

Handout

Agenda Item 3.3

Date Feb 20, 2025



MEETING NOTES

Special Board Meeting

Project:	Las Gallinas Valley Sanitary District	Meeting Location:	101 Lucas Valley Rd
Meeting Date:	January 23, 2025	Meeting #:	
Notes Issued:	February 19, 2025	Prepared by:	N&T
Distribution:	All attendees		
In Attendance	Company/Agency	Phone	E-mail
Megan Clark (MCI)	LGVSD		
Nicholas Lavrov (NL)	LGVSD		
Craig K. Murray (CM)	LGVSD		
Gary E. Robards (GR)	LGVSD		
Crystal J. Yezman (CY)	LGVSD		
Curtis Paxton (CP)	LGVSD		
Teresa Lerch (TL)	LGVSD		
Dale McDonald (DM)	LGVSD		
Mike Cortez (MCo)	LGVSD		mcortez@lgvsd.org
Mel Liebmann (ML)	LGVSD		
Greg Pease (GP)	LGVSD		
Pat Richardson (PR)	LGVSD		
Scott Salge (SS)	Noll & Tam Architects		scott.salge@nollandtam.com
Eli Mayerson (EM)	Noll & Tam Architects		eli.mayerson@nollandtam.com
Ellie Ratcliff (ER)	Noll & Tam Architects		ellie.ratcliff@nollandtam.com
Fani Hansen (FH)	Member of the public		

Item	Description	Action / Response
1. Design Requirements, Constraints, and Opportunities		
1.01	<p><u>Sea Level Rise & Storm Surge</u></p> <p>In response to anticipated sea level rise and storm surge elevations, the building finish floor is elevated several feet above existing grade to +16 FT. This elevation is four feet higher than that of the existing road and levees (+12 FT). Future plans to raise the elevation of roads and levees in this area would bring these elevations to +14 FT. The datums referenced in the presentation are taken from a 2014 by BKF Engineers, titled "Design Water Levels with Sea Level Rise" and the +16 FT finish floor elevation is consistent with other new developments with similar relationship to the Bay Shoreline.</p>	n/a

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	The current design provides stairs and fully accessible ramps to the elevated exterior deck and both building entries.	
1.02	<p><u>Additional Design Requirements</u></p> <p>The project addresses light pollution by limiting the amount of glass and specifying exterior fixtures that are dark sky compliant. All exterior glazing will include a bird-safe frit pattern to protect birds. Interior spaces are designed for natural daylight, reducing internal lighting loads, and the exterior cladding is being developed to reduce glare to surrounding neighbors.</p>	n/a
1.03	<p><u>Existing Conditions and Site Constraints</u></p> <p>Existing site constraints include PG&E easement, a 25 foot creek setback, existing wastewater treatment infrastructure (Outfall and Pond Diversion), underground utilities to be rerouted, and underground chlorine chambers to remain in place. The limit of work is constrained to the existing soldier pile wall along Miller Creek, the existing roads to the north and west, and the property line to the south.</p>	n/a
1.04	<p><u>Design Considerations and Opportunities</u></p> <p>The proposed building footprint is oriented to allow space for:</p> <ul style="list-style-type: none"> - Underground piping for the future UV filtration project; - Parking for visitors and staff - Vehicle turn-around to accommodate visitor drop-off, tour/school buses, and firetruck access - Potential SF Bay Trail Connection 	n/a
1.05	<p><u>Design Inspiration</u></p> <p>As the design has been developed, the team has found inspiration for the building design, materials, and color palette in the surrounding site and landscape. The many vistas from and within the project site provide ample educational opportunities. The project seeks to connect building visitors and users to a sense of place, both at the Wastewater Treatment Plant and within the Miller Creek watershed. The project is a unique opportunity to invite the public in to learn more about wastewater treatment and the role they can have in stewarding public health. The primary design concepts for the building include:</p> <ol style="list-style-type: none"> 1. <u>Framing views.</u> The building is oriented to capture specific views of the Plant and the surrounding landscape. 2. <u>Light on the Land.</u> The building minimizes disturbances to the existing topography. 3. <u>Inviting Interaction.</u> The dynamic screens at the building façade are manually operated, creating a welcoming gesture for visitors to the interactive Education Center. 	n/a

