



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  
Dale McDonald,  
Administrative Services Manager

## **BOARD MEETING AGENDA**

**October 15, 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, October 15, 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@lgsd.org) by 5:00 pm on Wednesday, October 14, 2020. In addition, Persons wishing to address the Board verbally must contact the General Manager, by email ([mprinz@lgsd.org](mailto:mprinz@lgsd.org)) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

*<https://zoom.us/download> 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?pwd=Ykl4c0VWM2toZWlIMExMcGc0Qnc1Zz09>

**OR**

**By teleconference at: +16699009128 Meeting ID 822 5856 2869**

**Meeting Passcode 642811**

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**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR  
PUBLIC INSPECTION ON THE DISTRICT WEBSITE WWW.LGVSD.ORG  
NOTE: Final board action may be taken on any matter appearing on agenda**

**OPEN SESSION:**

**3:30 PM 1. PUBLIC COMMENT**  
 This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

**3:35 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 October 1, 2020
- B. Approve the Warrant List for October 15, 2020
- C. Approve Board Compensation for September 2020
- D. Approve Clark attending the CWEA Co-Digestion WWTP Webinar on 10-13-20
- E. Approve Clark attending the CWEA Brave New World Webinar on 10-14-20
- F. Approve Clark attending the CWEA History of Sewer Cleaning Webinar on 10-28-20
- G. Approve Resolution 2020-2201 SSMP Update
- H. Approve Resolution 2020-2202 – Board Policy B60-51 Miscellaneous Expense Reimbursement
- I. Approve Application of Allocation of Capacity for APN 178-125-02 1012 Las Pavadas Ave Accessory Dwelling Unit
- J. Approve Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order

Possible expenditure of funds: Yes, Items B – F and H.

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

**3:45 PM 3. INFORMATION ITEMS:**  
 STAFF/CONSULTANT REPORTS:  
 1. General Manager Report – Verbal

**4:00 PM 4. BOARD TO APPOINT A DISTRICT TREASURER**  
 Board to discuss and approve the appointment of a District Treasurer.

- 
- 4:05 PM**      **5. CHANGE ORDER FOR RELOCATION OF SECONDARY CLARIFIER #1 AND CONTRACT AMENDMENT WITH AQUA ENGINEERING - SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION**
- Board to Review and approve the Change order for Relocation of Secondary Clarifier #1 and Contract Amendment with Aqua Engineering Secondary Treatment Plant Upgrade and Recycled water Expansion.
- 4:25 PM**      **6. 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.
- 4:30 PM**      **7. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, 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: 2020 GM Evaluation Other Reports
  4. SCHRIEBMAN
    - a. JPA Local Task Force, NBWA Tech Advisory Committee, Other Reports
  5. YEZMAN
    - a. Gallinas Watershed Council/Miller Creek Watershed Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Ad Hoc HR Committee re: 2020 GM Evaluation Other Reports
- 4:45 PM**      **8. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
  - C. Pending Board Agenda Item Requests
    - i. Board Conference Registration Assistance
    - ii. Donation Policy
    - iii. Pump Station Vegetation Report

5:00 PM

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

5:05 PM

**10. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: NOVEMBER 5, NOVEMBER 19, and DECEMBER 3, 2020**

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before October 12, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held October 15, 2020 by Zoom Meeting at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch  
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the 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 OCTOBER 1, 2020

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON OCTOBER 1, 2020 AT 3:31 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

**BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray, J. Schriebman, C. Yezman

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District Secretary; Mike Cortez, District Engineer; Mel Liebmann, Plant Manager; Dale McDonald, Administrative Services Manager; Greg Pease, Collection and Safety Manager; Irene Huang, Assistant Engineer; Sahar Golshani, Environmental Services Director

**OTHERS PRESENT:** Pat Richardson, District Counsel; Mary Martis and Mark Grey, HDR

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

**PUBLIC COMMENT:** None.

Director Murray asked that the Board meeting be opened in memory of Forrest Morpew, a Director at Richardson Bay Sanitary District for over 34 years.

**CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for September 17, 2020
- B. Approve the Warrant List for October 1, 2020
- C. Approve Murray attending the Review of Wastewater Treatment Webinar on 9-2-20
- D. Approve Murray attending the Wastewater Disinfection Webinar on 9-30-20
- E. Approve Murray attending the PFAS Order Workshop 9-16-20
- F. Approve Murray attending the Managing Hostility in Public Discourse Webinar 9-9-20
- G. Approve Schriebman attending the CA Bioresources Alliance Symposium 11-12-20
- H. Approve Contract Amendment 4 to GHD John Duckett Pump Station Improvements Project
- I. Approve Award of Contract for On-Call Engineering Services
- J. Approve Application of Allocation of Capacity for APN 178-023-16- 642 Woodbine Drive Accessory Dwelling Unit
- K. Approve Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order

Items H, J and K were pulled for discussion.

**ACTION:**

Board approved (M/S Schriebman/Clark 5-0-0-0) the Consent Calendar items A through K.

Roll Call:

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

56 ABSENT: None.  
57 ABSTAIN: None.

58  
59 **INFORMATION ITEMS:**

60 **STAFF / CONSULTANT REPORTS:**

- 61 1. Update ELAP to TNI Standards Presentation – Golshani reported.  
62 2. Regional Land Application Site Feasibility Study Presentation – Mary Mardis from HDR presented.  
63 3. Marin County Independent Special District Selection Committee Changes to  
64 Election Rule- information only.  
65 4. General Manager Report – Verbal- Prinz reported.  
66

67 **ACTION ITEMS:**

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69 **APPROPRIATION OF VEHICLE RESERVE FUNDS FOR FY 2020-2021 VEHICLE PURCHASES**

70 Board to review and approve Appropriation of Vehicle Reserve Funds for FY 2020-2021 Vehicle Purchases.  
71

72 **ACTION:**

73 Board approved (M/S Clark/Schriebman 5-0-0-0) the use of Vehicle Reserve Funds in the amount of  
74 \$379,100 for the purchase of vehicles in 2020-2021.

75 Roll Call:

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

81 **BOARD MEMBER REPORTS:**

82 1. CLARK

- 83 a. NBWA Board Committee –no report  
84 b. Other Reports– no report  
85

86 2. ELIAS

- 87 a. NBWRA– no report  
88 b. Ad Hoc Engineering Committee—no report  
89 c. Other Reports– no report  
90

91 3. MURRAY

- 92 a. Marin LAFCO – verbal report  
93 b. CASA Energy Committee– no report  
94 c. 2020 GM Evaluation Ad Hoc Committee- No report  
95 d. Other Reports– no report  
96

97 4. SCHRIEBMAN

- 98 a. JPA Local Task Force– no report  
99 b. NBWA Tech Advisory Committee– no report  
100 c. Other Reports- no report  
101

102 5. YEZMAN

- 103 a. Gallinas Watershed Council/Miller Creek Watershed Council– no report  
104 b. Flood Zone 7– verbal report  
105 c. CSRMA– no report  
106 d. Ad Hoc Engineering Committee– no report  
107 e. 2020 GM Evaluation Ad Hoc Committee- no report  
108 f. Other Reports–no report  
109  
110  
111

- 112 **BOARD REQUESTS:**
- 113     A. Board Meeting Attendance Requests – Clark will submit three Webinar requests.
- 114     B. Board Agenda Item Requests –none.

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

117 Discussion ensued.

118

119 **ACTION:**

120 Board approved (M/S Murray/Schriebman 5-0-0-0) the adjournment of the meeting at 5:42 pm.

121 Roll Call:

- 122             AYES:     Clark, Elias, Murray, Schriebman and Yezman.
- 123             NOES:     None.
- 124             ABSENT:  None.
- 125             ABSTAIN: None.

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127 The next Board Meeting is scheduled for October 15, 2020.

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130 **ATTEST:**

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134 Teresa Lerch, District Secretary

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138 **APPROVED:**

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143 Judy Schriebman, Vice President

SEAL

*Agenda Item 2 B*  
*Date October 15, 2020*

Las Gallinas Valley Sanitation District  
 Warrant List 10/15/2020 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	10/15/2020	EFT1	ADP Payroll	104,419.68		104,419.68	Paydate & Processing Charges
2	10/15/2020	N/A	ADT	25.00		25.00	Monthly Monitoring Service
3	10/15/2020	N/A	Aramark	273.37		273.37	Uniform Service
4	10/15/2020	N/A	Banner Bank	133,727.44		133,727.44	STPURWE - Retention for Myers & Sons
5	10/15/2020	ACH	Byers Law	7,725.00		7,725.00	Legal Services Rendered
6	10/15/2020	N/A	CWEA	192.00		192.00	Buchholz Membership
7	10/15/2020	EFT	CalPERS Health	33,123.83		33,123.83	CalPERS Health- Active & Employer Retiree share
8	10/15/2020	EFT	CalPERS Retirement	19,121.70		19,121.70	Paydate 9/25/2020
9	10/15/2020	EFT	CalPERS 457 Plan	4,902.30		4,902.30	EE's Deferred Comp.
10	10/15/2020	ACH	Caltest Analytical Lab	833.15		833.15	Outside Lab Testing
11	10/15/2020	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Change
12	10/15/2020	N/A	Comet Building Maintenance	1,575.00		1,575.00	Janitorial Services
13	10/15/2020	ACH	CORE Utilities	4,890.00		4,890.00	IT Services
14	10/15/2020	N/A	CPM Construction Inc.	14,190.00		14,190.00	STPURWE - On Call Scheduling & Estimating Support
15	10/15/2020	EFT	Direct Dental	193.31		193.31	Staff Dental Payment
16	10/15/2020	EFT	Discovery Benefits	50.00		50.00	FSA Administration
17	10/15/2020	ACH	Du-All Safety	2,408.00		2,408.00	LGVSD Safety Compliance
18	10/15/2020	ACH	Elias, Rabi	200.00		200.00	Health insurance Reimb
19	10/15/2020	N/A	Federal Express	67.83		67.83	Various Mailings
20	10/15/2020	ACH	Gardeners Guild	1,123.00		1,123.00	Landscape Maintenance
21	10/15/2020	ACH	Gopher-IT Trenchless Sewer Replacement	8,846.00		8,846.00	Replacement of Sewer Lateral - 353 Hyacinth Way
22	10/15/2020	N/A	GraphicSmiths	30.00		30.00	Internet Site Design
23	10/15/2020	ACH	Hanford ARC	6,099.50		6,099.50	Revegetation Maintenance Services
24	10/15/2020	N/A	Hazen & Sawyer	6,325.00		6,325.00	Flow Equalization Basin, Headworks & Primary Clarification Desktop Evaluation
25	10/15/2020	N/A	HDR Engineering Inc.	6,453.50		6,453.50	Evaluation for class B land application site
26	10/15/2020	N/A	Herc Rentals	2,123.30		2,123.30	Fuel Tank Rental - PSPS
27	10/15/2020	N/A	Jackson's Hardware Inc.	53.39		53.39	Misc. Supplies
28	10/15/2020	N/A	JDB Systems	8,104.75		8,104.75	On-Call Electrical & Instrumentation
29	10/15/2020	ACH	Kennedy/Jenks Consulting Inc.	97,865.00		97,865.00	STPURWE - Construction Management & Inspection Service

