



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

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

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

BOARD MEETING AGENDA

April 2, 2020

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the April 2, 2020 meeting of the LGVSD Board will be held via Telephonic conference. There will be NO physical location of the meeting. The public may participate in the Board Meeting by calling the Telephone Conference number indicated below. 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 Tuesday, March 30, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.

TELECONFERENCE NUMBER: +1 888-204-5987 Access Code: 6055998

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

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

Estimated Time

OPEN SESSION:

3:00 PM

PUBLIC COMMENT

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

CLOSED SESSION:

3:05 PM

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code Section 54957.
2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS –** Pursuant to Government Code § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator Is Mike Prinz, General Manager.

OPEN SESSION:

4:30 PM

1. **PUBLIC COMMENT**

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

4:35 PM

2. **CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for March 19, 2020
- B. Approve the Warrant List for April 2, 2020
- C. Approve Revised Salary Range for Skilled Maintenance Worker 2

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

Staff recommendation: Adopt Consent Calendar – Items A -C.

4:45 PM

3. **FEDERAL AND STATE BIOGAS CREDITING PROGRAM PARTICIPATION VIABILITY**

Board and staff to discuss the Federal and State Biogas Crediting Program Participation Viability

5:05 PM 4. POTENTIAL TEMPORARY MODIFICATIONS OF DISTRICT PROTOCOLS RELATED TO COVID-19 EXPOSURE AND GRANTING OF EMERGENCY POWERS TO THE GENERAL MANAGER

Board and staff to discuss potential modifications of District protocols related to COVID-19.

5:35 PM 5. INFORMATION ITEMS:

A. STAFF/CONSULTANT REPORTS:

1. General Manager Report – Verbal

5:50 PM 6. BOARD MEMBER REPORTS:

1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, Ad Hoc HR Committee re: 2019 GM Evaluation, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2019 GM Evaluation Other Reports
4. SCHRIEBMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
5. YEZMAN
 - a. Flood Zone 7,CSRMA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
 1. Engineering Subcommittee – Verbal
 2. Other Reports –Verbal

6:00 PM 7. BOARD REQUESTS:

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

6:05 PM 8. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE

6:10 PM 9. ADJOURNMENT

FUTURE BOARD MEETING DATES: APRIL 16, MAY 7, MAY 21, 2020

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
------------------	----------------------------	-----------------------------------

CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 30, 2020 at 3:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held April 2, 2020 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 MARCH 19, 2020

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION ON MARCH 19, 2020 AT 4:17 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD,
5 SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903
6

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

11 **BOARD MEMBERS ABSENT:** None
12

13 **STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District
14 Secretary, Mike Cortez (Present for Closed Session)
15

16 **OTHERS PRESENT:** David Byers, District Counsel (by tele-conference),
17

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

22 **PUBLIC COMMENT:** None.
23

24 **ACTION:**
25

26 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO
27 CLOSED SESSION ON MARCH 19, 2020 , AT 4:20 PM, AT THE DISTRICT OFFICE, 101 LUCAS VALLEY
28 ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.
29

30 Lerch left at 4:20 pm.
31

32 **CLOSED SESSION:**
33

34 **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITATION** -Significant Exposure to litigation
35 pursuant to paragraph (2) of government Code § 54956.9: One potential case.
36
37

38 **ADJOURNMENT:**
39

40 **ACTION:**

41 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on
42 March 19,2020 at 4:48 pm.
43

44 **STAFF PRESENT:** Teresa Lerch, District Secretary, Mike Cortez, District
45 Engineer, Robert Ruiz, District Treasurer
46

47 **OTHERS PRESENT:** None.
48

49 **PUBLIC COMMENT:** None.
50

51 **REPORT ON CLOSED SESSION:** President Elias reported that there were no reportable actions in
52 Closed Session.
53
54
55

56 Board discussed allowing Director Yezman to sign A/P checks on the warrant list.

57 **ACTION:**

58 Board approved (M/S Schriebman/Elias 5-0-0-0) Director Yezman signing A/P checks on the March 19,
59 2020 Warrant list.

60 Roll Call:

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

62 NOES: None.

63 ABSENT: None

64 ABSTAIN: None.

65 **ACTION:**

66 Board approved (M/S Elias/Schriebman 5-0-0-0) Director Yezman signing the Board approved March 5,
67 2020 Minutes.

68 Roll Call:

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

70 NOES: None.

71 ABSENT: None

72 ABSTAIN: None.

73

74 Cortez left at 4:55 pm.

75

76 **CONSENT CALENDAR:**

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

79 A. Approve the Board Minutes for March 5, 2020

80 B. Approve the Warrant List for March 19, 2020

81 C. Approve Board Compensation for February 2020

82 D. Approve Application of Allocation of Capacity for APN 180-033-07, 28 Vendola Drive

83

84 Item C was discussed.

85 **ACTION:**

86 Roll Call:

87 Board approved (M/S Murray/Yezman 5-0-0-0) the Consent Calendar items A through D.

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

89 NOES: None.

90 ABSENT: None

91 ABSTAIN: None.

92

93 **SLECTION AND AWARD OF WASTEWATER USER RATE STUDY**

94 Board and staff discussed the final proposal for the Sewer Rate Study. HDR was selected.

95

96 **APPROVE RESOLUTION 2020-2181 – A RESOLUTION FIXING THE TIME AND PLACE FOR PUBLIC**
97 **HEARING ON BUDGET FOR THE FISCAL YEAR 2020-2021**

98 Board and staff discussed Resolution 2020-2181 A Resolution Fixing the Time and Place for Public
99 Hearing on Budget for the fiscal year 2020-2021.

100 **ACTION:**

101 Roll Call:

102 Board approved (M/S Yezman/Murray 5-0-0-0) Resolution 2020-2181 setting the time and Place for the
103 Public Hearing on the Budget for 2020-2021 for June 4, 2020 at 4:30 pm at the District office and Director

104 Yezman will sign the Resolution and correct the address.

105 Roll Call:

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

107 NOES: None.

108 ABSENT: None

109 ABSTAIN: None.

110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163

APPROVE RESOLUTION 2020-2182 – A RESOLUTION FIXING THE TIME AND PLACE FOR PUBLIC HEARING ON SEWER SERVICE CHARGE RATES FOR THE FISCAL YEAR 2020-2021

Board and staff discussed Resolution 2020-2182 A Resolution Fixing the Time and Place for Public Hearing on Sewer Service Charge Rates for the fiscal year 2020-2021.

ACTION:

Board approved (M/S Schriebman/Clark 5-0-0-0) the Resolution 2020-2082 setting the time and Place for the Public Hearing on the Budget for 2020-2021 for July 16, , 2020 at 4:30 pm at the District office and Director Yezman will sign the Resolution.

Roll Call:

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

APPROVE MISCELLANEOUS FEE SCHEDULE AS REFERRED BY ORDINANCE 180 AND RESOLUTION 2020-2183 – A RESOLUTION APPROVING THE MISCELLANEOUS FEES SCHEDULE PURSUANT TO SEC .708, TITLE 2, CHAPTER 9 OF THE ORDINANCE CODE

Board and staff discussed Resolution 2020-2183 A Resolution Approving the Miscellaneous Fee Schedule Pursuant to Sec. 708, Title 2, Chapter 9 of the Ordinance Code.

ACTION:

Board approved (M/S Murray/Schriebman 5-0-0-0) Resolution 2020-2183 A Resolution Approving the Miscellaneous Fee Schedule Pursuant to Sec. 708, Title 2, Chapter 9 of the Ordinance Code and Director Yezman will sign the Resolution.

Roll Call:

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

POTENTIAL TEMPORARY MODIFICATIONS OF DISTRICT PROTOCOLS RELATED TO COVID-19 EXPOSURE CONCERNS

Board and staff discussed temporary modifications of District protocols related to Covid-19 Exposure Concerns.

Byers left the meeting at 6:04 pm.

INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- 1. General Manager’s Report – Verbal – Prinz reported.

BOARD MEMBER REPORTS:

- 1. CLARK
 - a. NBWA Board Committee – no report
 - b. NBWA Conference Committee– verbal report
 - c. Ad Hoc HR Committee re: 2019 GM Evaluation-verbal report
 - d. Ad Hoc HR Committee re: 2019 Employee Climate Survey – verbal report
 - e. Other Reports– no report
- 2. ELIAS
 - a. NBWRA– no report
 - b. Ad Hoc Engineering Committee— no report
 - c. Other Reports– no report
- 3. MURRAY
 - a. Marin LAFCO– verbal report

- 164 b. CASA Energy Committee– verbal report
165 c. Ad Hoc HR Committee re: GM Evaluation – Clark reported
166 d. Other Reports– no report
167 4. SCHRIEBMAN
168 a. JPA Local Task Force– no report
169 b. NBWA Tech Advisory Committee– no report
170 c. Ad Hoc HR Committee re: 2019 Employee Climate Survey – verbal report
171 d. Other Reports– no report
172 5. YEZMAN
173 a. Gallinas Watershed Council/Miller Creek Watershed Council– no report
174 b. Flood Zone 7– no report
175 c. CSRMA– no report
176 d. Ad Hoc Engineering Committee— no report
177 e. Other Reports– no report
178

179 **BOARD REQUESTS:**

- 180 A. Board Meeting Attendance Requests –_none.
181 B. Board Agenda Item Requests – Board compensation for Ethics and/or Brown Act training and
182 COVID-19 update.
183