Item	Description	Action / Response
2. Site Design		
2.01	<p><u>SF Bay Trail Connection / Vehicular Access</u></p> <p>The project proposes to connect disparate segments of the SF Bay Trail at McInnis Park and the Las Gallinas Wildlife Loop. The current design presented is designed as a footpath and has not yet been coordinated to SF Bay Trail standards.</p> <ul style="list-style-type: none"> - CP notes that currently users of the SF Bay Trail can walk along access roads to get from one segment of the trail to the other. - CM shares interest in supporting a trail connection, generally shifting people away from access roads, but also has concern that an established SF Bay Trail may limit future District flexibility and needs at this location. CM also notes there is a trail subcommittee at LGVSD. - GP and ML note that there will need to be vehicular access to the east side of the proposed building, as pumps at the Outfall and Pond Diversion structures will need to be serviced. Trucks can use the road south of the property line to access the east part of the project site. 	<p>NT to provide vehicular access to the Outfall and Pond Diversion structures, and continue working with the Ad-hoc Committee on whether or not to create an established SF Bay Trail connection.</p>
2.02	<p><u>Parking</u></p> <p>The existing project site includes (5) parking spaces in front of the existing Lab building. The San Rafael Municipal Code does not specify a minimum number of parking spaces; instead parking is determined by use. The proposed project provides (5) public parking spaces at the north side of the site, and another (8) parking spaces for staff at the west side of the site. The parking spaces currently do not include EV charging stations, but do provide the minimum number of EV capable spaces required by code.</p> <p>Outside the limit of work of this project, there are additional parking spaces available within the Plant. The Reclamation Parking Lot north of the project site provides (12) parking spaces.</p> <ul style="list-style-type: none"> - The group discussed opening all parking spaces to the public on the weekend, and providing a managed, Plant-wide parking approach for specific events when higher numbers of visitors are expected 	<p>NT is providing a parking study as part of the Planning submission and will respond to Planning's comments as required.</p>
2.03	<p><u>Bicycle Parking</u></p> <p>The project includes (2) short-term bicycle parking spaces and does not yet identify a location for long-term bike parking.</p> <ul style="list-style-type: none"> - CM notes that long-term bike parking locker box with a keycard for payment has worked well at other public parks and facilities. Location and visibility of long-term bike parking will be important to ensure security and mitigate potential bike theft. 	<p>NT to work with the Ad-hoc Committee to determine the appropriate number and location of long-term bike parking spaces</p>

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2.04	<p><u>Public Restroom Access</u></p> <p>The existing portalet at the Reclamation Parking Lot north of the site could be replaced with a public restroom at the new building. The proposed first floor plan includes a single occupancy restroom with direct access from outside the building. Access to the restroom can be controlled with door hardware, e.g. keypad with code, or timed to be locked at certain hours. The extent to which this restroom is open to the public is ultimately an Operational decision and could adjust over time.</p> <ul style="list-style-type: none"> - The group confirms the current design approach to provide exterior access to the restroom with access control hardware. 	<p>NT to recommend door hardware and security at exterior door for District review.</p>
2.05	<p><u>PV Canopy</u></p> <p>The project currently includes a vendor-provided PV Canopy over a section of parking along the west side of the building. This Canopy helps to shade parking spaces and could be an educational opportunity about renewable energy.</p> <ul style="list-style-type: none"> - CY asks if the PV Canopy is needed, if the District is building a separate PV Array. 	<p>NT to analyze power generation need for the building and determine if it can be provided by the PV Canopy or the PV Array project. If the PV Canopy isn't provided, shade over the parking will still need to be provided.</p>
2.06	<p><u>Exterior Building Signage</u></p> <p>The project includes a monument sign at the approach to the main building entry, as well as building-mounted signage at entry itself and the north elevation.</p> <ul style="list-style-type: none"> - CM confirms the importance of building-mounted signage with the District logo/identity 	<p>NT to coordinate and review building signage with Ad-hoc Committee during the CD Phase</p>
2.07	<p><u>Exterior Lighting</u></p> <p>Exterior lighting includes pole, bollard, and building-mounted fixtures with full cut-off shrouds to limit light pollution and meet dark-sky requirements.</p> <ul style="list-style-type: none"> - CM notes that sensors at light bollards could be used to illuminate that path only when needed, thereby reducing impact to lighting 	<p>NT to continue working with Lighting Engineer to meet dark-sky requirements and balance occupant safety and security with light pollution.</p>
2.08	<p><u>Perimeter Security and Fencing</u></p> <p>At the east edge of the site, the existing soldier pile wall meets new fencing along the south property line and at the main entry ramp. The Outfall and Pond Diversion structures are fenced and secured by gates with District access only. Fence height varies (6 FT to 8 FT tall). Where the proposed SF Bay Trail crosses the site, there is opportunity to provide gates that allow managed public access . Outside the fenced area, the site is open to the public during District hours.</p> <ul style="list-style-type: none"> - See discussion at item 2.01 for vehicular access needed east of the building. 	<p>NT to review fencing details and drivable path for maintenance and service with Ad-hoc Committee during CD Phase.</p>