**Las Gallinas Valley Sanitation District  
Warrant List 10/15/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	10/15/2020	N/A	Kyocera Document Solutions	1,077.28		1,077.28	Copier Maintenance
31	10/15/2020	N/A	Marin Ace	121.02		121.02	Misc. Supplies
32	10/15/2020	N/A	Marin Sanitary Service	225.00		225.00	Garbage Service
33	10/15/2020	N/A	MWA Architechcs Inc.	2,140.13		2,140.13	Administration Building Site Evaluation
34	10/15/2020	ACH	Murray, Craig	125.00		125.00	Health insurance Reimb
35	10/15/2020	N/A	Myers & Sons Construction	2,540,821.33		2,540,821.33	STPURWE Construction Contract (Ret #19)
36	10/15/2020	N/A	North Bay Petroleum	2,080.00		2,080.00	Fuel
37	10/15/2020	N/A	North Bay Roofing & Gutter Company	7,411.50		7,411.50	Metal Roof Repairs
38	10/15/2020	ACH	Nute Engineering	56.50		56.50	Engineering Services - Revise Standard Specs.
39	10/15/2020	EFT	Pacific Crest Group	2,400.00		2,400.00	HR Management Services
40	10/15/2020	N/A	Pacific Gas & Electric	6,557.90		6,557.90	Pump Stations
41	10/15/2020	N/A	Rathlin Properties	8,596.00		8,596.00	Rent at 101 Lucas Valley
42	10/15/2020	ACH	Retiree Augusto	188.03		188.03	Retiree Health
43	10/15/2020	ACH	Retiree Burgess	188.03		188.03	Retiree Health
44	10/15/2020	ACH	Retiree Cummins	200.43		200.43	Retiree Health
45	10/15/2020	ACH	Retiree Cutri	515.06		515.06	Retiree Health
46	10/15/2020	ACH	Retiree Emanuel	245.78		245.78	Retiree Health
47	10/15/2020	ACH	Retiree Gately	212.39		212.39	Retiree Health
48	10/15/2020	ACH	Retiree Guion	212.39		212.39	Retiree Health
49	10/15/2020	ACH	Retiree Johnson	664.55		664.55	Retiree Health
50	10/15/2020	ACH	Retiree Kermoian	200.43		200.43	Retiree Health
51	10/15/2020	ACH	Retiree Mandler	200.43		200.43	Retiree Health
52	10/15/2020	ACH	Retiree McGuire	591.50		591.50	Retiree Health
53	10/15/2020	ACH	Retiree Memmott	200.43		200.43	Retiree Health
54	10/15/2020	ACH	Retiree Petrie	188.03		188.03	Retiree Health
55	10/15/2020	ACH	Retiree Petty	184.74		184.74	Retiree Health
56	10/15/2020	ACH	Retiree Provost	245.78		245.78	Retiree Health
57	10/15/2020	ACH	Retiree Reetz	539.86		539.86	Retiree Health
58	10/15/2020	ACH	Retiree Reilly	200.43		200.43	Retiree Health

**Las Gallinas Valley Sanitation District  
Warrant List 10/15/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	10/15/2020	ACH	Retiree Vine	200.43		200.43	Retiree Health
60	10/15/2020	ACH	Retiree Wettstein	628.00		628.00	Retiree Health
61	10/15/2020	ACH	Retiree Williams	628.00		628.00	Retiree Health
62	10/15/2020	ACH	Schriebman, Judy	200.00		200.00	Health insurance Reimb
63	10/15/2020	N/A	Spiess, Robert	2,407.50		2,407.50	Support LGVSD in calculating & submitting sewer service charges or tax assessments to County of Marin tax roll
64	10/15/2020	EFT	Sunlife Financial	2,065.33		2,065.33	Life Insurance, Addl Life and AD&D (September)
65	10/15/2020	N/A	United Site Services	556.76		556.76	Porta Potties for Potential Water Shutoffs
66	10/15/2020	ACH	Univar	5,932.02		5,932.02	Sodium Bisulfite
67	10/15/2020	N/A	Verizon Wireless Service	1,691.33		1,691.33	Cell Phones & Modems
68	10/15/2020	EFT	Vision Service Plan	437.85		437.85	EE's Vison Plan
69	10/15/2020	N/A	Water Components & Building Supply	1,935.34		1,935.34	Pump Station Bypass Setup, Misc. Supplies
70	10/15/2020	ACH	WECO Industries	390.15		390.15	Rodder Repair
71	10/15/2020	N/A	Woodland Center Auto Supply	1,636.09		1,636.09	Misc. Supplies
72	10/15/2020	N/A	WRA, Inc.	1,581.75		1,581.75	Miller Creek 5- year Monitoring and Reporting Service
73	10/15/2020	ACH	Yezman, Crystal	200.00		200.00	Health insurance Reimb

Do not change any formulas below this line.

TOTAL \$ 3,062,146.61 \$ - \$ 3,062,146.61

EFT1	EFT1 = Payroll (Amount Required)	104,419.68	104,419.68	Approval:  Finance  GM  Board
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	2,752,104.57	2,752,104.57	
EFT	EFT = Vendor initiated "pulls" from LGVSD	62,294.32	62,294.32	
ACH	ACH = LGVSD initiated "push" to Vendor	143,328.04	143,328.04	
	<b>Total</b>	<b>\$ 3,062,146.61</b>	<b>\$ 3,062,146.61</b>	

Difference: \$ \_\_\_\_\_

STPURWE Costs 2,786,603.77

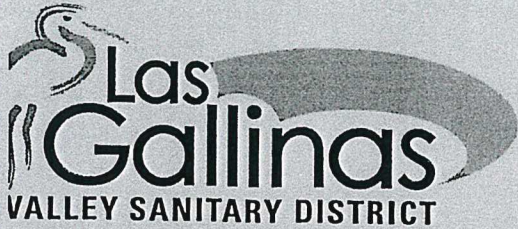
Agenda Item 2C  
Date October 15, 2020

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	2
Rabi Elias	1
Craig Murray	6
Judy Schriebman	2
Crystal Yezman	1
<b>Total</b>	<u>12</u>

Meeting Date: 10/15/2020  
Paydate: 10/23/2020





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MEGAN CLARR Month: September 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
9/17	REG.	X	
TOTAL		1	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
9/11	NBWA	X	
TOTAL		1	

<b>Total Meetings for which I am Requesting Payment:</b> Max of six (6) per Health & Safety Code §4733	2
---	---

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 Clarr  
Signature  
[Signature]  
Approved By/ Date

10-7-20  
Date  
10/8/20  
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: Sept 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
9/17/20	Regular	✓	
<b>TOTAL</b>		1	

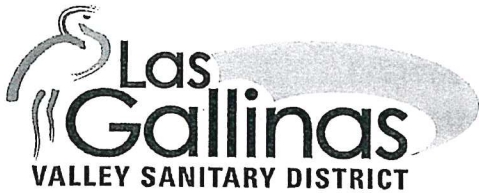
OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
<b>TOTAL</b>			

<b>TOTAL MEETINGS CHARGED (Max of six per Health &amp; Safety Code #4733):</b>	1
--	---

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  
Signature  
[Signature]  
Approved By/ Date

<sup>10</sup>  
~~10~~ / 24 / 20  
Date  
10/8/2020  
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: MURRAY, Craig K. Month: September 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
9/17/20	Board Meeting	X	
<b>TOTAL</b>		1/1	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
9/3, 4,13, 20, 25/20	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 9/3: 1.0 hours; 9/4: 1.0 hours; 9/13: 0.5 hours;9/20 1.0; 9/25: 0.5 hours		XXXXX
9/2/20	RCAC: Review of Wastewater Treatment	X	
9/9/20	ICMA Coaching: Managing Hostility in Public Discourse to Create Effective Engagement: Living in an Age of Anger and Getting Things Done Webinar	X	
9/9/20	CWEA, CASA Food Waste Co-Digestion in CA...in Support of SB 1383 Webinar		X
9/9/20	International Right of Way Association, San Francisco Bay Area Chapter 2, Presentation Abby Thorne-Lyman, Group Manager, Transit-Oriented Development Program San Francisco Bay Area Rapid Transit District		X
9/9/20	RCAC: Preliminary + Primary Treatment		X
9/16/20	PFAS Order Workshop. Clean Water Summit Partners (BACWA, CASA, CVCWA, CWEA + SCAP)	X	
9/16/20	RCAC: Lagoons + Oxidation Ponds		X
9/17/20	LAFCo Vice Chair EO Coordinating Meeting		X
9/24/20	Bike To Work Day (COVID May 2020 Replacement Date)		X
9/21/20	Marin CSDA/Contra Costa Special Districts Association BiMonthly Mtg.		X
9/24/20	CWEA CASA COVID #6 Webinar Management Issues		X
9/24/20	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	



300 Smith Ranch Road, San Rafael, CA 94903

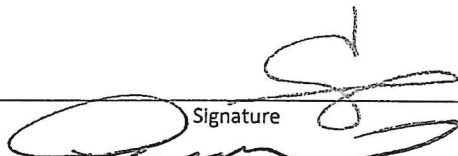
Office: 415-472-1734 Fax: 415-499-7715

**BOARD MEMBER ATTENDANCE FORM**

9/25/20	LGVSD Board Member General Manager Coordinating Meeting		X
9/28/20	Exploit the Full WWTP Potential: Digester Optimization & Biogas Utilization Chicago Water Week, Consultate General of Denmark		X
9/29/20	CASA-CWEA Planning for Fiscal Recovery—Perspective For Agency Executives, CFO, and Board Members		X
9/30/20	California Air Resources Board Webinar AB 2538 Proposed Amendments Air Toxics “Hot Spots” Emission Inventory Criteria and Guidelines Regulation (EICG); Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants (CTR).		X
9/30/20	RCAC: Wastewater Disinfection	X	
<b>TOTAL</b>		5/17	

<b>Total Meetings for which I am Requesting Payment/Approved:</b> Board Members maximum of six (6) per Health & Safety Code §4733	<b>6/18</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

\_\_\_\_\_  
 September 30, 2020  
 Date  
 \_\_\_\_\_  
 10/8/2020  
 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:     Judy Schriebman     Month:     Sept. 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
9/17	Regular meeting	X	
<b>TOTAL</b>		<b>1:1</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
9/2	GWC meeting	x	
9/11	NBWA meeting		x
9/18	1 on 1 with GM		x
<b>TOTAL</b>		<b>1:3</b>	

<b>Total Meetings for which I am Requesting Payment:</b> Max of six (6) per Health & Safety Code §4733	<b>2</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.

Judy Schriebman  
Signature  
[Signature]  
Approved By/ Date

10/7/20  
Date  
10/8/2020  
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: September 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
09/17	Regular Board Mtg	X	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
<b>TOTAL</b>			

<b>Total Meetings for which I am Requesting Payment:</b> Max of six (6) per Health & Safety Code §4733	<b>1</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*

10/07/2020

Signature

Date

*[Signature]*

10/08/2020

Approved By/ Date

Pay Date

AGENDA ITEM 2D  
DATE October 15, 2020



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 10-7-20 Name: MEGAN CLARK

I would like to attend the CO-DIGESTION @JWWTP Meeting  
of CEWA

To be held on the 13 day of OCT. from 9:00 a.m. / p.m. to  
\_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m.

Location of meeting: ZOOM

Actual meeting date(s): 10-13-20

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

Purpose of Meeting: INFO - CO-DIGESTION OPTIONS

Other meeting attendees: INFO

Meeting relevance to District: INFO

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): NONE

Date submitted to Board Secretary: 10-7-20

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.



**BOARD MEMBER  
MEETING ATTENDANCE REQUEST**

Date: 10-7-20 Name: MEGAN CLARK

I would like to attend the BRAVE NEW WORLD Meeting  
of CWEA

To be held on the 14 day of OCT. from 11 a.m. / p.m. to  
\_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m.

Location of meeting: ZOOM

Actual meeting date(s): 14 OCT., 2020

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

Purpose of Meeting: water interconnections

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

Meeting relevance to District: INFO

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): FREE

Date submitted to Board Secretary: 10-7-20

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.





**BOARD MEMBER  
MEETING ATTENDANCE REQUEST**

Date: 10-7-20 Name: MEGAN CLARK

I would like to attend the HISTORY OF SEWAGE CLEANING Meeting  
of CEWA

To be held on the 28<sup>th</sup> day of OCT. from 10 a.m. / p.m. to  
\_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m.

Location of meeting: ZOOM

Actual meeting date(s): 10-28-20

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

Purpose of Meeting: INFO -

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

Meeting relevance to District: INFO

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): FREE

Date submitted to Board Secretary: 10-7-20

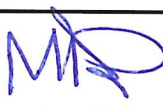
Board approval obtained on Date: \_\_\_\_\_

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





# Agenda Summary Report

To: Mike Prinz, General Manager 

From: Greg Pease, Collection System/Safety Manager

Mtg. Date: October 15, 2020

Re: A Resolution Approving the May 2020 Updated Sanitary Sewer System Management Plan (SSMP)

Item Type: Consent  Action  Information  Other

Standard Contract: Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION:

Staff requests that the Board approve Resolution No. 2020-2201 recertifying the May 2020 updated Sanitary Sewer System Management Plan (SSMP).

### BACKGROUND

District staff and District consultant Ray Goebel of EOA have completed revisions to the District's Sanitary Sewer Management Plan (SSMP). The update is required by the State Water Resources Control Board Order 2006-003-DWQ "Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems."

