summer until an atmospheric river in late October helped to bolster supplies.

Facing these challenges, the agencies decided earlier this year to expedite studies and projects to make local water supplies more resilient. The groundwater banking at the three Santa Rosa wells was among them.

"This time around not only are the wells being rehabilitated, they're also being engineered to provide for aquifer storage and recovery," North Marin Water District General Manager Drew McIntyre said. "This will be the first time that the design that gets implemented will allow water when there are natural flows in the Russian River to be pumped back into the aquifer."

The upgrades could be completed within the next two years.

All three wells will be able to produce about 6 million gallons per day, which equates to about 10% of the capacity on the Russian River during the winter, according to Sonoma Water's water resources manager Don Seymour. The first completed well can produce about 1.5 million gallons per day.

For Marin, these groundwater supplies won't mean it will be able to draw more Sonoma water than it is contractually allowed to. Rather, the benefit will be allowing Marin water districts to still obtain water from Sonoma Water even if the state cuts or curtails Russian River imports in future droughts similar to what happened this year.

"This would be a separate source so it's adding to our portfolio of water supplies," Jasperse said.

The three wells have not been used since the last drought in 2016. In the interim years, new state regulations require Sonoma Water to upgrade the wells' chlorination treatment systems. These upgrades have been completed on the smallest of the three wells, which was reactivated in mid-October, Jasperse said. Sonoma Water plans to upgrade the other two wells in the coming year so that more water can be produced. Once completed, the agency plans to begin upgrading all three wells with equipment, allowing them to store Russian River water when supplies are flush. Completing these upgrades could take up to two years, according to Jasperse.

Refilling the wells will require an injection system that Jasperse said is used in other aquifers throughout the state and has previously been tested in Sonoma.

The Santa Rosa Plain's aquifer has several layers, Jasperse said. The shallowest layer is able to store water but doesn't produce as much supply as the deeper layer that is separated from it by a layer of clay. Once completed, the injection system would allow the agency to pump in Russian River water to this deepest layer through pipes down into a distribution system and into the well to create a figurative "bubble" of supply in the aquifer, Jasperse said.

Rehabilitating the first well cost about \$1.1 million and was paid for by Sonoma County and the Sonoma Water agency. This did not include the groundwater recharge upgrades.

For the other two wells and the groundwater injection upgrades, Sonoma Water is seeking more than \$2 million in grants from the state's recently created \$200 million fund for emergency drought projects, Jasperse said. Applications for the first rounds of funds are due Nov. 19. The various water contractors, including the two Marin districts, will pay for any remaining costs not covered by the grant.

Jasperse said more design work needs to be completed before a total cost estimate can be provided.

Sonoma Water is also working with MMWD on a nearer-term effort to import more Russian River water into Marin during the wetter winter and spring months when flows are naturally higher.

The idea is to allow the Marin district to pump this imported water directly into its system between October and May, which would reduce the demand on its seven reservoirs in the Mount Tamalpais watershed. This extra water would not come from Sonoma Water's reservoir releases, but from excess flows naturally occurring from rainfall runoff that would normally just flow into the ocean.

MMWD Operations Director Paul Sellier said this agreement could allow it to obtain another 6,000 acrefeet of water above the 5,300 acre-feet of water it normally takes.

"It's not a drought buster for us, it's just that we've got to work to really maximize every source of water that we can," Sellier told the MMWD Board of Directors at its Tuesday meeting.

But there's a snag. The Marin Municipal Water District is contractually able to buy a maximum of 14,300 acre-feet of Russian River water each year, but has historically never been able to draw that amount because of constraints in the North Bay Aqueduct. Currently, the district can only draw in 9,000 acrefeet, Sellier said.

The 9-mile aqueduct carries treated Russian River water to the North Marin Water District, which then wheels the water to the Marin Municipal Water District.

Prior to 2014, the aqueduct required the aid of the Kastania Pump Station near Petaluma in order to bring the water into Marin. But construction work on the Highway 101 widening project in northern Marin and Sonoma, known as the Marin-Sonoma Narrows project, required about 5 miles of the aqueduct to be relocated. The North Marin Water District saw this as an opportunity to upgrade and expand the capacity of this waterway. The result in 2014 was an aqueduct that used gravity flow to transport the water into Marin rather than a pumping station and increased the pipe diameter from 30 to 42 inches, Mc-Intyre said.

These upgrades nullified the need for the Kastania Pump Station, or so it seemed.

However, when the North Marin Water District needed to draw more Russian River water, such as when it partially refilled Stafford Lake this winter, it limited how much water MMWD was able to take.

In order to obtain the extra winter flows from Sonoma Water, the MMWD now plans to restore the Kastania Pump Station at a price of about \$1.7 million.

"Now that we find ourselves in this drought condition we realize that we need to get Kastania back in service in order to bring additional water down to meet our contractual allotments," district Engineering Director Crystal Yezman told the board.

The pump station was built in 1977 and was run by the district until 1999 when it was sold to Sonoma Water for \$1. Sonoma Water operated the station until the aqueduct upgrades were completed.

Last week, the MMWD board voted unanimously to take back ownership of the pump station and repurchase the station for \$1. The board also authorized its staff to enter into an emergency construction contract to begin the restoration work. Construction is estimated to begin later this month and be completed by the end of January 2022, according to staff.

"There is a significant drought emergency that exists and it really requires immediate rehabilitation of this facility," district construction manager Mark Kasraie told the board.

News Update



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