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

185 Discussion ensued.
186

187 **ADJOURNMENT:**
188

189 **ACTION:**

190 Board approved (M/S Clark/Schreibman 5-0-0-0) the adjournment of the meeting at 6:34 pm.

191 Roll Call:

192 AYES: Elias, Clark, Murray, Schriebman and Yezman.
193 NOES: None.
194 ABSENT: None.
195 ABSTAIN: None.
196

197 The next Board Meeting is scheduled for April 2, 2020 at the District Office.
198
199
200
201

202 **ATTEST:**
203
204

205 _____
206 Teresa Lerch, District Secretary
207
208
209

210 **APPROVED:**
211
212
213

214 _____
215 Mike Prinz, General Manager

SEAL

Las Gallinas Valley Sanitation District
Warrant List 4/02/2020 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	4/2/2020	N/A	Accountemps	6,800.00		6,800.00	Final Payment for P. Amatori
2	4/2/2020	EFT1	ADP Payroll	113,377.31		113,377.31	3/27/2020 Payroll
3	4/2/2020	N/A	ADT	25.00		25.00	Monthly Security Monitoring at Front Gate
4	4/2/2020	N/A	All Star Rents	295.51		295.51	Rental of a Stump Grinder, Trailer w/Flatbed, Chain & Binder
5	4/2/2020	N/A	AT&T	3,387.50		3,387.50	Phone Bill for various pump stations
6	4/2/2020	EFT2	Bank Of Marin	47,335.64		47,335.64	April Loan Payment - Recycled Water Loan
7	4/2/2020	EFT	Bank of Marin- Credit Cards Services	24,881.59		24,881.59	Credit Card Purchases - 2/7/20 - 3/4/20
8	4/2/2020	N/A	Banner Bank	88,480.41		88,480.41	Retention for Myers & Sons Construction Project payment of \$1,681,127.73
9	4/2/2020	N/A	Bay City Broiler	2,361.73		2,361.73	Replacement of Gas Valve Control for RNG Boiler
10	4/2/2020	ACH	Brown & Caldwell	2,438.81		2,438.81	STRUPWE Engineering Services
11	4/2/2020	EFT	CalPERS 457 Plan	4,367.30		4,367.30	EE's Deferred Comp. Contribution
12	4/2/2020	ACH	CalPERS CERBt-OPEB	11,630.00		11,630.00	Pre-fund GASB payment
13	4/2/2020	EFT	Cal PERS Health	28,592.33		28,592.33	CalPERS Health- Active & Employer Retiree share
14	4/2/2020	EFT	CalPERS Retirement	18,041.16		18,041.16	Paydate 3/13/2020
15	4/2/2020	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Change
16	4/2/2020	EFT	Discovery Benefits	50.00		50.00	FSA Administration Fee
17	4/2/2020	N/A	Empire Earthworks	5,850.00		5,850.00	Solar Panel Replacement Project
18	4/2/2020	N/A	Federal Express	81.32		81.32	Misc. Mailings
19	4/2/2020	ACH	GHD Inc.	2,210.00		2,210.00	John Duckett Pump Station Improvements
20	4/2/2020	N/A	Hach Company	580.26		580.26	Conductivity Probe STD with 1 MM Cable
21	4/2/2020	ACH	Hanford ARC	7,000.00		7,000.00	LMC Revegetation Maintenance Services
22	4/2/2020	N/A	Kleinfelder	24,073.82		24,073.82	STPURWE Const Inspection & Materials testing
23	4/2/2020	N/A	Liebert Cassidy Whitmore	196.00		196.00	Legal Services
24	4/2/2020	N/A	Marin Independent Journal	573.52		573.52	Public Notification Published in Paper
25	4/2/2020	N/A	Marin Sonoma Mosquito Vector Control Dist	18.55		18.55	Revised invoice from December.
26	4/2/2020	N/A	Myers & Sons Construction	1,681,127.73		1,681,127.73	STPURWE Construction Contract (Ret #12)
27	4/2/2020	ACH	Nute Engineering	270.50		270.50	Engineering & Inspection Services
28	4/2/2020	N/A	OE3- Operating Egnineers	480.00		480.00	Union Dues for 3/27/20 payroll
29	4/2/2020	ACH	Orion Protection Services	318.50		318.50	Night Security 300 Smith Ranch

Las Gallinas Valley Sanitation District Warrant List 4/02/2020 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	4/2/2020	N/A	Regional Government Services	285.91		285.91	Organizational Analysis
31	4/2/2020	N/A	Roy's Sewer Service	1,425.00		1,425.00	Vactor Truck for Grit Chamber
32	4/2/2020	EFT	Sunlife Financial	2,071.91		2,071.91	Life Insurance, Addl Life and ADD
33	4/2/2020	N/A	TPx Communications	640.64		640.64	Phone Services
34	4/2/2020	N/A	United Site Services	482.66		482.66	Porta Potties at Plant Available for Water Shutoffs
35	4/2/2020	ACH	Univar	9,978.38		9,978.38	Sodium Bisulfite & Sodium Hypochlorite deliveries
36	4/2/2020	ACH	WECO Industries	159.03		159.03	Catch Basin Tube
37	4/2/2020	N/A	WRA	13,250.50		13,250.50	Wetland Delineation Report (STRURW & Parking lot Expansion),Vegetation Management plan for Reclamation

Do not change any formulas below this line.

TOTAL \$ 2,103,263.58 \$ - \$ 2,103,263.58

EFT1	EFT1 = Payroll (Amount Required)	113,377.31	113,377.31	Approval: Finance GM Board
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	1,830,541.12	1,830,541.12	
EFT	EFT = Vendor initiated "pulls" from LGVSD	78,004.29	78,004.29	
ACH	ACH = LGVSD initiated "push" to Vendor	34,005.22	34,005.22	
Total		\$ 2,103,263.58	\$ 2,103,263.58	

Difference:

\$ -

Agenda Summary Report

To: Mike Prinz, General Manager *MPS*
From: Robert D. Ruiz, Administrative Services Manager *RDR*
Mtg. Date: April 2, 2020
Re: Approval of Revised Salary Range for Skilled Maintenance Worker 2.
Item Type: Consent X Discussion _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

BACKGROUND:

The Board previously approved the job descriptions and salaries for Skilled Maintenance Worker 1 and 2 positions in mid-2019. The District has historically been unable to keep up with the maintenance demands of District facilities, grounds, and easements. These maintenance positions are fundamentally important in order to establish basic maintenance levels within the District and represent the core of a much-needed maintenance division.

In June and August of 2019, the District issued a recruitment for a Skilled Maintenance Worker 2 which attracted only one applicant. With an insufficient number of applicants, the recruitment was considered to have failed. Staff analyzed the recruitment’s characteristics and determined that the salary range was set too low relative to other Districts.

While analyzing the failed recruitment, the District issued a recruitment for the Skilled Maintenance Worker 1, which was very successful. After having filled that position and gotten the successful candidate oriented and established in their role, staff are returning to the Skilled Maintenance Worker 2 recruitment.

Staff retained KOFF and Associates in late 2019 in order to evaluate and recommend a more competitive pay range for the Skilled Maintenance Worker 2 position. Staff has determined that the data presented by KOFF was high for the current economic situation (COVID-19) and is more in line with a longer-term correction that will part of the overall class & comp study to be started later this fiscal year. The data below shows a range of annual salary data relative to the proposed salary range. At this time, we are requesting a 5% increase to the previously approved salary.

SALARY ANALYSIS:

	Prior LGVSD	Proposed LGVSD Increase of 5%	CMSA
Top Pay Including Certs	108,934	114,381	126,589
Top Level excluding Certs	94,102	98,807	109,353
Base Level	77,418	81,289	89,965

PREVIOUS BOARD ACTION:

The Board approved pay ranges and job descriptions for the Skilled Maintenance Worker 1 and 2 positions on May 21, 2019.



ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:


None. Sufficient funding remains in the District Labor Budget for the balance of FY 19-20 to cover the proposed increase

STAFF RECOMMENDATION:

Staff recommends that the Board approve the increased pay range for Skilled Maintenance Worker 2 position as described above.



Agenda Summary Report

To: Mike Prinz, General Manager 

From: Mel Liebmann, Plant Manager

Mtg. Date: April 2, 2020

Re: Federal and State Biogas Crediting Program Participation Viability

Item Type: Consent ___ Discussion XX Information ___ Other ___

Standard Contract: Yes ___ No ___ (See attached) Not Applicable XX

BACKGROUND:

The District Biogas Energy Recovery System’s (BERS) vehicle fueling component qualifies for available credits through two programs developed with the intent of promoting the generation and use of renewable fuels. The Renewable Identification Numbers (RIN) system, a product of the EPA Renewable Fuel Standard program (RFS2) and the Low Carbon Fuel Standard (LCFS), a California State Program. These Programs have costs associated with registration, verification, and ongoing administration that need to be characterized and estimated to determine net potential revenue. The General Manager approved staff’s request to contract with Brown and Caldwell to evaluate and provide recommendations regarding the net benefit of the District entering the RIN or LCFS programs on February 14, 2019.

The following findings are documented in the Brown and Caldwell RINSs and LCFS Feasibility Technical Memorandum transmitted to staff on February 7, 2020.

- Potential annual RINs credits generated from the volume of biofuel produced by the District are estimated to be \$1,746 and would not justify the cost of program administration under any scenario due to significant annual administrative costs of \$50,000.
- Potential LCFS credits generated from the volume of biofuel used in the District’s sewer maintenance truck provides annual expected net revenue of \$1,496.
- Potential LCFS credits generated from the volume of biofuel used in the District’s sewer maintenance truck are anticipated to incur annual costs of \$6,080 in staff time for a net loss of \$4,584.
- Optimizing the BERS system for power production through the microturbines would provide a greater benefit to the District over revenue generated through the RINs or LCFS programs. A redirection of 2cfm of digester gas from the RNG process to a microturbine could save approximately \$10K annually in electrical cost.
- The RNG used in the District’s sewer maintenance vehicle offsets consumption of 2,592 gallons of diesel fuel (Reduction of 58,009 pounds of carbon dioxide emissions per year).
- Further analysis of the best economic use of digester gas is suggested.



PREVIOUS BOARD ACTION:

On November 13, 2014 the Board approved an Award of Contract to Cornerstone Environmental – Biogas Energy Recovery System

On September 10, 2015 the Board approved an Award of Contract to Western Water Constructors – Biogas Energy Recovery System

ENVIRONMENTAL REVIEW:

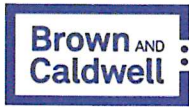
NA

FISCAL IMPACT:

NA

STAFF RECOMMENDATION:

Staff recommends that the District stop pursuit of RINs and LCFS credit programs for revenue enhancement and to investigate increasing revenue benefit by increasing power production through the BERS microturbines.