The GWDR require that the SSMP be updated every five (5) years, that the update include any significant program changes, and that re-certification by the governing board is required when significant updates to the SSMP are made.

Minor updates to the SSMP were made in 2016, 2018, and 2020, which cumulatively could be considered significant and thus require approval and re-certification by the Board. Minor updates include the following but are not limited to:

- Update Organization Chart
- CMMSA information updated to reflect transition from Oasis to Cityworks
- "Legal Authority" Section 3 regarding Sewer Lateral Inspection Ordinance No. 180
- Updated tables and charts of performance metrics (annual preventative maintenance).

### PREVIOUS BOARD ACTION

The SSMP was recertified by the District Board in October 2014 (Resolution 2014-1994) subsequent to a significant update in 2013.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A

**RESOLUTION NO. 2020-2201**

**A RESOLUTION APPROVING THE MAY 2020 UPDATED SANITARY SEWER SYSTEM MANAGEMENT PLAN (SSMP) AS REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD ORDER 2006-003-DWQ "STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS"**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, on July 7, 2005, the San Francisco Bay Regional Water Quality Control Board (RWQCB) issued a letter requiring public agencies that own and operate sanitary sewer collection systems to prepare a Sewer System Management Plan (SSMP) and promulgating guidelines for the preparation of the SSMP; and

**WHEREAS**, on May 2, 2006, the State Water Resources Control Board (SWRCB), issued Order No. 2006-0003-DWQ "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (GWDR)"; and

**WHEREAS** the purpose of the GWDR is to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows (SSOs); and

**WHEREAS**, pursuant to the statewide GWDR, public agencies that own and operate sanitary sewer systems greater than one mile in length were required to develop a SSMP in accordance with Order No. 2006-0003-DWQ requirements and present it to the agency's governing board for approval at a public meeting; and

**WHEREAS**, the Las Gallinas Valley Sanitary District (LGVSD) developed an SSMP based on the RWQCB guidelines and GWDR requirements, certified its various elements within the specified time frames, and approved the SSMP and its implementation on June 25, 2009 by means of LGVSD Resolution No. 2009-1881, and

**WHEREAS**, the GWDR requires that the SSMP be updated every five (5) years, that the update include any significant program changes, and that re-certification by the governing board is required when significant updates to the SSMP are made, and

**WHEREAS**, the SSMP was recertified by the District Board in October 2014 (Resolution 2014-1994) subsequent to a significant update in 2013, and

**WHEREAS**, minor updates to the SSMP were made in 2016, 2018, and 2020, which cumulatively could be considered significant and thus require approval and re-certification by the governing Board,

**NOW, THEREFORE**, BE IT RESOLVED that the Las Gallinas Valley Sanitary District by resolution, approves the May 2020 SSMP update and its implementation, and directs the General Manager to periodically update the SSMP as necessary to reflect current regulatory requirements and best practices.

I hereby certify that the forgoing is a 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 October 15, 2020, by the following vote of the members thereof:

Ayes, and in favor thereof, Members:

Noes:

Absent:

Abstain:

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

APPROVED:

(seal)

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

# Appendix F

## SSMP Audit

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## Sewer System Management Plan 2018-2019 Audit Report

Adapted from format developed by BACWA

<b>Name of agency</b>	<i>Las Gallinas Valley Sanitary District</i>
<b>Date of audit</b>	<i>April 24, 2020 [Pre-audit conference April 6, 2020]</i>
<b>Name of auditors</b>	<i>Ray Goebel, P.E. (EOA, Inc.) Greg Pease (LGVSD Collection System &amp; Safety Manager)</i>
<b>System Overview</b>	
<b>LF of gravity sewer mains</b>	<i>554,400 LF (105 miles)</i>
<b>LF of District force mains</b>	<i>35,500 LF (6.72 miles)**</i>
<b>Total LF of all District sewer lines</b>	<i>589,000 LF (111.7 miles**)</i>
<b>Number of pump stations</b>	<i>28</i>
<b>LF of private sewer mains, excl. laterals</b>	<i>37,000 LF (7 miles)*</i>
<b>LF of private sewer laterals</b>	<i>Est. 528,000 LF (100 miles)*</i>
<b>Population served</b>	<i>~32,000</i>
<b>Current average monthly single family residential sewer rate</b>	<i>\$77.25</i>

\* Source: SSMP Capacity Assessment, Nute Engr., September 2008

\*\* Value corrected on 3/11/11

This audit includes information regarding the status of the District's SSMP and its implementation for calendar years 2018 and 2019. Some information from early 2020 is included. Annual SSO statistics through calendar year 2019 are presented in Table 1, with selected statistics also shown graphically in Figure 1. Comments are indicated in italics. Where applicable, action items are indicated in italics and underline. The order of headings below is based on Statewide Order 2006-003-DWQ, which in some cases differ from the order in the District's SSMP.

### I. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? (YES) / NO  
(check one)
2. If you answered NO to question 1, describe content and schedule for updates, or provide additional comments for YES response.

### II. ORGANIZATION

#### REFERENCE MATERIAL

- **Organization chart**
- **Phone list**

3. Is the SSMP up-to-date with agency organization and staffing contact information? (YES) / NO



4. If you answered NO to question 3, describe content and schedule for updates, or provide additional comments for YES response.

*The org chart will be updated as part of the May 2020 update. A current version is also maintained on the District's web site. District administration maintains a current contact list for all employees, and emergency contact information for SSOs can be quickly accessed from the web site's home page on. The District's Contingency Plan also has a listing of emergency contact numbers. The District added two Skilled Maintenance Worker positions to its staff in 2019. One position has been filled; recruiting for the second is ongoing. The workers are supervised by the Collection System/Safety Manager and provide services to both the Treatment Plant and Collection Systems.*

### III. LEGAL AUTHORITY

#### REFERENCE MATERIAL

- **Ordinances**
- **Enforcement actions**

5. Does the SSMP contain up-to-date information about your agency's legal authority? (YES) NO
6. Does your agency have sufficient legal authority to control sewer use and maintenance? (YES) NO
7. If you answered NO to questions 11 and/or 12, describe content and schedule for necessary changes, or provide additional comments for YES response.

*In 2010, the District completed the compilation and consolidation of its (then) 149 ordinances into a new Ordinance Code. The August 2011 SSMP update added a column that cross-references the specific Ordinance Code sections to SSMP Table 5-1, Documentation of Legal Authority. The October 2013 SSMP update added information on Ordinance #153 (Ord. Code Title 2, Chapter 5) adopted in March 2012. This ordinance created the District's Sewer Lateral Assistance Program. The May 2020 update will add information on Sewer Lateral Ordinance #180 (Ord. Code, Title 2, Chapter 9), adopted in November 2019. The Ordinance is also available on the District web site.*

*Sub-headings in Table 5-1 of the SSMP conform to the BACWA/Region 2 SSMP Guidance Document. Although all of the legal authority items required by Statewide Order 2006-003-DWQ are included in the Table, the table could be re-arranged and subheadings revised so as to conform more closely to the Statewide Order.*

### IV. OPERATIONS AND MAINTENANCE PROGRAM

#### a. COLLECTION SYSTEM MAPS

#### REFERENCE MATERIAL

- **Summary of information included in mapping system**

8. Does the SSMP contain up-to-date information about your agency's maps?  YES /  NO
9. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?  YES /  NO
10. If you answered NO to questions 14 and/or 15, describe content and schedule for necessary changes, or provide additional comments for YES response.

*In 2011, the District completed development of a GIS database/mapping system for the collection system. In 2012, work was completed on reconciling data in this system with the older CAD-based map system database and the District's OASIS computerized maintenance management system (CMMS), which was used to track all maintenance activities. The District has now uses a new, more powerful Asset Management System (Cityworks AMS), which is linked to the GIS system. The GIS system is now the basis for collection system maps carried in District vehicles, and all routine revisions to system maps are made via the GIS system. The CAD-based maps are still used to generate CIP project drawings, and affected line segments for those projects must be checked against the GIS system maps and updated if necessary. Maps are now available to field crews in electronic form, using tablet computers.*

**b. RESOURCES AND BUDGET**

REFERENCE MATERIAL

- > **Current Capital Improvement Plan (CIP)**
- > **Current operating budget**

11. Does the SSMP contain up-to-date information about your agency's resources and budget?  YES /  NO
12. Are your agency's resources and budget sufficient to support effective sewer system management?  YES /  NO
13. Do your agency's planning efforts support long-term goals?  YES /  NO
14. If you answered NO to questions 17, 18, and/or 19, describe content and schedule for necessary changes, or provide additional comments for YES response.

*Information on current and future years' budgets are posted on the District web site at <http://www.lgvsd.org/document-library/finance-and-budget/>. SSMP Table 8-1 has the original Engineer's estimates for the proposed capacity-related projects. Table 8.2 shows the status of various projects as of the end of 2019. Certain projects on that listing have been re-prioritized or delayed for various reasons, but funding generally carries over until the project is implemented. In 2019, the District embarked upon a three-year Integrated Master Plan, which will create road map for a new multi-year CIP Program. As part of that process, the District may re-evaluate and/or re-prioritize some of the projects listed in Table 8.1 based on new information or evolving strategies.*



**c. PREVENTIVE OPERATION AND MAINTENANCE**

REFERENCE MATERIAL

- **Cleaning schedules**
- **List or map of hotspots**
- **PMs**
- **Incidence Reports**

15. Does the SSMP contain up-to-date information about your agency's preventive maintenance activities? **YES / NO**

16. Considering the information in Tables 1 – 3, are your agency's preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? **YES / NO**

If you answered NO to questions 22 and/or 23, describe content and schedule for necessary improvements or provide additional comments for YES.

*The District attributes its relatively low rate and volume of SSOs to an aggressive sewer main CCTV inspection and cleaning program. Referring to Table 1 of this audit, the District has maintained these activities at a high rate over many years. Priorities may shift somewhat from year to year (e.g. emphasis on cleaning vs CCTV inspections), but generally meet or exceed performance goals established in SSMP Section 4.7.*

*The decline in ROOT CT activity evident in Table 1 is the result of using new hydraulic methods (i.e. high pressure cleaning) for root cutting and removal. Root CT is still used for mains greater than 10-inches, but such lines comprise a relatively small fraction of the overall system. Similarly, use of the small IRO "push cameras" for CCTV has declined because most of this function can now be achieved using the robotic camera.*

*In 2019 the District purchased a new vacuum flusher (VacCon) truck. In 2020, it will take delivery on an additional flusher truck with equipment specifically designed to facilitate cleaning in easements, which sometimes have steep terrain and which are logistically more difficult. (The unique challenges of cleaning sewer lines in easements was a featured a topic of discussion in a BACWA Collection committee meeting).*

*The following is information on recent and current CIP Projects related to infrastructure maintenance:*

- *The \$2.4 million 2016 Main Rehabilitation Project, completed in 2017, replaced 6,870 ft of 8" – 24" mains, ~1800 ft of associated lower laterals, plus 49 manholes. The project included improvements to the Freitas Siphon outlet, a location of historic SSOs.*
- *The \$1.3 million 2018 Sewer Improvements Project, completed in 2019, included rehabilitation of 2,626 LF of sewer mains, 19 manholes and rod holes, and replacement of approximately 24 lower laterals.*
- *The 2020 Sewer Improvements Project, currently in design, will focus on the*

*force main (FM) system. The project will include 1) repair or replacement of air relief valves (ARVs,) identified as a key vulnerability of that system, 2) improved mapping of all FMs, and 3) replacement of signage and other system components as needed.*

**d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT**

REFERENCE MATERIAL

- **Inspection reports**
- **Infiltration and Inflow (I/I) monitoring studies and reports**
- **Pipe and manhole condition data**

17. Does the SSMP contain up-to-date information about your agency's inspections and condition assessment? (YES) / NO

18. Are your agency's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies? (YES) / NO

19. If you answered NO to questions 24 and/or 25, describe content and schedule for necessary changes, or provide additional comments for YES.