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	<ul style="list-style-type: none"> - NL asks what type of fencing will be provided, and requests no chain-link or similar material. SS notes fencing will likely match fencing recently installed at the Plant. 	
3. Building Floor Plans		
3.01	<p><u>Overall Building Configuration</u></p> <p>The main entry at Level 1 is accessed from the north edge of the site. A separate staff entry to the Laboratory on Level 1 is provided at the south edge of the site, adjacent to staff parking. An elevator and interior connects the two floors, and the second path of egress from Level 2 is provided by an exterior stair at the south elevation.</p>	n/a
3.02	<p><u>Interior Finishes</u></p> <p>Interior design and finishes are being developed with special consideration for flexibility, durability, and user comfort (physical, visual, and acoustical). The building structure, a system of glulam beams, posts, and wood decking, is exposed and celebrated within the space.</p> <ul style="list-style-type: none"> - NL and CM are concerned that carpet may not be a hygienic selection, where it is proposed at the Board/Training Room and Small Conference Room. ML notes that carpet contributes to good acoustical performance, and SS confirms that if a harder material is selected, other acoustical materials will need to be added to the space to address acoustical issues. 	NT to review interior finishes with Ad-hoc Committee during CD Phase.
3.03	<p><u>Laboratory</u></p> <p>The current Laboratory layout has been developed with and reviewed by Sahar Golshani, the District Laboratory Environmental Services Supervisor. Support spaces, including Microbiology and Fumehood/Solids Testing rooms, are configured in response to laboratory workflows. All equipment has been identified, organized, and located within the space. A single occupancy restroom, lockers, and shower room are located adjacent to the main points of entry. The Lab Offices have views of the Open Laboratory and east towards Miller Creek.</p> <p>The current design is compliant with lab and safety standards and building and mechanical codes.</p> <ul style="list-style-type: none"> - CY shares concern about location of Lab Offices, currently accessed by walking through the Open Laboratory, and wonders if there is a safety concern with exiting through the Open Laboratory. 	<p>Laboratory is classified as a Group-B occupancy due to the low levels of hazardous materials stored and in use at this facility. Group-B is the same occupancy classification for typical office spaces.</p> <p>NT reviewed the Laboratory layout with Sahar and Mel against safety protocols and confirmed there is no safety issue with the current layout. Please see attached minutes from this meeting.</p>
3.04	<u>Board Room / Training Room</u>	NT to review AV support, finish selection, and furniture layouts

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	<p>The Board Room is accessed by elevator or the interior stair. A Pre-function Arrival Area just outside the room provides a space for visitors to wait before the meeting is open. The built-in dais with Board Member seats is elevated on a 6-inch platform. An accessible path to the dais is provided via short ramp in an adjacent hallway, and direct access from the dais platform is provided to the exterior egress stair. A small conference room for closed-session meetings is also provided directly from the dais platform. An outdoor Roof Terrace with views towards Miller Creek and San Pablo Bay extends off the Board Room.</p> <p>The room is equipped with the following AV:</p> <ul style="list-style-type: none"> - (1) Projection Screen, located behind the built-in dais - (2) Display Monitors - (5) Built-in display connection ports at each dais seat <p>During Board Meetings, the audience seats are oriented facing west, towards the dais. For other gatherings, such as All-staff Trainings or other Seminars, the audience would rotate 90-degrees, facing south, to reduce the view depth and increase the view angle of presenters and displays. Furniture layouts are flexible; initial layouts demonstrate the following room capacities:</p> <ul style="list-style-type: none"> - Board Meeting <ul style="list-style-type: none"> o (5) fixed Board Member seats o (6) Counsel seats at tables o (73) Public seats o (1) Lectern - All-staff Training <ul style="list-style-type: none"> o (4) Presenters with tables o (40) Audience seats at (14) tables - Seminar <ul style="list-style-type: none"> o (5) Presenter seats o (74) Audience seats - MCI suggests moving the dais to the south wall because there aren't many public attendees. - PR notes that a monitor close to the dais would be helpful. SS suggest the two monitors in the design could both be mobile to allow for flexibility. 	<p>to accommodate different uses of the space with Ad-hoc Committee in the CD Phase</p>
3.05	<p><u>Small Conference / Breakroom</u></p> <p>The Small Conference / Breakroom is a dual-purpose space serving the Laboratory staff and the Board for closed session meetings. There is a sink, undercounter refrigerator, dishwasher, and microwave planned for this space.</p>	<p>NT to review finishes with Ad-hoc Committee.</p>

