



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

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

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

BOARD MEETING AGENDA

March 28, 2019

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

Estimated
Time

- 4:00 PM 1. PUBLIC COMMENT**
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- CLOSED SESSION:**
- 4:05 PM 2. CONFERENCE WITH LABOR NEGOTIATOR: – Agency designated representative: Glenn Berkheimer, IEDA; pursuant to Government Code Section 54957.6**
- 4:30 PM 1. PUBLIC COMMENT**
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

4:35 PM

2. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for March 14, 2019
- B. Approve the Amended Warrant List for March 14, 2019 and the Warrant List for March 28, 2019
- C. Approve 2019-19 Second Quarter Financial Statements as of December 31, 2018
- D. Approve meeting attendance request for Crystal Yezman – Marin Conservatin League 85th Anniversary meeting April 5th

Possible expenditure of funds: Yes, Items B through D

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

4:50 PM

3. PROPOSED ORDINANCE 176 AN ORDINANCE AMENDING TITLE 1 CHAPTER 2 OF THE ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT AND PROPOSED RESOLUTION 2019-21XX A RESOLUTION APPROVING A REVISED POLICY FOR B-140-10 REGULAR BOARD MEETINGS

Board to review the proposed Ordinance 176 – An Ordinance modifying Title 1 Chapter 2 of the Ordinance Code of the Las Gallinas Valley Sanitary District amending the Regular Board Meeting Day and the proposed Resolution 2019-21XX approving a revised policy for B-140-10 for regular board meetings. Board to set a Public Hearing date for Ordinance No.176, An Ordinance

5:10 PM

4. APPROVE RESOLUTION 2019-2158 – A RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING ON BUDGET FOR THE FISCAL YEAR 2019-2020.

5:15 PM

5. APPROVE RESOLUTION 2019-2159 – A RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING ON SEWER SERVICE CHARGE RATES FOR THE FISCAL YEAR 2019-2020.

5:20 PM

6. LABORATORY TECHNICAN JOB DESCRIPTION

Board to review and approve the Environmental Specialist job description.

5:40 PM

7. INFORMATION ITEMS:

- A. STAFF/CONSULTANT REPORTS:
 - 1. General Manager Report – Verbal

6:00 PM

8. BOARD REPORTS:

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

6:20 PM

9. BOARD REQUESTS:

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

6:25 PM

10. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE

6:30 PM

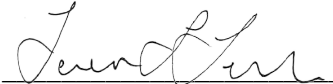
11. ADJOURNMENT

12. FUTURE BOARD MEETING DATES – APRIL 11, 2019, APRIL 25, 2019 AND MAY 9, 2019

AGENDA APPROVED:	Craig K. Murray, Board President	David Byers, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 25, 2019 at 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held March 28, 2019 at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: March 25, 2019



Teresa L. Lerch
District Secretary

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

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

MINUTES OF MARCH 14, 2019

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON MARCH 14, 2019 AT 4:31 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,
5 SAN RAFAEL, CALIFORNIA.
6

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

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

12 **STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District
13 Secretary; Mel Liebman, Plant Manager; Robert Ruiz,
14 Administrative Services Manager
15

16 **OTHERS PRESENT:** Patrick Richardson, District Counsel;
17

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

22 **PUBLIC COMMENT:** None.
23
24

25 **CONSENT CALENDAR:**

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

- 28 A. Approve the Board Minutes for February 28, 2019
29 B. Approve the Warrant List and possible Addendum for March 14, 2019
30 C. Approve Board Compensation for February 2019
31

32 **ACTION:**

33 Board approved (M/S Elias/Clark 5-0-0-0) the Consent Calendar item A through C.
34

35 AYES: Clark, Elias, Murray, Schriebman and Yezman.
36 NOES: None.
37 ABSENT: None.
38 ABSTAIN: None.
39

40 **DRAFT PROPOSITION 218 PUBLIC HEARING NOTICE REGARDING FY 2019/20 SEWER SERVICE**
41 **CHARGE INCREASE**

42 Board discussed the Draft Proposition 218 Public Hearing Notice Regarding FY 2019/20
43 Sewer service charge increase.
44

45 **ACTION:**

46 Board approved (M/S Yezman/Schriebman 5-0-0-0) Draft Proposition 218 Public Hearing Notice regarding
47 FY 2019/20 Sewer service charge increase.
48

49 AYES: Clark, Elias, Murray, Schriebman and Yezman.
50 NOES: None.
51 ABSENT: None.
52 ABSTAIN: None.
53

54 **CALL FOR BIDS – ON-CALL CONTRACT FOR CONSTRUCTION PROJECTS**

55 Board discussed the On-Call Contract for Construction Projects.

56

57 **ACTION:**

58 Board approved (M/S Schriebman/Yezman 5-0-0-0) the On-Call Contract for Construction Projects.

59

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

61 NOES: None.

62 ABSENT: None.

63 ABSTAIN: None.

64

65 **SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION PROJECT-
66 DEDUCTION OF BID ALTERNATE ADDITIVES, ITEMS NOS. A.1 - A.5**

67 Per Public Contract Code Section 20103.8, Board discussed Resolution 2019-2157 to approve deduction
68 of Bid Alternate Additive Items Nos. A1-A5 (UV Disinfectant System) from the Secondary Treatment Plant
69 Upgrade and Recycled Water Expansion Project contract that was previously awarded to Myers & Sons
70 Construction LLC.

71

72 **ACTION:**

73 Board approved (M/S Elias/Clark 5-0-0-0) Resolution 2019-2157- A Resolution Authorizing the Deduction
74 of Bid Alternative Additives, Items A.1-A.5 From the Agreement with Myers & Sons Construction, LLC for
75 the Secondary Upgrade and Recycled Water Expansion (A.K.A. Novato South Service Area/LGVSD-
76 MMWD Recycled Water Project) (Job No. 12600-07 & 16650-02) for Las Gallinas Valley Sanitary District.

77

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

79 NOES: None.

80 ABSENT: None.

81 ABSTAIN: None

82

83 **ACTION:**

84 Board approved (M/S Yezman/Clark 5-0-0-0) Pursuing the implementation of a flow equalization project
85 contemporaneously with the construction of the STPURWE project and Identifying replacement of the
86 District's existing disinfection system through the project prioritization process embodied in the anticipated
87 Integrated Wastewater Master Plan Project approved at the February 29th, 2019 Board meeting.

88

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

90 NOES: None.

91 ABSENT: None.

92 ABSTAIN: None

93

94 **INFORMATION ITEMS:**

95 **STAFF / CONSULTANT REPORTS:**

- 96 1. General Manager Report – Verbal – Prinz reported.

97

98 Cortez and Liebmann left at 6:10 pm.

99

100 **BOARD REQUESTS:**

101 A. Board Meeting Attendance Requests – Via consensus, the Board approved Murray attending the
102 Rural Community Assistance Corporation Regionalization Workshop on March 13, 2019 in Clearlake and
103 the American Public Works Association Surviving the Chinese Sword Webinar on March 14, 2019 and the
104 Associated Right of Ways Services Eminent Domain Seminar in San Francisco on March 26, 2019.

105

106 B. Board Agenda Item Requests – Yezman requested a list of District Memberships and Murray mentioned
107 he would have to leave the April 11th Board meeting early.

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109 Richardson left at 6:39 pm.

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BOARD REPORTS:

1. LAFCO – Written – Murray reported
2. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
3. JPA Local Task Force on Solid and Hazardous Waste – Verbal – no report.
4. Flood Zone 7– Verbal – no report.
5. NBWA
Board Committee – Verbal – no report.
Executive Committee – Verbal – no report.
JTC – Verbal – no report.
6. NBWRA /North Bay Water – Verbal – no report.
7. Engineering Subcommittee – Verbal – see above agenda item Secondary Treatment Plant Upgrade and Recycled Water Expansion project – Deduction of Bid Alternate Additives, Items Nos. A.1-A.5.
8. Other Reports – Written – Schriebman reported on the Environmental Forum of Marin Living Building Seminar.

VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:

Discussion ensued.

ADJOURNMENT:

ACTION:

Board approved (M/S Schriebman/Elias 5-0-0-0) the adjournment of the meeting at 7:00 pm in memory of Frank Solomon Jr., who was a Las Gallinas Valley Sanitary District Board member for 28 years.

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

The next Board Meeting is scheduled for March 28, 2019 at the District Office.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Craig K. Murray, Board President

SEAL

Las Gallinas Valley Sanitary District
Warrant List
03-14-19 (amended)

Agenda Item 2B
Date March 28, 2019



	Date	Num	Vendor	Amount	Description for items > \$1000
1	3/14/2019	EFT1	ADP, LLC	98,562.02	Payroll for paydate 03/15/19
2	3/14/2019	EFT1	ADP, LLC	608.33	Processing fees for payroll
3	3/8/2019	15977	Barcelona, Melissa	2,067.07	Final paycheck
4	3/8/2019	15978	Barcelona, Melissa	3,235.15	Final accrual check
5	3/14/2019	ACH	A and P Moving Inc	84.70	
6	3/14/2019	15980	Autotek Services	773.75	
7	3/14/2019	EFT2	Bank of Marin	47,335.64	Loan Payment Principal & Interest
8	3/14/2019	ACH	Byers Law Office	6,725.00	Feb 2019 Legal services
9	3/14/2019	EFT	Calif. Public Employees Retirement System	15,411.55	Pension contribution employee and employer for 3/15/19 paydate
10	3/14/2019	EFT	CalPERS Supplemental Income 457 Plan	4,461.42	Employee salary deferrals for 3/15/19 paydate
11	3/14/2019	15981	Comet Building Maintenance, Inc.	1,488.42	Janitorial services Feb 2019
12	3/14/2019	ACH	Contractor Compliance and Monitoring, Inc	1,087.75	STPU labor compliance
13	3/14/2019	ACH	Core Utilities, Inc.	3,120.00	IT services Jan/Feb 2019
14	3/14/2019	ACH	Custom Tractor Service	607.50	
15	3/14/2019	ACH	Data Instincts	1,456.00	Public education/outreach
16	3/14/2019	EFT	Direct Dental Administrators, LLC	141.00	
17	3/14/2019	15982	DNG Enterprises, Inc.	57.71	
18	3/14/2019	ACH	Fastenal Company	273.68	
19	3/14/2019	ACH	Gardeners' Guild	1,090.00	Maintenance for March
20	3/14/2019	15983	Jackson's Hardware	16.34	
21	3/14/2019	15984	K.J. Woods Construction, Inc.	384,328.39	Progress Pymt #3; Sewer Main Rehab
22	3/14/2019	15985	Lieberly Cassidy Whitmore	1,800.00	Harrassment Prevention Training
23	3/14/2019	15986	Marin Ace	18.67	
24	3/14/2019	15987	Marin County Registrar of Voters	9,568.60	November 2018 election expenses
25	3/14/2019	15993	Marin Municipal Water District	1,153.19	12/18-2/15/19
26	3/14/2019	15988	McPhail Fuel Company	831.16	
27	3/14/2019	15994	North Bay Petroleum	1,636.55	Unleaded and diesel
28	3/14/2019	15989	Operating Engineers Local No. 3	413.56	
29	3/14/2019	15990	Pacific Gas & Electric	5,553.60	Plant power 1/28-2/26/19
30	3/14/2019	15991	Pacific Gas & Electric	16,881.00	Pump Stations 1/17-2/18/19
31	3/14/2019	EFT	Sun Life Financial - DISABILITY	1,544.97	Mar 2019
32	3/14/2019	EFT	Sun Life Financial - LIFE	540.10	
33	3/14/2019	ACH	Univar USA Inc.	4,596.90	Liquid Sodium Bisulfite
34	3/14/2019	ACH	US Bank	1,697,999.22	Principal and Interest bond payment
35	3/14/2019	15992	Verizon Wireless	678.83	
			TOTAL	\$ 2,316,147.77	

Las Gallinas Valley Sanitary District
Warrant List
03-28-19

	Date	Num	Vendor	Amount	Description for Items > \$1000
1	3/28/2019	EFT1	ADP, LLC		TBD Payroll for paydate 03/29/19
2	3/28/2019	EFT1	ADP, LLC		TBD Processing fees for payroll
3	3/28/2019	15954	VOID	0.00	awaiting addl detail for charges
4	3/28/2019	15975	VOID	0.00	awaiting addl detail for charges
5	3/28/2019	15995	All Star Rents	45.33	
6	3/28/2019	EFT	Bank of Marin Cardmember Services	11,035.69	District credit card charges 2/6/19-3/5/19
7	3/28/2019	15996	Borges & Mahoney Co.	2,540.57	Chemical analyzer parts
8	3/28/2019	15997	California Diesel & Power	903.99	
9	3/28/2019	ACH	CalPERS Fiscal Services Division	11,630.00	OPEB
10	3/28/2019	EFT	CALPERS Health	24,652.53	4/1/2019
11	3/28/2019	ACH	Caltest Analytical Laboratory \$5,6148.40	0.00	Samples
12	3/28/2019	ACH	Contractor Compliance and Monitoring, Inc	2,081.50	8 invoices all < \$1000
13	3/28/2019	ACH	Cornerstone Environmental Group, LLC	12,867.35	BERS project
14	3/28/2019	ACH	Custom Tractor Service \$500.00	0.00	
15	3/28/2019	EFT	Direct Dental Administrators, LLC	1,375.30	Dental claims March 2019
16	3/28/2019	EFT	Discovery Benefits	1,436.22	Flexible spending account claims March 2019
17	3/28/2019	ACH	Du-All Safety, LLC	2,408.00	Monthly safety maintenance agreement
18	3/28/2019	ACH	Elias, Rabi	200.00	
19	3/28/2019	ACH	EOA, Inc.	13,235.95	Regulatory permit consulting Jan 2019
20	3/28/2019	15998	Exaro Technologies Corp	3,018.00	Electronic detection & GPR for 2" PE FM near SR airpor
21	3/28/2019	ACH	Fastenal Company	209.31	
22	3/28/2019	15999	Federal Express	22.51	
23	3/28/2019	16000	Irish and Son Welding, Inc	2,600.00	Metal repair on F-750 & camera truck
24	3/28/2019	ACH	Koff & Associates, Inc.	1,820.00	Comp/Class study
25	3/28/2019	ACH	Murray, Craig	125.00	
26	3/28/2019	ACH	Orion Protection Services Group, Inc.	318.50	
27	3/28/2019	16001	Pacific Gas & Electric CDX7397590484 SOLR	19.71	
28	3/28/2019	ACH	Retiree Augusto	187.74	
29	3/28/2019	ACH	Retiree Burgess	598.00	
30	3/28/2019	ACH	Retiree Cummins	187.74	
31	3/28/2019	ACH	Retiree Cutri	462.74	
32	3/28/2019	ACH	Retiree Emanuel	258.83	
33	3/28/2019	ACH	Retiree Gately	224.41	
34	3/28/2019	ACH	Retiree Guion	224.41	
35	3/28/2019	ACH	Retiree Johnson	632.90	
36	3/28/2019	ACH	Retiree Kermoian	187.74	
37	3/28/2019	ACH	Retiree Mandler	187.74	
38	3/28/2019	ACH	Retiree McGuire	563.00	
39	3/28/2019	ACH	Retiree Memmott	187.74	
40	3/28/2019	ACH	Retiree Petrie	163.37	
41	3/28/2019	ACH	Retiree Pettey	187.74	
42	3/28/2019	ACH	Retiree Pickrel	187.74	