*Information from inspections is retained in hard copy reports, and was historically also maintained in the OASIS CMMS and the "Areas of Concern" spreadsheet maintained by the Collections Manager. That information is in the process of being integrated into Cityworks, using a map-based graphical interface (Collection System Problem Spot Map), an example of which included in Appendix E. Although the "Areas of Concern" spreadsheet is being phased out, an example is still included in the SSMP Appendix E.*

*CCTV inspections (ITV) were scaled back in 2018-19 as the District focused on accelerated cleaning to fully populate the Cityworks AMS with cleaning data and frequencies. CCTV inspections resumed at more-or-less historic levels starting in late 2019.*

*Root CT and IRO footages were not tracked in 2018-29, as the footages were small, as tes equipment being replaced by other methods.*

*Smoke testing will resume in summer of 2020 with an expected 50,000-100,000 LF of lines to be tested. The focus will be on low lying areas of the District that are know sources of inflow during storm events based on pump station flow data.*

*In addition to the maintenance footages listed in Table 1, in 2019 the District contacted with Miksis Services Inc to perform cleaning, CCTV inspections, and assessment of five main line undercrossings of highway US101. The inspections revealed several structural deficiencies, some of which were addressed through "spot repairs". Others will require capital projects (i.e., installation of CIPP-type liner) to fully address. A relining of the Marinwood line undercrossing was completed in 2019.*

**Table 1. Annual Preventive Maintenance Activities Summary**

Maintenance activities (lineal ft/yr)	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
ITV (Camera truck)	180,115	132,539	84,343	62,396	195,816	152,299	84,326	70,046	169,111	143,501	94,911	2,816	34,840
CJET (Flushing with camera truck)	199,854	221,987	230,971	274,221	210,158	232,761	242,223	203,364	219,583	249,475	179,853	200,609	136,952
CJET2 or CLEAN (Flushing with flusher truck)	142,942	114,539	97,508	97,665	90,820	94,603	104,553	113,909	107,986	122,345	89,952	202,500	228,494
ROOTCT (Rodding)	56,170	73,884	78,080	68,103	72,718	70,283	67,311	60,607	68,231	76,703	72,728	27,683	*
IRO (TVing with push camera)	52,842	54,281	47,225	33,459	27,039	11,994	7,194	4,723	8,298	5,632	7,545	2,456	*
SMOKE (Smoke testing)	85,019	0*	80,305	65,757	0	0	15,990	21,941	12,607	50,000	0	0	0
IAG (Above-ground inspection)								209	3,665	5,375	5,268	864	

\* Footages in 2019 were low and not tracked in Cityworks as this equipment is being phased out in favor of other methods.

**e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES**

REFERENCE MATERIAL

- **Funds spent on equipment and materials**
- **Equipment and parts inventory**

20. Does the SSMP contain up-to-date information about equipment and replacement inventories? (YES / NO)

21. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? (YES / NO)

22. If you answered NO to questions 27 and/or 28, describe content and schedule for necessary arrangements, or provide additional comments for YES response.

*A detailed inventory of emergency equipment is maintained in the District's NPDES Contingency Plan, which is updated annually.*

**f. TRAINING**

REFERENCE MATERIAL

- **Employee training records**

23. Does the SSMP contain up-to-date information about your agency's training expectations and programs? (YES / NO)

24. Do managers believe that their staff is sufficiently trained? (YES / NO)

25. Are staff satisfied with the training opportunities and support offered to them? (YES / NO)

26. If you answered NO to questions 30, 31, and/or 32, describe content and schedule for necessary improvements, or provide additional comments for YES response

*In 2013, the District achieved the goal of cross-training between the Camera Crew and the Maintenance Crew described in earlier audits. The current goal is to continue the process by switching crews at least annually.*

*The District encourages field crew staff to acquire and advance CWEA certification levels. Crew certification information is provided in the SSMP.*

**g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS**

REFERENCE MATERIAL

- **Fliers/mailings**
- **Mailing lists**

27. Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors? (YES / NO)

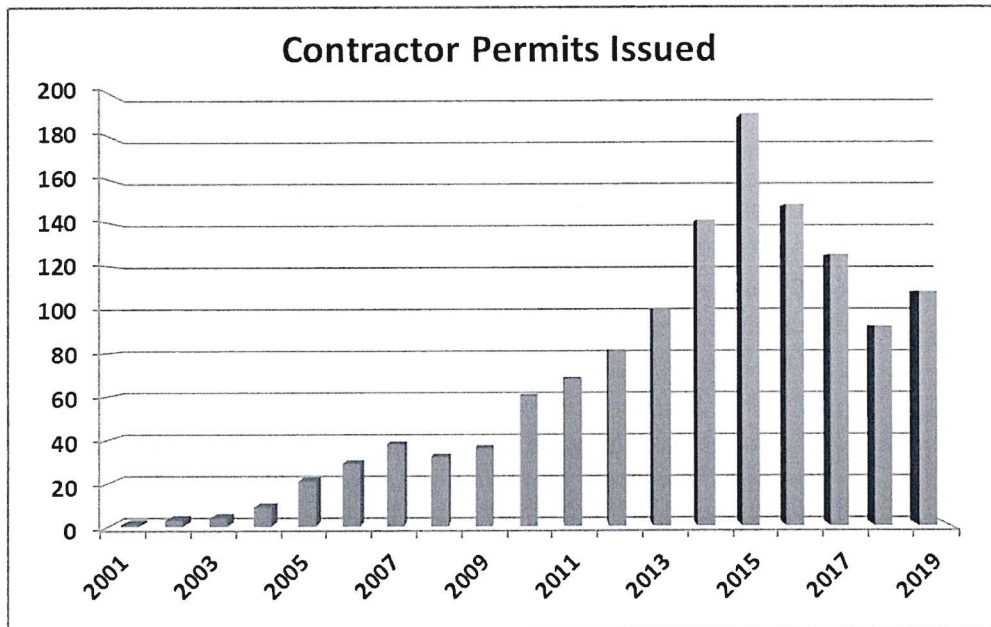


28. Has your agency conducted or participated in any outreach activities to plumbers and building contractors?

YES  NO

29. If you answered NO to questions 34 and/or 35, describe content and schedule for future activities, or provide additional comments for YES response.

*The District continues to email local plumbers and sewer contractors every year, and issue permits for work performed by plumbers and contractors that could impact District facilities. The number of permits issued over time is shown in Figure 4. The permit process includes inspection by District staff. The mailing list is kept current by adding any plumber or contractor to whom a permit is issued. The number of permits issued peaked in 2015, likely reflecting the impact of the multi-year drought, as tree roots more aggressively invaded sewer lines in search of water. Another factor in year-to-year variability is the City of San Rafael's street paving schedule. The City has a 5-year moratorium on "trench cuts" following street resurfacing. During that time, the City does not permit trench cuts to be patched, but instead requires curb-to-curb resurfacing for 20-feet on either side of the trench cut. This adds significantly to lateral replacement costs and discourages such replacement during the moratorium period. The City sends a notification letter to residences in advance of resurfacing, which may result in an increase in lateral replacements before, and a decline in replacements during the moratorium period.*



**Figure 1. Number of Permits Issued to Plumbers for Work that Could Impact District Facilities**

## V. DESIGN AND CONSTRUCTION STANDARDS

### REFERENCE MATERIAL

➤ **Design and construction standards**  
 ➤ **Ordinances**

30. Does the SSMP contain up-to-date information about your agency's design and construction standards? (YES) / (NO)

31. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date? (YES) / (NO)

32. If you answered NO to questions 38 and/or 39, describe content and schedule for necessary revisions, or provide additional comments for YES response.

*Construction standards for sewer mains were developed jointly with other Marin Co. collection system agencies and adopted in 2000. The use of uniform County-wide constructions standards has certain advantages, but places constraints on the ease such standards can be revised. Nevertheless, recognizing the need to adopt newer, more effective technologies to control I&I, the District has in recent years incorporated improved designs for pipe-to-manhole connections, manhole cover ring seals, and certain other details into the design of its sewer rehabilitation projects.*

*The District recently teamed with the City of San Rafael to update the standards for sewer laterals. The resulting "Uniform LGVSD-SRSD Standard Specifications for Lateral Sewers" was adopted by the District Board on August 1, 2019. The new standards will be included in Appendix B of the SSMP, which will be widened to include both FOG lateral-related ordinances and other documents*

*The District has a condensed version of its construction standards for distribution to plumbers and contractors who work on private sewer laterals. The standards are also available on the District web site.*

**VI. OVERFLOW EMERGENCY RESPONSE PLAN**

REFERENCE MATERIAL

- **Data submitted to CIWQS**
- **Incident Report data**

33. Does the SSMP contain an up-to-date version of your agency's Overflow Emergency Response Plan? (YES) / (NO)

34. Considering the information in Table 1, is the Overflow Emergency Response Plan effective in handling SSOs? (YES) / (NO)

35. If you answered NO to questions 5 and/or 6, describe content and schedule for necessary revisions and implementation, or provide additional comments for YES response.

*All emergency response is performed by District staff. The October 2013 SSMP Update included updated information on monitoring, reporting and sampling requirements*

resulting from Order 2013-0058-EXEC (revised MRP). It also included a Monitoring Plan for spills exceeding 50,000 gallons and a revised "SOP for Water Quality Sampling" in Section 3.3 for which minor revisions were made as part of the 2020 update.

In Table 1, the categories for "Number of SSO (by cause) were expanded to include more (but not all) of the "Spill Cause" choices in CIWQS.

See section VIII for a discussion of trends indicated in Table 2 and Figures 2-4.

In January 2015, individual SSO Emergency Response Plans were finalized for 26 of the District's Pump Stations. Each Plan contains the following sections:

<i>Pump Station Technical Information</i>	<i>Hazards and Cautions</i>
<i>Pump Station Network</i>	<i>Overflow Decision Tree</i>
<i>Overflow Decision Tree Guide</i>	<i>Spill Notification Procedures</i>
<i>Spill Containment</i>	<i>Pump Station Power Map</i>
<i>Pump Station Control System</i>	<i>Lockout/Tagout Procedures</i>
<i>Generator Operation</i>	<i>Contact Information</i>
<i>System Map Pages</i>	

The March 2019 Category 1 SSO warrants review as part of this audit process. The SSO occurred on a frontage road on the west side of US101 immediately before the highway undercrossing, during a very heavy storm that caused high rates of I&I into the system. The event was further attributed to multiple factors, including:

- An inherently poor communication link between the Treatment Plant control room and the Mulligan Pump Station (located approximately 1 mile downstream from the SSO appearance point), which may have prevented timely information on pump status not being available to Operators.
- Absence of backup pumping capacity at Mulligan PS under at the highest flow conditions.
- The area where the SSO occurred is a low point on the Mulligan system, making it vulnerable to surcharging of the Mulligan line, which occurred during the event.

Short and long-term measures to minimize risk of future SSOs at this location include the following:

- An 8-inch "relief" line was installed to a nearby manhole which leads to a different sewershed (Rafael Meadows), removing flow from the Mulligan sewershed under surcharge conditions.
- Manual checking of Mulligan Pump Station status will be a standard measure during high flow conditions.
- Capacity limitations at the pump station and/or a line segment leading to it will be addressed through a future CIP Project.
- Ongoing District efforts to reduce I&I, including the recently adopted Sewer Lateral Ordinance.
- The District plans to purchase several "Smart Covers" for manholes, which monitor and transmit surcharging conditions in a manhole. One of these would be installed on the Mulligan line.