Technical Memorandum

201 N Civic Drive, Suite 300
Walnut Creek, CA 94596

T: 925.937.9010
F: 925.937.9026

Prepared for: Las Gallinas Valley Sanitary District

Project Title: RINs and LCFS Feasibility Study

Project No.: 153419

Technical Memorandum

Subject: RINs and LCFS Feasibility


Date: February 7, 2020

To: Mel Liebmann, Plant Manager, Las Gallinas Valley Sanitary District

From: William Pevec, Project Manager, Brown and Caldwell

Copy to: Mike Prinz, P.E., General Manager

Prepared by: 
William Pevec, Project Manager

Reviewed by: 
Adam Ross, P.E., Project Engineer
California License M 33197



Limitations:

This document was prepared solely for Las Gallinas Valley Sanitation District accordance with professional standards at the time the services were performed and in accordance with the contract between Las Gallinas Valley Sanitation District and Brown and Caldwell dated March 14, 2019. This document is governed by the specific scope of work authorized by Las Gallinas Valley Sanitation District; it is not intended to be relied upon by any other party except for regulatory authorities contemplated by the scope of work. We have relied on information or instructions provided by Las Gallinas Valley Sanitation District and other parties and, unless otherwise expressly indicated, have made no independent investigation as to the validity, completeness, or accuracy of such information.

Table of Contents

Section 1: Introduction.....	1
1.1 RFS2 Program.....	1
1.2 LCFS Program.....	2
Section 2: Basis of Evaluation.....	2
2.1 RNG Production.....	2
2.2 LCFS Assumptions.....	3
2.3 RIN Assumptions.....	4
2.4 Digester Heating Assumptions.....	4
2.5 Summary of Key Assumptions.....	5
Section 3: Cost/Benefit Analysis.....	6
3.1 Costs.....	6
3.2 Revenue Benefits.....	7
3.3 Cost/Benefit Analysis.....	7
3.4 Operational Considerations.....	8
Section 4: Feasibility Summary and Next Steps.....	8
4.1 Feasibility of RFS and LCFS Participation.....	8
4.2 Next Steps.....	9
Attachment A: Time Fill CNG Logs.....	A-1
Attachment B: CARB Credit Price Calculator Output.....	B-1

List of Figures

Figure 2-1. California LCFS carbon credit value over 3-year period, \$/metric ton of CO ₂ emission reductions (Source: Neste).....	3
Figure 2-2. Three-year D3 RIN trading price variability (US EPA).....	4

List of Tables

Table 2-1. Digester Gas Historical Data.....	2
Table 2-2. RNG Production Scenarios.....	3
Table 2-3. LCFS Assumptions.....	4
Table 2-4. Digester Heating Data and Assumptions (February 2018).....	5
Table 2-5. RIN and LCFS Feasibility Study Assumptions.....	5



Table 3-1. RNG Production Scenarios..... 6

Table 3-2. LCFS and RIN Revenue Estimates^a 7

Table 3-3. Cost/Benefit Analysis Results..... 7



Section 1: Introduction

The Las Gallinas Valley Sanitary District (the District) recently completed a Biogas Energy Recovery System (BERS) project to condition digester gas produced from the digestion of wastewater sludge at the District's wastewater treatment plant (WWTP). The conditioned gas is either used in microturbines that produce heat and power for the plant or further refined to renewable natural gas (RNG) quality using gas separation membranes to remove carbon dioxide. RNG is stored in high pressure tanks and used as a diesel substitute in a single Camera/Flusher Combo truck. RNG can also be used in a boiler to provide supplemental heat if the microturbines are offline for maintenance. There is no back up natural gas connection at the plant, but the District has access to an offsite compressed natural gas (CNG) station fueled by Pacific Gas and Electric (PG&E) natural gas if the digester gas upgrading system is offline.

The RNG that the District produces and uses to fuel its Camera/Flusher Combo truck is eligible for incentives under the U.S. Environmental Protection Agency (EPA) Renewable Fuel Standard 2 (RFS2) and California Air Resources Board (CARB) Low Carbon Fuel Standard (LCFS) programs. These programs are discussed in more detail in Section 2. The objective of this Technical Memorandum (TM) is to evaluate the registration requirements the District must complete to become a renewable fuel producer under the RFS2 and LCFS programs. This TM also includes a financial feasibility analysis to determine the costs and benefits of participating in these programs. The financial considerations include independent third-party engineering, or quality assurance plan (QAP), reviews, broker fees to bundle and sell credits, ongoing registration fees incurred by the District for the LCFS and RFS programs, District staff effort, and potential revenue from the sale of credits.

This study has been expanded to include a high-level review of digester heating demands and potential process optimization strategies related to digestion. The digester heating demands will set the baseline for the minimum quantity of digester gas that must be reserved for non-vehicle fuel use since natural gas is not available at the plant.

1.1 RFS2 Program

The RFS2 program requires transportation fuel to contain a minimum volume of renewable fuels. Renewable fuel sources include biomass-based diesel, cellulosic biofuel, advanced biofuel, and total renewable fuel. The RFS2 mandates that fuel refiners obtain renewable fuel credits called Renewable Identification Numbers (RINs) to meet a minimum percentage of renewable fuel production. A RIN represents one gallon of renewable fuel, expressed as ethanol, with a heating value of 77,000 Btu/gallon.

For a fuel to qualify as a renewable fuel under the RFS2 program, the EPA must determine that the fuel qualifies under the statute and regulations. The fuel must also achieve a reduction in GHG emissions as compared to a 2005 petroleum baseline. The RNG the District produces qualifies for an approved pathway D3 cellulosic RIN under the advanced biofuel category – compressed natural gas from municipal wastewater treatment facility digesters.

Refiners or importers of gasoline or diesel fuel achieve compliance by blending renewable fuels into transportation fuel or by obtaining RINs to meet the EPA-specified Renewable Volume Obligation, which increases each year until 2022. Note that it is typical for a third party to bundle the RIN credits for sale and there is a cost associated with RINs audit and certification under the QAP program. RIN generation and RIN transactions (i.e., sell/buy/trade) are reported quarterly and annually as required using EPA's Moderated Transaction System (EMTS).



1.2 LCFS Program

The LCFS is a rule administered by CARB that was established in 2007 to lower the GHG emissions from petroleum-based transportation fuels. The LCFS requires producers of petroleum-based fuels to reduce the carbon intensity (CI) of their products either by developing their own low-carbon fuel products or by purchasing LCFS credits from other companies or producers that develop and sell low-carbon alternative fuels. Credits are a tradable environmental commodity with a monetary value and are managed by a third-party broker.

The LCFS establishes a life cycle-scale assessment of the carbon content for each fuel used by capturing the energy used to create the fuel from the initial point of extraction, to transport, to refining, to distribution, to the final point of use. GHG reduction requirements will increase from a quarter of a percent in 2011 to ten percent in 2020 and twenty percent in 2030.

Section 2: Basis of Evaluation

The basis for this evaluation depends on the quantity of RNG the District produces and uses, the digester feed flowrate, and the expected digester feed flow temperature.

2.1 RNG Production

The District provided RNG time fill logs from January 26, 2019 to April 6, 2019 that tracked fuel usage in the CNG Camera/Flusher Combo vehicle (provided in Attachment A). The total RNG fueling into the vehicle during this period was 319 diesel gallon equivalents (DGE), which equates to an average of 4.8 DGE/day. The feasibility analysis will be based on the average RNG fuel use of 4.8 DGE/day as the baseline.

Additionally, the District provided raw digester gas production and usage data from May 2018 to April 2019. The average digester gas data during this time is summarized in Table 2-1.

Parameter	Value^a, scfm
Raw digester gas production	30
Digester gas to flare	3
Digester gas to microturbines	19
Digester gas to boiler	0
Digester gas to RNG fueling ^b	1

a. Note that the flow values for the flare, microturbines, boiler, and RNG fueling do not add up to the raw digester gas production. Flow data is from a different flow meter for each stream, and there may be slight calibration differences between each meter.

b. Assuming 90 percent methane capture and 60% methane by volume.

The historical data indicates that less than 5 percent of the digester gas is upgraded to RNG and the District flares approximately 10 percent of digester gas. In communication with the District, a single CNG truck has an average weekly demand of 35 – 40 DGE. Because the District has had issues with the digester gas system, the cost/benefit analysis is based on the assumption that 40 DGE of RNG is produced per week (4.8 DGE per day) once the digester gas system operations have become stable. Due to the concerns about the



digester gas system reliability, the District does not plan to purchase another heavy duty CNG vehicle. For that reason, a second RNG production scenario considers fueling two light duty pickup trucks with RNG. It is assumed that each light duty pickup truck would use 2 DGE per day. The two RNG production scenarios are summarized in Table 2-2.

Table 2-2. RNG Production Scenarios	
Scenario	RNG Demand, DGE/day
1 - Current RNG production	4.8
2 - Current RNG production + 2 light duty pickup trucks	8.8

2.2 LCFS Assumptions

The economic assumptions for potential revenue and costs associated with the LCFS registration are based on credit pricing from the last year. These credit values fluctuate depending on the supply and demand of credits and impact the revenue to the District. Figure 2-1 shows the 3-year variability in LCFS carbon credit prices which range from \$50 to \$210 per metric ton (MT) CO₂ equivalent (CO₂e).



Figure 2-1. California LCFS carbon credit value over 3-year period, \$/metric ton of CO₂ emission reductions (Source: Neste).

Given the variability in LCFS carbon credit values, the analysis will assume a trading value at \$160/ton as a baseline. Changes in prices of the LCFS credits will impact the potential revenue to the District.

Another key assumption in determining the LCFS revenue is the CI score of the RNG fuel. This analysis will assume the District can obtain a CI score of 45 gCO₂e/MJ, which is consistent with the biomethane CNG from municipal wastewater sludge temporary pathway score last updated January 4, 2019.



Using the CI score of 45 gCO₂e/MJ, combined with a trading value at \$160/ton results in a LCFS credit value equivalent to \$0.86/DGE. Attachment B shows the CARB credit price calculator modified using these assumptions. Key LCFS key assumptions are summarized in Table 2-3.