Las Gallinas Valley Sanitary District
Warrant List
03-28-19

	Date	Num	Vendor	Amount	Description for items > \$1000
43	3/28/2019	ACH	Retiree Provost	258.83	
44	3/28/2019	ACH	Retiree Reetz	511.48	
45	3/28/2019	ACH	Retiree Reilly	187.74	
46	3/28/2019	ACH	Retiree Vine	187.74	
47	3/28/2019	ACH	Retiree Wettstein	598.00	
48	3/28/2019	ACH	Retiree Williams	598.00	
49	3/28/2019	16002	Roto Rooter Plumbers	325.00	
50	3/28/2019	ACH	Schriebman, Judy	200.00	
51	3/28/2019	ACH	Thatcher Company of California, Inc.	1,120.04	Sodium bicarbonate
52	3/28/2019	EFT	U.S. Bank Equip Finance	1,588.65	Copier lease
53	3/28/2019	ACH	Univar USA Inc.	3,662.15	Sodium hypochlorite
54	3/28/2019	16003	WRA, Inc.	0.00	Lower Miller Creek 5 yr monitoring services
55	3/28/2019	16004	WRA, Inc.	1,390.50	Lower Miller Creek 5 yr monitoring services
56	3/28/2019	ACH	Yezman, Crystal	200.00	
TOTAL				\$ 107,815.43	

FINANCE APPROVAL	 3-25-19
GM APPROVAL	 3/25/19
BOARD APPROVAL	

EFT1 = Payroll (paydate 3/15/19)	\$ -
EFT2 = Bank of Marin loan payments	-
Petty Cash Checking	0.00
12 Checks (Operating Account)	10,865.61
EFT = Vendor initiated "pulls" from LGVSD	40,088.39
ACH = LGVSD initiated "push" to Vendor	56,861.43
Total	\$ 107,815.43



Consent 2c
 Staff/Consultant Reports _____
 Agenda Item _____
 Date March 28, 2019

Agenda Summary Report

To: Mike Prinz, General Manager
 From: Robert D. Ruiz, Administrative Services Manager
 Mtg. Date: March 28, 2019
 Re: 2018-19 Second Quarter Financial Statements as of December 31, 2018.

Background:

Attached are the quarterly financial statements as of December 31, 2018, the following items are the highlights:

Cash Balance

The District has \$63,238,000 of cash booked to the GL as of December 31, 2018; a decrease of \$1.6M from September 30, 2018. During the quarter the District made debt payments of \$1.4 M for revenue bonds of \$800K and to the COP loan of \$600K. The difference was made up by receipts for property taxes.

Cash in the books for the District is as follows:

5001A · Operating Accounts				
5024 · Bank of Marin-OPERATING xx3300	62,010.02	317,537.40	(255,527.38)	
5020 · Bank of Marin FEDERATED-SWEEP	197,853.45	142,917.39	54,936.06	
5021 · Zero Balance - ACH account	139,143.31	80,546.51	58,596.80	
5294 · Investment - BOM Liquid - #1060	260,329.31	1,592,661.98	(1,332,332.67)	Used to pay Bonds.
5026 · PSL Program Funds	170,512.11	197,026.03	(26,513.92)	
5005 · Bank of Marin - Surcharge-ML	97,012.11	102,984.47	(5,972.36)	
5019 · Bank of Marin-Surchg. Cap Cove	19,899.80	22,486.57	(2,586.77)	
5025 · Money Market-Connection Fee	45,632.04	45,608.81	23.23	
5028 · Business Money Market	2,376,948.71	2,376,682.05	266.66	Used for operating expenses
5299 · Investment - LAIF - #34181	18,483,638.42	18,375,823.78	107,814.64	Reserved and Unreserved cash
5000 · Petty Cash on Hand	265.00	300.00	(35.00)	
5001 · Petty Cash - Checking	500.00	510.01	(10.01)	
Total 5001A · Operating Accounts	21,853,744.28	23,255,085.00	(1,401,340.72)	
5001B · Restricted Cash	884,457.42	882,693.59	1,763.83	
5081 · 2017 Revenue Bond				
5085 · US Bank Bond Fund	300.62	748,415.93	(748,115.31)	Used to pay bonds
5083 · US Bank Cost of Issuance Fund	9.96	9.96	-	
5082 · LAIF - Bond Fund	40,499,561.78	40,280,702.43	218,859.35	Revenue Bond Cash
Total 5081 · 2017 Revenue Bond	40,499,872.36	41,029,128.32	(529,255.96)	
al Checking/Savings	63,238,074.06	65,166,906.91	(1,928,832.85)	



Revenue

The District has recognized operating User Charge Revenue for the year of \$8.4M or 58.8% of Budget. Overall revenue is \$9.7M against a budget of \$17.7M (before internal transfers) or 55.0% of Budget.

Expenditures

Operating and Maintenance expenditures are \$3.4M or 36.5% of budget. Material differences between the budget and actual are explained on the attached Revenue and Expenditures: Budget vs. Actual.

Capital expenditures to-date are \$1.4M against a total CIP budget of \$23.6M. The low amount of expenditures is a result of delays in starting the STPURWE Project (Secondary Treatment Plant Upgrade and Recycled Water Expansion) due to logistics, such as moving power lines. The STPURWE Project is Budgeted for \$15M in the 2018-19 FY, of the total \$23.6M. Money not used this budget year will be carried over to the next year.

Summary

The District will not be receiving monies from Property Taxes until late April, but the District has sufficient reserves to operate normally.

STAFF RECOMMENDATION:

Information only.

FISCAL IMPACT:

N/A.

PERSON TO BE NOTIFIED:

NA.

Las Gallinas Valley Sanitary District
Balance Sheet
As of December 13, 2018

	Dec 13, 18	Sep 30, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
5001A · Operating Accounts			
5024 · Bank of Marin-OPERATING xx3300	62,010.02	317,537.40	-255,527.38
5020 · Bank of Marin FEDERATED-SWEEP	197,853.45	142,917.39	54,936.06
5021 · Zero Balance - ACH account	139,143.31	80,546.51	58,596.80
5294 · Investment - BOM Liquid - #1060	260,329.31	1,592,661.98	-1,332,332.67
5026 · PSL Program Funds	170,512.11	197,026.03	-26,513.92
5005 · Bank of Marin - Surcharge-ML	97,012.11	102,984.47	-5,972.36
5019 · Bank of Marin-Surchg. Cap Cove	19,899.80	22,486.57	-2,586.77
5025 · Money Market-Connection Fee	45,632.04	45,608.81	23.23
5028 · Business Money Market	2,376,948.71	2,376,682.05	266.66
5299 · Investment - LAIF - #34181	18,483,638.42	18,375,823.78	107,814.64
5000 · Petty Cash on Hand	265.00	300.00	-35.00
5001 · Petty Cash - Checking	500.00	510.01	-10.01
Total 5001A · Operating Accounts	21,853,744.28	23,255,085.00	-1,401,340.72
5001B · Restricted Cash	884,457.42	882,693.59	1,763.83
5081 · 2017 Revenue Bond			
5085 · US Bank Bond Fund	300.62	748,415.93	-748,115.31
5083 · US Bank Cost of Issuance Fund	9.96	9.96	0.00
5082 · LAIF - Bond Fund	40,499,561.78	40,280,702.43	218,859.35
Total 5081 · 2017 Revenue Bond	40,499,872.36	41,029,128.32	-529,255.96
Total Checking/Savings	63,238,074.06	65,166,906.91	-1,928,832.85
Accounts Receivable			
5141 · User Charge Accts Recvb	217,384.70	847,448.92	-630,064.22
5142 · Connection Fees Receivable	11,365.70	3,794.30	7,571.40
5147 · Accounts Receivable - Other	145,421.39	110,531.94	34,889.45
Total Accounts Receivable	374,171.79	961,775.16	-587,603.37
Other Current Assets			
1499 · Undeposited Funds	0.00	26,769.60	-26,769.60
5051 · Prepaid Insurance	84,410.89	84,410.89	0.00
5055 · Prepaid Expenses	99,489.85	46,438.85	53,051.00
5101 · Interest Receivable - Invest	116,747.30	107,814.64	8,932.66
5102 · Interest Receivable - Bonds	244,730.42	218,859.14	25,871.28
5148 · PSL - Current Portion	71,573.69	71,573.69	0.00
5150 · Inventory - Materials & Suppl	307,772.85	307,772.85	0.00
Total Other Current Assets	924,725.00	863,639.66	61,085.34
Total Current Assets	64,536,970.85	66,992,321.73	-2,455,350.88
Fixed Assets			
5500 · Land	2,867,570.67	2,867,570.67	0.00
5540 · Construction in Progress	10,820,367.29	10,820,367.29	0.00
5502 · Depreciable Fixed Assets	104,209,702.27	104,209,702.27	0.00
5590 · Accumulated Depreciation	-53,953,439.66	-53,953,439.66	0.00
Total Fixed Assets	63,944,200.57	63,944,200.57	0.00
Other Assets			
5145 · Lateral Assistance Programs	456,848.85	456,848.85	0.00
5160 · Deferred Outflow of Resources	1,570,267.61	1,570,267.61	0.00
Total Other Assets	2,027,116.46	2,027,116.46	0.00
TOTAL ASSETS	130,508,287.88	132,963,638.76	-2,455,350.88
LIABILITIES & EQUITY			
Liabilities			

Las Gallinas Valley Sanitary District
Balance Sheet
As of December 13, 2018

	<u>Dec 13, 18</u>	<u>Sep 30, 18</u>	<u>\$ Change</u>
Current Liabilities			
Accounts Payable			
6000 · Accounts Payable	740,409.71	394,376.97	346,032.74
Total Accounts Payable	<u>740,409.71</u>	<u>394,376.97</u>	<u>346,032.74</u>
Credit Cards			
Credit Card at Elan Financial	3,523.18	11,834.30	-8,311.12
Total Credit Cards	<u>3,523.18</u>	<u>11,834.30</u>	<u>-8,311.12</u>
Other Current Liabilities			
6010 · Other Accrued Expenses	245.66	345.75	-100.09
6350 · Current Portion Long Term Debt	1,354,477.54	1,992,027.40	-637,549.86
6452 · Interest Payable	29,624.48	832,691.28	-803,066.80
6001 · Accrued Expenses	29,168.69	13,074.44	16,094.25
6150 · Accrued Paid Time Off	363,711.57	359,866.99	3,844.58
6155 · Accrued Payroll Liability	152.93	0.00	152.93
6157 · Payroll Tax Liability	27,529.83	27,529.83	0.00
6182 · Deferred Connection Fees	57,767.98	57,767.98	0.00
Total Other Current Liabilities	<u>1,862,678.68</u>	<u>3,283,303.67</u>	<u>-1,420,624.99</u>
Total Current Liabilities	<u>2,606,611.57</u>	<u>3,689,514.94</u>	<u>-1,082,903.37</u>
Long Term Liabilities			
6299 · Long Term Debt	50,770,068.58	50,770,068.58	0.00
6660 · Net Pension and OPEB Liability	4,885,981.00	4,885,981.00	0.00
6665 · Deferred Inflows of Resources	528,016.00	528,016.00	0.00
Total Long Term Liabilities	<u>56,184,065.58</u>	<u>56,184,065.58</u>	<u>0.00</u>
Total Liabilities	<u>58,790,677.15</u>	<u>59,873,580.52</u>	<u>-1,082,903.37</u>
Equity			
3000 · Opening Bal Equity	-1,808,764.00	-1,808,764.00	0.00
7000 · Reserved for District Construct	111,280.36	111,280.36	0.00
7001 · Unreserved Fund Balance	42,820,830.05	42,820,830.05	0.00
7006 · Designated - Self Insurance	600,911.32	600,911.32	0.00
7008 · Unr/Und Contr Cap Depn	16,029,120.36	16,029,120.36	0.00
7010 · Contributed Capital	9,519,545.95	9,519,545.95	0.00
7014 · Contr Capital Aid Plant	10,258,943.29	10,258,943.29	0.00
7015 · Contr Capital Aid Prop	17,686,222.21	17,686,222.21	0.00
7018 · Accum Amort Contr Cap Plant	-8,031,922.56	-8,031,922.56	0.00
7019 · Accum Amort Contr Cap Property	-17,033,001.92	-17,033,001.92	0.00
7022 · Prior year connection fees	3,804,876.75	3,804,876.75	0.00
Net Income	<u>-2,240,431.08</u>	<u>-867,983.57</u>	<u>-1,372,447.51</u>
Total Equity	<u>71,717,610.73</u>	<u>73,090,058.24</u>	<u>-1,372,447.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>130,508,287.88</u></u>	<u><u>132,963,638.76</u></u>	<u><u>-2,455,350.88</u></u>