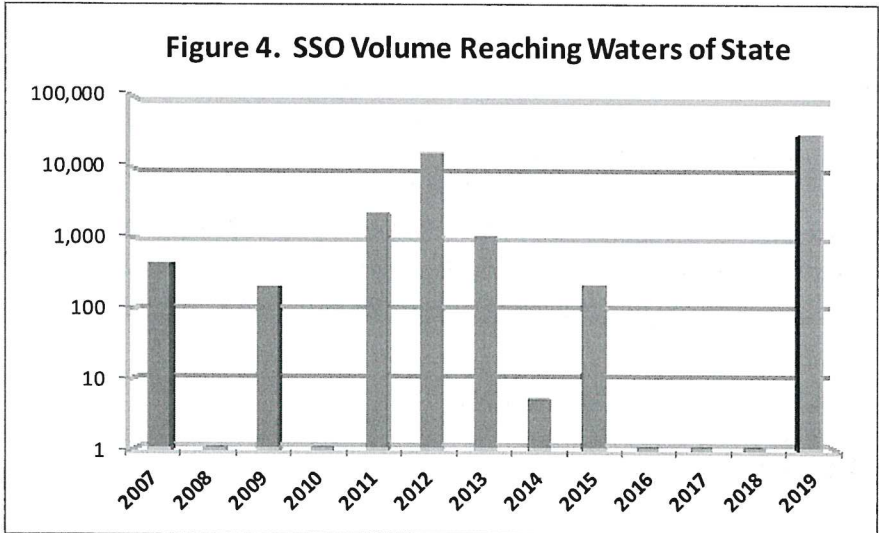
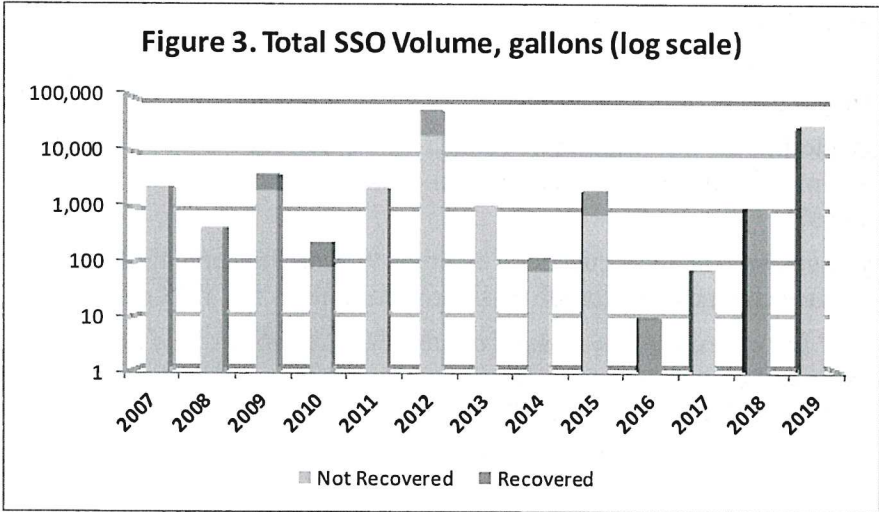
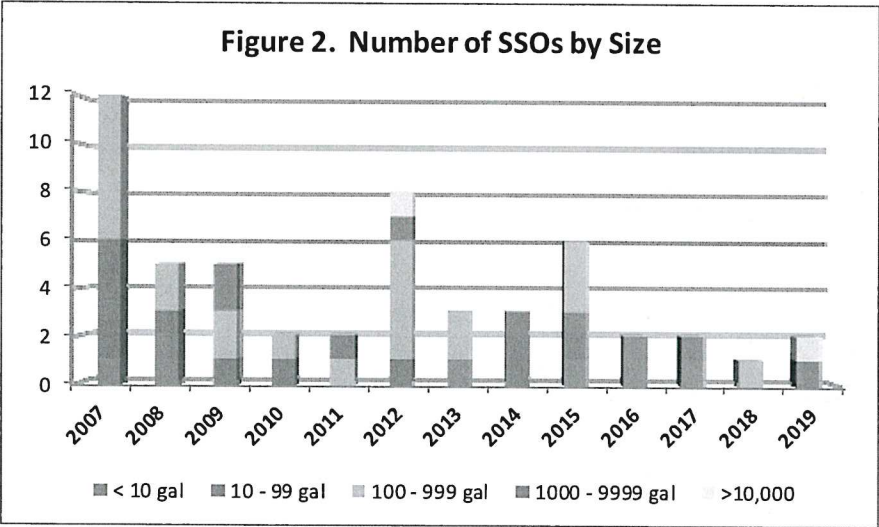
**Table 2. Annual SSO Statistics**

Indicator	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Number of SSOs (total)	12	5	5	2	2	8	3	3	6	2	2	1	2
Wet season SSOs*	7	2	1	2	1	5	1	2	3	2	1	0	1
Dry season SSOs*	5	3	4	0	1	3	2	1	3	0	1	1	1
Number of SSOs (by volume range)													
< 10 gal	1	2	0	0	0	0	1	0	1	2	1	0	0
10 – 99 gal	5	1	1	1	0	1	0	3	2	0	1	0	1
100 – 999 gal	6	2	2	1	1	5	2	0	3	0	0	1	0
1000 – 9999 gal	0	0	2	0	1	1	0	0	0	0	0	0	0
≥10,000 gal	0	0	0	0	0	1	0	0	0	0	0	0	1
Total SSO Volume, gal (A)	2337	409	3955	225	2220	56190	1073	114	1964	9	69	975	29080
Vol. reaching waters of the State, gal (B)	435	0	200	0	2220	16100	1035	5	210	0	0	0	0
Vol. not contained but not reaching waters of the State, gal (A-B-C)	1,899	400	1713	75	0	2352	38	59	485	0	69	0	0
Vol. recovered, gal (C)	3	9	2042	150	0	37738	0	50	1269	9	0	975	80
Net vol. (total minus recovered, gal) (A-C)	2334	400	1913	75	2220	18452	1073	64	695	0	69	0	29000
Number of SSOs per 100 mile of sewer/year	10.7	4.5	4.5	1.8	1.8	7.2	2.7	2.7	5.4	1.8	1.8	0.9	1.8
Volume of SSOs per 100 mile of sewer/year	2092	366	3541	201	1987	50304	961	102	1758	8.1	62	873	26034
Total Volume conveyed to the plant (mgal)	944	1067	1036	1158	968	1027	849	916	773	990	1130	882	1157
Total volume SSO / Total volume conveyed, gallons / million gallons	2.35	0.383	3.82	0.19	2.29	54.7	1.26	0.124	1.64	0.009	0.061	1.11	25.1
Number of SSO (by cause)													
Blockages:													
Roots	6	2	1	1	1	2	3	3	2	2	1		
Grease	2			1					3				1
Debris	3	1	1			3							
Debris from Laterals												1	
Debris – Rags (added 2014)									1				



Indicator	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Debris - Construction													
Other (added 2014)													
Multiple causes													
Infrastructure failure,	1	1	3			1					1		
Inflow & Infiltration					1	2							1
Electrical Power Failure		1											
Flow Capacity Deficiency													
Natural Disaster													
Bypass													
Cause Unknown													
Avg. Emergency Response Times, minutes													
Business Hours													
Notification to arrival on site	19.3	5.5	11.8	17	5	8.7	2.5	12.5	16.5	19	8	7	6
Notification to complete clearance	35.7	13	50.4	30	47	51.3	17.5	30	20.5	28	8	8	N/A
Non-business hours													
Notification to arrival on site	28.7	30	N/A	30	45	14	25	60	27	45	46	N/A	0
Notification to complete clearance	202	35	N/A	60	70	25	40	70.5	39	59	66	N/A	274
Number of locations with multiple SSOs	0	0	0	0	0	0	1	0	0	0	0	0	0

\* Wet season defined as Nov-April, dry season May-Oct. Season does not necessarily reflect conditions at the time of the SSO. For example, in 2007 all but one wet season SSOs occurred during dry conditions.



## VII. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

### REFERENCE MATERIAL

- List or map of FOG sources in service area
- List or map of hotspots
- Cleaning schedules
- Restaurant inspection reports or summaries
- Data submitted to CIWQS
- Service call data

Table 3. FOG Control Statistics

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Number of SSOs caused by FOG	2	0	0	0	1	0	0	0	3*	0	0	0	1
Number of FOG inspections completed	-	68	24	28	25	63	59	71	82	20	30	28	66

\*Multiple causes- FOG and debris

36. Does the SSMP contain up-to-date information about your agency's FOG control program?

YES / NO

37. Considering the information in Table 2, is the current FOG program effective in documenting and controlling FOG sources?

YES / NO

38. If you answered NO to questions 8 and/or 9, describe content and schedule for necessary changes, or provide additional comments for YES response.

*The SSMP has an example printout from the FOG database used to track FSE inspections and compliance with Program requirements. FOG Program activities are described in the Annual Pollution Prevention Reports.*

*2015 saw an increase in FOG-related SSOs. One site was a newly constructed kitchen at a private facility (Guide Dogs for the Blind) that the Program was unaware of (i.e. had not been permitted or inspected). That facility was added to the FOG "hot spot" list and will be periodically inspected.*

*A second SSO in 2015 occurred as a result of multiple causes, i.e., FOG and debris (mop head). The District does not believe the 2015 increase in FOG-related SSOs reflects a systemic problem, and will continue to conduct cleanings and FOG inspections in accordance with the FOG Program plan.*

*No FOG-related SSOs occurred in 2016, 2017, or 2018. For the 2019 SSO, a grease log found on the site may have been pushed from an upstream lateral. The FOG "hot-spot" list needs to be checked to ensure that all facility names are current.*

## VIII. CAPACITY MANAGEMENT

### REFERENCE MATERIAL

- Capacity assessment reports
- CIP
- SSO data



**Table 4. SSOs Caused by Hydraulic Limitations**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Number of SSOs caused by capacity limitations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0*

\*One of the 2019 SSOs was correctly identified as being caused by Excessive I&I, which also can be viewed as a capacity limitation. See discussion following question 35 above.

39. Does the SSMP contain up-to-date information about your agency's capacity assessment? **YES** / NO

40. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES** / NO

41. If you answered NO to questions 41 and/or 42, describe content and schedule for necessary activities, or provide additional comments for YES response.

*As indicated in Table 5, the District has very few capacity-related SSOs. Potential hydraulic capacity limitations for a 20-year design storm and a plan for addressing these limitations have been identified in the Capacity Assessment Report and addressed in a CIP schedule. In 2009, the District Board approved a sewer rate increase to provide funding for the Treatment Plant and Collection System CIPs, including the first \$5 million of capacity related CIPs. The 2015 rate increase continued funding for these projects. A number of the capacity-related line segments have already been addressed. The most important remaining capacity-related segment (a main line siphon that was the cause of two SSOs in 2012) is tied to the Duckett Pump Station/Terra Linda project, which has undergone several design iterations and is still not complete because of multiple complicating factors. [Two additional projects address problems associated with the siphon. The Terra Linda-Northgate Relief Sewer project, completed in 2015, reduces flows through the siphon. The Freitas Siphon Outlet Improvements project improved flow conditions on the downstream side of the siphon.] Because of competing needs for other collection system and treatment plant capital improvement projects, the District has had to re-prioritize some of the capacity projects. The Integrated Master Plan effort currently in progress will develop a road map for a new multi-year CIP Program for all District facilities.*

**IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS**

42. Does the SSMP contain up-to-date information about your agency's data collection and organization? **YES** / NO

43. Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP? **YES** / NO

44. If you answered NO to questions 44 and/or 45, describe content and schedule for necessary improvements, or provide additional comments for YES response.



The District believes that the current performance indicators (Table 2, Figures 2-4) and tracking of preventative maintenance activities (Table 2) are sufficient to evaluate effectiveness of the SSMP in minimizing SSOs. The number of SSOs has been relatively low as a result of an aggressive O&M program, although some year-to-year variability is inevitable, and any single SSO can significantly impact certain metrics and trends.

**X. SSMP AUDITS**

45. Will the SSMP Audit be conducted a minimum of every two years and included in the SSMP?

**YES** / NO

The audits are conducted every two years in March or April. A copy of this audit will be included in Appendix F of the SSMP.

**XI. COMMUNICATION PROGRAM**

REFERENCE MATERIAL

- **Mailings and mailing lists**
- **Website**
- **Other communication records such as newspaper ads, site postings, or other outreach**
- **Customer feedback**

46. Does the SSMP contain up-to-date information about your agency’s public outreach activities?

**YES** / NO

47. Does the SSMP contain up-to-date information about your agency’s communications with satellite and tributary agencies?

**YES** / NO

48. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback?

**YES** / NO

49. If you answered NO to questions 47, 48, and/or 49, describe content and schedule for necessary improvements, or provide additional comments for YES response.

As part of the communication program, the entire SSMP is posted on the District’s web site ([www.lgvsd.org](http://www.lgvsd.org)), with an invitation for customers to provide feedback. Public outreach activities are described in the SSMP and the District’s Annual Pollution Prevention Program reports. The District also conducts public workshops to solicit public input for proposed changes to sewer rates or the rate structures. The District produces a quarterly newsletter (The Heron) which is mailed to customers in its service area. Both the newsletter and the web site feature outreach information relevant to the SSMP (e.g. proper disposal of wipes and FOG).