Table 2-3. LCFS Assumptions		
Parameter	Unit	Value
Credit value	\$/MT	160
Carbon intensity (CI) score	gCO ₂ e/MJ	45
RNG credit revenue	\$/DGE	0.86

2.3 RIN Assumptions

Based on current market prices, D3 RIN credits are valued between \$0.60 and \$1.00 per RIN. Similar to LCFS credit prices, RIN trading values depend on supply and demand of the marketplace in addition to the number of cellulosic waiver credits (CWC) issued. A CWC provides obligated parties the option to purchase a CWC plus an advanced fuel RIN (D5, lower value) in lieu of obtaining a cellulosic D3 RIN. Figure 2-2 shows the 3-year variability in D3 RIN pricing through November 2019. To be conservative, this analysis will assume a RIN value of \$0.60/RIN and that all RINs produced are classified as D3 since the District does not co-digest any high strength organic feedstocks.

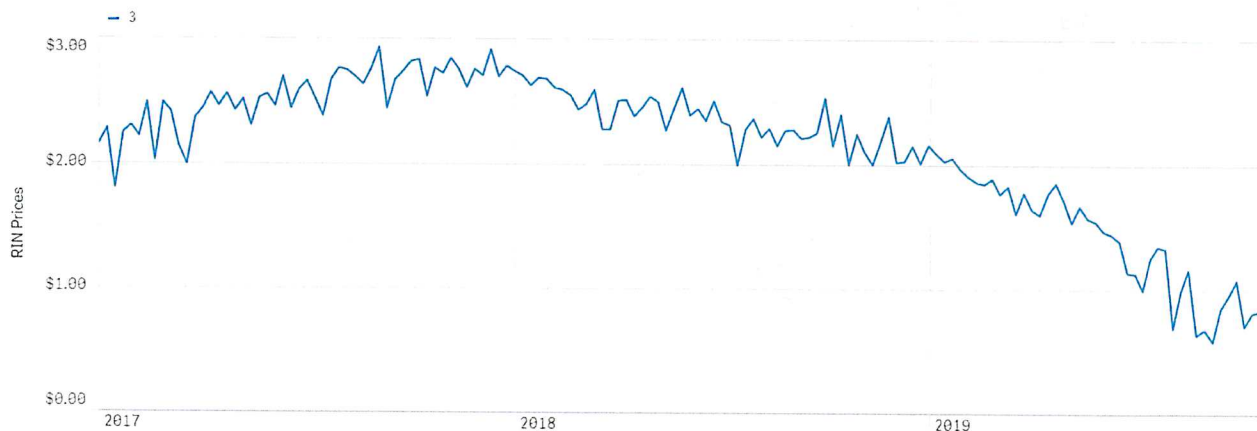


Figure 2-2. Three-year D3 RIN trading price variability (US EPA)

2.4 Digester Heating Assumptions

Digester influent flow meter data was provided from September 2013 to April 2019, but no influent temperature data was available. The Hydronic System and Digester Performance Analysis TM (Tetra Tech, 2018) also reviewed boiler and heat exchanger data related to digester heating for one month in February 2018. The February 2018 data showed that the average heat delivered to the digester heat exchanger (HEX) was 0.418 MMBtu/hr. Based on the average digester feed flow rate for that month, and assuming an



influent temperature of 60 deg F and digester operating temperature of 98 deg F with a 20 percent digester shell heat loss, the expected digester heating requirement is only 0.245 MMBtu/hr. Table 2-4 summarizes the data provided.

Table 2-4. Digester Heating Data and Assumptions (February 2018)			
Parameter	Unit	Value	Source
Average digester feed flow	gal/day	15,470	Plant flow meter data
Average digester influent temperature	Deg F	60	Assumption (no data available)
Digester shell losses to environment	%	20	Assumption based on climate
Expected digester heating requirement	MMBtu/hr	0.245	Calculated using standard HRT assumptions
Measured digester heating	MMBtu/hr	0.418	Recorded heat delivered to HEX

The theoretical digester heating demand is approximately 40 percent lower than the measured heat delivered to the digester, which suggests that the hydraulic residence time (HRT) in the digesters is significantly longer than the minimum 15-day requirement for Class B biosolids. Since the District only heats the primary digester and uses the secondary digester for low pressure gas storage, there is no opportunity to decrease the digester heat requirement. This evaluation will assume heating requirements consistent with the recorded February 2018 data, which indicate that the heat required for sludge heat up are equivalent to the shell losses to the environment. This results in a heating demand of 0.454 MMBtu/hr from April 2018 to May 2019.

2.5 Summary of Key Assumptions

The key assumptions used in this feasibility study are presented in Table 2-5. These assumptions will be used to estimate the costs and benefits of participation in the LCFS and RFS2 programs. The cost of electricity is based on average energy costs from Pacific Gas and Electric bills from January 28, 2019 to April 28, 2019 on the District’s net electric metering schedule.

Table 2-5. RIN and LCFS Feasibility Study Assumptions		
Assumption	Unit	Value
RNG production - baseline	DGE/day	4.8
LCFS credit value	\$/MT	160
LCFS CI score	gCO2e/MJ	45
D3 RIN value	\$/RIN	0.60
Cost of electricity	\$/kWh	0.22



Section 3: Cost/Benefit Analysis

A cost/benefit analysis for participating in the RINs and LCFS programs has been developed and is presented in this section. Table 3-1 summarizes the two RNG production scenarios with conversions to the units of sale for RINs and LCFS credits that the cost/benefit analysis will be based upon.

Scenario	DGE/day	DGE/year	MT/year	RIN/year
1 – Current RNG production	4.8	1,752	9.4	2,935
2 – Current RNG production + 2 light duty pickup trucks	8.8	3,212	17.2	5,381

- a. One RIN is equal to 77,000 Btu as defined by the EPA.
- b. One DGE is equivalent to 134.47 megajoules per gallon.

3.1 Costs

Costs of participating in the RFS2 and LCFS programs include third-party engineering verification (or QAP) fees, registration fees, broker fees, and District staff time to compile required operating data. The following cost assumptions have been incorporated in this feasibility study and are based on meeting discussions and survey results from service providers:

- **LCFS verification and registration fees.** In a meeting with CARB staff on March 6, 2019, CARB noted that because the District is a small LCFS producer, they would provide support to the District for the LCFS credit verification process at no additional cost. The District would still be held responsible for providing quarterly data to CARB, which is estimated to require up to 16 hours of staff time per quarter. Annual costs for staff time are estimated at \$6,080 per year assuming a rate of \$95/hour, which reflects total compensation.
- **RIN verification and QAP fees.** Brown and Caldwell (BC) surveyed two RINs QAP providers, and annual verification quotes ranged from \$25K to \$60K. In addition to annual auditing costs, the QAP provider will charge \$25K as a one-time, upfront cost to produce a report that documents how the audit will be performed and which data will be used to determine fuel production. These costs are independent of the quantity of RINs generated and are costs accrued on an annual basis. It is assumed that the District staff time would be accounted for with the LCFS verification data since similar operating data is required for the QAP process. Regardless of whether a single program or both program credits are pursued, District costs to gather the required data is the same.
- **RIN registration fees.** BC can support the District in RIN registration, or other companies can provide this service. The fee estimate for RIN registration is approximately \$15K and is a one-time cost. It is assumed that the District staff time required is equivalent to 20 hours to support the initial registration.
- **LCFS brokerage fees.** BC surveyed two LCFS brokers requesting quotes for the cost of credit bundling and trading. Both LCFS brokerage providers charge 25 cents per MT (\$0.0013/DGE) traded; this cost assumption will be used in the analysis.
- **RIN brokerage fees.** BC surveyed two RIN brokers requesting quotes for the cost of RIN bundling and trading. The fee ranged from \$0.0015 (\$0.002/DGE) to \$0.005 per D3 RIN (\$0.008/DGE). This analysis assumes broker fees of \$0.005 per RIN.



3.2 Revenue Benefits

Estimated revenue from participation in the RFS2 and LCFS programs using the assumptions discussed in Section 2 are summarized in Table 3-2 and are linearly related to the amount of RNG produced. Improving the reliability of the digester gas system and producing more RNG would make the effort of participation more economically viable, as shown by the RIN and LCFS revenues in the second scenario. However, due to concerns about the reliability of the digester gas system, producing more RNG to support additional vehicles is unlikely. Also, based on conversations with the District, the plant is located far from the area the CNG flusher truck services, and the greatest use of fuel is consumed traveling to the plant to fill up. Therefore, this analysis does not include a commodity benefit credit for CNG fuel savings.

Scenario	DGE/day	DGE/year	MT/year	RIN/year	LCFS Revenue, \$/year	RIN Revenue, \$/year
1 - Current RNG production	4.8	1,752	9.4	2,935	\$1,496	\$1,746
2 - Current RNG production + 2 light duty pickup trucks	8.8	3,212	17.2	5,381	\$2,743	\$3,202

a. LCFS and RIN Revenue values include the cost of broker fees.

3.3 Cost/Benefit Analysis

The results of the cost/benefit analysis for participating in the LCFS and RFS2 programs are summarized in Table 3-3 below. Based on the District’s RNG production and quarterly reporting and data management effort, enrolling in the LCFS program would not break even economically under the current scenario or a future scenario with expanded RNG production. The costs of involvement in the RFS2 program greatly exceed the potential revenue generated from RIN sales for both the current and future scenarios and is not feasible for the District.

Scenario	Fuel Production		LCFS		RFS2	
	DGE/day	DGE/year	Annual Expected Cost	Annual Expected Revenue	Annual Expected Cost ^a	Annual Expected Revenue
1 - Current RNG production	4.8	1752	\$6,080	\$1,496	\$50,000	\$1,746
2 - Current RNG production + 2 light duty pickup trucks	8.8	3,212	\$6,080	\$2,743	\$50,000	\$3,202

a. One-time \$25K cost is also required for QAP means and methods report. Not included in this annual cost. Two RIN QAP providers were surveyed, with the range of annual costs varying from \$25K to \$60K, depending on provider. A conservative annual cost was assumed that fell within the surveyed range of fees; this cost would need to be confirmed by the District issuing a Request For Proposals for this QAP service.