Las Gallinas Valley Sanitary District
Revenue/Expenditures Budget vs. Actual
July through December 2018

	1st Qtr Jul - Sep 18	2nd Qtr Oct - Dec 18	TOTAL YTD Jul - Dec 18	Annual Budget	% of Budget	Explanation
Ordinary Income/Expense						
Income						
9000 - Property Tax Revenue	0.00	521,126.48	521,126.48	870,000.00	59.9%	Revenue collected in April & December
9040 - Supp. Assmnts - Property Tax	1,334.65	3,659.76	4,994.41	16,000.00	31.22%	Revenue collected in April & December
9046 - ERAF	12,290.09	217,583.82	229,873.91	320,000.00	71.84%	Revenue collected in April & December
9011 - User Charge	1,079,052.24	7,286,297.04	8,365,349.28	14,220,000.00	58.83%	Revenue collected in April & December
9010 - Federal and State Grants	0.00	0.00	0.00	847,150.00	0.0%	Billed as construction proceeds
9880 - Recycled Water	16,747.68	51,637.13	68,384.81	42,000.00	162.82%	Billed based on cost of deliveries
9881 - MMWD Reimbursement	130,117.37	0.00	130,117.37	463,145.00	28.09%	Billed on an on-going basis
9021 - Franchise Revenue	0.00	0.00	0.00	70,000.00	0.0%	Collected the first payment in January 2019
9023 - Connection Fees	3,576.00	7,571.40	11,147.40	0.00	100.0%	Not budgeted since it is not predictable
9022 - Permits and Inspection Fees	2,778.05	0.00	2,778.05	43,000.00	6.46%	Billed as work is performed
9024 - Application Fees	500.00	500.00	1,000.00	0.00	100.0%	Not budgeted since it is not predictable
9773 - Miscellaneous Income	700.00	250.00	950.00	20,000.00	4.75%	Engineering Plans
9100 - Reimb. for Lateral Repairs	0.00	45,211.62	45,211.62	80,000.00	56.52%	Partial Payments on Leins.
9779 - Sale of Asset	0.00	50.00	50.00	0.00	100.0%	
9280 - HOPTR	0.00	648.08	648.08	4,300.00	15.07%	
9200 - Interest Income	691,311.06	3,581.34	694,892.40	736,300.00	94.38%	Income on investments
9900 - Interfund Transfers In/Out	0.00	0.00	0.00	24,367,625.00	0.0%	Transfers for Capital Project in process.
Total Income	1,938,407.14	8,138,116.67	10,076,523.81	42,099,520.00	23.94%	
Gross Profit	1,938,407.14	8,138,116.67	10,076,523.81	42,099,520.00	23.94%	
Expense						
1001 - Employee Costs	982,841.30	927,527.00	1,910,368.30	3,979,264.00	48.01%	
2059 - Insurance	41,292.50	-8,456.00	32,836.50	158,950.00	20.66%	Includes a retro adjustment
2080 - Repairs and Maintenance	63,821.19	79,564.35	143,385.54	483,500.00	29.66%	
2331 - Reclamation Expenses	71,420.58	0.00	71,420.58	67,500.00	105.81%	Biosolids removal
2101 - Chemicals and Lab Supplies	12,938.09	61,056.18	73,994.27	174,500.00	42.4%	
2111 - Pollution Prevention	322.00	5,315.14	5,637.14	12,500.00	45.1%	
2117 - Lab Contract Services	4,715.80	7,614.59	12,330.39	43,000.00	28.68%	
2249 - Small Tools	169.95	54.66	224.61	8,000.00	2.81%	
2320 - Outside Services	58,680.70	42,947.54	101,628.24	163,300.00	62.23%	This includes CPS for recruiting & Koff
2330 - Damage Claims	0.00	6,698.63	6,698.63	10,000.00	66.99%	Lateral Spill Response
2356 - Engineering	13,844.70	18,948.96	32,793.66	174,300.00	18.81%	
2362 - General Operating Supplies	11,513.85	11,970.15	23,484.00	51,600.00	45.51%	
2535.1 - Utilities	29,892.89	66,748.25	96,641.14	197,805.00	48.86%	
2501 - Fuels	6,503.74	8,557.12	15,060.86	20,000.00	75.3%	
2389 - Misc Safety Exp - Lgvsd only	5,424.63	8,440.47	13,865.10	32,000.00	43.33%	
2397 - Safety Director Activities	7,224.00	7,224.00	14,448.00	30,000.00	48.16%	
2801 - Lateral Rehab Assistance Prog	26,536.00	15,240.00	41,776.00	219,861.00	19.0%	
2400 - General and Administrative	604,944.99	186,756.07	791,701.06	2,466,591.00	32.1%	
9920 - Reserve Uses	0.00	0.00	0.00	1,000,567.00	0.0%	
Total Expense	1,942,086.91	1,446,207.11	3,388,294.02	9,293,238.00	36.46%	
Net Ordinary Income	-3,679.77	6,691,909.56	6,688,229.79	32,806,282.00	20.39%	
Other Income/Expense						
Other Expense						
4000 - Construction Projects	402,389.45	799,700.45	1,202,089.90	21,564,891.00	5.57%	
4200 - Capacity and Effluent Quality	100,436.42	88,515.11	188,951.53	2,035,476.00	9.28%	
Total Other Expense	502,825.87	888,215.56	1,391,041.43	23,600,367.00	5.89%	
Net Other Income	-502,825.87	-888,215.56	-1,391,041.43	-23,600,367.00	5.89%	
Increase / -Decrease in Fund Equity	-506,505.64	5,803,694.00	5,297,188.36	9,205,915.00	57.54%	



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 3/14/19 Name: Crystal Yezman

I would like to attend the Marin Conservation League Annual Meeting
of 85th Anniversary

To be held on the 5 day of April from 5 a.m. (p.m.) and
returning on 5 day of April from 9 a.m. (p.m.)

Actual meeting date(s): 4/5/19

Purpose of Meeting: Annual update, speaker,
and awards

Frequency of Meeting: 1x / yr

Estimated Costs of Travel (if applicable): mileage

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

For Office Use Only

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



Consent _____
Staff/Consultant Reports _____
Agenda Item 3
Date March 28, 2019

Agenda Summary Report

To: Mike Prinz, General Manager
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: March 28, 2019
Re: Proposed Ordinance 176 An Ordinance Amending Title 1 Chapter 2 of the Ordinance Code of the Las Gallinas Valley Sanitary District and Proposed Resolution 2019-21XX – A Resolution Approving a Revised Policy for B-140-10 Regular Board Meetings

BACKGROUND:

It has come to the attention of the Board of Directors that the current Board meetings, scheduled on the second and fourth Thursday of the month, may conflict with external meetings that the Board Members have been requested to participate in.

After a discussion between the Board, the District Counsel and Staff, a consensus has been established to change the current meeting dates to the first and third Thursday of every month.

Once a public hearing has been completed the Board can then proceed with a vote on changing the Ordinance.

Draft ordinance and resolution language describing this change has been drafted for consideration.

STAFF RECOMMENDATION:

Staff recommends that the Board:

1. Set the time and place of the Public Hearing to be April 11, 2019 at 4:30 PM.
2. Approve the language of Resolution #2019-21XX and Ordinance 176 regarding the change in meeting dates and the numbers of votes needed to make a change to this process.
3. Cancel all future Board Meetings that were set for the second and fourth Thursday starting with May 9th.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

District Counsel

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

ORDINANCE 176

**AN ORDINANCE OF AMENDING TITLE 1, CHAPTER 2 OF THE
ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT
TIME AND PLACE FOR REGULAR MEETING**

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

The contents of Title 1, Chapter 2, Time and Place for Regular Meetings, Article 1, Meetings, Section 101, Regular Meetings, are amended to read as follows

“ARTICLE 1. MEETINGS

Section 101. Regular Meetings. The Regular Meetings of the Board of the Las Gallinas Valley Sanitary District shall be held on the first and third Thursdays of each and every calendar month starting at 4:30pm.

(a) Closed Sessions of Regular Meetings of Regular Meetings of the Board of Directors shall be held on the same date as a scheduled Regular Meeting, typically beginning at a time before the regularly noticed time for said Regular Meeting, which is indicated in the properly Board Meeting Agenda. However, a Closed Session may also be scheduled at another time during a Regular Meeting.

(b) By at least a 4/5ths majority vote, the Board may approve a change of the date and/or time of a Regular Meeting. If less than all five members of the Board of Directors are present to vote on the proposed change of the Regular Meeting date and/or time, then the vote must be unanimous and by four (4) members of the Board. A notice of the change of the date and/or time of the Regular Meeting shall be posted at least two (2) weeks prior to the changed Regular Meeting in a location that is freely accessible to members of the public

and in the same manner as for the publishing of the Agenda for a Regular Meeting.”

ARTICLE 2. ADOPTION AND NOTIFICATION

This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it or a summary of it shall be published once, with the names of the members of the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, voting for and against the same in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin.

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on _____, 2019, by the following vote of members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

Craig K. Murray, Board President

(seal)

RESOLUTION No 2019-21XX

A RESOLUTION APPROVING A REVISED POLICY FOR B-140-10,
REGULAR BOARD MEETINGS
FOR THE BOARD OF DIRECTORS OF THE
LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a change to the Policies and Procedures for Regular Meetings (B-140-10) is in the best interest of the District.

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the following amendment of policy section B-140-10, Regular Meetings, as follows:

“B-140-10 Regular Meetings. The Regular Meetings of the Board of the Las Gallinas Valley Sanitary District shall be held on the first and third Thursdays of each and every calendar month starting at 4:30pm.

(a) By at least a 4/5ths majority vote, the Board may approve a change of the date and/or time of a Regular Meeting. If less than all five members of the Board of Directors are present to vote on the proposed change of the Regular Meeting date and/or time, then the vote must be unanimous and by four (4) members of the Board. A notice of the change of the date and/or time of the Regular Meeting shall be posted at least two (2) weeks prior to the changed Regular Meeting in a location that is freely accessible to members of the public and in the same manner as for the publishing of the Agenda for a Regular Meeting.”

* * * * *

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 the ____ day of April 2019, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Craig K. Murray, President Board of Directors



Consent _____
Staff/Consultant Reports _____
Agenda Item 4
Date March 28, 2019

Agenda Summary Report

To: Mike Prinz, General Manager
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: March 28, 2019
Re: A Resolution Setting Time and Place for Public Hearing on Budget for the Fiscal Year 2019-20

BACKGROUND:

One of the major steps in completing the annual budget is to allow the public an opportunity to review and make comments on the budget itself. While the State of California requires this procedure, it is also in the best interest of the community to be able to review how the District revenue, which is collected from the public through our services, is being expended.

In that regard, the Board of Directors is requested to approve a date for a public hearing to review the 2019-20 annual budget. If approved, staff will publish once a week for two consecutive weeks a notice regarding this event in local newspaper. This notice also includes the public hearing date, which is proposed to be held at a District Board of Directors meeting on June 6, 2019.

STAFF RECOMMENDATION:

Staff recommends that the Board approve Resolution 2019-2158 setting the time and place of the public hearing.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

District Counsel

RESOLUTION No. 2019-2158

**A RESOLUTION SETTING TIME AND PLACE FOR PUBLIC
HEARING ON THE DISTRICT BUDGET FOR THE FISCAL YEAR
2019-2020**

LAS GALLINAS VALLEY SANITARY DISTRICT

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

WHEREAS, this District has reviewed a preliminary budget and invites the public comment on the budget.

NOW, THEREFORE, IT IS HERBY ORDERED, that on Thursday, June 6, 2019, at the hour of 4:30 p.m., at the regular meeting place of said Board of Las Gallinas Valley Sanitary District located at 300 Smith Ranch Road, San Rafael, California, is hereby set as the time and place for a public hearing on the 2019-2020 Budget Report filed with the Secretary of this District, and the Secretary shall publish notice of said hearing and the filing of said report, once a week for two successive weeks prior to the date set for said hearing, in the Marin Independent Journal, a newspaper of general circulation, printed and published in Marin County, there being no other newspaper of general circulation printed and published in the District; post it at the District's offices at 300 Smith Ranch Road, San Rafael, CA; and post it at its website at www.lgvsd.org.

* * * * *

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 March 28, 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Craig K. Murray, President of Board of Directors



Consent _____
 Staff/Consultant Reports _____
 Agenda Item 5
 Date March 28, 2019

Agenda Summary Report

To: Mike Prinz, General Manager
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: March 28, 2019
Re: A Resolution Setting Time and Place for Public Hearing on Sewer Service Charge Rates for the Fiscal Year 2019-20

BACKGROUND:

Sewer charges to the public are covered by Proposition 218, which requires an engineering report be created every 5 years to justify rate increases to the customers it serves.

In March 2015 the District contracted with HDR Engineering, Inc. (HDR) to create a report that determines the appropriate amount to charge the public for sewer services. The District should charge an amount to cover the cost of operations, maintenance, equipment/infrastructure replacement and growth. The resulting rates were also compared to other Districts to ensure that they were reasonable. This report covered the fiscal years 2015-16 through to 2019-20. The proposed rate increase that is requested to be approved this year will be the last year covered by the study, therefore a new study will have to be completed for the next 5 years starting with the 2020-21 fiscal year.

