



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

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

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

SPECIAL BOARD MEETING AGENDA

March 25, 2021

In accordance with Government Code Section 54956

Crystal J. Yezman, Board President, has called for a Special Meeting

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 March 25, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 6 am Wednesday, March 24, 2021. 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.*

**Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to simplified instructions for use of the Zoom app is: <https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/81731933762>

OR

By teleconference at: +16699009128 Meeting ID: 817 3193 3762

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 the Agenda

Estimated Time

OPEN SESSION:

3:30 PM

1. PUBLIC COMMENT

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

3:35 PM

**2. INFORMATION ITEMS;
STAFF/CONSULTANT REPORTS:**

- 1. Kenwood Energy LGVSD Solar Energy Presentation - Written
- 2. Departmental Reports - Written

5:00 PM

3. BOARD POLICY F-90, PURCHASE ORDER THRESHOLD INCREASE

Board to consider revising Board Policy F-90, including purchase order threshold from \$1,000 to \$3,000 and changing Purchasing Authority by adopting Resolution 2021-2208.

5:15 PM

4. TOPICS FOR THE SPRING/SUMMER 2021 NEWSLETTER

Board and staff to discuss the topics for the Spring/Summer 2021 Newsletter.

5:30 PM

5. ADJOURNMENT

FUTURE BOARD MEETING DATES: MARCH 29, APRIL 1, APRIL 9TH AND APRIL 15TH, 2021

AGENDA APPROVED:	Crystal J. Yezman, Board Director	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 24, 2021 3:30 pm I posted the Agenda for the Board Meeting of said Board to be held March 25, 2021 , at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: March 19, 2021



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. 94903

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.



Item Number 2

Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
 From: Mel Liebmann, Plant Manager mliebmann@lgvsd.org, 415-526-1526
 Meeting Date: March 25, 2021
 Re: Kenwood Energy LGVSD Solar Energy Presentation
 Item Type: Consent _____ Discussion _____ Information X _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable X _____

STAFF RECOMMENDATION

None, Information only.

BACKGROUND

The Las Gallinas Valley Sanitary District began operation of the 748kW photovoltaic solar energy production system located in the District's reclamation area over two phases. Phase A, an 80 kW system, was completed in 2004 and Phase B, a 588 kW system, began producing power in 2006.

At the invitation of District staff, Tim Holmes of Kenwood Energy has agreed to provide a short presentation of the history, performance, current state, and recommended future plans for the District's photovoltaic solar energy system. The duration of the presentation is estimated at approximately 20 minutes with a 10-minute question and answer period to follow.

See attached January, 2021 performance summary for additional information, some of which will be presented by Mr. Holmes.

PREVIOUS BOARD ACTION

NA

ENVIRONMENTAL REVIEW

NA

FISCAL IMPACT

NA

Memo

To: Mel Liebmann
From: Tim Holmes
Date: Jan 15, 2021
Subject: Solar and Battery Systems: Performance Summary
Dec 2020

This memo evaluates the performance of Las Gallinas Valley Sanitation District's 611 kW DC PV system. Table 1 compares the energy output expected from the PV system, "Projected Output," to the "Actual" output in kWh for each of the three inverters. Table 2 summarizes the savings since the Also Energy Data Acquisition System (DAS) was installed in September of 2020.

Table 1
Performance for the Month

	Inverter A	Inverter B	Inverter C	Total
Design kWh	21,547	21,547	4,040	47,135
Actual kWh	7,580	7,560	3,790	18,930
% Performance	35.2%	35.1%	93.8%	40.2%

Table 2
Performance for the Year

	Inverter A	Inverter B	Inverter C	Total
Design kWh	128,020	128,020	24,004	280,044
Actual kWh	65,191	65,067	19,651	149,909
% Performance	50.9%	50.8%	81.9%	53.5%

Items of Note from Table 1 include:

- Solar insolation was higher than average for February.
- Table 1 - The system performed poorly for the month.
- Inverter C output is about what we would expect for all inverters for an above average month.
- Table 2 – The annual performance since the DAS was initiated in September, includes a partial month for September, which will skew the results down. The impact of the partial month will lessen as more data is captured.

- The results of both tables account for the degradation of the PV system over time, which is assumed to be 1% annually since installation.

RECOMMENDATIONS

- The relatively poor performance of the system is likely due to deferred maintenance. It is recommended that LGVSD have a comprehensive Preventative Maintenance study completed on the system. It is likely that that study will identify some deferred maintenance items that will need to be addressed and will result in some additional costs.

PV SYSTEM DETAILS

Data Acquisition System (DAS)	https://apps.alsoenergy.com/powertrack
User Name and Password	User Name: Password:
Start Up Date	2005
PV Panel Model	Sharp 200 watt
PV Panel Quantity	2940
Inverter Model & Size	1, 45 kW Xantrex Inverter, and 2, 225 Xantrex Inverters



AM

FINANCE

- State Controller’s Office (SCO) Financial Transaction Reports (FTR) submitted before January 30 deadline for both LGVSD and Marin Public Financing Authority.
- CAFR FY 2019-2020 completed and submitted to GFOA on February 1, 2021.
- Special District Finance Forum with administrators from nearby agencies met on 2/14.
- Cleanup of QuickBooks accounting system including simplifying class (department) lists in preparation for Accounting Enterprise Resource Planning (ERP) software.
- Debt service and reserve funds reviewed with Regional Government Services.

ADMINISTRATION

- COVID-19 Prevention Plan (CPP) updated.
- Organizational Chart updated for 2021 and posted on the District website.
- Sewer Lateral Inspection Ordinance 180 - Pam Amatori, Administrative Assistant, provided administrative support on 45 inspections in January and February. The majority of these were triggered by home sales.

HUMAN RESOURCES

- Compensation Study –continued with Koff & Associates and received feedback from union on classification description.
- Skilled Maintenance Worker I position filled and recruitment underway for vacant positions.
- Labor Management Committee met on 1/20, 2/3, and 2/14.
- CSRMA Pooled Workers' Compensation Program Renewal Information submitted.
- Lee Ann Chernack with Pacific Crest Group continued to meet at plant and at administration office, alternating locations weekly.

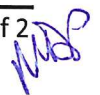
REQUEST FOR PROPOSALS / CONTRACTS

- Request for Proposals (RFP) for Accounting Enterprise Resource Planning (ERP) software pending.
- Contracts executed in January and February listed below:

<u>Vendor</u>	<u>Description</u>	<u>Date of Agreement</u>	<u>Term End Date</u>	<u>Contract Amount</u>
Jefferson Security Systems	Security and Fire Alarm System	1/12/2021	12/31/2023	\$15,765

MSB

Pacific Crest Group	HR Management and Consulting Serv	1/1/2021	Open	\$15,000
HDR	Operational Planning Assistance for Biosolids Management	2/16/2021	2/16/2023	\$25,000
Hazen and Sawyer	Engineering Support Services while District Engineer was absent	2/16/2021	2/16/2022	\$45,000



SSO SPILL SUMMARY

- None for January/February.

