



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

November 21, 2019

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, OR ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

Estimated  
Time

- 4:15 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.

**CLOSED SESSION:**

- 4:20 PM    **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. Seeking instruction/authority concerning price and/or terms of payment.

**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. PUBLIC HEARING FOR ORDINANCE NO. 179 AMENDING TITLE 1, CHAPTER 2 – SANITARY CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT PUBLIC HEARING – TO CHANGE THE REGULAR BOARD MEETINGS PLACE AND DISTRICT OFFICE LOCATION**
- A. OPEN PUBLIC HEARING**  
District staff presents the Ordinance No 179 Amending Title 1, Chapter 2 Sanitary Code of the Las Gallinas Valley Sanitary District.
- B. REVIEW DISTRICT STAFF RECOMMENDATIONS**  
Board to consider staff recommendation to amend Title 1, Chapter 2 Sanitary Code of the Las Gallinas Valley Sanitary District.
- C. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed rate increase. Presentations are generally limited to three minutes.
- D. CLOSE THE PUBLIC HEARING**  
Board to close the public hearing.
- E. BOARD DETERMINATION AND ACTION**  
Board to consider comments from public, review administrative record and make determination regarding action to change the Regular Board meeting place and District Office location.

4:45 PM

- 3. PUBLIC HEARING FOR ORDINANCE NO. 180 AMENDING VARIOUS SECTIONS OF THE SANITARY CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT – SEWER LATERAL ORDINANCE**
- A. OPEN PUBLIC HEARING**  
District staff presents the Ordinance No 180 Amending Various sections of the Sanitary Code of the Las Gallinas Valley Sanitary District – Sewer Lateral Ordinance.
- B. REVIEW DISTRICT STAFF RECOMMENDATIONS**  
Board to consider staff recommendation to amend various sections of the Sanitary Code of the Las Gallinas Valley Sanitary District – Sewer Lateral Ordinance.
- C. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed Sewer Lateral Ordinance. Presentations are generally limited to three minutes.
- D. CLOSE THE PUBLIC HEARING**  
Board to close the public hearing.
- E. BOARD DETERMINATION AND ACTION**  
Board to consider comments from public, review administrative record and make determination regarding action to change the various sections of the Sanitary code of the Las Gallinas Valley Sanitary District.

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- 5:00 PM 4. SAN FRANCISCO BAY TRAIL UPDATE**  
Maureen Gaffney of the Bay Trail will provide an update on the San Francisco Bay Trail Project.
- 5:25 PM 5. 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 November 7, 2019
  - B. Approve the Warrant List for November 21, 2019
  - C. Approve Change Order 11 Additional AC Paving Plant Improvements 2018
- Possible expenditure of funds: Yes, Items B and C.  
Staff recommendation: Adopt Consent Calendar – Items A through C.
- 5:30 PM 6. GENERAL MANAGER PERFORMANCE EVALUATION LOGISTICS**  
Board and staff to discuss facilitation of General Manager’s Performance Evaluation logistics.
- 5:40 PM 7. 2020 NBWA CONFERENCE DONATION**  
Board and staff to discuss the April 3, 2020 NBWA Conference donation.
- 5:45 PM 8. INFORMATION ITEMS:**
- A. STAFF/CONSULTANT REPORTS:
    - 1. General Manager Report – Verbal
    - 2. LGVSD Public Outreach for “Non-Flushable Wipes” Awareness
    - 3. Out of Class Assignment – Maintenance Supervisor
- 6:05 PM 9. BOARD REPORTS:**
- 1. LAFCO - Verbal
  - 2. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
  - 3. JPA Local Task Force on Solid and Hazardous Waste – Written
  - 4. Flood Zone 7 - Verbal
  - 5. NBWA – Verbal
  - 6. NBWRA/North Bay Water – Verbal
  - 7. Engineering Subcommittee – Verbal
  - 8. Other Reports –Written – Murray – Grade Separations, Roundabouts & Diasters, Oh My! And Trenchless Elevated 2019 , Day 1

6:25 PM

**10. BOARD REQUESTS:**

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

6:29 PM

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

None for this Board meeting.

6:30 PM

**12. ADJOURNMENT**

**FUTURE BOARD MEETING DATES – DECEMBER 5, DECEMBER 19, 2019 AND JANUARY 16, 2020**

AGENDA APPROVED:	Craig K. Murray, Board President	Pat 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 November 18, 2019 at 4:15 p.m., I posted the Agenda for the Board Meeting of said Board to be held November 21, 2019 at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: November 18, 2019



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, 300 Smith Ranch Road, San Rafael.

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.





# Agenda Summary Report

**To:** Mike Prinz, General Manager **MDP**  
**From:** Robert D. Ruiz, Administrative Services Manager  
**Mtg. Date:** November 21, 2019  
**Re:** **Public Hearing – Proposed Ordinance 179 An Ordinance Amending Title 1 Chapter 2 of the Las Gallinas Valley Sanitary District Time and Place for Regular Meeting as of December 1, 2019.**

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

**BACKGROUND:**

LGVSD is moving its administrative offices on December 1, 2019 to 101 Lucas Valley Road from its current location at 300 Smith Ranch Road. Due to this change, as of December 1, 2019, all Board meetings will be held in the administrative offices at 101 Lucas Valley Road, Suite #300.

With the above in mind, the ordinance for the meeting location, District Office and mailing address should be changed to reads as follows:

Las Gallinas Valley Sanitary District  
101 Lucas Valley Road, Suite 300  
San Rafael, CA 94903

A public hearing took place on November 7, 2019 at the regular Board meeting. Now the Board can proceed with a vote on formally changing the Ordinance.

**PREVIOUS BOARD ACTION:**

April 11, 2019 – Regular Date and Time changes.  
November 7, 2019 – Public Hearing Held.

**ENVIRONMENTAL REVIEW:**

N/A

**FISCAL IMPACT:**

No fiscal impact.

**STAFF RECOMMENDATION:**

Staff recommends that the Board approve Ordinance 179 to become effective December 1, 2019.

Staff will inform the public through the upcoming newsletter, legal notices and announcements on the LGVSD Website.

**BOARD OF DIRECTORS OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

**ORDINANCE 179**

**AN ORDINANCE OF AMENDING TITLE 1, CHAPTER 2 OF THE  
ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT  
TIME AND PLACE FOR REGULAR MEETINGS**

The Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, does ordain as follows:

**ARTICLE I.**

The contents of Title 1, Chapter 2, Time and Place for Regular Meetings, Article I, Meetings, Sections 103 and 104, Meeting Place and District Office, respectively, are amended to read as follows:

**“ARTICLE I. MEETINGS**

Section 103. Meeting Place. All meetings of the Board shall be held in the Las Gallinas Valley Sanitary District Office’s Boardroom, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903, unless they shall adjourn to or fix another place of meeting, in a notice to be given thereof, or unless prevented by flood, fire or other disaster.

Section 104. District Office. The office of the District is hereby fixed and established at the Las Gallinas Valley Sanitary District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903, in said District.

The contents of Title 1, Chapter 2, Time and Place for Regular Meetings, Article III, Mailing Address, is amended to read as follows:

**“ARTICLE III. MAILING ADDRESS.** The official mailing address of said District is hereby established as 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903.”

ARTICLE 2. ADOPTION AND NOTIFICATION

This Ordinance shall take effect and be in force either seven (7) days from the date of its passage and publication or as of December 1, 2019, whichever is later. The Ordinance or a summary of it shall be published once, with the names of the members of the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, voting for and against the same in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin. A certified copy of the full text of the proposed regulation or ordinance or proposed amendment to same shall be posted in the office of the clerk of the board, along with the names of those board members voting for and against the ordinance.

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I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on November 21, 2019, by the following vote of members thereof:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Teresa Lerch, District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

\_\_\_\_\_  
Craig Murray, Board President

(seal)





# Agenda Summary Report

**To:** LGVSD Board of Directors *MDP*  
**From:** Mike Prinz, General Manager  
 Greg Pease, Collection System and Safety Manager  
**Mtg. Date:** November 21, 2019  
**Re:** Sewer Lateral Ordinance Adoption

**Item Type:** Consent \_\_\_\_\_ Discussion X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

## BACKGROUND

The District has been pursuing a private property Sewer Lateral Ordinance for a number of years and has most recently been formulating an ordinance targeting inflow and infiltration (I and I) jointly, with a focus on reducing inflow, which is potentially the most significant contributor to peak flow related problems in the collection system and at the treatment plant.

The District implements capital improvement projects to reduce I and I in District sewer mains and manholes within the public right of way and easement areas. While these capital projects are effective in reduction of I and I impacts on the District's system (and subsequent reduction of operational and customer costs, as well as reduction of risk of environmental impacts due to spills), I and I from private sewer laterals remains a notable problem. In fact, regulatory agencies are now requiring wastewater collection and treatment system operators to pursue I and I reduction from private properties through the consideration of sewer lateral ordinances.

As a result of the Public Input received following the July 19, 2019 letter to District homeowners and following the recommendations/directions brought forth by the Las Gallinas Valley Sanitary Board at the September 19, 2019 Board meeting, staff completed a Draft Sewer Lateral Ordinance which includes the following key elements:

**Section 705. OTHER EVENTS REQUIRING A SEWER LATERAL INSPECTION** addresses triggers for inspections; home sales, all remodels or additions with a building permit valuation equal to or greater than \$30,000, or a spill which causes risk to human health or the environment. This section also addresses the requirement of having an inspection ONLY and the fact there will be no requirement to repair or replace a lateral for home sales or permit triggered inspections. The only remedial action required of a property owner as a result of inspections under this section would be elimination of an illegal inflow source to the sewer lateral, i.e., gutter downspouts or sump pump connections.

**Section 1005. POOL OVERFLOW PIPING** addresses the requirement of having pool overflows not connected to sewer laterals. This section will not apply to pools connected to sewer laterals prior to the effective date of the Ordinance. Property owners constructing pools after this date are



directed to the Marin County Stormwater Pollution Prevention Program for pool overflow construction information. (Note: Discharge permits will continue to be issued as appropriate to accommodate pool draining needs.)

**Section 1002 and Section 1003. DISCONNECTION OF ILLEGAL CONECTIONS and ADDITIONAL OR SUBSEQUENT VIOLATIONS** describe the applicability of a grace periods. Property owners will have 90 days to correct inflow violations, however no grace period will apply in the event of violations of the Ordinance occurring after corrective action(s) have been ordered by the District.