Producing sufficient RNG for Scenario 2 would require approximately 1.5 scfm of digester gas. Since the historical data shows that the average flow to the flare was 3 scfm, sending additional digester gas to produce RNG would not result in a lower flow to the microturbines and would not impact electrical savings or heat produced for the digesters.



An additional cost that was not explicitly considered in the cost/benefit analysis is the cost of purchasing or converting light duty CNG pickup trucks. This cost would be on the order of \$100,000 if two new vehicles were purchased.

3.4 Operational Considerations

As discussed elsewhere in this TM, the District has had issues reliably operating the digester gas system and, as a result, has not been able to steadily provide the fuel for the Camera/Flusher Combo truck. Unless the reliability of the system can be improved, the District should not fuel any critical vehicles with RNG. The District has also indicated that significant operations and maintenance staff time has been spent troubleshooting gas system issues.

To produce RNG, the District's digester gas upgrading system employs membranes to separate carbon dioxide from methane. The separation process is not 100% efficient and produces a waste stream that contains a low methane content. This waste gas must be sent to the microturbines because it cannot be flared without supplementary natural gas. Steady operation of the microturbines is essential to successfully produce RNG, but the District has reported that the two 65-kW microturbines are not dependable. Both units require frequent maintenance, and only one company in California is certified to provide maintenance for Capstone microturbines. Consequently, maintenance for the units can have a long lead time and be costly.

In addition to staff effort needed to maintain the gas system and the microturbines, there are administrative efforts associated with participation in the LCFS and RFS2 programs. The bulleted list in Section 3.1 discusses the staff cost of data management. The District should also consider the effort necessary for RINS QAP and verification contract management and staff time for additional coordination with the LCFS program administrators.

Section 4: Feasibility Summary and Next Steps

4.1 Feasibility of RFS and LCFS Participation

The results of the feasibility study indicate that the costs of registration and auditing under the RFS2 program for the District to participate in selling RINs significantly outweigh the estimated revenue. Even if the District purchases additional CNG vehicles and maximizes RNG production, the annual cost of RIN verification is much greater than the expected revenue. Thus, it is not economically feasible to pursue RINs.

With regards to the LCFS program, because the District is a small RNG producer, CARB has agreed to support the verification at no cost to the District. Even with support from CARB, participation in the LCFS program does not break even financially. The District has also noted they are already short on staff; participation in the LCFS program may be detrimental to more critical wastewater treatment operations if it would divert staff time to provide quarterly LCFS verification data to CARB.

Another challenge in participating in CARB's program is that while LCFS credits do not have an expiration date, brokers typically look for a minimum volume of 50 credits to bundle and sell, which is a much greater volume than the District's current fuel usage. Even in Scenario 2, the District's annual RNG volume would produce less than half of the 50-credit volume desired by brokers and could be a risk in securing brokerage services. Detailed negotiations regarding credit volumes would need to be discussed with potential brokers in further detail if the District moves forward with LCFS registration.

Considering the minimal economic benefits of the LCFS credit revenue, the additional staff time for LCFS participation, the risk of meeting the minimum broker credit volume, and the operational issues with the

microturbines and digester gas system, it would not be economically and operationally feasible for the District to pursue LCFS credits.

Although it is not practicable for the District to pursue renewable fuel credits, the District's leadership in producing RNG at a WWTP has inspired a generation of first followers, including the cities of Petaluma, San Mateo, Roseville, and Manteca, to carry the RNG mantle. Many of those groups have toured the District's facility. However, all those systems are sized to produce 10 – 100 times the RNG that the District's facility produces, and the economic benefits of producing RNG greatly improve with increased production. Given the operating costs and maintenance issues, the District's RNG production facility is ultimately too small to be economically viable in the long term.

4.2 Next Steps

While participation in the RFS2 and LCFS programs is not feasible, the District can pursue other options for maximizing the beneficial use of digester gas and reducing the WWTP's operational costs.

Although a review of the District's best economic use of digester gas is not included in the scope of this study, an initial investigation indicates that the District may be able to decrease annual operating costs by sending more digester gas to the microturbines if operational reliability can be improved. If the operational reliability of the microturbines cannot be improved, the District could also consider installing a small internal combustion engine. The District is currently on PG&E's A-6 schedule, which does not include demand charges, but includes a high consumption charge ranging from 20 to 58 cents per kWh. A preliminary calculation indicates that if the District can send an additional 2 scfm of digester gas to the microturbines on an annual average basis, they could save approximately \$10K a year on power costs, which exceeds any revenue benefits from the RFS and LCFS programs. The District may also consider performing an electricity rate analysis, given the high consumption charge under the current rate schedule and given the shifting time of use rates that California utilities are implementing. Additionally, the District owns a 750-kW solar installation, which can influence the financial benefits of pursuing a different rate schedule or operating a cogeneration system. A comprehensive energy master plan that considers the most beneficial use for digester gas, electricity rates, the existing solar capacity, and operation and maintenance effort could be a valuable planning tool for the District.

The District has noted that the digester HRT is currently 55 days, indicating there is sufficient capacity available to import high strength organic waste (HSW) feedstocks to increase gas production. This increase in digester gas can be used to run the microturbines or produce additional RNG. Tip fees from co-digesting HSW feedstocks could also potentially increase the District's revenue. The District does not think there are HSW haulers in the region that would bring waste to the WWTP, but the viability of an HSW receiving facility could be evaluated in further detail in a future study.



Attachment A: Time Fill CNG Logs



CNG Fuel Use (Time Fill) - 300 Smith Ranch Rd. - 2019

Date	Vehicle	Odometer	Liters	DGE
1/26/2019	CNG Camera/Flusher Combo		64	16.9
1/30/2019	CNG Camera/Flusher Combo		74	19.5
2/2/2019	CNG Camera/Flusher Combo		78	20.7
2/8/2019	CNG Camera/Flusher Combo		61	16.2
2/12/2019	CNG Camera/Flusher Combo		70	18.6
2/13/2019	CNG Camera/Flusher Combo		51	13.4
2/20/2019	CNG Camera/Flusher Combo		122	32.2
2/22/2019	CNG Camera/Flusher Combo		59	15.5
2/26/2019	CNG Camera/Flusher Combo		72	19.0
3/6/2019	CNG Camera/Flusher Combo		89	23.5
3/8/2019	CNG Camera/Flusher Combo		80	21.0
3/11/2019	CNG Camera/Flusher Combo		0	0.0
3/13/2019	CNG Camera/Flusher Combo		55	14.5
3/15/2019	CNG Camera/Flusher Combo		51	13.4
3/18/2019	CNG Camera/Flusher Combo		47	12.4
3/20/2019	CNG Camera/Flusher Combo		64	16.9
3/25/2019	CNG Camera/Flusher Combo		78	20.7
3/26/2019	CNG Camera/Flusher Combo		5	1.3
4/2/2019	CNG Camera/Flusher Combo		88	23.1
			Total	1207
			Average	64
				318.9
				16.8
66	days between logging			
4.8	DGE/d			

Attachment B: CARB Credit Price Calculator Output



B-1

Type of Credit

Reference Fuel

1. Select Compliance Year	<input type="text" value="2019"/>	Diesel CI Standard (gCO _{2e} /MJ)	<input type="text" value="94.17"/>
2. Select Vehicle-Fuel EER.	<input type="text" value="0.9"/>	Diesel Energy Density (MJ/gal)	<input type="text" value="134.47"/>

Fuel Equivalency

Alternative Fuel Premiums at Sample LCFS Credit Prices (\$/diesel gallon-equivalent (DGE) for fuels used as diesel substitutes)						
CI Score (gCO _{2e} /MJ)	Credit Price					
	\$160	\$80	\$100	\$120	\$160	\$200
45	\$0.86	\$0.43	\$0.53	\$0.64	\$0.86	\$1.07



Item Number 4

Agenda Summary Report

To: LGVSD Board of Directors
From: Mike Prinz, General Manager *MP*
Date: April 2, 2020
Re: Potential Temporary Modifications of District Protocols Related to Covid-19 Exposure and Granting of Emergency Powers to the General Manager
Item Type: Consent Discussion Information Other
Standard Contract: Yes No (See attached)
Not Applicable X

BACKGROUND

Concerns and challenges related to the regional and local incidence of covid-19 may warrant temporary modification of a range of District functions and protocols.

A range of routine District administrative functions that are normally formalized through Board action or Board member signature will potentially be delayed and/or complicated by State mandated social distancing requirements during the coronavirus pandemic. An example of such routine functions is signing Board approved resolutions, warrant lists, and Board meeting minutes.

Further, while the General Manager has authority over District personnel, District assets, and day-to-day operations of the District, a range of potential decisions and actions regarding District functions or policy may arise that require immediate and/or proactive response during the pandemic in order to minimize impact to District personnel, District assets, District customers, the District's regulatory compliance status, and/or the environment. Some decisions may not be feasible for the Board to make in an appropriately timely manner during normally scheduled or emergency Board meetings.

PREVIOUS BOARD ACTION

None.

ENVIRONMENTAL IMPACT

Not applicable

FISCAL IMPACT

Unknown



STAFF RECOMMENDATION

Staff recommends that the Board:

1. Discuss temporary function and protocol modifications related to the coronavirus pandemic. Those requiring permanent modification of District Policy, if any, will be brought back to the Board for consideration at a future meeting.
2. Declare a state of emergency specifically related to the coronavirus pandemic. Such declaration would last until such time as the Board publicly declares the state of emergency has ended.
3. Under the declared state of emergency, grant emergency powers to the General Manager to ensure critical actions and decisions regarding District functions or policy that would normally be brought to the Board, as well as routine functions described above, are handled in a timely, proactive, and safe manner. Conditions and characteristics of such emergency powers would be:
 - a. The General Manager will attempt to schedule an emergency Board meeting per all applicable Brown Act Requirements prior to making critical decisions or taking actions under the authority of such emergency powers.
 - b. In the absence of an emergency Board meeting, critical decisions made and actions taken by the General Manager under the authority of such emergency powers would be communicated to the Board via telephone or email as soon as practical.
 - c. Routine functions facilitated by the General Manager under the authority of such emergency powers would be communicated to the Board as informational items in subsequent Board meetings or via email.
 - d. Decisions made and/or actions taken by the General Manager under the authority of such emergency powers would neither be considered precedent setting nor permanent.
 - e. Such emergency powers would exist only during the period of a declared state of emergency.