KEY MAINTENANCE PROJECTS

- Annual Facility Safety Assessment – (60) Work Orders created, (46) completed
- Repaired Lab and Plant Operations laminate flooring
- Installed new Bray valves in Recycled Water Building
- Re-piped High-Pressure lines in Headworks
- Reclamation Maintenance Shop – Paving and Road Base completed
- Multiple Treatment Plant Facility repairs – (32) Work Orders
- Routine Preventative Maintenance Work Orders – Treatment Plant/Pump Stations
- (200) Fleet Maintenance Inspections

SAFETY ISSUES AND TRAINING

- PPE signage and Supply Location Assessment
- Bloodborne Pathogens/Emergency Response Plan Training
- County Health Order – Covid Social Distancing Audit of Construction Site
- Hazardous Waste Management/All Terrain Forklift Training

OTHER

- Master Plan Manhole Assessment project with Kennedy Jenks
- Flow Monitor installations at (6) locations.
- Pump Station Training – Continued field training for Pump Station Responsibility Transfer to Collections Department.
- Pump Station – Grounds Maintenance Bi-annual cleaning

REQUESTS FOR PROPOSALS

- Rock and Delivery Proposals for 350 tons of Road Base
 - Lowest Quote – Lehman Trucking

PERFORMANCE METRICS

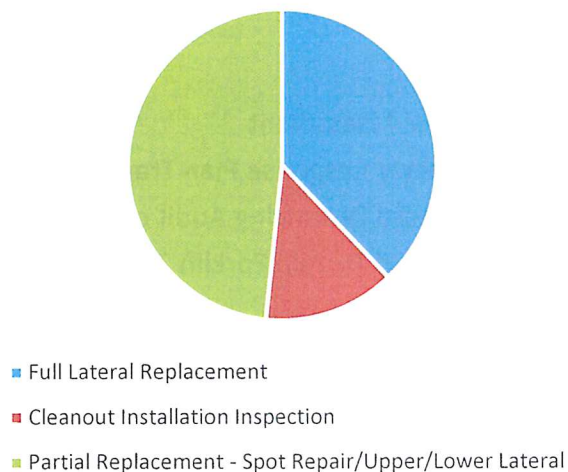
Collection System Cleaning and CCTV Inspection

- Flushed/Rodded = 98,299 feet; Percent of District = 18%.
- CCTV Inspected = 0 feet; Percent of District = 0.0%.
- Manhole inspection performed = 383
- USA Ticket Work Orders = 473

Lateral Construction and Repair Inspections

- Applications received = 33
- Full Replacement Inspections Performed = 11 Full Replacements
- Cleanout Installation Inspections Performed = 4 Cleanout Installations
- Spot Repairs/Upper/Lower Replacements Performed = 14 partial replacements or spot repairs

Lateral Construction and Repair Inspections



CNG Fueling Stations

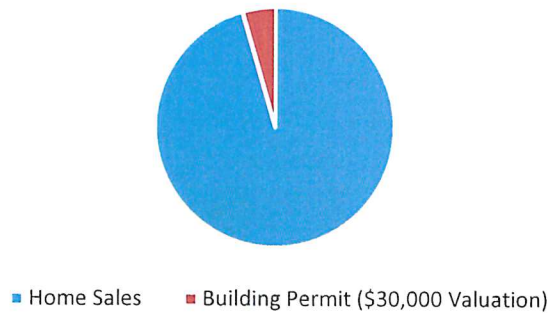
- CNG Fueling Station
 - Plant Slow Fill = 0% Up Time
 - Smith Ranch Fast Fill = 0% Up Time.
- Anderson Drive PG&E Fuel Station
 - 12 Trips to Anderson Drive Fueling Station
 - 172.8 miles driven for refueling (7.2 miles one way)



Sewer Lateral Ordinance Inspections - Number of Applications Processed

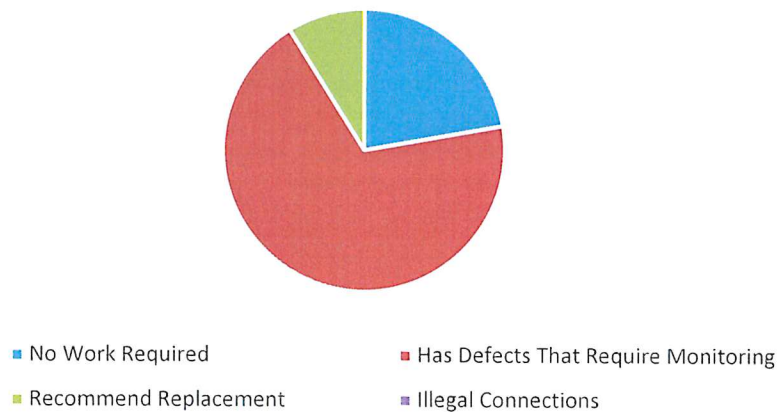
- Home Sale Applicants = 43 received
- Building Permit (\$30,000 valuation) Applicants = 2 received

Applications - Home Sale vs Building Permit (Triggers)



- Home Sale Letter of Findings Issued = 45; 4 - recommend replacement, 31 -have defects that require monitoring, 10 - no work or monitoring required, 0 – Illegal connection

Letter of Findings Issued



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DESIGN (Number of projects in design phase: 10)

- Administration Building Site Evaluation – Staff reviewed conceptual building elevations for the existing admin building site prepared by MWA Architects.
- Contempo Marin Manhole Replacement – Freyer & Laureta provided preliminary design to replace a severely corroded manhole under the on-call engineering contract.
- Flow Equalization Basin – Hazen & Sawyer provided technical memo for Headworks and Primary Clarifiers Desktop Evaluation for staff to review.

CONSTRUCTION (Number of projects in construction: 11)

- Reclamation Pond Transfer Wood Box Galvanized Catwalks – Staff reviewed shop drawings for three galvanized walkways to replace existing sampling wood piers.
- Sludge Thickener Structure Removal – Staff continued to review contractor submittals and RFIs. Maggiora & Ghilotti completed demolition and backfilling of the thickener excavation pit.
- Miscellaneous Paving 2020 – Staff reviewed contractor submittals and RFIs. Maggiora & Ghilotti completed paving for Reclamation Parking Lot, Biogas Energy Recovery System Parking Lot, and Reclamation Maintenance Shop.
- Air Release Valve & Vault Replacements – Staff began reviewing contractor submittals and RFIs. CATS4U placed order for air release valves.
- Rafael Meadows Pump Station Standby Generator Installation – Staff requested renewal of Authority to Construct from Bay Area Air Quality Management District.

REQUEST FOR PROPOSALS/QUALIFICATIONS

- **Issued/In Review Process: 1 RFQ**
 - Standby Generator System Installation for Minor Pump Stations – Staff is finalizing review of the pre-qualification packages.
- **On Hold Due to Absence of District Engineer**
 - Force Main Assessment, Cleaning, Location Marking, & Mapping
 - Arc Flash Study for Pump Stations, Treatment Plant, and Reclamation Facilities
 - Grit Chamber Coating and Auger Replacement (UPCCAA)

CALL FOR BIDS – None**OTHER**

- Integrated Wastewater Master Plan
 - Six flow meters were installed in key locations throughout the District and will remain in place for 2 months.
- Descanso Force Main Relocation (McInnis Marsh Restoration Project)
 - KJ submitted proposal to evaluate the projected sea level rise (SLR) conditions at the Descanso force main and determine operations and maintenance challenges that may occur as a result of SLR.
- 2021-22 Capital Improvement Program Budget
 - Provided project status updates to the budget spreadsheet.