Inspection, Testing, and Reporting requirements as well as associated District fees will be documented outside of the Ordinance in order to efficiently facilitate revision when need. Such documentation will be made available at the District Offices and online.

Lateral inspections and inflow evaluations for Multi Family Dwellings (MFDs), Residential developments under the purview of a Homeowner's Associations, Commercial Properties, and Publicly Owned Properties are not included in the proposed Ordinance due to the time and effort not yet expended to conduct specific outreach to the owners of these types of properties within the District. Staff is recommending an outreach program and a subsequent Ordinance amendment to incorporate these properties into the Ordinance at a later date.

#### **PREVIOUS BOARD ACTION**

On September 19, 2019, the Board discussed and gave feedback to Staff regarding the newly formulated, inflow focused sewer lateral ordinance concepts. The Board directed staff to proceed with drafting an Ordinance that excluded the previously proposed lateral repair/replacement requirement and that established a building permit valuation trigger of \$30,000.

During the November 7, 2019 Board meeting, the Board approved the Draft Sewer Lateral Ordinance with minor revisions and scheduled a Public Hearing for formal adoption on November 21, 2019.

#### **ENVIRONMENTAL REVIEW**

N/A

#### **FISCAL IMPACT**

N/A

#### **STAFF RECOMMENDATION**

Staff recommends that the Board:

1. Approve the proposed Sewer Lateral Ordinance and hold a public hearing regarding it, and
2. Direct staff to conduct an outreach effort in order to incorporate Multi Family Dwellings (MFDs), Residential developments under the purview of a Homeowner's Associations, Commercial Properties, and Publicly Owned Properties into the Ordinance within the next 18-24 months.

**THE BOARD OF DIRECTORS OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

**ORDINANCE NO. 180**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE  
ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT**

The Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, does ordain as follows:

Section 1. TITLE 1, CHAPTER 1, ARTICLE II, DEFINITIONS, of the ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT is hereby amended in its entirety as follows:

ARTICLE II. DEFINITIONS. As used in this Code, unless a different meaning is apparent from the context or is specified elsewhere in the Code:

Section 201. APPLICANT shall mean the Person making application for a Permit for a Sewer or plumbing installation and shall be the Owner of premises to be served by the Sewer for which a Permit is requested or his authorized agent.

Section 202. BOARD or BOARD OF DIRECTORS shall mean the Board of Directors of said District.

Section 203. BOD shall mean Biochemical Oxygen Demand, which defines the “strength” or organic content of Wastewater through the measurement of dissolved oxygen, as outlined in the District’s National Pollution Discharge Elimination System Permit.



Section 204. BUILDING shall mean any structure used for human habitation or a place of business, recreation or other purpose containing sanitary facilities.

Section 205. BUILDING SEWER shall mean that portion of any Sewer beginning at the plumbing or drainage outlet of any Building or industrial facility and running to the property line or to a private Sewage disposal system.

Section 206. CAPITAL FACILITIES CHARGE shall mean the fee designed to allow new or additional connections to the District to pay for line and plant capacity necessary to serve those connections.

Section 207. COMBINED SEWER shall mean a Sewer receiving both surface runoff and sewage.

Section 208. COMMON INTEREST DEVELOPMENT shall mean a development characterized by individual ownership of a condominium housing unit or a residential parcel coupled with the shared ownership of (or right to use) common areas and facilities, including, but not limited to, condominium projects, community apartment projects, stock cooperatives and planned unit developments, which contains three (3) or more dwelling units and which has a Sewer Lateral shared by three (3) or more dwelling units.

Section 209. COMMON LATERAL shall mean any Sewer Lateral that connects directly to another Sewer Lateral, in lieu of connecting to the Public Sewer Main.

Section 210. CERTIFICATION OF COMPLIANCE shall mean any documentation issued by the District certifying that all Sewer Laterals associated with a parcel have demonstrated compliance with District Ordinances, Resolutions and Administrative Policies. This includes, but is not limited to, any District documentation indicating that the lateral is constructed correctly (for newly constructed laterals) and/or a Report of Findings that indicates

the lateral shows no indications of defects of concern, illegal connections, sources of inflow, or other condition(s) indicative of a violation of this Ordinance. .

Section 211. CONTRACTOR shall mean an individual, firm, corporation, partnership or association duly licensed by the State of California to perform the type of work to be done under the Permit.

Section 212. CONTRACTUAL SERVICES shall mean any and all telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the District but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of these regulations

Section 213. COUNTY shall mean the County of Marin, California.

Section 214. DISTRICT shall mean the Las Gallinas Valley Sanitary District, Marin County, California.

Section 215. DISTRICT ENGINEER shall mean the Person holding the position of District Engineer, or other District personnel or consultant as designated by the General Manager (i.e., designee).

Section 216. DISTRICT STANDARDS shall mean the engineering and construction standards that are in effect at the time of inspection and/or Permit as determined by the General Manager or District Engineer or designee, and includes all Ordinances, Resolutions and Administrative Policies.

Section 217. EQUIVALENT SEWER UNIT shall mean the amount of sewage



estimated to be produced by a detached, single family residence.

Section 218. FIXTURE shall mean any sink, tub, shower or water closet or other facility connected by drain to the sewer.

Section 219. FIXTURE UNIT shall mean fixture units as defined in the most recent publication of the California Plumbing Code as updated periodically.

Section 220. FORCEMAIN shall mean a pipeline that is designed to convey sewage under pressure.

Section 221. GARBAGE shall mean solid wastes from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce

Section 222. GENERAL MANAGER shall mean the Person or Persons appointed by the Board to administer and enforce the rules and regulations of the District.

Section 223. GREASE INTERCEPTOR/TRAP. A receptacle designed to collect and retain grease and fatty substances normally discharged from kitchens, food processing, or similar wastes.

Section 224. HEAVY CONSTRUCTION EQUIPMENT shall mean equipment such as bulldozers, carryalls, trucks, graders and all equipment and vehicles with axle load of five (5) tons or more.

Section 225. ILLEGAL CONNECTION shall mean any connection that violates the Ordinance Code of the District. Examples of Illegal Connections include, but are not limited to, roof downspouts, pool overflow piping, sump pump discharge piping, surface drainage features, modified, damaged or otherwise faulty “contra costa” valves or other backflow or backpressure relief features, connections of process discharges causing harm to the District’s collection and/or Ordinance No. 180

treatment infrastructure or that are in conflict with regulatory requirements the District is required to comply with, and sewer lateral cleanouts that are not securely capped to prevent surface drainage to enter from entering the sewer lateral cleanout.

Section 226. IMPACT MACHINE shall mean equipment designed for compacting soil by impact and shall include drop hammers, pneumatically operated hammers, hydraulically operated hammers and pneumatic tampers weighing more than thirty-four (34) pounds.

Section 227. INFILTRATION shall mean water other than sewage which enters into the District's collection system through cracks, breaks, open joints, or other deficiencies which may exist in Laterals or in the District's system.

Section 228. INFLOW shall mean any material other than sewage that is directed toward or connected to the District's collection system through ILLEGAL CONNECTIONS as defined in Section 225.

Section 229. INFLOW AND INFILTRATION are sometimes referred to collectively as "I&I".

Section 230. LATERAL SEWER, SEWER LATERAL OR LATERAL shall mean a gravity and/or pressurized sewer which connects the Plumbing System in a Building to a Sewer Main owned and operated by the District, including the connection itself (i.e., the "wye" or similar connection as described in Section 601) and any associated equipment. The Lateral Sewer shall comprise the upper Lateral or Building Sewer, which extends from the Building to the property line, and the lower Lateral, which extends from the property line to the Sewer Main or within a sewer easement. No part of the Lateral is owned or maintained by the District.

Section 231. LOCAL BIDDER means a firm or individual who regularly maintains a place of business and transacts business in or maintains an inventory of merchandise for sale in

the County in which District is located.

Section 232. MAIN SEWER or SEWER MAIN shall mean a Public Sewer designed to accommodate more than one Lateral sewer.

Section 233. MANAGER shall mean the General Manager of the District.

Section 234. MULTI-FAMILY BUILDING shall mean a residential, attached dwelling unit connected by a common wall or walls to other similar dwellings; for example, apartments but not including condominiums.

Section 235. NOTICE TO REPAIR shall mean the Written notice issued by the General Manager, District Engineer or designee to the Building Owner advising that the Building Owner appears to be in violation of the respective Code or Ordinance with respect to the Building Owner's Sewer Lateral, or in violation of the Code or Ordinance in a manner of the Sewer Lateral's connection to the District's sewer system, which order directs the abatement of the identified violation in a timely manner

Section 236. OATH includes affirmation.

Section 237. OUTSIDE SEWER shall mean a Sanitary Sewer beyond the limits of the District not subject to the control or jurisdiction of District.

Section 238. OWNER shall mean any Person, partnership, association, corporation or fiduciary having legal title (or any partial interest) in any real property situated within the District.

Section 239. PAVEMENT BREAKERS shall mean drop hammers, pneumatically or hydraulically operated hammers designed for breaking pavement by impact and pneumatic jack hammers weighing more than eighty (80) pounds.

Section 240. PERMIT shall mean any Written authorization required pursuant to this or any other regulation of District for the installation of any sewage works.

Section 241. PERSON shall mean and includes any human being, individual, firm, company, partnership, association and or public and municipal corporations, the United State of America, the State of California, districts and all political subdivisions, and governmental agencies.

Section 242. PLUMBING FIXTURE UNIT shall mean fixture units as defined in the most recent publication of the California Plumbing Code as updated periodically.

Section 243. PLUMBING SYSTEM shall mean all plumbing fixtures and traps or soil, waste, special waste and vent pipes, and all Sanitary Sewer pipes within a Building and extending to the Building Sewer connection two (2) feet outside the Building wall.

Section 244. PRESSURE TEST shall mean a District approved air or hydrostatic pressure test on the Sewer Lateral from as close as practical to the building foundation (as determined by the General Manager, District Engineer, or their delegate) to the sewer lateral's connection to the Public Sewer Main in order to demonstrate that the Lateral pipe and the connection to the Public Sewer Main are water tight. Unless specifically required by the General Manager or District Engineer, pressure testing of laterals shall only apply to newly constructed or repaired laterals.

