



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**

**April 16, 2020**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the April 16, 2020 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgvsd.org) by 5:00 pm on Tuesday, April 14, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgvsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

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

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

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at: <https://us02web.zoom.us/j/82258562869>**

**OR**

**By teleconference at: +16699009128 Meeting ID 82258562869#**

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

Estimated Time

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

3:30 PM

**CLOSED SESSION:**

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

4:30 PM

**OPEN SESSION:**

- 1. **PUBLIC COMMENT**

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

4:35 PM

- 2. **CONSENT CALENDAR:**

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

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

Possible expenditure of funds: Yes, Items B through D

Staff recommendation: Adopt Consent Calendar – Items A through D

4:45 PM

- 3. **ORGANIZATIONAL REVIEW STATUS UPDATE**

Sophia Selivanoff from Regional Government Services will present the Organizational Review status update to the Board.

5:15 PM

- 4. **MASTER PLAN UPDATE – BUSINESS RISK AND VULNERABILITY ANALYSIS**

Staff and Kennedy Jenks to give the Board a Master Plan Update and Business Risk Vulnerability Analysis Update.



- 5:45 PM**      **5. POTENTIAL TEMPORARY MODIFICATIONS OF DISTRICT PROTOCOLS RELATED TO COVID-19 EXPOSURE AND DESIGNATION OF THE SECONDARY TREATMENT PROCESS UPGRADE AND RECYCLED WATER EXPANSION PROJECT AS AN ESSENTIAL FUNCTION PER 3/31/2020 MARIN COUNTY PUBLIC HEALTH ORDER, PER RESOLUTION 2020-2184**  
Board and staff to discuss the COVID -19 Pandemic and Resolution 2020-2184
- 6:05 PM**      **6. INFORMATION ITEMS:**  
A. STAFF/CONSULTANT REPORTS:  
1. General Manager Report – Verbal  
2. Board Member Conference, Travel and Hotel Reservations - Written
- 6:25 PM**      **7. BOARD MEMBER REPORTS:**  
1. CLARK  
    a. NBWA Board Committee, NBWA Conference Committee, Ad Hoc HR Committee re: 2019 GM Evaluation, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports  
2. ELIAS  
    a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports  
3. MURRAY  
    a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2019 GM Evaluation Other Reports – CASA-EPA Meeting  
4. SCHRIEBMAN  
    a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports  
5. YEZMAN  
    a. Flood Zone 7,CSRMA, Ad Hoc Engineering Committee re: STPURWE, Other Reports  
        1. Engineering Subcommittee – Verbal  
        2. Other Reports –Verbal
- 6:35 PM**      **8. BOARD REQUESTS:**  
A. Board Meeting Attendance Requests – Verbal  
B. Board Agenda Item Requests – Verbal
- 6:40 PM**      **9. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**
- 6:45 PM**      **10. ADJOURNMENT**

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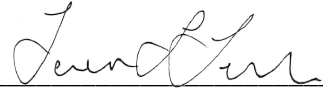
**FUTURE BOARD MEETING DATES: APRIL 17 , MAY 7, MAY 21, 2020**

AGENDA APPROVED:

Rabi Elias Board President

Patrick Richardson, Legal Counsel

**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before April 13, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held April 16, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch  
District Secretary

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

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

MINUTES OF APRIL 2, 2020

1  
2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION BY TELECONFERENCE ON APRIL 2, 2020 AT 3:01 PM AND STAFF AT THE DISTRICT  
5 OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903  
6

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

11  
12 **BOARD MEMBERS ABSENT:** None

13  
14 **STAFF PRESENT:** Mike Prinz , General Manager (joined Closed Session #2  
15 at 3:55 pm); Teresa Lerch, District Secretary,  
16

17 **OTHERS PRESENT:** Pat Richardson, District Counsel ( by tele-conference),  
18 Bobbi Bennett, Regional Government Services (by tele-  
19 conference)  
20

21 **ANNOUNCEMENT:** President Elias announced that the agenda had been  
22 posted as evidenced by the certification on file in  
23 accordance with the law.  
24

25 **PUBLIC COMMENT:** None.  
26

27 **ACTION:**  
28

29 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
30 CLOSED SESSION ON APRIL 2, 2020 , AT 3:04 PM, BY TELECONFERENCE AND AT THE DISTRICT  
31 OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.  
32

33 Lerch left at 3:04pm.  
34

35 **CLOSED SESSION:**  
36

37 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark (by tele-conference), R. Elias (by  
38 tele-conference), C. Murray (by tele-conference),  
39 J. Schriebman (by tele-conference), C. Yezman (by tele-  
40 conference)  
41

42 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION –** General Manager: pursuant to subdivision (b)(1)  
43 of Government Code Section 54957.  
44

45 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS –** Pursuant to Government Code  
46 § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator  
47 Is Mike Prinz, General Manager.  
48  
49

50 **ADJOURNMENT:**  
51

52 **ACTION:**  
53 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
54 April 2, ,2020 at 4:47 pm.  
55

56 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark (by tele-conference), R. Elias (by  
57 tele-conference), C. Murray (by tele-conference),  
58 J. Schriebman (by tele-conference), C. Yezman (by tele-  
59 conference)  
60

61 **STAFF PRESENT:** Teresa Lerch, District Secretary, Robert Ruiz, District  
62 Treasurer, Mel Liebmann, Plant Manager (by tele-  
63 conference)  
64

65 **OTHERS PRESENT:** William Pevec, Brown and Caldwell (by tele-conference)  
66

67 **PUBLIC COMMENT:** None.  
68

69 **REPORT ON CLOSED SESSION:** President Elias reported that there were no reportable actions in  
70 Closed Session.  
71

72 **CONSENT CALENDAR:**  
73 These items are considered routine and will be enacted, approved or adopted by one motion unless a request for  
74 removal for discussion or explanation is received from the staff or the Board.  
75 A. Approve the Board Minutes for March 19, 2020  
76 B. Approve the Warrant List for April 2, 2020  
77 C. Approve Revised Salary Range for Skilled Maintenance Worker 2

78 **ACTION:**  
79 Roll Call:  
80 Board approved (M/S Clark/Schriebman 5-0-0-0) the Consent Calendar items A through C  
81 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
82 NOES: None.  
83 ABSENT: None  
84 ABSTAIN: None.  
85

86 **FEDERAL AND STATE BIOGAS CREDITING PROGRAM PARTICIPATION VIABILITY**  
87 Board, staff and William Pevec from Brown and Caldwell discussed the Federal and State Biogas Crediting  
88 Program Viability.

89 **ACTION:**  
90 Roll Call:  
91 Board approved (M/S Schriebman/Clark 4-1-0-0) the District stop pursuit of RINS and LDVS credit  
92 programs for revenue enhancement. investigate increasing revenue benefit by increasing power production  
93 through the BERS Microturbines and re-evaluate credit values in a year.  
94 AYES: Clark, Elias, Schriebman and Yezman.  
95 NOES: Murray.  
96 ABSENT: None  
97 ABSTAIN: None.  
98

99 **POTENTIAL TEMPORARY MODIFICATIONS OF DISTRICT PROTOCOLS RELATED TO COVID-19**  
100 **EXPOSURE AND GRANTING OF EMERGENCY POWERS TO THE GENERAL MANAGER**  
101 Board and staff discussed potential modifications of District protocols related to COVID-19. Board directed  
102 Legal Counsel to look into the declaration of emergency provisions.

103

104 **INFORMATION ITEMS:**  
105 **STAFF / CONSULTANT REPORTS:**  
106 1. General Manager's Report – Verbal – Prinz reported. Prinz reminded the Board that there is a Special  
107 Board meeting – Budget workshop on April 17.  
108  
109  
110

111 **BOARD MEMBER REPORTS:**

- 112 1. CLARK
- 113 a. NBWA Board Committee – no report
  - 114 b. NBWA Conference Committee– no report
  - 115 c. Ad Hoc HR Committee re: 2019 GM Evaluation-verbal report
  - 116 d. Ad Hoc HR Committee re: 2019 Employee Climate Survey – verbal report
  - 117 e. Other Reports– no report
- 118 2. ELIAS
- 119 a. NBWRA– no report
  - 120 b. Ad Hoc Engineering Committee— no report
  - 121 c. Other Reports– no report
- 122
- 123 3. MURRAY
- 124 a. Marin LAFCO– verbal report
  - 125 b. CASA Energy Committee– no report
  - 126 c. Ad Hoc HR Committee re: GM Evaluation – verbal report
  - 127 d. Other Reports– no report
- 128 4. SCHRIEBMAN
- 129 a. JPA Local Task Force– no report
  - 130 b. NBWA Tech Advisory Committee– no report
  - 131 c. Ad Hoc HR Committee re: 2019 Employee Climate Survey – verbal and written report
  - 132 d. Other Reports– no report
- 133 5. YEZMAN
- 134 a. Gallinas Watershed Council/Miller Creek Watershed Council– no report
  - 135 b. Flood Zone 7– no report
  - 136 c. CSRMA– no report
  - 137 d. Ad Hoc Engineering Committee— no report
  - 138 e. Other Reports– no report
- 139

140 **BOARD REQUESTS:**

- 141 A. Board Meeting Attendance Requests – Murray requested reimbursement for CWEA COVID-19
- 142 Webinar.
- 143 B. Board Agenda Item Requests – Board requested that staff culture survey, Lawyer contract/search,
- 144 Brown Act discussion and Board compensation for Brown Act/Ethics webinars be items added to a
- 145 future agenda.
- 146

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

148 Discussion ensued.

149

150 **ADJOURNMENT:**

151

152 **ACTION:**

153 Board approved (M/S Schriebman/Clark 5-0-0-0) the adjournment of the meeting at 6:20 pm.

154 Roll Call:

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

156 NOES: None.

157 ABSENT: None.

158 ABSTAIN: None.

159

160 The next Board Meeting is scheduled for April 16, 2020.

161

162

163

164

165 ATTEST:

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

APPROVED:

\_\_\_\_\_  
Judy Schriebman, Director

SEAL



Las Gallinas Valley Sanitation District  
Warrant List 4/16/2020 DRAFT

*Agenda Item* 2B

*Date* April 16, 2020

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	4/16/2020	EFT1	ADP Payroll	102,658.30		102,658.30	4/10 payroll, Labor Manager Software.
2	4/16/2020	N/A	A & P Moving	84.70		84.70	Records Storage
3	4/16/2020	EFT	AT&T Teleconference Services	142.25		142.25	Conference Call Services
4	4/16/2020	EFT	Bank of Marin Credit card Service	24,881.59		24,881.59	EE's Credit Card Purchases 2/6 - 3/4
5	4/16/2020	N/A	Ca. Dept. of Tax and Fees	1,124.00		1,124.00	Use Tax for 2019
6	4/16/2020	EFT	CalPERS 457	3,663.30		3,663.30	Employees Deferred Comp. for Paydate 3/27/2020
7	4/16/2020	EFT	CalPERS Replacement Benefit Costs	1,032.12		1,032.12	Benefits Contribution
8	4/16/2020	EFT	CalPERS Retirement	17,812.10		17,812.10	EE & ER Contribution Paydate 3/27/2020
9	4/16/2020	N/A	Comet Building Maintenance	1,686.07		1,686.07	Building Maintenance
10	4/16/2020	N/A	Contractor Compliance & Monitoring	2,354.25		2,354.25	Labor Compliance
11	4/16/2020	ACH	Core Utilitites Inc.	2,310.00		2,310.00	IT Services for March
12	4/16/2020	N/A	CPM Construction Inc.	28,380.00		28,380.00	Secondary Plant Upgrades
13	4/16/2020	EFT	Direct Dental	283.00		283.00	Dental Payment for April
14	4/16/2020	ACH	Downing Heating & Air Conditioning Inc.	2,656.57		2,656.57	Headworks Building AC Unit- Replace Circuit Boards
15	4/16/2020	ACH	Du-All Safety	2,408.00		2,408.00	LGVSD Safety Compliance
16	4/16/2020	N/A	Eldridge, Jonathan	1,085.06		1,085.06	Refund of Sewer Lateral Service Fee
17	4/16/2020	ACH	Elias, Rabi	200.00		200.00	Health insurance Reimb
18	4/16/2020	ACH	Gardeners Guild	1,123.00		1,123.00	Landscape Maintenance
19	4/16/2020	ACH	GHD Inc.	6,157.50		6,157.50	Terra Linda - Hwy 101 Sewer Crossing
20	4/16/2020	ACH	Hanford ARC	7,000.00		7,000.00	Revegetation Maintenance Services
21	4/16/2020	N/A	Hazen & Sawyer	8,479.25		8,479.25	Flow Equalization System Design Contract
22	4/16/2020	N/A	Jackson's Hardware	293.07		293.07	Misc Tools & Supplies
23	4/16/2020	N/A	Kathy Wood & Associates	600.00		600.00	Real Estate Consulting Services
24	4/16/2020	ACH	Kenwood Energy	2,437.50		2,437.50	Solar Panel Replacement Project
25	4/16/2020	N/A	Kyocera	1,318.81		1,318.81	Base Rate and Overages for Copy Machines
26	4/16/2020	N/A	Marin Independent Journal	556.28		556.28	Bid Ads- Public Notifications
27	4/16/2020	N/A	MWA Architechs	18,794.70		18,794.70	Admin Building Site Evaluation
28	4/16/2020	ACH	Murray, Craig	125.00		125.00	Health insurance Reimb
29	4/16/2020	ACH	Nute Engineering	4,053.00		4,053.00	Engineering & Inspection Services



Las Gallinas Valley Sanitation District Warrant List 4/16/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	4/16/2020	N/A	Pacific Gas & Electric	10,292.40		10,292.40	Electricity Bill
31	4/16/2020	N/A	Pacific Gas & Electric	5,251.33		5,251.33	Pump Stations
32	4/16/2020	N/A	Pacific Gas & Electric	23.82		23.82	Solar
33	4/16/2020	N/A	Rafael Lumber	78.11		78.11	Misc Supplies
34	4/16/2020	N/A	Rathlin Properties	8,596.00		8,596.00	Rent for 101 Lucas Valley & Conference Room - May
35	4/16/2020	ACH	Redwood Security Systems	159.00		159.00	Building Security System- Smith Ranch
36	4/16/2020	ACH	Retiree Augusto	188.03		188.03	Retiree Health
37	4/16/2020	ACH	Retiree Burgess	188.03		188.03	Retiree Health
38	4/16/2020	ACH	Retiree Cummins	200.43		200.43	Retiree Health
39	4/16/2020	ACH	Retiree Cutri	515.06		515.06	Retiree Health
40	4/16/2020	ACH	Retiree Emanuel	245.78		245.78	Retiree Health
41	4/16/2020	ACH	Retiree Gately	212.39		212.39	Retiree Health
42	4/16/2020	ACH	Retiree Guion	212.39		212.39	Retiree Health
43	4/16/2020	ACH	Retiree Johnson	664.55		664.55	Retiree Health
44	4/16/2020	ACH	Retiree Kermoian	200.43		200.43	Retiree Health
45	4/16/2020	ACH	Retiree Mandler	200.43		200.43	Retiree Health
46	4/16/2020	ACH	Retiree McGuire	591.50		591.50	Retiree Health
47	4/16/2020	ACH	Retiree Memmott	200.43		200.43	Retiree Health
48	4/16/2020	ACH	Retiree Petrie	188.03		188.03	Retiree Health
49	4/16/2020	ACH	Retiree Pettey	184.74		184.74	Retiree Health
50	4/16/2020	ACH	Retiree Provost	245.78		245.78	Retiree Health
51	4/16/2020	ACH	Retiree Reetz	539.86		539.86	Retiree Health
52	4/16/2020	ACH	Retiree Reilly	200.43		200.43	Retiree Health
53	4/16/2020	ACH	Retiree Vine	200.43		200.43	Retiree Health
54	4/16/2020	ACH	Retiree Wettstein	628.00		628.00	Retiree Health
55	4/16/2020	ACH	Retiree Williams	628.00		628.00	Retiree Health
56	4/16/2020	N/A	Rosell Specialites	1,169.77		1,169.77	Shirts for Staff with Logo
57	4/16/2020	N/A	Ross Valley Sanitary District	2,546.00		2,546.00	Public Outreach Services Ad Campaign

Las Gallinas Valley Sanitation District Warrant List 4/16/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
58	4/16/2020	ACH	Schriebman, Judy	200.00		200.00	Health insurance Reimb
59	4/16/2020	N/A	State Water Resources Board	150.00		150.00	Exberger - Grade V enrollment
60	4/16/2020	N/A	Terminix	165.00		165.00	Pest Control at Plant
61	4/16/2020	ACH	TPX Communications	639.63		639.63	Phone Services
62	4/16/2020	N/A	Version	1,164.49		1,164.49	Cell Phones
63	4/16/2020	ACH	Yesman, Crystal	200.00		200.00	Health insurance Reimb

Do not change any formulas below this line.