Engineering Monthly Report (Jan/Feb 2021)

Job No.	Project Name/Updates	On Hold	% Completion
DESIGN PROJECTS			
11200-03	John Duckett Sewage Main Capacity and Storage <ul style="list-style-type: none"> Staff attended San Rafael Manor Board regarding potential land acquisition. Scheduling pump station site visit with San Rafael Manor Board members. 		30%
20100-02	Administration Building Site Evaluation <ul style="list-style-type: none"> Reviewed conceptual building elevations for existing administration building site. Scheduled for Board presentation on 3/4. 		Site Evaluation: 100%; Conceptual Design: 100%
20600-04	Flow Equalization Basin <ul style="list-style-type: none"> Hazen & Sawyer provided technical memo for Headworks and Primary Clarifiers Desktop Evaluation for staff to review. 		17%
21300-01	Contempo Marin Manhole Replacement <ul style="list-style-type: none"> Freyer & Laureta provided preliminary design to replace a severely corroded manhole along Yosemite Road under the on-call engineering contract. 		30%
21300-06	Venetia Harbor Fencing & Paving <ul style="list-style-type: none"> Issued PO for boundary and topographic survey. 		5%
20300-09	Smith Ranch Pump Station Electrical Upgrades <ul style="list-style-type: none"> Reviewed scope clarifications and issued contract. 		5%
21300-04	Pump Station Site Lighting Improvements <ul style="list-style-type: none"> Reviewed scope clarifications and issued contract. 		5%
21350-01	Automatic Transfer Switches for Pump Stations <ul style="list-style-type: none"> Reviewed scope clarifications and issued contract. 		5%
21600-01	Emergency Bypass Pumping Analysis & Emergency Response Plan <ul style="list-style-type: none"> Reviewed scope clarifications and issued contract. 		5%
21600-07	Digester Room MCC#2 Upgrade <ul style="list-style-type: none"> Ready for design kick-off meeting in March. 		5%
CONSTRUCTION PROJECTS			
11500-09	Miller Creek Vegetation Maintenance <ul style="list-style-type: none"> On-going with Hanford ARC. Submitted Year 3 annual monitoring report to regulatory agencies. 		40%
12300-05	Rafael Meadows Pump Station Standby Generator Installation <ul style="list-style-type: none"> Contractor to provide submittal on new generator as the existing generator is not compliant with current air quality standards. Staff applied for renewal of Authority to Construct from Bay Area Air Quality Management District. 		16%
12600-07 & 16650-02	Secondary Treatment Plant Upgrade & Recycled Water Expansion <ul style="list-style-type: none"> On-going with Myers & Sons Construction. Executed PG&E Phase 1 Easement. Established permanent PG&E power at the new Electrical Building. 		80%
18360-01	Marin Lagoon Pump Station No.1 Improvements <ul style="list-style-type: none"> Issued Notice to Proceed. Submitted PG&E application for new meter. 		6%
19200-01	Air Release Valve and Vault Replacements <ul style="list-style-type: none"> Reviewed submittals and responded to Request for Information's (RFI). Contractor placed order for Air Release Valves. 		15%
20125-01	On-Call Construction Contract <ul style="list-style-type: none"> Obtained estimates from Piazza Construction for demolition of miscellaneous concrete pads and piping. 		Continuous
20500-02	Reclamation Pond Transfer Wood Box Galvanized Catwalks <ul style="list-style-type: none"> Reviewed and provided comments to shop drawings for three galvanized walkways in place of existing wood piers. 		5%
21500-06	Automated Gate for Reclamation Bridge <ul style="list-style-type: none"> Contractor completed installation of the new gate. Punch list is in progress. 		95%

Job No.	Project Name/Updates	On Hold	% Completion
21600-14	Bioassay Test System Installation • Completed installation. • Punch list is in progress.		95%
21600-17	Sludge Thickener Structure Removal • Continued to review contractor submittals and RFIs. • Maggiora & Ghilotti completed demolition and backfilling of the thickener excavation pit. • Punch list in progress.		95%
21600-03, 21600-11	Miscellaneous Paving 2020 • Reviewed contractor submittals and RFIs. • Maggiora & Ghilotti completed paving for Reclamation Parking Lot, BERS Parking Lot, and Reclamation Maintenance Shop. • Punch list in progress.		95%
REQUESTS FOR PROPOSALS			
<i>ISSUED/IN REVIEW PROCESS</i>			
21300-03	Standby Generator System Installation for Minor Pump Stations (Pre-Qualifications) • Staff to finalize review of 3 pre-qualification packages.		
<i>NEAR TERM/ANTICIPATED</i>			
20200-01	Force Main Assessment, Cleaning, Location Marking, & Mapping	On Hold	
21300-07, 21500-07, & 21600-16	Arc Flash Study for Pump Stations, Treatment Plant, and Reclamation Facilities	On Hold	
21600-08	Grit Chamber Coating and Auger Replacement (UPCCAA)	On Hold	
CALL FOR BIDS			
<i>None.</i>			
OTHER			
17500-05	Descanso Force Main Relocation (McInnis Marsh Restoration Project) • Kennedy Jenks (KJ) submitted proposal to evaluate the projected sea level rise (SLR) conditions at the Descanso force main and determine operations & maintenance challenges that may occur as a result of SLR.		N/A
20100-04	Integrated Wastewater Master Plan • KJ completed most of manhole inspections and CCTV data review. • Six flow meters were installed at key locations throughout the District and will remain in place for 2 months.		40%
20125-01	On-Call Engineering Contract • See Contempo Marin Manhole Replacement.		Continuous
20500-05	Marsh Pond Long Term Vegetation Management Plan • WRA provided proposal for additional efforts to finalize the long-term vegetation management plan. • Received comments from Audubon Society, Ed Nute, and Marin/Sonoma Mosquito & Vector Control District.		81%
21125-01	Archive Development • Finalized categories of files for scanning.		20%
21125-03	Alternative Funding Pursuit • Received CalOES Grant Denial Letter for <i>Standby Generator System Installation for Minor Pump Stations</i> . • Received draft memo on CIP grants and opportunities.		Continuous
LAND DEVELOPMENT			
350 Merrydale Townhomes - 350 Merrydale Rd • Received preliminary layouts and calculations.			
Guide Dogs for the Blind - 350 Los Ranchitos Rd • See District Counsel and/or General Manager. • Confirmed construction start date for temporary access road.			
Kaiser Parking Garage/Medical Office Building - 1650 Los Gamos Dr • Requested additional documents for staff approval and review.			
Oakmont - 3773 Redwood Hwy • On-going inspection for sanitary sewer improvements.			

Job No.	Project Name/Updates	On Hold	% Completion
	Ounces Outdoors at Northgate Mall <ul style="list-style-type: none">• Scheduled for Board approval on 3/4/2021.		