Section 245. PRIVATE PUMPING STATION shall mean a privately-owned pumping, lifting, or sewer ejection facility, including privately-owned forcemain piping, that is used to convey Wastewater to a Sewer Lateral, and subsequently, to the public Main Sewer.

Section 246. PRIVATE SEWER shall mean a Sewer serving an independent sewage disposal system not connected with a Public Sewer and which accommodates one or more Buildings or industries.

Section 247. PUBLIC SEWER shall mean a Sewer lying within a Street or public right-



of-way, and which is controlled by or under the jurisdiction of the District.

Section 248. REPAIR or REHABILITATION or REPLACEMENT shall mean restoration of the Lateral in a manner that eliminates breaks, voids, separations, sags, illegal connections, or other defects that allow non-sewage materials, including but not limited to groundwater, roots, soils, and Infiltration, to enter the Lateral.

Section 249. SANITARY SEWER shall mean a Sewer which carries sewage and to which storm, surface, and ground waters are not intentionally admitted.

Section 250. SANITARY SEWER OVERFLOW or SSO shall mean any overflow, spill, release, discharge, or diversion of untreated or partially treated Wastewater from a Sanitary Sewer system.

Section 251. SECTION, ARTICLE, CHAPTER and TITLE mean, respectively, section, article, chapter and title of this Code.

Section 252. SEWER shall mean a pipe or conduit for carrying sewage.

Section 253. SEWER CONNECTION FEE shall mean Capital Facilities Charge plus other fees set by the District as payment for services supplied on a onetime basis during application for sewer service.

Section 254. SEWER LATERAL INSPECTION shall mean an inspection of a Sewer Lateral that consists of the retention of a licensed plumber, Contractor or Pipe Assessment Certification Program (“PACP”) certified inspector by the Owner, in order to visually examine and inspect a Sewer Lateral in the manner deemed appropriate by the General Manager or District Engineer or designee. Such an inspection shall, at a minimum, include the use of a closed-circuit television (CCTV) inspection, and submittal of the inspection report in digital format acceptable to the District at the time of submittal and inspection log for the purposes of determining whether the

Sewer Lateral complies with the requirements of this Ordinance. For inspections required by section 705, the inspection shall also include a visual, “on-foot” inspection of the entire property served by the lateral, including crawlspace areas under any buildings on the property, to identify any obvious or suspect illegal connections and/or sources of inflow to the lateral. The inflow/illegal connection inspection shall be performed by the same inspector conducting any required CCTV inspection.

Where potential illegal connections are suspected but impossible to prove without invasive efforts (such as the case when a sump pump discharge is routed under concrete), the inspector shall verify operation of the potential illegal connection as necessary to determine that it is not connected to the lateral.

Section 255. SHALL and MUST are mandatory and MAY is permissive.

Section 256. SIDE SEWER shall mean the Sewer line beginning at the foundation wall of any Building and terminating at the Main Sewer and includes the Building Sewer and Lateral Sewer together.

Section 257. SINGLE-FAMILY UNIT. A Single-Family Unit is defined to mean and refer to the place of residence for a single family, and typically includes one (1) kitchen. Property improved for multi-family purposes shall constitute the number of units that the facilities thereon provide, and in calculating any charge for Multi-Family Buildings, the charge shall be a multiple of the number of units in the Multi-Family Building.

Section 258. STORM SEWER or STORM DRAIN shall mean a Sewer which carries storm and surface or ground waters and drainage, but excludes sewage and polluted industrial wastes.

Section 259. STREET shall mean any public highway, road, Street, avenue, alleyway, public place, public easement or right-of-way.

Section 260. SUPPLIES and EQUIPMENT mean any and all articles, materials or things which shall be furnished to or used by District, but excluding services or materials furnished “in kind” in lieu of cash to indigents.

Section 261. SUSPENDED SOLIDS (SS). Solid material that either floats on the surface of, or is in suspension in, water, sewage, or other liquids and can be measured by laboratory filtering; expressed in terms of weight per unit volume, milligrams per liter (mg/l).

Section 262. SS LOADING. The established amount of SS contributed to the collection system by any given parcel within the District.

Section 263. VIBRATING MACHINE shall mean equipment designed for compacting soil by mechanical vibration.

Section 264. WASTEWATER FACILITIES shall mean all facilities for collecting, pumping, treating and disposing of Wastewater or Sewage, also referred to as sewage works.

Section 265. WASTEWATER or SEWAGE shall mean a combination of water-carried wastes from residences, business Buildings, institutions and industrial establishments.

Section 266. WASTEWATER TREATMENT PLANT or SEWAGE TREATMENT PLANT shall mean any arrangement of devices and structures used for treating Wastewater or Sewage.

Section 267. WRITTEN includes every form of legible recording.

Section 268. ADDITIONAL DEFINITIONS. For the purpose of this Ordinance, additional terms shall have the meaning indicated in the latest edition of that certain plumbing code entitled “International Association of Plumbing and Mechanical Officials Uniform Plumbing Code,” adopted by the International Association of Plumbing and Mechanical Officials, and the California Plumbing Code, a copy of which is on file in District offices.

Section 2. TITLE 2, CHAPTER 9 of the ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT is hereby enacted and provides as follows:

**TITLE 2, CHAPTER 9**

**A CHAPTER RELATING TO THE REGULATION OF INSPECTION,  
MAINTENANCE, AND REPLACEMENT OF SEWER LATERALS**

**“SEWER LATERAL ORDINANCE”**

ARTICLE I. PURPOSE. A Chapter regulating the inspection, maintenance, and replacement of Sewer Laterals within the Las Gallinas Valley Sanitary District.

ARTICLE II. DEFINITIONS

Section 201. Definitions for this Chapter are found in Title 1, Chapter 1, Article II.

ARTICLE III. GENERAL PROVISIONS

Section 301. Purpose. The Las Gallinas Valley Sanitary District (“District”) finds and determines that during heavy rains, water is introduced into the District’s system from Infiltration and Inflow (“I&I”). A portion of this I&I is believed to be introduced into the District’s Sewer Mains from Sewer Laterals or other unpermitted sources or connections. The District is required to convey, treat, and otherwise manage this I&I. This Chapter meets the requirement set forth in the District’s Wastewater Treatment Plant National Pollution Discharge Elimination System (“NPDES”) Permit regarding inspection of Sewer Laterals to help in identifying and addressing I&I from Laterals.

Section 302. Short Title. This Chapter shall be known as the “Sewer Lateral Ordinance.”



#### ARTICLE IV. NEW CONSTRUCTION

Section 401. Construction of new, repaired, replaced, or rehabilitated Laterals shall conform to District Ordinances, Resolutions and Administrative Policies (specifically Title 2, Chapter 1, Article V, “Building Sewers, Lateral Sewers and Connections”).

#### ARTICLE V. PERMITS

Section 501. Prior to constructing a Lateral or connecting a new Building to an existing Lateral, or undertaking a Repair, Replacement or Rehabilitation of a Lateral, the Owner shall apply for and obtain a permit for the work from the District in accordance with Title 2, Chapter 1, Article V, “Building Sewers, Lateral Sewers and Connections.” All fees must be paid in accordance with Title 2, Chapter 1, Article IX, “Permits and Fees”. The application shall give a description of the character of the work proposed to be done and the location, ownership, occupancy and use of the premises in connection therewith. The General Manager, District Engineer or designee may require plans, specifications or drawings and such other information as may be deemed necessary.

#### ARTICLE VI. OWNERSHIP, MAINTENANCE AND REPAIR.

Section 601. As required by Title 2, Chapter 1, Article V, “Building Sewers, Laterals Sewers and Connection,” Sewer Laterals shall be owned, maintained and repaired by the Owner of the property, which the Lateral serves. The entire service Lateral, from the Building connection to and including the “wye” connection or other-tie-in to the Sewer Main, shall fall within the Owner’s responsibility for installation, maintenance and repair.

Section 602. Property Owners must clean, maintain and Repair Laterals serving their property sufficient to keep the Lateral in operable condition at all times, as defined herein. The property Owner shall perform such duties as may be required to respond to and correct

conditions that do not meet this standard:

- (a) The Sewer Lateral shall be kept free from roots, grease deposits, and other solids which may impede or obstruct the flow.
- (b) All joints shall be watertight and all pipes shall be sound, which includes being free from any structural defects such as fractures, cracks, breaks, openings, or missing portions.
- (c) In order to prevent inflow from entering a lateral from a cleanout, all cleanouts shall be securely sealed with a proper cap or approved, unmodified, fully functional overflow or backflow device at all times.
- (d) There shall be no illegal connections to the Lateral.
- (e) There shall be no observed overflows, seepage, blockages, other deficiencies (such as Sewer too low to allow for proper gravity flow) in the Lateral as determined by the General Manager, District Engineer or designee.

Section 603. Sewer lateral defects may be discovered by District through the District's operations which include smoke testing, response to an SSO, closed circuit televising of underground infrastructure, Pressure Testing, or other District activities.

#### ARTICLE VII. MANDATORY INSPECTIONS AND/OR PRESSURE TESTING

Section 701. Applicability. This Section shall apply to residential properties, commercial properties, publicly owned buildings, Common Interest Developments, apartment buildings and any structure which has a Sewer Lateral.

Section 702. Inspection Report. Following all inspections, the Owner shall submit to the District Engineer a sewer service lateral inspection report per Section 901.

Section 703. Certification of Compliance. The District will certify compliance of a

newly constructed or repaired lateral following verification of its meeting the Pressure Test standards established by the District. The District Engineer, in their sole discretion, will verify results of any testing. In order for an owner to obtain Certification of Compliance, a newly constructed or repaired sewer lateral shall meet the pressure test criteria described in the District sewer lateral testing and reporting protocols.

Section 704. Health and Safety Basis For Requiring A Sewer Lateral Inspection. An owner, or if applicable, all multiple owners of a common sewer lateral, shall have the sewer service lateral of his or her real property inspected in accordance with the requirements of this Chapter, and/or as directed and within the time period indicated by the General Manager or District Engineer, upon the occurrence of any of the following events:

- (a) Overflow or Malfunction. Whenever the General Manager or District Engineer determines that the sewer service lateral has recently overflowed or has recently malfunctioned, or that a District sewer system overflow resulted from roots, grease, debris, or excess flow from a sewer lateral.
- (b) Lateral Failure or Lack of Maintenance. Whenever the General Manager or District Engineer finds that the lateral has not been properly maintained.
- (c) Public Health Threat. Whenever the General Manager District Engineer has cause to believe that there is a threat to the public health, safety, or welfare due to the condition of a sewer service lateral.