4/2/2020

General Manager Report

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

4/2/2020

BOARD MEMBER REPORTS

CLARK

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

ELIAS

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

MURRAY

Marin LAFCO, CASA Energy Committee, Ad Hoc HR Sub-
Committee re: GM Evaluation, Other Reports

SCHRIEBMAN

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

YEZMAN

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

HR Committee Notes
March 12, 2020
Megan Clark, Judy Schriebman
Mike Prinz

Agenda Item 6.1
Date April 2, 2020

Ad hoc Committee for FutureSense Report Climate Survey—the official title of the HR Group

15 suggestions in the FS report; need to find and read and determine what should now be done and what has been accomplished. Pacific Crest Group (like RGS) recommended for additional HR help in proposal for non-transactional HR. Last FS report commissioned by mgmt. and not the Board; where some of the differences came from. PGS/RGS—as added HR support to the organization, means they need to report to the GM. PGS/FS—as external climate survey report, goes direct to the Board.

GM should be in every subcommittee.
Nomenclature and Basic Principles needing to be defined

360 vs Climate survey; we want a climate survey, which is a cultural assessment of LGVSD, not an assessment of any individual. 360's are used for developmental purposes. Performance assessment is for individual feedback.

Important to not “marry” the climate survey to the GM evaluation; they are separate things. Best to do at separate times. Tying them together could bias the staff's answers to the climate survey.

GM reports to the Board. If kept out of the loop, GM can't manage effectively. GM evaluation should be set of Pre-Determined objectives to be met that are fairly B&W. Quantitative and definable.

Communication Policy (Decision Tree) given to staff and board. It needs to be officially accepted by the board as policy so it's clear direction.

1. Need to have clear procedures/processes in place agreed upon by the Board
2. Performance Assessment: agreed upon metric PRIOR to evaluation process, developed and agreed upon by GM and Board.
3. Can ask GM to recuse/excuse himself if there is a sensitive matter that involved him

Q: re how the Board can know things for the performance review if not able to hear from staff?
Should be the HR dept (RGS/PCG) where HR is directed by GM and the Board. Need to agree upon the process; driven by the Board with info from the GM.

FS (or other group) in future for this work: Board is the hiring party. Board sets the time frame, to initiate at certain date and finish by date. Ask for bid; timeline; start in Sept and end in Oct for example.

Management of said task: Board to develop standard set agenda items in their purview; not rely on staff to drive this train:

- Culture survey
- Lawyer contract/search
- Brown Act Discussion
- Anything else? Need to ask this of the Board and have on agenda.



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Location of meeting: _____

Actual meeting date(s): _____

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

Purpose of Meeting: _____

Other meeting attendees: _____

Meeting relevance to District: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

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

4/2/2020

BOARD AGENDA ITEM REQUESTS

Agenda Item 7B

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

Agenda Item 8
Date April 2, 2020

Local Coronavirus Election Sporting Green Food Biz+Tech Culture Desk Datebook US & World

blamed for spike in raw sewage spills

Kurtis Alexander

March 19, 2020 | Updated: March 19, 2020 12:01 p.m.



Robert Fernandes (left) and Anthony Asaro of the Las Gallinas Valley Sanitary District show how their crews perform maintenance on sewer lines in San Rafael.

Photo: Josh Edelson / Special to The Chronicle

When a foul-smelling slop began bubbling out of a manhole in Tiburon the other day, the leafy streets of Marin County became an unlikely spot for what may be the latest fallout from the coronavirus: sewage spills.

“I’m sure it’s happening all across the state,” said Tony Rubio, district manager of Sanitary District 5 of Marin, where crews rushed to Mar East Street along San Francisco Bay in Tiburon on Sunday to clean up 100 gallons of wastewater on the road. “It’s not a maintenance problem we normally have to deal with.”

All the stories, all the time

Unlock The Chronicle for 95¢

SUBSCRIBE

A day later, though, his crews were back at it, unclogging a sewer pumping station on nearby Paradise Drive. Also on Monday, neighboring Las Gallinas Valley Sanitary District in San Rafael was trying to contain 550 gallons of wastewater pouring onto Professional Center Parkway east of Highway 101. The culprit in each of these cases, the districts say, was a system blockage caused by something that shouldn’t have been there.

Related Stories



LOCAL

BY ALEJANDRO SERRANO, DUSTIN GARDINER, ROLAND LI, AIDIN VAZIRI AND RACHEL SWAN

Coronavirus live updates: U.S. cases near 11,000 — an 8,000%...



LOCAL

BY PETER FIMRITE AND SARAH RAVANI

The order on coronavirus may be to shelter in place, but...



WORLD

BY TATIA

‘I just soil:’ I

“People are really nervous about this virus and they’re flushing anything they can use down the toilet,” said Mike Prinz, general manager of the Las Gallinas district. “If people

Local Coronavirus Election Sporting Green Food Biz+Tech Culture Desk Datebook US & World

reported sewage spills since the beginning of March. The number of spills is probably higher, though, because sanitation agencies have as long as 60 days to disclose the incidents.

Officials at the State Water Board said it was too early to know for sure whether the coronavirus was driving an uptick in sewer problems, but the agency issued an uncommon public notice this week advising people to flush only toilet paper down the can.

The fear is that both the scarcity of toilet paper and calls by health experts to use disinfecting towels and wipes to keep surfaces clean may lead to more non-biodegradable products getting into sewer systems.

Sewer blockages and overflows are not only unsavory, but they can send harmful pollutants into neighborhoods and creeks, including the coronavirus itself.

As local government announces mandatory 'shelter in place' San Franciscans head to the store to stock up on supplies.

Local Coronavirus Election Sporting Green Food Biz+Tech Culture Desk Datebook US & World

19. The agency does not yet know what the risk of infection is.

Steve Moore, head of the Ross Valley Sanitary District in Marin County, said he’s not taking any chances with his staff. He’s directed district workers to stop pressure-washing sewer lines to make sure the virus isn’t transmitted through the spray of wastewater.

The Ross Valley district, which serves Larkspur, Fairfax, San Anselmo, Kentfield and Ross, hasn’t experienced any recent spills. But Moore said it may be just a matter of time. The 19 screens and buffers that keep problematic material out of his district’s 200 miles of sewer lines, which workers periodically clean out, have been amassing more debris than usual lately. Moore says they’re doing all the can to keep up with the cleaning.

“We’re worried that we’re going to get some (backups). That’s why we’re trying to get the word out,” he said.

The increased use and sales of disposal wipes, which have been scant on supermarket shelves lately, is understandable given the advice of health experts, who urge cleaning doorknobs, desks, kitchen tables and countertops to kill the coronavirus. Booming sales of toilet paper is less explicable, however, something psychologists say is purely reactionary.

Fifth & Mission

Predicting the Coronavirus Future

March 14, 2020



00:00

26:16

Disease modelers are trying to come up with their best guesses about how badly COVID-19 could take hold in the United States. Health reporter Erin Allday discusses what we know and what could stave off the worst possible outcomes. Learn more about your ad choices. Visit megaphone.fm/adchoices

This week, even Gov. Gavin Newsom’s family was having trouble finding TP. His wife, Jennifer Seibel Newsom, tweeted Wednesday, “And yes, unfortunately the thorn — we run out of toilet paper, paper towels and Kleenex tomorrow. I wish people had not hoarded.”

- Local
- Coronavirus
- Election
- Sporting Green
- Food
- Biz+Tech
- Culture Desk
- Datebook
- US & World

“Think about every paper towel commercial you’ve ever seen telling you how strong the paper towels are,” said Chris Carpenter, community affairs representative for the East Bay’s Central Contra Costa Sanitary District “I tell people the three P’s: pee, poop and (toilet) paper. That’s the only thing we want down the drain.”

A bill before the state Legislature, authored by Assemblyman Richard Bloom, D-Santa Monica, would require “nonwoven disposable products” like wipes to be clearly labeled as unsuitable for flushing.

Graham Jones, owner of Genteel Plumbers in San Francisco, has another idea — a fix that won’t lead to errant objects in the toilet or require people to seek out hard-to-find toilet paper: buy a bidet.

“You just wash off your buttocks with the sprayer,” he said. “It’s really nice. I have two at my house and one at my shop.”

Jones said he is offering big discounts on hand bidets and installation, at least until the coronavirus goes away.

Kurtis Alexander is a San Francisco Chronicle staff writer. Email: kalexander@sfchronicle.com Twitter: @kurtisalexander

We're tracking COVID-19 in the Bay Area

Sign up for updates and in-depth local reporting.

Enter your email

SIGN UP

By subscribing, you agree to our [Terms of use](#) and acknowledge that your information will be used as described in our [Privacy Policy](#).

TOP

ABOUT

BREAKING NEWS Coronavirus Live Updates: COVID-19 in the Bay Area, Thursday Ma

News > **Health** • News

Coronavirus: California issues warning about disinfecting wipes



Spike in use could damage sewer systems if people flush them



File photo

Shelves where disinfectant wipes are usually displayed is nearly empty at a Target store on March 02, 2020 in Novato, California.

By **PAUL ROGERS** | progers@bayareanewsgroup.com | Bay Area News Group

PUBLISHED: March 17, 2020 at 3:59 p.m. | UPDATED: March 18, 2020 at 12:56 p.m.

This story is available to all readers in the interest of public safety. Please consider supporting our coverage of the coronavirus outbreak by subscribing to The Mercury News. Only 99¢ for a 3-month trial.

Support local journalism

As Americans stockpile disinfecting wipes and paper towels to clean their homes more often to reduce the risk of coronavirus, California's state water regulators on Tuesday urged them to keep one thing in mind: Don't flush them down the toilet.

Wipes and paper towels do not break down like toilet paper does in water. They are stronger, and many wipes include plastics and materials like nylon. That means bad news for sewer systems, some of which already are experiencing problems during the coronavirus crisis.