CRITICAL PROCESS

- The treatment plant effluent was discharged to Miller Creek for the months of January and February, with brief periods of discharge to pond storage to accommodate scheduled process disruptions related to the STPURWE project.
- Reclamation storage pond return pumps were in operation for the months of January and February in preparation for winter storms and to also accommodate periods of construction related process disruptions when creek discharge is not feasible. This effectively reduces storage levels improving operational flexibility.
- Staff assisted in coordination of, and modified operations to accommodate, 19 service outage requests (SOR) for the STPURWE and Reclamation Parking Lot Paving projects.
- A new bioassay system was installed in the laboratory building.

NON-CRITICAL PROCESS

- An electrical contractor completed installing LED lighting at the treatment plant and pump stations as part of the on bill financed program through PG&E and CH Energy.

PERSONNEL

- Plant Operations staff attended process and equipment training over multiple days in preparation for Biowheel commissioning.
- A Contract plant operator continued service with the District to provide temporary staffing until a vacant position can be filled. The District's recruitment ended on February 26th with the selection process forthcoming.

REGULATORY COMPLIANCE

- As a result of high influent flows and a design constraint associated with the interim configuration of the STPURWE project during construction, the treatment plant effluent exceeded the permissible limit for Enterococcus for a maximum of 10% of samples collected in a calendar month during a blending event that occurred on January 27th.
- Other than the above mentioned, all treatment processes remained within permissible limits and no self-determined violations were reported for January and February.

REQUESTS FOR PROPOSALS

- Secondary Digester Cleaning.
- Reclamation Irrigation Pivot O&M Services
- Sludge Disposal Services

- Environmental Compliance Consulting Services

PERFORMANCE METRICS

Sewage Treated

- 2.47 million gallons per day average daily influent flow for January and February.

Recycled Water Production

- 0.84 million gallons of recycled water was conveyed to North Marin Water District for distribution.
- No Recycled Water was Produced by MMWD per Operational Agreement to facilitate STPURWE Project.

Reclamation

- Pond Levels Beginning of Jan. – Pond #1 = 5.48' - Pond #2 = 5.28' ~ 58.6 % of Capacity
Pond Levels at End of Feb. – Pond #1 = 4.6' - Pond #2 = 4.4' ~ 50 % of Capacity

Solar Power Generation

- 35,024 kWh offsetting approximately \$6,304 in PG&E/MCE electrical consumption costs.

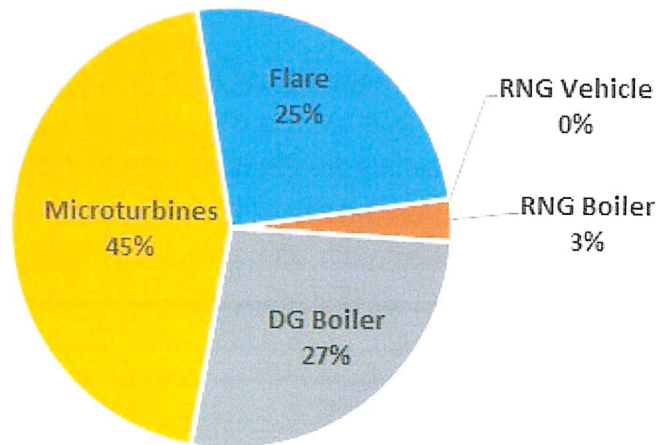
Biosolids

- Normal volume of digested sludge storage accumulation in the sludge lagoons this period.

Biogas Utilization

- Total Digester Gas Produced – 2,321,151 scf – Microturbines at 45% uptime producing a total of 25,713 kWh, offsetting approximately \$4,628 in PG&E/MCE electrical consumption costs using an average of \$0.18/kWh.

DG = Digester Gas
RNG = Renewable
Natural Gas





Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Dale McDonald, Administrative Services Manager *DM*
 (415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: March 25, 2021
Re: Board Policy F-90: Purchase Order Threshold Increase
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Board to consider revising Board Policy F-90, including increasing purchase order threshold from \$1,000 to \$3,000 and changing purchasing authority by adopting Resolution No. 2021-2208.

BACKGROUND

The Board has previously adopted a *Purchasing, Including Retaining Consultants Policy*. It was last revised on June 20, 2019. The purchasing limit was last increased in 2015, raising the threshold from \$700 to \$1,000.

To facilitate a more streamlined administrative process, staff has drafted changes to the existing written policy recommending increasing the purchase order threshold under Section F-90-60 from \$1,000 to \$3,000 and removing the requirement to obtain purchase orders for quotes between \$1,000 and \$3,000 under Section F-90-30.

Administrative Services Manager and manager approval is still required for all purchases over \$1,000, and General Manager approval is required for purchases over manager authority limits. The additional administrative burden of issuing Purchase Orders for frequent and regular billings will be reduced if the policy is revised. Management believes this change will improve efficiency while maintaining good fiscal responsibility and control.

The purchasing authority list was also updated to reflect current position titles and newer employee positions that have been created since the last policy update.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

There will be a slight reduction in administrative costs associated with issuance of purchase orders.

Attachments:

Resolution No. 2021-2208 with Exhibit A (*redline version*)

RESOLUTION NO. 2021-2208

**A RESOLUTION APPROVING BOARD FINANCE POLICIES FOR PURCHASING
THE LAS GALLINAS VALLEY SANITARY DISTRICT**

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

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

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

WHEREAS, such policies may need to be updated from time-to-time,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy F-90 Purchasing, Including Retaining Consultants, a copy of which is attached as Exhibit A.

The previously approved Board Finance Policy F-90 is hereby revoked and declared null and void.

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

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

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 25th of March 2021, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary

APPROVED:

Crystal Yezman, President of Board of Directors

F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS**Purpose**

This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required "paper trail," conformance with received orders, and consultant arrangements.

F-90-10 Vendors for Small Items. To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than \$1,000 – the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that support local businesses, enable the purchase of green and/or recycled products, as well as provide for competitive prices, discounts, service levels, and convenience.

F-90-15 Petty Cash. A Petty Cash fund shall be maintained in the District office having a balance-on-hand maximum of \$300.00. Petty cash may be advanced to District staff upon their request for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Administrative Assistant or Administrative/Financial Specialist I/II, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00. No personal checks shall be cashed in the petty cash fund. The petty cash fund shall be included in the District's annual independent accounting audit.

F-90-20 Out-of-Pocket Expenses. Whenever employees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenses shall be reimbursed upon request from the District's petty cash fund or by check if needed. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Administrative Services Manager prior to remuneration.

F-90-30 Quotations. To purchase items costing more than \$1,000, written quotations will be solicited from vendors and received by fax, or mail ~~prior to processing a purchase order~~. District Staff may approve purchase orders up to the amount of their purchasing authority per F-90-40. For all purchases between \$5,000 and \$15,000 three quotes will be obtained. In cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.

F-90-40 Purchasing Authority. The purchasing authority listed below shall apply except as authorized by separate Board action for specific construction projects.