TOTAL \$ 280,769.69 \$ - \$ 280,769.69

EFT1	EFT1 = Payroll (Amount Required)	102,658.30	102,658.30	Approval:
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	Finance
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	GM
N/A	Checks - Not issued	94,193.11	94,193.11	
EFT	EFT = Vendor initiated "pulls" from LGVSD	47,814.36	47,814.36	Board
ACH	ACH = LGVSD initiated "push" to Vendor	36,103.92	36,103.92	
Total		<u>\$ 280,769.69</u>	<u>\$ 280,769.69</u>	

\$ -

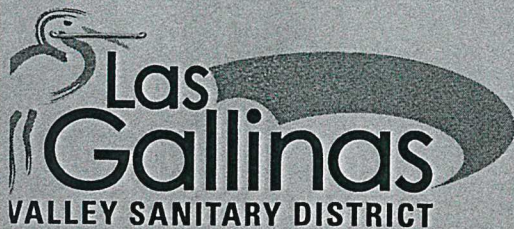
Agenda Item 2 c  
Date April 16, 2020

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Rabi Elias	2
Craig Murray	4
Judy Schriebman	6
Crystal Yezman	3
<b>Total</b>	<u>21</u>

Meeting Date: 4/16/2020  
Paydate: 4/24/2020





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MEGAN CLARK Month: MARCH

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/5	Reg	✓	
3/19	Reg	✓	
<b>TOTAL</b>		<b>2</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/6	NBWA - Regular	✓	
3/9	HR - GM evaluation comm.	✓	
3/12	HR - Climate Survey comm.	✓	
3/30	" " " "	✓	
<b>TOTAL</b>		<b>4</b>	

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

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

Megan Clark  
Signature  
Robert Ruiz  
Approved By / Date

4-9-20  
Date  
4-10-20  
Pay Date





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Rabi Elias Month: April 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/4/20	Regular	✓	
3/16/20	Regular	✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/17/20	Budget Workshop	✓	
TOTAL		1	

**Total Meetings for which I am Requesting Payment:** 3  
 Max of six (6) per Health & Safety Code §4733

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

Rabi Elias <sup>Amy Schuts</sup> 4/9/20  
 Signature Date  
Rabi Elias 4-13-20  
 Approved By/ Date Pay Date

*Spoke w/ Rabi and he confirmed 2 meetings on 4/10*  
*A Schuts*



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415-472-1734 Fax: 415-499-7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MURRAY, Craig K. Month: March 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/5/20	Board Meeting	X	
3/9/20	Special Meeting – HR Ad Hoc Committee – GM Eval. Doc. Compilation, RGS Bobbi Bennett	X	
3/19/20	Board Meeting	X	
<b>TOTAL</b>		3/3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/8, 22, 29/20	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 2/8: 2.0 hours; 22: 0.5 hours; 2/29: 1.5 hours		XXX
3/12/20	Webinar – American Public Works Association (APWA), Compressed Natural Gas (CNG). Making it work for your Agency.		X
3/18/20	Webinar – Biogas: Driving the United States Circular Economy. EESI, American Biogas Council. US House Office Bldg. Rm 2168 Rayburn (Postponed to Sept. 23 due to COVID-19 Disease Pandemic)	X	
3/19/20	LAFCo Vice Chair EO Coordinating Meeting		X
3/21/20	LGVSD Board Member General Manager Coordinating Meeting		X
3/26/20	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	
3/31/20	Webinar – EPA Small Systems		X
<b>TOTAL</b>		1/8	

<b>Total Meetings for which I am Requesting Payment/Approved:</b>	<b>4/11</b>
---	-------------



300 Smith Ranch Road, San Rafael, CA 94903  
Office: 415-472-1734 Fax: 415-499-7715

**BOARD MEMBER ATTENDANCE FORM**

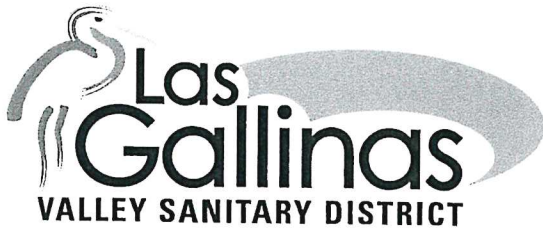
Board Members maximum of six (6) per Health & Safety Code §4733	
---	--

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

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Approved By/ Date

\_\_\_\_\_  
March 20, 2020  
Date  
\_\_\_\_\_  
4-10-20  
Pay Date





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

## BOARD MEMBER ATTENDANCE

Director's Name: Judy Schriebman Month: March 2020


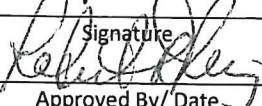
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/5	Regular Meeting	x	
3/19	Regular Meeting	x	
<b>TOTAL</b>		2:0	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/2	Ethics Training 2 hour webinar	x	
3/4	Local Task Force Solid and Hazardous Waste	x	
3/6	NBWA Board meeting Napa San		x
3/12, 3/30	HR Subcommittee meetings	xx	
<b>TOTAL</b>		4:5	

<b>TOTAL MEETINGS CHARGED:</b>	<b>6</b>
--------------------------------	----------

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

  
 \_\_\_\_\_  
 Signature  
  
 \_\_\_\_\_  
 Approved By/ Date

3/12/2020  
 \_\_\_\_\_  
 Date  
 4-10-20  
 \_\_\_\_\_  
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Crystal Yezman Month: March 2020

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/5/2020	Regular Board Mtg	X	
3/19/2020	Regular Board Mtg	X	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/4/2020	Las Gallinas Watershed Counsel	X	
<b>TOTAL</b>			

<b>Total Meetings for which I am Requesting Payment:</b> Max of six (6) per Health & Safety Code §4733	<b>3</b>
---	----------

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

Crystal J. Yezman  
Signature  
Kobu Okazaki  
Approved By/ Date

04/09/2020  
Date  
4-10-20  
Pay Date



AGENDA ITEM 2D  
DATE April 16, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 4/8/20 Name: MURRAY, CRAIG K

I would like to attend the CWEA Meeting

of CONTINUITY OF OPERATIONS + EMERGENCY STAFFING

To be held on the 9th day of APRIL from 11 a.m. / p.m. to

9th day of APRIL from 1230 a.m. / p.m.  
to

Location of meeting: WEBINAR

Actual meeting date(s): 4/9/20

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

Purpose of Meeting: EMERGENCY STAFFING OVERVIEW

Other meeting attendees: UNKNOWN

Meeting relevance to District: COVID-19

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 4/8/20

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

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



**Craig Murray**

---

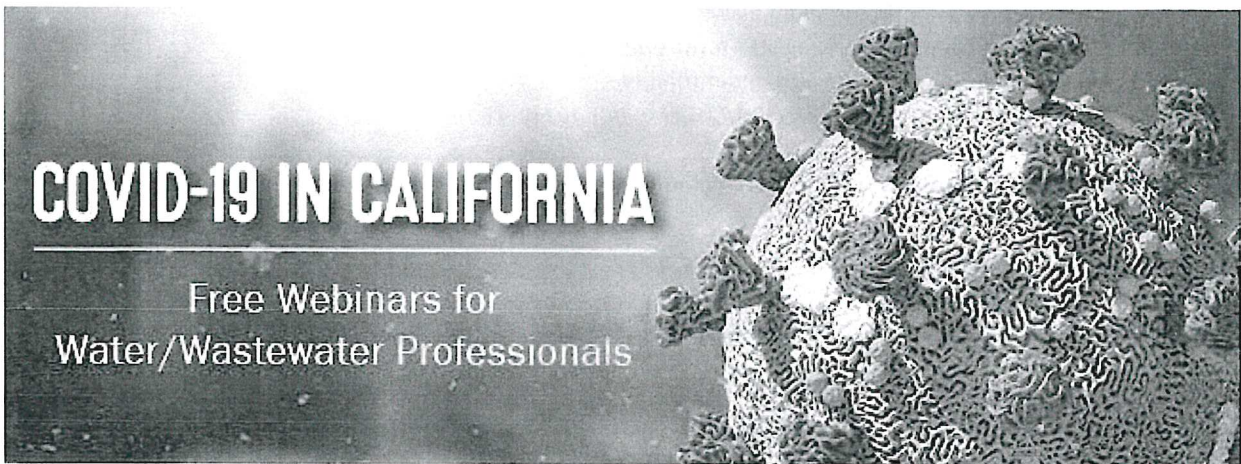
**From:** CWEA Conferences <conferences2@cwea.org>  
**Sent:** Monday, April 06, 2020 4:52 PM  
**To:** Craig Murray  
**Subject:** COVID-19 Webinar April 9th - Continuity of Operations and Emergency Staffing

To view mobile version, click [here](#).



**CWEA**

Protecting our water environment  
through education and certification



**WEBINAR #2 · COVID-19 in California**  
Thursday, April 9th, 11:00am – 12:30pm

## **Continuity of Operations and Emergency Staffing**

The coronavirus is creating impacts on operations, maintenances, labs, staffing, construction and finances. How do we plan for and respond to these impacts on our operations and available staff? As we enter the second month of the coronavirus pandemic, join fellow CWEA, WEF and CASA members for our next, [free webinar](#) on COVID-19 in California.

Utility managers from the City of San José and the City of Modesto will share their experience implementing emergency plans to ensure the continuity of operations. CASA's Jared Voskuhl will provide an overview of emergency staffing ideas and strategies.

Join the discussion and learn how you can help your agency prepare for the continuation of safe, reliable water and wastewater operations.

**[REGISTER ONLINE](#)**

Webinar speakers

1. Welcome message by **Kevin Calderwood**, CWEA President, HDR
2. **Amit Mutsuddy**, San José-Santa Clara Regional Wastewater Facility
3. **Tim Lewis**, San José-Santa Clara Regional Wastewater Facility
4. **William Wong**, City of Modesto
5. **Robert Englent**, City of Modesto
6. **Ben Kohler**, City of Modesto
7. **Jared Voskhul**, CASA
8. Moderator: **James Fischer**, State Water Board, Office of Enforcement

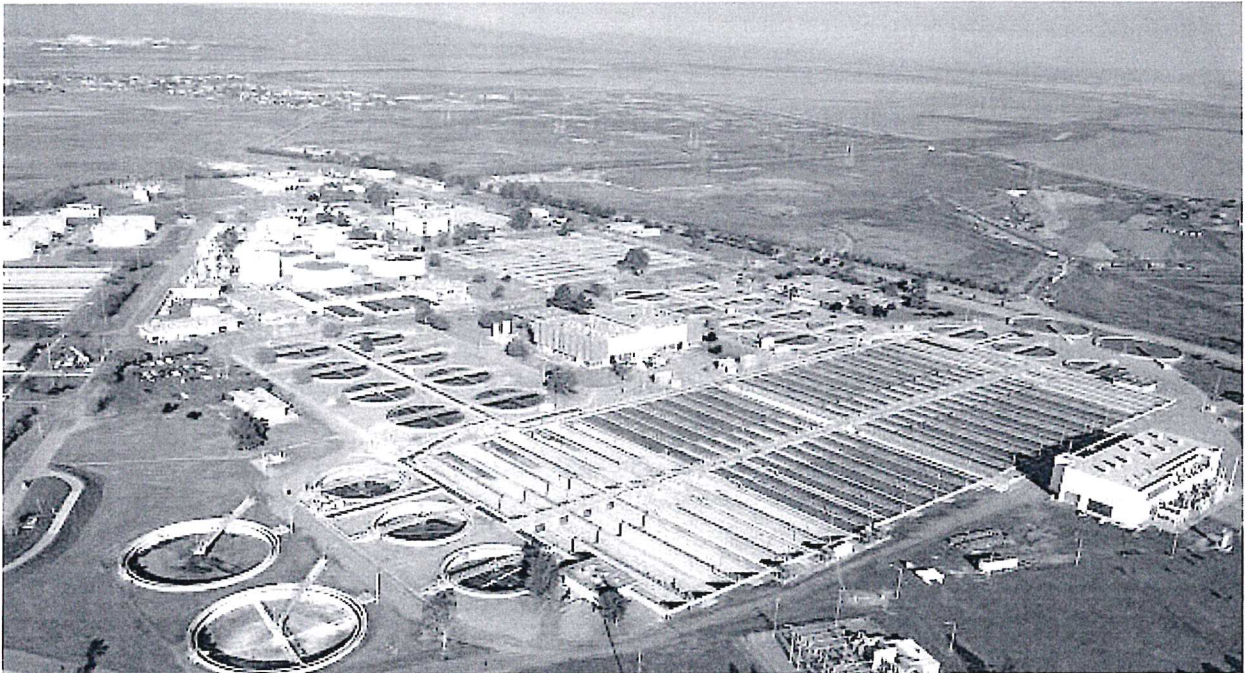
### Registration Instructions

1. This is a **free webinar**
2. You'll register first on [MyCWEA.org](http://MyCWEA.org) then on Zoom
3. If you are not a current CWEA member, you can still register by following the instructions to "Create an Account"
4. You'll receive a confirmation email with a Zoom link
5. Click on the Zoom link and register for the webinar
6. Zoom allows you to set-up a calendar reminder
7. Please email [Member Services](#) if we can answer any question

This is a free webinar in support of CWEA's mission to provide education and support for California's wastewater professionals.

Have ideas for future COVID-19 webinars or speakers? [Please email us your ideas](#)

[View webinar info and register >](#)



San Jose-Santa Clara Regional Wastewater Facility (photo by Paul Cockrell)





Webinar Registration Approved

**Topic** CWEA COVID-19 Continuity of Operations and Emergency Staffing Webinar

**Description** The coronavirus is creating impacts on operations, maintenances, labs, staffing, construction and finances. How do we plan for and respond to these impacts on our operations and available staff? As we enter the second month of the coronavirus pandemic, join fellow CWEA, WEF and CASA members for our next, free webinar on COVID-19 in California.

Utility managers from the City of San Jose and the City of Modesto will share their experiences implementing emergency plans to ensure the continuity of operations. Join the discussion and learn how you can help your agency prepare for the continuation of safe, reliable water and wastewater operations.



Thank you to our webinar supporter DUDEK.

**Time** Apr 9, 2020 11:00 AM in Pacific Time (US and Canada)

Add to calendar

**Webinar ID** 437-012-112

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://zoom.us/j/437012112?tk=8tr7zEWrrh\\_Z1Ro3L26BlJ5UirjWqp0aHz55Aps2SbM.DQEAAAAAGgxGkBZEN0g0Nmo4dIRSNkQw5XRPRWNVQmRRAA&uuiid=WN\\_Q-m5CREPSJmU\\_k5bVvKAcDg](https://zoom.us/j/437012112?tk=8tr7zEWrrh_Z1Ro3L26BlJ5UirjWqp0aHz55Aps2SbM.DQEAAAAAGgxGkBZEN0g0Nmo4dIRSNkQw5XRPRWNVQmRRAA&uuiid=WN_Q-m5CREPSJmU_k5bVvKAcDg) ([https://zoom.us/j/437012112?tk=8tr7zEWrrh\\_Z1Ro3L26BlJ5UirjWqp0aHz55Aps2SbM.DQEAAAAAGgxGkBZEN0g0Nmo4dIRSNkQw5XRPRWNVQmRRAA&uuiid=WN\\_Q-m5CREPSJmU\\_k5bVvKAcDg](https://zoom.us/j/437012112?tk=8tr7zEWrrh_Z1Ro3L26BlJ5UirjWqp0aHz55Aps2SbM.DQEAAAAAGgxGkBZEN0g0Nmo4dIRSNkQw5XRPRWNVQmRRAA&uuiid=WN_Q-m5CREPSJmU_k5bVvKAcDg))

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(<http://www.youtube.com/zoomme>)





# Agenda Summary Report

To: LGVSD Board of Directors  
 From: Mike Prinz, General Manager *MJP*  
 Mtg. Date: April 16, 2020  
 Re: Organizational Review Status Update

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

### BACKGROUND:

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

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

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

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

### PREVIOUS BOARD ACTION:

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

### ENVIRONMENTAL REVIEW:

Not applicable.

### FISCAL IMPACT:

None.

### STAFF RECOMMENDATION:

None. This is an informational status update only.

ORGANIZATIONAL  
ANALYSIS:  
LAS GALLINAS  
VALLEY SANITARY  
DISTRICT  
March 19, 2020



## DEFINE: CORE FUNCTIONS

Essential activities →  
mission-critical outcomes



# FOCUS



Long-term,  
important

Today,  
urgent



# PERSPECTIVES

Board

- Operational Effectiveness
- Environmental Stewardship
- Fiscal Stewardship
- Staff Wellbeing
- Customer Service

Staff

- Don't let it break
- Stay in compliance
- Complete the task
- Meet the deadline
- Answer the question when asked



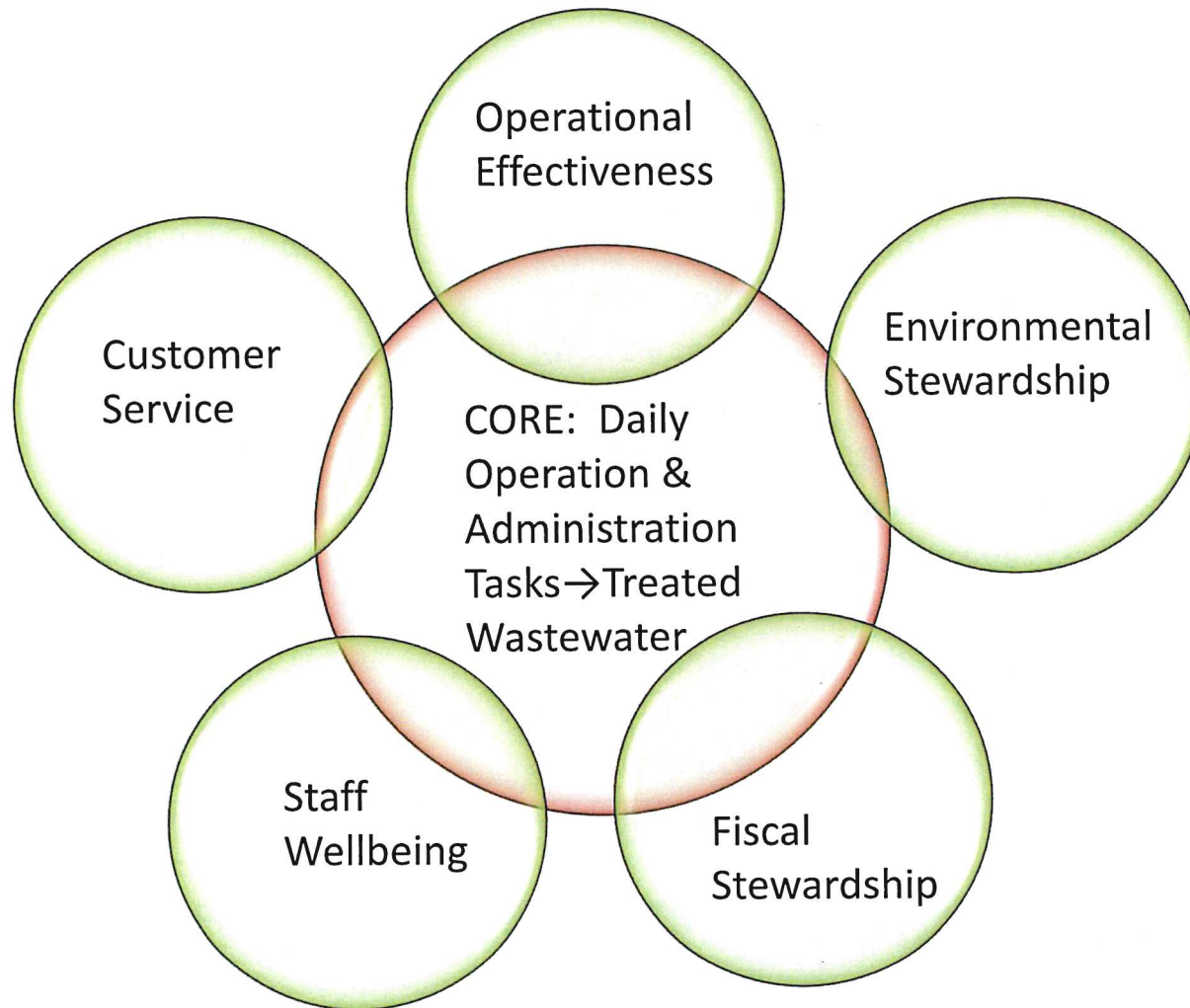


# CURRENT RESPONSIBILITY

<u>Office of the GM</u>	<u>Administrative Services</u>	<u>Collections &amp; Maintenance</u>	<u>Operations</u>	<u>Engineering</u>
<ul style="list-style-type: none"> <li>Operational Oversight and Coordination</li> <li>Board Facilitation</li> <li>Long-Range Planning</li> <li>Interagency Collaboration</li> <li>Special Projects</li> </ul>	<ul style="list-style-type: none"> <li>Finance</li> <li>Payroll/Benefits Transactions</li> <li>Reception/Customer Service</li> <li>Board Support</li> <li>Grant Administration</li> <li>Contract IT</li> <li>Human Resources</li> <li>Workers' Compensation and Liability</li> <li>Training</li> <li>Service Contracting</li> <li>Solid Waste Contract</li> </ul>	<ul style="list-style-type: none"> <li>Line Maintenance</li> <li>Line Repair</li> <li>General Maintenance</li> <li>FOG Program</li> <li>Recreational Public Access</li> <li>Occupational Safety</li> <li>Training</li> </ul>	<ul style="list-style-type: none"> <li>Plant Operations</li> <li>Reclamation Operations</li> <li>Pump Station Maintenance</li> <li>Recycled Water</li> <li>Biosolids Disposal</li> <li>Power Generation</li> <li>Lab/Analysis</li> <li>Regulatory Compliance</li> <li>Pollution Prevention Program</li> </ul>	<ul style="list-style-type: none"> <li>Major Capital Projects</li> <li>Development Review (incl. lateral program)</li> <li>Creek Maintenance</li> </ul>
(1)	(4)	(7)	(9)	(2)