"Flushing wipes, paper towels and similar products down toilets will clog sewers and cause backups and overflows at wastewater treatment facilities, creating an additional public health risk in the midst of the coronavirus pandemic," the California's State Water Resources Control Board said. "Even wipes labeled "flushable" will clog pipes and interfere with sewage collection and treatment throughout the state."

They should be thrown away in the trash after use, the agency said.

The wipes, which kill most bacteria and viruses, are in huge demand due to the spread of COVID-19.

"In normal times when folks aren't at home all day long, these wipes cause problems," said Jessica Gaugher, legislative director for the California Association of Sanitary Agencies. "But now that we have people at home all day long, we are preparing ourselves for what might be coming."

The wipes can wrap around tree roots and broken joints in sewer laterals between people's homes and the street, causing toilets to back up. They can tangle in motors at wastewater plants and pump stations, and cause sewage spills.

In recent days, two Marin County wastewater agencies had their systems clog and spill due to an increase in wipes and other debris. The agencies, Las Gallinas Valley Sanitary District in San Rafael and Marin Sanitary District #5 in Tiburon, normally have very few spills, but an increase in wipes and other debris were to blame.

The Las Gallinas system spilled 550 gallons of sewage onto the street in a business district of North San Rafael on Tuesday when wipes and paper towels caused a clog in the sewer main under the road. Crews cleared the blockage in 11 minutes, but the sewage flowed through a manhole cover, across the road, into a nearby storm drain, where it was diluted with rain water, and flowed toward the San Francisco Bay.

“This is considered a small spill but I sincerely hope it is not a harbinger of things to come,” said Mike Prinz, general manager of the Las Gallinas Sanitary District. “I’m sure it’s already happening in a lot of locations all over the country.”

Apart from increased cleaning, one thing that may be happening, experts say, is that people who have run out of toilet paper are using paper towels and other materials in the bathroom instead. Prinz said if that is case, they should put the used paper in a plastic bag, seal it, and dispose of it in the trash rather than flushing it.

“The pipe you block may be your own,” he said. “You can block your own lateral to the street. Then your toilet won’t flush. Your shower won’t drain.”

Other Bay Area agencies are seeing the trend.

“Our staff is seeing higher accumulations of wipes, shop towels, that kind of thing,” said Steve Moore, general manager of the Ross Valley Sanitation District, which serves 47,000 people in Larkspur. “We’re seeing a notable uptick. We have to get the pitch forks out more often to clean the screens at the pump stations. We have to do that to keep the pumps working.”

Even before the coronavirus crisis, wipes already were costing California cities and other government agencies at least \$50 million a year to untangle pumps, clear blocked sewer mains and increase maintenance to remove them at wastewater plants, she added, and the risk is high now that the problem could worsen.

A bill pending in the California Legislature, AB 1672 by Richard Bloom, D-Santa Monica, would require the makers of wipes to put a label on packages saying they should not be flushed.

New York City spends \$20 million a year breaking up large clogs in sewer lines that are often caused by wipes. Workers in London have removed enormous blockages of grease, wipes and other debris nicknamed “fatbergs” — some of which are as big as city buses — from that city’s underground Victorian-era sewage pipes. American sewer plant workers also call such clogs “turkeys.”

Bay Area cities have struggled as well. Officials who oversee wastewater treatment plants say the last thing needed now is to have sewer systems face such problems.

“As people are sheltering in place, if we don’t get them to understand that we don’t want them to flush those materials, we could see an increase” in sewer system problems, said Kerrie Romanow, director of environmental services for the city of San Jose. “We want people to keep surfaces clean and to disinfect, but we want them to put paper products into the trash can.”

Some sewage plants filter huge amounts of waste every day. The San Jose-Santa Clara Regional Wastewater Facility in Alviso treats an average of 110 million gallons of sewage and wastewater from toilets, showers, drains and sinks a day — enough to fill 166 Olympic swimming pools every 24 hours. The plant serves 1.5 million people across Silicon Valley before treating the water to advanced levels and disposing it into San Francisco Bay. Some is recycled for irrigation.

The Centers for Disease Control and Prevention [has recommended](#) that Americans disinfect counter tops, doorknobs, tables, TV remote controls, light switches and other hard surfaces regularly to reduce the spread of coronavirus.

“Even during a time of crisis like this, we should be sure we’re not doing things that might inadvertently cause sewer line blockages and sewage spills that could harm public health or San Francisco Bay,” said Sejal Choksi-Chugh, executive director of San Francisco Baykeeper, an environmental group based in Oakland.



A view of the fatberg that caused a massive clog in the sewer system in 2017 in Whitechapel, London. (Thames Water via AP)

[Report an error](#)
[Policies and Standards](#)
[Contact Us](#)

 **The Trust Project**



SPONSORED CONTENT

Santa Clara, California Launches New Policy For Cars Used Less Than 49 Miles/Day [↗](#)

By [comparisons.org](#)

Drivers With No Tickets In 3 Years Should Do This On March

Tags: [Coronavirus](#), [Environment](#), [Health](#), [Home maintenance](#), [PM Report](#), [Regional](#), [Science](#)

Paul Rogers | Natural resources and environment reporter Paul Rogers has covered a wide range of issues for The Mercury News

since 1989, including water, oceans, energy, logging, parks, endangered species, toxics and climate change. He also works as managing editor of the Science team at KQED, the PBS and NPR station in San Francisco, and has taught science writing at UC Berkeley and UC Santa Cruz.

progers@bayareanewsgroup.com

 Follow Paul Rogers [@PaulRogersSJM](https://twitter.com/PaulRogersSJM)

SUBSCRIBE TODAY!
ALL ACCESS DIGITAL OFFER FOR JUST 99 CENTS!

LOCAL GOVERNMENT

Meeting limits imposed to halt spread of virus

By **Lorenzo Morotti**
lmorotti@marinij.com

Government agencies across Marin are limiting public access to city facilities, canceling non-essential meetings and issuing local emergencies to help slow the spread of the new coronavirus.

Over the weekend, as novel cases of coronavirus grew and more stringent directives were issued by health officials, governments were challenged to provide services.

"It is up to each city and town on how they implement the recommendations to limit social gathering and practice social distancing," said Dr. Matt Willis, Marin County public health officer. "We are not recommending or ordering government to cease its operations."

Some cities and towns have canceled all non-essential commission and board meetings while also closing city halls, community centers and libraries to the public. Certain services, such as libraries, planning, recreation and public works permits, will be limited to online interaction.

The Board of Supervisors will host its Tuesday meeting, but is canceling non-essential items on the agenda, including items to consider funding affordable housing in Bolinas and the reuse of Coast Guard property in Point Reyes Station.

"The coronavirus situation continues to evolve, as are guidance and recommenda-

tions coming from our public health officer," said Supervisor Katie Rice, board president. "We are trying to adapt our public decision-making processes while keeping our residents and employees safe. It's a time to be cautious, but our intention is to be thoughtful while also continuing to conduct the essential business of government."

San Rafael made the difficult decision to prohibit walk-in services and postpone its Monday City Council meeting to March 23, which will be live streamed on YouTube, said Rebecca Woodbury, the city's director of digital service and open government.

"Previously, we were set up so people could watch meetings online but they could not participate," Woodbury said. "We are in the process of launching a pilot using YouTube live so we can monitor comments that come in."

This week, local emergency resolutions will likely be passed by Mill Valley, Sausalito, Corte Madera, Fairfax, Ross, San Anselmo, Belvedere and Larkspur, according to city officials. Woodbury said city and town managers have been coordinating with each other and the county to determine the best course of action.

On Monday, Tiburon canceled its Wednesday meeting and issued a local emergency. A special meeting to be held later this week to ratify the resolution, and the city is working on ways to comply

LIMITS » PAGE 4

...with corned beef for
 March by Roberts Corned
 Meats. Della Santina said
 corned beef is a seasonal

"It's crazy right now," he
 said. "We've never seen any-
 thing like this before. It's
 too crazy."

Limits

FROM PAGE 3

with state rules surround-
 ing public meetings, said
 Greg Chanis, town man-
 ager.

"We are exploring ways
 through technology to hold
 public meetings so that we
 comply with new guidance
 the governor released last
 week regarding the Brown
 Act," Chanis said. "Our IT
 folks are practicing right
 now to see if our stream-
 ing works, assuming we
 come up with something
 reliable and (that) works.
 Our goal is to hold council
 meeting at regular times
 and dates moving forward.
 April 1 is our next sched-
 uled meeting."

San Anselmo can-
 celed all public meetings
 throughout March, but the
 Town Council could meet

should an essential need
 arise, according to a press
 release.

Novato declared a local
 emergency on Wednes-
 day and rescheduled the
 March 24 council meeting
 for April 14, according to
 City Manager Adam Mc-
 Gill. The meeting will be
 open to the public, but the
 city issued notices urg-
 ing people to watch from
 home online.

Mill Valley also will
 continue to hold coun-
 cil meetings with pub-
 lic attendance, but is urg-
 ing residents to tune in to
 its online broadcast, said
 Alan Piombo, interim city
 manager.

This could be a time to
 consider bolstering online
 alternatives, Willis said.

"I think this is a real op-
 portunity for innovation in
 public participation that
 doesn't require in-person
 attendance," he said.

Online: Manage your subscription at marinij.com/subscribe.

Main office..... 415-883-8600

Business hours: 8:30 a.m. to 4:30 p.m. Monday through Friday. The
 Marin Independent Journal is a newspaper inclusive of the following
 Newspapers of General Circulation: Marin Independent Journal.
 Online: marinij.com. The Marin Independent Journal (USPC 261000)
 is published daily by Bay Area News Group, 4000 Civic Center Drive,
 Suite 301, San Rafael, CA 94903. **Postmaster:** Send address
 changes to Marin Independent Journal, 4000 Civic Center Drive,
 Suite 301, San Rafael, CA 94903.