	Fiscal Yr	Rate/Yr	Change	% Chg
Previous rates per year:	2015-16	\$734	\$87	13.45%
	2016-17	\$835	\$101	13.76%
	2017-18	\$867	\$32	3.83%
	2018-19	\$898	\$31	3.58%
Proposed rate:	2019-20	\$927	\$29	3.23%

The District is required by Prop 218 to notify the public regarding an impending rate change and to set a Public Hearing date. The notification to the public is to be no less than 45 days prior to change in rates. If approved by the board, the change will occur on July 1, 2019, therefore the required date for the notice to be mailed would be May 17, 2019. Staff is planning for the mailer to go out earlier on April 23, 2019. This notice also includes the public hearing date, which is proposed to be held at a District Board of Directors meeting on June 6, 2019 at 4:30 PM.

STAFF RECOMMENDATION:

Staff recommends that the Board approve Resolution 2019- 2159 setting the time and place of the public hearing.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

District Counsel

RESOLUTION NO. 2019-2159

**A RESOLUTION SETTING TIME AND PLACE FOR PUBLIC
HEARING ON SEWER SERVICE CHARGE RATES
FOR THE FISCAL YEAR 2019-20**

LAS GALLINAS VALLEY SANITARY DISTRICT

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

WHEREAS, this District has elected to have certain charges for services and facilities furnished by it which have become delinquent and the sewer service charges for the fiscal year 2019-2020 collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Section 5470 through 5473.11 of the Health & Safety Code of the State of California; and

WHEREAS, pursuant thereto, a sewer service charge report will be on file with the Secretary of this District, and thereafter provided to the County Assessor prior to August 10, 2019;

NOW, THEREFORE, IT IS HEREBY ORDERED, the District shall duly publish legal notice in the Marin Independent Journal, a newspaper of general circulation; post it at the District's offices at 300 Smith Ranch Road, San Rafael, CA; and post it at its website at www.lgvsd.org in accordance with the requirements of the Government Code § 54954.2 and the Sanitary District Act of 1923, Health and Safety Code §§ 6400 *et seq.*, said notice specifying, among other things, that the District will conduct a public hearing on Thursday, June 6, 2019 at 4:30 p.m. at the regular meeting place of said Board of Las Gallinas Valley Sanitary District, located at 300 Smith Ranch Road, San Rafael, California, for hearing on charges for services and facilities furnished by it which have become delinquent and the sewer service charges for the fiscal year 2019-2020 to be collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Section 5470 through 5473.11 of the Health & Safety Code of the State of California, and a sewer service charge report will be on file with the Secretary of this District, and thereafter provided to the County Assessor prior to August 10, 2019.

* * * * *

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 March 28, 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Craig K. Murray, President of Board of Directors



Consent _____
Staff/Consultant Reports _____
Agenda Item 6
Date March 23, 2019

Agenda Summary Report

To: Mike Prinz, General Manager
From: Robert D. Ruiz, Administrative Services Manager
Mtg. Date: March 28, 2019
Re: Approve the Laboratory Technician Job Description

BACKGROUND:

The District's past practice has been to update job descriptions for positions on an ad hoc basis either due to recruitment for a position or gradual changes in the requirements of the position.

The District contracted Koff & Associates to establish more professional job descriptions. After an exhaustive rewrite of the job descriptions, they were then given to District Managers, Supervisors and the Staff in general for additional review. Once the Staff and the Managers agreed as to what was to be revised in the job description, the descriptions were finalized by Koff.

The position of Environmental Specialist is the first of these positions to be approved due to a recent vacancy. Attached you will find a red-line version of the job as well as the original and final version. You will see that comprehensive changes were made including the title of the position, which is now Laboratory Technician.

Other job descriptions will be brought to the Board after the Strategic Plan Goal 5 (Organizational review) is completed.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the new job description and the change of title from Environmental Specialist to Laboratory Technician.

FISCAL IMPACT:

N/A

PERSON(S) TO BE NOTIFIED:

N/A

***Las Gallinas Valley Sanitary District
Job Description***

POSITION: Environmental Specialist

LAST REVISION: September 2008

SALARY STEP RANGE: Entry level, Steps 6-11	No Certifications Required
Grade I, Steps 8-13	Grade I Laboratory Cert. Required
Grade II, Steps 9-14	Grade II Laboratory Cert. Required
Grade III, Steps 10-15	Grade III Laboratory Cert. Required

REPORTS TO: Environmental Services Director, Plant Manager and/or General Manager

SCOPE: Under general direction of the Environmental Services Director, performs a variety of sampling and analyses of wastewater, surface water, sludge and industrial waste streams; assists in the implementation and execution of the District's pollution prevention program, pretreatment program and public education program. This position assists the Environmental Services Director with laboratory regulatory requirements, data verification, environmental compliance inspections and preparing reports.

MINIMUM QUALIFICATIONS:

Education: Completion of college level course work equivalent to an Associates or Bachelor's degree in chemistry, biology, or related field from an accredited college or university.

Experience: Any combination of education/experience equivalent to a minimum of 1-3 years in a related water quality field.

Licenses and Certificates: Possession of California Water Environment Association (CWEA) Laboratory Analyst Certificate Grade I is required within one year of hire. Possession of an Environmental Compliance Inspector Certificate issued by CWEA is required within 2 years of hire. Possession of a Grade II or higher Environmental Compliance Inspector Certificate is eligible for dual certification pay increase.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of laboratory chemical, physical and biological analyses to determine compliance with federal, state and local regulations, process control parameters and to characterize industrial waste streams. Analyses include BOD, TSS, coliform/enterococcus and acute bioassay.
2. Collects wastewater, sludge, water, receiving water samples from a variety of sources including the wastewater treatment plant, recycled water operations, streams, ponds, wells and sewer collection system, and maintains automatic samplers.
3. Maintains accurate and legible records.

4. Follows established Quality Assurance/Quality Control program, recognize and take action on Quality Assurance problems.
5. Follows established Chemical Hygiene Plan.
6. Analyzes and interprets analytical data.
7. Performs data entry and generates requested reports.
8. Prepares chemical reagents, laboratory supplies, and glassware for analytical use.
9. Responsible for general lab hygiene and preventative maintenance of laboratory equipment.
10. Monitors and maintains inventory of laboratory supplies and chemicals.
11. Assist in investigation and enforcement of federal, state, and local regulations for pretreatment and discharges into the sewer collection systems. Assists in administering the District's Pollution Prevention and Pretreatment Programs.
12. Performs inspections and corresponds with industrial and commercial dischargers.
13. Participate in public outreach events, sometimes after business hours.
14. Meet the physical requirements necessary to safely and effectively perform required duties; including carrying up to 50 pounds containers, lifting objects less than 10 pounds above shoulder height and making repetitive arm-hand motions.
15. Must be able to hear and respond appropriately to auditory alarms, such as timers.
16. Able to maneuver row boat, for sampling, approximately 200 yards to center of pond in both fair and wet weather conditions.
17. Work week-ends and holidays as needed.
18. Perform related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

1. Knowledge of federal, state and local laws, regulations and codes regarding wastewater treatment, NPDES permits, reclaimed water, industrial pretreatment and pollution prevention.
2. Knowledge of wastewater and industrial waste chemistry, microbiology, sampling techniques and laboratory testing methods.
3. Knowledge of quantitative and qualitative analysis, Standard Methods for Analysis of Water and Wastewater, and statistical analysis methods.
4. Knowledge of wastewater treatment processes and pretreatment.
5. Knowledge of laboratory and environmental safety practices and procedures.
6. Knowledge of computer systems and software.
7. Knowledge of analytical instrumentation and equipment care and maintenance.
8. Ability to perform accurate and precise chemical, physical, bacteriological analyses.
9. Ability to operate, calibrate and maintain analytical instruments and equipment.
10. Ability to write and create technical and informational reports and publications.
11. Ability to communicate effectively, both orally and in writing, with representatives of business, industry, the general public and governmental agencies.
12. Ability to effectively plan, organize and execute work.
13. Ability to establish and maintain effective working relationships.

OTHER REQUIREMENTS

United States citizenship or legal eligibility to work in the United States

Medical evaluation to determine physical fitness for the job

Posses a valid California Driver's License

Acceptable driving record consistent with standards established by the District

Participation in job training or professional development programs

LABORATORY TECHNICIAN

DEFINITION

Under general supervision of the Environmental Services Supervisor, performs a variety of sampling and analyses of wastewater, recycled water, surface water, sludge, and industrial waste streams; assists in the implementation and execution of the District's pollution prevention and pretreatment and public education programs; assists in ensuring that all federal, state, and local regulatory requirements are met; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Services Director. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for performing the full range of field and laboratory tests and analyses on wastewater, recycled water, surface water, sludge, and industrial waste streams. Positions at this level work independently, exercise judgment and initiative, and receive occasional instruction or assistance as new or unusual situations arise. Incumbents receive instruction or assistance as new or unusual situations arise, and have working knowledge of District practices, procedures, and policies. Employees are responsible for the successful performance of their own work and able to prioritize and determine methods of work performance within general guidelines. This class is distinguished from the Environmental Services Director in that the latter is the full supervisory-level class and serves as the District's Director as defined under regulations for Certified Environmental Laboratories.

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.

- Performs a variety of laboratory chemical, physical, and biological analyses to ensure compliance with process control and optimization parameters, National Pollutant Discharge Elimination System (NPDES) permit, and related federal, state, and local regulatory requirements.

- Collects wastewater, sludge, recycled water, receiving water, and blending samples from a variety of sources including the collection system, wastewater treatment plant, recycled water plant, streams, ponds, and composite samplers.
- Performs calculations; analyzes and interprets results; identifies inconsistencies to determine potential causes; recommends corrective action or confers with supervisor to find solutions.
- Prepares and standardizes chemical reagents, glassware, and laboratory supplies.
- Sets up, calibrates, operates, and performs routine preventative maintenance on a variety of complex laboratory equipment and instruments.
- Monitors and maintains inventory of laboratory supplies and chemicals; tracks and properly disposes of expired chemicals; notifies supervisor of needed supplies.
- Follows established quality assurance/quality control program to ensure the methods, techniques, and equipment used to analyze samples produce accurate, reliable results; participates in Environmental Laboratory Accreditation Program (ELAP) audits.
- Participates in administering the District's pretreatment and pollution prevention program in compliance with federal, state, and local regulations including identification of pollution sources, inspecting businesses, field sampling, and maintaining required documentation.
- Participates in administering the public education program including attending and representing the District at community events.
- Maintains a diverse range of documentation including, but not limited to, written records of lab results and activities, quality assurance records, chain of command records, and equipment maintenance logs; prepares technical reports and updates reference materials.
- Compiles, maintains, and enters data into Laboratory Information Management System (LIMS).
- Responsible for general lab hygiene by maintaining the laboratory equipment, supplies, and facilities in a clean and orderly condition.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to wastewater treatment, NPDES permits, reclaimed water, industrial pretreatment and pollution prevention.
- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.
- Sample collection techniques, statistical analysis, and quality assurance/quality control.
- Operational characteristics and use of modern laboratory equipment and maintenance/calibration requirements of same.
- Laboratory safety principles and practices.
- Principles of wastewater treatment processes and pretreatment.
- Record keeping principles and procedures.

Laboratory Technician

Approved: March 28, 2019

Revised: N/A

Page 2 of 4

- Occupational hazards and safety principles, practices, and procedures, including handling and storage of hazardous chemicals and confined space entry.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Collect samples and perform a diverse range of standard physical, chemical, biological, and bacteriological analysis.
- Evaluate the outcome of laboratory results in order to detect inconsistencies and errors and recommend solutions.
- Operate, calibrate and maintain analytical instruments and equipment.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files and record keeping systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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

At a minimum, the required qualifications would include the following or their equivalents:

An Associate degree from an accredited college in chemistry, biology, or a closely related field and one (1) year of experience performing testing analyses duties within a water or wastewater treatment plant laboratory or related experience in an environmental laboratory or the water quality field.

Licenses and Certifications:

Laboratory Technician
 Approved: March 28, 2019
 Revised: N/A
 Page 3 of 4

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess, or within one year of appointment receive, a valid Grade I Laboratory Analyst certificate issued by California Water Environment Association (CWEA).

PHYSICAL DEMANDS

Must possess mobility to work in a standard wastewater treatment plant and laboratory setting, use specialized test equipment and instrumentation and standard office equipment, including a computer, to inspect District sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various District facilities and meeting sites; vision to detect shades of color, read printed materials, and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Positions in this classification occasionally bend, stoop, kneel, 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 50 pounds, with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in a laboratory setting and, in the field, and may be 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. Please review the employee MOU regarding additional requirements.

Las Gallinas Valley Sanitary District
Job Description

POSITION: Environmental Specialist

LAST REVISION: September 2008

SALARY STEP RANGE: Entry level, Steps 6-11 — No Certifications Required
Grade I, Steps 8-13 — Grade I Laboratory Cert. Required — Grade II,
Steps 9-14 — Grade II Laboratory Cert. Required — Grade III,
Steps 10-15 — Grade III Laboratory Cert. Required

REPORTS TO: Environmental Services Director, Plant Manager and/or General Manager

SCOPE: LAS GALLINAS VALLEY SANITARY DISTRICT

March 2019
FLSA: NON-EXEMPT

LABORATORY TECHNICIAN

DEFINITION

Under general ~~directions~~supervision of the Environmental Services ~~Director~~Supervisor, performs a variety of sampling and analyses of wastewater, recycled water, surface water, sludge, and industrial waste streams; assists in the implementation and execution of the District's pollution prevention ~~program, and~~ pretreatment ~~program~~ and public education ~~program~~. ~~This position programs;~~ assists the Environmental Services Director with laboratory in ensuring that all federal, state, and local regulatory requirements, data verification, environmental compliance inspections and preparing reports are met; and performs related work as required.