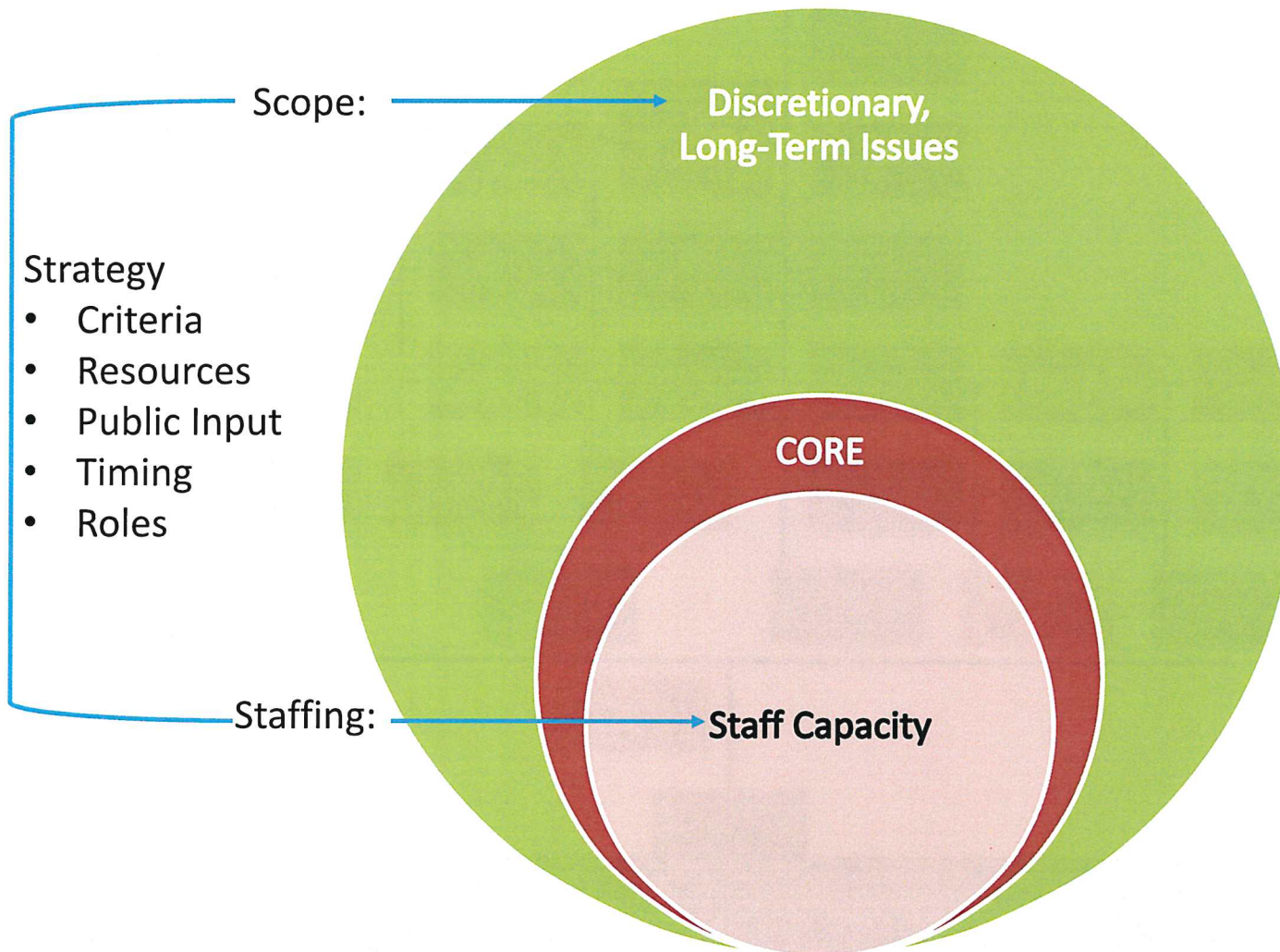


# CORE+DISCRETIONARY

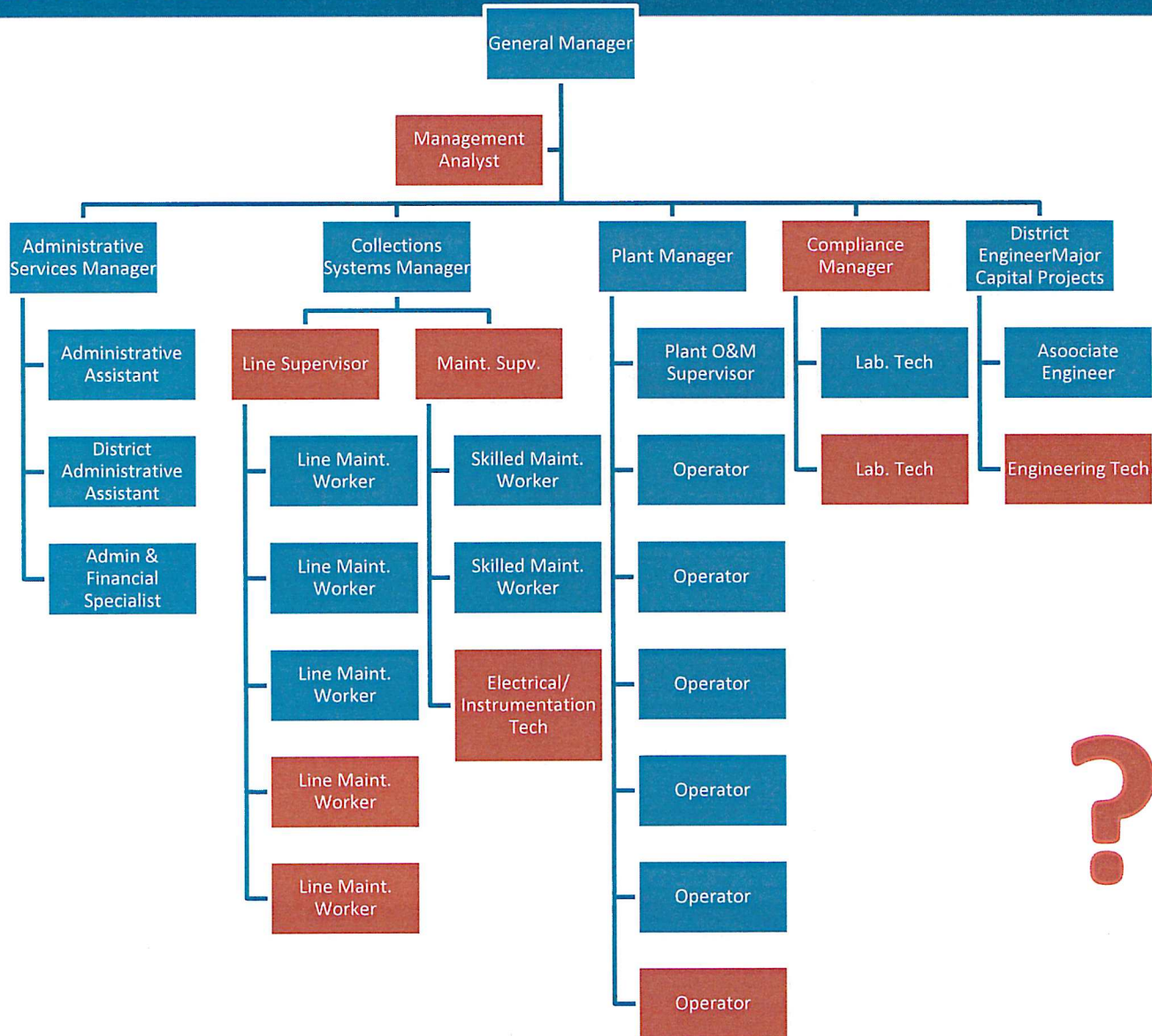




# INTEGRATE



# SUPPORT FOR CHANGE





Item Number 4

# Agenda Summary Report

**To:** Mike Prinz, General Manager MJP  
**From:** Michael P. Cortez, PE, District Engineer  
**Mtg. Date:** April 16, 2020  
**Re:** Kennedy Jenks Progress Update  
 Integrated Wastewater Master Plan  
**Item Type:** Consent \_\_\_\_\_ Discussion \_\_\_\_\_ Information X Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

## BACKGROUND:

Kennedy Jenks will be presenting preliminary findings of the 5-day Business Risk Vulnerability Assessment (BRVA) workshop with District staff conducted between February 3 and 18, 2020. BRVA is a workshop focused on identifying vulnerabilities and failure modes of critical system components throughout the District.

## PREVIOUS BOARD ACTION(S):

On December 5, 2019, Board approved the award of a contract to Kennedy Jenks for Engineering Services for the Integrated Wastewater Master Plan project.

## ENVIRONMENTAL REVIEW:

N/A

## FISCAL IMPACT:

N/A

## STAFF RECOMMENDATION(S):

N/A



16 April 2020

Las Gallinas Valley Sanitary District  
Integrated Wastewater Master Plan

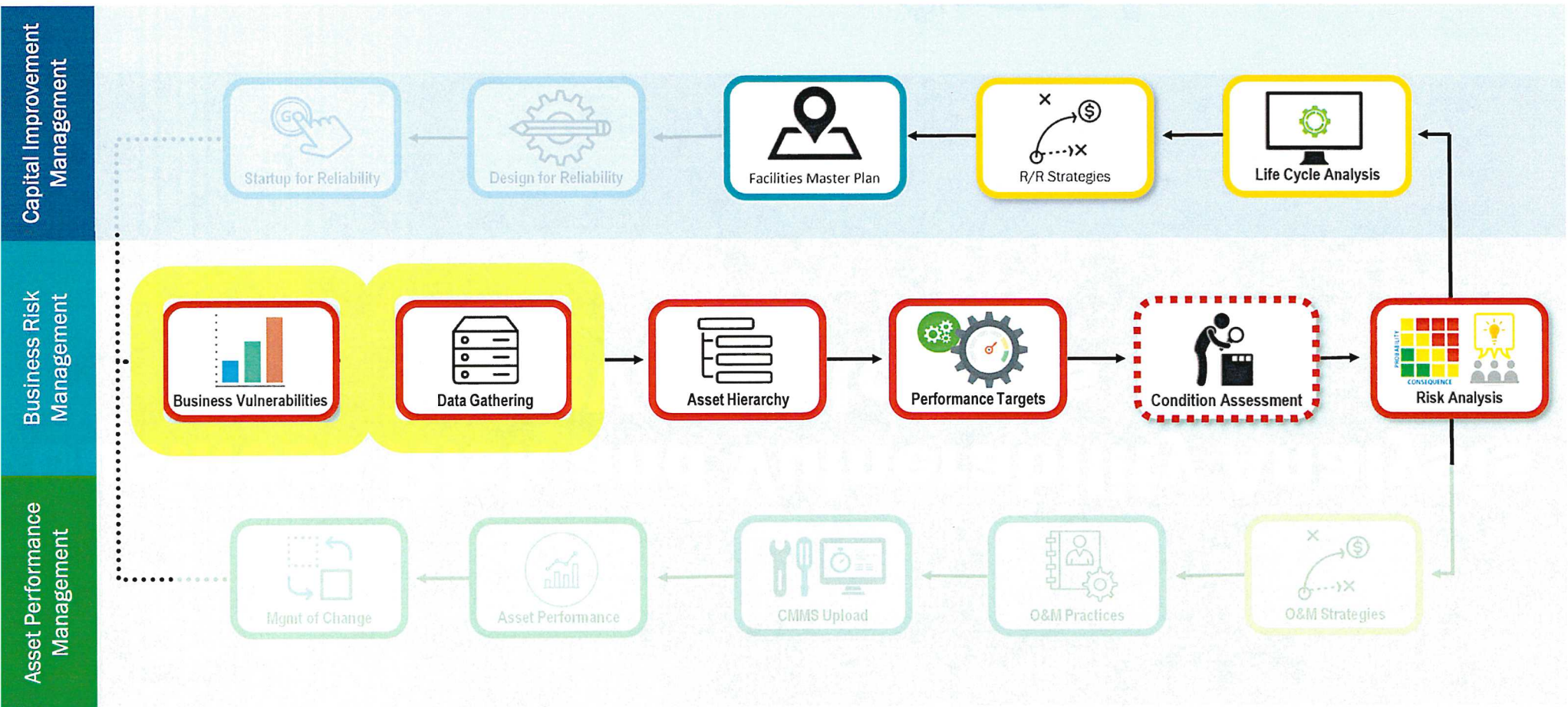
# **Business Risk and Vulnerability Analysis (BRVA) Outcomes**

*Board Presentation*

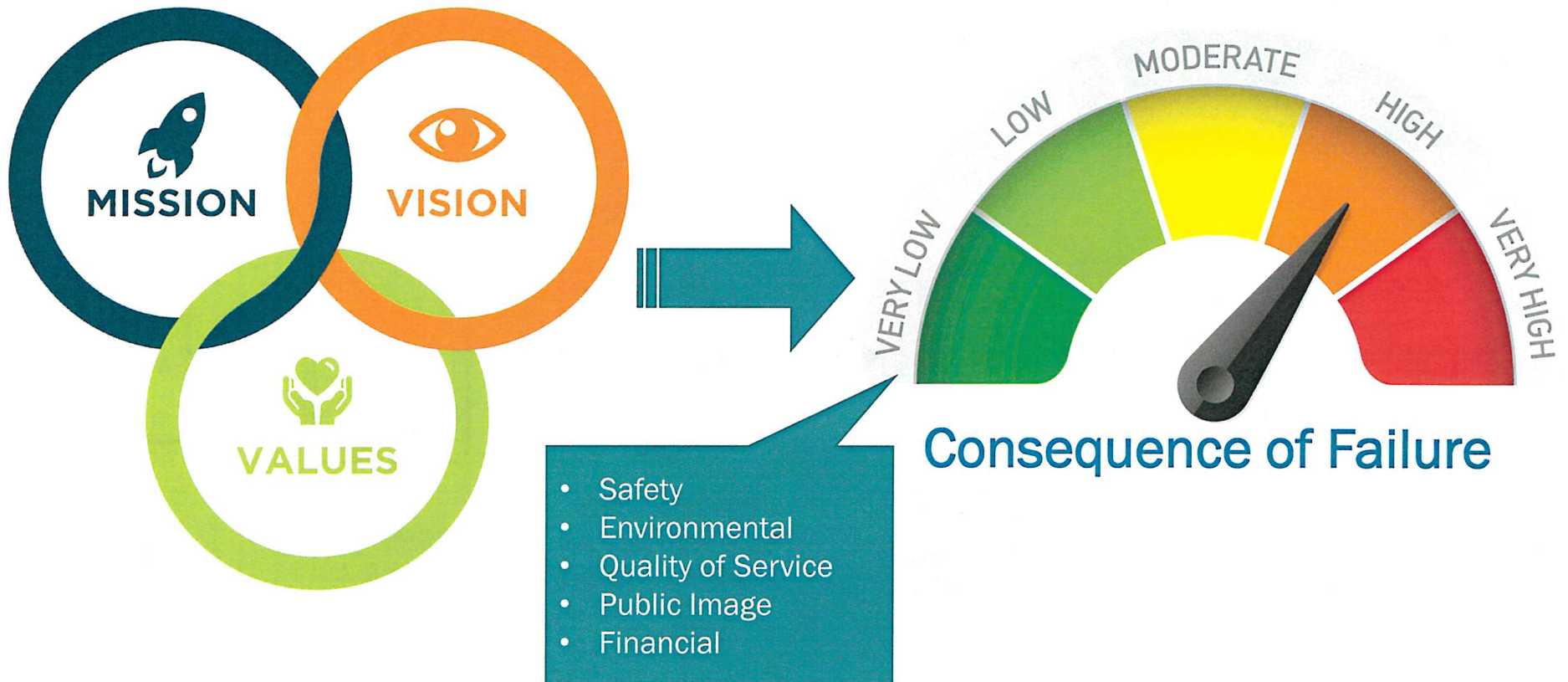




# Holistic Utility Management Approach | Phase 1 Activities

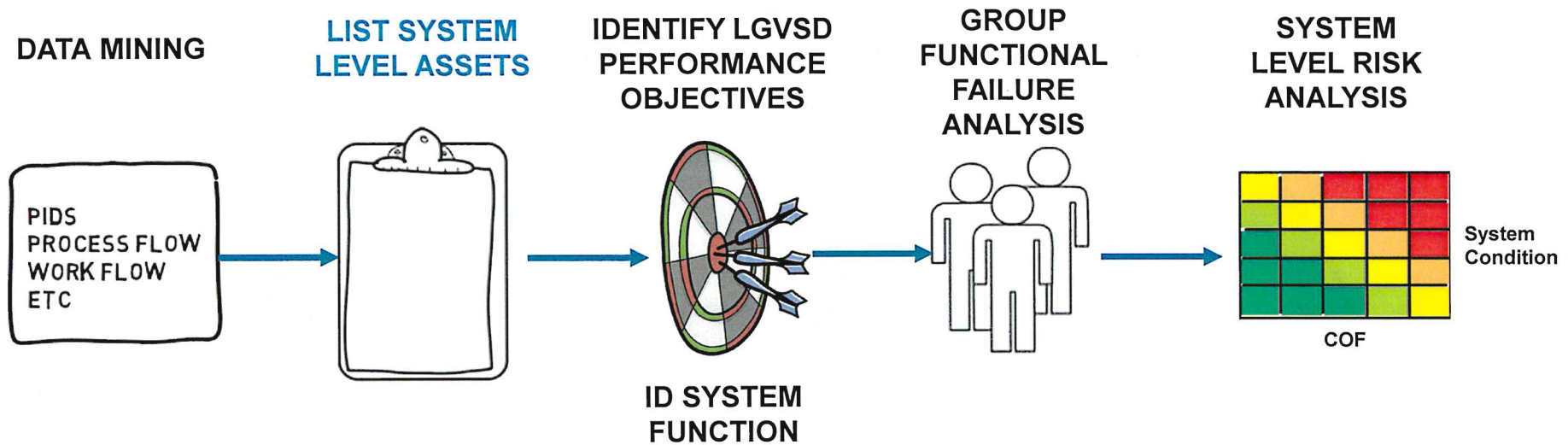


# Transforming District's Mission into Risk Elements





# First Steps to Risk-based Master Planning | Listen to O&M Staff



1. ID WHAT'S IMPORTANT TO LGVSD
2. ID ASSET VULNERABILITIES
3. ID ORGANIZATIONAL VULNERABILITIES
4. ID OPPORTUNITIES FOR IMPROVEMENT
5. PRIORITIZE NEEDS USING RISK

# BRVA Agenda

Agenda	Focus Areas	Attendees
Day 1	Overview and Collection System	All Workshop Participants
Day 2	Plant Liquid Train	WWTP O&M
Day 3	Plant Liquid and Solids Train	All Workshop Participants
Day 4	Storage, Recycled Water, Financials, Electrical, Lab/other	All Workshop Participants, Financials Team, Lab Team
Day 5	Collection System, Lab, Staffing	Collections Line Crew