After reviewing the results of the Inspection, the Owner shall be provided with a District issued Report of Findings. In the event the General Manager or District engineer is not satisfied with the results of the Inspections performed under a Health and Safety Basis, the Report of Findings shall describe any remedial actions required of the Owner, which may include repair or

replacement of the lateral.

Section 705. Other Events Requiring A Sewer Lateral Inspection. Except for those circumstances noted in Section 707, an owner, or if applicable, all multiple owners of a common sewer lateral(s), shall have the sewer service lateral(s) of his or her property inspected in accordance with the requirements of this Chapter upon the occurrence of any of the following events:

- (a) Additions and Improvements. Prior to the final inspection of work performed under a county or city building permit for a remodel where said remodel has a value of \$30,000 or greater. The District will notify the relevant jurisdiction (city or county) of this requirement so that issuance of a building permit is conditioned upon meeting this inspection requirement.
- (b) Sale or Transfer of Property. Upon proposed sale or transfer of property, the seller shall obtain and submit a lateral inspection report to the District prior to the close of escrow.
- (c) Title Transfer. The sale or transfer of an entire property estate or the fee interest in that real property estate, excluding the sale or transfer of partial interest such as a leasehold. The following are not Title Transfers for the purposes of this

Ordinance:

- (1) A transfer to an heir by fiduciary in the course of the administration of a decedent's estates, guardianship, conservatorship or trust;
- (2) A transfer from one co-owner to one or more other co-owners, or from one or more co-owners into or from a revocable trust, if the trust is for the benefit of the grantor or grantors;



- (3) A transfer made by a trustor to fund an inter vivos trust;
- (4) A transfer made to a spouse, or to a registered domestic partner as defined in Section 297 of the Family Code, or to a person or persons in a Lineal Consanguinity Relationship with one or more of the transferors;
- (5) A transfer between spouses or registered domestic partners resulting from a decree of dissolution of marriage or domestic partnership, or resulting from a decree of legal separation or from a property settlement agreement incidental to a decree; and
- (6) A transfer from a Property Owner to a financial institution as a result of a foreclosure or similar process. A transfer from a financial institution to a new Property Owner is a Title Transfer for purposes of this Ordinance.

After reviewing the results of the Inspection, the Owner shall be provided with a District issued Report of Findings, which shall describe any remedial actions required of the Owner, which, for inspections done pursuant to this Section only, will be limited to elimination of illegal connections (sources of inflow). Repair or replacement of the lateral will not be required as a result of inspections performed pursuant to this section, however additional remedial actions may be described that the owner is advised to take in order to ensure reliable function of the lateral. See section 707 regarding exception to inspections required under this section.

Section 706. Notification of Right of Entry By District. When the District is replacing a sewer main or conducting repairs of a sewer main on a road where one or more sewer laterals connect to the sewer main, or responding to and evaluating the cause of an SSO, and requires access to property, owners will be notified by the District.

Section 707. Exceptions to Inspection for Recent Replacements, Repairs, or Inspections.

The following are exceptions to the inspection requirements of Article VII, section 705.

- (a) Installation of Lateral Within Prior 20 Years. An owner otherwise required to perform a sewer lateral inspection under this Article shall not be required to perform such an inspection if the owner (or the owner's predecessor-in-interest) has originally installed the sewer lateral, or replaced in full the pre-existing sewer lateral to the then-current District Standards and performed under a District-issued permit within twenty (20) years prior to the date of the application for a current building permit, or of listing the property for sale.
- (b) Certification of Compliance Within Prior 20 Years or District project. An owner otherwise required to perform a sewer lateral inspection under this Article shall not be required to perform such an inspection if the Owner has received a District Certification of Compliance or a Report of Findings indicating the absence of any Illegal Connections within the twenty (20) years prior to the date the inspection would otherwise be required or if the sewer lateral was replaced during a District project or as part of the Districts Sewer Lateral Replacement Program.
- (c) Proof of Prior Replacement or Rehabilitation of a Sewer Service Lateral. Owner shall provide proof of any prior replacement or repair of a sewer service lateral in the form of a certificate, a paid bill or any sufficient documentation that ensures such prior replacement or rehabilitation of a sewer service lateral occurred pursuant to a. and b. above. The form and content of the document or proof must

be deemed sufficient by the General Manager or District Engineer or designated representative in their sole discretion.

Discovery of suspected evidence of non-compliance of this Ordinance through District activities described in Section 603 shall negate applicability of Section 707.

Section 708. Fees. Prior to conducting any work by District staff, and in order to cover District staff time and administrative costs, the District will assess fees according to the Districts miscellaneous fee schedule.

Fees shall be payable immediately by the current property upon requesting District services. Additional information regarding fees is available at the District Offices and on the District Website.

Section 709. The District may contract with a firm to carry out any inspections or any inspection report review authorized by this Ordinance.

#### ARTICLE VIII. ACCESS TO PREMISES

Section 801. In accordance with Health and Safety Code § 6523.2 the District Engineer or designated representative is hereby authorized to inspect laterals with notice to the property owner for the following purposes:

- (a) To determine the size, depth, and location of any sewer connection.
- (b) To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached hereto and flushing the same, if necessary.
- (c) To determine, by measurements and samples, the quantity and nature of the sewage or wastewater being discharged into any sewer.
- (d) To determine the location of the roof, swimming pool, floor and surface drains,

and whether or not they physically connect to a sewer.

(e) To assess the condition of the lateral where the District has information indicating that the lateral may be allowing inflow or infiltration.

(f) To make any determinations regarding public health, safety or welfare.

Section 802. Powers and Authorities of Inspectors. The officers, inspectors, managers, and any duly authorized employees of the District shall carry evidence establishing their position as authorized representatives of the District, and upon exhibiting the proper credentials and identification, shall be permitted to enter in and upon any and all buildings, industrial facilities, and properties for the purposes of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinance, resolutions and administrative policies of the District.

#### ARTICLE IX. INSPECTION REPORT REQUIREMENTS

Section 901. Inspection Report Requirements. An Inspection Report required by this Ordinance shall be prepared in accordance with and pursuant to all District regulations, standards and requirements. For current report requirements, Contact District Offices or visit the District Website.

#### ARTICLE X. REQUIRED REPAIRS

Section 1001. Notice to Repair. Upon receipt of the sewer service lateral inspection report or in the event of a failed pressure test, pursuant to this Chapter, the District Engineer or designee will determine whether it indicates any deficiencies in the operation of the sewer service lateral and, thereafter, shall provide the owner(s) with a Notice to Repair as may be deemed appropriate by the General Manager or District Engineer. The Notice to Repair may specifically identify the deficiencies to be corrected and shall establish a deadline within which



the owner(s) shall complete the required corrective actions. The corrective action may include a requirement that the lateral be replaced altogether and may include the installation of cleanouts and backwater prevention devices if those devices are otherwise required by this Ordinance or any other provisions of the Ordinance Code. Failure to make repairs as required by the Notice of Repair may result in the District's recording of a Notice of Violation with the Marin County Recorder and any and all remedies available to the District.

Section 1002. Disconnection of Illegal Connections. For inspections conducted pursuant to Section 705, lateral replacement will not be required, however corrective action up to and including lateral replacement may be advised. Illegal connections or sources of inflow identified during inspections pursuant to Section 705, however, must be eliminated or otherwise disconnected from the lateral within a 90-day grace period as measured from date of discovery. Failure to comply within this grace period will result in a notice of Violation being filed with Marin County Recorder, in addition to pursuit of any legal remedies the District is entitled to. Adequate verification of disconnection shall include written summary of observed conditions during site review by a PACP inspector or licensed plumber pursuant to Section 901.

Section 1003. Additional or Subsequent Violations. If any violations of this Ordinance are discovered on a property after corrective action, up to and including lateral replacement, has been previously ordered by the District, a Notice of Violation may be filed by the District with the Marin County Recorder, in addition to pursuit of any legal remedies the District is entitled to, until verification of corrective action is supplied to District offices. The grace period described in Section 1002 shall not apply to violations described in this section. Adequate verification of corrective action shall include written summary of observed conditions during site review by a PACP inspector or licensed plumber pursuant to Section 901, or other verification if required by

the District.

Section 1004. Time Limits. Time limits described in sections 1002 and 1003 supersede those described in Title 2, Chapter 1, Article X of the Las Gallinas Valley Sanitary District Ordinance Code.

SECTION 1005. Pool Overflow Piping. Except for pools constructed prior to the effective date of this Ordinance, pool overflow piping is considered a source of inflow and, therefore, if connected to a sewer lateral, is considered an illegal connection and is not allowed. Due to concerns regarding environmental impact of pool overflow water, owners constructing or disconnecting pool overflows from sewer laterals are advised to coordinate any pool overflow piping construction or changes through the Marin County Stormwater Pollution Prevention Program. Draining of pool contents to sewer laterals for complete pool draining purposes is not considered inflow and is permissible under certain circumstances if a pool discharge permit is issued to the Owner by the District. Contact District Offices or visit the District Website for more information related to draining pools.

#### ARTICLE XI. MULTIPLE CONNECTIONS

Section 1101. It shall be the policy of the District to require one Sewer Lateral serving one single family home. However, the District recognizes that the existing sewer service system within the District contains groups of two or more properties that are serviced by one pre-existing Sewer Lateral. Where there is no problem with a Sewer Lateral that serves multiple properties, in the opinion of the General Manager or District Engineer or designee, then the District may allow the multiple service Lateral. Where Repairs are necessary, the Owners of the residences served by the Lateral shall jointly be responsible for the Repairs. Where Repairs and/or Replacement of such a Lateral is necessary, the District may require the construction of a new Sewer Lateral for each

residential single-family home or the construction of a new larger Sewer Lateral to accommodate the multiple residences.