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3.06	<p><u>Water Ecology Center and Learning Laboratory</u></p> <p>The education outreach piece of the project is broken into two distinct spaces to accommodate different modes of interactive engagement.</p> <p>The <u>Learning Laboratory</u> is on the First Floor and can accommodate 30 students and teachers. The mobile benches allow for flexibility in the space. A fixed bank of casework includes two sinks, one mounted at elementary school height, and another at an accessible height. Doors in the exterior wall provide a direct connection to the outdoor deck.</p> <p>The <u>Water Ecology Center</u> on the Second Floor is the gallery space for interactive exhibits and can also accommodate 30 students and teachers. The themes for the exhibits include 1) Intro to Las Gallinas Valley Sanitary District, 2) Living in a Watershed, 3) Wastewater Treatment, 4) Recycled Water & You, 5) Innovation, Industry, & Careers. West Office Exhibit Design has joined the project team to develop the design for the interactive exhibits. The exhibit design process is parallel to the building design and construction timeline. Fabricators will build the exhibits, which won't be installed until after the building is operational.</p> <ul style="list-style-type: none"> - CM notes that Public Health is an important aspect of wastewater treatment and should be integrated into the exhibit content. 	NT to review exhibit design progress at the next Ad-hoc Committee meeting.
3.07	<p><u>Second Floor Restroom Configuration</u></p> <p>The current layout includes individual private restrooms at the Second Floor. These restrooms have floor-to-ceiling walls separating each toilet, with shared sinks.</p> <ul style="list-style-type: none"> - CM would like to see single occupancy restrooms in lieu of the individual private restroom approach; other Board Members agree. 	NT to revise layout to provide single occupancy restrooms at the Second Floor.
4. Building Systems & LEED		
4.01	<p><u>High Performance Building Systems</u></p> <p>Building energy performance is approached in both passive and active means. Passive building performance is achieved through building orientation, high window-to-wall ratio, and high insulation in the exterior wall. Active building performance is achieved through the building systems, such as specific HVAC equipment.</p> <p>The project is an all-electric building, with high efficiency dedicated outdoor air systems (DOAS) and heat-recovery units. The</p>	n/a

Item	Description	Action / Response
	landscaping is low water, low maintenance California native plantings and recycled water is used for irrigation.	
4.02	<p><u>Recycled Water</u> The project is currently designed to use recycled water for irrigation, but recycled water could also be used to flush toilet fixtures.</p> <ul style="list-style-type: none"> - Group agrees that recycled water should be used to flush toilets. - CP confirms that the Plant has an allocation of the recycled water treated on-site. 	NT to include design for recycled water at toilet fixtures
4.03	<p><u>LEED Certification</u> The project is not currently seeking LEED Certification, however, as currently designed, the project would likely achieve LEED Silver. Pursuing LEED Certification would entail additional assessment, calculations, simulations, and enhanced energy performance modeling during design, and enhanced commissioning and additional documentation during construction. There is some added cost and time needed to confirm the building design meets specific LEED requirements.</p> <ul style="list-style-type: none"> - NL notes that the project appears close to achieving LEED Gold, and is interested in seeing the project reach for the higher tier. - GR asks what the cost would be to pursue LEED Certification. SS notes there is about \$70k in requested services fee for the team to evaluate and document the project for LEED Certification; as part of this process, the team could clarify what additional scope and cost may be required to reach LEED Gold. There would be additional cost beyond the initial \$70k to achieve the certification through construction. - CY notes that the concurrent PV Array project at the District would likely contribute points towards this project's LEED score. - The group agrees LEED Certification is worth exploring, and authorizes NT to evaluate both LEED Silver and Gold. NT to report back to the Board for final direction on LEED Certification. 	NT to work with project design team to evaluate LEED Gold certification, and report back to the Board for final direction on LEED Certification.
4.04	<p><u>Security</u></p> <ul style="list-style-type: none"> - CM asks about building security. ML notes that the Plant is currently in contract with a security firm to monitor the security systems, and the same approach would be used at the new multipurpose building. Security is not currently integrated into SCADA. 	NT and design team to meet with security vendor and District stakeholders to confirm security requirements.
5. Cost Estimate Summary		