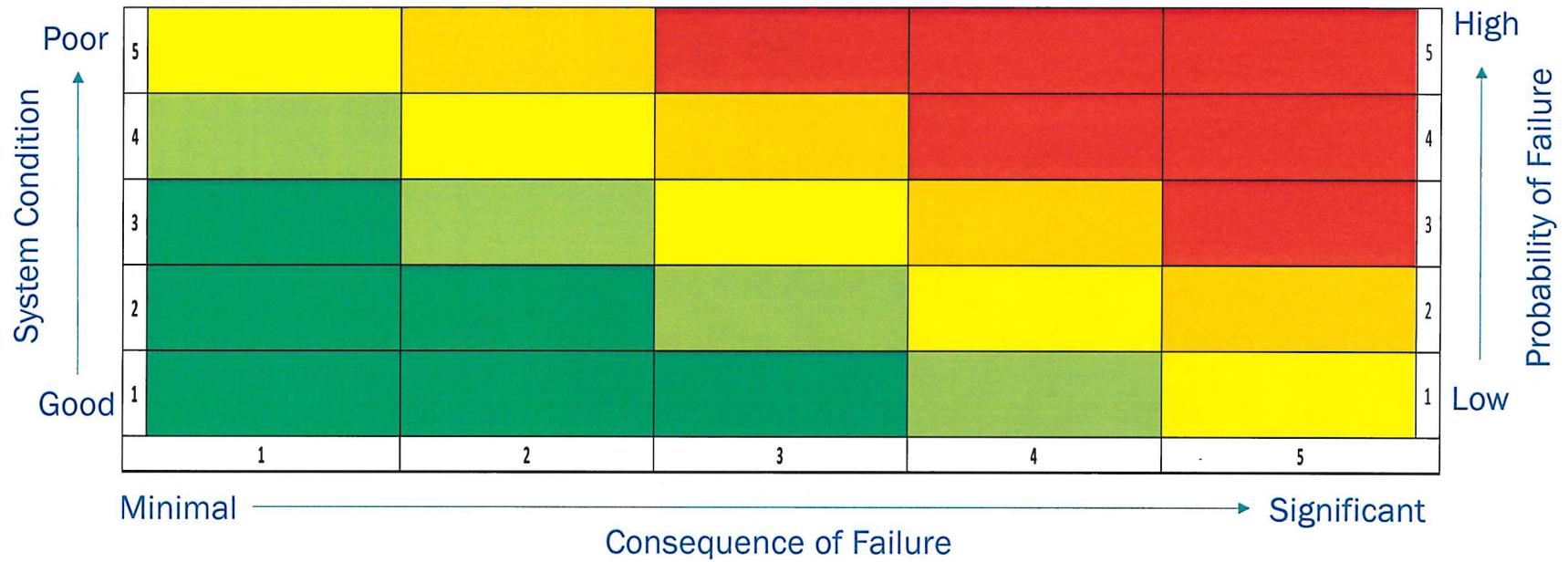
# Risk Analysis Script - Key Items

1. System/Asset
  - a. Functional Statement
  - b. Performance Criteria
  - c. Key Process Indicators
  - d. Issues/Alarms
  - e. Potential Needs/Approaches
2. Consequence of Failure
  - a. 5 items
3. Collective Vulnerability of Asset
  - a. 8 items



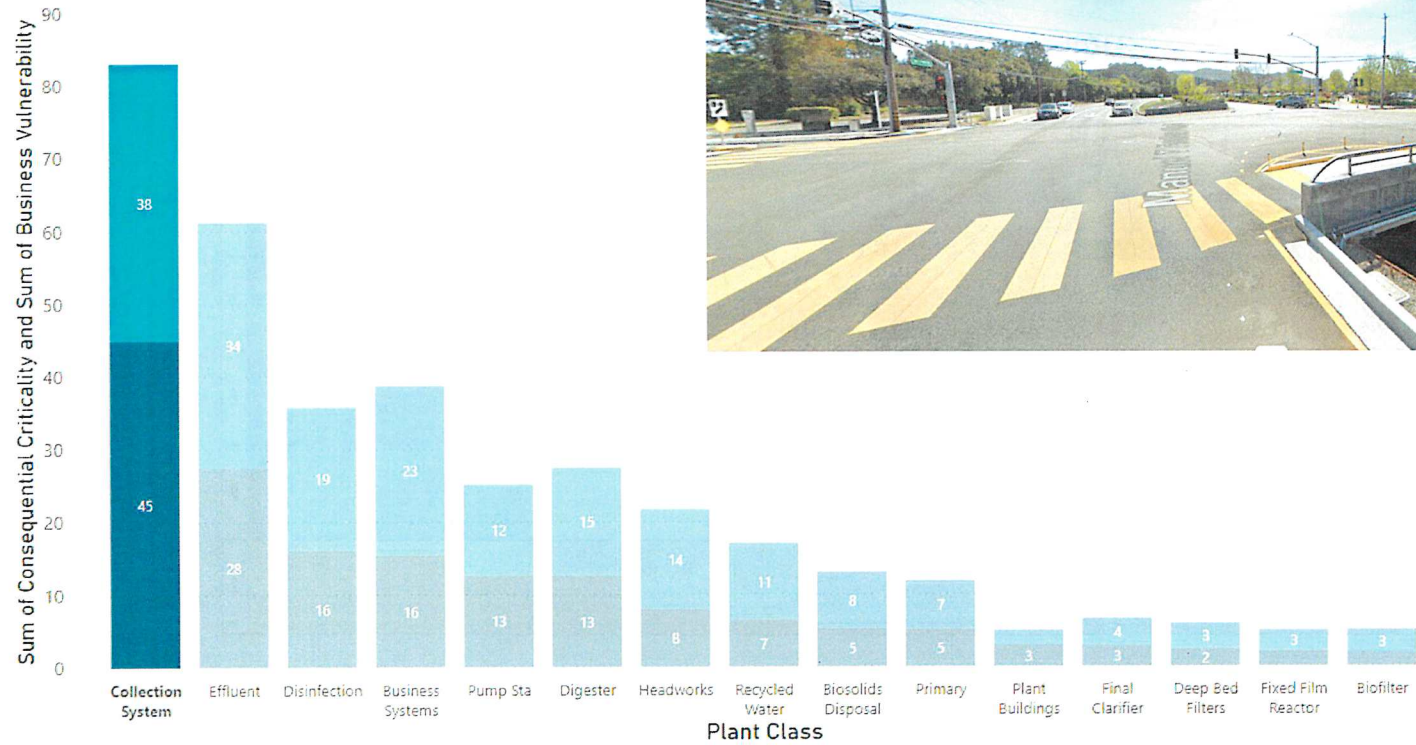


# RISK Matrix Anatomy 101



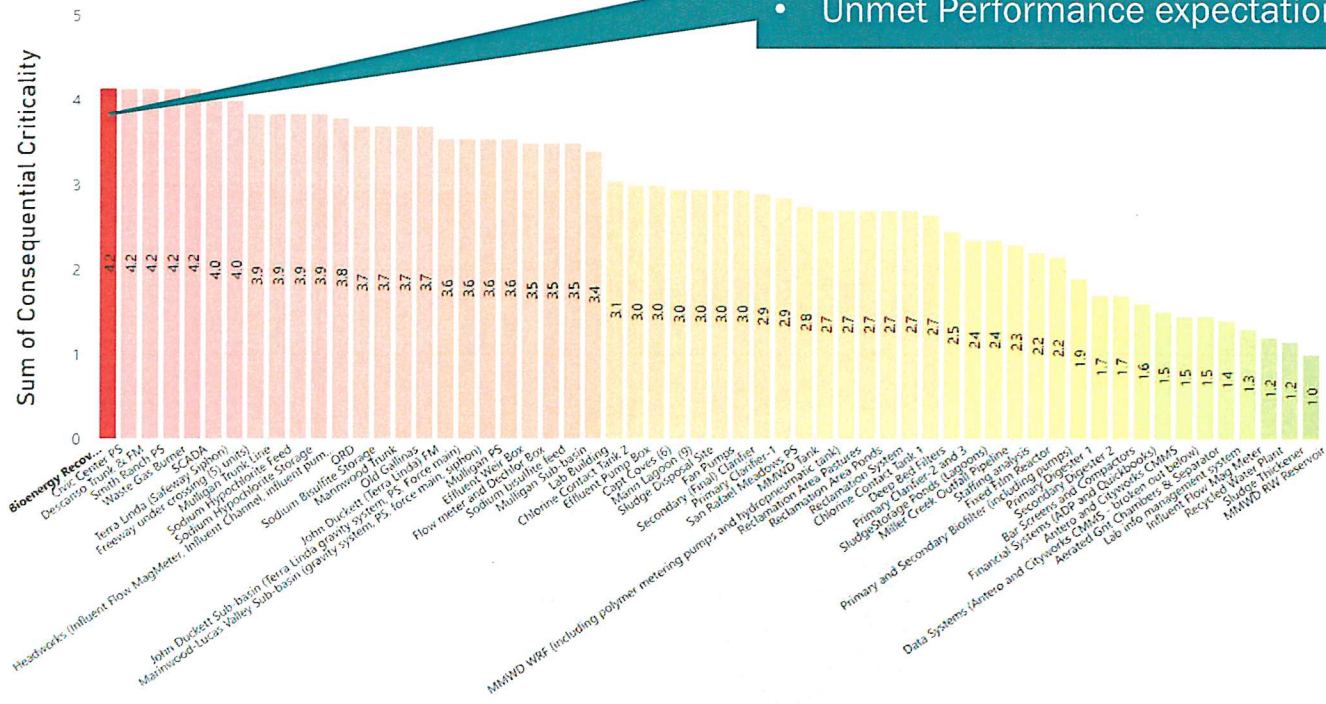
# Risk Analysis Example | Critical Collections

● Sum of Consequential Criticality ● Sum of Business Vulnerability



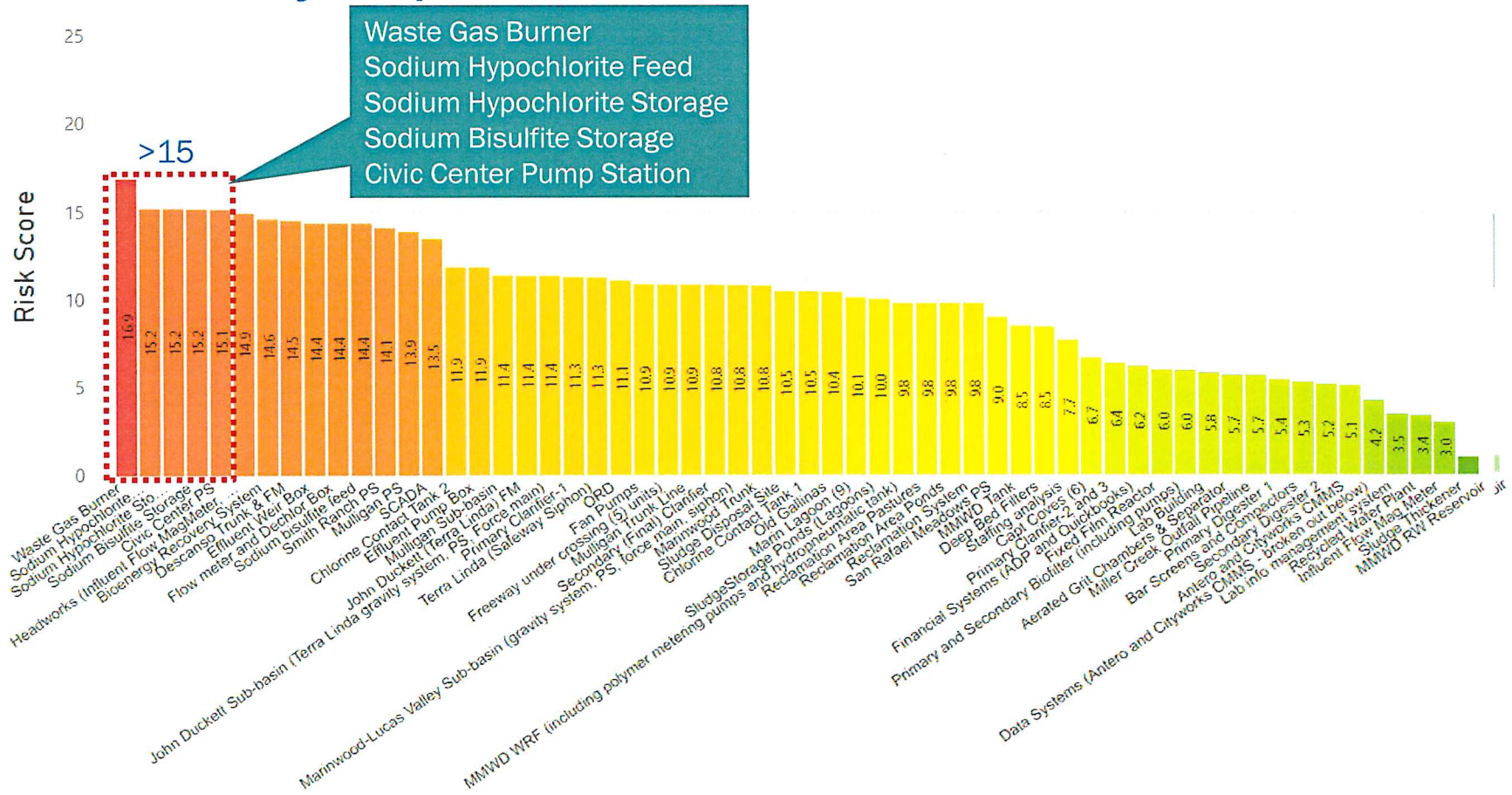
# Risk Analysis Example | Critical Treatment

- Hidden Failure = No alarm
- Potential permit violation
- Unmet Performance expectations = Vehicle uptime impacted