MINIMUM QUALIFICATIONS: SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Services Director. Exercises no direct supervision
~~Education: Completion of college staff.~~

CLASS CHARACTERISTICS

This is a journey-level course classification responsible for performing the full range of field and laboratory tests and analyses on wastewater, recycled water, surface water, sludge, and industrial waste streams. Positions at this level work equivalent to an Associates independently, exercise judgment and initiative, and receive occasional instruction or Bachelor's degree in chemistry, biology, assistance as new or related field from an accredited college unusual situations arise. Incumbents receive instruction or university assistance as new or unusual situations arise, and have working knowledge of District practices, procedures, and policies. Employees are responsible for the successful performance of their own work and able to prioritize and determine methods of work performance within general guidelines. This class is distinguished from the Environmental Services Director in that the latter is the

full supervisory-level class and serves as the District's Director as defined under regulations for Certified Environmental Laboratories.

Experience: Any combination of education/experience equivalent to a minimum of 1-3 years in a related water quality field.

EXAMPLES OF TYPICAL

~~Licenses and Certificates:~~ Possession of California Water Environment Association (CWEA) Laboratory Analyst Certificate Grade I is required within one year of hire. Possession of an Environmental Compliance Inspector Certificate issued by CWEA is required within 2 years of hire. Possession of a Grade II or higher Environmental Compliance Inspector Certificate is eligible for dual certification pay increase.

ESSENTIAL JOB 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.

- 1.➤ Performs a variety of laboratory chemical, physical, and biological analyses to ~~determine~~ensure compliance with ~~federal, state and local regulations,~~ process control and optimization parameters and to characterize industrial waste streams. Analyses include BOD, TSS, coliform/enterococcus and acute bioassay, National Pollutant Discharge Elimination System (NPDES) permit, and related federal, state, and local regulatory requirements.
- 2.➤ Collects wastewater, sludge, recycled water, receiving water, and blending samples from a variety of sources including the collection system, wastewater treatment plant, recycled water operationsplant, streams, ponds, ~~wells and sewer collection system,~~ and maintains automaticand composite samplers.
- 3.➤ Maintains accurate and legible records.

- ~~4. Follows established Quality Assurance/Quality Control program, recognize and take action on Quality Assurance problems.~~
- ~~5. Follows established Chemical Hygiene Plan.~~
- ~~6. Analyzes and interprets analytical data.~~
- ~~7. Performs data entry and generates requested reports.~~
- Performs calculations; analyzes and interprets results; identifies inconsistencies to determine potential causes; recommends corrective action or confers with supervisor to find solutions.
- 8.➤ Prepares and standardizes chemical reagents, glassware, and laboratory supplies, and glassware for analytical use.
- 9.➤ Responsible for general lab hygiene and Sets up, calibrates, operates, and performs routine preventative maintenance on a variety of complex laboratory equipment and instruments.
- 10.➤ Monitors and maintains inventory of laboratory supplies and chemicals; tracks and properly disposes of expired chemicals; notifies supervisor of needed supplies.
- Assist in investigation and enforcement of Follows established quality assurance/quality control program to ensure the methods, techniques, and equipment used to analyze samples produce accurate, reliable results; participates in Environmental Laboratory Accreditation Program (ELAP) audits.
- ~~11. Participates in administering the District's pretreatment and pollution prevention program in compliance with federal, state, and local regulations for pretreatment and discharges into the sewer collection systems. Assists in administering the District's Pollution Prevention and Pretreatment Programs.~~
- ~~12. Performs inspections and corresponds with industrial and commercial dischargers.~~
- ~~13. Participate in public outreach events, sometimes after business hours.~~
- ~~14. Meet the physical requirements necessary to safely and effectively perform required duties; including carrying up to 50 pounds containers, lifting objects less than 10 pounds above shoulder height and making repetitive arm-hand motions; identification of pollution sources, inspecting businesses, field~~
- ~~15. Must be able to hear and respond appropriately to auditory alarms, such as timers.~~
- 16.➤ Able to maneuver row boat, for sampling, approximately 200 yards to center of pond in both fair and wet weather conditions and maintaining required documentation.
- ~~17. Work week ends and holidays as needed.~~
- Perform Participates in administering the public education program including attending and representing the District at community events.
- Maintains a diverse range of documentation including, but not limited to, written records of lab results and activities, quality assurance records, chain of command records, and equipment maintenance logs; prepares technical reports and updates reference materials.
- Compiles, maintains, and enters data into Laboratory Information Management System (LIMS).
- Responsible for general lab hygiene by maintaining the laboratory equipment, supplies, and facilities in a clean and orderly condition.
- 18.➤ Performs related duties as assigned.

QUALIFICATIONS KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

1. ➤ Applicable federal, state, and local laws, regulations and regulatory codes regarding, ordinances, and procedures relevant to wastewater treatment, NPDES permits, reclaimed water, industrial pretreatment and pollution prevention.
2. ~~Knowledge of wastewater~~ General chemical, biological, bacteriological, and industrial waste chemistry, microbiology, sampling techniques and physical laboratory testing methods.
3. ➤ Knowledge of and procedures, including qualitative and quantitative and qualitative analysis, Standard Methods for Analysis of Water and Wastewater, and statistical analysis methods analyses.
 - Knowledge Sample collection techniques, statistical analysis, and quality assurance/quality control.
 - Operational characteristics and use of modern laboratory equipment and maintenance/calibration requirements of same.
 - Laboratory safety principles and practices.
4. ➤ Principles of wastewater treatment processes and pretreatment.
5. ➤ Knowledge of laboratory and environmental safety practices Record keeping principles and procedures.
 - 6. ~~Knowledge of computer systems and software.~~
 - 7. ~~Knowledge of analytical instrumentation and equipment care and maintenance.~~
 - Occupational hazards and safety principles, practices, and procedures, including handling and storage of hazardous chemicals and confined space entry.
 - Modern office practices, methods, and computer equipment and applications.
 - English usage, grammar, spelling, vocabulary, and punctuation.
 - Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
 - Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- 8. ➤ Collect samples and perform accurate and precise a diverse range of standard physical, chemical, physical, biological, and bacteriological analyses analysis.
 - Ability to operate Evaluate the outcome of laboratory results in order to detect inconsistencies and errors and recommend solutions.
- 9. ➤ Operate, calibrate and maintain analytical instruments and equipment.
- 10. ➤ Ability to write Prepare clear and create technical and informational concise reports and publications, correspondence, procedures, and other written materials.
 - Ability Establish and maintain a variety of manual and computerized files and record keeping systems.
 - Make sound, independent decisions within established policy and procedural guidelines.
 - 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 effectively, both orally in person, over the telephone, and in writing, with representatives of business, industry, the

- 11. ➤ Use tact, initiative, prudence, and independent judgment within general public policy and governmental agencies procedural guidelines.
- ~~12. Ability to effectively plan, organize and execute work.~~
- Ability to establish and Understand, and adhere to established District standards, policies, and procedures.
- 13. ➤ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

At a minimum, the required qualifications would include the following or their equivalents:

An Associate degree from an accredited college in chemistry, biology, or a closely related field and one (1) year of experience performing testing analyses duties within a water or wastewater treatment plant laboratory or related experience in an environmental laboratory or the water quality field.

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.
- Possess, or within one year of appointment receive, a valid Grade I Laboratory Analyst certificate issued by California Water Environment Association (CWEA).

PHYSICAL DEMANDS

Must

possess mobility to work in a standard wastewater treatment plant and laboratory setting, use specialized test equipment and instrumentation and standard office equipment, including a computer, to inspect District sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various District facilities and meeting sites; vision to detect shades of color, read printed materials, and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Positions in this classification occasionally bend, stoop, kneel, 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 50 pounds, with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in a laboratory setting and, in the field, and may be 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

~~United States citizenship or legal eligibility to work in the United States Medical evaluation to determine physical fitness for the job~~

~~Posses a valid California Driver's License~~

~~Acceptable driving record consistent with standards established by the District Participation in job training or professional development programs~~

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. Please review the employee MOU regarding additional requirements.

Laboratory Technician

Approved: March 28, 2019

Revised: N/A

Page 6 of 4

3/28/2019

General Manager Report

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

3/28/2019 BOARD REPORTS

Agenda Item 8.1

LAFCO

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

Agenda Item 8.2

Gallinas Watershed Council/Miller Creek Watershed Council

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

Agenda Item 8.3

JPA Local Task Force on Solid and Hazardous Waste

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

Agenda Item 8.4

Flood Zone 7

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

Agenda Item 8.5

NBWA

- a) Board Committee
- b) Executive Committee
- c) JTC

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

Agenda Item 8.6

NBWRA/North Bay Water

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

Agenda Item 8.7

Engineering Subcommittee

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

3/28/2019 BOARD REPORTS

Agenda Item 8.8 Other Reports -Verbal

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



**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Actual meeting date(s): _____

Purpose of Meeting: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

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

For Office Use Only

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

3-28-2019

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

AMERICAN PUBLIC WORKS ASSOCIATION

Sign In

Bipartisan Wastewater Infrastructure Bill Introduced

On March 5, House Transportation and Infrastructure Committee Chairman Peter DeFazio (D-OR), Water Resources and Environment Subcommittee Chairwoman Grace Napolitano (D-CA), Rep. Don Young (R-AK), and Rep. John Katko (R-NY), introduced H.R. 1497, the Water Quality Protection and Job Creation Act of 2019.

This bipartisan legislation would reauthorize the Clean Water State Revolving Fund (CWSRF) program at a level of \$4 billion per year for five years, a substantial increase over current funding levels. The bill allocates over \$3 billion in funding for grants for water pollution and treatment. These grants are directed at municipalities, state water pollution control agencies, and wastewater and stormwater reuse projects.

APWA issued a letter of support for the legislation, and also signed a letter of support from the Clean Water Council, and another letter of support from water sector stakeholders.

You can learn more about H.R. 1497 on the House Transportation and Infrastructure Committee website.

If you have questions about this legislation, please contact APWA Government Affairs Manager Sean Garcia at sgarcia@apwa.net, or (202) 218-6734.

About

Teresa Lerch

From: Craig Murray <Craig_Murray@ci.richmond.ca.us>
Sent: Thursday, March 14, 2019 1:26 PM
To: Teresa Lerch; Mike Prinz
Subject: FW: Energy Weekly: DERs, get or get got

For next Board Packet please include this article on the realm of DERs in the Energy movement.

Thanks.

CKM

From: Sarah Golden [mailto:info@greenbiz.com]
Sent: Thursday, March 14, 2019 6:50 AM
To: Craig Murray
Subject: Energy Weekly: DERs, get or get got

ENERGY WEEKLY

News, Trends and Analysis from GreenBiz and VERGE



By Sarah Golden, Senior Energy Analyst and VERGE Energy Conference Chair

Remember classified ads? Flagging down a taxi? Calling a travel agent to book a hotel?

If you are under the legal voting age, probably not. Disruptive platform companies — like Lyft, Facebook, LinkedIn — are democratizing how we connect, creating networks with multidirectional information flows. Technology is removing the gatekeepers of services and is empowering every user to be a consumer or a producer.

A similar upheaval has been underway in energy.

For the last 10 years, converging technologies have been fundamentally changing energy generation, too. Distributed energy resources (DERs) are creating cleaner two-way power flows, challenging centralized, one-way power systems.

For the record: Distributed energy resources are essentially any electric power that doesn't come from a centralized plant. They can be physical (solar panels) or virtual (algorithms that trim power consumption during peak periods) and can aggregate and optimize energy systems. DERs include distributed renewables, energy storage, microgrids, energy efficiency, demand response, etc. In other words, it's a very broad category.

Four DER trends I'm watching:

1. DER capacity is growing. Fast.

DERs are expected to grow nine times faster than net-new central station generation (including renewables). On paper, Navigant research found that DERs could theoretically usurp the need for centralized generation entirely by 2030, shifting value from centralized plants downstream. Navigant calls this proliferation “among the most disruptive trends to the traditional energy industry for the foreseeable future.”

Why it matters:

The democratization of energy resources means value could shift away from the product (the energy) and move to the platform (the digital network). As with other technological disruptions, the most profitable organizations may not own the resources they provide. (After all, Airbnb, which owns no hotels, yet is worth more than any legacy hospitality company.) That opens new opportunities for utilities and energy companies to aggregate energy resources and manage financial transactions, providing cleaner and more flexible energy delivery.

2. DERs include “negative generation” — that is, efficiency and demand response.

Energy efficiency is moving beyond siloed technologies and is integrating with demand-side management to uncover where and when reductions will matter most. Analysts expect investment in efficiency, fueled by DERs, to significantly grow for the foreseeable

future. Navigant forecasts efficiency spending in North America to top \$11.3 billion annually by 2028, with a compound annual growth rate of 4.6 percent. American Council for an Energy-Efficient Economy, Institute for Electric Innovation and Lawrence Berkeley National Laboratory all agree efficiency will be big business (although analysts do see a range in the rate of growth).

Why it matters:

The growth of DERs as part of a larger energy cloud ecosystem — including the internet of things and artificial intelligence — means we could be moving quickly into a dynamic energy future that would automate shaving energy peaks and shifting load profiles in the near future.

3. DERs could be a business opportunity for utilities.

Most energy customers care about reliable, safe and affordable energy, and don't want to think about the how or why behind it. But DERs can offer new value in the context of lower prices and better environmental performance to customers, and energy companies are starting to realize that. Utilities, which may have once thought of DERs as a threat, are now thinking more about how to harness that value and get a piece of the DER pie. (For a deep dive into the utility challenge and opportunity, check out Andrew Lubershane of Energy Impact Partners' blog post, *What to Do about DERs.*)

Why it matters:

Depending on the region and regulator, ratepayers can expect utilities to restructure prices and invest in technology to monitor and optimize energy use. That means new schemes may arise for utility customers, and utilities may be open to working with commercial and industrial customers.