President and Publisher

Rob Devincenzi..... 382-7297
rdevincenzi@marinij.com

Managing Editor

Jennifer Upshaw Swartz
 382-7290, jswartz@marinij.com

Digital & Opinion Page Editor

Dave Allen..... 382-7206
dallen@marinij.com

Assistant Editor

Gary Klien..... 382-7377
gklien@marinij.com

Calendar Editor

Colleen Bidwill..... 382-7282
cbidwill@marinij.com

Lifestyle Editor

Vicki Larson..... 382-7286
vlarson@marinij.com

Photo Editor

Alan Dep..... 382-7391
adep@marinij.com

Sports Editor

Ian Ross..... 382-7383
ross@marinij.com

ADVERTISING

Display..... 415-382-7275
 Classified..... 415-382-7242
 Email..... advertising@marinij.com
 Fax..... 415-382-7208

SUBSCRIPTION TERMS

All access & print delivery per week: \$18.50 7-day; \$13.25 4-day; \$6.50 Sunday;
 \$8.00 Digital. A subscription to the Marin IJ is a CONTINUOUS SUBSCRIPTION, which
 means it will automatically renew at the end of this term. You may cancel or modify
 your subscription at any time by calling Customer Service at 1-800-492-6845. You
 will be billed at the interval you have selected, which shall be your SUBSCRIPTION
 TERM. You must cancel before your SUBSCRIPTION TERM in order to avoid charges
 for an additional SUBSCRIPTION TERM. No unused portion of a SUBSCRIPTION
 TERM will be refunded. No credit is offered for vacation service interruptions.

SPECIAL EDITIONS: All home delivery subscriptions will include up to four SPECIAL
 EDITIONS annually. Each Special Edition is \$5, however if you prefer not to receive
 these Special Editions, you may call subscriber services to OPT OUT. If you do not
 OPT OUT, the Special Editions will be automatically billed to your account and
 your subscription term will be shortened. As a subscriber, participation in the
 Arbitration program is automatic. For more information on our Arbitration Terms,
 please visit local.marinij.com/common/dfm/arbitration.pdf.

LOCAL NEWS



NO.299 MARCH 16, 17, 18, 19, 20, 21, 22, 23, 2020

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

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

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

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

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

No.335 March 23, 30, 2020

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

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

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

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

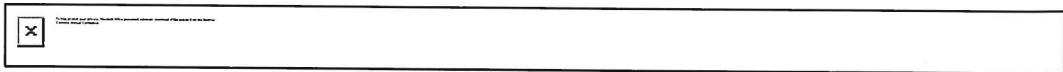
Lorien Fono at (510) 684-2993 or
lfono@bacwa.org
Gemma Lathi at (925) 875-2398 or
lathi@dsrsd.com

no.334 March 23, 30, 2020

CITY OF SAN RAFAEL

Teresa Lerch

From: Rich Nagel and Gilbert Trejo <president@watereuse.org>
Sent: Friday, March 20, 2020 10:55 AM
To: Teresa Lerch
Subject: WateReuse California Annual Conference Update



March 20, 2020

Dear Rabi:

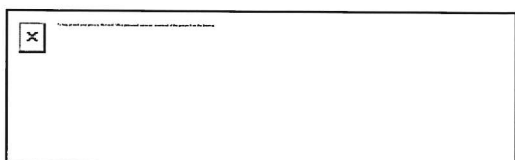
As you know, on March 5 WateReuse California and the WateReuse Association made the difficult decision to postpone the annual WateReuse California conference (originally scheduled for March 15-17 in San Francisco) due to the worsening COVID-19 (Coronavirus) epidemic in California and the United States. Shortly after this announcement was made, Governor Gavin Newsom declared a statewide emergency and prohibited all gatherings over 50 people.

At the time of postponement, registration, sponsorship and/or exhibitor fees were applied to the replacement event with the understanding that refunds would be processed if requested and that a replacement event would be announced as soon as possible given the evolving nature of the health crisis.

The WateReuse California board and the WateReuse Association (National) board established working committees to evaluate options and develop a replacement event. The committees have convened numerous times over the past two weeks and have made significant progress. We expect to make a more detailed announcement regarding a future event next week by no later than **March 27**.

We thank you for your ongoing patience and understanding during this unprecedented health crisis. If you have any questions, please contact Jennifer West, Managing Director, WateReuse California at jwest@watereuse.org and Alicia Rutherford, Director of Events, WateReuse Association at arutherford@watereuse.org.

Sincerely,



Rich Nagel
President, WateReuse California

Gilbert Trejo
President, WateReuse Association

You are subscribed to 2020 California
Conference



[Unsubscribe](#) from 2020 California
Conference

[Opt Out](#) of all WateReuse email

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

Teresa Lerch

From: Mark Millan <millan@datainstincts.com>
Sent: Friday, March 20, 2020 1:02 PM
To: Undisclosed Recipients
Subject: Toilet paper shortages caused by coronavirus blamed for spike in raw sewage spills - SF Chronicle 3/20/20

Toilet paper shortages caused by coronavirus blamed for spike in raw sewage spills

Kurtis Alexander, SF Chronicle 3/20/20

When a foul-smelling slop began bubbling out of a manhole in Tiburon the other day, the leafy streets of Marin County became an unlikely spot for what may be the latest fallout from the coronavirus: sewage spills.

The shortage of toilet paper that's come with the pandemic-induced shopping panic has prompted many people to get creative on the commode. They're flushing the likes of disposable wipes and paper towels into sewer lines, wastewater officials say, and creating blockages that are leading to messy system overflows.

"I'm sure it's happening all across the state," said Tony Rubio, district manager of Sanitary District 5 of Marin, where crews rushed to Mar East Street along San Francisco Bay in Tiburon on Sunday to clean up 100 gallons of wastewater on the road. "It's not a maintenance problem we normally have to deal with."

A day later, though, his crews were back at it, unclogging a sewer pumping station on nearby Paradise Drive. Also on Monday, neighboring Las Gallinas Valley Sanitary District in San Rafael was trying to contain 550 gallons of wastewater pouring onto Professional Center Parkway east of Highway 101. The culprit in each of these cases, the districts say, was a system blockage caused by something that shouldn't have been there.

"People are really nervous about this virus and they're flushing anything they can use down the toilet," said Mike Prinz, general manager of the Las Gallinas district. "If people are using non-flushables, there's a good probability that they're going to contribute to a spill not far away from their home."

Filings with the State Water Resources Control Board show that 30 agencies have reported a total of 39 sewage spills since the beginning of March. The number of spills is probably higher, though, because sanitation agencies have as long as 60 days to disclose the incidents.

Officials at the State Water Board said it was too early to know for sure whether the coronavirus was driving an uptick in sewer problems, but the agency issued an uncommon public notice this week advising people to flush only toilet paper down the can.

The fear is that both the scarcity of toilet paper and calls by health experts to use disinfecting towels and wipes to keep surfaces clean may lead to more non-biodegradable products getting into sewer systems.

Sewer blockages and overflows not only are unsavory, but they also can send harmful pollutants into neighborhoods and creeks, including the coronavirus itself.

As local government announces mandatory 'shelter in place' San Franciscans head to the store to stock up on supplies.
Video: Manjula Varghese / The Chronicle

The Centers for Disease Control and Prevention confirms that the virus has been detected in the fecal matter of people diagnosed with the corresponding illness COVID-19. The agency does not yet know what the risk of infection is.

Steve Moore, head of the Ross Valley Sanitary District in Marin County, said he is not taking any chances with his staff. He has directed district workers to stop pressure-washing sewer lines to make sure the virus isn't transmitted through the spray of wastewater.

The Ross Valley district, which serves Larkspur, Fairfax, San Anselmo, Kentfield and Ross, hasn't experienced any recent spills. But Moore said it may be just a matter of time. The 19 screens and buffers that keep problematic material out of his district's 200 miles of sewer lines, which workers periodically clean out, have been amassing more debris than usual lately. Moore says they're doing all they can to keep up with the cleaning.

"We're worried that we're going to get some (backups). That's why we're trying to get the word out," he said.

The increased use and sales of disposable wipes, which have been scant on supermarket shelves lately, is understandable given the advice of health experts, who urge cleaning doorknobs, desks, kitchen tables and countertops to kill the coronavirus. Booming sales of toilet paper are less explicable, however, something psychologists say is purely reactionary.

News Update



707.836.0300

You received this email because your address has been entered into a distribution list of individuals who are interested in updates regarding water and recycled water.

Teresa Lerch

From: Mark Millan <millan@datainstincts.com>
Sent: Monday, March 23, 2020 1:23 PM
To: Undisclosed Recipients
Subject: Message from Data Instincts Founder/Principal Mark Millan

Dear friends and colleagues –

As COVID-19 continues to spread, we are vigilantly implementing enhanced protocols to protect the health and safety of our consultant team, their families, our clients, and the communities we serve.

We are monitoring the expert guidance of the World Health Organization (WHO), the Centers for Disease Control (CDC), and state and local public health agencies to help guide decisions and inform how we advise our clients to interact with their constituents on the wide range of water issues involved in people's daily lives. Our focus is to ensure we continue to meet our clients' and their communities' needs, while working together to help reduce the spread of the disease.

Here's what we're doing:

- Our team has often operated as a virtual organization, and we continue to utilize collaboration technology and web platforms to host virtual meetings, reducing face-to-face engagements where possible;
- We foster a healthy, flexible work-life balance for our team of consultants as they negotiate modified life styles, medical appointments, travel plans, etc., during these uncertain times, giving them the capacity to better plan and allocate time for focusing on client projects;
- We are maintaining dialogue with clients and partners to understand what restrictions or modifications they are implementing, and adjusting our procedures accordingly to minimize impacts to ongoing work;
- All non-essential travel for our team members has been cancelled or postponed until further guidance from the CDC, the WHO, and state and local public health agencies, and for now we have canceled team participation at any external conferences;
- We have postponed all large, internal in-person meetings and gatherings while monitoring external conditions.

We believe that by embracing these protocols and maintaining a strong social responsibility mentality, we can positively impact the collective goal of preventing further community spread of COVID-19, while meeting the needs of our clients.

We truly value the great trust that our clients have placed in Data Instincts. During this challenging time, we remain adaptable and flexible as we work together to “flatten the curve” while helping our clients as they continue to maintain the integrity of our nation's vital water and sewer infrastructure.

To all – our best to you, your friends and family. Be safe.

Mark Millan