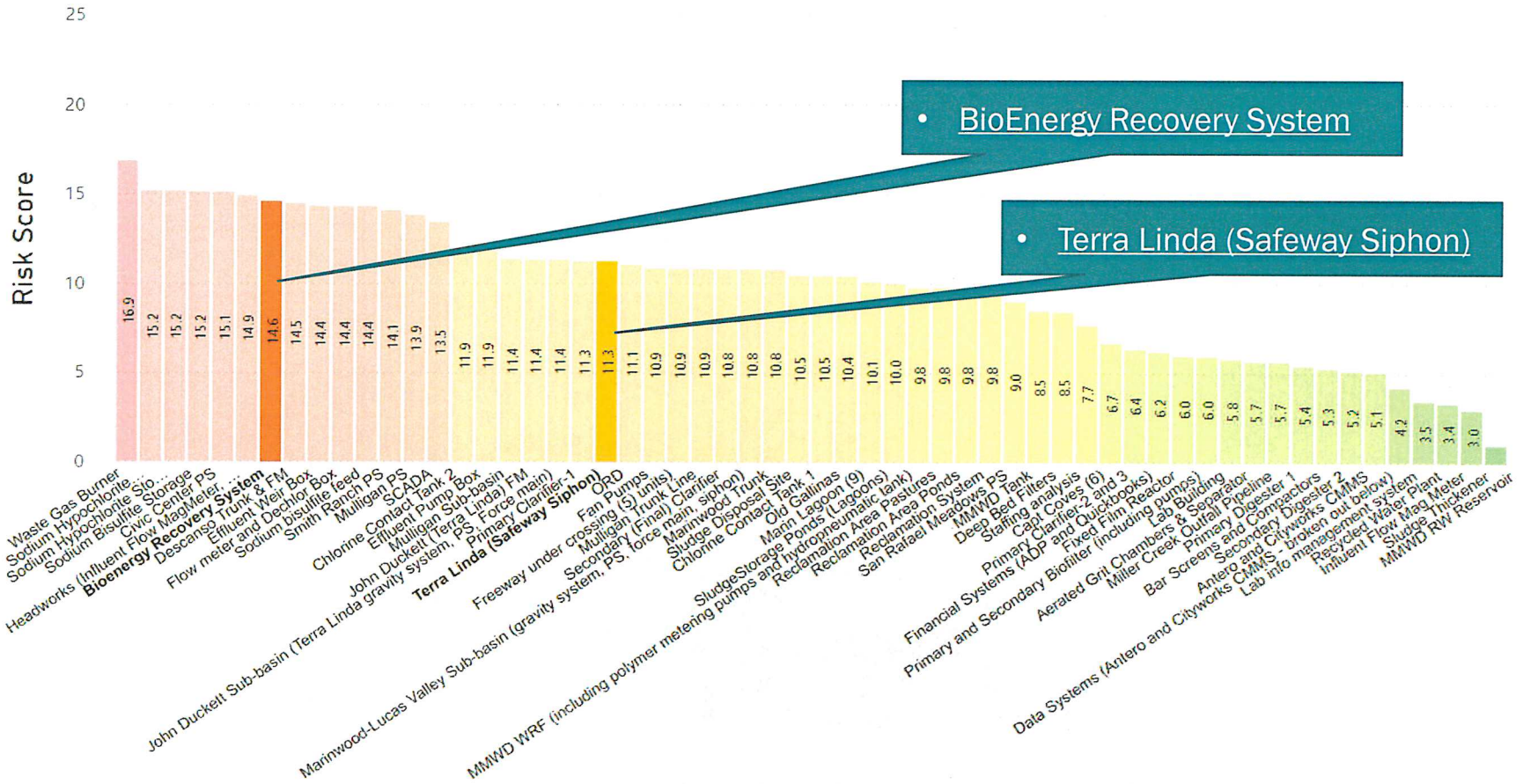




# Results of Analysis | Total Risk Score

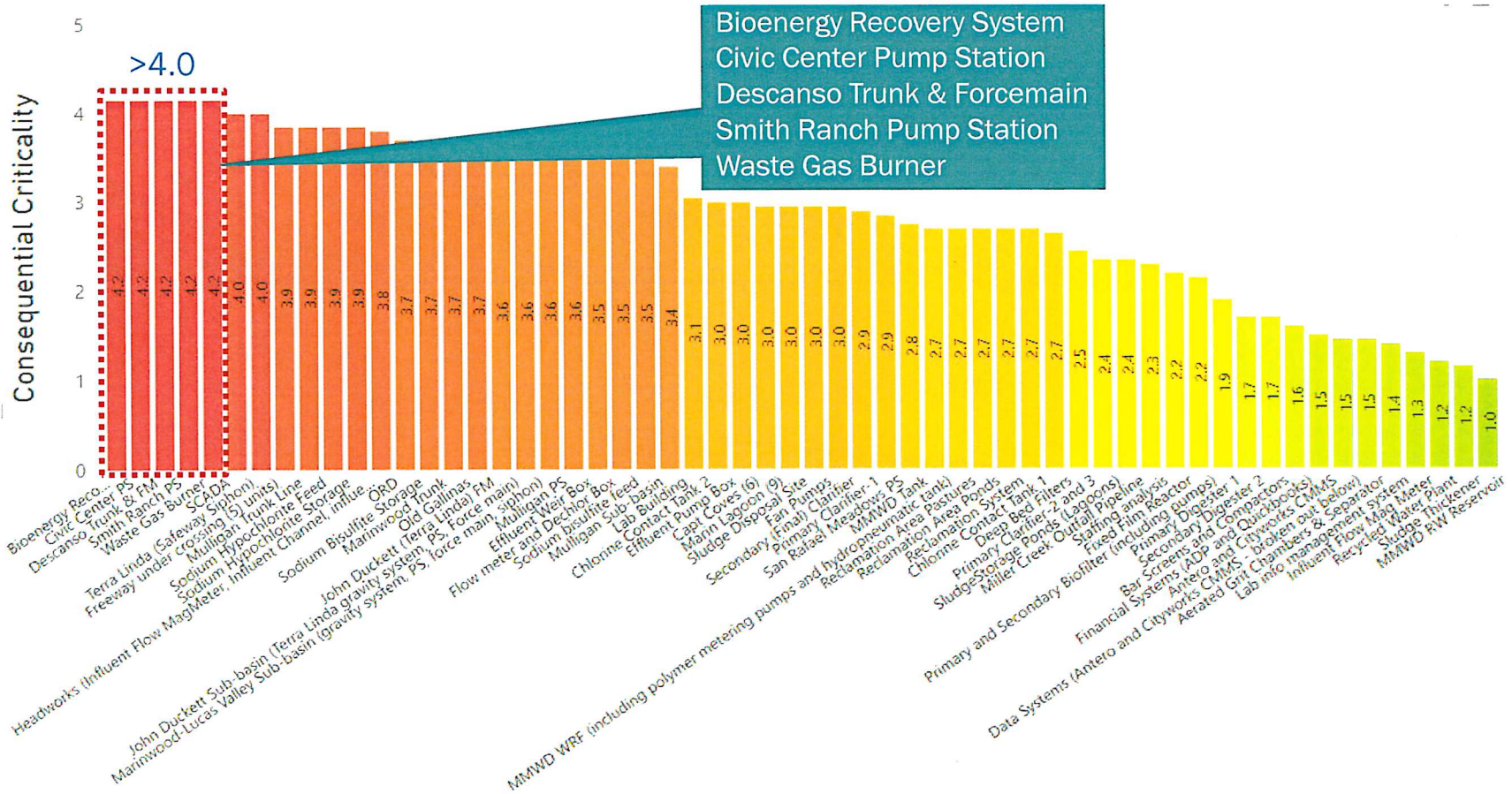


# Results of Analysis | Total Risk Score



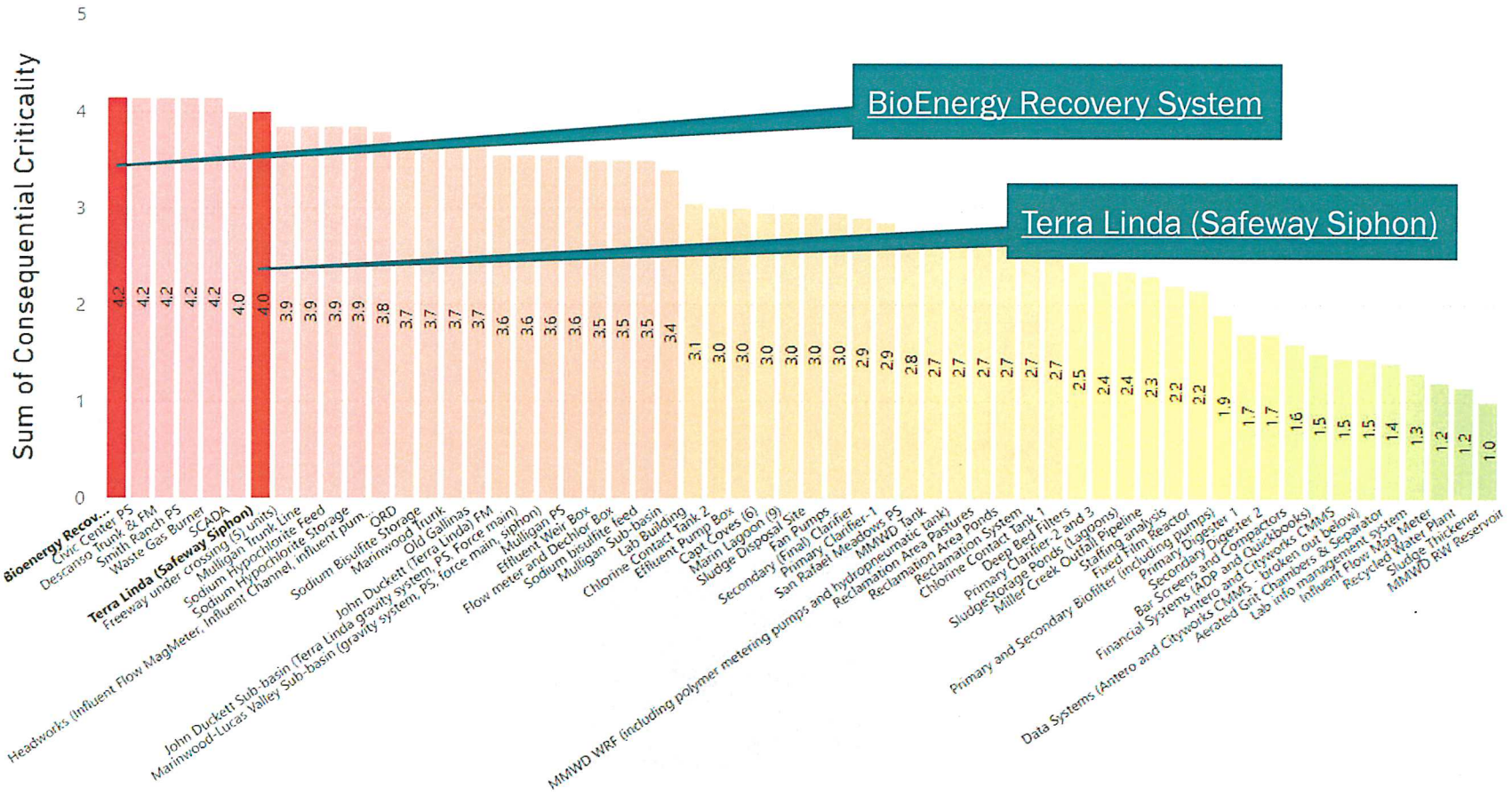


# Results of Analysis | Consequential Criticality Score

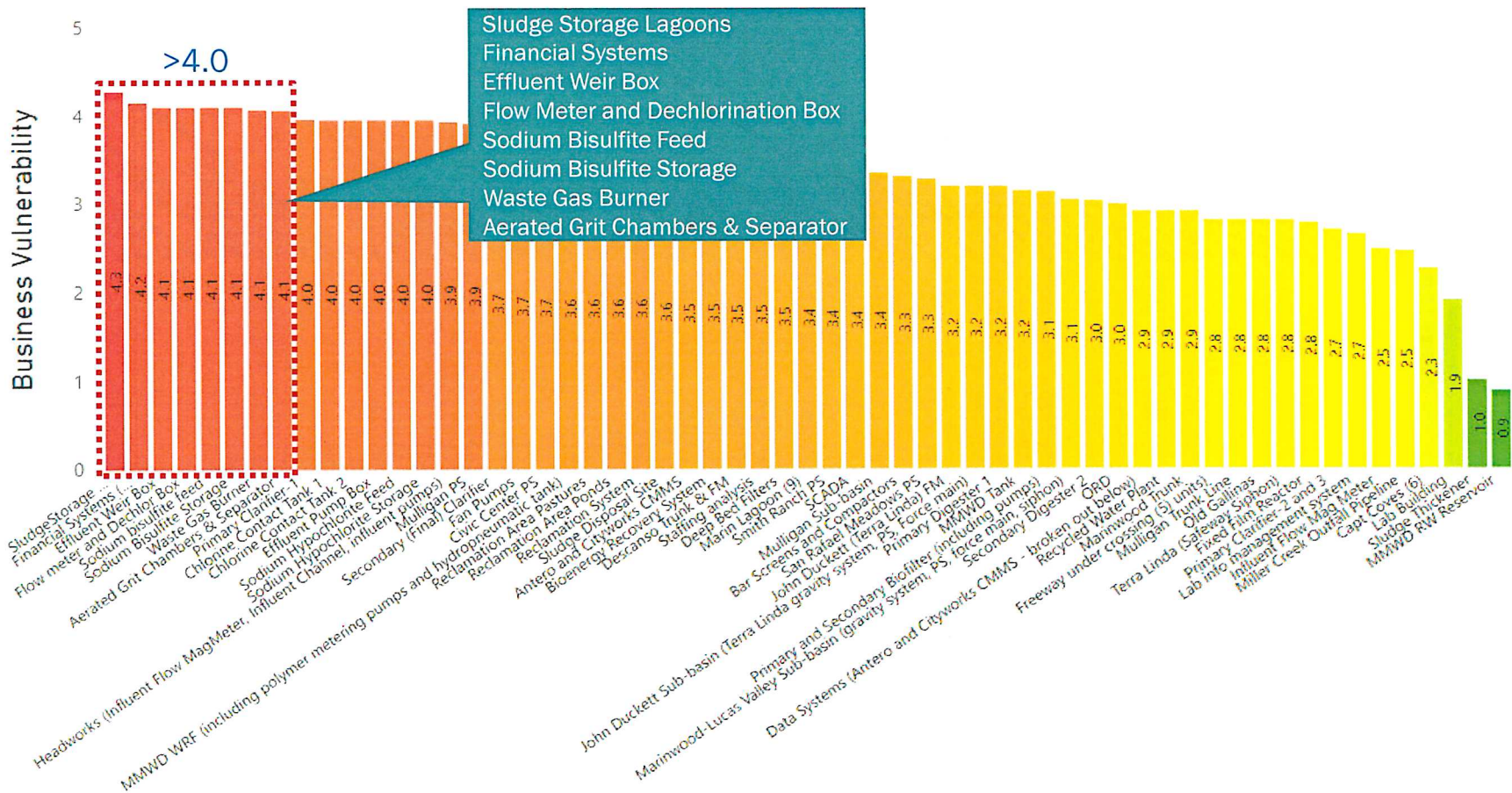




# Results of Analysis | Consequential Criticality Score

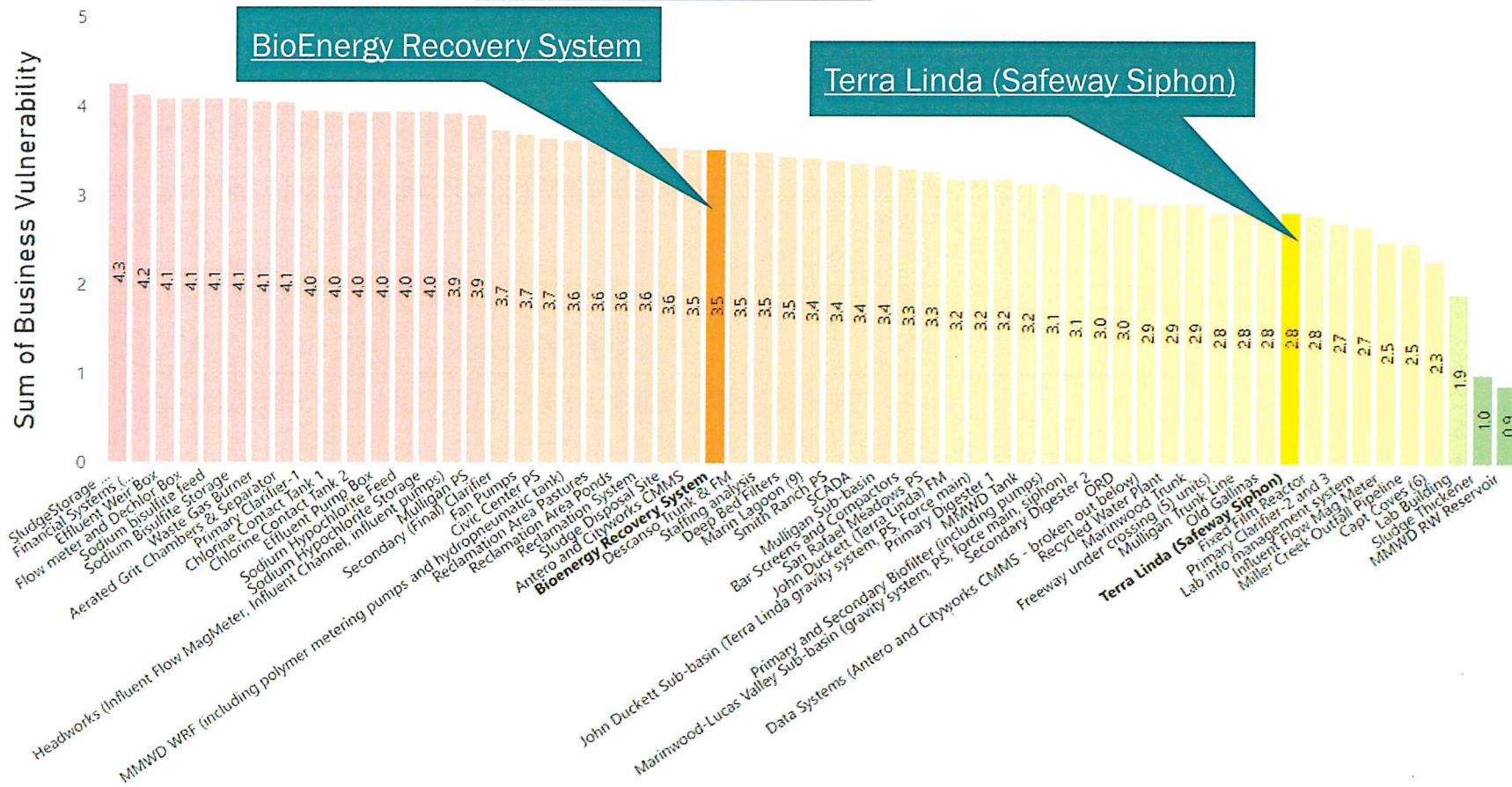


# Results of Analysis | Business Vulnerability Score





# Results of Analysis | Business Vulnerability Score





# Take-Away

## Primary Issues Identified

1. Deferred maintenance has resulted in neglected assets
  - ✓ Under-staffed and over-extended
  - ✓ Need to re-focus and prioritize
2. Lack local/onsite control of business functions
  - ✓ Reliance on outside contractors
  - ✓ Need improved internal processes
3. Minimal design integration btw systems
  - ✓ Silos within study/project boundaries
  - ✓ Need an Integrated WWMP

## IWMP Next steps

### 1. PHASE 1:

Business Risk Vulnerability Analysis and preliminary assessments (FY 19/20)

### 2. PHASE 2:

Detailed assessment of major facilities (FY 20/21)

### 3. PHASE 3:

Integrated Wastewater Master Plan Recommendations (FY 21/22)

16 April 2020

# Thank You

Gerald Fejarang, PE

[GeraldFejarang@kennedyjenks.com](mailto:GeraldFejarang@kennedyjenks.com)

M | 916.996.1337

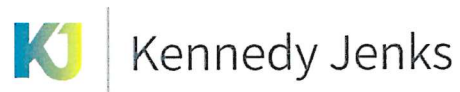
D | 916.858.2713

Adam Butler, PE

[AdamButler@kennedyjenks.com](mailto:AdamButler@kennedyjenks.com)

M | 508.320.9898

D | 415.243.2420







# Agenda Summary Report

**To:** LGVSD Board of Directors  
**From:** Mike Prinz, General Manager *MP*  
**Date:** April 16, 2020  
**Re:** 1. Potential Temporary Modifications of District Protocols Related to Covid-19 Exposure,  
 2. Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Function per 3/31/2020 Marin County Public Health Order, per resolution 2020-2184  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached)  
**Not Applicable:**

## BACKGROUND

Concerns related to the regional and local incidence of covid-19 may warrant temporary modification of a range of District functions and protocols, which have been previously discussed by the Board. The Board requested that these discussions be continued in future Board meeting agendas for the foreseeable future.

Due to the Marin County Health Officer's Shelter in Place Order of 3/31/2020, only those functions and activities defined as essential may be conducted during the duration of the Order. The District's Secondary Treatment Process Upgrade and Recycled Water Expansion (STPURWE) Project is critical for the District in terms of schedule and process upgrade needs and, therefore, should be considered an essential function of the District.

District Counsel has communicated with the Marin County Counsel's Office for clarification on the Health Officer's Order. While non-binding, counsel opined that because the District is a public agency and STPURWE project is categorically a 'sewer' project, the District could continue the project under the exception enumerated in section 13.f.v.1 as a "necessary project for Essential Infrastructure." However, it was also suggested that the District also formally designate STPURWE project as an "Essential Governmental Function" per section 13.f.v.4. The Board is directed to the confidential memorandum from District Counsel for additional information.

With respect to social distancing requirements, the Order is applicable to not only all District Staff, but also all employees of the Contractor on the STPURWE Project.

## PREVIOUS BOARD ACTION

Award of the STPURWE Contract to Myers and Sons Construction on November 15, 2018.



**ENVIRONMENTAL IMPACT**

Not applicable

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Staff recommends that the Board:

1. Discuss temporary function and protocol modifications related to the coronavirus pandemic. Those requiring permanent modification of District Policy, if any, will be brought back to the Board for consideration at a future meeting.
2. Approve resolution 2020-2184 designating the STPURWE Project as an Essential Governmental Function as defined in the Order of the Marin County Health Officer dated March 31, 2020, section 13.f.v.4., which is also attached.

**ORDER OF THE HEALTH OFFICER  
OF THE COUNTY OF MARIN DIRECTING**

**ALL INDIVIDUALS LIVING IN THE COUNTY TO CONTINUE SHELTERING AT THEIR PLACE OF RESIDENCE EXCEPT FOR ESSENTIAL NEEDS; CONTINUING TO EXEMPT HOMELESS INDIVIDUALS FROM THE ORDER BUT URGING GOVERNMENT AGENCIES TO PROVIDE THEM SHELTER AND HAND SANITATION FACILITIES; RESTRICTING ACCESS TO RECREATION AREAS; REQUIRING ESSENTIAL BUSINESSES TO IMPLEMENT SOCIAL DISTANCING PROTOCOLS; CLARIFYING AND FURTHER LIMITING ESSENTIAL BUSINESS ACTIVITIES, INCLUDING CONSTRUCTION; AND DIRECTING ALL BUSINESSES AND GOVERNMENTAL OPERATIONS TO FURTHER CEASE NON-ESSENTIAL OPERATIONS**

**DATE OF ORDER: MARCH 31, 2020**

**Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*; Cal. Penal Code §§ 69, 148(a)(1), *et seq.*)**

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF MARIN (“HEALTH OFFICER”) ORDERS:

1. This Order supersedes the March 16, 2020 Order of the Health Officer directing all individuals to shelter in place (“Prior Shelter Order”). This Order clarifies, strengthens, and extends certain terms of the Prior Shelter Order to increase social distancing and reduce person-to-person contact in order to further slow transmission of Novel Coronavirus Disease 2019 (“COVID-19”). As of the effective date and time of this Order set forth in Section 16 below, all individuals, businesses and government agencies in the County of Marin (“County”) are required to follow the provisions of this Order.
2. The intent of this Order is to ensure that the maximum number of people shelter in their places of residence to the maximum extent feasible to slow the spread of COVID-19 and mitigate the impact on delivery of critical healthcare services to those in need. All provisions of this Order must be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.



3. All individuals currently living within the County are ordered to shelter at their place of residence. They may leave their residence only for Essential Activities, Essential Governmental Functions, Essential Travel, to work for Essential Businesses, or to perform Minimum Basic Operations for non-essential businesses, all as defined in Section 13. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to, as soon as possible, make such shelter available and provide handwashing or hand sanitation facilities to persons who continue experiencing homelessness.
4. When people need to leave their place of residence for the limited purposes allowed in this Order, they must strictly comply with Social Distancing Requirements as defined in Section 13.k, except as expressly provided in this Order.
5. All businesses with a facility in the County, except Essential Businesses, as defined in Section 13.f, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 13.g. For clarity, all businesses may continue operations consisting exclusively of owners, employees, volunteers, or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. But Essential Businesses are directed to maximize the number of employees who work from home. Essential Businesses may only assign those employees who cannot perform their job duties from home to work outside the home. All Essential Businesses shall prepare, post, and implement a Social Distancing Protocol at each of their facilities at which they are maintaining operations, as specified in Section 13.h. Businesses that include an Essential Business component at their facilities alongside non-essential components must, to the extent feasible, scale down their operations to the Essential Business component only; provided, however, that mixed retail businesses that are otherwise allowed to operate under this Order may continue to stock and sell non-essential products. Essential Businesses must follow industry-specific guidance issued by the Health Officer related to COVID-19.
6. All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes expressly permitted in this Order. Nothing in this Order prohibits members of a single household or living unit from engaging in Essential Travel or Essential Activities together.
7. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel, as defined below in Section 13.i, is prohibited. People may use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses, maintain Essential Governmental Functions, or to perform Minimum Basic Operations at non-essential businesses. Transit agencies and people riding on public transit must comply

with Social Distancing Requirements, as defined in Section 13.k, to the greatest extent feasible. This Order allows travel into or out of the County only to perform Essential Activities, operate Essential Businesses, maintain Essential Governmental Functions, or perform Minimum Basic Operations at non-essential businesses.

8. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 disease in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the virus causing the COVID-19 disease have no symptoms or have mild symptoms, which means they may not be aware they carry the virus and are transmitting it to others. Because even people without symptoms can transmit the infection, and because evidence shows the infection is easily spread, gatherings and other interpersonal interactions can result in preventable transmission of the virus. This public health emergency has substantially worsened since the County issued the Prior Shelter Order on March 16, 2020, with a significant escalation in the number of positive cases, hospitalizations, and deaths, and increasing strain on health care resources. At the same time, evidence suggests that the restrictions on mobility and social distancing requirements imposed by the Prior Shelter Order are slowing the rate of increase in community transmission and confirmed cases by limiting interactions among people, consistent with scientific evidence of the efficacy of similar measures in other parts of the country and world. The scientific evidence shows that at this stage of the emergency, it remains essential to continue to slow virus transmission as much as possible to protect the most vulnerable, to prevent the health care system from being overwhelmed, and to prevent deaths. Extension of the Prior Shelter Order and strengthening of its restrictions are necessary to further reduce the spread of the COVID-19 disease, preserving critical and limited healthcare capacity in the County and advancing toward a point in the public health emergency where transmission can be controlled.
9. This Order is also issued in light of the existence, as of March 30, 2020, of 99 cases of COVID-19 in the County, as well as at least 2,092 confirmed cases (up from 258 confirmed cases on March 15, 2020, just before the Prior Shelter Order) and at least 51 deaths (up from three deaths on March 15, 2020) in the seven Bay Area jurisdictions jointly issuing this Order, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. This Order is necessary to slow the rate of spread, and the Health Officer will re-evaluate it as further data becomes available.

10. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 3, 2020 Proclamation by the Assistant Director of Emergency Services Declaring the Existence of a Local Emergency in the County, the March 3, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, the March 10, 2020 Resolution of the Board of Supervisors of the County of Marin Ratifying and Extending the Declaration of a Local Health Emergency, the March 10, 2020 Resolution of the Board of Supervisors of the County of Marin Ratifying and Extending the Proclamation of a Local Emergency, and the March 31, 2020 Order of the Health Officer of the County of Marin Directing All Parks, Campgrounds, and Open Spaces to Further Close Motorized Access.
11. This Order is issued in light of evidence that the Prior Shelter Order has been generally effective in increasing social distancing, but that at this time additional restrictions are necessary to further mitigate the rate of transmission of COVID-19, to prevent the health care system from being overwhelmed, and prevent death. This Order comes after the release of substantial guidance from the County Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including an increasing number of orders imposing similar social distancing requirements and mobility restrictions to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19, as changing circumstances dictate.
12. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the "State Shelter Order") , which set baseline statewide restrictions on non-residential business activities effective until further notice, as well as the Governor's March 19, 2020 Executive Order N-33-20 directing California residents to follow the State Shelter Order. The State Shelter Order was complementary to the Prior Shelter Order. This Order adopts in certain respects more stringent restrictions addressing the particular facts and circumstances in this County, which are necessary to control the public health emergency as it is evolving within the County and the Bay Area. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the County will worsen to the point at which it may overtake available health care resources within the County and increase the death rate. Also, this Order enumerates additional restrictions on non-work-related travel not covered by the State Shelter Order, including limiting such travel to performance of Essential Travel or Essential Activities; sets forth mandatory Social Distancing Requirements for all individuals in the County when engaged in activities outside their residences; and adds a mechanism to ensure that



Essential Businesses comply with the Social Distancing Requirements. Where a conflict exists between this Order and any state public health order related to the COVID-19 pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in this County.

### 13. Definitions and Exemptions.

- a. For the purposes of this Order, individuals may leave their residence only to perform the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are strongly urged to stay in their residence to the extent possible, except as necessary to seek or provide medical care or Essential Governmental Functions. Essential Activities are:
  - i. To engage in activities or perform tasks important to their health and safety, or to the health and safety of their family or household members (including pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, or visiting a health care professional.
  - ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, products needed to work from home, or products necessary to maintain the habitability, sanitation, and operation of residences.
  - iii. To engage in outdoor recreation activity, including, by way of example and without limitation, walking, hiking, bicycling, and running, in compliance with Social Distancing Requirements and with the following limitations:
    1. Outdoor recreation activity at parks, beaches, and other open spaces must be in conformance with any restrictions on access and use established by the Health Officer, government, or other entity that manages such area to reduce crowding and risk of transmission of COVID-19. Such restrictions may include, but are not limited to, restricting the number of entrants, closing the area to vehicular access and parking, or closure to all public access;
    2. Use of recreational areas with high-touch equipment or that encourage gathering, including, but not limited to, playgrounds, outdoor gym equipment, picnic areas, dog parks, and barbecue

- areas, is prohibited outside of residences, and all such areas shall be closed to public access including by signage and, as appropriate, by physical barriers;
3. Use of shared facilities for recreational activities outside of residences, including, but not limited to, golf courses, tennis and pickle ball courts, rock parks, climbing walls, pools, spas, shooting and archery ranges, gyms, disc golf, and basketball courts is prohibited and those areas must be closed for recreational purposes, including by signage and, as appropriate, by physical barriers. Such facilities may be repurposed during the emergency to provide essential services needed to address the COVID-19 pandemic; and
  4. Sports or activities that include the use of shared equipment may only be engaged in by members of the same household or living unit.
- iv. To perform work for an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations, as defined in this Section.
  - v. To provide necessary care for a family member or pet in another household who has no other source of care.
  - vi. To attend a funeral with no more than 10 individuals present.
  - vii. To move residences, but only if it is not possible to defer an already planned move, if the move is necessitated by safety, sanitation, or habitability reasons, or if the move is necessary to preserve access to shelter. When moving into or out of the Bay Area region, individuals are strongly urged to quarantine for 14 days. To quarantine, individuals should follow the guidance of the United States Centers for Disease Control and Prevention.
- b. For the purposes of this Order, individuals may leave their residence to work for, volunteer at, or obtain services at “Healthcare Operations,” including, without limitation, hospitals, clinics, COVID-19 testing locations, dentists, pharmacies, blood banks and blood drives, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption for Healthcare Operations shall be construed broadly to avoid any interference with the delivery of healthcare, broadly defined. “Healthcare Operations” excludes fitness and exercise gyms and similar facilities.

- c. For the purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operation and maintenance of “Essential Infrastructure,” including airports, utilities (including water, sewer, gas, and electrical), oil refining, roads and highways, public transportation, solid waste facilities (including collection, removal, disposal, and processing facilities), cemeteries, mortuaries, crematoriums, and telecommunications systems (including the provision of essential global, national, and local infrastructure for internet, computing services, business infrastructure, communications, and web-based services).
- d. For the purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order to the extent they are performing those essential services. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions in the County. Each governmental entity shall identify and designate appropriate employees, volunteers, or contractors to continue providing and carrying out any Essential Governmental Functions, including the hiring or retention of new employees or contractors to perform such functions. Each governmental entity and its contractors must employ all necessary emergency protective measures to prevent, mitigate, respond to and recover from the COVID-19 pandemic, and all Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements to the greatest extent feasible.
- e. For the purposes of this Order, a “business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” are:
  - i. Healthcare Operations and businesses that operate, maintain, or repair Essential Infrastructure;
  - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of unprepared food, canned food, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of residences. The businesses included in this subparagraph (ii) include establishments that sell multiple categories of



products provided that they sell a significant amount of essential products identified in this subparagraph, such as liquor stores that also sell a significant amount of food.

- iii. Food cultivation, including farming, livestock, and fishing;
- iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- v. Construction, but only of the types listed in this subparagraph below:
  - 1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
  - 2. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
  - 3. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
  - 4. Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;
  - 5. Shelters and temporary housing, but not including hotels or motels;
  - 6. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
  - 7. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
  - 8. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed;
- vi. Newspapers, television, radio, and other media services;
- vii. Gas stations and auto-supply, auto-repair (including, but not limited to, for cars, trucks, motorcycles and motorized scooters), and automotive dealerships, but only for the purpose of providing auto-supply and auto-repair services (and not, by way of example, car sales or car washes). This subparagraph (vii) does not restrict the on-line purchase of automobiles if they are delivered to a residence or Essential Business;
- viii. Bicycle repair and supply shops;
- ix. Banks and related financial institutions;
- x. Service providers that enable residential transactions (including rentals, leases, and home sales), including, but not limited to, real estate agents,

escrow agents, notaries, and title companies, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in person visits are not allowed when the occupant is still residing in the residence);

- xi. Hardware stores;
- xii. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the habitability, sanitation, and operation of residences and Essential Businesses, but not for cosmetic or other purposes;
- xiii. Arborists, landscapers, gardeners, and similar service professionals, but only to the limited extent necessary to maintain the habitability, sanitation, operation of businesses or residences, or the safety of residents, employees, or the public (such as fire safety or tree trimming to prevent a dangerous condition), and not for cosmetic or other purposes (such as upkeep);
- xiv. Businesses providing mailing and shipping services, including post office boxes;
- xv. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
- xvi. Laundromats, drycleaners, and laundry service providers;
- xvii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
- xviii. Funeral home providers, mortuaries, cemeteries, and crematoriums, to the extent necessary for the transport, preparation, or processing of bodies or remains;
- xix. Businesses that supply other Essential Businesses with the support or supplies necessary to operate, but only to the extent that they support or supply these Essential Businesses. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
- xx. Businesses that have the primary function of shipping or delivering groceries, food, or other goods directly to residences or businesses. This exemption shall not be used to allow for manufacturing or assembly of

non-essential products or for other functions besides those necessary to the delivery operation;

- xxi. Airlines, taxis, rental car companies, rideshare services (including shared bicycles and scooters), and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
  - xxii. Home-based care for seniors, adults, children, and pets;
  - xxiii. Residential facilities and shelters for seniors, adults, and children;
  - xxiv. Professional services, such as legal, notary, or accounting services, when necessary to assist in compliance with non-elective, legally required activities;
  - xxv. Services to assist individuals in finding employment with Essential Businesses;
  - xxvi. Moving services that facilitate residential or commercial moves that are allowed under this Order;
  - xxvii. Childcare facilities providing services that enable owners, employees, volunteers, and contractors for Essential Businesses, Essential Governmental Functions, or Minimum Basic Operations to work as allowed under this Order. Children of owners, employees, volunteers, and contractors who are not exempt under this Order may not attend childcare facilities. To the extent possible, childcare facilities must operate under the following conditions:
    - 1. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
    - 2. Children shall not change from one group to another.
    - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
    - 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, “Minimum Basic Operations” means the following activities for businesses, provided that owners, employees, and contractors comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain and protect the value of the business’s inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits; provide for the delivery of existing inventory directly to residences or businesses; and related functions.
  - ii. The minimum necessary activities to facilitate owners, employees, and contractors of the business being able to continue to work remotely from



their residences, and to ensure that the business can deliver its service remotely.

- h. For the purposes of this Order, all Essential Businesses must prepare and post by no later than 11:59 p.m. on April 2, 2020 a “Social Distancing Protocol” for each of their facilities in the County frequented by the public or employees. The Social Distancing Protocol must be substantially in the form attached to this Order as Appendix A. The Social Distancing Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and employees. A copy of the Social Distancing Protocol must also be provided to each employee performing work at the facility. All Essential Businesses shall implement the Social Distancing Protocol and provide evidence of its implementation to any authority enforcing this Order upon demand. The Social Distancing Protocol must explain how the business is achieving the following, as applicable:
- i. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity;
  - ii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
  - iii. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);
  - iv. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;
  - v. Regularly disinfecting other high-touch surfaces; and
  - vi. Posting a sign at the entrance of the facility informing all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one’s elbow; not shake hands or engage in any unnecessary physical contact.
  - vii. Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention’s guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>).
- i. For the purposes of this Order, “Essential Travel” means travel for any of the following purposes:

- i. Travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
  - ii. Travel to care for any elderly, minors, dependents, or persons with disabilities.
  - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
  - iv. Travel to return to a place of residence from outside the County.
  - v. Travel required by law enforcement or court order.
  - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
  - vii. Travel to manage after-death arrangements and burial.
  - viii. Travel to arrange for shelter or avoid homelessness.
  - ix. Travel to avoid domestic violence or child abuse.
  - x. Travel for parental custody arrangements.
  - xi. Travel to a place to temporarily reside in a residence or other facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.
- j. For purposes of this Order, “residences” include hotels, motels, shared rental units and similar facilities. Residences also include living structures and outdoor spaces associated with those living structures, such as patios, porches, backyards, and front yards that are only accessible to a single family or household unit.
- k. For purposes of this Order, “Social Distancing Requirements” means:
- i. Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit;
  - ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
  - iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands); and
  - iv. Avoiding all social interaction outside the household when sick with a fever or cough.


All individuals must strictly comply with Social Distancing Requirements, except to the limited extent necessary to provide care (including childcare, adult or senior care, care to individuals with special needs, and patient care); as necessary to carry out the work of Essential Businesses, Essential Governmental

Functions, or provide for Minimum Basic Operations; or as otherwise expressly provided in this Order.

14. Government agencies and other entities operating shelters and other facilities that house or provide meals or other necessities of life for individuals experiencing homelessness must take appropriate steps to help ensure compliance with Social Distancing Requirements, including adequate provision of hand sanitizer. Also, individuals experiencing homelessness who are unsheltered and living in encampments should, to the maximum extent feasible, abide by 12 foot by 12 foot distancing for the placement of tents, and government agencies should provide restroom and hand washing facilities for individuals in such encampments as set forth in Centers for Disease Control and Prevention Interim Guidance Responding to Coronavirus 2019 (COVID-19) Among People Experiencing Unsheltered Homelessness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/unsheltered-homelessness.html>).
15. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.
16. This Order shall become effective at 11:59 p.m. on March 31, 2020 and will continue to be in effect until 11:59 p.m. on May 3, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
17. Copies of this Order shall promptly be: (1) made available at the Bulletin Board adjacent to the entrance to the Chambers of the Board of Supervisors, Room 330, Administration Building, and in the display case in the center arch of the Hall of Justice, Marin County Civic Center, San Rafael, California; (2) posted on the County of Marin website ([www.marincounty.org](http://www.marincounty.org)) as well as the County of Marin Department of Health and Human Services website ([www.marinhhs.org](http://www.marinhhs.org)); and (3) provided to any member of the public requesting a copy of this Order.
18. If any provision of this Order to its application to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.



**IT IS SO ORDERED:**



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Lisa Santora, MD, MPH  
Deputy Health Officer of the County of Marin

Dated: March 31, 2020

Attachments: Appendix A – Social Distancing Protocol

**RESOLUTION No 2020-2184**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT,  
REGARDING THE DISTRICT'S SECONDARY TREATMENT PLANT UPGRADE  
AND RECYCLED WATER EXPANSION ("STPURWE") CONSTRUCTION PROJECT  
PURSUANT TO THE NOVEL CORONAVIRUS DISEASE 2019 ("COVID-19"),  
HEALTH CRISIS AND THE RESULTING ORDERS OF  
THE MARIN COUNTY HEALTH OFFICER**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the outbreak and spread of the Novel Coronavirus Disease 2019 ("COVID-19");

**WHEREAS**, on March 16, 2020, Health Officers of seven Bay Area counties, including Marin County, issued a Health Order under California Health and Safety Code Sections 101040, 101085 and 120175 for the maximum number of people to self-isolate in their places of residence to the maximum extent feasible (i.e., "Shelter-In-Place") to slow the spread of COVID-19 to the maximum extent possible, allowing leaving of residences only for essential activities, essential businesses and essential governmental functions. And following therefrom, the Marin County Health Officer issued subsequent Order, dated March 31, 2020 ("Health Order"), superseding the March 16, 2020 Order and providing further "Definitions and Exemptions" (Sec. 13) with the intent of clarifying, strengthening and extending certain terms of the prior Shelter Order to increase social distancing and reduce person-to person contact in order to further slow transmission of the COVID-19 by defining exempt "Essential Activities," "Essential Businesses," "Essential Infrastructure" (which included sewer utilities), "Essential Governmental Functions," and more specifically, exempt "Construction.";

**WHEREAS**, the Health Order, under the "Essential Businesses" exempted several types of "Construction" projects to include the following:

- "v. Construction, but only of the types listed in his subparagraph below:
1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
  4. Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;"

**WHEREAS**, the District is currently engaged in a major multi-million-dollar renovation and upgrade of its sewage treatment plant and facilities, known as the "Secondary Treatment Plant Upgrade and Recycled Water Expansion" [Job Nos. 12600-07 and 16650-02] ("STPURWE"). The STPURWE was undertaken to comply with the conditions of its National Pollutant Discharge Elimination System permit ("NPDES") issued by the San Francisco Bay Regional Water Quality Control Board. Furthermore, the District finds:

1. While construction is under way and approximately 1/3 complete, it is highly time sensitive and weather dependent. Furthermore, there are significant deadlines that must be met due to Federal and State funding grants and Bond requirements;

2. Any stoppage due to COVID-19 could create a significant ‘seasonal’ delay, which will impact the contractor and their subcontractors.
3. It has a significant impact on blending reduction which will impact the District’s NPDES permit and likely result in substantial penalties and fines imposed against the District by the Regional Water Quality Board, and
4. Several components of the current Plant facilities (e.g. the secondary clarifier) are aging and subject to failure and associated environmental impact if the project is delayed due to impacts from COVID-19 including restrictions imposed by any Health Orders.
5. Maintaining the current level of service in "sewer" treatment and preventing sewage spills and potential pollution of San Francisco Bay waters is an essential governmental function and essential infrastructure as defined in the Health Order.

**NOW, THEREFORE, BE IT RESOLVED AND DECLARED** by the Board of Directors of the Las Gallinas Valley Sanitary District that:

1. An emergency exists in the District and *it* is necessary to complete work to safeguard life, health, or property. The nature of the emergency justifying this action is the ongoing spread of COVID-19;
2. The “Secondary Treatment Plant Upgrade and Recycled Water Expansion” [Job Nos. 12600-07 and 16650-02] (“STPURWE”) project is immediately necessary to the maintenance, operation and repair of the “Essential Infrastructure” of the District, i.e. its sewage treatment plant facility;
3. The “Secondary Treatment Plant Upgrade and Recycled Water Expansion” [Job Nos. 12600-07 and 16650-02] (“STPURWE”) project is an “Essential Governmental Function” as it is necessary to maintain and safeguard the health, safety and welfare of the general public within the District’s jurisdiction by maintaining the highest standards of sewer treatment and operation of its sewer systems in order to prevent sewage spills and overflows either onto property within the District’s jurisdiction or into San Francisco Bay waters.
4. District General Manager shall ensure that all District Staff involved the “Secondary Treatment Plant Upgrade and Recycled Water Expansion” [Job Nos. 12600-07 and 16650-02] (“STPURWE”) project are in compliance with all Social Distancing Requirements described in the Health Order and inform all consultants and the Contractor involved the Project that they are to ensure that their staff are compliant with the Order while working on the project and/or while on District Property at all times.
5. This Board shall review this emergency action at its regularly scheduled meeting on May 7, 2020, and at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, whether there is a need to continue the action;



\*\*\*\*\*

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 16 day of April 2020, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

\_\_\_\_\_  
Judy Schriebman Vice-President Board of Directors

Attest:

(seal)

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

**4/16/2020**

**General Manager Report**

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



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MSP*  
**From:** Robert D. Ruiz, Administrative Services Manager  
**Mtg. Date:** April 16, 2020  
**Re:** Board Member Conference, travel and hotel reservations  
**Item Type:** Consent \_\_\_\_\_ Discussion \_\_\_\_\_ Information X Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

## BACKGROUND:

Board Policy B-50 establishes the guidelines for Board attendance at training, conferences, seminars and other meetings. The policies encourage the Board to attending educational training, conferences and seminars that clearly benefit the district.

In order to attend a conference or meeting, Board members make a Conference/Meeting request to the Board through the Board Secretary. The Board secretary then includes it in the next Board packet. The request is reviewed and approved by the Board at the following Board meeting.