4. How we understand the economic value of DERs is evolving.

In a watt-to-watt comparison, DERs cost more than centralized energy generation. It's hard to beat the economy of scale. But a straight-across comparison may miss some of the benefits of DERs, according to IEEE's article *Why Distributed?*. Namely: location, location, location. Here's why:

- **DERs provide energy where we need energy.** That means fewer electrons traveling through the grid, less congestion on electricity networks and less energy loss during transmission (which average 6-7 percent).
- **DERs save the grid money.** By reducing grid demand and congestion, DERs may delay or avoid investments in upgrades or new network capacity.
- **DERs increase reliability and climate resilience.** When the grid goes down, DERs can continue providing energy. Some places are already playing with this option. One PG&E plan to combat wildfires in California includes de-energizing the grid in high-fire-risk areas and use DERs for continuity of power.

Why it matters:

How we value DERs influences the incentives available to scale the resources. New York has taken on this challenge with its policy Value of Distributed Energy Resources (VDER), aimed to help the state meet its ambitious New York REV targets, which would benefit the solar industry and other distributed energy providers. These conversations could lead to the policies and incentives that allow for more types of organizations to consider DER solutions.

What DER trends, innovations, applications and companies are exciting you? Let me know: golden@greenbiz.com

Behold, a big-picture view of big-company climate commitments

Teresa Lerch

From: Craig Murray <Craig_Murray@ci.richmond.ca.us>
Sent: Thursday, March 14, 2019 1:16 PM
To: Teresa Lerch; Mike Prinz
Subject: FW: Energy Weekly: The fight is on: electrification vs. nat gas

For next Board packet, can you place this GreenBiz article on CA PUC and RNG agreement with 2 of 3 CA NG providers.
Thanks.
Craig

From: Sarah Golden [mailto:info@greenbiz.com]
Sent: Thursday, March 14, 2019 6:04 AM
To: Craig Murray
Subject: Energy Weekly: The fight is on: electrification vs. nat gas

ENERGY WEEKLY

News, Trends and Analysis from GreenBiz and VERGE



By Sarah Golden, VERGE Energy Conference Chair and Senior Energy Analyst

On Feb. 28, two California energy companies – Southern California Gas (SoCalGas) and San Diego Gas & Electric (SDG&E) – filed an application with the California Public Utilities Commission to offer a new product to their customers: renewable natural gas (RNG). The idea is the two companies will offer climate-conscious customers the option to pay extra each month to swap out fossil natural gas for RNG using what they call a “renewable natural gas tariff.” Think community choice aggregation, but not through a utility, and for gas, not electricity.

What is renewable natural gas?

RNG – sometimes referred to as biomethane or biomass – is the result of processing the gaseous product from decomposed organic matter, which can be used interchangeably with fossil natural gas. The gas can be collected from landfills, animal manure or wastewater treatment plants.

Is RNG better for the climate than fracked natural gas?

RNG does something very cool: it diverts methane, an incredibly potent greenhouse gas, from entering the atmosphere and turns it into a usable energy source. California already has a law designed to capture 40 percent of this methane by 2030 as part of its climate goals. California’s waste streams are the state’s largest methane source, and harvesting that gas means we get another bite of the apple before emitting GHGs.

Could RNG meet California’s natural gas needs?

Nope. Building experts see no way for SoCalGas and SDG&E to meet natural gas demand through their proposed program. Analysis from Redwood Energy finds that even if California were to import all of the United States’ RNG resources and factor in the effects of energy efficiency, it could deliver only about a third of the state’s current gas demand.

SoCalGas and SDG&E write that there is enough RNG to meet California’s 2030 climate goals (though not 2045’s goal). But its analysis of the feasibility is based on a California Air Resources Board report that addresses transportation fuel, not home energy consumption.

Natural gas companies face a conundrum

Natural gas providers are in a tough spot: methane leaks during extraction, transportation and storage mean the climate impact from this sector is higher than initially thought. What’s more, the infrastructure is expensive to maintain, needing massive safety upgrades and leak mitigation investments. Rising infrastructure costs are already leading to higher gas rates in California, where gas prices have increased three times faster than electric rates over the past five years, according to an NRDC analysis. If infrastructure costs continue to rise, natural gas may appear increasingly less economical.

What the RNG tariff does, according to Panama Bartholomy, director of the Building Decarbonization Coalition, is delay the wind-down of the gas network. “It allows for the increased expansion and upgrade of lines, extending costs to consumers and communities,” Bartholomy said via email. “Therefore, we’d pay down an even higher level of financing than if we start the wind-down now.”

Electrification is putting on the squeeze

Meanwhile, a movement is gaining momentum: building electrification. In order for California to meet its climate goal, it must decarbonize the building sector, which accounts for 26 percent of statewide emissions. That means getting natural gas out of buildings — no small task with so many homes, business and appliances burning gas onsite.

Groups are working on how to decarbonize buildings. The Building Decarbonization Coalition recently released “A Roadmap to Decarbonize California's Buildings” and the Rocky Mountain Institute is working on the “Economics of Electrifying Buildings.” California policy could help, such as SB 1477, which establishes an incentive program for electric appliances; or a plan approved in late February by the California Energy Commission that could encourage electric appliances over gas ones.

Gas interests are forming their own coalition — Californians for Balanced Energy Solutions — to defend natural gas, which will be formally announced in the coming weeks.

This sounds like a California thing. Why should I care?

Natural gas, once considered a bridge fuel to a cleaner future, is now a major contributor to the carbon footprints of industry and states, and is on its way to becoming more prevalent. Natural gas distribution expenditures tripled between 2009 and 2017 (to \$14.9 billion per year) and oil supermajors Chevron and Exxon are doubling down, planning to increase production by 80 percent by 2024. California, the second-highest consumer of natural gas in the United States., is ground zero for the electrification-versus-gas war, and the battle fought here is a case study of the potential issues coming to states and companies across the nation.

Companies with climate goals have so many decisions to make, and the choices made now will shape the energy infrastructure to come. As a fuel source, RNG is well worth exploring, especially where electrification is hardest, such as with industry, flexible capacity and heavy-duty transportation.

With any technological innovation, the question I ask: Does this solution solve a problem or create a new one? In this case, it may be a little of both.

Thoughts? Comments? Let me know: golden@greenbiz.com

America can afford a Green New Deal — here's how

Las Gallinas plans big plant upgrade

Sewer

SANITARY DISTRICT

Multimillion dollar project to renovate sewage facility

By **Adrian Rodriguez**

arodriguez@marinij.com @adrianrrodri on Twitter

After years of planning, the Las Gallinas Valley Sanitary District is gearing up to break ground on a three-year, multimillion-dollar renovation of its sewage treatment plant.

Workers were rained out the past couple of months but are now preparing the work site at the district headquarters at 300 Smith Ranch Road in San Rafael to replace the wastewater treatment facilities and expand its recycled water capacity.

Faced with increasingly stringent environmental regulations and aging infrastructure the district has owned since the 1950s, officials have been planning the upgrade since 2012.

“This is a new technology we’re bringing, state-of-the-art, so to speak,” said Mike Cortez, the district engineer. “It’s going to help us produce cleaner water, and less of it will be discharged into the bay. We’re going to produce more recycled water, which is good for

SEWER >> PAGE 6



District engineer Mike Cortez stands by the construction area at the Las Gallinas Valley Sanitary District facilities in San Rafael.

ALAN DEP — MARIN INDEPENDENT JOURNAL

Las Gallinas plans big plant upgrade

Sewer

FROM PAGE 1

when we're in a drought.”

Cortez said construction will start picking up over the next three weeks, weather permitting.

The project will increase the district's secondary water treatment capacity from 8 million gallons per day to 18 million gallons per day. The expanded capacity will help to prevent blending primary and secondary treated water, especially during large winter storms, which will improve the overall water quality.

The project will also increase the plant's recycled water production capacity from 1.4 million gallons a day to 5.4 million gallons per day.

In November, the district awarded the \$46.4 million construction contract to Myers & Sons Construction of Sacramento to get the job done. Another \$5 million will pay for construction management costs.

One of the first orders of business is demolishing the recycled water facility owned by Marin Municipal Water District to make way for the new facility.

The two districts have had a recycled water partnership dating back 40 years, said Emma Detwiller, spokesperson for MMWD. MMWD serves 330 customers with recycled water.

A 2017 engineer's estimate suggested that the overall project would cost approximately \$36 million. To pay for it, the Las Gallinas district in 2017 sold \$41 million in bonds.

When construction bids came in higher than anticipated, the district sought out a new estimate, which came in at \$49 million. This past fall, a \$12 million loan was secured to make up the difference.

That borrowed money has a 25-year term with a 3.3-percent interest rate, said Mike Prinz, general manager of the district.

“The annual payments are factored into each year's budget and rate increase, and will be for the next couple decades,” Prinz said, noting that the district is planning to study another five-year rate hike scheme in the fall.

This year is the final year of a five-year rate increase plan. On Thursday, the district board of directors approved a notice of public hearing to mail out to customers indicating the next increase is set to take place in July. The public hearing is June 13. If it passes, customers will be paying about \$2.49 more a month for services. For a typical single-family home, that equals an annual increase from \$898 to \$927. This represents about a 3 percent increase.

Revenues from existing rate increases have gone to pay for other infrastructure upgrades, such as rehabilitating sewer and lower lateral pipelines; increasing capacity of sewer mains; rehabilitating pump stations and constructing a biogas energy recovery system, among other projects.

It's a lot to keep up with as the district manages 28 sewage pump stations, 35 miles of pressurized sewer mains and more than 11,000 connections along its 105 miles of pipeline, Prinz said.

Running on a \$10 million annual operations and maintenance budget, the district has 20 full-time equivalent employees, serving approximately 30,000 residents in north San Rafael. This year its

capital improvement project budget is \$30 million, of which \$15 million is going toward the sewage treatment upgrade.

“Yes, there’s a lot of work to do,” Prinz said. “I’m very glad we can do projects like this while keeping our rates near the middle of the local range of wastewater rates.”



District engineer Mike Cortez walks by water treatment structures at the Las Gallinas Valley Sanitary District facilities in San Rafael. The district has begun a three-year, \$49 million sewage treatment plant upgrade project.

ALAN DEP — MARIN INDEPENDENT JOURNAL

Water board set to resume talks on rate, fee hikes

Board

MMWD

By Will Houston

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Tuesday will mark Round 2 of the Marin Municipal Water District's discussion on a proposed water rate and fee hike.

The district is proposing to raise rates by about 4 percent annually for the next four years. Also on the table is a new annual "capital improvement fee" based on meter size. The 68 percent of district customers who have 5/8-inch water meters will pay \$164 and the 20 percent of customers with 1-inch meter customers will pay \$409. The increases would take effect in July and continue through 2022.

About \$16.5 million would be raised by the fee in the first year and \$20 million in subsequent years. The board could raise the fee by up to 4 percent each year, but would not be able to after 2022 unless the board renews the increase. This is an additional fee to the bimonthly fire service line charge, watershed management fee and service charge.

The district board is set to meet at 7:30 p.m. Tuesday at the district's board room at 20 Nellen Ave. in Corte Madera.

District staff and board members say the increase is needed to keep up with inflation as well as to fund muchneeded repairs and replacements of its pipes, storage tanks and treatment facilities.

"There is more immediate impact but we're saving the ratepayers a lot of money and strengthening the district's financial position," district board president Larry Bragman said in an interview this week. "And we're all concerned about that because we're facing a lot of big challenges with infrastructure and climate change."

The topic of Tuesday's meeting will again be the Proposition 218 notice the district has to send to all of its customers notifying them of the proposal. The notice essentially sets a cap on how much the district can raise the rates and fees. In the months leading up to the board's final decision in late May, the board can still modify the proposal, but not propose rates and fees that are larger than what is in the notice.

Ben Horenstein, the district general manager, said the new fee would shift the district from borrowing money — and passing on hundreds of millions of dollars in interest to ratepayers — to instead using cash to pay for these projects. While the district says the change would eventually save customers about \$90 per year that would normally go to interest payments, customers would have to pay more up front.

Horenstein, who worked for the city of Santa Rosa Water Department prior to his current position, said freeing up the district's debt capacity will also be critical when an emergency strikes.

“Given the size and shape of our infrastructure, having that plan in place is a responsible place to be,” Horenstein said.

BOARD»PAGE 4

Water board set to resume talks on rate, fee hikes

Board

FROM PAGE 3

At the board’s March 5 meeting, the public raised several concerns, mainly about the new fee. These included questions about why water use wasn’t a factor in the fee calculation, why the fee would be placed on their property tax bill rather than the bimonthly water bill and the impacts to financially struggling school districts to name a few.

Mary Jane Burke, Marin County superintendent of schools, said district staff reached out to set up a meeting. She said the county’s 13 school districts paid about \$1.4 million in the last fiscal year for its water bills.

“One thing I know for sure: Water is critical for all of us including our schools,” Burke said. “So I look forward to figuring out our next steps.”

Horenstein said placing the fee on property tax bill means renters aren’t burdened by the charge. As to why the fee is based on meter size rather than water use, Horenstein said it’s based on “expected demand” on the system. A 1-inch meter can demand more from the district than a 5/8-inch meter, even if the 1-inch meter customer may be using less water than they are capable of doing.

“We have to assume that in the future that demand will be exerted on the system,” Horenstein said.

Other members of the public say the district’s plan doesn’t raise enough money to pay for the repairs and replacements that are needed and to improve resiliency on the Mount Tamalpais watershed.

JCC scales back ambitious plan for expansion

Editorial

Plans to expand the synagogue, school and popular community center in Santa Venetia are being reshaped in an effort by the three Jewish organizations to be good neighbors.

The original plan was ambitious, possibly too ambitious for neighbors who have long complained about traffic congestion and parking problems on North San Pedro Road.

Congregation Rodef Sholom, Brandeis Marin school and the Osher Marin Jewish Community Center have heard them and have decided to scale back their plans for the 13-acre campus they share.

They have dropped plans to grow Brandeis Marin to include a middle school and, unfortunately, shelved a proposal to build a senior housing complex — as many as 45 apartments — which would meet a growing need in our county.