Section 1102. Discovery of Common Lateral. If the District identifies that the Sewer Lateral conveys flow from one or more Common Laterals, the District will inform the property Owner. The property Owner remains responsible for the full cost of testing, and repair or replacement of the Sewer Lateral from the Public Sewer Main to the initial Building in question. Where multiple residential connections connect to one Sewer Lateral, it is the property Owner/Owners' responsibility to determine how costs related to Lateral, inspections and repairs will be shared. If during the inspection it is determined that a sewer lateral is serving more than one residence, the District can require the construction of an additional lateral to comply with present District standards.

#### ARTICLE XII. DISTRICT'S AUTHORITY UPON FAILURE TO REPAIR.

Section 1201. Failure to Repair upon District Notification. Should an Owner fail to conduct the required Repairs upon issuance of a Notice to Repair by the District, the District shall have several options in order to ensure that the Repair or Replacement is completed:

- (a) Public Health: The District may determine that a property constitutes a hazard to public health and take all actions authorized by the Health and Safety Code or other relevant law.
- (b) Disconnection of Sewer Lateral to Sewer Main: The District shall have the right to commence proceedings in the County of Marin Superior Court to seek a court order disconnecting the Sewer Lateral from the Sewer Main, thus leaving the home, Building or industrial facility without sewer service.
- (c) Corrections of Violations: Section 6523 of the California Health and Safety Code



provides than in order to enforce the provisions of any Ordinance of the District, the District may correct any violation of an Ordinance of the District. The cost of such correction may be added to any sewer service charge payable by the Person violating the Ordinance or the Owner or tenant of the property upon which the violation occurred, and/or the District may place a lien on the property wherein the violation occurred or the District may pursue a civil action for recovery of the costs.

ARTICLE XIII. PUNISHMENT FOR VIOLATION OF PROHIBITED DISCHARGES

Section 1301. Section 6523 of the California Health and Safety Code provides that the violation of any ordinance, rule or regulation of a sanitary district by any Person is a misdemeanor punishable by imprisonment in the County jail not to exceed 30 days or by a fine not to exceed one thousand dollars (\$1,000) or both. Each and every connection, occupancy, prohibited discharge in violation of this Ordinance shall be deemed a separate violation and each and every day or part of a day a violation of the Ordinance, rule or regulation continues shall be deemed a separate offense hereunder and shall be punishable as such.

ARTICLE XIV. SEVERABILITY

Section 1401. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid, unconstitutional or unenforceable, such holding shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause of phrase thereof, irrespective of the fact that anyone or more sections, subsections, sentences, clauses or phrases is for any reason held invalid, unconstitutional or unenforceable.

Section 1402. Upon adoption of this Ordinance, it shall be entered in full in the minutes of the Board of Directors, shall be posted in one place in the District, shall be published once in

the Marin Independent Journal, and shall take effect immediately upon the expiration of one (1) week of said publication and posting.

Section 1403. All other ordinances and parts of ordinances inconsistent herewith are hereby repealed.

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on November 21, 2019, by the following vote of members thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Teresa Lerch, District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

\_\_\_\_\_  
Craig Murray, Board President



(Seal)



Item Number 4

# Agenda Summary Report

---

To: Mike Prinz, General Manager   
From: Teri Lerch, District Secretary   
Mtg. Date: November 21, 2019  
Re: San Francisco Bay Trail Update  
Item Type: Consent \_\_\_\_\_ Discussion \_\_\_\_\_ Information X Other \_\_\_\_\_  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

---

**BACKGROUND:**

Maureen Gaffney from the San Francisco Bay Trail Project will give the Board an update on the San Francisco Bay Trail.

**PREVIOUS BOARD ACTION:**

None.

**ENVIRONMENTAL REVIEW:**

N/A

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

None. Informational only.

**MINUTES OF NOVEMBER 7, 2019**

1  
2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON NOVEMBER 7 AT 3:02 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,  
5 SAN RAFAEL, CALIFORNIA.

6  
7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, C. Murray, J. Schriebman and  
8 C. Yezman

9  
10 **BOARD MEMBERS ABSENT:** None.

11  
12 **STAFF PRESENT:** Mike Prinz , General Manager (Present for Closed  
13 Session item #2); Robert Ruiz, District Treasurer (Present  
14 for Closed Session item #2); Teresa Lerch, District  
15 Secretary; Amy Shultz, Admin/Financial Specialist,  
16 Anthony Asaro, Skilled Maintenance Worker I

17  
18 **OTHERS PRESENT:** David Byers, District Counsel ; Bobbi Bennett, Regional  
19 Government Services (Present for Closed Session  
20 Item 1)

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

25  
26 **PUBLIC COMMENT:** None.

27  
28 **BOARD INTRODUCTION TO NEW LGVSD STAFF**  
29 Mike Prinz introduced Amy Schultz, Admin/Financial Specialist and Anthony Asaro, Skilled Maintenance  
30 Worker I to the Board. Discussion ensued.

31  
32 **ACTION:**

33  
34 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
35 CLOSED SESSION ON NOVEMBER 7, 2019 , AT 3:09 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH  
36 ROAD, SAN RAFAEL, CALIFORNIA.

37  
38 Asaro, Lerch, Prinz, Ruiz, and Shultz left at 3:09 PM.

39  
40 **CLOSED SESSION:**

41  
42 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – General Manager: pursuant to subdivision  
43 (b)(1) of Government Code Section 54957.

44  
45 **CONFERENCE WITH LABOR NEGOTIATOR** - Agency designated representative: Robert Ruiz,  
46 Administrative Services Manager. Employee Organization: OE3; pursuant to Government Code Section  
47 54954.5 Section 54957.6

48  
49 **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** – Significant exposure to  
50 litigation pursuant to Paragraph (2) of Subdivision (d) of Government Code Section 54956.9: One  
51 Potential Case.

52  
53 **ADJOURNMENT:**



56 **ACTION:**  
57 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
58 November 7 at 4:30 pm.

59  
60 **STAFF PRESENT:** Mike Prinz , General Manager; Mike Cortez, District  
61 Engineer; Teresa Lerch, District Secretary; Greg Pease,  
62 Collections/Safety Manager; Robert Ruiz, District  
63 Treasurer  
64

65 **OTHERS PRESENT:** None.

66  
67 **PUBLIC COMMENT:** Fani Hanson and Gary Hansen, DHA Architects spoke to  
68 the Board.  
69

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

- 73 A. Approve the Board Minutes for October 17, 2019
- 74 B. Approve the Warrant List for November 7, 2019
- 75 C. Approve Board Compensation for October, 2019.
- 76 D. Approve meeting request for Yezman to attend the Bay Area Women's Leadership Summit  
77 meeting on November 20, 2019 in Burlingame, CA
- 78 E. Approve Schriebman to attend the CASA Winter Conference in Indian Wells  
79 on January 21-23, 2020
- 80 F. Approve Award of Contract to Hazen and Sawyer for Engineering Services for the Flow  
81 Equalization System
- 82 G. Approve Application of Allocation of Capacity and Will Serve Letter for APN 175-171-07,  
83 13 Jefferson Ave
- 84 H. Approve Application of Allocation of Capacity and Will Serve Letter for APN 155-074-02,  
85 4136 Redwood Highway
- 86 I. Approve Fall 2019 Newsletter  
87

88 Items A, C, D, F, G and I were discussed.  
89

90 **ACTION:**  
91 Board approved (Schriebman/Elias 5-0-0-0) the Consent Calendar items A through I.  
92 **AYES:** Clark, Elias, Murray, Schriebman and Yezman.  
93 **NOES:** None.  
94 **ABSENT:** None.  
95 **ABSTAIN:** None.  
96  
97

98 **DRAFT SEWER LATERAL ORDINANCE**

99 Board considered the proposed draft sewer lateral ordinance text regarding regulation of inspection,  
100 maintenance, and replacement of sewer laterals. Discussion ensued.

101



102 **ACTION:**  
103 Board approved (Schriebman/Clark 5-0-0-0) the Draft Sewer Lateral Ordinance with the requested  
104 revisions and set a date for the Public Hearing for November 21, 2019.  
105 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
106 NOES: None.  
107 ABSENT: None.  
108 ABSTAIN: None.

109  
110 Pease let at 5:55 pm.

111  
112 **PROPOSED ORDINANCE 179 AN ORDINANCE AMENDING TITLE 1 CHAPTER 2 OF THE**  
113 **ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT TIME AND PLACE FOR**  
114 **REGULAR MEETINGS AND SETTING OF PUBLIC HEARING**

115 Board reviewed the proposed Ordinance 179 – An Ordinance modifying Title 1 Chapter 2 of the Ordinance  
116 Code of the Las Gallinas Valley Sanitary District amending time and place for regular board meetings.  
117 Discussion ensued.

118 **ACTION:**

119 Board approved (Yezman/Clark 5-0-0-0) setting a Public Hearing date of November 21, 2019 for the  
120 Proposed Ordinance 179 an Ordinance Amending Title 1 Chapter 2 of the Ordinance Code of the Las  
121 Gallinas Valley Sanitary District Time and Place for Regular Meetings.  
122 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
123 NOES: None.  
124 ABSENT: None.  
125 ABSTAIN: None.

126  
127 **AWARD OF CONTRACT TO CATS4U, INC. FOR INFLUENT SCREENS REBUILD**

128 Board reviewed the budget revision and the Award of Contract to CATS4U for Influent Screens Rebuild.

129 **ACTION:**

130 Board approved Yezman/Schriebman 5-0-0-0) the budget revision and Award of Contract to CATS4U for  
131 Influent Screens Rebuild.  
132 AYES: Clark, Elias, Murray, Schriebman and Yezman.  
133 NOES: None.  
134 ABSENT: None.  
135 ABSTAIN: None.

136  
137 **SPECIAL MEETING AGENDA FOR NOVEMBER 15 BOARD RETREAT**

138 Board and staff discussed the upcoming Board retreat and agreed to the November 15<sup>th</sup> Special Meeting  
139 located at 101 Lucas Valley Road, Suite 300, San Rafael from 9 am to 2:30 pm.

140  
141 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

142 Discussion ensued.

143  
144 Byers left at 6:11 pm.

145  
146 **INFORMATION ITEMS:**

147 **STAFF / CONSULTANT REPORTS:**

148 1. General Manager Report – Verbal – Prinz reported.