As a convenience to the Board, past practice was to have the Board Secretary then book the conference registration and reserve the hotel for the Board Member with the Board Secretary's District credit card. Having the Board secretary make these reservations with her credit card makes it difficult for a Board member to change, revise or cancel their conferences and/or hotel reservations. Board members currently make their own airfare reservations.

Recently a Board member was unable to attend a conference and was unable to contact the Board secretary as she was on vacation, so the full conference registration was charged, and the hotel billed a one night no show fee.

Moving forward, it will be fiscally prudent, substantially more efficient, and reduce staff overtime costs for each Board member to make their own conference and hotel arrangements utilizing their credit card as they currently do with airfare reservations. Staff will supply membership information to Board Members as needed to facilitate conference registration.

The Board will continue to submit their expense receipts to the Board Secretary who will prepare their expense report and submit it to the Administrative Services Manager for approval and processing.

## PREVIOUS BOARD ACTION:

N/A

## FISCAL IMPACT:

N/A

## STAFF RECOMMENDATION:

Information Only.



4/16/2020

## **BOARD MEMBER REPORTS**

### **CLARK**

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

### **ELIAS**

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

### **MURRAY**

Marin LAFCO, CASA Energy Committee, Ad Hoc HR Sub-  
Committee re: GM Evaluation, Other Reports – February 25  
CASA EPA Meeting Summary

### **SCHRIEBMAN**

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

### **YEZMAN**

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

Teresa Lerch

Agenda Item 7.3

Date April 16, 2020


**From:** Craig Murray <Craig\_Murray@ci.richmond.ca.us>  
**Sent:** Tuesday, March 31, 2020 9:00 AM  
**To:** Teresa Lerch  
**Subject:** FW: EPA DC Meeting Summary  
**Attachments:** CASA-EPA Mtg Summary 033120.docx; ATT00002.txt

Teri  
Info. to share with Board.  
Craig

---

**From:** Biosolids [biosolids-bounces@lists.casaweb.org] on behalf of Greg Kester via Biosolids [biosolids@lists.casaweb.org]  
**Sent:** Tuesday, March 31, 2020 8:43 AM  
**To:** biosolids@lists.casaweb.org  
**Subject:** [CASA Biosolids] EPA DC Meeting Summary

Hello everyone – Please find attached a summary of the meetings held with USEPA in DC during our annual DC Policy Forum. Many thanks to the CASA members able to join me and to EPA for meeting with us. Please let me know if you have any questions or comments. Thanks - Greg

Greg Kester  
Director of Renewable Resource Programs  
CA Association of Sanitation Agencies  
1225 8<sup>th</sup> Street, Suite 595  
Sacramento, CA 95814  
PH: 916 446-0388  
Mobile: 916 844-5262  
[gkester@casaweb.org](mailto:gkester@casaweb.org)  
 [www.casaweb.org](http://www.casaweb.org)



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## CASA / EPA meeting Summary

February 25, 2020

11:00 AM – 12:30 PM

**CASA held an informative meeting with USEPA during DC Conference.** CASA members met with numerous EPA staff on February 25<sup>th</sup> in Washington DC for a productive information exchange on a variety of topics. Attendees included the following:

Liz Resek (EPA/OST) EPA Biosolids Program Lead  
Betsy Behl (EPA/OST) Director, Health and Ecological Criteria Division  
Bob Bastian (EPA / OW/OW/OWM)  
Carey Johnston (EPA / OECA) by Phone  
Tess Richman (EPA/OST – ORISE Fellow)  
Jan Pickrel (EPA/OW Pretreatment Coordinator)  
Janice Alers-Garcia (EPA/OST)

Greg Kester (Director of Renewable Resource Programs - CASA)  
Craig Murray (Board of Directors - Las Gallinas Valley SA)  
Peer Swan (Board of Directors – Irvine Ranch WD)  
Harry Wiener (Board of Directors – West County WD)  
Leah Walker (City of Petaluma)  
Jeff Kingston (GM Sausalito-Marin City)  
Dan Rheiner (Board of Directors – Sausalito-Marin City)  
Taylon Sorter (Assistant GM – Fairfield Suisun SD)  
Lynda Lo-Hill (Board of Directors – Las Virgenes MWD)  
Chad Davison (GM – Ironhouse SD)  
Tyson Zimmerman (Assistant GM – Ironhouse SD)

Items discussed and main points are inserted into the agenda below:

1. Biosolids Electronic Reporting (Moved to top of agenda so Carey would need to be on entire call) – 2019 biosolids reports were due on February 19, 2020 and this marked the 4<sup>th</sup> year of electronic reporting. This year there more than 2,000 reports received which accounts for more than 95% of those required. Some facilities are still submitting paper reports but the compliance rate for electronic submittals improves each year. While EPA does not prepare a summary report, individuals can go into the Enforcement and Compliance History Online (ECHO) system and find data on management options, compliance, and pertinent information. It is extremely important that each reporting entity check for accuracy in ECHO and make corrections where necessary. ECHO is available to the public so it is important that information is verified as correct. Data can be tracked at [Echo@EPA.gov](mailto:Echo@EPA.gov) . If any errors are identified, contact should be made with the Region 7 Center of Excellence at [R7\\_Biosolids\\_Center@EPA.gov](mailto:R7_Biosolids_Center@EPA.gov) to correct them. The system improves each year and this year facilities could upload monitoring data rather than having to enter it all by hand. EPA continues to conduct training webinars which have been extremely helpful to the regulated community.



2. Overview of biosolids management, legislative mandates, PFAS, and emerging issues in California – Greg Kester (CASA)

CASA provided a summary of biosolids. Almost 700,000 Dry Metric Tons of biosolids were produced in 2018 and CASA provided a summary of biosolids management methods employed, which included 71% of our biosolids being used for land application, 17% at landfills with 13% used as Alternative Daily or Final Cover at landfills and 4% buried as disposal, 4% for incineration, 3% for surface disposal, and 2% for deep well injection. CASA provided updates on how the wastewater community can help California achieve its laudable mandates and goals by 2020 and beyond, though noted there are challenges. These include: (1) providing 50 percent of the State's energy needs from renewable sources by 2026, 60% by 2030, and 100% by 2045; (2) reducing carbon dioxide equivalent emissions to 40% below 1990 levels by 2030; (3) reducing the carbon intensity of transportation fuel used in the State by 7.5% by 2020 and by 20% by 2030; (4) reducing short lived climate pollutants, including methane; in part by diverting 50% of organic waste from landfills by 2020 and 75% by 2025, compared to 2014 values, and reducing methane emissions by 40% below 2013 levels by 2030. The Governor's Healthy Soils Initiative introduced several years ago is intended to ensure sustainable agriculture for future generations of Californians and biosolids help meet all of its objectives.

The diversion requirement poses a challenge for the wastewater sector, since significant volumes of the biosolids produced currently go to landfills either as ADC or for burial. We noted that the wastewater sector can help the state meet its objectives and is recognized by the state as a key partner. We estimate that using mostly existing infrastructure, at least 75% of food waste currently landfilled could be co-digested at wastewater plants. By doing so, we will produce far more biogas and slightly more biosolids. It is critical then that markets exist for both products. We noted that CalRecycle is the regulatory agency charged with developing the regulations to implement this legislation and that a final version had been submitted to the Office of Administrative Law for approval on January 21<sup>st</sup>. We had expected approval within a 30 day window but have since learned that OAL has requested clarifying revisions which are being worked on. We noted how we worked proactively with CalRecycle and other state agencies as the regulations were being developed. We are very pleased with some of the inclusions and frustrated by others in the regulations. CalRecycle understood the need for market assurance and took positive steps in several areas, but fell short in others. Positive language includes limits on local ordinances such that they cannot impose unreasonably restrictive or prohibitive limits on the land application of biosolids, to ensure land application is viable throughout the entire state. The regulations also require jurisdictions procure products from their diverted organics. Eligible products include compost and beneficial uses of biogas produced from anaerobic digestion. We continue to stress the need to expand eligible products to include all biosolids suitable for land application. Current understanding is that only the biogas produced from diverted organic waste is eligible so we must subtract the biogas produced from sludge only digestion. We think this is an unnecessary and cumbersome restriction and will work to seek the inclusion of all biogas produced from co-digestion. We also noted various cross media issues and points of conflict between the Clean Air Act and the Clean Water Act. This includes the ability to utilize biomethane produced in our digesters and from co-digestion of other organic waste streams. Some air districts in severe non-attainment for ozone impose extremely restrictive emission limits on internal combustion engines which make it very costly or infeasible to utilize their methane. We noted that the Public Utilities Commission lowered the heating value requirement for pipeline injection such that it could become a much more cost effective option.

3. Perfluorinated compounds (PFAS) – Both CASA and EPA agree that PFAS is a top priority for the water and wastewater sector right now. CASA noted drinking water standards being adopted by California and other states and their potential impacts on the wastewater and biosolids sectors. The CA State Water Boards include the wastewater sector in phase 3 of their PFAS work plan. They expect to require quarterly monitoring of influent, effluent, and biosolids at all treatment plants with design flows over 1 MGD beginning in about May. They have been responsive to the CASA and the wastewater sector and we continue to work to ensure data is collected where it will provide the most benefit at a minimal cost. CASA also noted that since wastewater plants provide essential public services and do not use or produce PFAS but merely manage what is inadvertently sent to us, we do not believe it appropriate to make public wastewater treatment plants subject to CERCLA liability. Work is diligently underway at the Agency on a number of fronts. The OST and EPA Region 5 lab have begun discussions to modify the existing ASTM D7968 soils method for biosolids. While the existing soils method, which is single-lab validated under the ASTM process, has been used for biosolids, the EPA would like to formalize an ASTM biosolids method. Other data gaps have been identified and attempts are underway to fill them such that risk assessment can be performed. All agreed in the importance of source control and pretreatment where possible.

4. Biosolids Program Update (risk assessment) – Liz Resek and Betsy Behl (OST)

Liz informed us that the EPA's Biosolids Program is seeking to assess potential risk of 384 pollutants found in biosolids and the current focus is to complete the tools and obtain the necessary data needed to do the assessments. The EPA is essentially re-evaluating the Biosolids Screening Tool (formerly referred to as the BCRAM screening tool) and the full risk assessment model for biosolids. They are assessing the science on which it is built and looking at bioactivity to predict behavior of pollutants in biosolids and want to ensure transparency and clarity on all decisions and inputs to the model. They do not have a timeline but are working as fast as is practicable. They plan to formally consult with the EPA Science Advisory Board and seek W4170 Committee and public review. Once completed and publicly reviewed, risk screening can begin. Based on the three EPA national sewage sludge surveys and the biennial review process, some 384 pollutants have been found in biosolids and need to be screened provided there are sufficient data. If a chemical fails screening, then a refined risk assessment will be completed. The refined risk assessment will be done using the probabilistic risk assessment (PRA) modeling framework (formerly referred to as BCRAM). Liz noted that their expert risk assessor Reuben Baris is leaving for another position at the end of March but it is hoped that a replacement will be found. EPA will continue their biosolids 101 webinars on about a monthly basis. The next one focused on the risk assessment process and methodology and was held on March 19<sup>th</sup> from 11:00 – 12:00 Pacific time.

5. Biosolids Office of Inspector General (OIG) Report Rebuttal Status – Greg Kester

Greg noted that upon release of the sensationalistic OIG report, CASA began working with experts to develop a credible science based rebuttal to it. We have been working with the University of Arizona, Ohio State University, Purdue University and the San Francisco PUC on the rebuttal with funding by NACWA, WEF, NEBRA, NW Biosolids, and CASA sponsoring a Research Associate at OSU. The draft rebuttal should be complete soon after which the W 4170 committee will have a short time period for review and input. We hope to gain many co-signatories from W4170 members and others and to publish it in a peer reviewed journal. We expect the rebuttal to be released as soon as review is complete even if not yet published.

6. Agency position on emerging technologies such as gasification and pyrolysis.

It was noted that the first full scale biosolids only gasification system is under construction in Linden, NJ and one pyrolysis unit has been successfully operating at Silicon Valley Clean Water in Redwood City, CA for a number of years. The Agency is keenly interested in such technology but has not official position on them or their viability. It is unclear whether such systems effectively destroy PFAS, move them to another media (air, water, ash, etc.) and at what temperature. Work is ongoing to understand the fate of PFAS at various temperatures.

7. Other Issues – Greg/Liz

It was noted that a successful meeting was held at LACSD on February 20, 2020 with CalOSHA on the Process Safety Management (PSM) program. Currently an exemption from PSM requirements exists for wastewater plants if they use, combust, or retail sell all of their biogas on site. A concern existed on whether the exemption is lost if one moves biogas offsite either by pipeline injection or in tube trailers if they hold more than 10,000 pounds of biogas on-site at any one time. Clarity was received (though still awaiting official confirmation) that the exemption remains if less than 10,000 pounds is held in the system from the point of connection to the point of injection into the pipeline (including in the piping, any gas cleanup units, and any storage) or if at least 51% of the offloaded gas is sold on the retail market.

Liz noted that EPA intends to hold a meeting of federal and state biosolids coordinators with funding for one representative from each state and three Native American nations to attend. Since our CASA/EPA meeting, the EPA Biosolids Meeting 2020 has been approved and is scheduled for Fall of this year. The meeting will be invitation only due to limited resources. The EPA will reach out to states and biosolids stakeholder for agenda topics. It is in recognition of many new biosolids regulators and the need for them to understand the regulations and its nuances. Such meetings were held annually from 1998 – 2008.

A Second Meeting was held with EPA's Office of Transportation and Air Quality (OTAQ) in the afternoon. Attendees included Greg Kester, CASA; Leah Walker, City of Petaluma; and Cynthia Finley, NACWA

At issue is the assignment of Renewable Identification Number (RIN) credits under the Renewable Fuel Standard at EPA. The issue is that biogas from sewage sludge digestion which is converted to transportation fuel is awarded the highest value RIN cellulosic fuel credit (D3). However, when introducing food waste, FOG, or other organic waste directly into the digester the RIN credit is devalued to an Advanced biofuel (D5) credits. The D5 value fluctuates between about 10 and 25% of the value of a D3 credit. CASA and our partners has argued that food waste and similar organic waste is an inherent component of sewage sludge and all of the biogas should be considered cellulosic and awarded a D3 RIN. We have not gained any traction in this pursuit after 3+ years so at this meeting advanced a Plan B which would allow a determination of baseline biogas production of sewage sludge alone (estimated at 15 standard cubic feet per pound of Volatile Solids destroyed (15 scf/lb VS Destroyed) and assign that volume a D3 credit. We would then assume all additional biogas produced would be from the additional feedstock and be awarded a lower value D5 credit. Unfortunately, this too was rejected by OTAQ. We are in the process of determining next steps. One option may be to assign 75% of the base biogas production a D3 value and all else a D5 value. This is



because the regulations assumed sewage sludge had a minimum of 75% cellulosic content which allowed qualification for the D3 credit.

Note that following this meeting, Madison Le has been promoted to a position in another branch of EPA and will no longer be involved in the Renewable Fuel Standard program. Her replacement has not yet been named.



**BOARD MEMBER  
MEETING ATTENDANCE REQUEST**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4/16/2020**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 8B**

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



**Teresa Lerch**

Agenda Item 9  
Date April 16, 2020

**From:** Rich Nagel and Gilbert Trejo <president@watereuse.org>  
**Sent:** Monday, March 30, 2020 1:01 PM  
**To:** Teresa Lerch  
**Subject:** ADV: WateReuse California Announces Summer Virtual Event



March 30, 2020

Dear Rabi:

WateReuse California (WRCA), in partnership with the national WateReuse Association, is excited to announce a virtual event that will launch this summer and feature cutting edge recycled water programming, awards, special events and more. The virtual event will include many of the same sessions that were planned for the cancelled WRCA annual conference in San Francisco. The launch date will be released very soon.

All registration fees for the cancelled 2020 March conference will be refunded at this time. Please be patient as staff works to complete this process over the next month. A relatively small registration fee will likely be charged for the virtual event.

Sponsors and exhibitors for the 2020 March conference can also receive a full refund upon request, however we hope that you will continue to support WRCA by sponsoring or exhibiting at the virtual event at your current or a reduced level. We are preparing a prospectus that outlines the opportunities and benefits for sponsors and exhibitors and expect to send that to you soon.

WRCA is committed to providing a highly interactive, easy to use virtual event that includes live and prerecorded sessions so it will simulate an in-person conference experience. Our virtual event will include exhibit halls, theaters for presentations, networking lounges for group or private chats, and resource centers for document sharing. One of the benefits of a virtual event is that speakers, sponsors and exhibitors will have ready access to those members most interested in their presentations, products and services. After the event is launched, registrants will have access to the sessions and content, as well as sponsor and exhibitor information, for at least a month.

In closing, we thank you for your ongoing support of WRCA and the WateReuse Association. We will be back in touch with you soon with more specifics on the summer virtual event. Please contact Jennifer West, Managing Director, WateReuse California at [jwest@watereuse.org](mailto:jwest@watereuse.org) and Alicia

Rutherford, Director of Events, at arutherford@watereuse.org if you have questions or concerns.

Sincerely,



**Rich Nagel**  
President, WateReuse California



**Gilbert Trejo**  
President, WateReuse Association

You are subscribed to 2020 California  
Conference



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WateReuse  
1199 North Fairfax Street, Suite 900  
Alexandria, 22314  
United States

**Legal Notice****Legal Notice****NOTICE INVITING SEALED BIDS  
FOR SUPPLY AND DELIVERY OF SODIUM  
BISULFITE  
BAY AREA CHEMICAL CONSORTIUM (BACC)  
BID NO. 11-2020**

The Bay Area Chemical Consortium (BACC), a cooperative group of public agencies, is seeking competitive sealed bids for the supply and delivery of SODIUM BISULFITE. All sealed bids to be considered for this solicitation must be received by **2:00 P.M. PDT, Thursday, April 9, 2020**. Bids received after said date and time will be returned to the sender unopened, and will not be considered under any circumstances. Bids postmarked but received after the bid opening will not be accepted. Bids submitted electronically or by facsimile will not be accepted. Bids will be publicly opened and read aloud to all in attendance at **2:00 P.M. PDT, Thursday, April 9, 2020** at the Dublin San Ramon Services District - Regional Wastewater Treatment Facility at 7399 Johnson Drive, Bldg A, Pleasanton, CA 94588. Bidders are invited, but not required, to attend the bid opening. BACC and its member agencies reserves the right to reject any and all bids and to waive informalities and immaterial irregularities or technical defects in the bids received.

All bid submittals must be enclosed in a sealed envelope marked "Bid for SODIUM BISULFITE, BACC BID No. 11-2020" addressed to BACC Coordinator, 7399 Johnson Drive, Bldg A, Pleasanton, CA 94588

For additional information or any questions concerning this bid, please contact the BACC coordinators:

Lorien Fono at (510) 684-2993 or  
lfono@bacwa.org  
Gemma Lathi at (925) 875-2398 or  
lathi@dsrsd.com

no.334 March 23, 30, 2020



**Legal Notice**

**Legal Notice**

**NOTICE INVITING SEALED BIDS  
FOR SUPPLY AND DELIVERY OF SODIUM  
HYPOCHLORITE 12.5%  
BAY AREA CHEMICAL CONSORTIUM (BACC)  
BID NO. 13-2020**

The Bay Area Chemical Consortium (BACC), a cooperative group of public agencies, is seeking competitive sealed bids for the supply and delivery of SODIUM HYPOCHLORITE 12.5%. All sealed bids to be considered for this solicitation must be received by **2:00 P.M. PDT, Thursday, April 9, 2020**. Bids received after said date and time will be returned to the sender unopened, and will not be considered under any circumstances. Bids postmarked but received after the bid opening will not be accepted. Bids submitted electronically or by facsimile will not be accepted. Bids will be publicly opened and read aloud to all in attendance at 2:00 P.M. PDT, Thursday, April 9, 2020 at the Dublin San Ramon Services District - Regional Wastewater Treatment Facility at 7399 Johnson Drive, Bldg A, Pleasanton, CA 94588. Bidders are invited, but not required, to attend the bid opening. BACC and its member agencies reserves the right to reject any and all bids and to waive informalities and immaterial irregularities or technical defects in the bids received.