Item	Description	Action / Response
5.01	<p><u>Cost Estimate Summary</u></p> <p>The project has recently completed a second round of cost estimating, representing the project cost through the Design Development phase.</p> <ul style="list-style-type: none"> - \$13.34m Direct Costs (11,408 GSF) - \$2.94m Contractor Job Costs - \$1.03m Contractor Insurance & Fee - \$1.73m Scope Refinement & Design Contingency (10%) - \$1.04m Escalation (5.49%; approximately 4.5% per year) - = <u>\$20.08m Estimate Total</u> <p>Owner/Vendor soft costs include:</p> <ol style="list-style-type: none"> 1. District Construction Contingency 2. Hazardous materials testing and abatement (if applicable) 3. Owner and vendor provided items, such as furniture, fixtures and equipment; Laboratory shelving and equipment; DI water equipment; vendor provided Security 4. PV Canopy 5. Interactive exhibit fabrication, installation, and interpretive signage <ul style="list-style-type: none"> - MCo notes that owner rep / District CM should be included in the Owner/Vendor soft costs as well, at 5-10%. The owner rep can help lead the prequalification / qualified bid process (see item 5.02). 	NT to review owner project CM process and collaboration with design team.
5.02	<p><u>Bidding</u></p> <p>Considerations for bidding and GC performance for this project include drilled deep foundations, heavy-wood construction, Laboratory specialty, and conducting construction on an active site. The bidding process could be approached in primarily three different ways:</p> <ol style="list-style-type: none"> 1. <u>Traditional Low Bid</u>: Lowest responsible bidder who meets the minimum criteria to bid. 2. <u>Prequalification or Qualified Bidders</u>: District establishes a group of qualified bidders based on project criteria and experience 3. <u>Best Value Bidding</u>: General Contractors are scored on set criteria, such as Bid Amount, GC Experience, an Interview, and Team Experience. 	NT to review bidding approaches with future owner project CM.
6. Schedule & Next Steps		
6.01	<p><u>Current Schedule</u></p> <p>The project is currently in a design and approvals phase, culminating in 100% Construction Documents for Bidding. Bidding is anticipated to occur this summer, with construction beginning in August.</p>	NT to provide updated schedule

Item	Description	Action / Response
6.02	<p><u>Phasing for Laboratory and Site Utilities</u></p> <p>NT is working with MCo and ML to identify opportunities to reduce construction timelines and find efficiencies in the project schedule. Site utilities will need to be rerouted to make way for new deep foundations; this work could occur separately from the new multipurpose building construction timeline. The existing laboratory could also be temporarily relocated before construction begins, which would create efficiencies in demolition and sitework.</p>	<p>NT to continue working with the District to determine path forward.</p>
6.03	<p><u>Next Steps</u></p> <p>Next steps in the design and approvals phase include submitting for Planning entitlement, Building Permit, and CEQA amendment.</p>	<p>NT to revise project schedule to address LEED Certification tasks, and work with the District to schedule additional meetings with the Ad-hoc Committee, Aqua Engineering, Operations & Maintenance, among others.</p>
<p>Please review the meeting notes and respond with any comments within 5 days.</p>		

MEETING NOTES

LGVSD – Laboratory Circulation & Safety Discussion

Project:	Las Gallinas Valley Sanitary District Multipurpose Building	Meeting Location:	Virtual meeting
Meeting Date:	February 6, 2025	Meeting #:	
Notes Issued:		Prepared by:	
Distribution:	All attendees		
In Attendance	Company/Agency	Phone	E-mail
Sahar Golshani (SG)	LGVS		
Mel Liebmann (ML)	LGVS		
Jessica Jobe Sea (JJS)	Noll & Tam Architects		
Ellie Ratcliff (ER)	Noll & Tam Architects		

Item	Description	Team	Action
1. Laboratory circulation and safety protocols			
1.01	<ul style="list-style-type: none"> ER and JJS note that the current laboratory layout is compliant with CA Building Code egress requirements. SG confirms staff are not required to wear PPE when circulating within the Open Lab. SG confirms there is no safety concern with walking through the Open Lab to get to Lab Offices. SG notes that, as precedent, the lab at CMSA also has offices that are accessed directly from the open lab area. The current laboratory at LGVS also has the same layout. SG notes that staff wear a uniform of lab coat and safety boots, and that PPE is used when handling specific samples or when doing specific lab processes. 		
2. Breakroom / Small Conference Room – Equipment List			
2.01	SG and ML confirm equipment to be included in the dual-purpose Breakroom/Conference room on Level 2: <ol style="list-style-type: none"> Full size refrigerator Toaster oven Microwave Hot plate Coffee machine 		

Item	Description	Team	Action
	<p>6. Filtered water dispenser (with hot water); typically (4) bottles are stored at a time.</p> <ul style="list-style-type: none"> - SG confirms no dishwasher is needed. - ML notes the sink should be big and confirms no additional equipment/appliances are needed to support Board meetings. 		
<p>Please review the meeting notes and respond with any comments within 5 days.</p>			