Position	Authority
Board of Directors	No Limit
General Manager	Contracts and Purchase Orders up to \$60,000 and budgeted informally bid construction contracts between \$60,001 and \$200,000.
Plant Manager	Purchases up to \$7,500
District Engineer	Purchases and budgeted informally bid construction contracts up to \$15,000
Collection System / Maintenance and / Safety Manager	Purchases up to \$7,500
Administrative Services Manager	Purchases up to \$7,500
District Administrative Assistant Secretary	Purchases up to \$5,000
Administrative/Financial Specialist III	Purchases up to \$25,000
Assistant/Associate Engineer	Purchases up to \$5,000
Environmental Services Director	Purchases up to \$5,000
Plant Operations and Maintenance Supervisor	Purchases up to \$5,000
Buildings and Ground Maintenance Worker Skilled Maintenance Worker I/II	Purchases up to \$-1,000
Administrative Assistant	Purchases up to \$1,000

For purchases in excess of \$15,000, staff will inform the Board of Directors regarding the item as soon as administratively feasible.

F-90-50 Expense Authorization in the Absence of the General Manager. In the absence of the General Manager, two (2) managers may sign the purchase order for amounts in excess of \$15,000. The General Manager will approve the purchase order prior to payment.

F-90-60 Purchase Orders. Purchases over ~~\$13,000~~ require a purchase order to be issued prior to ordering.

F-90-70 Disbursements. The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List for Board approval.
- Disbursements made by check shall require two signatures.
 - Generally checks drawn from the Operating bank account will be signed by the General Manager and a Board Member.
 - In rare situations where either a Board Member or the General Manager is not available:
 - The Administrative Services Manager may sign in place of the General Manager; or
 - Two Board Members may sign in place of the General Manager; or
 - The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.

- If such a situation occurs, the paid invoice and related support documents will be submitted with the Warrant list for approval by the Board at the next Board meeting.
- Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.

F-90-80 Contract Execution. Regardless of expenditures and expense authorization levels, and unless otherwise authorized by the District Board, the Board (in the form of its President) and/or the General Manager shall remain the sole entities authorized to execute formal contracts on behalf of the District. Contracts shall include but not be limited to: Agreements with other governmental entities or non-governmental organizations (NGOs); professional services agreements; construction, maintenance services, equipment procurement, and material supply contracts; and amendments thereof.

F-90-90 Consultants. Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources or expertise to accomplish a task.

- Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource.
- For consulting expenditures below \$45,000, consultants may be selected sole-source on the basis of their qualifications and ability.
- For consulting procurements exceeding \$45,000, a competitive process may be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over \$45,000 shall be submitted to the Board for approval. However in the case where the Board deems it more prudent and in the best interest of continuity of services, a consultant contract may be awarded without a competitive process.
- Regular reports of consultant's progress shall be reviewed by the General Manager and reported to the Board.

F-90-100 Internal Audit. The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practices. The General Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

Resolution No. 2021-2208	Date Approved: _____
Ordinance No. 178	Date Approved: June 20, 2019
President of the Board	Supersedes Resolution: June 28, 2018

Agenda Summary Report

To: Board of Directors
From: Mike Prinz, General Manager 
(415) 526-1511; mprinz@lqvsd.org
Mtg. Date: March 25, 2021
Re: Topics for the Spring/Summer 2021 Newsletter
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION:

Staff requests that the Board discuss proposed topics for the Spring/Summer 2021 Newsletter and select topics from the recommended list below.

BACKGROUND:

The District publishes newsletters every 6 months to inform its ratepayers about District projects, programs and other items of interest. Each newsletter typically has one main topic and three to four smaller articles. Staff is planning to mail the Spring/Summer 2021 Newsletter in late May or early June.

Attached is a listing of newsletter articles from 2011 through 2021 grouped by topics. Staff prepared the last newsletter in the Winter of 2021, a copy of which is attached. The topics were:

- Tracking COVID in our Sewers
- Biosolids-Capturing a Resource
- Wipes Clog Pipes
- Construction Affects Reclamation Area Access
- Progress Continues on Secondary Treatment Plant Upgrade/Recycled Water Expansion Project
- Department Spotlight: Wastewater/Water Reuse Treatment Plant Operations
- Low-Cost Funds Available for Lateral Repair/Replacement
- Introducing Dale McDonald, New Administrative Services Manager

Staff has created a list of items that the Board may want to include in the next newsletter, with staff suggested priority items listed first: *(A maximum of 5 significant topics will typically fit in our regular newsletter format.)*

- Department Spotlight – Administration
- New Administration Building planned
- Rate Increases needed to mitigate infrastructure risks
- Master Plan status



- Secondary Treatment Plant Upgrade and Recycled Water Expansion Project Phase 1 Completed
- Reclamation Area: Public Use and Safety

PREVIOUS BOARD ACTION:

N/A

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

The newsletter is budgeted in the 2020-21 Budget.

LAS GALLINAS VALLEY SANITARY DISTRICT

3/18/2021

NEWSLETTER TOPICS

11:49 AM

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
Admin Bldg	Dilapidated building needs urgent revamping.	2017	Summer
Admin Bldg	Facilities Need Upgrading	2014	Spring
Awards	District Wins Finance Award	2014	Spring
Awards	LGVSD Awarded Certificate of Excellence for Transparency	2014	Winter
Awards	Awards Recognize Outstanding District Programs and Performance	2013	Summer
Awards	Awarded Sewer Collection System of the Year... Again!	2011	March
Biogas	Biogas energy recovery system: another step towards energy independence.	2018	Winter
Biosolids	Biosolids-Capturing a Resource	2021	Winter
Construction	Construction Affects Reclamation Area Access	2021	Winter
Construction	Progress Continues on Secondary Treatment Plant Upgrade/Recycled Water Expansion Project	2021	Winter
Construction	Update on Treatment Plant Upgrade.	2019	Fall
Construction	Update on Treatment Plant Upgrade.	2019	Spring
Construction	Possible Road Closure.	2019	Spring
Construction	Update on Treatment Plant Upgrade	2020	Spring
COVID-19	Tracking COVID in our Sewers	2021	Winter
District	Introducing Dale McDonald New ASM	2021	Winter
District	Department Spotlight: Operations	2021	Winter
District	District Administrative/Engineering Office Move.	2019	Fall
District	PG&E "Public Safety Power Shutoff" Program.	2019	Fall
District	Understanding the Recycled water storage ponds.	2019	Fall
District	New Team at LGVSD: New Employees and Board memb	2019	Spring
District	LGVSD starting strong in 2018.	2018	Winter
District	Chris DeGabriele hired as interim general manager.	2018	Winter
District	Las Gallinas Valley Sanitary District: 60 Years of Service to Marin Residents	2014	Spring
District	LGVSD Workers Go Above and Beyond to Help a District Customer in Need	2014	Winter
District	District Redesigns Website for Easier Access	2013	Summer
District	Mutually Beneficial Partnerships Leverage our Efforts	2020	Spring
District	Department Spotlight: Collections Systems	2020	Spring
Drain/Flushing	Are they really Flushable.	2019	Spring
Flushing	Wipes Clog Pipes	2021	Winter
Flushing	Microbeads study under way.	2018	Winter
Flushing	Did I cause a sewer overflow? Be aware of what you put down the drain.	2016	Fall
Flushing	"Wipe Out" Flushing of Personal Wipes!	2015	Spring
Flushing	Wastewater Treatment Complicated by New Contaminants	2014	Fall