Not surprisingly, while in the early stages of the county's approval process, the proposal drew concerns from neighbors who have to deal — daily — with traffic and parking issues.

“We want to be good neighbors in the community. There was some concern about overbuilding. It forced us to rethink our priorities,” said Michael Kamler, executive director of Congregation Rodef Sholom.

The proposal is still a significant improvement, calling for replacing the synagogue with a larger, two-story building and including an outdoor chapel.

The JCC wants to build a new, larger indoor pool and the school has plans to add classrooms.

These proposals reflect a significant increase in the number of people going to and from the campus. In a way, it has been the victim of its own success. The JCC has grown from 890 member households in 1989 to 3,048 households in 2019. The synagogue's membership has nearly quadrupled since 1989 and during that time Brandeis also has grown, nearly 60 percent, and hopes to expand to 250 students.

The proposed project is just entering the county planning process and there may be more changes ahead. The county needs to make sure that a system is in place to monitor the campus' numbers and to make sure agreed-to caps are not exceeded without further public review.

It is unfortunate, however, that an opportunity to build housing, especially needed by Marin's growing population of senior citizens, has been postponed, if not lost.

If we as a community are serious about doing our fair share in meeting our region's housing needs, we need to seize on opportunities to provide more local options for people.

This proposal could have been one of them.

Water rate hike, new fee advance

Water

MARIN MUNICIPAL

Board will hold two-month review process before vote

By Will Houston

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After hearing critiques from a standing-room-only crowd of customers this week, the Marin Municipal Water District advanced a proposal to raise water rates and implement a new fee-based system on customers' water meter size.

The district Board of Directors' unanimous vote Tuesday kicks off a two-month public review process before the board takes a final vote on the rate hike on May 28.

Tuesday's meeting in Corte Madera was held to decide whether the district would send out a Proposition 218 notice to its customers, outlining the proposal. The notice is important because it sets a cap on how high the rate and fee increases could be over the next four years.

Board members reiterated that they will be able to make changes to the rate and fee structure based on public comment in the following months.

"We on the board and the public, we're all in this together," board president Larry Bragman said. "We all live here. We all pay water bills. We all have family here. We all live in the shadow of the mountain that we all revere. So I just want to give you assurance that we are operating in good faith to try to construct the most equitable rates for the public."

The district is proposing to raise water rates by about 4 percent per year through 2022 as well as increase existing fees. One of the major points of contention is a proposed new "capital maintenance fee" that would cost most customers \$163 or \$409 each year. The new annual fee would be based on meter size and would be placed on customers' property tax bills. This fee could also be increased by up to 4 percent each year for the next four years.

WATER >> PAGE 2

Water rate hike, new fee advance

Water

FROM PAGE 1

District staff say the rate and fee increases are needed to keep up with inflation. The new fee would be used to generate up to \$20 million per year for replacement of aging pipes, storage tanks and treatment plants. About \$1 million would be used for fire prevention.

The new fee would shift the district away from borrowing money for these types of projects to instead paying for them on a cash basis. Richard Harris of Strawberry questioned why the district is asking for customers to pay more up front when it can continue borrowing money at “generational low rates.”

Charles Duggan, the district treasurer, said the fee would prevent customers from having to pay for hundreds of millions of dollars in interest payments over the decades if the district continued to borrow the money. This is estimated to save customers about \$90 per year. It would also allow the district to use borrowed money in the event of emergencies.

For Paul Clark of San Rafael, who has a 1.5-inch meter, the new fee would mean an extra \$817 on top of the other fees charged by the district. Clark said he needs the larger meter size to get the water up a steep hill to his family’s home. As a result, he said he would be paying at least \$1,045 in fixed fees per year, which doesn’t take into account what he’d be charged for his water use.

“My wife’s comment to me once she heard this: ‘I guess we’d better move,’” Clark told the board.

Mimi Willard, president of the Coalition of Sensible Taxpayers, said the district is placing the burden of the fee on homeowners, especially those with larger meters, without considering water use.

“Once you mail this notice, you can’t have a different metric than the meter,” she said.

Ben Horenstein, the district general manager, said the district is basing the new fee on meter size and not water use because of the potential future demand that larger water meters might have on the district’s system. However, Horenstein presented carve-outs and exceptions that the board could consider.

These include potential fee reductions or exceptions for customers who are required to have larger meter sizes because of fire sprinkler systems. Commercial and institutional private lines are also proposed to be exempted because those fire lines are rarely used, he said. Also to be considered is whether to phase in the fee over two or three years, though Horenstein noted a two-year phase-in would decrease revenue by \$10 million and a three-year phase-in by \$20 million. Another option that saw general approval by the board was to do a “public check-in” during the fourth year of the fee to see if the board wants to change the amount and method of payment. Separately, district staff is proposing a new “super water saver program” that would provide benefits to the lowest water users. The details of this are set to be brought to the board at a future meeting.

Transparency concerns were once again raised about placing the fee on customers’ property tax bills rather than their bimonthly water bill. Horenstein said placing the fee on property tax bills reduces the burden on renters. The district is proposing to continually notify customers of the fee on their water bills.

Addressing concerns by school districts about the impacts of the new fee, Horenstein said the average cost to the county’s school districts would be about \$4,500. The range of costs to schools spans from a high of about \$46,000 for San Rafael City Schools to \$817 for Park School in Mill Valley.

For others, like Marin Conservation League director Ann Thomas of Corte Madera, the district's proposal wouldn't raise enough funds needed for fire prevention on the Mount Tamalpais watershed and to repair and replace the district's aging pipes, storage tanks and treatment facilities.

"You really should have asked for 5 or 6 percent," Thomas said. "This 4 percent is just hogwash."

Larry Minikes, also a Marin Conservation League director and a member of the district's Citizen Advisory Panel, said it was the generations of ratepayers before them that paid for the district's dams, pipes and storage tanks to be built. Further delaying the repairs and replacement of this infrastructure could not only triple the costs, but also pass them on to the next generation.

"We got a free ride. We've been subsidized here for years," he said. "We've been getting water well below cost and now everyone is shocked."

The board is set to hold two public workshops on the rate and fee proposals on April 25 in Mill Valley and May 15 in San Rafael.

Is your kitchen-sink disposal environmentally friendly?

HOMES

By Katherine Rot h

The Associated Press

If you're trying to be more eco-friendly at home, should you use your kitchen garbage disposal?

It depends.

“Keep in mind that when food is added to the wastewater system, it must be further treated,” says Maggie Sauerhage, a spokeswoman for the U.S Environmental Protection Agency.

She suggests learning about your local water infrastructure first.

For starters, the most eco-friendly option for food waste is to create less of it. For unavoidable food waste, consider donating it or composting.

Beyond that, wastewater and environment experts agree that the environmental value of kitchen disposal systems depends on the wastewater system of a given locality. Disposals make sense if your wastewater system is set up to convert food waste into energy, as is the case in a growing number of big cities.

“Any food that is sent down the disposal will be filtered and captured at a wastewater treatment facility. The debris captured are typically sent off to a landfill, incinerator or to an anaerobic digestion facility (for conversion into energy) if one is close by,” says Steve Dege, director of material supply chain and solutions at the recycling company TerraCycle.

Joe Dillon, president of Racine, Wisconsin-based InSinkErator, which invented the garbage disposal more than 80 years ago, says disposals are used in more than 50 percent of U.S. homes and in countless food-service operations. He argues that in addition to convenience, disposals are ecologically beneficial because they divert food waste from landfills.

“Using an advanced garbage disposal like the In-SinkErator can lessen the environmental impact of food waste by sending the processed food particles — from meat, bones, even banana peels — through a home's plumbing system to facilities equipped to handle them, rather than sitting in landfills and contributing to excess methane,” he says. “A growing number of wastewater facilities are installing equipment that allows them to turn food waste into renewable energy. Cities that have introduced this technology include New York City, Philadelphia, Boston, Chicago, Milwaukee and Tacoma, Washington.”

But critics say disposals can be problematic near large bodies of water.

“There's a lot of nitrogen in food waste, and nitrogen can be very harmful to marine and plant life,” says Nancy Seligson, supervisor of the Town of Mamaroneck, New York, and a past president of the nonprofit organization Save the Sound.

“If you’re in an area like ours, on the Long Island Sound, which has been trying to reduce nitrogen in the water for 25 years, using a kitchen disposal system and adding unnecessary nitrogen to the water waste system might not be a good idea.”

Disposals also might not be the best option in areas with water shortages: Conveying food waste through pipes and treating it at a plant can be energy- and water-intensive.

“Another consideration that should be given is whether there is methane capture at their municipality’s water treatment plant. Sending food scraps into wastewater streams will change their chemical composition, and whether a municipality would be able to handle this or not is a very specific question,” says Birnur Aral, a director at the Good Housekeeping Institute focusing on environmental issues.

Sauerhage, of the EPA, says that in determining how to dispose of food waste responsibly, consider these questions: Where is the effluent going? Does it go to a wastewater treatment plant or wastewater recovery facility? Has the treatment plant said it wants organic waste? Does it operate an anaerobic digestion facility? What does it do with solids? Is there concern over damaging your household or local piping systems?

The EPA has issued a “food recovery hierarchy” to help consumers. It’s a sort of upside-down pyramid ranking possible solutions for food waste. At the top — the most eco-friendly option — is reducing food waste, followed by distributing excess food to the hungry. The next best option is industrial uses for food waste, such as converting waste oil to fuel and food scraps to energy. Then comes composting, either by communities or in backyards. Landfills and incinerators are the least eco-friendly destination for food waste, according to the EPA.



This illustration provided by the United States Environmental Protection Agency shows the EPA’s food recovery hierarchy pyramid. The EPA has issued the hierarchy to help consumers. It’s a upside-down pyramid ranking possible solutions for food waste.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY VIA AP

Wa stewater can become an asset

USED WATER

By Yalin Li

The Conversation

Most people think as little as possible about the wastewater that is produced daily from their showers, bathtubs, sinks, dishwashers and toilets. But with the right techniques, it can become a valuable resource. On average, every Americans uses about 60 gallons of water per day for purposes that include flushing toilets, showering and doing laundry. This figure can easily double if outdoor uses, such as watering lawns and filling swimming pools, are also included.

Most of the used water will eventually become wastewater that must be treated before it can be discharged into nature. And that treatment uses a lot of energy. According to the U.S. Environmental Protection Agency, water and wastewater facilities account for more than a third of municipal energy budgets.

My research focuses on recovering resources from wastewater. This process is difficult because wastewater contains many different types of contaminants. But researchers in our fields are exploring many creative ways to make valuable products from them. Diehard wastewater engineers understand the value of wastewater, which they view as an asset rather than a waste. That's why some of them call it "used water" instead, and refer to what most people call wastewater treatment plants as water resource recovery facilities.

In fact, wastewater can contain more than three times the amount of energy needed to treat it. One simple and mature technique for recovering part of this energy is anaerobic digestion, a natural process in which microorganisms feed on grease and other organic materials in wastewater and produce biogas, just as yeast can eat up barley and spit out beer. Biogas contains roughly 50 percent methane, which can be used as a renewable fuel for boilers, furnaces and heating systems or to turn turbines and generate electricity.

More advanced techniques, such as hydrothermal processes, take sewage sludge — the solids removed from wastewater during treatment — and convert it into biobased fuels that can be used to replace gasoline and diesel fuel. This process is currently at the demonstration stage.

Sanitary district eyes hike in rates

Rates

ROSS VALLEY

By Adrian Rodriguez

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In the last five years, Ross Valley Sanitary District customers saw an average annual rate increase of 7 percent — and they could be in for another round starting this summer.

District officials are considering a possible rate increase plan for the next five years as a way to keep up with rising operating costs and capital projects, said Steve Moore, general manager of the district.

The Board of Directors had a study session at its meeting last week to assess the need for rate hikes and to review current and projected finances.

“We’re at the close of a five-year period where we implemented a schedule of rate increases, and now we need to look ahead,” Moore said.

The district, which was founded in 1899, operates with 32 staffers on a \$52 million annual budget. It serves Fairfax, San Anselmo, Ross, Larkspur, Bon Air, Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor and Greenbrae.

The final year of the current five-year cycle started on July 1, 2018. For dwelling units designated as multifamily, such as apartments, condominiums, townhomes and other types of complexes, that rate is \$817. The average rate for single-family homes is \$909. This represents a 6.5 percent increase over the year prior.

Moore said the district could propose continuing a similar rate increase schedule. The goal is to meet both operating costs and reserve targets, he said.

RATES >> PAGE 4

Sanitary district eyes hike in rates

Rates

FROM PAGE 1

The district has a minimum reserve of about \$9 million and an emergency reserve of \$2 million to equal the \$11 million reserve target. The district also has a capital reserve budget of \$4 million.

The district is expected to spend \$6.4 million on salaries and other postemployment benefits in the 2018-19 fiscal year.

“Most of our expenses operationally are salaries and keeping up with annual cost of living increases,” said Tom Gaffney, board president, noting that the district is also looking into a pension debt obligation payoff plan.

“The previous rate increases were really to make up for a lack of increases, so were high in the 7 percent range,” Gaffney said. “We don’t want to get near that high again, so I don’t think we will reach that level.”

The district expects to consider a draft rate increase proposal at its April meeting. The public hearing would be scheduled for its June meeting so that if a proposal is approved, it will go in effect July 1, Moore said.

Meanwhile, the district has requested an extension to negotiate the purchase of a \$12.9 million building in San Rafael, which it plans to use as its new headquarters.

The deal for the twostory, 29,000-square-foot building at 1111 Andersen Drive in San Rafael was supposed to close escrow Friday. District officials are still negotiating lease terms with Comcast Corp., which occupies half of the building and has four years remaining on its existing lease with an option to extend it 14 years.

Since 2009, the district has operated from two locations in San Rafael and two in Larkspur, an arrangement that was supposed to be temporary.