149 Topics included:

- 150 • Safety – Reclamation cattail maintenance effort temporarily requiring partial closure of
- 151 reclamation area
- 152 • PSPS – Discussed diesel delivery problems (no 300 SMR in OES diesel contract)
- 153 • Various project updates
- 154 • Warranty replacement Solar Panels have arrived. Coordinating installation

- 155                   • BERS: Microturbine failure. Replacement may be required. Cost could be as high as  
156                   \$150,000.  
157                   • Move to 101 Lucas Valley Road is approaching. Tenant improvements almost done.  
158  
159                 2. Award of Contract to CATS4U, Inc for Effluent Disposal Marsh Pond Capacity Restoration –  
160                   Written – Cortez reported  
161                 3. Senate Bill 13 – Accessory Dwelling Units – Written – Cortez report  
162

163 Cortez left at 6:42 pm  
164

165 **BOARD REPORTS:**

- 166                 1. LAFCO – Verbal – Murray reported  
167                 2. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.  
168                 3. JPA Local Task Force on Solid and Hazardous Waste – Verbal – Schriebman reported.  
169                 4. Flood Zone 7– verbal – Yezman reported.  
170                 5. NBWA  
171                     Board Committee – Verbal – no report.  
172                     Steering Committee – Verbal – Clark reported.  
173                     JTC – Verbal – no report.  
174                 6. NBWRA /North Bay Water – Verbal - no report.  
175                 7. Engineering Subcommittee – Verbal – Yezman reported.  
176                 8. Other Reports –Written – Disinfection Byproducts – Murray reported.  
177

178 **BOARD REQUESTS:**

- 179                 A. Board Meeting Attendance Requests – none.  
180                 B. Board Agenda Item Requests – none.  
181

182 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE CONTINUED:**

183 Discussion ensued.  
184

185 **ADJOURNMENT:**

186

187 **ACTION:**

- 188 Board approved (M/S Yezman/Elias 5-0-0-0) the adjournment of the meeting at 7:12 pm.  
189                 AYES:       Clark, Elias, Murray, Schriebman and Yezman.  
190                 NOES:       None.  
191                 ABSENT:   None.  
192                 ABSTAIN:   None.  
193

194 The next Board Meeting is scheduled for November 15, 2019 at 101 Lucas Valley Road, Suite 300, San  
195 Rafael.  
196

197 **ATTEST:**  
198  
199  
200

\_\_\_\_\_  
201 Teresa Lerch, District Secretary  
202  
203

204 **APPROVED:**  
205  
206  
207

\_\_\_\_\_  
208 Craig K. Murray, Board President  
209  
210

SEAL

Agenda Item 5B  
 Date November 21, 2019

Las Gallinas Valley Sanitation District Warrant List 11/21/2019 - DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	11/21/2019	N/A	Able Tire & Brake	586.91		586.91	2008 Chevrolet Silverado C1500 - Front Brakes Replaced
2	11/21/2019	N/A	Accountemps	2,338.40		2,338.40	Clerical help/ Admin & AP
3	11/21/2019	N/A	Allmax Software Support	1,750.00		1,750.00	Wastewater Annual Support - 5 Seats Historian
4	11/21/2019	N/A	AT&T Teleconference Services	29.71		29.71	Conference Call Connections
5	11/21/2019	ACH	Byers Law Office	9,825.00		9,825.00	District Legal Services for October
6	11/21/2019	ACH	CalPERS CERBT-OPEB	11,630.00		11,630.00	Pre-fund GASB payment
7	11/21/2019	EFT	CalPERS Retirement	16,034.31		16,034.31	Employer Portion for Classic & PEPRA members
8	11/21/2019	EFT	Cal PERS 457 Plan	4,371.42		4,371.42	Employees Salary Deferrals for the 11/08/2019 payroll
9	11/21/2019	ACH	Cardenas, Manuel	221.59		221.59	Purchase of Boots per MOU
10	11/21/2019	N/A	CASA (Calif.Assn.of Sanitation Agencies)	13,370.00		13,370.00	Agency Membership Renewal
11	11/21/2019	N/A	CD & Power	20,649.18		20,649.18	Generator Rental for August, Sept. & Oct.
12	11/21/2019	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Change
13	11/21/2019	N/A	City National Bank	628,323.70		628,323.70	Loan Agreement #13-038 with State Water Resources Board.
14	11/21/2019	ACH	Contractor Compliance and Monitoring,	3,332.75		3,332.75	Labor Compliance Services
15	11/21/2019	ACH	Core Utilities, Inc.	2,400.00		2,400.00	IT Consulting Services
16	11/21/2019	N/A	Cropper Accountancy Corporation	5,000.00		5,000.00	Audit of Fiscal Year ending June 30, 2019
17	11/21/2019	N/A	CWEA -CA Water Environment Assoc	460.00		460.00	Cert Renewals for G.Pease, M. Cardenas, C. Gill & R. Buchholz
18	11/21/2019	ACH	Direct Dental Administrators, LLC	134.00		134.00	Monthly dental premium
19	11/21/2019	ACH	Elias, Rabi	200.00		200.00	Health insurance
20	11/21/2019	ACH	EOA, Inc.	8,280.73		8,280.73	Technical Assistance for Regularory Permits
21	11/21/2019	ACH	Fastenal Company	108.72		108.72	Stock Parts for Maintenance
22	11/21/2019	ACH	Fishman Supply Co.	133.71		133.71	Hot cups
23	11/21/2019	ACH	Gardeners' Guild	1,090.00		1,090.00	Yard Maintenance for November
24	11/21/2019	ACH	Grainger	3,482.22		3,482.22	Ladders and wrench sets
25	11/21/2019	N/A	Hazen and Sawyer	2,000.00		2,000.00	On-Call Construction Contract CIP# 20125-01 - Services from 7/1/2019 to 8/31/2019
26	11/21/2019	N/A	Jackson's Hardware, Inc.	94.11		94.11	Respiator Masks, Board Stud
27	11/21/2019	ACH	Kenwood Energy	1,121.25		1,121.25	Sharp Solar Panel Replacement Project - October 2019 #20500-04



28	11/21/2019	N/A	Marin Ace	70.74	70.74	Ropes, Keys, Spray Paint
29	11/21/2019	N/A	Miller Pacific Engineering Group	3,021.00	3,021.00	Miller Creek (repair, maintain, modify) (9/4/2019 - 10/6/2019) Inv 20912 - 11500-09
30	11/21/2019	ACH	Murray, Craig	125.00	125.00	HEALTH INSURANCE
31	11/21/2019	N/A	North Bay Petroleum	1,660.46	1,660.46	Vehicles & Equipment - Unleaded Fuel
32	11/21/2019	ACH	Nute Engineering	1,917.50	1,917.50	Engineering & Inspection Services 9/1/19- 9/31/19 - 12600-02
33	11/21/2019	N/A	Operating Engineers Local No. 3	413.56	413.56	UNION DUES
34	11/21/2019	N/A	Pacific EcoRisk	3,860.00	3,860.00	NPDES -Toxicity Testing
35	11/21/2019	N/A	Pacific Gas & Electric - 0580531718-6	9,277.99	9,277.99	Electric Generation Charges
36	11/21/2019	N/A	Pacific Gas & Electric CDX7397590484 5	1,257.51	1,257.51	Electric Generation Charges
37	11/21/2019	N/A	Regional Monitoring Program	19,347.00	19,347.00	Annual Participant Fees for the Regional Monitoring Program for for 2020.
38	11/21/2019	ACH	Retiree Augusto	187.74	187.74	Calpers Retiree Health
39	11/21/2019	ACH	Retiree Burgess	187.74	187.74	Calpers Retiree Health
40	11/21/2019	ACH	Retiree Cummins	187.74	187.74	Calpers Retiree Health
41	11/21/2019	N/A	Retiree Cutri	462.74	462.74	Calpers Retiree Health
42	11/21/2019	ACH	Retiree Emanuel	258.83	258.83	Calpers Retiree Health
43	11/21/2019	ACH	Retiree Gately	224.41	224.41	Calpers Retiree Health
44	11/21/2019	N/A	Retiree Guion	224.41	224.41	Calpers Retiree Health
45	11/21/2019	ACH	Retiree Johnson	632.90	632.90	Calpers Retiree Health
46	11/21/2019	ACH	Retiree Kermoian	187.74	187.74	Calpers Retiree Health
47	11/21/2019	ACH	Retiree Mandler	187.74	187.74	Calpers Retiree Health
48	11/21/2019	ACH	Retiree McGuire	563.00	563.00	Calpers Retiree Health
49	11/21/2019	ACH	Retiree Memmott	187.74	187.74	Calpers Retiree Health
50	11/21/2019	ACH	Retiree Petrie	163.37	163.37	Calpers Retiree Health
51	11/21/2019	ACH	Retiree Pettey	187.74	187.74	Calpers Retiree Health
52	11/21/2019	N/A	Retiree Provost	258.83	258.83	Calpers Retiree Health
53	11/21/2019	ACH	Retiree Reetz	511.48	511.48	Calpers Retiree Health
54	11/21/2019	N/A	Retiree Reilly	187.74	187.74	Calpers Retiree Health
55	11/21/2019	ACH	Retiree Vine	187.74	187.74	Calpers Retiree Health
56	11/21/2019	N/A	Retiree Wettstein	598.00	598.00	Calpers Retiree Health



57	11/21/2019	ACH	Retiree Williams	598.00	598.00	Calpers Retiree Health
58	11/21/2019	ACH	Rogers, Norman	49.85	49.85	Mileage Reimbursement for Class Attendance
59	11/21/2019	N/A	Safety-Kleen Systems, Inc.	155.50	155.50	Recycle Used Oil
60	11/21/2019	ACH	Schriebman, Judy	200.00	200.00	HEALTH INSURANCE
61	11/21/2019	N/A	Shamrock	118.77	118.77	Sonotube Thin Wall
62	11/21/2019	Net 30	Southern Counties Lubricants	3,136.76	3,136.76	Diesel Fuel for Generators - PSPS
63	11/21/2019	EFT	Sun Life Financial - DISABILITY	2,078.50	2,078.50	Life Disability & ADD PREMIUM
64	11/21/2019	N/A	SWRCB (CERTIFICATES)	150.00	150.00	Grade V Renewal for M. Liebmann
65	11/21/2019	N/A	SWRCB (FEES)	18,477.00	18,477.00	Annual Permit Fees
66	11/21/2019	N/A	SWRCB-ELAP FEES	6,352.00	6,352.00	ELAP Certification Renewal Fee
67	11/21/2019	N/A	TPx Communications	630.06	630.06	Monthly Phone Service
68	11/21/2019	N/A	PAID -Unicorn Group - Check Issued 11/13/19	2,500.00	2,500.00	Estimated postage for Newsletter
69	11/21/2019	N/A	United Site Services	451.64	451.64	Porta-Potty
70	11/21/2019	ACH	Univar USA Inc.	4,799.77	4,799.77	Sodium Bisulfite
71	11/21/2019	N/A	Verizon Wireless	997.02	997.02	Monthly Cell Phones
72	11/21/2019	N/A	WRA, Inc.	3,723.75	3,723.75	STPURWE CEQA Addendum 2 CIP# 12600-07 - Plant Upgrade Compliance Services
73	11/21/2019	ACH	Yezman, Crystal	200.00	200.00	Health insurance