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
Flushing	Don't Use the Drain as a Dump	2014	Fall
Flushing	FDA Questions Effectiveness, Safety of Antibacterial Soaps	2014	Spring
Flushing	Protect Water Quality: Watch What You Flush	2013	Summer
Flushing	Antibacterial Soaps Can Harm the Environment and Wildlife	2013	Summer
Grants	Grants Received for Biogas Conversion to Energy	2015	Fall
Grants	District Awarded \$871,000 Grant for Recycled Water	2011	March
Inflow and Infiltration	We Must Reduce Inflow and Infiltration	2012	May
Laterals	Low Cost Funds Available for Lateral Repair/Replacement	2021	Winter
Laterals	Always Get Three Quotes Before Performing Work	2016	Fall
Laterals	Protect your sewer lateral and prepare for wet winter	2015	Fall
Laterals	Roots and Sewer Laterals Don't Mix Well	2014	Fall
Laterals	What is a Property Easement and Do You Have One on Your Property?	2014	Spring
Laterals	It's Time to Have Your Pipes Inspected!	2013	Winter
Laterals	Prepare for the Rainy Season	2013	Winter
Laterals	What's the Best Way to Fix Laterals and How to Make it Affordable?	2011	March
Laterals	Damaged Laterals Are Privately Owned but Harm the Community	2011	March
Laterals	We Are Developing Lateral Inspection and Repair Options	2011	March
Ordinance	Sewer Lateral Ordinance.	2019	Fall
Pest Control	Keep Mosquitos in Check Around Your Home	2016	Fall
Pest Control	Tips for Your Pool, Spa, or Fountain	2015	Fall
Pest Control	You Can Help Protect the Bay	2015	Spring
Pest Control	Keep Your Pool or Spa Clean — and Protect Waterways	2014	Spring
Pest Control	Avoid Using The Toxic Insecticide Permethrin	2012	April
Plant Upgrade	Current Status of treatment plant upgrade project.	2018	Winter
Plant Upgrade	Treatment Plant upgrade addresses critical issues.	2017	Summer
Plant Upgrade	District Forced to Upgrade Aging Treatment Plant to Meet Regulations	2014	Fall
Plant Upgrade	Upgrades Maintain System Efficiency and Environmental Health	2013	Summer
Plant Upgrade	LGVSD Launches New Recycled Water Treatment Facility	2013	Winter
Pollution prevention	We Can All Do Our Part to Achieve Zero Waste	2016	Spring
Pollution prevention	Thermometer, bulbs and battery exchange	2015	Fall
Pollution prevention	Monitoring Helps Keep Mercury Out of the Environment	2020	Spring

LAS GALLINAS VALLEY SANITARY DISTRICT

3/18/2021

NEWSLETTER TOPICS

11:49 AM

SORTED BY Topic

Publication

Topic	Article Title	Date	Period
Pollution prevention	Help Protect Local Waterways – Tips for your Pool, Spa, or Fountain	2020	Spring
Projects	District Looks Ahead to Meet Regulatory Requirements	2014	Winter
Projects	LGVSD Will Perform Smoke Testing During Summer Months	2013	Summer
Projects	Lighting Change Decreases Glare, Saves Money	2012	May
Rates	New Rates and Public Hearing.	2019	Spring
Rates	District Continues to Address Aging Infrastructure, Changes in Wastewater Content, and New Regulations	2015	Spring
Rates	Next Phase of Critical Upgrades Requires Fee Increases	2015	Spring
Rates	Tours, Workshops, and Public Hearing Scheduled	2015	Spring
Rates	Board considers options for sewer rate billing methods: variable vs. fixed	2014	Winter
Rates	Public Meeting on Proposed Rate Changes	2014	Winter
Reclamation	Miller Creek dredging resumes.	2017	Summer
Reclamation	River Otters Provide Student Biologist with Field Experience	2016	Fall
Reclamation	Miller Creek Dredging Begun	2016	Fall
Reclamation	Parking at reclamation area	2015	Fall
Reclamation	Hiking, Biking, Views on Bayside Trails	2014	Fall
Reclamation	LGVSD Trails Offer Hiking, Biking, Views and More	2013	Winter
Reclamation	Growing Problem: Goose Population Boom	2012	May
Recycled Water	Potable reuse is the addition of advanced purified water, either indirectly or directly, into a drinking water system.	2017	Summer
Recycled Water	All water is recycled. Don't judge water by its history but by its quality.	2017	Summer
Recycled water	Advanced Purified Recycled Water – the New Drought Proof Water Supply	2016	Spring
Recycled Water	Recycled Water: A Track Record for Safety	2013	Winter
Recycled Water	Recycled Water Project Under way	2012	May
Refuse	Free Service: bulky item removal. Plus, curbside clean-up coming in the fall.	2017	Summer
Refuse	Compost giveaway	2015	Fall
Refuse	Residential food waste composting test a success	2011	March

LAS GALLINAS VALLEY SANITARY DISTRICT

3/18/2021

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COVID-19	Tracking COVID in our Sewers	2021	Winter
Biosolids	Biosolids-Capturing a Resource	2021	Winter
Flushing	Wipes Clog Pipes	2021	Winter
Construction	Construction Affects Reclamation Area Access	2021	Winter
Construction	Progress Continues on Secondary Treatment Plant		
Construction District	Upgrade/Recycled Water Expansion Project	2021	Winter
	Department Spotlight: Operations	2021	Winter
Laterals District	Low Cost Funds Available for Lateral Repair/Replacement	2021	Winter
	Introducing Dale McDonald New ASM	2021	Winter
Construction	Update on Treatment Plant Upgrade	2020	Spring
Pollution prevention District	Monitoring Helps Keep Mercury Out of the Environment	2020	Spring
	Mutually Beneficial Partnerships Leverage our Efforts	2020	Spring
Pollution prevention District	Help Protect Local Waterways – Tips for your Pool, Spa, or Fountain	2020	Spring
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	PG&E “Public Safety Power Shutoff” Program.	2019	Fall
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	New Team at LGVSD: New Employees and Board member	2019	Spring
District	LGVSD starting strong in 2018.	2018	Winter
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NEWSLETTER TOPICS