To pay for the building, the district is considering issuing \$20 million to \$30 million in revenue bonds. Last month, the board signed off on temporarily suspending its operations and maintenance fund in order to front the cash needed to pay for 1111 Andersen Drive. Moore said the possible rate increases are not related to financing this purchase.

If the board chooses to issue bonds, the money would also finance sewer system improvements and pay for the approximately \$8 million site cleanup of the district’s 10-acre yard at Larkspur Landing. The district’s remaining property would then be freed up, and the board will likely consider whether to sell off that real estate, using the capital gained to pay back the bonds, officials said.

“Our board is completely in favor of this building purchase,” Gaffney said. “We have nowhere else to go, frankly, so hopefully it’s a place we can be for another 100 years.”



The Ross Valley Sanitary District is negotiating to buy 1111 Andersen Drive in San Rafael for use as a new headquarters.

ALAN DEP — MARIN INDEPENDENT JOURNAL

**NOTICE OF PUBLIC HEARING
PASTURE LEASE - RECLAMATION FACILITY
NOVATO SANITARY DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Directors of the NOVATO SANITARY DISTRICT has stated its intent to conduct a public hearing for the purpose of: (1) considering the lease of approximately 790 acres of irrigated pasture land adjacent to Highway 37 in Novato; (2) making the finding that the property will be used for District compatible uses; and (3) will serve the public interest. The proposed lease term is for a period up to ten (10) years for the purpose of dry weather pasturing of beef cattle and/or non-milking dairy animals, and harvesting of pasture grass to be utilized for feeding animals.

NOTICE IS FURTHER GIVEN that on Monday, the 8th day of April, 2019, at the hour of 5:30 p.m. at the regular meeting place of said District, 500 Davidson Street, Novato, California, said Board will hear and consider all protests and objections to the proposed lease.

By order of the Board of Directors of the Novato Sanitary District.

Dated: March 20, 2019

_____/s/ Sandeep S. Karkal
Sandeep S. Karkal, Secretary
Novato Sanitary District

NO. 394 MARCH 25, APRIL 1, 2019

ORDER TO SHOW CAUSE



Critical Business Functions Checklist

Identifying critical business functions before a disaster is an essential part of resuming operations following a disaster.

This template will walk you through the very important steps of identifying the most critical functions in your business. Critical functions are those activities that are vital to your organization's survival and to the resumption of business operations. Typically, your critical functions are the business functions that are (1) most sensitive to downtime; (2) fulfill legal or financial obligations to maintain cash flow; (3) play a key role in maintaining your business' market share and reputation; and/or (4) safeguard an irreplaceable asset. Keep in mind that the process of identifying your critical business functions will work in close conjunction with your risk assessment analysis.

Steps:

1. Identify the critical business functions of your business. Please reference the below considerations when determining the criticality of each business function;
2. Classify these critical business functions into the following categories: high (most severe), medium and low (least severe). For an illustrated example, please reference the graphs below; and
3. Complete the Critical Business Functions Chart for each critical business function.

Considerations when Determining the Criticality of a Function:

1. The business objective/goal this function supports;
2. How often this business function occurs;
3. How many business units (departments) perform this business function;
4. Whether or not the successful completion of this function depends on any other business function;
5. Potential for significant revenue loss to the organization if this business function is not performed;
6. Potential for fines, litigation or other punishment for noncompliance due to a required regulatory requirement;
7. If noncompliance is tied to a specific downtime for this function;
8. Whether or not this function directly impacts your business image or market share of your organization; and
9. The priority ranking you would give this function within the entire organization's functions.

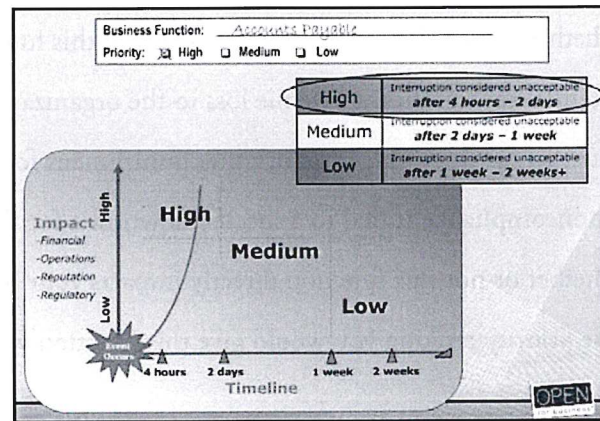
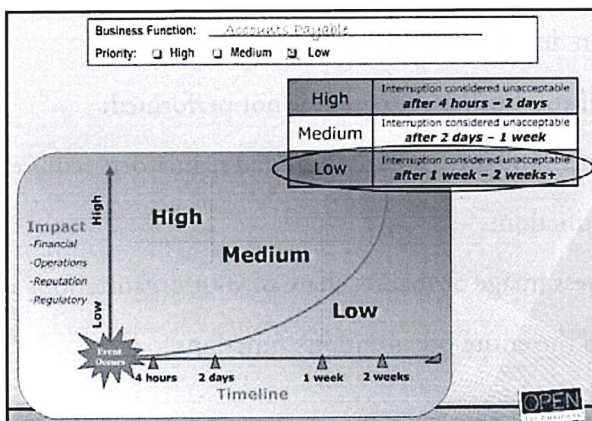
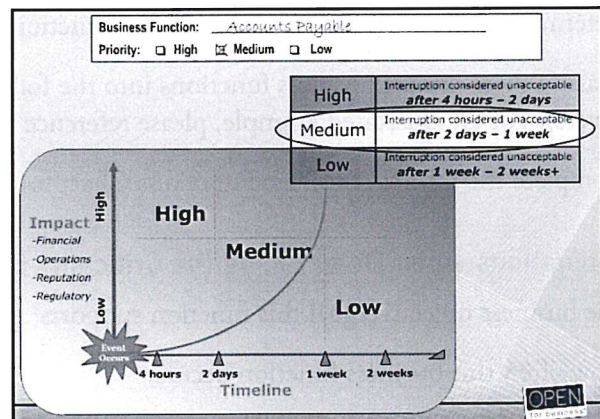
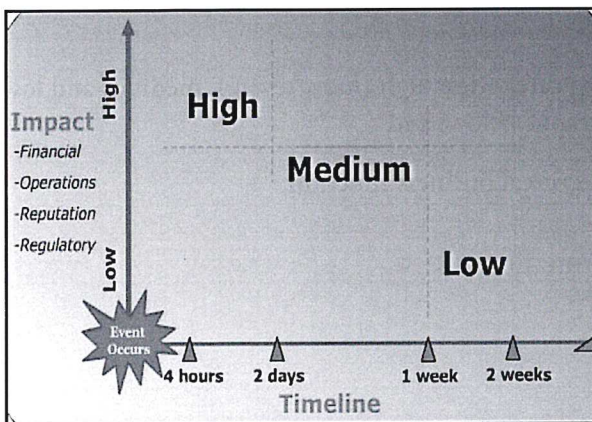


Critical Business Functions Checklist (cont.)

Critical Business Function Classification

The goal of these graphs is to help you identify when it is absolutely necessary to restore each of your critical business functions. Once you have determined the maximum downtime for each function, you will be able to prioritize your list in order of most to least critical.

Consider the horizontal axis a downtime timeline and the vertical axis an impact scale. Each critical business function is going to rise over time (becoming a greater impact to your business). You can determine the impact category (high, medium, or low) of each business function by identifying which impact category the function is located in when it reaches its peak impact on your business.





Critical Business Functions Checklist (cont.)

Critical Business Functions Chart

After you have identified the criticality and maximum downtime for each critical business function, you will record each function and the impact it has on other business functions in the chart below. The objective is to identify all the resources and personnel required to restore or reproduce this function during a recovery. After identifying what will be required to reproduce each critical business function, be sure to include a brief guide on how to restore this function in a recovery environment.

Function	Criticality	Maximum Downtime	Person/Team	Required Resources	Impacted Functions	Brief Process to Complete Function
Example: Insurance Claims	High	2 Days	A. Jones – Mgr. Alt 1: K. Smith Alt 2: R Keely	10 employees, phones, claim mgt software, paper forms	Claims assessing, filing	Take calls, document in system, file
Example: Open new savings act.	Low	1 Week	L. Singleton	1 employee, account mgmt software, N103-B form, printer	New accounts	Customer completes N103-B form onsite, enter into system



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General Manager
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Mel Liebmann,
Plant Manager
Greg Pease,
Collection System/Safety Manager
Robert Ruiz,
Administrative Services Manager

March 25, 2019

The Honorable Ben Allen, Chair
Senate Environmental Quality Committee
State Capitol, Room 2205
Sacramento, CA 95814

RE: SB 332 (Hertzberg & Wiener): Oppose

Dear Senator Allen:

As the General Manager of the Las Gallinas Valley Sanitary District (LGVSD) in Marin County, California, I respectfully oppose SB 332 (Hertzberg). As introduced, this measure would mandate wastewater treatment agencies that discharge treated effluent to saline waters, oceans, bays and estuaries to reduce their discharges by 50% of baseline volume by January 1, 2030, and by 95% of baseline volume by January 1, 2040. The bill would also declare that discharge from ocean outfalls is a “waste and unreasonable use” of water and impose penalties of \$2,000/acre-foot of water discharged above the reduction requirement.

Like many other water recycling agencies, LGVSD strongly supports maximizing water recycling. The provisions proposed in SB 332 could significantly disrupt existing efforts to promote recycled water production and use, as well as innovative reuse projects currently being planned and implemented. As a community we are fully supportive of recycled water projects where they are financially viable, where there are opportunities for beneficial use, and where watershed conditions are present to maximize supplies of this water.

California has a significant number of wastewater ocean and bay dischargers, and they vary dramatically in terms of treatment capacity, discharge, and the amount of recycling that occurs. Each watershed, region, treatment facility, and outfall is different, and the capability to beneficially reuse wastewater varies widely as well. Reliable and feasible end uses for recycled water are not always available and depend on factors other than simply the discharger’s technical ability to supply recycled water. For this reason, a mandate on every ocean and bay discharger in the state is simply unworkable. In many circumstances, regional demand may not exist to reuse 95 percent of an agency’s ocean discharge. In addition, recharge and reuse options may be unavailable or infeasible for a variety of reasons, such as geographical or legal constraints in the watershed.

Furthermore, distribution can require complex arrangements between water recyclers and water purveyors, brine management may present significant issues in some areas, and public acceptance of beneficial reuse of wastewater remains an obstacle. These challenges exist and require a regional

approach to the management of recycled water supplies. There are also a host of other considerations and decisions that agencies must make when prioritizing capital expenditures, including projects critical to public health and environmental protection, not all of which can or should be delayed at the expense of trying to meet a mandate to reuse all treated wastewater.

As of today, the regulatory framework necessary for agencies to plan and implement projects to manage the massive volumes of water contemplated in SB 332 does not exist. Existing beneficial reuse options are limited and could not be utilized to manage such a vast quantity of water. Instead, every agency would necessarily need to implement large scale potable reuse projects. The State Water Board is charged with developing regulations for Direct Potable Reuse by 2023. Until that regulatory scheme has been developed it will be nearly impossible for agencies to plan for, let alone implement, projects to meet the mandate deadlines in SB 332. If the regulations are completed on schedule, agencies would then have a seven year window to plan, approve, execute and operate new infrastructure that would dramatically shift their day to day operations. To put this in perspective, some of the most ambitious recycling projects underway in the state currently have 20 to 30 year project schedules, and when fully operational will still not meet the discharge mandate proposed in the bill. Furthermore, no consideration is being given to these ambitious projects in the development of baseline discharge metrics, nor to other innovative project components such as stormwater capture and treatment.

California is already aggressively pursuing maximized water recycling as a regulatory priority. The State Water Board recently adopted revisions to its Recycled Water Policy that, for the first time, require wastewater treatment plants and recycled water producers to report the volume of wastewater treated and discharged, specify the level of treatment, and identify the volume of recycled water produced. The policy also requires annual reporting of monthly volume of treated wastewater discharged to the environment, which will be used to estimate the amount of wastewater that may be available to recycle.

There are numerous technical realities in the wastewater treatment and management processes that have not been considered in SB 332. The bill lacks consideration of major operational issues surrounding brine management, wet weather influent management, existing regulatory constraints relative to minimum flows, and other real and substantive conflicts with how wastewater agencies function in their communities. These technical issues are vast, far reaching, and vary based on the regional watershed and individual permitting levels.

Finally, as California grapples with how to provide safe, affordable, clean drinking water for all, this bill would unnecessarily create additional strain on the limited resources available to fund clean water projects. To the extent that coastal agencies seeking to meet this mandate would be expected to apply for and absorb the limited existing grant and loan opportunities available to them, this would inevitably draw funds away from numerous inland areas (such as the Central Valley) where there are so many urgent drinking water and clean water priorities in need of funding.

An initial estimate is that implementing the mandate in SB 332 is expected to cost local water and wastewater agencies across the state more than \$20 billion to comply. That burden would necessarily be borne by ratepayers, and the magnitude of the rate impacts to individual households and businesses in impacted communities would be staggering.

As stated above, LGVSD is at the forefront of water recycling innovation, and shares the goal of maximizing recycled water to the fullest extent feasible in California. Unfortunately, SB 332 does not provide a workable pathway toward achieving that goal, so I must respectfully oppose the bill.

Thank you for your consideration of my concern.

Sincerely,



Mike Prinz, PE
General Manager
Las Gallinas Valley Sanitary District

cc:

Mimi Holtkamp, Committee Secretary, Senate Environmental Quality Committee (via mimi.holtkamp@sen.ca.gov)

Jessica Gauger, California Association of Sanitation Agencies (via jgauger@casaweb.org)

Senator Mike McGuire, (via senator.mcguire@senate.ca.gov)

Assembly Member Marc Levine (via Marc.Levine@asm.ca.gov)

Henry Symons, Field Representative for Marc Levine (via Henry.Symons@asm.ca.gov)