TOTAL \$ 814,947.54 \$ - \$ 814,947.54

EFT1	EFT1 = Payroll (Amount Required)	90,000.00	0.00	Approval:
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	
PC	Petty Cash Checking	0.00	0.00	Finance
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	748,922.79	748,922.79	GM
EFT	EFT = Vendor initiated "pulls" from LGVSD	22,484.23	22,484.23	
ACH	ACH = LGVSD initiated "push" to Vendor	53,706.00	53,706.00	Board
	Total	<u>\$ 915,113.02</u>	<u>\$ 825,113.02</u>	

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



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Michael P. Cortez, PE, District Engineer  
**Mtg. Date:** November 21, 2019  
**Re:** Approve Change Order 11 – Additional AC Paving  
 Plant Improvements 2018  
**Item Type:** Consent X Discussion \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

### BACKGROUND:

The asphalt paving between the Headworks Building and Sludge Thickener Structure is severely deteriorated due to vehicular traffic over the years and has been further compromised by recent construction activity. In response to District Staff's request, Gregory Equipment, Inc. (Contractor) has submitted a proposal to pave approximately 750 square feet in the amount of \$25,000 as a change order under the Plant Improvements 2018 Project.

### PREVIOUS BOARD ACTION:

Board approved the Award of Contract for Plant Improvements 2018 to Gregory Equipment Inc. on August 17, 2018 in the amount of \$680,130.

### ENVIRONMENTAL REVIEW:

N/A

### FISCAL IMPACT:

Not to exceed \$25,000. The project was approved in fiscal years 2018-19 and 2019-20 budget as Project Number 12600-02 with a total budget of \$911,000.

### STAFF RECOMMENDATION:

Board to authorize a change order of \$25,000 to Gregory Equipment, Inc. for the Plant Improvements 2018 Project.



# Agenda Summary Report

To: LGVSD Board *MPS*  
 From: Mike Prinz, General Manager  
 Mtg. Date: November 21, 2019  
 Re: General Manager Performance Evaluation Logistics  
 Item Type: Consent \_\_\_\_\_ Discussion X Information \_\_\_\_\_ Other \_\_\_\_\_  
 Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

**BACKGROUND:**

Logistics for the General Manager performance evaluation would benefit from a Board designee or ad hoc subcommittee. The previously formed ad hoc Human Resources Subcommittee was created on September 28, 2017 to review the 2017 Futuresense Report developed at that time. This purpose was considered fulfilled as of January 10, 2019, on which date this ad hoc Subcommittee was dissolved by the Board.

The District retained Regional Governmental Services (RGS) to facilitate the 12 month performance evaluation of the current General Manager, Mike Prinz. RGS has requested a designated point of contact to disseminate information to and coordinate with.

**PREVIOUS BOARD ACTION:**

The Board has held several closed sessions regarding the General Manager’s performance evaluation at various points during 2019.

**ENVIRONMENTAL REVIEW:**

N/A

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Staff recommends that the Board designate a Board member or ad hoc Subcommittee to facilitate logistics for the General Manager’s 12 month performance evaluation.



Item Number 7

# Agenda Summary Report

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**To:** Mike Prinz, General Manager MISP  
**From:** Robert D. Ruiz, Administrative Services Manager  
**Mtg. Date:** November 21, 2019  
**Re:** 2020 NBWA Conference Donation  
  
**Item Type:** Consent \_\_\_\_\_ Discussion X Information \_\_\_\_\_ Other \_\_\_\_\_.  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X \_\_\_\_\_.

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**BACKGROUND:**

Selected Board members normally attend the NBWA Conference, which is being held April 3, 2020 in Petaluma. In year's past LGSVD has donated \$1,000, which may have included door prizes.

The board has expressed interest in continuing the precedent of making a donation.

**PREVIOUS BOARD ACTION:**

N/A

**ENVIRONMENTAL REVIEW:**

N/A

**FISCAL IMPACT:**

The value of a donation could be added to the 2020 Budget but is not currently budgeted.

**STAFF RECOMMENDATION:**

Staff requests that the Board determine if a contribution will be made, the dollar amount and the type of contribution.



**11/21/2019**

**General Manager Report**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
  - Cattail removal project update
  - Move to 101 Lucas Valley Road update
  - Vaccon delivery
  - Biowheel factory visit
  - Other topics as appropriate
- Presentation



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MDP*  
**From:** Mel Liebmann, Plant Manager  
**Mtg. Date:** November 21, 2019  
**Re:** LGVSD Public Outreach for "Non-Flushable Wipes" Awareness  
**Item Type:** Consent \_\_\_ Discussion \_\_\_ Information XX \_\_\_ Other \_\_\_  
**Standard Contract:** Yes \_\_\_ No \_\_\_ (See attached) Not Applicable XX \_\_\_

## BACKGROUND:

At the request of Director Schriebman, staff are providing a summary of the collective effort by the Public Education Committee (PEC) of the Marin County Sanitary Agencies to mitigate the proliferation of "Non-Flushable Wipes" in our systems.

The PEC meets once per month. Increasing public awareness of the problems that "non-flushable wipes" present to our agencies is a recurring topic of the group and is incorporated in messaging through handouts and public presentations at educational events including the Marin County Senior Fair, Farmer's Market and Senior Outreach in Novato. In general, the informational campaigns appear to be effective.

There has been a relatively low incidence of maintenance issues attributable to non-flushable wipes in the LGVSD collections system. In the last 5 years, only one incidence at Pine Ridge Care Center, on Professional Center Parkway, was complicated by non-flushable wipes. However, staff believe that the root cause was due to an overaccumulation of grease that resulted in a sanitary sewer overflow (SSO).

The PEC is aware of one device offered by "Traptex" that is installed in the bowl of a toilet to catch a flushable wipe before it enters a building's plumbing system. A Kaiser Permanente care facility in Novato has recently installed these devices with early accounts of success. The facility installed these devices to reduce the burden on their staff to clear the blockages caused by non-flushable wipes within their facility. The PEC is encouraged by these reports and may be using this as an example in their future public outreach events.

As the District's source control contractor, Central Marin Sanitation Agency (CMSA), provides targeted outreach to facilities or institutions that could be routine sources of non-flushable wipes, further reducing the potential for problems related to non-flushable wipes in the District's collections and treatment systems.

**PREVIOUS BOARD ACTION:** None, Information Only

**ENVIRONMENTAL REVIEW:** NA

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:** None, Information Only

## Agenda Summary Report

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To: LGVSD Board *MSP*  
From: Mike Prinz, General Manager  
Mtg. Date: November 21, 2019  
Re: Out of Class Assignment – Maintenance Supervision  
Item Type: Consent \_\_\_\_\_ Discussion \_\_\_\_\_ Information x Other \_\_\_\_\_  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

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### BACKGROUND:

The previous Building and Grounds Maintenance Worker (BGM) position was previously converted to a Skilled Maintenance Worker 1 (SMW1) position, and a Skilled Maintenance Worker 2 (SMW2) position was created and budgeted as part of the FY 19-20 budget process. These positions are being used in conjunction with Wastewater Operators as necessary to provide District-wide maintenance services. Additional maintenance related positions may be required in the future.

Supervision of the original BGM position was historically variable and marginally adequate depending on workloads. The current staffing plan appears to be catalyzing a need for more comprehensive supervision of maintenance staff and interdepartmental maintenance coordination than has existed previously.

In order to temporarily improve supervision of maintenance activities and evaluate the benefit of more comprehensive supervision and coordination, an internal invitation for statements of interest in an out of class assignment for maintenance supervision has been issued. The term of the assignment is 6-12 months depending on effectiveness. The selected candidate will receive a 5% pay increase during the term of the assignment and continue to be represented by Operating Engineers Local 3, who have been notified of the temporary assignment opportunity.

### PREVIOUS BOARD ACTION:

The Board approved the Skilled Maintenance Worker 2 position in the FY 19-20 budget.

### ENVIRONMENTAL REVIEW:

N/A

### FISCAL IMPACT:

None. The 5% temporary pay increase is covered by budgets for positions which were not filled immediately after budget approval effective July 1, 2019.

### STAFF RECOMMENDATION:

None. Informational only.

## 11/21/2019 BOARD REPORTS

### Agenda Item 9.1

#### LAFCO

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

### Agenda Item 9.2

#### Gallinas Watershed Council/Miller Creek Watershed Council

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

### Agenda Item 9.3

#### JPA Local Task Force on Solid and Hazardous Waste

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

### Agenda Item 9.4

#### Flood Zone 7

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

### Agenda Item 9.5

#### NBWA

- a) Board Committee
- b) Steering Committee
- c) JTC

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

### Agenda Item 9.6

#### NBWRA/North Bay Water

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

### Agenda Item 9.7

#### Engineering Subcommittee

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



## 11/21/2019 BOARD REPORTS

### Agenda Item 9.8

#### **Other Reports – Grade Separations, Roundabouts & Disasters, Oh My! and Trenchless Elevated 2019, Day 1**

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

Agenda Item 9.3  
Date November 21, 2019

JPA Solid and Hazardous Waste Nov. 6, 2019  
J Schriebman

If there were only one thing the committee should do next year, what would that be?