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	River Otters Provide Student Biologist with Field Experience	2016	Fall
Reclamation	Miller Creek Dredging Begun	2016	Fall
	Did I cause a sewer overflow? Be aware of what you put down the drain.	2016	Fall
Flushing		2016	Fall
Pollution prevention	We Can All Do Our Part to Achieve Zero Waste	2016	Spring
	Advanced Purified Recycled Water – the New Drought Proof Water Supply	2016	Spring
Recycled water		2016	Spring
Laterals	Protect your sewer lateral and prepare for wet winter	2015	Fall
Pest Control	Tips for Your Pool, Spa, or Fountain	2015	Fall
Pollution prevention	Thermometer, bulbs and battery exchange	2015	Fall
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Refuse	Compost giveaway	2015	Fall
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Pest Control	You Can Help Protect the Bay	2015	Spring
	District Continues to Address Aging Infrastructure, Changes in Wastewater Content, and New Regulations	2015	Spring
Rates		2015	Spring
Rates	Next Phase of Critical Upgrades Requires Fee Increases	2015	Spring
Rates	Tours, Workshops, and Public Hearing Scheduled	2015	Spring
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Flushing		2014	Fall
Flushing	Don’t Use the Drain as a Dump	2014	Fall
Laterals	Roots and Sewer Laterals Don’t Mix Well	2014	Fall
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Admin Bldg	Facilities Need Upgrading	2014	Spring
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	Las Gallinas Valley Sanitary District: 60 Years of Service to Marin Residents	2014	Spring
District		2014	Spring
	What is a Property Easement and Do You Have One on Your Property?	2014	Spring
Laterals		2014	Spring
	FDA Questions Effectiveness, Safety of Antibacterial Soaps	2014	Spring
Flushing		2014	Spring
	Keep Your Pool or Spa Clean — and Protect Waterways	2014	Spring
Pest Control		2014	Spring
	LGVSD Awarded Certificate of Excellence for Transparency	2014	Winter
Awards		2014	Winter
Projects	District Looks Ahead to Meet Regulatory Requirements	2014	Winter

LAS GALLINAS VALLEY SANITARY DISTRICT

3/18/2021

NEWSLETTER TOPICS

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SORTED BY DATE

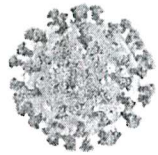
Publication

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Laterals	We Are Developing Lateral Inspection and Repair Options	2011	March
Refuse	Residential food waste composting test a success	2011	March

THE HERON

Las Gallinas Valley Sanitary District

Winter 2020/21



District Participates in COVID-19 Research

As the COVID-19 pandemic began racing across the country and the world, epidemiologists and researchers already knew that viruses, bacteria, and other pathogens that leave the human body are detectable in wastewater generated by humans. It became clear that early detection of COVID-19 in wastewater could give health authorities critical data to help identify virus 'hot spots' and reduce the magnitude of a localized outbreak.

Early in the pandemic, the District and other wastewater treatment agencies were contacted by university researchers, including

UC Berkeley and Stanford, asking for help in their work to detect COVID-19 in wastewater. We immediately joined the effort as a way to do our part in helping combat the pandemic.

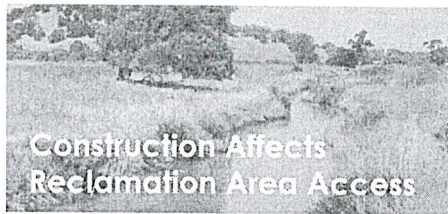
Since then, our staff has been collecting and providing wastewater samples to researchers, leveraging the science of wastewater in a way that can ultimately help the public—from our own local ratepayers, to the wider general public. We're proud to be supporting this research, at virtually no additional cost to our ratepayers, and to be part of the leading edge of wastewater-based epidemiology.

Biosolids — Capturing a Resource

What are biosolids? Simply put, they are a byproduct of the wastewater treatment process. But beyond that, biosolids are a nutrient and energy rich resource that progressive wastewater utilities like Las Gallinas capture and utilize.

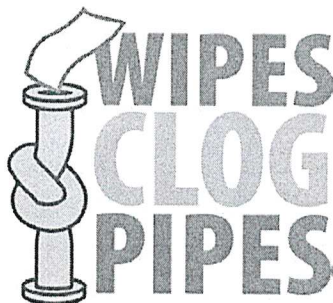


Application of Biosolids on District Land



Construction Affects Reclamation Area Access

Construction at the District's facilities requires periodic temporary closure to vehicles of the Smith Ranch Road access to the Reclamation Area parking lot and trails. Typically, such closures will be on weekdays from 4AM to 5PM. A guard is posted at the entrance gate to control the number of vehicles entering the parking lot area. During those closures, the northerly "Hamilton" access will remain open. Check the District website at lgvsd.org for information prior to visiting.



So-called "flushable" wipes can cause problems in your plumbing, in the sewer system, and at the wastewater treatment plant.

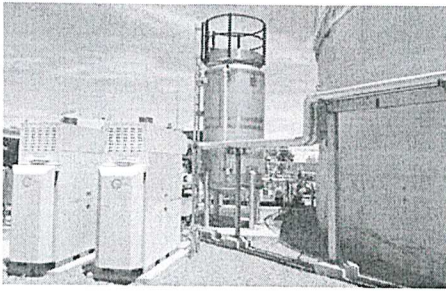
Remember the three "P"s: Poop, Pee and (toilet) Paper are the only things that you should put in the toilet.

The first step in treating wastewater (called primary treatment) is to separate the liquids from the solids. Once that takes place, the liquids are processed down one "pathway" through our facility, while the solids go down a different path. The solids are put through an anaerobic (oxygen-free) digestion process where bacteria breaks down the organic matter and turns it into what we call biosolids.

A significant benefit of that anaerobic digestion process is the production of methane gas. The District uses that to operate microturbines which generate on-site electricity, while the heat they produce goes back to the digester to support that process.

Continued on page 2...

The methane can also be used to fuel one of the District's vehicles.



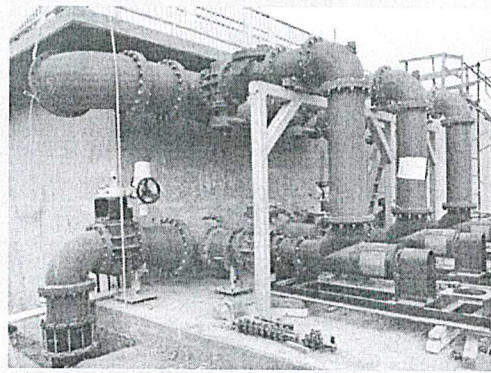
Methane Gas Powered Microturbines

Once biosolids are produced, they are temporarily stored before they are spread onto a dedicated nine-acre area on District property, where they become part of the soil. This is a permitted, approved method of disposing of biosolids—but our goal is to treat them as a resource, not as a disposal issue.

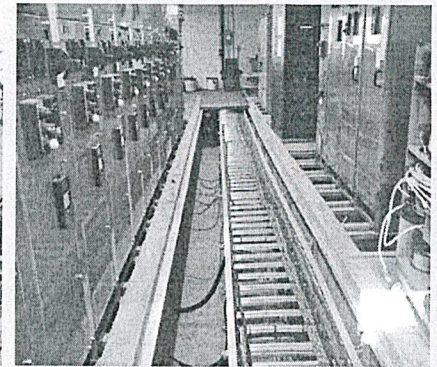
In keeping with District's philosophy of environmental sustainability, we are exploring ways to beneficially use the nutrient value of biosolids. There are potential alternatives to disposal—for example on certain crops biosolids can be applied to reduce the use of chemical fertilizer. Another option is to compost biosolids with locally-generated green waste to produce a high-quality compost product.

With the District's 300 acres of reclamation area, we expect to be able to accommodate some level of future biosolids use. We've already done a feasibility study that indicates we're going in the right direction with biosolids use — we're taking proactive steps that are widely acknowledged as responsible tools in wastewater utility management.