All bid submittals must be enclosed in a sealed envelope marked "Bid for SODIUM HYPOCHLORITE 12.5%, BACC BID No. 13-2020" addressed to BACC Coordinator, 7399 Johnson Drive, Bldg A, Pleasanton, CA 94588

For additional information or any questions concerning this bid, please contact the BACC coordinators:

Lorien Fono at (510) 684-2993 or  
lfono@bacwa.org  
Gemma Lathi at (925) 875-2398 or  
lathi@drsrd.com

No.335 March 23, 30, 2020

## ***Big downturn means Marin agencies should consolidate***

### **Dick Spotswood**

America is witnessing a major economic downturn. Everyone will take a hit, including counties, municipalities, schools and special-purpose districts. It's time to enact reforms to permanently economize and streamline Marin's governments. The pandemic presents the occasion, though altering the status quo makes sense under all circumstances.

Funding dries up in hard times. Taxpayers will be more reluctant to raise taxes no matter how essential the need. California's underfunded public employee pensions will divert ever more funds away from core tasks.

Step one is for Marin to become a charter county so it can decide, for itself, the form of its governance and how municipal and educational functions might be more efficiently deployed. Of California's 58 counties, 14 (including San Francisco, Santa Clara and San Mateo) have their own charters. The others, including Marin, operate under "general law" where the Legislature decides their role.

Charter counties are created by popular initiative or county supervisors' actions. A 15-member commission is then elected to draft a charter.

When written, the proposed charter is submitted to voters with a simple majority required for adoption. The Legislature must be cooperative. With popular local support, it's doable.

The generic current general law method results in weak county supervisors with often invisible leadership.

Marin should elect a county mayor, which is called the county executive in eastern states. Elected countywide, the mayor is the county's political leader working with a professional manager to execute policy.

Elect by district four, or even six, part-time county supervisors to serve as Marin's legislature with the mayor as chair. Essentially, it's how San Rafael's city government is organized.

Consolidation will lead to substantial economies. Some special purpose districts operate as clubs involving longtime directors and handsomely compensated employees.

Marin has nine fire departments, three consolidated fire agencies — Ross Valley, Southern Marin and Twin Cities — two stand-alone city fire departments (San Rafael and Mill Valley), three special districts in Novato, Kentfield and Tiburon, plus county fire in unincorporated West Marin.

Ross Valley combined wisely. None of its directors are directly elected. All but one are ex officio council members. Its chief, Jason Weber, doubles as county fire chief.

In a chartered Marin County, the route forward combines all fires agencies into a countywide Marin Fire Department. Its governing board should be county supervisors, county mayor and four directors selected by Marin's Council of Mayors and Councilmembers.

The idea of electing sewage commissioners made sense in the 1920s but is preposterous in the 21st century. Join all nine independent sanitary districts and city-run sewage operations into one County of Marin-managed sewage department. Every sanitary district has five commissioners and a general manager. They determine no real policy except for setting rates. One professional county department head can do the same task at lower cost.

Marin has 18 school districts. The best idea to combine them is suggested by past San Rafael schools trustee Gladys Gilliland. Expand the boundaries of the county's three feeder high school districts and enlarge their authority to include all primary schools within their territory.

The first district mimics the boundary of Southern Marin's Tamalpais Union High School District. The second combines San Rafael and Miller Creek districts into one unified San Rafael schools agency. The third is Novato's Unified District, which I'd expand to include West Marin.

There'll be major opposition. Some will see their sacred cows threatened. Elected directors treasuring their roles will fight to retain the status quo.

This idea isn't criticizing most special purpose district directors or school trustees. It's simply time for change.

The proper formula forward was started by the Southern Marin Fire District. Consolidation should occur only if the combined entity delivers "the same or better services at the same or lower cost." *Columnist Dick Spotswood of Mill Valley writes on local issues Sundays and Wednesdays. Email him at [spotswood@comcast.net](mailto:spotswood@comcast.net).*



**Dick Spotswood**

## Cities want transparency rules waived

### VIRUS COMPLICATIONS

By Juliet Williams

*The Associated Press*

Citing unprecedented challenges created by the coronavirus pandemic, city officials across California are asking Gov. Gavin Newsom to suspend or delay numerous state laws, saying they're unable to comply with everything from environmental regulations to public records laws that give people a window into how the government is spending public money.

Noting that city resources and personnel are stretched thin responding to the pandemic, the executive director of the League of California Cities asked Newsom last week to "take immediate action to pause certain statutory requirements."

The league that represents nearly 500 cities is seeking to delay the state's constitutionally mandated California Public Records Act, which requires transparency in government decision-making and spending. The law requires public agencies to respond

to requests for information within 10 days, though many routinely take advantage of legally allowed extensions.

Spokeswoman Kayla Woods said the group is not seeking to suspend all public records requests, but wants "flexibility to cities if their ability to respond to certain PRA requests is limited due to decreased staffing or closure of city facilities." She said the delay would be limited to records requests "other than those created during, and relating to, the COVID-19 crisis."



**Teresa Lerch**

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**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Tuesday, April 7, 2020 9:04 AM  
**To:** Undisclosed Recipients  
**Subject:** Coronavirus: Is the drinking water supply safe? - San Jose Mercury News 5/2/20

## **Coronavirus: Is the drinking water supply safe?**

How water agencies plan to keep drinking water plants running  
Paul Rogers, San Jose Mercury News 5/2/20

As the coronavirus pandemic continues to spread, water agencies across the Bay Area and California are taking unprecedented steps to keep the water flowing that millions of people need for drinking and washing their hands, but which is also critical for fighting fires, serving hospitals, running sewer systems and other vital uses.

The main goal: Preventing the workers who run the drinking water treatment plants from getting sick.

"This event is unique," said Alexander Gordon, emergency services and security manager for the Santa Clara Valley Water District, which provides drinking water to 2 million people in and around San Jose. "Pipelines didn't break. Flooding didn't happen. You have an emergency where people are the problem, in terms of passing potential infection."

In San Diego County, 10 employees are living in rented RVs at the massive ocean desalination plant in Carlsbad to avoid all contact with the outside world. Their food is delivered. They communicate with their families through web video chats. They come into contact with no one except each other. The plant generates 50 million gallons of water a day, about 10% of San Diego's supply.

That hasn't happened yet at major Bay Area water agencies. But it remains an option, water managers say.

The Santa Clara Valley Water District and East Bay Municipal Utility District have cots and military MREs — meals ready to eat — in case their drinking water plant operators need to live at the plants in cloistered safety.

They have stockpiled chemicals like chlorine. They are calling back retirees. And they are not letting anybody into control rooms or anywhere near their operators, treating them like public works Fort Knoxes.

"The control rooms are completely isolated. Only the operators can go in," said Bhavani Yerrapotu, deputy operating officer of the Santa Clara Valley Water District's treated water division.

The workers who help run the Hetch Hetchy water system in the Sierra Nevada, which provides drinking water to 2.7 million people in San Francisco, San Mateo, northern Santa Clara and southern Alameda counties, may be asked to live in houses near Cherry Lake, a reservoir in Tuolumne County, to reduce their risk of contracting the disease.

"We aren't just talking about the operators, but we are also thinking about their families," said Michael Carlin, deputy general manager of the San Francisco Public Utilities Commission.

A poll done from March 10 to March 16 found that absenteeism was the top coronavirus concern of water utilities in the U.S., with 75% of water industry leaders saying they are anticipating challenges due to illness.

"Our preliminary research shows that nearly half of water utilities either already have plans to assure essential workers can live on-site at their jobs or are considering developing those plans," said David LaFrance, CEO of the American Water Works Association, and industry group that conducted the poll.

The workers may be at risk. But the drinking water that comes out of taps is safe.

The World Health Organization, the U.S. Environmental Protection Agency and the Centers for Disease Control and Prevention all have issued statements in recent weeks saying that normal filtering and disinfection already required at drinking water plants with chlorine, ultraviolet light and other methods kills viruses, including coronavirus, along with bacteria and other pathogens.

"The same treatment processes that protect tap water from other viruses and other harmful organisms also protect against coronavirus," said Stefan Cajina, a section chief for the State Water Resources Control Board's Division of Drinking Water, in Richmond. "Chlorine kills viruses very effectively even in small concentrations."

But the challenge is keeping workers healthy to run those systems.

Cajina said he hasn't heard of drinking water plants in California where workers have become infected with COVID-19 yet. But as the disease spreads, the risk grows.

Three weeks ago, after an employee at the Santa Clara Valley Water District was hospitalized with COVID-19, several staff members, including CEO Norma Camacho, had to self-quarantine for two weeks. The worker was not employed in the district's three drinking water plants, but the issue highlighted the risk.

In a worst case situation, where a water agency had all of its plant operators sick and was running out of chemicals, it could keep the plants running, Cajina said, and issue a "boil water" notice to the public. But he said that is unlikely.

"If we get to that point, you really are looking at the effects we would see from a major earthquake. I really don't think we are going to get to anything like that," he said.

He noted, however, that if water systems ever reached the point of not being able to handle fundamental operations of providing safe drinking water, "we'd be more concerned first about the smaller systems that don't have the depth. We are in touch with them daily."

Small water systems that serve a few hundred people can be hooked up to other water systems, or run by the National Guard or military in case of emergencies. In California's drought, when some ran dry, water was trucked in temporarily to some communities.

In Napa, after a 6.0 earthquake wrecked part of the city's water delivery system in 2014, crews set up stations for residents to drive up with containers and get water until the pipes were fixed.

Until modern water treatment standards were put in place 100 years ago, contaminated water regularly caused epidemics of diseases like typhoid, cholera and dysentery that killed thousands of Americans. It still does in some of the world's poorest countries.

"One of the first things you need for a successful civilization is that you can wake up everyday and not think about safe drinking water," said Jay Lund, a professor of civil and environmental engineering at UC Davis.

"These plants are essential," he said. "The people who run them know they are essential. They are generally well prepared. But if you are a drinking water regulator now you need to make sure everybody is doing their job."

In recent weeks, water agencies around California have activated an organization called Cal-WARN, or California Water Agency Response Network. Just like with a wildfire, when fire departments ask other fire

departments to provide firefighters to help battle big blazes, the network allows water agencies borrow workers from other agencies in emergencies.

So far, workers haven't been needed.

To reduce the risk they will be, plant operators at major Bay Area water districts are being kept "in reserve." Some are being deliberately kept home to preserve them in case their co-workers on duty contract COVID-19.

"If we still get people sick, we have a reserve. We have a pretty deep bench that we can draw on," said Clifford Chan, director of operations and maintenance at East Bay MUD, which provides drinking water to 1.5 million people in Alameda and Contra Costa counties, and has 18 of its 36 plant operators at home.

There are other plans beyond that.

"Should one of our three plants get exposed, in spite of us isolating individual operators, then we could shut down one plant and supply the water flow from another plant," said Yerrapotu, of Santa Clara Valley Water District. "We've not had to go there yet."

After the 1989 Loma Prieta earthquake, the major water agencies in the Bay Area connected the pipes of their systems. Those links could come in handy now.

"We saw the need to create sort of a water super highway to be able to exchange water during critical periods," Carlin said. "If something happens to somebody's system, and somebody else has treated water, then we can move it back and forth. It's really important."

Buying some bottled water is OK, experts say. But storing large amounts at home is not necessary.

"People should be as prepared as they are for an earthquake," said Cajina. "But we don't expect this to reach that level."

Link: <https://www.mercurynews.com/2020/04/01/coronavirus-is-the-drinking-water-supply-safe/>

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#### News Update



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**Teresa Lerch**

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**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Wednesday, April 8, 2020 8:33 AM  
**To:** Undisclosed Recipients  
**Subject:** COVID-19 Water Fact Sheet - Participation in research requested  
**Attachments:** COVID19 Water Fact Sheet.pdf

Daniel Gerrity, with Southern Nevada Water Authority, has been working with a few other local wastewater utilities to monitor for SARS-CoV-2 and has prepared a 'fact sheet' (*attached*) for them that summarized their latest understanding of the virus and the implications for water, wastewater, and water reuse. This is a summary to supplement some of the more technical papers coming out.

It also provides some guidance for wastewater utilities in case they want to participate in research projects in the future (e.g., collaborations with local universities once they return to campus/labs). For more information please contact:

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#### News Update



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## Implications of COVID-19 for Water, Wastewater, and Water Reuse

### What are the implications of wastewater detection of SARS-CoV-2?

Because SARS-CoV-2 genetic material has been detected in feces, many researchers and wastewater agencies throughout the world are collaborating to document its occurrence in wastewater. One published study has already confirmed detection of the viral RNA in wastewater at multiple sites in the Netherlands,<sup>15</sup> and there are ongoing studies in Nevada, Washington, and Arizona (likely others as well) observing similar results. It is important to note that there have not been any detections in drinking water.<sup>14</sup> Given the intense interest and time-sensitive nature of this issue, researchers are now developing collaborative networks to share protocols and coordinate monitoring efforts.

Although it is not necessarily surprising for the RNA of SARS-CoV-2 to be detected in wastewater, it creates additional uncertainty for the water/wastewater/water reuse industries. SARS-CoV-2 is not expected to persist through disinfection processes,<sup>13</sup> but the precautionary principle dictates that the industry should consider risks from aerosolization in sewers and during primary or secondary wastewater treatment. In previous research, viruses spiked at high concentrations were detected in aerosols released from model-scale sewers and aeration basins.<sup>16</sup> Here are several additional considerations:

- All wastewater studies to date have used molecular assays targeting the genetic material of SARS-CoV-2 and do not provide any direct evidence of infectivity or even structurally intact viruses. So even though the viral RNA has been detected in wastewater, the presence of the genetic material does not necessarily imply any risk to facility personnel or the general public.
- Cell culture methods are critical for evaluating the infectivity of human viruses. Virus growth in cell culture indicates the potential for the virus to replicate in humans and cause disease. For SARS-CoV-2, cell culture methods require Biosafety Level 3 precautions. This limits such studies to specialized laboratories, which is why many studies include only molecular assays.
- SARS-CoV-2 genetic material is frequently detected in the feces of infected individuals, hence the detection of its RNA in wastewater, but isolation of infectious SARS-CoV-2 from fecal samples has been unsuccessful in many, but not all, cases.<sup>17-18</sup> Previous studies of SARS-CoV-1 (2003 outbreak) showed that diarrhea was a common symptom, but attempts to isolate infectious virus from fecal samples also experienced mixed results.<sup>19-20</sup> For SARS-CoV-2, neither RNA nor infectious virus has been detected in urine,<sup>17</sup> but infectious SARS-CoV-1 was detected in urine in past studies.<sup>20</sup> Therefore, the situation is still uncertain, but it is possible that wastewater contains only non-infectious SARS-CoV-2 or even just its genetic material. ***It is critically important that this conclusion be reevaluated over time as additional research becomes available.***
- Consistent with these findings and past research on other coronaviruses, the CDC published the following guidance for wastewater agencies: “Wastewater treatment plant operations should ensure workers follow routine practices to prevent exposure to wastewater. These include using engineering and administrative controls, safe work practices, and PPE normally required for work tasks when handling untreated wastewater. No additional COVID-19-specific protections are recommended for employees involved in wastewater management operations, including those at wastewater treatment facilities.”<sup>14</sup>

### How can water/wastewater/water reuse agencies get involved?

One of the major challenges associated with COVID-19 is developing an accurate estimate of disease prevalence in various communities. This has been hindered by challenges in implementing broad clinical testing and the wide range of symptoms experienced by infected individuals, including those who are completely asymptomatic. This presents a unique opportunity for the water/wastewater/water reuse industry with respect to ‘environmental surveillance’ or ‘wastewater epidemiology’—the study of wastewater-derived constituents as a means of characterizing levels of disease within a community. Widespread monitoring of wastewater across regions and time may ultimately provide critical information related to the actual prevalence of COVID-19, time series comparisons with clinically-confirmed cases, and an early-warning system for reemergence of COVID-19. In fact, some regions where COVID-19 had



## Implications of COVID-19 for Water, Wastewater, and Water Reuse

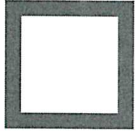
largely been contained, such as South Korea, are now observing a second wave of infections as society returns to normal.<sup>21</sup>

As a water/wastewater/water reuse agency, there may be opportunities to actively participate in this important research effort. Although standard methods exist for clinical testing,<sup>22-23</sup> there are no standard methods for environmental surveillance of SARS-CoV-2, and given the current ‘stay-at-home’ directives in many states, research is currently on hold in many places. However, there are still measures that can be adopted now to assist in future research efforts. ***One option is to freeze at least 1 liter of composite influent wastewater/raw sewage each week—or whatever frequency is practical for a given facility.*** If possible, this sampling should continue throughout the duration of the outbreak and beyond to account for unexpected spikes in COVID-19. Once activities resume at universities and other research agencies, there will be considerable demand for these samples so that the industry can learn from the current pandemic and adopt best practices for the future. There will be additional guidance from researchers and/or research foundations on how to participate in these future efforts. The Water Environment Federation (WEF) is also expected to release additional guidance on COVID-19 in the coming weeks.

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## Blog Post

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Courtesy of 'Mr Toilet'

INTERNATIONAL | NATIONAL | MEDIA & FILM

### **Mr Toilet: The World's #2 Man**

Posted by: Don Schwartz - April 10, 2020 - 10:24am

“It is not right that 2.5 billion people in the world still do not have access to proper sanitation—when we can send spacecraft to land on Mars.”

Jack Sim

[Mr Toilet: The World's #2 Man](#) is a profile of toilet and sanitation crusader Jack Sim who wants to rid the world of open-air urination and defecation, and to provide, instead, private sanitary toilets.

From the film's website: “Not having a place ‘to go’ isn't just an inconvenience, it's a problem that impacts 2.4 billion people worldwide. In India alone, 200,000 children die each year from lack of safe sanitation, while women are regularly raped because they have to defecate in public spaces.’

That's some serious ‘shit’—Sim's preferred term for feces.

Sim was born in, and is based in Singapore. He has a loving wife, Julie, and four children—Faith, Truth, Earth and Worth—all of whom appear in the film. Sim started out as a successful

businessman, felt a sense of meaninglessness, and dedicated himself to the goal of ensuring that everyone has access to a sanitary, private toilet.

Sim is energetic, creative, innovative, joyful and passionate in his pursuit of this admiral goal—one which takes him around the world. He now has a global profile which includes starring in this excellently produced, fully engaging documentary directed by Lily Zepeda.

The film proffers some of Sim's accomplishments. I include his Wikipedia page [Here](#), however, simply because I was overwhelmed by the amount and quality of contributions he has made and continues to make to our world.

To get you started, though, Jack Sim is the founder of [World Toilet Organization](#). At his bidding the United Nations, in 2013, declared November 19 [World Toilet Day](#).

True Confession: I chose this film to cover because I became fascinated and bemused by the world's obsession with hoarding toilet paper in response to the Corona virus pandemic.

The whimsy of that impulse aside, I am happy to relate that [Mr Toilet: The World's #2 Man](#) is an important documentary film that everyone should see—especially politicians and their staffs at every level of government around the world.

'Mr. Toilet' is distributed by [Journeyman Pictures](#).

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**Web Link**

<https://mrtoiletfilm.com/>

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Video Link

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