**XII. APPROVAL AND CERTIFICATION**

50. Has the SSMP been updated and recertified in accordance with the requirements of the Statewide Order?

**YES** / NO

*The SSMP was revised in October 2013 and recertified by the District Board in January 2014. Minor updates were made to the document in June 2016 following the 2014-2015 audit. Additional minor changes/updates were made following the 2016-2017 audit. In both cases, because changes were not considered significant, the SSMP was not recertified. Although the May 2020 updates could again be deemed relatively minor, the May 2020 SSMP will be presented to the District Board for recertification.*



Item Number 24

# Agenda Summary Report

**To:** Mike Prinz *MP*  
**From:** Teri Lerch, Board Secretary *TL*  
**Mtg. Date:** October 15, 2020  
**Re:** Resolution 2020-2202 – A Resolution Approving Board Policy B-60-51  
**Item Type:** Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

## STAFF RECOMMENDATION

Board to approve Resolution 2020-2102 – A Resolution Approving Policies for Board Policy B-60-51 Reimbursement for Miscellaneous Expenses.

## BACKGROUND

A Board member requested to review B-60 to potentially include a miscellaneous reimbursement clause. Board and staff discussed this request at the September 17, 2020 Board meeting and the Board approved the amended policy language:

**B-60-51 Reimbursement for Miscellaneous Expenses.** Board Members may submit receipts for up to \$1600 per calendar year for miscellaneous actual and necessary expenses to conduct District Business unrelated to meeting, conference or training attendance. This allowance is anticipated to include information technology related items, office related equipment and furniture, consumable office supplies, and other expenses necessary for Board Members to conduct District Business. This allowance does not include food or travel related costs, which are addressed in section B-60-50. Per Section B-50-20 and Government Code Section 53232.2, all costs shall be usual and reasonable.

## PREVIOUS BOARD ACTION

On August 20, 2020, the Board discussed Administrative Policy A-03 Mobile Computer Devices.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

Maximum expense is \$8,000 annually.

**RESOLUTION NO. 2020-2202**

**A RESOLUTION APPROVING POLICIES FOR BOARD POLICY B-60-51:  
REIMBURSEMENT FOR MISCELLANEOUS EXPENSES**

**THE LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

**WHEREAS**, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

**WHEREAS**, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

**WHEREAS**, such policies may need to be updated,

**NOW THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Board Policy B-60-51 Reimbursement for Miscellaneous Expenses, a copy of which is attached as Exhibit A.

If any policy or portion of a policy contained within the Policies and Procedures conflicts with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

\* \* \* \* \*

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 October 15, 2020, by the following vote of the members thereof:

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

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

APPROVED:

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



**B-60 BOARD MEMBER COMPENSATION****Purpose**

This policy establishes compensation for Board Members to attend meetings.

**B-60-10 Limit on Meetings.** Board Members shall be compensated for up to the legal limit of six meetings per month and one meeting per day. Compensation shall apply to both Regular and Special Board meetings, Board committee meetings, meetings for organizations related to District business. The meetings must be a direct benefit to the District. Please refer to the list of meeting below that are considered to be additional compensable meetings. To qualify for compensation for meetings of organizations related to District business, Board approval is required. Board members requesting attendance at meetings, including meetings of organizations related to District business, training, conference and/or seminars, shall submit their request to the entire Board at least five business days prior to the meeting. If an unexpected opportunity occurs for a meeting that will benefit the District, the Board Member may request an RQPA (Request for Prior Authorization) from the Board at the next Board meeting by written request.

**B-60-11 Compensable Meeting Activities.** Meetings that are considered compensable include the following:

- Webinars, online trainings, and tours of facilities that are at least 1 ½ hours in length and pertain to District Business.
- Multiple party conference calls convened by LGVSD subcommittees that are at least 2 hours in length that pertain to District Business
- Non-public LGVSD subcommittee meetings such as AD Hoc meetings that are over an hour in length.
- One-on-one meetings between LGVSD committee members with any other outside agency or committee via face-to-face interaction or telephone, which are at least 1 hour long, pertain to District Business and are not for logistical purposes only
- Tours of District facilities with public officials external to the District that are at least an hour long.
- Other meetings falling outside of the above listed meeting descriptions shall be brought to the Board for determination of compensability prior to any Board member's attendance at such meetings.

**B-60-20 Compensation Rate.** Board Member's meeting stipend shall be set at the maximum allowable under Senate Bill 1559 effective January 1, 2001. Furthermore, the aforementioned

<b>Resolution No. 2020-2202</b>	Date Approved: October 15, 2020
President of the Board	Supersedes: Resolution 2019-2178

new meeting stipend should be considered for increased annually the maximum allowable under Senate Bill 1559 on the first day of January in each succeeding year thereafter.

**B-60-30 Compensation for Training, Seminars, Conference, etc.** See B-50-10/20.

**B-60-40 Tally Sheets.** To receive compensation, Directors should provide a monthly meeting tally sheet (available from the District Secretary) within five days after the end of the month.

**B-60-50 Reimbursement for Expenses.** Board Members shall be compensated for all reasonable and legitimate expenses incurred in attending meetings or taking trips on behalf of the District that have been authorized by the Board. Expense reports shall be submitted within 30 days of attendance at the meeting. Any disputes shall be settled by majority vote of the Board.

**B-60-51 Reimbursement for Miscellaneous Expenses.** Board Members may submit receipts for up to \$1600 per calendar year for miscellaneous actual and necessary expenses to conduct District Business unrelated to meeting, conference or training attendance. This allowance is anticipated to include information technology related items, office related equipment and furniture, consumable office supplies, and other expenses necessary for Board Members to conduct District Business. This allowance does not include food or travel related costs, which are addressed in section B-60-50. Per Section B-50-20 and Government Code Section 53232.2, all costs shall be usual and reasonable.

**B-60-60 Prevailing District Mileage Rate.** Reimbursement for travel by private car shall be at the prevailing IRS mileage rate.

<b>Resolution No. 2020-2202</b>	Date Approved: October 15, 2020
President of the Board	Supersedes: Resolution 2019-2178



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MSP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** October 15, 2020  
**Re:** Application of Allocation of Capacity for APN 178-125-02  
 1012 Las Pavadas Ave Accessory Dwelling Unit  
**Item Type:** Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

## STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter for the Accessory Dwelling Unit (ADU) located at 1012 Las Pavadas Ave.

## BACKGROUND

The property owner of 1012 Las Pavadas Ave is seeking approval to construct a 400 square-foot Accessory Dwelling Unit on the same parcel as the existing single-family residence. The ADU includes 11 plumbing fixture units. The square footage of the unit is less than the maximum ADU size of 750 square feet threshold for impact fee collection. No sewer lateral work is proposed. District Staff has reviewed the plans and based on the information provided, a Will Serve Letter has been drafted.

Potential Access Issues to Impacted Sewer Facilities: None.

Additional Flow Contribution: (*The District Ordinance refers to one Equivalent Dwelling Unit (EDU) as a Single-Family Dwelling Unit that includes up to 20 PFUs. Assuming 200 gallons per day (gpd) per EDU, the flow contribution per PFU is approximately 10 gpd.*)

The estimated additional flow from the proposed project is approximately 110 gpd. It should have negligible impact to downstream sewer facilities. Staff is tracking additional flows from proposed residential and commercial developments and will be evaluating the combined effects as part of the master planning currently in progress with Kennedy Jenks.

## PREVIOUS BOARD ACTION

N/A

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

N/A





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

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

Date: October 15, 2020  
 Property Owner: Margaret Vassiliou  
 Property Owner Address: 1012 Las Pavadas Ave  
 San Rafael, CA 94903  
 Applicant: Margaret Vassiliou  
 Project Name: 1012 Las Pavadas Ave (Accessory Dwelling Unit)  
 Project Address: 1012 Las Pavadas Ave  
 San Rafael, CA 94903  
 Project APN: APN 178-125-02

**Re: Will-Serve Letter**

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the October 15, 2020 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project consisting of an Accessory Dwelling Unit (ADU) as part of the existing single-family residence located on the same parcel. This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

The standard terms and conditions of approval are as follows:

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

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



The Connection Fee approved by the Board is as follows:

Capital Facilities Charge for One (1) ADU:	\$	0.00
Application Fee:	\$	250.00
Engineering Review and Inspection Fees:	\$	0.00
<b>Total Fee:</b>	\$	<b>250.00</b>

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

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

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, October 15, 2021; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, October 15, 2022; or upon the date of building permit issuance, whichever occurs first;

Please note if payment schedule as above is not followed, you risk losing your allocation.

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

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

Sincerely,

Mike Prinz, General Manager

AGREED:

\_\_\_\_\_ Date: \_\_\_\_\_  
Project Applicant

Cc: Michael P. Cortez, District Engineer



Item Number 23

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** October 15, 2020  
**Re:** Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve continued Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order.

## BACKGROUND

The shelter-in-place order issued by Marin County Health Officer in effect as of the writing of this report allows recurring designation of projects previously designated by the lead agency as Essential Governmental Functions.

## PREVIOUS BOARD ACTION

The Board approved Resolution 2020-2184 on April 16, 2020 designating the Secondary Treatment Process Upgrade and Recycled Water Expansion (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.

The Board has approved the continued designation of the Project at every regular Board meeting since the original designation on April 16, 2020.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

N/A

**10/15/2020**

**General Manager Report**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
  - STPURWE PG&E connection schedule
  - Skilled Maintenance Worker 1 recruitment
  - Audit status
  - Kudos to accounting clean-up crew
  - Weekly Wellness Updates
  - PCG office hours/policy review assistance
  - Recycled Water General Order UV transmissivity issue
- Presentation



Item Number 4

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Teri Lerch, Board Secretary *TL*  
**Mtg. Date:** October 15, 2020  
**Re:** Board Elections – Appoint District Treasurer  
**Item Type:** Consent \_\_\_\_\_ Action X \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X \_\_\_\_\_

### STAFF RECOMMENDATION

Board to appoint Dale McDonald, Administrative Service Manager as District Treasurer.

### BACKGROUND

The Board Secretary, Treasurer and District Engineer positions are held by District Staff members and are appointed each year by the Board.

The prior District Treasurer, Robert Ruiz, separated from the District on April 29, 2020. Dale McDonald was hired on September 28, 2020 as the Administrative Services Manager.

### PREVIOUS BOARD ACTION

On January 9, 2020, Board nominated and approved Robert Ruiz as District Treasurer.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A





# Agenda Summary Report

**To:** Mike Prinz, General Manager *M.P. Prinz*  
**From:** Michael P. Cortez, PE, District Engineer  
**Meeting Date:** October 1, 2020  
**Re:** Approve Change Order for Relocation of Secondary Clarifier #1 and Contract Amendment with Aqua Engineering Secondary Treatment Plant Upgrade and Recycled Water Expansion  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve and authorize the General Manager to execute [1] a contract change order for relocation of Secondary Clarifier #1 in the amount not to exceed \$909,777 and [2] a contract amendment with Aqua Engineering in the amount of \$38,750.

## BACKGROUND

The design and construction management team of the Secondary Treatment Plant Upgrade and Recycled Water Expansion (Project) consisting of District staff, Aqua Engineering, Brown & Caldwell, EOA, and Kennedy Jenks has completed the evaluation of the as-bid location of Secondary Clarifier #1 (SC #1) and concluded that it is advantageous to relocate the clarifier to the existing Primary Biofilter site as shown in the attached map. The analysis is part of District staff's on-going holistic approach for better land management at the plant as related to the Administration Building Site Evaluation by MWA Architects and Flow Equalization Basin Design by Hazen & Sawyer.

As discussed with the engineering subcommittee on October 5, 2020, the advantages of relocating SC #1 to the existing location of Primary Biofilter site are as follows:

- Frees up one large area for future uses as opposed to leaving two isolated, smaller areas.
- Provides better potential location of a future Flow Equalization Basin.
- Provides an option to repurpose existing SC#1 for short-term flow equalization.
- Accelerates the project schedule by reducing Phase 3 duration up to 4 months.
- Reduces extended overhead from other time impacts, such as PG&E delays, currently estimated at 100+ days.

Land acquisition adjacent to the plant is no longer an option for the new administration building and/or a flow equalization basin, which accentuates the importance of site layout efficiency.