Our customers can be proud to know that the District's Board and management have their eye on implementing progressive, responsible operational improvements that will give us the ability to take full advantage of all the nutrient and energy value that biosolids have to offer.



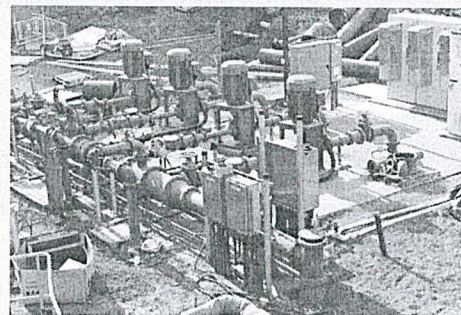
New Internal Recycle Pump Station



New Electrical Building Equipment and Cable Trays

Progress Continues on Secondary Treatment Plant Upgrade/Recycled Water Expansion Project

Since early 2019, the District has been working non-stop on the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. This massive improvement and modernization of the District's facilities is key to the District's overarching mission: protecting public health and the environment by providing effective wastewater collection, treatment, and recycling services. Construction is expected to continue into 2022.



New Recycled Water Distribution Pump Station

Estimated to cost about \$62 million, this project represents an important and necessary investment in ensuring an enhanced, reliable, efficient water treatment facility and recycled water system, to serve the community today and in the future. The key elements of the project include expansion of the plant's secondary treatment capacity, construction of a new primary effluent pump station

and two secondary clarifiers, quadrupling the recycled water facility's capacity to over 5 million gallons per day, rerouting of a force main pipeline, and a lot of related work from electrical and utilities improvements, to on-site road realignment, and much more.

The events of 2020 were unprecedented, and very difficult for everyone. We're proud to say that despite 2020's challenges this critical upgrade project continues through all the obstacles of the pandemic, and we were able to complete and make significant progress on many major elements this year, including:

- Installation of the 16-inch diameter North Marin Municipal District recycled water distribution pipeline
- Completion of the PG&E undergrounding of overhead lines, installation of 16 electrical duct banks, and construction of a new electrical building
- Construction of the anoxic basin and aeration basin concrete structures
- Completion of the Pond Return Pump Station and the Bypass Control Structure
- Operational readiness testing of the deep bed filter pumps,

Continued on page 4...

Department Spotlight:

Wastewater/Water Reuse Treatment Plant Operations

The District has a great deal of equipment, machinery, and systems that control the wastewater treatment process at the District's plant, including a lot of high-tech gear and automation. It takes more than equipment to accomplish these processes — it's the Wastewater/Water Reuse Treatment Plant Operations Department staff members who make it all work.

The treatment process is very complex, including physical screening/filtering of wastewater, settling processes, microorganism cleaning systems, anthracite coal filtration, and more. All of the water also goes through one of the District's two disinfection systems. These stages bring the water to a level suitable for safe discharge, either to the District's reclamation ponds (in summer), or to Miller Creek during the permitted winter periods of the year.

The future of the wastewater treatment industry is reuse. At Las Gallinas, a substantial portion of cleaned water is pumped to the District's recycled water plant for further treatment. There, the water goes through a process of pressurized membrane ultrafiltration, and UV light disinfection to inactivate any remaining pathogens. The resulting recycled water is then pumped to Marin Municipal Water District and North Marin Water District and is used by those agencies for irrigation of common areas, parks, and median strips, and other non-potable uses.

These plant operations are carried out by a small group of

dedicated staff members: five Wastewater Treatment Plant Operators, a Plant Operations and Maintenance Supervisor, an Environmental Services Director, a Laboratory Technician, and a Plant Manager. Together, the staff of the Wastewater/Water Reuse Treatment Plant Operations Department handles the processing of an average of over 1.6 million gallons of wastewater every day.

On a daily basis they review the current state of the plant's operations and various ongoing projects. The assigned "operator of the day" monitors and logs all plant activities and systems, and identifies any abnormalities. The staff typically deals with equipment calibrations, manages bulk chemicals, reviews and acts on reported issues, makes safety checks, and conducts routine maintenance. The laboratory staff performs the critical sampling and testing of water at various stages to ensure regulatory compliance of the treatment operations.

And, we are hiring! There is one vacant Wastewater Treatment Plant Operator position — more information on this job opening can be found on the District website.

Meet the staff of the Wastewater/Water Reuse Treatment Plant Operations Department:



Mel Liebmann
Plant Manager



Josh Binder
Plant Operations and Maintenance Supervisor



John Bontrager
Wastewater Treatment Plant Operator



Chris Campbell
Wastewater Treatment Plant Operator



Ralph Loveless
Wastewater Treatment Plant Operator



Norman Rogers
Wastewater Treatment Plant Operator



Sahar Golshani
Environmental Services Director



Elena Knuutti
Laboratory Technician



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Board of Directors

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

Board Meetings are

held at 4:30 PM on
the first and third
Thursday of each month,
presently via Zoom
teleconference

ECRWSS – Postal Customer

District Administration

Mike Prinz, General Manager

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"Progress Continues" continued from page 2

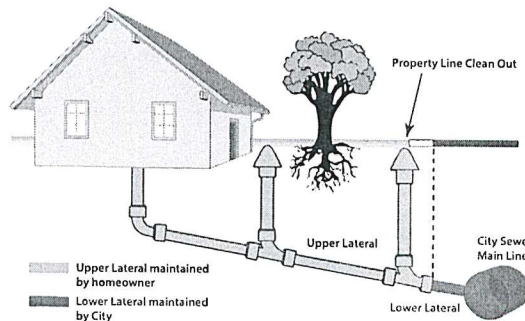
recycled water treatment facility filter feed pump station and membranes, and distribution pump station

The District is well-prepared to continue our efforts to move this project toward completion in 2022. Among the project goals as we continue into 2021 are:

- Complete the interim milestone for the production and delivery of recycled water
- Complete the Phase 1 milestone for the completion of the Secondary Treatment Process upgrades
- Commence Phase 2 with the demolition of the primary and secondary bio-filters
- Start on the construction of two new secondary clarifiers

This important project is really all about you—the people, businesses, and facilities we serve. Our goal is to offer the best, most efficient treatment and recycled water systems possible, and that goal is well-within reach.

Save Money with the Sewer Lateral Assistance Program



Repair or replacement of a sewer lateral—the pipeline from a home to the main sewer line—is the responsibility of the property owner. The District's Sewer Lateral Replacement Assistance Program can help homeowners finance the work with a low interest (2%) loan for up to \$10,000. For more information, visit lgvsd.org/doing-business/sewer-lateral-assistance.



Introducing Dale McDonald Administrative Services Manager

The District is happy to welcome Dale McDonald, the District's new Administrative Services Manager. In that role, he manages functions including accounting, budget, human resources, risk management, procurement, and administrative support, and also serves as the District's Chief Financial Officer. He joined the team here last September, coming to Las Gallinas from the Crockett Community Services District where he served for 10 years as General Manager. Prior to that, Dale worked in the private sector for EBIX, an e-commerce insurance software company. Dale holds a Bachelor's degree from San Francisco State University. He says he's thrilled to be part of the Las Gallinas team, and is enjoying helping the District in its important work on behalf of the community it serves. Welcome, Dale!