1. Rene Goddard: Single use plastics ban county and city wide
2. TamValley CSD General manager Heather: interest in producer responsibility. New stickers on carts but people still confused
3. Kim Scheibly Model Ordinances for SB 1383
4. Additional organics processing facility at Redwood Landfill
5. Bay Cities Refuse Service: Haulers take the same stuff; Back to Basics; what can I recycle? Everyone wanted us to take more stuff.
6. Alice: San Rafael—Styrofoam. There's no answer except landfill.
7. Sam Jones Community for unincorporated county: Education issue. Myth of compostable plastics. Greenwashing. Food waste w/the power outages.
8. Matt: Solid and Hazardous waste background: Focus on process and planning. Revisit JPA charter; can we can do what we are required to do. Long range planning; budget. Need to figure out how do we get there? Where are we going? Backsliding on diversion rate; population/education issues. Change in culture to how we buy things now. Flavor or contaminant of the month that distracts us from getting the waste down.
9. Dee Johnson: Food waste due to power shut offs. Food insecurity. Food rescue. Single use plastics, to get them out of the waste stream bills. Resolution coming forward on stopping single use plastics.
10. Terry Thomas, EFM: still having power issues. Plastics.
11. Judy, LGVSD: State incentives for recycling; state banning non-recyclables/single use plastic; EPR; Greenwashing—get list of what's really compostable; Add Refuse to the Reduce, Reuse, Recycle; support Federal Udall/Lowenthal bill on plastic waste

LTF needs to formalize a recommendation to bring it to the S&H Waste Board for funding. Consider all above and narrow the field for next time.

Introductions and reports:

- People don't know what is compostable and what isn't; what is recyclable and what isn't. Nov. 16—holiday fair at MSS. Lots of cool vendors; waste free products. Nov. 15 America Recycle. Need America Reduces Day.
- Rose Radford R3 Consulting: R3 selected to assist w/county's work on Single Use Plastic ordinance. **Kicking off stakeholder engagement—call R3's office if you want to be involved.** County can only control unincorporated area but ordinance can be used as a model for cities. If all Marin signs onto ordinance, then Environmental Health can monitor it countywide. Only the Health Dept. can make it a county-wide issue. Biggest issue is enforcement and measurement.

- Dual Stream Recycling Program going well. 90% are doing it but 10% are annoyed. They understand what “paper” is. During Container week, they are Tagging and leaving lots of garbage cans. All plastics are plastics to people. Rules have been in place for years; it’s not new. Newsletters and email are worthless. Not picking up a garbage can sends a message. Special fee to pick up for \$25 if contaminated.
- Redwood Landfill: Construction of Recovery Facility has started. Open in June/July 2020. Receiving up to 400 tons daily C&D material for sorting and recycling for commercial businesses; residential will come on line soon. Cannot use wood as ADC come Jan. 1, 2020. So wood will still be disposed of but no credits for diversion. Getting more garbage b/c less recyclables so percent disposal will go higher; stats will be going the opposite way. People are now saying that less recycling is creating more garbage which means they have to get a bigger garbage can--OR change what they buy. Wood waste at MSS goes to biomass, not subsidized by the govt. Will Marin Clean Energy be buyers of the energy. Biogassification for power. Mechanisms are there to do it clean and right. Need 100 tons per day. Hard to get a permit for this from Air Board.
- Trying to launch Go-Box at Whole Foods. Finally signed a contract with them! Going in on first week in Dec! Really re-usable containers; transition plastics.
- Need for stronger chemical regulations/banning hard to remove ones from use b/c it all ends up in environment; screws w/sewage tx and costs a lot to remove; PCP’s; Green Chemistry movement. Composting toilets to save water. Chemicals in various food containers. Safer Consumer Products commission. Industry tried to raise limits of toxic chemicals in glassware. Governor vetoed this bill. Have to have those chems out before you can make glass into a new container. Governor influenced by advocates to stop bill.
- Breaking records in receiving more batteries and propane tanks for recycling, thanks to power outage. Need EPR for batteries; bill is languishing.

2 vacancies for environmental rep; some applications coming in. Specific announcements have gone out.

Presentation by Bonnie of CA Against Waste (CAW): non-profit founded in 1977; monitors policy solutions. PPT on Bills that passed or didn’t this year dealing w/waste/recycling:

- Passed AB 1583: Recycling Market Development Act. Every plastic mfg has to have code; soon will be only on products that are recyclable. Creates curbside recycling commission. Can now tell mfgs that certain products can’t be recycled here.
- Not passed: SB54 and AB 1080: single use plastic bill. Took 12 years to ban bags; stopped this year but will come back next year. Keep talking to your legislators about this. Onus is on mfgs! Not local govt
- Paused: AB 1509: requires recycling program for Lithium ion batteries; causing more fires at MRFs when they are thrown away. Safety hazard. Rethink Waste; will bring bill back in 2020.
- Paused: AB 1163 is Right to Repair Act—If you own something you should have the right to repair it! Parts not available. Similar bills introduced in other states.



Contact: 916-443-5422 [baani@cawrecycles.org](mailto:baani@cawrecycles.org). Full PPT available on website.

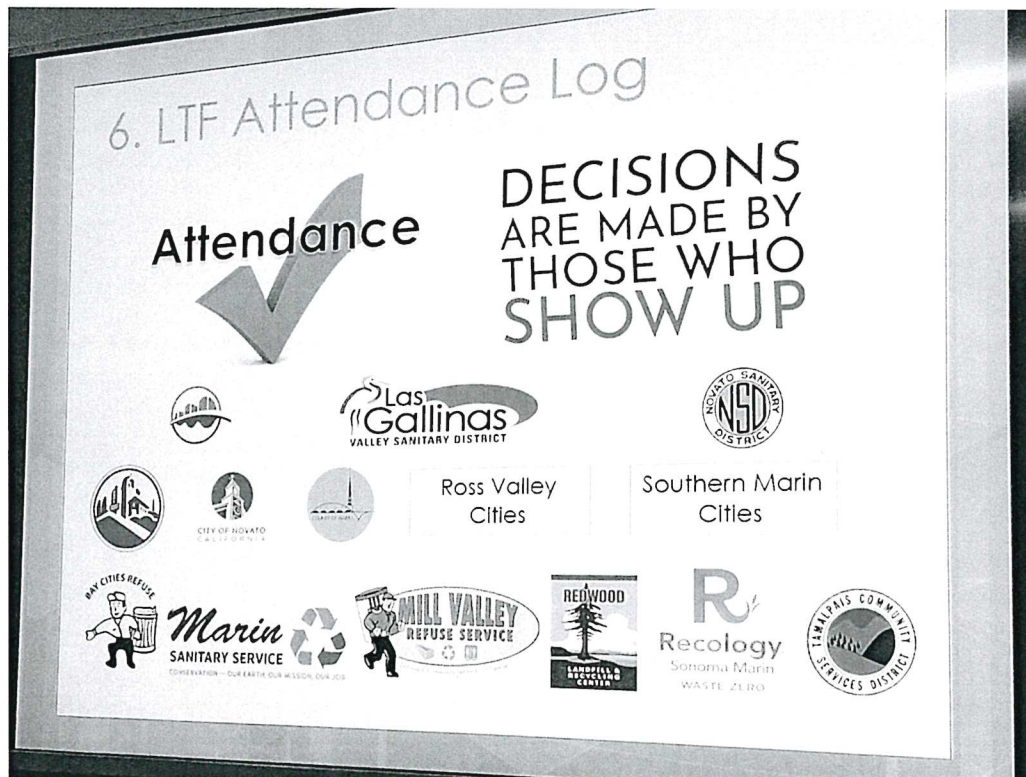
What can we help CAW with? Sign onto support letters. Talk to legislators. Local voice is powerful. Have local govt collaborative for connection. Small local laws help make bigger changes statewide. Berkeley's recent ordinance is huge and worth striving for. CAW's website is great for following legislation.

Organics Subcommittee Report: Met before the power shutoff mostly re: SB 1383: Talked of inconsistencies in definitions used throughout the legislation. And How do we Implement this? What are the different agencies responsible for? **Read the 176 pages and make comments. Will require contract amendments with waste haulers. Waiting for formal rulings at end of year. Maybe not get another comment period. IF so, only 15 day comment period.**

AB 1386 Mandatory organics composting/reuse coming up. Aug data will go into CalRecycles work.

Awards ceremony for First Annual Zero Waste School Program! Certified 9 schools!

Outreach contractor is now Gigantic Idea Studio; older one went bankrupt. Dock Walking at Local marinas to bolster used oil and filter recycling. Updating C&D certification forms. Zero Waste Grant project—installed a cardboard baler for Marin County jail. They also compost. Request for future agenda items and topics.





Agenda Item 9.8  
Date November 21, 2019

# Certificate of Attendance

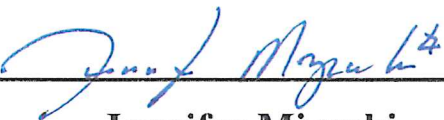
*This certifies that*

*Craig Murray*

*Attended the 2019 Seminar – Grade Separations, Roundabouts, & Disasters, Oh My!*

*On October 11, 2019, in Santa Barbara, CA*

*And has earned 8.0 hours of IRWA approved re-certification credits.*



**Jennifer Mizrahi**

Chapter 47 Education Committee Chair

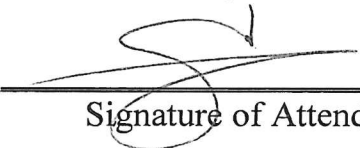


# Certificate of Attendance

I hereby certify that I attended 6.5 hours of the following course consisting of **6.5 HOURS** of Continuing Education Unit Credits for Professional Engineers, in Accordance with UAC R156-22-304.

*CRAIG K. MURRAY*

Attendee (Print Name)



Signature of Attendee

Course: Trenchless Elevated 2019 – Day 1 or October 23, 2019

Location: Mountain America Exposition Center; Sandy, Utah

Sponsor: NASTT – Rocky Mountain Chapter  
14500 Lorain Avenue, #110063  
Cleveland, OH 44111-9998



**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. and  
returning on \_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m.

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

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

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

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

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

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**For Office Use Only**

Request was  Approved  Not Approved at the Board Meeting held on \_\_\_\_\_.

**11/21/2019**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 10B**

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



**11/21/2019**  
**Various Articles and Miscellaneous District Correspondence**  
**Agenda Item 11**

**No articles or District Correspondence at this time.**