Kennedy Jenks has requested a preliminary cost estimate for the relocation and Myers & Sons Construction (Contractor) provided a range of \$555,000 to \$909,777 depending on extent of rock



## **ENVIRONMENTAL REVIEW**

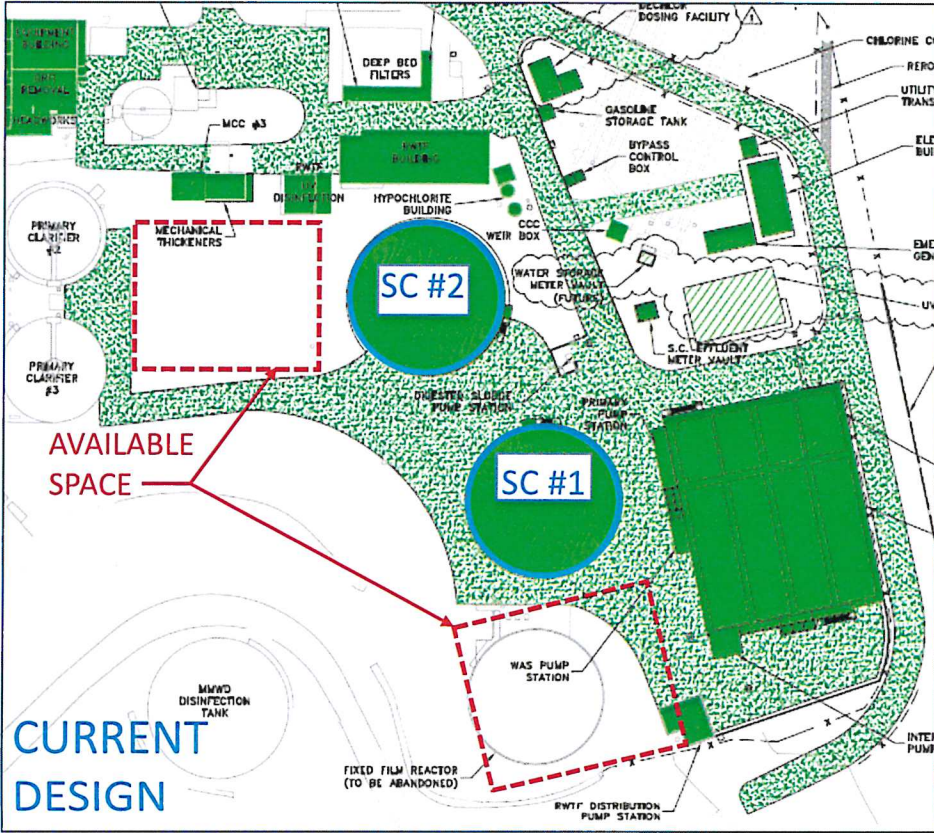
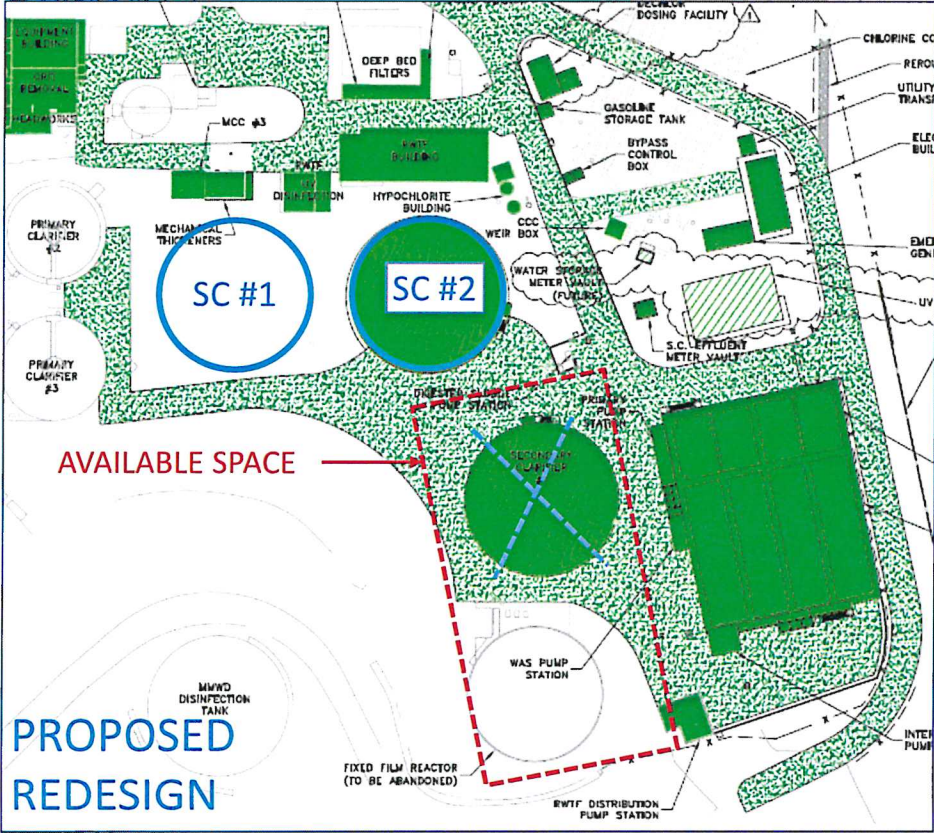
N/A

## **FISCAL IMPACT**

Not to Exceed \$948,527. Funding for the change order will be accommodated by remaining project contingency, however final costs for the work will depend on project delay cost negotiations that will [1] occur at the end of the project and [2] be a function of final project schedule, which should be improved as a result of the secondary clarifier relocation proposed herein.



SC #2





September 21, 2020

Mike Cortez, P.E.  
 Las Gallinas Valley Sanitary District  
 300 Smith Ranch Road  
 San Rafael, CA 94903

**Re: Las Gallinas Valley Sanitary District – Additional Engineering Services for the Las Gallinas Secondary Treatment and Recycled Water Plant Upgrade Project – Relocate SC#1**

Dear Mr. Cortez:

AQUA Engineering (AQUA) thanks you for the opportunity to work with the Las Gallinas Valley Sanitary District (District) on this project. The District identified additional items to be added to the scope of this project, specifically associated with relocating Secondary Clarifier (SC) #1. Design drawings will have to be assembled for this change to take place and AQUA proposed the following to accomplish this work:

Item Description	Associated Fee
1. Initial Design Review Meeting – AQUA will meet with the District to review the proposed changes, finalize yard piping layout, depth of piping, and grading/paving associated with the clarifier change. This information will be used as the basis of the changes. If additional reviews and/or changes are requested after the review meeting, additional costs may be incurred.	\$5,000.00
2. Drawing Changes Associated with the Relocation of SC #1 – The District desires to relocate the new SC#1 from the existing clarifier location to the primary biofilter location. This change allows both new clarifiers to be constructed at the same time, thus reducing the overall project timeline. It is anticipated this change will also reduce costs associated with both the contractor and District consultants through the time reduction. Additionally, this change will leave the existing SC intact and available for use as immediate equalization volume for the existing plant. The drawings have been reviewed and it is determined that the following changes are required: <ul style="list-style-type: none"> <li>• Sheets with minor changes – 31</li> <li>• Sheets with major changes – 18</li> <li>• Sheets added or removed – 5</li> </ul> The estimated cost for these updates is \$500/sheet with minor changes and \$1,000/sheet with major changes, and \$50/sheet for adding/removing sheets.	\$33,750.00
<b><u>TOTAL CHANGE</u></b>	<b>\$38,750.00</b>

This work can be added on a time and materials basis for a budget amount of \$38,750.00 to be billed monthly. It is anticipated the work will be accomplished six (6) weeks from notice to proceed from the District.

Any additional services requested in excess of those listed above will be performed at the rates and fees shown in the attached Exhibit A. This would include addition review meetings or proposed changes to the design subsequent to the initial review meeting. If this proposal meets with your approval, please sign



below and return one copy to our office. We will invoice you at the beginning of each month for services performed during the previous month. Payment is due thirty days from the date of invoice.

If additional information is required please contact me.

Sincerely,



Justin R. Logan, Principal  
**AQUA Engineering**

Accepted by:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Attest: (If Required)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

# AQUA Engineering/Client Standard Terms and Conditions

533 West 2600 South, Suite 275; Bountiful, UT. 84010

Phone: 801-299-1327 Fax: 801-299-0153



## I. SCOPE

AQUA Engineering (AE) agrees to perform the services described in the proposal attached hereto which incorporates these terms and conditions. Unless modified in writing by the parties hereto, the duties of AE shall not be construed to exceed those services specifically set forth in the proposal. These terms and conditions and the proposal, when executed by Client, shall constitute a binding agreement on both parties (hereinafter the "Agreement").

## II. COMPENSATION

Client agrees to pay for the services in Article I in accordance with the compensation provisions in the proposal. Payment to AE will be made within 30 days after the date of billing. Interest on the unpaid balance will accrue beginning on the 31st day at the maximum interest rate permitted by law.

Time-related charges will be made in accordance with the billing rate referenced in the proposal or Agreement. Direct expenses and Subcontractor services shall be billed in accordance with the proposal or compensation exhibit attached to this Agreement. Otherwise, AE's standard billing rates shall apply.

## III. RESPONSIBILITY

AE is employed to render a professional service only, and any payments made by Client are compensation solely for such services rendered and recommendations made in carrying out the Work. AE shall perform the services in accordance with generally accepted engineering practices and standards in effect when the services are rendered. AE does not expressly or impliedly warrant or guarantee its services.

In performing construction management services, AE shall act as agent of Client. AE's review or supervision of work prepared or performed by other individuals or firms employed by Client shall not relieve those individuals or firms of complete responsibility for the adequacy of their work.

The presence of AE's personnel at a construction site, whether as on-site representative, resident engineer or construction manager, shall be for the sole purpose of determining that the work is generally proceeding in conformance with the intent of the project specifications and contract documents and does not constitute any form of guarantee or assurance with respect to contractor's performance. AE shall have no responsibility for the contractor's means, methods, techniques, sequences, for safety precautions and programs incident to the contractor's work, or for any failure of contractor to comply with laws and regulations applicable to performing its work.

## IV. INDEMNIFICATION

AE agrees to indemnify, defend, and hold Client harmless from and against any liability to the extent arising out of the negligent acts, errors or omissions of AE, its agents, employees, or representatives, in the performance of duties under the Agreement. Regardless of any other term of this Agreement, in no event shall AE be responsible or liable to the other for any incidental, consequential, or other indirect damages. The Client agrees to limit AE's liability for the Client's damages to AE's fee.

## V. ATTORNEYS' FEES

In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the nonprevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation.

## VI. INSURANCE

AE shall maintain during the life of the Agreement the following minimum insurance:

1. **Comprehensive general liability** insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
2. **Automobile bodily injury and property damage liability** insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000
3. **Statutory Worker's compensation and employers' liability** insurance as required by state law.
4. **Professional liability** insurance with limits of not less than \$1,000,000.

## VII. SUBCONTRACTS

AE shall be entitled, to the extent determined to be appropriate by AE, to subcontract any portion of the Work to be performed under this Agreement.

## VIII. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. The Agreement is not to be assigned by either Client or AE without the prior written consent of the other.

## IX. INTEGRATION

These terms and conditions and the proposal to which they are attached represent the entire understanding of Client and AE as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The Agreement may not be modified or altered except in writing signed by both parties, provided further that any terms and conditions in any Task Order or purchase order issued in connection with the Agreement which are inconsistent with the Agreement are deemed null and void.

## X. CHOICE OF LAW/JURISDICTION

This Agreement shall be administered and interpreted under the laws of the state in which the AE office responsible for the project is located. Jurisdiction of litigation arising from the Agreement shall be in that state.

## XI. SEVERABILITY

If any part of the Agreement is found unenforceable under applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

## XII. NO BENEFIT FOR THIRD PARTIES

The services to be performed by AE hereunder are intended solely for the benefit of Client, and no right or benefit is conferred on, nor any contractual relationship intended or established with any person or entity not a party to this Agreement. No such person or entity shall be entitled to rely on AE's performance of its services hereunder.

## XIII. WORK PRODUCT

AE and Client recognize that AE's work product submitted in performance of this Agreement is intended only for the Client's benefit and use. Change, alteration, or reuse on another project by Client shall be at Client's sole risk, and Client shall hold harmless and indemnify AE against all losses, damages, costs and expense, including attorneys' fees, arising out of or related to any such unauthorized change, alteration or reuse.

Any signed, stamped and dated Construction Documents prepared by the Consultant are the Work Product. CADD files are furnished for convenience only. The transfer of the CADD files for use by the Client shall not be deemed a sale and the Consultant makes no warranty, either express or implied, of merchantability or fitness for any particular purpose.

## XIV. SUSPENSION OF WORK

Work under this Agreement may be suspended as follows:

1. **By Client.** By written notice to AE, Client may suspend all or a portion of the Work under this Agreement if unforeseen circumstances beyond Client's control make normal progress of the Work impracticable. AE shall be compensated for its reasonable expenses resulting from such suspension including mobilization and de-mobilization. If suspension is greater than 30 days, then AE shall have the right to terminate this Agreement in accordance with Article XIV, Termination of Work.
2. **By AE.** By written notice to Client, AE may suspend the Work if AE reasonably determines that working conditions at the Site (outside AE's control) are unsafe, or in violation of applicable laws, or for other circumstances not caused by AE that are interfering with the normal progress of the Work. AE's suspension of Work hereunder shall be without prejudice to any other remedy of AE at law or equity.

## XV. TERMINATION OF WORK

This Agreement may be terminated as follows

1. **Client** (a) for its convenience on 30 days' notice to AE, or (b) for materially breaches this Agreement through no fault of Client and AE neither cures such material breach nor makes reasonable progress toward cure within 15 days after Client has given written notice of the alleged breach to AE.
2. **By AE** (a) for cause, if Client materially breaches this Agreement through no fault of AE and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after AE has given written notice of the alleged breach to Client, or (b) upon five days' notice if Work under this Agreement has been suspended by either Client or AE in the aggregate for more than 30 days.
3. **Payment upon Termination.** In the event of termination, AE shall perform such additional work as is reasonably necessary for the orderly closing of the Work. AE shall be compensated for all work performed prior to the effective date of termination, plus work required for the orderly closing of the Work. Except for termination of AE by Client for cause, AE shall also receive a termination fee equal to 15 percent of the total compensation yet to be earned under existing authorizations at the time of termination.

## XVI. NOTICES

All notices required under this Agreement shall be by personal delivery, facsimile or mail to the AE Project Manager and to the person signing the proposal on behalf of the Client, and shall be effective upon delivery to the address stated in the proposal

Engineer

Client

**EXHIBIT A**

Position	Hourly Rate
Principal Engineer	\$160
Senior Engineer	\$140
Project Engineer	\$110
Designer	\$95
Project Assistant	\$60
Construction Manager	\$100

**10/15/2020**

**PUBLIC COMMENT**



10/15/20

## **BOARD MEMBER REPORTS**

### **CLARK**

**NBWA Board Committee, Other Reports**

### **ELIAS**

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

### **MURRAY**

**Marin LAFCO, CASA Energy Committee, 2020 GM  
Evaluation Ad Hoc Subcommittee, Other Reports**

### **SCHRIEBMAN**

**JPA Local Task Force, NBWA Tech Advisory Committee,  
Other Reports**

### **YEZMAN**

**Gallinas Watershed Council/Miller Creek Watershed  
Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-  
Committee re: STPURWE, 2020 GM Evaluation Ad Hoc  
Subcommittee, Other Reports**



## 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.

**10/15/2020**

**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

**Housing mandate estimate balloons**

**THE COUNTY**

Planners might seek 14K homes in Marin

**By Richard Halstead**

*rhalstead@marinij.com*

Marin County and its 11 municipalities will be required to adjust their zoning to allow much more housing, particularly for low-income residents, if policies in the works at the Association of Bay Area Governments are adopted.

The association, a regional planning agency governed by representatives from the Bay Area's nine counties and 101 cities and towns, approved a final blueprint last month for Plan Bay Area 2050.

Updated every four years, Plan Bay Area integrates transportation, land use and housing to meet greenhouse gas reduction targets set by the California Air Resources Board. In an effort to address concerns about racial equity, the latest iteration of the plan also identifies "high resource areas" near public transit where it recommends that increased housing development should be promoted.

Areas within Novato, San Anselmo, Corte Madera and unincorporated parts of Marin fall into this category. Discussion regarding possible policies to implement this strategy have not begun.

"We're not at that point yet," said Matt Maloney, director of regional planning for the Metropolitan Transportation Commission. "We will likely be taking that up next year."

In the meantime, however, ABAG's hous-

**HOUSING » PAGE 2**

**Housing**

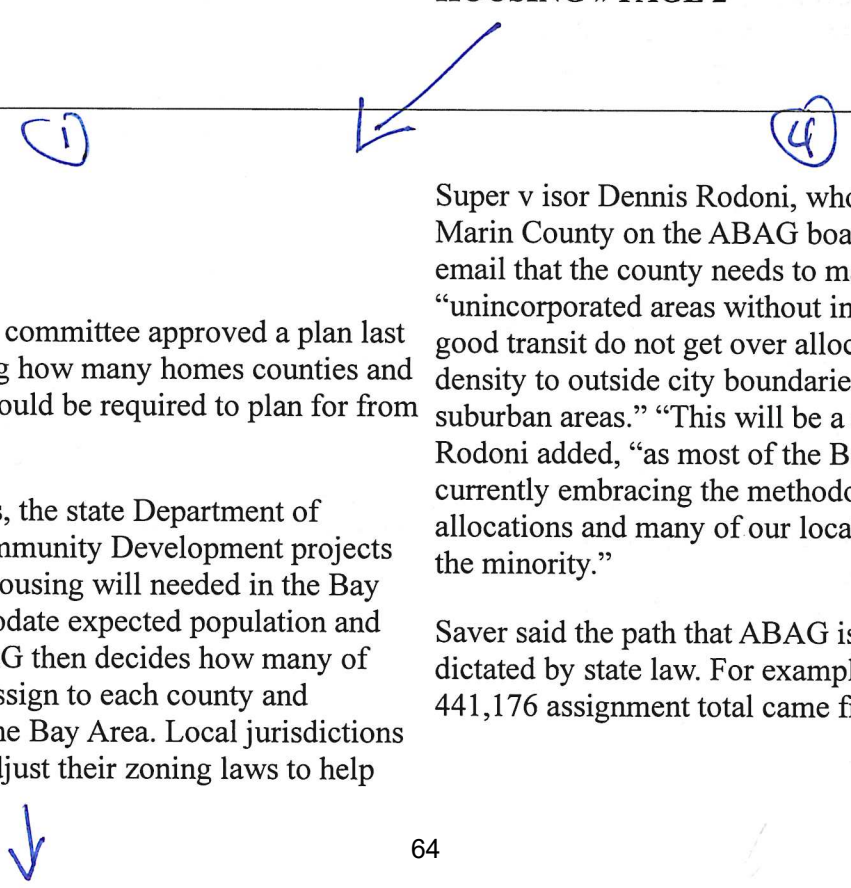
**FROM PAGE 1**

ing methodology committee approved a plan last week for deciding how many homes counties and municipalities should be required to plan for from 2023 to 2031.

Every eight years, the state Department of Housing and Community Development projects how much new housing will needed in the Bay Area to accommodate expected population and job growth. ABAG then decides how many of those homes to assign to each county and municipality in the Bay Area. Local jurisdictions are required to adjust their zoning laws to help

Super v isor Dennis Rodoni, who represents Marin County on the ABAG board, wrote in an email that the county needs to make sure that "unincorporated areas without infrastructure and good transit do not get over allocated, forcing density to outside city boundaries and more suburban areas." "This will be a challenge," Rodoni added, "as most of the Bay Area is currently embracing the methodology for these allocations and many of our local opinions are in the minority."

Saver said the path that ABAG is following is dictated by state law. For example, he said the 441,176 assignment total came from the state's





2

make the creation of that amount of housing possible.

The methodology approved by the committee last week is aligned with the high resource area strategy contained in the Plan Bay Area 2050 blueprint. It would assign more of the very low- and low-income homes to counties and municipalities containing higher concentrations of “high opportunity areas.”

“Those are essentially the high resource areas,” Maloney said. “It’s synonymous with that term.”

“That includes most of Marin,” said Novato Councilwoman Pat Eklund, one of the few ABAG board members to vote against the methodology.

According to an ABAG staff report, the “high opportunity area” methodology approach seeks to “affirmatively further fair housing by increasing access to opportunity and replacing segregated living patterns.” A committee convened by the California Department of Housing and Community Development and the California Tax Credit Allocation Committee developed the map of high resource/opportunity areas in use. The designated areas contain amenities associated with childhood development and economic mobility such as low poverty rates and high educational attainment, employment rates, home values and school test scores.

Marin’s share of the housing assignments amounts to only 1%. Under the new methodology, however, that share would triple to 3%, while Alameda County’s share would be reduced from 23% to 19%, and Contra Costa County’s share would drop from 11% to 10%.

Eklund said the impact of the percentage increase is magnified because the assignment total is more than doubling. In the current 2015-2023 cycle, the nine Bay Area counties had to plan for 187,990 residences. In the 2023-31 cycle, they will have to adjust their policies to accommodate 441,176 residences.

If the allocation procedure approved last week is adopted by the ABAG executive board later this

5

Department of Housing and Community Development.

Saver said the big increase in the number of units assigned is due to state Sen. Scott Wiener’s Senate Bill 828, passed in 2018. The law allows the state to take into account existing housing needs as well as projected future need when determining the number of housing assignments.

In 2016, management consultant McKinsey and Co. projected that California needed to create 3.5 million more homes by the middle of the next decade.

Saver said the incorporation of “high resource/opportunity areas” into Plan Bay Area’s equation is required because of Assembly Bill 686, which mandated that counties and cities implement the Obama-era policy of “affirmatively furthering fair housing.”

For decades, housing in the United States was segregated by race. The Federal Housing Administration financed the building of suburban subdivisions during the 1930s, 1940s and 1950s, but lent the money to builders on the condition that they not sell any of the new houses to African-Americans.

Saver said the state law remains in effect despite the fact that the Department of Housing and Urban Development, under the direction of Trump appointee Ben Carson, scrapped the policy at the federal level earlier this summer.

Saver said the state has allocated millions of dollars to help local jurisdictions comply with the loftier planning goals.

“We certainly hope that all of our local jurisdictions are able to adopt compliant housing elements, and we’re going to put resources into helping them get there,” he said. “It will be a big lift.”



3

month, Marin could see the number of residences assigned to them increase from 2,298 in the 2015-2023 cycle to 14,210 in the 2023-31 cycle.

For example, Belvedere would be required to plan for 160 new residences, half of which would have to be affordable for people with low-income status. In the current cycle, Belvedere had to plan for 16 residences.

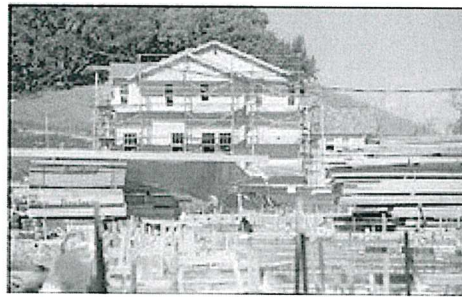
Eklund said she disagrees with the ABAG committee's decision to include the number of existing households in a jurisdiction, together with the number of households expected to be added over the next several decades, when projecting the need for new housing.

"To be straightforward, the legal requirements for housing elements have changed a lot since the last cycle," said Daniel Saver, MTC's assistant director for housing and local planning. "It is going to be much harder for local jurisdictions to adopt compliant housing elements this time around."

Failure to do so, however, could prove costly. Assembly Bill 101, which became effective at the end of July 2019, authorizes the state attorney general to sue jurisdictions and fines ranging from \$10,000 to \$600,000 per month.

Supervisor Damon Connolly, Marin County's representative on MTC, wrote in an email that he is concerned about the methodology and will work with local ABAG representatives to "push back and raise areas of concern."

"For example, the 22x increase in the allocation for unincorporated Marin is startling," Connolly wrote. "The methodology appears to emphasize 'high resource areas' without regard to proximity to jobs or high quality transit or other constraints."



The Association of Bay Area Governments might seek to increase Marin County's share of new housing in the region from 1% to 3%. Above, the Atherton Place construction site in Novato in April.

ALAN DEP — MARIN INDEPENDENT JOURNAL